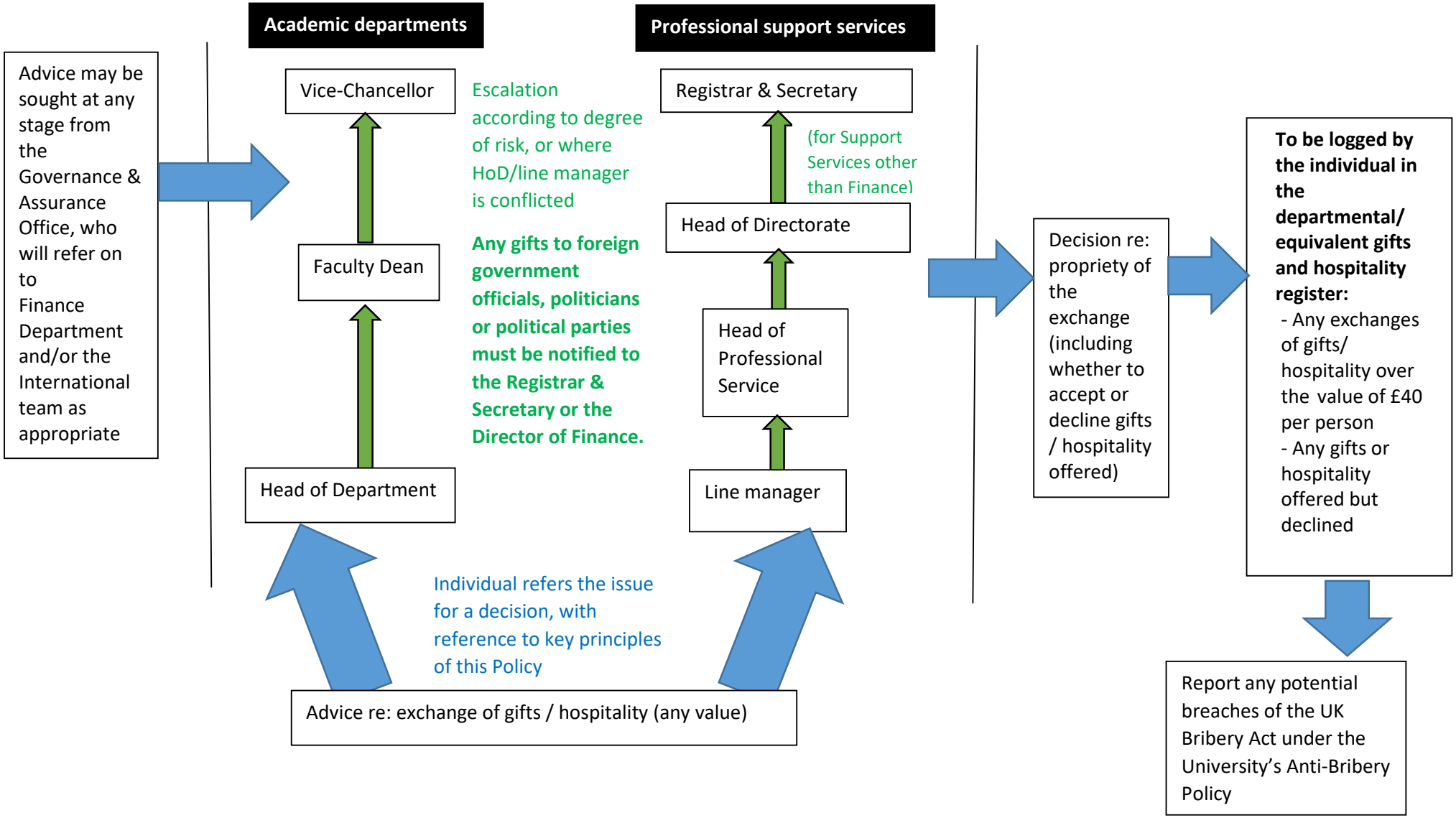**Procedures for the exchange of gifts and hospitality**