



**HUMANITARIAN DELIVERY FLIGHTS**  
**Memorandum of Understanding**  
**Between The Boeing Company and Non-profit**

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**MISSION / OVERVIEW**

Boeing Humanitarian Delivery Flights program (HDF) is to facilitate the transportation of humanitarian aid on new airplane delivery flights through the collaboration and cooperation between Boeing, our airline customers, and partnering non-profits and/or non-governmental organizations.

The Boeing Humanitarian Delivery Flights program is a collaborative effort among Boeing, its airline customers, and domestic nonprofit and international non-governmental organizations to deliver humanitarian aid throughout the world.

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**MEMORANDUM OF UNDERSTANDING**

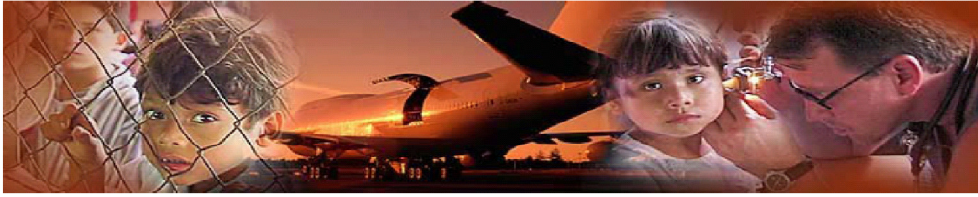
**Boeing**

General

- Airline customer participation is voluntary. Customer efforts over and above normal delivery activities should be limited to providing transportation to the normal delivery destination and unloading the relief goods at the destination
- Boeing effort over the above normal delivery activities should be limited
- Boeing shall not be required to package or transport the humanitarian goods to the delivery center
- All press releases shall be approved by Boeing Communications after initial approval by the airline customer

Global Corporate Citizenship

- Vetting of organization
- Coordination of efforts between non-profit and Boeing
- Provide Sales with the following information to bring forward to airline customer for approval of the HDF: Consignee memo, inventory list with weight, Security / TSA process
- Will not contact the airline customer directly



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**Organization (Domestic Nonprofit)**

- Only one agency will act as the primary shipper and receiver of goods on any flight
  - Ability to provide documentation (consignee memo) to Boeing from the in-country NGO contact that humanitarian goods have been requested and are approved (through appropriate governmental entity – i.e. ministry of health, ministry of education, etc.) to import into the country
    - Can obtain duty-free clearance or pay customs duty, and is stated such in the consignee memo
  - Ensures that they or their consignee can physically handle, promptly receive, clear the humanitarian goods through customs, and deliver to area of need
  - Able to gather, package, and inventory the cargo; and provide inventory list in a format acceptable to the airline delivering the goods. The use of a freight forwarder to provide the proper customs' paperwork is required
  - Can provide a custom's manifest that includes summary of goods, pounds, and value.
    - An inventory list or shipping manifest with line item values is required
    - Register with SED if value is over \$2500, and provide SED # on manifest
  - Ensures and certifies their goods are not [Dangerous Goods / Hazardous Materials](#)
  - Transport the humanitarian goods to Washington State Boeing Delivery Center at either Seattle or Everett
  - Willing to accept delays, cancellations, or transport on a space-available, stand-by basis
  - Ensures all press releases are approved by Boeing Communications / Public Relations
    - Consult Boeing Communications/PR prior to talking to media about flight
  - Ensures that the organization (nonprofit and/or NGO) will not contact the airline customer
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Liz Warman  
Director, Global Corporate Citizenship, NW  
425-965-9912

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Ahmed Badrul Hasan  
President, SpaandanB-US  
408-517-0484