



## Note Verbale No. A035/22

Protocol Directorate of the Foreign, Commonwealth and Development Office presents its compliments to all international organisations and has the honour to provide an update on the easing of Covid-19 border measures, and to the exemptions process for staff of international organisations who are on official business in the UK.

### Changes to International Travel Restrictions

The Secretary of State for Transport and the Secretary of State for Health and Social Care [jointly announced on 24 January](#) that from 4am on 11 February 2022, all testing requirements for eligible [vaccinated arrivals](#) in the UK will be removed. Arrivals who are not recognised as fully vaccinated will only need to take a pre-departure test and a PCR test on or before day 2 after they arrive in the UK. There is no longer a requirement for travellers who do not qualify as [vaccinated](#) to self-isolate, unless they receive a positive test result.

These changes make travelling to the UK more straightforward for a large majority of travellers. With the removal of testing requirements for vaccinated arrivals and the removal of the need to self-isolate on arrival for travellers who do not qualify as vaccinated, it is expected that the need for an exemption from the UK's international travel measures will be rare. The latest UK Covid-19 travel guidance can be found here:

<https://www.gov.uk/guidance/travel-to-england-from-another-country-during-coronavirus-covid-19>.

### Changes to the Exemption Process for International Organisations

From 11 February 2022, a reduced set of exemptions from C-19 border measures will be available. As a result, the exemptions process for staff of international organisations will change on 11 February. Eligibility for exemption is based on the possession of relevant privileges and immunities and/or specific business case and exemptions will **not be automatically available** to staff of international organisations.

Unless exempt, vaccinated travellers will be required to:

- 1) Complete the Passenger Locator Form (PLF)

Unless exempt, travellers who do not qualify as vaccinated will be required to:

- 1) Take a pre-departure test
- 2) Complete the PLF
- 3) Take a test on or before Day 2 after arrival in the UK

Exemption from completing the PLF, pre-departure testing and from day 2 testing will be considered on a case-by-case basis for international organisation members if they qualify under one of the following categories:

- a. An officer or servant of an international organisation who is on official business; **or**
- b. A person employed by an international organisation as an expert or on a mission who is on official business; **or**
- c. A representative to an international organisation who is on official business; **or**
- d. A member of the official staff of a representative to an international organisation who is on official business

Staff travelling to the UK for personal reasons, e.g. in relation to holiday, would not fall within these categories. Recognised dependants without relevant privileges and immunities of international organisation members are no longer eligible for exemptions, regardless of whether they are travelling with or separately from the international organisation member.

Where an exemption is necessary, it should now be made using **Form 1A** (attached). Travellers are reminded that the form must be signed by the Head of the organisation, or a person acting on their authority, having equivalent rank to that of a head of mission. From 11 February, Protocol Directorate will only process applications for exemptions for international organisation members who have relevant privileges and immunities in the UK. These applications should be emailed to [Protocol.Covid19@fcdo.gov.uk](mailto:Protocol.Covid19@fcdo.gov.uk). Relevant privileges and immunities for this purpose are inviolability, immunity from arrest and detention, or any privilege or immunity with equivalent effect, at the time of travelling.

Applications for exemptions for staff of international organisations without relevant privileges and immunities must be sent to the appropriate FCDO team. Each application will be assessed based on the information provided, and if confirmed the FCDO will send an official confirmation of the exemption.

All travellers are reminded to check the GOV.UK website for latest guidance for [Persons on official business](#) before travelling.

Protocol Directorate of the Foreign, Commonwealth and Development Office avails itself of this opportunity to renew to all international organisations the assurances of its highest consideration.

