STANDARD OPERATING PROCEDURES

Glossary

**Articles of Association (AoA):** The document containing all the key rules of IDF European Region bodies and their functions. This is a legal document.

**Board of Directors (BoD):** IDF’s management body, elected by the General Assembly.

**Director:** Individual appointed by the Board of Directors to lead the Executive Office. He/she reports to the President and has the overall day-to-day responsibility of running IDF.

**Executive Office (EO):** IDF global staff makes up the Executive Office, which is based in Brussels. The IDF global staff reports to the Director.

**General Assembly (GA):** The general guiding body of IDF composed of all its Members (including Individual Members) and Board of Directors.

**In camera meeting:** closed Regional Board meetings that cover information not recorded in the minutes or divulged publicly. Such sessions may discuss personnel, financial, or other sensitive decisions that must be kept secret by the Regional Board Directors and exclude all but the Regional Board Directors.

**Members:** The Members of IDF European Region are the Full Members, the Provisional Members and the Transnational Members as assigned by the IDF Board of Directors. The Full, Provisional and Transnational Members include all the associations previously referred to as ‘Member Associations’.

**Regional Board:** The management body of IDF European Region, elected by the Regional Council.

**Regional Chair (RC):** The Regional Chair is elected by the Regional Council. He/she chairs its/her Regional Council and Regional Board.

**Regional Council:** The general guiding body of IDF European Region composed of all its Members and Regional Board Directors.

**Regional Manager (RM):** Individual appointed by the Regional Board to lead the IDF European Region Regional Office. He/she reports to the IDF European Region Chair and has the overall day-to-day responsibility of running IDF European Region as a whole.

**Regional Office (RO):** IDF European Region has an office composed of regional staff. The office staff is led by the Regional Manager, who reports to the Regional Chair.

Introduction

This is Version 2 of IDF European Region Standard Operating Procedures. The present version has been reviewed to be in line with the new Articles of Associations approved by the Regional Council in December 2017.

All words and expressions used in the Standard Operating Procedures (SOPs) have the same meaning as in the Articles of Association of IDF European Region.

In the case of any conflict between the provisions of any Standard Operating Procedures and the Articles, the latter will prevail.

Accidental failure to comply with the provisions of any SOP will not invalidate any decisions or resolutions or acts taken or made by the Regional Board or person on behalf of IDF European Region.

Amendments to the present SOPs may be proposed by the Regional Board at any time to the Regional Council, in accordance with the Articles of Association. The Regional Office is responsible for ensuring that the SOPs are kept up-to-date with any changes to the running and mission of IDF European Region adopted by the Regional Board.
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Members

1. **OVERALL PURPOSE**
To set out the characteristics of the different membership categories of IDF European Region, their obligations and benefits. IDF European Region Full, Provisional and Transnational Members are allocated to it by IDF.

2. **MEMBERSHIP CATEGORIES**
Membership is dealt with by Articles 5 to 9 of the Articles of Association of IDF European Region.

IDF European Region has the following membership categories:

2.1 **Provisional Members:** A Provisional Member is a single non-governmental not for profit association or a federation of such associations approved by the IDF Board of Directors as having met all selection criteria as set out in IDF Standard Operating Procedures.

2.2 **Full Member:** A Full Member is a Provisional Member whose Membership has been approved by the IDF General Assembly.

2.3 **Transnational Members:** A Transnational Member is an association as described in Article 5.3 of the Articles of Association whose activities extend to more than one country.

3. **OBLIGATIONS**

3.1 Pursuant to Article 8 of the Articles of Association, each Member is required to pay an annual membership fee to IDF.

3.2 Each Member is requested to notify the Executive Office of any change in its address, status within a month of this change.

3.3 All Members, who are also Member of the IDF European Region, are encouraged to actively participate in the governance of IDF European Region, participate in the Regional Council meetings (ordinary and extraordinary) and Members’ surveys.

3.4 The responsibilities of the Members include an active involvement in global and regional activities, regular report on their local activities and support on raising diabetes awareness.

4. **BENEFITS**

4.1 **Provisional Members:**

4.1.1 Are regularly informed of all activities of IDF and IDF European Region and have access to a number of promotional, advocacy and campaigning materials.

4.1.2 Are listed on the IDF website.

4.1.3 Have the right to send one observer to represent their organisation at the ordinary Regional Council meetings and at the IDF ordinary General Assembly meetings, with no voting right.

4.1.4 Are not entitled to use any IDF trademark or refer to themselves as Members of IDF and IDF European Region.

4.2 **Transnational Members:**

4.2.1 Are regularly informed of all activities of IDF and IDF European Region and have access to a number of promotional, advocacy and campaigning materials.
4.2.2 Are listed on the IDF website and have a page dedicated to their organisation. Their activities and events are publicised by IDF.

4.2.3 Have the right to appoint one delegate to represent their organisation at the Regional Council meetings (ordinary and extraordinary) and at the IDF General Assembly meetings (ordinary and extraordinary), with a vote.

4.2.4 Are entitled to use the IDF trademark specifically designed for Members and to refer to themselves as Members of IDF and IDF European Region.

4.3 **Full Members:**

4.3.1 Are regularly informed of all activities of IDF and IDF European Region and have access to a number of promotional, advocacy and campaigning materials.

4.3.2 Are listed on the IDF website and have a page dedicated to their organisation. Their activities and events are publicised by IDF.

4.3.3 Have the right to appoint a delegate to represent their organisation at the Regional Council meetings (ordinary and extraordinary) and at the IDF General Assembly meetings (ordinary and extraordinary). Voting rights are detailed in these SOPs.

4.3.4 Are entitled to use the IDF trademark specifically designed for IDF Members and to refer to themselves as Members of IDF.

5. **TERMINATION OF MEMBERSHIP**

Termination of membership is dealt by Article 8 of the IDF European Region Articles of Association and SOP 4. Membership is not terminated at Regional level, although the IDF Board of Directors will seek the input and advice of the European Region Chair in the event of any potential termination of Membership.
SOP 2
Membership Application and Review Process (Provisional, Full and Transnational)

1. **OVERALL PURPOSE**

1.1 Any organisation dealing with diabetes and associated conditions at a national or regional level may apply for IDF membership subject to the criteria defined below.

1.2 These criteria are divided into Primary criteria (minimum requirements for membership – if not met, the application will not succeed) and Secondary criteria (desirable criteria which applicants would ideally meet).

1.3 Application are made through the Regional subsidiary, but are ultimately decided on by the IDF General Assembly.

2. **PRIMARY CRITERIA**

Organisations applying for membership must meet the following criteria:

2.1 Be actively involved in diabetes care and prevention;

2.2 Be a not-for-profit organisation (i.e. a private sector, commercial or business organisation cannot join IDF);

2.3 Be legally registered within a jurisdiction:

   2.3.1 Organisations must have been legally registered for a minimum period of five (5) years (produce a valid Registration Certificate);

   2.3.2 In cases where political changes preclude the candidate from providing the required documentation of legal registration for least five (5) years, the Board of Directors may in exceptional circumstances accept other proof of dedicated service for people with diabetes for five (5) or more years;

   2.3.3 Organisations must have Articles of Association (or equivalent);

   2.3.4 Organisations must have a physical address.

2.4 Have a Board/Governing body;

2.5 Provide an annual activity report;

2.6 Prove financial capacity (solvent and capable of paying applicable membership fee);

2.7 Have a minimum of 60 individual members.

2.8 Have a funding base that is ethically appropriate and aligned with IDF’s business and industry guidelines.

3. **SECONDARY CRITERIA**

Ideally organisations applying for IDF membership would meet the following criteria in addition to the Primary criteria defined above:

3.1 Have a gender balanced Board/Governing body;

3.2 Be a non-discriminatory entity;

3.3 Be nominated by an IDF Full Member from the same Region;

3.4 Have a balanced membership (medical/allied healthcare professionals/non-healthcare persons);

3.5 Have a work focus that:

   3.5.1 Enhances/complements that of any existing IDF Member in the same country;

   3.5.2 Benefits members and people with/at risk of diabetes.

   3.5.3 Have an elected governing body, that meets regularly.
4. **Federations**

4.1 A federation of organisations (current IDF Members or not) may apply for membership respecting the same criteria as defined above and by following the application procedure described hereunder.

4.2 The federation is required to provide the list of all its constituent members. The federation becomes the IDF Member. Each organisation composing the federation loses its membership status in case that they were former members of IDF.

5. **Application Process**

The application is made to the Regional Council through the Regional Office with copy to the Executive Office, which includes:

5.1 The IDF Membership Application Form signed by the President or authorised Senior Officer of the candidate;

5.2 A cover letter that explains the reasons why the organisation wants to become a Member of IDF;

5.3 A copy of the Registration Certificate and a copy of the Articles of Association or equivalent;

5.4 Evidence of non-profit status;

5.5 A list of Board /Governing Body members;

5.6 A copy of the latest Annual Report;

5.7 The Financial Statements of the most recent fiscal year;

5.8 Audited Accounts for the last 2 years;

5.9 Detailed source of funding;

5.10 Where official documents are not in English, French or Spanish, a free translation will be provided by the candidate;

5.11 A candidate organisation which wants to become a Transnational Member may have to apply to more than one Region.

6. **Compliance**

The Regional Board will regularly review the existing Members for compliance and refer to the IDF Board of Directors. Any Member found not to be in compliance may be terminated.

7. **Review and Decision**

7.1 Complete applications must be submitted to the Regional Office (with copy to the Executive Office) between 1 January and 15th May inclusive in any year.

7.2 The Regional Council must consider the application and provide its recommendation to the Executive Office by 15th August. The Regional Council may meet in person or virtually to consider applications.

7.3 The Executive Office ensures that the relevant Committee considers the recommendations of the Regional Council in order for IDF Board of Directors to consider the full list of applications at its September meeting, in any given year.

