



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

**P2**  
**Our references**  
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## **Guide - Visits and Airport Access**

*Version 7 (September 2022)\**

The Federal Public Service Foreign Affairs, Foreign Trade and Development Cooperation presents its compliments to the Diplomatic Missions established in Brussels and has the honour of informing them of the procedure to be followed for:

- **The type of visits and their organisation**
- **Receiving senior officials**
- **Reception facilities (VIP lounges)**
- **Access badges to Brussels-National Airport**
- **VIP protection**
- **Overflying and landing authorisation**

The Federal Public Service Foreign Affairs, Foreign Trade and Development Cooperation avails itself of this opportunity to renew to the Diplomatic Missions established in Brussels the assurance of its highest consideration.

To the Diplomatic Missions established in Brussels

\* All changes are highlighted in grey throughout the circular note.

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## I. Type of visits

There are four different types of visit, each with its own characteristics. The sending State is required to announce the arrival of senior officials in our country and their detailed programme as early as possible via note verbale to the Protocol ([visits.protocol@diplobel.fed.be](mailto:visits.protocol@diplobel.fed.be)). This information allows us to assess the type of reception required and the security measures to be put in place.

### **A. State Visits**

A State visit is an official visit by a Head of State to Belgium at the invitation of His Majesty the King. A maximum of two such incoming visits are organised every year. The detailed programme is prepared by the Visits and Ceremonies/P2 Directorate in close collaboration with the services of the Royal Palace and the Embassy of the sending State in Brussels.

A State visit lasts between two and three days. Generally speaking, it comprises an official welcome ceremony and a gala dinner at the Castle of Laeken or the Royal Palace, hosted by Their Majesties the King and Queen. A visit to a Belgian province may be organised.

The Head of State will be welcomed upon arrival on Belgian territory by a member of the Belgian government, by the Protocol of the FPS Foreign Affairs and the Protocol of the Ministry of Defence (military guard of honour). The official welcoming ceremony generally takes place at the 'Place des Palais'.

The accommodation of the Heads of State and part of their retinue is organised by the Belgian Government. Transport for some of the members of the official retinue is organised by the Host State. The Host State provides the escort for the official motorcade. On a reciprocal basis, transport for the foreign press is provided by the Host State. Decorations may be exchanged on a reciprocal basis.

Around 6 weeks before the State visit, a preparatory mission takes place in order to scout and visit the locations selected in the official programme. The programme of the foreign party is handled by the Protocol of the FPS Foreign Affairs, which organises the travel during the preparatory mission. The accommodation costs are covered by the visiting country.

## **B. Official visits**

An official visit is a visit by a Head of State or Government at the invitation of the Belgian Prime Minister. A visit by a Minister of Foreign Affairs to his or her Belgian counterpart at the invitation of the latter is also considered an official visit. An official visit lasts between one and two days.

The detailed programme is prepared and put in place by the P2 Directorate in close collaboration with the Embassy of the sending State in Brussels.

An official visit primarily involves contacts with members of the Belgian government. The Head of State will have an audience with His Majesty the King whenever possible.

Generally speaking, the official visit comprises an official welcome ceremony, a meeting with the Belgian Prime Minister and an official lunch or dinner hosted by the Prime Minister (or by the Minister of Foreign Affairs for his or her counterpart). There is no official farewell ceremony. A visit to a Belgian province may be organised.

Upon arrival, a Head of State on official visit is received by the Protocol of the FPS Foreign Affairs, and the Protocol of the Ministry of Defence (military guard of honour).

The Belgian government organises accommodation for the guest and part of his/her delegation. Transport for the Head of State, the Head of Government and Ministers is in principle covered by the Protocol of the FPS Foreign Affairs.

The preparation for such a visit is usually facilitated by organising a preparatory mission to scout the locations a few weeks before the agreed date. The programme of the foreign party is handled by the Protocol of the FPS Foreign Affairs, which organises the travel during the preparatory mission. The accommodation costs are covered by the home country.

## **C. Working visits**

A working visit is a visit by a foreign senior official and takes place at the initiative of the foreign authorities. This type of visit usually provides the opportunity for meetings with international organisations headquartered in Brussels. It may also focus only on bilateral contacts with the Belgian government. The two types of contact are often combined.

The announcement of the visit must be sent via note verbale to the P2 Directorate ([visits.protocol@diplobel.fed.be](mailto:visits.protocol@diplobel.fed.be)) as early as possible and no later than 72 hours before the visit, along with a complete programme. Any requests for meetings with His Majesty the King, the Prime Minister or the Minister of Foreign Affairs must be sent to the same email address. During a working visit, the Protocol does not organise a reception when the VIP arrives; this is therefore the responsibility of the Embassy, as well as the reservation of the VIP salon. Please note that, upon arrival at the Brussels-National Airport, free access to the VIP salon is provided by the Foreign Affairs Protocol for certain categories of dignitaries (see 1.2.2. for according list).

#### **D. Private visits**

A private visit consists of a private stay in Belgium. The diplomatic mission may call on the Protocol Directorate (P2) to provide the security for a Head of State or Head of Government making a private visit to Belgium. Such intervention by the Protocol assumes that the Directorate has received the complete programme at least 3 working days in advance at the address [visits.protocol@diplobel.fed.be](mailto:visits.protocol@diplobel.fed.be). No reception is organized by the Protocol of the FPS Foreign Affairs at the airport or train station.

