

# **Protocol**

## **Overview**

The Protocol Service is organised in two sections: Protocol 1 and Protocol 2. The Chief of Protocol, Orla O'Hanrahan, leads Protocol, assisted by four Assistant Chiefs of Protocol.

**Protocol 1** has primary responsibility for the organisation of inward and outward high-level visits, including gift and transport management and the arrangement of hospitality for official events at Iveagh House and certain other venues. Visits and hospitality serve to add value to the promotion of Ireland's political, economic, and cultural interests and values internationally. Costs are tightly controlled.

**Protocol 2** assists Embassies in the accreditation of foreign representatives and in the operation of their missions to Ireland (59 resident and 80 non-resident), monitors and gives permissions for foreign military aircraft to overfly or land in Ireland, and for naval vessels to visit Irish ports, and assists in the preparation of inter-State documents and agreements for signature.

## **Protocol 1**

### **Core Functions**

- High-level visits
- Hospitality
- Gifts
- Transport
- Divisional Co-ordination

### **High Level Visits**

In the promotion of Ireland's political, economic and cultural interests, the role of Protocol 1 is to arrange incoming and outward visits in respect of the President, Tánaiste, Ministers of State and other foreign dignitaries, in cooperation with all stakeholders including relevant Embassies, State Agencies and, where appropriate, with Irish Business and cultural interests.

Visits at all levels are planned on the basis of invitations which are outstanding or received. They require detailed logistical planning, close cooperation with Lead Section and other relevant Sections across DFAT, in conjunction with other Departments, other Agencies, thus ensuring the full engagement of all relevant stakeholders at home and in the other countries involved. Annexes 1 and 2 give an overview of visits held in 2013 and 2014, including those currently being organised for the remainder of this year.

Protocol 1 seeks to maintain also a particular focus on undertaking and hosting visits which would bring tangible sustainable benefits to Ireland and add value to the promotion of Ireland's political, economic and cultural interests and values internationally.

Costs for inward State and Official visits are based on current international practice and on reciprocity. Costs paid by the Department of Foreign Affairs and Trade can include accommodation, transport, hospitality and related costs. Costs for all visits are tightly controlled and 'value for money' is the driving principle for all visit expenditure.

### **Hospitality**

Protocol 1 is responsible for providing a high-quality, cost-effective hospitality service for official events in Iveagh House and other venues, such as Farmleigh House and Dublin Castle, on the basis of value for money and wider budgetary practice. The section works closely with other Divisions in the Department and with Áras an Uachtaráin and other Departments and Agencies as appropriate.

It is the usual practice for an incoming Minister for Foreign Affairs and Trade to invite Ambassadors and Heads of Mission based in Dublin to meet him or her shortly after s/he takes up office. This is normally done in the form of a reception, lasting approximately one hour, at which each Ambassador and Head of Mission is introduced to the Minister. It would be appreciated if the Minister would indicate a suitable date for this event.

Protocol 1 oversees the management of the wine stock held by the Department, reservations for meeting rooms and requisite tea and coffee provisions.

### **Gifts**

Protocol 1 is responsible for the purchase of gifts on behalf of the President, the Minister for Foreign Affairs, and Ministers of State, for presentation during visits abroad and for inward visits by Heads of State, Foreign Ministers and other dignitaries whose visits involve the President, Minister and/or Ministers of State.

Gifts are sourced in Ireland or are of Irish interest. Examples of gifts given include Irish silver, glassware, ceramics, leather, textiles, books and other craft items. Full inventories of the gifts held in stock are performed twice a year.

### **Transport**

Protocol is responsible for overseeing the operation of the provision of Chauffeur Drive services to the Department. Transport is procured in the context of State/Official/Working visits at Head of State or Government and Foreign Minister level. Protocol leads on the procurement of transport for such visits and for other Divisions looking for transport outside of such visits, the relevant intranet page details how to go about procuring such services.