7.4 IDF Board of Directors will draw up a list of Provisional Members.

7.5 The decision of IDF Board of Directors is final, although a candidate who has not been admitted as a Provisional Member may re-apply in the following year.

7.6 IDF General Assembly votes at its next ordinary or extraordinary meeting to admit Provisional Members as Full Members.
SOP 3
Membership Fees

Membership fees are paid to IDF. Please refer to IDF SOP 12 for information.

SOP 4
Termination of Membership

1. **OVERALL PURPOSE**
   In order to ensure that the good name, reputation and/or sustainability of IDF and IDF European Region is protected, IDF Board of Directors may, in exceptional cases, consider if the membership of Provisional, Full and Transnational Members should be terminated.

2. **PROCESS**
   2.1 If any IDF Board Director or Regional Board Director becomes aware that any Member, either institutional or individual, poses a serious risk to the good name, reputation and/or sustainability of IDF and/or IDF European Region, he/she must notify the IDF Director who must ensure that this issue is raised at the next meeting of IDF Board of Directors.
   2.2 IDF Board of Directors considers all available evidence on the matter of concern including the written statement from the Member.
   2.3 If IDF Board of Directors agrees unanimously that a substantial risk to the good name, reputation and/or sustainability of IDF and/or IDF European Region has been established, the Member in question will be notified immediately after the meeting of the IDF Board of Directors that the membership has been terminated.
   2.4 If IDF Board of Directors does not agree unanimously, further evidence must be sought and the issue addressed again once such evidence has been provided to all IDF Board Directors.
   2.5 The President may invite the Member to make a written submission in response to concerns of the IDF Board of Directors.
   2.6 After due consideration of such additional evidence, the IDF Board of Directors may decide by simple majority to terminate the membership. In case of a tied vote, the President has the casting vote.
   2.7 The decision of the General Assembly on the advice of IDF Board of Directors is final.
   2.8 The identity of the individual who provides the evidence to IDF Board of Directors will be kept secret by all those present.

3. **SPECIAL CASES**
   3.1 Pursuant to Article 8.2 of the AoA, a Member who is not in good standing at the end of the fiscal year (31 December) will cease to be a Member.
   3.2 All Members may resign by giving notice before the end of the fiscal year in writing to the IDF Secretary of their intention not to be a Member the following year.
   3.3 A resigning Member must honor all financial obligations up to the date of termination.
   3.4 A Regional Board Director who has failed to attend more than two consecutive Regional Board meetings may be asked by the Regional Board to offer his/her resignation.
   3.5 Other volunteers who have failed to attend more than two consecutive meetings of Committees to which they are assigned may be asked to offer his/her resignation from the relevant Committees.
SOP 5
The Regional Council

1. **OVERALL PURPOSE**
   1.1 The Regional Council is IDF European Region general guiding body, and its highest decision making body.
   1.2 The detailed rules for the operation of the Regional Council are defined in Article 14 of the IDF European Region Articles of Association and its duties are outlined in Article 11 of IDF European Region Articles of Association.
   1.3 A final list of the Members of the Regional Council and the delegate of each Member based upon scrutiny by the Regional Office shall be recorded on a register of delegates.

2. **DELEGATES OF MEMBERS**
   2.1 Each Member shall appoint one delegate to attend the Regional Council and exercise the vote of the Member at the Regional Council.
   2.2 Each Member should be encouraged to appoint the same delegate to attend IDF General Assembly and IDF European Region Council meetings.
   2.3 Each Member must designate an individual as delegate at least 90 days before the ordinary meeting of the Regional Council. A Member should designate the same individual for more than one ordinary meeting of the Regional Council, whenever possible.
   2.4 Each Member should designate the same individual to represent it at extraordinary meetings of the Regional Council whenever possible.
SOP 6
Voting Rights

1. **OVERALL PURPOSE**
   1.1. Each Member is entitled to vote at an ordinary or extraordinary meeting of the Regional Council.
   1.2. A weighted voting system is used pursuant to IDF SOP13.2

2. **WEIGHTED VOTE**
   2.1. The weight of the vote of a Member is based on the number of individual members represented by a Member.
   2.2. Each Full Member must provide written proof of its individual members to IDF by 1 February. If this information is not received on time, the weighted vote is calculated on the basis of the last declared number.
   2.3. A Member consisting of different organisations (such as a national Federation or an alliance of organisations) must provide the total number of individual members of all its members.
   2.4. Each Full Member has a vote which is weighted at 1, 1.5, 2 or 2.5.

   The weight of the vote of a Full Member is calculated on an annual basis based on the following table

<table>
<thead>
<tr>
<th>Number of individual members represented</th>
<th>Vote Weight</th>
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<tbody>
<tr>
<td>1000</td>
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<tr>
<td>1001 - 5000</td>
<td>1.5</td>
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<tr>
<td>5001 - 25000</td>
<td>2</td>
</tr>
<tr>
<td>≥ 25001</td>
<td>2.5</td>
</tr>
</tbody>
</table>

   2.5. A Transnational Member has a vote weighted at 1.
   2.6. A Provisional Member has no vote.

3. **RIGHT TO VOTE**

   Pursuant to Article 13.2 of IDF European Region Articles of Association, only Members in good standing on the Registration Date have the right to exercise their vote at a meeting of the Regional Council.
SOP 7

The Regional Board

1. **OVERALL PURPOSE**
   1.1. The Regional Board is IDF European Region elected management body. The Regional Board is delegated by the Regional Council to decide and act for IDF European Region in all matters except for those exclusively reserved for the Regional Council, by law or by the Articles of Association. Its primary purpose is to serve the Regional Council to ensure the proper functioning of IDF European Region.

2. **COMPOSITION**
The Board is composed of at least five Directors and a maximum of 11 persons, including, the following positions:
(a) a Regional Chair;
(b) a Regional Chair-Elect;
(c) a Treasurer;
(d) a Secretary;

The final number of Regional Board Directors does not exceed 11 persons.

3. **ELECTIONS TO THE REGIONAL BOARD**
   3.1. The Regional Nominating Committee shall, subject to the requirements set out in the Articles of Association and the SOPs, follow the process for receiving nominations and considering the election of Directors to the Regional Board.
   3.2. The Regional Board is elected for a biennium (two years). A biennium begins at the end of an ordinary meeting of the Regional Council and runs until the end of the next ordinary meeting of the Regional Council, a period of roughly two years.
   3.3. Upon election of a new Regional Board, the names of the elected Regional Board Directors must be duly published in the Belgian Law Gazette (Moniteur Belge). This will be done as soon as possible after the ordinary meeting of the Regional Council.
   3.4. The outgoing Regional Board ceases to exist at the end of the ordinary meeting of the Regional Council at which the election of the new Regional Board takes place. The new Regional Board assumes its function immediately after election.
   3.5. The new Regional Board is not empowered to take decisions legally binding upon a third party until the names of the new Regional Board Directors have been published in the Belgian Gazette. Any decision taken prior to such registration must be confirmed at a meeting which takes place after the names have been published. Such a meeting may take place in person or virtually.
SOP 8  
Role and responsibilities of a Regional Board Director

1. **OVERALL PURPOSE**
To accept, as an individual legal responsibility and accountability for the overall governance and strategic direction of IDF European Region in accordance with Belgian law, and the normal standards of care expected of a Board Director.

2. **KEY RESPONSIBILITY**
The key responsibility of a Regional Board Director is to further the purposes of IDF European Region as set out in IDF European Region Articles of Association but also:

3. **LEGAL RESPONSIBILITIES**
3.1. To ensure IDF European Region complies with Belgian Law, its own governance processes, and any ethical norms and regulations in all countries where it operates;
3.2. To ensure IDF European Region uses its resources exclusively to fulfil its purpose;

4. **STRATEGIC RESPONSIBILITIES**
4.1. To contribute actively by giving clear strategic direction to IDF European Region;
4.2. To continuously monitor the long term development and viability of IDF European Region in light of the political, economic and social environment in which it operates;
4.3. To safeguard the good name and values of IDF European Region and IDF;

5. **FINANCIAL RESPONSIBILITIES**
5.1. To ensure the financial stability
5.2. To protect and manage the real and intellectual property of IDF European Region and ensure the proper investment of IDF European Region’s funds;
5.3. To approve the proposed annual budget and ensure the approval process is transparent and to present the proposed budget to the Regional Council for final approval;

6. **OTHER RESPONSIBILITIES**
6.1. To appoint the Regional Manager and monitor his or her performance through a regular performance review conducted by the Regional Chair;
6.2. To give the Regional Manager clear strategic direction and to monitor performance against agreed targets;
6.3. To ensure appropriate advice is taken from professional advisers when needed;
6.4. To sign and adhere to these SOPs and be held liable for his or her conduct according to the latter, to the Regional Chair and other Regional Board Directors;
6.5. To maintain the confidentiality of all sensitive/confidential information received in the course of a Director’s responsibilities;
6.6. To be fully prepared for Regional Board meetings by reading all supporting documents.
7. **Eligibility Criteria for Directorship of European Region**

The eligibility criteria for directorship are:

7.1. To understand IDF European Region and IDF, their purpose and their work;
7.2. To demonstrate an interest in furthering the purposes of IDF European Region;
7.3. To have experience of specialist areas required in managing IDF European Region such as knowledge of the not-for-profit sector, fundraising, communications, finance, applicable laws and human resources management;
7.4. To understand and accept the importance of good governance and the legal duties, responsibilities and liabilities of directorship;
7.5. To be able to probe facts, challenge assumptions and identify the advantages and the disadvantages of proposals;
7.6. To be able to work at a strategic level for an organisation of IDF European Region’s size and complexity including thinking creatively and criticising constructively;
7.7. To show good, independent judgment and a willingness to speak his or her mind;
7.8. To be able to work effectively as a member of a team;
7.9. To abide by the principles of: selflessness, integrity, objectivity, accountability, openness, honesty, leadership and cultural sensibility;
7.10. To be able and willing to devote necessary time and effort to Directorship as set out in in these SOPs;
7.11. To demonstrate ethical and professional practice;
7.12. To show knowledge and understanding of equality and diversity and of issues affecting disadvantaged communities;
7.13. To have the ability to communicate in English;
7.14. A Regional Board Director shall not be an employee of IDF or of IDF European Region or one of its Members, or an executive or non-executive director or employee of one of IDF or IDF European Region’s major corporate partners.

