

**HANDING OVER OF GIFTS FROM FOREIGN GOVERNMENTS/ORGANISATIONS
AND COMPLETED PROJECTS FUNDED BY/THROUGH THE AUSPICES OF
FOREIGN GOVERNMENTS/ORGANISATIONS**

1. *The Ministry of Foreign Affairs has the overall responsibility for the coordination of all completed projects funded by or through the auspices of foreign governments/organizations. Hence, the Ministry is responsible for the organization and coordination of handing over formalities, which will include :*
 - a. *Press coverage;*
 - b. *Unveiling of the Plaque, when applicable;*
 - c. *Speeches;*
 - d. *Invitations; etc.*

2. *Similarly, once a Government Ministry/Department is ready to accept a gift from a Foreign Government/Organization, the former will inform the Ministry of Foreign Affairs of the nature of the gift and forward to it all relevant information.*

3. *The Director General/Desk Officer in liaison with Protocol Section will then contact the two parties concerned and fix a mutually agreeable date, time and place for the ceremony to be held.*

4. *The Protocol Section, in liaison with the two parties concerned and the Desk Officer, will inform all those who are to be present at the ceremony of the arrangements made.*

The Protocol Section will make recommendations with regards to the guest list.

5. *The Protocol Office will be responsible for organizing and coordinating the ceremonial on the prescribed day.*

