

18.4.2012

DECISION

LAYING DOWN

PROTOCOL RULES

March, 2012

I. GENERAL PROVISIONS

Article 1

This Decision shall lay down protocol rules, protocol events, the manner of providing protocol services, operators and the manner of funding protocol events. Protocol services under this Decision shall be provided by the Protocol of the Government of the Republic of Slovenia (hereinafter: the Protocol) and the Ministry of Foreign Affairs of the Republic of Slovenia (hereinafter: the Ministry).

Article 2

Protocol events shall be the following:

1. State visits by Heads of State or Government to the Republic of Slovenia;
2. visits (official, working and private) to the Republic of Slovenia paid by:
 - Heads of State,
 - Speakers of Parliaments and President of the European Parliament,
 - Heads of Government, President of the European Council, President of the European Commission and heads of international organisations
 - Presidents of National Councils or Senates,
 - Presidents of Constitutional Courts,
 - Presidents of Supreme Courts,
 - Human Rights Ombudsmen,
 - Ministers of Foreign Affairs and heads of international organisations and specialised agencies with Foreign Minister rank,
 - delegations of federal provinces, States and regions when hosted by the President of the Republic of Slovenia, the President of the National Assembly of the Republic of Slovenia, the Prime Minister of the Republic of Slovenia or the President of the National Council of the Republic of Slovenia;
3. State visits by the President of the Republic of Slovenia abroad;
4. Official and working visits abroad by:
 - President of the Republic of Slovenia,

- President of the National Assembly of the Republic of Slovenia,
 - Prime Minister of the Republic of Slovenia,
 - Deputy Prime Ministers of the Republic of Slovenia
 - President of the National Council of the Republic of Slovenia,
 - President of the Constitutional Court of the Republic of Slovenia,
 - President of the Supreme Court of the Republic of Slovenia,
 - Human Rights Ombudsman of the Republic of Slovenia,
 - Minister of Foreign Affairs of the Republic of Slovenia;
5. Protocol events of the spouse or partner of the President of the Republic of Slovenia, the President of the National Assembly of the Republic of Slovenia, the Prime Minister of the Republic of Slovenia and the Minister of Foreign Affairs of the Republic of Slovenia;
6. Presentation of credentials to the President of the Republic of Slovenia;
7. Presentation of copies of credentials and presentation letters at the Ministry of Foreign Affairs of the Republic of Slovenia;
8. Initial and farewell visits of heads of diplomatic missions and representations of international organisations to the President of the Republic of Slovenia, the President of the National Assembly of the Republic of Slovenia, the Prime Minister of the Republic of Slovenia and the President of the National Council of the Republic of Slovenia;
9. Decoration ceremonies, when decorations are awarded by the President of the Republic of Slovenia or by other high representatives of the Republic of Slovenia duly authorised by the President of the Republic of Slovenia;
10. Signing of treaties and other official acts of State importance;
11. Swearing-in ceremonies before the President of the National Assembly of the Republic of Slovenia;

12. State funerals, laying of wreaths and national mourning ceremonies;
13. Receptions hosted by the President of the Republic of Slovenia, the President of the National Assembly of the Republic of Slovenia, the Prime Minister of the Republic of Slovenia, the President of the Constitutional Court of the Republic of Slovenia and the Minister of Foreign Affairs of the Republic of Slovenia.
14. State celebrations and other events of State importance.

Article 3

The Protocol shall provide protocol services for the holders of the offices stated in the previous article, and the Ministry shall provide protocol services for the Minister of Foreign Affairs of the Republic of Slovenia and for the spouse or partner of the Minister of Foreign Affairs of the Republic of Slovenia.

The Protocol shall carry out protocol-related organisational work for visits by high representatives from guest countries to the Republic of Slovenia and visits by high representatives of the Republic of Slovenia abroad in accordance with the Instructions for implementation of the Decision Laying Down Protocol Rules (hereinafter: the Instructions).

The Protocol shall provide protocol services specified in the Instructions.

Article 4

The Protocol shall prepare a comprehensive annual plan of work, specify the number and type of protocol events and ensure their professional execution on the basis of a Single International Engagements Plan, which shall be adopted by the Government at the end of the current year for the next year, whereby the number of state visits to the Republic of Slovenia shall normally not exceed three per year, and on the basis of framework programmes of planned visits to the Republic of Slovenia and other protocol events envisaged for the next year, requiring the services of the Protocol, which must be notified to the Protocol in writing before 1 December of the current year by the authorised representatives of the Constitutional Court of the Republic of

Slovenia, the Supreme Court of the Republic of Slovenia and the Human Rights Ombudsman of the Republic of Slovenia.

