* REPUBLIC OF SLOVENIA
* MINISTRY OF FOREIGN AND EUROPEAN AFFAIRS
* Number: 5002-35/2024/1
* Date: 13. 12. 2024
* Pursuant to Articles 16 and 74 of the State Administration Act (Official Gazette of the Republic of Slovenia No. 113/05 – official consolidated text, as amended and supplemented) for the implementation of Article 28 of the Foreign Affairs Act (Official Gazette of the Republic of Slovenia No. 113/03 – official consolidated text, as amended and supplemented), I hereby issue the following

**INSTRUCTIONS FOR HONORARY CONSULAR**

**OFFICERS OF THE REPUBLIC OF SLOVENIA**

**I General provisions**

Article 1

The purpose of these Instructions is to define in detail the operation of consular posts of the Republic of Slovenia headed by honorary consular officers in accordance with the Vienna Convention on Consular Relations done at Vienna on 24 April 1963 (hereinafter: the Vienna Convention on Consular Relations).

Article 2

For the purposes of these Instructions, “consular post” means any consulate-general or consulate headed by an honorary consular officer.

Article 3

A consular post may be established in the capital of a receiving State in which the Republic of Slovenia has no embassy, in other important political and economic centres of the receiving State and in political and economic centres with a considerable number of Slovenian nationals and/or people of Slovenian descent.

Article 4

The consular post operates under supervision, according to the instructions and with the assistance of the diplomatic mission covering the consular district of the consular post concerned (hereinafter: the supervising mission).

If no Slovenian diplomatic mission covers the consular district of the consular post concerned, the role of the supervising mission is assumed by the geographically competent political sector of the ministry of the Republic of Slovenia responsible for foreign affairs.

For practical reasons and with due regard to the consular district, the ministry of the Republic of Slovenia responsible for foreign affairs (hereinafter: the Ministry) may assign certain functions of the supervising mission to a consular post headed by a career consular officer.

Article 5

Each consular post has its seat and its consular district. Both are determined by the Ministry with the receiving State’s consent and with due regard to the fact that only one consular post may be opened in one consular district; the Ministry’s proposal is submitted to the Government of the Republic of Slovenia for approval.

Article 6

For the implementation of specific tasks, the Ministry may assign a career consular officer or any other of its employees to a consular post, subject to the approval of the receiving State. In such cases, the career consular officer or the employee is directly accountable to the supervising mission.

Article 7

The Secretary-General of the Ministry coordinates the Ministry's activities in relation to consular posts and honorary consular officers.

**II Tasks**

Article 8

The consular post provides assistance to Slovenian nationals and legal entities in its consular district by advising them on the protection of their rights in the receiving State.

Article 9

The consular post provides information to institutions and the public about Slovenia, its policies, the economy and culture; in cooperation with the supervising mission, it facilitates the establishment of economic contacts and contacts in the fields of culture, science, education, sport and in other fields.

Under the instructions and guidance of the supervising mission, the honorary consular officer organises activities within the scope of their function and participates in events and activities in the receiving State.

Article 10

A consular post that becomes aware of or is informed by the competent authorities of a consular case or is requested by a Slovenian national to provide consular assistance shall immediately inform the supervising mission. If necessary, they may, on the basis of instructions or directions from the supervising mission, carry out specific tasks to facilitate the provision of consular assistance.

Article 11

The consular post carries out other functions as authorised by the Ministry or the supervising mission.

Article 12

The consular post is not authorised to issue visas. Any individual procedural steps in this area are carried out on the basis of instructions from the supervising mission and with the consent of the competent consular section.

Article 13

The consular post is not authorised to collect consular fees.

Article 14

The consular post consults with and reports to the supervising mission on all activities referred to in Chapter II.

**III Contacts**

Article 15

In the discharge of its tasks, the consular post communicates with the competent local authorities within its consular district, in agreement with the supervising mission.

In the absence of a Slovenian embassy in the receiving State, the consular post communicates with the central authorities in accordance with the practices of the receiving State and the instructions of the supervising mission or the Ministry.

Article 16

To fulfil the tasks under Chapter II, honorary consular officers foster positive relations with the authorities of the receiving State.

Honorary consular officers foster close relations with associations and their representatives, companies, organisations and media in the receiving State.

Honorary consular officers strive for positive relations and cooperation with other consular officers and representatives of other states and international organisations that have the seat in their consular districts and whose activities are related to their capacity.

