

GUIDELINES FOR DONATIONS TO HAITI

1. Objective

The purpose of this paper is to **provide guidance for governments, commercial enterprises, NGOs, civil society organizations and others interested in donating to Haiti** in support of the emergency response to the earthquake.

2. Donations general

Donations can be in the form of cash contributions or in-kind contributions of goods or services.

The United Nations are urging potential donors to make **cash contributions rather than in-kind donations**. A cash contribution will ensure that your donation feeds into the overall strategic plan being implemented by the humanitarian community and led by the Humanitarian Coordinator, together with the Government of Haiti. This way the type of relief provided to the affected population will fully reflect the priority needs throughout the different stages of the emergency response.

A. HOW TO MAKE CASH DONATIONS:

Potential donors can consult the guidelines “How to help: Guide to humanitarian giving for the Haiti Earthquake” that outlines the coordinated funding mechanisms such as the Flash Appeal and the ERRF: <http://ochaonline.un.org/OCHAHome/WhereWeWork/Haiti/DonatingforHaiti/tabid/6417/language/en-US/Default.aspx>

B. HOW TO MAKE IN-KIND DONATIONS OF RELIEF GOODS:

1. GENERAL CONSIDERATIONS:

Experience of recent emergencies has shown that an international commitment to assist those affected by conflict and sudden-onset disasters, whilst vital for rehabilitation of affected nations, has also resulted in donations of goods accumulating at ports and airports, instead of being useful to beneficiaries.

In order for humanitarian aid to be of the most benefit to affected populations, **donations should be well-planned with national authorities and with the humanitarian community coordinating the relief effort**. Humanitarian aid delivered during the **initial phase of the response** must **correspond with priorities for life-saving supplies set forth by the government of Haiti and the Humanitarian Country Team** and be necessary and appropriate for intended beneficiaries. (Please refer to section 2.1 for details on how to ensure an in-kind contribution fits the current humanitarian priorities).

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Donations should furthermore be dispatched with a full manifest of comments and a consignee. Cargo that lacks documentation and adequate planning for onward delivery may have an adverse effect on relief efforts by taking up scarce resources, such as aircraft landing slots or storage space, and by becoming an additional logistical burden on organizations working on the ground.

Within the context of the Haiti earthquake response, this paper outlines practical measures to help donors ensure that affected populations receive quickly and efficiently what is needed and avoid the build-up of unsolicited donations.

Please note that the UN system does not cover freight and handling costs for donations from their place of origin to points of entry such as Santo Domingo, Dominican Republic or the port/airport of Port-au-Prince nor can it guarantee logistical support beyond these points (for details on possible logistical support, please refer to section 2.4).

2. BASIC REQUIREMENTS FOR DONATIONS OF HUMANITARIAN RELIEF ITEMS

2.1. Coordination with humanitarian organizations on the ground - is the type of aid offered required?

- The United Nations are urging potential donors to give in cash rather than in-kind.
- The humanitarian community in Haiti is organized into sectors (called Clusters) such as health, water and sanitation, shelter, logistics etc. Each Cluster has a focal point that coordinates the work of similar organizations to delivery specific types of assistance according to their sectoral responsibility. . A list of cluster focal points is posted at http://3w.unocha.org/WhoWhatWhere/clusterLeadList.php?uSite=ocha_haiti_earthquake&repId=2 (or can be obtained from OCHA/LSU at lsu@un.org).
- The humanitarian community in Haiti is responsible for **setting priorities for the types of humanitarian aid entering Haiti**, to ensure that **all resources are focused on the delivery of lifesaving or life-enabling materials**, rather than on delivering aid that will be needed later.
- General information on items needed is available in public documents (such as OCHA Situation Reports, the Haiti Revised Humanitarian Appeal, etc. - all available on Reliefweb: www.reliefweb.int)
- Potential donors **should consult the cluster focal point before sending donations**, to get advice on whether the **type of relief item is a priority at that time**, is indeed a requirement for the response and is **appropriate for the affected population**.
- **Examples of issues to consider:** Before sending food it is important to verify whether the necessary cooking equipment is available; Do medicines and vaccines require transportation and storage at specific temperatures, in which case they may be unusable upon arrival; Are donations of clothes appropriate for the climate; Is electronic equipment compatible with local power supply?

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Special note on donations of infant formula

- In accordance with internationally accepted guidelines, **donations and distribution of infant formula, bottles and teats and other powdered or liquid milk and milk products should not be made.** Any *procurement* of breast milk substitutes should be based on careful needs assessment **in coordination with the Haitian Ministry of Public Health (MSPP) and UNICEF.** All queries regarding donations should be directed to UNICEF, the designated agency coordinating nutrition in Haiti. Human milk donations require fully functioning cold chains. As these conditions are not currently met in Haiti, human milk donations cannot be used at present. The uncontrolled use of these products could endanger infants' lives.