## **Budget**

Budget expenditure over the year is monitored and payment guidelines are adhered to in accordance with the Prompt Payment Act. All costs arising in relation to visits by the President require prior sanction from the Áras, An Garda Síochána and other Government Departments/Agencies, and relevant Divisions within the Department of Foreign Affairs and Trade.

The budget allocation for 2014 is €753,700, and as of July 1<sup>st</sup>, around 70% of that budget remains to be spent.

## **Divisional Co-ordination**

The role of the Divisional Co-ordinator is to ensure that the Section's obligations and deadlines in respect of: General Briefing, FAC and PAC, PQ's, FOI requests, Ministerial correspondence, Feedback and Website queries, are met, monitored and running as smoothly as possible. The Divisional Co-ordinator has also access to eCabinet for the circulated of memos from other Departments for observations.

The Section is also engaged on the annual Business Planning and Risk Register requests of the Department, including the Strategy Statement, PMDS and the Annual Report.

## **Protocol 2**

### **Core Functions**

- Diplomatic Corps
- Overflights and Naval Vessel Visits
- Inter-State Documents and Agreements

### **Diplomatic Corps**

Protocol 2 is responsible for relations with the Diplomatic Corps accredited to Ireland. This includes procedures relating to the accreditation of Ambassadors and other diplomats (the granting of agrément, Presentation of Credentials, arrangements for calls on Ministers and senior officials) as well as the administration of the diplomatic privileges and immunities of diplomatic staff in Ireland. This work is carried out within the framework of the Vienna Convention.

Arrangements are currently being made for presentation of credentials by new Ambassadors to Ireland on 16th and 30th September, and 7th October and 15th October. A member of the Government (a Minister or Minister of State) attends each credentials ceremony. New

Ambassadors generally request a courtesy call on the Minister for Foreign Affairs and Trade, which is accommodated at the Minister's convenience.

Departing Ambassadors are usually offered a farewell luncheon in Iveagh House hosted by the Minister for Foreign Affairs and Trade or another member of the Government on the Minister's behalf. Protocol 2 also arranges the farewell courtesy calls on the President by departing Ambassadors.

Protocol 2 also prepares the letters of credence for Irish Ambassadors posted abroad.

### **Overflights & Naval Vessel Visits**

Protocol 2 monitors and processes requests for diplomatic clearance for foreign military aircraft to overfly or land in Ireland and for naval vessels to visit Irish ports. The Division is also responsible for obtaining diplomatic clearances for the Government Jet on visits abroad and for calls by Irish naval vessels on foreign ports.

### **Inter-State Documents and Agreements**

Protocol 2 has a technical role in ensuring that certain legal documents (full powers, credentials, treaties etc.) are set out in proper form.

**Protocol**  
**2 July 2014**

## Annex 1

### Key Dates Remainder of 2014

Date	Event	Additional Info
13 July	National Day of Commemoration	Luncheon at Dublin Castle
16 July	Farewell Luncheon for departing Ambassadors	Iveagh House: Ballroom

## Annex 2

### Inward High-Level Visits

2013	2014
Latvia – President	Mozambique – State Visit
China – Vice Premier	Rwanda – President
Sweden – Prime Minister	Netherlands – Prime Minister
Serbia – Prime Minister	China – 5 <sup>th</sup> Ranking Member of Politburo
Norway – Prime Minister	Kosovo – Foreign Minister
Canada – Prime Minister	World Food Programme – Executive Director
Japan – Prime Minister	UNESCO – Director General
Italy – Prime Minister	European People's Party Congress – 19 dignitaries (HOSG & Institutions)
Macedonia – Deputy Prime Minister	
Croatia – Deputy Prime Minister	<b>Forthcoming:</b>
Switzerland – Foreign Minister	
Romania – Foreign Minister	
Norway – Foreign Minister	
United Arab Emirates – Foreign Minister	
Russia – Foreign Minister	
Singapore – Deputy Foreign Minister	