Newly appointed honorary consular officers pay courtesy calls on the head of the consular corps and on the chair or secretary-general of the consular association – if the latter exists within their consular districts.

Article 17

Honorary consular officers establish and maintain contacts with Slovenian nationals and people of Slovenian descent that reside within their consular districts, and with their associations and organisations.

Article 18

The consular post usually communicates with other authorities, institutions or individuals in the Republic of Slovenia through the supervising mission.

Article 19

The head of consular post keeps the supervisory mission informed of all activities referred to in Chapter III.

**IV Leading the consular post**

Article 20

Consular posts are headed by honorary consular officers, notably an honorary consul‑general or an honorary consul.

Article 21

If two honorary consular officers have been appointed to one consular district, one of them has a lower rank than the other. The one with the higher rank is appointed head of consular post, while the other is appointed member of the consular staff.

Article 22

When the post of head of consular post becomes vacant, the Ministry, on the proposal of the supervising mission, decides on further operation of the consular post as soon as possible, taking into account the relevant provisions of the Vienna Convention on Consular Relations.

Article 23

Upon the assumption of duties, the head of consular post examines the archives and equipment of the consular post and objects deposited with the consular post for safekeeping, and drafts a handover report in three copies, of which one remains in the archives of the consular post, one is handed to the former head of consular post, and one is submitted to the supervising mission.

Article 24

Unless otherwise decided by the Ministry, the head of consular post is responsible for the management of the property of the consular post. Property related to the exercise of consular functions must be kept separately from the personal belongings of the honorary consular officer and property intended for other activities.

**V Consular premises and equipment**

Article 25

The honorary consular officer is responsible for procuring suitable premises for the consular post.

As a general rule, suitable premises are deemed to be premises which meet the following conditions:

- They are located in the capital or in the administrative or economic centre of the area of jurisdiction of the consular post.

- They are situated in an area of the city designated for administrative and business activities.

- They are easily accessible, preferably by public transport, and can be reached during local office hours.

- They include an office for the head of consular post and a reception or meeting area for clients.

- They are separate from the other business or private premises of the honorary consular officer.

- They provide secure space for the safekeeping of archives.

The suitability of the premises is assessed by the Commission referred to in Article 43, based on the opinion of the supervising mission and the Diplomatic Protocol.

Exceptionally, the premises of the consular post may be provided by the Ministry if it already owns them or has long-term usage rights and does not require them for its own activities. In such cases, the honorary consular officer shall be responsible for covering the costs associated with the use of these premises.

Article 26

Honorary consular officers must ensure that the contact details of the consular post (address, telephone number, e-mail) are publicly available. They regularly report changes to the supervising mission, which further notifies the receiving State.

Article 27

The flags of the Republic of Slovenia and the EU, as well as a plaque with the coat of arms of the Republic of Slovenia, are displayed on the consular post building or in a prominent position in front of the consular post premises.

Article 28

The Ministry provides the consular post with a signboard, flags, a seal, official printed matter and templates thereof, and other content-related and promotional material necessary for its operation, in reasonable quantities.

**VI Consular post administration**

Article 29

The consular post reports to the supervising mission in Slovene, or in the official language of the receiving State if so agreed with the supervising mission, or in one of the diplomatic languages.

Article 30

Honorary consular officers use official stationery, seals and stamps only for official correspondence of the consular post.

**Archive**

Article 31

The consular post holds archives containing documents (physical and digital) in connection with its activities. The archives include a work log.

The archives must be kept separately from the rest of the honorary consular officer’s documents.

The head of consular post must ensure that the documents concerning the activities of the consular post and honorary consular officers are entered into the work log and that the archival materials are stored appropriately.

The archive room must be arranged in such a way as to prevent unauthorised access, in order to ensure the security of data, in particular those relating to the interests of the State or to the personal data of individuals.

The supervising mission or the Ministry may request the honorary consular officer to allow access to the archives for inspection and control.

In the event of closure of the consular post, the archives concerned are taken care of by the supervising mission.

**Operating expenses**

Article 32

Honorary consular officers cover all expenses incurred by the operation of the consular post.

Subject to the prior approval of the Secretary-General, honorary consular officers may be reimbursed for specific expenses incurred at the request or on the instructions of the supervising mission.

**Consultations**

Article 33

If needed, the Ministry organises consultations for honorary consular officers in Slovenia. The related travel and accommodation expenses are covered by the honorary consular officers themselves.

