

SECTION: Protocol Queensland

NUMBER: GES.PRO.011

SUBJECT: Official visits by foreign diplomatic
and consular representatives

AUTHORISED:

1. Purpose

- 1.1 This document outlines the Queensland Government's policy in relation to official visits to the State by foreign diplomatic and consular representatives accredited to Australia.
- 1.2 Such visits are arranged by the Government as a courtesy and are designed to provide an opportunity for representatives to gain a greater understanding of Queensland and a better appreciation of its economic potential. The visits are also seen as an opportunity to further promote and develop closer links (trade, cultural, etc.) between Queensland and foreign countries.

2. Scope

- 2.1 This policy applies to foreign career diplomatic and consular representatives in the undermentioned categories only. As a general rule, it does not apply to officials who may be appointed to such positions on a short term interim basis nor does it apply to honorary consular officials.
 - Head of Mission (HOM);
 - Head of Post based interstate, with jurisdiction throughout Queensland (HOPI);
 - Head of Post based in Queensland (HOPQ).

3. Definitions

- 3.1 **"Official Visits", "Official Visit Programme" and "Official Engagements"** refer to those visits, programmes or engagements arranged by Protocol Queensland on behalf of the Queensland Government.
- 3.2 **"Courtesy calls"** refers to those appointments that are arranged for reasons of protocol and diplomacy and would usually not involve discussions on substantive issues. For the purposes of this policy, such calls are confined to the Governor, the Premier, the Chief Justice, the Speaker of Parliament, the Leader of the Opposition and the Lord Mayor of Brisbane (or their representatives).
- 3.3 **"Head of Mission" or "HOM"** refers to Ambassadors and High Commissioners accredited to Australia by the Government of a foreign country. For the purposes of this policy, the term does not include officials who may be appointed to such positions on a short term interim basis.

- 3.4 **"Head of Post" or "HOPI / HOPQ"** refers to foreign career Consuls-General and Consuls who have been appointed by the Government of a foreign country to head a Consulate-General or Consulate in Australia. For the purposes of this policy, the term does not include honorary consular officials.

4. Guidelines

- 4.1 **Limitation on number of official visits/engagements** - Each HOM and HOPI is limited to one (1) official visit to Queensland during their term of office in Australia and it is preferable that this be undertaken as early as possible after taking up duty. There is, however, no requirement for them to undertake an official visit. HOPQs, being based in Queensland and in recognition of their Government's decision to establish an office in the State, will have a programme of official engagements arranged for them as soon as possible following their arrival in Brisbane. See note under 4.4 concerning the practice to apply regarding requests for meetings on subsequent occasions.
- 4.2 **Timing of official visits** - The timing of each visit is subject to the convenience of the Queensland Government and the particular diplomatic or consular representative.
- 4.3 **Official visit programme** - The programme is to be arranged by Protocol Queensland. The duration and focus of each programme will be determined in light of the strategic relevance to the State of the country concerned. Relevant Departments and Agencies will be consulted on the issue of strategic relevance and for suggestions on programme content (see 6.2). Unless there are special circumstances, the visit programme should be confined to the South-East Queensland region and limited to two (2) or three (3) days for HOMs and no more than one (1) day for HOPIs and HOPQs. Attachment "A" provides guidelines on programme content while the following paragraphs (ie 4.4, 4.5 and 4.6) contain additional guidelines on particular aspects of the programme.
- 4.4 **Courtesy calls - HOMs** - In the case of HOMs, it is normal practice for calls to be arranged on all of the relevant officials (refer 3.2), subject to their availability. **HOPIs** - Courtesy calls are normally only arranged for those HOPIs who are their country's senior representative in Australia. **HOPQs** - In recognition of their Government's decision to establish an office in Queensland, HOPQs would normally have courtesy calls arranged with all of the relevant officials (ie the same as for HOMs).

