



# **Office Documents**

**Yearly updated by: Dr Androulla Eleftheriou, Executive Director  
Reviewed by the President of the Board of Directors Mr Panos Englezos**

**Nicosia, December 2017**

*“Our team is our strength”*



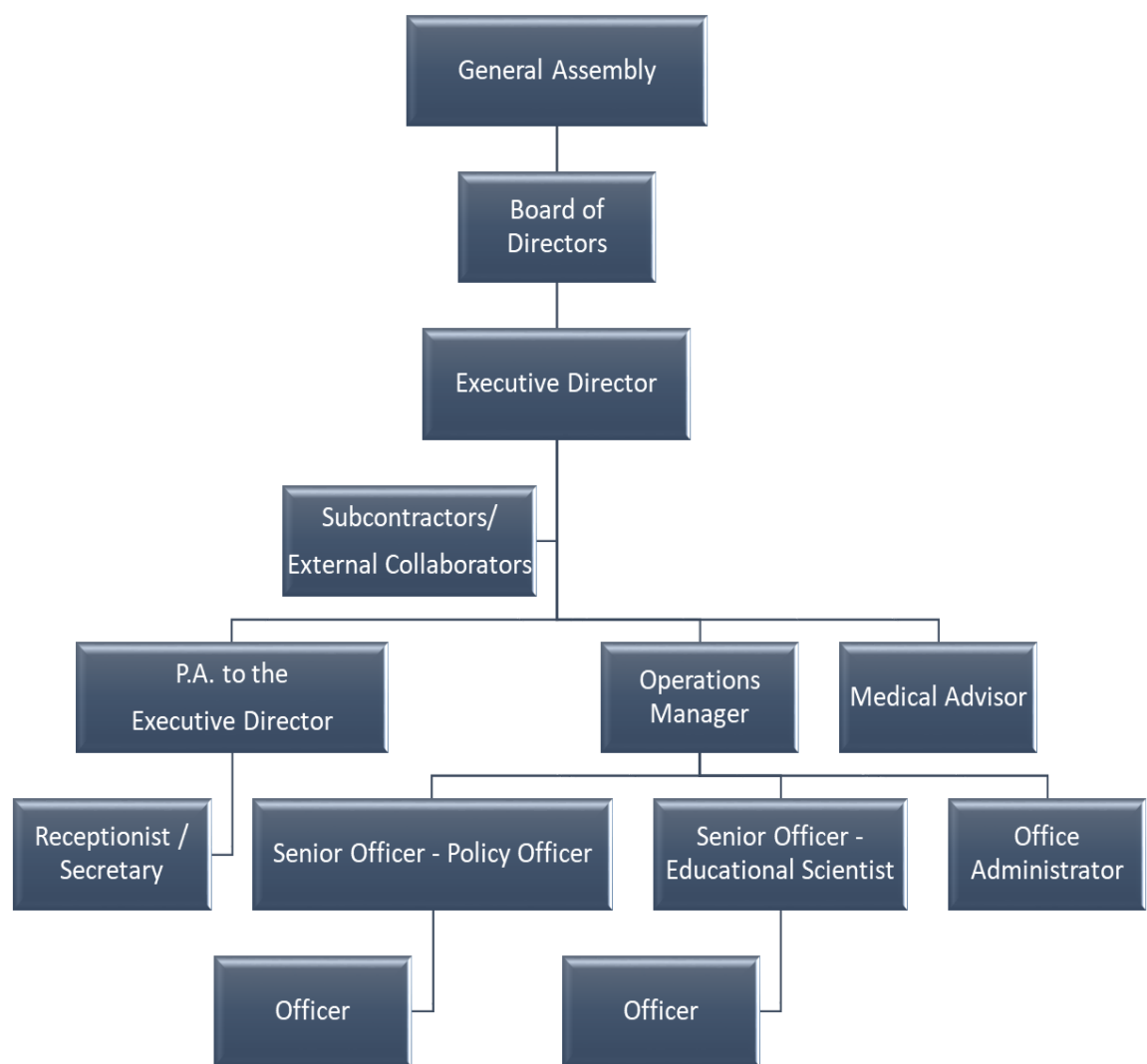
**TOGETHER WE ACHIEVE MORE**

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# Organogram



# Letter of Employment

## THALASSAEMIA INTERNATIONAL FEDERATION

In official relations with the World Health Organization

### HEADQUARTERS

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Date  
Name  
Address

WITHOUT PREJUDICE

Dear Mr/Mrs

We are pleased to offer you employment for the position of the [Job Title] at the headquarters of the Thalassaemia International Federation in Nicosia, Cyprus, under the following terms.

1. Your employment will be on a full-time basis and will be applicable as of [date]
2. Your starting gross salary will be EUR...annually including 13th salary, social insurance.
3. Promotion and/or salary revision are decided after the annual staff appraisal completed by the Executive Director at the end of the first year of employment or at any time during the year, the Executive Director, upon the approval of the President and the Board of Directors, decides appropriate (after finalization however of the probation period).
4. The first six months from the start of your employment are considered as a probationary period, whereby the employee is considered to have a temporary status in the Federation. Upon completion of this period and considering that both parties (employee and employer) remain satisfied, the employee assumes a permanent status.
5. Information regarding working hours, annual leave, public holidays and sick leave is attached – see Appendix A (Office Documents)
6. During working hours you will devote all your time to the work of the Federation. In cases of illness or accident you should immediately inform the Office Manager or the Office Administrator or the Executive Director and supply him/her with supporting evidence.
7. You will not be entitled, during your employment at the Federation or after its termination, to publish or broadcast in any way to a third party or organization any information about any subject relating to the Federation, unless you have the expressed permission of the Executive Director and the President of the Federation.

8. You will follow the rules and regulations, which are issued by the Federation from time to time (as described in the Office Documents provided to you) and the instructions of the Office Manager Executive Director and the President.
9. While you work for this Federation you are strongly advised:
  - i. Not to have another remunerated job and
  - ii. Not to work on an official remunerated position and/or through an officer's position in another patient oriented/humanitarian/philanthropic/organization
10. Your focus and attention should be to promote the mission and objectives of the Federation.
11. This Federation is registered under the Cyprus law (Registrar of Companies) and as such all policies relevant to this law, are applicable to the full time employed staff of the Federation.

The Federation reserves all rights given by Cyprus Law 24/67 (as amended) with respect to issues relating to termination of employment.

Upon acceptance of the appointment offered to you under the above terms, please sign and return this letter to us. We wish you a productive and successful stay at the Federation.

Yours sincerely,

Panos Englezos  
President  
Thalassaemia International Federation

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I, the undersigned .....

accept the above-mentioned appointment at the Thalassaemia International Federation and

undertake to work under the terms stated above.

Signed: .....

Dated: .....

# **Job Descriptions**

## **EXECUTIVE DIRECTOR**

**Accountable to the President and Board of Directors of TIF**

### **I. Areas of responsibility**

- Responsible for the TIF office staff: secretaries, office assistants, accountants, project officers and any other staff employed at the office
- Responsible for implementing the decisions taken by the Board of Directors
- Responsible for the normal and efficient functioning of the Federation and for the development and expansion of its activities
- Responsible for planning the activities of the Federation, delegating specific tasks and activities to staff at the office, and overseeing their execution to a high standard
- Represents the Federation at international conferences, seminars and meetings related to the Federation's activities.

### **II. Duties**

- To execute any duties bestowed upon him/her by the Board of Directors
- To prepare the action plans for the materialization of the Federation's objectives
- To delegate tasks to the personnel and to ensure the execution of these tasks to a satisfactory standard
- To participate in and contribute to board meetings
- To closely collaborate with the medical and scientific collaborators of the Federation
- To identify programmes from other international/European organizations relevant to the Federation's mission, in which the Federation can participate
- To promote good relations between the members and the collaborators of the Federation
- To prepare developmental and educational programmes for staff
- To create incentives for staff
- To continuously seek methods for the more efficient execution of the activities
- To prepare the spreadsheet of income and expenses every month
- To report on the activities carried out during the preceding month and the activities planned for the ensuing months.

### **III. Authority Boundaries**

- To prepare the annual budget for approval by the Board
- To hire and fire personnel
- To approve all expenses made by the office
- To approve operational, travel and performance expenses and overtime

### **IV. Parameters of measuring success**

- Not to leave any correspondence unanswered
- Religiously adhering to deadlines set
- The expenses not to surpass the budget set
- To hire the appropriate personnel which retains its position in the Federation for a long time.



