

# Protocol Guidelines for a New Ambassador

## 1. Appointment of a New Ambassador

The request for the agrément of a new Ambassador shall be made to the Ministry of Foreign Affairs through the foreign diplomatic mission in Thailand, through the Royal Thai Embassy in the sending State, or through the Royal Thai Embassy in or with jurisdiction covering the country of residence of the new Ambassador of the sending State. **The request must be submitted along with a curriculum vitae of a new Ambassador which includes all of the following information:**

- 1) Title and full name (as appear in the Letters of Credence) both in roman/latin script and local script (where applicable);
- 2) Date of birth;
- 3) Marital status and his/her spouse's title and full name (if married);
- 4) Educational background, including degree, faculty, institution, country where the institution is located, and years of study;
- 5) Professional background, including position, organisation, country where the organisation is situated and years of assignment;
- 6) Two (2) passport-sized colour photographs (high resolution with straight face, bright and plain background, with a formal attire (a lounge suit with necktie for gentlemen));
- 7) Spoken language(s); and
- 8) Pronunciation in phonetic form and audio clip of the name(s) of the new Ambassador and his/her spouse, to ensure correct Thai transliteration.

Once the curriculum vitae with all required information (1-8) is completely submitted, the request for the agrément will be duly processed. After the agrément has been granted, the Department of Protocol will inform the foreign diplomatic mission of the sending State in Thailand and/or instruct the Royal Thai Embassy in the sending State or the Royal Thai Embassy in or with jurisdiction covering the country of residence of the new Ambassador.

## **2. Arrival of the Ambassador-Designate**

The foreign diplomatic mission shall inform the Department of Protocol of the arrival of the Ambassador-Designate via a Note Verbale **at least fifteen (15) working days** prior to the arrival date. The Note Verbale must include the arrival date and time, flight number and names of the accompanying party. Should the foreign diplomatic mission request the reservation of the VIP room at the airport, such a request should also be mentioned in the Note Verbale.

The Ambassador-Designate will be greeted upon arrival at the airport by a representative of the Department of Protocol, provided that the time of arrival is **between 0830 to 1630 hours on working days**. The foreign diplomatic mission shall be responsible for the arrangement of transportation for the Ambassador-Designate.

## **3. First Call at the Ministry of Foreign Affairs after Arrival**

The Ambassador-Designate shall seek, at the earliest opportunity, an appointment with the Director-General of the Department of Protocol to submit copies of the documents required for an audience with His Majesty the King and for his/her assumption of duty as Ambassador Extraordinary and Plenipotentiary.

The non-resident Ambassador-Designate may submit the required documents through the Royal Thai Embassy in or with jurisdiction covering the country in which the Ambassador-Designate currently resides.

## **4. Documents Required to Request the Assumption of Duty as an Ambassador Extraordinary and Plenipotentiary and the Royal Audience with His Majesty the King for the Presentation of the Letters of Credence**

The Ambassador-Designate must submit the following documents to the Director-General of the Department of Protocol:

- 1) a copy of the Letters of Credence;
- 2) a copy of the Letters of Recall;
- 3) a copy of the written speech addressed to His Majesty the King; and
- 4) Two (2) passport-sized colour photographs.

N.B. :

- a) *All documents must be addressed to “His Majesty Maha Vajiralongkorn Phra Vajiraklaochaoyuhua, King of Thailand”.*
- b) *If the Letters of Credence and the Letters of Recall are in any other language than English, an English translation must be provided.*
- c) *The written speech must be in English and should not be longer than two pages (A4 size).*
- d) *It is important that the spelling and presentation of the name in all documents shall be exactly the same as when requesting the agrément. This also extends to the name of the previous Ambassador in the Letters of Recall.*

## **5. Request for the Assumption of Duty as an Ambassador Extraordinary and Plenipotentiary and the Royal Audience with His Majesty the King for the presentation of the Letters of Credence**

- 1) Upon complete submission of all required documents, the Department of Protocol will process the request for the assumption of duty as an Ambassador Extraordinary and Plenipotentiary and the Royal Audience with His Majesty the King for the presentation of the Letters of Credence and subsequently submit the request to the Bureau of the Royal Household.
- 2) Once being advised by the Bureau of the Royal Household, the Department of Protocol will notify the Ambassador-Designate of the commencement date of his/her assumption of duty as an Ambassador Extraordinary and Plenipotentiary to Thailand.
- 3) The Ambassador’s order of precedence is established by the date of his/her assumption of duty as stipulated in the Letter of Notification issued by the Bureau of the Royal Household.

- 4) The Department of Protocol will confirm the date and time of the Royal Audience for the presentation of the Letters of Credence with the Ambassador once the Royal Audience has been granted. A detailed programme of the Royal Audience and list of foreign Ambassadors attending the Ceremony will be provided. For non-resident Ambassadors, a tentative programme of visit to Thailand which includes his/her meeting with Thai dignitaries (if requested) will also be provided.