8. **Conflict of Interest**

8.1. A Regional Board Director is required to declare and sign a Conflict of Interest Disclosure Statement at least annually.
8.2. If a Regional Board Director is an employee or a non-executive director of an IDF or IDF European Region’s corporate partner, he/she shall declare this on the Conflict of Interest Disclosure Statement.
8.3. The Regional Board may decide to ask the Regional Board Director to withdraw entirely or partially where appropriate.

9. **Accountability**

9.1. A Regional Board Director is accountable to the Regional Council and other Regional Board Directors.
9.2. Regional Board Directors are accountable in accordance with the requirements of non-executive directorship in Belgian Law, as provided to each Director at his/her induction.
10. **MEETINGS**

10.1. A schedule of Regional Board meetings will be prepared annually. The frequency of meetings will be determined by the Regional Board, but will be no less than two (2) per annum.

10.2. In addition, a Regional Board Director is expected to attend all meetings of the Regional Board and other events and meetings, in particular the Regional Council and induction sessions.

10.3. Regional Board’s meetings are conducted in English.

11. **SUPPORT FOR REGIONAL BOARD DIRECTORS**

11.1. IDF European Region will provide each Board Director with induction and additional training, as required, to support him/her to perform his/her role.

11.2. IDF European Region will pay reasonable travel, overnight and subsistence expenses where appropriate, in line with the expenses policy.

12. **ABSENCE - OUT OF OFFICE**

It is recommended that the Regional Chair and the Regional Chair-Elect are not absent at the same time. In the event both the Regional Chair and the Regional Chair-Elect are absent, the delegated authority will be given to one of the Board Director by either the Regional Chair and the Regional Chair-Elect. When any Regional Board Director is absent, he/she should set up an out of office message which indicates that the Regional Manager should be contacted.
SOP 9
Role and Responsibilities of the Regional Chair

1. **OVERALL PURPOSE**
The overall purpose of the Regional Chair is to lead IDF European Region and to provide guidance to IDF European Region in concert with and supported by the Regional Board. The Regional Chair articulates the positions and policies of IDF European Region and is empowered to represent IDF European Region in accordance with the Article 31 (“Representation of IDF European Region”) of the Articles of Association. The Regional Chair must seek advice from and report to the Regional Board regularly, and ensure that it fulfils its responsibilities for the governance of IDF European Region. The Regional Chair is accountable to the Regional Board and the Regional Council for his/her stewardship of IDF European Region.

2. **KEY RESPONSIBILITIES**
The key responsibilities of the Regional Chair are:

2.1 Within his/her Region the role of the Regional Chair is to ensure that IDF mission is executed at regional level in accordance with the guidance of the Regional Board and to oversee the proper functioning of the Region. This shall include:

2.1.1 To oversee the proper governance of the IDF European Region Subsidiary, including the maintenance of proper accounts and regular co-ordination with the Executive Office
2.1.2 To drive the development of a Regional Strategic Plan, ensuring that IDF Executive Office is kept informed of all developments and the Board of Directors is duly consulted;
2.1.3 To drive the development of a regional funding and sustainability model based on sponsorship from corporate entities and other funders, and developed in co-operation with IDF European Region Regional Manager and IDF Executive Office;
2.1.4 To ensure that all funding agreements or agreements for collaborative work are executed in accordance with Annex 2 of these SOPs;
2.1.5 To ensure that IDF Executive Office is kept fully informed of all funding agreements or agreements for collaborative work as they develop and to seek co-signature of IDF Director for contracts or agreements unless there is a specific reason to do so.
2.1.6 To ensure that a proper regime of signing rights for third party agreements is established, including clear limits of single signing rights of the Regional Manager. The exact limits are to be agreed for each Regional Office in collaboration between the Regional Chair, the Board of Directors and the Executive Office Director, for each region;
2.1.7 Notwithstanding the right to set limits as appropriate for each region, in no case shall the regional manager have sole signing rights for third party agreements over the value of 100,000 EUR.
2.1.8 Agreements of more than 100,000 EUR shall require a co-signature of the Regional Chair and the IDF Director;
2.1.9 To ensure the proper management of Regional Office’s staff, this shall include appointment, appraisal and day-to-day management which are conducted in co-ordination with the IDF Director senior employment contracts shall be co-signed by IDF Director;
2.1.10 To ensure that the senior staff member in the Region reports both to the Regional Chair and to IDF Director, while other staff shall report to the senior staff member in the Region;
2.1.11 To plan the Regional Board and Regional Council meetings with the assistance of the Regional Office staff;
2.1.12 To chair Regional Board and Regional Council meetings and to ensure that such meetings are properly minuted and such minutes are provided to the Executive Office.
2.2 The Regional Chair is a member of the IDF Board of Directors whose role as such is described in IDF SOP 2. The Regional Chair acts both as a member of IDF’s Board of Directors and as a representative of the European Region. His/her role is to ensure that fellow members of the IDF’s Board of Directors understand the implications of all decisions of the Board of Directors on his/her Region, as well as contribute as an active member of the Board of Directors on all other issues.

3. **SKILLS AND QUALIFICATIONS**

In addition to meeting the eligibility criteria required of all IDF Board Directors, the Regional Chair should possess the following skills/attributes:

3.1. Leadership;
3.2. High level influencing skills including media skills;
3.3. Experience of not-for-profit organisations;
3.4. Strong networker with a high profile to develop and maintain relationships to benefit IDF and IDF European Regions;
3.5. Tact and diplomacy;
3.6. Good interpersonal skills;
3.7. Impartiality, fairness and the ability to respect confidences.

4. **ACCOUNTABILITY**

The Regional Chair is accountable to the Regional Council and other Regional Board Directors.
SOP 10
Role and Responsibilities of the Regional Chair-Elect

1. **Overall Purpose**
The overall purpose of the Regional Chair-Elect is to deputise for the Regional Chair, assisting his/her leadership of the Regional Board, ensuring that it fulfils its responsibilities for the governance of IDF European Region.

2. **Key Responsibilities**
The key responsibilities of the Regional Chair-Elect are:
2.1. To support the Regional Chair to carry out his/her role of the Chair as set out in SOP 10;
2.2. To draft the strategic planning documents for consideration by the Regional Board, ratification by the Regional Council and implementation during his/her presidency;
2.3. To carry out any other task delegated to him/her by the Regional Chair and the Regional Board.

3. **Skills and Qualifications**
In addition to the eligibility criteria needed by all Regional Board Directors, the Chair-Elect should possess the same skills/attributes as the Chair (SOP 10).

4. **Accountability**
The Regional Chair-Elect is accountable to the Regional Council, the Regional Chair and other Regional Board Directors.
SOP 11
Role and Responsibilities of the Treasurer

Pursuant to Article 17.7 of the Articles of Association, the Regional Board chooses a Treasurer from amongst its members and entrust him/her with specific responsibilities for Finance.

1. **OVERALL PURPOSE**
The overall purpose of the Treasurer is to monitor the financial matters of IDF European Region and report to the Regional Board at regular intervals about the financial health and viability of IDF European Region in line with good practices and in accordance with the Articles of Association, SOPs and legal requirements.

2. **KEY RESPONSIBILITIES**
In addition to his/her other responsibilities as a Regional Board Director, specific additional responsibilities are:

   2.1. To oversee, approve and present budgets, accounts and financial statements;
   2.2. To ensure that the accounts are audited and any recommendations of the auditors are reviewed and addressed appropriately;
   2.3. To ensure that IDF European Region has an appropriate reserves policy and to avoid conflict between investment held and the aims and objectives of IDF European Region;
   2.4. To ensure that IDF European Region has an appropriate investment policy;
   2.5. To ensure that appropriate accounting procedures and controls are in place;
   2.6. To advise on financial implications of IDF European Region strategic plans;
   2.7. To keep the Regional Board informed about its financial duties and responsibilities;
   2.8. To make a formal presentation of the annual financial statements to the Regional Council, drawing attention to important points in a coherent and easily understandable way.

3. **SKILLS AND QUALIFICATIONS**
In addition to the eligibility criteria required of all Regional Board Directors, the Treasurer should possess the following skills/attributes:

   3.1. A degree with some specialisation in accountancy or equivalent together with the qualifications required by his/her home country to be officially recognised, and admitted as a member of the accounting profession;
   3.2. Significant demonstrable experience of the financial management of a complex organisation at a senior level;
   3.3. Experience of financial management of not-for-profit organisation.

4. **ACCOUNTABILITY**
The Treasurer is accountable as a Regional Board Director as specified in point 9 of SOP 9.
SOP 12  
Role and Responsibilities of the Secretary

1. **OVERALL PURPOSE**
Each Regional Board appoints a Secretary from amongst its members.  
If the position of the Secretary becomes vacant, the Regional Board must appoint a successor as soon as possible.

