

*This translation consists of
8 pages / 18 sheets
No. OV.: 101/14
Date: 27 June 2014*

*Certified translation from the
Croatian language*

Pursuant to its competence referred to in Article 11, paragraph 5 of the Statute of the Ana Rukavina Foundation (hereinafter: Foundation), the Management Board of the Foundation, at the meeting held on 9 June 2014, established the consolidated text of the Ordinance on the Conditions, Method and Procedure of Funds Allocation for Professional Training and Other Forms of Financial Aid. The consolidated text of the Ordinance on the Conditions, Method and Procedure of Funds Allocation for Professional Training and Other Forms of Financial Aid includes the Ordinance on the Conditions, Method and Procedure of Funds Allocation for Professional Training and Other Forms of Financial Aid of 14 November 2012 and the Ordinance on the Amendment of the Ordinance on the Conditions, Method and Procedure of Funds Allocation for Professional Training and Other Forms of Financial Aid of 9 June 2014. The aforementioned ordinances contain the time of their coming into force.

ORDINANCE

on the Conditions, Method and Procedure of Funds Allocation for Professional Training and Other Forms of Financial Aid (Consolidated text)

I. GENERAL PROVISIONS

Article 1

This Ordinance regulates the terms and conditions for the allocation of funds for professional training and other forms of financial aid, the allocation procedure and rights and obligations of the beneficiaries of funds for professional training and financial aid.

Article 2

The Foundation's funds shall be allocated exclusively for the achievement of the Foundation's purposes (Article 8 of the Foundation Statute), namely:

- To provide professional training to specializing physicians or specialists haematology internists or other similar specializations, to 35 years of age in the form of funds allocation through health institutions where they are employed through a tender;
- To exercise individual and collective projects the purpose of which is research of new possibilities of treating leukaemia, lymphoma and other severe damages of the bone marrow in the form of financial aids through a tender.

II. FUNDS ALLOCATION CRITERIA

Article 3

The Foundation's Management Board deliberates on the Foundation's activities (professional training/supports) to which funds shall be allocated, as well as on the number and amount of funds for professional training/supports all depending on the amount of the Foundation's available funds.

Article 4

The funds and aid allocated by the Foundation are called Ana Rukavina Foundation's Professional Training Funds and Ana Rukavina Foundation's Financial Aid.

Article 5

Professional training funds allocation criteria are as follows:

- The applicant's excellence (GPA, length of studies, participation in science projects, published paper, knowledge of a foreign language and similar);
- Employment

Article 6

Projects financial aid allocation criteria are as follows:

- Quality of the project proposal and its contribution to the achievement of the Foundation's purposes,
- Originality, innovation and improvement levels and realistic and transparent financial evaluation,
- Contribution of the project to the overall development of new possibilities of treatment of leukaemia, lymphoma and other severe damages of the bone marrow,
- Strategic importance of the project proposal and the ability thereof to improve the selected area,
- Value of other submitted projects.

III. PROFESSIONAL TRAINING

Funds Allocation Criteria

Article 7

(1) Specializing physicians or specialists haematology internists or other similar specializations not over 35 years old, who are Croatian citizens whereat the basic criteria are the applicant's excellence during his/her studies and scientific - expert paper and employment, are entitled to the professional training funds allocation (hereinafter: funds).

(2) If the number of candidates who meet all the tender requirements is insufficient, the Foundation's Management Board is entitled to exceptionally consider the applications of candidates over 35 years of age.

(3) The Foundation's Management Board is entitled to determine other special requirements for the candidates prior to the invitation to tender.

Article 8

(1) Funds allocation applications shall be assessed according to the number of earned points.

(2) Candidates shall earn points based on the assessment of

- Result of their studies,
- Scientific-expert paper,

- Dean's, Vice-chancellor's award or other corresponding national or international award,
- Volunteering work for the Foundation.

(3) The candidates' studies results shall be measured based on their GPA during their studies, which shall be assessed by the number of points corresponding to the GPA rounded to one decimal place.

(4) Two (2) points shall be given for scientific or expert paper published in a reviewed national or foreign publication, while one (1) point shall be given for the participation in scientific-research projects. Points given for scientific and expert work includes the candidates' participation in a scientific or expert project, i.e. active participation in a scientific or expert national or foreign congress as well as other corresponding forms of scientific or expert activity, which meets this criteria according to the Foundation's Management Board assessment.

(5) Two (2) points shall be given for Dean's, Vice-chancellor's award or other corresponding national or international award, given as recognition for scientific or expert contribution of the candidate.

(6) Two (2) points shall be given for volunteering work for the Foundation within the Foundation's activity regarding the expansion of the Registry of voluntary hematopoietic stem cell donors.

(7) If one or more candidates have equal number of points, advantage shall be given to the candidate who graduated first.