# **OPERATIONS MANAGER**

## **Accountable to the Executive Director**

### **General Duties and Responsibilities**

- Responsible for the organisation and development of the work of one (or more) of the Federation's departments, as described in the relevant activity schedule.
- Prepares action plans and proposals on a monthly quarterly and yearly basis.
- Performs the necessary duties for the successful implementation of action plans, the attainment of specific targets and for achieving the Federations' objectives.
- Networks with representatives of organisations and individuals who are members of TIF's stakeholder group
- Monitors progress, evaluates outcomes, prepares reports and makes sure that priorities and deadlines are observed.
- Organises, promotes and participates in delegation visits, workshops, and conferences and carries out all necessary correspondence.
- To perform his/her duties he/she collects, analyses evaluates and records the required data and information, prepares studies, memos reports and minutes, implements decision observes priority deadlines, adheres to the relevant legislation and directives, and deals with all relevant correspondence.
- Assists the Ex. Director and Medical Advisor in the timely materialisation of projects/activities.
- Represents the Federation in events, conferences and meetings.

### **Specific Duties and Responsibilities**

#### **1. Planning & Management**

- Supports the Ex. Director in the task of developing strategic plans, for the achievement of the Federation's strategic objectives.
- Within the parameters set by the Board and the President and in consultation with the Ex. Director, develops updates and revises action plans for the office staff.
- Has a coordination role in the effort for organisational restructuring particularly in staff responsibilities delegation and target setting.
- Responsible for the development of TIF's human resources particularly coaching, training, motivating and in developing team work. development programmes funded by HRDA, Productivity Centre, others.
- Assist the Ex. Director in developing and implementing project and staff evaluation procedures.

#### **2. Partner Relations & Fundraising**

- Supports the Ex. Director in identifying, preparation, submitting and executing co-funded projects including project promotion and implementation.
- Develops & maintains collaborations with existing potential project and industry partners and subcontractors.

- Supports the Ex. Director in fundraising plans and activities, grant proposals and budget development.

**Undertakes any other work assigned by the Ex. Director**

# PA TO THE EXECUTIVE DIRECTOR

Accountable to the Executive Director

## Duties and Responsibilities

- Work closely with the Ex. Director to provide secretarial and administrative support
- Act as the Ex. Director's first point of contact with people from both inside and outside the organisation
- Undertake/Support specific projects as per the Ex. Director's instructions (e.g. Renzo Galanello Fellowship)
- Screen telephone calls, enquiries and requests, and handle them when appropriate, particularly those for the Ex. Director
- Organise and maintain diaries and make appointments
- Deal with incoming email, faxes and post, often corresponding on behalf of the Ex. Director
- Responsibility for all accounts of the office
- Assistance in the travelling arrangements for the Ex. Director
- Ensure the Ex. Director is well-prepared for meetings/delegation visits/workshops, trips etc.
- Provide organisation support and general assistance during meetings/delegation visits/workshops/conferences
- Meet and greet visitors at all levels of seniority
- Support the Ex Director in the preparation of:
  - Board Meetings, Annual Reports, Board Updates and other reports
- Ensure that office staff keeps to time schedule, cleaning utility procedure and good presentation in terms of attitude on the phone, and their everyday appearance and receipt of guest in the office
- Report immediately to Ex. Director/ Deputy Ex. Director any conflicts or arguments between the staff or timetable or any other deviations from regulations
- Assist in office administration/reception duties when required
- **Undertake any other work assigned by the Ex. Director**

# **MEDICAL ADVISOR**

## **Accountable to the Executive Director**

### **Duties and Responsibilities**

- To address correspondence relating to scientific and medical issues.
- To contribute to the scientific aspects of the educational programmes, including the Federation's web-site.
- To undertake responsibility of running the office, in collaboration with the Projects' Coordinator in the absence of the Executive Director.

### **PROJECTS**

Include the following range of activities and work:

- Preparation of plans of action
- Strict adherence to existing Checklists
- Making Suggestions for updating the Checklists
- Continuous communication with involved parties
- Making suggestions and recommendations for upgrading and promoting the projects
- Working methodically and keeping all relevant correspondence updated enabling its review when required by the Executive Director and/or the Chairman
- Undertaking a pivotal role in the execution of a project
- Making a report on the outcome of a project and providing suggestions and recommendations to the Executive Director and/or the Chairman for further action or development of the project
- Collect self evaluation from the staff (monthly) and arrange meetings with each member of staff (monthly) with Ex. Director and three monthly with the President for ongoing evaluation

# **SENIOR OFFICER**

## **Accountable to the Operations Manager**

### **Duties and Responsibilities**

- Responsible for the organisation and development of the work of one (or more) of the Federation's departments, as described in the relevant activity schedule.
- Prepares action plans and proposals on a monthly quarterly and yearly basis.
- Performs the necessary duties for the successful implementation of action plans, the attainment of specific targets and for achieving the Federations' objectives.
- Carries out studies and surveys, collects and analyses information and data, and monitors development for all issues contained in his/hers activity schedule.
- Networks with representatives of organisations and individuals who are members of TIF's stakeholder group.
- Monitors progress, evaluates outcomes, prepares reports and makes sure that priorities and deadlines are observed.
- Organises, promotes and participates in delegation visits, workshops, and conferences and carries out all necessary correspondence.
- Carries out any other duty assigned to him/her by the Executive Director or by the Deputy Director following communication with the Executive Director.
- To perform his/her duties he/she collects, analyses evaluates and records the required data and information, prepares studies, memos reports and minutes, implements decision observes priority deadlines , adheres to the relevant legislation and directives, and deals with all relevant correspondence.
- **Undertake any other work assigned by the Ex. Director**

# **SENIOR OFFICER - POLICY OFFICER**

**Accountable to the Operations Manager**

## **General Duties and Responsibilities**

- Supports the organisation and development of the work of one (or more) of the Federation's Departments as described in the relevant department activity schedule and undertakes any work assigned to him/her by the Executive Director or anyone on his/her behalf.
- Supports with diligence the implementation of the action plans and projects carried out by the departments and in particular is responsible for facilitating and monitoring the execution of activities in line with the approved time schedules and priority deadlines.
- Supports the organisation and follow up of meetings, events, conferences, workshops undertaken by the department(s) and the senior officer(s).
- To perform his/her duties he/she collects information and data, prepares lists, tables, memos, and calendar plans, keeps notes and minutes, is responsible for filing and the update of TIF's electronic and physical and backup files, communicates by correspondence, email, telephone and fax with all necessary contacts and monitors websites regularly.
- Use of proper language and behaviour constitute important pillars of the Federation's culture.
- Respect to all aspects of the work and to each member of the Staff, Management and Board is a key element of the office of the Federation.

## **Specific Duties and Responsibilities**

- Monitors progress, evaluates outcomes, prepares reports and makes sure that priorities and deadlines are observed and met.
- Develops and maintains relationships with EU and international bodies (monitoring activities, participating in meetings, drafting reports etc.)
- Networks with representatives of organisations and individuals who are members of TIF's stakeholder group (excl. patients).
- Writing, proof-reading and editing official letters, reports, presentations, speeches and other documents.
- Prepares Press Releases and other texts for publication in the Mass Media (in Greek, English and French).

- Translation of correspondence and official documents from English to Greek and French or vice versa, and correspondence in both languages.
- Prepares meetings, Skype calls, teleconferences and keeps minutes very diligently.
- Feed in (on a daily basis) new information to the Federation's website(s) and social media.
- Assists the Operations Manager in preparing action plans and funding proposals on a monthly, quarterly and yearly basis.
- Assists the Medical Advisor in country work (e.g. key activities for the organisation of a delegation visit: correspondence with Ministry of Health and other stakeholders, report and outcomes).
- Organises, promotes and participates in delegation visits, workshops, and conferences and carries out all necessary correspondence.
- Carries out any other duty assigned to him/her by the Executive Director or by the Operations Manager following communication with the Executive Director.
- **Undertake any other work assigned by the Ex. Director**

# **SENIOR OFFICER - EDUCATIONAL SCIENTIST**

**Accountable to the Operations Manager**

## **General Duties and Responsibilities**

- Supports the organisation and development of the work of one (or more) of the Federation's Departments as described in the relevant department activity schedule and undertakes any work assigned to him/her by the Executive Director or anyone on his/her behalf.
- Supports with diligence the implementation of the action plans and projects carried out by the departments and in particular is responsible for facilitating and monitoring the execution of activities in line with the approved time schedules and priority deadlines.
- Supports the organisation and follow up of meetings, events, conferences, workshops undertaken by the department(s) and the senior officer(s).
- Performs his/her duties he/she collects information and data, prepares lists, tables, memos, and calendar plans, keeps notes and minutes, is responsible for filing and the update of TIF's electronic and physical and backup files, communicates by correspondence, email, telephone and fax with all necessary contacts and monitors websites regularly.
- Uses proper language and behaviour, as they constitute important pillars of the Federation's culture.
- Respects all aspects of the work and to each member of the Staff, Management and Board as a key element of the office of the Federation.

