

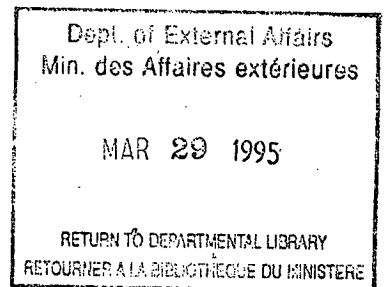
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Diplomatic and Consular Relations and Protocol

1992



External Affairs and International Trade Canada

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Diplomatic and Consular Relations and Protocol

1992

External Affairs and International Trade Canada

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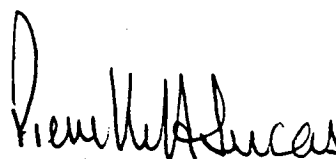
FOREWORD

In response to a need expressed by members of External Affairs and Internal Trade Canada and their spouses regarding the present rules and practice in diplomatic relations, the Posting Centre has coordinated the preparation of this publication, which is not intended to serve as an erudite treatise, but rather as a simple guide. Its purpose is to be useful to those who have recently joined External Affairs and International Trade Canada, to those who are leaving for a foreign post, and to all those who wish to enhance their knowledge on questions of diplomatic practice.

Despite the fact that social behaviour has become less formal these days, there are still basic rules governing relations between nations and their representatives in foreign countries. "Protocol" is more or less the code which regularizes the manner and the style of conducting diplomatic relations. It is a science and an art. The rules are often exact, but their application needs a personal touch and flexibility since they apply to relations between human beings.

It is said that many protocol rules are merely polite gestures; this is true. However, certain ways of behaving or of expressing one's views or feelings are regarded as the "right" ones. It is somewhat like the grammar rules of a language. Certain rules may seem strange, rigid at times, but they have been accepted over the years in the diplomatic milieu. It is a question of learning them.

This guide tends more naturally to apply to fairly formal diplomatic occasions. However, as the main job in a diplomatic post abroad is to get to know the people as well as the country, too much stress should not be put on the "formalities" to be observed. Just as common sense and normal courtesy are often the right courses to follow, being natural and friendly will help immeasurably towards creating the climate which is conducive to good, amicable relations in many circumstances.



Pierrette A. Lucas
Chief of Protocol

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I. VIENNA CONVENTIONS ON DIPLOMATIC AND CONSULAR RELATIONS

INTRODUCTION

The practice of maintaining diplomatic relations and sending representatives to other governments, whatever their persuasion, goes far back in history. Rules of protocol varied from one country to another. Diplomats were always accorded certain privileges and immunities, but again these differed from country to country. It was eventually decided that the rules should be standardized throughout the world and given treaty status.

The privileges and immunities of diplomatic and consular representatives are governed by conventions signed in Vienna. The convention dealing with diplomatic relations was concluded on April 18, 1961; it was signed by Canada on February 5, 1962 and entered into force for this country on June 25, 1966. The Vienna Convention on Consular Relations dates from April 2, 1963; it came into force on March 19, 1967, and Canada has been governed by it since August 17, 1974.

(A) DIPLOMATIC RELATIONS

1. Diplomatic mission

The main functions of a diplomatic mission may be summarized as follows: it serves to represent its country in the country to which it is accredited by developing friendly relations and exchanges in the political, economic, cultural and scientific spheres; it seeks to protect its country's interests and those of its nationals within the limits of national and international law; and finally, it keeps its government informed of any events or developments in the receiving country in which it may have an interest. Canadian diplomatic missions are either "high commissions" or "embassies": the first designation, applies to missions accredited to Commonwealth countries, and the second to those in other countries. Their functions are identical.

In the absence of a specific agreement as to the size of the mission, the receiving State* may require that the size of a mission be kept within limits considered by it to be reasonable and normal, having regard to circumstances and conditions in the receiving State and to the needs of the particular mission.

A country may not establish offices forming part of the mission in localities other than that in which it is established, without the prior express consent of the receiving State.

The mission and its head have the right to use the flag and the emblem of their country on the premises of the mission, including the official residence, and on the means of transport used by the head of the mission.

The premises of the mission are inviolable. Agents of the receiving State, may not enter them without the consent of the head of the mission. The receiving State is under a special duty to take all appropriate steps to ensure the protection, peace and dignity of the mission. The

* The "receiving state" is the country in which the mission is located. The "sending state" is the one that is represented.

receiving State must accord full facilities for the performance of the functions of the mission. The premises of the mission, their furnishings and other property thereon and the means of transport of the mission are immune from search, requisition, attachment or execution. The archives and documents of the mission are inviolable at all times and wherever they may be.

All official business with the receiving State which is entrusted to the mission by the country it represents must be conducted with or through the Ministry of Foreign Affairs of the receiving State or such other ministry as may be agreed on. The premises of the mission must not be used in any manner incompatible with the functions of the mission as laid down in the Convention, by other rules of general international law or by any special agreements in force between the sending and the receiving State.

If diplomatic relations are broken off between two States, or if a mission is permanently or temporarily recalled:

- (a) the receiving State must, even in the case of armed conflict, respect and protect the premises of the mission, together with its property and archives;
- (b) the sending State may entrust the custody of the premises of the mission, together with its property and archives, to a third State acceptable to the receiving State;
- (c) the sending State may entrust the protection of its interests and those of its nationals to a third State acceptable to the receiving State.

2. Head of diplomatic mission

Under the Convention, heads of mission are divided into three classes. Representatives of the first class, that of ambassadors, nuncios and other heads of mission of equivalent rank, and the second, that of envoys, ministers and internuncios, are accredited to Heads of State. The third class, that of Chargés d'Affaires, is accredited to Ministers of Foreign Affairs. The only differentiation made between heads of mission is with respect to precedence and etiquette.

The head of mission informs the Ministry of Foreign Affairs of the receiving State, or such other ministry as may be agreed on, of the order of precedence of members of the diplomatic staff of the mission. If the position of head of the mission is vacant or if the head of the mission is unable to perform his/her functions, a Chargé d'Affaires "ad interim" acts provisionally as head of the mission. This officer's name will be presented to the Ministry of Foreign Affairs of the receiving State, or to such other ministry as may be agreed on, by the head of mission or, if he/she is unable to do so, by the Ministry of Foreign Affairs of the sending State. In cases where no member of the diplomatic staff of the mission is present in the receiving State, the sending State may, with the agreement of the receiving State, designate a member of the administrative and technical staff to be in charge of the current administrative affairs of the mission.