## II. Procedures to be followed for organizing a visit

#### **A. Providing information**

The diplomatic missions must always inform the Protocol Directorate (Visits Directorate - P2) of any visit via note verbale, which must be sent electronically as soon as possible to [visits.protocol@diplobel.fed.be](mailto:visits.protocol@diplobel.fed.be). The Protocol, which is the entry point for all information relating to a visit by a foreign senior official/VIP, will be responsible for disseminating the information received to the authorities in charge of the security for the VIP.

##### 1. Which information?

The note verbale pertains to the programme and must contain the following elements:

- The place of arrival and departure,
- The date and time of arrival and departure,
- The date of the visit,
- The flight/train number,
- The capacity of the visitor,
- The purpose of the visit,
- The composition of the delegation,
- The place and address of the stay,
- The program (even if it is not finalised)



If the senior official is accompanied by armed guards and communication material, it is necessary to communicate additional information (see Chapter V Protecting Distinguished Visitors).

In case of cancellation or postponement of the visit, the Protocol must be informed as soon as is possible. If the cancellation is confirmed rather late, the diplomatic Mission is invited to directly contact the phone numbers and emergency e-mail address in Chapter VII, with the Protocol in copy.

## 2. When should this information be communicated?

If this information is not known from the outset, the diplomatic missions are required to promptly send a note verbale announcing the date of the visit. The information will then be supplemented by other verbal notes. All the information required and necessary to assess the type of protection the VIP should receive must reach [visits.protocol@diplobel.fed.be](mailto:visits.protocol@diplobel.fed.be) no later than 3 working days before the arrival of the delegation. Beyond this deadline, the possible protection service and escort cannot be guaranteed.

## 3. Requests for bilateral meetings

With the exception of state visits or official visits, it is the diplomatic mission's responsibility to draw up the visit programme for the VIP. In this case, requests for an audience with His Majesty the King, the Prime Minister or the Minister of Foreign Affairs must always be made through the Protocol (same reference address). Requests for meetings with other Belgian officials should be sent directly to the competent authorities.

## **B. Receiving a foreign VIP/senior official in Belgium**

Foreign senior officials usually arrive in the country either through Brussels-National Airport, Melsbroek military airport or through the Abelag/ExecuJet private airport or the Aviapartner Executive private airport or via Brussels-South/Midi Station.

The VIPs are generally received by their own embassy and by the protocol services of the airport or train station.

For visits at the invitation of the Belgian Government, the reception is organised by the Head of the Protocol of the FPS Foreign Affairs, or his or her deputy. The lounge is then directly reserved by the Protocol.

In all other cases, it is the responsibility of the diplomatic mission to make reservations according to the type of flight and the place of arrival of the VIP in Belgium. VAT exemption is possible under certain conditions (see Verbal Note regarding the procedure in annexes). Regarding the reception of a VIP arriving by commercial flight, see Chapter III for access badges.

### **C. Reception facilities**

The 5 VIP reception facilities are managed by separate entities. The Protocol encourages diplomatic missions to directly contact the VIP service at the point of arrival and departure of their choice by sending them the requested information with the Protocol in copy ([visits.protocol@diplobel.fed.be](mailto:visits.protocol@diplobel.fed.be)).

#### **1. Reserving the VIP lounge at Brussels-National airport (Brussels Airport Company)**

*The scope outlined below also applies to VIPs in transit.*

##### **1.1. Features of the lounge**

The VIP lounge consists of various lounges, including a Royal Lounge. For reasons of discretion and security, photography and press access is strictly controlled. For an initial reservation or the arrival of a very high level official, it is advisable for diplomatic missions to contact the person in charge of the Protocol ([sylvie.wuiame@brusselsairport.be](mailto:sylvie.wuiame@brusselsairport.be)).

A car park is available for people who come to receive or escort a VIP to the lounges. The form "Route to the BAC Protocol building" specifies the route to the VIP lounge when coming from Brussels (see Annex VIII for link to the plan).

##### **1.2. Procedure for reserving a lounge at Brussels-National airport**

###### **1.2.1. Reservation**

In the context of official or state visits, the lounge is reserved by the Protocol of the FPS Foreign Affairs. An official reception of the distinguished person visiting Belgium is then planned.

In all other cases, and consequently for all working visits, the request for access to VIP lounges must be addressed to the airport directly. There is no reception envisaged by the Protocol of the FPS. The reservation procedure consists of sending the reservation form (see Annex VIII for link to the form) to [vip@brusselsairport.be](mailto:vip@brusselsairport.be). If the request is submitted less than 2 working days in advance, the granting of the request will depend upon availability at the airport. If certain requests are made too late they may consequently be refused. The Missions are required to put [visits.protocol@diplobel.fed.be](mailto:visits.protocol@diplobel.fed.be) in copy.

### 1.2.2. Access to the VIP lounge

For organisational reasons, a maximum of 6 people are permitted in the lounges to receive the VIP or to accompany them upon departure (see Annex VIII for link to the form).

