



Note No. A291/17

Protocol Directorate of the Foreign and Commonwealth Office presents its compliments to all diplomatic missions and international organisations and has the honour to bring the following to the attention of all missions and organisations' administrative staff.

**Office closure over the Christmas period**

The Directorate's Diplomatic Missions and International Organisations Unit (DMIU) will be closed on the following dates:

Monday 25 December 2017

Tuesday 26 December 2017

Monday 1 January 2017

**Protocol collections**

There will be no Protocol collections on the following dates:

Tuesday 26 December 2017

Thursday 28 December 2017

Normal twice-weekly collections will resume from the week beginning Tuesday 2 January.

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

LONDON SW1A 2AH

14 December 2017

