

**CHECK LIST FOR CONSIGNMENT OF CONTAINER TO A RECIPIENT ROTARY CLUB
 SPECIFIC DESTINATION IN PAPUA NEW GUINEA OR THE SOLOMON ISLANDS**

Recipient of Container:..... Ref No:.....

Sent by Rotary Club/District/Region:.....

Shipping Company:..... Vessel:.....

Container No:..... ETD:..... ETA:.....

<input type="checkbox"/>	Has a Freight Forwarding Agent been engaged?
<input type="checkbox"/>	Has the RAWCS Regional DIK Coordinator been approached for advice and assistance? The Coordinators are the experts and must be involved. This consignment will remain as a project of the sending Rotary entity
<input type="checkbox"/>	Has there been liaison with the recipient Rotary Club or entity and the contact particulars of the appropriate member of the entity identified for future liaison?
<input type="checkbox"/>	If the recipient is not a Rotary Club, has the local Rotary Club approved the entity as a recognised group with an agenda to improve the quality of life within the local community? Consignments must not be made to an individual
<input type="checkbox"/>	Has the recipient entity agreed to accept the container and given approval to the intended contents of the container?
<input type="checkbox"/>	Has the recipient entity the financial and human resources to clear the container, to disperse the donations and to return the empty container to the container yard at the Port of discharge?
<input type="checkbox"/>	If the recipient entity does not have the financial resources to meet the costs associated with the above, is the Rotary entity consigning the container prepared to meet these costs?
<input type="checkbox"/>	If the container is to be trans-shipped or road transported to the final destination from the Port of Discharge, a freight Clearing Agent should be engaged to clear the container through Customs and the Port Authority at the Port of Discharge. Has an Agent been appointed?
<input type="checkbox"/>	Has "Express Release" been arranged for this container?
<input type="checkbox"/>	Has full documentation been emailed to the appropriate person in Port Moresby to arrange the Letter of Exemption from Duty? (Contact particulars for the appropriate person can be obtained from DIK Regional Manager).
<input type="checkbox"/>	Has full documentation been emailed to the contact person within the recipient Rotary Club?
<input type="checkbox"/>	Has full documentation been emailed to the appropriate DIK Regional Manager?
<input type="checkbox"/>	Has the container tracking facility on the shipping company's website been utilised to monitor the movement of the container
<input type="checkbox"/>	Has there been follow up with the recipient Rotary Club within one month of ETA of the container to verify that the container has been cleared, unpacked and the empty container returned to the container yard at the Port of discharge?
<input type="checkbox"/>	Has the empty container been returned to the container holding yard? This does not apply if it is a "Shippers Own Container".
<input type="checkbox"/>	Has a copy this Check List been emailed to the appropriate DIK Regional Manager?
<input type="checkbox"/>	Has the Container been registered on-line? On-line registration is mandatory and is available at www.rawcs.org.au

Signed:.....

Date:.....

CONSIGNMENT OF CONTAINER TO A RECIPIENT ROTARY CLUB / SPECIFIC DESTINATION IN PAPUA NEW GUINEA OR THE SOLOMON ISLANDS

- The Rotary entity planning the consignment of a container should engage the services of a Freight Forwarding Agent for shipping advice and to make the arrangements and bookings required for the shipping of the container.
- The Rotary entity planning the consignment must approach the RAWCS Regional DIK Coordinator for advice and assistance. The Coordinators are the experts and **must be involved**. **This consignment will remain as a project of the sending Rotary entity**.
- **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. **Use of this system is mandatory**.
- Containers of donations **must** not be consigned to an individual.
- Containers for a specific destination should be consigned to an approved organisation whose agenda is to improve the quality of life of communities, particularly in health and education. The Rotary entity planning the container should liaise with a local Rotary Club for their approval of the organisation.
- Containers destined for a specific destination **should not** be consigned through a local Rotary Club within PNG and the Solomon Islands but **should** be consigned direct to the recipient entity.
- Before committing to sending the container, the Rotary entity packing and sending the container must liaise with the recipient entity to determine the appropriate person within the entity for all future contact and to ensure that the proposed contents of the container is acceptable to the recipient entity and also that the entity has the financial and human resources required to accept and clear the container through Customs and the Port Authority and to unpack and return the empty container to the container holding yard within the allocated time necessary to avoid having to pay storage and demurrage on the container.
- Where the recipient entity does not have the financial resources to attend to the above, the Rotary entity sending the container will be responsible for all costs at the receiving end for the consignment of the container to proceed.
- Where the container has to be trans-shipped or transported by road from the port of discharge, such as Lae in PNG and Honiara in the Solomon Islands, to the final destination, it would be advisable to engage a freight clearing agent to handle the clearance of the container through Customs and the Port Authority and to supervise arrangements for the trans-shipping or road transport of the container to the final destination and return of the container to the container holding yard at the port of discharge. Before the consignment of the container, an agreement has to be reached between the Rotary entity sending the container and the recipient entity as to who is responsible for the agent's fees and the cost of clearing the container through Customs and the Port Authority.
- 'Express Release' should be arranged for all consignments. This avoids the problem of having to forward original documents to the recipient entity and others such as the freight clearing agent responsible for the clearance of the container. The recipient entity and others will only need an emailed copy of the documents to clear the container. The emailed copy of the documents must include a copy of the Bill of Lading and a copy of the Consignment Invoice which itemises the contents of the container and the value of the contents.
- Containers from Rotary entities are eligible for exemption from duty in PNG so long as the contents of the container are associated with health and education. A copy of the above documents should be forwarded to a nominated contact in Port Moresby who arranges for the letter of exemption and forwards this letter onto the recipient entity and others involved in the clearance of the container. The DIK Regional Manager of RAWCS should be contacted for the contact particulars of the current nominated contact in Port Moresby.
- A copy of the above documentation is to be emailed to the appropriate person within the recipient entity and to the freight clearing agent if one is involved with a request that these entities respond to verify that the documentation has been received.
- If a container is consigned to a local Rotary Club in PNG or the Solomon Islands without their prior knowledge and approval, this Rotary Club has the right to refuse to handle this container. In this instance, they must notify the Rotary entity that has consigned the container that they propose to hand all documentation across to a freight clearing agent for the clearance of the container with the Rotary entity being responsible for all clearing costs and the agent's fees.
- The Rotary entity sending the container must follow up with the recipient entity within a month after the ETA of the container to ensure that the container has been cleared and the recipient entity is on track to have the empty container returned to the container holding yard at the port of discharge within the appropriate time.
- A copy of the documentation should also be forwarded to the appropriate DIK Regional Manager of RAWCS. This is to ensure that Rotary District is aware of what is happening within their District. Also, this will allow the DIK Regional Manager RAWCS to give prompt assistance should any problems arise with regards to the acceptance and clearance of this container.
- The Rotary entity consigning the container must liaise regularly with the recipient entity to monitor the progress of the clearance and unpacking of the container and the return of the empty container to the container holding yard at the Port of Discharge. The Rotary entity consigning the container should utilise the container tracking facilities on shipping company websites to monitor the movement of the container.
- The consignment of each container is to be considered as a new project. The project commences with the approval and agreement of the recipient entity to accept the container and the project will be considered to be completed with the return of the empty container to the container holding yard at the Port of Discharge.
- The Rotary entity sending the container must use the attached "Check List" to assist with the planning and the monitoring of the container. The "Check List" is to be signed as an indication the project has been completed once the empty container has been returned and a copy of the completed "Check List" is to be emailed to the DIK Regional Manager of RAWCS.