Through its Agreement with the Brussels Airport Company, the FPS Foreign Affairs makes the VIP lounge available for free for certain senior officials. This courtesy is offered to the beneficiaries listed below, as well as to 3 persons accompanying them.

In all other cases, access is subject to a fee and will be the subject of a quote to be accepted before the lounge is used. The Brussels Airport Company (BAC) determines the rates and will invoice access to the VIP lounges for senior officials and their delegations directly to the Embassy or Mission.

The table of beneficiaries shown below is strictly applied.

<u>BENEFICIARIES</u>	<u>VIP Lounge at the expense of the FPS Foreign Affairs</u>	<u>VIP Lounge at the expense of the applicant</u>
- Heads of State (reigning Monarch, President, etc.) and their spouses	X	
- Spouses of a Head of State travelling alone		X
- Vice-Presidents and/or their spouses		X
- Members of a reigning royal family and members of a former reigning family and former Heads of State		X
- Heads of Government (Prime Minister, etc.) and their spouses	X	
- The spouses of Heads of Government travelling alone		X
- Deputy Prime Ministers at <i>both</i> state and sub-state level		X
- Minister-Presidents at <i>both</i> state and sub-state level		X
- Ministers at <i>both</i> state and sub-state level		X
- Ministers of Foreign Affairs	X	
- Secretaries of State		X
- Deputy Ministers/Secretaries General of Foreign Affairs		X
- Foreign bilateral Ambassadors in Belgium upon their first arrival and final departure	X	
- The President ("Speaker") of a foreign		X

elected parliamentary assembly		
- National senior judges and senior judges of international institutions recognised by Belgium		X
- Chiefs of Staff/Chiefs of Defence		X
- The Heads of international institutions recognised by Belgium		X
- The most senior (on an international level) leaders of religious and philosophical belief systems recognised by Belgium		X

### 1.3. Opening times of the VIP lounges at Brussels-National (Brussels Airport Company)

For the lists of VIPs outlined above, the VIP lounges are open from 7am to 10pm (including Sundays and public holidays). This means that the VIPs can be received in the lounges when they:

- Leave (take off) from Brussels Airport between 8am and 10pm (with baggage);
- Leave (take off) from Brussels Airport between 7.30am and 10pm (without baggage);
- Arrive (land) at Brussels Airport between 7am and 10pm.

➤ *Exceptions may be made to the times stated above for the reception of the following VIPs:*

#### Belgian VIPs:

- Members of the Royal Family;
- The Prime Minister;
- The Minister-Presidents;
- The Minister of Foreign Affairs and the Secretary of State for Foreign Affairs;
- The Minister or Secretary of State for Development Cooperation;
- The Presidents of the parliamentary assemblies;

#### Foreign VIPs:

- Members of reigning Royal Families;
- Heads of State and/or their spouses;
- Vice Presidents (at both state and sub-state level);
- Heads of Government and/or their spouses;
- Minister-Presidents (at both state and sub-state level);
- Ministers of Foreign Affairs and Secretaries of State for Foreign Affairs;
- Ministers or Secretaries of State for International Cooperation;
- Presidents of elected parliamentary assemblies;
- The President of the European Council;
- The President of the European Parliament;

- The President of the European Commission and Commissioners;
- The High Representative of the Union for Foreign Affairs and Security Policy;
- The Secretary General of NATO.

➤ *Restrictions on exceptions to "standard" times*

However, exceptions to the standard times are subject to restrictions in the event of unforeseen circumstances (flight delays, flight cancellation, rerouting, etc.).

In such cases, the services provided to VIPs in the lounges are available until midnight at the latest. This means that the flight:

- must depart (take off) from Brussels Airport at midnight at the latest;
- must arrive (land) at Brussels Airport at 11.30pm at the latest.

## **2. Access to Abelag/ExecuJet VIP lounge**

*The scope outlined below also applies to VIPs in transit.*

### 2.1. Features of the Abelag/ExecuJet lounge

The VIP lounge is made available for free for the VIP and his/her delegation. This access is allowed one hour before the scheduled arrival for a limited number of people. If it is the first time that the Abelag/ExecuJet VIP lounge is requested a visit with the Handling & Protocol Manager is advisable ([an-celine.claes@execujet.com](mailto:an-celine.claes@execujet.com)).

### 2.2. Procedure to access the VIP lounge

No less than 48 hours before the arrival of the VIP, a copy of the Note Verbale announcing the visit has to be sent to the Abelag/ExecuJet Protocol service ([an-celine.claes@execujet.com](mailto:an-celine.claes@execujet.com)), with the Foreign Affairs Protocol in copy ([visits.protocol@diplobel.fed.be](mailto:visits.protocol@diplobel.fed.be)). If the request is submitted less than 48 hours in advance, the granting of the request will depend upon Abelag/ExecuJet's availability.

For organisational reasons, a maximum of 6 people are permitted in the lounge to receive the VIP or to accompany him/her upon departure. This number will be limited to 4 persons in case of big events.

If the number of persons in the VIP lounge exceeds 6 or 4 people, or if the one hour limit before arrival is not respected, a fee will be charged.

It should be borne in mind that reception by the Protocol of Foreign Affairs is only provided for Official and State Visits.

