For years, containers have been a key solidarity initiative in the Emmaus Movement. By supplying goods that are essential for the work of many Emmaus groups (clothing, furniture, various kinds of equipment, etc.), the containers contribute to the development of the activities of the recipient groups, either directly (by providing equipment for vocational training or clothing to donate to deprived communities) or indirectly (by supplying goods to sell in their shops).

This Fact File is a step-by-step guide to the Container Programme: find out all the details of the container process, from the preparations to all the administrative formalities to what is done with the goods on arrival. Soon the Container Programme will hold no more secrets for you!
The Container Programme
SHARING RESOURCES IN THE EMMAUS WAY
Introduction

For many Emmaus groups worldwide the collection and recycling of second-hand goods are the main activities which allow them to carry out economic and social activities. In other countries, however, this is not possible due to the standard of living or an economic context in which people have few unwanted goods to donate to Emmaus. In this case, one group sending a container of goods to another is an essential act of solidarity enabling the recipient group in turn to generate additional income and develop social initiatives.

What is a container? A sealed shipping container with a volume of 70 cubic metres containing goods collected by Emmaus groups in Europe which is shipped from a European port to a country in Africa or Latin America. In 2009/2010, 47 containers were sent from Europe: 40 to countries in Africa and 7 to countries in Latin America. The supply, however, is insufficient and half of the 95 containers requested was not found. Why is there such a disparity between supply and demand?

Without dwelling on these disparities, this Fact File has one objective: to provide information about the Container Programme and how it works. It is by knowing more about this initiative that each group will be able to find its place, get involved and thereby contribute to solidarity between the Emmaus groups worldwide.

“Preparing and sending a container is an act of solidarity towards one or several Emmaus groups. This is an important and often essential type of solidarity given certain economic and political situations in which containers are often the only source of income to allow recipient groups to boost their capacity and develop their local activities.

As well as forming part of the daily work of an Emmaus community, preparing a container is also a wonderful project around which to rally all the members of the sender group and get them more involved in its solidarity work. It is a way to make people aware of an initiative of sharing and investment with no other interest than that of acting in solidarity towards companions and peoples living on the other side of the world. In addition, the human ties forged with the recipient group are a source of motivation for the community and are mutually rewarding. This is particularly the case when members of the recipient group come to take part in the process of preparing the container.”

Emmaus Åland - Finland

“I. Why send a container?

Preparing and sending a container is an act of solidarity towards one or several Emmaus groups. This is an important and often essential type of solidarity given certain economic and political situations in which containers are often the only source of income to allow recipient groups to boost their capacity and develop their local activities.

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Emmaus San Sebastian - Spain

“Every group is able to put together parcels of various articles because the merchandise is there, often in abundance. All these goods in good condition which we cannot sell for whatever reason can make a big difference to the lives of hundreds of people in far-off places.”

Emmaus Jura - Switzerland
II. Why receive a container?

For the groups that receive containers, the Container Programme is a key link in the Movement’s solidarity chain. It boosts the recipient group by generating financial resources to fund social initiatives, invest in income-generating activities and strengthen the group’s operations. For the groups in Africa and Latin America it would be difficult to launch social initiatives without the containers.

Containers are an outlet for the material that Emmaus communities in the North of the world receive in abundance and can thereby share with groups in the South of the world to enable them to meet the many social assistance demands made of them. By seeing the sending of containers as a solidarity-based exchange of goods, groups in the South of the world with fewer resources are given a dignified way to develop and work towards self-reliance, in other words their capacity to generate financial and human resources. Sending containers is about a dignified solidarity practice of sharing goods that cross borders and countries, generating work, life and solidarity. Why send a container rather than money? Some goods cannot be found locally or are exorbitantly expensive. Sending money is therefore not always the best solution. Sending a container is much more worthwhile than signing a cheque; it provides work in both the sender and recipient group.

It is possible to distinguish between two types of containers:

- **Containers of goods to sell**: The contents of the container are sold at low prices to allow those most in need to equip themselves and their homes, like in all Emmaus shops which have this social role. The income generated from these sales goes towards setting up structures in the North of the world receive in abundance and can thereby share with groups in the South of the world to enable them to meet the many social assistance demands made of them. By seeing the sending of containers as a solidarity-based exchange of goods, groups in the South of the world with fewer resources are given a dignified way to develop and work towards self-reliance, in other words their capacity to generate financial and human resources. Sending containers is about a dignified solidarity practice of sharing goods that cross borders and countries, generating work, life and solidarity. Why send a container rather than money? Some goods cannot be found locally or are exorbitantly expensive. Sending money is therefore not always the best solution. Sending a container is much more worthwhile than signing a cheque; it provides work in both the sender and recipient group.

It is possible to distinguish between two types of containers:

- **Containers of equipment**: The equipment is used to kit out the recipient group’s offices, schools, shelters and workshops or to carry out specific projects. In this case, there is no planned income generation.

