

UNOG PROTOCOL OFFICE: KEY RESOURCES

BLUE BOOK

The publication known as the "Blue Book," entitled "Missions permanentes auprès des Nations Unies à Genève" (in French only), provides the contact and representation information about Permanent Missions, Observer Offices at Geneva, as well as composition of main UN bodies etc. It is available [here](#).

The Blue Book is updated on a regular basis by the Protocol and Liaison Service of the United Nations Office at Geneva with the kind cooperation of the permanent missions and permanent observer offices.

Kindly note that

- The list of staff of permanent missions and observer offices is determined based on communications that the Protocol and Liaison Office receives from missions and observer offices
- This directory does not constitute a full list of staff members of missions and observer offices to the United Nations Office at Geneva. It does not include
 - all staff working at permanent missions and observer offices
 - members appointed only to the Conference on Disarmament or only to the World Trade Organization, which are now the subject of separate brochures.
- Only members of permanent missions and observer offices who are holders of a legitimization card of the category B or C included in Parts I to IV of this directory
- Due to the increasing amount of information related to addresses, telephones, faxes and e-mail addresses, only the immediate details of permanent missions and observer offices are included in this manual.
- Regarding the diplomatic status of permanent missions and entities other than a State, this list is only indicative and does not attribute any legal value to the treatment accorded by the Host Country.

All changes to this manual, including

- a) changes related to the departures and arrivals of diplomatic staff with the United Nations Office at Geneva and cardholders of legitimization B or C, and their spouses;
- b) the order of precedence; and
- c) general information on the missions (address, phone, fax, email, website, National Day),

shall be addressed in writing to:

The Protocol and Liaison
United Nations Office at Geneva

Palais des Nations
Avenue de la Paix 8 - 14
1211 Geneva 10
Switzerland

Tel : +41 (0)22 917 21 37, +41 (0)22 917 21 90
Fax : +41 0(22) 917 00 00
E-mail: protocol@unog.ch

DIPLOMATIC GUIDELINES

OPENING OF A PERMANENT MISSION

It is current practice for a Government to inform the Secretary-General of the United Nations, in writing, through the intermediary of its permanent mission in New York, of its intention to establish a permanent mission in Geneva. The Secretary-General then informs the Director-General of the United Nations Office at Geneva.

The Director-General brings this to the attention of the Head of the permanent mission of the host country. The current practice is that a Government informs also the Swiss Government of its intention to establish a mission in Geneva.

ASSUMPTION OF OFFICE

Upon assumption of office by a permanent representative, the permanent mission should ask the United Nations Protocol and Liaison Service in Geneva to make arrangements for the presentation of credentials. For the brief ceremony of presentation, the Chief of Protocol will accompany the permanent representative.

It is customary for a new permanent representative to send individual letters to other permanent representatives informing them that he has presented his credentials.

It is the practice for a new permanent representative to call on the directors and/or secretaries-general of specialized agencies and other international organizations to which he is accredited.

Given the large number of permanent missions in Geneva, it is left to the discretion of the permanent representative as to which colleagues he might wish to call upon. It is advisable to pay a visit to the Chairman of the Geneva Diplomatic Committee and to the Head of the permanent mission of the host country.

The Authorities of the Republic and Canton, as well as of the City of Geneva, appreciate courtesy calls by newly-arrived permanent representatives. However, given the large number of diplomatic and consular missions in Geneva, such courtesy calls are left entirely to the discretion of the newly-arrived permanent representative.

END OF TENURE

When a permanent representative relinquishes his post, the current practice is that he pay a farewell visit to the Director-General of the United Nations Office at Geneva and to the directors and/or secretaries-general of the specialized agencies and other international organizations to which he is accredited and that he inform other permanent representatives, in writing, of his departure.

The United Nations Office at Geneva correspondingly informs the Permanent Mission of the host country. Attention is also, *mutatis mutandis*, drawn to the section above on Protocol upon assumption of office of permanent representatives.

There is no institutionalised practice of farewell gifts from permanent representatives to a departing permanent representative.