Note: The practice with regard to courtesy calls applies only for the first official visit or, in the case of HOPQs, for their initial programme of engagements. Requests for meetings on subsequent occasions will be assessed on a case by case basis. Unlike HOMs who operate at the highest Government-to-Government level, HOPIs and HOPQs rarely do and, in accordance with normal protocols, would have no need to meet with a Head of Government. Accordingly, any dealings a Head of Post might have with the Government would normally be at Head of Department / Agency level. Only in special instances (eg when high level Government-to-Government issues are involved) would the Premier need to meet with HOPIs and HOPQs. In such instances, requests for meetings should initially be made through Protocol Queensland.

- 4.5 **Government hospitality** - Government hospitality may be extended to HOMs during their official visit. Such hospitality will normally involve a luncheon with guest numbers of 10-12 people although this may be increased depending on the strategic relevance of the visit. These functions may be hosted by the Premier (in the case of major trading partners), a Minister, the Speaker of Parliament, a Parliamentary Secretary or a Chief Executive Officer of a department. Hospitality will not normally be provided in the case of visits by HOPIs or HOPQs.
- 4.6 **Exclusions from official visit programmes** - Unless there are special circumstances, the Embassy/High Commission or Consulate (but not Protocol Queensland) is responsible for all arrangements associated with the following:
- meetings or functions involving local ethnic community groups;
 - meetings involving matters which are essentially private or relate solely to embassy or consulate business;
 - visits to areas in Queensland outside the south-east Queensland region;
 - separate appointments for accompanying family members or officials.
- 4.7 **Transport** - Transport will be provided by Protocol Queensland for all official engagements. Unless there are special circumstances, this will be limited to one vehicle. In the case of HOMs, transport may also be arranged for arrival and departure although the services of the local consul will be utilised whenever possible. If an additional vehicle is required to transport accompanying family members or staff or if transport is required at other times, this should be provided by the visiting representative or the local consul.
- 4.8 **Escorting** - Protocol Queensland will assign an escort officer for each official visit. This officer will accompany the visiting representative on all appointments with government ministers and departmental officials although the local consul may be utilised for other appointments, when appropriate.
- 4.9 **Security** - Security, appropriate to the "level of threat", will be provided by the Queensland Police Service.

5. References and Authority

- 5.1 *Ministerial Submission - For Action* (20 February 1995) (File reference: F33)
5.2 *Premier's Briefing Note - 23 October 2001* (File reference P257)

6. Responsibilities

- 6.1 The **Director, Protocol Queensland** (DPQ), is responsible for:
- administering this policy and monitoring the associated guidelines and procedures to ensure they operate efficiently and effectively;
 - scheduling all official visits and determining the content of each programme;
 - meeting the costs associated with the preparation of an official visit programme, the provision of government hospitality and transport.
- 6.2 The **Managing Director, Trade and Investment Queensland** (TIQ) is responsible for providing advice on the strategic relevance to Queensland of the particular country concerned and supporting data.

- 6.3 The **Queensland Police Service** is responsible for determining the "level of threat" of each visiting representative and for providing, at its own cost, the level of security deemed necessary.
- 6.4 The **visiting representative** is responsible for all arrangements, and associated costs, in respect of:
- travel to and from Brisbane and accommodation whilst in Brisbane;
 - transport for all private engagements and additional transport, if required;
 - visits to areas in Queensland outside the south-east Queensland region.

7. Procedures

7.1 All enquiries regarding official visits should be directed to:

- The Director
Protocol Queensland
Department of the Premier and Cabinet
PO Box 15185
CITY EAST QLD 4002
- Telephone: (07) 3003 9256
Facsimile: (07) 3224 6502

7.2 The procedures followed by Protocol Queensland when organising an official visit are generally as outlined below (7.3 to 7.6). However, these will vary according to the category of foreign representative and the strategic relevance of each visit.

