

<b>Policy Title:</b>	African Events Policy		
<b>Policy Owner:</b>	ALARA Inc		
<b>Relevant Statute (if applicable):</b>	Association rules		
<b>Relevant Legislation (if applicable):</b>	ALARA Constitution		
<b>Policy Reference and Version No.:</b>	ALARA_AEP_Pol_5_4_16	<b>Policy reviewers:</b>	Colin Bradley Emmanuel Tetteh Michelle Redman-MacLaren Pamela Kruse John Molineaux Gina Blackberry Tome Mapotse Robyn Lynn
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**i. Intent of Policy:** This policy is supplementary to other ALARA Event policies and processes, and describes the conditions under which ALARA will allocate seed funding to individuals, groups and organisations to assist them conduct action learning and action research events in Africa.

**ii. Scope:** ALARA has a strategy to encourage and support the development of local and regional ALARA events and conferences in Australia and in other countries. This strategy is aligned to the organisation's vision: *that action learning and action research will be widely used and publicly shared by individuals and groups creating local and global change for the achievement of a more equitable, just, joyful, productive, peaceful and sustainable society.* Local and regional conferences create opportunities for individuals and groups to better understand action learning and action research and thus promote wider use and public sharing of action learning and action research.

As ALARA has funds that it can utilise for seed funding events in Africa, this policy covers the process and procedures for accessing those funds.

**iii. Exclusions (if any):** Access to seed funding is not available if:

- The approach relates to an event held outside Africa;
- The group or organisation presenting the proposal does not include an existing ALARA member who must remain a member during the life of the proposal, must be in a senior decision-making role within the group and must be a member of the Organising Committee for the event; or
- The event is not in keeping with ALARA's vision to create opportunities for individuals and groups to better understand and use action learning and action research.

**iv. Key Objectives:** To provide guidance to ALARA members who wish to conduct ALARA events in Africa, and to encourage those events.

**v. Policies, records and action plans** This policy is related to all ALARA events management and associated documents

**vi. Supporting/ Related Documents:** ALARA Constitution, ALARA Event policies and processes, Proposal for African Event generic submission, and ALARA Generic African Event Budget

**vii. Key Words:** Africa  
  
Event Management  
  
Seed funding  
  
Developing, Emerging and Developed Countries  
  
World Bank

**viii. Supporting Procedures/ Guidelines:** Policy reviews, business planning, marketing and networking

**1. Definitions:** ALARA supports the conduct of events, as described below, in Africa that help create opportunities for individuals and groups to better understand action learning and action research and which increase the achievement of a more equitable, just, joyful, productive, peaceful and sustainable society.

An event includes a:

- Meeting of action learning and action research practitioners
- Conversation, in which action learning and action research practitioners discuss a specific practitioner's approach / activities / area of work with that practitioner with the intent to develop knowledge of those present
- Series of scheduled meetings or conversations
- Seminar
- Workshop
- Conference
- Local tour by a group of practitioners to one or more locations where action learning and action research are utilised

Seed funding means funds provided to pay some of the costs associated with an event before attendees to that event have paid their registration fee, and which is refunded soon after the event from the income generated by the registrations (and any sponsorships) for the event.

ALARA member means a current individual or organisational member of ALARA at the time of the submission of a proposal whose membership must continue until after the completion of the event.

Neither ALARA nor the proposer is an agent, employee or contractor of each other, and they must not represent themselves as spokespersons, agents, employees or contractors of the other party.

## 2. Forms and Templates

Applicants must submit a proposal (business case) and proposed budget, using the following as guides:

- Proposal for African Event with ALARA by XXXX 2016-01-15.doc
- ALARA Generic African Event Budget 20160116.xlsx

## 3. Policy Functions:

3.1 This policy provides guidelines for the management of seed funds for African events.

### 3.2 Seed Funds

ALARA, in conjunction with the North-West University and National Research Fund South Africa, held a World Congress in Pretoria, which produced a profit. The agreement between ALARA and members of the University was that ALARA would allocate half of the profit to seed funding for future African action learning and action research events. ALARA as steward holds those funds for individuals, groups and organisations to access in organising events in Africa.