## **Specific Duties and Responsibilities**

- Leads, promotes and administers the on-going development of TIF's Educational Platform for patients in collaboration with the Executive Director and external collaborators (produces instructional design, content and assessment material, advises for relevant illustration and enhanced interactivity).
- Assists in the instructional design of electronic platform for healthcare professionals prior to graphic development (reviews, edits and proofreads content and language, and advises for relevant illustration and enhanced interactivity to achieve educational outcome)
- Oversees, manages and regulates the upgrading of TIF's Website including content development of relevance to patients and healthcare professionals in collaboration with the Executive Director, other Staff members and external collaborators.
- Prepares content, updates and regulates the Thalassaemia Patients Connect website as the project moves forward
- Regularly and on a daily basis, updates TIF's Social Media newsfeed (Facebook, Twitter, Instagram, You Tube) with new information as it becomes available on a daily basis through members' emails and websites, the Thalassaemia Patients Connect communication channels, newsletters to the Federation in collaboration with the Executive Director, other Staff members and individually.
- Keeps and reviews analytics on the traffic from website and social media, and revisits/plans actions on Social Media and website accordingly to enhance outreach
- Develops tools for strengthening of electronic (and other) communication (including but not limited to TIF Magazine, TIF Newsletter, letters etc.) with



members and collaborators and any other stakeholders relevant to the Federation's work.

- Undertakes translation and editing of presentations, documents or on-site discussion in English, Greek or Spanish.
- Organises activities and electronic campaigns in the context of the International Thalassaemia Day and leads the process of winner selection.
- Develops and distributes surveys for pre- and post-evaluation, and research purposes within the global community of patients and healthcare professionals in collaboration with TIF Executive Director and Medical Advisors.
- Organises and leads the collection and post-editing of audiovisual material for educational events taking place at TIF educational centre (e.g., preceptorship)
- Reviews, edits and proofreads content/language and oversees the finalisation of TIF publications including books and position papers.
- Represents the Federation in conferences and other events, when asked to do so.
- Leads and regulates the updating and content development for the TIF Digital Library mobile application.
- Liaises with technical support and external collaborators to address technical issues with regard to the website and mobile applications, if and when these occur.
- Coordinates and works with the companies involved for the promotion and maintenance of the ThaliME mobile application (marketing plans, audiovisual material collection, social media campaigns).
- Creates and sets up webinars in accordance with TIF's educational mission.
- **Undertakes any other duty assigned by the Executive Director on a daily basis.**

### **KEY PROJECTS**

- ☐ Thal e-Course for Patients
- ☐ e-Thal- Ed for Healthcare Professionals
- ☐ TIF website
- ☐ Social Media Platforms
- ☐ ThaliMe Mobile Application
- ☐ TIF Digital Library mobile application
- ☐ Thalassaemia Patients Connect website
- ☐ Webinars, educational videos
- ☐ TIF Publications (Medical Editing)

# **OFFICER**

## **Accountable to the Senior Officer**

### **Duties and Responsibilities**

- Supports the organisation and development of the work of one (or more) of the Federation's Departments as described in the relevant department activity schedule and undertakes any work assigned to him/her by the Senior Officer(s) and the management.
- Supports with diligence the implementation of the action plans and projects carried out by the departments and the senior officer(s) and in particular is responsible for facilitating and monitoring the execution of activities in line with the approved time schedules and priority deadlines.
- Supports the organisation and follow up of meetings, events, conferences, workshops undertaken by the department(s) and the senior officer(s).
- General administration and organisational support to the Senior Officer(s).
- Monitoring of the stock and requests for publications, packaging and distribution of publications.
- General office duties including: telephonists, reception and out of office duties (post office, bank)
- Any other duty assigned by the Executive Director or by the Deputy Director following consultation with the executive director.
- To perform his/her duties he/she collects information and data, prepares lists, tables, memos, and calendar plans, keeps notes and minutes, is responsible for filing and the update of TIF's electronic and physical and backup files, communicates by correspondence, email, telephone and fax with all necessary contacts and monitors websites regularly.
- With reference to conferences he or she executes the following, under the direction of the senior officer.
  - i. Registration procedure
  - ii. Promotion campaign
  - iii. Publication of proceedings and any other printed letter or electronic content.
  - iv. Onsite assistance and support
- **Undertake any other work assigned by the Ex. Director**

# **OFFICE ADMINISTRATOR**

## **Accountable to the Operations Manager**

### **Duties and Responsibilities**

- Undertake the communication with the Patients Associations globally and monitor/read their websites, social media and newsletters to provide important information/news to the Communications Officer
- Undertake the communication with TIF's Members
  - Collection of Membership fees
  - New Members - Prepare a Strategic Plan
- Publications /educational material
  - Monitoring of the stock
  - Packaging of postal shipments of requests
  - Distribution of TIFs Publications - Prepare a Strategic Plan
  - New publications - Designing & printing quotations
  - Printing
  - Translations
- Travelling arrangements for TIF staff (flights/visas/accommodation etc)
- General office duties including:
  - Filing
  - Entering and updating information in INFOBASE
  - 2<sup>nd</sup> floor arrangements and tidyness
  - Out of office duties (post office, bank)
- Responsible to check the following in collaboration with the relevant collaborators :
  - Hardware/Software (computers/server) maintenance
  - Other Office Equipment (fax machine, copier etc)
- **To undertake any other work assigned by the Executive Director.**

## **RECEPTIONIST / SECRETARY**

**Accountable to the PA to the Executive Director**

### **Duties and Responsibilities**

- Telephonist/Receptionist
- Meet and greet visitors
- Courier/Messenger services
- Collecting/distributing and sending faxes
- Undertakes the responsibility of overseeing the cleaning and other related work for the office: electrical and plumbing problems, order of stationery and consumables
- Typing documents
- Meetings facilitation
- Assistance to the Officers when required
- **Undertake any other work assigned by the Ex. Director**

## Office Regulations

<b>Working hours</b>	Full-time working hours are 07:30 – 15:30 or 08:00 – 16:00 Part-time working hours (if applicable) are specified as per the instructions of the Executive Director.
<b>Annual leave:</b>	Employees are entitled to 21 working days annual leave. Ten (10) days of those should be taken between 10–20 August.
<b>Sick leave:</b>	<p>Employees are entitled to 3 working days sick leave</p> <p>After 3 consecutive days of sick leave, upon presentation of an official medical certificate from a physician (public or private sector) sick leave is covered with an 80% contribution from Social Insurance and 20% contribution from the Federation.</p> <p>The Federation reserves the right at any time to request a second verification of the sick leave.</p>
<b>Public holidays:</b>	<p>National and religious holidays:</p> <ul style="list-style-type: none"> <li>▪ 1 January – New Year's Day</li> <li>▪ 6 January – Epiphany</li> <li>▪ Green Monday</li> <li>▪ 25 March – Greek National Day</li> <li>▪ Good Friday</li> <li>▪ Easter Monday</li> <li>▪ 1 April</li> <li>▪ 1 May – Labour Day</li> <li>▪ Whit Monday</li> <li>▪ 15 August – Assumption</li> <li>▪ 1 October – Cyprus National Day</li> <li>▪ 28 October</li> <li>▪ 24 December – Christmas Eve</li> <li>▪ 25 December – Christmas Day</li> <li>▪ 26 December – Boxing Day</li> </ul>

## Office Regulations (continued)

<b>Insurance:</b>	<ul style="list-style-type: none"> <li>▪ National Insurance and other regular deductions according to the Cyprus Companies Law are deducted from the employee's salary.</li> <li>▪ Employees are eligible for private medical insurance (only) having worked for the Federation for six (6) consecutive months. The Federation will provide 50% (up to €42.50) of the amount decided between the employee and the company chosen by the Federation in order to secure benefits of group insurance. In case the employee has provided evidence of having a valid contract for medical coverage with another company prior to his/her employment at the Federation, the matter of the insurance will be discussed with the Executive Director for reaching a joint agreement.</li> </ul>
<b>Maternity leave</b>	<ul style="list-style-type: none"> <li>▪ According to Cyprus Companies Law (Social insurance policies)</li> </ul>
<b>Overtime:</b>	<ul style="list-style-type: none"> <li>▪ The level of remuneration for overtime work, including work over public holidays or on weekends, will be agreed by the Executive Director, with the consent of the President of the Board of Directors based on official practices and according to Cyprus Companies Law covering overtime payments.</li> </ul>
<b>Training:</b>	<ul style="list-style-type: none"> <li>▪ The Federation will provide professional training to staff, or participation to educational events, when these are considered necessary by the Executive Director, the President and the Board of Directors, for the improvement of the Federation's work.</li> </ul>
<b>Complaints</b>	<ul style="list-style-type: none"> <li>▪ Any complaint should be made in writing to the Executive Director, detailing the reason for the complaint.</li> <li>▪ The Executive Director is obliged to respond in writing in 30 days.</li> <li>▪ In the event of any serious situation and/or disagreement, the Executive Director has the right to consult and/or implicate the President of the Board of Directors.</li> </ul>

# Office Procedures

The PA to the Executive Director is responsible to guide, advise and instruct the office staff on the office procedures and their adherence.

