

barcelonaβeta

Brain Research Center

**The transparency Policy of the
Barcelonaβeta Brain Research Center
Foundation**

The Board

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Contents

1. Aim
2. Scope of Application
3. Fundraising guidelines
4. Activity selection process and guidelines
5. Guidelines for relationships with collaborating companies and organisations
6. Recruitment process
7. Supplier selection guidelines
8. Expenses policy
9. Monitoring and evaluation of activities
10. Environmental responsibility
11. Code of conduct for financial investments
12. Conflicts of interest
13. Entry into force and application
14. Bibliography

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Barcelonaβeta Brain Research Center Foundation has a set of values and its own transparency and accountability policy to guide its actions, by defining objectives, criteria and tools based of those approved by the Pasqual Maragall Foundation. The Foundation is an organization that wants to be efficient, rigorous, results-oriented, transparent and committed to being accountable to society. With respect to scientific research, we are committed to ensure that our practices are of the highest quality and integrity following the Code of good scientific practice of the Barcelona Biomedical Research Park (PRBB).

The Foundation wishes to contribute to conquering an indiscriminate disease, seeking partnerships and collaborations in all areas and sectors, regardless of any ideology, with the unique intention of stopping the disease and improving the daily lives of the people suffering from it.

A set of principles and commitments are presented below. This relationship is considered to be continually evolving and open to any adjustment which may be relevant and necessary. For this reason, we have also defined and implemented specific action plans to continuously improve our practices.

The Foundation and all its members are committed to implementing and accounting for this "Transparency Policy".

For operative reasons and in order to rationalise its work, the Barcelonaβeta Brain Research Center Foundation entrusts the Pasqual Maragall Foundation with the management and administration of its resources, this organization following the same guidelines of this Code about fundraising, relationships with collaborating companies and organisations, recruitment process, supplier selection, expenses policy and financial investments. Meanwhile the Barcelonaβeta Brain Research Center Foundation doesn't have its own webpage it will direct the necessary information for the accomplishment of the "Transparency Policy", the "Code of Good Scientific Practice" and this present document through the Pasqual Maragall Foundation webpage.

1. Principle of Operation and Regulation of the Governing Bodies

The Barcelonaβeta Brain Research Center, organisation created by the Pasqual Maragall Foundation and the Pompeu Fabra University has six governing bodies, the Board, the Executive Vice-Presidency, the Delegated Commission, the Manager, the Scientific Management and the Scientific Boards.

With respect to the Board:

- The Board is the highest body of management, decision and representation of the Foundation (Art. 20.2, Statutes of the FBβ). The Board is responsible for representing the Foundation, the administration of property and rights that comprise its assets and the management of activities to fulfil its purpose (Art. 21.1, Statutes of the FBβ). The Board is a collegial body and consists of a minimum of 4 and a maximum of 25 members (Art. 22.1, Statutes of the FBβ). The number of Board members can be increased with the simple majority of the four of the fixed Board members following the required procedure in agreement with the current rules, if this is considered necessary for the good accomplishment of the purposes of the Foundation. The temporary Board members can be re-elected by simple majority of the members designed by the Founders, indefinitely for similar periods. (Art. 22.8. - 22.10. Statutes of the FBβ)
- The Board meets in regular session at least twice a year and compulsorily during the first semester of the natural year with the purpose of approving the annual accounts of the previous tax year. It has to meet in extraordinary session after call at the request of its president as many times as this one considers it necessary and for the good functioning of the Foundation. It has to meet as well at the request of a quarter of the Board members and in this case the meeting will take place within 30 days following the request. (Art. 27.1. Statutes of the FBβ)
- The board members have the right and the duty to attend the meetings, to inform themselves about the progress of the Foundation and to participate to the deliberations and adoptions of agreements (Art. 23.4. Statutes of the FBβ).
- The names of the members of the Board and their posts are public, as well as their professions outside the Foundation. This information can be accessed through the annual report.
- The post of board member is unpaid, but members have the right to advances of money for, and reimbursement of, expenses duly justified as well as compensation for damage caused through execution of their office (Art. 24. Statutes of the FBβ).
- The board membership has an unlimited duration for the members designed by the Founders (Art. 22.6. Statutes of the FBβ). The rest of the members, a maximum of twenty five, will have the status of designed and temporary with a length of four years (Art. 22.7. Statutes of the FBβ).