3. Diplomatic representatives

Diplomatic representatives are divided into seven classes, namely: (a) ambassadors or high commissioners, (b) ministers, (c) counsellors, (d) first secretaries, (e) second secretaries, (f) third secretaries, (g) attachés.

Members of the diplomatic staff should in principle be of the nationality of the country

they represent. The consent of the receiving State must be obtained before employing any of its nationals on diplomatic duties, and such consent may be withdrawn at any time. The same rule applies to nationals of a third country who may not be of the nationality of the country for which they are exercising diplomatic functions.

The receiving State may at any time, and without having to justify its action, notify the represented government that a member of the diplomatic staff of the mission is "persona non grata" or that some other member of the mission is unacceptable. Such person will thereupon be recalled by the sending State or will, at all events, terminate his/her activities with the mission. A person may even be declared "non grata" before arriving in the receiving country. If the sending State does not take appropriate steps within a reasonable period, the receiving government may refuse to recognize the person concerned as a member of the mission.

The Ministry of Foreign Affairs of the receiving State, or such other ministry as may be agreed on, must be notified of the appointment of members of the mission or of the termination of their functions at the mission. Advance notice must be given of the arrival and final departure of members of the mission, persons belonging to the families of members of the mission and private servants. The fact that a person becomes, or ceases to be, a member of the family of a member of the mission must also be reported. Finally, the authorities concerned must be notified of the engagement or discharge of persons resident in the receiving State, whether as members of the mission or as private servants.

The person of a diplomatic representative is inviolable. Diplomatic representatives may not be arrested or detained. It is the duty of the receiving State to treat diplomatic representatives with due respect and to prevent by all appropriate means any attack on the freedom or dignity of the diplomatic person.

The private residence, papers and correspondence of a diplomatic representative enjoy the same inviolability and protection as the premises of the mission.

The diplomatic representative enjoys immunity from criminal, civil and administrative jurisdiction, except in the case of:

- (a) a real action involving immovable property owned privately by the diplomatic representative and situated in the territory of the receiving State;
- (b) an action relating to inheritance in which the diplomatic representative is involved as a private person and not on behalf of his/her country;
- (c) an action relating to a professional or commercial activity exercised by the diplomatic representative in the receiving State outside his/her official functions.

Measures to apply the law may be taken provided there is no infringement of the inviolability of the person or the residence of a diplomatic representative. Diplomatic representatives are not obliged to give evidence as a witness. Their immunity in the receiving State, however, does not render them immune from justice in their own country.

The members of the administrative and technical staff of the mission and their families enjoy the same privileges and immunities as the members of the diplomatic staff except that their immunity from civil and administrative jurisdiction does not extend to acts performed outside the course of their duties.

Diplomatic representatives who initiate proceedings before a local jurisdiction must first have their immunity waived by the sending State. They may not thereafter invoke jurisdictional immunity in respect of any counter-claim directly connected with the principal claim. Waiver of immunity from jurisdiction in respect of civil or administrative proceedings, however, shall not be held to imply waiver of immunity in respect of the execution of the judgment, for which a separate waiver is necessary.

The sending State may waive the immunity from jurisdiction of the members of the staff of the mission, but such waiver must always be explicit.

All diplomatic representatives enjoy privileges and immunities from the moment they enter the territory of the receiving State on proceeding to take up their post or, if already in that country, from the moment when their appointment is notified to the Ministry of Foreign Affairs or such other ministry as may be agreed on. Privileges and immunities are normally valid until the departure of the beneficiaries on cessation of their functions at the mission or until the expiry of a reasonable period allowed for the purpose, and they subsist until that time, even in case of armed conflict. In the event of the death of a member of the mission, family members continue to enjoy the privileges and immunities to which they are entitled until the end of a reasonable period in which to leave the country.

It is the duty of all diplomatic representatives enjoying such privileges and immunities to respect the laws and regulations of the receiving State without prejudice to their privileges and immunities. They also have a duty not to interfere in the internal affairs of that State.

A diplomatic representative may not carry on any professional or commercial activity in the receiving State for personal profit. This rule applies equally to the representative's spouse, unless there exists a bilateral agreement between the sending country and the receiving country stipulating the conditions under which a spouse may work.

The function of diplomatic representatives comes to an end, inter alia:

- (a) on notification by the sending State to the receiving State of the cessation of their functions and their final departure from the receiving country;
- (b) on notification by the receiving State, in accordance with regulations pertaining to a diplomatic representative being declared "persona non grata", or refusal to recognize the person in question as a member of the mission.

The receiving State must, even in case of armed conflict, make arrangements to enable diplomatic representatives and members of their families, irrespective of nationality, to leave at the earliest possible moment. It must, in particular, in case of need, place at their disposal the necessary means of transport for themselves and their property.

4. Communication and diplomatic bag

The receiving State authorizes and protects free communication on the part of the mission for all official purposes. The mission may use all appropriate means, including diplomatic couriers and messages in code or cipher, for such communication. It may not, however, install or use a wireless transmitter without the consent of the receiving State.

The mission's official correspondence, that is to say, all correspondence relating to the mission and its functions, is inviolable. The diplomatic bag must not be opened or detained. The packages of which it is constituted must be clearly identified and may contain only diplomatic documents or articles intended for official use.

The diplomatic courier must carry an official document indicating his/her status and the number of parcels constituting the diplomatic bag. Diplomatic couriers are protected by the receiving State in the performance of their functions. In addition, they enjoy personal inviolability and are not liable to any form of arrest or detention.

5. Miscellaneous privileges

The sending country and its head of mission are exempt from all dues and taxes with respect to the mission premises of which they are owners provided such charges are not levied for particular services rendered. This exemption does not apply when the premises are rented.

The diplomatic representative is exempt from all dues and taxes, personal or real, national, regional or local, except:

- (a) indirect taxes of a kind which are normally included in the prices of goods and services;
- (b) dues and taxes on private immovable property situated in the territory of the receiving State unless the diplomatic representative holds this property on behalf of the sending State and for the purposes of the mission;
- (c) estate, succession or inheritance duties levied by the receiving State, subject to certain exceptions;
- (d) dues and taxes on private income having its source in the receiving State and capital taxes on investments made in commercial undertakings in the receiving State;
- (e) charges levied for specific services rendered;
- (f) registration, court or record fees, mortgage dues and stamp duty with respect to immovable property, subject to provisions relating to the premises of the mission.