**“The goods sent by container allow young people and women to set up their own income-generating activities by buying bundles of clothes and shoes wholesale which they then sell on in small local markets.”**

Emmaus Angoulême - France

**“It is important for one companion in particular to be tasked with selecting and boxing up goods to put in the container on a daily basis.”**

Emmaus Piura - Peru

**“We seek to make maximum use of the items that we receive and we let the sender groups know our needs: good quality articles so that we can generate enough income from them to invest the profit made into our activities.”**

SEMUS - Burkina Faso

**“Containers allow African groups to set up structures aimed at becoming financially self-reliant.”**

CAJED - Democratic Republic of the Congo

III. The journey of a container

**THE 10 STAGES OF PREPARING AND SENDING A CONTAINER**

Here are the 10 stages to help you to prepare and send a container. Don’t hesitate to get in touch with the International Secretariat of Emmaus for the latest updates about rules and procedures.

1. **Appoint a reference person in the group**

It is important for each sender group to appoint someone or a group of people (from among the leaders, volunteers or companions) to be in charge of the container initiative, stay in contact with Emmaus International and the recipient group, and ensure that the tasks set out below are carried out properly.

2. **Register for the Container Programme with the International Secretariat of Emmaus**

Groups with the capacity to prepare and send containers should inform the International Secretariat of Emmaus so that the total number of containers potentially available can be established. The details of this Container Programme, running over the calendar year, are sent to the regions which pass them on to their groups which then submit their container requests.

Even groups with limited resources can make a contribution by:

- joining forces with several other neighbouring Emmaus groups to make it easier to collect enough goods to fill a container;
- making a donation to the International Container Fund (see the box below).

**WHAT IS THE INTERNATIONAL CONTAINER FUND (ICF)?**

Groups wishing to get involved in the Container Programme but with few material resources can make a financial contribution to the ICF. This fund is used to:

- **Finance** some or all of the costs of shipping containers prepared under the Container Programme by groups with few financial resources;
- **Fund** the costs of companions travelling to join in the loading or unloading of the container;
- **Organise** meetings and training sessions;
- **Respond** to one-off situations (such as additional customs clearance costs).
HOW THE CONTAINER PROGRAMME IS DRAWN UP

At the end of each year the International Secretariat of Emmaus brings together the European groups to take stock of the previous Container Programme and future prospects. At this meeting the number of containers potentially available over the coming year is established. The supply figures are sent to the regions which then inform their groups which request containers accordingly. Every group in the Movement has the chance to submit its container requests to its region. Container requests must specify the list of goods required and information about the projects planned with the goods received or the funds raised from the sale of those goods. Once the container requests are approved by the World Council on Political Action and International Solidarity, which is made up of elected representatives from all over the world, and then by the Board, the Container Programme is rolled out.

3. Find out the container’s destination, preparation period and shipment date

The sender group chooses a recipient group from the current Container Programme. The exact period for preparing the container and the shipment date are then arranged with the shipping agent that will transport the container.

If the group does not have any particular recipient group in mind, it can turn to the International Secretariat of Emmaus; the regions are responsible for indicating which recipient groups should be prioritised.

4. Find out practical information

The administrative formalities and all the other documents required will be sent to you by the International Secretariat. Examples of specifications sheets for each of the regions can be found in appendices 1 and 2.

5. Host a member of the recipient group

Inviting a representative from the recipient group to come and participate in preparing the container is a way to ensure that suitable goods are selected as well as strengthening ties and dialogue with the members of the sender group (the companions, volunteers, trustees and leaders) and getting them more involved in the group’s solidarity initiatives.

Obtaining visas to allow these exchanges to take place can sometimes be problematic. Before applying to the relevant authorities, seek advice from the International Secretariat of Emmaus far enough in advance.

6. Collect and select the goods

The goods must be good quality and in good working order; the final profit depends on this and recycling waste can be problematic for the recipient groups.

"Every time we have sent a container we have chosen a different destination to try to distribute the goods we collect fairly."

Emmaus Jura - Switzerland

"We choose our recipients from the list of groups provided by Emmaus International and in accordance with our familiarity with the group in question."

Emmaus San Sebastian - Spain

WHAT GOODS SHOULD WE SEND?

Not all the groups have the same activities nor operate in the same climates and they do not therefore all have the same needs. It is important to refer to the existing lists which are drawn up and updated by the recipient groups. Except for perishable foodstuffs, all sorts of things can go in a container: small and large appliances, furniture, machines and other specific equipment, clothes, tools and even vehicles! If you wish to add goods that do not appear on the list, check beforehand with the recipient group - these goods may be banned or require specific import procedures.

You also need to ask yourself the right questions: do the recipients have running water, electricity or gas?

Some useful characteristics to bear in mind:

- Gas cookers: must run on butane (not town gas).
- Furniture: no chipboard for Africa (because of the humidity).
- Vehicles: supply spare parts.
- Toys without batteries, puzzles with all their pieces.
- School textbooks recently published in series with a minimum of 20 copies.
- Avoid history books.
- Medical equipment: hospital beds etc.

