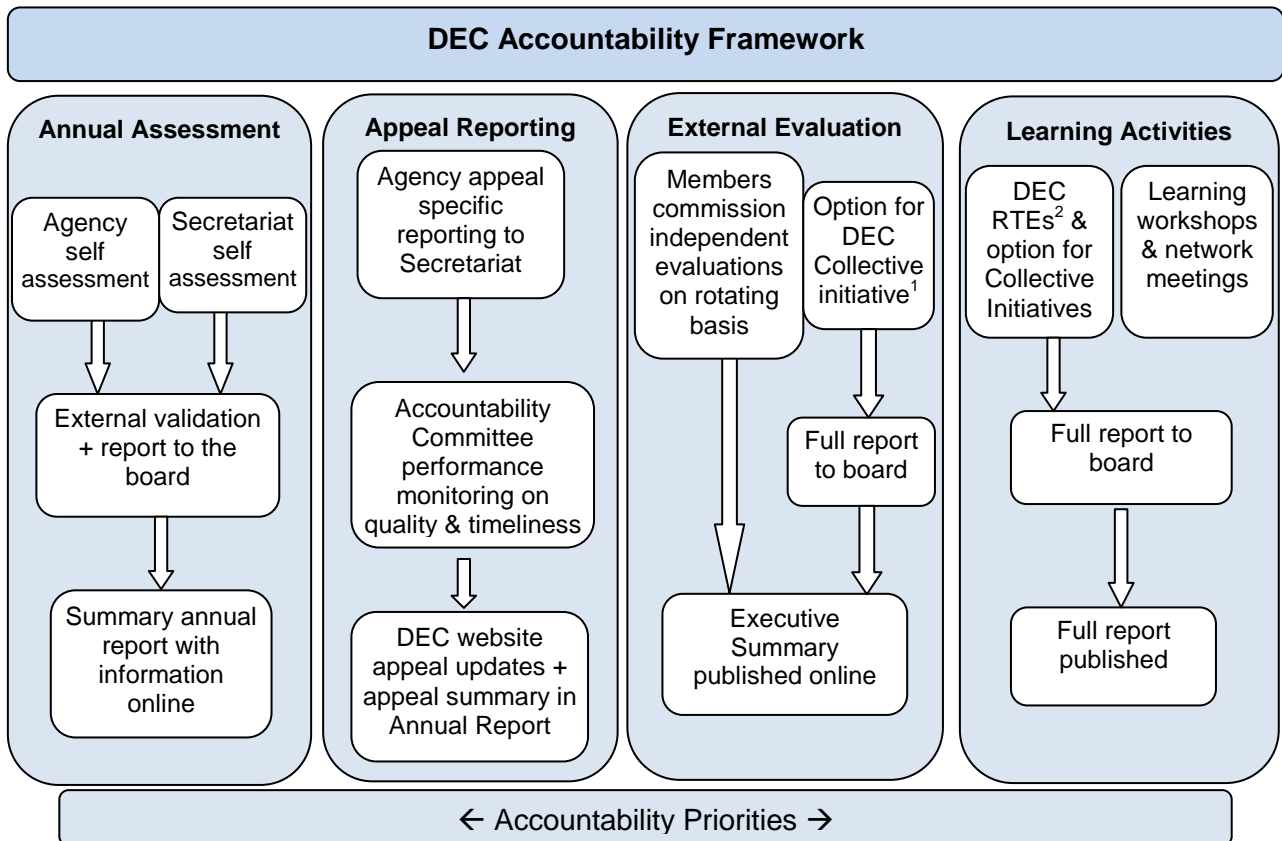


DEC Accountability Framework May 2011

The DEC Accountability Framework encompasses a number of activities designed to promote best practice, learning and accountability.

The four main 'pillars' are: (1) annual self assessments against the DEC accountability priorities and the ways of working which sit beneath these; (2) appeal specific reporting on plans and progress against these; (3) a rotating system of Independent external evaluation; and (4) collective learning activities designed to ensure DEC members share learning and experiences.



¹ Collective Initiative = joint study or report commissioned by DEC

² RTE = Real Time Evaluation

Our accountability priorities are the touchstones of quality humanitarian work which DEC members have collectively agreed. These run across the pillars of the framework and provide the focus for our activities: they are reflected within the content of appeal reports; they sit within the terms of reference for evaluations; and the annual assessments are against the 'ways of working' which sit beneath them (see attachment 1). The priorities were revised during 2010 and the new priorities were launched in April 2011.

