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### 1. INTRODUCTION

The Brazilian Registry of Volunteer Bone Marrow Donors (REDOME) is part of the National Transplant Policy of the General Coordination of the National Transplant System (CGSNT) of the Ministry of Health (Law No. 9,434/1997 and Law No. 10,211/2001) having as guidelines the gratuity of the donation, beneficence in relation to the recipients and non-maleficence in relation to living donors, and is under the technical coordination and management of the National Cancer Institute (INCA).

The financial resources of REDOME are the responsibility of the Ministry of Health, which through Ordinance No. 2600/2009 delegated to the National Cancer Institute José Alencar Gomes da Silva - INCA, through the Technical Coordination of REDOME, the management of these resources.

The Cancer Foundation, as a support foundation for INCA, operates in the intermediation of payments and receipts from REDOME, operating the hiring of service providers, receipt of resources and payments of services necessary for the execution of REDOME activities.

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Among the actions related to this activity, aimed at assisting voluntary donors and patients, the processes under the direct management of INCA can be summarized as follows:


- Maintenance of a unified register containing information on voluntary donors and patients who are candidates for unrelated hematopoietic stem-cell transplantation;
- Selection and identification of compatible donors for Brazilian patients with an indication for Unrelated hematopoietic stem-cell transplantation, which includes requesting laboratory and clinical procedures from international registries;
- Logistics of biological samples and voluntary donors for the purpose of collecting cellular products for transplantation.

It should be noted that some other technical activities are under the management of public and private service providers within the scope of the Unified Health System, such as compatibility tests carried out in laboratories in Brazil, clinical-laboratory evaluation and collection of cellular products for the purpose of donating cellular products for transplantation, and are not related to this Financial and Budget Policy.

All payments related to the expenses of voluntary donors are intended to reimburse any expenses with logistical procedures or medical assistance. Hematopoietic stem-cell donation is a voluntary and altruistic act and donors do not receive payment or any form of financial benefit as a result of this donation.

REDOME carries out its activities through public funding and resources from the activity itself, considering governance and transparency as fundamental pillars in conducting these actions and for good management.

This Financial and Budget Policy establishes the principles for decision, formulation and execution of REDOME's budget, its expenses and eventual revenues, investments, reserves, general controls and publication of information. As part of a Public

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Policy of the Ministry of Health, the clear definition of limits and responsibilities are extremely important for the financial balance of REDOME and the guarantee of care for patients and donors.

## 2. PURPOSE AND SCOPE


The purpose of this document is to establish the principles, limits, responsibilities, deadlines and procedures related to budgeting and financial management of REDOME and is intended for all REDOME employees, civil servants of INCA and the Ministry of Health, donors and patients assisted by REDOME, health professionals and society in general.

### 2.1. Involved areas

- Head of the REDOME Section, responsible for the Technical Coordination and Management of REDOME;
- REDOME's Institutional Relationship Area, responsible for the financial controls of REDOME's operations;  
General Directorate of INCA;
- INCA's Budgetary and Financial Division (DOF);
- Cancer Foundation, as INCA's support foundation.

## 3. REDOM FINANCING

The financing of the REDOME operation is composed of public financial resources, originating from the General Budget of the Union through the National Cancer Institute José Alencar Gomes da Silva - INCA (Source of Funds 6153000000, Program 10 302 5018 8758 0033 – to the expense element account 339039, UGE code 250052

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The amounts allocated to REDOME are approved annually by the General Directorate of INCA at the meeting of the Budget and Management Commission (COG).

Another source of funding for REDOME refers to financial resources obtained from providing services to international registries.

REDOME's financial resources are the responsibility of the Ministry of Health, which, through Ordinance No. 2,600/2009, delegated to the National Cancer Institute - INCA, through REDOME's Technical Coordination, the management of these resources.

The Ary Frauzino Foundation for Cancer Research and Control – Cancer Foundation, operates in the intermediation of payments and receipts from REDOME, operating the contracting of service providers, receipts of resources and payments of services necessary for the execution of REDOME activities.

## **4. PRINCIPLES**


### **4.1. Integrity in financial management**

REDOME's financial activities are aimed at ensuring the financial balance of the operation and the maintenance of services for Brazilian patients and registered donors at REDOME.

REDOME employees work with the network of suppliers and service providers, guided by the organization's ethics and values, with special attention to situations that may represent conflicts of interest and applicable rules and laws.

### **4.2. Division of powers and responsibilities**

Decisions regarding the annual budget are taken by REDOME's Technical Coordination, jointly with INCA's General Directorate, and presented to the Budget and Management Commission for appreciation.

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Financial aspects of an operational nature are evaluated by REDOME's Technical Coordination and Management and submitted to INCA's Budgetary and Financial Division and presented to INCA's General Directorate.

### **4.3. Information transparency**

The relevant financial information regarding the execution of services and payment of suppliers and providers of REDOME, including the actions carried out by the Cancer Foundation as a support foundation for INCA, are made available through the operation inspection report, in the Electronic System of Information from the Ministry of Health (SEI/MS).