- The Foundation has Board-approved mechanisms which avoid conflicts of interest (Item 11 of the Foundation's Code of Good Practice).
- Those who take part of the bodies of management of the Foundation and who would have obtained elected posts or who would have been named to exercise political responsibilities would suspend temporarily their participation to the bodies of the Foundation meanwhile this condition lasts. This incompatibility won't take place for the members of the bodies of the Foundation in representation of public administration or related organisations.

2. Principle of Clarity and Advertising of the Social Purpose

The Foundation follows guidelines based on the principles of transparency, ethical behaviour and mutual respect.

- The purpose of the Foundation is clear, precise and bounded. This is detailed in its Statutes as follows: "The Foundation aims to promote scientific research in the field of Alzheimer's disease and the related neurodegenerative diseases" (Art. 5.1. Statutes of the FBβ).
- The Board determinates and decides its program of activities in accordance with the Foundation's purposes, always respecting the general interest and the applicable dispositions of the Law 4/2008, of the 24th of April, of the third book of the civil Code of Catalonia, relative at the juridical persons (Art. 6.1. Statutes of the FBβ).
- The social purpose is known by all members of the organization, including volunteers, and is easily accessible by the public.

3. Principle of Planning and Monitoring of Activities

- 2) The Board elaborates and approves the quote annually. Also it approves the plans of action of the Foundation, leads the regular monitoring and promotes its activities as well as executes the quotes and takes care of the execution of the annual plan of activities. Additionally, there is a three year strategic plan for the Foundation, which includes measurable objectives for the entire organization (Arts. 25. and 26.3. Statutes of the FBβ).
- 3) The Board determinates and decides its program of activities in accordance

with the Foundation's purposes, always respecting the general interest and the applicable dispositions of the Law 4/2008, of the 24th of April, of the third book of the civil Code of Catalonia, relative at the legal persons (Art. 6.1. Statutes of the FBβ).

The Foundation has internal systems of monitoring, evaluation and measurement of the impact of its activities.

- Specific audits are performed for long-term projects. When this audit is not expressly required, the Foundation carries out joint monitoring meetings periodically, so that the financial backer may know how their supported project is progressing. Furthermore, a report is produced at the end of every project, justifying the objectives achieved against the resources used.
- The Foundation has criteria and a process for the selection of project activities approved by the Board (Item 4 of the Foundation's Code of Good Practice).

4. Principle of Communication and Accurate Representation of Information

- 1) Advertising campaigns, fundraising and any other public information of the Foundation, accurately and unambiguously reflect the objectives of the entity.
- 2) The report on the Foundation's activities is published annually. This includes information about the activities undertaken during the year, the source and destination of resources, the organizations and companies working with the Foundation, the names of the members of the Board and of the staff, and other data of interest.
- 3) Regarding the origin and destination of resources, annually and through the website, the Foundation publishes the annual accounts and the corresponding audit report.

5. Principle of Funding Transparency

- A) The activities of private and public fundraising, its costs and the annual revenue (sponsors, partners, donors, proceedings and events) are detailed in the annual report, and are available through the annual accounts.

- B) Ongoing projects of the Foundation are made public via the annual accounts, where the financial backers of each project are listed and classified according to the amount contributed to the Foundation.
- C) The allocation of funds to the various activities of the Foundation is documented and published annually.
- The Barcelonaβeta Brain Research Center Foundation has implemented the necessary measures to comply with the Data Protection Law. Therefore, when asking for personal information, the Foundation includes the relevant information under the applicable law in its data collection formats. The Foundation has registered its files of partners and individual donors with the Spanish Data Protection Agency. There is a "Security Document" and a Security Officer has been appointed with responsibility for updating it. Moreover, in compliance with the Data Protection Law, there is a specific Code of Good Practice on this topic, a code that the employees know and respect.
 - The Foundation has criteria for the selection of companies and collaborating bodies approved by the Board (Item 5 of the Foundation's Code of Good Practice).
- D) Sponsorship agreements and collaboration agreements with companies and institutions are formalized in writing. In them, agreements for the assignment of rights to the body's logo are also detailed.
- E) To ensure the lawful origin of the funds obtained by the Foundation, an action protocol has been implemented, named the "Internal Control for the Prevention of Money Laundering", a protocol of which all workers are knowledgeable.