N.B. :

*a) Upon awaiting for the Royal Permission to assume his/her duty as Ambassador Extraordinary and Plenipotentiary to Thailand, an Ambassador-Designate may interact with the private sector, the diplomatic community, and citizens of his/her country but may not yet request for an audience with members of the royal family and courtesy calls on government officials, including officials of the Ministry of Foreign Affairs. During this period, the Chargé d' Affaires, a.i. will still be in charge of the Embassy as the Head of Mission.*

## **6. First Courtesy Calls on the Occasion of the Ambassador's Assumption of Duty**

6.1 After the assumption of duty, the Ambassador may send a Note Verbale to request the Ministry of Foreign Affairs to facilitate courtesy calls on Thai government dignitaries and authorities.

6.2 After the ceremony of the presentation of the Letters of Credence, and if the Ambassador wishes to request an audience with members of the Royal Family, a formal note signed by the Ambassador addressed to the Permanent Secretary for Foreign Affairs, shall be sent to the Department of Protocol. The Department of Protocol will subsequently submit the request to the Bureau of the Royal Household for consideration. Once the audience has been granted, the Ambassador will be notified of the date and time of the audience via a Note Verbale.

## 7. Ceremony of the Presentation of the Letters of Credence

New ambassadors shall present their Letters of Credence to His Majesty the King at the Ceremony of the Presentation of the Letters of Credence.

The conversation with His Majesty the King during the audience shall be in English.

The arrangements for the audience are as follows:

- 1) The Ambassador (accompanying person is not allowed) will wait for the Royal motorcade at the Ministry of Foreign Affairs.
- 2) The Ambassador will travel to the Amphorn Royal Palace in a Royal car, accompanied by a senior official from the Department of Protocol.

The Royal car will be escorted by police outriders, a police lead car and a police tail car.

- 3) The attire for the Ceremony is as follows:

**Ladies:** national dress or formal knee-covered dress (Black or revealing dress is considered as inappropriate for the ceremony and should not be worn. Open-toe heels and slingback shoes should not be worn.)

**Gentlemen:** morning coat, uniform or national dress

**Remarks:** Formal dark suit and business suit are inadmissible for the Ceremony.

- 4) The Ambassador will bring with him/her **a single and properly sealed white envelope** containing:
  - The original Letters of Credence;
  - The original Letters of Recall (if applicable); and
  - The Ambassador's written speech addressed to His Majesty the King.

- 5) The Ambassador will **arrive at the Amphorn Royal Palace approximately 1 hour prior to the Ceremony for a rehearsal.**
- 6) After the Ceremony concludes, the Ambassador will be invited to a small vin d'honneur at which a congratulatory toast will be proposed by the Minister of Foreign Affairs. A photograph taking session will follow as a conclusion of the Ceremony.
- 7) The Ambassador will depart from the Amphorn Royal Palace back to the Ministry of Foreign Affairs in the Royal Motorcade, accompanying by the senior official from the Department of Protocol.
- 8) The Department of Protocol will inform the Ambassador of further details of the Ceremony after the Ambassador confirms his/her attendance.

## **8. Termination of Duty**

Prior to the completion of the Ambassador's tour of duty, the foreign diplomatic mission shall inform the Ministry of Foreign Affairs (or the Royal Thai Embassy in or with jurisdiction covering the country in which the non-resident Ambassadors currently resides) via a Note Verbale at the earliest opportunity. Upon the completion of the tour of duty, the Ambassador may request for farewell audiences with His Majesty the King and Her Majesty the Queen, members of the Royal Family and farewell calls on the Thai Government dignitaries. The Ministry of Foreign Affairs will facilitate the requests as follows:

1) For a farewell audience with His Majesty the King and Her Majesty the Queen, the Ambassador shall submit a formal note addressed to the Permanent Secretary for Foreign Affairs **at least two (2) months** before the departure date. The note should always specify the request for a farewell audience with both His Majesty the King and Her Majesty the Queen. The Ambassador is kindly requested to clearly indicate dates of his/her availability for the audience as well as reaffirm whether his/her spouse wishes to be present. Once the request has been officially processed, the details in relation to the request cannot be altered. Please note that after the farewell audience took place, it is considered that the Ambassador has completed his/her duty as Ambassador Extraordinary and Plenipotentiary to the Kingdom of Thailand and will not be able to attend Royal and State functions.

2) For a farewell audience with members of the Royal Family, the Ambassador shall submit a formal note addressed to the Permanent Secretary for Foreign Affairs **at least two (2) months** before the departure date. The Ambassador is kindly requested to clearly indicate dates of his/her availability for the audience as well as reaffirm whether his/her spouse wishes to be present. Once the request has been transmitted to its highest destination, the details in relation to the request cannot be altered.

3) For a farewell call on the Thai Government dignitaries, the Ambassador shall submit a Note Verbale to the Ministry of Foreign Affairs **at least (2) two months** in advance.

The foreign mission shall inform the Department of Protocol of the completion of duty of the Ambassador via a Note Verbale **at least fifteen (15) working days** prior to the departure of the Ambassador. The Note Verbale should include the departure date and time, flight number and names of the accompanying party. Should the foreign diplomatic mission request a reservation of the VIP room at the airport, it should also be mentioned in the Note Verbale.

On the day of departure, the Ambassador will be sent off by a representative of the Department of Protocol, provided that the time of departure is **between 0830 to 1630 hours on working days.**

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