PRECEDENCE

- United Nations: Precedence among the Organization of the United Nations is the following: Secretary-General of the United Nations, Deputy Secretary-General of the United Nations, UNDP, UNCTAD, UNEP, UNHCR, UNRWA, UNICEF, UNFPA, WFP, UNDCP, OHCHR, under-secretaries-general, assistant-secretaries-general, directors.
- Between permanent representatives accredited to the Geneva Office: Precedence among permanent representatives who hold the rank of ambassador is determined by the date of presentation of credentials. Under the next category fall permanent representatives who do not hold the rank of ambassador; acting permanent representatives take precedence after permanent representatives, irrespective of their title, in accordance with their last nomination as such.
- Between permanent representatives accredited to the Geneva Office and the permanent representative of the host country: Precedence can, by courtesy, be given to the latter.
- Between other members of permanent missions: Precedence is determined by rank, and within each group (ambassadors, ministers and ministers counsellors, counsellors, etc.) according to date of arrival.
- Between permanent representatives and heads of secretariats of international organizations:
 - The Director-General of the United Nations Office at Geneva takes precedence over permanent representatives;
 - Directors-general or secretaries-general of the specialized agencies should be given precedence over permanent representatives when invited by a permanent representative;
 - Precedence between directors-general and secretaries-general of

specialized agencies is determined according to the date of the agreement between the specialized agency in question and the United Nations. Among the specialized agencies and international organizations, the precedence is as follows: ILO, FAO, UNESCO, ICAO, WHO, World Bank, IMF, UPU, ITU, WMO, IMO, WIPO, IFAD, UNIDO, IAEA, and WTO. In social gatherings hosted by the Director-General of the United Nations Office at Geneva or by the directors-general or secretaries-general of the specialized agencies, it is the practice that the permanent representatives take precedence;

- As to other intergovernmental organizations, their heads should be given precedence over permanent representatives when this is in the nature of the social gathering in question.
- Between permanent representatives and high officials of the International Committee of the Red Cross: The President of the ICRC takes precedence over permanent representatives; the latter take precedence over other officials of the ICRC.
- Between other members of permanent missions and international secretariats: Ambassadors who are not permanent representatives will rank above deputy directors-general or deputy secretaries-general of the specialized agencies and other intergovernmental organizations. Ministers who are not permanent representatives will rank above directors of division.
- Between permanent representatives and other delegates attending conferences: In social gatherings related to a conference, precedence among heads of delegation is determined either according to the alphabetical order of the countries represented, or in conformity with the established practice of the conference in question. Presiding officers may take precedence over other heads of delegation. In gatherings which are not related to a conference, precedence is given to permanent representatives.
- Between permanent representatives and members of permanent missions, on the one hand, and Geneva Authorities, on the other: Attention is drawn to the precedence recommended in the "Règlement concernant le Protocole", by the Republic and Canton of Geneva.
- Additional remarks: In social gatherings in honour of a given personality, the latter takes precedence over all other guests; in such cases, the fact should be mentioned while issuing invitations. In social gatherings organized by, or in connexion with, special bodies, their established practice prevails.

TEMPORARY ABSENCES

Permanent missions must advise, in writing, the United Nations Office at Geneva and other permanent missions about temporary absences of permanent representatives, naming the member of the permanent mission in question who will be in charge.

CHANGES IN DIPLOMATIC PERSONNEL

Permanent missions must advise the United Nations Protocol and Liaison Service in Geneva of changes in the diplomatic personnel (arrivals, departures, official titles, promotions, etc.).

PERMANENT REPRESENTATIVES AT CEREMONIES

When permanent representatives are collectively invited to ceremonies, etc., rather than as members of national delegations, they should be collectively seated in an exclusively reserved area in the right forefront of the room, immediately after cabinet ministers and the like. Should this not prove to be possible for practical reasons, a similar arrangement might be made in another prominent part of the room. The Chief of Protocol or another high official of the inviting organization might greet the permanent representatives at the entrance and see that they are ushered to their seats.

In a ceremony to which permanent representatives are invited collectively rather than as members of national delegations, and during which representatives of international organizations, local authorities, and the like, are seated on a podium, the possibility should be considered of inviting the Chairman of the Geneva Diplomatic Committee or, in his absence, one of the vice-chairmen, to the podium.

