



# HSE Donations Policy

## Donation of Medical Equipment and Supplies to Developing Countries and Other Countries in Crisis

<b>Document developed by</b>		Global Health Programme, Strategy and Research Directorate	
<b>Revision number</b>	<b>1</b>	<b>Document approved by</b>	Executive Management Team, HSE
<b>Approval date</b>	December 2022	<b>Responsibility for implementation</b>	All line managers
<b>Revision date</b>	December 2025	<b>Responsibility for review and audit</b>	Global Health Programme, Strategy and Research Directorate.
<b>Date effective</b>	1 <sup>st</sup> January 2023		

## 1. Policy statement

- 1.1 It is the policy of the Health Service Executive (HSE) to show solidarity with health services in lower and middle income countries and those in crisis by providing donations from HSE decommissioned medical equipment and surplus stocks which will not be used by HSE services. This policy outlines the HSE's commitment to optimise the HSE contribution in this regard.
- 1.2 The HSE contributes to Ireland's international development policy, '*A Better World*', by providing health service support and humanitarian assistance to improve health services and health outcomes in other countries.
- 1.3 The HSE Global Health Programme, under the Research and Strategy Directorate, leads on the HSE's donations of medical equipment and supplies. All staff and divisions of the HSE are expected to work in collaboration to deliver on this commitment.
- 1.4 This policy aligns with:
  - 1.4.1 The HSE Corporate Plan 2021 – 2024, HSE Annual Service Plans and the strategy of universal healthcare contained in Sláintecare (2017).
  - 1.4.2 The HSE Memorandum of Understanding (MoU) with Irish Aid (Department of Foreign Affairs).

## 2. Purpose

- 2.1 The aim of this policy is to provide for the HSE to make appropriate donations of medical equipment and supplies to countries in need. The policy seeks to ensure that HSE donations are managed appropriately and transparently with full accountability within the broader context of HSE's policies and procedures.
- 2.2 Specific objectives of the policy are to:
  - Set out HSE responsibilities and commitment to donations in the context of Ireland's and HSE policy approach to international development and humanitarian assistance
  - Inform and provide direction to staff on the HSE Donations Policy and their role and responsibilities in this regard
  - Provide a framework for the HSE approach to donations

## 3. Scope

- 3.1 This policy applies to all donations of medical equipment and supplies by the HSE to support health services in low and middle income countries, and other countries in crisis.
- 3.2 This policy applies to requests for donations of HSE medical equipment and supplies in the context of:
  - 3.2.1 Responding to health service needs in Lower and Middle Income Countries (LMICs).
  - 3.2.2 Responding to humanitarian crises, for example, the COVID-19 pandemic and the conflict in Ukraine.
- 3.3 This policy applies to all HSE employees.

## 4. Definitions

Donations	Donations in this policy refer to any new or used HSE medical equipment or supplies that are donated to another country for development or humanitarian purposes, including equipment, PPE, consumables, pharmaceuticals, vaccines, vehicles, and aids and appliances.
Surplus stock	An item of medical equipment or supplies can be considered as surplus where it is expected that the item will not be used by HSE services within its lifetime and where that its donation will not negatively impact future HSE needs.
Decommission	HSE Equipment is decommissioned (put out of use) as part of the HSE National Equipment Replacement Programme. HSE National Ambulance Service (NAS) ambulances are decommissioned (put out of use) as part of the National Ambulance Capital Programme which is informed by the 'NAS Estates Strategy 2021-2026'. The level of funds available for the decommissioned equipment and ambulances is set each year in the HSE's Annual Capital Plan. Although the equipment and ambulances are not suitable for continued use in the Irish context they still have some value and may be suitable for donation in other contexts where there is a use.
Book Value	The book value of any asset owned by the HSE is the financial value of that asset as recorded by the HSE at the time of donation.
Humanitarian Assistance	Aid that seeks to save lives and alleviate suffering of a crisis affected population. Humanitarian assistance must be provided in accordance with the basic humanitarian principles of humanity, impartiality and neutrality, as stated in General Assembly Resolution 46/182. <i>Irish Aid Humanitarian Assistance Policy 2015</i>

## 5. HSE Role, Structure and Governance for Donations

### 5.1 HSE Board

- 5.1.1 The HSE Board will receive annual reports (or more frequently as requested) on donations and their book value.
- 5.1.2 Reports of donations in a cumulative financial year above €2m will be presented to the HSE Board for approval.

### 5.2 HSE Audit and Risk Committee

- 5.2.1 The Audit and Risk Committee (ARC) will receive annual reports (or more frequently where required) on donations made by the HSE and their book value.
- 5.2.2 The Audit and Risk Committee will receive reports from the Executive Management Team (EMT) of donations in a cumulative financial year above €2m for presentation to the Board for approval.
- 5.2.3 The Audit and Risk Committee will advise the Board on financial aspects of donations as appropriate.