## Correspondence

- Incoming emails/faxes are checked by TIF staff on a daily basis
- Post is collected and checked twice a week

## Filing

- Filing is done on an everyday basis. Every substantial document is filed.
- The filing index available in the Filing Room should be updated six monthly to be kept in a functional format.

## Telephones

- Telephones are answered by the Receptionist/Secretary. Other staff should avoid undertaking this role under normal circumstances unless otherwise instructed by the PA of the Executive Director.

## Post office, Bank and other out-of-office duties

- These are the responsibility of the Office Administrator unless otherwise instructed by the PA of the Executive Director.

## Office maintenance duties

- These are the responsibility of the Receptionist/Secretary as instructed by the PA of the Executive Director and include:
  - Plumbing and electrical issues according to maintenance agreements
  - IT hardware, software and other equipment maintenance (according to maintenance agreements)
  - Stationery and consumable subject to approval by Executive Director
  - Messengers and courier services
  - Any other tasks relevant to the maintenance and appropriate functioning of the office

## Messenger and courier services

- For collecting and delivery of urgent envelopes and/or small packages around Nicosia, TIF has an agreement with A-Line Messengers\* courier services.
- For urgent shipments worldwide, TIF has an agreement with FedEx.

## Stationery

- TIF has an agreement with Kyriakos Mitsingas Stationery Ltd\*

## Expenditures and purchases

- All expenditures and purchases are reviewed and decided by the President and the Executive Director. The only authorized signatory is the President.

- Purchases or assignments of work outside the office require obtaining quotations from at least three different suppliers unless otherwise instructed by the Executive Director or the President.

#### **Accounts duties**

- The Federation's accountants are currently Argyris Tembriotis Co Ltd.
- Preparation, day-to-day book-keeping and other issues are handled on a weekly basis by an employee of Argyris Tembriotis Co Ltd in the office and the PA of the Executive Director under instructions from the Executive Director and the supervision of the President (who is the only authorised person to sign)

#### **Travel agent**

- TIF is collaborating with Hotel Express Cyprus Ltd\*.

#### **Packaging and dispatching of educational material**

- These are kept in the store room of TIF's office 2<sup>nd</sup> floor and in a store room rented by TIF at 74 Homer Street in Anglatzia.
- Dispatching materials is the responsibility of the Office Administrator, including written responses and acknowledgements; preparation of the shipments; delivery to the post office; and maintenance of files of all shipments.

#### **TIF Magazine distribution**

- Labels printing, preparation of TIF Magazine and post office related work is undertaken by the Office Administrator
- Additional distribution is undertaken by the office as necessary and is the responsibility of the Office Administrator or the responsible Project Officer.

#### **Design & Printing of publications**

- Team-up\*, Design for Life\* are currently the designers and J. G. Cassoulides & Son Ltd\* and Othon Press\* the printers used for TIF's publications. These are liable to change as per the needs and the conditions and according to prices and expertise needed for TIF's publications.

#### **Office cleaning**

- Cleaning is carried out on both floors (2<sup>nd</sup> and 3<sup>rd</sup>) by a cleaner employed by TIF (3 days per week) including the building stairs.
- Windows are cleaned by Stilvi General Cleaners (Nicosia) Ltd\* every 3 months.

#### **Meetings**

- Take place according to work and the activities very regularly. Progress on productivity are assessed on a weekly and monthly basis. Deadline is a very essential component of our reliability and responsibility of every employee at TIF.

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**NOTE \* External collaborators are liable to change if inappropriate services are provided or more cost effective or better options with the same or better quality are presented.**



# Application form for candidates for employment

<b>Position for which the application form is completed:</b>

Name:	Surname:
Sex:                      Male <input type="checkbox"/>	Female <input type="checkbox"/> <input style="width: 100px;" type="text"/>
Date of birth (dd/mm/yyyy):                      /                      /	

## The following information is kept confidential

Postal address:
PO box.                      City:                      Country
Home telephone:
Mobile telephone:
Email address:

Language skills						
	Verbal			Written		
	V good	Adequate	Poor	V good	Adequate	Poor
Greek						
English						
French						
Arabic						
Other (please specify)						

Education		
Starting from the most recent, please give details of your education and qualifications. You may continue on a separate sheet if necessary.		
<b>Institution/:</b>	<b>Dates:</b>	
Address:		
Qualification received:	Major subject:	Minor subject:
<b>Institution:</b>	<b>Dates:</b>	

Address:		
Qualification received:	Major subject:	Minor subject:
<b>Institution:</b>		<b>Dates:</b>
Address:		
Qualification received:	Major subject:	Minor subject:

<b>Employment</b>	
Please state your employment history starting from the most recent position.	
<b>Employer:</b>	<b>Dates:</b>
Address:	
Position:	
Duties and responsibilities:	
Number of staff you were responsible for (if applicable):	
Reference (name, title and contact details)	
<b>Employer:</b>	<b>Dates:</b>
Address:	
Position:	
Duties and responsibilities:	
Number of staff you were responsible for (if applicable):	
Reference (name, title and contact details)	

<b>Employer:</b>	<b>Dates:</b>
Address:	
Position:	
Duties and responsibilities:	
Number of staff you were responsible for (if applicable):	
Reference (name, title and contact details)	

<b>I hereby confirm that the information stated above and all relevant attached documents are genuine.</b>
<b>Applicant's Signature:</b>
<b>Date:</b>

<b>FOR INTERNAL USE ONLY</b>					
Date of receipt of application:					
Date of evaluation of application:					
Approved		Rejected		Conditional approval	
Reasons for rejection / conditional approval:					

# Application for Leave

Name: .....

Balance of available days: .....

	From		To	
	Date	Time	Date	Time
Annual leave				
Sick leave*				
Maternity leave				
Army leave				
Unpaid leave				

*\* Doctor's certificate to be attached after 3 days*

Reason for unpaid leave: .....

.....

.....

.....

Signature: .....

Date: .....

Approved by: .....

Date: .....

## TIF Employee Evaluation Form

Name of Employee: .....

ID number: .....

Date of birth: ...../...../.....

Position: .....

Date of employment: ...../...../.....

Task	Not satisfactory	Satisfactory	Good	Excellent
Cooperation with other office staff				
Cooperation with colleagues outside the office				
Compliance with Director's instructions				
Achievement of deadlines				
Progress of projects and other work				
Care and caution in work				
Professional conduct				
Reliability				
Ability to carry out work independently and take responsibility				
Vision and initiative				
Use of computer systems (MS Office, Infobase)				

Notes

## TIF Employee Training Form

Name of employee:				
Position of employee:				
Training description	Training provider	Date(s)	Certificate gained	Course evaluation

For seminars abroad or for training courses of more than 15 hours, a brief report should be attached.

# Guidelines for Filing

## 1. Always use the Server, not your 'User'

- Use **T:\TIF New** to store all documents and correspondence relating to your projects.
- Never save documents in your User or on your Desktop.
- If you want to have pending things “at hand”, save a shortcut or a copy of the original. If you save a copy it is your responsibility to check regularly for updates to the original document.
- Remember to check your folders regularly and remove any documents that are outdated or no longer needed.

## 2. Managing folders

- Each main activity area has its own folder
- Within each area or project, make separate folders for all different activities – just like in a paper file.
- Do not accumulate “loose” documents – put everything in its relevant folder.
- All projects must contain at least the following folders:
  1. Correspondence
  2. Documents

As the folder grows, make new folders by theme.

- Delete outdated documents and drafts. Keep only final versions.
- All documents must be clearly named. See guidelines below.

## 3. File names

- **Documents:** Final versions must be named FINAL. Add the date if necessary. If you need to keep drafts, name them as DRAFT and add the date. Add a file path to the footer for all important docs.
- **Correspondence:** Always use the same format, so that any person is able to find it by doing a search (search terms: name of recipient/sender, date in format yymmdd).
- Correspondence should be filed in folders by year. The current year's correspondence can be left “loose” but must be named correctly.
- Format for correspondence:
  1. NAME of the recipient (organization or surname of individual, whichever is more easy to find for your colleagues) or sender
  2. DATE (YYMMDD)
  3. Any other information to help identify important letters comes AFTER the name and date
  4. Incoming correspondence: you can add the words “to TIF” to indicate an incoming letter. If you wish you can indicate outgoing letters as well, it doesn't matter as long as it is clear.

