



MINISTRY OF FOREIGN AFFAIRS  
*Diplomatic Protocol of the Republic*

DIPLOMATIC PROTOCOL 2.0  
*Tradition and Innovation at the service of foreign affairs*







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2. Diplomatic Protocol 2.0 (March 2014)
3. Diplomatic Protocol 2.0 - English version (March 2014)
4. Celebrating the 150th Anniversary of the Unity of Italy (June 2011)
5. The Honorary Consul in Italy (December 2011)
6. The White Paper (December 2011)
7. Handbook about the treatment of the Diplomatic Corps (September 2013)
8. Structure of the Diplomatic Protocol of the Republic (December 2013)
9. International Organisations and Special Missions to Italy (December 2013)
10. First and second category consular missions in Italy (December 2013)
11. Diplomatic missions in Italy (December 2013)
12. Regulatory references (December 2013)
13. Manual of Official Visits overseas (March 2011)
14. Manual of Official Visits to Italy (December 2013)





*The Diplomatic Protocol of the Republic is responsible for organising the international visits and summits attended by the President of the Republic and top-ranking Italian officials. Other tasks include ensuring the security, immunity and privileges of Diplomatic and Consular Missions and International Organisations in Italy (16,500 accredited diplomats), as well as working with Italian citizens to solve any problems which may arise with Diplomatic Agents, such as work-related or business-related contractual disputes.*

*The Diplomatic Protocol is a foreign affairs instrument and as such is only efficient if it can adapt to an evolving international scenario.*

*Diplomatic communications have changed radically in the last twenty or so years. With the increase in bilateral meetings and the advent of multilateral diplomacy ministers now meet more frequently and informally. Shuttle Diplomacy has become commonplace. Foreign policy is no longer the exclusive domain of Prime Ministers or Foreign Ministers, and the success of intergovernmental summits has gradually involved all members of government in international relations.*

*Diplomacy and the way it is conducted has changed not only due to the involvement of new actors in international relations, such as NGOs, but also to the use of new technologies and the introduction of topics of debate previously considered marginal. Diplomatic communications now use computer tools as well as the traditional Note Verbale. All this requires a great deal of flexibility.*

*Until the fifties, high-level international meetings were few and far between. Their number slowly increased until in 2013 alone the Diplomatic Protocol organised 351 high-level political visits in Italy.*

*Before terrorism spread worldwide, the security of public figures and diplomatic missions required less attention than it does today. In collaboration with national security authorities, increased resources and energy are now necessary to protect visiting politicians, resident diplomats, their families, and embassies.*

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*Until recently the Vienna Convention provided a practically univocal interpretation of diplomatic immunities. Furthermore, local authorities were not involved in the labour relations between non-diplomatic staff and diplomats. Today both these issues are topics of political and legal debate especially in EU countries.*

*There are practical consequences to the shift in people's perception of diplomatic immunity. One eloquent example is the recent arrest of a Consul in a big capital in the west after violating the laws regarding staff labour relations: for local authorities, respect for the employee's rights took precedence over those of the Consul. The case of another diplomat is also emblematic: he was "handcuffed" in his own home and arrested by the police in a country in Europe because a neighbour saw him hit his child through the window. While the principle of the inviolability of frontiers is gradually being compromised due to serious human rights violations jeopardising the integrity of the population (Kosovo, Libya, and Afghanistan), diplomatic immunity appears, at least in the West, to have come into question because of individual cases involving explicit violations of local laws, especially human and labour rights. The effects of these trends have yet to be fully assessed.*

*In this changing scenario, it is obvious that Protocol has to not only organise summits, visits, and international meetings, but also focus increasingly on new issues regarding life in civil society. These issues include monitoring respect by accredited diplomats in Italy for local laws – in particular the laws regulating labour relations with non-diplomatic staff – and intense mediation between diplomatic agents and private individuals to find extrajudicial solutions to various kinds of disputes.*

*Another example of the new issues undertaken by the Diplomatic Protocol are the intense negotiations regarding agreements with other countries to achieve reciprocity so that the family members of Italian diplomats all over the world, and those of foreign diplomats in Italy, are able to work professionally. If both States agree then the restrictions of the Vienna Convention can be overcome. Given the economic situation in the world today, and the effect it has on the remuneration of diplomats worldwide, it is anachronistic to prohibit the spouses and children of diplomatic agents from working due to the immunity accorded by the Vienna Convention. This ban is obsolete not only from an economic point of view, but also because customs have changed, marriages have become more fragile, and family members rightfully aspire to having their own professional career.*

*The Diplomatic Protocol is also responsible for issuing the exequatur, the document required by the honorary consuls of 131 countries accredited in Italy so that they can perform their official duties. The number of honorary consuls has grown enormously in recent years and now totals 546. The fact*

*they are usually Italian citizens who enjoy privileges and immunity on Italian soil means we have to be careful and strict when we issue an exequatur. For this reason we require thorough checks to be carried out by the competent authorities so that only persons of exemplary respectability may occupy this position. In fact, it is very important to ensure that the inviolability of their archives and functional immunities cannot be used, by individuals whose main interests are in Italy, for illicit activities or activities not associated with consular affairs.*

*Although the Diplomatic Protocol has many practical commitments, it is also very creative. So apart from our daily work we also focus on developing and implementing non-routine projects and initiatives.*

*During this very critical period in Europe, these projects include: the creation of a European decoration as Italy's contribution to strengthening the European spirit and sense of belonging to the Union (symbols count in politics); setting up a Museum of Diplomacy to explain to the public the importance of Italian diplomacy in the world and how it developed over the centuries. In fact, Italy has inherited a diplomatic legacy which began with the first Roman legations, continued with the ambassadors of the Republic of Venice and the Renaissance, and evolved into modern diplomacy.*

*I can personally recall two of the recent initiatives known as "outreach" events organised by the Diplomatic Corps to enhance understanding between the latter and several Italian institutions and administrations. Two such events saw several ambassadors take to the high seas and participate in an anti-piracy manoeuvre on the aircraft carrier Cavour; another involved the Heads of Missions who were invited to take part in an event at the Palidoro Headquarters of the Carabinieri responsible for the regiments involved in the UN/NATO/EU peacekeeping task force and the protection of our embassies overseas.*

*Another initiative launched to improve the quality of services for the Diplomatic Corps is the creation of an online portal, "Cerionline". This initiative has appreciably enhanced the diplomatic and administrative procedures involving the communications between the Diplomatic Corps and the Protocol Service.*

*The USB flash drive provided with this book contains "The White Paper of the Diplomatic Protocol" drafted in 2011. It provides a detailed description of the structure and tasks of the Diplomatic Protocol of the Republic as well as some of the literature published in the last three years: a pamphlet about the 150th Anniversary of the Unity of Italy; a handbook about Honorary Consuls; a manual about official visits in Italy and overseas; a handbook about the treatment of the Diplomatic Corps; an updated list of all the diplomatic and consular missions in Italy and the operational*

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*procedures of the Diplomatic Protocol of the Republic. The Appendix contains the Vienna Convention on diplomatic and consular relations, and the regulations regarding decorations.*

*Although this publication is rather extensive, its interactive digital form makes it much easier to access thanks to the software developed so that it could be consulted with the latest state-of-the-art IT tools. The English version of the Diplomatic Protocol 2.0 will be available on the Farnesina website and in most “App Stores”.*

*While I sincerely hope that this book will provide at least some answers to readers’ questions, I would also like to take this opportunity to thank all my collaborators, especially Minister Plenipotentiary Placido Vigo – the enthusiastic curator of this volume – not only for their untiring and intellectual commitment during the delicate work they performed every day, but also for their creative drafting of this book.*

STEFANO RONCA

CHIEF OF THE DIPLOMATIC PROTOCOL



I – For Italy in the World





## I. Visits

### FORM BECOMES SUBSTANCE

Exchange visits between dignitaries from different countries are a major part of international relations. Meetings between Heads of State, Heads of Government and Ministers of Foreign Affairs are an opportunity to discuss key topics of common interest, strengthen political, economic, cultural and social bilateral relations, establish diplomatic relations, and solve controversial issues.



Picture 1.1 – Official Visit by Her Majesty Queen Elizabeth II and HRH The Duke of Edinburgh (Rome, 3 May 1961).

Visits put flesh on the bone of foreign policies; they include ceremonies, talks, press statements and social events organised according to protocols, customs and traditions consolidated over the years, if not centuries. In the past an alliance between two countries may have been ratified during special ceremonies marking the signing of a treatise, or else sealed by the exchange of decorations during a visit. Even today, various kinds of agreements can be concluded during State Visits, official or working visits. The

type of visit depends not only on the participants (only Heads of State make State Visits), but also on the solemnity of the occasion, which then determines the appropriate protocol and any variations.

More recently, these visits have been affected by new issues; this has gradually modified their form, but also strengthened their substance.

Contacts between world leaders have intensified due to innovative technologies and new scenarios have developed thanks to videoconferences and the use of social media to convey foreign policy. Nevertheless, it is very difficult to recreate the atmosphere of trust and understanding established during a face-to-face meeting between dignitaries who can look each other in the eye while chatting during a visit.



Picture 1.2 – Visit to Italy by the President of the United States of America, John Fitzgerald Kennedy (Rome, 1 July 1963).

## THE DIPLOMATIC PROTOCOL OF THE REPUBLIC

*The Diplomatic Protocol of the Republic is responsible for the organisation and execution of overseas visits by the President of the Republic, as well as visits by foreign dignitaries to Italy. Protocol has the delicate task of balancing numerous requirements which, if dealt with correctly, will determine the successful outcome of a visit. It is responsible for creating not only the ideal setting for discussions regarding political issues, but also ensuring satisfactory security measures, balanced media visibility, respect for protocol, and logistics and transport. During drafting of the programme and execution of the visits, the Diplomatic Protocol works closely with the Office of the President of the Republic, the Prime Minister's Office, the Ministry of the Interior, the Ministry of Defence, Italian diplomatic and consular missions overseas, foreign missions in Italy, and the protocol services and institutions of participating countries.*

New non-institutional actors play an increasingly important role in a country's decision-making process, as do economic operators whose interests reflect the geostrategic choices of a State. Accordingly, visiting delegations are increasingly heterogeneous and more focused on economic issues.

In particular, after the Second World War there was an increase in the number of multilateral assemblies in the European Union, United Nations, NATO, and smaller groups such as the G-8 and G-20. As a result, the number of visits also increased.

The search for new energy sources and the globalisation of commercial and financial exchanges has required foreign policy to become more specialised and technical. However, often decisions made during meetings do not hit the headlines and are of little interest to the public at large. As a result, the media visibility of a visit has become a sine qua non ingredient of its success, making it more comprehensible and appealing to the general public.

Curbing public expenditure has led to a gradual reduction in the resources earmarked for visits which, although more frequent, not only involve smaller delegations, but are increasingly shorter and more flexible as regards protocol.



Picture 1.3 – In his speech to the General Assembly of the United Nations on 28 March 2011 the President of the Republic reiterated Italy's commitment to uphold international peace and security.





Picture 1.4 – President Napolitano was the first European Head of State to make an official visit to Tunisia on 16 May 2012, a year after the Jasmine Revolution.

Far from being obsolete, visits continue to play a key role in Italy's foreign policy. They boost and strengthen the country's bilateral and multilateral relations established and maintained by the daily work of the Farnesina and its diplomatic-consular network. And not only as regards politics.

#### THE INSTRUMENT OF ECONOMIC DIPLOMACY

During visits, achieving good economic results has become a priority agenda item due to the growing importance played by economic and financial factors in defining foreign policy priorities.

A visit can pave the way towards economic agreements, the promotion of investments or joint ventures, and the internationalisation of Italian businesses. It not only facilitates bilateral meetings between economic operators, but also constitutes the ideal setting in which to celebrate the start of economic and financial cooperation, either during the signing ceremony of an agreement or during inauguration ceremonies.

Foreign dignitaries frequently visit Italy with agendas which include visits to important *Made in Italy* entrepreneurial and commercial activities. The enhancement of these activities is considered to be part of the goals of economic diplomacy, *in primis* the conclusion of contracts and the signing of orders benefitting Italian businesses.

Economic issues are equally important during overseas visits by Italian dignitaries – first and foremost the President of the Republic – also due to the excellent media coverage they receive.



Picture 1.5 – The President of the Republic meets with the President of the United States of America, Barack Obama, during his official visit to the United States of America (Washington, 15 February 2013).

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Picture 1.6 – The President of the Republic visits the Italian Pavilion at Expo Shanghai during his State visit to the People's Republic of China (28 October 2010).



Picture 1.7 – The President of the Republic meets with Italian entrepreneurs working in Romania during his State visit to Bucharest (16 September 2011).



Picture 1.8 – Inauguration of the central railway station in Prague by the President of the Czech Republic, Václav Klaus and the President of the Republic during his State visit to the Czech Republic (14 April 2011).



Picture 1.9 – Concert by the Philharmonic Orchestra of La Scala in Milan hosted by the President of the Republic in honour of the President of the Czech Republic, Václav Klaus, during his State visit to the Czech Republic (14 April 2011).

### SHOWCASING ITALIAN CULTURE

It is a well-known fact that Italy excels in the field of culture and art. However, perhaps not everyone knows that these reciprocal visits also help to enhance the country's cultural and artistic heritage.

When foreign dignitaries visit the capital they often take time during or after their official agenda to visit archaeological sites or art exhibitions. Afterwards they provide their own press with the most representative images of their visit to Rome. Furthermore, State Visits to Italy frequently involve travelling to other Italian cities, and more often than not those guests choose cities of art as their destination.

Like the economic sector, overseas visits by the Head of State allow Italy to showcase important cultural initiatives organised by our diplomatic and consular Missions or Italian Cultural Institutes.



Picture 1.10 – Presentation of the painting “Susanna and the Elders” by Padovanino at the Museum of National Art in Bucharest during the State visit to Romania by the President of the Republic (16 September 2011).



## PROMOTING SCIENTIFIC RESEARCH

At first glance the scientific sector may appear to be excluded from the field of foreign policy and the most important focus areas of international relations.

On the contrary, Italy considers scientific and technological research a priority, especially because Europe's current role in the field of innovation appears deficient compared to other more avant-garde countries, for example in Asia.

Once again, visits can be an excellent instrument to promote the results achieved by Italy in this field.

One example says it all. The visit of the President of the Republic to the CERN headquarters in Geneva in 2011 during which the President was informed about their research on the Higgs boson. His visit helped to draw the attention of private donors to the benefits of an international scientific co-operation project involving more than 600 Italian researchers.



Picture 1.11 – Visit by the President of the Republic and Queen Beatrix to the Headquarters of the European Space Research and Technology Centre (ESTEC) during the State visit to the Kingdom of the Netherlands (24 October 2012).



Picture 1.12 – The President of the Republic meets Italian researchers during his visit to the CERN Headquarters in Geneva (4 March 2011).

## TIES WITH ITALIANS OVERSEAS

International visibility is not the only reason for overseas visits by the President of the Republic. In the countries visited, especially those in which many Italians have emigrated over the years, the meeting between the Head of State and the Italian community is a very heartfelt “national” moment. For many Italians resident abroad, listening to the words of the highest representative of a national unity that transcends the limits of citizenship, shaking his hand, and telling him their own personal and sometimes difficult story, is a memorable experience that helps to maintain and reinforce their ties with their native land. Especially when the community belongs to a minority whose cultural and linguistic identity has to be safeguarded.



Picture 1.13 – The President of the Republic meets with representatives of the Italian community in Pola (3 September 2011).



Picture 1.14 – The President of the Republic meets with the Italian community in Munich during his State visit to the Federal Republic of Germany (27 February 2013).

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The picture of a handshake between two Heads of State during a visit says more than a thousand words. It symbolises the friendship that exists between two countries, the desire to reinforce bilateral relations, consolidate political dialogue and develop economic collaboration. It represents their intention to improve reciprocal understanding – also through their respective art and culture – and to unite their efforts in the field of science. It bears witness to their commitment to ensure respect for the rights of their respective national communities. Frozen in the minds and hearts of the public, the image of that visit contributes to its success.



Picture 1.15 – Handshake between the President of the Republic, the President of the Republic of Poland, Bronisław Komorowski, and the President of the Federal Republic of Germany, Joachim Gauck, during the tripartite meeting in Naples (19 November 2012). The tripartite meeting was held again in Krakow (7 October 2013).



*Although much simpler, these visits have nevertheless lost nothing of their highly symbolic and substantial importance.*



Picture 1.16 – His Holiness Pope Pius XII greets King Vittorio Emanuele III and Queen Elena (Rome, 28 December 1939).



Picture 1.17 – His Holiness Pope Francis meets family members of the Quirinale staff during his first official visit to the President of the Republic (Rome, 14 November 2013).





## 2. Summits and International Conferences

Diplomatic activities developed as a response to specific historical issues. Visits by Heads of State to other countries began in the nineteenth century as part of a country's foreign policy (the very infrequent visits in previous centuries were more to do with the "education" of a sovereign).

Today there are many different kinds of international activities: visits by dignitaries to another country, for example, or meetings between representatives of more than one country or between several members of government of two States.

The latter, called an Intergovernmental Summit (or G2G – Government to Government), is an innovative solution involving not only Heads of State or Government, but also the ministers involved in bilateral cooperation between the two countries in question.

Intergovernmental summits are relatively recent. When foreign policy was the almost exclusive responsibility of Heads of State and Government and their Foreign Ministers, other ministries were not necessarily involved. This was the traditional diplomacy of the above-mentioned State Visits or big multilateral conferences.

However, foreign policy is no longer the exclusive domain of just one Ministry; nearly all sectors of government are involved in international issues and have an international dimension. Suffice it to recall the economic or cultural activities performed as part of international relations, or the diplomatic impact of technical



Picture I.18 – *The International Conference on Libya (Rome, 6 March 2014).*



Picture 1.19 – The VI Italy–Latin America National Conference (Rome, 12-13 December 2013).

sectors such as the defence of the environment, the management of migratory flows, or sports – to cite but a few.

Therefore it is natural for these fields of cooperation to coordinate during intergovernmental summits, especially when a particular issue requires special atten-

tion and visibility, i.e., during intergovernmental summits.

Intergovernmental summits usually take place annually or semi-annually, alternately in Italy and in the country in which this consultation procedure is envisaged.

Choosing a date and drafting the agenda and deliverables of the Summit are the joint responsibility of the Prime Minister's Office and the competent geographical office of the Farnesina, but always in agreement with the Italian Embassy in the country in question.

A work programme is later drafted jointly by the Diplomatic Protocol and the Prime Minister's Office; this fruitful dialogue helps to fine-tune all the various aspects and implement the precautionary measures needed to ensure a successful outcome.

By and large, intergovernmental summits now follow a standard format both in Italy and abroad: after a welcome ceremony with national anthems and the review of the honour guard by the Prime Minister and the highest authorities of the host country, bilateral talks take place between the Prime Ministers and between individual ministers and their counterparts. Once concluded, both government delegations participate in a plenary meeting (which usually coincides with a working lunch or dinner). During this convivial event



Picture 1.20. The Minister of Foreign Affairs, Federica Mogherini, at the International Conference on Libya (Rome, 6 March 2014).

participants review the issues discussed in the 'sectoral' meetings between the Prime Ministers and Ministers. Other issues of reciprocal interest may also be discussed.



Picture 1.21 – The Minister of Foreign Affairs, Federica Mogherini, with the Spanish Foreign Minister, Garcia-Margallo and the French Foreign Minister, Fabius, during the Extraordinary Foreign Affairs Council on Ukraine (Brussels, 3 March 2014).

Apart from the customary “family photograph” of the members of the two delegations (often as many as ten Ministers per side), these summits usually include the signing of numerous bilateral sectoral agreements. Finally, a press conference is held during which the two Heads of Government illustrate to journalists and the general public the key issues tackled during the Summit, the topics discussed in the meetings, and the agreements signed.

Due to the nature of the summit, and the fact that many members of government are present in another country, these events never last more than half a day. If the summit is to be successful, coordination between the actors involved in its organisation is crucial since this will ensure that the event will go smoothly and keep to the schedule.

The Diplomatic Protocol, the Prime Minister’s Protocol Office, and the collaborators who “take care” of the Prime Ministers and Ministers all play a key role in this regard, as do the police and security forces which – in Italy and abroad – protect visiting authorities and facilitate the transfer of the delegations.

If on the one hand International Conferences in Italy may be less complicated and involve one plenary session chaired by the Minister of Foreign Affairs and, if necessary, bilateral meetings between participants, on the other they are more demanding compared to bilateral Summits because they are attended by a large number of countries (sometimes up to 70).

In this case the event takes place at the Farnesina or Villa Madama. The Diplomatic Protocol liaises with the competent geographical or relevant



Picture 1.22 – The Minister of Foreign Affairs, Emma Bonino, during the Italo-Russian Intergovernmental Summit (Trieste, 26 November 2013).

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office and technical services of the Ministry to organise the meetings and look after each participating foreign delegation. From the moment they arrive to the moment they leave, nothing is left to chance: reception at the airport, hotel accommodation, conference activities, etc.

Extremely sensitive issues are frequently tackled at these meetings, for example the intervention of the international community in crisis zones, or multilateral issues including, for example, the reform of the UN Security Council.

A discreet but efficient organisation of the event – bearing in mind the high security needs of certain foreign delegations – undoubtedly helps to foster better and more beneficial relations between delegations, as well as making a good impression on guests.

Some important events which have been organised by the Diplomatic Protocol require a special mention. The latter undoubtedly include the recent celebrations for the 150th Anniversary of the Unity of Italy held on June 2, 2011, or the Inaugural Mass of the Supreme Pontiff Pope Francis on March 19, 2013.

Hundreds of high-level dignitaries from all over the world take part in these important events. They are special occasions for the Diplomatic Protocol of the Republic whose privilege it is to organise the event from the very beginning, and down to the most complicated detail. This work is performed in close coordination with all the Administrations involved and with the heads of protocol of the foreign delegations.



Picture 1.23 – Visit by the Honourable Minister, Federica Mogherini, to the Diplomatic Protocol of the Republic (27 February 2014).



### 3. The 150th Anniversary of the Unity of Italy

The extensive and complex celebrations to mark the 150th Anniversary of the Unity of Italy in 2011 were an important event which tested the coordination and operational efficiency of the Diplomatic Protocol.

Many celebrations were held on different dates all over Italy. For example, an extraordinary joint session of both Houses of Parliament to mark the proclamation of the Kingdom of Italy in Turin on March 17. During this session the President of the Republic made a special keynote address. The diplomatic corps was invited and a significant number participated in the event. On this occasion the Diplomatic Protocol worked with the Protocol of the Chamber of Deputies to welcome and assist foreign ambassadors. A similar approach was adopted when numerous accredited ambassadors attended the performance of Verdi's Nabucco at the Rome Opera House hosted by the Prime Minister. The highlight of the celebrations, however, was the Republic Day ceremony on June 2, an event championed by the President of the Republic.

Although Rome is used to hosting important events such as summits, FAO assemblies, or events in the Vatican, this was the first time that over 80 official delegations, most of which led by Heads of State or Government, gathered at the



Picture 1.24 – The President of the Republic, Giorgio Napolitano, accompanied by the Head of the Diplomatic Protocol walking past foreign dignitaries at the military parade along the Imperial Fora.

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Picture 1.25 – The Frecce Tricolori fly past the Presidential Tribune in honour of the President of the Republic.

same time and the same place – the Imperial Fora – to witness the military parade and then attend the concert at the Quirinale and the official dinner offered by the President of the Republic.

Before the actual celebrations, the Diplomatic Protocol held many in-house coordination meetings and also attended the ones organised by the Quirinale [the official residence of the President of the Republic], Palazzo Chigi [official premises of the Prime Minister] and the Viminale [Ministry of the Interior]. It also worked closely with airport authorities to organise arrivals and departures in the airports used by the delegations. The event was so complex it required special innovative procedures: the latter included two dress rehearsals coordinated with the Ministry of the Interior, one during the night of May 31, and one in the early morning of June 1, 2011. The rehearsals simulated the transfer of approximately 900 individuals in less than 20 minutes from Via Veneto to the Imperial Fora, a feat achieved by using buses to

collectively transport the delegations. This logistic solution, already used in similar events abroad, not only made it possible to respect the schedule, it also simplified the measures implemented to ensure the security of foreign participants.

During the celebrations a task force of officials from the Diplomatic Protocol was responsible for organising the reception of dignitaries at

airports in Ciampino, Fiumicino and Pratica di Mare. They also provided assistance in the hotels where the dignitaries were accommodated, provided the interpretation, and actively participated in meetings held at the operations room of the Ministry of the Interior regarding the transfer/transport of the participants and associated security measures. The Diplomatic Protocol also ensured the successful outcome of a separate and intense programme for the spouses of the Heads of Delegation at the *Scuderie del Quirinale* art gallery.

While this massive organisational effort was being implemented, a close watch was kept on expenses. Foreign delegations were accommodated in hotels in the

centre of Rome; all the hotels were selected because they guaranteed the security of the participants, facilitated their movements, and were cost effective. On this historic occasion, the Diplomatic Protocol negotiated very good rates so as to reduce hospitality expenses which were extended only to heads of delegations and according to the rank of the foreign visitor. Within the framework of the agreements negotiated by the Protocol, other delegation members were hosted



Picture 1.26 – A Corazziere presenting arms to Italian and foreign Authorities.



Picture 1.27 – The Salone delle Feste in the Quirinale during a dinner hosted by the President of the Republic.



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without weighing on the public purse. Since this prestigious scenario was an opportunity to showcase the best Italy has to offer, the Diplomatic Protocol concluded an advantageous agreement with FIAT which lent 85 of its latest automobile model to transport and transfer the delegations and members of staff, thereby eliminated the need to resort to car rentals.

Another sensitive issue was where to seat the Heads of Delegation in the Presidential podium at the Imperial Fora and official dinner. While it was important to ensure an overall balance, the rules of protocol regarding rank and seniority had to be adjusted for political reasons.

The celebrations organised to mark the 150th anniversary of the Unity of Italy have shown that “team play” is extremely important during this kind of complex event. In fact, the team play and spirit of collaboration between all the administrations allowed us to not only foresee the many needs and requirements of the delegations, but also develop and control the various scenarios, react promptly to requests, and provide novel solutions. In short, the secret behind the success of the celebrations for the 150th anniversary of the Unity of Italy was perfect coordination with the offices of the President of the Republic, Prime Minister, Ministry of the Interior, and Ministry of Defence.