The receiving State grants exemption from customs duties, taxes and related charges other than charges for storage, cartage and similar services, on:

- (a) articles for the official use of the mission;
- (b) articles for the personal use of the diplomatic representative and members of his/her family forming part of his/her household, including articles intended for his/her establishment.

Diplomatic representatives are exempt from inspection of their personal baggage. If this has to be examined because it is suspected of containing articles not covered by the exemptions, it may only be opened in the presence of a diplomatic representative or an authorized delegate

upon prior notification of the mission. This regulation applies equally to the families of diplomatic representatives. Administrative and technical staff are exempt from customs duties only with respect to articles imported at the time of first installation.

(B) CONSULAR RELATIONS

Some clauses in the Convention on Consular Relations are similar to those in the Convention on Diplomatic Relations¹, and for this reason, they will not be found below. The reader need only refer, if necessary, to the preceding pages.

1. Consular Post

The main functions of a consular post may be summarized as follows: it must protect the interests of the sending State and those of its nationals, both individuals and bodies corporate, within the limits of international law; it may issue passports and visas, perform the duties of civil registrar and notary, and take measures to safeguard the interests of its nationals in cases of inheritance and of persons lacking full capacity; it has the right to arrange representation for its nationals before tribunals and to transmit judicial documents, and to inspect and to extend assistance to vessels having the nationality of the sending State and to settle disputes on board. The consulate may ascertain, by all lawful means, conditions and developments in the commercial, economic, cultural and scientific life of the receiving State and report thereon to its government. It may also encourage exchanges in these various fields between its country and the receiving State. Finally, it exercises all functions assigned to consular posts by the sending State that are not prohibited by the receiving State.

These powers apply in full within the district designated at the time the post is established.

The authorities of the receiving State may not enter that part of the consular premises which is used exclusively for the purpose of the work of the consulate - it is inviolable - except with the consent of the head of the consular post, his/her designee or the head of the diplomatic mission of the sending State. Such consent, however, may be assumed in case of fire or other disaster requiring prompt protective action.

The receiving State must take all appropriate measures to protect the consular premises against any intrusion or damage and to prevent any disturbance of the peace of the consular post or impairment of its dignity. The consular premises, their furnishings, the property of the consular post and its means of transport are immune from any form of requisition for purposes of national defence or public utility.

2. Head of Consular Post

Heads of consular posts are divided into four classes, namely: a) consuls-general, (b) consuls, (c) vice-consuls, (d) consular agents.

¹ In particular, the clauses on the establishment of diplomatic and consular relations, on the size of missions, on the acceptance or rejection of the presence of members of the mission, on the use of the flag of the sending country, on provisions with respect to premises and staff in case of a severance of diplomatic and consular relations between the two countries and also in case of war, on the obligation to respect the laws and regulations of the receiving State, on freedom of communication, and, finally, on exemption from dues and taxes for the premises of the mission and for its members.

Heads of consular posts are appointed by the sending State and are admitted to the exercise of their functions by the receiving State. The terms and conditions of the appointment and the admission of the head of the consular post are established by the respective laws, regulations and usages of the sending and receiving States. Two administrative instruments are indispensable to consuls for the exercise of their functions. Consuls are provided with a "commission" or similar instrument by the sending State which indicates their title and defines briefly the area in which Consuls are to exercise their functions. By the issue of the "exequatur", the receiving State grants a Consul the free exercise of the powers provided by local legislation and the terms of the Convention, as well as the enjoyment of the privileges and immunities to which a Consul is entitled. A State may refuse to issue an "exequatur" and is not obliged to give reasons for such refusal.

As soon as the head of a consular post is admitted even provisionally to the exercise of his/her functions, the receiving State must immediately notify the competent authorities of the consular district. It must also ensure that the necessary measures are taken to enable the head of a consular post to carry out the duties of his/her office and to have the benefit of privileges and immunities.

3. Consular Representatives

The Convention makes provision for the performance of diplomatic acts by a consular representative in a State in which the consular representative's government is not represented. Consular representatives are not thereby entitled, however, to diplomatic immunities. Consular representatives may also act as representatives of their government to an inter-governmental organization. When so acting, consular representatives are entitled to enjoy the privileges and immunities accorded such a representative by customary international law or by international agreements.

The sending State may, if its laws and regulations so require, request the receiving State to issue an exequatur to a consular representative other than the head of the consular post. The functions of a member of a consular post come to an end inter alia:

- (a) on notification by the sending State to the receiving State of the termination of the consular representative's functions and date of final departure from the receiving country;
- (b) on withdrawal of the exequatur;
- (c) on notification by the receiving State to the sending State that the receiving State has ceased to consider the consular representative a member of the consular staff.

All members of the consular post are ensured freedom of movement and travel within their territory subject to the laws and regulations of the receiving State with respect to zones into which access is prohibited or regulated for reasons of national security. Their freedom to communicate with and have access to their nationals is also guaranteed. Nationals, in turn, must be entirely free to communicate with their consulate and to have access to it. If a national of a foreign country is detained in the territory of the receiving State, the authorities of that State must, if the national so requests, inform the competent consular post without delay. It is the duty of the authorities to inform detained persons of their rights in this regard. The Convention also recognizes the right of consular representatives to visit their nationals who are in detention, to

converse and to correspond with them and to arrange for their legal representation. Consular representatives may also visit their nationals who are in prison.

In the exercise of their functions, consular representatives may address the competent local authorities of their consular district or the competent central authorities of the receiving State to the extent that this is allowed by the law, regulations and usages of that State or by the relevant international agreements.

Consular representatives are not subject to the judicial or administrative authority of the receiving State in respect of acts performed in the exercise of consular functions. This does not apply, however,

- (i) in respect of civil action arising out of an agreement entered into by a consular employee or representative which the consular employee did not conclude expressly or by implication as a representative of the sending State; or
- (ii) in respect of civil action initiated by a third party for damage arising from an accident in the receiving State caused by a vehicle, vessel or aircraft.

The sending State may waive the privileges and immunities provided in the Convention with regard to a member of the consular post. The waiver must in all cases be explicit and must be communicated to the receiving State in writing.

