

These internal rules establish the operating procedures of the Foundation of ISBT, recognized as an establishment of public interest.

TITLE I - INTERNAL RULES

ARTICLE 1 - DEFINITIONS

Board: the Board is the Board of the Foundation of ISBT

Board of Directors: The Board of Directors is the Board of Directors of ISBT.

ARTICLE 2- EXECUTIVE DIRECTOR / OFFICE

The Executive Director / Office prepares all affairs submitted to the Board of the Foundation and ensures the decisions are executed. It reports its activity at each meeting of the Board of the Foundation.

The Board of the Foundation provides the Executive Director / Office with a permanent delegation to make all of the decisions necessary for proper performance and finalization of work and projects related to the Foundation's mission as specified in article 3 of its charter. The same applies to special delegations, which relate to the tasks specifically attributed to the Board whenever it is necessary for proper execution of its decisions.

The Executive Director / Office shall particularly oversee the projects that are based on the monitoring and scientific recommendations made by the Advisory Committee and its Chairman, as well as by the various holders of projects.

The members of the Executive Director / Office are appointed upon recommendation of the Chairman of the Board of the Foundation. The activities of the Executive Director / Office may qualify for reimbursements of expenses and fixed indemnities under terms and conditions determined by the Board of the Foundation.

The Chairman of the Advisory Committee attends the meetings of the Board of the Foundation by invitation of its Chairman particularly meetings regarding project monitoring, but is non-voting.

ARTICLE 3 – ADVISORY COMMITTEE

1. Membership

The Advisory Committee is comprised of a maximum of 7 members appointed by the Board, upon recommendation of its Chairman, from among specialists who are renowned in the field of blood transfusion and transfusion medicine in the broad context.

The members of the Advisory Committee are appointed for a one-year term of office. Their term of office may be renewed. In the event of a vacancy, it shall be filled for the remaining period of the term of office if said period exceeds six months.

The Board of the Foundation may cancel the term of any member of the Advisory Committee who fails to participate in two consecutive meetings, telephone conferences included, without good cause.

The Board of the Foundation appoints the Chairman of the Advisory Committee.

The Chairman of the Board of the Foundation and the Chairman of the Advisory Committee may invite any individuals who might be beneficial to attend meetings.

As a function of their professional reputations and the distances they must travel, members of the Advisory Committee may be granted, by decision of the Board of the Foundation, a compensation related to the time devoted to the Foundation. Documented expenses, particularly those of transports and accommodations, may in any event be reimbursed.

2. Tasks of the Advisory Committee

The Foundation's Advisory Committee is responsible for:

- Making recommendations regarding the Foundation's major orientation and activity programs prior to their submission for Board of the Foundation approval;
- Analysis and assessment of the Foundation's actions at a health care and education level;
- Submission for Board of the Foundation approval of the content and procedures of solicitations related to the specific themes decided by the Board of the Foundation;
- Recommending to the Board of the Foundation the projects reviewed by the Advisory Committee, including the monitoring of said projects and reviewing them during the conference calls / meetings that are organized by the Board of the Foundation;
- Performance of any specific assignments given by the Board of the Foundation for analysis, assessment and forecasting, particularly in the context of the monitoring of the aforesaid projects.

3. Operation

The particular procedures for the Advisory Committee's operations and for the rendering of its opinions are submitted for Board of the Foundation approval.

An annual schedule for the ordinary meetings / conference calls is established by the Chairman of the Advisory Committee in consultation with the Chairman of the Board of the Foundation. Notices to attend the meetings / conference calls of the Advisory Committee are sent by its Chairman to the members at least fifteen days in advance, and indicate the agenda. The Advisory Committee meets in person or by conference call at least twice a year.

The deliberations of the Advisory Committee are confidential. Certain points in reports may be specified as confidential upon the Chairman's decision. The originals of the meeting reports of the Advisory Committee are kept at the Foundation's head office. The Chairman of the Board of the Foundation may attend the deliberations of the Advisory Committee in a consultative, non-voting capacity. The Chairman of the Advisory Committee presents an annual activity review to the Board of the Foundation.

ARTICLE 4 – MANAGEMENT AND KEEPING OF ACCOUNTS

The annual budget must be accompanied by a profit and loss forecast. This budget is to show the administrative and financial operating resources of the Foundation.

The Foundation's profit and loss forecast and financial statements are presented in accordance with general accounting standards. The accounting fiscal year and the budget fiscal year shall coincide with the fiscal year of the ISBT.

ARTICLE 5: EXPENSES GUIDELINES

It is reasonable that members of the Board of the Foundation and members of the Advisory Committee should not be out of pocket in carrying out duties for the Foundation. It is also reasonable that officers should not profit or seek excessive expenses when carrying out Foundation duties.

The following guidelines deal with the policy of expenses for members of the Board of the Foundation and the Advisory Committee:

1. Hotel accommodation

When attending meetings organized at ISBT Congresses or Meetings, it is reasonable to expect Members of the Board of the Foundation or Advisory Committee to be accommodated in the headquarters hotel for the congress since it will be necessary to attend other meetings and sometimes this will be a busy schedule. For congresses hotel accommodation should be reserved by ISBT Central Office. Some members will have accommodation paid by their employer or by the congress due to speaking, etc; and in this case the officer should not claim on the Foundation. Claims should only be made to the Foundation when no other funding has been obtained.