2. **KEY RESPONSIBILITIES**
   2.1 To provide administrative support to ensure the proper functioning of meetings of the Regional Council and the Regional Board.  
   2.2 To ensure that all votes of the Regional Council and Regional Board are conducted according to Belgian legal and administrative requirements.  
   2.3 To ensure that official documents are filed on time and formal requirements with legal authorities are met.  
   2.4 To provide notice of Regional Council and Regional Board meetings in accordance with the Articles of Association and SOPs.  
   2.5 In consultation with the Regional Chair and the Regional Manager, to prepare and circulate the agenda of a meeting of the Regional Council and of the Regional Board in advance of the meeting, in accordance with the Articles of Association and SOPs.  
   2.6 To prepare and collect any supporting papers for distribution in advance of the meeting in collaboration with the Regional Manager.  
   2.7 To attend all Regional Board meetings  
   2.8 To submit the Regional Board’s draft minutes and the actions and decisions logs to the Regional Chair for comments and approval within 15 days of the meeting in collaboration with the Regional Manager.  
   2.9 On receipt of the Regional Chair’s comments and approval, to send the draft minutes and the actions and decisions logs in collaboration with the Regional Manager to the Directors of the Regional Board for comments.  
   2.10 To send the minutes of the Regional Board’s meeting to the Members of the Regional Council after the approval of the Regional Board Directors in collaboration with the Regional Manager.  
   2.11 To ensure that the Regional Chair and one other members of the Regional Board sign an official copy of the meeting minutes, and keep this document at the Regional Office.  
   2.12 To keep the Conflict of Interest Disclosure Statements in a secure place at the Regional Office.  

3. **ELIGIBILITY CRITERIA**
   3.1 To understand IDF European Region, its purpose and its work;  
   3.2 To share IDF European Region’s values and beliefs;  
   3.3 To have experience with not-for-profit organisations and be familiar with IDF European Region’s Articles of Association, SOPs and other not-for-profit organisations’ legal obligations.

4. **ACCOUNTABILITY**
The Secretary is accountable to the Regional Board.
SOP 13

Proceedings of the meetings of the Regional Board

1. FREQUENCY OF MEETINGS
The Regional Board meets at least twice per calendar year in accordance with Article 22.1 of the Articles of Association.

2. CONDUCT OF MEETINGS

2.1 Notice of call
2.1.1 Notice of an in-person meeting must be given at least 21 days before the meeting date, in accordance with Article 22.4 of the Articles of Association.
2.1.2 Notice of meetings must be provided to all Regional Board Directors and to the IDF Director.
2.1.3 The Regional Board may also vote by postal or electronic means if necessary, following the process detailed in these SOPs.

2.2 Agenda
2.2.1 The preparation of the draft agenda of a meeting of the Regional Board is lead by the Secretary in conjunction with the Regional Chair.
2.2.2 Regional Board Directors wishing to raise other business should notify the Secretary within 5 working days upon receipt of the provisional agenda. The chairperson of the meeting may, however, at his/her discretion permit new business to be raised without prior notice under ‘Any other business’ or may defer such items to the next meeting.
2.2.3 Business is normally dealt with in the order that it appears on the agenda, except that the chairperson of the meeting may give precedence to such business as is deemed urgent.

2.3 Supporting Papers
All supporting papers are made available online at least fourteen (14) days in advance of the date of the meeting.

2.4 Mandates
2.4.1 Mandates may be used in accordance with Article 21.1 of the Articles of Association.
2.4.2 Mandates must be in writing, signed (including electronic signature) by the person granting the mandate and by the person accepting it and lodged with the Secretary prior to the beginning of the meeting.

2.5 Other Attendees
2.5.1 The IDF Director will be invited to attend meetings, with voice but not vote.
2.5.2 Other attendees may be invited by the Regional Chair to attend for specific agenda items, unless there is an objection from other Regional Board Directors.

2.6 Special meetings
2.6.1 A special meeting of the Regional Board may be called by the Regional Chair alone or 3 Board Directors.
2.6.2 Such meetings may be held in person or virtually.
2.6.3 Such meetings may be held in camera.
2.6.4 All Regional Board Directors and the Regional Manager must be notified of the call and purpose and the business matter of a special meeting.
2.7 Minutes

2.7.1 The Secretary ensures that accurate records of all proceedings at all meetings are kept and presented to the chairperson of the meeting for approval before circulation to the Regional Board.

2.7.2 The Draft Minutes shall be provided to all Regional Board Directors and IDF Director within the 30 days after the approval by the Regional Board.

2.7.3 The Draft Minutes shall be provided to all European Region Members within the 30 days after the approval by the Regional.

2.7.4 The Regional Board shall be asked to approve the minutes of the previous meeting as a true record of that meeting. Once approved, the minutes will be signed by the chairperson of the meeting as a true record.

2.7.5 All signed minutes should be kept in a special register at the Regional Office and should be available to Regional Board Directors upon request.
SOP 14

Extraordinary meetings of the Regional Council or the Regional Board

1. **OVERALL PURPOSE**

An extraordinary meeting of the Regional Council or of the Regional Board may be conducted by postal ballot or electronic means accordance with the Articles of Association and these SOPs.

2. **POSTAL BALLOT RELATED TO THE REGIONAL COUNCIL**

2.1 The frequency, notice, proceedings and minutes of the extraordinary meeting of the Regional Council are detailed in Article 16 of the Articles of Association. The rules mentioned hereunder supplement those mentioned in the Articles of Association.

2.2 A notice of call and agenda must be sent to the Members of the Regional Council at least twenty one (21) days before the meeting.

2.3 The completed votes must be submitted to the Regional Office by the Postal Ballot Date no later than noon Brussels time (CET time).

2.4 The Secretary must count the votes within thirty (30) days of the Postal Ballot Date with one person appointed by the Regional Board.

2.5 The Secretary is permitted to disclose only the results of the postal ballot; he/she is not permitted to disclose any other information.

2.6 The result of the Postal Ballot vote must be communicated to the Regional Council by the Secretary within five (5) working days of counting the votes.

2.7 The minutes of the extraordinary meeting are kept in a register at the Regional Office and may be consulted by the Members of the Regional Council at any time.

3. **POSTAL BALLOT RELATED TO THE REGIONAL BOARD**

3.1 In accordance with Article 22.3 of the Articles of Association, decisions of the Regional Board may be taken by postal ballot. The rules mentioned hereunder supplement those in the Articles of Association.

3.2 A notice of call and agenda must be sent to the Regional Board at least twenty one (21) days before the meeting.

3.3 The completed votes must be submitted to the Regional Office by the Postal Ballot Date no later than noon Brussels time (CET time).

3.4 The Secretary must count the votes within thirty (30) days of the Postal Ballot Date.

3.5 The Secretary is permitted to disclose only the results of the postal ballot; he/she is not permitted to disclose any other information.

3.6 The result of the Postal Ballot vote must be communicated to the Regional Board by the Secretary within five (5) working days of counting the votes.

3.7 The minutes of the extraordinary meeting are kept in a register at the Regional Office and may be consulted by the Members of the Regional Council at any time.
SOP 15
The Regional Manager

1. **OVERALL PURPOSE**
   1.1 The Regional Board jointly appoint a Regional Manager to whom the Regional Board delegates the day-to-day operational management of IDF European Region in order to fulfil its mission and execute the strategic planning as ratified by the Regional Council.
   1.2 The Regional Manager provides leadership to the Regional Office and ensure that its staff is managed effectively.

2. **KEY RESPONSIBILITIES**
   2.1 To develop, in close collaboration with the Regional Board the strategic direction of IDF European Region.
   2.2 To ensure the Regional Board and IDF Director are informed of all pertinent legal, ethical, financial and other operational matters which may impact the execution of the strategic plan.
   2.3 To ensure the smooth running of IDF European Region and its Regional Office in consultation with Regional Chair.
   2.4 To represent IDF European Region in negotiations with partners, opinion leaders and relevant stakeholders in consultation with the Regional Chair.
   2.5 To safeguard the reputation IDF European Region, its interests, trademarks and intellectual property.
   2.6 To work in close collaboration with the Regional Chair and with IDF Director to ensure that IDF European Region operates within all legal and administrative requirements of an international not-for-profit organisation under Belgian law.
   2.7 To lead the staff in developing and implementing policies, programmes and other initiatives to meet the objectives as agreed by the Regional Council.
   2.8 To be an active member of the Regional Management Team and work closely with the IDF Senior Manager for Regions and Members to ensure that European Region is in alignment with other IDF Regional entities in promoting the overall purpose of IDF.

3. **SKILLS AND QUALIFICATIONS**
The Regional Manager preferably should possess the followings skills and qualifications
   3.1 A university degree; professional experience in management, policy or care or other professional experience is desirable.
   3.2 A proven track record of at least 10 years’ experience in strategic leadership and senior management in an international setting.
   3.3 Demonstrable experience of representation and influencing at senior level.
   3.4 Well developed diplomatic skills and networking abilities.
   3.5 Proven ability to work in a multi-cultural environment.
   3.6 An excellent command of written and spoken English.
   3.7 Demonstrable experience in the voluntary and not-for-profit sector.

4. **ACCOUNTABILITY**
   4.1 The Regional Manager is accountable to the Regional Board through the Regional Chair
   4.2 The Regional Manager has a dual reporting line to the Regional Chair
   4.3 The Regional Manager provides regular management reports to the Regional Board
   4.4 Appraisals of the Regional Manager’s work are conducted at least annually by the Regional Chair in conformity with the appraisal system developed by IDF for IDF staff and all Regional staff.
SOP 16
Terms of Reference (TORs) of the Regional Nominating Committee

1. **OVERALL PURPOSE**
Pursuant to Article 25 of the Articles of Association, a Regional Nominating Committee is established. It will encourage nominations for positions as office bearers of IDF European Region.

2. **ROLE**
The Regional Nominating Committee selects and proposes the nominees to the Regional Council for the following positions:
   2.1 Regional Chair-Elect;
   2.2 Regional Board Directors; and
   2.3 Members of the next Regional Nominating Committee.

3. **COMPOSITION**
The Regional Nominating Committee is composed of:
   3.1 The Immediate Past-Regional Chair who is the Chair of the Nominating Committee;
   3.2 Two other members, preferably Past-Regional Chairs.

4. **ELECTION OF THE MEMBERS**
   4.1 The Regional Council elects the members of the Regional Nominating Committee (except for the immediate Past-Regional Chair).
   4.2 The term of office of the members of the Regional Nominating Committee is detailed in Article 26 of the Articles of Association.
   4.3 The members of the Regional Nominating Committee may not stand for election as Regional Board Directors.

