

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 about the new processes for using the VIP facilities at London Heathrow. Diplomatic Missions and International Organisations are kindly requested to familiarise themselves with the new arrangements, which are set out in the attached document. However, the key points to note are:

- With effect from 18 January 2010, all VIP parties departing from London Heathrow Terminals 1, 3 and 4 should proceed firstly to the Windsor Suite, Terminal 5 for processing before being taken to the appropriate VIP Suite in private airport limousines. Similarly, VIPs arriving at London Heathrow Terminals 1, 3 and 4 will exit the airport from the Windsor Suite via the appropriate VIP Suite.
- VIP vehicles will no longer be permitted Airside unless under police escort.
- Only two official greeters per movement will be allowed airside from the Windsor Suite. Those not already holding valid passes will be issued with temporary passes in the Windsor Suite.
- A new Security Access Notification (SAN) Sheet is now in use – example attached. Particular attention should be paid to the additional details now required, for example relating to passports and baggage.
- Additional time should be allowed when using the VIP facilities at London Heathrow.

- New procedures for handling of baggage.

Any questions about the new process should be directed to anita_newcourt@baa.com

There are no changes to procedures for booking the Royal Suite, which are set out in our Note No NV A409/08

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

FOREIGN AND COMMONWEALTH OFFICE
LONDON SW1

19 January 2010