Article 5

An authorised representative of the institution for which the Protocol shall provide professional protocol services and tasks shall notify the Protocol in writing of individual protocol events that have not been scheduled or planned in the annual programme, at least 20 days before the event.

II. PROTOCOL FUNCTIONS OF THE MINISTRY OF FOREIGN AFFAIRS OF THE REPUBLIC OF SLOVENIA

Article 6

The Ministry shall, *inter alia*:

- co-operate with the Protocol in the preparation and implementation of official visits to the Republic of Slovenia by Ministers of Foreign Affairs and heads of international organisations and specialised agencies with Foreign Minister rank,
- provide protocol services for working and private visits by the Minister of Foreign Affairs of the Republic of Slovenia at home and abroad and for official visits abroad by the Minister of Foreign Affairs of the Republic of Slovenia,
- organise receptions, lunches and dinners hosted by the Minister of Foreign Affairs of the Republic of Slovenia,
- organise international conferences hosted by the Minister of Foreign Affairs of the Republic of Slovenia and during such conferences, meetings at ministerial and sub-ministerial levels,
- co-operate with the Protocol in organising international visits and receptions to which members of diplomatic and consular corps in the Republic of Slovenia are invited,
- provide protocol services on the occasion of the presentation of the copies of credentials and presentation letters at the Ministry and co-operate with the

Protocol at the ceremonial presentation of credentials to the President of the Republic of Slovenia,

- organise initial and farewell visits of Heads of Diplomatic Missions and representatives of international organisations in the Republic of Slovenia,
- provide protocol services for the spouse or partner of the Minister of Foreign Affairs of the Republic of Slovenia,
- be responsible for protocol gifts presented at protocol events hosted by the Minister of Foreign Affairs of the Republic of Slovenia; the gifts shall be agreed with the Protocol when Minister of Foreign Affairs or head of an international organisation or specialised agency with Foreign Minister rank pays an official visit to the Republic of Slovenia.

III. VISITS BY FOREIGN HIGH REPRESENTATIVES TO THE REPUBLIC OF SLOVENIA

Article 7

In the case of visits to the Republic of Slovenia by Heads of State, the host shall be the President of the Republic of Slovenia. In the case of visits by Speakers of Parliament or the President of the European Parliament, the host shall be the President of the National Assembly of the Republic of Slovenia. In the case of visits by Heads of Government, the President of the European Council, the President of the European Commission and heads of international organisations with Head of Government rank, the host shall be the Prime Minister of the Republic of Slovenia. In the case of visits by Presidents of National Councils or Senates, the host shall be the President of the National Council of the Republic of Slovenia. In the case of visits by Presidents of Constitutional Courts, the host shall be the President of the Constitutional Court of the Republic of Slovenia. In the case of visits by Presidents of Supreme Courts, the host shall be the President of the Supreme Court of the Republic of Slovenia. In the case of visits by Human Rights Ombudsmen, the host shall be the Human Rights Ombudsman of the Republic of Slovenia. In the case of visits by Foreign Ministers and heads of international organisations and specialised agencies with Foreign Minister rank, the host shall be the Minister of Foreign Affairs of the Republic of Slovenia.

When several Heads of State or Government visit the Republic of Slovenia to participate in an international meeting held in the territory of the Republic of Slovenia, the Government of the Republic of Slovenia shall set up a special committee responsible for the organisation of such a visit. All institutions and bodies involved in the event shall be represented on this committee.

Article 8

In the case of visits referred to in the preceding article carried out by the Protocol, the host institution shall appoint a visit coordinator from among its employees to coordinate the programme of the visit with the Protocol, the Communication Office of the Government of the Republic of Slovenia and the Security and Protection Centre and to deal with protocol and organisational issues.

Article 9

A Head of State on a state or official visit to the Republic of Slovenia shall as a rule be welcomed on arrival and bid farewell on departure by:

- a Minister of the Government of the Republic of Slovenia,
- the Secretary General of the Office of the President of the Republic of Slovenia,
- members of the permanent escort in the Republic of Slovenia designated by the host,
- other persons designated by the host.

Article 10

A Speaker of Parliament or the President of the European Parliament on an official visit to the Republic of Slovenia shall as a rule be welcomed on arrival and bid farewell on departure by:

- one of the Vice-Presidents of the National Assembly of the Republic of Slovenia,
- members of the permanent escort in the Republic of Slovenia designated by the host,
- other persons designated by the host.

Article 11

A Head of Government, President of the European Council, President of the European Commission and the head of an international organisation with Head of Government rank on an official visit to the Republic of Slovenia shall as a rule be welcomed on arrival and bid farewell on departure by:

- a Minister or State Secretary of the Government of the Republic of Slovenia,
- members of the permanent escort in the Republic of Slovenia designated by the host,
- other persons designated by the host.

