



Arrangements for the First Arrival of your new High Commissioner to the United Kingdom

Before arrival

Please let the Protocol VIP Arrivals & Departure team know, as early as possible, the arrival date for your new Head of Mission, even if initially the date is provisional. See [Annex A](#) for contact details. Please also inform Ceremonial Section.

Arrivals

For your Head of Mission's first arrival they have the option to use a VIP Suite when arriving on a commercial flight to Heathrow Airport at no cost to your Mission (depending on availability). The booking must be made by the FCDO Protocol VIP Arrivals & Departures Team.

In order for the VIP Arrivals & Departures team to make a VIP suite booking, you will need to provide the following information, along with a completed [advanced passenger information \(API\) form](#), and send to VIParrivals.departures@fcdo.gov.uk, **no later than 7 working days before arrival**.

Please include a copy of the Head of Mission's CV / Biography.

1. Name of VIP:
2. Airport/ Terminal:
3. Total number of passengers (including Head of Mission):
4. Date:
5. Time:
6. Flight Number:
7. Mission Greeters & Mobile Numbers (2 maximum):
**Please provide confirmation if they have operational airside IDs*

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8. The details of the Drivers and Vehicles as per the table below:

Driver Name	Driver Number	Vehicle Make	Vehicle Model	Vehicle Colour	Vehicle Registration

If your Head of Mission is arriving on a private flight, regardless of airport, the VIP suite will be included in the handling fees you pay to the UK flight handler. The VIP Arrivals & Departures Team should be made aware of all details relating to the private flight arrival, including receiving a copy of the API form.

Dependent on their availability, we can also arrange for a Special Representative of the Secretary of State for Foreign, Commonwealth & Development Affairs to welcome your Head of Mission at the VIP Suite.

Representatives are only provided at your request, and when a VIP Suite is used. So please do confirm when requesting the VIP Suite or notifying of private arrival if you wish to have an FCDO Special Representative present.

Please note:

- It is with regret we are unable to provide a complimentary VIP suite for your Head of Mission's arrival at other airports / ports.
- We will only be able to arrange for a Special Representative of the Secretary of State for Foreign, Commonwealth and Development Affairs to welcome your Head of Mission, if the VIP Suite at Gatwick or Heathrow is used.
- Health Measures may apply at UK airports / VIP Suites.

Photographs

Please provide electronic colour photographs of both your High Commissioner-designate and spouse to Ceremonial Section (see [Annex A](#) for contact details). It is important to send these photos as we use them for reference in the Director/Vice-Marshal's Office as well as for other administrative requirements.

These photographs are in addition to the passport-size photographs required for the issue of a diplomatic identity card after arrival.

After Arrival

Letter to the Secretary of State

As soon as possible after arrival your High Commissioner-designate should write formally to the Secretary of State for Foreign, Commonwealth and Development Affairs announcing their arrival. The letter should be signed personally by your new High Commissioner-designate - for suggested text see [Annex B](#). The letter is presented to the Vice-Marshal of the Diplomatic Corps (FCDO Director of Protocol).

Call on the Vice-Marshal of the Diplomatic Corps

Your High Commissioner-designate's first official call should be with the Vice-Marshal of the Diplomatic Corps, Ms Victoria Busby OBE. Please contact Ms Busby's office to arrange a convenient time. At this meeting the High Commissioner-designate presents their Prime Minister to Prime Minister introductory letter. The Vice-Marshal's office will share this letter with the Prime Minister's office. On presentation of the PM-PM Letter, the Vice-Marshal will confirm that the new High Commissioner has formally assumed the role and is able to carry out their functions fully.

The FCDO will inform the Marshal of the Diplomatic Corps that your new High Commissioner has called on the Vice-Marshal and presented the appropriate paperwork.

Precedence

Your new High Commissioner's precedence is usually the date of arrival in the UK, presuming prompt presentation of the above-mentioned paperwork to the Vice-Marshal.

Calls on FCDO senior officials

The FCDO geographical desk officer will either consult your High Commissioner after arrival, or with the High Commission in advance, to arrange courtesy calls within the FCDO. These calls are

not intended for the transaction of business. Subsequent calls should be arranged directly by the High Commission. It is not necessary for High Commissioners to make courtesy calls on Ministers around Whitehall.

Audience of The King

Realm High Commissioners have a private Audience of The King. The Marshal of the Diplomatic Corps will be in contact to arrange this. The Marshal will arrange for a briefing for your High Commissioner to go through the procedures and expectations in advance.

Administration

Form 1 (Notification of Arrival) and Form 2 (application for a diplomatic identity card) should be signed by the new High Commissioner. It is important that the High Commissioner's name appears as he/she wishes to be known during his/her term in London. Following completion of these forms the relevant British authorities are informed of the consequent entitlement to privileges and immunities. Further guidance can be found on the Protocol Missions website <https://protocol.fcdo.gov.uk> (password is 'Diplomatic2012').

Annex A

Ceremonial Section

ceremonial.section@fcdo.gov.uk

Director of Protocol and Vice-Marshal of the Diplomatic Corps

Office of Ms Victoria Busby OBE, Director of Protocol and Vice-Marshal of the Diplomatic Corps
020 7008 0989

Jonathan.Greensted@fcdo.gov.uk

Marshal of the Diplomatic Corps' Office

Georgina Harford

Assistant to the Marshal of the Diplomatic Corps

020 7024 5591

Georgina.Harford@royal.uk

Protocol VIP Arrivals & Departures Team

VIParrivals.departures@fcdo.gov.uk

Annex B

SUGGESTED TEXT OF LETTER TO THE FOREIGN SECRETARY FROM A NEW HIGH COMMISSIONER

[Address and Date]

Dear Sir,

I have the honour to inform you of my arrival in London on
in order to take up my duties as High Commissioner for..... to the Court of Saint
James's.

It would be appreciated if, in due course, arrangements could be made to have an Audience of His
Majesty The King

With the assurance of my highest consideration I have the honour to be, Sir

[usual signature of High Commissioner]

[typed name of High Commissioner exactly as he/she wishes it to be used during his/her stay in
London]

Secretary of State for Foreign, Commonwealth and Development Affairs
Foreign, Commonwealth & Development Office
King Charles Street
London
SW1A 2AH