



## **PROTOCOL CIRCULAR NO P 20 OF 2013**

The Department of International Relations and Cooperation (DIRCO) of the Republic of South Africa presents its compliments to Diplomatic Missions and International Organisations accredited to the Republic of South Africa and has the honour to refer to Protocol Circular No P 17 of 2011 dated 24 May 2011 regarding postal deliveries from Missions to DIRCO.

The Department has the honour to inform Missions that diplomatic mail should be delivered between the hours of 08h30 to 12h30, Monday to Fridays, excluding Public Holidays. Diplomatic Mail for State Protocol should be delivered to the State Protocol Reception, Room NE2B-G-082, OR Tambo Building, 460 Soutpansberg Road and addressed to the relevant official's name or section of the Directorate, e.g. Diplomatic Immunities and Privileges (DIAP), Protocol Ceremonial, State Visits, International Conferences, Intergovernmental and Provincial Protocol or State Protocol Lounges. Diplomatic Mail for the multilateral and bilateral political desks should be delivered at Internal Mail, located near the entrance at the basement. No diplomatic mail will be received outside of the above hours unless an appointment has been made with a specific official.

Missions are reminded that in terms of international diplomatic practice, all official communication with the South African Government, i.e. national, provincial and local government, should be channelled through the Department of International Relations and Cooperation (DIRCO) under cover of a Note Verbale and not directly with the relevant Government Departments or Ministries. Furthermore all appointment requests with the President, Deputy President, Ministers and Deputy Ministers should also be channelled through the relevant bilateral political desk.

The Department also has the honour to inform Missions that all meetings between the South African Police Service (SAPS) and Missions must be formalized and coordinated via the Directorate: Diplomatic Immunities and Privileges. An agenda must be included in the meeting request.

Furthermore the Department has the honour to inform Missions that all requests for over flight and landing clearances for chartered aircraft transporting Heads of State/Government, Special Envoys and Ministers of Foreign Affairs must be channelled through DIRCO, Directorate: State Visits and not directly with the South African Air Force. Requests for over flight and landing clearances for chartered aircraft landing at OR Tambo, Cape Town, Lanseria and other South African International Airports, transporting other Ministers and dignitaries should be channelled through the relevant political bilateral desk. Communication on military related visits must be directed through the Defence Foreign Relations (DFR) Chief Directorate of the South African National Defence Force.

The Department of International Relations and Cooperation of the Republic of South Africa avails itself of this opportunity to renew to Diplomatic Missions and International Organisations accredited to the Republic of South Africa the assurances of its highest consideration.



PRETORIA  
05 July 2013

Diplomatic Missions and International Organisations  
accredited to the Republic of South Africa  
PRETORIA