



GUIDEBOOK FOR DIPLOMATIC MISSIONS

(17/12/2018)

I. ACCREDITATION OF A NEW AMBASSADOR

MULTIPLE ACCREDITATIONS

The Ministry of Foreign and European affairs has to be informed whether the candidate chosen by the sending state will be accredited to more than one country and/or to an international institution or organisation. A non-resident Ambassador with multiple accreditations needs to have the agrément of the state in which he/she resides before introducing a request for the agrément in Luxembourg. Likewise, the candidate will have to present his/her credentials in his/her country of residence before presenting them in Luxembourg.

INTRODUCING A REQUEST FOR THE AGRÉMENT

The embassy of the sending state submits a *note verbale* to the Protocol Department of the Ministry of Foreign and European affairs with the request for the agrément and the curriculum vitae (CV) of the candidate. Instead of sending the *note verbale*, the outgoing Ambassador or the chargé d'affaires a.i. may also hand over the *note verbale* and CV to the Chief of Protocol of the Ministry of Foreign and European Affairs during a courtesy call.

The Ministry of Foreign and European affairs will forward the request to His Royal Highness the Grand Duke. This *agrément* procedure takes several weeks.

Once His Royal Highness has given his approval, the Protocol department will inform the embassy of the sending State by *note verbale*.

ARRIVAL OF RESIDENT AMBASSADORS

The embassy of the sending State will notify the Protocol department by *note verbale* as soon as possible of the date and exact time of arrival of the resident Ambassador. As of this date, the Ambassador will benefit from privileges and immunities.

In case of arrival by airplane, the embassy of the sending State will take the necessary steps to book the VIP arrival lounge (*salon d'honneur*) via the online reservation tool of the Protocol Department. The Chief of Protocol or his/her deputy will greet the incoming Ambassador at the airport (on working days, between 8.00 and 20.00).

Shortly after his/her arrival, a resident Ambassador will request a courtesy call with the Chief of Protocol in order to present a true copy of his/her credentials and the letters of recall of his/her predecessor, as well as a courtesy translation in one of the working languages used in Luxembourg (French, German, English).

As of this moment, the Ambassador may:

- meet with his/her national community,
- request a limited number of meetings, on a technical level, with civil servants at all ministries.

However, he/she may not yet:

- ask for a meeting with His Royal Highness the Grand Duke, the Speaker of the parliament (President of the Chamber of Deputies), the State Council, the Prime minister or other members of the government,
- accompany visiting delegations from his/her country of origin during bilateral visits in Luxembourg.

At the same time, he/she should avoid:

- participating in events attended by the Luxembourgish authorities, such as His Royal Highness the Grand Duke, the Speaker of the parliament or members of government,
- hosting official events, such as national day receptions.

ARRIVAL OF NON-RESIDENT AMBASSADORS

Once the non-resident Ambassador has received the *agrément* of Luxembourg and has presented his/her credentials in his/her country of residence, he/she is allowed to present his/her credentials in Luxembourg.

The non-resident Ambassador will ask for an appointment with the Chief of Protocol of the Ministry of Foreign and European affairs in order to present a true copy of his/her credentials and the letters of recall of his/her predecessor as well as a courtesy translation in case the letters are not in one of the working languages used in Luxembourg (French, German, English). In principal, this courtesy call with the Chief of Protocol will take place the day before the audience with His Royal Highness the Grand Duke.

REQUESTING AN AUDIENCE FOR THE PRESENTATION OF CREDENTIALS

Once the *agrément* has been granted, the embassy of the sending state will send a *note verbale* to the Protocol Department of the Ministry of Foreign and European affairs requesting an audience for the Ambassador with His Royal Highness the Grand Duke in order to present his/her credentials. As a reminder, the non-resident Ambassador will have to present his/her credentials in his/her country of residence before requesting to present his/her credentials to His Royal Highness the Grand Duke.

With the reception of the request for an audience, the Ambassador will be put on a waiting list for the next accreditation session. It is customary in Luxembourg that several Ambassadors present their credentials to His Royal Highness the Grand Duke on the same day during one accreditation session.

In general, the order of presentation is determined by the date of the *note verbale* requesting the audience.

The Protocol Department of the Ministry of Foreign and European affairs will be informed through the Marshal of the orders of His Royal Highness the Grand Duke and will inform the embassy of the sending state of the date and time reserved for the handing over of the credentials. At the same time, a description of the ceremonial proceedings of the audience with His Royal Highness the Grand Duke will be made available.