### 5.3 Executive Management Team (EMT)

- 5.3.1 The EMT will receive annual reports from the HSE Global Health Programme on the donations made by the HSE and their book value.
- 5.3.2 The EMT consider and thereafter approve as appropriate all donations in excess of cumulative book value of €1,000,000 in single financial year, as requested by the National Director, Strategy and Research.
- 5.3.3 The EMT will refer Reports of donations in a cumulative financial year above €2m to the ARC and Board for approval.

#### **5.4 HSE National Director, Strategy and Research**

- 5.4.1 The National Director, Strategy and Research will approve donations made by the HSE up to a cumulative book value of €1,000,000 in a financial year, as recommended by the HSE Global Health Director.
- 5.4.2 The National Director, Strategy and Research will apply to the EMT for approval for donations in excess of €1,000,000 cumulative book value in a financial year.
- 5.4.3 Donations with a cumulative book value in a financial year above €2m will be referred to the EMT for consideration for approval by the ARC and the HSE Board.

#### **5.5 HSE Global Health Programme Director**

- 5.5.1 The HSE Global Health Programme Director leads on the implementation of the HSE donations policy. The Global Health Programme is within the brief of the National Director, Strategy and Research, reporting to the Chief Strategy Officer, HSE.
- 5.5.2 The HSE Global Health Programme Director is responsible for deciding on HSE items to be donated, working in cooperation with HSE divisions, particularly HSE Procurement, Logistics, Medical Devices, Estates Management and Finance; and with external agencies including the Department of Health, Irish Aid (Department of Foreign Affairs), and other bodies as necessary.
- 5.5.3 The HSE Global Health Programme Director will ensure procedures are in place for donations and ensures alignment with HSE plans and priorities, international development and humanitarian principles, and Government aid policy.
- 5.5.4 The HSE Global Health Programme Director operates within a cumulative book value of up to €1,000,000 in a financial year. Donations with no book value can be agreed by the Programme Director and donations with a book value require the approval of the HSE National Director, Strategy and Research.
- 5.5.5 Where donations are expected to exceed the cumulative book value of €1,000,000 in a financial year, the HSE Global Health Director will submit a request to the National Director, Strategy and Research for extension of this limit, for approval by EMT.
- 5.5.6 Where donations are anticipated to exceed the cumulative book value above €2,000,000 in a financial year, the HSE Global Health Director will submit a request to the National Director, Strategy and Research for consideration by the EMT to seek approval of the ARC and the HSE Board.
- 5.5.7 The HSE Global Health Programme Director will produce annual reports for Finance, EMT, ARC and the HSE Board on donations, or more frequently as requested.
- 5.5.8 The HSE Global Health Programme Director will maintain, review and communicate the HSE Donations Policy to all relevant staff.

#### **5.6 Assistant Chief Finance Officer – Finance Specialists, Finance**

- 5.6.1 The Assistant Chief Finance Officer – Finance Specialists, Finance will oversee the recording of the book value of donations made by the HSE and the disposal of assets, and report appropriately in the HSE Annual Financial Statements and Annual Reports.

#### **5.7 HSE Managers**

- 5.7.1 All managers are primarily responsible for adherence to policies, procedures and processes within their work areas.
- 5.7.2 Managers should ensure that employees within their areas of responsibility are aware of the Donations Policy and understand their role and the important contribution the HSE makes to Ireland's international development policy 'A Better World'.
- 5.7.3 Managers and asset owners are responsible for approving items as available for donation and ensuring that all assets are disposed of and written off appropriately in accordance with HSE financial, environmental, safety and humanitarian policies and guidelines and any legal and regulatory requirements.

## 6. Levels of financial approvals for humanitarian donations

- 6.1 Equipment that has been decommissioned is of zero value and does not require financial approval prior to donation.
- 6.2 The HSE National Director, Strategy and Research approves donations of items from the HSE with a cumulative book value of up to €1,000,000 in a financial year.
- 6.3 Approval of the EMT is required for donations exceeding a cumulative €1,000,000 in a financial year.
- 6.4 Approval of the HSE Board is required for donations exceeding a cumulative €2,000,000 in a financial year.

## 7 Summary Guide of the Donation Process in Humanitarian Crisis

- 7.1 A guide for employees on the process of donations in a humanitarian crisis is shown at Appendix A.
- 7.2 The guidance covers: Receiving requests; Criteria for acceptance of donation request; Identification of items available and suitable for donation; Preparation of list of items for approval; Approval to release item for donation from HSE to recipient; Insurance; Legal; Risk; Transfer of ownership of items; Collection and transport; Delivery and use of donation; Communication and review.

## 8 Approval and Revision

- 8.1 The HSE Donations Policy was noted by the HSE Board on 16 December 2022 and came in to effect on 1<sup>st</sup> January 2023.
- 8.2 This document will be reviewed every three years, or when legislation or best practice dictates.
- 8.3 Implementation of this Policy shall be audited periodically at national level.