4. Honorary consular representatives

The privileges and immunities provided in the Convention do not extend to members of the family of an honorary consular representative or to a consular employee working in a consular post directed by an honorary consular representative.

When criminal proceedings are instituted against an honorary consular representative, the representative must appear before the competent authorities. The proceedings should be conducted, however, with the respect due the representative by reason of his/her official position and, except when under arrest or detention, in a manner which will hamper the exercise of his/her functions as little as possible. When it is necessary to detain an honorary consular representative, the proceedings against him/her must be instituted with the minimum of delay.

The receiving State is under a duty to accord an honorary consular representative such protection as may be required, in keeping with his/her official position.

5. Consular bag

The consular bag must be neither opened nor detained. Nevertheless, if the competent authorities of the receiving State have serious reason to believe that the bag contains something other than correspondence, documents and articles intended exclusively for official use, they may request that the bag be opened in their presence by an authorized representative of the sending State. If this request is refused by the authorities of the sending State, the bag will be returned to its place of origin.

6. Miscellaneous privileges

Consular employees enjoy the privileges and exemptions applicable to articles for their personal use subject to two conditions:

- (a) exemptions are limited to articles imported at the time of first installation;
- (b) articles intended for consumption must not exceed the quantities necessary for direct utilization by the persons concerned.

Career consular representatives may not carry on for personal profit any professional or commercial activity in the receiving State.

Consular officers and consular employees and members of their families, with certain exceptions, are exempt from all obligations under the laws and regulations of the receiving State of registering as aliens and obtaining residence permits.

CONCLUSION

Many of the articles of both Conventions have been incorporated into the Foreign Missions and International Organizations Act, 1991. One of the noteworthy provisions adopted when the Act was amended is the authority given the Secretary of State for External Affairs to withdraw, in whole or in part, the privileges and immunities granted a foreign diplomatic mission or consular post in Canada if he/she considers that there is a disparity between the privileges and immunities accorded the Canadian diplomatic mission or consular post in the foreign country in question and those extended to that country's diplomatic mission or consular post in Canada.

II. PROTOCOL

INTRODUCTION

Protocol codifies the rules governing diplomatic ceremonial in relations between sovereign States by giving each of the participants the prerogatives, privileges and immunities to which that person is entitled. Protocol is involved in the numerous details associated with this ceremonial as well as in the daily routine of diplomatic missions and consulates.

In essence, protocol is a matter of common sense, a knowledge of the basic rules, consideration of differences, cultural and social and, ultimately, tact.

(A) ACCREDITATION OF AMBASSADORS AND HIGH COMMISSIONERS

1. Ambassador

Because of the importance, both official and personal, of the position of ambassador, usage dictates that the sending State obtain the agreement of the receiving government before making an appointment. Agreement is requested officially through the head of mission in the receiving State or the Chargé d'Affaires temporarily in charge of the mission, as the case may be. The head of mission of the sending State then notifies the Office of Protocol of the receiving State of the expected date and time of arrival of the new ambassador.

A head of mission is considered to be incognito until the presentation of credentials, and there is therefore no official ceremony to mark arrival. Nevertheless, passage through customs is facilitated and an official from the Office of Protocol is on hand to welcome the new head of mission. These courtesies are determined by local usage.

As soon as possible after arrival, the new ambassador pays a courtesy call on the Chief of Protocol to present the true copies of the letter of credence and of the predecessor's letter of recall. Originals of letters of credence and letters of recall, together with certified copies of these documents, are prepared for Canadian ambassadors by the Department of External Affairs in Ottawa.

The presentation of credentials consists in giving the Head of State of the receiving State an official document bearing the seal and signature of the Governor General, accrediting the ambassador to the host country. The ambassador also presents the predecessor's letter of recall.

The date of presentation of these documents determines the ambassador's place in the order of precedence of the country's diplomatic corps.

This ceremony varies according to country. The ambassador should request precise instructions, or even a scenario, from the Office of Protocol of the host country regarding the procedure to follow.

Required dress is usually what is referred to as the "diplomatic uniform" morning coat and striped trousers for men or, if appropriate, national dress. Women ambassadors usually wear national dress or an afternoon dress, without gloves or hat, and a few simple jewels (if they so wish). The ambassador usually serves a "glass of champagne" at the official residence after the ceremony. The Office of Protocol should indicate whether decorations and medals are to be worn, whether the spouse may attend the ceremony and, finally, dress for ladies.

2. High Commissioner

A high commissioner is a head of mission accredited to a Commonwealth country. When the country concerned does not recognize the Queen as Head of State, he/she presents a letter of commission. This document is written by the Head of State of the sending State (in the case of Canada, the Governor General on behalf of the Queen) to the Head of State of the receiving State (the President of India, for example).

In Canada the ceremony of presenting a letter of commission is the same as that for the presentation of credentials.

In the case of countries that recognize the Queen as Head of State, the document presented by the high commissioner is a letter of appointment issued by the Prime Minister of the sending State and addressed to the Prime Minister of the receiving State.

In Canada a lounge suit is worn for this presentation. Questions as to the procedure elsewhere should be addressed to the Office of Protocol of the receiving country.

It is usually considered that a high commissioner who presents a letter of appointment officially takes up his/her functions on the day he/she arrives in the receiving country. This date also establishes his/her place in the order of precedence. Here again, information may be obtained from the Office of Protocol of the country concerned.

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

3. Chargé d'Affaires

When a head of mission has to leave his/her post, he/she appoints a chargé d'affaires as a replacement. The head of mission informs the Ministry of Foreign Affairs of the receiving country, in an official note, of the length of his/her 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/her place in the order of precedence. A chargé d'affaires cannot in turn appoint someone as a replacement in case of illness for example. If a chargé d'affaires is unable to carry out the duties for which he/she is responsible, only the Minister of Foreign Affairs of his/her country may designate a successor.

(C) PROTOCOL VISITS

On 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/her 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/her term, the ambassador makes a farewell call on the persons he/she visited on arrival. Officers do likewise.

(D) 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/she is representing Canada and that whatever he/she does contributes to the image that residents of a foreign country have of Canadians in general.

