

The transparency Policy of Pasqual Maragall Foundation

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1. Introduction

Pasqual Maragall Foundation has a set of values and its own transparency and accountability policy to guide its actions, by defining objectives, criteria and tools. The Foundation is an organization that wants to be efficient, rigorous, results-oriented, transparent and committed to being accountable to society. With respect to scientific research, we are committed to ensuring that our practices are of the highest quality and integrity.

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

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

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

2. Principle of Operation and Regulation of the Governing Bodies

The Pasqual Maragall Foundation has two governing bodies, the Board and the Executive Committee.

With respect to the Board:

- A) The Board is the highest body of the Foundation. The Board is responsible for representing the Foundation, the administration of property and rights that comprise its assets and the management of activities to fulfil its purpose (Art. 19.1. Statutes of the Foundation). The Board is a collegial body which may consist of a minimum of 10 and a maximum of 25 members, of which a maximum of 6 will be fixed and the rest will be temporary. (Art. 21.1. Statutes of the Foundation)
- B) The Board meets in regular session at least twice a year and in extraordinary session whenever the President deems it appropriate, on his/her own initiative or at the request of a quarter of the Board members. (Art. 25.1. Statutes of the Foundation)
- C) It is obligatory for the board members to fulfil and to cause to be fulfilled the purposes of the Foundation, to attend the meetings, to execute their responsibilities with the diligence established by law, to maintain and to conserve the goods, rights and values that make up the patrimony of the Foundation and to promote their settlement in

accordance with the effective legislation and the given Statutes (Art. 22.1. Statutes of the Foundation)

- D) The names of the members of the Board and their posts are public, as well as their professions outside the Foundation. This information can be accessed through the Foundation's website and the annual report.
- E) The post of board member is unpaid, but members have the right to advances of money for, and reimbursement of, expenses duly justified as well as compensation for damage caused through execution of their office. If board members exert leadership roles, they will be paid specifically for responsibilities and not for being a board member. All this, notwithstanding the provisions of Articles 332-2 and 332-10 of the third book of the Civil Code of Catalonia (Art. 22.4. Statutes of the Foundation)
- F) Temporary board membership has duration of four years and members may be re-elected by a simple majority of fixed members of the Board, (Art. 21.4. Statutes of the Foundation). The duration of the positions of trustees who are members of the Board as members of the Patronage Council shall be the same, provided that they remain members of the Patronage Council; in case of losing this condition, the said trustee will be dismissed from the position of trustee (Art. 21.5. FPM Statutes).
- G) The Foundation has Board-approved mechanisms which avoid conflicts of interest (Item 11 of the Foundation's Code of Good Practice).
- H) The persons who take part of the bodies of management of the Foundation and who would have obtained elected posts or who would have been named to exercise political responsibilities would suspend temporarily their participation to the bodies of the Foundation meanwhile this condition lasts. This incompatibility won't take place for the members of the bodies of the Foundation in representation of public administration or related organizations.

With regard to the Executive Committee:

- A) The Executive Committee is a delegated body appointed by the Board of Trustees that exercises regular monitoring and promotion of the Foundation's activities, as well as those other delegated powers provided the Statutes (art. 29.4 FPM Statutes).
- B) It is composed of a minimum of three trustees and a maximum of ten, chaired by a Vice President or the Chairman of the Board.

2. Principle of Clarity and Advertising of the Social Purpose

The Statutes of the Foundation can be found on the website.

The Foundation follows guidelines based on the principles of transparency, ethical behaviour and mutual respect. It is registered with the “Coordinadora Catalana de Fundacions”, which requires compliance with its Statutes, the Code of Ethics for Catalan Foundations and commitment to the Good Governance of Foundations.

- A) The purpose of the Foundation is clear, precise and bounded. This is detailed in its Statutes as follows: "The Foundation aims to promote scientific research in the field of Alzheimer's disease, related neurodegenerative diseases and neuroscience in general" (Art. 6.1. Statutes of the Foundation).
- B) All the activities undertaken are aimed at achieving this social purpose so that the Foundation does not carry out activities that are not explicitly listed in its Statutes. Annually it is possible to see all the activities undertaken in the annual report of activities, which is accessible from the website.
- C) The social purpose is known by all members of the organization, including volunteers, and is easily accessible by the public.