*Picture 1.28 – The President of the Republic, Giorgio Napolitano, with the President of Israel, Shimon Peres, and the President of the Palestinian National Authority, Mahmoud Abbas, during the celebrations for the 150th Anniversary of the Unity of Italy.*



## 4. Events for the Diplomatic Corps

Official events organised for the Diplomatic Corps are intended to increase opportunities for foreign Ambassadors to meet with the Italian authorities, to enhance contact, and help diplomatic agents to get to know Italy.



Picture 1.29 – The Christmas and New Year's Greeting Ceremony at the Quirinale.

Some of the more traditional events involve the President of the Republic and the large diplomatic community accredited to the Quirinale (139 Embassies): the New Year greetings ceremony for the Head of State by the Diplomatic Corps, the reception for Italy's National Day, the Military Parade on Republic Day, and the concert organised for the Holy Father to mark the first anniversary of his election.

Although these events are usually planned and organised well in advance, last minute changes may have to be made due to unforeseen circumstances. For example, in 2013 the economic crisis prompted the President of the Republic to cancel the traditional reception normally offered in the Quirinale Gardens on June 2.

One very important and extremely formal event is the Christmas and New Year Greetings ceremony for the Head of State reserved exclusively for Ambassadors. This ceremony, held in the month of December, takes place at the Quirinale. Since almost all the ambassadors accredited in Rome attend the ceremony, the event needs to be carefully organised. As Doyen of the Diplomatic Corps, the Apostolic Nuncio

## EVENTS FOR THE DIPLOMATIC CORPS

*The Diplomatic Protocol of the Republic organises numerous events for the Diplomatic Corps: some are traditional, such as the New Year greetings ceremony to the Head of State by the Diplomatic Corps, and some are innovative, such as the initiative called “Ambassadors on board” the aircraft carrier Cavour. Other events which started out as innovative are rapidly becoming traditional, for example the Iftar offered by the Ministry of Foreign Affairs to representatives of Islamic countries.*

is responsible for extending the greetings of the Corps to the President of the Republic who, after reciprocating, meets the foreign diplomats during a reception where conversations often go beyond mere formalities and touch on national or international issues.



Picture 1.30 – The Christmas and New Year’s Greeting Ceremony at the Quirinale.

Then there are “special” events. These official “ad hoc” events include the ones chaired by the Minister of Foreign Affairs as well as events in which the President of the Republic takes part and to which representatives of the Diplomatic Corps are invited. Organising these events requires an incredible commitment by the Diplomatic Protocol; as mentioned earlier, these

are not scheduled events and therefore Protocol cannot rely on any previous experiences except as regards general organisational issues.

Due to its historical importance, the celebrations for the 150th Anniversary of the Unity of Italy was one such event participated by foreign Heads of State and Governments as well as the Diplomatic Corps accredited to the Quirinale.

Events which are “innovative” as regards protocol also fall into this category, for example the visit by all accredited Ambassadors to the Specialised Mobile Unit Command of the “Palidoro” Military Police organised by the Ministry of Foreign Affairs and the General Command of the Military Police on June 14, 2013. Another ad hoc event organised on January 25, 2013 was the initiative known as “Ambassadors on board” the aircraft carrier



Picture 1.31 – The Christmas and New Year’s Greeting Ceremony at the Quirinale.



Picture I.32 – Ambassadors visiting the aircraft carrier Cavour (25 January 2012).

Cavour; this unique event was participated by 34 delegations from the Rome Embassies of the EU, NATO and associate countries.

These initiatives are “unique” because they allow foreign diplomats to get a close-up view of technologically and operationally avant-garde military infrastructures and equipment. It would have been impossible to organise these events during the Cold War. At the time governments were very wary about letting other countries get a glimpse of their armed forces; they made sure that their military equipment and troops were hidden from the “indiscreet eyes” of ambassadors of non-allied countries. Instead in this case Italy wanted to show other foreign representatives the preparation and training of our Armed Forces acting as peacekeeping forces all over the world or active in UN missions or humanitarian aid programmes in developing countries.

Repeating “ad hoc” events can consolidate a tradition if they prove to be useful and provide added value. This is the case of events either organised for those who come from specific geographical areas or belong to certain religious groups, for example the Day for Africa hosted by the Ministry of Foreign Affairs and reserved for the Ambassadors of African countries.

Another example is the Iftar, the evening meal with which Muslims break the Islamic fast of Ramadan. This is rapidly becoming one of the most important events organised by the Ministry of Foreign Affairs; it is a way to send the Muslim world a message saying that Italy is open to dialogue, reciprocal respect and freedom.



# Diplomatic Protocol 2.0

*Tradition and Innovation at the service of foreign affairs*



Picture 1.33 – Ambassadors visiting the Carabinieri Specialist Mobile Unit Command “Palidoro” (14 June 2013).



Picture 1.34 – The Minister of Foreign Affairs Emma Bonino hosting an ‘iftar’ at Villa Madama. The iftar is the traditional dinner which during Ramadan breaks the daily fast at sunset.

Representatives of the member states of the Organisation of Islamic Cooperation, as well as the Imam and the Secretary General of the Islamic Cultural Centre in Italy, are all invited to attend the ceremony held at Villa Madama. The traditional rite of eating dates to break the fast is performed at sunset, followed by prayers and the traditional Iftar meal during which guests and the Minister have a chance to converse freely and informally.

## 5. Decorations

The State has always used decorations to reward its citizens for special merits. Decorations were originally awarded as a tangible sign of special acts of military valour. In fact a military valour decoration, known as a “falera”, already existed in

**ORDER OF MERIT OF THE ITALIAN REPUBLIC**

*The Order, founded by Law n. 178 of 3 March 1951, is the highest ranking Italian Order. It is awarded to “reward notable services towards the Nation in the field of letters, the arts, the economy and in the execution of public offices and social, philanthropic and humanitarian activities, as well as for long and distinguished civilian and military careers”.*

*The Order has the following degrees: Knight Grand Cross, Grand Officer, Commander, Officer, Knight. A Knight Grand Cross can also be awarded the rank of Grand Cordon.*

*Decorations are awarded on June 2, the anniversary of the foundation of the Republic, and on 27 December, the anniversary of the proclamation of the Constitution. Only bestowals awarded motu proprio by the President of the Republic, or those awarded to civil servants upon retirement or to foreigners, can take place on any date (for example, decorations awarded during State Visits).*

					
Knight Grand Cross Rank of Grand Cordon	Knight Grand Cross	Grand Officer	Commander	Officer	Knight

Ancient Rome; it was awarded to individual soldiers and displayed on their armour. Over the years it became a sign of appreciation awarded by the State to individuals, either their own citizens or foreigners, for special services rendered.

The Ministry of Foreign Affairs also considers them a foreign policy instrument, either as a way to safeguard Italians resident abroad and show them the country's appreciation, or to reinforce the bilateral relations managed by the diplomatic and consular network. To achieve these goals the Ministry of Foreign Affairs is annually allotted a quota of the decorations of the Order of Merit of the Italian Republic which it can award at its discretion, while it is entirely responsible for awarding all the decorations of the Order of the Star of Italy.



Picture 1.35 – Exchange of decorations with the President of the French Republic, François Hollande during the State visit to France by the President of the Republic, Giorgio Napolitano.



Picture 1.36 – The President of the Republic, Sandro Pertini, with the King and Queen of Spain (1981).

After the war when Italians emigrated en masse, decorations were an important way to maintain contact with emigrants and reward those who had “honoured” Italy by representing the values of the Republic of Italy on foreign soil: hard work and inventiveness. They were also a way to set an example to future generations of emigrants. Originally named the Order of Italian Solidarity, the decoration was awarded to successful emigrants who continued to help the Italian community in that country.

After mass emigration by Italian citizens finally came to an end, a new more skilled and representative wave of emigrants emerged: young intellectuals, entrepreneurs and international officials.

This change in the kind of Italian emigrants prompted the President of the Republic, Giorgio Napolitano, to ask for a complete overhaul of the Order of Italian Solidarity, starting with its name. In fact it was renamed “Star of Italy” and is now awarded to new professionals who promote Italian excellence worldwide. This prompted a decision to award the decoration to foreign dignitaries; the latter include Ambassadors to Italy at the end of their mandate, foreign politicians and diplomats, and international officials who have contributed to enhancing and improving relations with Italy. Another emblematic decision was the creation of a special class as part of this Order: the “Grand Cross of Honour”. This decoration is awarded to those who have died or been seriously wounded during their extremely commendable and praiseworthy humanitarian work abroad.

On October 15, 2013, President Napolitano awarded the very first Grand Cross of Honour to the family of Barbara De Anna, a young official of the IOM (International Organisation for Migration) who died during a terrorist attack in Afghanistan in May 2013.



Picture 1.37 – His Excellency the Most Reverend Cardinal of Havana, Jaime Ortega Alamino, being decorated as Commander of the Order of Merit of the Italian Republic.

Even when they are awarded to foreign citizens, these decorations are a very useful tool to reinforce ties with foreign governments, local authorities and high-ranking representatives of the civil society where our Ambassadors fulfil their duties.



### ORDER OF THE STAR OF ITALY

*The Order of the Star of Italy, founded by Law n. 13 of 3 February 2011, updated the name, objectives and classes of the Star of Italian Solidarity.*

*This decoration is proposed by the Minister of Foreign Affairs after consultation with the Council of the Order and awarded by the President of the Republic. The Council, chaired by the Minister of Foreign Affairs, has four other members, one of which is, by right, the Head of the Diplomatic Protocol of the Republic. The changes introduced by the new law are intended to reward individuals for notable service in the promotion of friendship and collaboration between Italy and other countries, and in the promotion of ties with Italy.*

*The new law created two new classes: the Order is now divided into five classes: Knight Grand Cross, Grand Officer, Commander, Officer, and Knight. A special class, the Grand Cross of Honour, has also been created; it is awarded to those who have died or suffered severe physical disabilities during humanitarian missions overseas.*

*The annual number of awards, currently around 400, is established by a Decree of the President of the Republic based on a proposal by the Minister of Foreign Affairs. The Diplomatic Protocol is responsible for awarding this limited number after a strict selection from amongst the names of candidates sent by the diplomatic network. The Council of the Order meets twice a year to assess and approve nominations.*



Picture I.38 – The first Grand Cross of Honour awarded to Barbara De Anna.

# Diplomatic Protocol 2.0

*Tradition and Innovation at the service of foreign affairs*

In the past, the decorations exchanged during a State Visit signalled a successful visit; the reciprocal exchange of honours between Heads of State testified to the excellent bilateral relations between the two countries.

The diplomatic activity of our network overseas can also benefit from the awards presented by our Heads of Mission to foreign partners, whether they are high-ranking administrative officials of the host country, entrepreneurs, or representatives of the world of culture. The Italian Ambassador can, on the one hand, strengthen relations with people who occupy key positions in sectors of interest to the Embassy, and on the other reward those who have worked and cooperated with us to achieve our goals.

Naturally, Italian citizens can also be awarded decorations by other States. In this case, Law n. 178/1951 states that Italians cannot wear foreign or non-national decorations while on Italian soil unless authorised by a decree issued by the Ministry of Foreign Affairs. Requests for authorisations must be addressed to the Diplomatic Protocol which verifies whether authorisation can be granted; it then drafts the decree to be signed by the Minister of Foreign Affairs.

The Diplomatic Protocol has been assigned the important task of verifying whether or not this authorisation can be granted. Since this is a complex procedure, especially as regards non-national orders, a Committee of Experts has been created;



Picture 1.39 – The certificate of the decoration of Knight of the Order of Merit of the Italian Republic (OMRI).



Picture 1.40 – The title of Knight of the OMRI Order awarded to USA Congressman, Patrik Tiberi, President of the "Congressional Italian American Delegation"



#### ORDER OF MERIT FOR LABOUR

*The chivalric Order of Merit for Labour, established by Royal Decree n. 168 on 9 May 1901, was later updated by Law n. 194 dated 15 May 1986. This Order awards the title of Knight of Labour to Italian citizens, even those resident abroad, "who have been singularly meritorious", in "agriculture, industry, trade, crafts, credit and insurance activities".*

*The President of the Republic is the Head of the Order governed by a special Council and chaired by the Minister of Economic Development. The Head of the Diplomatic Protocol is a member of the Council which each year selects the 40 candidates whose names are submitted to the President of the Republic. Out of the forty names, twenty-five entrepreneurs are selected and awarded the title of Knight of Labour on the first day of June.*

its members provide their services free of charge and act as consultants for the Protocol. The commission meets regularly to study individual cases; in 2012 it launched a study to assess whether or not Italy should propose the creation of a European decoration as a means to reinforce the spirit of Europe in its citizens and their sense of belonging to the Union.

The task of the Diplomatic Protocol is to maintain close ties with all the Italian Embassies overseas, as well as with the Prime Minister's Office (the Department of Decorations and Heraldry is part of this office and collects the nominations from any of the promoters, Ministries, Prefectures, etc.) and the Office of the President of the Republic, who has the final word. The President's Office has created a website ([www.quirinale.it](http://www.quirinale.it)) where the public can consult a list of all the decorations of valour and merit, as well as the regulatory sources and insignia. The lists are continuously updated and currently include almost 295,000 names.

The Protocol uses a website set up in 2011 to collect all the applications from the diplomatic network; it checks the eligibility requirements, assesses the most deserving candidates, and drafts a list of the nominations (the number of nominations is normally three or four times higher than the number of decorations awarded). Lists regarding the OMRI are submitted directly to the Minister of Foreign Affairs, while the OSI list is sent to the Council of the Order for approval before being forwarded to the Minister of Foreign Affairs and then to the Head of State.

Once a year Protocol is asked to present a list of candidates for one of the 25 awards of the Order of Merit for Labour assigned every year by the President of the Republic. It has become customary for one of these 25 individuals to be chosen from amongst Italian entrepreneurs abroad. Again, Protocol assesses the nominations sent by the network and then provides the Minister of Foreign Affairs with a list of names. The Head of Protocol represents the Minister in the Council of the Order which meets every year to examine and assess the nominations.



## 6. A European decoration?

One of most traditional tasks entrusted to Protocol involves the activities related to decorations. As mentioned in the previous chapter, history relates that they were originally awarded during the Roman and Greek empires and have now become a key part of the traditional activities of the Diplomatic Protocol.

Inspired by tradition we have decided to launch an initiative we consider to be an ideal instrument given the current social and political scenario: a European decoration that the Diplomatic Protocol is elaborating before submitting the proposal to European authorities.

The Old Continent is currently going through an economic crisis and obstacles are strewn all over the path leading towards a European identity; initial enthusiasm seems to have waned and citizens appear to have lost interest or become discontent. Protocol believes that creating a European decoration could help reinforce a sense of belonging to the EU.

Honorary orders have always been used by States to reinforce their citizens' sense of belonging to their country and its values. The intention behind a similar kind of European decoration is to create an instrument to enhance European cohesion. Just like States which reward individuals who have served or represented their country in various fields, European Institutions could award these decorations to those to have helped promote EU values and a spirit of cohesion within its borders.

A commission of experts chaired by the Hon. Alberto Lembo was set up to study the feasibility of the project and fine-tune the details. The commission includes experts in the field of heraldry and European and legal issues, as well as a colonel from the Finance Police with which the protocol has for some time been working closely to eliminate any form of abuse.

The Commission has been tasked to examine several preliminary issues, for example, studying the national honorary systems of other EU member states and identifying any similarities which may be used to develop a European model, or examining the systems used by EU member states to authorise foreign decorations. The intention is to find a mechanism authorising the use of European decorations in all member states.

When the information regarding these issues has been studied in-depth, the Commission will draft a European model and establish the characteristics of the new decoration, for example the structure of the order, the merits for which it is awarded, the proposers, etc.

This is an ambitious project which will require tireless diplomatic commitment because States consider this sector to be traditionally linked to their national

sovereignty. However, we believe that citizens need symbols if the process of European unity is to progress. Protocol has decided to work on this issue which corresponds to a modern and contemporary vision of Europe.

## 7. Credentials for Italian Ambassadors

The nomination of an Ambassador, proposed by the Minister of Foreign Affairs and approved by the Council of Ministers, is one of the most important administrative acts of a Government and requires a decree signed by the President of the Republic.

Once the list of new Italian ambassadors is forwarded to the Diplomatic Protocol of the Republic, the latter asks the authorities of the country of accreditation for *agrément* of the nominee. This request is normally presented through the Italian Embassy in the country in question and includes a detailed curriculum vitae of the new Head of Mission (for example, the French authorities are asked by the Italian diplomatic mission in Paris for *agrément* for the new Italian Ambassador to France).

Request of *agrément* is not a purely formal procedure. The receiving state notified of the nomination of a new ambassador might not accord *agrément* for the nominee, and in this case is not obliged to give reasons for its refusal of *agrément*. Article 4 of the Vienna Convention on diplomatic relations (1961) in fact states "The sending State must make certain that the *agrément* of the receiving State has been given for the person it proposes to accredit as head of the mission to that State" and "the receiving State is not obliged to give reasons to the sending State for a refusal of *agrément*".

Once *agrément* for the new Ambassador has been received, the Diplomatic Protocol of the Republic draws up the credentials. The latter are actually two separate letters addressed by the President of the Republic to the Head of State where the diplomat is to be accredited: the first recalls the outgoing ambassador, while the second nominates the ambassador designate.

In these letters the Head of State emphasises the important role of the Ambassador as the Italian representative in that country: the admirable qualities and the devotion to the Nation that distinguish this Ambassador give me assurance that, in carrying out his/her mission, he/she will merit Your Excellency's (or Your Majesty's) esteem respect. In this belief, I beg Your Excellency/Your Majesty to receive him/her favourably and to believe all that he/she will have the honour to say in the name of Italy, particularly when he/she will give assurance of my sincere friendship, and that of the Italian People, and when he/she will convey my best wishes for Your Excellency's (or Your Majesty's) prosperity and that of Your People.

### THE CREDENTIALS OF ITALIAN AMBASSADORS

*The Diplomatic Protocol of the Republic prepares the Credentials of Italian Ambassadors. The Credentials are two separate letters which the President of the Republic addresses to the Head of State of the country where the diplomat is to be accredited: the first recalls the outgoing Ambassador, the second nominates the Ambassador-designate.*

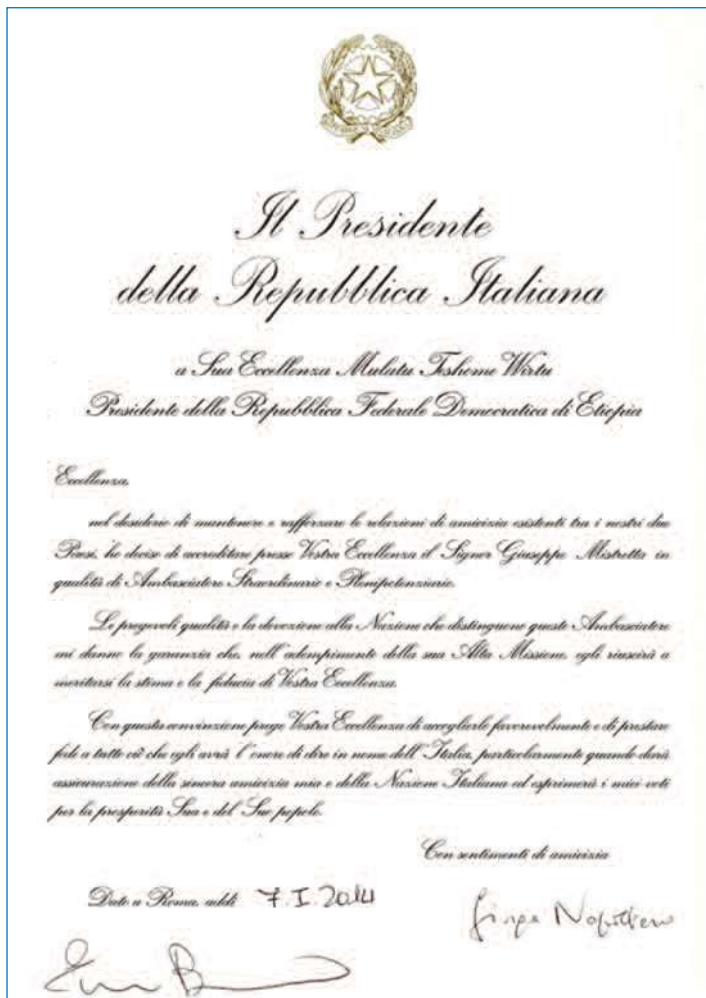
Credentials are signed by the President of the Republic and countersigned by the Minister of Foreign Affairs.

“True” copies of the Credentials known as “facsimiles” are also drafted: the signatures by the President of the Italian Republic and Minister of Foreign Affairs are replaced by a stamp with their names. The facsimiles are delivered by the Ambassador either to the Head of Protocol of the Ministry of Foreign Affairs, or according to the traditions of the country of accreditation. The originals of the Credentials are presented to the foreign Head of State during the formal credentials ceremony.

Although the phrasing of the Italian credentials remains solemn and “grand”, over the years the wording, layout and type of paper have all been simplified. In the past credentials were handwritten by an

expert calligrapher at the Ministry of Foreign Affairs on special paper and the envelopes with the credentials were sealed with a wax stamp. Today the credentials are printed by the printing press of the Farnesina, but with the elegance and layout that only modern printers can ensure. This process also saves considerable time and money.

The Italian Ambassador receives the credentials from the Head of Office I of the Diplomatic Protocol of the Republic who during their meeting recalls the protocol issues of a diplomatic mission (immunities, privileges, reliefs, exemptions, security) and above all what the ambassador should expect when he arrives in the country of accreditation. This includes anything from his reception, to the presentation of the Credentials, or delivery of the facsimiles of the credentials.



Picture 1.41 – Credentials signed by the President of the Republic and the Minister of Foreign Affairs.



Picture 1.42 – Presentation of Credentials by the Ambassador of Italy in Croatia (Zagreb, 25 October 2011). Photo by Tomislav Bušljeta.

The Italian Ambassador is normally welcomed to the new capital with the usual courtesies such as an airport reception and facilitated customs clearance; he/she will then proceed to jointly agree the initial actions of his/her diplomatic mission with the competent authorities in that country. In fact, until he/she presents his/her Credentials to the Head of State he/she is still an ambassador-designate. His/her first meeting is normally with the Head

of Protocol who illustrates the norms and customs in force for foreign Ambassadors in that country; the Italian Ambassador is also informed of a tentative date for the credentials ceremony with the Head of State. In some countries this meeting is followed by an exchange of views with the Head of the Office territorially responsible for Italy. The Ambassador-designate is not allowed to perform any activities: in countries which apply strict rules, he/she cannot have any external visibility (participation in meetings and events, or press statements), while in countries with more relaxed rules, this ban only applies to high-level political meetings and statements. Protocols in many other countries range between these two extremes.

Credentials are presented during a special ceremony usually held at the residence of the Head of State; at the end of the ceremony the Italian Ambassador is entitled to exercise his/her functions and prerogatives in his/her country of accreditation.



Picture 1.43 – Presentation of Credentials by the Ambassador of Italy in Croatia (Zagreb, 25 October 2011). Photo by Tomislav Bušljeta.





*Al Presidente  
della Repubblica Italiana*

*a Sua Eccellenza Porfirio Lobo Losa  
Presidente della Repubblica dell'Honduras*

*Eccellenza,*

*nel desiderio di celebrare l'elezione alla Suprema Magistratura della Repubblica dell'Honduras di Sua Eccellenza il Signor Juan Orlando Hernández Alvarado, ho ritenuto opportuno nominare un'Ambasciatore Straordinario a capo della quale ho designato l'Incaricato d'Affari ad interim d'Italia a Tegucigalpa, Giuseppe Antonio Ferrante.*

*Ho incaricato il Dottor Giuseppe Antonio Ferrante di esprimere a Vostra Eccellenza e a Sua Eccellenza il Signor Juan Orlando Hernández Alvarado, Presidente Eletto, particolari e fervidi voti, che formano per la sempre maggiore prosperità della Repubblica dell'Honduras e per il felice sviluppo dei vincoli di amicizia che uniscono i nostri due popoli.*

*Con tali sentimenti prego Vostra Eccellenza di voler gradire l'assicurazione della mia alta stima.*

*Dato a Roma, addì*

*Con sentimenti di amicizia*

*22-I-2014*

In some cases a letter similar to the Credentials is drafted for a special diplomatic mission. The letter, signed by the Head of State or Government, designates a representative for a specific mission and for a limited period of time. For example, it can assign "full powers" to follow or conclude a negotiations, attend a particularly important ceremony, such as the handing over of power between two Presidents, or a State funeral. In this case, a permanent diplomatic mission is not envisaged, but the Protocol Service is nevertheless required to draft the Letter which will be presented by the person designated to the Authorities of the country receiving the diplomatic mission.





II – For the Diplomatic Community in Italy



## I. Accreditation of Heads of Mission

Over the last few years important changes have been made to the accreditation procedure of a new Head of Mission to the Quirinale, especially the ceremony of the presentation of Credentials to the President of the Republic.



Picture 2.1 – Presentation of Credentials by the Ambassador of Korea (11 September 2013).

Before the Ambassador-designate arrives in Italy, *agrément* has to be granted by the Italian Authorities: the request for *agrément* is normally sent through the Embassy of the foreign State in Rome which provides the Diplomatic Protocol with a detailed curriculum vitae of the new Head of Mission. Although infrequent, the Italian Authorities may decide there are grounds to refuse *agrément* to the foreign Ambassador-designate to the Quirinale. Italy is not obliged to

give reasons for its refusal, as per article 4 of the 1961 Vienna Convention on Diplomatic Relations which leaves the receiving State complete discretion in this regard.

Special consideration is immediately accorded to the new Head of Mission upon his/her arrival in Italy: he/she is met at the airport by an official of the Diplomatic Protocol who welcomes him/her to the Capital; he/she and his/her family members are also accorded customs and transit facilitation. In the past, the Ambassador may have arrived in Italy with other means of transport, but nevertheless the same reception was extended in railways stations, ports, or at the frontier. The so-called courtesy call takes place immediately after he/she arrives in Rome: a diplomatic official goes to the Embassy (in the past this used to normally take place at the Residence of the Head of Mission) to inform



Picture 2.2 – The United States Ambassador arriving at Fiumicino Airport (13 September 2013).



# Diplomatic Protocol 2.0

*Tradition and Innovation at the service of foreign affairs*



Picture 2.3 – Presentation of Credentials by the Ambassador of Lesotho (18 September 2013).



Picture 2.4 – Presentation of the True Copies of the Credentials by the Ambassador of Moldova (11 November 2013).