Article 12

A President of a National Council or Senate on an official visit to the Republic of Slovenia shall as a rule be welcomed on arrival and bid farewell on departure by:

- the Vice-President of the National Council of the Republic of Slovenia,
- members of the permanent escort in the Republic of Slovenia designated by the host,
- other persons designated by the host.

Article 13

A President of a Constitutional Court on an official visit to the Republic of Slovenia shall as a rule be welcomed on arrival and bid farewell on departure by:

- the Vice-President or one of the judges of the Constitutional Court of the Republic of Slovenia,
- members of the permanent escort in the Republic of Slovenia designated by the host,
- other persons designated by the host.

Article 14

A President of a Supreme Court on an official visit to the Republic of Slovenia shall as a rule be welcomed on arrival and bid farewell on departure by:

- the Vice-President or one of the judges of the Supreme Court of the Republic of Slovenia,
- other persons designated by the host.

Article 15

A Human Rights Ombudsman on an official visit to the Republic of Slovenia shall as a rule be welcomed on arrival and bid farewell on departure by:

- one of the Deputies of the Human Rights Ombudsman of the Republic of Slovenia,
- members of the permanent escort in the Republic of Slovenia designated by the host,
- other persons designated by the host.

Article 16

A Minister of Foreign Affairs or head of an international organisation or specialised agency with Foreign Minister rank on an official visit to the Republic of Slovenia shall as a rule be welcomed on arrival and bid farewell on departure by:

- a State Secretary at the Ministry of Foreign Affairs of the Republic of Slovenia or Director-General at the Ministry of Foreign Affairs of the Republic of Slovenia,
- members of the permanent escort in the Republic of Slovenia designated by the host, other persons designated by the host.

Article 17

As a rule, the Head of the Diplomatic Mission of the guest's country or the Head of the European Commission Representation or the head of the international organisation's representation shall also be invited to attend the arrival and departure ceremony honouring a visit to the Republic of Slovenia by a Head of State, Speaker of Parliament, President of the European Parliament, Head of Government, President of the European Council, President of the European Commission or head of an international organisation with Head of Government rank referred to in paragraph one of Article 7 of this Decision.

Article 18

The host shall designate a permanent escort for visits to the Republic of Slovenia.

The permanent escort for a state visit by a Head of State to the Republic of Slovenia shall as a rule consist of:

- a Minister of the Government of the Republic of Slovenia,
- an Adviser to the President of the Republic of Slovenia,
- the Ambassador of the Republic of Slovenia to the guest's country,
- the Chief of Protocol,
- the Head of the Competent Division at the Ministry of Foreign Affairs of the Republic of Slovenia,
- the diplomat at the Ministry of Foreign Affairs of the Republic of Slovenia responsible for the guest's country,
- other persons designated by the host.

The permanent escort for an official visit by a Head of State to the Republic of Slovenia shall as a rule consist of:

- an Adviser to the President of the Republic of Slovenia,
- the Ambassador of the Republic of Slovenia to the guest's country,
- a representative of the Ministry of Foreign Affairs of the Republic of Slovenia,
- the Chief of Protocol or a person duly authorised by the Chief of Protocol,
- other persons designated by the host.

The permanent escort for an official visit by a Speaker of Parliament or President of the European Parliament to the Republic of Slovenia shall as a rule consist of:

- the Ambassador of the Republic of Slovenia to the guest's country,
- a representative of the Department for International Relations, Protocol and Translation of the National Assembly of the Republic of Slovenia,
- a representative of the Protocol,
- other persons designated by the host.

The permanent escort for an official visit by a Head of Government, President of the European Council, President of the European Commission or head of an international organisation with Head of Government rank shall as a rule consist of:

- the Ambassador of the Republic of Slovenia to the guest's country or Permanent Representative of the Republic of Slovenia to the European Union or to the international organisation,
- the State Secretary or Head of the Competent Division at the Ministry of Foreign Affairs of the Republic of Slovenia,
- the Chief of Protocol or a person duly authorised by the Chief of Protocol,
- an Adviser at the Office of the Prime Minister of the Republic of Slovenia,
- other persons designated by the host.

The permanent escort for an official visit by a President of a National Council or Senate to the Republic of Slovenia shall as a rule consist of:

- the Secretary of the Commission for International Relations and EU Affairs at the National Council of the Republic of Slovenia,
- a representative of Protocol,
- other persons designated by the host.

The permanent escort for an official visit by the President of a Constitutional Court to the Republic of Slovenia shall as a rule consist of:

- a representative of the Constitutional Court of the Republic of Slovenia,
- a representative of Protocol,
- other persons designated by the host.