FOREIGN, COMMONWEALTH  
& DEVELOPMENT OFFICE  
LONDON, SW1A 2AH

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Foreign, Commonwealth  
& Development Office

## FORM 1A (COVID 19) v3

Foreign Officials

February 2022

### PRE-NOTIFICATION OF INTERNATIONAL TRAVELLERS

In line with paragraph 19 of Schedule 4 to The Health Protection (Coronavirus, International Travel and Operator Liability) (England) Regulations 2021 (as amended) (the “Regulations”); and equivalent legislation in Scotland, Wales and Northern Ireland:

This form should be used to pre-notify the Foreign, Commonwealth and Development Office (FCDO) of the arrival of international travellers who are:

1. Persons who enjoy relevant privileges and immunities in the UK; or
2. An officer or servant of an international organisation on official business; or
3. Employed by an international organisation as an expert or on a mission on official business; or
4. A representative to an international organisation on official business; or
5. A member of the official staff of a representative to an international organisation who is on official business; or
6. A representative of a foreign country or territory travelling to the UK to conduct official business with the UK; or
7. A representative of a foreign country or territory travelling to the UK on official business and who is undertaking work relating to essential maintenance and repair of an IT or security system necessary for the functioning of a diplomatic mission or consular post in the UK; or
8. A representative of a foreign country or territory travelling to the UK on official business and who is undertaking work relating to the holding of an election or referendum of a foreign country or territory; or
9. A representative of the government of a British overseas territory travelling to the UK to conduct official business with the UK.

Once completed, this form should be sent to your FCDO contact or Desk Officer.

Please note that there is a separate exemption category for Diplomatic Missions, Consular Posts and Heads of State. Please contact [Protocol.Covid19@fcdo.gov.uk](mailto:Protocol.Covid19@fcdo.gov.uk) for more information.

### 1. PERSONAL DETAILS

#### **NATIONALITY**

Give all nationalities held, including British

#### **PASSPORT**

Number

#### **TITLE**

E.g. Mr/Mrs/Miss/Ms/Dr/Captain etc.

#### **DATE OF BIRTH**

DD/MM/YYYY

#### **FAMILY NAME**

As shown in the passport

#### **GIVEN NAME(S)**

As shown in the passport

#### **CAPACITY IN WHICH TRAVELLING TO THE UK (EG OFFICIAL/PRIVATE)**

OFFICIAL – PERSONAL DATA (WHEN COMPLETED)

Name of the associated mission,  
consular post or international organisation

POSITION HELD e.g. Minister for Trade

## 2. EXEMPTIONS REQUIRED

- ☐ Exemption from completing the Passenger Locator Form
- ☐ Exemption from the Pre-Departure Testing (PDT) requirement
- ☐ Exemption from mandatory Day 2 testing

## 3. EXEMPTION SUB-CATEGORY

Is the traveller seeking exemption as: (tick or place X in box as appropriate)

- 1) ☐ Persons who enjoy relevant privileges and immunities in the UK
- 2) ☐ An officer or servant of an international organisation who is on official business
- 3) ☐ A person employed by an international organisation as an expert or on a mission who is on official business
- 4) ☐ A representative to an international organisation who is on official business
- 5) ☐ A member of the official staff of a representative to an international organisation who is on official business
- 6) ☐ A representative of a foreign country or territory travelling to the UK to conduct official business with the UK
- 7) ☐ A representative of a foreign country or territory travelling to the UK on official business and who is undertaking work relating to essential maintenance and repair of an IT or security system of a diplomatic mission or consular post in the UK
- 8) ☐ A representative of a foreign country or territory travelling to the UK on official business and who is undertaking work relating to the holding of an election or referendum of a foreign country or territory
- 9) ☐ A representative of the government of a British overseas territory on official business with the UK

## 4. OTHER MEMBERS OF THE DELEGATION

IF APPLICABLE. Provide details of any other travellers accompanying the main traveller as part of their delegation. Please note that there is not a separate exemption for family members. They must fall within one of the categories above in order to qualify for an exemption.