(E) CORRESPONDENCE

1. Sending or exchange of visiting cards

The rather elaborate ritual of sending or exchanging visiting cards is gradually disappearing. Readers are referred to Jean Serres' *Manuel pratique de protocole*², in which this practice is discussed in detail: it would be impossible to summarize it here.

A point to remember, however, is that visiting cards should be simple; name, title, mission and, in some instances, telephone number are all that is required.

2. Work instruments

Every mission requires a number of "work instruments" in order to function effectively. The secretary to the head of mission should ascertain if these are available and obtain them if necessary. There are first of all certain reference works on protocol³, the list of the diplomatic corps in the receiving country, and the order of precedence within the corps, if it exists in published form. There should also be official invitation cards, a guest register, a condolence register and black-bordered paper. The last two items are used only on the death of the Governor General or the Prime Minister, but it is better to have them on hand than to try to find them at the last minute.

(F) DEATH OF A CANADIAN DIGNITARY

As soon as a mission is informed, by the External Affairs and International Trade in Ottawa, of the death of the Governor General or the Prime Minister (or of a former governor General or Prime Minister), the flag should be lowered to half mast. A note should be sent immediately to the Ministry for Foreign Affairs of the country, conveying the information. The note is written on black-bordered paper and indicates the place, date and time at which visitors may sign the condolence register. A similar note is sent to other foreign missions, except for those representing countries that do not have diplomatic relations with Canada.

The head of mission, the Chargé d'Affaires or an officer of the embassy should be present throughout the period the register is available for signature, to receive condolences on behalf of the Canadian government. An assistant then conducts the visitor to the room where the register is set up. The register should be placed on a table draped with plain black cloth, with

² Chapter X, pp.207 to 211, par. 391 to 396.

³ See bibliography appended.

a photograph of the deceased, if one is available. These arrangements should be simple: it is not necessary that drapes be drawn or that there be solemn music.

Prescribed dress is a dark suit for men, and a long-sleeved dress of a neutral colour for women.

The official expression of sympathy is "My sincere condolences" and the reply, "Thank you very much".

III. ENTERTAINING

INTRODUCTION

Too often, people outside the foreign service imagine that its agents lead a life of leisure: "Receptions and dinners every day - they can't get much work done!" If only it were true! The fact is that the social round is part of the diplomatic function; the events are organized for a purpose⁴. The diplomat gives or attends a reception to broaden his/her contacts and his/her influence in the country to which he/she is accredited. Meeting local dignitaries or colleagues socially paves the way for later discussions at more official levels. The diplomat asks questions about the country and about matters of current interest in order to better understand what is going on and to report accordingly to External Affairs and International Trade Canada in Ottawa. At the same time, he/she is working to promote Canada's interests. Whatever the circumstances, an initial contact at a social level usually makes it easier to obtain desired results.

A diplomatic agent and his/her spouse are not usually expected to organize a reception or a dinner as soon as they arrive at a post. They have from six weeks to three months to settle in and get accustomed to the social life and customs of the country. This gives them time to choose the type of social activity best suited to their rank and the food and drink appropriate to the country, and to prepare as well as possible for the receptions they will host.

(A) TYPES OF RECEPTIONS

1. Official receptions

In diplomatic missions, an official reception may take place at lunch, in the afternoon, at dinner, or in the form of an evening reception.

Afternoon receptions are generally held on the occasion of a national day, the arrival of an important visitor, a conference or the like. Official luncheons and dinners are given in honour of the Head of State, members of the government or members of the diplomatic corps. Other receptions are usually more private in nature.

The following points should be borne particularly in mind with respect to official receptions:

- (i) all official dignitaries must be shown the respect due them;
- (ii) each must be given his/her rightful distinctions and titles;
- (iii) some countries have, in addition to the official authorities, notables who are entitled to special attention (the clergy) or to traditional marks of respect (the nobility).

Receptions are held in the late afternoon and generally last two hours. Guests are not

⁴ In this connection it is important to remember that a diplomat will never be criticized for switching to mineral water or fruit juice after drinking a glass of champagne or a vin d'honneur at a reception.

expected to arrive exactly on time, and they may stay as long as they see fit within the limits indicated in the invitation; this depends on the reception and the people that are there.

2. The reception on the national day

Receptions are given for all sorts of reasons, official and private. One of the most important is the reception held on the national day. Invitations are generally extended to the entire diplomatic corps (with the exception of representatives of countries with which Canada does not have diplomatic relations) and to persons with whom the mission has established contacts in the host country. The invitations are sent by the head of mission; the statement "On the occasion of Canada's national day" should appear prominently on them.

The head of mission or, in his/her absence, the charge d'affaires, and at least one other high-ranking representative of the mission, with their spouses, welcome the guests. They remain in the receiving line throughout the reception, which may be held at midday, usually from 12:00 to 2:00 pm, or at the end of the day, from 6:00 to 8:00 p.m.

Unless otherwise indicated in the invitation, dress for a day-time reception is a suit and tie for men, and an afternoon dress or suit for women; for an early evening reception, a dark suit and a short dress, respectively.

In view of the large number of guests, the mission should notify the local authorities in advance of the place, date and time of the reception.

The appropriate formula when greeting the host on his/her country's national day is "My compliments" or "Congratulations".

3. Meals

Meals generally involve a greater degree of formality, if only because the guests must be seated according to the order of precedence and the rituals of table service observed. In some countries, breakfasts may be organized; these are usually working meetings and spouses do not attend. Luncheons are also organized for the same reasons. The luncheon, in fact, may be more common than dinner in certain countries. It is easier to give and less time consuming. The menu is simpler, the table setting less complicated and the meal must be served more quickly so that those who are returning to the office can do so.

Dinner is a more social event. Greater importance is attached to the quality of the meal. Everything is on a more elaborate scale, and participants dress accordingly. Punctuality is very important: one may not be late (more than five minutes) for a luncheon or a dinner. It is simple courtesy as well as a mark of respect to be on time.

(B) INVITATIONS

Before starting to send out invitations, it is important to draw up a guest list; this is a key factor in successful entertaining and it is essential when a meal is planned. The list should be drawn up with care, taking into account the countries the guests represent and ensuring that they will form a stimulating and interesting group. A factor to remember is that diplomatic relations are non-existent between certain countries and that it would be very awkward for their representatives to find themselves seated at the same table. There is also the problem of language; all the guests should have at least one in common. It is advisable to avoid having too

many dignitaries since they must be given special attention and it is not possible to look after one and all at the same time.