Examples (1):

Alwan Ala 080715  
Alwan Ala 080627 - re support  
on Iraq  
Alwan Ala 081002  
Bio-Rad 080225  
Cario Holger 080115  
Cario Holger 080318  
Cario Holger to TIF 080205  
Cario Holger to TIF 081220

Examples (2):

Bio-Rad to TIF 080331  
Bio-Rad to TIF 080606  
TIF to Bio-Rad 080225  
TIF to Bio-Rad 080405

**This format means that the contents of the folder automatically shows files (i) first by name and (ii) secondly by date. To see everything ordered by date, simply click on “view -> modified”.**

**4. Master documents**

- If you want to save a master document or template, mark it as “master” or “template”.
- Save as “read only” if necessary, so that other users cannot make changes to the master.

**It is everyone’s responsibility to maintain the electronic correspondence folders in good order.**



# House Style Guidelines

## A. The TIF House Style

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### A.1 Typeface

The typeface used in all communications is Arial.

The default font size for emails should be 10 for emails and 11 for letters. However, 11pt can also be used for emails if 10pt seems too small. Just be consistent.

### A.2 English spelling (language)

The default language on all computers should be UK English.

Please check and adjust your settings in Word and Outlook, as well as in the “language” setting under Control Panel, to set **UK English** as the “default”.

**Spell-check.** Careless spelling creates an extremely bad impression. Everyone should read their letters carefully before sending out any email or letter, to check the spelling and ensure what you have written is clear. The spell-check function is useful but not infallible.

Please ensure that people’s **names** are correctly spelled! Spelling someone’s name wrong appears rude and careless. Check from Infobase, or from someone who knows if you are not sure.

### A.3 Bolding and highlighting of text

**Bolding** and underlining should be used very sparingly in letters and emails, because excessive highlighting is unaesthetic and makes text look “busy”. Generally only headings should be bolded or underlined. *Italics* can be used to draw subtle attention to a point within the body of the text.

Highlighting of text (in **grey** or any other colour) should be avoided as it makes the text look like an unfinished draft.

If you need to draw attention to a paragraph, you can put a thin box around it (using the drawing tool).

DO NOT USE CAPITAL LETTERS TO WRITE HEADINGS ETC. It’s difficult to read and gives an impression of “shouting”.

### A.4 Punctuation – part 1

Modern European/UK (as opposed to US) punctuation does not use dots in dates, addresses or titles. Dates are expressed with numbers only. We follow this usage as it is modern, clean and easy to read.

Examples – writing dates, names and addresses:

- **14 January 2010.** NOT “January 14, 2010” and NEVER “14 January, 2010”.
- Within text, sometimes it may be better to write out the date, but if you do always use the complete form – “the 14<sup>th</sup> of January 2010”.

- **on 1-6 May 2009** rather than “between the 1<sup>st</sup> and 6<sup>th</sup> of May”.
- Write out the month whenever possible, in order to avoid confusion between European and American readers. (The date 6/9/2009 is read by Europeans as “6 September 2009” but by Americans as “9 June 2009”!)
- Use the 24-hour clock for time of day. So, we should write **16:30** instead of 4.30 pm.
- **PO Box** NOT “P.O. Box”
- **Dr Androulla Eleftheriou, PhD** NOT “Dr. Androulla Eleftheriou, Ph.D.”
- “Prof” is not a recommended abbreviation. It’s better to write it out: **Professor**. “Ass. Prof.” is especially bad...

## A.5 Layout

- Please ensure your document has adequate **margins**. The left margin should be around 2.7–3.5cm and the right margin around 2.5–2.7cm. Bottom margin should be smaller than top margin.
- Always use **single space**, unless it is necessary to use 1.5 or double-space for easier reviewing.
- Your text should in most cases be **left-aligned**. It is easier to read than justified text as the lines are not “stretched”.
- If you want to insert a **table**, do not make your borders too thick. Usually the thinnest line (1/4 pt) is best.

## B. Better writing

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### B.1 Punctuation – part 2

**Hyphens.** English is generally moving away from hyphenation, so use hyphens only when needed for clarity. Examples:

- “a well-established principle of style” but “the principle of style is well established.”
- “a three-year programme” but “the programme lasts three years.”
- Please remember: a hyphen is short ( - ) and connects two parts of a term (words). There is never a space on either side. A **dash** is long ( – ) and connects two parts of a sentence. There is always a space on both sides.

**The apostrophe.** Words ending in “s” do take the apostrophe +s.

- Cyprus’s NOT Cyprus’
- James’s NOT James’

There are only a few exceptions, such as some ancient Greek names (e.g. Socrates – Socrates’). If in doubt, pronounce it.

**Commas.** English comma rules can seem complicated. The basic idea is that commas should be an “aid to understanding, not an obstacle” (*The Economist*). Use commas sparingly, only to clarify the meaning (for example in lists and when inserting a clause within a sentence). A very clear explanation of how to use commas is provided by the Sussex University at <http://www.informatics.sussex.ac.uk/departments/docs/punctuation/node09.html>

## B.2 Use of Capital Letters

The “disease” of using Too Many Capitals is called “capitalitis”. Too many Capitals make text Look Strange as well as More Difficult to Read. It is also usually incorrect to use capitals for anything except **proper names**.

The general rule is: “if in doubt, use lower case (unless it looks absurd)” (*The Economist*).

**People.** Use capitals to indicate title or rank when in combination with the person’s name. Otherwise use lower case.

- “President Bush” – but “the president”

**Organisations and institutions** are usually capitalised when the whole name is given. Thus, the US Congress. But government and administration are written in lower case. Therefore:

- “national health authorities” but “the Ministry of Health of the Republic of Cyprus”
- “national thalassaemia associations” but “the Cambodian National Thalassaemia Association”

**Names of diseases.** Thalassaemia and Sickle Cell Disease are sometimes written in capitals (especially in the US), but more often in lower case. There is no need to capitalise thalassaemia or sickle cell disease, just as other medical terms such as diabetes or haemoglobin.

## B.3 Active vs. passive verbs

We should use active verbs whenever possible. Passive voice constructions are often awkward and do not work in English as well as they do in Greek. They can also be unclear.

- “Please be informed” => “I am writing to inform you”
- “It is considered that...” => “We consider (or think) that...”

## B.4 Use “plain English”

Avoid clunky, complicated language as well as excessively formal courtesy phrases. There are several reasons why, including:

1. Because our readers are busy people and may not care to read excessively wordy documents.
2. Many of the people we communicate with are non-native speakers of English.
  - Use short sentences.
  - If the choice is between a simple word and a complicated one, use the simpler word.
  - Use fewer words. Wordiness makes it more difficult for the reader to understand the point of the communication. Use one adjective or verb – not three. Use one paragraph to express one idea.
  - A simple, friendly and polite tone is usually most appropriate for emails, particularly when addressed to people you already know. The English language is much less “flowery” in expression than for example Greek.
  - If the phrasing and layout of the letter is clear and simple, there is no need for excessive underlining, bolding, or numbering of paragraphs.

- At the end of a letter, never say “Thank you for your cooperation” (unless you are the taxman or the bank, telling them to do something over which they have no real choice.)

## B.5 Reference guides

### Plain English

Various guides are available at [http://www.plainenglish.co.uk/free\\_guides.html](http://www.plainenglish.co.uk/free_guides.html)). The guides and the “A to Z list of alternative words” are especially helpful for writing text that non-native speakers can understand easily.

### UK English style guides

*The Economist's* online style guide is a very good reference points on everything – from correct use of capitals to the finer points of English punctuation. *The Guardian's* style guide is also useful.

<http://www.guardian.co.uk/styleguide>

<http://www.economist.com/research/styleguide/>

# Checklists for the Organization of Events

## CHECKLIST FOR DELEGATION VISITS (IF KNOWN A YEAR BEFORE)

*NOTE: If known at a shorter notice, please consider this document as consisting of Phase I, II & III accordingly.*

### **PHASE I - 9 months in advance:**

1. Country profile prepared by Michael Angastiniotis.
2. Set preliminary dates for the visit. Most delegation visits require 4 days (2 days for visits + workshop, and 2 days for travel).
3. Check convenient flights and the cost of travel.
4. Inform all Board Members.
5. Select international expert speaker(s) and invite. TIF staff member(s) will be confirmed at a later stage.
6. Set the preliminary budget. The cost of organising a workshop is estimated at US\$4,000. Accommodation is estimated at US\$150/day.
7. Write to the local NTA, agreeing on all aspects of the visit – budget, objectives and meetings to be arranged.
8. Write to all TIF's scientific collaborators and patient associations (if not covered in point 7). A standard letter is sent informing them of the planned visit and requesting support in facilitating - including meetings to be arranged outside the official workshop with government representatives, academics and medical professionals.
9. Send out invitation to WHO regional office (copy to headquarters and blood safety focal points).
10. Contact the national health authorities of the country.
11. Arrange visa process:
  - i. send a letter to Cyprus Ministry of Exterior
  - ii. Send a letter to the country's Embassy in Cyprus notifying our visit
  - iii. Receive official statement of the Cyprus Ministry of Health regarding safety of travelling
12. Notify Novartis headquarters, regional and local Novartis offices to inform them and seek their assistance. Do not ask for financial support. ONLY information.
13. Contact the Middle East Arab thinkers / Asian network to inform them of the planned visit, and to avoid clashes with other people who are doing work in the area.
14. Contact other pharmaceutical companies we work with – such as Bio-Rad, Apopharma.
15. Formulate the preliminary programme jointly with the local organisations and put it on the TIF website.

