

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!

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# The Container Programme

SHARING RESOURCES IN THE EMMAUS WAY



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## 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.

***“In 2009/2010, 47 containers were sent from Europe: 40 to countries in Africa and 7 to countries in Latin America.”***

*“The sending of containers is based on the essential value of sharing that has underpinned Emmaus since its creation: the spirit of ‘people give to us and we in turn give to others’. A major benefit of our container initiative lies in the ability of our local Emmaus groups to work together to fill a container. By embarking on this joint venture we strengthen our ties and, at a time when many groups are leaning towards looking out for themselves, this is important.”* Emmaus Angoulême - France



***“For us, as a sender group, a container is a way of getting everyone involved, much more so than by sending money. Plus, by forging direct ties, it is also a way of giving solidarity a human face.”***

*Emmaus Åland - Finland*

***“In our group this has allowed us to foster a greater feeling of belonging to the Emmaus International Movement for those people who do not work directly on the social programmes or solidarity initiatives.”***

*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*

## 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.

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.



## 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 projects of an economic and social nature and covering some of the operating costs. The goods are put on sale in different ways, such as the opportunity for individuals to buy entire bundles of clothes to sell them on in markets and thereby earn their own modest living. Also, in many cases, the goods are distributed directly to deprived communities.

→ **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."*

*SEMUS - Burkina Faso*

*"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."*

*Emmaus Pahou - Benin*

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

*CAJED - Democratic Republic of the Congo*

*"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 Angoulême - France*

## 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).

### SPOTLIGHT ON...

**Peru, June 2010.** A container is sent from the Bougival community in France to the Piura community. Clothes in particular are much sought after: they are donated to isolated mountain communities. For the goods that can be sold in the second-hand store, the funds raised make it possible to run social initiatives such as adult education classes, a training workshop, a nursery school, games library and rehabilitation centre for people with disabilities.

### 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

#### 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.

*"In order to avoid wasting time, packages are prepared in advance – small, big, soft and rigid packages."*

*Emmaus Rivera - Switzerland*

*"We only have experience of preparing containers with several other communities. Usually it takes us three months to prepare a container. Each community brings the equivalent of a lorry-load of material. The difficulty lies in the quality of the packing and in choosing the right goods. Once the material is delivered to the loading area the groups involved are invited to come to our community to take part in the loading. Loading takes around three hours."*

*Emmaus Angoulême - France*

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 overruns 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.



## 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

## 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



## 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.

*“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*

## 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](http://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.

### WHAT IS THE GIAC (CONTAINER INFORMATION AND ACTION GROUP)?

The Container Information and Action Group - known as the GIAC - made up of the National Delegates from every country that sends or receives containers, is responsible for collecting information about the administrative formalities in each country. This valuable source of information is at your disposal. In appendix 7 you can find the list of GIAC members.

# APPENDICES

- SPECIFICATION SHEETS REGARDING ADMINISTRATIVE FORMALITIES
- LIST OF SHIPPING AGENTS RECOMMENDED BY THE INTERNATIONAL SECRETARIAT OF EMMAUS
- DONATION CERTIFICATE
- PACKING LIST
- ELECTRONIC CARGO TRACKING NOTE
- ORIGINAL BILL OF LADING
- CONTAINER CONFIRMATION OF RECEIPT FORM
- CONTAINER FEEDBACK REPORT
- LIST AND DUTIES OF THE MEMBERS OF THE GIAC



## APPENDIX 1

Specification sheets regarding administrative formalities: an example from the America region