### Contact for further information:

Global Health Programme, Room G10, HSE, Dr Steevens' Hospital, Dublin 8  
Email: [globalhealth@hse.ie](mailto:globalhealth@hse.ie)

## Appendix A

### Summary guide for employees on the process of donation of medical equipment and supplies in humanitarian crisis

Stage	Details
<b>Receiving requests</b>	<p>Requests come to the Global Health (GH) Programme from potential recipients or other mechanisms, including;</p> <ul style="list-style-type: none"> <li>• Ministries of Health / governments of lower and middle income countries;</li> <li>• Irish and international NGOs;</li> <li>• EQUALS initiative MoU between HSE and RCPI</li> <li>• Request from countries for emergency donations via Irish Aid, Department of Foreign Affairs or Department of Health;</li> <li>• The EUCPM (European Union Civil Protection Mechanism)*.</li> </ul>
<b>Criteria for acceptance of donation request</b>	<ul style="list-style-type: none"> <li>• Requests are assessed by the GH Programme against the “Criteria to assess requests for donations and approval in principle”.</li> <li>• A meeting of the Donations Co-ordination Group is convened, where applicable.</li> <li>• Requests that meet the criteria and have a funded method of delivery are approved in principle by the Director, GH Programme.</li> </ul>
<b>Identification of items available and suitable for donation</b>	<ul style="list-style-type: none"> <li>• GH Programme asks relevant HSE divisions to consider donation request.</li> <li>• HSE divisions identify and assess surplus and used items for their quality, safety and suitability for donation and authorise their release for donation on the basis that its donation will not impact on anticipated future needs as the item is no longer of use.</li> <li>• The local Finance Team is notified and provides input regarding the book value and recording of donations being considered for donation.</li> <li>• List of suitable and available items is provided to the GH Programme.</li> <li>• National Medical Device Lead approves equipment suitable for release where relevant. NAS approves vehicles for release where relevant.</li> </ul>
<b>Prepare list of items for approval</b>	<ul style="list-style-type: none"> <li>• GH Programme draws up the recommended list of donations that has been agreed with the operational division that owns the asset.</li> <li>• The GH Programme gathers the HSE book value of the assets and the commercial value (for shipping purposes).</li> <li>• The asset owner is responsible for following HSE regulations on the disposal of items donated and their financial write down.</li> </ul>

Stage	Details
<b>Approval to release item for donation from HSE to recipient</b>	<ul style="list-style-type: none"> <li>• The book value limit for donations is contained in the HSE Donations Policy.</li> <li>• The Global Health Programme Director arranges approval of specific donations in line with HSE Donations Policy.</li> <li>• Annual updates on donations and their Book value are prepared for the Audit and Risk Committee (ARC) of the HSE Board.</li> </ul>
<b>Insurance, legal, risk, transfer of</b>	<ul style="list-style-type: none"> <li>• HSE transfers ownership of items by issuing the commercial invoice and gift certificate and stating ownership transfers at receipt of items or as otherwise agreed.</li> </ul>
<b>Ownership of items</b>	<ul style="list-style-type: none"> <li>• Following transfer of ownership of items, the HSE has no further liability in connection with the items.</li> <li>• Insurance – the HSE ensures transporter has the appropriate insurance to cover the cost, where relevant, of replacing the donation if it is lost or damaged.</li> <li>• Incoterms for shipping – ownership passes from the HSE to the recipient when the HSE has fulfilled its obligation to deliver the goods.</li> </ul>
<b>Collection and transport</b>	<ul style="list-style-type: none"> <li>• Items for donation are ordinarily delivered to a central warehouse, where they are inspected as ready for use at destination and prepared and packaged for transportation.</li> <li>• The National Director, Strategy &amp; Research provides a gift certificate to the receiving authority confirming the donation.</li> <li>• Commercial invoice, packing list and other necessary documentation is prepared for each donation as per export and customs requirements.</li> </ul>
<b>Delivery and use of donation</b>	<ul style="list-style-type: none"> <li>• International transportation is arranged through the EU Civil Protection Mechanism (EUCPM) or in collaboration with NGOs, donors or transport providers.</li> <li>• Donated items are handed over to the nominated consignee.</li> <li>• The HSE receives documentation from the receiving authority confirming receipt, handover and use of donation.</li> </ul>
<b>Communications and review</b>	<ul style="list-style-type: none"> <li>• The GH Programme communicates with Finance for the recording of transactions and ensuring they are properly reflected in Annual Financial Statements.</li> <li>• The GH Programme updates the Dept. of Health, Dept. of Foreign Affairs and relevant government departments, the HSE communications department and relevant divisions, and other organisations involved in the donation, for information and media purposes.</li> <li>• HSE donations to countries that used the EU Civil Protection Mechanism are posted on the EUCPM system and published on the EU website.</li> <li>• The Director of the GH Programme makes recommendations on changes to this procedure, taking in to account any recommendations of the Co-ordination group, for consideration by the National Director, Strategy and Research.</li> </ul>

\* [https://ec.europa.eu/echo/partnerships/humanitarian-partners\\_en](https://ec.europa.eu/echo/partnerships/humanitarian-partners_en)