

## DONATIONS IN KIND

(An activity of Rotary Australia World Community Service Limited)  
ACN: 003 444 264

### CONSIGNMENT OF CONTAINERS TO RECIPIENT ROTARY CLUBS IN PAPUA NEW GUINEA OR THE SOLOMON ISLANDS

#### POINTS TO CONSIDER AND RECOMMENDED PROCEDURES

Rotary Clubs or other entities planning the consignment of a container should approach the Regional Donations in Kind Managers for advice and assistance. The Managers are knowledgeable and experienced and they should be involved. **The consignment will remain the project of the Rotary Club or other entity.**

**The consignment of containers should be registered as projects with RAWCS.** The project commences with the approval and agreement of the recipient to accept the container and will be considered completed with the return of the empty container to the holding yard at the Port of Discharge.

**Rotary Australia World Community Service (RAWCS) has developed an on-line registration system which is required to be used.** The system tracks containers, includes items, and new, aid and customs values. It is a tool for managing and reporting accurately of all movements.

Rotary Clubs planning the consignment of a container are advised to engage the services of a Freight Forwarding Agent in making arrangements and in the bookings required.

Containers for a specific destination should be consigned direct to an approved organisation and not to an individual or local Rotary Club. However a Rotary Club planning the container should liaise with a local Rotary Club at its destination for their approval of the organisation.

When considering the consignment of a container, Rotary Clubs should liaise with the recipient to ensure that the proposed contents are acceptable, needed by the recipient and will be effective for the long term and sustainable.

Before committing to the consignment of a container, Rotary Clubs should liaise with the recipient to determine the appropriate person or persons for all contact. The club should ensure that the recipient has the financial and human resources required to accept, clear the container through Customs and the Port Authorities and to unpack and return the container to the holding yard, and they are available within the allocated time. **This will avoid storage and demurrage charges.**

Where the recipient does not have the financial resources to cover landing costs, the Rotary Club consigning the container will be responsible for all costs at the receiving end for the consignment to proceed.

Where the container is to be trans-shipped or transported by road to the final destination from the port of discharge, such as Lae in PNG and Honiara in the Solomon Islands, it would be advisable to engage a freight clearing agent to handle clearance through Customs and the Port Authorities. The agents will also supervise trans-shipping to the final destination and the return of the container to the holding yard at the port of discharge. Before the consignment of the container, an agreement should be reached between the consignor and the recipient as to who is responsible for the agent's fees and clearance costs through Customs and Port Authorities.

**'Express Release'** should be arranged for all consignments. This avoids having to forward original documents to the recipient and others responsible such as the freight clearing agents. An emailed copy is sufficient for the recipient and others to clear the container. The copy of the documents must include the Bill of Lading and the Consignment Invoice itemising the contents of the container and the value.

Containers from Rotary Clubs are eligible for exemption from duty in PNG providing the contents are associated with health and education. A copy of the Bill of Lading and Consignment invoice should be forwarded to a nominated contact in Port Moresby for a letter of exemption to be arranged, a copy should also be forwarded to the recipient and others involved in clearing the container. Donations in Kind Regional Managers can provide contact details of the current nominated contact in Port Moresby. **It is advisable to seek confirmation of receipt of the Letter of Exemption from the recipient.**

If a container is consigned to a local Rotary Club in PNG or the Solomon Islands without their prior knowledge or approval, that Rotary Club has the right to refuse to handle the container. If this occurs the Consignor will be held responsible for clearance, all costs incurred and agents' fees.

It is advisable to liaise regularly with the recipient to monitor the progress, clearance, unpacking and return of the container to the holding yard at the Port of Discharge. The Rotary Club consigning the container should utilise the container tracking facilities on shipping company websites to monitor movements. **A Rotary Club consigning a container should follow up with the recipient within a month after the estimated time of arrival to ensure that clearance and the return of the container is on track.**

**Liaison with Donations in Kind Regional Managers is important.** On-line registration through RAWCS system and copies of documentation forwarded to the managers will ensure that the RAWCS Region and Rotary District are aware of the project. **Also, this will allow the Regional Manager to give prompt assistance should any problems arise.**

#### **Regional Managers:**

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