5. **KEY RESPONSIBILITIES**
The Regional Nominating Committee will:
   5.1 Launch a call for nominations for the positions to be filled with the assistance of the Secretary
   5.2 Seek from the Regional Chair-Elect details of the Strategic Plan for the coming biennium to assist it in identifying the desired qualifications and experience of future Regional Board Directors;
   5.3 Review and screen all applications on the basis of the eligibility criteria as set out in these SOPs;
   5.4 Arrange interviews for the selected candidates where necessary;
   5.5 Provide adequate justifications for rejections of candidates;
   5.6 Propose the selected candidates to the Regional Council.

6. **CRITERIA FOR SELECTION OF CANDIDATES FOR CHAIR-ELECT, REGIONAL BOARD DIRECTORS AND MEMBERS OF THE NOMINATION COMMITTEE**
   6.1 In accordance with the Articles of Association, the Regional Board is composed of a Regional Chair, a Regional Chair-Elect, and Regional Board Directors.
   6.2 Candidates standing for one of the Regional Board of Directors positions are required to identify the category of Board Directorship they wish to be considered for:
      • Regional Chair-Elect; or
• Regional Board Director.
6.3 The Regional Nominating Committee will seek to ensure that the candidate roster offers a wide geographic base and a good gender balance.
6.4 All candidates must be recommended by
• -At least two Full or Transnational Members of IDF from the IDF European Region in the case of Chair Elect
• -At least one Full or Transnational Member of IDF from the IDF European Region in case for all other positions
6.5 It will seek to ensure that each candidate fulfils all three (3) of the overarching criteria (as listed below) and that he/she can demonstrate solid training and experience in at least one (1) of the required skills set out below, but ideally more than one.
6.6 Overarching criteria applicable to all categories:
6.6.1. All candidates must have a demonstrated and well established interest in diabetes at a professional and/or a personal level, with solid evidence of sustained engagement with diabetes activism in their country.
6.6.2. All candidates must be able to demonstrate the ability and commitment to make time available for their Board duties, i.e. at least three (3) full week-ends per year for in person meetings and at least three (3) days per month for participation in virtual meetings and the review and preparation of materials. In addition the candidate should confirm access to adequate broadband coverage in their home or workplace to take part in virtual meetings.
6.6.3. All candidates must demonstrate reasonable level of European engagement on diabetes and a well-established international network.
6.7 Skills for Regional Chair-Elect:
Candidates wishing to stand for the Regional Chair-Elect position should, in addition to the overarching criteria demonstrate that they can fulfil the skills set out in the relevant SOP and the skills required of a Regional Board Director. In accordance with those rules the IDF European Region Chair may not be an employee of a Member.
6.8 The Chair cannot apply for Chair Elect position or Regional Board of Directors after his/her term is done.
6.9 After resigning from an elected position, a person cannot apply for another position during the same or next biennium at the Region.

7. Timeline
Mid-March - Call for nominations launched, setting out the three (3) overarching criteria applicable to each category and the skills sets.
Early May - Regional Nominating Committee to meet virtually, to identify key skills needed for the next Regional Board. Discussions are based on the draft Strategic Plan.
End May - Deadline for receipt of CVs and supporting documentation by Regional Nominating Committee.
Early June - Regional Nominating Committee to meet virtually to discuss first round of received candidatures, and if necessary to launch a call for additional candidates for targeted skill sets.
Late July - Deadline for submission of CVs and supporting materials from call for targeted skill sets.
Early September - Regional Nominating Committee meets in person to establish final list of candidates.
Late September - Chosen candidates are informed of the candidates in their category to react of challenge within two weeks of notification. Any reaction or challenge must be made to the Chair of the Nominating Committee to be referred to the Nominating Committee
Late October - Candidate ‘book’ prepared by Secretary for submission to the Regional Council.
1. **OVERALL PURPOSE**
To make sure that the Committees are organised in the same way and that each Committee Chair respects the rules.

2. **PROCEDURE**
2.1 The Regional Nominating Committee meet in accordance with the relevant SOP or Article of Association.
2.2 A detailed agenda should be prepared for the Committee by the Chair.
2.3 A minute-taker will be assigned. That person will participate in the Committee and will present a draft of the minutes within two (2) weeks of the meeting. The Chair validates the minutes which are forwarded to all the members of the Committee for approval. The minutes will be officially approved at the beginning of the following meeting. The Chair signs the original documents.
2.4 Signed minutes of all Committees meetings are kept at the Regional Office.
SOP 18
Volunteers

1. **Overall Purpose**
   1.1 IDF European Region volunteers are individuals or groups who give their time and skills to undertake a clearly defined task voluntarily on behalf of IDF European Region without expectation of financial payment beyond pre-agreed out-of-pocket expenses.
   1.2 Volunteers are an established and integral part of IDF European Region.
   1.3 IDF European Region is committed to find a balanced approach to their involvement in all aspects of its work and to develop strong relationships with volunteers based on mutual respect.

2. **Role**
   A clear distinction between volunteers acting as members of the Regional Board and other volunteers is established and maintained.
   2.1 Volunteers serving on the Regional Board will occupy one of the following positions:
   - Regional Chair;
   - Regional Chair-Elect;
   - Regional Board Director.

Other Volunteers
   2.2 Other volunteers may be asked by the Regional Board to engage in work of a specific project, programme or other initiative. Such appointments and tasks are duly recorded in the minutes of the Regional Board meetings.
   2.3 All other IDF European Region volunteers are registered in IDF European Region’s database as volunteers with the tasks and remit clearly defined.
   2.4 The Regional Manager provides them with an appropriate Terms of Reference for their role and an outline of their tasks and objectives and duration.
   2.5 The Regional Manager monitors their volunteering activities, including information on the roles they carry out for IDF European Region and training undertaken and keeps records accordingly.
   2.6 Each volunteer or voluntary group has a designated main contact to guide and advise them in their volunteering. Such contact may be a staff member of the Regional Office or a Regional Board Director. Where it is a Regional Board Director, a member of staff shall be kept informed of all work undertaken in order to maintain the appropriate monitoring.
   2.7 Volunteers are informed who to approach for support and have regular access to that person.
   2.8 The importance of maintaining a partnership between staff and volunteers is essential to enable the advancement of IDF European Region strategic aims and objectives. It is based on the principle that staff will provide the framework, organisation, direction and day-to-day management together with appropriate levels of accountability, while volunteers add value to IDF European Region work by performing a wide range of leadership and supportive roles, contributing time and specialist skills.
3. **Eligibility Criteria**

Volunteers should:

3.1 have a good understanding of IDF European Region;
3.2 adhere to IDF European Region policies, procedures and standards;
3.3 ensure all activities undertaken in the name of IDF European Region achieve its strategic goals and objectives and do not bring the organisation into disrepute;
3.4 be reliable and tell IDF European Region Manager if they are not available or are running late for a voluntary activity they have agreed to undertake;
3.5 honour confidentiality and protect IDF European Region intellectual property;
3.6 take part in events relevant to their work as a volunteer, when asked;
3.7 extend to their fellow volunteers and staff the same degree of courtesy that they would expect to receive;
3.8 be good team players.

4. **IDF European Region Commitment**

4.1 IDF European Region is committed to equal opportunities and believes that volunteering should be open to all regardless of an individual’s marital status, gender, age, disability, sexual orientation, transgender status, race or political or religious beliefs.
4.2 IDF European Region promotes a good and harmonious volunteering environment in which no volunteer feels under threat or intimidated. IDF European Region particularly encourages people with an interest in diabetes and those living with the condition to volunteer.
4.3 Volunteer involvement at IDF European Region is driven by organisational need and potential impact. Volunteers’ skills and motivations are matched to clearly defined opportunities and activities and staff responsible for selecting volunteers are supported and trained to do so effectively.
4.4 IDF European Region ensures there is a consistent approach to volunteering.
4.5 IDF European Region provides safe conditions for volunteering and adequate insurance cover.
4.6 IDF European Region maintains a policy on volunteer expenses, which will be reviewed on an annual basis in relation to reimbursement rates for actual out-of-pocket expenses. Clear information on how to claim for expenses will be given to all volunteers as part of their induction.
4.7 Externally, IDF European Region reports on the scope and impact of volunteer involvement in its annual report.
4.8 Volunteers with a specific mandate for a specified period are covered by the IDF European Region insurance policy.
1. **Definition**

1.1 A conflict of interest may arise from any situation that could affect an individual’s ability to act impartially because of a possible clash between the person’s self-interest and IDF’s professional and/or public interest.

1.2 A conflict of interest may be an actual conflict or perceived by other people to be a conflict of interest. Conflict of interest is especially relevant to people in decision-making roles.

1.3 A conflict of interests could exist when individuals have interests outside IDF such as working in a paid or voluntary role for another organisation, that could influence their decisions or actions, or be perceived to influence their decisions or actions for their personal benefit or for the benefit of a family member or business associate(s).

2. **Overall Purpose**

2.1 To set a clear Policy on the reporting and management of conflicts of interest which may arise for volunteers or staff listed below.

2.2 The IDF European Region will use the Conflict of Interests form used by IDF which is designed to ensure that IDF Regions operates according to best governance practices, business and professional standards and according to ethical principles. Therefore, individuals serving or working for IDF European Region in any capacity must disclose their actual conflict(s) of interest and any issue(s) that could be perceived as a conflict of interest.

2.3 Individuals employed by or working voluntarily for IDF European Region have a responsibly to act ethically and have a duty of care to IDF European Region. Disclosing conflict of interest can be challenging, but it is as important to the individual as well as the organisation should IDF and/or the individual be challenged on a conflict of interest matter.

2.4 The Policy is a part of organisational risk management. The intent of the Policy is to encourage people to declare honestly actual and potential conflicts of interest; not to prohibit/discourage anyone from participating in IDF European Region activities or activities in other organisations or businesses.

