Flow Chart for GIFTS
(The annotations refer to relevant paragraphs of ST/AI/2010/1)

Staff Member

You have been presented with an unanticipated gift from a governmental or non-governmental source

- no
- yes

Can you politely decline?

- no
- yes

Is it because:
- it was already delivered?
- refusal would cause embarrassment?

Then:
1. Receive on behalf of the UN
2. Report to AO the following:
   - name & title of recipient
   - the circumstances that led to gift
   - the nature of the honour, decoration, favour or gift
   - date of receipt
3. Entrust to AO

Administrator Official

Log in Gift Registry

- yes
- no

Is the gift of essentially nominal value?

- yes
- no

Does it have a legitimate business purpose?

- yes
- no

Does the item fall under my delegated authority to dispose?

- yes
- no

All high value gifts must be transferred to the PMO for proper disposal

Log out of Registry

Property Management Official

All items retained in the inventory of the Organization shall be disposed of by the PMO pursuant to financial rule 105.22, the manner of disposal shall include:
1. retention for use by the Organization (e.g. loaned out for educational or display purposes)
2. donation
3. sale
4. discard

- proceeds donated to Memorial Fund

ST/AI/2010/1 Reporting, retaining and disposing of honours, decorations, favours, gifts or remuneration from governmental and non-governmental sources

SM= All staff members
AO= administering official (Executive Officer or his/her equivalent in other duty stations e.g. Chief or Director of Administration for offices away from headquarters, and Chief or Director of Mission Support for missions)

PMO= property management official (the Under-Secretary-General for management is responsible for performing property management functions pursuant to Financial Rule 105.20 or his/her designate)

1 August 2013