The permanent escort for an official visit by a President of a Supreme Court to the Republic of Slovenia shall as a rule consist of:

- a representative of the Supreme Court of the Republic of Slovenia,
- a representative of Protocol,
- other persons designated by the host.

The permanent escort for an official visit by a Human Rights Ombudsman to the Republic of Slovenia shall as a rule consist of:

- a representative of the Human Rights Ombudsman of the Republic of Slovenia,
- a representative of Protocol,
- other persons designated by the host.

The permanent escort for an official visit by a Minister of Foreign Affairs or head of international organisation or specialised agency with Foreign Minister rank to the Republic of Slovenia shall as a rule consist of:

- the Ambassador of the Republic of Slovenia to the guest's country or the head of an international organisation representation,
- a representative of the Ministry of Foreign Affairs of the Republic of Slovenia,
- a representative of Protocol,
- other persons designated by the host.

Article 19

When a Head of State is on a state or official visit to the Republic of Slovenia, when a Speaker of Parliament, President of the European Parliament, Head of Government, President of the European Council, President of the European Commission, or head of an international organisation with Head of Government rank is on official visit, and when a President of a National Council or Senate, Minister of Foreign Affairs, or head of an international organisation or specialised agency with Foreign Minister rank is on official visit, flags of the guest's country, of the Republic of Slovenia and of the European Union shall be displayed at the arrival and departure locations, at the guest's residence, on buildings in which the official programme is held, in premises where official talks and photo opportunities are held and on the car carrying the main guest.

When a Head of State, Speaker of Parliament, President of the European Parliament, Head of Government, President of the European Council, President of the European Commission, head of an international organisation with Head of Government rank, or President of a National Council or Senate is on a working visit to the Republic of Slovenia, the flags of the guest's country, of the Republic of Slovenia and of the European Union shall be displayed at the host's building and in premises where photo opportunities with high representatives of the Republic of Slovenia are arranged. When a Minister of Foreign Affairs or head of an international organisation with Foreign Minister rank is on a working visit to the Republic of Slovenia, the flags of the guest's country, of the Republic of Slovenia and of the European Union shall be displayed in premises where photo opportunities are arranged.

Article 20

In relation to working visits to the Republic of Slovenia, the Protocol shall only be engaged in fulfilling tasks related to these visits if paid by the Head of State, Speaker of Parliament, President of the European Parliament, Head of Government, President of the European Council, President of the European Commission, head of an international organisation with Head of Government rank or President of a National Council or Senate.

In relation to private visits to the Republic of Slovenia, the Protocol shall only be engaged in fulfilling tasks related to these visits if paid by the Head of State, Speaker of Parliament, President of the European Parliament, Head of Government, President of the European Council, President of the European Commission, or head of an international organisation with Head of Government rank.

Article 21

When a Head of State is on a state or official visit to the Republic of Slovenia or when a Speaker of Parliament, President of the European Parliament, Head of Government, President of the European Council, President of the European Commission, head of an international organisation with Head of Government rank, President of a National Council or Senate, Minister of Foreign Affairs, or head of an international organisation or specialised agency with Foreign Minister rank is on an official visit to the Republic of Slovenia, the host in the Republic of Slovenia shall offer one formal dinner or lunch.

The following may be invited to attend the formal dinner or lunch:

a) on the occasion of a visit by a Head of State to the Republic of Slovenia:

- the host's spouse or partner,
- members of the delegation accompanying the guest within the agreed format,
- members of the delegation of the Office of the President of the Republic of Slovenia participating in official talks,
- members of the permanent escort in the Republic of Slovenia,

- other persons designated by the host.

b) on the occasion of a visit by a Speaker of Parliament or President of the European Parliament to the Republic of Slovenia:

- members of the delegation accompanying the guest within the agreed format,
- members of the delegation of the National Assembly of the Republic of Slovenia participating in official talks,
- members of the permanent escort in the Republic of Slovenia,
- other persons designated by the host.

c) on the occasion of a visit by a Head of Government, President of the European Council, President of the European Commission or head of international organisation with Head of Government rank to the Republic of Slovenia:

- members of the delegation accompanying the guest within the agreed format,
- members of the delegation of the Government of the Republic of Slovenia participating in official talks,
- members of the permanent escort in the Republic of Slovenia,
- other persons designated by the host.

d) on the occasion of a visit by a President of a National Council or Senate to the Republic of Slovenia:

- members of the delegation accompanying the guest within the agreed format,
- members of the delegation of the National Council of the Republic of Slovenia participating in official talks,
- members of the permanent escort in the Republic of Slovenia,
- other persons designated by the host.

e) on the occasion of a visit by a Minister of Foreign Affairs or head of an international

organisation or specialized agency with Foreign Minister rank to the Republic of Slovenia:

- members of the delegation accompanying the guest within the agreed format,
- members of the delegation of the Ministry of Foreign Affairs of the Republic of Slovenia participating in official talks,
- members of the permanent escort in the Republic of Slovenia,

- other persons designated by the host.