SPECIFICATIONS SHEET FOR EMMAUS MALDONADO					
<p><b>Name of group:</b> Asociación Civil Comunidad Emaús Maldonado  <b>Contact person:</b> Miguel Cornero  <b>Address:</b> Indígenas s/n entre Pasaje Bambú y Cimarrón – CP 20000 MALDONADO  <b>Tel / Mobile:</b> 00 598 (42) 250 537 / 094 009 371  <b>Fax:</b>  <b>E-mail:</b> <a href="mailto:emausmaldonado@adinet.com.uy">emausmaldonado@adinet.com.uy</a> or <a href="mailto:miguelcornero@yahoo.es">miguelcornero@yahoo.es</a></p>					
INFORMATION REGARDING THE CONTAINER'S ARRIVAL					
<p><b>Container's port of arrival:</b> MONTEVIDEO</p> <p><b>Contact details of the group responsible for clearing the container through customs:</b> Emmaus Maldonado</p> <p><b>Contact person in the group:</b> Miguel Cornero</p> <p><b>Cost of clearing the container through customs:</b> USD 1,800 and USD 2,500</p>					
<p><b>Preferred / optimum time of year for receiving a container:</b></p> <p style="text-align: center;">January or July</p> <p><b>Amount to indicate on the donation certificate for the 'declared value of goods':</b></p> <p style="text-align: center;">€ 2,500</p> <p><b>Goods that are prohibited from being imported into the recipient country:</b></p> <p style="text-align: center;">Medication</p>					
<p><b>Please describe any potential difficulties of a political nature or other</b></p> <p><i>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).</i></p>					
<p style="text-align: center;"><b>List of goods requested by the group</b></p> <table border="1"> <thead> <tr> <th>Category</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>Clothing and household linen</td> <td>Men, women and children's clothes; winter, summer and all-season clothes of all sizes; sheets and duvet covers, pillowcases and towels.</td> </tr> </tbody> </table>		Category	Details	Clothing and household linen	Men, women and children's clothes; winter, summer and all-season clothes of all sizes; sheets and duvet covers, pillowcases and towels.
Category	Details				
Clothing and household linen	Men, women and children's clothes; winter, summer and all-season clothes of all sizes; sheets and duvet covers, pillowcases and towels.				

## APPENDIX 2

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

SPECIFICATIONS SHEET TO BE FILLED IN BY THE RECIPIENT GROUP
<p><b>Name of group:</b> ASSOCIATION PAG-LA-YIRI  <b>Contact person:</b> Suzanne Ware  <b>Address:</b> 09 BP 335 Ouagadougou 09  <b>Tel / Mobile:</b> (00226) 50 36 34 00 / 70 11 80 43  <b>Fax:</b> -  <b>E-mail:</b> <a href="mailto:paglayiri@fasonet.bf">paglayiri@fasonet.bf</a></p>
INFORMATION REGARDING THE CONTAINER'S ARRIVAL
<p><b>Container's port of arrival:</b> Preferably the port of Lomé in Togo or the port of Abidjan in Côte d'Ivoire.</p> <p><b>Contact details of the body responsible for clearing the container through customs:</b> SOUIKI AIR CARGO SERVICES (SACS).</p> <p><b>Contact person in this organisation (or group):</b> Mr Ouedraogo</p> <p><b>Cost of clearing the container through customs:</b>  For a 40' container: from 800,000 to 900,000 FCFA (1,220 to 1,370 euros)  For a 20' container: from 500,000 to 600,000 F CFA (760 to 915 euros)</p>
<p><b>Preferred / optimum time of year for receiving a container:</b></p> <p style="text-align: center;">January to November</p> <p><b>Amount to indicate on the donation certificate for the 'declared value of goods':</b></p> <p style="text-align: center;">2,500,000 F CFA maximum (3,800 euros)</p> <p><b>Goods that are prohibited from being imported into the recipient country:</b></p> <p style="text-align: center;">Weapons and chemical products</p>
<p><b>Please describe any potential difficulties of a political nature or other</b></p> <p>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.</p>