7.3 Upon receiving notification of an impending official visit, the DPQ should -

- 7.3.1 consult the schedule of forthcoming visits; negotiate a tentative date for the visit; and then forward a copy of the relevant official visit guidelines (ie Attachments "B", "C" or "D") to the representative;
- 7.3.2 notify TIQ of the proposed visit and ask them for advice on the strategic relevance of the visit.

7.4 Before confirming the official visit date, the DPQ, or representative, should consult with the Official Secretary, Government House, to determine the Governor's availability and also the Premier's Personal Secretary to determine the Premier's availability. The timing of the visit is then either confirmed or renegotiated.

7.5 Once the visit date has been determined, the project is allocated to Protocol Queensland staff who are then responsible for organising the visit programme and government hospitality. The procedure then followed is outlined below:

- 7.5.1 Consult the Security Intelligence Branch, Queensland Police Service, regarding possible security requirements;
- 7.5.2 Consult visiting representative and their local consul to ascertain the names of those organisations or persons they wish to have included in their official visit programme and the purpose of such meetings;

- 7.5.3. Consider the advice and suggestions of the Trade and Investment Queensland as well as the possible inclusion of other relevant organisations (see Attachment A);
 - 7.5.4 Determine those appointments to be included in the visit programme; arrange tentative appointments; prepare a draft programme for DPQ's approval together with an estimate of all costs; and then forward the draft to the visiting representative for final approval (approximately two (2) weeks prior to the visit);
 - 7.5.5 Organise hospitality [ie arrange the host, select venue and menu; prepare the guest list (in consultation with host) and despatch invitations];
 - 7.5.6 Once draft programme is approved, prepare final programme; confirm all official engagements; finalise hospitality arrangements and organise escorting and transport.
- 7.6 As soon as possible after the visit, a report should be submitted to the DPQ detailing, amongst other things, significant topics raised during the visit (if known), changes to the programme, problems encountered and suggested solutions, final actual costs, etc. Relevant details should also be recorded in the Visits Register for reference purposes.

8. Attachments

- 8.1 **Attachment "A"** – Guide to Visit Programme content;
- 8.2 **Attachment "B"** - Guidelines for Foreign Ambassadors and High Commissioners undertaking an Official Visit to Queensland;
- 8.3 **Attachment "C"** - Guidelines for Foreign Heads of Post (based interstate) undertaking an Official Visit to Queensland;
- 8.4 **Attachment "D"** - Guidelines governing Programme of Official Appointments for Foreign Heads of Post based in Queensland

RECOMMENDED CONTENT OF OFFICIAL VISIT PROGRAMMES

APPOINTMENTS	HOM	HOPI	HOPQ
Courtesy Calls:			
Governor	A	D ❶	A
Premier (or representative)	A	D ❷	A
Chief Justice	A	D ❷	A
Speaker	A	D ❷	A
Leader of the Opposition	A	D ❷	A
Lord Mayor of Brisbane	A	D ❷	A
Meetings with Ministers or officials:			
Ministers	B C ❷	D ❷	D ≠
MD, TIQ	A	A	A
Special Representative, TIQ	A	A	A
Departmental CEO and/or officials	B C ❷	C ❷	D ≠
Multicultural Affairs Queensland	A	A	A
Government Briefings:			
TIQ	A	A	A
Economy (by Treasury)	B	E	E
Primary Industry (by DPI)	B C	E	E
Mining (by Mines & Energy)	A	E	E
Tourism (by Tourism Queensland)	B C	E	E
Miscellaneous Meetings:			
Industry organisations	C	C ❸	E
Private companies	C	E	E
Educational institutions	A	C ❸	E
Other relevant groups	C	E	E
Hospitality:			
Government luncheon	A	E	E
Tours:			
Parliament House	A ❸	E	E
Queensland Cultural Centre	A ❸	E	E

