

Note No. A075/08

Protocol Directorate of the Foreign and Commonwealth Office presents its compliments to all Diplomatic Missions, Consular Posts and certain International Organisations in London, and has the honour to inform them of the contents of new British Airports Authority (BAA) guidelines on General Security Awareness Training (GSAT) under which:

- from 28 January 2008, all **locally engaged staff** applying for a new airport pass or requiring a pass renewal will need to undertake a formal classroom-based GSAT course or a computer-based training course before a pass is issued or renewed;
- from 19 January 2009, **all locally engaged staff** that hold an airport pass must have completed a GSAT training programme;
- all **diplomatic staff** accredited with Protocol Directorate (Cats A-C) will be exempt from the new GSAT security training guidelines.

Enquiries about the new BAA guidelines should be sent to Andrew Dallas, Team Leader, DMIOU, Protocol (tel: 020 7008 0992; andrew.dallas@fco.gov.uk).

Protocol Directorate also has the honour to inform Diplomatic Missions, Consular Posts and certain International Organisations of **new vehicle pass procedures** for the restricted/controlled zone at Heathrow Airport. From 28 January 2008, all paper vehicle passes will need to be transferred to new a swipeable card format. All existing paper passes must be transferred to this swipeable card format by **29 February 2008** as paper passes will **not** be recognised after that date. The new swipeable card passes will be subject to the same regulations as personal ID passes and will, for example, be “parked” if not used within any 60 day period. Further details of the new vehicle pass format can be obtained from the BAA ID centre at Heathrow Airport (www.baa.com/idcentre; tel: 0208 745 6191).

Protocol Directorate of the Foreign and Commonwealth Office avails itself of the opportunity to express to all Diplomatic Missions, Consular Posts and certain International Organisations the assurance of its highest consideration.

FOREIGN AND COMMONWEALTH OFFICE
LONDON SW1

25 JANUARY 2008