2.5 The Policy accepts that conflicts of interest are not inherently wrong, but IDF European Region must be informed about relevant conflicts of interest to enable IDF European Region to evaluate the possible impact on the good name of IDF European Region or IDF more widely.

3. **Scope of the Policy**

3.1 The following categories of volunteers and staff must disclose any actual or perceived conflicts of interest that could be relevant to the work of IDF European Region:

3.1.1 The members of IDF European Region Board of Directors;

3.1.2 IDF European Region Regional Manager;

3.1.3 IDF European Region staff and interns;

3.1.4 All Chairs and members of IDF European Region Committees;

3.1.5 All observers invited to meetings of IDF European Region Council or Board meetings.

3.2 Examples of conflict of interest that must be disclosed
The following relationships must be disclosed:

3.2.1 Paid employment. The name and nature of all employers must be disclosed;
3.2.2 Membership on the board of directors or any remunerated relationship or volunteer with other organisations, companies and/or not-for-profit organisations;
3.2.3 Membership on a scientific advisory panel or other scientific/medical/nursing or allied health committee of another organisation;
3.2.4 Stock and shares directly owned or controlled; AND stocks and shares owned or controlled by an immediate family member: i.e. a spouse and/or child under 18 years of age;
3.2.5 All other relevant conflicts of interest that may exist for an immediate family member described in the preceding bullet must be disclosed;
3.2.6 All consultative or advisory relationships with IDF corporate partners and supporters of IDF European Region or any other legal entity of IDF or IDF European Region for which monetary compensation or in-kind benefits such as supported travel, honoraria, or accommodation are received;
3.2.7 Grants/research support for personal or organisational research grants, intellectual property/ patents or other in-kind support from a company or organisation whose products or services are directly related to the work of IDF European Region.

3.3 As it is not possible to list all categories, conditions, or circumstances that could constitute an actual or perceived conflict of interest, reasonable test to guide decisions about what to disclose activities as conflicts of interest is for volunteers and staff to ask themselves:
3.3.1 Do my activities fit any of the issues outlined in the bullet list?
3.3.2 Do I have any particular affiliation or interest that could cause embarrassment to IDF or could be perceived to be a conflict of interest?
3.3.3 Could any of my activities lead to questions about my real or perceived motives or the real or perceived motives of another organisation, product, service or grant, if the relationship or interest were known?

4. **WHEN TO DECLARE A CONFLICT OF INTEREST**

4.1 All people listed above must complete a Conflict of Interest Disclosure Statement (appendix 1) when they become officially associated with IDF European Region.
4.2 In addition, they must notify the Regional Chair in writing, if an actual or perceived conflict of interest arises after signature. When the Regional Chair has an actual or perceived conflict of interest after signature, he/she must notify the IDF President and Vice-President Strategic Governance, in writing. Conflict of interest should be a standing agenda item for all meeting of the Regional Board and all Committees meetings in accordance with good governance procedures and transparency. At the beginning of the meeting, the chair will ask members to declare any actual or potential conflicts of interest pertaining to the business of the meeting. The fact that conflicts of interest were called for and the outcome of the call must be duly recorded in the minutes.

5. **CONFIDENTIALITY**

5.1 All completed Conflict of Interest Disclosure Statements will be kept strictly confidential and will only be read by the Regional Chair, unless required by law.
5.2 Hard copies of the completed Conflict of Interest Disclosure Statements will be stored in a locked filing cabinet in the European Regional Office and electronic forms will be password protected.
6. **Managing Conflicts of Interest**

6.1 IDF European Region has organisational responsibility for monitoring and managing conflicts of interest.

6.2 Every individual working for or with IDF European Region has a personal responsibility to honestly declare actual or potential conflicts of interest.

6.3 **IDF European Region responsibilities**

6.3.1 Including conflict of interest in its governance, risk management policies, internal audit procedures.

6.3.2 Addressing each actual or potential conflict of interest on an individual basis. If a conflict of interest arises, the Regional Chair and the IDF Vice-President Strategic Governance will discuss the issue with the individual concerned.

6.3.3 If the Regional Chair has an actual or potential conflict of interest he/she/they should not take part in any discussion concerning the conflict of interest. The IDF Honorary Legal Counsel will be consulted when appropriate.

6.3.4 Maintaining a register of relevant actual or potential conflict of interest by the Regional Chair in order to proactively manage risks.

6.4 **Individual responsibilities**

Each individual is responsible for:

6.4.1 Acting in an ethical manner by disclosing all actual and potential conflicts of interest in writing annually.

6.4.2 Informing the Regional Chair, in writing, when an actual or potential conflict of interest arises after the declaration is signed.

6.4.3 Leaving the room and abstaining from any discussion and decisions related to the conflict of interest.

6.4.4 If any matter comes before the Regional Board, which represents a relevant actual or perceived conflict of interest for any individual, the individual must notify the Regional Chair or whoever is chairing the meeting, leave the room in which the meeting is being held, and refrain from discussing any issues or information relevant to the conflict of interest.

6.4.5 The declaration of conflict of interest and the fact the individual was not in the room when the issue was discussed must be explicitly documented in the minutes in the interest of transparency. The minutes of the meeting will reflect abstentions from voting due to the conflict of interest.

6.4.6 In most situations, no further action will be required. However, in some situations other action may be required. The IDF Honorary Legal Counsel will be consulted.

6.4.7 In certain situations, it may be necessary for an individual with a conflict of interest to resign from the Regional Board, Committees, OR from the organisation that gave rise to the conflict.

7. **Conflict of Interest Disclosure Statement**

7.1 Everybody who has a paid or voluntary role with IDF European Region must provide a record of their actual or perceived conflict/s of interest and complete and sign Parts A, B and C of the Conflict of Interest Disclosure Statement, when becoming officially associated with an IDF European Region activity.

7.2 For paid staff this will be done at the time of signature of a contract of employment and held with the contract documents. The European Regional Manager will ensure that appropriate questions of conflict of interest are addressed during the recruitment.

7.3 At the start of each meeting, staff and volunteers sign Part D to declare if any change in circumstances has arisen since the first signing of Parts A, B and C. If a change in situation has occurred since the initial signing, a new Conflict of Interest Disclosure Statement must be completed.
1. **Overall Purpose**

1.1 IDF trademarks include but are not limited to the following:

1.1.1 The hummingbird mark;

1.1.2 The blue circle logo;

1.1.3 The World Diabetes Day mark;

1.1.4 The World Diabetes Day Official Partner mark; and

1.1.5 IDF’s various programmes and projects marks.

1.2 As trademarks they are protected and their use is regulated.

1.3 The IDF and IDF European Region trademarks have value as they give credibility and quality assurance to a document, an activity, a programme, an initiative or an event.

1.4 Approved use of one of the trademarks in association with any activity indicates the support of the activity by IDF or IDF European Region.

1.5 The IDF and IDF European Region trademarks may only be used in accordance the Use of IDF Trademarks and Logos Policy.

1.6 The IDF and IDF European Region trademarks must be reproduced in accordance with IDF Trademarks and Logos Reproduction Guidelines.

1.7 The IDF Ethics Policy should guide the appropriate behaviour and the intent underlying all decisions relative to the activities, programmes or events of IDF, including the use of its trademarks.
SOP 21
Expenses Policy

1. **OVERALL PURPOSE**

1.1 To establish equitable measures and effective procedures to control travel and related expenses incurred in the execution of IDF European Region. The IDF European Region will adhere to IDF Expenses Policy as set out in the IDF SOPs business.

1.2 This policy is applicable to all volunteers and staff members of IDF, including regional staff.

1.3 Prior to incurring expenses and prior to travelling, all individuals listed above should ensure that the expense is necessary to conduct IDF business and that the objectives cannot be achieved via some other means.

1.4 IDF European Region pays all reasonable expenses. The amount of these expenses should reflect good business practice and judgement and be kept as low as possible.

1.5 IDF European Region will only reimburse expenses that are necessary to carry out its activities.

1.6 All individuals listed above are responsible for the correct reporting of their expenses, as well as for the timely submission of their claims to the Finance Department. IDF European Region Office is responsible for the timely payment of these expenses.

2. **POLICY COST BY NATURE**

2.1 **Airline tickets**

2.1.1 All flight bookings should be made as early as possible and at least two (2) weeks in advance when possible.

2.1.2 It is recommended that all travel is booked through the IDF approved Travel Agency.

2.2 **Class of service:**

2.2.1 No first class travel is permitted;

2.2.2 Flights of 8 hours or less of continuous flight time should be booked in economy class;

2.2.3 For flights longer than 8 hours continuous flight time, business class may be permitted;

2.2.4 Business class may also be permitted where it is necessary to engage in business activities immediately upon arrival, unless it is more feasible to travel a day earlier;

2.2.5 Choice of airline must take account of price, service and schedule.

2.3 **Taxi and private car usage**

2.3.1 Taxis should only be used if considerable time savings are obtained or if use of public transport would be inconvenient or unsafe;

2.3.2 Travellers must choose the least costly means of transport. The mileage travelled with private cars (e.g. for transport to the airport) will be reimbursed at € 0,34 per km.

2.4 **Visas and vaccinations**

2.4.1 It is the responsibility of the traveller to obtain visas and vaccinations if legally required. IDF European Region will bear all the costs.

2.5 **Hotel Accommodation**

2.5.1 It is recommended to use the IDF approved Travel Agency to book hotels.

2.5.2 If the traveller is participating in a training course or conference, where the organiser provides hotel accommodation, he/she may use the offered hotel.

2.5.3 The principle is to stay at proper business hotels near to meeting activities, yet secure the lowest possible price.