### 2.3. Opening hours

The VIP lounge is open from 7am until 10pm.

During weekends and public holidays, the VIP lounge is open from 8.30am until 5.30pm.

Nevertheless, in exceptional cases, concessions regarding the standard times may be permitted upon submission of a written request giving reasons for the exception.

### 2.4. Runway access

The access to the runway can be authorised for a maximum of 6 vehicles. To get access, the missions are requested at least 3 days before the visit, to fulfill the "Open Gate" form (see Annex VIII for link to the form) and send it to [visits.protocol@diplobel.fed.be](mailto:visits.protocol@diplobel.fed.be). The missions are asked to specify brand, model, color, licence plate of the vehicles, name, surname and date of birth of the drivers. The Protocol will forward the correctly fulfilled form to the competent authorities for verification and agreement. No confirmation of Open Gate acceptance will be sent. In other cases, the Protocol will contact the embassy or the mission.

## 3. Reserving the **VIP lounge at BRUMIL** (Military Airport)

*The scope outlined below also applies to VIPs in transit.*

### 3.1. Features of the VIP lounge

Melsbroek Military Airport (BRUMIL) has one VIP lounge which can cater for a maximum of 30 people. For Heads of State and Government, as well as Ministers of Foreign Affairs and Ministers of Defense, NATO and EU senior officials, the VIP lounge is accessible 24 hours a day, 7 days a week. The Diplomatic Missions are advised to contact BRUMIL to arrange a meeting in the following cases:

- first-time reservation;
- arrival/departure of a VIP of a different category.

## 3.2. Procedure for reserving the lounge

### 3.2.1. Reservation

BRUMIL works on a priority system for allocating the VIP lounge. While the "first come, first served" rule is certainly applicable, it is still possible that a higher-ranking VIP can request the VIP lounge even though a reservation has already been granted. In such cases, the BUCO duty office will contact the initial applicant. There are then several available options:

- Sharing the VIP lounge if the higher-ranking VIP agrees.
- Arranging the cafeteria area into a temporary VIP area for the lower-ranking VIP.

### 3.2.2. When and how to submit the request?

The Diplomatic Missions are politely requested to directly contact BRUMIL as soon as possible. **The Request VIP lounge form** (see Annex VIII for link to the form) must be sent to [15W-Brumil-Info@mil.be](mailto:15W-Brumil-Info@mil.be). The duty office BUCO (Coordination Office) help desk is available 24 hours a day and 7 days a week: Tel: 02/442.95.00, Fax: +32 (2) 443.97.66 or email: [15W-Brumil-Info@mil.be](mailto:15W-Brumil-Info@mil.be).

### 3.2.3. VIP Reception at BRUMIL

The request must be sent to BRUMIL and the Protocol of the FPS Foreign Affairs ([visits.protocol@diplobel.fed.be](mailto:visits.protocol@diplobel.fed.be)) as quickly as possible. The information must enable the airport to plan the reservations and to organise the arrival of the VIP. It should be borne in mind that reception by the Protocol of Foreign Affairs is only provided for Official and State Visits.

## 3.3. Runway access

Vehicles and their occupants will be required to comply with airport security rules which will be communicated at a coordination meeting. A fluorescent jacket must be worn on the tarmac (not applicable for (V)VIP).

Restricted access to the runway is issued for a maximum of 6 vehicles. Prior authorisation from the airport is required and the request (see Annex VIII for link to the form) must be submitted by email: [15W-Brumil-Info@mil.be](mailto:15W-Brumil-Info@mil.be).

The names of the drivers, the brands of the vehicles and the licence plate numbers need to be communicated in the document called "tarmac access request". Drivers of BRUMIL service vehicles are the only authorised personnel within the operational area. Escorted vehicles comply with the instructions that will be given before accessing the runway. It is strictly forbidden to smoke on the tarmac.

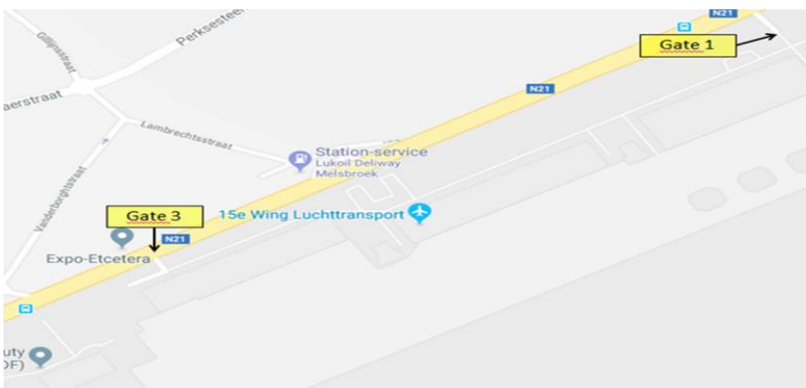
### 3.4. Aircraft Parking Request (PPR)

The PPR request will be submitted online, via the site [www.mil.be/ppr](http://www.mil.be/ppr).

### 3.5. Road Access to BRUMIL and parking request

The address to follow is Haachtsesteenweg 138, 1820 Steenokkerzeel. This is the address of Gate 1, which is the Main Security Checkpoint, but access to BRUMIL is via Gate 3. This will be open at the requested time, or by default, 30 minutes before check-in begins.