Funds Allocation Procedure

Article 9

(1) The Foundation's Manager, according to the Management Board's decision, shall announce the funds allocation invitation to tenders.

(2) Tenders shall be published on the Foundation's official website, and may be also published in any chosen newspapers or in any other appropriate way.

(3) Tender shall specifically include:

- Number and type of funds to be allocated,
- Excerpt from this Ordinance on the funds allocation criteria and procedure,
- Deadline to submit applications, which does not exceed 30 days,
- Name and address of the organization to which the application is submitted,
- Notification stating that incomplete and late applications shall not be accepted,
- Period in which the candidates shall be informed on the results of the tender,
- Express statement of the candidate whereby he/she agrees to the publication of his/her personal information in the procedure referred to in Article 13, paragraph 2 hereof,
- Express statement of the candidate whereby he/she acknowledges that he/she is familiar with the method of use of the funds allocated for the professional training,
- Proof of employment,
- Letter of intent of the health institutions where the candidate is employed and
- Forms and list of documents and statements required for presentation with the candidates' application,

Article 10

- (1) The Founders shall appoint an Expert Council, pursuant to Article 15.a of the Statute, as an expert body, which shall implement the tender, determine and deliver to the Foundation's Management Board the candidates' motivated proposal for the allocation of funds.
- (2) The Expert Council includes 5 members appointed by the Founders by majority of votes upon proposal of the medical director, which is also one of the Expert Council members.
- (3) The Expert Council members shall be elected for a four-year period, with the possibility of re-election.
- (4) The Expert Council may include persons successful in healthcare, expert and public activities in the country and abroad.
- (5) The Expert Council members elect a president and vice-president among themselves.
- (6) The Expert Council members shall deliberate based on the majority of votes cast by the total number of members.
- (7) If required, the Expert Council members shall appoint a Secretary who shall keep the minutes at meetings and who shall draw up drafts of the decisions and proposals of the Expert Council throughout the duration of each tender.
- (8) The Expert Council members shall report to the Founders regarding their work.

Article 11

- (1) The candidates shall apply for the tender for funds allocation by submitting an application form downloaded from the official website of the Foundation.
- (2) The candidate shall submit the application form accompanied by the complete tender documentation personally to the Foundation or by registered mail, with the indication **"Application for the Professional Training Funds Allocation Tender – Do Not Open"** to appropriate address pursuant to Article 9 hereof.
- (3) The application shall be considered received if the Foundation receives it prior to the expiry of the deadline.
- (4) Applications submitted by regular mail prior to the application deadline, received by the Foundation after the expiry of the application deadline shall be considered late.
- (5) When the application is being sent by registered mail or is delivered to the authorized provider of postal services, the date the application is submitted to the postal office i.e. the authorized provider of postal services shall be considered as the date of submittal of the application to the Foundation.
- (6) Applications shall be received by the Foundation's Administrative Office, which shall determine if the applications were submitted within deadline and if the candidates met the tender requirements.
- (7) Applications of candidates, which do not meet the tender requirements or which are incomplete or submitted after the deadline, shall not be considered.

(8) The Foundation's Administrative Office delivers all complete applications and submitted within deadline to the Expert Council.

Article 12

(1) The Expert Council shall receive complete applications delivered within deadline, which meet the tender requirements and shall assess them pursuant to the criteria referred to in the provision of Article 8 hereof.

(2) The Expert Council shall submit a list of funds allocation candidates to the Foundation's Management Board within 60 days from the date of termination of tender.

Article 13

(1) Based on the Expert Council's proposal for the allocation of funds, the Foundation's Management Board passes a decision on the professional training funds allocation.

(2) The decision referred to in paragraph 1 hereof, shall be delivered to all applicants within 15 days from the passing of the decision, and shall be published on the Foundation's official website, and may be also published in any chosen newspapers or in any other appropriate way.

Article 14

(1) Within 8 days from the receipt of the decision on the allocation of funds, dissatisfied candidates, which did not receive funds, may file a written complaint to the Foundation's Management, exclusively regarding errors during the determination of general terms and conditions referred to in Article 8 hereof.

(2) The complaint shall be rejected if the general terms and conditions determination error was caused by the candidate's incomplete application or application submitted after deadline.

(3) The Foundation's Management Board shall pass the decision on the complaint within 15 days from the complaint deadline expiration.

(4)

Rights and Obligations of the Beneficiary of Funds

Article 15

(1) The Foundation shall enter into a special three-party Agreement with each candidate and the health institution where he/she is employed.

(2) The professional training shall be funded through the health institution where the chosen candidate is employed.

(3) The Foundation undertakes to transfer the entire amount of funds required for the professional training of the chosen candidate – beneficiary of funds, in favour of the health institution where the chosen candidate is employed, whereby it is considered that the Foundation has fulfilled its obligation to allocate the funds for the professional training with respect to the chosen candidate.

