



EUROPEAN COMMISSION
Directorate-General for Trade

The Director General

07 AVR. 2009

Brussels,
DG TRADE A.1/CDG/pb D(2009)3506

NOTE FOR THE ATTENTION OF DG TRADE STAFF

Subject: Ethics - Declaration of high value gifts or other benefits in kind which are not to be kept by the individual recipient.

Colleagues,

Following on from my note of 25 March 2009 (ref: D(2009)2625), which dealt with requests for permission to keep gifts received. I would now like to inform you about the procedure to be followed when you receive a gift or other benefit in kind which you may not, or which you do not wish to, keep.

With respect to high value gifts you are no doubt aware that it is Commission policy that gifts or other benefits in kind with a value of €250 or more may not be kept by the individual official, unless it can be clearly demonstrated that it is in the interests of the Institution to do so. Nevertheless these gifts must still be declared in the gifts register following the same procedure as set out in the note referred to above and submitted to the Ethics Compliance Officer (ECO) for further handling. The same procedure is to be followed for gifts received with a lower value, but which the concerned official does not wish to keep.

A separate form to declare receipt of such gifts has therefore been created and can be downloaded using the following link:

<http://www.trade.cec.eu.int/intra/staff/ethics/forms.cfm>

In this form you are requested to indicate whether you believe the item in question should be kept on DG TRADE premises (in which case it will be registered in the Commission inventory) or whether it is more appropriate to donate the gift to charity (in which case the item will be sent to OIB so that it can be given to a nominated charity). In both cases confirmation of receipt is provided by OIB. This confirmation will subsequently be attached via hyper link to the gifts registry by the ECO.

Should you have any queries in respect to this matter please do not hesitate to contact the Ethics Compliance Officer (Caroline de Graef 68518 or Cécile Billaux 98747).

Regards

D. J.
David O'Sullivan

Cc: Julian King – CAB Ashton,
Donatiene Claeys-Bouaert – Secretariat General
Giuseppe Casella, Marilena Semeraro – DG ADMIN