Picture 2.5 – Presentation of Credentials by the Ambassador of Malta (1 October 2013).

the ambassador-designate about Italian protocol and inform him/her of the date of the Ambassador's first visit to the Ministry of Foreign Affairs to meet the Head of the Diplomatic Protocol of the Republic. Copies of the Credentials are presented during this meeting. The two letters are written by the foreign Head of State and addressed to the President of the Republic: the first is the predecessor's letter of recall and the second is the letter nominating the ambassador-designate. True copies, also called 'facsimiles' of the Credentials are drafted and, as mentioned earlier, are handed over to the Head of the Diplomatic Protocol of the Republic; this is de facto the first duty of an Ambassador upon arrival in Rome.

This is an important moment. The meeting is a chance to get to know the new Ambassador, learn about his/her professional background, political orientation, ask him/her questions about his/her mission, and take note of any changes in his/her instructions compared to his/her predecessor. The Head of Protocol can accordingly inform the Minister of Foreign Affairs and the Quirinale where he/she will be received by the President of the Republic when he/she presents his/her Credentials and will have an opportunity to discuss bilateral relations and the scope of his/her mission with the Head of State.

The visit of the Head of Mission to the Farnesina is not just a formal event, it is also a matter of substance. The Head of Protocol checks that

the Credentials are in order: for example, the Head of State may have changed after the document has been drafted by the Authorities of the sending State. In this case, only the President of the Republic to whom the Credentials are addressed can “rectify” this error and consider them acceptable.

After meeting with the Head of the Diplomatic Protocol of the Republic, the Ambassador can, for the first time, contact the



Picture 2.6 – Presentation of Credentials by the Ambassador of Kuwait (16 October 2013).

political and administrative heads of the Ministry of Foreign Affairs. As a form of respect towards the President of the Republic, the new Head of Mission should not in principle meet with the most important members of government or parliament. However, the Diplomatic Protocol of the Republic, in agreement with the Quirinale, has adopted an innovative approach which allows the new Ambassador to start his/her mission and participate in high-level meetings before he/she presents his/her Credentials. For example, if the National Day of the sending State of the new Ambassador falls before the latter has presented his/her Credentials to the Head of State, he/she is allowed to send out invitations to the National Day festivities as the Ambassador-designate. This allows him/her to immediately meet Italian dignitaries and get to know Italy. Likewise, the Ambassador-designate is invited to the greetings ceremony organised by the President of the Republic for the Diplomatic Corps even if he/she has not yet presented his/her Credentials to the Head of State.

The ceremony during which the Credentials are presented to the Head of State normally takes place a few weeks after the arrival of the foreign Ambassador in Rome. However, any delay is usually due to prior commitments of the President of the Republic especially after the summer months when there is often a “queue” of new Ambassadors waiting to present their Credentials. The ceremony was once very solemn and required detailed preparation of the protocol; it also aroused a good deal of curiosity: the Ambassador arrived at the Quirinale in a carriage wearing his diplomatic uniform and a bicorne hat and was accompanied by a large retinue of officials. He/she was welcomed at the Quirinale Palace by high-ranking dignitaries accompanied by liveried staff in breeches and white

#### ACCREDITATION OF HEADS OF MISSION

*The accreditation of a foreign Ambassador to Italy is complete after presentation of his/her Credentials to the President of the Republic during a ceremony held at the Quirinale. The Head of Mission may then exercise his/her functions and prerogatives.*



# Diplomatic Protocol 2.0

*Tradition and Innovation at the service of foreign affairs*



Picture 2.7 – Closing ceremony of the presentation of credentials at the Quirinale.

stockings. The ceremony is now much simpler: the Ambassador normally wears a dark suit, or sometimes his/her national costume and arrives at the Quirinale in a car flying the national flag. The car is provided by the Diplomatic Protocol and escorted by two motorcyclists of the President's Guard (Corazzieri).

When the car enters the Quirinale Palace the Head of Mission is received by a guard of honour (but no longer the national anthems). The Head of the Diplomatic Protocol of the Republic accompanies the Ambassador to the Hall of the Lille Tapestries and presents him/her to the Head of State. After exchanging greetings and presenting the Credentials, the Ambassador presents his/her collaborators to the Head of State and meets with government representatives, usually a Deputy Minister of Foreign Affairs, and the counsellors of the Head of State. After these presentations the President normally has a private meeting with the Ambassador to discuss bilateral issues and international politics. A government representative is also present during this meeting. When the ceremony



Picture 2.8 – Presentation of Credentials by the Ambassador of Uganda (19 June 2013).

is over, the foreign Head of Mission can officially take up his/her duties and prerogatives. The Diplomatic Protocol of the Republic informs the National Authorities and the Doyen of the Diplomatic Corps. News of the accreditation is also published in the Official Gazette.

All told, the accreditation procedure of a Head of Mission at the Quirinale is very different to what it was in the past. Today it focuses more on important issues of substance related to the start of a diplomatic mission. However, formal courtesies still remain, for example a certain media visibility is retained in order to facilitate the Ambassador's mission in Italy and enhance bilateral relations. The meeting between the new Ambassador and the Head of the Diplomatic Protocol of the Republic – which in the past was mainly a matter of protocol – has now become an important event as it sets the scene for the meeting between the foreign Head of Mission and the President of the Republic after presentation of the Credentials.

The ceremony at the Quirinale is not just a formal affair; but an important moment in the diplomatic mission of the new Head of Mission. Based on the instructions he/she has received from the authorities in his/her country, the foreign Ambassador illustrates the guidelines he/she intends to follow during his/her mission and discusses political dossiers with the Head of State.



Picture 2.9 – Presentation of Credentials by the Ambassador of the United States (2 October 2013).



## 2. Accreditation of the diplomatic corps

Italy has one of the biggest diplomatic communities in the world. Italy's capital city not only hosts Embassies and Consulates accredited to the Italian Republic, but also the ones accredited to the Holy See and several UN organisations also located in Rome (FAI, IFAD and WFP). Rome is therefore one of the most important diplomatic centres in the world. Another 52 international organisations and agencies all over Italy also contribute to Italy's prestigious status.

The Diplomatic Protocol is responsible for all major aspects of the work of this imposing community of international and foreign officials in Italy.

Accreditation is the first task of any foreign diplomat when he/she arrives in Italy. When the diplomat completes this procedure he/she is entitled to the treatment envisaged by international law and relative prerogatives. A special ID card is issued to accredited staff attesting to their position, mission, acknowledged immunities, and period of accreditation in Italy.

### ACCREDITATION IN THE VIENNA CONVENTIONS

*What is diplomatic accreditation? It is the act by which a receiving State grants an individual the status of diplomatic agent of a foreign State on its own territory. Accreditation is not limited to the Ambassador or Consul. Accreditation is also accorded to all other diplomatic, administrative, and service staff of the Mission.*

*The 1961 Vienna Convention on diplomatic relations has established the customary international regulations on this issue. Article 10 of the Convention states that when a foreign State wishes to accredit one of its officials it must notify the receiving State of the name and rank of the nominee.*

*Article 4 also establishes the fundamental principle by which the foreign State must ensure that agrément of the receiving State has been given for the person it proposes to accredit. The receiving State is not obliged to give reasons to the sending State for refusal of agrément.*

*A special procedure is adopted regarding the accreditation of an Ambassador. Since he/she is the Head of Mission, he/she is required to present his/her Credentials to the Head of State of the receiving State. Credentials are official documents signed by the Head of State or Government of the sending State nominating the Ambassador as the representative of the foreign State in the receiving State. Only after the Credentials have been presented to the Head of State and approved by the latter can the foreign Head of Mission officially take up his/her functions in the receiving State (Article 13 of the 1961 Vienna Convention).*

*With regard to consular accreditation, the 1963 Vienna Convention on Consular Relations adopted the same regulations established in the 1961 Convention for diplomatic agents.*

*Like Ambassadors, Consuls also have a special accreditation procedure. Unlike all the other members of staff at the Consulate, the Consul is given Letters Patent by the Head of State or Government or by the Minister of Foreign Affairs of the sending State. The Letters Patent are the official document with which the foreign State assigns consular functions to the Consul and asks for approval from the highest authorities of the receiving State (Article 11 of the Convention). Article 12 states that approval of the Letters Patent by the receiving State shall be called an exequatur, i.e., the document admitting the Consul to the exercise of his/her functions in the receiving State. Once the exequatur has been granted the Consul is accredited and can officially exercise his/her functions in the receiving State.*

The Diplomatic Protocol accredits the foreign diplomatic corps to the Quirinale, the Holy See and UN offices in Rome; it also accredits the staff employed by International Organisations in Italy. The lists of foreign staff accredited in Italy are published by the Diplomatic Protocol on the Farnesina website. There are three separate lists: the Diplomatic List (for Embassies accredited to the Quirinale), the Consular List (for the Consulates) and the List of International Organisations. The lists, updated to December 2013, are included in the documents on the USB flash drive.

The foreign diplomatic community in Italy has grown to such an extent that the Diplomatic Protocol decided to develop a computerised system for online accreditation. Excellent technical assistance was provided by the Directorate General for Administration, Informatics and Communications of the Farnesina. While the traditional accreditation process expedited using paper documents was lengthy and slow, this new system – “Cerionline” - has radically speeded up the process.

“Cerionline” is very simple. Missions are assigned credentials to use the portal and access the online services. For example: a Mission can use this portal and insert the personal data of its staff requiring accreditation, request identity cards, establish seniority, ask for privileges and exemptions, reserve VIP Lounges in Italian airports, etc.

“Cerionline” is continually updated and now performs many new functions, some of which are for in-house use by the Diplomatic Protocol. For example, the portal contains a list of all the disputes involving foreign Missions and diplomats in Italy, as well as the outcome of the accreditation procedures of Honorary Consuls. The

programme also provides statistics on the foreign diplomatic community in Italy, the Diplomatic List, the Consular List, and the List of International Organisations.

The “Cerionline” portal is one of the recent and most important innovations developed by the Diplomatic Protocol. It is one of the technologically most advanced services provided by the Farnesina and one of the most appreciated by the foreign diplomatic community resident in Italy.

## REASONS FOR TERMINATION OF ACCREDITATION

*Protocol treatment is observed by the receiving country as long as the foreign official is accredited and for a reasonable period of time after termination of his/her functions in order to allow the official to leave the country.*

*The natural length of the mandate (usually 4-5 years), or the death of the person concerned, are not the only reasons for termination of accreditation. Another reason for termination of accreditation is, in fact, notification of the status of “persona non grata” by the receiving State.*

*The latter involves the withdrawal of the agrément granted by the receiving country at the moment of accreditation. The receiving State is not required to motivate the decision. However, it is reasonable to assume that a foreign official who is declared persona non grata has presumably been considered by the host authorities as having behaved in an illegal, offensive or unorthodox manner. In the international arena it is also fairly frequent for espionage to be considered a reason to declare a person “persona non grata”. Furthermore, it is always possible for the foreign State to retaliate to the declaration of “persona non grata” by in turn declaring persona non grata a diplomatic of the receiving State accredited in the sending State.*



### 3. Treatment of diplomatic agents

The treatment of diplomatic agents has changed several times over the course of history: in the past complicated procedural disciplines used to exist based on the rank of each country. This often led to heated discussions regarding protocol, some of which have become quite famous. However, as time went by nations came to an agreement that all States were equal; this gradually became an international principle and custom which was ultimately codified in article 47, comma 1 of the 1961 Vienna Convention on Diplomatic Relations: "In the application of the provisions of the present Convention, the receiving State shall not discriminate as between States".

In the next comma the Convention recognises another principle which, together with the principle in comma 1, is one of the pillars of diplomatic relations between States. This is the principle of reciprocal treatment: "However, discrimination shall not be regarded as taking place: (a) where the receiving State applies any of the provisions of the present Convention restrictively because of a restrictive application of that provision to its mission in the sending State; and (b) where by custom or agreement States extend to each other more favourable treatment than is required by the provisions of the present Convention".

Although countries are free to grant more favourable treatment, the Vienna Convention does not expressly state the nature of these additional privileges, such as the concession of special license plates, VAT exemptions, and certain procedural facilitations. The privileges vary from country to country, but are reciprocal when granted. This principle, included in the Italian regulatory framework, allows Italy to grant privileges to foreign diplomatic agents based on reciprocity. Two examples are article 72 of the Decree of the President of the Republic n. 633 of 1972 (the law on VAT) and article 131 of the Highway Code dedicated exclusively to foreign diplomatic agents.

#### TREATMENT OF DIPLOMATIC AGENTS

*"Non-discrimination between States" and "reciprocal treatment" are considered the two key principles of the 1961 Vienna Convention on Diplomatic Relations.*

Based on the Convention and its provisions, and taking into account widespread procedures also applied beyond our national borders, in 2013 the Diplomatic Protocol published a "Handbook on the treatment reserved for the Diplomatic Corps accredited to the Republic of Italy" (a copy is included in the flash drive attached to this publication). In the chapter where the handbook mentions the non-obligatory concessions specified in the Convention, it specifically states that the privileges must respect the principle of reciprocity.

The different kinds of exemptions and privileges, and the fact they are reciprocal, has given rise to a complex and intricate procedural system. Italy decided that the Ministry of Foreign Affairs was to be responsible for coordinating these procedures. In fact, on this issue the Ministry liaises with the relevant Embassies and Italian

# Diplomatic Protocol 2.0

*Tradition and Innovation at the service of foreign affairs*

administrations (Italian Revenue Agency, Customs Agency, Department of Motor Vehicles, etc.). This important decision facilitates the work of the Diplomatic Corps which now interacts only with the Diplomatic Protocol, an office with which it also communicates on many other issues.

Another very useful tool for diplomatic agents is the “Cerionline” portal, mentioned here several times. The portal has proved useful also as regards the concession of VAT exemption since most of procedures have been computerised. Foreign Missions can send requests and the staff in the Protocol office can easily manage all the various stages of the authorisation process. Queries or doubts can also be clarified thanks to online communications between Embassies and the Ministry of Foreign Affairs; this has drastically reduced the time needed to expedite requests, as well as the number of staff dedicated to this task.

Quicker processing is yet another advantage, together with the fact that the exemption from payment of VAT is based on the principle of advance exemption and not refund: this means that a diplomat can know in advance if he/she is entitled to VAT exemption, rather than having to pay and then wait for a refund.



Picture 2.10 – The home page of the “Cerionline” portal.

Since the computerised “Cerionline” programme was so successful, it was further improved by adding additional features, including: the treatment of diplomatic agents; the issue of reliefs and the complex automobile sector which includes the purchase of VAT exempt vehicles and their relief-free importation; the assignment of special CD license plates; the concession of quotas of petrol and lubricating oils without VAT and excise duty; the exemption of motor vehicle taxes; the transfer of

ownership from one diplomat to another; nationalisation or re-exportation of the vehicle; and other procedures regarding vehicles used by the Diplomatic Corps. All these procedures and those relating to authorisations to carry firearms are managed by an expert and qualified group of non-commissioned officers of the Finance Police who work with the staff in Office I of the Diplomatic Protocol.

Security is considered as part of the sector regarding the treatment of diplomatic agents; it is another field in which the Protocol Office mediates between Italian administrations and Embassies. We are not referring only to the security of diplomatic and consular missions and residences, but also to those unfortunate situations when a diplomat is the victim of an offence. Although theft and robbery very seldom involve physical harm, they are followed by inconvenience and the unpleasant task of pressing charges, not to mention the loss of cherished items or objects of value.

Here too the Protocol office adopts a “personalised” approach; it works with the police force and constantly follows up each case, immediately providing the Embassy with any updated information it may have, especially as regards the outcome of the investigation.

It is also worth mentioning that the treatment accorded to the Diplomatic Corps, and illustrated in this chapter, is not limited just to the diplomatic agents and technical and administrative staff of the Embassies accredited to the Quirinale. The same treatment is extended to the staff of the Permanent Missions of International Organisations and Representatives to the Holy See. This is the only case in the world where diplomats accredited to one State live and carry out most of their duties in the territory of another State.

One point to remember is that 52 International Organisations have offices in Italy: for all the above-listed functions the Diplomatic Protocol provides the same services it affords Embassies. With one caveat: each international organisation enjoys a different treatment depending on the agreement reached with that particular organisation. Generally speaking, however, a standard agreement with a large agency within the UN system will include extensive tax, customs and currency exemptions, the possibility to own cars with CD licenses, and other privileges. The privileges, exemptions and reliefs granted to members of the diplomatic corps are, *mutatis mutandis*, provided to the top managers of these international organisations.

These concessions are part of Italy's commitment to the international community. They are counterbalanced by the very large returns provided by international organisations in terms of capital, purchases, assets, work, international events and tourism. It is probably impossible to calculate the return in monetary terms alone. However, any attempt to mathematically calculate this return will show that the advantages certainly outweigh any fiscal or social disadvantages.

Finally, it is important to mention that both the preamble of the Vienna Convention, and bilateral agreements between Italy and International Organisations, specify that the purpose of the privileges and immunities is not to benefit those individuals, but to ensure the efficient performance of the functions of diplomatic missions as representing States.

## 4. Honorary Consuls

An Honorary Consul is a unique figure in international relations. Unlike a career Consul, an Honorary Consul is not an official sent overseas by a State; he/she is a host-country national appointed by a foreign State from amongst the most important public figures in the resident community. The consul is known as an “honorary” consul because he/she does not work only as a consul, but has his/her own profession and, finally, is not paid by the foreign State he/she represents.

In the twentieth century with a globalised economy and communications, an Honorary Consul plays an increasingly important role especially as regards the promotion of the commercial and cultural interests of the sending State. As a result, he/she no longer holds a second class rank compared to a career Consul, on the contrary he/she is a sort of a privileged “mediator” between the sending State and the community and local institutions of the receiving State. The fact that the title of Honorary Consul is assigned to famous entrepreneurs, academics, or freelance professionals befits their role as executors of public diplomacy.

In recent years there has been a global trend to gradually replace career Consuls with Honorary Consuls. The economic dynamism of emerging regions in the world (first and foremost Asia), and the reduced financial resources of countries in the west, has actually accelerated the reorganisation of national consular networks. Career Consuls, increasingly located in cities considered competitively strategic for the new world economy, are considered the hub of an ideal wheel where Honorary Consuls act as the spokes. The former coordinate the activities of the latter who provide them with information; they also delegate their functions in the constituencies where the Honorary Consuls are stationed. This sort of “complementary hierarchy” maximises the cost-benefit aspect of the consular activities of a State.

This trend is noticeable even in Italy which has traditionally always had a significant number of foreign consulates. In fact, in the past few years there

### HONORARY CONSULS IN HISTORY

*Consulates were established in antiquity. It all started in ancient Greece in the sixth century B.C. where proxenia was an arrangement whereby citizens were nominated to protect foreign travellers who arrived in the city-states, provide them with information, and facilitate relations in that city. Later in Republican Rome, designated consules were nominated to protect commercial exchanges and provide legal and practical assistance to foreigners.*

*In more modern times, between the eighteenth and nineteenth century, consular functions became more multifaceted due to the industrial revolution, the advent of world trade, and the increase in shipping and emigration.*

*The intensification of trade exchanges during that period led to the establishment of so-called “consular roles”. This was, de facto, a first step in the distinction between career consuls, diplomatic professionals sent overseas, and honorary consuls, prominent citizens of the receiving State chosen by the foreign State as its representatives.*



Picture 2.11 – The Honorary Consulate of France in Venice.



are less and less career Consulates and more Honorary Consulates in Italy. Foreign States choose important cities in Italy as locations for their Career Consuls who are then assisted by a network of Honorary Consuls dislocated in neighbouring provinces and regions.

## THE 1963 VIENNA CONVENTION ON CONSULAR RELATIONS

*The 1963 Vienna Convention on Consular Relations established the international regime relating to honorary consuls; the general provisions relating to such regime are grouped in Chapter III, articles 58-68.*

*Article 5 of the Convention lists the various consular functions that career consular officers and honorary consular officers can perform in the State of accreditation. In principle honorary consular officers can perform the same functions as career consular officers, except for potential limitations which the sending State may always impose during designation.*

*The Convention also extends to honorary consuls the same classes envisaged for career consuls: Honorary Consul-General, Honorary Consul, Vice Honorary Consul, and Honorary Consular Agent (art. 9).*

*Compared to a career consul, the Convention assigns limited prerogatives to the honorary consul. For example, the personal inviolability – limited to certain cases – of a career consul (art. 41) is not accorded to an honorary consul (art. 58).*

*The Convention accords only two immunities to the honorary consul. The first is jurisdictional immunity for acts performed in the exercise of consular functions (so-called “functional immunity” art. 43, comma 1). The second is the inviolability of the consular archives, so long as the latter is separate from his/her private or professional archive (art. 61).*

*Like career consuls, the 1963 Vienna Convention establishes that the receiving State provide honorary consuls with the protection that may be required by reason of his official position (art. 64).*

These changes in the role of Honorary Consuls have naturally influenced the policies of the Ministry of Foreign Affairs, primarily in two sectors. On the one hand, the proliferation of Honorary Consulates of foreign States in Italy has prompted the Farnesina to adopt more practical criteria as regards Italy's interest in promoting commercial ties with the sending States, as well as assistance to its communities in Italy. On the other, given the special status of an Honorary Consul – a private individual who exercises sovereign functions for foreign states within his/her own country – it has been necessary to not only

prevent possible abuse of the immunities granted to the Consul, but has also justified the introduction of pre-emptive checks and follow-ups regarding the grant of the exequatur. These checks and follow-ups are carried out in collaboration with the relevant Italian authorities.

As regards the first issue, the Farnesina has adopted an in-house decision-making process to review whether or not it is in Italy's interest to host an honorary consulate of a foreign State in a certain region or province. This assessment is based, first and foremost, on the size of the proposed national community of the honorary consulate, and then on the migratory flows and volume of commercial exchanges between Italy (and each region or province involved) and the sending State. Amongst other things, this ensures that the consulate of the sending State is tailored according to the consular assistance required to deal with the needs of its community and the protection of its interests in Italy. The Ministry also assesses the possibility to promote and consolidate economic, cultural and social ties between the sending State and the Italian regions and provinces in question.

The Ministry of Foreign Affairs has also decided that the post of Honorary Consul should always be assigned to citizens beyond reproach. Not only does this ensure the social prestige of a consular appointment, but above all ensures that the inviolability of consular archives and the functional immunity of the Honorary Consul are not exploited for purposes which are illegal or in any way foreign to the Consul's institutional activities. In accordance with the Vienna Convention, in all cases in which the requirements established for the granting of the exequatur have not been fulfilled, the Ministry of Foreign Affairs can refuse the exequatur to the Honorary Consul-designate or revoke it if it has already been authorised.

#### ACCREDITATION OF HONORARY CONSULS

*Article 4 of the 1963 Vienna Convention on Consular Relations states that either a career or honorary consular post and the nomination of a career or honorary Consul is subject to the approval of the receiving State. As a result, States are free to establish their own internal procedures to decide the assessment criteria required to accord a foreign consular post in their country and the nomination of a foreign consul.*

*Italian rules regarding honorary consulates were established by Circular n. 3 of 16 July 2010 of the Ministry of Foreign Affairs. The Circular defines the requirements needed to assess the political expediency of opening a foreign consular post, as well as the respectability requirements demanded of the honorary consul.*

*The Circular rule outs the possibility of opening an honorary consular post in the capital (if there is already an Embassy of the receiving State) and in other cities which already host a career consular post of the sending State. An honorary consular post has to be opened in a regional capital, or in a maritime port with extensive commercial traffic. When the embassies of foreign States inform the Farnesina of their intention to open an honorary consular post, they must also specify the territorial constituency and the economic, commercial, cultural and scientific reasons for their request.*

*As regards the qualifications required for the honorary consul, no holders of elective and honorary public offices in Italy or employees of the Italian State and other Public Administrations may become honorary consuls. Furthermore, other than the honorary consul, no other officers may be nominated (therefore, no deputy honorary consuls are allowed in the same honorary consular post). Finally, the respectability of the honorary consul proposed by the foreign State must be beyond reproach. In fact, the Farnesina, together with the competent Italian authorities, verifies the respectability of the designee during assessment of the nomination.*

*If the candidate is approved, the Ministry of Foreign Affairs, in accordance with article 12 of the Convention, will authorise the opening of an honorary consular post and the exequatur (the authorisation to the exercise of consular functions) will be granted for the honorary consul. The Ministry then notifies the competent Italian Administrations and publishes the contact details of the Honorary Consulate and Honorary Consul in the Consular List.*

*The exequatur is valid five years. When it expires the sending State must ask for a renewal from the Farnesina which may or may not carry out new checks to verify whether or not the aforementioned requirements have been fulfilled.*





### III – For the Protection of Rights





## I. Diplomatic immunities

Diplomatic immunities are the most important prerogatives awarded by international law to diplomatic and consular missions and diplomatic agents accredited overseas. International obligations regarding immunities are intended to ensure that the persons granted immunity will not be impeded in an unnecessary way while carrying out their official duties and diplomatic relations (*ne impediatur legatio*).

If Embassies or foreign diplomatic staff are involved in legal disputes, the Protocol Office is called to moderate between a potential conflict of interest. On the one hand, Italy is required to observe international regulations regarding diplomatic immunities, on the other, it is in the interest of the foreign diplomatic community resident in Italy to respect the local legal system. It is also important to protect the Italian enterprises and citizens involved in these legal disputes, for example, an Italian company claiming payment for services rendered to a foreign Embassy in Rome.

Practically speaking, this involves two very delicate courses of action: before and

after the moment when a legal dispute arises. On the one hand, Protocol informs the foreign Embassies accredited in Italy about Italian jurisprudence and the procedures to be respected during a legal dispute. On the other, the Diplomatic Protocol, on behalf of the Ministry of Foreign Affairs, acts as an institutional mediator between the Italian authorities and the Embassies.

### IMMUNITIES IN THE 1961 VIENNA CONVENTION ON DIPLOMATIC RELATIONS

*The Vienna Convention specifies the customary international measures regulating diplomatic relations between States. As regards immunity, the Convention establishes the principle of inviolability of the premises of the diplomatic mission (art. 22). Without the consent of the Head of Mission, the security agents of the receiving State cannot enter these premises. Likewise, the Convention also states that the private residence of the diplomatic agent also enjoys the same inviolability (art. 30).*

*The Convention also establishes the principle of the immunity of the diplomatic agent (art. 29). The latter is not liable to any form of arrest or detention or any other forms of limitation of his/her personal freedom due to acts performed in the exercise of his/her functions (so-called "functional immunity"), or acts performed as a private person (so-called "personal immunity"). The diplomatic agent enjoys immunity from the civil and penal jurisdiction of the receiving State (art. 31). The Convention also extends the immunities of diplomatic agents to the family members forming part of his/her household (art. 37).*

*Without prejudice to the aforementioned immunities, the Convention states that it is the duty of foreign diplomatic missions to respect the laws and regulations of the receiving State (art. 41).*



Picture 3.1 – Professor Roberto Ago, Italian member of the UN Commission on International Law. The Commission performed the preparatory work on the 1961 Vienna Convention on Diplomatic Relations.

