



Note no. A070/16

Protocol Directorate of the Foreign and Commonwealth Office presents its compliments to all diplomatic missions and international organisations and has the honour to refer to Locally Engaged Staff. Locally engaged staff are defined for the purposes of this Note as staff employed and paid in the United Kingdom by the diplomatic mission or international organisation. This request is to ensure that locally engaged staff receive applicable privileges and immunities.

The Directorate kindly requests that all missions and international organisations submit a list of their locally engaged staff, including staff nationality, currently employed as of 1 January 2016. These lists should be sent to Diplomatic Missions and International Organisations Unit (DMIOU).

The Directorate also wishes to remind diplomatic missions that, in accordance with the Vienna Convention on Diplomatic Relations, while British Nationals or permanent residents of the UK are required to pay National Insurance contributions and UK income tax on their salary, non UK nationals are exempt from tax but are required to pay National Insurance contributions. International Organisations should consult their Headquarters Agreement in relation to taxation of British nationals or permanent residents. The Directorate asks all missions and international organisations to ensure compliance from all relevant staff. DMIOU requires this information described in paragraph 2 above by 31 March 2016.

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

FOREIGN AND COMMONWEALTH OFFICE
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26 February 2016