Quality of the goods:

- Clothes: of a quality to be sold in shops and sorted into summer and winter clothing and men/women/children’s clothing.
- Domestic appliances: clean, in good condition and well packaged. Care should be taken with fridges (as they are fragile).
- Furniture in good condition, clean mattresses, etc.

"It is always important to be in touch with the recipient groups. Visits in both directions facilitate communication and mutual understanding."

Emmaus Åland - Finland

"When we do the sorting we always have to hand the storage recipients where we set aside the goods to send to Africa."

Emmaus Jura - Switzerland

The goods, in particular clothes and small objects, should be packaged in boxes or “bundles”. Packaging them in this way makes the best possible use of space in the container and facilitates the loading/unloading process. It is also preferable to prepare packages of the same size which are not too heavy (a maximum of 30 kg, unless the recipient group is able to handle heavier bundles).
The International Secretariat of Emmaus can provide support at each of these stages:

- Translation services.
- Listing the contents on the outside of the box (preferably in the language of the recipient country).
- Checking the draft version of documents prior to dispatch.

7. Contact a shipping agent

The shipping agent can be recommended by another Emmaus group used to working with this shipping agent or by the International Secretariat. Appendix 3 lists the shipping agents with which sender groups are used to working. If the group wishes, the Secretariat can also request quotes from two or three shipping agents.

Sending a container can entail high shipping costs. Some, or all, of these costs can be covered by the International Container Fund (see the ICF box on p. 5).

8. Fill in the transportation documents

The list of documents to be provided depends on the region and group to which the container is sent (appendix 4).

**Africa:** packing list, donation certificate, bill of lading, electronic cargo tracking note, export declaration.

**America:** packing list, donation certificate, bill of lading, electronic cargo tracking note, export declaration, certificate of disinfection (issued at time of loading and involving a fee).

9. Load the container

The cost of sending a container is between 3,000 and 6,000 euros depending on the destination, hence the importance of making maximum use of the space and planning this operation properly in order to optimise the available space without damaging the goods. Some communities with experience in this field have taken to doing a trial run by obtaining an old container which is no longer fit for transport in order to plan the exact arrangement of the goods inside the container. This is also a way of reducing loading time when the shipping agent delivers the container as it can be loaded immediately in just a few hours (if the loading overrun then you are charged for the extra time).

Once the container is loaded the group has several hours to send the packing list to the shipping agent by fax (which must be drawn up exhaustively after loading). Goods can be added at the last minute if there is room left in the container but don’t forget to indicate them on the packing list (to avoid problems at customs) and on the donation certificate.

**SPOTLIGHT ON...**
**Burundi, May 2010.** The ALDP organisation which tackles crime and poverty receives a container from the French Emmaus Bougival community. Some of the goods are kept for the organisation, to improve its operations and, in particular, to boost the sewing workshop’s production capacity with 12 additional sewing machines. Some of the goods are donated to local organisations (clothes) or schools (school equipment). Lastly, a sale is organised with the rest raising 8,803 euros to buy a plot of land in the Kinama district and build six classrooms on it.
10. Forward the documents to the shipping agent

Once the container is loaded onto the ship, the shipping agent sends the documents required for the container’s arrival to clear it through customs:
→ **Loading confirmation**: in the event of a change of ship, port strikes or other occurrence, the shipping agent warns the group and sends a new confirmation.
→ **Bill of Lading**: two originals (one for the recipient and one for the body responsible for clearing the container through customs at the destination port).
→ **The electronic cargo tracking note** (vital).
→ **The export declaration** with the European Community stamp.

For containers being sent to Africa, it is very important to find out beforehand from the shipping agent who is responsible for sending these documents - the sender group, the shipping agent or the body responsible for clearing the container through customs? In any case, the recipient group must receive the original documents and copies should be sent to the International Secretariat of Emmaus and filed in the sender group.

For containers being sent to Latin America, the documents must be sent to the International Secretariat of Emmaus to be certified by the consulate or embassy of the destination country. The certified documents are sent to the recipient group by the shipping agent or International Secretariat.

“The contact person is also responsible for researching current retail prices of the goods that we receive and supervising the sale of these goods. S/he is also responsible for drafting and sending reports about the use made of the goods to the sender groups and International Secretariat of Emmaus.”

**ALDP - Burundi**

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**THE 8 STAGES OF RECEIVING AND MAKING USE OF A CONTAINER**

Just as for groups preparing containers, in the recipient group it is important to appoint someone or a group of people (from among the leaders, volunteers or companions) to be the first port of call for the International Secretariat of Emmaus and the sender group for matters related to the Container Programme.

1. Comply with the customs clearance formalities

Before the container arrives you need to make sure that the documents required at customs have arrived safely. The length and cost of the customs clearance procedure varies depending on the region and country where the recipient groups are located.

For groups in Latin America, additional procedures have to be followed on the container’s arrival to certify all the documents with the relevant authorities.