6. Principle of Plurality in Funding

- A) The funding sources that sustain the Foundation are (Art. 10.1. Statutes FBβ):
- Regular contributions from collaborators.
 - Contributions and donations from any other person or entity.
 - Revenue from the rendering of services.
 - Inheritances, legacies and other testamentary disposition in its favour.
 - Yields obtained from employment of its assets.
 - The grants, preferential loans and any other assistance received from any public or private entity or any national or international body.

- B) The Foundation's funding is diversified and guarantees the independence of the organization in decision making.

7. Principle of Control in the Use of Funds

- A) The Foundation has accurate information regarding the origin and destination of resources, monitoring is done through variable costing segregated by projects and activities. That is to say, there is a system to determine the degree of achievement of the internal plans of the organization, and for later comparison with predetermined targets.
- B) There is a list of suppliers and collaborators with the Foundation's activity and a protocol for their selection (Item 7 of the Foundation's Code of Good Practice).
- C) Also, there is an internal process for procurement, supplies and expense notes previously approved by management.
- D) The Board approves and allocates the quoted resources and budget settlement in the program of activities of the Foundation (Art. 25. Statutes of the FBβ).
- E) In accordance with Law 4/2008 of 24 April, on foundations and associations, published in the Official Gazette of the Catalan Autonomous Government on May 2, 2008, it is necessary to apply at least 70% of net income obtained in the fulfilment of the foundational purposes. Its calculation appears in the annual accounts of the Foundation. The rest has to be applied to future fulfilment of these purposes or to increase the equity of the Foundation. The Board must approve the way in which these funds are used. This application must be effective within four tax years, counting from the beginning of the year following that of the accounting accreditation.
- F) Investments meet the requirements of appropriate prudence, with a low risk profile.
- G) The expenses derivative from the functioning of the Board and its delegated bodies without the cost of the board of directors or management can't be superior at 15% of the net income obtained during the tax year (Art. 15.1.

Statutes of the FBβ).

- H) The Foundation has a code of conduct for the implementation of financial investments approved by the Board (Item 10 of the Foundation's Code of Good Practice).
- I) The Foundation respects the wishes of donors and has established monitoring systems for the funds received for specific purposes (Item 3.5 of the Foundation's Code of Good Practice).

8. Principle of Submission of Annual Accounts and Compliance with Legal Obligations

- A) The institution is up to date with its legal, tax, fiscal and Social Security obligations.
- B) Annual accounts are submitted to the Foundations Protectorate of the "Departament de Justícia de la Generalitat de Catalunya", through which access to this information is made public. In addition, the Foundation annually submits its accounts to an external audit, despite not meeting, as of today, the criteria that make it mandatory, set out in the third book of the Civil Code of Catalonia on legal persons (Law 7/2012 of 15 June).

9. Principle of Promotion of Volunteering

- A) The Foundation promotes the participation of volunteers in its activities and projects.
- B) Via the website, volunteers can access specific participation forms for current activities or projects.
- C) The Foundation has different information plans and/or training of volunteers as required by the activities or projects.
- D) The volunteers participating in research studies are insured in accordance with current legislation on clinical trials.

10. Bibliography

- Statutes of the Barcelonaβeta Brain Research Center Foundation
- "Code of Good Practice in transparency and accountability" standard operating procedure of the Foundation
- "Fundación Lealtad"
- <http://www.fundacionlealtad.org/web/jsp/informateycolaboraong/informateparadonar/principios.jsp>
- European Foundation Centre <http://www.efc.be/>
- Intermón Oxfam:
<http://www.oxfamintermon.org/es/quienes-somos/cuentas-claras>
- The Red Cross:
<http://www.cruzroja.es/donantes/transparencia.html>

The structure of this document is based on the "Principles for Transparency and Good Practice" of the "Fundación Lealtad". "Fundación Lealtad" is a non-profit pioneer in Spain, it was created in 2001. Its mission is to promote confidence in NGOs within Spanish society in order to achieve an increase in donations, and in any other type of collaboration with NGOs.

In addition, the "Principles of Good Practice" promoted by the European Foundation Centre have been taken into account. The EFC is an international non-profit association, created to promote the work of foundations and corporate foundations in Europe.

Moreover, the current "Transparency Policy" documents of Red Cross and Intermón Oxfam have also been taken into account.