## TYPES OF LEGAL DISPUTES AND GOOD OFFICES

*What sort of legal disputes involve Embassies and foreign diplomatic staff in Italy? For the most part, trade disputes by former employees against Missions due to contractual irregularities or default. A smaller number of disputes, even if economically more substantial, involve non-payment of services and property rental issues. Finally, penal proceedings, separation proceedings, and disputes regarding road accidents occupy a small percentage of the total number of ongoing legal disputes.*

*In all the above cases, the parties frequently ask for the good offices of the Farnesina to try and find an amicable settlement to the disputes. Protocol has several arrows to its bow: summoning the officials to the Embassy, meetings with the Italian counterparty, contacts with the legal representatives of both parties, and summoning both parties to meetings where the officials of the Protocol act as mediators.*

Informing and advising the Embassies is a pre-emptive action to ensure that Missions realise they must appear before the courts if they want their immunities and arguments to be taken into account. In Italy many enforcement proceedings against Embassies would never have been started if the latter had filed an appearance in a timely manner. Embassies tend to trust in the *ope legis* of immunities envisaged by the Vienna Convention, without filing an appearance beforehand.

Intermediation by the Diplomatic Protocol involves three different actions regarding legal disputes. Firstly, a diplomatic note is sent regarding all the judicial documents relevant to foreign diplomatic and consular missions accredited in Italy. Then there is extensive extrajudicial work: when the parties submit a specific request, the Protocol Service can mediate to try

and amicably settle the disputes.

Finally, it is possible to ask the State Attorney's Office to intervene in the court case on behalf of the foreign Embassy (the so-called "intervention *ad adiuvandum*"). These are exceptional cases in which enforcement measures such as garnishment or precautionary seizure paralyse the work of foreign Missions. The fact that an Embassy subjected to coercive measures has to be legally assisted is based on Italy's primary interest in maintaining bilateral relations. For example, the Chancelleries of the Embassies, the Ambassadors' Residences and bank accounts of the Missions can be subject to restrictive judicial measures. In these cases the impact of these legal actions on bilateral relations between the countries involved is critical.

When restrictive measures are applied to an Embassy, the Ministry of



Picture 3.2 – Palazzo Farnese, seat of the French Embassy in Italy.

Foreign Affairs must ensure that diplomatic activity can continue undisturbed. Just think, for example, of the devastating impact on an Embassy's institutional activities following a judicial seizure and closure of a Chancellery or Ambassador's Residence. The above-mentioned international obligations, as well as political expediency, become paramount and dictate the actions of the Diplomatic Protocol in these circumstances. It involves the old traditional principle of *ne impediatur legatio*. Nevertheless, Embassies must always respect the laws of the receiving State, as specified in article 41 of the 1961 Vienna Convention, especially as regards the internal affairs of that State (the so-called acts which are *iure privatorum*, for example labour, service or rental contracts, etc.). If, after weighing up the interests involved, the Farnesina believes that its priority is to prevent bilateral relations from being affected by the political consequences of a dispute, then it can request the intervention of the State Attorney General. This is the only legal tool available to the Ministry of Foreign Affairs to preserve good bilateral relations and take precautionary measures against any objections regarding Italy's international responsibilities.

In fact, unlike other States, Italy does not have a law regulating, in broad terms, the limits within which immunity can be revoked by the Italian courts. Common law in countries such as the United States, Canada and the United Kingdom, for example, have statutory laws on this issue. Before Japan ratified the New York Convention on the Immunity of Foreign States in 2010, it passed its own law. Ratification by Germany, the Netherlands and Switzerland of the European Convention on State Immunity (1972) gave those countries a reference regulatory framework. When Italy passed a law (Authorisation Law n. 5 of 30 January 2013) endorsing the UN Convention on Jurisdictional Immunity of States and their Property (2004), it eliminated the "grey areas" of the "narrow theory regarding immunity".

The next few pages illustrate the work carried out by the Diplomatic Protocol with regard to these sensitive issues.

THE UN CONVENTION ON JURISDICTIONAL  
IMMUNITY OF STATES AND THEIR PROPERTY  
(2004)

*The general rule behind the Convention is the immunity of foreign States, while the exception is the exercise of national jurisdiction. The Convention establishes the principle of the immunity of the properties of foreign States used in the exercise of their sovereign functions. It also reinforces the principle by prohibiting the adoption of executive measures against the bank accounts of foreign Embassies and consular posts. Vice versa, foreign Embassies cannot invoke immunity in trade disputes in which the employee is Italian or resides permanently in Italy.*

*The Convention is still not in force at international level since only 13 States have ratified it (to enter into force it requires ratification by at least 20 States). Nevertheless, in Italy it is used as an interpretative text and from now on Italian jurisprudence will have to take it into account when working to solve disputes involving foreign Embassies.*



## 2. Protection of Staff working in Diplomatic Missions

A special category of workers is, broadly speaking, part of the diplomatic community, i.e., the staff working at the Mission, whether they be the service staff of the diplomats or employees of the Mission itself. The Diplomatic Protocol has recently developed more stringent safeguard policies for these employees and staff.

Service staff working for diplomats have always been traditionally considered by the international community as part of a diplomat's family. There are historical reasons for this. Just think of the discomfort and difficulties that a diplomat's family had to face when moving from one post to another at a time when transportation was not what it is today, and very few people spoke foreign languages. Linguistic, cultural or religious difficulties made it very difficult for families to hire local staff in the country where they were stationed. This was why provisions were laid down in the 1961 and 1963 Vienna Conventions in favour of diplomats who wanted to take their own service staff with them to the country of accreditation. These provisions include visas, residence permits, exemptions from the local pension scheme, etc.

Despite the fact that customs have changed and it is easier to travel and 'adapt' to local realities, even in this day and age service staff are still an important point of reference for many families of diplomatic agents who have to deal with the difficulties of these frequent moves. Apart from their traditional role as home help, they play another *latu sensu* role as representatives of their native country. In fact, several Missions have decided to employ non-local service staff so that the receiving State can also become familiar with the traditions and culture of their native country. For example, when typical dishes are served or unique indigenous musical instruments are played during a reception at the Embassy.

Nevertheless, the concessions accorded to these workers regarding their entry and residence in Italy can sometimes give rise to abuse or violation of their rights because they did not enter Italy on a normal work visa and may therefore slip through the control system set up to safeguard workers.

After dealing with several practical cases, in 2012 the Diplomatic Protocol launched a thorough revision process regarding the treatment in Italy of service staff working for officials accredited in Italy, as well as the employees working in foreign Missions. The need to improve two aspects of the provisions and procedures adopted so far has recently become crystal-clear: on the one hand, the need to ensure minimum standards vis-à-vis the rights of this category of workers, an approach increasingly shared by several European countries which are adopting similar measures; on the other, the growing number of legal disputes involving foreign Missions. These disputes concerning the non-observance of Italian labour laws sometimes end in the judicial seizure of the bank accounts of foreign Missions.



Together with the Ministry of the Interior and the Ministry of Labour, a revision of relevant regulations and laws was implemented to strengthen the measures safeguarding contract workers and service staff in the Missions. The declared aim was to reduce the number of legal disputes involving Embassies through better application of Italian labour laws.

Three of the most important measures are listed here: a) introduction of a minimum standard of health care assistance in favour of the worker who is free to choose between the National Health Service and private Italian or foreign insurance companies with policies that fulfil certain qualitative and quantitative criteria which conform to relevant Italian legislation; b) introduction of a rule whereby service staff employed by a Mission or diplomat must personally collect the ID card issued by the Ministry from the offices of the Protocol Service. Together with the ID card, they are also given a "Charter of Rights and Obligations" in Italian and English illustrating the new labour relations laws in force for the employees of foreign Missions in Italy. The charter is considered as an easy-read

## CHARTER OF RIGHTS AND OBLIGATIONS OF THE EMPLOYEES OF DIPLOMATIC AGENTS PROVIDED DIRECTLY BY THE PROTOCOL SERVICE TO EMPLOYEES

*The Ministry of Foreign Affairs is pleased to inform you that in Italy the labour relations of the staff of Embassies, Legations, Consulates, Cultural Institutes and International Organisations are governed by a special Italian Regulation which, while respecting the Constitution of the Italian Republic and relevant International Conventions, lays down the rules regarding your work contract and economic, physical and moral conditions therein.*

*Below you will find a list of the most important rights and obligations of a worker; for further information about all other issues please refer to the attached Regulation.*

### RECRUITMENT

*Your recruitment by a Mission has to be in writing (work contract) specifically indicating:*

- employment commencement date;
- length of the probationary period (if envisaged);
- post title;
- remuneration.

*Within eight (8) days of your recruitment the Mission must notify the Ministry of Foreign Affairs – Office II of the Diplomatic Protocol of the Republic.*

### HEALTH CARE INSURANCE

*Within one day prior to commencement of your work contract, the Mission is obliged to notify the competent employment service of your recruitment and provide you with the documents you need to register with the National Health Service or with the public Health Service of your Country of citizenship or the Mission where you are employed.*

*Alternatively, the Mission is required to take out, in your name, a private Italian health insurance policy or a health insurance policy of your Country of citizenship or of the State of the Mission itself.*

### IDENTITY CARD

*Within eight (8) days of your recruitment the Mission must apply to the Ministry of Foreign Affairs – Office II of the Diplomatic Protocol of the Republic for your Identity Card.*

*The identity card is valid one (1) solar year; it coincides with the health cover period and can be renewed when it expires. If you are not a European citizen, the identity card exempts you from the residence permit only for the duration of your employment contract.*

*Application for the renewal of the identity card should be addressed by the Mission to the Ministry of Foreign Affairs – Office II of the Diplomatic Protocol of the Republic within thirty (30) days of expiry. The Mission is obliged to present a certificate of payment of the annual contribution required by the Italian Health Service or, in the case of a private health insurance policy, the annual quota required by the private insurance company.*

*Should the Mission be unable to prove that payment of the social and insurance contributions has been continuous, then your identity card will not be renewed*

guide for the workers in question; c) maintaining the residence permit issued by the Police for non-European contract workers.

Up to now staff hired by Embassies were required to return the residence permit to the police and receive in exchange the ID card issued by the Ministry; however, the latter was not valid for family reunion purposes. With the new procedure, the contract staff of the Missions are entitled to family reunion, just like all other non-European workers in Italy. As a result, contract staff of foreign Missions are now subject to the same checks and controls performed by the Ministry of the Interior vis-à-vis all foreign workers during renewal of their residence permit.

These complex measures allow the Diplomatic Protocol to implement a strict policy to safeguard the rights of workers who come to Italy and become, broadly speaking, part of the diplomatic community. Thanks to these measures, they now enjoy greater protection within a more general framework of respect for Italian labour and immigration laws.

#### THE MOST IMPORTANT LABOUR RIGHTS

##### *THE RIGHT TO REMUNERATION*

*The right to remuneration includes basic pay, accumulated length of service increments and, where established by the regulation, the post allowance, performance bonus, and family allowances.*

##### *THE RIGHT TO STUDY*

*The right to study clause accords the employee up to a maximum of 150 hours study leave per year.*

##### *WORKING HOURS*

*The ordinary working week is 36 hours and 40 minutes. Italian labour legislation allows for overtime. However the overall number of hours may not exceed 48 hours per week.*

##### *WEEKLY REST DAYS AND FESTIVITIES*

*All employees are entitled to a weekly rest day and festivities. Work on such days will be paid extra according to Italian labour legislation.*

##### *THE RIGHT TO HOLIDAYS*

*The right to holidays is inalienable. During this period employees are paid their normal remuneration. A holiday period ranges from 26 to 30 working days per annum, as per the relevant Regulation.*

##### *SICKNESS AND ACCIDENT*

*In the case of sickness or a work-related accident the post will be retained for maximum period of 180 days in a year. In the case of sickness, this period may be extended for a further 120 days without pay.*

##### *INSURANCE*

*The employer is obliged to insure the worker with a regular insurance policy against work-related accidents and professional sicknesses.*

##### *MATERNITY AND NURSING MOTHER LEAVE*

*Italian legislation awards a series of benefits to pregnant and expectant working women, including: maternity leave and daily rest. Parental leave and attendance leave is accorded either to the working mother or working father.*

##### *TRADE UNIONS*

*Employees elected to posts within trade unions may carry out trade union duties in the workplace according to the regulations laid down by Italian labour legislation.*

##### *EQUAL OPPORTUNITIES*

*Respect for the principle of equal professional opportunities between workers, and equal opportunities between female and male workers, is guaranteed.*

##### *DISMISSAL*

*Dismissal can only occur if there is a valid reason or fair grounds. Termination of employment must, in all cases, respect the periods of notice and procedures envisaged by relevant Italian legislation.*

##### *SOCIAL SECURITY AND PENSIONS*

*Italian legislation and International Conventions ensure social security and pensions for workers*

## THE MOST IMPORTANT LABOUR OBLIGATIONS

### *DUTY OF CARE*

*The duty of a worker is to carry out his work tasks with due care.*

### *DUTY TO ACT IN GOOD FAITH*

*A worker is required to act in good faith, to avoid divulging information about events in the workplace or performing tasks incompatible with his job.*

### *RESPECT FOR PROFESSIONAL SECRECY*

*A worker is obliged to respect professional secrecy.*

### *OBSERVANCE OF WORK TIME*

*A worker is required to observe working time, to avoid leaving his post during working hours except on work-related business with a specific permit, or due to sudden documented sickness.*

### *RESPECT FOR DISCIPLINARY, ORGANISATIONAL AND REGULATORY REQUIREMENTS*

*A worker is required to observe all the disciplinary, organisational and regulatory requirements of the workplace.*

### *DUTY OF DOCUMENTATION*

*A worker is required to document with appropriate certificates any request for leave, leave of absence, and time off work due to sickness, accidents or other serious impediments.*

### *WHAT TO DO IN CASE OF DISPUTES*

*Should disputes arise about your work contract you can contact the Ministry of Foreign Affairs – Office II of the Diplomatic Protocol of the Republic which, if expedient, can provide its services as a mediator in order to find a solution acceptable to both parties. You may also contact the Ministry of Labour and Social Policy, Directorate General for industrial and labour relations – Division IV, which will provide technical and legal assistance regarding the interpretation and enforcement of the attached Italian labour regulations.*

### *USEFUL ADDRESSES*

- *Ministry of Foreign Affairs – Diplomatic Protocol of the Republic - Office II – Disputes and legal affairs Section: +39 06.36.91.34.27 / +39 06.36.91.20.75; email: [ceri2@esteri.it](mailto:ceri2@esteri.it)*
- *Ministry of Labour and Social Policy – Directorate General for industrial and labour relations - Division IV: +39 06.46.83.48.77.*

### 3. The work of diplomatic spouses

The context in which diplomatic relations are performed is changing rapidly and the new role of family members of accredited diplomats all over the world is very different to what it was in the past.

In fact, in the past the family of a diplomat, especially his/her spouse, was expected to play a purely representative role. Although the support and collaboration provided by the spouse to the diplomat's activities was often crucial for a successful outcome, our rapidly evolving society and the current economic situation have radically changed the expectations and status of the spouse and children of the officials of the Ministry of Foreign Affairs.

These family members participate fully in the life of the receiving country; while continuing to fulfil their institutional role as family members of an accredited diplomat, their professional work can contribute to its economic and social growth. Establishing mechanisms whereby family members can work in the country of accreditation provides numerous economic and above all professional benefits, because a spouse who is forced to frequently move from one country to another may otherwise not be able to have his/her own career.

On the other hand, granting this opportunity and making the presence and work of these individuals part of the legal system of the host State inevitably limits the prerogatives which provide for exceptions to that system. At the same time, the mechanisms which need to be put in place must not only ensure suitable procedures for entry into the State, but also allow the beneficiaries of the agreement to work after being granted the necessary authorisations and completing the required administrative procedures.

In fact, the 1961 Vienna Convention grants the same privileges and immunities to a diplomat's spouse and children; they can enter the host country on a special diplomatic visa and enjoy full diplomatic immunity. These provisions obviously place them in a different legal category compared to a foreign worker. Accordingly, special bilateral agreements have to be signed in order to allow family members to work; these agreements, based on the Vienna Convention, regulate the presence of foreign workers in the Italian labour market.

As a result, the Diplomatic Protocol has initiated negotiations to allow family members to work in some countries if reciprocity is ensured. These agreements focus mainly on immunities and work permits.

Bilateral agreements are currently in force with the United States and New Zealand; agreements with Argentina, Brazil and Chile have been signed and are presently being ratified by parliament; negotiations are ongoing with more than ten countries.

In the European Union regulations regarding the free movement of workers have simplified the difficulties of reconciling the status of workers and that of the families of diplomatic agents. In fact, European family members do not need an entry visa to Italy and they enjoy the same treatment vis-à-vis access to the labour market. The only problem is how to reconcile their status as a worker with the immunities granted to them by the 1961 Vienna Convention.

After receiving the results of a survey conducted by our Embassies in the EU, the Diplomatic Protocol decided to adopt a simplified procedure to reconcile, within the framework of the Vienna Convention, the status of a family member with his/her privileges and immunities granted according to international law, with that of a worker, whether he/she be a European or non-European citizen and family member of a European citizen, in accordance with EU regulations. After

favourable opinions expressed by the Legal Affairs Service and relevant Italian administrations consulted on this issue, in June 2013 all the Embassies of European States accredited to the Quirinale were sent a Note Verbale asking them to provide information – in full respect of international law and based on reciprocity – regarding the conditions allowing family members to work in Italy, as well as the procedures to be observed by the Mission involved. This official communication also illustrated the regulations in force in this sector in Italy, but did not list each individual Italian and European legal provision. This was done in order to allow changes to be made to the aforementioned regulatory body of norms should the latter be modified in the future, especially as regards tax, labour, and social security laws.

In a mere six months, almost fifty percent of Member States have accepted the proposal of the Diplomatic Protocol and have granted reciprocity making it possible for the spouses and children of diplomats to work in their respective countries.

#### KEY PROVISIONS OF BILATERAL AGREEMENTS

*Protocol negotiates using an agreement model jointly drafted with all the administrations of the State in question (Ministry of the Interior, Ministry of Labour and Social Policy, Ministry of Justice and Ministry of Economy and Finance). This model establishes, in particular, the category of the family members of those affected by the agreement; the internal procedures laid down by the respective systems to allow family members to work in their country of residence; the limitations of the immunities from penal, civil and administrative jurisdiction accorded to family members by the abovementioned Vienna Convention and in general by customary international law and pacts; the applicability of local labour regulations and limitations to authorisation.*





## IV – For a European Protocol



## I. A sense of history

We do not automatically associate the words diplomacy and museum. Perhaps because foreign policy is a dynamic concept normally associated with an activity, while the word museum is a traditionally static concept involving the display of objects. Nevertheless diplomatic museums do exist and are being built by more and more countries, countries which are very different to one another in size and characteristics. They do not just celebrate the past; on the contrary their goal is to inform the public about the crucial role played by diplomacy in the world today.

Washington is currently implementing a very ambitious initiative: the “United States Diplomacy Centre”, one of the last projects launched by Hillary Clinton when she was Secretary of State.



Picture 4.1 – The design of the “United States Diplomacy Center” in Washington.

The initiative is intended to enhance diplomacy in the eyes of the public which in both the USA, and also in Italy, is to a large extent unaware of the critical importance of the work performed by foreign affairs officials to defend the political and economic interests of the United States around the world, and the effect it has on the daily lives of its citizens back home. Once construction is completed, the museum will house approximately 6,000 artefacts, starting with the Treaty of Amity and Commerce negotiated by Franklin with France in 1778. The Centre is also intended to be a vehicle to explain to the public “the living work of American diplomacy”. The inspirational concept behind the initiative can be summarised as follows: “This Centre is not just about the past: it is going to explain why diplomacy matters to every single citizen”.

The idea of a museum of diplomacy has found fertile ground in a country much younger than Italy. The Department of State considers this project not only a cultural, but also a political initiative; it aims to improve what the American people think about American diplomacy and the work of diplomatic officials to affirm America’s political and economic role on the world stage.

Last year, after the long ideation and preparatory stage, the American initiative finally got off the drawing board. The three halls of the “Diplomacy Centre” (America in the World, Diplomacy in Action, and Advancing Diplomacy) will cover approximately 12,000 square meters inside the Department of State headquarters; an external steel and glass building will be added on the east side of the building. Fifty million dollars is

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*Tradition and Innovation at the service of foreign affairs*



Picture 4.2 – The design of the “United States Diplomacy Center” in Washington.

the envisaged overall cost of the project funded by a public-private partnership and a “fundraising” campaign spearheaded by Ambassador Elizabeth Frawley Bagley (former Head of Mission in Portugal in the mid-nineties and now Senior Advisor to the Secretary of State). Ambassador Bagley has so far raised 37 million dollars donated primarily by large business groups.

In Seoul, the Diplomatic History Museum inaugurated in 1993 has presented an exhibition on the history of Korea’s foreign relations from the end of the nineteenth century to the present day. Located in a wing of the Korean Diplomatic Institute, the Museum displays documents, photographs, correspondence, books, medals, souvenirs, letters of presentation and full powers, and treaties such as the 1953

Korean Armistice Agreement. In 1998, the Museum of Polish Diplomacy and Emigration was established at the Kazimierz Wielki University in Bydgoszcz, Poland. The museum has a collection of rare documents, manuscripts, letters, paintings, diplomatic uniforms, decorations, flags and weapons. Although open to the public, the museum was intended to be used chiefly by researchers, students, teachers and journalists. In Belgrade, the Minister of Foreign Affairs, Mr. Jeremic, inaugurated the Museum of Diplomacy in 2012; the museum illustrates the last 200 years of Serbian diplomacy. Even in Moscow part of the Ministry of Foreign Affairs (MID) is dedicated to the history of Russian diplomacy.

As yet, Italy still does not have a museum or a centre illustrating the history and current activities of Italian diplomacy.

The proposal to “exhibit” Italian foreign policy and its origins in an ad hoc facility was inspired by the characteristics of Italian diplomacy. First and foremost historical continuity. In fact, we all know that modern diplomacy began during the Renaissance and that its historical roots date back to the first Roman legations and the activities of the Venetian Ambassadors.



Picture 4.3 – The Diplomatic History Museum in South Korea.



International relations have evolved enormously in the last few decades and Italy has played a major role in this development. The traditions of modern diplomacy should be illustrated not only to those working in this field, but also to the public; this will help dispel the consolidated but obsolete myths about diplomacy and emphasise its qualities and merits. For example, the assistance extended to fellow citizens overseas by our Crisis Management Unit, the support extended to Italian businesses, or the activities implemented to promote Italian culture worldwide. The “*Farnesina a porte aperte*” initiative to allow the public to visit the Farnesina, and the *Giornate F.A.I.* when Villa Madama is open to the public, are two steps in the right direction: they reach out to the public. In addition, the success of the Exhibition, “faces of the diplomacy of the past”, testifies to the public’s potential interest in this subject. The exhibition, held in the spring of 2012 in San Marino (Museum of St. Francis), was organised by the Superintendency of the Florentine Museum Centre.

This initiative was also intended to encourage young people to become acquainted with the work of the Ministry of Foreign Affairs and, hopefully, to persuade talented youngsters to embark on a diplomatic career.

Like the American project, the main objective of the Italian initiative is ultimately to implement a permanent “outreach” programme aimed at civilian society, especially young people, and provide them with more information about the Ministry of Foreign Affairs and the diplomatic and consular network. This kind of initiative is intended to enhance the past and present activities of Italian diplomacy; it will undoubtedly boost the ethical and professional motivation and sense of pride and belonging of the several thousands individuals at the Farnesina who serve their country at home and abroad fuelled by a spirit of service. Another goal is not only to make Italians prouder of the traditions of Italian diplomacy, but also to show the world that Italy has a unique and efficient foreign policy and security tool which it uses to support the businesses and growth of the country as well as protect its citizens abroad.

If the project is to be successful it is very important to involve not only all the cities in the forefront of the fight for national unity (Rome, Turin, Florence, Naples, etc.), but also schools and universities. The cities in question could contribute resources, especially display material; given the didactic value of the initiative, schools and universities could organise conferences and lessons on the history of Italian diplomacy. Some university faculties might also help to interview past and present members of the diplomatic corps.

Apart from creating an area inside the Farnesina itself, other alternatives have been considered: the former CIVIS building next to the Ministry; part of the Auditorium-Parco della Musica, and a space in the future Press Office of the Ministry of Foreign Affairs (next to the Olympic Stadium). In this case, the exhibition design will have to be compatible with the Monument to the Fallen for Peace, currently under construction.



To enhance people's knowledge and understanding of diplomacy, from the Unity of Italy to the present day, and bring the Museum of the Farnesina to their attention both in Italy and abroad, the exhibited artefacts could also be temporarily loaned to other Italian museums, diplomatic and consular missions overseas, or Italian Cultural Institutes.

In the short term we need to locate all available display material (documents and other artefacts). Given the limited initial resources, this would be a first step towards creating a virtual museum in which to exhibit videos, images, and maps accompanied by explanatory notes. The Diplomatic Institute, which proposed the idea of a virtual museum as a novel element of the ambitious project of a 'brick and stone' museum, could be tasked with finding digital material which may already be available.

The Analysis, Planning and historical-diplomatic Documentation Unit could play a key role in locating the material for the virtual museum. In fact, it has already reported on the existence of an enormous amount of interesting and readily available digital historical material (documents, treaties, intelligence material).

At this stage the Press Service could play another just as important role. It is currently implementing a web community project which includes the publication of images and information on the work of diplomats overseas. Together with the extensive archive of the multimedia Unit, this initiative is well-suited to the informative goals of the museum in general, and the technological contents of the initial virtual museum.



Picture 4.4 – The tricorne hat used with the diplomatic uniform.

Finally, the Ministry of Cultural Affairs has agreed to implement a study in Italy to track down any historical-diplomatic paintings which could be included in the exhibition.

After the scientific committee has drafted a "plan of the project" and we have the results of this first stage we will be able to place the works in a real 'brick and stone' museum as soon as the location has been decided and funds have been raised.

Exhibition artefacts should appeal to as many people as possible: from individuals interested in the history of diplomacy (topical documents and videos), to individuals more concerned with the formal, aesthetic and symbolic aspects of diplomacy (uniforms, decorations and works of art). We should not forget young people who will probably be more fascinated by codes, ciphers, episodes of wartime and Cold War espionage and counterespionage, as well as operational and technological aspects of the Crisis Management Unit.