Article 34

If needed, the supervising missions hold consultations with honorary consular officers. The related travel and accommodation expenses are covered by the honorary consular officers themselves.

**Annual reporting and evaluation of the work of the consular post**

Article 35

The supervising mission prepares an annual report and an evaluation of the work of the honorary consular officer. The report and the performance evaluation are submitted, by 31 January of the current year for the previous year, to the Diplomatic Protocol, the personnel service, the competent political sector and the Consular Department.

On the basis of the reports collected, the Diplomatic Protocol draws up a comprehensive report to the Commission referred to in Article 43 on the functioning of the network of consular posts, with proposals for possible action.

**VII Obligations and rights of honorary consular officers**

Article 36

In their political and other public activities, honorary consular officers must not harm the interests, reputation and values of the Republic of Slovenia.

Article 37

Before accepting a nomination or assignment to the executive, judicial or legislative branch of government of the receiving State, or standing as a candidate for election in the receiving State, honorary consular officers must allow the supervising mission to express its opinion concerning the compatibility of any such activity with the functions that they perform for the Republic of Slovenia. The same applies to honorary consular officers wishing to take on duties for a third State or an international organisation.

Article 38

An honorary consular officer is subject to Slovenian legislation on the prevention of money laundering and the financing of terrorism.

Article 39

Honorary consular officers may not disclose any personal or confidential information obtained during the exercise of their official duties. They must exercise full discretion in all matters concerning the Ministry.

Article 40

Honorary consular officers enjoy all privileges and immunities guaranteed by the receiving State in compliance with international law.

**VIII Appointment and relief of duties of honorary consular officers**

**Opening of a consular post and appointment of an honorary consular officer**

Article 41

To be appointed honorary consular officer, a candidate must be a trustworthy person of high repute residing in the receiving State.

Article 42

A proposal to open or close a consular post and to change the consular district or headquarters shall be made by the supervising mission or the competent department.

Article 43

Proposals for the opening or closure of consular posts and proposals for the appointment, extension and dismissal of honorary consular officers are considered by the Honorary Consuls Commission (hereinafter: the Commission), which is chaired by the Secretary-General of the Ministry.

The Commission is composed of the Secretary-General, the politically responsible Director-General, the Director-General of the Directorate for Economic and Public Diplomacy, the Director-General for International Law and Protection of Interests, the Chief Diplomatic Supervisor, and the Head of the Diplomatic Protocol. The Commission invites, as appropriate, representatives of other organisational units to participate.

Article 44

Once the Commission has taken the decision to initiate the procedure for the opening of a consular post, the candidate undergoes security vetting on the basis of the written consent of the candidate for honorary consular officer set out in Annex 2 to these Instructions.

The security vetting procedure is aimed at verifying the authenticity of the certificates listed in the following article hereof and other information concerning the compatibility of the candidate’s activities with the function of honorary consular officer. Security vetting is based on the data provided in the candidate’s curriculum vitae, which must contain the candidate’s full name, including previous surnames if applicable, date and place of birth, nationality, permanent or non-permanent address and data on their activities.

A candidate who does not consent to security vetting may not be appointed honorary consular officer of the Republic of Slovenia; the same applies if security vetting findings cast doubt about the candidate’s credibility, reliability or loyalty.

Article 45

The supervising mission requests from the candidate to submit evidence of educational qualifications, certificate of no criminal record and absence of criminal proceedings, and verifies information on the candidate's financial situation and other circumstances, on the basis of which the Ministry determines whether the candidate's professional and other activities are compatible with the position of honorary consular officer. The certificate of no criminal record and the certificate that no criminal proceedings are pending against the candidate must not be more than three months old.

Article 46

The supervising mission and the Diplomatic Protocol verify the suitability of the premises of the consular post pursuant to Article 25.

Article 47

After passing the security vetting, the candidates present themselves in person to the Commission.

Article 48

In the event of a favourable opinion, the Commission submits the proposal for the appointment of the honorary consular officer to the minister responsible for foreign affairs.

Article 49

Heads of consular posts are appointed and relieved of duties in accordance with Article 23 of the Foreign Affairs Act. Other honorary consular officers are appointed and relieved of duties by the minister responsible for foreign affairs with the prior opinion of the Commission.

Article 50

After the appointment, the honorary consular officer signs the declaration set out in the Annex to these Instructions before handing over the Letter of Commission.