**Please note,** the BRUMIL Gate is only accessible from the BRUSSELS – HAACHT direction.



The airport has a parking at its disposal. For periods of parking lasting longer than 24h, the number of vehicles will be limited and will have to be authorised in advance by means of the “parking request” form that needs to be sent to [15W-BRUMILGP-OPS-TRAINING@mil.be](mailto:15W-BRUMILGP-OPS-TRAINING@mil.be).

## 4. Access to **Aviapartner Executive VIP Lounge**

*The scope outlined below also applies to VIPs in transit.*

### 4.1. Features of the Aviapartner Executive VIP lounge

The VIP lounge is made available for free for the VIP and his/her delegation. This access is authorised one hour before arrival for a limited number of people. If it is the first time that the Aviapartner Executive VIP lounge is requested, a visit with the Handling & Protocol Manager is advisable ([gerrit.vanhees@aviapartner.aero](mailto:gerrit.vanhees@aviapartner.aero)).



#### 4.2. Procedure to reserve and access the VIP lounge

No less than 48 hours before the arrival of the VIP, a copy of the Note Verbale announcing the visit, accompanied with the reservation form (see Annex VIII for link to the form), has to be sent to Aviapartner Executive Protocol service ([gerrit.vanhees@aviapartner.aero](mailto:gerrit.vanhees@aviapartner.aero).) The Diplomatic Missions are politely requested to put the Foreign Affairs Protocol in copy ([visits.protocol@diplobel.fed.be](mailto:visits.protocol@diplobel.fed.be)). If the request is submitted less than 48 hours in advance, the granting of the request will depend upon Aviapartner Executive's availability.

For organisational reasons, a maximum of 6 people are permitted in the lounges to receive the VIP or to accompany them upon departure. In cases where there would be more than 6 people, it is essential to contact Aviapartner Executive within a reasonable time in order to examine whether an exception can be made. It should be borne in mind that reception by the Protocol of Foreign Affairs is only provided for official and State visits.

#### 4.3. Opening hours

The VIP lounge is open from: 7am until 10pm.

During weekends and public holidays, the VIP lounge is open from: 8.30am until 5.30pm.

Nevertheless, in exceptional cases, concessions regarding the standard times may be permitted upon submission of a written request giving reasons for the exception.

#### 4.4. Runway access

The access to the runway can be authorised for a maximum of 6 vehicles. To get access, the missions are requested at least 3 days before the visit, to fulfill the "Open Gate" form (see Annex VIII for link to the form) and send it to [visits.protocol@diplobel.fed.be](mailto:visits.protocol@diplobel.fed.be)). The missions are asked to specify brand, model, color, licence plate of the vehicles, name, surname and date of birth of the drivers. The Protocol will forward the correctly fulfilled form to the competent authorities for verification and agreement. No confirmation of Open Gate acceptance will be sent. In other cases, the Protocol will contact the embassy or the mission.

## **5. Reserving the VIP lounge at Brussels-South/Midi railway station**

*The scope outlined below also applies to VIPs in transit.*

### 5.1. Features of the VIP lounge:

Brussels-Midi railway station has three VIP lounges. The station also has a small CD car park. Three vehicles can park there for a maximum of 15 minutes (the corner of Onderwijsstraat and Frankrijkstraat).

For an initial contact or visit by a senior official, embassies and Missions are advised to contact the Protocol Service of Brussels-South/Midi station ([protocol@nmbs.be](mailto:protocol@nmbs.be)). For organisational reasons, it is requested to limit the number of VIP travellers (i.e. the VIP + their travelling delegation) in the lounge to 8 persons. A maximum of 3 persons who do not travel may accompany the delegation.

### 5.2. Procedure for reserving VIP lounges.

#### 5.2.1. How and when to send the request?

All requests must be submitted at least 48 hours in advance by note verbale to the Protocol P2 Directorate of the FPS Foreign Affairs ([visits.protocol@diplobel.fed.be](mailto:visits.protocol@diplobel.fed.be)). Requests outside this deadline will be assessed according to the availability of the VIP lounge and the staff who can be deployed for reception. The note verbale and the completed request form "Reservation of VIP lounge Brussels- South/Midi" (see Annex VIII for link to the form) must also be sent to the Protocol Service of Brussels-Midi ([protocol@nmbs.be](mailto:protocol@nmbs.be)).

#### 5.2.2. Opening hours for access to the VIP lounges

Week days: from 7.30 am until 9pm

The Protocol Service of Brussels-South/Midi is in principle not open during weekends and bank holidays.

### 5.3. Checks

Passenger checks vary according to the destination of the train (Thalys, Eurostar, TGV, ICE, etc.). The time envisaged before departure therefore depends on the destination of the VIP. For the Eurostar to London, it is requested to be present at least 50 minutes in advance (check-in, security check, identity check).