CODES

- A** Core appointments common to all programmes.
- B** May be included as additional core appointments if visit classified as being of high strategic relevance to Queensland.
- C** May be included if, following notification by Protocol Queensland, the local official or local organisation advise that they are interested in meeting the visiting representative.
- D** These appointments would not normally be included in official visit programmes.
- E** These appointments should not be included in official visit programmes.
- ❶** Include as core appointment if HOPI is senior representative in Australia.
- ❷** Meetings may be arranged if visiting representative has some matter to discuss with these officials that warrants their personal involvement. In such instances, the visiting representative must provide details of the purpose of such meetings and/or the topic/s they wish to discuss.
- ❸** Normally included only if HOM / HOP interested and/or if time permits.
- ≠ Consulate should arrange these appointments.

Guidelines for Foreign Ambassadors and High Commissioners undertaking an Official Visit to Queensland

Introduction - This document outlines the Queensland Government's policies and practices in relation to official visits to this State by foreign Heads of Mission (HOMs). These visits are arranged as a courtesy and are aimed at providing an opportunity for HOMs to gain a better understanding of Queensland and to foster closer ties (economic, cultural, etc.) between your country and Queensland.

The opportunity to undertake an official visit to Queensland is provided once during a HOM's term of office in Australia. As it is primarily an introductory visit, it is preferable that it be undertaken as early as possible and during the first visit to the State. Notwithstanding this, HOMs are under no obligation to make an official visit nor is it necessary for you to do so prior to conducting official business in this State.

Timing of visit - The timing of an official visit is subject to the convenience of both the HOM and the Queensland Government. The Director, Protocol Queensland, (DPQ) Department of the Premier and Cabinet, is the official responsible for scheduling such visits.

Official Visit Program - The appointments to be included in the official visit program will be arranged by Protocol Queensland. The program will normally be confined to the Brisbane region and usually will not exceed two (2) days (excluding arrival and departure) but may be extended to three (3) days if appropriate. The DPQ is responsible for determining the content of the program and, when planning appointments, is required by the Government to consider the strategic relevance of the visit to Queensland. Those appointments sought for the programs include:

- Courtesy calls on the Governor, Premier, Chief Justice, Speaker of Parliament, Opposition Leader, Lord Mayor of Brisbane or their representatives (depending on their availability);
- A meeting with the Managing Director (or senior officials) of Trade and Investment Queensland;
- A meeting to discuss multicultural affairs matters in Queensland; and
- A meeting with senior officials from key Chambers of Commerce and Industry.

An Official Luncheon with the Ambassador/High Commissioner as guest-of-honour will be hosted by a Cabinet Minister or Assistant Minister. Approximately 20 guests attend comprising strategic business and community leaders.

Additional appointments with officials of specific government or non-government organisations will be determined by their availability. Should the HOM wish to include an appointment with a particular organisation or person, relevant details (including the topic/s to be discussed) should be provided.

A draft program will be forwarded for the HOM's approval approximately 7-10 days prior to the commencement of the visit.

Exclusions from official visit program - The following matters are not normally arranged by Protocol Queensland nor included in official visit programs:

- Functions or meetings with local ethnic community groups;
- Meetings which relate solely to diplomatic business or which are essentially private;
- Separate appointments for accompanying family members or officials;
- Visits to areas in Queensland outside the Brisbane region;

Protocol Queensland would be happy to offer advice if required, but any arrangements in relation to the above should be made direct by the HOM or through the local Consul. If such meetings are contemplated, it is recommended that they be scheduled outside of normal program hours (ie before 9.00 am or after 5.00 pm) or on another day either prior to or following the official visit program.

Travel and accommodation - All arrangements in respect of travel to and from Brisbane and accommodation whilst in Brisbane are the HOM's responsibility.

Transport - The Queensland Government will provide a vehicle for all official engagements. However, the HOM is responsible for all other transport requirements, including any additional vehicles that might be required to transport accompanying family members or staff.

