



Note No. A089/22

Protocol Directorate of the Foreign, Commonwealth & Development Office presents its compliments to all diplomatic missions and international organisations and has the honour to request updated email addresses that should be included in the Directorate's standard distribution list for circular Notes Verbale.

In addition, Protocol Directorate wishes to update its list of out-of-hours emergency contact details for key staff in diplomatic missions and international organisations. The Directorate would therefore be grateful if diplomatic missions and international organisations would also provide the following information, which would be kept securely and only used by officials of Her Majesty's Government when necessary:

- 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;
- For international organisations: a mobile number and email address for the most appropriate emergency contact(s).

The Directorate asks that responses be emailed to [protocol.enquiries@fcdo.gov.uk](mailto:protocol.enquiries@fcdo.gov.uk) by 30 April 2022. Thereafter, the Directorate would be grateful if diplomatic missions and international organisations would send updated contact details whenever there are relevant staff changes.

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



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13 April 2022