### 5.4. Baggage

The assistance is upon request and will be charged

### III. Access badges to Brussels-National Airport

To receive foreign senior officials, the Diplomatic Missions should preferably mandate members of staff with permanent airport access badges. To collect and return badges, embassies and missions are requested to make an appointment (<https://www.brusselsairport.be/fr/airport-operations/access-mobility/access/airport-badges>)

#### A. Permanent badges

These personal badges can only be used for official purposes. They are issued following the authorisation of the Protocol of the FPS Foreign Affairs and must be requested via the ad hoc form (consult link in annexes) at the address [ABP@diplobel.fed.be](mailto:ABP@diplobel.fed.be).

In order to comply with European legislation, and in order to simplify the system, only two types of permanent badges are in circulation. They are valid for 5 years.

##### 1. Permanent badges Airside

These badges permit access to the following areas:

- the runway,
- VIP lounges,
- the Abelag/ExecuJet runway,
- deposit and collection of the diplomatic pouch,
- ring road (non-public road around the airport),
- lost and found.

They also provide access to the departure and arrival halls after security checks. A period of at least 5 weeks before the badge is issued is legally provided, to carry out the required security screening. Bilateral Ambassadors are exempted. If requested, a provisional Landside badge may be issued pending the completion of the security investigation.

Each Mission will have 3 Airside badges. The badge can be requested at [ABP@diplobel.fed.be](mailto:ABP@diplobel.fed.be). The request must be accompanied by a note verbale, the form and a copy of the identity card of the future holder. For Airside badges, an additional document relating to the security investigation is now required (see Annex VIII for link to all forms). On page 2 of this document, the future badge holder must add the handwritten mention "read and approved" as well as his signature.

Once the badge is ready, the future holder of a permanent Airside badge will have to go to the airport in person (building 56) to collect his badge. He will have to pass a safety test and pay a deposit of 100 euros (see points B and C).

## 2. Permanent badges Landside

These badges permit access to the VIP lounges, and all non-sterile zones (departures and arrivals zones before security checks). Landside badges also give access to the ring road (non-public road around the airport) as well as to the Lost and Found.

The badge needs to be requested at [ABP@diplobel.fed.be](mailto:ABP@diplobel.fed.be). The request must be accompanied by a note verbale, the form (see Annex VIII for link to all forms) and a copy of the identity card of the future holder.

Once the badge is ready, the future holder of a permanent Landside badge will have to go to the airport in person (building 56) to collect his badge. He will have to pay a deposit of 100 euros (see point C).

When the permanent badge is ready (Airside / Landside), the future badge holder has 3 months to collect it. After this period, the Diplomatic Missions must request the prior agreement of the Protocol by email ([ABP@diplobel.fed.be](mailto:ABP@diplobel.fed.be)) in order to be able to collect the permanent access badge at the airport.

## 3. Renewal of a permanent badge

The renewal request for a permanent badge must be submitted before the badge expiration date. The procedure is the same as for a new request (see above). If the badge has expired, it must first be returned to the badge service at Zaventem airport (building 56). Since a permanent badge is only valid for 5 years, the safety investigation as well as the test must be carried out again (see points B and C).

### **B. E-learning procedure and prior test for obtaining a permanent badge**

Applicants for permanent badges are required to undergo a procedure to familiarise themselves with the security standards in force at the airport.

#### 1. E-learning

E-learning is available from any PC in French, Dutch and English, and can be consulted at the website of Brussels Airport <https://www.brusselsairport.be/en/airport-operations/access-mobility/access/airport-badges/elearning>

## 2. Security test

Once the e-learning module has been completed, the applicant must pass the airport security test. The test can be taken online. For more information:

<https://www.brusselsairport.be/en/airport-operations/access-mobility/access/airport-badges/elearning>

### **C. Deposit: payment and reimbursement**

The cost of the badges is covered by the FPS Foreign Affairs. However, in order to reduce the number of lost badges, a deposit of €100 per permanent badge must be paid by the diplomatic mission. The deposit is paid electronically with the airport badge service when the badge is collected by the holder.

Badges that are no longer valid or whose holders have left the Mission must be returned to the airport badge service (building 56) with the duly completed deposit return form in order for the deposit to be reimbursed (see Annex VIII for link to the form). Please note: the deposit will not be refunded if the badge is returned more than one month after its expiration date.

### **D. Loss/theft of badges, change of function, reactivation**

For obvious security reasons, any loss or theft of badges must be reported immediately to the airport badge service: [badge@brusselsairport.be](mailto:badge@brusselsairport.be) via the duly completed form (see Annex VIII for link to the form). A copy must also be sent to the Protocol ([ABP@diplobel.fed.be](mailto:ABP@diplobel.fed.be)). After 6 months without usage, the badge will be deactivated. To reactivate the badge, an e-mail needs to be sent ([ABP@diplobel.fed.be](mailto:ABP@diplobel.fed.be)) to the Protocol with the date of required reactivation of the badge.

### **E. Temporary badges for accessing the VIP lounge of the Brussels Airport Company**

These badges allow a person to be received if there are not enough permanent badges. There cannot be more than 6 persons receiving the delegation.

These badges will be requested at the same time as the reservation for the VIP lounge and are sent directly to the airport. This procedure does not apply to specific cases of visits on the invitation of the Belgian Government.

## IV. CD Parking

Access to the CD car park at Brussels National Airport is possible only by means of a parking card.