**PHASE II - 6 months in advance:**

1. Announce the visit in TIF Magazine and on the website.
2. Send follow-up announcements or reminders to all scientific collaborators and NTAs of destination country.
3. Finalise the programme.
4. Issue visas if needed.
5. Order presents to be awarded to individuals considered highly for their contribution to the cause.
6. Confirm level of hotel and arrange bookings accordingly.
7. Check if translation facilities are available for the visit.

**PHASE III - 3 months in advance**

1. Follow the progress of the above.
2. Prepare presentations.
3. Check participation – audience.
4. Confirm appointments with authorities and WHO.
5. Start preparing materials to take with us to the destination:
  - a. books
  - b. leaflets
  - c. evaluation forms
  - d. pumps for treatment
  - e. presents / awards
6. Send materials in advance if necessary to ensure arrival in time.
7. Update the TIF website.
8. Confirm flights and hotel.
9. Confirm availability of translation facilities.
10. Check for photographs.

**PHASE IV – 1 week in advance**

1. Finalise presentations
2. Ground transportation arrangements
3. Per diem for the travellers

**Follow-up:**

1. Assess the value of the workshop from evaluation forms.
2. Report on the outcome of the visit and send report to the board members and scientific advisors.
3. Put all participants on our mailing list and ask them to write frequently on their progress.
4. Send thank you letters.

**DO NOT list:**

1. DO NOT issue tickets or finalise accommodation prior to Dr Eleftheriou's approval or before ensuring entry visa or safety approval
2. For Dr Eleftheriou's participation DO NOT finalise any logistics unless she provides her final approval.

# CHECKLIST FOR WORKSHOPS

## 9 months in advance:

1. Set the date – organising committee approval of dates. Consider public holidays, Ramadan and other religious holidays, and important events such as ASH.
2. Notify the board members – suggestion for approval.
3. Decide on budget.
4. Draft the programme.
5. Identify and invite *ad hoc* Scientific Advisory Panel
6. Select and invite speakers.
7. Send invitations to WHO, associations, societies, medical centres.
8. 1<sup>st</sup> announcement for the website and in TIF Magazine.
9. Decide on number of participants.
10. Select venue, accommodation, etc.
11. Notify Ministry of Health and schedule reminder.
12. Approach pharmaceutical companies for sponsorship and schedule reminders.
13. Update Board Members and WHO at every stage.

## 6 months in advance:

1. 2<sup>nd</sup> announcement for TIF Magazine and website.
2. Finalise scientific and social programme.
3. Set deadline for applications (3 months before workshop date).
4. Notify hospitals, medical centres in Cyprus.
5. Apply for CME Units for the course.
6. Efforts to encourage participation from countries which have not participated previously and are in need of training medical staff.
7. Final decision on budget.

## 3 months in advance:

1. Processing of applications.
2. Facilitate visas with personalised invitation letters.
3. Make travel arrangements for speakers and send tickets.
4. Request promotional material from CTO.
5. Arrange media and promotion with PR company (if applicable)
6. Collect all abstracts from lecturers and prepare the abstract book.
7. Finalise all arrangements for social programme.
8. Finalise transport arrangements.
9. Update TIF website.



**2 months in advance:**

1. Finalise all arrangements with
  - hotels
  - local transport
  - restaurants
2. Prepare evaluation forms for participants and faculty members.

**Follow up:**

1. Assess the evaluation forms collected at the workshop.
2. Put all participants on mailing list and follow-up with request to write frequently on their progress.
3. 'Thank you' letters to all speakers.
4. Prepare a detailed report for the Board, Scientific Advisory Panel and files.
5. Include report in TIF Magazine and website.
6. Finalise accounting (budget – income/expenses).

# CHECKLIST FOR INTERNATIONAL CONFERENCES

## Conference planning:

### 24–18 months in advance:

1. Announce the invitation for hosting the next international conference at the end of each biennial conference and at the TIF General Meeting. Send it to all members and publish in TIF Magazine and on the website.
2. Provide interested parties with TIF's guidelines for submitting their applications.
3. Select the host country in the course of a Board meeting according to TIF's guidelines for hosting an international conference
4. TIF group to visit the country, including an experienced member of staff that has provided administrative assistance to previous international conferences. Attention should be given on the conference venue, facilities available and hotel accommodation.
5. Ensure the availability of space in the proposed venue for all functions and activities of TIF, including meetings.
6. Enter in a joint agreement with the host country (association & PCO, where applicable) clearly outlining responsibilities & obligations of all parties involved including administrative and financial issues.

### 18 – 12 months in advance:

1. Form the TIF Organising Committee.
2. Establish the local and international organising and scientific committees.
3. Investigate with a scientific journal (haematology or other relevant) the inclusion of conference abstracts.
4. Preparation draft programme: scientific and patients/parents.
5. Decide on satellite meetings (if applicable).
6. First Announcement in TIF Magazine and on website. Send also by email to all members and collaborators.
7. Prepare Sponsorship Packages and advertise on website.
8. Inform WHO HQ, regional and local offices.
9. Inform Embassies of TIF members in the host country and of the host country in TIF member countries.
10. Write to industry (companies) for sponsorship.
11. Prepare more detailed programme with Scientific Committee NOTE: When planning the programme, take into account the necessary TIF meetings (e.g. Board, General, meetings with funders or associations) so as not to have too much conflict with Board members wishing to attend the programme.
12. Select and invite speakers and chairs to cover all the topics.
13. Confirm speakers' and chairs' participation.
14. Contact national government regarding the conference (their support should already have been secured by the proposing country).

### 12 –9 months in advance:

1. Confirm participation of those speakers and chairs who have not yet responded.
2. Select alternative speakers in case of non-availability of any of the first-choice speakers.
3. Finalise the programme jointly with speakers and Scientific Committee

4. Prepare 2<sup>nd</sup> Announcement: give details of abstracts and deadlines, and all information contained in the 1<sup>st</sup> Announcement should be given in more detail. Place the 2<sup>nd</sup> Announcement in TIF Magazine and on website.
5. Begin intensive PR strategy (participation at haematology conferences, publication in journals, newsletters, websites etc)
6. Strengthen efforts for participation. Reminders to member associations.
7. Follow-up with sponsors and confirm sponsorship terms and agreements.

**9 – 6 months in advance:**

1. Apply for CME units.
2. Strengthen efforts for participation. Reminders to member associations.
3. 3<sup>rd</sup> Announcement, with final programme and arrangements, to be placed on the website and in TIF Magazine.
4. Collection of all abstracts and preparation of abstract book.\*\*\*

**6 -3 months in advance:**

1. Finalise CME units and journal collaboration.
2. Finalise all commitments and satisfy all requirements regarding the journal, if not already finalised.
3. Strengthen efforts for participation. Reminders to member associations.
4. Visit by TIF group to the venue.
5. Finalise social programme for scientists and patients/parents.
6. Consider granting of Englezos Awards and order from goldsmiths.
7. Arrange other presents and things to be taken, e.g. pumps, courtesy gifts.

**3 – 2 months in advance:**

1. CME units to be confirmed if not already finalised.
2. Preparation, finalisation and printing of the abstract book.\*\*\*
3. Prepare agendas and send out official invitations to General Meeting and/or Board Meeting. Prepare visa support and other necessary documents.
4. Prepare all meetings with NTAs according to the availability of BMs.
5. Prepare a meeting with TIF's scientific collaborators.
6. Confirm all rooms and availability of necessary equipment needed for TIFs office, storage, Board room, TIF's conference, booths, and TIF's reception/information desk.
7. Finalization of preparation/confirmation of TIF office material for the conference:
  - a. books
  - b. presents
  - c. awards
  - d. presentations
  - e. airline tickets.
8. Book hotel accommodation for TIF patients/parents, TIF Board and staff in or very near the venue.
9. Inform Embassies of TIF Staff attending.
10. Finalise all accommodation, venue and visa details.
11. Book air tickets for TIF office staff.