2.2. Consignee – who will receive the cargo?

- Humanitarian aid sent to Haiti **must be addressed to an entity as the intended recipient** (consignee). This can be a local or international NGO or UN agency or other entity who, by prior arrangement, has agreed to take responsibility for arranging collection of the cargo once it arrives at the port or airport and for onward delivery and distribution to beneficiaries.
- Sending goods addressed to “The people of Haiti” will not be sufficient.
- Goods addressed to the “Government of Haiti” or “Haiti Relief Authorities” should be explicitly accepted by the receiving party before being dispatched.
- Aircraft carrying cargo **without a consignee will not be allocated a slot for landing** at Port-au-Prince airport. Cargo that arrives at the airport with no consignee to collect and organize its distribution takes up valuable ramp and storage space, preventing other incoming aircraft from offloading and causing the system to slow down considerably.

2.3. Documentation – does this meet requirements for entry into Haiti?

- All cargo, including humanitarian relief items arriving in Haiti or the Dominican Republic must be accompanied by the **correct documentation in order to be accepted by the port and airport authorities, customs and others.**
- Basic documentation required for relief consignments includes the following:
 - Packing List
 - Bill of Lading/Airway Bill
 - Freight Certificate
 - Declaration of Value or Invoice
 - Gift Certificate (if applicable)
 - Vehicle Title (if applicable)
 - Certificate of Origin (if applicable)
 - Phyto-sanitary Certificate (if applicable)
- Even though importation taxes and duties do not currently apply to humanitarian cargo entering Haiti and the Dominican Republic, there is still a requirement for minimum documentation as stated above.
- **Lack of documentation may result in cargo being refused entry to Haiti and Dominican Republic** or onwards movement being delayed for failure to meet requirements of local authorities such as customs, ministry of finance and/or ministry of agriculture etc.

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- The Haitian Government Department of Civil Protection takes the final decision on whether to allow entry of humanitarian goods into Haiti which are consigned to the “Government of Haiti” or “Haiti Relief Authorities”. The more information you provide the quicker your donations will reach their intended purpose.

2.4. Support from the Logistics Cluster – does the donation qualify?

- The Logistics Cluster provides support to humanitarian organizations, if and as required, for the on forwarding of relief goods from Santo Domingo to Haiti, as well as for their temporary storage. Currently, this assistance is provided at no cost to users thanks to donor support.
- Donors **requesting assistance from the Logistics Cluster** in the Dominican Republic or Haiti for storage or transport of humanitarian relief **must first ensure the above conditions relating to consignee, full documentation and coordination with the relevant sector/cluster focal point are met.**
- Complete information about the **sending entity** is required.
- Cargo must be **packaged to withstand all stages of handling without breaking** (e.g. offloading from aircraft; storage; loading onto trucks or aircraft for onward transport and final offloading at point of distribution) and be clearly labeled with full details of the content and the consignee.
- At least 48 hours notice must be given for requests for storage or transport.
- Information and forms for requesting Logistics Cluster support are posted at <http://www.logcluster.org/ops/hti10a>

2.5. Reporting On Donations:

- The FTS is a global, real-time database which records all reported international humanitarian aid (including that for NGOs and the Red Cross / Red Crescent Movement, bilateral aid, in-kind aid, and private donations).
- FTS features a special focus on consolidated and flash appeals, because they cover the major humanitarian crises and because their funding requirements are well defined - which allows FTS to indicate to what extent populations in crisis receive humanitarian aid in proportion to needs. Donors can report their donations to the FTS. For more information please consult: <http://ocha.unog.ch/fts/pageloader.aspx?page=AboutFTS-uctrlAboutFTS>

C. HOW TO MAKE IN-KIND DONATIONS OF SERVICES:

- The humanitarian community in Haiti is responsible for setting priorities for the types of humanitarian aid entering Haiti, to ensure that all resources are focused on the delivery of lifesaving or life-enabling programmes.
- Potential donors should consult the cluster focal point before dispatching any personnel, to get advice on whether the type of services proposed is indeed a requirement for the response, is

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appropriate for the affected population and is taken into account in existing coordination mechanisms.

- The services offered should be self-sufficient in terms of accommodation, food, inland transportation, etc. The United Nations system generally has no funds available to take into charge individuals other than its own staff or to provide full or partial support with transportation to or inside Haiti and other practical arrangements required (such as medical evacuation, etc).
- Services accepted and provided can be reported (preferably with their financial value) on FTS, as described above.

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