As a rule, a diplomatic agent does not invite to his/her receptions the head of a mission other than his/her own unless he/she knows another ambassador very well and thinks the event will give him/her pleasure. The etiquette of international protocol requires that an invitation be received at least two weeks in advance. Invitations are sent by mail unless the two week deadline cannot be observed, in which case they are delivered by messenger. An invitation may occasionally be extended first by telephone; if it is accepted, a written invitation is sent as a reminder.

The person who receives an invitation must reply immediately, either accepting, or declining if unable to attend. If one is uncertain about being able to attend, it is preferable to decline the invitation rather than put off replying until the last minute. When a reply is unduly delayed, the host/hostess is placed in the embarrassing position of being unable to decide on the preparation of the meal or the arrangement of the table and is prevented from taking advantage of the situation to invite someone else. Anyone who delays replying until the host/hostess has to ask for it, and particularly, anyone who fails to reply, is guilty of a serious impropriety.

A host/hostess who invites another person at the last moment, moreover, because one of his/her guests has delayed replying, is often met with a refusal⁵.

In countries where polygamy is practised, it is customary for only one wife to be invited to official meals and receptions.

It is correct to answer an invitation by letter or correspondence card; however, if the invitation bears the telephone number of the host/hostess, it is permissible to reply by telephone. In some countries, the reply to an invitation is addressed only to the hostess. Invitations should include an indication as to dress.

Cards are always handwritten; this is something that is often forgotten. Envelopes should be addressed in the same way.

Invitation cards with the coat of arms of Canada engraved in gold are reserved for the exclusive use of ambassadors and high commissioners. All other officers use cards with the coat of arms engraved in black or in red.

An invitation should always indicate:

- the title and name of the host and hostess (or one of them);
- the type of social function;
- the date and time; the address;
- dress;

and should contain one of the following notations:

- (i) Reminder: when a telephoned invitation has been accepted;

⁵

A guest may be prevented at the last minute from attending an official dinner. In this event, the head of mission may ask an officer and spouse or either one of them to replace the person.

- (ii) Regrets only: unnecessary to reply if accepting;
- (iii) RSVP: a reply is required.

The "occasion" of the reception or meal may be indicated, if appropriate. It is customary in some countries to send the guest list with the reminder card.

(C) MENUS AND DIETARY RESTRICTIONS

Dietary customs vary with each country, and it is advisable to be acquainted with them before entertaining at home. Certain dishes are taboo: for example, one does not serve shellfish or seafood to Jews, pork to Jews or Moslems, or beef to Hindus. It is not unlikely, moreover, that there will be guests with different dietary customs present at the same time. A buffet dinner presents no difficulty, given the variety of dishes, but in the case of a more formal type of meal the situation is more delicate. To provide against any contingency, it is important to be flexible and ready to substitute any dish for another in case one of the guests cannot eat what is to be served. (Whether the replacement be steak, salad or eggs, the main thing is to react quickly!) In areas where the food is very different from Canadian fare, it is a good idea to include a local dish in the menu. One has to remember, of course, that menus will depend very much on the types of food available in the country concerned.

A good general rule with respect to entertaining abroad is to avoid complicated and costly menus (unless the necessary funds and staff are available). Other factors to consider are the possibility of hiring extra help, the size of the oven and the refrigerator, and one's own culinary skills if one is doing the cooking oneself. If in doubt as to the menu, the wisest course is usually to ask the guests if there are certain foods they do not eat for religious, medical or other reasons.

(D) PLANNING

The key to a successful dinner or reception is meticulous planning. This should begin even before the invitations are sent. It is a safeguard against last-minute panic and anxiety that leave the host too exhausted to enjoy the party⁶.

(E) DRESS

Dress varies according to country. It depends also on the desired degree of formality at the reception or dinner that is being organized. It is the host's/hostess' prerogative, therefore, to decide the dress to be worn. If the invitation gives no indication, a lounge suit is appropriate. To avoid confusion, however, the desired dress should always be specified.

In general, it is best to adopt a conservative style of dress and avoid gaudy colours and loud ties. On arrival in a new area, it is a good idea to take note of local customs with regard to dress and make inquiries of colleagues. Women should be particularly careful since, in some countries, the consequences of inappropriate dress (by the standards of the country) can be quite unpleasant.

⁶ Additional information is contained in the GUIDE FOR ENTERTAINING AT HOME WHILE ON POSTING, appended.

(F) TIMES OF ARRIVAL AND DEPARTURE

It has been mentioned before, but it bears repeating: punctuality above all! As Louis XVIII so aptly put it, "Punctuality is the politeness of kings and the duty of all good people."

While it is not necessary to be precisely on time for receptions, one should not arrive too late; it is not pleasant for the hosts to wait in empty reception rooms, and they are always appreciative of guests who arrive on time. By the same token, there is no need to linger beyond the time specified in the invitation, unless expressly invited to do so, even if the buffet is still undepleted.

Some dinner guests make a practice of arriving very late. Such behaviour is extremely ill-bred when one is invited to a private meal, since delicate dishes cannot wait. It also indicates a lack of consideration for the other guests, who are forced, so to speak, to wait upon the latecomer's convenience.

As a general rule, a host/hostess does not wait for a tardy guest more than half an hour beyond the time indicated in the invitation, and the latter must take the meal where it is at the moment of his/her arrival. The guest, for his/her part, must do everything possible to let the hosts know of his/her situation.

There are countries where it is understood that guests should not arrive until some time after the hour indicated in the invitation and where there is a wide latitude in this regard. Officers can only observe the rules of society in the country they are living in, since they are not called upon to change them. However, they should not practice these habits in countries where they are not in vogue.

Generally speaking, when a diplomatic agent receives an invitation from a head of mission, he/she should arrive early (before any outside guests, or at least five minutes ahead of time). Similarly, he/she should always remain at dinners and almost always at receptions until the last outside guests have gone. At any other official reception or dinner, one never leaves before the Head of State or the Prime Minister or the Minister of Foreign Affairs or, in other words, before the guest of honour.

(G) RECEIVING LINE

For some occasions, notably receptions on the national day, a receiving line is formed to enable guests to present their compliments. The line should be kept as short as possible, since it is not designed for conversation. When there is a guest of honour, the order of the receiving line is: host, guest of honour, hostess and, finally, spouse of the guest of honour. Note that the host is always the first person in the receiving line.