The Aldo Moro Hall at the Farnesina could occasionally be used as a room in which to hold meetings or show films about the life of the Museum. An interactive geohistorical map could also be developed; visitors could select a country and visualise Italy's diplomatic and consular activities, the structure and size of the network, and data and videos about Italy's presence and relations with that country, both now and in the past.

Likewise, a website would allow surfers to virtually visit the Museum, just like they can during big international exhibitions, for example Expo Shanghai.

There is one common premise regarding the implementation of this project: it should not involve any expense or cost for the administration. This means that sponsors and other sources of financing will have to be found and a long term economic feasibility plan will have to be drafted.

On this and other matters the scientific committee will work free of charge and then entrust the project to a museologist and a museographer.

Private contributions will be very important (also as regards exhibition materials), and so will a possible collaboration with the US Diplomacy Centre and other museums in order to share positive experiences and prepare a sustainable growth and development plan.

The plan will have to link the contents of the future museum with the everyday work of the Farnesina; the goal of the museum is to enhance the commitment of Italian diplomacy on behalf of the country and create an accessible public information centre illustrating the modern diplomacy performed by the Farnesina.

## SYMBOLS OF THE PAST: THE DIPLOMATIC UNIFORM

*Italian diplomatic uniforms were initially classified by several Royal Decrees passed in 1866, 1870, 1928, and 1940. Royal Decree n. 1038 of 8 March 1928 established four different kinds of uniforms for the officials of the Ministry of Foreign Affairs: respectively for officials who entered into a diplomatic and consular career, for consular commissioners, for interpreters, and a 'hot weather' uniform for those destined to Missions in tropical countries. Except for details which changed according to one's function and grade, the uniform consisted of a dark turquoise cloth suit, buttoned to the top, with a straight collar and one row of buttons. Braiding was present on the collar, cuffs, flaps and suit.*

*The uniform also included striped cloth trousers with stirrups, a white piqué waistcoat with one row of buttons, a hat with white or black ostrich feathers (according to rank and function), a bicorne hat with a small gold, silver or mixed braided pin (according to rank or grade) and national cockade, a black cloak with velvet collar and silk facings, a sword with a mother-of-pearl, gold or silver hilt (according to rank and grade), and short black varnish boots. Distinction between grades depended on the richness of the embroidery and braiding on the cuffs.*

*The hot weather uniform included a white cotton jacket, buttoned to the top with a straight collar and one row of buttons, white cotton trousers, a white cotton beret with a large brim and an eagle with a gold, mixed or silver royal crown, gold, mixed or silver braiding on a black, turquoise or scarlet cloth stripe (according to rank and grade), and flat-heeled leather or cotton shoes.*



Picture 4.6 – Presentation of Credentials of the Ambassador Giovanni d'Orlandi in Vietnam wearing his hot weather uniform (1962).



Picture 4.5 – Ambassador Emanuele Scammacca wearing his diplomatic uniform during the presentation of his Credentials to the Supreme Pontiff John Paul II, as Ambassador to the Holy See (1988).

*The discipline regarding diplomatic uniforms was later modified by the Decree of the President of the Republic n. 1125 of 21 June 1948. The decree applied to the uniforms of career diplomatic and consular officials, consular commissioners, and technical commissioners for the East. Amongst other things it specified that the fascist emblem on the breast of the suit, and the royal monogram on the national cockade, had to be removed; the Savoia shield on the hilt of the sword had to be replaced by the State coat of arms; the Savoia knot on the trouser stripe had to be eliminated; the embroidered Savoia knot had to be replaced by an embroidered band. Furthermore, the badge on the beret worn with the uniform used in the tropics had to be replaced with another model. The Decree of the President of the Republic n. 1125 (1948) was later repealed by the "law-cutting" Decree passed in 2008.*

## 2. European coordination

Italy also felt that it was important to coordinate the Protocol and Etiquette of EU Member States. It is a rather unique topic involving the centuries-old traditions and customs of each State often imbued with references to national traditions. Whatever the case may be, Protocol and Etiquette have impacted differently on institutions in the same way that historical events have also evolved differently in each European State.

Although undoubtedly important, the reasons prompting this need for coordination are equally valid. First and foremost, the inspiring idea behind the Lisbon Treaty: to make the European Union more recognisable beyond its borders, to speak with a common voice, and project an image of unity. Kissinger used to say “Who do I call if I want to speak to Europe?” *Mutatis mutandis*, another Minister today could say “When I arrive in Europe which Protocol should I follow?”



Picture 4.7 – Members of the COPRO group at their meeting in Vilnius (October 2013) - Mr.Andrius Ufartas/BFL

“To speak with a common voice is undoubtedly a valid reason. It has led to a nascent coordination or at least to a dynamic desire to compare procedures; it has also prompted autonomous but not obligatory coordination. It has evolved because no-one is in any doubt as to its inherent advantages. In the first place, it is a learning curve: the aforementioned differences between countries represent new experiences, and every experience can be analysed, learned and copied, either entirely or in part, or else discarded after an analysis of the pros and cons.

A rather extreme example may help to shed light on the issue: during a coordination meeting one of the Heads of Protocol might illustrate the customs and norms specifying that when a President departs after a visit, he/she has to take off his/her shoes so that they can be checked for firearms or prohibited goods; he/she might perhaps emphasise how all the advantages of these visits are systematically rendered null and void by this humiliating procedure. This imaginary episode clarifies the following: however high the bar between security and courtesy, there will always be a price to pay either by security or by courtesy: so a decision has to be made as to where to put the bar. In short, there are quite a few “bars”: one divides deference from national dignity, another divides generosity from savings... but probably the most important lesson of all is that as Europeans we can all learn from one another.

There is another implicit and very obvious advantage from trying to coordinate and merge our procedures: to avoid comparisons. For example, an Ambassador may



Picture 4.8 – Members of the COPRO group at their meeting in Vilnius (October 2013) - Mr.Andrius Ufartas/BFL..

ask to be accorded a privilege or an exemption which he/she is not entitled to, and might try to support his/her request by citing interpretative rules or procedures in force in other countries. Knowing the procedures adopted by other European partners, and having comparable measures or a consistent interpretation, will enable a Protocol to put forward good arguments to counter unfounded or fabricated requests.

Let's be honest: it's rather a relief to know that none of the 28 EU countries are able to solve certain problems.

This need for coordination inspired the COPRO group (Chiefs Of PROtocol) of the European Council. The group normally meets once during every Presidency, i.e., once every six months; it compares, discusses, and if possible tries to merge the different procedures adopted in EU member states and by the 29th Protocol, that of the Commission. The group focuses on issues normally tackled by the Protocol services: State and official visits, immunities and privileges, benefits and reciprocity, the security of diplomatic and consular missions, etc.

Between sessions information is exchanged by email; the most popular tool used today is the "questionnaire". The Chairperson sends a questionnaire about a certain topic to all the States. The President collects the answers and resends them to each State which then studies, analyses, and uses them as a yardstick.

The last session of the COPRO was held in October 2013 in Vilnius during the Lithuanian Presidency. The group launched a revision of the 1998 "Guide for Official Visits". Results so far seem to point to the fact that the Guide is used by Member States as a compendium of common guidelines. During the meeting in Vilnius the COPRO also tackled other protocol issues: receiving delegations airside on the apron; exemption of security checks; accreditation of technical, administrative and service staff; collecting fines for road traffic violations; issuing documents to one's

## EUROPEAN COORDINATION

*European coordination, albeit still in its very early stages, also includes Protocol issues based primarily on an exchange of information leading to a spontaneous alignment of practices. To keep in touch the "Chiefs Of PROtocol" group exchange frequent emails; the last meeting of the group took place in Vilnius in October 2013.*



own honorary  
Consuls overseas.

The procedures and rules regarding the issuance of documents to one's own honorary Consul overseas appear to be substantially the same. However in Italy these documents are not issued by the Diplomatic Protocol of the Republic, but by the Directorate General for Resources and Innovation of the



Picture 4.9 – Members of the COPRO group at their meeting in Vilnius (October 2013).  
Mr.Andrius Ufartas/BFL

Ministry of Foreign Affairs. This raises another problematic issue inherent in all forms of coordination: not all the same institutions are responsible for the same issues. And differences start with names: in Italy the “Diplomatic Protocol of the Republic” was established (Law 8 July 1950, n. 572), while in other States names range from the “Directorate of the State Protocol”, to the “Department of State and Diplomatic Protocol”, “State Protocol”, etc. Each designation stresses one aspect or another of the tasks and functions for which they are responsible. For example, some Protocols are responsible for all kinds of ceremonies, while others deal only with ceremonies of the institutions involved: the Head of State, the Minister of Foreign Affairs. At times the differences are macroscopic, especially as regards consular issues. The result is that the coordination mentioned earlier will slowly involve either all, or only some, of the Protocols in the EU.

Italy plays a dynamic and proactive role in these coordination meetings; we have submitted our answers and proposed new questions. The future work of the COPRO will depend on the answers to those questions and on the requirements, urgencies, and even curiosity of its members. In fact, many more issues could be coordinated, and this book is itself a compendium of those issues. We should also point out that Italy will play a lead role in determining the direction the COPRO will take in the future because in the second semester of 2014 Italy will take over from Greece and assume the Presidency of the European Council.



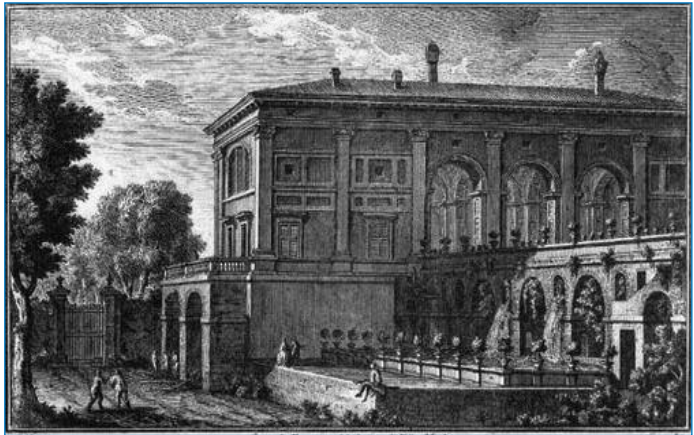
### 3. Villa Madama

In many countries buildings specifically used for official ceremonies, or to host particularly important visitors, are often put at the disposal of Protocol Offices.

Given their use, these buildings are often unique and architecturally or historically important. Instead, when modern buildings are used, they have usually been built specifically for this purpose.

Although using modern, purpose-built architectures was standard practice in extremely ideologised countries, this practical solution was frequently adopted even in other parts of the world.

One example is Blair House in Washington, a beautiful nineteenth-century mansion which was also temporarily used as the residence of the American President of the Republic instead of the White House. President Napolitano was recently a guest at Blair House during his journey to Washington in February 2013. It has over fourteen bedrooms, a dining room, sitting rooms and office space so that the guest and his/her delegation can work undisturbed in a dedicated environment.



Picture 4.10 – The monumental complex of Villa Madama in an old print.

The same type of set-up, albeit with a totally different design, is used in Beijing where the whole Diayoutai compound and its large park has numerous pavilions used for official lunches and receptions hosted by the Chinese leadership. The park also includes houses of various sizes which, depending on the size of the delegation, are used to accommodate important foreign dignitaries and their accompanying staff.

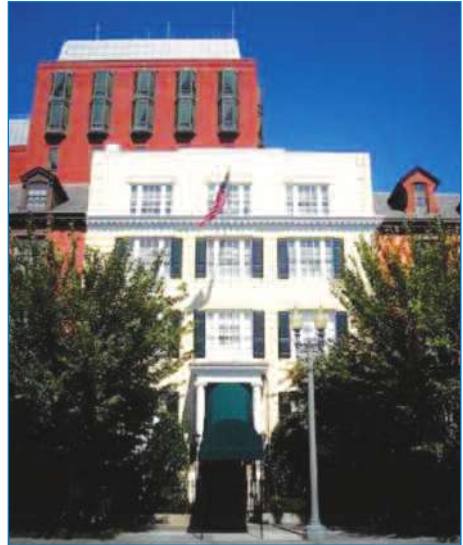
France also has a guesthouse for the foreign guests of the President of the Republic: the Hôtel de Marigny. This *Hôtel particulier* in Paris was built in 1873 for Baron Gustave de Rothschild and bought by the State in 1972. It has been classified as one of France's historical monuments.

In other countries, instead, official reception venues are not used as guesthouses, but only as places in which to host convivial and other kinds of events. In Romania the former royal palace, now used as a reception venue, can also be hired for private occasions. Although all these buildings are very different, in short they all serve the same purpose.

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The Italian Protocol Service also has a reception venue: Villa Madama. Originally built as the country residence of Pope Leo X, its overall plan designed by Rafael was a monumental version of a Roman villa on the slopes of Monte Mario overlooking Ponte Milvio and the confluence of two rivers, the Tiber and Aniene. Although the original design was by Sangallo, construction was entrusted to Rafael, Giulio Romano, and others. The plan included gardens and hanging pools, an open-air theatre and a majestic building around a circular central courtyard. However, in 1527 the Sack of Rome and related episodes halted construction very early on; only half of the Villa and two terraces of the Italian garden had been completed. Nevertheless, work had finished on a very beautiful loggia decorated with stuccoes and grotesques inspired by Nero's *Domus Aurea* which had come to light a little earlier.



Picture 4.11 – Blair House in Washington.

Although the building was in a state of grave disrepair after the property had passed from the Medici to the Farnese and then to the Borbone, years later many tourists doing the Grand Tour took the time to visit Villa Madama just to see the loggia.



Picture 4.12 – The Hôtel de Marigny in Paris.

In 1913 the rich French industrialist Bergès purchased the Villa and turned it into a private residence after extensive restoration work, especially on the first floor.

In 1921, due to the enormous amount of money needed to complete and maintain the building, Bergès sold the complex to Count Dentice di Frasso. The Count's wife, Dorothy Caldwell Taylor was a rich heiress who owned important American film production companies. She radically restructured the Villa and designed it to suit contemporary taste; the first and mezzanine floors became inhabitable as a private residence, while the ground floor was used for social events and receptions. Later on, in the early forties, the couple gave the property to the Italian government which, after the war, entrusted its maintenance and management to the Ministry of Foreign Affairs.



Picture 4.13 – Villa Madama.

Since then Villa Madama has very seldom been used as a guesthouse even though it has bedrooms and ensuite bathrooms; it is almost exclusively used as a venue for convivial international events, seminars or press conferences. Given its enormous artistic heritage the Villa is also open to the public, free of charge, on fixed dates and pursuant to a formal request addressed to the Protocol Service. This access to a government reception venue is unique in Italy since most other venues are not usually open to the public. The Diplomatic Protocol is responsible for organising the visits.

Rafael's famous and very spacious loggia has its own entrance: its size and the fact it faces the garden (it can accommodate 150 seated guests, or 50 guests all at the same table) makes it an ideal venue for important events with a large number of people. Next to the loggia three more rooms can be used as breakout rooms for smaller meetings or as "buffer" zones to close off the loggia itself.

Although the layout of the first floor rooms (the apartments of the former owners) has not been modified, the latter can still be used for smaller meetings, while the former bedroom of Countess Dentice has been turned into a dining room for up to 24 guests. Office space for the delegations and the technical booths for the interpreters are located on the mezzanine floor.

The extremely beautiful artistic and historical setting of Villa Madama is perfect for international events such as summits, conferences, state lunches, etc. Nevertheless, there are certain problematic issues linked to the current and future use of Villa Madama as a prestigious location for Italy's foreign policy.

The Diplomatic Protocol is responsible for the management of the Villa; in fact, a management plan dedicated to the day-to-day running expenses of the complex has



Picture 4.14 – Rafael's Loggia.



become a specific budget item. In general, these expenses cover gardening costs as well as heating costs, cleaning, maintenance and porter services. Protocol Services are rarely given this task and responsibility; in most cases the latter lies with other offices such as the administrative offices of the Ministry of Foreign Affairs or specific agencies responsible for the management of all official government venues.



Picture 4.15 – The Italian garden.

Recent budget cuts in public expenditure have made it increasingly difficult to find the funds to run this old, fragile and yet very precious building subject to artistic, architectural and landscape constraints. Just think of the huge seven hectare park



Picture 4.16 – The Italian garden.

which during the summer is frequently threatened by wild fires in the adjacent Monte Mario nature park; or the layout of the Italian garden which has been simplified (for example, by reducing the number of flowerbeds) in order to lower maintenance costs. Or think of some of the features of the building decorated with frescoes and stuccoes, so ill suited to modern air-conditioning or sound systems. And finally, imagine how much work must be done to protect the furnishings, including its priceless and unique antique furniture.

It's important in this chapter on Villa Madama to underscore the remarkable institutional collaboration established with the electricity company, Enel, responsible for the design and installation of the artistic lighting of the sixteenth-century monumental complex.

Enel has always been in the forefront of efforts to protect and enhance Italy's artistic and cultural heritage. *Enel Sole* promotes the best, state-of-the-art "culture of light" in Italy and abroad.



Picture 4.17 – Artistic lighting, Villa Madama.

The *Enel Sole* lighting project in the Villa includes the entrance roadway, gardens, Rafael's Loggia and the building's outer envelope. The harmony created by the lighting enhances the architectural design, bestowing an atmosphere of splendour and grandeur on the discreet appeal of the garden. The electronically controlled lighting system varies the intensity of the light and colour:

The light points and circular projectors positioned above the windows enhance the architectural details in the exhedra, the hemicycle designed by Sangallo. The lighting showcases the geometric design of the full and empty spaces of the façade and the pattern created by the half columns and windows.

A combination of several lighting solutions were chosen for the loggia designed by Giulio Romano: subtle lighting for the crowning cornice and soft bands of light, varying in intensity, that rise from the ground to illuminate the arches, doing full justice to the architectural complex and its rhythms.

The geometric pattern of the boxwood labyrinth in the



Picture 4.18 – A detail of the lighting, Rafael's Loggia.



Picture 4.19 – *The entrance to Villa Madama.*

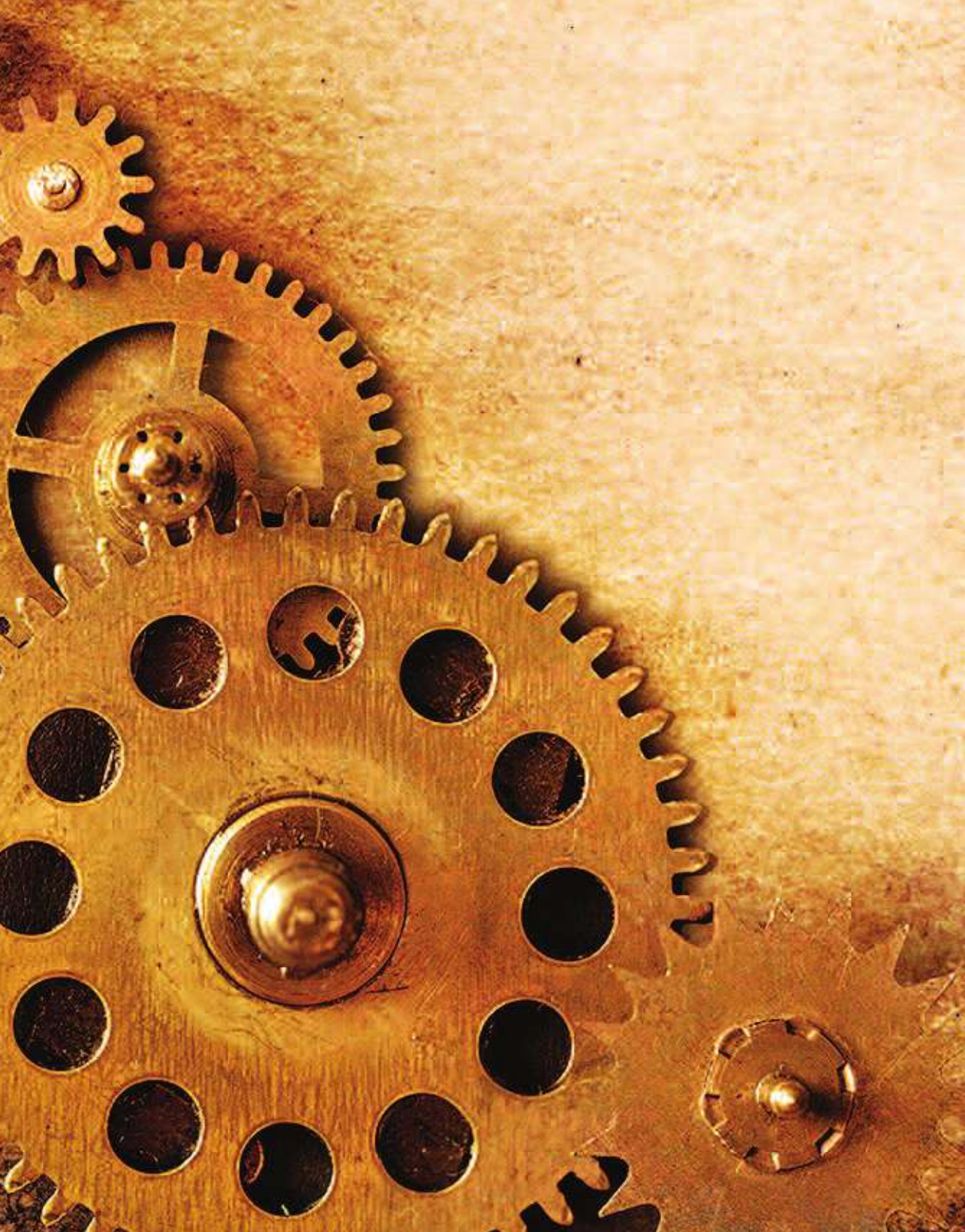
Italian garden is enhanced by the lighting hidden in the hedges. Underwater light points in the fountains makes the atmosphere even more magical thanks to the reflections in the water; halogen ground lamps highlight the chiaroscuro sculptural traits of the statues of the colossi. The light points positioned along the two rows of trees in the rustic garden underscore the pathways and highlight the depth of the avenue, while in the secret niche of the nymphaea the suffuse light becomes almost imperceptible.

The lighting design by *Enel Sole* uses lamps and light points which project light without dispersion, thereby optimising energy consumption.



Picture 4.20 and 4.21 – *Details of the Italian Gardens in Villa Madama. Lighting by Enel Sole.*





V – Coordination with other Administrations





## I. The Office of the President of the Republic

As Italy's highest representative body in international affairs, the Office of the President of the Republic considers the Ministry of Foreign Affairs and in particular the Diplomatic Protocol as its natural partner.



Picture 5.1 – The Quirinale, seat of the President of the Republic and official residence of the Head of State.

Decree of the President of the Republic n. 18/1967 has entrusted the Diplomatic Protocol with responsibility for “all protocol affairs relating to international relations” (general matters, protocol rules, relations with the diplomatic and consular corps, international organisations and special missions, visits by foreign dignitaries to the President of the Republic, Prime Minister and Minister of Foreign

Affairs, visits overseas by the latter, and summits and multilateral events).

Collaboration with the Office of the President of the Republic is based on the latter's recognition of the direct link between the Diplomatic Protocol and the Embassies accredited to the Quirinale, and through them with the most important institutions of foreign States. At the same time, the Diplomatic Protocol of the Republic knowledgeably and proficiently performs its protocol tasks as regards international affairs thanks to the training of its staff, the professional and linguistic skills of diplomacy, and an in-depth knowledge of customs, international agreements and practices.

The very close relationship between the Office of the President of the Republic and the Diplomatic Protocol of the Republic also depends on the fact that the most important events in which the accredited Diplomatic Corps are involved take place at the Quirinale. These events include the presentation of the Credentials by the new Heads of Mission to the Head of State, the New Year greetings ceremony for the Ambassadors, and the award ceremony for visiting dignitaries. The most solemn ceremonies associated with a visit, especially a State visit, are held at the Quirinale: the inspection of the guard of honour by the



Picture 5.2 – During visits, the flag of the visiting country is flown on the bell tower.



Picture 5.3 – Military honours are organised in the courtyard of the Quirinale with representatives from all the Italian armed forces (army, navy, air force and the Corazzieri).

visiting dignitary upon his arrival, the presentation of the official delegations, the official photograph, and the exchange of gifts, press statements, the meeting with the President of the Republic, and the State dinner.

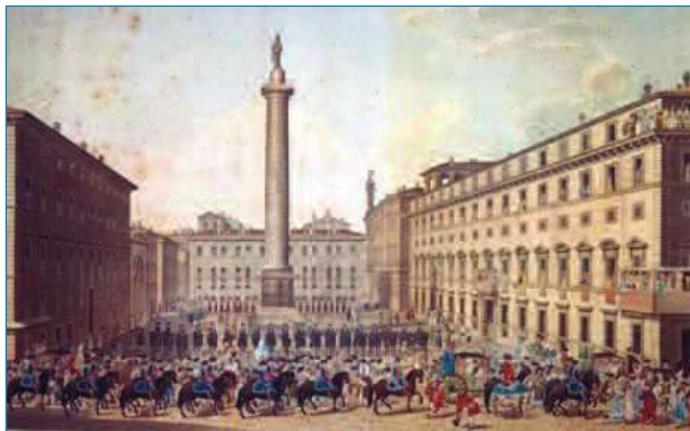
Several rooms in the Quirinale have been part of important moments in Italy's history; the success of an international visit or event also depends on close cooperation between the Diplomatic Protocol and the Protocol Service of the Office of the President of the Republic. While the foreign visitor is inside the Quirinale, the Office of the President of the Republic is responsible for all aspects, even the smallest detail, of the organisation and protocol regarding the visit.



Picture 5.4 – The President of the Republic, Giorgio Napolitano, with His Holiness Pope Francis, during his official visit to Italy (14 November 2013).

## 2. The Prime Minister's Office

The Prime Minister's Office, as the seat of executive power, is a *sine qua non* point of reference for the Diplomatic Protocol.



Picture 5.5 – *Palazzo Chigi in a painting dated 1781 showing the carnival parade in Piazza Colonna.*

The Prime Minister plays an important role in foreign affairs; he visits other countries and receives foreign guests in Rome. In the past these activities were organised by the Diplomatic Protocol, while events in Italy were organised by the State Protocol of Palazzo Chigi. In the nineties, this situation changed due to financial as well as organisational considerations; it was

increasingly difficult for the Protocol at the Farnesina to guarantee the increasingly numerous international functions.

On the one hand, a special international affairs office was gradually set up as part of the Prime Minister's Office. The office is headed by a career diplomat who does not, however, answer to the Diplomatic Protocol Office of the Ministry of Foreign Affairs. On the other, the State Protocol at Palazzo Chigi was entrusted with tasks involving the international engagements of the Prime Minister when the latter take place in Italy. In this case, all expenses are covered by Palazzo Chigi.

