

**DEPARTMENT OF INTERNATIONAL RELATIONS
AND COOPERATION**



MEMORANDUM

DATE : 16 NOVEMBER 2016

**TO : NATIONAL GOVERNMENT DEPARTMENTS
PROVINCIAL GOVERNMENT DEPARTMENTS
LOCAL GOVERNMENT DEPARTMENTS
CHAPTER 9 INSTITUTIONS**

**SUBJECT: CIRCULAR ON PROVIDING PROTOCOL ADVISORY
SERVICES TO GOVERNMENT DEPARTMENTS, AND
CHAPTER 9 INSTITUTIONS**

The Department of International Relations and Cooperation, Branch: State Protocol and Consular Services' mandate is to ensure the uniform application of Protocol Services during International events hosted by the 3 Spheres of Government and Chapter 9 Institutions.

The Branch's assistance, however, is limited to advisory services only, as per Protocol Ceremonial's guidelines. The Branch may only deploy (subject to availability of officials) if the affected Department/ Institution formally writes a letter to the DG: DIRCO and commits to carry the costs, such as accommodation, flights and ground transport.

The Branch provides advisory services on the following:

- ✓ Invitation management
- ✓ Seating arrangements for Meetings, Luncheons and Gala Dinners
- ✓ Hanging of Official photographs
- ✓ Order of Proceedings
- ✓ Order of Precedence
- ✓ Signing Ceremonies
- ✓ Printing of place cards
- ✓ Venue set up
- ✓ Flags set up

It has to be noted that even though the Branch provides Advisory Services, the final decision on above issues rests with the hosting Department/ Institution.

Furthermore, the hosting Department may borrow South African and Foreign national flags from DIRCO Flag Bank International Events. As these are face value assets, the non-return of flags will incur a replacement cost.

A written email request for advisory services should be directed to the following official:

The Director-General
Department of International Relations and Coordination

For Attention:

Ms Bongki Ramukhesa
Director: Protocol Ceremonial
Tel: +2712 351 0964
E-mail: ramukhesabr@dirco.gov.za

Best regards



A handwritten signature in black ink, appearing to read 'NN Losi-Tutu', enclosed within a circular scribble.

**AMB NN LOSI-TUTU
CHIEF OF STATE PROTOCOL**