It is desirable that permanent representatives be given access to all meetings at which their country is represented, irrespective of whether they have been formally notified as members of delegations to such meetings.

CREDENTIALS

Credentials of permanent representatives are issued either by a Head of State or Government, or by a Minister for Foreign Affairs. They are addressed to the Secretary-General of the United Nations and handed to the Director-General of the United Nations Office at Geneva during the presentation of credentials ceremony.

Through a press release issued by the Information Service, the United Nations Office at Geneva then notifies the directors and/or secretaries-general of the specialized agencies concerned.

PROCEDURE:

1. Submit a copy of credentials and a CV of the permanent representative-designate to the UNOG Protocol and Liaison Service protocol@unog.ch / or fax +41 22 917 0000.
2. UNOG Protocol and Liaison Service will convene a date for the credentials presentation ceremony with the office of the Director-General and a respective permanent mission.
3. Upon arrival, the permanent representative-designate will be greeted by the Chief of Protocol at Door 4.
4. The permanent representative-designate hands the ORIGINAL letters to the Director-General who receives them on behalf of the Secretary-General. An official photographer will be present at the ceremony.
5. A press release issued by the Information Service of the United Nations Office at Geneva will be posted on the UNOG website. The Host country as well as UNHQ are informed by UNOG Protocol of the new appointment.

A template of credentials can be obtained through protocol@unog.ch

See latest Presentations of Credentials at UNOG [here](#).

ACCREDITATION OF MEMBERS OF PERMANENT MISSIONS AND PERMANENT OBSERVER OFFICES AT UNOG

As a general rule, permanent missions of Member States, permanent observer missions and permanent observer offices accredited to the United Nations Office at Geneva are kindly requested to notify the Chief of the Protocol and Liaison Service, in writing (by post or fax only) of any arrival or departure of diplomatic members of their missions.

In the case of a **new arrival of a diplomatic member** (initial request), permanent missions of Member States, permanent observer missions and permanent observer offices may formally apply for a United Nations identification pass through a written request (by post or fax only), also addressed to the Chief of the Protocol and Liaison Service (see address above in the "Blue Book" section).

The initial application shall bear:

1. the seal of the mission
2. the duly identified signature of the head of the mission or, in the event of his/her absence, of the chargé d'affaires a.i., who shall have been designated and announced by the head of mission in advance
3. the family name and first name of the official
4. the title and function
5. the passport number and copy of passport
6. the purpose of the request
7. the desired period of validity of the card of the official concerned (maximum 2 years).

For a new arrival of a diplomatic member (holder of a *carte de légitimation* B or C), the mission shall indicate whether the person will be included in the "Blue Book" of permanent missions in Geneva, his/her precedence in the list of diplomatic members and if he/she replaces another diplomat.

Once the request has been approved by the Chief of Protocol and Liaison Service, the Pass and Identification Unit, Safety and Security Service, located at Pregny Gate, will contact the requesting party regarding the issuance of the card.

Additional information:

- there is a minimum waiting period of 48 hours before an identification card can be issued
- this procedure applies also to spouses of members of the diplomatic corps only and to all other mission staff (spouses not included)
- this procedure shall not concern neither children of both members of the diplomatic corps and mission staff nor all other relatives.

A template for a badge request can be obtained through protocol@unog.ch

RENEWAL OF IDENTIFICATION PASSES

To renew passes, the party must apply in writing, duly approved and signed by the heads of permanent missions, directly to the Pass and Identification Unit, Security and Safety Service (Pregny Gate):

Pass and Identification Unit
Security and Safety Service
Pregny Gate
United Nations Office at Geneva
Avenue de la Paix 8-14
1211 Geneva 10
Tel.: +41 (0)22 917 50 02
Fax: +41 (0)22 917 04 94 - +41 (0)22 917 04 93

The offices are open from 8 a.m. to 5 p.m.

ACCREDITATION FOR MEMBERS OF A DELEGATION TO SPECIFIC CONFERENCES HELD AT UNOG

Accreditation of members of a delegation to specific conferences held at UNOG must be requested by a permanent mission/permanent observer office via a note verbale and addressed directly to the substantive secretariat organizing the event for registration purposes.

