



Note No: 392/12

Protocol Directorate of the Foreign and Commonwealth Office presents its compliments to all Diplomatic Missions and International Organisations and has the honour to advise them that the management and use of the Royal Suite at Heathrow Airport will change from 1 November 2012.

The FCO and BAA have agreed and signed a new contract for the use of the Royal Suite by the FCO for UK Government purposes. The primary change within the new contract, which will directly affect Diplomatic Missions, is that the FCO will no longer be involved in the booking, charging and payment for use of the Royal Suite by outside parties, including Diplomatic Missions. However, Guest of the UK Government or a State Visits will still be managed by the FCO. BAA will take on full responsibility for the whole process for private visits, from the reservation of the Royal Suite, through to final billing and collection of fees for the VIP Suite service provided.

BAA will be writing separately to all Diplomatic Missions on the new process that Missions will need to follow from 1 November for the reservation and use of the Royal Suite for all Embassy private arrivals. BAA are also planning to hold face to face detailed briefing sessions with primary users of the Royal suite in order to explain to them how the new process for the use of the Royal Suite will work for all parties.

Protocol Directorate of the Foreign and Commonwealth Office avails itself of this opportunity to renew to all Diplomatic Missions and International Organisations of its highest consideration.

FOREIGN AND COMMONWEALTH OFFICE

LONDON SW1

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