

An ambassador or a high commissioner may be addressed as either "Your Excellency" or "Mr. or Madam Ambassador/Mr. or Madam High Commissioner".

(c) *Chargé d'Affaires*

When a head of mission has to leave his post, he appoints a *chargé d'affaires* to replace him. He informs the Ministry of Foreign Affairs of the receiving country, in an official note, of the length of his absence and the name and rank of the *chargé d'affaires*. The latter carries out all the duties of the head of mission, but does not occupy his place in the order of precedence. A *chargé d'affaires* cannot in turn appoint someone to replace him, in case of illness for example. If a *chargé d'affaires* is unable to carry out the duties for which he is responsible, only the Minister of Foreign Affairs of his country may designate a successor.

3 Protocolar visits

On his arrival in a new post, a head of mission is expected to make a number of courtesy visits. We have already discussed the first of these — to the Chief of Protocol — who advises the new arrival regarding the other calls to be made. The second visit should be to the dean of the diplomatic corps. This person is a good source of information on local customs and on the formalities associated with the diplomatic corps. In some countries, for example, the diplomatic corps must be present at the airport when the Head of State of the host country leaves or returns from an official trip. It is advisable to know the practices peculiar to each country to avoid committing a *faux pas*.

The new arrival then visits his colleagues; appointments should be requested in the order of the diplomatic list. Visits are made on the dates arranged and as soon as possible (in the six weeks following the arrival). Except for officers beginning their careers, newly arrived officers should also pay courtesy calls on their colleagues of the same rank and on officials in the Ministry of Foreign Affairs with whom they will be dealing during their tour of duty. At the end of his term, the ambassador makes a farewell call on the persons he visited on his arrival. Officers do likewise.

4 Rules of protocol at the mission

The degree of formality in the day-to-day functioning of the mission depends to a large extent on the head of mission. Every member of the mission staff should bear in mind, however, that he is representing