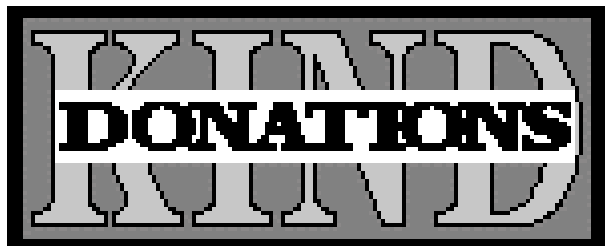


ROTARY AUSTRALIA WORLD COMMUNITY SERVICE LIMITED

DONATIONS IN KIND

OPERATIONAL PROCEDURES



**February, 1998
Amended October, 2002
INTRODUCTION**

Donations in Kind, under the auspices of Rotary Australia World Community Service, is presently facing significant challenges and this Operational Plan outlines the strategies that need to be implemented to ensure that the programme continues to meet its objectives in an effective and efficient manner.

Donations in Kind (DIK) is a programme supported by Rotary Clubs in Australia which grew out of the compassion and concern of returning FAIM volunteers from the Solomon Islands School Rebuilding Project in 1988. Although there are similarities with the RI Donations-in-Kind Information Network (DIN), DIK should not be confused with it. DIN is a reference service only and takes no part in the collection, sorting, packing, dispatch nor distribution. DIK is involved in all of these activities.

Donations in Kind in all Rotary Regions of Australia has experienced a rapid growth from the days when donations were still being consigned by the cartons to the present situation where in excess of one hundred containers of donations are being consigned annually to areas of need in the Third World Countries.

OBJECTIVES

The objects of Donations in Kind are:

- To receive requests for aid goods from Rotary Clubs and aid organisations in developing countries.
- To receive goods from within Australia, from Rotary Clubs, schools, hospitals and other organisations for distribution to developing countries.
- To match the goods received with the requests for aid goods wherever possible and to ensure that all goods are dispatched to appropriate areas of need.
- To maintain records, facilitate customs declarations and transport arrangements.
- To assist, if requested, Clubs and Districts to dispatch aid goods direct to recipient Rotary Clubs or aid organisations.
- To maintain the quality of the goods dispatched.
- To minimise the cost of transport.
- To maintain a close liaison with the Rotary Clubs and aid organisations at the receiving end so as to have an appreciation of their requirements and to minimise any problems that they may encounter.

The following guidelines set out general requirements to both recipient and donor Clubs, to minimise difficulties in transport and clearance by customs and to maintain the quality of the goods dispatched.

PROCEDURES

Packaging:

- It should be assumed that all goods will receive rough handling and thus all packaging should be strong and tied or taped.
- Where appropriate, cartons should be waterproof.
- Wherever possible, cartons and contents should be of such a size and weight that they can easily be handled by one person.
- Where an item has to be broken down for transport, all items should be clearly marked so that they are easily identified.
- All packages/cartons must be clearly labeled indicating the item, the donor Rotary Club/District/Region and where appropriate the recipient organisation. The label should clearly indicate that the goods are DONATED (see the attached sample label marked Appendix 'A').

Educational:

Books and educational equipment are possibly the easiest of the donated goods to place in the developing countries in the South Pacific Region. The following guidelines should be adhered to in the collection, sorting, packing and dispatching of educational equipment.

- All material, although it has previously been used, must have an obvious useful life left.
- All books must be complete and free of graffiti.
- All books should be sorted into like categories, packed and sealed into cartons and the cartons labeled with the contents,
- Cartons should be sturdy and of a size that can be easily handled by one person.
- All books of a controversially religious or pornographic nature should be discarded.
- The following categories of books are in demand;
 - Primary school text books;
 - Secondary school text books (language books, apart from English, are of no use);
 - Encyclopedias;
 - Reference books;
 - Medical books;
 - Trade manuals;
 - Light reading (eg: weekly magazines)
 - Paper back novels;
 - Library books;
 - National Geographics; and
 - Children's books.
- Paper for children to write or draw on is in demand (Note: School exercise books and the like are not exempt from duty in Papua New Guinea).
- Basic school supplies, such as pencils, biros, erasers, rulers and chalk are urgently required. Rotary Clubs should contact their local schools to encourage students to donate these partly used school supplies at the end of the school terms.
- Other school items such as desks, chairs and blackboards are urgently needed.
- Computers are required for the schools, hospitals and the police service in Papua New Guinea and the Solomon Islands. All computers should be complete with monitors and key boards and must have an obvious useful life left. The computers should be packed in such a way as to avoid damage during transport. Computer hardware for use with mainframe computers is of no use.
- Sporting equipment is needed for the schools in these developing countries. Again the local schools and sporting clubs should be contacted to obtain their discarded sporting equipment which may still have a useful life.