## APPENDIX 2 - (CONT.)

List of goods requested by the group (see the examples below)	
Category	Details
Furniture	beds, chairs, sofas, dressers, wardrobes (if flat-pack, please number the sections), office / lounge furniture, etc.
Small domestic appliances	food processors, kettles, hairdryers, irons, lamps, etc.
Large domestic appliances	gas cookers, fridges, freezers, fans, etc.
Crockery, kitchen utensils and knick-knacks	crockery and kitchen utensils of all kinds, knick-knacks
Televisions / hi-fis	televisions, video players, etc.
I.T. equipment and telephones	computers, mobile phones, photocopiers, printers, etc.
Clothing and shoes	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
Games and toys	Soft toys, toy cars, remote control planes and helicopters, robots, dolls, educational toys, etc.
Books	school textbooks in French, novels, comics, dictionaries etc.
School equipment	exercise books, notepads, pens, pencils, rubbers, set-squares, pencil sharpeners, colouring pencils, folders, desks etc.
Medical equipment	crutches, wheelchairs, electronic tensiometers, electronic thermometers, etc.
Miscellaneous	bags, suitcases, bikes, trunks, farming tools (gloves, boots), haberdashery, rolls of fabric, complete toilets, sinks, tiles (for walls and floors), carpets and rugs, mattresses, picture frames, etc.

## APPENDIX 3

List of shipping agents recommended by the International Secretariat of Emmaus

SHIPPING AGENTS					
Company	Contact person	Tel / Mobile	Fax	E-mail	Address
<b>DHL DANZAS</b> <i>Air et Océan</i>	Nicolas Basset	+33 2 97 38 24 24 (Direct line)	+33 2 97 98 23 94	nicolas.basset@dhl.com	Parc d'Activités Kerguiloten BP 22 - 56920 NOVAL PONTIVY (FRANCE)
<b>SDV</b>	Jeremy Guihard Manuela Gaultier	+33 2 35 11 36 75		j.guihard@sdv.com m.gaultier@sdv.com	Parc du Pont de Normandie Oudalle - BP 112 76051 LE HAVRE CEDEX (FRANCE)
<b>A. CHARPIOT &amp; CIE SAS</b> Transports Internationaux	Bruno	+33 3 84 36 78 78	+33 3 84 36 78 61	export.delle@charpiot.com	183 bis Av. du Général Leclerc 90100 DELLE (FRANCE)
<b>TSI - TRANS SCORP INTERNATIONAL</b>	Serge Coupet and Jean-Philippe Olive	+33 1 48 16 34 72	+33 1 48 16 32 12	sergecoupet@tscorpi.com	8 rue du Cercle BP10238 - 95703 ROISSY CHARLES DE GAULLE (FRANCE)
<b>SOMATRANS</b>	Sandrine Bordillon	+33 4 78 79 59 85	+33 4 72 04 62 46	s.bordillon@somatrans.fr	
<b>STRALOG</b>	Nathalie Boivin and Nicolas Chabriel	+33 2 32 74 08 60 Nicolas: Mob.: +33 6 82 23 28 99 Direct line: +33 3 88 97 10 85	+33 2 35 19 94 92	n.boivin@stralog.fr n.chabriel@stralog.fr maritime@stralog.fr	Département Maritime BP 133 76051 LE HAVRE CEDEX (FRANCE)
<b>FREIGHTSERVICE RAILAKARI OY CARGO OY AND RAILAKARI CARGO OY</b>		+358 50 505 5539	+358 9 27091 685		Uusi porvoontie 698 01120 VÄSTERKOG (FINLAND)
<b>TIMAT Service S.r.l.</b>	Stefano Dalla Bona	+39 0444 226112	+39 0444 226161	stefano@timat.it Skype: stefano.dallabona	Sea Department - Via Pasubio 16/18 36051 Creazzo (Vicenza) (ITALY)

## 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: ...

*Organisation's signature + stamp*

## Electronic cargo tracking note

13/08 2010 13 07 FAX 05 45 57 12 77 ENNAUS LA COURONNE 00007/0004



**Bureau Electronique de Suivi des Cargaisons (BESC)**  
Capit  
Réceptionnaire

N° 13634

via\_scp@mael.com

Expéditeur ou Destinataire: ASSOCIATION PAS-LA-YRI 21 RUE DES COMPAGNONS D'EMMAUS 44000 LA COURONNE FRANCE	N° du Carnet: FR327675 Destinataire: Civil and Freight Valeur de la marchandise: EUR 4000
Expéditeur ou Destinataire: ASSOCIATION PAS-LA-YRI 21 RUE DES COMPAGNONS D'EMMAUS 44000 LA COURONNE FRANCE	N° d'enregistrement: FR101-13634-07 Ports: France, 7000 La Havre Caudebec Date: 13/08/2010 11:07:28 AM AGENT CBC Agence France