The access cards for the airport's P25 / CD parking are issued following the authorisation of the Protocol of the FPS Foreign Affairs to the diplomatic missions. A verbal note accompanied by the relevant form (see Annex VIII for link to the form) should be sent via the following address: [ABP@diplobel.fed.be](mailto:ABP@diplobel.fed.be).

The number of cards per diplomatic mission depends on the number of official and private vehicles with a CD licence plate (1 card per 3 official cars + 1 card per 7 private cars with a diplomatic (CD) plate).

The cards for the CD parking are issued in the name of the Mission and not according to the registration plate of the vehicle. These access cards for the CD car park may, therefore, be used by several people from the Mission and with different vehicles. Only one vehicle (maximum) per card can make use of the parking.

As soon as the Foreign Affairs Protocol Directorate has approved the request for access cards for the CD car park at Brussels-National, an e-mail will be sent to the Mission. Once this email has been received, a person authorised by the Mission must collect the new cards at the Parking Management service located at the information desk in the airport's arrival hall. A deposit of 25 euros will be requested for each new card. In case of replacement of a lost card, the deposit will be 30,25 euros per card.

Opening hours: from 8 am to 4 pm.

The use of the CD parking is strictly limited to professional usage and will be usable for free for 4 consecutive hours. After this period, a fee of 10 euros per hour will be charged. You will find herewith a plan of access (see Annex VIII for link to the form).

Note that it is not allowed to park outside of the CD zone (P25), nor is it allowed to access the perimeters of the Deloitte building and other locations. It is prohibited to drive/park your vehicle on the sidewalk. Measures can be taken by the airport in case of abuse.

In the event of loss/theft/significant damage of/to the card (for the CD parking), the Protocol Directorate ([ABP@diplobel.fed.be](mailto:ABP@diplobel.fed.be)) must be informed without delay.

## V. Protecting distinguished visitors

The Protocol Directorate ([visits.protocol@diplobel.fed.be](mailto:visits.protocol@diplobel.fed.be)) is the first entry point for visits by senior officials, and the organisation of their protection.

Within the limits of the available capacity and under certain conditions, escorting and close protection services may be made available. This type of protection can be foreseen for Heads of State and Heads of Government in office. Aside from exceptional cases, connected to the level of threat tied to the VIP, Ministers of Foreign Affairs and other figures will not be able to benefit from protection – or escort services.

### A. General information required

All information regarding the visit (incomplete or definitive) must be sent to [visits.protocol@diplobel.fed.be](mailto:visits.protocol@diplobel.fed.be) as soon as possible and at least 3 working days before the visit. The Missions are invited to communicate all of the following data to the Protocol of the FPS Foreign Affairs by note verbale :

- The date and time of the arrival and departure of the VIP;
- The entry point into Belgium and flight or train number, or name of the land border crossing post;
- The place of residence during the visit (full address);
- The blood group of the person in question;
- The list of journalists who may possibly accompany the visitor;
- The detailed programme of the visitor and all of their delegation (the people whom the VIP will meet and the exact places where these meetings will take place are important elements in assessing the risk for the visit);
- The application for a firearms permit for a maximum of 4 security guards. The complete identity data relating to these guards, the specifications of their firearms and ammunition must be communicated through the ad hoc form (consult link in annexes). Permits cannot be issued if these data are incomplete or submitted too late;
- Requests for radio frequencies. If the request relates to frequencies which are to be used at the airport, please indicate in the verbal note the relevant frequencies and airport. In any cases, the name and e-mail address of the contact person to whom the authorisation will be sent must be indicated;
- Any change to the programme or these data must be communicated by note verbale without delay to [visits.protocol@diplobel.fed.be](mailto:visits.protocol@diplobel.fed.be). Please note that on public holidays and weekends, a copy of the official notification must also be sent to the Crisis Centre of the FPS Home Affairs (see Chapter VI). Late communication of any changes may jeopardise the envisaged protection.

**B. Rules in the event protection is granted to the VIP**

If protection is granted, the federal police will contact the embassy or the diplomatic mission to receive all necessary information, needed for the completion of the protection mission.

The VIP's convoy and that of his/her delegation should not exceed 5 vehicles.

The protection extends to the VIP only, according to the threat analysis performed by OCAM/OCAD. For other officials, including members of the government, the Diplomatic Mission will be responsible for their security and transport.



## VI. Overflying and landing authorisation

If the senior official arrives in Belgium via a State flight (i.e. governmental), or a civilian or military flight, diplomatic authorisation for overflying and landing must be requested. These requests are not handled by the Protocol, but by the "International Transport Policy" Directorate (B4) of the FPS Foreign Affairs. Requests must be submitted to this service at least three working days before the mission. All requests must be submitted via note verbale by e-mail [B4@diplobel.fed.be](mailto:B4@diplobel.fed.be). The relevant form and the flight plan must be annexed to the note verbale.

### A. Civilian state flights

For civilian state flights, the overflight or landing request or notification form (see Annex VIII for link to the form) must be sent as soon as possible to Directorate B4, specifying the contact person in Belgium, and at least 3 working days before the mission.

### B. Military state flights

For military state flights, the standard European form (see Annex VIII for link to the form) available only in English, "EU standard military overflight or landing request form" (abbreviated to DIC Form) must be sent as soon as possible to Directorate B4, specifying the contact person in Belgium. This must be sent at least 3 working days before the mission.