**1 month in advance:**

1. Complete all organisation details with visas, hotels, venue, transportation, speakers, scientific and social programmes.

2. Confirm ALL ARRANGEMENTS – according to specific checklist.
3. Finalise all Board Meeting materials and send to Board Members in advance.
4. Finalise air tickets if not already finalised.
5. Confirm all meetings.
6. Prepare conference evaluation forms.
7. Organise the funds required for the TIF office to take as a 'float' to cover expenses arising during the conference.
8. Confirm per diems for staff who will attend the conference.

### **Follow-up**

1. Conclusion of the budget / expenses. Remain a day after the event to close accounts, check, review and share profits while in the host country.
2. On return to TIF HQ, send 'Thank you' letters to all participants and contributors and write up minutes of meetings. Once completed pass on to responsible officer for pursuit.
3. Develop and publish proceedings book.
4. Include all collected contact names and addresses in Infobase
5. Assess evaluation forms.
6. Prepare detailed report for TIF Magazine, website and email distribution.
7. Send the report to all Board Members. International

# CHECKLIST FOR THIRD-PARTY EVENTS

## **9–6 months in advance:**

1. Notify TIF Board Members and request their interest and availability to participate – preferably those within the region where the event takes place.
2. Obtain Board approval for financial support and its level – if required.
3. Book travel for TIF representative(s).
4. Arrange accommodation through event organisers.
5. Arrange visits and meetings outside the event, e.g. with ministry of hHealth, medical centres or patients' associations.

## **3 months in advance:**

1. Confirm travel.
2. Confirm accommodation.
3. Confirm pick-ups from and to the airport.
4. Prepare material – presentations, awards, gifts, etc.
5. Confirm dates, times and arrangements for meetings outside the event.

## **1 month in advance:**

1. Final confirmation of visits outside the event.
2. Prepare detailed itinerary for the TIF representative(s).
3. Confirm air tickets and send them to the representative(s)
4. Reconfirm accommodation and airport pick ups.
5. Book transport to/from Larnaca airport if needed.
6. Finalise presentations.

## **2 weeks in advance:**

1. Prepare hand luggage, books, awards and presents 1 – 2 weeks ahead.
2. Confirm per diems if needed.

## **Follow-up:**

1. Prepare and send detailed report to the Board, event organisers and sponsors/WHO if needed.
2. 'Thank You' letters to all involved.
3. Contact details of all individuals met during the course of the event should be passed into TIF's Infobase.

# NEW BOARD MEMBER LETTER

## TO WHOM IT MAY CONCERN

[*enter name of BM*] has been elected to the Board of Directors of the Thalassaemia International Federation (TIF) following its recent biennial General Meeting which took place in [.....] on [.....].

TIF Board Members are expected to actively participate in, contribute to and support TIF's work in their country and worldwide to help it achieve its mission, which is the promotion of equal access to appropriate care for every patient with thalassaemia.

TIF is a non-governmental organisation in official relations to the World Health Organization (WHO) since 1996. The objectives of TIF, as laid down in its Constitution, are:

- to motivate and support national thalassaemia associations in their efforts to achieve their goals, as well as to support the establishment of new associations.
- to unite associations from around the world in a coordinated struggle to control thalassaemia
- to encourage governments, health authorities and other official bodies to formulate and implement policies for the control of thalassaemia, including public education and programmes for effective prevention and appropriate clinical management.
- to promote and assist research in order to improve treatment protocols and curative methods.

All Board Members contribute towards global activities, whilst their main commitments and responsibilities are to promote the objectives of TIF through the national thalassaemia association or society they represent, and also at the regional level. The organisation of educational events, awareness campaigns and preparation and publication of material are also part of their duties. In addition, the provision of psychosocial support to patients and their families is an ongoing responsibility of every member of a national thalassaemia association and TIF.

TIF organizes a number of activities, including:

- International conferences
- International, regional and national educational events and workshops
- Preparation and publication of educational material
- Delegation visits
- Projects

As a Board Member, [*enter name*] is expected participate in and contribute to as many of the above activities as possible. They should aim to extend all the knowledge and information obtained through [*his/her*] participation in TIF Board meetings and other activities to all relevant parties at the national, regional and international levels.

National thalassaemia associations are expected to facilitate the participation of their representative – financially and otherwise – in the Board of Directors' meetings twice a year, where policy decisions are taken.

We warmly welcome [*enter name*] to the Board of Directors of the Federation and wish you the best of success in this important role.

Yours faithfully,

Panos Englezos  
President  
Thalassaemia International Federation

# Travel Consent Form

## THALASSAEMIA INTERNATIONAL FEDERATION

In official relations with the World Health Organization

### HEADQUARTERS

31 Ifigenias, 2007 Nicosia, Cyprus • P.O.Box 28807, 2083 Nicosia, Cyprus  
Tel.: +357 22 319 129, Fax: +357 22 314 552, E-mail: [thalassaemia@cytanet.com.cy](mailto:thalassaemia@cytanet.com.cy)



## TRAVEL CONSENT FORM

THE PARTIES TO THIS AGREEMENT ARE:

TIF Representative / Thalassaemia International Federation (TIF)

### THE ORGANISATION

**Name of Organization:** Thalassaemia International Federation (TIF).....

**Address:** 31 Ifigeneias Street 2007 Strovolos, Nicosia Cyprus.....

**Telephone:** + 357-22-319129..... **Fax:** +357-22-314-553.....

**Email:** [thalassaemia@cytanet.com.cy](mailto:thalassaemia@cytanet.com.cy) ; [tif@thalassaemia.org.cy](mailto:tif@thalassaemia.org.cy) .....

(hereinafter referred to as "TIF")

### THE TIF REPRESENTATIVE

**Full Name and Surname:** .....

**Passport Number/Social Security Identity Number:** .....

**Address:** .....

**Telephone(s):** ..... **Fax:**.....

**Email(s):** .....

(hereinafter referred to as "the TIF Representative")

1. I, the TIF Representative agree to travel to the following destination(s):

.....  
.....

2. The period of travel shall be from the ..... day of ....., 20..... until the  
..... day of ....., 20.....



3. TIF is responsible for making the arrangements and for covering the travelling and accommodation expenses of the TIF Representative for the agreed period of the event(s) (workshop/delegation visit/seminar/training) that the TIF Representative is invited and has agreed to represent TIF. Any additional expenses must be bared by the TIF Representative.
4. In the case that the TIF Representative would like to make his/hers own travelling and accommodation arrangements he/she has to communicate the costs of travelling and accommodation to TIF and after approval by TIF he/she can proceed with finalising arrangements. TIF has the obligation to reimburse the TIF Representative within 2 weeks after the presentation of necessary invoices/receipts.
5. In the case that the TIF Representative is a staff, and in the case that he/she would like or is advised by the management of TIF to make his/her own travelling and accommodation arrangements, he/she has to communicate the costs of travelling and accommodation to TIF and after approval by TIF management, can proceed with finalising arrangements. TIF has the obligation to reimburse the TIF Representative within 3 days after the presentation of necessary invoices/receipts.
- 6. The TIF Representative is responsible for arranging his/her own medical insurance for the period of travel (including travelling dates). TIF bares no responsibility for the medical expenses in case of an accident or an emergency treatment. TIF will exert every effort , in case of an accident or emergency, to provide remote assistance using its network of collaborators in a country. TIF will provide a focal person (medical) for any emergency problem in a country it sends the TIF Representative.**
7. The TIF Representative has the obligation to present between 5 and 10 slides about TIF its mission and activities and relevant information to the country or subject of discussion at the beginning of any presentation he/she is called to make on TIF's behalf. The TIF Representative has to promote the work of TIF according to its mission and vision, serving the best interest of the organisation.
8. Any actions/behaviour or discussion that are not aligned with TIF's mission and vision will be considered as unethical towards the organisation and will be subject to for exclusion of the TIF Representative from future events to represent TIF.
9. TIF has the obligation to provide the 5-10 slides to the TIF Representative and any other additional information available in TIF's archives that will allow the TIF Representative to prepare well for the event.
10. The TIF Representative has to compile and present a report to TIF of the event participated within 15 days of his/her return from the trip. The report is advised to be consisted and relevant to the areas of TIF's interests and to include recommendations and for further actions to be taken by TIF. The format of the report will be provided by TIF.

Signed on this..... day of.....20.....

**SIGNATURE** ..... (TIF Representative)

**SIGNATURE**..... (TIF)

**STAMP:** .....

# Application Forms for Membership

## FULL MEMBERSHIP

### THALASSAEMIA INTERNATIONAL FEDERATION

In official relations with the World Health Organization

#### HEADQUARTERS

31 Pigeon, 2009 Nicosia, Cyprus • P.O. Box 26807, 2163 Nicosia, Cyprus  
Tel.: (+357 22 319 129), Fax: (+357 22 314 552), E-mail: thalassaemia@cytonet.com.cy



### APPLICATION FORM FOR FULL MEMBERSHIP

We would like to register as Full Member with one/two representative(s).