For all other requirements for accommodation when carrying out Foundation duties, members of the Board of the Foundation or the Advisory Committee may claim reasonable hotel expenses but should endeavor not to exceed €200 per night of accommodation. The assignment causing the requirement for hotel stay should be pre-approved by the Board of the Foundation on a simple majority vote and noted by the Secretary.

2. Food and Beverage

When required to be carrying out duties on behalf of the Foundation, Members of the Board of the Foundation may claim for meals and for drinks if the assignment involves working through or travelling through usual meal-times. All such claims should be reasonable and not excessive and should be judged against local conditions and the situation prevailing. All such expenses must be supported by a receipt and be under a pre-approved assignment by the Board of the Foundation.

3. Transportation

The use of one's own car when on Foundation business will be reimbursed at the rate of: €0.25 per Km or €0.40 per imperial mile or equivalent in local currency.

Air transport should only be incurred when on pre-approved Foundation assignments and follow the following guidelines:-

For flights of less than 3 hours travel should be at least cost option. For flights of longer than 3 hours duration the member may fly Business Class but must take the lowest cost option for that class. Members of the Board of the Foundation should regard the cost as if it were being incurred personally and therefore endeavor to “shop” around for the best price.

Reasonable taxi fares or public transport fares will be reimbursed.

Parking fees incurred when on Foundation business will also be reimbursed.

All claims for transport expenses must be supported by a receipt except use of one's own car which should have the consumed distance clearly stated for the journey being claimed.

4. Any other reasonable expenses incurred when conducting Foundation business will be reimbursed.

All claims for expenses must be signed by the claimant and one other member of the Board of the Foundation and submitted to either Executive Director/Office or to the Treasurer for reimbursement. All expense claims must be routed to the Treasurer by Executive Director/Office if initially sent there. This will allow proper assignment in the accounts of the expense.

ARTICLE 6 – CONFIDENTIALITY

Information regarding the grant applications should be treated as confidential. It should be shared with others outside of the Board and Advisory Committee only on a need to know basis.

ARTICLE 7 – INSURANCE

Directors and Officers insurance is provided for the Members of the Board and the Advisory Committee in their capacity.

TITLE II – CONTRACTING PROCEDURE

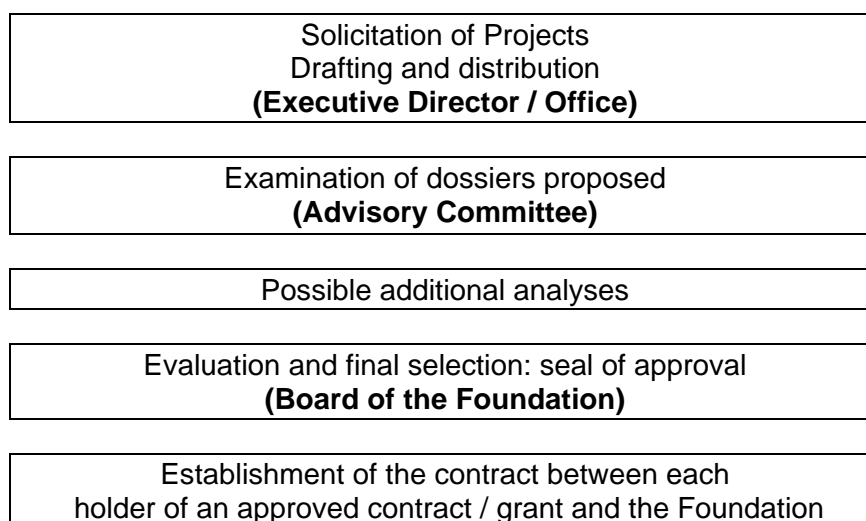
ARTICLE 8 – SOLICITATIONS OF PROJECTS

1. Selection procedure

After publication of each solicitation of a project, the procedure for selection successively consists of the following stages:

- Response by the project holders;
- Verification of eligibility by the Executive Director / Office and transmission of dossiers to the members of the Advisory Committee. Each project dossier is the responsibility of one or more reviewers;
- The Executive Director / Office organizes and collects any additional analyses that might be necessary for the retained projects;
- Meeting (applies for conference calls) of the Advisory Committee
- Establishment of financing contracts between the project holders and the Foundation upon decision of the Board of the Foundation.

This procedure is summarized as follows:



Every year, a request for proposals shall be issued by October 1st.

2. Criteria for project eligibility

The request for aid in projects must meet the following criteria:

- Development within the scope of the project solicitation,
- A plan for the execution of an agreement between various partners.



3. Selection criteria

In addition to the aforesaid eligibility criteria, the Advisory Committee will examine the projects based on criteria it proposes to the Board of the Foundation for approval. These criteria will constitute an integral part of the solicitation of projects.

4. Financing

Projects that are accepted will be financed on the basis of a contract binding the project holder and the Foundation. Funding begins July 1st.

5. Monitoring and projects management

Depending on the milestones established upon signing of the financing agreements, the Board of the Foundation shall manage the projects based on the elements of monitoring provided by the Advisory Committee and its Chairman. To that end, project reviews with the project holders will be organized when necessary. The Board of the Foundation will be informed at least annually, and upon expiration of each contract, of the project's evolution.

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Amsterdam, May 2007