RETURN OF IDENTIFICATION PASSES

As stated on the backside of the UNOG badges, all badges need to be returned to the Pass and Identification Unit, Security and Safety Service, after being cancelled by the respective missions.

REQUESTS FROM PERMANENT MISSIONS TO THE WTO AND THE CONFERENCE ON DISARMAMENT

All other requests, i.e. from permanent missions to the World Trade Organization (WTO) and the Conference on Disarmament, for vehicle passes or for attendance at a conference in the Palais des Nations, must be addressed, and duly approved and signed by heads of permanent missions, to the Security and Safety Service (see contact details above).

ORGANIZING A VISIT OF A HIGH-LEVEL DIGNITARY AT THE PALAIS DES NATIONS

Permanent representatives are requested to inform the Chief of Protocol, at the earliest possible date, of the arrival of their Heads of State, Heads of Governments or Ministers for Foreign Affairs when a visit to the United Nations Office at Geneva is planned so that the appropriate arrangements are made to ensure the successful outcome of the visit.

The permanent missions are requested to inform the Protocol and Liaison Service in writing as early as possible of the following:

- The dates of arrival and departure to and from Switzerland of Heads of State or Government in order to coordinate with the Host Country the protocol greeting at the airport;
- The date and time of a planned visit to the United Nations Office at Geneva to attend a conference, a ceremony, an exhibition, etc., information on possible meetings with the Director-General of UNOG, other Senior Officials of the United Nations;
- A list of officials who will accompany the dignitary: (i) during the meeting with the Director-General; (ii) during the visit to the United Nations Office at Geneva to attend a conference, a ceremony, an exhibition, etc.
- A list of cars and number-plates, names of drivers, arrival time and venue, name of a contact person and other relevant information.

The Protocol and Liaison Service arranges with the respective permanent mission preparatory meetings, including meetings with advanced teams coming from capital, to discuss logistical details and view meeting locations.

Access to protocol salons (Czech and Slovak , French or Russian) can be arranged via the Protocol and Liaison Service for bilateral meetings of high-level dignitaries.

Security related issues should be dealt directly with the Security and Safety Section. Accreditation of journalists and other media issues should be dealt directly with the UN Information Service.

In case of specific conferences, where and when the UN premises have been allocated to other Specialized Agencies, such as the World Health Assembly, the International Labour Office, all arrangements are made in cooperation with the respective organizations.

The procedure above determines a general framework for the organization of a high-level visit. The Protocol and Liaison Service remains at the disposal of the permanent missions to identify any ad hoc procedure should the circumstances require it.

RELATED CONTACTS AND MATERIALS

CONTACT DETAILS FOR PERMANENT MISSIONS IN GENEVA

Apart from the Blue Book, you can consult section [Missions in Geneva](#) on the UNOG website.

PROTOCOL OFFICES OF OTHER INTERNATIONAL ORGANIZATIONS IN GENEVA

Contact details for protocol offices of the following organizations can be obtained via protocol@unog.ch:

- CERN - European Organization for Nuclear Research
- International Labour Office (ILO)
- International Telecommunication Union (ITU)
- World Intellectual Property Organization (WIPO)
- World Trade Organization (WTO)

List of Senior Officials of UNOG and other international organizations in Geneva
The UNOG Protocol and Liaison Office produces a list of Senior Officials of the United Nations Office, inter-agency organs, specialized agencies and related organizations at Geneva. This list with contacts of the respective Offices and Divisions can be obtained on request via protocol@unog.ch.

LIST OF SENIOR OFFICIALS OF THE UNITED NATIONS

(Under-Secretaries-Generals & Assistant Secretaries-Generals)

PROTOCOL AND LIAISON OFFICE AT UNITED NATIONS HEADQUARTERS

DIPLOMATIC COMMITTEE

Diplomatic Committee on the relations with the Host Country and the UN Office in Geneva is a tripartite forum for consultation and discussion of all issues that have an impact on the work of the diplomatic community in Geneva. It endeavours to promote and strengthen the relations between the host country, the diplomatic community in Geneva and UNOG.

The Committee, which meets periodically, may consider all questions of general interest, including privileges and immunities, housing, security, transport and insurance, with a view to expressing opinions and proposing solutions to the host country or to the Director-General of UNOG.