The proposer of an event who seeks seed funding must propose to recoup all of the seed funding (and preferably, a small profit) from registration fees for, and / or sponsorship and advertising at, the event. The proposer must reimburse ALARA the value of the seed funds at the conclusion of the event, plus any agreed share of profit arising from the event. Usually, this share will be a 50:50 split, but the agreement for the event may define a different arrangement.

The agreement with the proposer must specify what actions ALARA and the proposer must take in the case of the event making a loss, and what action the proposer must take if repayment of some or all of the seed funding is not possible.

### 3.3 African Events

The definitions section above specifies the types of events covered by this policy, and for which proposers can utilise the seed funding.

Proposers do not have to be African-based, but the event must be held in Africa, and directly benefit African citizens.

### 3.4 Insurances

Proposers must ensure that there is adequate professional indemnity and public liability for the event, including injury or death to any or all involved in or attending the event. The amount and extent of these insurances will be dependent on the nature of the event.

The cost of these insurances may be one of the expenses for which the proposer uses the seed funding and the event budget may include an amount for these policies, but the registrations must cover this expense.

### 3.5 Application for and Management of Event

The proposer must provide ALARA Management Committee with a proposal (business case) and proposed budget, using the template documents associated with this policy as guides. The size of the event and amount of seed funding sought should influence the length and amount of detail in the proposal and budget. For example, a small event, such as a two-hour conversation, for which the proposer seeks \$250, will require a short proposal and a basic budget. A full-day event, for which the proposer seeks several thousands of dollars, will require an extensive proposal and a detailed budget. The size of the event and desired seed funding will also influence the need for a separate bank account for the event and the degree of visibility of transactions afforded to ALARA.

The Management Committee may seek further information before reaching a decision to accept or reject the proposal, which it will communicate promptly to the proposer. The Management Committee will make that decision based on a number of criteria, including:

- type of event
- potential diversity, spread and quantity of audience
- perceived benefits to the audience
- other events of a similar or conflicting nature
- organisation and reliability of the proposer to deliver on the event
- risk to the seed funding and ALARA
- value for money, for both delegates and ALARA

If the Management Committee rejects the proposal, the proposer may seek to resubmit the proposal, adjusting it according to the feedback from the Management Committee.

If the Management Committee accepts the proposal, the proposer and ALARA will exchange letters of agreement about the proposal, including details of the event, timing of payment and repayment of the seed funding, management of organising of the event, and any other relevant matter.

As indicated in the proposal, the event Organising Committee will manage the conduct of the event, providing regular progress reports to the Management Committee. The proposal will include a review date when the Organising Committee will decide whether the event is viable to proceed (sufficient registrations to ensure a successful event). The Committee will communicate its decision and reasons to ALARA as soon as it has made that decision.

Neither ALARA nor the proposer can speak on behalf of the other party. Each party should approve any public statement made by either party about the event.

At the conclusion of the event, the Organising Committee will arrange refund of the seed funding, and a share of the profit from the event. . The return of these funds must occur within two weeks of the event, unless ALARA and the proposer agree on another date.



The Organising Committee will provide ALARA with a list of delegates with the following information as a minimum:

- Given Name
- Family Name
- Email address
- City and Country of residence
- Membership status (of ALARA and the Proposer's organisation)

ALARA may contact the delegates (usually via emails) to obtain feedback on the event, to advise of future events or invite membership in ALARA, and the Proposer should advise potential delegates of the likelihood of these emails.

The Organising Committee will also provide the Management Committee a short report on the event and the operations of the Organising Committee with the aim of helping ALARA improve the organisation of similar events.

#### **4. Sub-groups**

N/A