If a guest on a visit to the Republic of Slovenia is accompanied by the spouse or partner, the invitation to dinner or lunch shall also be extended to the spouse or partner of the host in the Republic of Slovenia.

Article 22

As a rule, a representative of the host shall be present at formal dinner or lunch and talks attended by the guest during an official visit to the Republic of Slovenia.

Article 23

The number of guests of a foreign delegation invited to attend a formal dinner or lunch shall be in proportion to the number of guests invited to the formal dinner or lunch by the host.

Article 24

At formal dinner or lunch, the guest and the host shall exchange toasts at the beginning of the formal dinner or lunch or after the main course. The wording of the toast may be translated beforehand and printed.

Article 25

When high representatives referred to in the first paragraph of Article 7 of this Decision are on a State or official visit to the Republic of Slovenia, the host may present a gift, the value of which shall as a rule not exceed the amount of the most recent officially published gross average salary in the Republic of Slovenia. As a rule, the host shall present the main guest one main gift on behalf of the State. As a rule, gifts shall be given to foreign guests on State or official visits, except where there is a reciprocal obligation. If the guest is accompanied by the spouse or partner, a gift shall also be presented to the spouse or partner. Gifts shall also be given to members of the official delegation, while gifts of smaller value shall be given to the guest's security and technical personnel. If the guest does not present a gift to the host, the host shall, on principle, not present a gift to the guest.

When the President of the Republic of Slovenia is on a state or official visit abroad and when high representatives of the Republic of Slovenia are on official visits abroad, one main gift shall be given to the host and one to the host's spouse or partner; gifts shall also be given to officials of the host country, of the European Commission or of international organisations whom the high representatives of the Republic of Slovenia meet during official talks. Gifts of smaller value shall on principle be given to the host's security and technical personnel and may also be given to the host's children if they are included in the programme of the visit.

A gift shall be selected according to the position and interests of the recipient. Gifts shall as a rule be made in the Republic of Slovenia and shall represent Slovenia's cultural heritage. The cost of protocol gifts shall be covered from the Protocol's annual budget. The costs of protocol gifts given on the occasion of protocol events organised by the Minister of Foreign Affairs of the Republic of Slovenia shall be borne by the Ministry of Foreign Affairs of the Republic of Slovenia from its annual budget. The Protocol or the Ministry shall select, prepare, coordinate and purchase respective gifts to be presented by the hosts.

The Protocol and the Ministry shall keep a record of gifts given. Each government body involved in state and official visits abroad or in the Republic of Slovenia shall keep its own record of gifts received by its officials and employees.

Article 26

All costs incurred in providing protocol services within protocol events, other than the costs of the Protocol employees and protocol gifts referred to in the preceding article, shall be covered by the clients or the relevant bodies of the hosts from their budget. The Protocol may directly cover these costs, in which case the bodies of the host shall reimburse the Protocol within 30 days of receipt of a request for cost reimbursement.

A physician shall be a member of the permanent escort if a protocol event hosted by the President of the Republic of Slovenia, the President of the National Assembly of the Republic of Slovenia or the Prime Minister of the Republic of Slovenia requires attendance by a physician. The costs of the physician shall be borne by the host.

Article 27

State visits to the Republic of Slovenia shall as a rule last up to three working days and official and working visits up to two working days. The same applies to state and official visits by the President of the Republic of Slovenia and to official and working visits by high representatives of the Republic of Slovenia abroad.

As a rule, state, official and working visits shall not take place on Saturdays, Sundays and public holidays.

Protocol hours shall be between 9.00 am and 9.00 pm.

Article 28

When a guest is accompanied by the spouse or partner, the host's spouse, partner or a person designated by the host to accompany the guest's spouse or partner shall participate at the welcome and farewell ceremony of the guest and other protocol obligations.

Article 29

When a Head of State, Speaker of Parliament, President of the European Parliament, Head of Government, President of the European Council, President of the European Commission or head of an international organisation with Head of Government rank only makes a stop-over on the territory of the Republic of Slovenia, the Protocol and the host shall jointly determine the scope of the protocol event.

When a Minister of Foreign Affairs, head of an international organisation, or head of a specialised agency with Foreign Minister rank only makes a stop-over in the territory of the Republic of Slovenia, the Ministry and the host shall jointly determine the scope of the protocol event.