To get an idea of the formalities, costs and procedures involved, here, by way of example, is what happens in two recipient groups: one in Burkina Faso in Africa and the other in Peru in Latin America.

**Emmaus Piura, Peru**

The group receives the administrative documents three weeks before the container’s arrival. The APCI (Peruvian International Cooperation Agency) issues an entrance conformity certificate. The Emmaus group can then get in touch with a body that deals with customs clearance procedures. The group sends a nominal guarantee, signed by the president of Emmaus Piura, to SUNAT (the government tax office), which issues a DUA (a unique customs declaration) indicating acceptance of the guarantee. With this document the group can then go to the port to collect the container. Clearance through customs costs around 1,700 euros.

→ **If the documents are all properly filled in, the customs clearance procedures take one week.**

**Benebnooma, Burkina Faso**

At Benebnooma one member of the group is tasked with clearing the container through customs. Once the documents are received from the sender group, this person sends them to the shipping agent chosen. At the same time, the group submits an exemption application to the NGO monitoring directorate (a state institution which monitors the activities of organisations which benefit from exemptions) which delivers its verdict. The application is then forwarded to the customs agency which also delivers its verdict and then issues the documents authorising the group to collect the packages from the customs warehouse. Clearance through customs costs between 1,000 and 1,500 euros.

→ **To bear in mind: In the event of a delay with receiving the documents, the packages can be held up at customs. After 10 days of this, a daily fee of 115 euros is charged and storage costs can soon get out of hand.**
2. Hire a lorry

The group then needs to hire a lorry (costing 200 to 250 euros in the case of Emmaus Piura and 300 euros in the case of Benebnooma) to transport the container from the port to the community.

3. Inform the International Secretariat of Emmaus and the sender group

A confirmation of receipt form (appendix 5) should be filled in and sent to the sender group, with a copy sent to the International Secretariat, as soon as the container reaches the group.

4. Host a member of the sender group

Once the container is shipped, exchanges are often organised to allow the partners to get to know each other better and gain a better understanding of the groups’ need as well as to help the recipient group to make use of the goods received.

5. Unload

“Despite sending photos and reports describing what becomes of the containers received, it is also necessary to bring over a member of the sender group to see what is achieved with the funds raised from the sale of goods received in containers and to talk to the people who benefit from the initiative.”

ALDP - Burundi

“We prefer to receive bundles and boxes weighing no more than 30 kg as they are easier to handle, especially as most of the members of our community are women.”

Cuna Nazareth - Peru

“The goods received are used for solidarity initiatives, our equipment needs or are sold in our bric-a-brac store to raise funds to cover some of the group’s operating costs (salaries, allowances, utility bills, etc.).”

Benebnooma - Burkina Faso

6. Make use of the goods

In Peru, once the goods are received, the process of recording, storing and processing the merchandise gets underway: they are weighed and divided into goods to donate or be sold (winter clothes are given to people in the mountain villages and summer clothes are sold by the community). Items for sale are labelled by colour code and the best quality clothes are sold in the solidarity store.

In Burkina Faso the merchandise is processed with reference to the packing list. The articles are sorted, cleaned and repaired if necessary. The prices are set by the container management committee and the articles are put out for sale.

7. Sell or distribute the goods to communities in need or within the Emmaus group

The recipient group can sell the goods, donate them to the needy or indeed use the material for their own activities such as repairs or training.

8. Draft a report on the use made of the container

At the end of the whole distribution and sale process, the recipient group should draft a report using the Container Report form (appendix 6) and send it to the sender group with a copy sent to the International Secretariat of Emmaus.
IV. Golden rules

→ Make sure you comply strictly with the formalities and administrative documents
A container stuck in customs can incur high costs. Particular attention should be paid to the address, packing list, the total weight and the number of packages and, above all, respect deadlines!

→ Respect the timetable
Sending a container has to be planned well in advance and its contents carefully selected. Containers are therefore always impatiently awaited. The sender group has a moral obligation towards the recipient group to respect the undertakings made by the agreed date in order to avoid putting the recipient group in a difficult situation.

→ Suitable, good quality merchandise
Obtain lists sent by recipient groups to the International Secretariat of Emmaus to avoid sending “snow boots to Benin” - this really did happen!
Make sure that the list of all the items loaded into the container is exhaustive.

→ Provide feedback to the sender group and International Secretariat of Emmaus
Sender groups invest a great deal in the containers that they send to help groups most in need. They appreciate feedback about what becomes of the merchandise and which projects are financed thanks to the sale of that merchandise. This gives them tangible proof of the worthwhile nature of their efforts.