1. **Name of Association:** .....

2. **Postal Address:** .....

..... Post code: ..... City: ..... Country: .....

3. **Telephone Number (including applicable codes):** .....

4. **Fax Number (including applicable codes):** .....

5. **E-mail address:** ..... **Website:** .....

6. **Name of representative:** .....

• Male / Female    Mr / Mrs / Miss    Dr. / Prof.    Position in the Association: .....

• Personal Address: .....

7. **Name of representative (if more than one):** .....

• Male / Female    Mr / Mrs / Miss    Dr. / Prof.    Position in the Association: .....

• Personal Address: .....

8. **Name of the President of the Association:** .....

Personal Address: .....

9. **Please provide the following information regarding your Association:**

Number of Members: ..... Number of Patients: ..... Number of Parents: .....

#### MEMBERSHIP FEES

Annual Full membership Fee (for one or two Representatives)    EUR 200

Date of Application: ..... Name: .....

Signature: .....

#### FOR OFFICIAL USE ONLY

Date of Approval: ..... Name/Signature: .....

# GENERAL MEMBERSHIP

## THALASSAEMIA INTERNATIONAL FEDERATION

In official relations with the World Health Organization

### HEADQUARTERS

21 Tigenies, 2007 Nicosia, Cyprus • PO Box 26507, 2053 Nicosia, Cyprus  
Tel: +357 22 318 128, Fax: +357 22 314 880, E-mail: thalassaemia@tytanix.com.cy

THALASSAEMIA  
INTERNATIONAL  
FEDERATION



### APPLICATION FORM FOR GENERAL MEMBERSHIP

1. **Name of association:** .....
2. **Country of registered office:** .....
3. **Postal address:** .....  
..... Post code: ..... City: ..... Country: .....
4. **Telephone (including codes):** ..... 5. **Fax (including codes):** .....
6. **Email address:** ..... **Website:** .....
7. **Name of contact person:** Prof. ☐ Dr. ☐ Other ☐ **Specify:** .....  
**Position/Capacity in the association:** .....

#### Please send us the following information, attaching copy documentation.

- |   |          |
|---|----------|
| I. Certificate of registration of association (please attach)   | Yes / No |
| II. Constitution of association (please attach copy in English) | Yes / No |
| III. Total Number of members registered in the association      | .....    |
| - How many are patients   | .....    |
| - How many are parents  | .....    |

Registration fee:	FREE
Annual subscription fee:	EUR 65

*Please note your application form should be accompanied by the registration and subscription fees.*

#### CREDIT CARD PAYMENT

Type of Card: Visa <input type="checkbox"/> Eurocard <input type="checkbox"/> MasterCard <input type="checkbox"/>	
Number of Card: .....	CVV2 code <input type="text"/> 3 digits
Name of Holder: .....	
Valid from: .....	Expires: ..... Amount: .....
Signature of Holder: .....	Date: .....

\* Banker's Draft and Electronic Bank Transfer are also accepted in the name of "Thalassaemia International Federation"

**General Members:** Any National Thalassaemia Association/Federation/Alliance can become a General Member of TIF as long as the criteria and prerequisites set out in TIF's Constitution are met. Thalassaemia Associations are required to serve as General Members for a period of at least one year from the date of their acceptance prior to obtaining a Voting Membership status.

Date of application: .....	Name: .....
Signature: .....	

#### FOR OFFICIAL USE ONLY

Date of application: .....	Name: .....
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# ASSOCIATE MEMBERSHIP - INDIVIDUAL

## THALASSAEMIA INTERNATIONAL FEDERATION

In official relations with the World Health Organization

### HEADQUARTERS

3111genias, 2007 Nicosia, Cyprus • P.O. Box 28607, 2063 Nicosia, Cyprus  
Tel.: (+357 22 319 129), Fax: (+357 22 314 552), E-mail: thalassaemia@tiffed.com.cy



### APPLICATION FORM FOR ASSOCIATE MEMBERSHIP- INDIVIDUAL

1. **Name of individual:** .....
2. **Sex:** Male ☐ Female ☐
3. **Postal address:** .....  
..... Postcode: ..... City: ..... Country: .....
4. **Telephone number (including applicable codes):** .....
5. **Fax number (including applicable codes):** .....
6. **E-mail address:** ..... **Website:** .....
7. **Occupation:** .....  
• **Prof.** ☐ **Dr.** ☐ **Other** ☐ **Please specify** .....

### MEMBERSHIP FEES:

Registration fee: FREE

Annual subscription fee: EUR 65

*Please note: Your application form should be accompanied by the registration and subscription fees.*

### CREDIT CARD PAYMENT

Type of card: Visa ☐ Eurocard ☐ MasterCard ☐  
Number of card: ..... CVV2 code  3 digits  
Name of holder: .....  
Valid from: ..... Expires: ..... Amount: .....  
Signature of holder: ..... Date: .....

\* Banker's draft and electronic bank transfer are also accepted in the name of "Thalassaemia International Federation"

Date of application: ..... Name: .....

Signature: .....

### FOR OFFICIAL USE ONLY

Date of approval: ..... Name/Signature: .....

# ASSOCIATE MEMBERSHIP – NGO

## THALASSAEMIA INTERNATIONAL FEDERATION

In official relations with the World Health Organization

### HEADQUARTERS

31 Nigenias, 2307 Nicosia, Cyprus • P.O. Box 26807, 2063 Nicosia, Cyprus  
Tel: +357 22 319129, Fax: +357 22 314562, E-mail: thalassaemia@cytinet.com.cy



### APPLICATION FORM FOR ASSOCIATE MEMBERSHIP - NGO

1. **Name of institution/organisation/company:** .....
2. **Country of registered office:** .....
3. **Postal address:** .....  
..... Postcode: ..... City: ..... Country: .....
4. **Telephone number (including applicable codes):** .....
5. **Fax number (including applicable codes):** .....
6. **E-mail address:** ..... **Website:** .....
7. **Name of contact person:** .....
  - **Sex:** Male ☐ Female ☐
  - **Prof.** ☐ **Dr.** ☐ **Other** ☐ Please specify .....
  - **Position/Capacity in the organisation:** .....

### MEMBERSHIP FEES:

Registration fee: FREE  
Annual subscription fee: EUR65

*Please note: Your application form should be accompanied by the registration and subscription fees.*

### CREDIT CARD PAYMENT

Type of card: Visa ☐ Eurocard ☐ MasterCard ☐  
Number of card: ..... CVV2 code  3 digits  
Name of holder: .....  
Valid from: ..... Expires: ..... Amount: .....  
Signature of holder: ..... Date: .....

\* Banker's draft and electronic bank transfer are also accepted in the name of "Thalassaemia International Federation"

Date of application: ..... Name: .....

Signature: .....

### FOR OFFICIAL USE ONLY

Date of approval: ..... Name/Signature: .....

# ASSOCIATE MEMBERSHIP – COMPANY

## THALASSAEMIA INTERNATIONAL FEDERATION

In official relations with the World Health Organization

### HEADQUARTERS

21 Nicosias, 2007 Nicosia, Cyprus • PO Box 26607, 2083 Nicosia, Cyprus  
Tel: +357 22 310 128, Fax: +357 22 310 882, E-mail: thalassaemia@tydanic.com.cy



### APPLICATION FORM FOR ASSOCIATE MEMBERSHIP - COMPANY

1. **Name of institution/organisation/company:** .....
2. **Country of registered office:** .....
3. **Postal address:** .....  
.....  
.....
4. **Telephone number (including applicable codes):** .....
5. **Fax number (including applicable codes):** .....
6. **E-mail address:** ..... **Website:** .....
7. **Name of contact person:** .....
  - **Sex:** Male ☐ Female ☐
  - **Prof.** ☐ **Dr.** ☐ **Other** ☐ Please specify .....
  - **Position/Capacity in the organisation:** .....

#### MEMBERSHIP FEES:

Registration fee (paid once): EUR40  
Annual subscription fee: EUR350

*Please note: Your application form should be accompanied by the registration and subscription fees.*

#### CREDIT CARD PAYMENT

Type of card: Visa ☐ Eurocard ☐ MasterCard ☐  
Number of card: ..... CVV2 code  3 digits  
Name of holder: .....  
Valid from: ..... Expires: ..... Amount: .....  
Signature of holder: ..... Date: .....

\* Banker's draft and electronic bank transfer are also accepted in the name of "Thalassaemia International Federation"

Date of application: ..... Name: .....  
Signature: .....

#### FOR OFFICIAL USE ONLY

Date of approval: ..... Name/Signature: .....