

OFFICIAL – UK

ANNEX C - First Arrival and Final Departure of Head of Mission

First Arrival

For your Head of Mission's **first arrival** into the UK, they have the option to use a VIP Suite when arriving on a commercial flight at **Heathrow** Airport at no cost to your Mission (depending on availability).

Final Departure

For your Head of Mission's **final departure** from the UK, they have the option to use a VIP Suite when departing on a commercial flight from **Heathrow** Airport at no cost to your Mission (depending on availability).

Please note:

- Mission Greeters / Attendees are likely to require an airside ID to enter the VIP Suite or be present at the gate / aircraft. Missions are responsible for ensuring these are obtained and are operational for the time of use.
- It is with regret that the FCDO Protocol VIP Visits Team are unable to provide a complimentary VIP suite or assist in facilitating your Head of Missions arrival or departure, at other UK airports/ ports.
- The booking must be made by the FCDO Protocol VIP Visits Team and to make a VIP suite booking.

Missions are requested to send the following information, along with a completed **API form (Annex A)** **no later than 7 working days before scheduled arrival or departure** to: VIParrivals.departures@fcdo.gov.uk

Disclaimer: If Missions provide late notice, it absolutely cannot be guaranteed that the FCDO will be able to arrange with Heathrow a VIP Suite and arrange an FS Special Representative to be present, and will not be responsible for arrangements not able to be provided.

1. **Attach copy of Head of Missions CV/Bio with photo**
2. Name of VIP:
3. Airport/ Terminal:
4. Total number of departing passengers (*including Head of Mission*):
5. Date:
6. Time:
7. Flight Number:
8. Mission Greeters & Mobile Numbers (*2 persons maximum*):
8. The details of the vehicles which will be used:

Driver Name	Driver Tel	Vehicle Make	Vehicle Model	Vehicle Colour	Vehicle Registration

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FCDO Special Representatives

The FCDO Protocol VIP Visits Team can also arrange for an FCDO Special Representative, also known as Special Representative of the Secretary of State for Foreign, Commonwealth & Development Affairs (FSSR) to welcome / bid farewell the Head of Mission at the VIP Suite (dependent on their availability) on their first arrival or final departure.

FCDO Special Representatives are only provided at the Missions request, and when a VIP Suite is being used. Missions are therefore requested to confirm when requesting the VIP Suite or notifying of private arrival or departure that an FCDO Special Representative is requested to be present.

Private Flights

If your Head of Mission is arriving/ departing on a private flight, regardless of airport, the VIP suite will be included in the handling fees the Mission pays to the UK flight handler. The FCDO Protocol VIP Visits Team should be made aware of all details relating to the Head of Missions private flight arrival/ departure, including receiving a copy of the API form.