3. Principle of Planning and Monitoring of Activities

- A) The Board prepares and approves the budget annually (Art. 24.3 FPM Statutes). It also approves the Foundation's action plans, directs its activities, executes its budgets, and oversees the execution of its annual activity plan. There is a three year strategic plan for the Foundation, which includes measurable objectives for the entire organization. The plan is approved by the Board (Arts. 24.3. and 29.4 Statutes of the Foundation).
- B) The Foundation's activities are conducted in accordance with the Foundation's purposes detailed in the Statutes and are determined and decided by the Foundation's Board (Art. 7.1. Statutes of the Foundation).

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

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

4. Principle of Communication and Accurate Representation of Information

- A) Advertising campaigns, fundraising and any other public information of the Foundation, accurately and unambiguously reflect the objectives of the entity.
- B) Periodically, and at least twice a year, by mail and/or email, partners, donors and supporters of the projects are informed where resources are being invested and what activities are being undertaken by the Foundation. There are also events where the Foundation displays its accountability to its collaborators, as well as open days, meetings with partners and so on, with the aim of taking stock of the activities completed and bringing the organization closer to all those who are interested.
- C) The website includes current information about the Foundation's activities. The Foundation also has e-mail to facilitate communication with third parties.
- D) The report on the Foundation's activities is published annually. This includes information about the activities undertaken during the year, the source and destination of resources, the organizations and companies working with the Foundation, the names of the members of the Board and of the staff, and other data of interest.
- E) Regarding the origin and destination of resources, annually and through the website, the Foundation publishes the annual accounts and the corresponding audit report.

5. Principle of Funding Transparency

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

- B) Ongoing projects of the Foundation are made public via the website, where the financial backers of each project are listed and classified according to the amount contributed to the Foundation.
- C) The allocation of funds to the various activities of the Foundation is documented and published annually.
- D) The Pasqual Maragall Foundation has implemented the measures necessary to comply with Regulation (EU) 2016/679 on the protection of personal data regarding the processing of personal data and the free movement of such data (GDPR), and Organic Law 3/2018, of December 5, on Protection of Personal Data and guarantee of digital rights. Consequently, in the case of requesting personal data, the Foundation includes in its data collection media the pertinent information in accordance with current legislation. On the other hand, in compliance with the Data Protection Law (GDPR), a specific Code of Good Practice is available on this topic, which is known and respected by external employees and collaborators.
- E) The Foundation has criteria for the selection of companies and collaborating bodies approved by the Board (Item 5 of the Foundation's Code of Good Practice).
- F) Sponsorship agreements and collaboration agreements with companies and institutions are formalized in writing. In them, agreements for the assignment of rights to the body's logo are also detailed.
- G) To ensure the lawful origin of the funds obtained by the Foundation, an action protocol has been implemented, named the "Internal Control for the Prevention of Money Laundering", a protocol of which all workers are knowledgeable. This protocol is based on the Law 10/2010 of 28 April on the Prevention of Money Laundering and of Financing of Terrorism (Official State Bulletin 29/04/10) (Money Laundering Prevention Law).

6. Principle of Plurality in Funding

- A) The funding sources that sustain the Foundation are, as detailed in Article 11 of the Statute:
 - Regular contributions from collaborators.
 - Contributions and donations from any other person or entity.
 - Revenue from the rendering of services.
 - Inheritances, legacies and other testamentary disposition in its favour.
 - Yields **obtained from employment of its assets**.
 - The grants, preferential loans and any other assistance received from any public or private entity or any national or international body.

- B) The Foundation's funding is diversified and guarantees the independence of the organization in decision making.
- C) Diversified funding also ensures the stability and continuity of the Foundation in the hypothetical case that some of the funding sources disappear. For this reason, none of the financial backers provide more than 50% of the organization's total annual revenues on a recurring basis.