2.5.4 Standard rooms in 4-star hotels are permitted. If the 4-star hotels in the destination country are not comparable to the current global standards in terms of safety or cleanliness, a 5-star hotel may be permitted.
2.6  **Telephone and Internet Usage**
2.6.1 IDF European Region covers reasonable telephone and internet expenses for business use.
2.6.2 IDF European Region does not cover the monthly subscription for mobile or internet connections.

2.7  **Minibar**
2.7.1 IDF European Region does not cover the expense of alcoholic drinks from the minibar.

2.8  **Tips**
2.8.1 Local practice should be followed. Tips can be reported as expenses without receipts as long as they represent reasonable amounts.

2.9  **Pay-per-view films**
2.9.1 IDF European Region does not cover expenses related to pay-per-view films.

2.10  **Excess Baggage**
2.10.1 IDF European Region does not cover excess baggage.

2.11  **Meals**
2.11.1 Meals are reimbursed upon presentation of a receipt when deemed reasonable.

2.12  **Travel requisition**
2.12.1 For the meetings of the Regional Board and other Committees organised by the European Region Office, no travel requisition is required, except for staff members.
2.12.2 All other travel of Regional Board Directors requires prior approval of the Regional Chair.
2.12.3 All expenses of the Regional Chair requires the approval of the Treasurer ex post facto.
2.12.4 All travel of the staff members requires the prior approval of the Regional Manager.
2.12.5 All travel of the Regional Manager requires the approval of the Regional Chair.

2.13  **IDF Approved Travel Agency**
2.13.1 IDF Approved Travel Agency booking procedure.
2.13.2 All bookings will be managed by a travel coordinator via the IDF approved travel agency.

2.14  **Expenses refund procedure**
2.14.1 Volunteers should complete IDF European Region Expense Refund Form
2.14.2 Staff should complete a travel refund form.

2.15  **Approval process**
2.15.1 All expense refunds should be sent to the Regional Manager.
2.15.2 The European Region Office checks the requests to ensure that all amounts are justified and legitimate.
2.15.3 All requests are then forwarded to the appropriate line manager.

2.16  **Payment Process**
2.16.1 Once approved, expense refunds are entered into the IDF European Region accounting system.
2.16.2 Payments will occur twice per month.
ANNEX 1

Use of IDF Trademarks and Logos Policy

1. **Scope**
   1.1. This policy applies to Members and volunteers
   1.2. All Members and volunteers shall receive upon joining; the Use of IDF Trademarks Policy and the IDF Trademarks Reproduction Guidelines; existing Members and volunteers will receive regular reminders to ensure that they comply with the requirements of the Policy and the Guidelines.
   1.3. This policy applies to all IDF partners, whether commercial, private, public or non-for-profit. Such partners are required to acknowledge receipt of the Policy. The policy may also be appended to contract with such partners.

2. **Use of Trademarks and Logos by IDF Members**
   2.1. Members of the Board of Directors and members of Standing and other Board Committees and IDF staff may use the IDF name during their terms of office for any activities that are directly in line with their remit. They can also use the hummingbird trademark or the blue circle logo on letterheads and visiting cards, as approved by the IDF Director.
   2.2. The participation of Members of the Board of Directors, members of Standing and other Board Committees or IDF staff at events (as speakers or in any official capacity), in activities and/or studies does not automatically imply that the event, activity and/or study is supported by IDF and that the IDF name and trademarks can be used. In such cases, prior written authorisation must be obtained from the IDF Director through the Communications Department of the IDF Executive Office.
   2.3. IDF Members may use the IDF name and the specific IDF Member Trademark on their stationery and website with the wording “A member of the International Diabetes Federation”. This does not imply that IDF endorses any of the Member’s activities
   2.4. IDF Members using the IDF Member Trademark for any other purposes, such as events, meetings, congresses and any communication materials such as press releases, publications and oral presentations, must obtain prior written authorisation from the IDF Director through the Communications Department of the IDF Executive Office, in consultation with Regional Chairs.
   2.5. All Members shall receive upon joining, the Use of IDF Trademarks Policy and the IDF Trademarks Reproduction Guidelines; existing Members will receive regular reminders to ensure that they comply with the requirements of the Policy and the Guidelines.
   2.6. Regional subsidiaries, Standing Committees and other Board Committees may use the IDF name and trademarks in any communications related to activities, programmes and events listed in the duly approved biennial plans and undertaken during their terms of office.

3. **Use of Trademarks and Logos by partners:**
   3.1. The use of the IDF name and trademarks for any activities or programmes supported by partners is regulated by this Policy
   3.2. The Policy may be supplemented by additional terms within a Contract.
   3.3. The reproduction and use of the IDF trademark or Logo must be made in accordance the IDF Business and Industry Guidelines
   3.4. Where the activities of Standing Committees or other Board Committees are supported by partners, trademarks usage is governed by the principles of collaboration and regulations for the use of IDF name and trademarks as set out in the IDF Business and Industry Guidelines. Approval for such usage must be sought through the Communications Department.
   3.5. Where the activities of Regional subsidiaries are supported by partners, trademarks usage is governed by the principles of collaboration and regulations for the use of IDF name and trademarks as set out in the IDF Business and Industry Guidelines. Approval for such usage must be sought through the Regional Office which will seek the approval of the IDF Director prior to communicating approval or denial of approval to the industry partner.
4. **IDF Centres of Education**

4.1. IDF Centres of Education are not permitted to use the hummingbird trademark or the blue circle logo. They are entitled to use only the customised versions of the logo provided to them by the IDF Education Programme, in accordance with the usage guidelines established for the Programme.

5. **Programmes recognised by the IDF Education Recognition Programme**

5.1. Organisations running education programmes or event recognised by the IDF Education Recognition Programme are not permitted to use the hummingbird trademark or the blue circle logo. They are entitled to use only the customised version of the logo provided to them by the IDF Education Programme, in accordance with the usage guidelines established for the Programme.

6. **Other organisations**

6.1. Other organisations wishing to use the IDF name and/or trademarks should seek permission from the IDF Director through the Communications Department at the IDF Executive Office.

7. **Terms of Permission**

7.1. IDF will consider supporting activities when they comply with the following general conditions:

7.1.1. The activity is not organised by a profit-making organisation. The content and subject matter of the activity, programme or event are in line with IDF’s mission, strategic priorities and ethics policy.

7.1.2. Sufficient information on the content and format of the activity, programme or event is provided to the IDF Executive Office in adequate time to allow proper consideration to be given to the request.

8. **Authorisation procedure**

8.1. Where an authorisation is needed (see here above), a written request must be sent to the Communications Department at the IDF Executive Office, 166 Chaussée de la Hulpe, 1170 Brussels, Belgium, communications@idf.org. It will be transferred to the IDF Director for formal approval.

8.2. A written request must provide detailed information on the activity, programme or event (nature and goals, dates and timelines, geographical scope, funding partners if any, etc.) and must be received by the Communications Department from the body responsible for organising the activity, programme or event at least three months prior to the start of the planned activity.

8.3. The IDF Director will review the request and provide a response in writing within 20 working days of receiving the request.

8.4. Once permission is granted, the IDF name and trademarks can only be used and reproduced in accordance with the visual identity outlined in the IDF Trademarks Reproduction Guidelines. These will be supplied by the IDF Executive Office upon confirmation of the usage permission.

8.5. Material and documents in which the IDF name and trademarks are reproduced are sent to the IDF Executive Office for final approval before publication.

9. **Restriction**

9.1. The use of the IDF name and trademarks are restricted to the approved purposes only. Approval for one purpose does not imply approval for future activities, programmes, events and, projects, which will require further written permission from the IDF Director.
1. Introduction
The International Diabetes Federation (IDF) is a worldwide alliance of over 230 diabetes associations in more than 170 countries that have come together to enhance the lives of people with diabetes everywhere. For over 50 years, IDF has been at the vanguard of global diabetes advocacy. The Federation is committed to raising global awareness of diabetes, promoting appropriate diabetes care and prevention, and supporting the search for a cure for the various types of diabetes.

IDF’s working bodies bring together the most important stakeholders from the global diabetes community in a collaborative effort to set common goals and co-ordinate activities towards achieving these objectives. The stakeholders include: people with diabetes and their families; those involved in diabetes care and related fields; diabetes-representative organisations, and partners from commercial organisations with concerns which align with our mission. IDF is registered as an organisation in official relations with the World Health Organization (WHO).

IDF is not a scientific organisation. It does not provide medical diagnoses, treatment or advice; nor does it advertise, endorse or recommend therapies or prescribe medication.

2. Strategic goals and values
The vision of IDF is ‘Living in a world without diabetes’. Its mission is to promote diabetes care, prevention and a cure worldwide.

3. Purpose of the IDF Business and Industry Guidelines
IDF, like most not-for-profit organisations, collaborates with other organisations to achieve its mission in line with its values and strategic priorities. All funding received from these organisations is channeled by IDF into managing and developing programmes and activities, in line with the IDF strategic priorities and annual plan of work.

Unrestricted grants, donations and fees paid by IDF Members are used to support core activities and build professional capacity. These funds are applied at IDF’s discretion, with no influence or involvement from funding partners, unless previously agreed.

a. IDF’s fundraising initiatives seek to leverage the resources, expertise and skills of funding partners to:
1. help meet the its mission and objectives;
2. build a strong organisation by strengthening professional capacity and skills;
3. increase awareness and visibility of IDF and its fight against diabetes.

b. The purpose of the IDF Business and Industry Guidelines is to:
1. Help IDF staff and Board of Directors interact appropriately with other organization in order to achieve positives outcomes for diabetes;
2. help funding partners understand and adhere to the Federation’s values and Policies;
3. establish clear precepts and processes (both internal and external) to guide working relationships and for the acceptance of contributions from existing and potential funding partners; 
4. establish transparent and robust frameworks for effective collaboration and protect the interests of both parties; 
5. protect IDF image and reputation; 
6. ensure accountability and transparency in activities undertaken in alliance with the business community and other sectors; 

4. Principles of collaboration 

4.1. Definitions 
A collaboration is a joint working arrangement created by contract, by which the partners co-operate to achieve a common goal. It is a relationship of good faith and mutual trust. A collaboration lasts whatever length of time suits the partners and their undertaking. 

