



# UICC emergency Solidarity Fund

## Terms of Reference

### Background

On 4th March 2022, the Union for International Control (UICC) announced that it was establishing an emergency Solidarity Fund in response to request from its members to help UICC members in Ukraine and surrounding countries affected by the ongoing crisis.

The emergency Solidarity Fund (the “Fund”) has been created as a vehicle for UICC members who wish to provide funds to UICC members and other cancer organisations affected by the crisis to signal the unity and spirit of the cancer community globally.

UICC has several members in Ukraine and the surrounding countries plus connections with many cancer organisations and cancer treatment centres through its extensive membership and links with professional bodies.

The Fund will support projects and programmes which help address the impact of the crisis on Ukrainian cancer patients and their families now and in the immediate future.

Whilst the Fund will be operated by UICC, an Advisory Board will be established to oversee the approach adopted to distribute funds and to agree to whom the funds should be made available. This ensures that the Fund will be independently and transparently governed.

The Fund will be held in Switzerland under the authority of UICC and in line with Swiss rules and regulations.

### Mandate and Goals

#### Mandate of the Fund

The Fund will support UICC members and other cancer organisations affected by the crisis in Ukraine.

The Fund is being established to bridge financial support from UICC members to UICC members and other cancer organisations to help them deal with the consequences of the crisis.

Exceptionally, the Fund will accept donations from organisations and individuals who are not UICC members. UICC will communicate the existence of the Fund via its website.

The Fund is intended to signal the commitment of the cancer community to help each other during times of crisis.

## Goals of the Fund

The goal of the Fund is to bridge funds from UICC members to help cancer organisations and their patients manage the consequences of the crisis in Ukraine.

The recipients of funds will be cancer organisations working with cancer patients and their families.

## Focus of the Fund

The donations received will be pooled and through the advice and guidance of an Advisory Board, distributed to recipients on application and through a selection process established by UICC.

Funds will be made available, but not limited to\*:

- Help cover the ongoing costs of operation of the cancer organisations.
- Fund the acquisition of urgently required medicines and equipment.
- Contribute towards the rebuilding of property damaged during the conflict.
- Contribute towards the costs of transferring patients and their families if needed.
- Contribute towards the costs of flying in expertise.
- Support health workers in the region who are providing treatment and care to patients.
- Support cancer researchers in the region.

\*this list is not exhaustive.

## Guiding Principles

Strong, experienced Advisory Board to be established which can professionally review funding requests and make allocation decisions which maximise the impact of the Fund on addressing the consequences of the crisis.

The Advisory Board will support funding applications which:

- Have a critical and immediate positive impact on the welfare of the organisation and patients.
- Have actions and outcomes which can be easily measured and reported
- In combination, represent a holistic approach to the challenges witnessed in the region.
- Focus entirely on the welfare of the cancer community and their patients, irrespective of country of origin.

The Fund will focus on supporting the cancer community, helping address the consequences of the crisis which is impacting patient welfare. It will not provide humanitarian support.

Transparency, clarity of reporting and robust auditing of the Fund and its operation will be designed into its operation.

Reporting to donors will be a critical component of the operation of the Fund.

UICC will operate the Fund on behalf of the cancer community.

## Fund Governance

The Fund will be held and operated by UICC in Geneva, Switzerland and operated in line with Swiss rules and regulations and in accordance with UICC's own internal financial policies.

UICC will provide the secretarial support to the Fund Advisory Board (see separate Terms of Reference).

The Advisory Board (AB) will comprise UICC Board members (past and present), experts on Ukraine and the region and the CEO, UICC.

The CEO, UICC is charged with establishing the operational processes which support the AB in its mandate, securing funding requests from Ukraine and surrounding countries and providing the information required to support the decisioning of the Board.

## Fund Raising and Management

UICC and the AB will communicate the Fund's existence to those who may wish to contribute across the cancer community. The Fund is established for UICC members and others to contribute to the purpose of the Fund.

Donations will not be accepted from the tobacco industry or organisations funded by the tobacco industry or whose business is involved with the tobacco industry.

All donations must be unrestricted, empowering UICC and the Advisory Board to make independent decisions on the allocation of funds to recipients<sup>1</sup>

Agreements will be signed between donors and UICC setting out the remit of the Fund and its operation and the role of the donor. The Terms of Reference for the Fund and the Advisory Board will be shared with each donor as part of the Agreement.

At the request of donors, UICC will not seek to solicit funds in their home country.

All funds received will be recorded and reported by UICC, and the Fund itself will be included in the annual audit of the financial statements undertaken on UICC by the external auditors appointed by the Board of Directors (currently PriceWaterhouseCoopers).

## Disbursement of Funds

The choice on who receives what funding for what will be made by the AB. The UICC team would provide support when requested by the AB.

The AB will establish an appropriate disbursement strategy for the Fund, ensuring that the decisions align with the overall mandate of the Fund.

The Fund will be considered "pooled" and therefore it will be distributed in line with the mandate of the Fund and not the individual wishes of the specific donors.

In the case that the funds are provided to third parties and not directly to cancer organisations (eg MSF, Direct Relief or the Red Cross), the Advisory Board will clearly justify this decision and it will be noted and shared with donors in the regular reporting and, in the circumstances where this is requested, prior approval will be sought by specific donors.

UICC will maintain detailed and transparent records of disbursements and the measurements of impact, feedback from recipients and reports of use.

## Donor Recognition

All Donors will be fully recognised for their magnanimous gesture of solidarity with the people of Ukraine and the countries who support Ukrainians with cancer and their families.

Donor logos and names will be included in communications regarding the Fund, in line with donor guidance, in the following communications:

- Fund brochures or information materials.
- The UICC website
- The UICC Annual Report
- UICC social media activity
- Communication to UICC members through eblasts

---

<sup>1</sup> With the exception of funds distributed to organisations which are not cancer organisations (eg MSF, Red Cross). In which case prior approval may be required from one or more donors.

## Finance Audit and Risk

UICC will provide all the necessary finance, audit and risk management in line with other Funds it runs on behalf of other donors to its programme of work.

UICC does not intend to keep any funds and/or charge overhead to manage the Fund, receive and disburse funds.

## Fund Reporting

Fund reports will be produced and sent to donors in September and February for each year the Fund is in operation.

## Term of the Fund

The Fund does not have a definite term but will come to a natural closure when all funds have been disbursed and no further donations are anticipated.

Irrespective of the closure of the Fund, UICC will continue to monitor fund recipients and report back to the original donors until all funds have been used.

If the Fund is closed at some point and some funds have yet to be distributed, then the AB will conclude how the remaining funds should be distributed.