Nom: DONA TRADES Transitaire: DELMAS 1 Quai Colbert BP 7007V 76000 La Havre Cedex France	Port de Chargement: BURKINA FASO Port de Débarquement: LE HAVRE Pays de Provenance: FRANCE Destination - Finalité: BURKINA FASO	N° de chargement: FR101-13634-07 Ports: France, 7000 La Havre Caudebec Date: 13/08/2010 11:07:28 AM AGENT CBC Agence France
--	--	---

Conditionnement: 120 COILS DE FILS HUMAIN (AUBES)

Realiser:	0
Continuer:	1

Rec:	Prige:	Poids Brut (t)	Valeur (€)	Fret Maritime
WT:	0	0		2100 EUR
MT:	1	0		
AMT:	0	0		

Via: Total Fret Maritime: 2100 EUR

Charges: Total des frais supplémentaires: 160 EUR

Total Fret et Frais: 2260 EUR

Imprimé par: SUV 1176 Le: 13/08/2010 14:02:39 PM	Pour le compte du CBC Verifié et Approuvé par: BDMV	Récus à la douane Française Déclaration N° Déclaré le:
---	---	--

## Original Bill of Lading

Fax émis par : 33 232180340 SBU LI COM COMPLETS 13-08-10 11:13 Pg: 1/1

Page 1 de 1

SHIPPER  
ASSOCIATION BMAUS ANGOULEME  
21 RUE DES COMPAGNONS D'EMMAUS  
44000 LA COURONNE  
FRANCE

ORIGINAL  
BILL OF LADING

VOYAGE NUMBER  
ACM TRDEL  
BILL OF LADING NUMBER  
FR229072

CONSIGNEUR  
ASSOCIATION PAS-LA-YRI  
BP 333  
OUAGADOUGOU 08  
BURKINA FASO

EXPORT REFERENCES  
BAP7334

DELMAS  
SERVICE - ATLANTIQUE

NOTIFY PARTY: Carrier not to be responsible for failure to notify  
1/ SDV LOME / TOGO  
2/ ASSOCIATION PAS-LA-YRI  
4027340  
OUAGADOUGOU 08  
BURKINA FASO

PRE CARRIAGE BY	PLACE OF RECEIPT	FREIGHT TO BE PAID AT	NUMBER OF ORIGINAL BILLS OF LADING
OCEAN VESSEL	LA COURONNE - FR	LE HAVRE	THREE (3)
DETAILED TRADE	BAISENS, IS	LOME	OUAGADOUGOU
MARKS AND NOS (CONTENTS AND GROSS WEIGHT)	NO AND NOS (NO PACKAGES)	DESCRIPTION OF PACKAGES AND GOODS AS STATED BY SHIPPER (DIMENSIONS, WEIGHT AND QUANTITY)	GROSS WEIGHT CARGO
			TARE MEASUREMENT
			KGS KGS CBM

CHARGES  
SEAL 3420154

1 x 40HC STRONG CORRUGATED  
320 COILS OF HUMAN FIBRE  
BESC N° 13634  
FRET PAYABLE AU DEPART

19000.000 3900

Shipped on Board ONK SHIPPER 10-JUL-2010 (CM COM AGENCES FRANCE)  
SAP Agents for the Carrier

DELMAS

Weight in Kgs Total 1 CONTAINER(S) Sheet 1 of 1 19000.000 3900

ABOVE PARTICULARS DECLARED BY SHIPPER. CARRIER NOT RESPONSIBLE.