IV. VISITS OF HIGH REPRESENTATIVES OF THE REPUBLIC OF SLOVENIA ABROAD

Article 30

For a state, official or working visit by the President of the Republic of Slovenia abroad and for an official or working visit by the President of the National Assembly of the Republic of Slovenia, or the Prime Minister of the Republic of Slovenia, or the President of the National Council of the Republic of Slovenia abroad, the Protocol shall prepare the programme of the visit in cooperation with the visit coordinator, appointed from among the employees of the host, and arrange protocol and organisational matters.

Article 31

The President of the Republic of Slovenia, the President of the National Assembly of the Republic of Slovenia, the Prime Minister of the Republic of Slovenia and the Minister of Foreign Affairs of the Republic of Slovenia can be accompanied by the spouse or partner on a visit abroad if so agreed with the host State.

An independent visit abroad by the spouse or partner of the President of the Republic of Slovenia shall be a protocol event if the spouse or partner is invited by the supreme authority of the host country or if upon invitation attends an event of international, humanitarian or wider public significance important for the profile and reputation of the Republic of Slovenia.

Article 32

No official ceremony at departure or arrival shall be organised in the case of private visits abroad by the President of the Republic of Slovenia, the President of the National Assembly of the Republic of Slovenia, the Prime Minister of the Republic of Slovenia and the President of the National Council of the Republic of Slovenia.

Article 33

When on a visit abroad, the President of the Republic of Slovenia, the President of the National Assembly of the Republic of Slovenia and the Prime Minister of the Republic of Slovenia may only reciprocate receptions, lunches or dinners if so required by the established protocol practice of the host country.

V. PROTOCOL EVENTS OF THE SPOUSE OR PARTNER OF THE PRESIDENT OF THE REPUBLIC OF SLOVENIA, THE PRESIDENT OF THE NATIONAL ASSEMBLY OF THE REPUBLIC OF SLOVENIA, THE PRIME MINISTER OF THE REPUBLIC OF SLOVENIA AND THE MINISTER OF FOREIGN AFFAIRS OF THE REPUBLIC OF SLOVENIA

Article 34

The Protocol shall provide protocol services for the spouse or partner of the President of the Republic of Slovenia, the President of the National Assembly of the Republic of Slovenia and the Prime Minister of the Republic of Slovenia when a protocol event in the Republic of Slovenia or abroad is hosted by the President of the Republic of Slovenia, the President of the National Assembly of the Republic of Slovenia or the Prime Minister of the Republic of Slovenia accompanied by his/her spouse or partner and when his/her spouse or partner hosts a protocol event in the Republic of Slovenia.

The spouse or partner of the President of the Republic of Slovenia shall be considered a host to a protocol event in the Republic of Slovenia if such an event is of international, humanitarian or wider public significance and important for the profile and reputation of the Republic of Slovenia or for the protection and dissemination of basic values and appropriate to be hosted by the spouse or partner of the President of the Republic of Slovenia. The spouse or partner of the President of the Republic of Slovenia shall host a protocol event abroad in cases laid down by this Decision.

The institution responsible for a protocol event hosted by the spouse or partner of the President of the Republic of Slovenia, the President of the National Assembly of the Republic of Slovenia, the Prime Minister of the Republic of Slovenia or the Minister of Foreign Affairs of the Republic of Slovenia shall provide transport and protocol facilities and finance travel, accommodation and other associated expenses.

When providing protocol services for the spouse or partner of the President of the Republic of Slovenia, the President of the National Assembly of the Republic of

Slovenia, the Prime Minister of the Republic of Slovenia and the Minister of Foreign Affairs of the Republic of Slovenia, the Protocol shall cooperate with the spouse or partner in person and with the Office of the President of the Republic of Slovenia, the Office of the President of the National Assembly of the Republic of Slovenia, the Office of the Prime Minister of the Republic of Slovenia and the Office of the Minister of Foreign Affairs of the Republic of Slovenia.

When providing protocol services for the spouse or partner of the President of the Republic of Slovenia, the President of the National Assembly of the Republic of Slovenia or the Prime Minister of the Republic of Slovenia, the Protocol shall provide organisational support in the preparation and implementation of protocol events.

The Ministry shall provide protocol services for the spouse or partner of the Minister of Foreign Affairs of the Republic of Slovenia when the Minister hosts protocol events at home or abroad and is accompanied by the spouse or partner and when the spouse or partner personally hosts protocol events. The Ministry shall not provide the above listed services when an official visit to the Republic of Slovenia is paid by a Minister of Foreign Affairs or head of an international organisation with the spouse or partner.