This new organisational set-up has not, however, altered the relationship between the Prime Minister's Office and the Diplomatic Protocol which has remained as close as ever. The



Picture 5.6. – *The Prime Minister, Matteo Renzi, with the Prime Minister of Tunisia, Mehdi Jomaa (Tunis, 5 March 2014).*



# Diplomatic Protocol 2.0

*Tradition and Innovation at the service of foreign affairs*

Diplomatic Protocol continues to assist the Prime Minister's Office with regard to international events held in Italy or international activities overseas, for example the Intergovernmental Summits participated by the Prime Minister in other countries. In this case the Diplomatic Protocol liaises with the Italian Embassy in that country during the preparation of the event; it coordinates and assists Italian Ministers before and during their journey, while Palazzo Chigi attends to the Prime Minister's delegation.



Picture 5.7 – Palazzo Chigi, seat of the Prime Minister's Office since 1961.

The Diplomatic Protocol is instead responsible for all foreign delegations during Intergovernmental Summits held in Italy both during the preparatory stage – by establishing permanent dialogue with the Embassy of the foreign country in Rome – and also during the advanced missions and inspections carried out by foreign delegations prior to these institutional events. During the Summit the Diplomatic Protocol assists the foreign delegations; the Deputy Head of Protocol accompanies the foreign Head of delegation and provides support for the rest of the delegation (placing them in the right rooms, transportation, etc.).

During official visits to the Prime Minister, the Diplomatic Protocol is responsible for receiving and assisting foreign delegations while they are in Italy. These visits are not normally limited to a meeting with the Head of Government, but include other institutional events which need to be coordinated to ensure the success of the whole programme.



Picture 5.8 – The Prime Minister, Enrico Letta, and the Minister of Foreign Affairs, Emma Bonino, meet the winner of the Nobel Peace Prize, Aung San Suu Kyi, at Palazzo Chigi (28 October 2013).

### 3. Ministries and Local Authorities

The very varied tasks of the Diplomatic Protocol of the Republic increasingly require closer and more constructive collaboration with other Ministries and with all central and peripheral State departments and authorities.

The Ministry of the Economy and Finance delegates to the Protocol Service all matters concerning the exemptions granted to the Diplomatic Corps. Constant dialogue is ongoing with the Ministry, as the delegating administration, regarding matters relating to exemptions, excise duties, taxes and duties, and the application of the Vienna Convention and DPR 633 of 1972 ("Law on VAT") to diplomatic Missions and their officials. Similar exchanges take place



Picture 5.9 – The Ministry of Economy and Finance.

with the Customs Office regarding customs reliefs (importation of furniture and other goods, whether or not subject to quotas). This is the reason why a group of non-commissioned Finance Police officers work exclusively with Office I of the Diplomatic Protocol on matters such as: the processing of files and dossiers concerning the purchase of fuel and lubricants exempt from excise duty, the VAT-exempt purchase and importation of cars, all kinds of exemptions granted to international organisations and their top managers, the management of special "CD" license plates, vehicle excise exemption, and notification of violations.

This is why it is important to maintain close collaboration with the Ministry of Infrastructure and Transport responsible for the registration procedure and issuance of the vehicle registration document. The Diplomatic Protocol frequently exchanges views, information and data with the Driver and Vehicle Licensing Agency in order to facilitate and assist foreign missions in Italy, as per article 25 of the Vienna Convention.

Cooperation with the Ministry of the Interior and its departments is just as important. In its role as coordinator of the Embassies, the Diplomatic Protocol acts as a go-between to ensure fulfilment of the legitimate request for security by diplomatic missions (enshrined in the Vienna Convention). This kind of "security" includes not only the protection of diplomatic missions, consular offices, and top-ranking officials, but also the assistance extended to a diplomatic agent when the





Picture 5.10 – *The Ministry of the Interior.*

latter is the victim of an offence. The Viminale [Ministry of the Interior] provides protection to the Embassies and officials thanks to an ongoing ad hoc risk assessment process, and the setting up of deterrents and defence measures commensurate with the risks.

Apart from the obvious case of the Embassies which, due to the international scenario run a higher risk of being attacked, protection has to be provided for events participated by large numbers of foreign diplomats or Italian or foreign dignitaries. Even a traditional reception for a National Day celebration – nearly always held in a residential neighbourhood - could turn into a public order problem if measures are not implemented to control the traffic and neighbouring roads and ensure the security of participants.

Security measures are even more important during major international summits held by International Organisations (FAO, WFP, and IFAD) since they are attended by numerous Heads of State and Government, and thousands of delegates. In this case, and in others, the Public Security Department, the Prefectures, the Police Headquarters, Police Stations and Municipal Police interpret and play a key role in Italy's foreign policy.

Visits by foreign dignitaries are also jointly managed by the Diplomatic Protocol and the Viminale. Since Italy takes full responsibility for the protection of foreign dignitaries during their visits to Italy, the Diplomatic Protocol of the Republic works

closely with the Ministry of the Interior to implement the best and most appropriate protection measures for the event in question. When the Protocol Service is informed of a visit to Italy by a foreign dignitary (normally by the Embassy in Rome), it communicates the detailed programme of the mission to the Ministry of the Interior so that the latter can arrange the necessary security measures (authorisation of temporary firearms licenses to the security agents travelling with the dignitary, deployment of the escort and traffic management service, surveillance in the hotel where the foreign delegation is staying, etc.).

The Diplomatic Protocol of the Republic works closely with the Prefectures, the Police Headquarters, and the Border Police and Airport Authorities; these are all important and crucial partners in the joint effort to arrange the most appropriate welcoming programme and security measures for visits to Italy by foreign dignitaries (who often include trips out of Rome in their programmes).

An even close collaboration exists with the Ministry of Defence, especially as regards State and official visits. In fact, amongst other things, when foreign dignitaries arrive and depart from the military airport at Ciampino, arrangements have to be made for the welcoming ceremony which includes the Carabinieri in their Historical Uniform.



Picture 5.11 – *The Ministry of Defence.*

The most important protocol issue jointly organised with the Ministry of Defence is the traditional wreath-laying ceremony at the Tomb of the Unknown Soldier performed by Heads of State during State visits.

Another issue on which the Protocol Service liaises with Palazzo Baracchini are the dossiers regarding the accreditation of Military Attachés and Deputy Military Attachés to Embassies in Italy. In this case the Diplomatic Protocol asks the Ministry of Defence for an opinion before issuing a diplomatic visa for military personnel.

National Decorations are another issue on which the Ministries collaborate. Apart from the Order of the Star of Italy, for which the Ministry of Foreign Affairs is exclusively responsible, all other decorations such as the Order of Merit of the Italian Republic and, above all, the Order of Merit for Labour, require further processing. In this case the Diplomatic Protocol acts as a mediator between our diplomatic and consular network (which submits a list of names) and the other Ministries, especially the Prime Minister's Office and the Ministry of Economic

Development, but always after authorisation by the Cabinet of the Honourable Minister.

Collaboration with the Ministry of Economic Development also takes place when foreign dignitaries visit Italy. In fact, it is this Administration that authorises the use of radio frequencies by the security detail; this is an extremely important issue for foreign delegations, especially when it involves high profile political representatives who require high level protection.

Apart from collaborating with individual ministries on specific issues, the Diplomatic Protocol coordinates - in close cooperation with the Prime Minister's Office - all the ministries involved in Intergovernmental Summits either in Italy or abroad. In particular, the Diplomatic Protocol is responsible for providing all the information and assistance required to ensure proper participation by the Ministers in the Summits.

Frequent, constructive contacts take place in this regard so that the Public Administration can efficiently "act as a network" during important bilateral meetings such as Intergovernmental Summits.

Finally, we should not forget to mention the important contribution by Italian municipalities, and local authorities in general, to the excellent relations with the Diplomatic Corps.

For example, the Diplomatic Protocol and the Ministry of the Interior (and its regional offices across the country) interact almost daily regarding the granting of the Exequatur to Honorary Consuls. The Circular by the Ministry of Foreign Affairs n. 3 of 2010 regulates the consensus envisaged in article 68 of the 1963 Vienna Convention; in fact the competent territorial authorities are requested to provide information regarding the reputation of the Honorary Consul and his/her integrity and honesty.

It is important to recall the key role played by consulates, and cultural and international organisations during visits by foreign dignitaries to Italian cities (Catania, Bari, Bologna, Florence, Milan, Venice, etc.). In fact, all the Municipalities, Provinces, Regions and Prefectures are, sooner or later, or perhaps even frequently involved in visits by Ambassadors or high-ranking dignitaries from foreign States. They too contribute to the work and goals of the Diplomatic Protocol.

This is not just because they grant airport courtesies, but because they provide the kind of genuine hospitality that turns a formal visit into another important opportunity to strengthen bilateral relations as well as a chance to boost appreciation for Made in Italy and its distinctive style all over the world.

## 4. The State Attorney's Office

Italy has an international commitment to ensure that foreign Embassies and Consulates on Italian soil enjoy diplomatic immunity. However, for many decades there was no ad hoc legislation establishing the boundaries of that immunity during commercial or labour disputes between foreign diplomatic Missions and private individuals. In practice, this legislative gap has been filled by the excellent institutional relationship between the Farnesina and the State Attorney's Office.

### STRUCTURE AND FUNCTION OF THE STATE ATTORNEY'S OFFICE

*The State Attorney's Office was created by Royal Decree n. 1611 of 16 October 1933. The Office is chaired by the State Advocate-General. Its main structure – the State Attorney's Office – is located in Rome. It has 25 subsidiary offices – the State Attorney District Offices – located in regional capital cities and in cities with an Appeals Court.*

*The Office is responsible for providing legal advice and defending State administrations in civil, penal, administrative, community and international court cases and arbitration.*

*In particular, the State Attorney's Office assists, advises and defends constitutional organisations, independent administrative authorities and Regions with a special statute. Depending on specific circumstances, it can also defend Regions with ordinary statutes, non-state public authorities, International Organisations and foreign States.*

Collaboration with the State Attorney only takes place when a sentence has been passed on a foreign diplomatic Mission and there is a very concrete possibility that its assets may be confiscated (pre-cautionary seizure, garnishment, etc.).

A legal order seizing the fundamental assets of a Mission (bank accounts, institutional buildings, etc.) might jeopardise

Italy's interest in maintaining bilateral relations with the foreign State in question. It might also prompt the latter to adopt unfavourable provisions against Italian interests. In this case it is important to avoid international condemnation of Italy for violation of the customary rules regarding diplomatic immunity.

The Farnesina therefore conducts an in-house discussion regarding what effects the seizure of the assets of a diplomatic Mission will have on its bilateral relations with the foreign country in question. The assessment by the Ministry of Foreign Affairs may lead to the adoption of measures to defuse the damaging effects of the legal dispute on bilateral relations between Italy and the foreign State.

In these cases, the Diplomatic Protocol, in agreement with the Legal Affairs Service of the Ministry of Foreign Affairs, the Secretariat General and the Minister's Office, can request the State Attorney to intervene in the legal action to support the foreign Embassy.

The decision by the Minister of Foreign Affairs is pursuant to a complex and sensitive process requiring in-depth appraisal by the offices involved. In fact, in many cases foreign Embassies are taken to court by Italian citizens or businesses. As a result, the Farnesina has to weigh the country's national interests against the private interests of the Italian business or citizen supposedly damaged by the foreign Embassy.

Involvement in the court case (the so-called involvement *ad adiuvandum*) is aimed at obtaining recognition of diplomatic immunities in favour of the foreign Embassy and, as a result, freeing their assets from legal constraints.

The involvement of the State Attorney in legal proceedings against foreign Embassies is residual and limited. Residual because it is a measure of last resort, the only one which, according to the Italian legal system, can be used in these

proceedings to avoid international complaints against Italy regarding its responsibilities. Limited because the State Attorney intervenes only to assert diplomatic immunity. The State Attorney does not base its actions on the claims made by the private party against the Embassy, nor does it pass judgement on the merits of the dispute.



Picture 5.12 – The seat of the State Attorney's Office.

individual and the foreign Embassy. The objective is to try and settle the issue amicably. However sometimes the good offices of the Diplomatic Protocol are not enough. In some cases, the interests of the parties are so divergent that it is impossible to achieve an out-of-court compromise.

Apart from legal cases which involve asserting the diplomatic immunity of foreign Missions, another opportunity for collaboration between the Diplomatic Protocol and the State Attorney is the legal defence assumed by the latter in administrative rulings.

When private individuals lodge an appeal against the administrative measures issued

#### PERMANENT LEGAL ASSISTANCE BY THE STATE ATTORNEY TO SPECIFIC INTERNATIONAL ORGANISATIONS

*Like States, International Organisations are subjects of international law. The presence of many International Organisations in Italy is considered particularly beneficial to Italy's political and economic interests.*

*As a result, the permanent legal assistance of the State Attorney has been legally ratified in favour of these Organisations (such as NATO, FAO, the European Commission, and the European Investment Bank).*

*Should these International Organisations be subject to restrictive judicial measures, the State Attorney is required to intervene automatically.*

*In this case, the Ministry of Foreign Affairs is not required to ask the State Attorney to intervene pre-emptively in the legal proceedings. In Italy's legal system our interest in protecting the Organisation and demanding that its immunities be respected is considered as immanent.*



by the Diplomatic Protocol in the performance of its duties (for example, denying the right to wear decorations awarded by "foreign" Orders of Chivalry on Italian soil), the State Attorney assumes its traditional role as legal defence of the State Administration and represents and defends the Ministry of Foreign Affairs during the legal proceedings.



## 5. The Finance Police

### HISTORY AND ORGANISATIONAL STRUCTURE

March 1, 1942. This was the day when the Finance Police and the Ministry of Foreign Affairs began their collaboration. Since that day, the Protective Security Motorcade Service required by the Diplomatic Protocol has been entrusted to a Finance Police Squadron, a group of 40 men and 39 vehicles. The Service ensures “secure mobility” during visits to Italy by foreign dignitaries and guests of the Head of State, Head of Government, and Ministry of Foreign Affairs.

The “Squadron” has always been based in Rome, initially at the “Casa dell’Automobile” in Piazza Verdi, then in the building in Via Chiana which included a mechanic’s workshop, garage, offices and dormitories for the staff. The Squadron later moved to other premises until December 2011 when the headquarters was relocated to the Villa Madama complex as part of a cost-cutting exercise.

Apart from these logistical transfers, new regulatory provisions were also passed modifying the organisational structure of the Squadron. The goal was to:

- ensure the right number of qualified men and vehicles for State engagements;
- organically regulate the presence of the Corps within the framework of the relevant Institution;
- upgrade the rank of the Service in line with its function; designate a top-ranking officer as Unit Chief answering directly to the Head of the Diplomatic Protocol of the Republic.

To achieve this goal, in March 2013 the “Protective Security Squadron of the Diplomatic Protocol of the Republic at the Ministry of Foreign Affairs” was restructured and named “Protective Security Section of the Ministry of Foreign Affairs”, headed by a top-ranking officer. The Unit was divided into two squadrons.

The newly-established Squadron II “Support and General Affairs” included the staff who for many years already collaborated with the Protocol Offices, especially Logistics, Admin, and Office I.

In 2006, Squadron III “Institutional Authorities Support” was also established and tasked to work with the Institutional Authorities of the Ministry (Deputy Ministers, Under-



Picture 5.13 – The Protective Security Squadron of the Finance Police.



Picture 5.14. – *The Finance Police in the Guillet meeting room in the Farnesina.*

secretaries of State, Office of the Minister, Secretariat General and Directorates General).

The Unit was further enhanced with a change of name from “Section” to “Service”, headed by a top-ranking officer; and called the “Protective Security Service of the Ministry of Foreign Affairs”. It is currently divided into a Command Section, a Section called “Protective Security Service of the Protocol of the

Republic” jointly headed by the Head of Service with a commitment to work on behalf of the Head of the Diplomatic Protocol of the Republic, a Section called “Support and General Affairs”, headed by a Lieutenant, and a Section called “Institutional Authorities Support”, headed by a Captain.

As changes were gradually made to the Protective Security Service the number of staff increased to the current 82: two Officers, five Inspectors, 15 Superintendents, and 60 corporals or finance policemen.

## TASKS

The collaboration between the Finance Police and the Ministry of Foreign Affairs, initiated during the final years of the Kingdom of Italy, has gradually evolved into a fully-fledged synergy thanks to the versatility shown by Unit members while performing their duties. This collaboration was later assigned to the three Sections in order to optimise performance:

- the 1st Section “Protective Security Service of the Diplomatic Protocol of the Republic” performs the duties initially assigned to the Finance Police by the Ministry of Foreign Affairs: reception, transport and accompaniment during visits to Italy by foreign dignitaries and guests of the President of the Republic, Prime Minister and Minister of Foreign Affairs,
- the 2nd Section “Support and General Affairs” includes military servicemen already working with the Offices of the Diplomatic Protocol, especially Office I



Picture 5.15 – *The Protective Security Squadron.*

- responsible for issues partly delegated to the Ministry of Foreign Affairs by the Minister of Economy and Finance (exemptions and reliefs);
- the 3rd Section "Institutional Authorities Support" welcomes the staff working and assisting the Institutional Authorities of the Ministry (Deputy Ministers, Undersecretaries, the Office of the Honourable Minister, Secretariat General and Directorates General).

This very valuable synergy between the Farnesina and the Corps also depends on the professional skills of the military servicemen working for the Protective Security Service. Their professional performance became all the more noticeable during several extremely important international events held in the past (for example, the organisation of the 150th anniversary of the Unity of Italy, Expo Zaragoza 2008 and Expo Shanghai 2010); it also reflects the legal and administrative training traditionally imparted to members of the Finance Police. This very valuable synergy between the Farnesina and the Corps has led to supplementary duties being added to the tasks already performed for the institutional Authorities working at the Ministry, for example the Corps now assists, amongst others, the offices of the Office of the Honourable Minister, the Crisis Management Unit, the Directorates General for Resources and Innovation and for Development Cooperation, the Armaments Export Licensing Unit (U.A.M.A.) and Special Delegations, for example the delegation responsible for the semester of the Italian Presidency of the EU Council.

#### REFERENCE REGULATIONS

- *Service Order n. 29 of 10 June 1955 concerning the "regulations for use of official state automobiles or motorcades for the Protocol of Foreign Affairs", issued by the Ministry of Foreign Affairs in agreement with the General Authority of the State;*
- *Ministerial Decree of 28 May 2001 establishing the Protective Security Squadron of the Diplomatic Protocol of the Republic;*

- *Determination order n. 411389/317 of 28 December 2001 issued by the Supreme Headquarters of the Finance Police, assigning the Protective Security Squadron to the Ministry and various agencies of the technical, logistic and administrative organisations of the Special Units and integrating the provisions of Art. 3 of Ministerial Decree of 28 May 2001 as follows:*

*"The staff of the newly-established Protective Security Squadron, including some of those already assigned to said Ministry, are listed as follows:*

- *n. 1 Captain*
- *n. 1 Inspector*
- *n. 14 Superintendents*
- *n. 25 Corporals or finance policeman".*

- *Determination n. 100601/317 of 18 March 2003 issued by the Supreme Headquarters concerning the organisational revision of the Protective Security Squadron and its new status as the "Protective Security Section of the Ministry of Foreign Affairs", as well as an increase of 10 persons in the Protective Security Squadron, as follows:*

*"The new members of staff of the Protective Security Section of the Ministry of Foreign Affairs are as follows:*

- *n. 1 Lieutenant Colonel/Major;*
- *n. 1 Inspector;*
- *n. 14 Superintendants;*
- *n. 35 Corporals or finance policemen*

- *Determination n. 105661/3104 of 28 June 2006 issued by the Supreme Headquarters establishing the III Squadron "Institutional Authorities Support" assigned to the Institutional Authorities of the Ministry (Deputy Ministers, Undersecretaries, Office of the Honourable Minister, Secretariat General and Directorates General);*

- *Determination n. 136079/3102 of 24 April 2008 issued by the Supreme Headquarters in which the Protective Security Section is renamed Protective Security Service of the Ministry of Foreign Affairs and is commanded by a Senior Officer.*





## Appendix – The Diplomatic Protocol in numbers

256	Embassies
52	International Organisations
100	Consulates
546	Honorary consulates

### **950 Total Number of Diplomatic and Consular Missions in Italy**

256	Heads of Mission
2,400	Diplomatic and consular agents
5,207	Officials of International Organisations
874	Administrative and Technical Staff
293	Employees and service staff
6,955	Family members and accompanying staff

### **15,981 Total number of staff accredited in Italy**

15,981	ID cards
2,472	Airport courtesies
21,777	Diplomatic exemptions and reliefs
630	Notifications and legal disputes
679	Decorations
2,147,045.26 €	Financial resources
103	Human resources
68	Visits overseas
351	Visits to Italy
2,408	Visas



## I. The 150th Anniversary of the Unity of Italy.

DISTRIBUTION ACCORDING TO POSITION AND GEOGRAPHICAL AREA OF THE FOREIGN DIGNITARIES ATTENDING THE CELEBRATIONS FOR THE 150TH ANNIVERSARY OF THE UNITY OF ITALY

Geographical Area	Heads of State	Heads of Government	Deputy Heads of Government	Ministers of Foreign Affairs	Members of Government	International Organisations	Embassies	TOTAL
Africa	-	-	-	-	-	-	1	1
Latin America	2	-	-	2	1	-	2	7
Asia	1	-	1	1	-	-	4	7
Europe	33	2	-	5	7	-	3	50
Middle East	2	-	-	2	-	-	1	5
North Africa	-	1	-	2	2	-	-	5
North America	-	-	1	-	-	-	1	2
Oceania	1	-	-	-	-	-	-	1
International organisations	-	-	-	-	-	7	-	7
<b>TOTAL</b>	<b>39</b>	<b>3</b>	<b>2</b>	<b>12</b>	<b>10</b>	<b>7</b>	<b>12</b>	<b>85</b>

Diagram 1A – Participation in the celebrations for the 150th Anniversary of the Unity of Italy according to geographical area

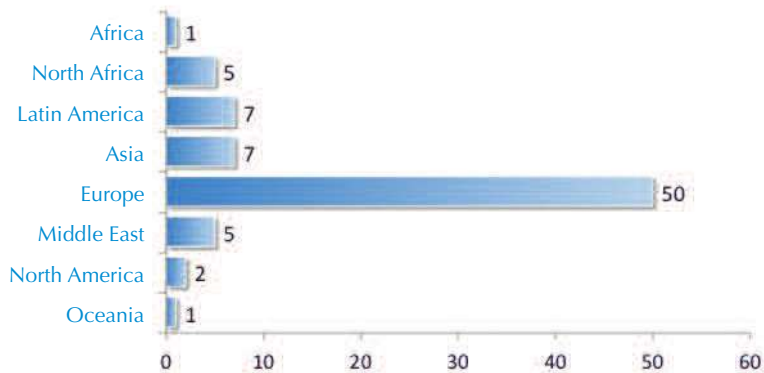
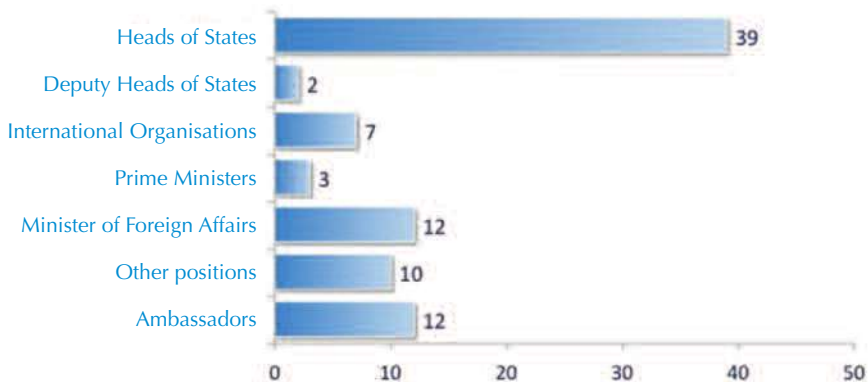


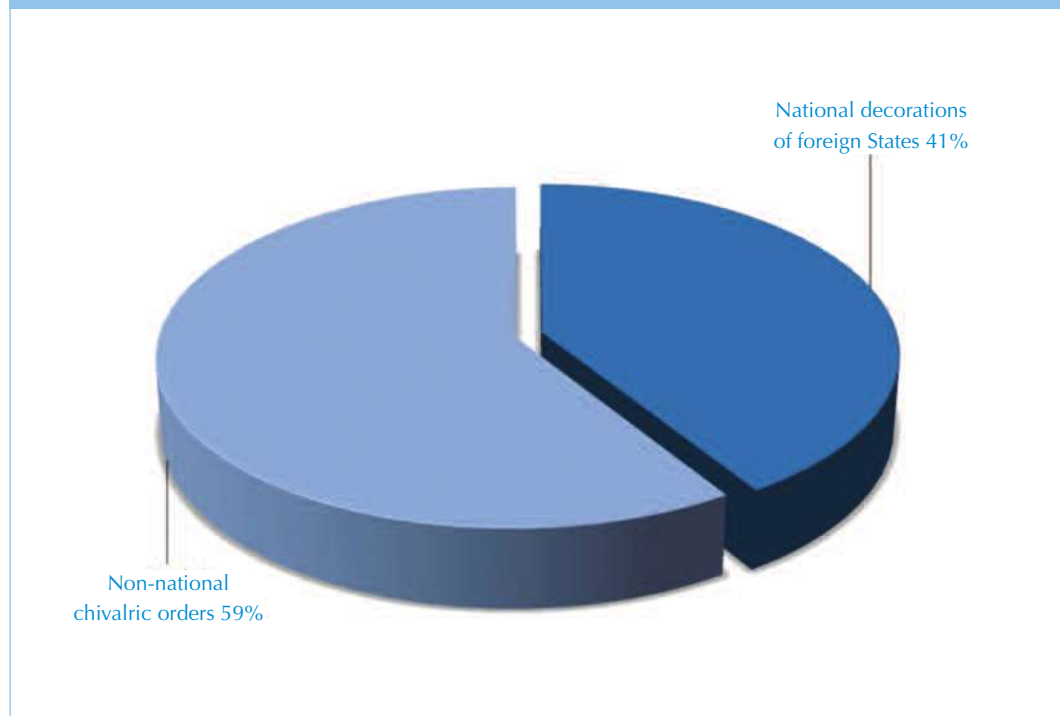
Diagram 1B – Participation in the celebrations for the 150th Anniversary of the Unity of Italy according to position



## 2. Authorisations to wear decorations.

Type of decoration	2011	2012	2013	TOT
National decorations of foreign States	89	72	31	<b>1,012</b>
Non-national chivalric orders	178	144	208	<b>1,460</b>
<b>TOTAL</b>	<b>267</b>	<b>216</b>	<b>239</b>	<b>2,472</b>

Pie chart 2 - Authorisation to wear decorations.

