



Note No. A180/17

Protocol Directorate of the Foreign and Commonwealth Office presents its compliments to all diplomatic missions in London and would like to draw to their attention the following request.

In the light of the recent terrorist attacks in London and Manchester, and the fire at Grenfell Tower, Protocol Directorate wishes to update its list of out-of-hours emergency contact details for key staff in diplomatic missions. Protocol Directorate takes the UK's international obligations very seriously and, in the event of a mass casualty incident affecting foreign nationals, is concerned to contact relevant missions without delay.

Protocol Directorate would therefore be grateful if diplomatic missions would provide the following information:

- An out-of-hours contact (mobile) telephone number and email address for the Ambassador or High Commissioner;
- An out-of-hours contact (mobile) telephone number and email address for the Deputy Head of Mission, Chargé d'Affaires, or Acting High Commissioner;
- An out-of-hours (mobile) contact number and email address for the Consul, Vice Consul or Consular Section;
- A mobile telephone number (for example of a Duty Officer) which can be used for any urgent enquiry out of the Mission's normal business hours.

Protocol Directorate would also be grateful if diplomatic missions would send updated contact details whenever there are staff changes. It assures missions that any information which they submit will be kept securely and only used by officials of Her Majesty's Government in situations when urgent communication is required.

Protocol Directorate requests that responses should be e-mailed to protocol.enquiries@fco.gov.uk or sent to Diplomatic Missions and International Organisations Unit (DMIOU), Room KG.01, Protocol Directorate, Foreign and Commonwealth Office, King Charles Street, London SW1A 2AH, by 31 August 2017.

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

FOREIGN AND COMMONWEALTH OFFICE
LONDON SW1A 2AH

9 August 2017