To find out more:
Consult and download other information documents about the Container Programme in the Emmaus members’ area of www.emmaus-international.org (username: intranet; password: 1949) as well as communications publications pertaining to this topic: the tam-tam no.44 and the Emmaus Postcard no.5.
**APPENDIX 1**
Specification sheets regarding administrative formalities: an example from the America region

**SPECIFICATIONS SHEET FOR EMMAUS MALDONADO**

- **Name of group:** Asociación Civil Comunitaria Emmaus Maldonado
- **Contact person:** Miguel Comero
- **Address:** Indígenas s/n entre Pasaje Bambú y Chimarrón – CP 20000 MALDONADO
- **Tel / Mobile:** 00 598 (42) 259 537 / 094 009 371
- **Fax:**
- **E-mail:** emmausmaldonado@adinet.com.uy or miquelcomero@yahoo.es

**INFORMATION REGARDING THE CONTAINER’S ARRIVAL**

- **Container’s port of arrival:** MONTVEDE
- **Contact details of the group responsible for clearing the container through customs:** Emmaus Maldonado
- **Contact person in the group:** Miguel Comero
- **Cost of clearing the container through customs:** USD 1,800 and USD 2,500

**Preferred / optimum time of year for receiving a container:**

- **January or July**

**Amount to indicate on the donation certificate for the ‘declared value of goods’:**

- **€ 2,500**

**Goods that are prohibited from being imported into the recipient country:**

- Medication

Please describe any potential difficulties of a political nature or other:

- The original documents must be received in time. Be aware that, once the container leaves, we have three weeks to carry out all the administrative formalities with the different authorities.

**List of goods requested by the group**

<table>
<thead>
<tr>
<th>Category</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clothing and household</td>
<td>Men, women and children’s clothes; winter, summer and all-season clothes of all sizes; sheets and duvet covers; blankets and towels.</td>
</tr>
</tbody>
</table>

**APPENDIX 2**
Specification sheets regarding administrative formalities: an example from the Africa region

**SPECIFICATIONS SHEET TO BE FILLED IN BY THE RECIPIENT GROUP**

- **Name of group:** ASSOCIATION PAG-LA-YIRI
- **Contact person:** Suzanne Ware
- **Address:** D9 BP 935 OUAGAOU 09
- **Tel / Mobile:** (00226) 50 36 84 00 / 70 11 80 43
- **Fax:**
- **E-mail:** saplayri@francetel.bf

**INFORMATION REGARDING THE CONTAINER’S ARRIVAL**

- **Container’s port of arrival:** Preferably the port of Lomé in Togo or the port of Abidjan in Côte d’Ivoire.
- **Contact details of the body responsible for clearing the container through customs:** SOUKI AIR CARGO SERVICES (SACS)
- **Contact person in this organisation (or group):** Mr Ouédraogo

**Cost of clearing the container through customs:**

- For a 40’ container: from 800,000 to 900,000 F CFA (1,120 to 1,370 euros)
- For a 20’ container: from 400,000 to 600,000 F CFA (760 to 915 euros)

**Preferred / optimum time of year for receiving a container:**

- **January to November**

**Amount to indicate on the donation certificate for the ‘declared value of goods’:**

- **2,500,000 F CFA maximum (3,800 euros)**

**Goods that are prohibited from being imported into the recipient country:**

- Weapons and chemical products

Please describe any potential difficulties of a political nature or other:

- Other difficulties: Many winter garments received (boots and coats) or objects with pieces missing have not sold in the past so please take care to refer to the list below.
### APPENDIX 3

List of shipping agents recommended by the International Secretariat of Emmaus

<table>
<thead>
<tr>
<th>Company</th>
<th>Contact Person</th>
<th>Tel.</th>
<th>Mobile</th>
<th>Fax</th>
<th>E-mail</th>
<th>Adress</th>
</tr>
</thead>
<tbody>
<tr>
<td>DHL DANZAS</td>
<td>Nicolas Brabet</td>
<td>+33 2 35 11 36 75</td>
<td><a href="mailto:nicolas.brabet@dhl.com">nicolas.brabet@dhl.com</a></td>
<td>Parc des Activités Kerguilloten, BP 22 - 56920 NOYAL PONTIVY (FRANCE)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Air et Océan</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:m.gaultier@sdv.com">m.gaultier@sdv.com</a></td>
<td>Parc du Pont de Normandie, Oudalle - BP 112 - 76051 LE HAVRE CEDEX (FRANCE)</td>
</tr>
<tr>
<td>Sdv</td>
<td>Jeremy Guihard</td>
<td>+33 2 35 11 36 75</td>
<td><a href="mailto:j.guihard@sdv.com">j.guihard@sdv.com</a></td>
<td>Parc du Pont de Normandie, Oudalle - BP 112 - 76051 LE HAVRE CEDEX (FRANCE)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. CHAPPIOT &amp; CIE SAS Transports Internationaux</td>
<td>Bruno Gaudin</td>
<td>+33 3 84 36 78 78</td>
<td></td>
<td></td>
<td><a href="mailto:m.gaultier@sdv.com">m.gaultier@sdv.com</a></td>
<td>Parc du Pont de Normandie, Oudalle - BP 112 - 76051 LE HAVRE CEDEX (FRANCE)</td>
</tr>
<tr>
<td>TSL TRANSPORTS SCORP INTERNATIONAL</td>
<td>Serge Coupet and Jean-Philippe Olive</td>
<td>+33 1 48 16 34 72</td>
<td></td>
<td></td>
<td><a href="mailto:s.bordillon@agromaritime.fr">s.bordillon@agromaritime.fr</a></td>
<td>BP 10238 - 95703 ROISSY CHARLES DE GAULLE (FRANCE)</td>
</tr>
<tr>
<td>SOMATRANS</td>
<td>Sandrine Bordillon</td>
<td>+33 4 78 79 59 85</td>
<td></td>
<td></td>
<td><a href="mailto:s.bordillon@agromaritime.fr">s.bordillon@agromaritime.fr</a></td>
<td>Uusi porvoontie 698, 01120 VÄSTERSKOG (FINLAND)</td>
</tr>
<tr>
<td>STRADAG</td>
<td>Nathalie Boulain and Nicolas Badre</td>
<td>+33 2 22 10 06 60</td>
<td></td>
<td></td>
<td><a href="mailto:s.boulain@agromaritime.fr">s.boulain@agromaritime.fr</a></td>
<td>Sea Department - Via Pasubio 16/18, 36051 Creazzo (Vicenza) (ITALY)</td>
</tr>
<tr>
<td>REIGHTS SERVICE RAILWAYS AND MARITIME CARGO LTD</td>
<td>Stefano Dalla Bona</td>
<td>+39 044 226 112</td>
<td></td>
<td></td>
<td>+39 044 226 112</td>
<td>36051 Creazzo (Vicenza) (ITALY)</td>
</tr>
</tbody>
</table>

