



Note No. A410/14

Protocol Directorate of the Foreign and Commonwealth Office presents its compliments to all diplomatic missions and international organisations in London and has the honour to refer to the London Diplomatic List.

Protocol Directorate advises that it will no longer publish a printed book version of the London Diplomatic List. The printed version is not cost effective, and the gap between collating and printing means that some information is out-of-date by the time of publication. This decision supports the Directorate's aim to deliver a modern, efficient and streamlined Protocol service.

However, the Directorate will continue to publish the London Diplomatic List on the GOV.UK website. This is updated monthly and is available using this hyperlink:

<https://www.gov.uk/government/publications/foreign-embassies-in-the-uk>

Whilst the Directorate will endeavour to keep the London Diplomatic List up to date throughout the year following receipt of TX forms, an annual review of information will also continue to be conducted, for which the cooperation of all diplomatic missions and international organisations will be required. A Note will be sent to all diplomatic missions and international organisations in London inviting them to contribute to the review as follows:

On receipt of Protocol Directorate's request for the annual review, all diplomatic missions and international organisations in London are invited to access the London Diplomatic List from the [GOV.UK](https://www.gov.uk) website and copy the details shown for their staff and mission or organisation. Diplomatic missions and international organisations should make required changes using the same font and format as on the GOV.UK website. The amended version should be returned by e-mail only to your relevant Team in Diplomatic Missions and International Organisations Unit (DMIOU) by the set deadline: DMIOU team contact details for your mission or organisation may be found on the Protocol website using the following hyperlink: <http://protocol.fco.gov.uk/about/contact/> through the Protocol website.

The Directorate wishes to draw the attention of diplomatic missions and international organisations to the following specific requirements:

- As detailed within Protocol Directorate's website, entries to the London Diplomatic List for diplomatic missions may include the names of Heads of Mission and their spouses, as well as diplomatic agents;
- International organisations should follow instructions previously provided by DMIOU covering staff who may be included in the London Diplomatic List;
- Diplomatic agents or international organisation's staff to be included on the list who are married and accompanied by their spouse should have a bold letter "**m**" placed between their name and their designation at the mission/organisation. Those who are married but not accompanied by their spouse should have a bold character "*" placed between their name and their designation at the mission/organisation.

Following each annual review, collated details will be uploaded by DMIOU to the GOV.UK website, and a copy of that year's London Diplomatic List will be retained within the Foreign and Commonwealth Office archives. Information received after the set deadline will not be included in the annual review or the archive record but will be included in the subsequent monthly revision.

For this year's review, all diplomatic missions and international organisations requiring amendments to their details are requested to send revisions to their DMIOU team by 30 November 2014.

Protocol Directorate of the Foreign and Commonwealth Office avails itself of this opportunity to express to all diplomatic missions and international organisations in London the assurances of its highest consideration.

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