



EUROPEAN COMMISSION

Directorate-General for Trade

The Director General

Brussels,

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NOTE FOR THE ATTENTION OF ALL STAFF IN DG TRADE

Subject: updated guidelines on gifts and hospitality

On 7 March last, the College adopted updated guidelines on gifts and hospitality for Commission staff. I welcome these guidelines which provide in one single document concise and pragmatic advice on how to deal with gifts and hospitality.


For your convenience, Unit A1 has drafted a document containing practical arrangements on how to deal with gifts and hospitality in DG Trade (see attachment). These practical arrangements build on DG HR's guidelines, but also address the accumulation of gifts and hospitality from the same source.

Through the implementation of these new guidelines, DG Trade will align itself with current practice in the Commission and as a consequence and, by way of simplification, there will no longer be a need to keep track at directorate level of gifts below the € 50 threshold, though people may wish to keep a record for their own information.

Finally, I would like to stress the importance I attach to the correct implementation of these new guidelines and the responsibility of each staff member in using their common sense with regard to gifts and hospitality, seeking any necessary approvals and keeping managers informed. For any further information on this subject you can contact DG Trade's Ethical Compliance Officer, Ron ter Bogt.

The full text of the new Commission guidelines has been placed on the intranet and is available by clicking on the link below:

[Guidelines on gifts & hospitality](#)


Jean-Luc DEMARTY

Attachments: 1