Escort and security - Protocol Queensland will assign an escort officer to provide airport facilitation Monday to Friday and will accompany the HOM to and from all official engagements. Security, if deemed necessary, will be provided by the Queensland Police Service.

Gifts – A small gift will be presented to the HOM (and spouse if accompanying) by the Premier or their representative on behalf of the Queensland Government. There is no expectation for HOMs to present or reciprocate gifts during their visit.

Her Excellency The Governor does not expect to be presented with gifts. However it is noted that some Heads of Mission would prefer to present a small gift to Her Excellency to mark the occasion of their visit and such gestures are always acceptable and appreciated. The Governor customarily presents dignitaries with a gift, usually an item associated with Queensland or Government House.

Miscellaneous – Please be aware that smoking is prohibited in all Queensland Government buildings and motor vehicles.

Enquiries - All enquiries regarding official visits should be directed to:

- The Director
Protocol Queensland
Department of the Premier and Cabinet
PO Box 15185
CITY EAST QLD 4002

Telephone: (07) 3239 3731
Facsimile: (07) 3224 6502

Guidelines for Foreign Heads of Post (based interstate) undertaking an Official Visit to Queensland

Introduction - This document outlines the Queensland Government's policies and practices in relation to official visits to this State by foreign Heads of Post (HOPs) based interstate with jurisdiction throughout Queensland. These visits are arranged as a courtesy and are aimed at providing an opportunity for HOPs to gain a better understanding of Queensland and to foster closer ties (economic, cultural, etc.) between your country and Queensland.

The opportunity to undertake an official visit to Queensland is provided once during a HOP's term of office in Australia. As it is primarily an introductory visit, it is preferable that it be undertaken as early as possible and during the first visit to the State. Notwithstanding this, HOPs are under no obligation to make an official visit nor is it necessary for you to do so prior to conducting official business in this State. See also "Meetings on subsequent occasions" below.

Timing of visit - The timing of an official visit is subject to the convenience of both the HOP and the Queensland Government. The Director, Protocol Queensland (DPQ), is the official responsible for scheduling such visits.

Official Visit Programme - The DPQ is responsible for determining the content of the programme (largely confined to meetings with government officials) and for arranging the appointments. Those appointments sought for the programmes include:

- A meeting with a senior official of Trade and Investment Queensland.
- A meeting with Multicultural Affairs Queensland to discuss multicultural affairs matters in Queensland.

Should the HOP wish to include an appointment with a particular official or department, relevant details (including the topic/s to be discussed) should be provided. A draft programme will be forwarded for approval approximately 7-10 days prior to the commencement of the visit.

Courtesy calls - A courtesy call on the Governor of Queensland is normally only arranged for those HOPs who are their country's senior representative in Australia. Courtesy calls on the Premier; Chief Justice; Speaker of Parliament; Leader of the Opposition and Lord Mayor of Brisbane are not normally included in a HOP's official visit programmes. Such appointments are reserved for Ambassadors and High Commissioners who, as their country's senior representative in Australia, are responsible for high level Government-to-Government issues. Usually, visit programmes for HOPs would include meetings with high level Government officials such as the CEO or Divisional Head of a Department who deal with day-to-day operational issues.

Exclusions from official visit programme - The following matters are not normally arranged by Protocol Queensland nor included in official visit programmes:

- Meetings with non-government organisations;
- Functions or meetings with local ethnic community groups;
- Meetings which relate solely to consular business or which are essentially private;
- Separate appointments for accompanying family members or officials;
- Visits to local tourist attractions or places of personal interest.
- Visits to areas in Queensland outside the Brisbane region;

Protocol Queensland would be happy to offer advice if required, but any arrangements in relation to the above should be made direct by the HOP or through the local honorary consul. If such meetings are contemplated, it is recommended that they be scheduled outside of normal programme hours.

Travel and accommodation - All arrangements in respect of travel to and from Brisbane and accommodation whilst in Brisbane are the HOP's responsibility.