It is not usual to have a receiving line at a dinner.

(H) TABLE PLAN AND PLACE CARDS

When a dinner is given in a diplomatic or official residence, a table plan is displayed in a prominent location, usually at the entrance. In this diagram, the host and hostess are seated at each end of the table or facing each other at the centre. The entrance to the dining room is usually clearly indicated. Guests should locate their places at table in relation to the entrance so as to be able to find them easily when the time comes. It is useful to take note of the names of

one's neighbours on either side, to avoid having to peer at the cards placed before them on the table⁷. (Place-cards, incidentally, should be handwritten.)

(I) ORDER OF PRECEDENCE

Precedence is determined first by rank; ambassadors accordingly come before Chargé d'Affaires, ad interim; then come ministers, counsellors, secretaries, and so on. Among persons of equivalent rank, precedence is determined by the date of arrival at one's post. Thus the ambassador whose arrival dates back the furthest occupies a higher place at a diplomatic reception than one more recently arrived.

In all social activities at the post, a spouse is accorded, as a courtesy, the same precedence as the employee, or vice versa as the case may be. The Office of Protocol of the receiving country has a complete list of the diplomatic corps and can answer any inquiries as to the order of precedence of the dignitaries and members of the government of the country. The most senior of the ambassadors is called the dean of the diplomatic corps, except in countries where the dean is traditionally the apostolic delegate. The dean usually represents the corps as a whole at official ceremonies in the capital.

CONCLUSION

If in doubt as to questions of protocol when entertaining or attending official functions, it is better to make inquiries than to commit a faux pas. Information can always be obtained, either at the mission, usually from the secretary to the head of mission, or directly from the Office of Protocol of the receiving country, whose staff will be pleased to help solve the problem.

It is important to remember that one should entertain well or not at all; establishing good relations in a foreign country calls for the best possible effort.

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Examples of table plans will be found in *Manuel pratique de protocole* by Jean Serres.

APPENDIX

GUIDE FOR ENTERTAINING AT HOME WHILE ON POSTING

This document offers general guidelines for formal entertaining. More detailed information may be obtained from the Office of Protocol of External Affairs and International Trade Canada in Ottawa.

(A) DRESS

The decision as to the guests' dress rests with the host. If the invitation contains no indication in this regard, lounge suit is assumed to be appropriate. In the case of a dinner or a reception given after 6:00 pm, however, this omission may lead to confusion. It is preferable, therefore, always to indicate the desired dress.

The following is a description of the types of dress most commonly worn in diplomatic, business and social circles.

(B) LOUNGE SUIT

Usually indicated for receptions held after 6:00 pm, but may also be worn for luncheons and representational activities in the afternoon.

Gentlemen

- Suit and tie. The more important the ceremony, the darker the suit.

Ladies

- For luncheons and afternoon activities, afternoon dress or suit.
- For activities after 6:00 pm, cocktail dress or blouse and skirt.
- Gloves are optional. If they are worn, the right one should be removed before entering the receiving line. Both gloves should be removed for eating or drinking.

(C) FORMAL WEAR

1. Morning Coat

Indicated for official receptions during the day, for example, at national funerals, at a wedding, a coronation or for the presentation of credentials.

Gentlemen

- This is a black garment with tails open to the knee, which is worn with grey striped trousers, black socks and shoes, a grey or black waistcoat, a grey silk tie, a grey or black top hat and grey gloves. The shirt must be white; the collar may be soft or starched with the points turned down (in which case an ascot may be worn).

Ladies

- Afternoon dress and gloves

2. Dinner Jacket (Black Tie)

Indicated for some official dinners and evening functions (depending on the country), but never worn during the day.

Gentlemen

- The suit is traditionally black or midnight blue. The trousers, without cuffs, are trimmed with satin or velvet braid extending from the waist to the bottom of the leg on the outside. The jacket is single or double-breasted with silk lapels. A waistcoat or a cummerbund of black silk, velvet or brocade may be worn. The bow tie is silk. The shirt is usually white, with a pleated ruffle. Cufflinks are gold or silver, with or without precious stones. Shoes are natural or polished calf, but pumps may also be worn.

Ladies

- Dinner dress (long or short) or long skirt and blouse.
- Gloves

(D) EVENING DRESS (WHITE TIE OR "TAILS")

Indicated for official evening functions, balls, dinners, receptions and at the opera. Never worn during the day. Both partners should be in evening dress.

Gentlemen

- Evening dress consists of a jacket with tails open to the knee and trousers, in black or midnight blue. The lapels of the jacket are silk. The trousers have a double row of satin or velvet braid extending from the waist to the bottom of each leg on the outside. The shirt may be starched or stitched; cufflinks are pearl or gold; the collar is starched and the points folded. The tie is of starched piqué. Shoes are natural calf, but pumps may be worn. White gloves and a top hat complete the ensemble. For outdoors, a black overcoat or cape may be worn.

Ladies

- Long evening gown with gloves. If the gown is sleeveless, gloves should be above the elbow.
- If the gown has long sleeves, short gloves should be worn.
- Gloves should not be removed when passing through the receiving line or while dancing.
- If the occasion is an official dinner, gloves should be removed when one is seated at the table, since they must not be worn while eating or drinking.

(E) DRESS OPTIONAL - SPORTS CLOTHES

Indicated for more intimate gatherings held at home with friends or business acquaintances, in a relaxed atmosphere.

Gentlemen

- Sport jacket and tie or open-necked shirt with ascot or turtleneck sweater.

Ladies

- May dress as they wish, while avoiding extremes in style.

(E) CASUAL DRESS

May be indicated for informal gatherings with close friends, for example, get-togethers around the swimming pool, tennis parties, brunch or the like.

Gentlemen

- Slacks and open-necked shirt; jacket if one is worn, may be removed on arrival.

Ladies

- Comfortable, practical attire appropriate to the occasion.

(N.B.: 1 In all circumstances, national costumes can replace ceremonial wear. Out of courtesy to guests, this should be indicated in the invitation.