Family Name	Given Name(s)	Role	Date of Birth DD/MM/YYYY	Passport Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

OFFICIAL – PERSONAL DATA (WHEN COMPLETED)


## 5. ADDRESS WHILST IN THE UK

<b>ADDRESS</b> i.e. Address of the hotel or private residence	<b>IF APPLICABLE (IF THE ADDRESS IS DIFFERENT) – PLEASE PROVIDE THE ADDRESS OCCUPIED BY ANY ACCOMPANYING TRAVELLERS</b>

## 6. DETAILS OF TRAVEL

<b>COUNTRY OF DEPARTURE</b> 	<b>Transiting Countries/Territories...</b> <i>If applicable, list here any countries/territories (and part of countries/territories where relevant) transited on the journey to the UK</i>	<b>...and recently visited Countries/Territories</b> <i>...and if applicable, please list all countries/territories (and parts of countries/territories where relevant) visited or transited in the 10 days preceding arrival into the UK</i>
<b>Mode of Transport</b> e.g. Air/Rail/Road-Sea <b>Please include travel details</b> e.g. Flight Number/Train/Ferry Service		
<b>Point of Departure</b> e.g. Amsterdam Schipol Airport/ Paris Gare du Nord Train Station/ Calais Ferry Terminal	<b>Point of Arrival into UK</b> e.g. Heathrow Airport/ London St Pancras Eurostar/ Port of Dover Ferry Terminal	
<b>DATE AND TIME OF DEPARTURE</b>	<b>DATE AND TIME OF ARRIVAL INTO THE UK *</b>	<b>DATE AND TIME OF DEPARTURE FROM THE UK</b>

\* UNLESS CIRCUMSTANCES ARE EXCEPTIONAL, PLEASE PROVIDE AT LEAST **TWO WORKING DAYS'** NOTICE PRIOR TO DATE OF ARRIVAL INTO THE UK

## 7. RELEVANT WORK

To be eligible for an exemption, the appropriate stipulated person (or someone acting on their authority) must confirm that the traveller is required to undertake relevant work as set out below. This confirmation is not required if the traveller falls within exemption sub-category 1, and you have indicated above the requirements from which you consider that they should be exempt.

Exemption sub-category	Stipulated person	Relevant work	
1	Head of the international organisation/head of the mission or consular post/head of the office representing a foreign territory (as relevant)	N/A	<input type="checkbox"/>
2, 3, 4, 5	Head of the international organisation	Work which is essential to the functioning of the international organisation	<input type="checkbox"/>
6	Head of the mission or consular post/head of the office representing a foreign territory (as relevant)	Work which is essential to the foreign country or the foreign territory (as relevant)	<input type="checkbox"/>
7	Head of the mission or consular post/head of the office representing a foreign territory (as relevant)	Work which is essential to the foreign country or the foreign territory (as relevant) and which relates to essential maintenance and repair of an IT or security system necessary for the functioning of a mission or consular post in the UK	<input type="checkbox"/>
8	Head of the mission or consular post/head of the office representing a foreign territory (as relevant)	Work which is essential to the foreign country or the foreign territory and which relates to the holding of an election or referendum of a foreign country or territory (as relevant)	<input type="checkbox"/>
9	Governor of the British overseas territory	Work which is essential to the British overseas territory	<input type="checkbox"/>

## 8. EXPLANATION WHY AN EXEMPTION IS REQUIRED

### FOR EACH OF THE EXEMPTIONS SOUGHT, PLEASE EXPLAIN WHY THE TRAVELLER CANNOT REASONABLY CARRY OUT THE RELEVANT WORK WHILE COMPLYING WITH THE REQUIREMENT(S) UNDER THE REGULATIONS

Please note that the FCDO expects the majority of travellers to comply with all requirements under the Regulations. You are encouraged to provide as much detail as possible here, including details of the traveller's programme, who they are meeting and what official business they are conducting]. You do not need to complete this box if an exemption is sought for a traveller who you consider falls within category 1 above (persons with relevant privileges and immunities in the UK)

## 9. WRITTEN CONFIRMATION BY HEAD OF MISSION/CONSULAR POST/OFFICE

This must be confirmed by the stipulated person specified in section 7 above, or a person acting on their authority. Once completed please email the form to the FCDO at least **two working days** in advance of departure to the UK.

I confirm that:

- ☐ The information contained in this form is accurate
- ☐ The traveller is required to undertake relevant work of the kind specified in section 7 above

**NAME**

Please PRINT

**DESIGNATION**

i.e. position held

**SIGNATURE**

**DATE**

DD/MM/YYYY