ADDITIONAL CLAUSES

FOURTE  
- ROAD CARRIER FOR BURKINA FASO RISKABLE AT DESTINATION  
- THIS CARRIER IS NOT RESPONSIBLE FOR MISSING OR INCORRECT CARGO TRACKING  
- THIS AND THE RESPONSIBILITY REMAINS WITH THE SHIPPER  
- FROM UNDER FACILITY TO ON TRUCK ROAD TERMINAL, ROAD TERMINAL FEES NOT  
INCLUDED, NOT CLEANED, NOT DISCHARGED, NOT UNSTUFFED, TALES OUTRA NOT PAID  
- TO BE DELIVERED TO THE CARRIER PREVIOUSLY STUFFED, CLOSED AND SEALED BY  
SHIPPER, CARRIER MAKING NO REASONABLE MEANS OF VERIFYING THE CARGO  
- DOES NOT GUARANTEE WEIGHT, STOW, LOAD, COUNT, CONDITION, QUALITY EXCEPT AS  
- STATED IN THE ORIGINAL BILL OF LADING WHICH ARE BASED ON SHIPPER'S DECLARATION AND ARE  
- MERELY STATED FOR CUSTOMER PURPOSES.

Notified by the Carrier that the charges of loading, unloading, tallying, stowage, securing, tallying, unloading, and other duties are the responsibility of the shipper and not the carrier's responsibility. The carrier is not responsible for any loss or damage to the cargo or for any delay in the cargo's arrival at the destination. The carrier is not responsible for any loss or damage to the cargo or for any delay in the cargo's arrival at the destination. The carrier is not responsible for any loss or damage to the cargo or for any delay in the cargo's arrival at the destination.

PLACE AND DATE OF ISSUE - LE HAVRE 18 JUL 2010 Signed as agent only for DELMAS SAS, the Carrier by CMA CGM AGENCES FRANCE SAS

SIGNED FOR THE SHIPPER

NOT NEGOTIABLE UNLESS THIS DOCUMENT IS USED AS A COMBINED TRANSPORT BILL OF LADING

APPENDIX 5

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.dafonseca@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:

## APPENDIX 6

## CONTAINER FEEDBACK REPORT

GOODS STORED IN THE WAREHOUSE		
RECEIVED FROM	Bougival, France	
DATE OF ARRIVAL	13 June 2007	
CONTENTS	Clothing, shoes and toys	
TOTAL WEIGHT	12,340 kg	
<b>QUANTITY (bundles, boxes)</b>	<b>DESCRIPTION OF GOODS</b>	<b>WEIGHT (kg)</b>
85 bundles	Clothes	10224
23 boxes	Shoes	1280
12 boxes	Toys	836
	<b>TOTAL</b>	<b>12340</b>

INCOME GENERATED FROM THE SALE OF THE CONTAINER CONTENTS		
RECEIVED FROM	Bougival, France	
DATE OF ARRIVAL	13 June 2007	
CONTENTS	Clothing, shoes and toys	
TOTAL WEIGHT	12,340 kg	
NATIONAL CURRENCY		
<b>DATE</b>	<b>AMOUNT</b>	
20/06/2007		850
25/06/2007		1200
30/06/2007		920
04/07/2007		2000
08/07/2007		1320
12/07/2007		1400
15/07/2007		2430
18/07/2007		2100
<b>TOTAL IN NATIONAL CURRENCY</b>		<b>12220</b>
<b>TOTAL IN EUROS</b>		<b>3055</b>

CONTAINER-RELATED EXPENDITURE		
RECEIVED FROM	Bougival, France	
DATE OF ARRIVAL	13 June 2007	
CONTENTS	Clothing, shoes and toys	
TOTAL WEIGHT	12,340 kg	
NATIONAL CURRENCY		
<b>EXPENDITURE BREAKDOWN</b>	<b>AMOUNT</b>	
CUSTOMS CLEARANCE FORMALITIES		
Cost of storage in port		540
Customs agency		980
Transport of the container		670
INVESTMENT IN SOCIAL INITIATIVES		
School		1450
Health		3660
House construction		2780