**Assessment**

Article 51

The honorary consular officer’s performance is assessed every five years (the term of office), whereby the provisions of Article 53, paragraphs 1 and 2, of these Instructions apply *mutatis mutandis.*

The supervising mission submits its opinion on the honorary consular officer’s performance to the Commission at least sixty days before the expiry of the honorary consular officer’s term of office.

The opinion is considered by the Commission, which takes it into account, together with the broader interests and needs of Slovenian foreign policy, when deciding on a proposal to extend the term of office or to relieve the honorary consular officer.

The assessment is concluded with a declaratory order of the minister responsible for foreign affairs granting another five-year term of office to the honorary consular officer concerned or with a proposal for their relief of duties submitted to the Government of the Republic of Slovenia.

Article 52

If during the supervision referred to in Article 4 of these Instructions the supervising mission establishes the grounds for relieving an honorary consular officer of their duties as stipulated in Article 53, the supervising mission immediately notifies the Commission thereof.

The Commission carries out an extraordinary review and proposes measures.

**Relief of duties**

Article 53

1. Heads of consular posts may be relieved of duties if:

* Any of the five-year periods under Article 51 hereof has expired and the minister responsible for foreign affairs has submitted to the Government a proposal for their relief of duties;
* The Republic of Slovenia is no longer interested in maintaining the post of honorary consular officer;
* Their actions are detrimental to the reputation or interests of the Republic of Slovenia;
* They have moved away from their assigned consular district;
* At their own request;
* In other justified cases at the discretion of the Honorary Consuls Commission.

1. Other honorary consular officers may be relieved of duties for the same reasons as the head of consular post and in the case of termination of the functions of the head of consular post.

Article 54

An honorary consular officer relieved of duties is not entitled to compensation from the Republic of Slovenia.

Article 55

The provisions of this Chapter also apply *mutatis mutandis* in the event of a change of status, a change of consular district or a proposal to close a consular post.

**IX Transitional and final provisions**

Article 56

On the date of entry into force of these Instructions, Instructions for Honorary Consular Officers of the Republic of Slovenia No. ZKD-154/07 of 21 March 2007, with all subsequent amendments, cease to apply

Article 57

These Instructions enter into force on the day following their publication in the Ministry of Foreign and European Affairs.

Tanja FAJON

MINISTER

*Annex I*

***SOLEMN DECLARATION***

*I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, born \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*/full name / /date and place of birth/*

***Hereby solemnly declare as follows***

*As an honorary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the Republic of Slovenia in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I will conscientiously and responsibly fulfil the duties conferred on me by the decision on appointment of the Government of the Republic of Slovenia.*

*I solemnly undertake to exercise my duties to the best of my ability, in good conscience and within the scope of my competence in the consular district of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the Republic of Slovenia in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Within the scope of my powers, I will protect the interests of the nationals of the Republic of Slovenia and provide them with all assistance available.*

*I undertake to follow the Instructions for Honorary Consular Officers of the Republic of Slovenia of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) and to consult with the supervising mission and/or the Ministry of Foreign and European Affairs of the Republic of Slovenia.*

*I understand that I am subject to the legislation governing the prevention of money laundering and terrorist financing in the Republic of Slovenia.*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*/place and date/*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*/signature/*

*Annex**II*

***CONSENT TO SECURITY VETTING***

I, THE UNDERSIGNED, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

BORN ON *\_\_\_\_\_\_\_\_*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, WITH PERMANENT RESIDENCE AT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

**DECLARE HEREWITH:**

1. I am aware that I am a candidate for the function of an honorary consular officer of the Republic of Slovenia and that I agree with this candidature;
2. I am aware that information provided in my CV will be verified in the course of security vetting;
3. I am aware that all information provided in my CV will be processed in accordance with relevant regulations;
4. I understand that withholding relevant circumstances or stating false information in the CV may represent a security impediment, on the basis of which the appointment procedure may be terminated;
5. I am aware that I, the undersigned, hereby authorise the Ministry of Foreign and European Affairs of the Republic of Slovenia to obtain the opinion of the competent authorities before the appointment.

THEREFORE, **I CONSENT** to security vetting (if you consent to security vetting, circle the words “I CONSENT”).

THEREFORE, **I DO NOT CONSENT** to security vetting (if you do not consent to security vetting, circle the words “I DO NOT CONSENT”).

In: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_