Hospital Equipment:

Hospitals in the Islands in the South Pacific Region are mostly of a third world standard and urgently require basic equipment. In the past, Rotary in Australia has been partially to blame for supplying unserviceable equipment to these hospitals. The following guidelines should help to guarantee that the equipment supplied through Donations in Kind is serviceable and appropriate for use in these hospitals.

- Although the goods donated have been used previously, all goods should be serviceable and have an obvious useful life left.
- The following is some of the basis hospital equipment that is urgently required;

- Hospital beds of all types;
 - Mattresses and bed linen;
 - Bedside lockers;
 - Overbed tables;
 - Hospital patient trolleys;
 - Medicine trolleys;
 - Operating theatre tables;
 - Small sterilisers and autoclaves;
 - Wheelchairs (the hard rubber tyres on the small wheels tend to break and fall off and small wheels are urgently required for maintenance of the wheelchairs already in use);
 - Crutches and walking frames;
 - Bedpans, kidney dishes, etc.

- Prior to dispatch of any electrical or electronic equipment, confirmation needs to be sought through the local Rotary Club that the recipient of the equipment has the technical skills required to install, maintain and operate the equipment.
- Electrical or electronic equipment should be checked and if necessary serviced by a qualified person. Only equipment in excellent condition that has the operational manuals attached should be dispatched and any equipment that is worn and likely to fail should be discarded. The donor Rotary Club should be responsible for checking the equipment prior to forwarding it to the storage area within the appropriate Region for dispatch.
- Prior to dispatching any equipment, the equipment should be packed in such a way so as to avoid damage during transport.
- Ensure that the required licences and permits are in place in accordance with the appropriate legislation for the storage and handling of the above equipment. Most states and territories within Australia require a licence for the storage, handling and disposal of x-ray equipment.

Pharmaceuticals and Medical Supplies:

Most of the third world countries in the South Pacific Region are now adopting the World Health Organisation Guidelines for donated drugs. These guidelines do not allow the health authorities to accept drugs where the use by date has expired. The health authorities of these countries have also adopted an essential list of drugs and will not accept drugs outside of this list.

Because most of the drugs collected by Donations in Kind have reached the expiry date, DIK now has to look for ways of distributing these drugs through other aid organisations.

- Any Rotary Clubs collecting drugs should 'date sort' these drugs prior to sending the drugs to the storage area within their Region. Any drugs where the use by date has expired for twelve months or more should be discarded.
- Items such as sutures, dressings, etc are in short supply in Papua New Guinea and the Solomon Islands and can be easily placed.
- Regions and Clubs collecting and sending drugs to Third World Countries should ensure that they abide by all Local, State and Federal regulations. Under legislation, Regions or Clubs storing and handling drugs would need a licence or permit to do so as well as a licence or permit for the actual storage facility. Northern Region has a successful organisation for the handling of drugs and will assist any other Region or Club with advice in setting up a similar organisation.
- Please note that the following is some of the legislation that has to be adhered to for the exporting of drugs:
 - (i) National Health Act – It is illegal to export any drug that has been prescribed and has attracted subsidy under the Pharmaceutical Benefits Scheme.
 - (ii) Customs (Prohibited Exports) Regulations – Certain drugs are on the list of controlled substances and cannot be exported without a licence and permit. A full list of these controlled substances is available on the web site www.health.gov.au/tga.
- When exporting drugs, Clubs and Regions should be aware of the following guidelines:
 - (i) World Health Organisation (WHO) Guidelines for Drug Donations; and
 - (ii) Australian Guidelines for Drug Donations produced by the Australian Pharmaceutical Advisory Council.
- Before exporting any drugs, the Region or Club should contact the recipient country to ascertain whether their regulations prohibit the importing of any specific drugs that can be exported from Australia.