Information on REDOME's financial health is made available through regular reports, forwarded to the General Directorate of INCA and the General Coordination of the National Transplantation System of MS.

REDOME's financial data are available, upon request, for analysis by control bodies and competent authorities.

## **5. USE OF RESOURCES**

REDOME's financial resources must always be used ethically and the people responsible for defining the use, contracting services, making purchases or approving any payment must refrain from any conflict of interest and always act in favor of serving voluntary donors and patients benefited by the Program.

In order to guarantee the safety of the operation, avoiding the interruption of the services of national and international providers, with serious losses for patients and donors, REDOME will seek to maintain a Contingency Reserve corresponding to 3 (three) months of current expenses paid. This reserve is extremely important for adverse economic scenarios due to factors such as exchange variation and the reduction in the

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volume of funds obtained from servicing international registrations, compromising REDOME's revenue generation.

As part of a direct Public Administration organization, the resources destined to the operation of REDOME, under the management of INCA, may be invested in low-risk financial investments, in a first-rate institution, with the objective of conserving the value of these assets.

REDOME will maintain, in accordance with the norms established by INCA and the procedures of the Cancer Foundation, its own regulations on the reimbursement of expenses for collaborators.

### **5.1. Payment of suppliers and service providers**

REDOME is committed to paying national and international suppliers and service providers within the agreed deadlines.


The selection and contracting of suppliers and service providers for REDOME is based on technical criteria defined by the REDOME team and the contracting process is carried out by the Cancer Foundation, which acts as a support foundation for INCA with preference for the modality of " request of prices".

Payment of REDOME suppliers and service providers is made through the Cancer Foundation, after proof of service execution.

### **5.2. Payment of REDOME donor expenses**

The costs involving expenses of the volunteer donor and his/her companion, such as: travel, food, accommodation and allowance, are the responsibility of REDOME.

REDOME organizes the transportation logistics for donors and their companions, residing in the country, when there is a need to travel to one of the collection centers that are part of the network of REDOME providers.

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For airfare expenses, a cost-benefit analysis is carried out, also prioritizing the comfort and well-being of the donor.

For food and travel expenses, a deposit is made in the donor's own bank account, preferably, or in another account indicated by him, exceptionally.

The amount initially established to cover food expenses may be revised in specific cases, such as:


- Need for food at the hotel so that the donor is not exposed to risks;
- Need for special food, described by the collection center;
- Allocation of donors and companions in prime areas of capitals, where the collection center is located;
- Other cases, duly evaluated together with REDOME Supervision and/or Coordination.

REDOME may reimburse donors for expenses that exceed the initially estimated amount, upon submission of receipts by the donor.

After donating a hematopoietic stem-cell, in cases where the donor needs to travel for medical reassessment, REDOME will cover these expenses.

Considering the voluntary character of the donation, REDOME does not require the presentation of proof of expenses by the donors, except for cases in which there were extraordinary expenses that must be reimbursed.

If the trip is canceled or the donor does not use the entire amount deposited, he is instructed to return it to the REDOME bank account, preferably through Pix.

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The donor's medical expenses are covered by the Unified Health System (SUS) in all parts of the process and monitored directly by REDOME. If necessary, any procedure not carried out by SUS, REDOME will assume responsibility, after analysis and approval by INCA's Technical Coordination.

### 5.3. Relationship with international registries

REDOME's relationship with international registries takes place within the scope of international cooperation established together with the World Association of Bone Marrow Donors (WMDA).

Payments and receipts made between international registries are intended for complementary exam services, sample and donor logistics, medical procedures for clinical and laboratory evaluation of donors and collection of cell products.

The services provided by REDOME, as well as the values of these procedures, are established in the price list previously defined and sent to international registries, preferably once a year.


The billing document intended for international registries (*invoice*) is generated from service requests forwarded to REDOME.

In specific situations, the *invoices* can be generated for orders before the completion of the service, configuring advance payment.

The term for payment of *invoice* issued by REDOME may vary from 30 to 60 days, depending on previously established agreements.

International registrations will have a period of up to 60 days after the issuance of the *invoice*, to present formal questioning and request clarifications or the revision of specific services, eventually canceled or not performed.




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In case of verification of undue collection, REDOME will provide a credit, in the amount of the collection, in benefit of the registry involved, in the next *invoice* issued.

REDOME has a billing procedure for *invoices* with an overdue payment term, as described below:

- 30 days late – International Registrar will receive a non-payment notice via email;
- 60 days late – international registrar will receive a second non-payment notice via email and a reminder of the overdue invoice;
- 90 days late – the international registry will receive a non-payment notice by email, informing that from this date, new applications will only be accepted upon pre-payment. This condition will be terminated upon settlement of debts;
- 120 days late – International registrar will receive a final non-payment notification via email, stating that from this date, no new applications will be accepted until all dues have been paid. *invoices* overdue.

Receipt of payment of *invoices* takes place via payment order. The Cancer Foundation directs the files and receipts to carry out reconciliation of *invoices* and makes it possible for the responsible bank to release the resource. Credits are made available weekly in a specific REDOME bank account.

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