MISCELLANEOUS EXPENSES	
Setting up a carpentry workshop	1220
Property tax	450
Publicity	470
<b>TOTAL IN NATIONAL CURRENCY</b>	<b>12220</b>
<b>TOTAL IN EUROS</b>	<b>3055</b>

SUMMARY	
RECEIVED FROM	Bougival, France
DATE OF ARRIVAL	13 June 2007
CONTENTS	Clothing, shoes and toys
TOTAL WEIGHT	12,340 kg
<b>USE</b>	<b>WEIGHT (kg)</b>
Sold	8900
Internal use	870
Donations	2570
<b>TOTAL</b>	<b>12340</b>
FINANCIAL SUMMARY	
<b>DESCRIPTION</b>	<b>AMOUNT</b>
INCOME	12220
EXPENSES	12220
BALANCE	0
<b>Approximate donation value: 1650 soles</b>	

CONTAINER DONATIONS						
RECEIVED FROM	Bougival, France					
DATE OF ARRIVAL	13 June 2007					
CONTENTS	Clothing, shoes and toys					
TOTAL WEIGHT	12,340 kg					
<b>DATE</b>	<b>BENEFICIARY ORGANISATION</b>	<b>LOCATION</b>	<b>ARTICLES</b>	<b>APPROX WEIGHT</b>	<b>BENEFICIARY FAMILIES</b>	<b>APPROX VALUE</b>
20/06/2008	Rural women's association	Païta	Clothes	450 kg	85	750
22/06/2008	Neighbourhood community canteen	Castilla	Clothing and shoes	520 kg	90	900
	<b>TOTAL</b>			970 kg	175	1650

Comments (difficulties encountered, impact, etc.)

## APPENDIX 7

List and duties of the members of the Container Information and Action Group (GIAC)

	WCPAIS / Board members	Reference People
<b>AFRICA</b>	Koné Nantegue	BENIN: Justine Michayi BURKINA FASO: Mahamady Sawadogo BURUNDI: Anaclet Katumbulu Kitungano CAMEROON: Martin Hoth-Guechot CÔTE D'IVOIRE: Koné Nantegue MADAGASCAR: Pascal Rajerison DRC: Jean Busogi Ntibabaza
<b>AMERICA</b>	Juan Melquiades	ARGENTINA: Belén Martínez PERU: Dany Fiestas URUGUAY: Maria Margarita Marino Morales COLOMBIA: Gloria Zuluaga
<b>EUROPE</b>	Willi Does	Countries that send containers GERMANY: Willi Does SPAIN: José Maria Garcia Bresó FINLAND: Marguerita Ziliacus FRANCE: Claudine Gras ITALY: Silvana Nogarole SWITZERLAND: Gerard Corpataux  Countries that receive containers POLAND: Jacek Drazek et Hajduk Gregoz ROMANIA: Gelu Nichitel

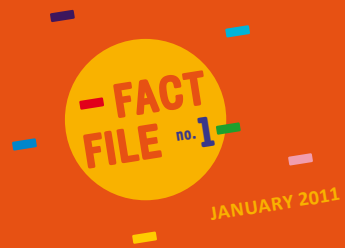
The GIAC is a “**watchdog**”, made up of **national and regional reference people** who are responsible for gathering information from the groups participating in the Container Programme. They then pass that information on to the Solidarity Department at Emmaus International as regularly as possible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





## CONTENTS

P.03 → Why send a container?

P.04 → Why receive a container?

P.05 → The journey of a container

- The 10 stages of preparing and sending a container
- The 8 stages of receiving and making use of a container

P.14 → Golden rules

P.15 → Appendices

## Find out all about Emmaus International

→ [www.emmaus-international.org](http://www.emmaus-international.org)

→ ONLINE EMMAUS MEMBERS' AREA

Username: **intranet** / Password: **1949**



## 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.