Distribution:

The sheer volume of the donations that are now being sent by Donations in Kind to certain countries has put a huge strain on the Rotary Clubs in these countries.

Clubs or Regions should contact the recipient Club before any consignment of donations to ensure that the recipient Club is in a position to accept the consignment. Wherever possible, It should be suggested to the recipient Rotary Clubs in these countries that they should network with other local aid organisations and use the infrastructure of these organisations for the unpacking of the containers and the distribution of the donations.

Consignments:

In the past, Rotary Clubs at the receiving end have experienced some difficulties in the clearance of containers through customs and have been burdened with demurrage and storage charges. The adoption of the following procedures for the consignment of containers will assist the Rotary Clubs at the receiving end to clear the containers promptly.

- Receiving Clubs have in the past, received containers from different Regions at the same time. This has stretched the Club's resources and to avoid this the consigning of containers should be coordinated. Regions should notify the National Chairman of Donations of Kind of planned

consignments who can coordinate these consignments where it is evident that a receiving Club will experience difficulty in coping.

- Prior to packing a container, notify the receiving Club that a container is about to be packed advising them of the goods to be included. Obtain confirmation from the Club that they will accept the container and that the donated goods are appropriate.
- Immediately after the container is packed, prepare a consignment invoice showing the container information, port of discharge, Rotary Club or aid organisation to whom the container is consigned, list of goods and values, freight cost and a declaration to the effect that all goods are donated and that the commercial value is nil (see the attached sample marked Appendix 'B').
- Immediately fax a copy of the consignment invoice to the following;

The forwarding agents or shipping company for the preparation of the Invoice and the Combined Certificate of Origin and Value and for the Bill of Lading. The forwarding agent or shipping company should also be requested to arrange for 'express clearance' of the container by the recipient;

Fax a copy of the Consignment Invoice to the recipient Rotary Club or aid organisation who will have to arrange with local customs for exemption from duty and Value Added Tax wherever possible. The copy of the Consignment Invoice will also assist the recipient Rotary Club or aid organisation with the planning of the disbursement of the donations.

- Forward a copy of the consignment invoice to the National Chairman of Donations in Kind to assist in the preparation of reports to Rotary Australia World Community Service Ltd and AusAID.
- As soon as the Bill of Lading is available, fax a copy and forward the original documents together with the original consignment invoice to the recipient Rotary Club or aid organisation. If 'express clearance' has been arranged, the recipient should be able to arrange for clearance of the container with the faxed copy only, but it is wise to forward the original documents by courier or mail as well.
- It is important that the documents are forwarded IMMEDIATELY as the container normally arrives at the port of discharge within a very short period after the documents are available. These documents are required by the receiving Club to clear the container and failure to promptly forward the documents could burden the receiving Club with demurrage and storage charges.

Australian Customs Service Requirements:

Although Donations in Kind is providing aid to developing countries by exporting donated goods, Donations in Kind has no exemption from the regulations as set by the Australian Customs Service.

The Australian Customs Service commenced the implementation of the International Trade Modernisation legislation from 1st July, 2002. This legislation will introduce a number of changes to the way export cargo is managed by Customs and all Clubs and Regions exporting donations should make themselves conversant with the appropriate legislation.

Workplace, Health and Safety:

When collecting, sorting, packing and exporting donations, all Clubs and Regions should abide by Workplace Health and Safety legislation as set by the appropriate state or territory. This applies particularly to the managing of a warehouse or storage facility from which this activity is operating.

Clubs or Regions operating Donations in Kind out of a warehouse or storage facility should implement a Risk Management Plan as part of best practice to minimise accidents and claims on insurance. There are five basic steps in the workplace health and safety management process when implementing a plan:

- Identify hazards;
- Assess risks that may result because of the hazards;
- Decide on control measures to prevent or minimise the level of the risks;
- Implement control measures;
- Monitor and review the effectiveness of measures.