7. Principle of Control in the Use of Funds

- A) The Foundation has accurate information regarding the origin and destination of resources, monitoring is done through variable costing segregated by projects and activities. That is to say, there is a system to determine the degree of achievement of the internal plans of the organization, and for later comparison with predetermined targets.
- B) There is a list of suppliers to and collaborators with the Foundation's activity and a protocol for their selection (Item 7 of the Foundation's Code of Good Practice). Also, there is an internal process for procurement, supplies and expense notes previously approved by management.
- C) The Foundation produces an annual budget with the corresponding explanatory report, and practices budget settlement for the previous year's income and expenditure. Both are prepared and approved by the Board (Art. 24.3.e Statutes of the Foundation). The Executive Committee carries out its regular monitoring.
- D) In accordance with Law 4/2008 of 24 April, on foundations and associations, published in the Official Gazette of the Catalan Autonomous Government on May 2, 2008, it is necessary to apply at least 70% of net income obtained in the fulfilment of the foundational purposes. The rest has to be applied to future fulfilment of these purposes or to increase the equity of the Foundation. The Board must approve the way in which these funds are used. This application must be effective within four tax years, counting from the beginning of the year following that of the accounting accreditation.
- E) Investments meet the requirements of appropriate prudence, with a low risk profile.
- F) The Foundation has a code of conduct for the implementation of financial investments approved by the Board (Item 10 of the Foundation's Code of Good Practice).
- G) The Foundation respects the wishes of donors and has established monitoring systems for the funds received for specific purposes (Item 3.5 of the Foundation's Code of Good Practice).

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

- A) The institution is up to date with its legal, tax, fiscal and Social Security obligations.

- B) Annual accounts are submitted to the Foundations Protectorate of the “Departament de Justícia de la Generalitat de Catalunya”, through which access to this information is made public. In addition, the Foundation annually submits its accounts to an external audit.

9. Principle of Promotion of Volunteering

- A) The Foundation promotes the participation of volunteers in its events. These events can be of informative nature of the Foundation's activity, Alzheimer's disease or fundraising activities.

- B) The Foundation has different volunteer information and / or training plans in which the volunteer's knowledge of the mission and operation of the Foundation is strengthened, as well as the purpose of the event and the importance of his participation in the event.

- C) For the proper functioning of volunteering, joint insurance is available for the participating volunteers.

- D) Finally, the volunteers and the Foundation must sign a commitment document stating the rights and obligations of the two parties, in accordance with the criteria established in Law 25/2015, of July 30, on volunteering and promotion of associationism.

10. Bibliography

- Statutes of the Pasqual Maragall Foundation
- "Code of Good Practice in transparency and accountability" standard operating procedure of the Foundation
- Ethic code for Catalan Foundations, Catalan Coordinator of Foundations
- Good Government of the Foundations, Catalan Coordinator of Foundations
- "Fundación Lealtad"
<http://www.fundacionlealtad.org/web/jsp/informateycolaboraong/informateparadonar/principios.jsp>
- European Foundation Centre <http://www.efc.be/>
- Intermón Oxfam:
<http://www.oxfamintermon.org/es/quienes-somos/cuentas-claras>
- The Red Cross: <http://www.cruzroja.es/donantes/transparencia.html>
- Law 4/2008, of April 24, of the third book of the Civil Code of Catalonia, concerning legal entities]
- Regulation (EU) 2016/679 on the protection of personal data regarding the processing of personal data and the free movement of such data (GDPR)
- Organic Law 3/2018, of December 5, of Protection of Personal Data and guarantee of digital rights.

The structure of this document is based on the "Principles of Transparency and Good Practices" of the Lealtad Foundation. Fundación Lealtad is a pioneer non-profit institution in Spain, which was established in 2001. Its mission is to foster the confidence of society in non-profit organizations to increase donations, as well as any other type of collaboration. Additionally, the Principles of Good Practice of the European Foundation Center were taken into account. The EFC is an international non-profit association created to promote the work of corporate foundations in Europe. On the other hand, the documents of the "Transparency Policies" of the Red Cross and Intermón Oxfam have also been contrasted.