A funding partner is a commercial enterprise that is intended to make a profit for its owners and shareholders, or other institutions including State-run enterprises, associations representing commercial enterprises, not-for-profit organisations, academic institutions, trusts, foundations, non-governmental organisations, and individuals, that give contributions to support IDF in the fight against diabetes. 

Contributions are defined in as cash, value-in-kind or knowledge/expertise. 

4.2. Applicability 
The concepts and terms outlined in this text apply to all relationships IDF has with third parties, whether the relationship is for the benefit of IDF at global or at regional level. The terms apply to contracts entered into by IDF on directly or IDF with one of its regional subsidiaries. All contracts entered into by an IDF Regional subsidiary must be shared with IDF Director. In some cases formal co-signature will be required, depending on the established signing rights of the Regional manager. 

4.3. Key precepts for collaboration 
In order to enter into collaboration or continue working in collaboration with IDF, the following key precepts must be understood and respected: 
1. All collaborations should be based on integrity, openness, transparency, independence, accountability, mutual respect and benefit for all concerned. 
2. All collaborations should be governed by clearly stated and unanimously agreed principles. A mutual agenda must be understood and agreed. 
3. All activities undertaken in collaboration between IDF and a funding partner (‘joint activities’) should be consistent with IDF’s mission, Policies and Strategic Plan. 
4. All joint activities should avoid compromising, or appearing to compromise, the integrity and independence of the partners. 

Collaboration with IDF does not: 
1. imply IDF’s endorsement of the funding partner’s products and services, nor does it imply any preference for, or promotion of, the funding partner’s products and services in the marketplace; 
2. grant exclusivity to any funding partner; 
3. provide the right to the funding partner to influence IDF’s decision-making processes.
4.4. **CRITERIA FOR ENTERING INTO COLLABORATION**

1. IDF seeks to enter in collaboration with socially responsible partners that make a positive contribution to society, have a positive public image, and employ responsible social and environmental practices;
2. have a publicly stated mission, values and objectives, and are governed by a code of ethics;
3. do not apply pressure or try to influence in any way IDF’s mission or activities;
4. do not seek to use the IDF name and/or trademarks or claim to be associated with IDF without its approval.

**All funding partners should meet full-cost recovery:**

1. Cash donations for a specific project should be budgeted to cover all associated costs.
2. Value-in-kind donations must include sufficient cash or acceptable services to cover full operational and support costs.

**IDF will not accept support from organisations that:**

1. manufacture or distribute products widely recognized as harmful to public health, and to people with diabetes in particular, or against public morals – such as tobacco, arms and munitions;
2. abuse human rights;
3. use systematic and sustained forced or compulsory labour or child labour;
4. are involved in corrupt or environmentally damaging practices.

IDF will undertake a due diligence on any new potential funding partners before deciding to enter into collaboration.

The above principles of collaboration apply to all constituents of IDF, such as amongst other regional subsidiaries.

5. **Use of IDF’s name and logo or trademarks**

IDF’s name, logo and trademarks are recognised symbols of integrity and of assurance to the public. No funding partner shall be authorised to use IDF’s name and/or trademarks for the promotion, advertisement or marketing of its products or services.

Use of IDF’s name and/or trademarks must in all circumstances be cleared with IDF CEO and be in accordance with IDF Trademarks Reproduction Guidelines (see Appendix), in particular when IDF’s name and/or trademarks are used in conjunction with other names and trademarks to indicate a joint activity.

6. **Claim of alliance with IDF**

A claim of alliance with IDF by a funding partner can only be made with the IDF’s prior agreement. The activity or programme will need to be officially supported by IDF and be governed by a written agreement. Full disclosure of the activity objectives must be provided in writing, and duly signed-off by both IDF and the funding partner.

Requests to indicate IDF’s support in any communications, including press releases, publications, oral presentations, etc., is subject to prior written approval by the IDF Executive Office.

Participation of IDF Officers at events (as speakers or in any official capacity) or in activities and/or studies undertaken or organised by funding partners does not imply that the event, activity and/or study is endorsed by IDF, unless otherwise stated in the partnership agreement.
7. Modalities

7.1. DONATION PROCESS

Before accepting any donations, IDF will review them in order to:

1. Ensure their suitability and consistency with IDF’s objectives
2. Avoid conflicts of interest with existing and potential commercial or funding partner relationships.

Any donations or agreements to fund programmes and activities of IDF will have to be approved by the IDF Executive Office. IDF may decline contributions from funding partners if it is deemed that they are not in the best interest of IDF.

The IDF Regional Subsidiaries will inform and consult the IDF Executive Office on any regional donations or agreements. The Regional Subsidiaries will hold responsibility for the agreements in line with the above principles of collaboration. IDF Executive Office co-signature will be required on any contractual agreements between a funding partner and the Regional Subsidiary.

All relationships with funding partners must be governed by a signed agreement between IDF and the funding partner. Depending on the scope of the project, the agreement may include the following:

a. Scope and objectives of project/activity;
b. Level of funding and how it is to be used;
c. Lines of responsibility and accountability;
d. Ownership, control and reporting;
e. Editorial approval process, including use of IDF logo and trademarks;
f. Conditions for reproduction and translation of deliverables;
g. Promotion, dissemination, public relations and media activities;
h. Acknowledgement;
i. Disclosure;
j. Termination;
k. Closing report.

7.2. PAYMENTS

All payments for partners-funded activities have to be processed through the IDF Executive Office Finance Department, and will be re-directed when required. In the event that payments are made by error to another organisation, IDF holds to right to reclaim the money or request clear financial reporting.

7.3. REPORTING AND DISCLOSURE

IDF is committed to maintaining accountability and transparency in the manner funds are collected, accounted for and reported. To do so, IDF will:

1. be transparent about agreed activities and funds received from funding partners;
2. process and utilise donations in a manner that is auditable;
3. provide accurate and complete information to funding partners;
4. provide information about all funding and revenues in its annual financial statements and responds to inquiries on an ad-hoc basis.

7.4. TERMINATION

IDF reserves the right to terminate or withdraw from any programmes or activities at any time if a funding partner does not act ethically, is disrespectful of IDF’s Policies or engages in activities which abuse human rights or may be harmful to public health and to people with diabetes in particular.
Annex 3

IDF CONFLICT OF INTEREST DISCLOSURE STATEMENT

PROCESS:

Refer to the definition of conflicts of interest as set out in the Standard Operating Procedures IDF Conflict of Interest Policy to determine whether you have an actual or potential conflict of interest.

Part A - All IDF volunteers and staff are required to complete Part A on their appointment in role.

Part B - is completed only when volunteers or staff have an actual or perceived conflict of interest to declare.

Part C - is signed on first completion of Parts A and B.

Part D - is signed at each meeting of a Committee by the volunteers and staff present to confirm that no change in circumstances has arisen since first completion of Parts A, B and C. Where a change in circumstances has arisen a new Part and B must be completed before the start of the meeting.
Conflict of Interest Disclosure Statement

Part A

I, (please print name):

Holding the position in IDF of: (please print role): ________________________________

Hereby declare that to the best of my knowledge:

☐ I do not have an actual or potential conflict of interest in serving IDF

☐ I have an actual or potential conflict of interest in serving IDF.

If you have ticked the box indicating a conflict of interest please fill in Part B, if not please leave Part B blank and complete Part C

1 Everybody who has a paid or voluntary role with IDF must provide a record of their actual or perceived conflict/s of interest and sign the Conflict of Interest Disclosure Statement, when becoming officially associated with an IDF activity. In addition, Conflict of Interest Disclosure Statement must be signed before every IDF-related meeting. If there are no changes to the first Conflict of Interest Disclosure Statement, the individual still needs to sign the Conflict of Interest Disclosure Statement indicating there is no change.
**Conflict of Interest Disclosure Statement**

**Part B**

Part B must be completed if you indicate you have an actual or perceived conflict of interest on Part A.

<table>
<thead>
<tr>
<th>Actual or perceived conflict of interest</th>
<th>Description of the actual or perceived conflict including the names of employers and other relevant organisations</th>
<th>Indicate whether it is an actual conflict (A) or perceived conflict (P)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Membership on boards of directors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shareholder of a company</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Immediate family member shareholder of a company younger than 18 years</td>
<td></td>
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</tr>
<tr>
<td>Membership of scientific or other advisory panel, especially if such panels concern IDF’s corporate or supporting partners</td>
<td></td>
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</tr>
<tr>
<td>Honoraria, travel or accommodation: financial or in kind support</td>
<td></td>
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<tr>
<td>Research grant funding</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other, please specify</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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2 People declaring an actual or perceived conflict of interest must sign.
Conflict of Interest Disclosure Statement

Part C

I have read the International Diabetes Federation Policy on Conflict of Interest and understand and support its intent.

I agree that, if in the course of my service to the International Diabetes Federation, I am involved in a situation or activity in which I have a relevant actual or perceived conflict of interest, I will not participate in any discussion or action on the subject or activity, unless I am officially asked to do so.

I further agree that, if any conflict of interest arises that was not disclosed in this Conflict of Interest Disclosure Statement; I will immediately notify the President and the Vice-President Strategic Governance in writing.

Signature_______________________________

Signed by ________________________________

Date_____________________________________

Location_____________________________________
Conflicts of Interest Disclosure Statement

Part D

At all meetings subsequent to first signature, please declare by placing a cross [X] in the relevant box below:

☐ I declare there have been no changes to my conflict of interest statement since my last statement.

☐ I declare conflict of interest issues as arisen since I last completed the last Conflict of Interest Disclosure Statement and I disclosed those conflicts to the President and the Vice-President Strategic Governance using Part B.

Signature_____________________

Name _____________________

Date:_______________________