Organisational Structure:

Due to the rapid growth in the services being provided by Donations in Kind throughout Australia over the last few years, the activities of collecting, sorting packing and dispatching of the donations now demands more time and greater resources.

Regions should consider implementing procedures for increasing the organisational structure within the Region to give more efficiency and effectiveness in the management of Donations in Kind. The following suggestions may help Regions to implement a structure that may improve the effectiveness of Donations in Kind;

- Form a joint Committee of Rotarians from Districts within the Region that are close or contain the center of activity of Donations in Kind within the Region;
- The Regional Donation in Kind Coordinator should be an ex-officio member of this Committee;
- Committee members should be made responsible for certain activities within Donations in Kind and should be responsible for the organising and supervision of the help required to maintain this activity;
- Involve the local Rotary Clubs in a roster system to get the manpower required to maintain the various activities of Donations in Kind. This would also give the Clubs a greater awareness and a greater appreciation of Donations in Kind.

Conclusion:

As circumstances in both the dispatching and receiving ends of Donations in Kind are continually changing, this Operational Plan should be reviewed every twelve months and amendments made to reflect the current circumstances.

Appendix A



ROTARY AUSTRALIA
NORTHERN REGION DONATIONS IN KIND
A WORLD COMMUNITY SERVICE PROJECT

John Paskin
44 Pascoe Street
MITCHELTON QLD 4053
Phone & Fax: 61 7 3355 4326 email: jpaskin@bigpond.com

CONTENTS:

DESTINATION:

GOODS DONATED BY ROTARY CLUBS IN AUSTRALIA



ROTARY AUSTRALIA
NORTHERN REGION DONATIONS IN KIND
A WORLD COMMUNITY SERVICE PROJECT

John Paskin
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Appendix B



**ROTARY AUSTRALIA
WORLD COMMUNITY SERVICE LTD
ABN 37 739 341 003**

NORTHERN REGION DONATIONS IN KIND

CONSIGNMENT INVOICE

INVOICE NO: NRDIK285

PORT OF DISCHARGE:

RABAUL

Consigned To: Rotary Club of Kokopo
c/- President Lito Santiago
P.O. Box 2155
RABAUL ENB
PAPUA NEW GUINEA

Phone: 675 982 8615
Fax: 675 982 8615

From: Northern Region Donations in Kind
John PASKIN
44 Pascoe Street
MITCHELTON QLD 4053
AUSTRALIA
Phone (Bus): 61 7 3227 6768
Phone (Home): 61 7 3355 4326
Fax: 61 7 3355 4326
Email: jpaskin@bigpond.com

Container No: TEXU 366267 4

Seal No: 48639

DESCRIPTION OF CONTENTS

<u>Quantity</u>	<u>Description</u>	<u>Value</u>
8	Hospital Beds (Half Tilt)	\$9,600.00
4	Mattresses	\$400.00
2	Blood Pressures Machines	\$150.00
10	Wheelchair	\$2,000.00
20	Index Boxes	\$200.00
2	Commodes	\$80.00
1	Trolley	\$50.00
39	Hospital Linen	\$3,900.00
17	Hospital Medical Supplies	\$4,250.00
2	Hospital Uniforms	\$100.00
2	Filing Cabinets	\$300.00
3	Ovens	\$210.00
21	Student Chairs	\$315.00
1	Overhead Projector	\$100.00
2	Soft Toys	\$100.00
235	Books (Educational & General)	\$23,500.00
109	Pharmaceuticals	\$38,150.00

Value for Customs Purposes Only:	<u>\$83,405.00</u>
Freight Charges:	<u>\$2,070.00</u>
CIF:	<u>\$85,475.00</u>

DECLARATION:

Rotary Australia World Community Service Ltd. (Donations in Kind) hereby certifies that all the goods listed above are donated and are not for sale or personal gain and that none of these goods are on the list of Controlled Substances under the Customs (Prohibited Exports) Regulations. Their commercial value is nil.

*For and on behalf of:
ROTARY AUSTRALIA WORLD COMMUNITY SERVICE LTD.
(Donations in Kind)*

16/09/2002