



KINGDOM OF BELGIUM
Federal Public Service
**Foreign Affairs,
Foreign Trade and
Development Cooperation**

our reference

P0.0/PRO.3143/03.12.2020 - correction

The Federal Public Service Foreign Affairs, Foreign Trade and Development Cooperation presents its compliments to the diplomatic missions, consular posts and international organizations established in Belgium and has the honour to inform them of a change in the manner of communication with the diplomatic missions and international organizations.

Due to the COVID-19 crisis, the Protocol Directorate is adapting its communication with the diplomatic missions and international organizations. This means that the verbal notes will be mainly sent electronically to the official email address of the diplomatic missions and international organizations. It is therefore essential:

- that the Protocol Directorate always has the official and up-to-date electronic address of each mission and organization (see also point 0.2.1.5 of the [Protocol Guide](#));
- that each mission and organization systematically takes notice of the emails sent by the Protocol Directorate.

From their side, the diplomatic missions and international organizations are requested to send a digital copy (preferably in PDF format) of the applications for special residence permits, verbal notes and accompanying documents (such as passport scans, the information sheet, etc) to the generic mailboxes existing at the level of the Protocol Directorate (see attached list), with the desk officer in cc. The blue form must still be sent by post.

In addition, the Protocol Direction wishes to draw attention to the following guidelines in order to facilitate the issuance of special residence permits:

- Signing of the blue forms: the Protocol Directorate draws the attention of the diplomatic missions and international organizations to the fact that children aged 12 years and older are required to sign the blue form themselves (see also footnote n° 22 of the point "5.1.3. The application for special residence permits" in the [Protocol Guide](#)). Children under the age of 12 who are able to write should also sign the form. If a child cannot sign, the parent may under no circumstances sign in the child's place; the field "signature" must therefore remain empty.
- When renewing a special residence permit, copies of the passports must be attached to the application if the copies of the passports previously submitted are no longer valid.

The Federal Public Service Foreign Affairs, Foreign Trade and Development Cooperation takes this opportunity to renew to the diplomatic missions the assurance of its highest consideration.

Done in Brussels on December 3rd 2020.



To the diplomatic missions, consular posts
and to international organizations established in Belgium

ANNEX

Use of generic mailboxes in contacts with the Protocol Directorate

The Protocol Directorate requests the diplomatic missions and international organizations to use the following generic e-mail addresses for their requests or for sending verbal notes and documents. The Protocol cannot guarantee the follow-up of messages sent to personal or other email addresses. Whenever a desk officer of the Protocol Directorate is directly contacted, the generic email address must always be added in copy (cc).

For requests to meet the Head of Protocol, the missions and international organizations can contact his secretariat directly: Astrid.Vandeveldede@diplobel.fed.be.

Issues covered by the Protocol Directorate's Department P1 "Privileges and Immunities", in charge for implementing the Vienna Convention of 1961 on Diplomatic Relations, the Vienna Convention of 1963 on Consular Relations and the Host country Agreements with International Organizations

- Protocol.Directorate@diplobel.fed.be:
 - credentials;
 - appointment of staff the members of the diplomatic or consular missions and the international organizations (diplomats, consuls, administrative and technical staff, military personnel, police liaison officers, international civil servants, service staff, private servants, civil servants on an official mission, seconded national experts, honorary consuls) and their family members;
 - questions related to the special residence permits for these staff members;
 - questions regarding immunities and privileges;
 - status of the official buildings of a diplomatic or consular mission or international organization.

- IPS@diplobel.fed.be ("*Information Prevention and Support*"): security aspects related to the external protection of the official buildings of the diplomatic or consular missions and international organizations, including:
 - organization of events (for example: receptions);
 - organization of polling stations;
 - protests;
 - burglary, theft, vandalism, acts of aggression;
 - information regarding weapon ownership licences and the licence to carry a weapon (competence of the regional authorities)

Reminder: requests for security measures for events and the organization of polling stations **must** be submitted at least 5 working days in advance in order to ensure the organization of the security measures by the local police.

Requests for security measures in the context of protests must also be sent as quickly as possible.



- Protocol.invitation@diplobel.fed.be : sworn declarations for the purpose of a short stay in Belgium of non-resident family members of the members of staff of the diplomatic missions and international organizations who are subject to a visa requirement (see Protocol guide n°4.4.2).
- Protocol.cd@diplobel.fed.be: questions/requests pertaining to the registration of CD number plates for service and private vehicles (see Protocol guide n°8.3).

Issues covered by the Protocol Directorate's Department P2 "Visits and Events Management" in the framework of visits by foreign dignitaries.

- Visits.protocol@diplobel.fed.be :
 - notice of a State, official or working visit, a draft program, a final program, a list of members of the delegation;
 - request for a bilateral meeting with His Majesty the King (audience) / the Prime Minister / the Minister of Foreign Affairs;
 - requests for temporary firearms licences for the duration of a visit;
 - requests for security measures for VIPs;
 - request for the use of radio frequencies during visits;
 - requests for the reservation (use) of a VIP lounge at Brussels Airport **must** be sent directly to the email address of the VIP lounge: vip@brusselsairport.be, with visits.protocol@diplobel.fed.be in copy;
 - requests for the reservation of the VIP lounge at the Brussels-Midi railway station **must** be sent to the address visits.protocol@diplobel.fed.be, with protocol@b-rail.be in cc.

Requests for the authorization for overflight and landing of military aircraft, as well as state civil aircraft, are handled by the Directorate "International Transport Policy" (B4) of the FPS Foreign Affairs, which can be contacted by the email address: B4@diplobel.fed.be.

- ABP@diplobel.fed.be ("Airport Badges & Parking"): airport facilities:
 - requests for permanent and temporary airport badges;
 - requests for access cards for the CD parking at Brussels Airport.

Questions concerning the COVID-19 measures applicable on the Belgian territory: corona-protocol@diplobel.fed.be

The Federal Public Service Foreign Affairs, Foreign Trade and Development Cooperation calls for a strict compliance with these guidelines in the context of efficient communication.