When providing protocol services for the spouse or partner of the Minister of Foreign Affairs of the Republic of Slovenia, the Ministry shall cooperate with the spouse or partner in person and with the Office of the Minister of Foreign Affairs of the Republic of Slovenia.

When providing protocol services for the spouse or partner of the Minister of Foreign Affairs of the Republic of Slovenia, the Ministry shall provide organisational support in the preparation and implementation of the protocol events.

VI. STATE CELEBRATIONS AND OTHER EVENTS OF STATE IMPORTANCE

Article 37

The Coordinating Committee for State Celebrations and events shall coordinate the organisation of celebrations on the occasion of national holidays and participate in the celebration of anniversaries of important political, cultural, economic and historical events and in other events of State importance.

Article 36

The Coordinating Committee for State Celebrations and events of the Republic of Slovenia shall be appointed by the Government of the Republic of Slovenia. The President of the Coordinating Committee for State Celebrations shall be the Secretary General of the Government of the Republic of Slovenia. It shall be composed of the members, proposed by: the Office of the President of the Republic of Slovenia (1), the National Assembly of the Republic of Slovenia (1), the Office of the Prime Minister of the Republic of Slovenia (1), the Constitutional Court of the Republic of Slovenia (1), the Ministry of Defence of the Republic of Slovenia (2), the Ministry of Foreign Affairs of the Republic of Slovenia (1), the Ministry of the Interior of the Republic of Slovenia (2), the Ministry of Education, Science, Culture and Sport of the Republic of Slovenia (1), the Ministry of Labour, Family and Social Affairs of the Republic of Slovenia (1), the Protocol (1), the Association for the Values of Slovenia's Independence (1), the Government Communication Office of the Republic of Slovenia (1), the Secretariat-General of the Government of the Republic of Slovenia (1), and the Public Economic Institution Brdo (1).

A Deputy President and a Secretary of the Coordinating Committee for State Celebrations of the Republic of Slovenia shall be appointed by the President of the Coordinating Committee for State Celebrations of the Republic of Slovenia.

In certain cases, the Coordinating Committee for State Celebrations of the Republic of Slovenia may invite to participation the representatives of other State bodies, of local communities and of the civil society.

The members of the First Presidency of the Republic of Slovenia, the members of the First Government of the Republic of Slovenia and the deputies of the National Assembly of the Republic of Slovenia from the times of gaining independence shall be invited to all State celebrations and assured seats in respective groups in a specially designated place.

Article 37

Administrative, technical, financial and organisational services for the work of the Coordinating Committee for State Celebrations of the Republic of Slovenia shall be provided by the Secretariat-General of the Government of the Republic of Slovenia and the Protocol of the Government of the Republic of Slovenia.

The Secretariat General of the Government of the Republic of Slovenia, as a budget user, shall be the holder of a state budget item earmarked for the financing of the celebration of national holidays and other events of State importance.

Article 38

At the end of the current calendar year, the Coordinating Committee for State Celebrations of the Republic of Slovenia shall prepare a calendar of State celebrations and events of State importance for the following year and define the manner and the scope of the celebration of each individual event. It shall submit the schedule for approval to the Government of the Republic of Slovenia by the end of January of the following year.

Article 39

As a rule, State celebrations shall include only one speaker: the President of the Republic of Slovenia, the President of the National Assembly of the Republic of Slovenia, the Prime Minister of the Republic of Slovenia or the President of the

Constitutional Court of the Republic of Slovenia, and in exceptional cases, a Minister of the Government of the Republic of Slovenia or another high representative of the Republic of Slovenia. The speaker shall be, by prior agreement, appointed by the Coordinating Committee for State Celebrations of the Republic of Slovenia.

VII. DECORATIONS, FORMAL SIGNING OF ACTS AND PRESENTATION OF CREDENTIALS, COPIES OF CREDENTIALS AND PRESENTATION LETTERS

Article 40

The Protocol shall organise ceremonies on the occasion of awarding decorations of the Republic of Slovenia, when these are awarded by the President of the Republic of Slovenia or other personalities, authorised by the President of the Republic of Slovenia, in the territory of the Republic of Slovenia.

Article 41

The Protocol shall participate in the organisation of ceremonies on the occasion of the signing of international acts and other official acts of State importance. If the host to the visit in the Republic of Slovenia is the Minister of Foreign Affairs of the Republic of Slovenia and the signatories of international acts and other official acts of State importance are exclusively Ministers of Foreign Affairs, the ceremony on the occasion of the signing shall be organised by the Ministry.

Article 42

The Ministry shall organise ceremonies on the occasion of the presentation of copies of credentials by heads of diplomatic missions and presentation letters by heads of representations of international organisations at the Ministry of Foreign Affairs of the Republic of Slovenia.