Attachment 1: DEC Accountability Priorities – Member Agencies

1. We use our resources efficiently and effectively	2. We achieve intended programme objectives in accordance with agreed humanitarian standards, principles and behaviours	3. We are accountable to disaster affected populations	4. We learn from our experience – taking learning from one emergency to the next
1.1 Documented processes are in place at the appropriate level governing the use and management of funds	2.1 The agency has defined and documented processes for programme management which are underpinned by a clear statement of standards	3.1 A defined and documented Accountability Framework is in place governing accountability to disaster affected populations	4.1 A documented process is in place at the appropriate level to ensure that learning is systematically captured, shared and utilised
1.2 Approach to the management and care of staff reflects People in Aid code of good practice	2.2 Programmes respond to clearly defined needs and are adjusted as needs change	3.2 Information on agency background, programme timelines, beneficiary entitlements and selection criteria is communicated to disaster affected populations	4.2 Key learning is effectively communicated to staff, partners and other stakeholders
1.3 Programme design and procurement processes maximise value for money - balancing quality, cost and timeliness at each phase of the response	2.3 Staff and partners understand and integrate agreed standards in to their programmes	3.3 Disaster affected populations participate in programme assessment, design, implementation and evaluation	4.3 Key learning (including from evaluations) is incorporated into processes and programmes in a systematic and timely manner
1.4 Incidences of actual/suspected fraud or loss are investigated and actioned	2.4 Agencies participate in established coordination mechanisms and support their partners to do the same	3.4 In consultation with disaster affected populations appropriately designed and described complaints handling procedures are implemented	4.4 Agencies contribute to peer and sector learning in humanitarian response
1.5 Partners are consulted and their capacity is assessed, utilised and developed where appropriate	2.5 Unintended programme impacts and outcomes are identified and acted upon in a timely manner	3.5 Agencies shall work with partners to strengthen their capacity to be accountable to disaster affected populations	
1.6 Local structures (including governments, civil society organisations and markets) are consulted and strengthened	2.6 Programmes contribute to disaster risk reduction and build the resilience of communities, partners and governments		

DEC Accountability Priorities– Secretariat

The DEC Secretariat is also subject to annual assessment against a set of accountability priorities.

Maximise Income	Building Trust		Working together effectively
1. We fundraise effectively	2. We tell the full story of each appeal	3. We hold our members to account for delivering quality disaster responses	4. We work together effectively as a Secretariat and with our members
1.1 Administration, fundraising and communication expenditure is cost effective	2.1 During the PJA, donors are given clear explanations of the humanitarian needs and the disaster response with an update at one month	3.1 Agencies' annual Quality Assessments are externally validated and progress against improvement commitments is monitored.	4.1 Board & Sub-Committee papers, including briefs to support Appeal decision making, are circulated in a timely manner
1.2 Gift Aid estimate is generated within four months of appeal launch, with 80% claimed within four months of PJA end	2.2 Updates on the DEC funded response are published online at 3 months, with 6 month and 1 year updates where appropriate.	3.2 Agency progress towards programme objectives and compliance with DEC policies is monitored, with exception reporting to Trustees	4.2 Member Agency staff are brought together to consult on DEC decisions and share learning with a coherent programme of networks
1.3 Service Provider contracts are managed to ensure good donor care & cost effective processing.	2.3 Full analysis of the programme outputs and outcomes funded by the DEC is published online annually.	3.3 Feedback on plans and reports is provided to MA within 10 working days of submission	4.3 Workshops are held following collective initiatives and RTEs in order to drive learning across agencies
1.4 Registered events are followed up to realise anticipated income	2.4 The results of learning and improvement activities are proactively communicated externally	3.4 External Evaluation reports are reviewed for key themes and management responses from member agencies are collected	4.4 During the Period of Joint Action, regular updates keep Trustees and staff informed of progress and action plans.
1.5 Media coverage mentioning DEC appeals & donation mechanisms is supported during the PJA	2.5 We are available to interested donors, engage with them and handle complaints appropriately	3.5 Executive summaries of all external evaluations and validations are clearly signposted on the DEC website	4.5 After each appeal, staff come together to capture learning and commit to implementing improvements.
1.6 Capital investments minimise risk while optimising income	2.6 The DEC maintains contact with key opinion formers	3.6 Letters of Agreement and Letters of Closure are sent to members in a timely manner	4.6 The Secretariat has a productive working environment
			4.7 Risks are monitored and managed by the Secretariat, with regular updates to Trustee