### List of goods requested by the group

<table>
<thead>
<tr>
<th>Category</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Furniture</td>
<td>beds, chairs, sofas, dressers, wardrobes (if flat-pack, please number the sections), office / lounge furniture, etc.</td>
</tr>
<tr>
<td>Small domestic appliances</td>
<td>food processors, kettles, hairdryers, irons, lamps, etc.</td>
</tr>
<tr>
<td>Large domestic appliances</td>
<td>gas cookers, fridges, freezers, fans, etc.</td>
</tr>
<tr>
<td>Crockery, kitchen utensils and knick-knacks</td>
<td>crockery and kitchen utensils of all kinds, knick-knacks</td>
</tr>
<tr>
<td>Televisions / Hi-fi</td>
<td>televisions, video players, etc.</td>
</tr>
<tr>
<td>I.T. equipment and telephones</td>
<td>computers, mobile phones, photocopiers, printers, etc.</td>
</tr>
<tr>
<td>Clothing and shoes</td>
<td>men, women and children’s clothes; winter/summer clothes; clothes for babies and children aged 3 to 10 and adult clothes in L, XL or XXL sizes; children’s shoes: sizes 22 to 35; men and women’s shoes: sizes 38 to 44</td>
</tr>
<tr>
<td>Games and toys</td>
<td>Soft toys, toy cars, remote control planes and helicopters, robotics, dolls, educational toys, etc.</td>
</tr>
<tr>
<td>Books</td>
<td>school textbooks in French, novels, comics, dictionaries etc.</td>
</tr>
<tr>
<td>School equipment</td>
<td>exercise books, notebooks, pens, pencils, rubber, erasers, pencil sharpeners, colouring pencils, folders, desks, etc.</td>
</tr>
<tr>
<td>Medical equipment</td>
<td>crutches, wheelchairs, electronic tonometers, electronic thermometers, etc.</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>bags, suitcases, bikes, trunks, moving tools (gloves, boots), haberdashery, rolls of fabric, complete toilets, sinks, tiles (for walls and floors), carpets and rugs, mattresses, picture frames, etc.</td>
</tr>
</tbody>
</table>
APPENDIX 4
Examples of documents to send to the recipient group.

Donation Certificate

(On the sender group’s headed paper)

DONATION CERTIFICATE

TO WHOM IT MAY CONCERN

The ------------------ Emmaus community certifies that it has donated the material described in the attached packing list to (name of recipient group).
The purpose of this donation is to help and support the projects carried out by (name of recipient group) and its objective is strictly humanitarian.
This material has a symbolic retail price as it is solely made up of clothes donated by Emmaus groups.
Non-commercial value for customs purposes: ------ € (do not put too high a sum: between 2000 and 3000 euros)

Place: ...
Date: ....

Signature + stamp of the sender group

Packing list

(On the sender group’s headed paper)

PACKING LIST

Container number:
Seal number:
Departure: (address of sender group)
Recipient: (address of recipient group)
Contains:
- (number of bundles/boxes/bags) of second-hand clothes
- (number of bundles/boxes/bags) of second-hand shoes

With an approximate weight of: (number of kg)

Place: ....
Date: ....