PRESENTATION OF CREDENTIALS

The letters of credence, as well as the letters of recall of the predecessor, should be addressed to “**His Royal Highness the Grand Duke**” without mentioning His given name. The embassy should join a courtesy translation in case the letters are not in one of the working languages used in Luxembourg (French, German, English).

Courtesy call to the Grand Ducal Palace

The day prior to the audience for the presentation of the letters of credence and of the letters of recall, the Ambassador designate will meet an Aide de Camp at the Grand Ducal Palace for a briefing on the proceedings of the ceremony and other issues concerning practical arrangements.

It will be up to the embassy to arrange for transportation that day. The Ambassador will arrive by the main gate - rue du Marché aux Herbes - where he/she will be met by an Aide de Camp.

Two members of staff on the official embassy list as registered with the Protocol department may accompany the Ambassador for the courtesy call.

Dress code is dark suit for gentlemen and day dress for ladies.

Audience granted by His Royal Highness the Grand Duke

Prior to the audience, the embassy of the sending state will inform the Protocol Department of the address, in Luxembourg-city, where the cars of the Grand Ducal court will pick-up the Ambassador and his/her suite for the audience with His Royal Highness the Grand Duke. At the same time the embassy will inform the Protocol Department of the preferred language of conversation during the audience with His Royal Highness.

The Head of Mission may be accompanied by his/her spouse and three members of staff from the embassy. Only members of the embassy on the official diplomatic list of staff accredited to Luxembourg, as registered with the Protocol department, are allowed to accompany the Ambassador.

Regarding the dress code for the day, male Ambassadors will wear white tie with decorations (*no gloves*) or national dress.

Female Ambassadors will wear a skirt suit or a dress with $\frac{3}{4}$ length or national dress. Hat and gloves are optional.

Military personnel will wear national service dress (*full dress uniform*).

The dress code for the members of the suite is the same as described above.

The proceedings of the accreditation ceremony are detailed in a note sent prior to the ceremony to the embassy and will be explained during the courtesy call at the Grand Ducal Palace the day preceding the audience.

FOLLOWING THE PRESENTATION OF CREDENTIALS

Once the letters of credence have been presented to His Royal Highness the Grand Duke, the Ambassador is officially in service.

The date of his/her accreditation determines his/her position in the order of precedence of the diplomatic corps.

He/she may now request appointments with the national authorities, e.g. His Royal Highness the Grand Duke, the Speaker of the Parliament (President of the Chamber of Deputies), the members of government.

The Ambassador will also be able to host national day receptions and other official events.

II. ABSENCE OF THE AMBASSADOR

The Ambassador appoints a chargé d'affaires a.i. before any absence from his/her post that prevents him/her to carry out his/her duties. If the Ambassador cannot designate a chargé d'affaires a.i., the latter will have to be appointed by the Ministry of Foreign affairs of the sending state.

Any absence from his/her post needs to be notified by note verbale to the Protocol Department of the Ministry of Foreign and European affairs.

III. END OF MISSION AND DEPARTURE OF THE AMBASSADOR

APPOINTING A CHARGÉ D'AFFAIRES A.I.

Prior to his/her final departure from Luxembourg, the Ambassador should appoint a chargé d'affaires a.i. and inform the Protocol Department of the Ministry of Foreign and European affairs of his/her decision by *note verbale*.

The embassy should inform the Protocol Department as soon as possible of the date of the end of mission, even an approximate date, of the Ambassador.

Please note that it is customary that the letters of recall of the outgoing Ambassador is handed over by his/her successor upon presentation of his/her credentials.

FAREWELL AUDIENCE WITH HIS ROYAL HIGHNESS THE GRAND DUKE

Before the completion of his/her mission to the Grand Duchy of Luxembourg, the outgoing Ambassador may request a farewell audience with His Royal Highness the Grand Duke. The Ambassador may be accompanied by his/her spouse. The request for a farewell audience needs to be sent as soon as possible by *note verbale* to the Protocol Department of the Ministry of Foreign and European Affairs.

The Protocol department will be informed through the Marshall of the orders of His Royal Highness the Grand Duke and will inform the embassy of the sending state on the date and time reserved for the farewell audience.

The dress code for a farewell reception is dark suit for the gentlemen and day dress or skirt suit for ladies.

Attachments: Samples of note verbale

1. Request for the agrément for a new Ambassador (resident)
2. Request for the agrément for a new Ambassador (non-resident)
3. Request for an audience for the presentation of credentials and the letters of recall (resident)
4. Request for an audience for the presentation of credentials and the letters of recall (non-resident)
5. Notification of departure of an Ambassador and appointment of a chargé d'affaires a.i.
6. Request for a farewell call