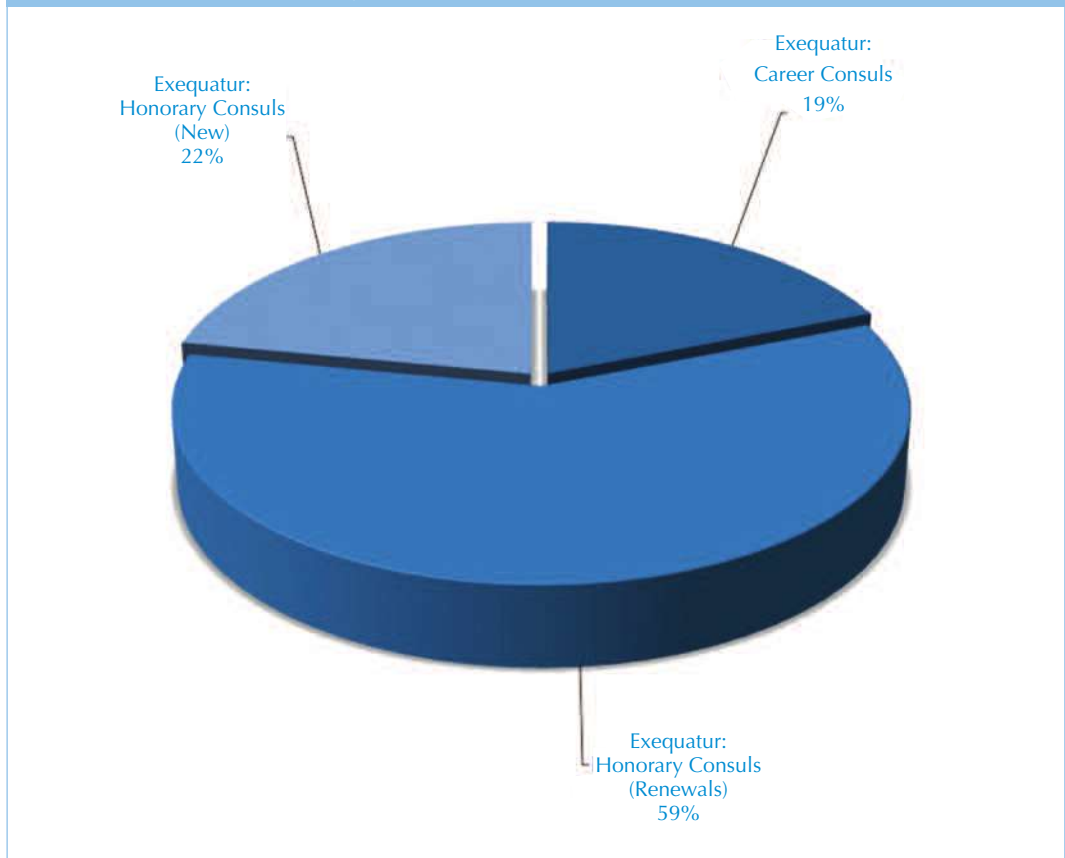




### 3. Authorisations to perform consular duties.

EXEQUATUR				
Type	2011	2012	2013	
Exequatur: Career Consuls	15	29	25	
Exequatur: Honorary Consuls (Renewals)	62	78	69	
Exequatur: Honorary Consuls (New)	20	29	29	
<b>TOTAL</b>	<b>97</b>	<b>136</b>	<b>123</b>	

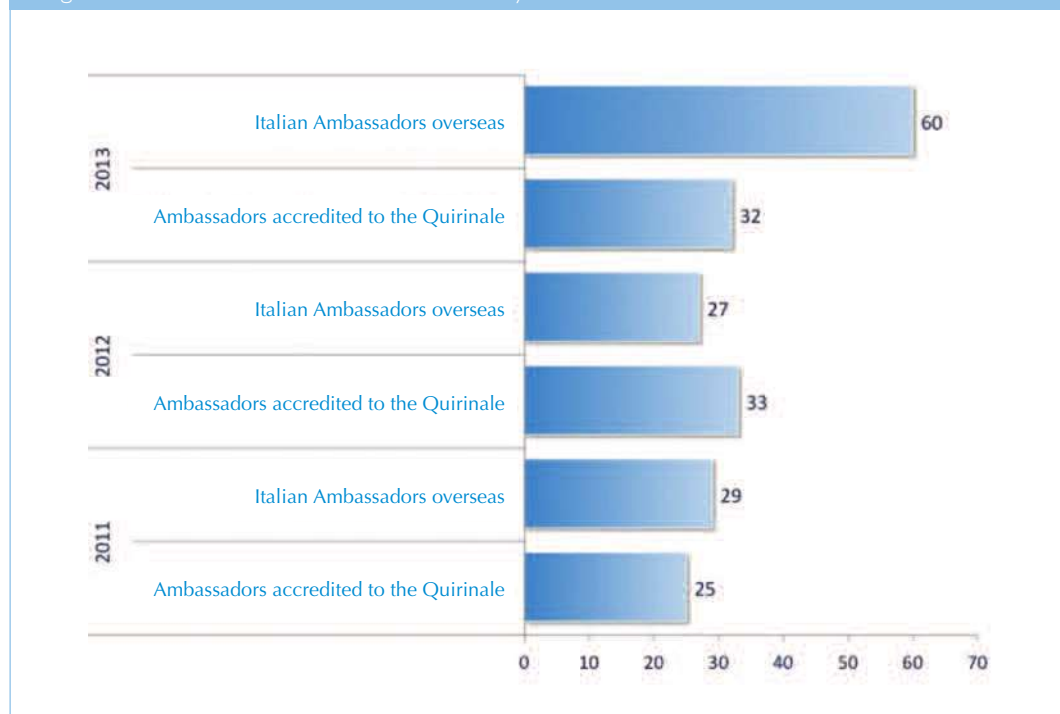
Pie chart 3 – Authorisations to perform consular duties



## 4. Heads of Mission accredited in Italy and Overseas.

HEADS OF MISSION ACCREDITED IN ITALY AND OVERSEAS									
Year	Heads of Mission	EU	Europe	Americas	Mediterranean & Middle East	Sub-Saharan Africa	Asia & Oceania	TOT	GEN TOT
2011	In Italy	7	3	4	1	4	6	25	<b>54</b>
	Overseas	8	2	5	3	6	5	29	
2012	In Italy	6	5	2	3	8	9	33	<b>60</b>
	Overseas	7	4	4	5	3	4	27	
2013	In Italy	7	3	6	5	6	5	32	<b>92</b>
	Overseas	13	14	10	5	5	13	60	

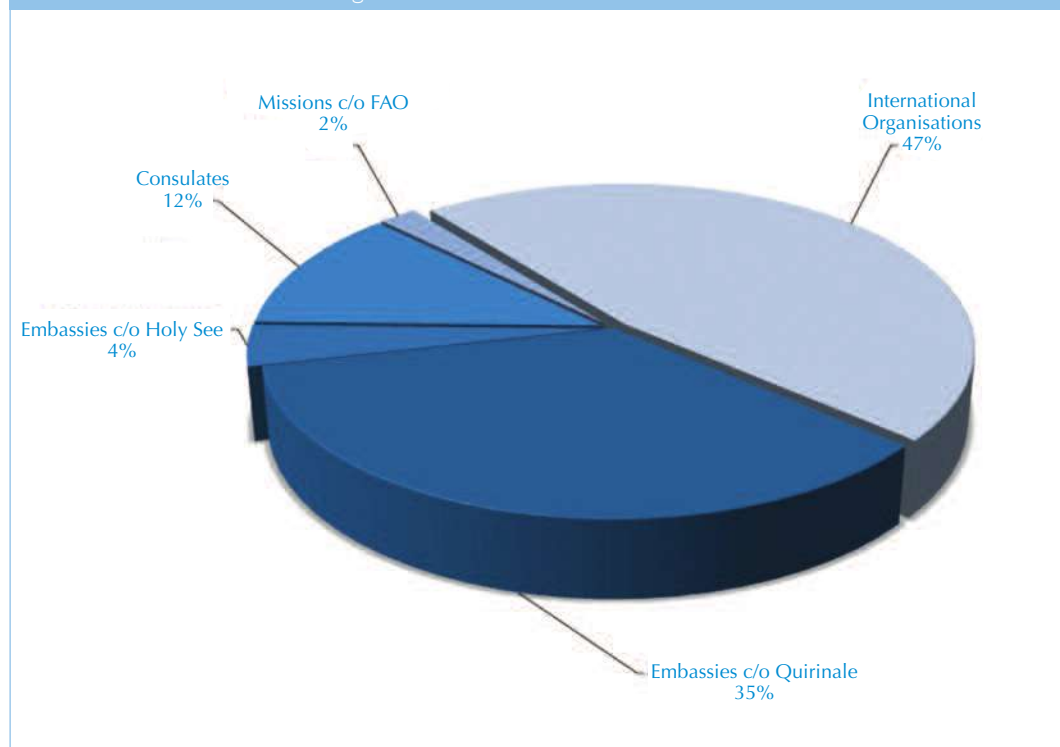
Diagram 4 - Heads of Mission accredited in Italy and Overseas.



## 5. ID Cards according to the mission.

IDENTITY CARDS FOR EACH MISSION			
Type of Mission	2011	2012	2013
Embassies to the Quirinale	6,322	5,391	5,459
Embassies to the Holy See	804	638	657
Consulates	1,988	1,857	1,848
International Organisations	7,792	7,986	7,750
Missions to the FAO	274	243	267
<b>TOTAL</b>	<b>17,180</b>	<b>17,237</b>	<b>15,981</b>

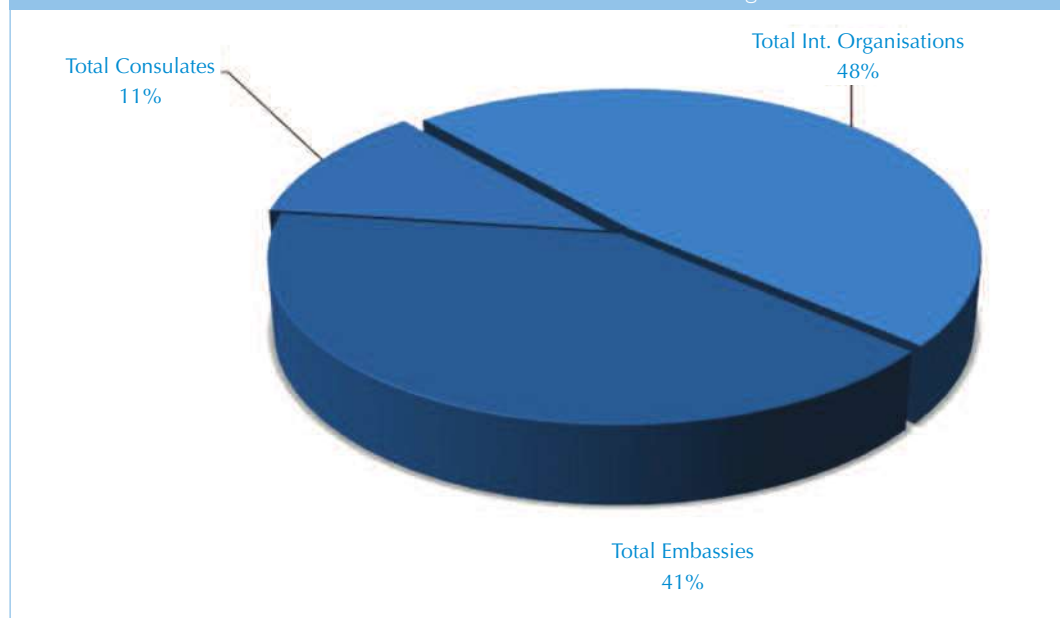
Pie chart 5 - ID Cards according to the kind of mission.



## 6. ID cards for Embassies, Consulates and International Organisations.

TYPE OF IDENTITY CARD	2011	2012	2013
Diplomatic Agents	1,750	1,767	1,823
Family members & Accompanying staff	3,593	3,500	3,663
Foreign Employees	148	128	105
Local & Service Employees	1,247	244	157
Technical & Admin Staff	637	633	635
<b>TOTAL EMBASSIES</b>	<b>7,400</b>	<b>6,272</b>	<b>6,383</b>
Consular Agents	784	806	829
Family members & Accompanying staff	703	736	749
Foreign Employees	14	15	11
Local & Service Employees	224	67	20
Technical & Admin Staff	263	233	239
<b>TOTAL CONSULATES</b>	<b>1,988</b>	<b>1,857</b>	<b>1,848</b>
Officials (Int. Org.)	5,213	5,312	5,207
Family members of Officials (Int. Org.)	2,579	2,674	2,543
TOTAL INT. ORGS	7,792	7,986	7,750
<b>TOTAL (GENERAL)</b>	<b>17,180</b>	<b>16,115</b>	<b>15,981</b>

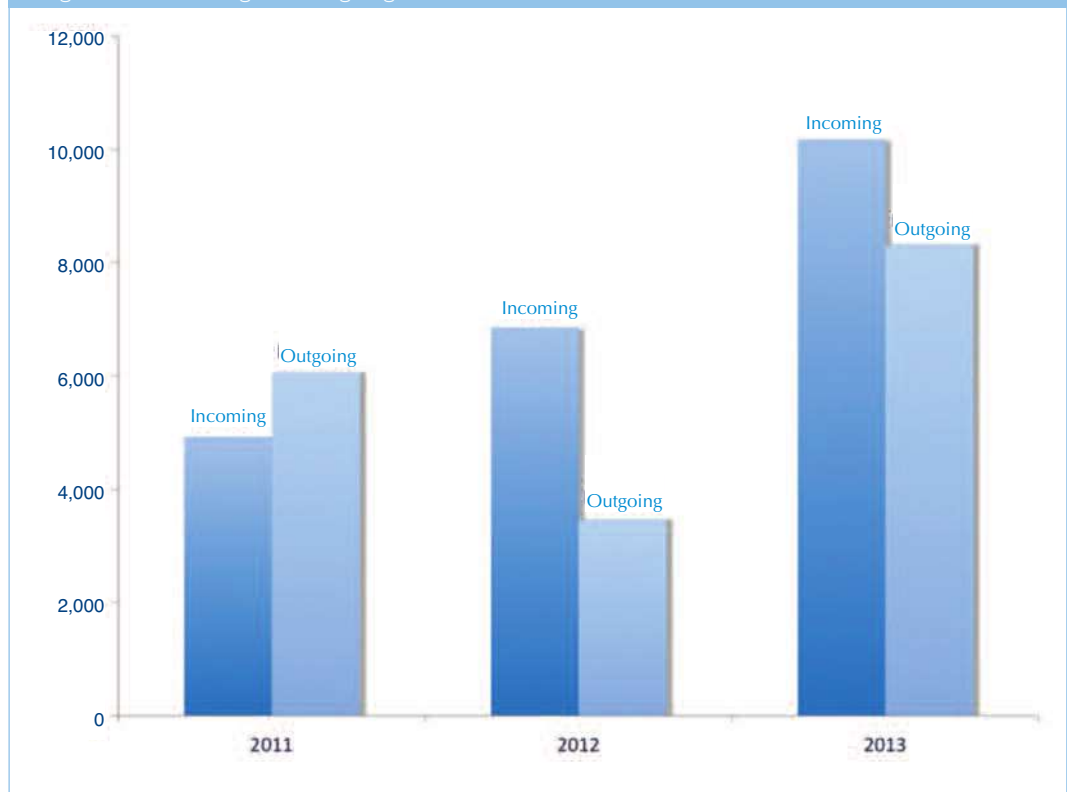
Pie chart 6 - ID cards for Embassies, Consulates and International Organisations.



## 7. Incoming and outgoing communications.

ARCHIVE: INCOMING AND OUTGOING CORRESPONDENCE			
Year	Received	Sent	Total
2011	4,930	6,053	10,983
2012	6,862	3,458	10,320
2013	10,182	8,313	7,961
<b>TOTALE</b>	<b>21,974</b>	<b>17,824</b>	<b>39,798</b>

Diagram 7 - Incoming and outgoing communications

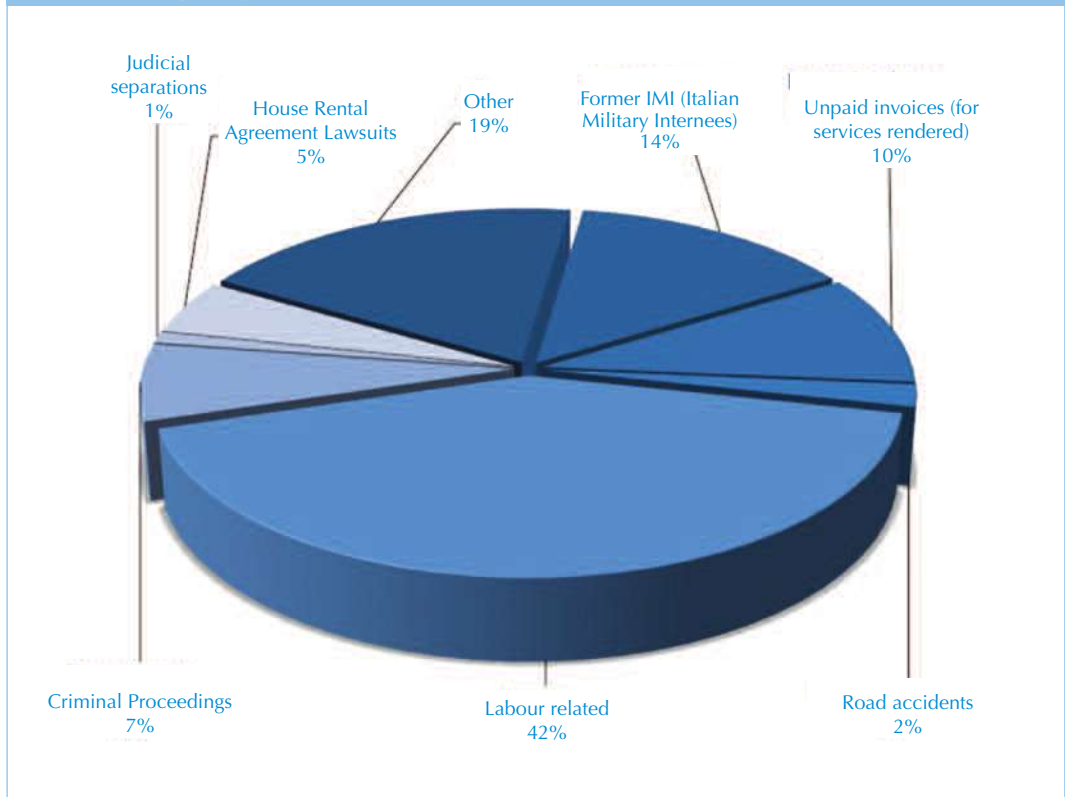




## 8. Legal Disputes.

LEGAL DISPUTES			
TYPE	2011	2012	2013
Other	92	95	59
Former IMI (Italian Military Internees)	36	47	95
Unpaid invoices (for services rendered)	27	34	69
Road accidents	4	4	16
Labour related	157	182	212
Criminal Proceedings	39	48	9
Judicial separations	3	5	5
House Rental Agreement Lawsuits	13	14	45
<b>TOTAL</b>	<b>371</b>	<b>429</b>	<b>510</b>

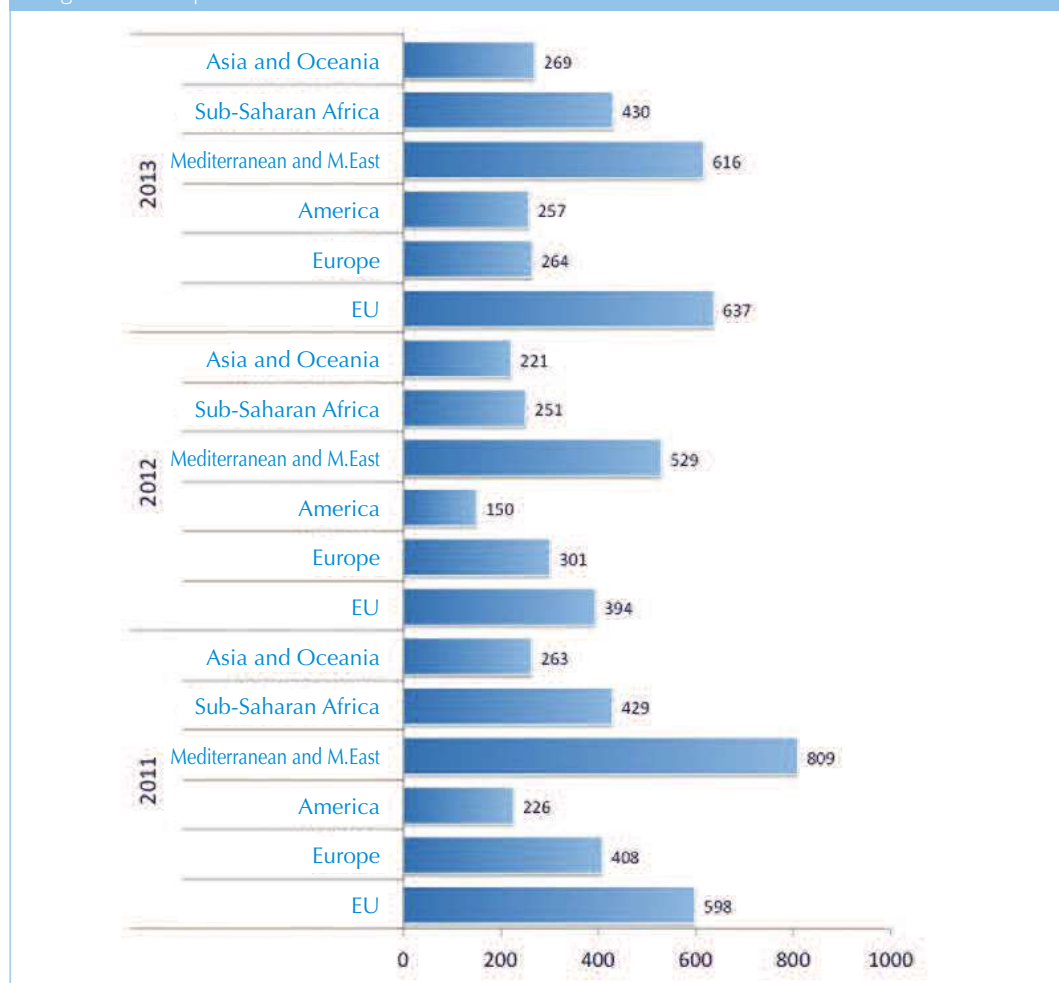
Pie chart 8- Legal disputes.



## 9. Airport Courtesies (Transits through State Protocol at Fiumicino Airport) .

Year	EU	Europe	Americas	Mediterranean & Middle East	Sub-Saharan Africa	Asia & Oceania	GEN TOT
2011	598	408	226	809	429	263	2,733
2012	394	301	150	529	251	21	1,846
2013	637	264	257	616	430	268	2,472

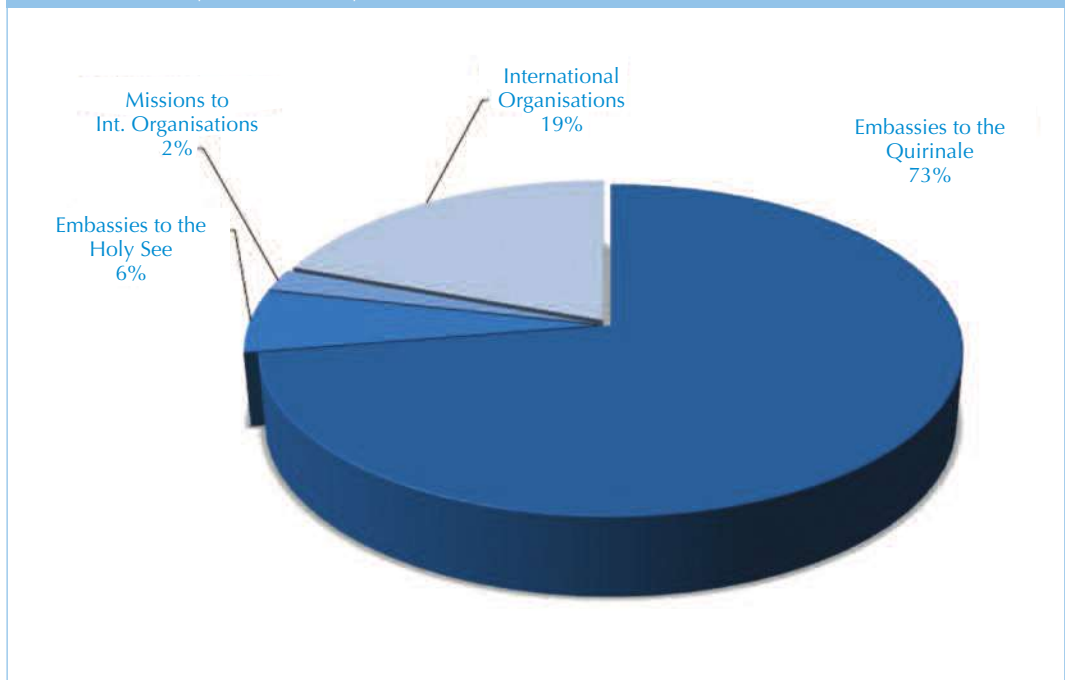
Diagram 9 – Airport courtesies.