Organization’s signature + stamp
Electronic cargo tracking note

Original Bill of Lading
CONTAINER CONFIRMATION OF RECEIPT FORM

To be sent back to the sender group:
Fax number:
or e-mail address:

+ a copy to the International Secretariat of Emmaus:
Fax number: +33 (0) 1 48 18 79 88
or e-mail address: p.defense.ca@emmaus-international.org

+ a copy to the Container Information and Action Group (GIAC):
Fax number:
or e-mail address:

Sender group: __________________________________________________

Recipient group: __________________________________________________

Container / Seal number: ____________________________________________

Expected arrival date: _____________________________________________

Actual date of arrival in port: _______________________________________

Date of delivery in the group: _______________________________________

Problems encountered on arrival in port: YES □ NO □

If so, what problems? ........................................................................

Problems encountered with:

• Unloading: YES □ NO □

If so, what problems? ........................................................................

• Storing the goods: YES □ NO □

If so, what problems? ........................................................................

COMMENTS AND OBSERVATIONS
(customs clearance costs, incomplete load, broken material, issues with the quality of the contents, etc.)

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

PLANS for using the container’s contents:
### Container Feedback Report

**Goods Stored in the Warehouse**

<table>
<thead>
<tr>
<th>RECEIVED FROM</th>
<th>Bouglval, France</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE OF ARRIVAL</td>
<td>13 June 2007</td>
</tr>
<tr>
<td>CONTENTS</td>
<td>Clothing, shoes and toys</td>
</tr>
<tr>
<td>TOTAL WEIGHT</td>
<td>12,340 kg</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>QUANTITY (bundles, boxes)</th>
<th>DESCRIPTION OF GOODS</th>
<th>WEIGHT (kg)</th>
</tr>
</thead>
<tbody>
<tr>
<td>85 bundles</td>
<td>Clothes</td>
<td>10224</td>
</tr>
<tr>
<td>28 boxes</td>
<td>Shoes</td>
<td>2280</td>
</tr>
<tr>
<td>12 boxes</td>
<td>Toys</td>
<td>836</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>12340</td>
</tr>
</tbody>
</table>

**Income Generated from the Sale of the Container Contents**

<table>
<thead>
<tr>
<th>RECEIVED FROM</th>
<th>Bouglval, France</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE OF ARRIVAL</td>
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<tr>
<td>CONTENTS</td>
<td>Clothing, shoes and toys</td>
</tr>
<tr>
<td>TOTAL WEIGHT</td>
<td>12,340 kg</td>
</tr>
</tbody>
</table>

**NATIONAL CURRENCY**

<table>
<thead>
<tr>
<th>DATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>20/06/2007</td>
<td>850</td>
</tr>
<tr>
<td>25/06/2007</td>
<td>1200</td>
</tr>
<tr>
<td>30/06/2007</td>
<td>920</td>
</tr>
<tr>
<td>04/07/2007</td>
<td>2000</td>
</tr>
<tr>
<td>06/07/2007</td>
<td>1320</td>
</tr>
<tr>
<td>12/07/2007</td>
<td>1400</td>
</tr>
<tr>
<td>15/07/2007</td>
<td>2430</td>
</tr>
<tr>
<td>18/07/2007</td>
<td>2100</td>
</tr>
<tr>
<td>TOTAL</td>
<td>12240</td>
</tr>
</tbody>
</table>

**Financial Summary**

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>INCOME</td>
<td>12220</td>
</tr>
<tr>
<td>EXPENSES</td>
<td>12220</td>
</tr>
<tr>
<td>BALANCE</td>
<td>0</td>
</tr>
</tbody>
</table>

Approximate donation value: 1650 soles

### Miscellaneous Expenses

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Setting up a carpentry workshop</td>
<td>1220</td>
</tr>
<tr>
<td>Property tax</td>
<td>450</td>
</tr>
<tr>
<td>Publicity</td>
<td>470</td>
</tr>
</tbody>
</table>

**Total in National Currency** = 12220
**Total in Euros** = 3055

### Container-Related Expenditure

<table>
<thead>
<tr>
<th>RECEIVED FROM</th>
<th>Bouglval, France</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE OF ARRIVAL</td>
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<td>Clothing, shoes and toys</td>
</tr>
<tr>
<td>TOTAL WEIGHT</td>
<td>12,340 kg</td>
</tr>
</tbody>
</table>

**NATIONAL CURRENCY**

<table>
<thead>
<tr>
<th>EXPENDITURE BREAKDOWN</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customs clearance formalities</td>
<td>540</td>
</tr>
<tr>
<td>Cost of storage in port</td>
<td>980</td>
</tr>
<tr>
<td>Customs agency</td>
<td>670</td>
</tr>
</tbody>
</table>

**Investment in Social Initiatives**

- School: 1450
- Health: 2650
- House construction: 2780

### Container Donations

<table>
<thead>
<tr>
<th>DATE</th>
<th>BENEFICIARY ORGANISATION</th>
<th>LOCATION</th>
<th>ARTICLES</th>
<th>APPROX WEIGHT</th>
<th>BENEFICIARY FAMILIES</th>
<th>APPROX VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>20/06/2003</td>
<td>Rural women’s association</td>
<td>Patac</td>
<td>Clothing</td>
<td>510 kg</td>
<td>35</td>
<td>790</td>
</tr>
<tr>
<td>27/06/2003</td>
<td>Neighborhood community centre</td>
<td>Estella</td>
<td>Clothing and shoes</td>
<td>302 kg</td>
<td>90</td>
<td>500</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td>812 kg</td>
<td>125</td>
<td>1456</td>
</tr>
</tbody>
</table>

