

**DEPARTMENT FOR TRANSPORT**

**GIFTS RECEIVED<sup>1</sup> BY SPECIAL ADVISERS**

**1 APRIL 2012 – 30 JUNE 2012**

**GIFTS RECEIVED**

<b>Graham Hook</b>			
<b>Date gift received</b>	<b>From</b>	<b>Brief description of Gift</b>	<b>Outcome</b>
None			

<b>Victoria Crawford</b>			
<b>Date gift received</b>	<b>From</b>	<b>Brief description of Gift</b>	<b>Outcome</b>
None			

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<sup>1</sup> Policy on acceptance, registering and retention of gifts:  
Diaries, calendars and other small items of modest value bearing a company's name or insignia can be accepted and do not need to be reported. All other gifts from individuals, organisations (including foreign governments and organisations) and companies to employees must be refused or returned to the donor unless refusal would cause offence or misunderstanding. In such circumstances the gift must be registered and may be put on display in the office; if the gift is perishable, it may be used within the division involved at the discretion of the Head of Unit. In such circumstances for gifts from foreign governments and organisations, the gift must be registered and HR will then decide whether the gift should be disposed for sale to the benefit of the Exchequer or retained in the Department and where appropriate retained for display on some future occasion as a mark of politeness.

## **HOSPITALITY RECEIVED<sup>2</sup> BY SPECIAL ADVISERS**

**1 APRIL 2012 – 30 JUNE 2012**

<b>Date of hospitality</b>	<b>Name of organisation</b>	<b>Type of hospitality received</b>
<b>Graham Hook</b>		
None		
<b>Victoria Crawford</b>		
None		

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<sup>2</sup> Does not include attendance at functions hosted by HM Government; attendance at 'diplomatic' functions in the UK or abroad, hosted by overseas governments; light refreshments; working meals (as long as the individual is not involved in procurement or a tendering process); working meals incidental to meetings or incidental to conferences/seminars/presentations/training events for which DfT has paid; functions organised by professional bodies; when accompanying Ministers in their official duties; offers of hospitality which were declined.\* indicates if accompanied by spouse/partner or other family member or friend.

**SPECIAL ADVISERS' MEETINGS WITH NEWSPAPER AND OTHER  
MEDIA PROPRIETORS, EDITORS AND SENIOR EXECUTIVES**

Month of Meeting	Name	Purpose of Meeting
	Graham Hook	
None		
	Victoria Crawford	
None		