## 10. Diplomatic exemptions and reliefs.

Diplomatic exemptions and reliefs	2011	2012	2013
Exemptions	19,084	20,740	20,309
Reliefs	1,050	1,337	1,468
<b>TOTAL</b>	<b>20,134</b>	<b>22,077</b>	<b>21,777</b>

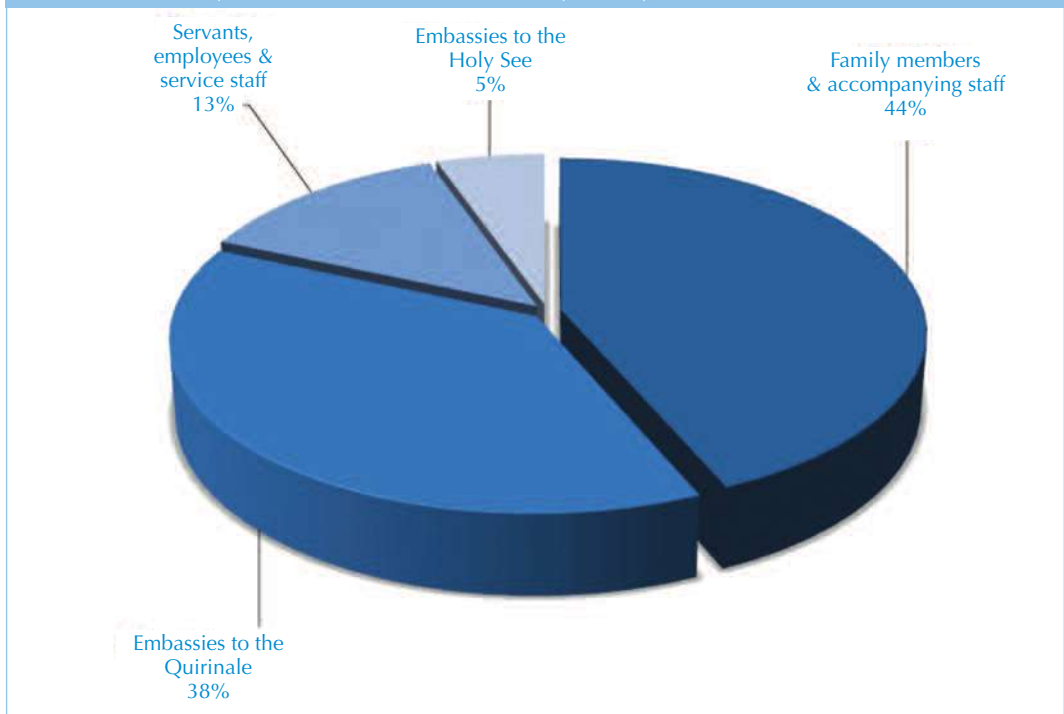
Pie chart 10 - Diplomatic exemptions and reliefs.



## 11. The personal files of the “Cerionline” portal system.

PERSONAL FILES OF THE “CERIONLINE” PORTAL SYSTEM					
Mission	Diplomatic Agents	Tech & Admin Staff	Servants, employees & service staff	Family members & accompanying staff	Total
Embassies to the Quirinale	1,499	567	1,184	3,288	6,538
Embassies to the Holy See	229	72	202	346	849
Consulates	373	276	681	753	2,083
International Organisations	707	5,167	12	2,870	8,756
Permanent Missions to the FAO	10	25	118	127	280
<b>TOTAL</b>	<b>2,818</b>	<b>6,107</b>	<b>2,197</b>	<b>7,384</b>	<b>18,506</b>

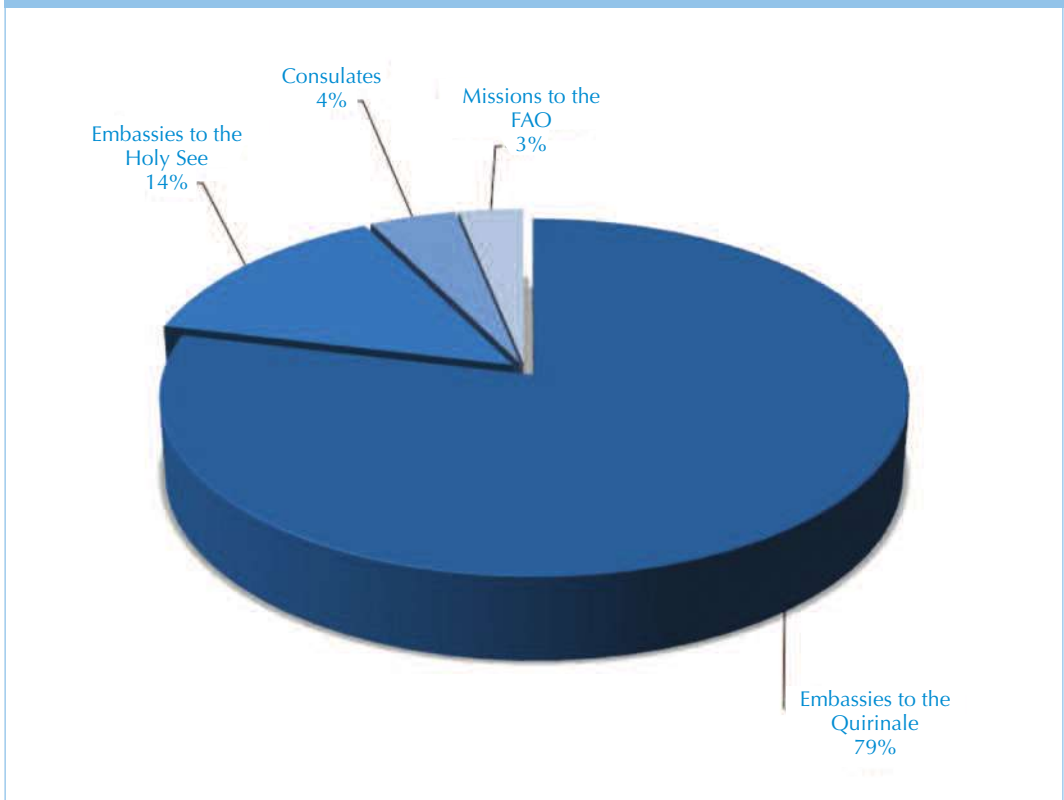
Pie chart 11 - The personal files of the “Cerionline” portal system.



## 12. Notifications.

NOTIFICATIONS OF LEGAL ACTS	
Year	TOTAL
2011	166
2012	125
2013	120
<b>TOTAL</b>	<b>411</b>

Pie chart 12 - Notifications.





### 13. OMRI and OSI Decorations.

DECORATIONS						
Type	OMRI			OSI		
	2011	2012	2013	2011	2012	2013
Grand Cordon/Grand Cross of Honour	3	-	1	-	1	1
Knight of the Grand Cross	5	10	18	-	3	3
Grand Officer	3	12	18	-	48	29
Commander	14	26	28	-	68	54
Officer	17	39	12	-	98	48
Knight	36	83	42	-	160	190
<b>TOTAL</b>	<b>78</b>	<b>170</b>	<b>119</b>	<b>-</b>	<b>378</b>	<b>325</b>

Diagram 13A – OMRI Decorations.

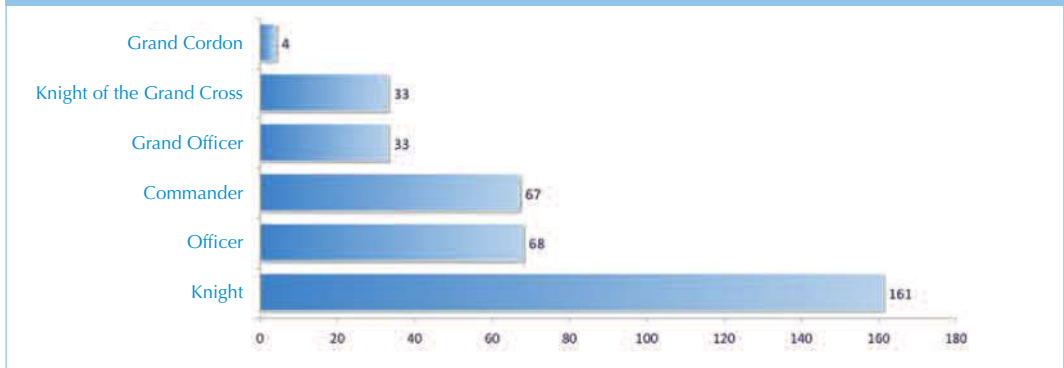
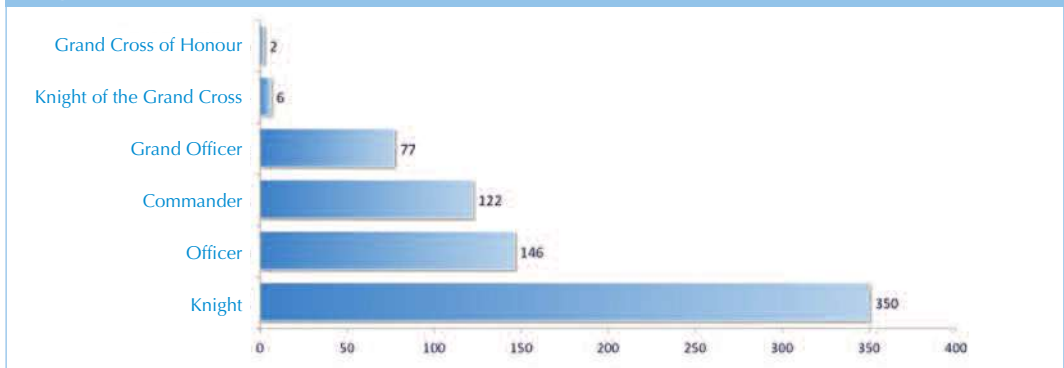


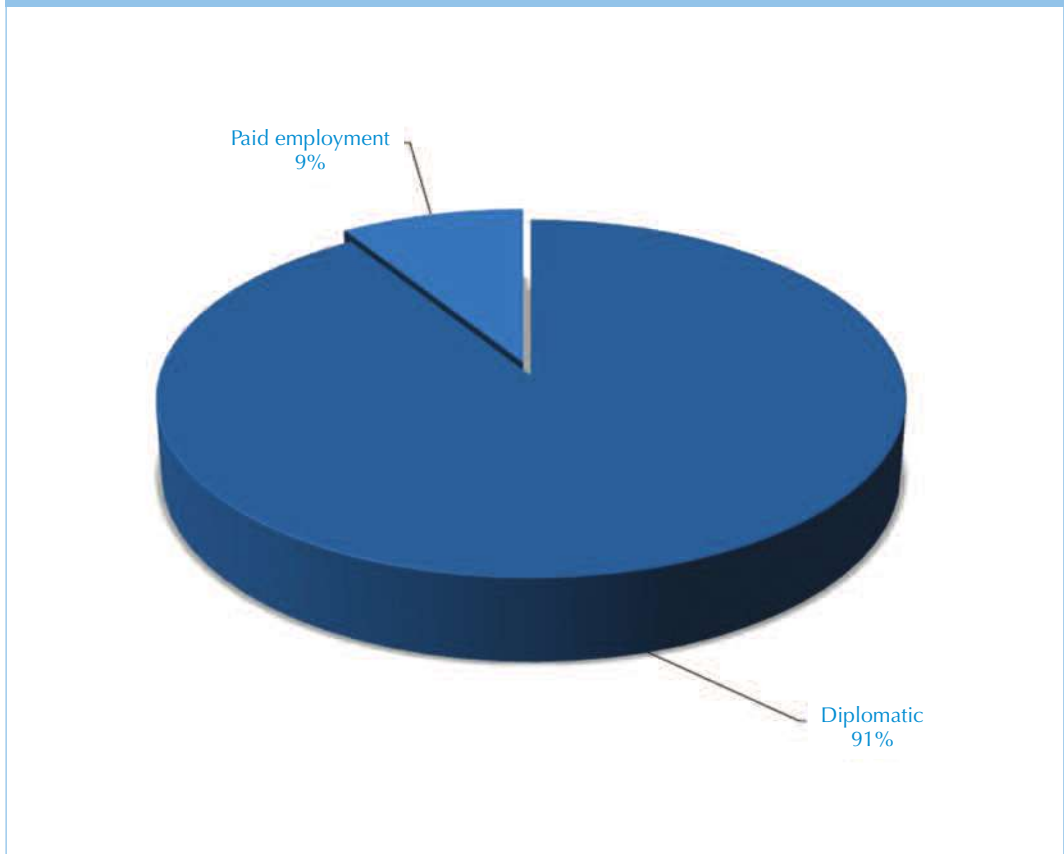
Diagram 13B – OSI Decorations.



## 14. Visa Issuance.

AUTHORISATIONS TO ISSUE VISAS			
Type	2011	2012	2013
Diplomatic	2,141	1,730	2,196
Paid Employment	220	187	212
<b>TOTAL</b>	<b>2,361</b>	<b>1,917</b>	<b>2,408</b>

Pie chart 14 – Visa Issuance.



## 15. Financial Resources.

FINANCIAL RESOURCES (CHAPTER I 174)			
Management plan	2011	2012	2013
Interpretation & Translations	92,686.00 €	64,700.51 €	59,149.00 €
Security of Offices	20,589.00 €	26,828.42 €	11,349.00 €
Protocol Expenses	1,374,998.23 €	998,266.54 €	847,535.00 €
Mission Expenses	13,306.00 €	24,271.44 €	14,734.28 €
Villa Madama	497,732.87 €	653,214.91 €	997,955.90 €
State Visits by the President of the Republic	570,006.80 €	382,437.11 €	216,322.08 €
<b>TOTAL</b>	<b>2,569,318.90 €</b>	<b>2,149,718.93 €</b>	<b>2,147,045.26 €</b>

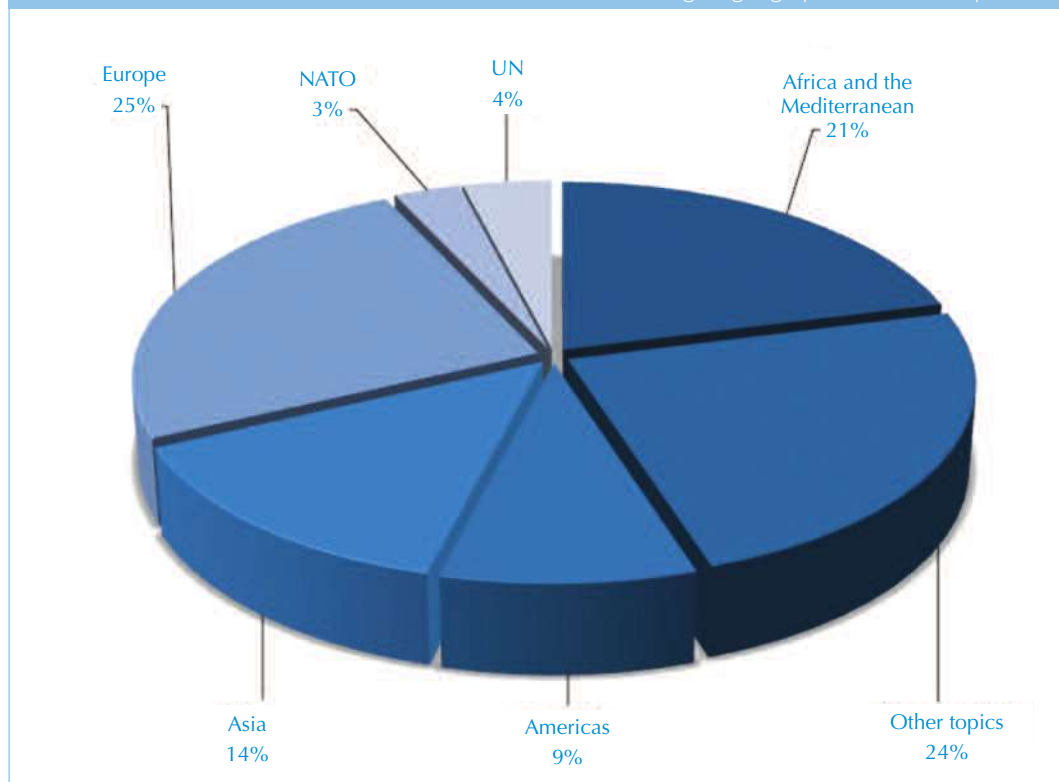
## 16. Human Resources.

HUMAN RESOURCES			
Career	2011	2012	2013
Officials & Staff	58	59	59
Secondments	1	-	-
Diplomatic	12	12	12
Directors	-	-	-
Experts	1	-	-
Finance Police	38	35	32
<b>TOTAL</b>	<b>110</b>	<b>106</b>	<b>103</b>

## 17. Summits and International Conferences.

SUMMITS AND INTERNATIONAL CONFERENCES			
Type of event	2011	2012	2013
International Conferences at ministerial level	4	9	3
Bilateral events	5	8	12
Conferences, meetings and seminars	6	12	18
Intergovernmental Summits	4	8	5
<b>TOTAL</b>	<b>19</b>	<b>37</b>	<b>38</b>

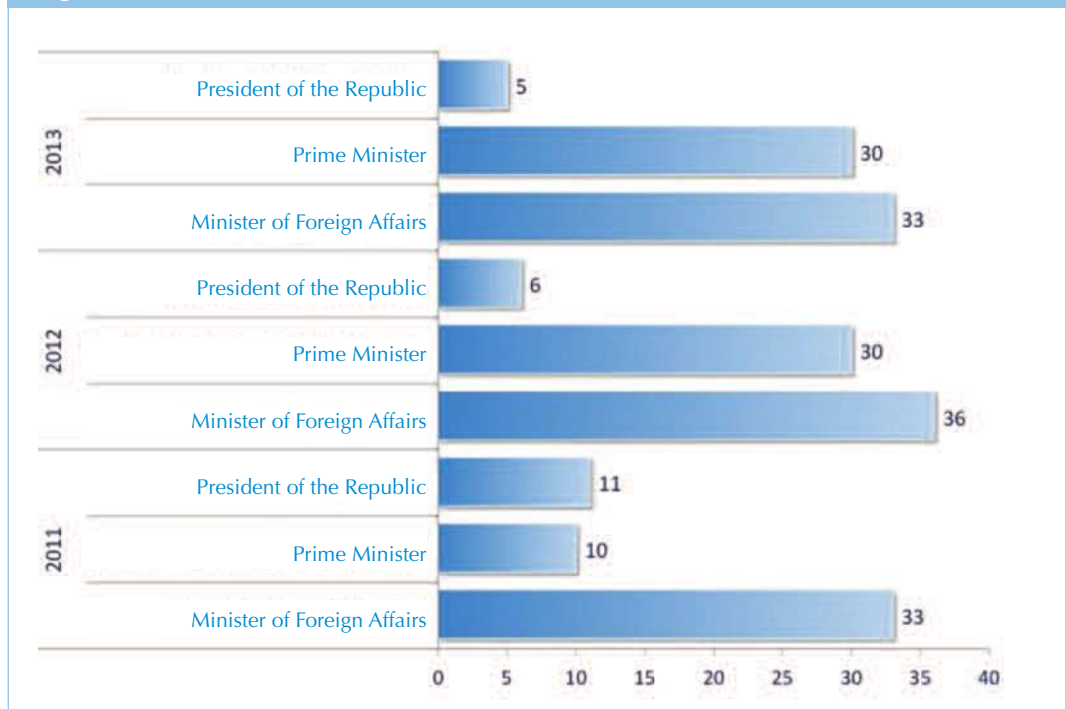
Pie chart 15 - Summits and International Conferences according to geographical area or topic.



## 18. Visits Overseas.

VISITS OVERSEAS									
Year	Position	EU	Non-EU European Countries	Americas	Mediterranean & Middle East	Sub-Saharan Africa	Asia & Oceania	TOT	GEN TOT
2011	President of the Republic	6	3	1	1	-	-	<b>11</b>	<b>54</b>
	Prime Minister	8	-	2	-	-	-	<b>10</b>	
	Minister of Foreign Affairs	11	6	2	11	-	3	<b>33</b>	
2012	President of the Republic	4	-	-	2	-	-	<b>6</b>	<b>72</b>
	Prime Minister	14	3	3	7	-	3	<b>30</b>	
	Minister of Foreign Affairs	11	3	3	12	2	5	<b>36</b>	
2013	President of the Republic	2	2	1	0	0	0	<b>5</b>	<b>68</b>
	Prime Minister	21	1	2	2	1	3	<b>30</b>	
	Minister of Foreign Affairs	17	5	1	9	0	1	<b>33</b>	

Diagram 16 –Visits overseas.

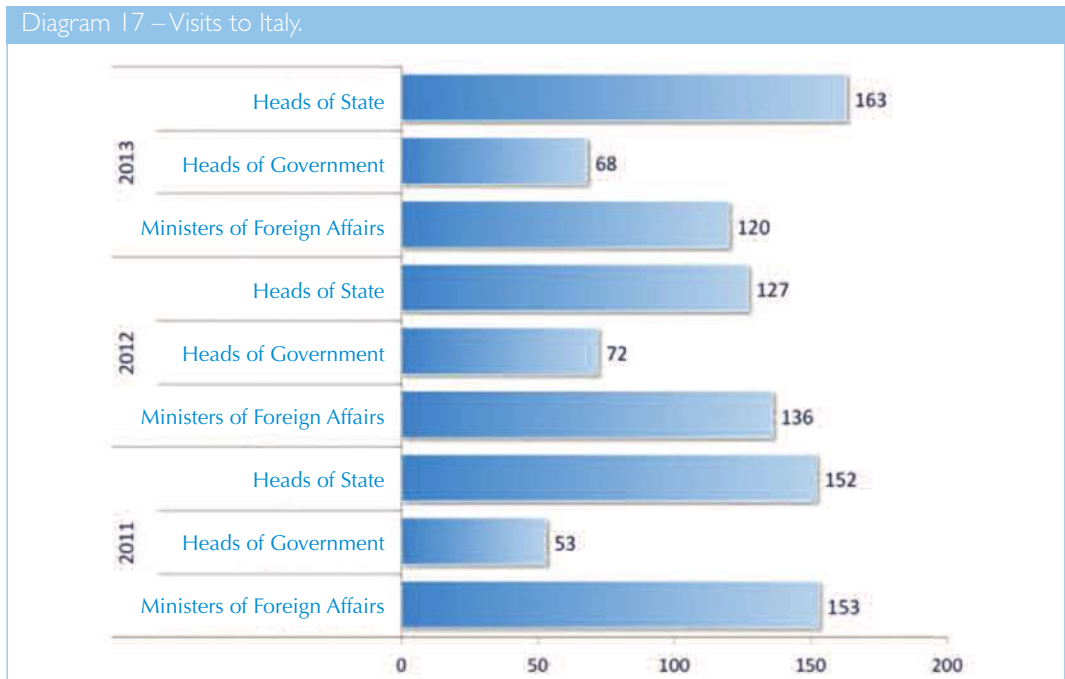




## 19. Visits to Italy.

VISIT TO ITALY									
Year	Position	EU	Non-EU European Countries	Americas	Mediterranean & Middle East	Sub-Saharan Africa	Asia & Oceania	TOT	GEN TOT
2011	Heads of State	72	15	11	26	15	13	<b>152</b>	<b>358</b>
	Heads of Government	20	5	6	12	4	6	<b>53</b>	
	Ministers of Foreign Affairs	41	28	26	31	13	14	<b>153</b>	
2012	Heads of State	48	10	15	20	20	14	<b>127</b>	<b>335</b>
	Heads of Government	32	-	17	15	6	2	<b>72</b>	
	Ministers of Foreign Affairs	50	13	21	32	13	7	<b>136</b>	
2013	Heads of State	49	27	27	22	28	10	<b>163</b>	<b>351</b>
	Heads of Government	27	17	3	11	4	6	<b>68</b>	
	Ministers of Foreign Affairs	20	14	28	35	14	9	<b>120</b>	

Diagram 17 – Visits to Italy.



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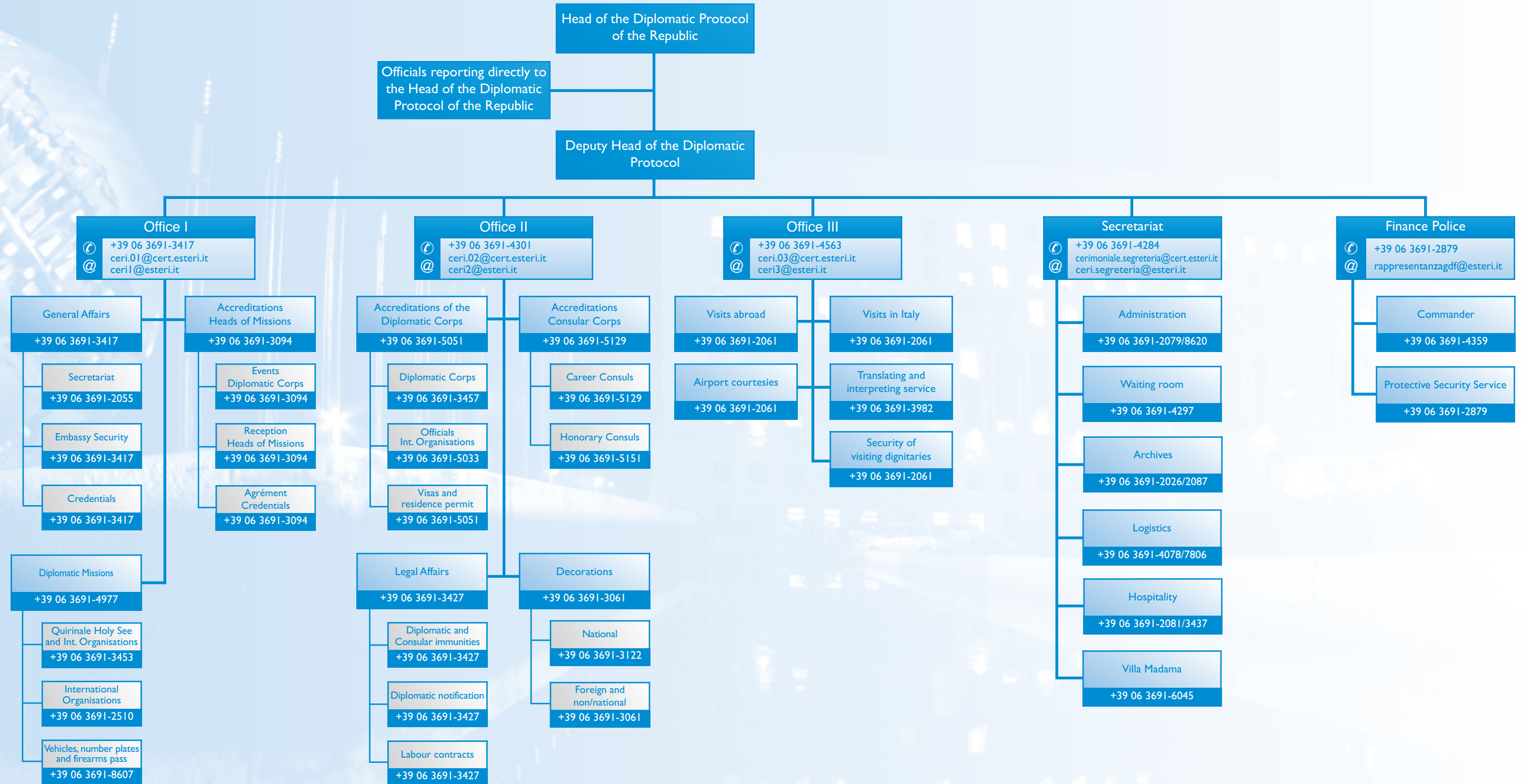


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