Transport - The Queensland Government will provide a vehicle for all official engagements. However, the HOP is responsible for all other transport requirements, including any additional vehicles that might be required to transport accompanying family members or staff.

Escort and security - Protocol Queensland will assign an escort officer to accompany the HOP to and from all official engagements. Security, if deemed necessary, will be provided by the Queensland Police Service.

Gifts - There is no expectation for HOPs to present gifts during their visit nor is there an expectation for them to reciprocate should they be presented with a gift.

Miscellaneous - Please be aware that smoking is prohibited in all Queensland Government buildings and motor vehicles.

Meetings on subsequent occasions - All future dealings with the Queensland Government should be direct with Heads of Departments/Agencies rather than with Ministers, particularly on normal day-to-day operational issues. Any requests for meetings with the Premier on subsequent occasions should be channelled through the Director, Protocol Queensland.

Enquiries - All enquiries regarding the above guidelines should be directed to:

- The Director
Protocol Queensland
Department of the Premier and Cabinet
PO Box 15185
CITY EAST Q 4002

Telephone: (07) 3239 3731
Facsimile: (07) 3224 6502

Guidelines governing Programme of Official Appointments for Foreign Heads of Post based in Queensland

Introduction - This document outlines the Queensland Government's policies and practices in relation to the Programme of Official Appointments for foreign career Consuls-General or Consuls who have been appointed as their country's Head of Post (HOP) in Queensland. Official appointments are arranged as a courtesy and are designed to give a new HOP a better understanding of Queensland as well as provide an early opportunity to meet those officials who head the various levels of Government in this State.

The opportunity to undertake a round of official appointments is provided once during a HOP's term of office in Queensland and it is recommended that this occur within one (1) month of their taking up duty in Brisbane. There is, however, no requirement for HOPs to undertake such appointments. See also "Meetings on subsequent occasions" below.

Timing of appointments- The timing of the official appointments is subject to the convenience of the HOP and the Queensland Government. The Director, Protocol Queensland (DPQ) is the official responsible for scheduling such appointments.

Official appointments programme - The programme will be arranged by Protocol Queensland and, if possible, all appointments will be scheduled on the same day. A draft programme will be forwarded to the Consulate for approval 7-10 days prior to its commencement. The programme would normally contain the following:

- Courtesy calls on the Governor, Premier, Chief Justice, Speaker of Parliament, Opposition Leader, Lord Mayor of Brisbane or their representatives (depending on their availability);
- A meeting with the Managing Director and/or senior officials of Trade and Investment Queensland ;
- A meeting with Multicultural Affairs Queensland to discuss multicultural affairs matters in Queensland; and
- A meeting with senior officials from key Chambers of Commerce and Industry.

Transport and escort arrangements - The Queensland Government will provide transport for all official calls and an officer from Protocol Queensland will accompany the HOP to and from all appointments.

Gifts - There is no expectation for HOPs to present gifts during their meetings nor is there an expectation for them to reciprocate should they be presented with a gift.

Her Excellency The Governor does not expect to be presented with gifts. However it is noted that some Heads of Post would prefer to present a small gift to Her Excellency to mark the occasion of their visit and such gestures are always acceptable and appreciated. The Governor customarily presents dignitaries with a gift, usually an item associated with Queensland or Government House.

Miscellaneous – Please be aware that smoking is prohibited in all Queensland Government buildings and motor vehicles.

Meetings on subsequent occasions - All future dealings with the Queensland Government should be direct with Heads of Departments/Agencies rather than with Ministers, particularly on normal day-to-day operational issues. Any requests for meetings

with the Premier on subsequent occasions should be channeled through the Director, Protocol Queensland.

Enquiries - All enquiries regarding these guidelines should be directed to:

- The Director, Protocol Queensland
Department of the Premier and Cabinet
PO Box 15185
CITY EAST Q 4002

Telephone: (07) 3239 3731

Facsimile: (07) 3224 6502