Comments (difficulties encountered, impact, etc.)
APPENDIX 7
List and duties of the members of the Container Information and Action Group (GIAC)

<table>
<thead>
<tr>
<th>WCPIAS / Board members</th>
<th>Reference People</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFRICA</td>
<td></td>
</tr>
<tr>
<td>Koné Nantegue</td>
<td>BENIN: Justine Michayi</td>
</tr>
<tr>
<td></td>
<td>BURKINA FASO: Mahamady Sawadogo</td>
</tr>
<tr>
<td></td>
<td>BURUNDI: Anaclet Katumbulu</td>
</tr>
<tr>
<td></td>
<td>Kitungano</td>
</tr>
<tr>
<td></td>
<td>CAMEROON: Martin Hoth-Guechot</td>
</tr>
<tr>
<td></td>
<td>CÔTE D’IVOIRE: Koné Nantegue</td>
</tr>
<tr>
<td></td>
<td>MADAGASCAR: Pascal Rajerison</td>
</tr>
<tr>
<td></td>
<td>DRC: Jean Busogi Ntibabaza</td>
</tr>
<tr>
<td>AMERICA</td>
<td></td>
</tr>
<tr>
<td>Juan Melquiades</td>
<td>ARGENTINA: Belén Martinez</td>
</tr>
<tr>
<td></td>
<td>PERU: Dany Fiestas</td>
</tr>
<tr>
<td></td>
<td>URUGUAY: Maria Margarita</td>
</tr>
<tr>
<td></td>
<td>Marino Morales</td>
</tr>
<tr>
<td></td>
<td>COLOMBIA: Gloria Zuluaga</td>
</tr>
<tr>
<td>EUROPE</td>
<td></td>
</tr>
<tr>
<td>Willi Does</td>
<td>Countries that send containers</td>
</tr>
<tr>
<td></td>
<td>GERMANY: Willi Does</td>
</tr>
<tr>
<td></td>
<td>SPAIN: José María García Bresco</td>
</tr>
<tr>
<td></td>
<td>FINLAND: Marguerita Ziliacus</td>
</tr>
<tr>
<td></td>
<td>FRANCE: Claudine Gras</td>
</tr>
<tr>
<td></td>
<td>ITALY: Silvana Nogarole</td>
</tr>
<tr>
<td></td>
<td>SWITZERLAND: Gerard Corpataux</td>
</tr>
</tbody>
</table>

The GIAC is a “watchdog”, made up of national and regional reference people who are responsible for gathering information from the groups participating in the Container Programme. They then pass that information on to the Solidarity Department at Emmaus International as regularly as possible in order to allow the Secretariat to keep the groups sending and receiving containers as well informed as possible.

The role of the GIAC members: Within the framework of the regional policies set out, and in co-ordination with the Solidarity Department at the International Secretariat of Emmaus, this workgroup is tasked with the following missions:

- Monitoring and analysing the economic and structural developments related to containers;
- Sharing information on a permanent basis about regulations regarding the shipment of material and possible special dispensations;
- National coordination of the Container Programme, including ongoing information and contact with the grassroots groups;
- Monitoring the quality of the goods sent;
- Follow-up / assessment of the objectives in terms of bringing about social change and achieving self-sufficiency through these activities;
- Keeping track of the latest developments in terms of products that can or cannot be exported and imported, and the legal documents for shipping and customs clearance at arrival;
- Liaising and organising national and regional coordination.

This group is made up of and led by one member of the World Council on Political Action and International Solidarity or of the Board from each region, supported by one representative per recipient country and one per sending country taking part in this programme.
Emmaus International: a world based on solidarity built by the hard work and commitment of those living on the margins of society

As Abbé Pierre’s sole legatee, Emmaus International is a secular solidarity movement that has been targeting the causes of exclusion since 1971. What does it fight for? Allowing the most underprivileged to take back control of their own lives by helping others. From India to Poland, via Peru or Benin, the Emmaus Movement has more than 300 member organisations in 36 countries that develop economic activities and solidarity with the poorest in society. Their activities range from combating waste by collecting and recycling secondhand goods, producing handicrafts, and organic farming to helping street children, and providing microcredit. Present in the four corners of the world, these organisations work together to combine their efforts and establish ties of solidarity.

Rejecting the idea of access to fundamental rights being a privilege, Emmaus International unites its members around practical, tangible achievements and political programmes. At the heart of this commitment is the Movement’s collective work on five priority programmes: access to water, access to health, ethical finance, education and migrants’ rights.

Through their daily work dealing with the social reality, and through their collective commitments, the Emmaus groups set an example worldwide of the viability of a society and economic model founded on solidarity and ethical values.