(4) The health institution as the chosen candidate's employer shall, based on the funds paid by the Foundation, enter into a special three-party agreement with the chosen candidate and the institution that shall conduct the professional training, regarding the financing of the professional training expenses and as the employer shall send the chosen candidate to the professional training.

(5) The Agreement entered into between the Foundation, the health institution and chosen candidate shall determine the mutual rights and obligations in detail.

(6) The Agreement includes as follows:

- Name or denomination of the parties to the agreement,
- Name of the institution where the professional training shall be conducted for which the funds are authorized,
- Period of allocation of the funds,
- Amount and method of payment of the funds,
- A provision according to which the health institution shall enter into a separate three-party agreement with the chosen candidate and the institution which shall conduct the professional training, wherein the mutual rights and obligations shall be determined in detail,
- And other rights and obligations of the parties to the agreement.

(7) Upon determination of the funds amount, the fact whether the funds are to be allocated for professional training in the country or abroad shall be taken in consideration as well as the period allocation thereof.

(8) The funds shall be used for payment of travelling expenses, accommodation expenses, food and other, which shall be determined in detail in the agreement.

(9) The agreement referred to in paragraph 1 hereof is entered into between the Foundation Manager, the chosen candidate and the health institution.

Article 16

(1) The candidate, to whom the funds were allocated according to the decision of the Foundation's Management Board, shall receive, if required, a request for the delivery of additional administrative information necessary for the draw up of the agreement. Concurrently, a deadline for the response of possible additional requests shall be determined.

(2) If the candidate fails to submit the requested information until a determined deadline, or if such information is incomplete, the Foundation's Management Board is entitled to annul their decision on funds allocation and pass a decision of funds allocation to the next candidate on the list.

Article 17

The beneficiary shall present a documented notice regarding the fulfilment of the contractual obligation of professional training i.e. use of authorized special purpose funds within 15 days from the date of the professional training termination i.e. use of authorized special purpose funds to Ana Rukavina Foundation and to the health institution.

Article 18

(1) The beneficiary of funds who for justified reasons (pregnancy, illness and similar) cannot actualize the professional training entirely or in a determined part, does not lose the right to the allocated funds, but shall be entitled to the allocated funds upon termination of such justified circumstances.

(2) The beneficiary of funds shall notify the Foundation within 15 days on the suspension of professional training and reasons thereof, and in case of failure to deliver such notification the Foundation shall be entitled to a refund of the total amount of allocated funds.

Article 19

(1) Each party to the agreement is entitled to terminate the Professional Training Funds Allocation Agreement.

(2) The Foundation shall terminate the agreement under the conditions determined by the civil obligations laws, especially in the following cases:

- If the beneficiary of funds suspends the professional training, for which the funds were allocated, without justification, i.e. if the beneficiary fails to complete the professional training, without justification, within the prescribed term,
- If it is determined that the right for funds allocation was achieved based on false information,
- If the beneficiary enters into an agreement with another scholarship grantor,
- If the beneficiary uses the paid funds for general purposes,
- If the health institution where the chosen candidate is employed or the chosen candidate refuse to enter into the agreement referred to in Article 15, paragraph 1 hereof with the Foundation,
- If the beneficiary of funds or the health institution where he/she candidate is employed refuse to enter into the special three-party agreement with the institution where the professional training shall be conducted regarding the financing of special training expenses referred to in Article 15, paragraph 4 hereof,
- If the beneficiary of funds does not fulfil the obligation referred to in Article 17 hereof.

(3) In case of termination of the Funds Allocation Agreement or in case of tender cancellation, the beneficiary of funds shall return the total amount of allocated funds to the Foundation.

(4) The Foundation retains the right at any time to cancel the tender if the institution where the professional training shall be conducted refuses to accept the chosen candidate at the professional training or refuses to enter into the special three-party agreement referred to in Article 15, paragraph 4 hereof with the health institution where the chosen candidate is employed or with the chosen candidate.

IV. FINANCIAL AID

Article 20

The provision of this Ordinance, which regulates the professional training funds allocation, shall apply appropriately to the procedure of financial aid allocation for projects, if not differently provided for by this Ordinance.

V. TRANSITIONAL AND FINAL PROVISIONS

Article 21

The Foundation's Administrative Office performs administrative, technical and expert work connected to the work of the Expert Council and other work connected to the implementation hereof.

Article 22

The Management Board of the Foundation provides the interpretation of the provisions hereof.

Article 23

This consolidated text of the Ordinance shall come into force on the date of its passing.

Manager

Marija Rukavina

I, Anna-Maria Uroda, mag., sworn court interpreter for the English, Italian and Spanish language, appointed by Decree No. 4 Su-625/13 of 20th March 2013 by the President of the County Court in Zagreb, do hereby certify that the above translation fully complies with the Croatian original.

Zagreb, 27 June 2014
No. OV.: 101/14

Anna-Maria Uroda, mag.