### C. How to submit requests?

In order to ensure the effective sending of the information regarding the dates, times and place of arrival of flights carrying senior officials and their official delegations, embassies and Missions are invited to send their requests directly to the competent Directorate at [B4@diplobel.fed.be](mailto:B4@diplobel.fed.be) with the Protocol in copy ([visits.protocol@diplobel.fed.be](mailto:visits.protocol@diplobel.fed.be)). The use of fax machines is not recommended by B4.

Exceptionally, outside working hours, these requests can be sent to the "NatoWide" standby service of the FPS Foreign Affairs at [SCC@diplobel.fed.be](mailto:SCC@diplobel.fed.be) with [B4@diplobel.fed.be](mailto:B4@diplobel.fed.be) in copy.

## VII. Contacts in extremely urgent cases

**A. For extremely urgent cases**, such as changes to a programme or cancellation, which need to be communicated outside the working hours of the office, or on weekends and public holidays, direct contact with the competent authorities is authorised. The Missions must ensure that [visits.protocol@diplobel.fed.be](mailto:visits.protocol@diplobel.fed.be) is put in copy.

1) Crisis Centre of the FPS Home Affairs (who will forward requests to the relevant departments)

Permanent service 24/7:

- TEL: +32 2.506.47.11
- FAX: +32 2.506.47.09
- EMAIL: [nccn@nccn.fgov.be](mailto:nccn@nccn.fgov.be)

2) Protocol Foreign Affairs

- Anne Vandormael, Deputy Chief of Protocol  
[anne.vandormael@diplobel.fed.be](mailto:anne.vandormael@diplobel.fed.be) +32 476/98.05.03
- Caroline Piret, Protocol Officer  
[caroline.piret@diplobel.fed.be](mailto:caroline.piret@diplobel.fed.be) +32 479/44.06.12
- Sarah Marlier, Protocol  
[sarah.marlier@diplobel.fed.be](mailto:sarah.marlier@diplobel.fed.be) +32 479/54.04.47

3) FPS Defence for the urgent cases of visits by Ministers of Defence and Chiefs of Staff

- Cdt Jan NAESSENS, Chief of Protocol +32 471/61.29.24
- Cdt Ilse HUREZ, Deputy Chief of Protocol +32 473/71.26.55
- Lt Stéphane HONOREZ, Deputy Chief of Protocol +32 470/90.90.92

4) The "International Transport Policy" Directorate (B4) of the FPS Foreign Affairs for overflight and landing requests :

- Standby service of the FPS Foreign Affairs: [SCC@diplobel.fed.be](mailto:SCC@diplobel.fed.be)

**B. For specific issues relating to the arrival and departure of VIPs, the Missions may contact the following departments:**

1) VIP lounge at Brussels-National Airport (Brussels Airport Company)

TEL: +32 2 753.45.04                      GSM: +32 479/60.02.04  
MAIL: [sylvie.wuiame@brusselsairport.be](mailto:sylvie.wuiame@brusselsairport.be)

2) Abelag/ExecuJet private airport (Protocol)

TEL: +32 2 712.53.35                      FAX: +32 2 721.22.88  
MAIL: [an-celine.claes@execujet.com](mailto:an-celine.claes@execujet.com)

3) Melsbroek military airport (BRUMIL)

TEL: +32 2 442.95.00                      FAX: +32 2 443.97.66  
MAIL: [15W-Brumil-info@mil.be](mailto:15W-Brumil-info@mil.be)

4) Aviapartner Executive private airport

GSM: +32 471 35 94 15                      MAIL: [Gerrit.vanhees@aviapartner.aero](mailto:Gerrit.vanhees@aviapartner.aero)

5) Brussels-Midi railway station

TEL: +32 2.224.58.21                      MAIL: [protocol@nmbs.be](mailto:protocol@nmbs.be)

VIII. Annexes- Forms

**Click here to proceed to the annexes:**

<https://diplomatie.belgium.be/en/protocol/protocol-guides/protocol-guide-visits-and-airport-access>

**- Reservation, access to VIP lounges, VAT exemption:**

Brussels National (BAC)

1. Lounge reservation request
2. Access request BAC visitors
3. Route to Protocol BAC building

Abelag/ExecuJet

1. Access to the Abelag/ExecuJet runway

## BRUMIL

1. Reserving a BRUMIL VIP lounge
2. Runway access
3. Request car parking (more than 24h)

## Aviapartner Executive

1. Reserving a VIP lounge
2. Access to the Aviapartner Executive runway

## Railway Station Brussels-South/Midi

1. Reserving the VIP lounge at Brussels-South/Midi

VAT exemption: verbale note 17/12/2018

### - **CD Parking**

1. Request CD parking card
2. Itinerary to CD parking BAC

### - **Firearms**

1. Application for a license to carry weapons

### - **Badges:**

1. Request for permanent badges Airside/Landside
2. Security investigation form (for Airside badge requests)
3. Reimbursement of deposit
4. Loss/theft of badges, reactivation, change of function

### - **Overflight and landing requests:**

1. Overflight of civilian aircraft
2. Overflight of military aircraft