

Protocol Directorate of the Foreign and Commonwealth Office presents its compliments to all Diplomatic Missions and International Organisations and has the honour to inform them of a change in the responsibilities of Protocol Directorate. With effect from 01 July, Protocol Directorate will incorporate the departments of the Foreign and Commonwealth Office that organise Conferences and Events, Government Hospitality, and Visits. This is in addition to its current responsibilities for Diplomatic Missions and International Organisations, Diplomatic and VIP Security, Honours, Royal Households and Ceremonial. The new sections and brief outline of function are listed below:

- Conferences and Events – organises meetings, conferences and summits throughout the UK.
- Government Hospitality – organises official functions for Ministers and top echelons of the British Government.
- Visits – co-ordinates and plans high-level visits, including by Heads of State, Prime Ministers, Foreign and Defence Ministers. The team also plan tailored programmes for visitors nominated by British Missions overseas.

These changes mean that all arrangements for high-level visits will now come under Protocol Directorate. Further information, including contact details, about the new sections of Protocol Directorate can be found by visiting the Protocol Website: [www.fco.gov.uk/protocolwebsite](http://www.fco.gov.uk/protocolwebsite).

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

FOREIGN AND COMMONWEALTH OFFICE  
OLD ADMIRALTY BUILDING  
LONDON SW1A 2PA

29 JUNE 2007