Example: DRESS - LOUNGE SUIT OR NATIONAL DRESS

- 2 In tropical countries, dress is generally much simpler, even for official functions. Occasionally for private receptions which call for black tie, the invitation specifies "Red Sea Rig", which means bow tie and cummerbund without the jacket.)*

PLANNING THE RECEPTION

Great care must be taken in the planning and organization of a reception or any other type of gathering held at home. Servants are a luxury of the past, except in some hardship posts. Even if it is possible to engage servants and one has the means to do so, it is extremely difficult today to find reliable people. As host or hostess, you are anxious for your party to be a success. You should therefore plan to enjoy it yourself. When your guests arrive, you should be as fresh and ready to enjoy the occasion as they are.

We have prepared the attached guidelines on the assumption that you will have to do everything, or nearly everything, yourself. If you have help, so much the better, but the guide can help you to think of everything you will need, and in particular, to help you decide how much time you will have to spend on the various preparations, from the time you decide to give a dinner until your guests arrive.

(A) TYPES OF RECEPTION

Except for official representational activities, the number of receptions you will give during your posting will depend on your financial means, the customs in diplomatic and other circles in the host country, and the possibilities offered by your own house. Since every invitation accepted must be reciprocated, one way or another, some of you will feel more

comfortable organizing occasional small dinners or luncheons, and giving only one or two larger receptions a year.

Before deciding on the type of reception you are going to give, you must consider:

- the number of people you intend to invite;
- your budget;
- the possibilities of the house, for example, the dimensions of the dining room table and other arrangements that might be made for larger groups;
- the time and effort you are prepared and able to give (for example, do you have servants or will you have to do everything yourself?);
- your guests' expectations (what will please them?).

Then plan the activities around the foregoing.

The following is a list of the most popular types of activities that you will be likely to give or to which you will be invited during your posting. It is far from exhaustive, but it will help you select activities suited to most of the occasions that come to mind.

TYPE OF RECEPTION	HOUR	REQUIREMENTS
LUNCHEON	12:30	<ul style="list-style-type: none"> - Aperitifs are served before lunch. - The menu should include at least three dishes. - It is usual to serve only one wine. - A table plan should be drawn up and places assigned for groups of six or more. - It is not necessary to serve liqueurs after the coffee.
DINNER	8:00 pm	<ul style="list-style-type: none"> - Aperitifs and drinks are served before dinner.
RECEPTIONS (to honour a special guest or mark a particular event)	6:00 pm- 8:00 pm	<ul style="list-style-type: none"> - Drinks, hors-d'oeuvres and appetizers are set out to on buffet tables or offered to guests on trays
COCKTAILS	8:00 pm	<ul style="list-style-type: none"> - Punch may be served, but a complete assortment of drinks should also be provided. - No assignment of places is required.
AFTERNOON RECEPTION	4:00 pm	<ul style="list-style-type: none"> - Tea, coffee, fruit juices, punch, appetizers and pastries are served by the host/hostess in the living room. - No assignment of places is required. - Small tables are provided beside armchairs or other chairs, on which guests can place their cups.

GARDEN PARTY

5:30 pm-
7:30 pm

- Same requirements as for receptions and cocktail to parties, except that:
- Tables and chairs are set out in the garden or on the patio, where guests can sit down if they wish.
- No assignment of places is necessary.

DINNER DANCE (Dinner is served at 9:00 pm)

8:00 pm

- Drinks and aperitifs are served for an hour while guests are getting acquainted.
- The bar should be available to the guests; one person is assigned as bartender and another to serve drinks.
- Small tables for four to eight persons are arranged around the dance floor and set with cloths, cutlery and glasses.
- Table plans and assignment of places are optional. Some hosts/hostesses prefer to let their guests form their own groups.
- Guests serve themselves at buffet tables.
- Wine, coffee, champagne and liqueurs are served at the tables.
- Used dishes and so on are removed by the servers.
- The host/hostess may decide to serve the wine and champagne at the tables or may ask a server to do so.
- The same procedure may be adopted for the coffee.
- An orchestra is engaged and a stereophonic system provided.
- Guests may dance between courses or only after dinner.

SUPPER DANCE (Dancing begins at 10:00 pm)

10:00 pm

- An orchestra is engaged or disco music and a stereophonic system are provided.
- Guests serve themselves at the bar.
- A light meal is served from buffet tables around midnight or one o'clock.
- No table plan or assignment of places is required.
- Groups of chairs are arranged here and there with small tables.

For more intimate occasions. You may wish to invite a group for activities such as:

- tennis or badminton, followed by brunch;
- a picnic beside the pool (bring the children);
- coffee and dessert followed by bridge;
- home movies (with popcorn and hot dogs);
- a skating party followed by a baked-bean supper.

Put your imagination to work!

(B) BAR - MINIMUM REQUIREMENTS

ESSENTIAL

Scotch
Gin
Vodka
Beer
Red Vermouth
White Vermouth
Red wine
White wine
Non-alcoholic beverages
fruit juices

CANADA AND UNITED STATES

Rye
Rum
Whisky
Bourbon

CONTINENTAL EUROPE

Campari
Brandy
Sherry
Pernod
Dubonnet
St Raphaël
Cognac
Crème de menthe
Grand Marnier
Benedictine
Drambuie
Crème de cacao
Brandy (flavoured)

**MEDITERRANEAN AND
MIDDLE EAST**

Campari
Raki
Ouzo

OTHERS

Tequila
Retsina
Palm wine
Caribou
Screch

(C) DIETARY RESTRICTIONS

In planning a menu for any kind of social activity, it is important to take the guests' dietary restrictions into account, since the customs of some religious or ethnic groups are different from ours.

ISLAM

Avoid serving pork or pork products (ham, bacon, pork sausages, salt pork and so on) to Moslems. Islamic law prohibits alcoholic beverages, although the rule is not invariably observed. A Moslem guest will sometimes not take alcohol, but will have no objection to others doing so. Fruit juices, water or other non-alcoholic beverages should be served to those who do not drink alcohol.

HINDUISM

Avoid serving beef, pork or their by-products to Hindus. Dairy products are acceptable to some. Many Hindus are vegetarians.

BUDDHISM

No dietary restrictions. Since Buddhism is a personal and individualistic religion, restrictions are a matter of personal choice. Because of their aversion to killing, some Buddhists refrain from eating meat.

JUDAISM

Orthodox Jews do not eat pork or shellfish and they also avoid certain beef products. In general, meats other than pork are permitted, as are dairy products, but they should not be served at the same time. Several hours must elapse between consuming one and the other.

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