The Protocol shall organise ceremonies on the occasion of the presentation of credentials by heads of diplomatic missions to the President of the Republic of Slovenia in the Presidential Palace.

The following shall as a rule be present at the presentation of credentials to the President of the Republic of Slovenia:

- the Minister of Foreign Affairs of the Republic of Slovenia or the State Secretary in the Ministry of Foreign Affairs of the Republic of Slovenia or a Director-General in the Ministry of Foreign Affairs of the Republic of Slovenia,
- the Secretary General of the Office of the President of the Republic of Slovenia or Head of the Office of the President of the Republic of Slovenia,
- the Adviser to the President of the Republic of Slovenia on Diplomatic Affairs.

VIII. STATE FUNERALS AND DAYS OF MOURNING

Article 43

The Protocol shall organise State funerals. State funerals shall be organised on the death of the holders of the offices of the President of the Republic of Slovenia, President of the National Assembly of the Republic of Slovenia and the Prime Minister of the Republic of Slovenia during their term of office. Decision on State funerals of former holders of the offices in this rank and in other ranks shall be taken by the Government of the Republic of Slovenia.

Article 44

Guard of Honour of the Republic of Slovenia shall participate in State funerals of high representatives of the Republic of Slovenia stated in the previous article.

Article 45

In the case of natural disasters, severe traffic accidents and other accidents, and in the case of the death of very prominent personalities at home or abroad, the Government of the Republic of Slovenia may declare a day or days of mourning in

the Republic of Slovenia. On days of mourning, all flags on State institutions shall be flown at half-mast.

In cases under the preceding paragraph, the Protocol shall participate in the organisation of mourning ceremonies.

IX. WREATH LAYING

Article 46

The Protocol shall organise wreath-laying ceremonies at monuments in the Republic of Slovenia, when wreaths are laid by the President of the Republic of Slovenia, the President of the National Assembly of the Republic of Slovenia and the Prime Minister of the Republic of Slovenia.

On Statehood Day, as a rule, a wreath shall be laid at the Monument to the Fallen of the 1991 War for Slovenia at Nove Žale in Ljubljana by the President of the Republic of Slovenia, the Minister of Defence of the Republic of Slovenia, the Minister of the Interior of the Republic of Slovenia, the Chief of the General Staff of the Slovenian Armed Forces and the Director General of the Slovenian Police Force. A wreath may also be laid by the President of the National Assembly of the Republic of Slovenia and the Prime Minister of the Republic of Slovenia.

On Remembrance Day, as a rule, wreaths shall be laid at the Monument to the Fallen of the 1991 War for Slovenia at Nove Žale in Ljubljana, to the Monument in the Memorial Park dedicated to fallen combatants and hostages at Žale in Ljubljana and to the Monument "The Linden Tree of Reconciliation" at Žale in Ljubljana by the President of the Republic of Slovenia, the President of the National Assembly of the Republic of Slovenia, the Prime Minister of the Republic of Slovenia, the President of the National Council of the Republic of Slovenia, the Chief of the General Staff of the Slovenian Armed Forces and the Director General of the Slovenian Police Force.

Wreath laying may also be organised at other monuments.

The Protocol shall also organise the laying of wreaths by guest Heads of State on a State or an official visit to the Republic of Slovenia.

Article 47

The tasks involved during wreath-laying ceremonies at monuments in the Republic of Slovenia and the honour guard, when wreaths are laid by the President of the Republic of Slovenia, the President of the National Assembly of the Republic of Slovenia and the Prime Minister of the Republic of Slovenia, shall be carried out by the Guard of the Slovenian Armed Forces.

Thirty-six members shall participate in the laying of wreaths on Remembrance Day at the Monument to the Fallen of the 1991 War for Slovenia at Nove Žale in Ljubljana, 24 members (a total of 60 members, including 48 soldiers, 8 NCOs and 4 officers) shall participate in the laying of wreaths at the Monument in the Memorial Park dedicated to fallen combatants and hostages at Žale in Ljubljana and at the Monument "The Linden Tree of Reconciliation" at Žale in Ljubljana, respectively.

X. MILITARY HONOURS

Article 48

Guard of Honour of the Republic of Slovenia, consisting of the Guard of the Slovenian Armed Forces and the Orchestra of Slovenian Armed Forces or the Orchestra of the Slovenian Police Force shall participate in ceremonial of the reception with military honours for Heads of State on arrival and departure on/from a state visit to the Republic of Slovenia, and on arrival of Heads of State and Heads of Government, the President of the European Council, the President of the European Commission and heads of international organisations with Head of Government rank on/from official visits to the Republic of Slovenia.

When a ceremonial with military honours does not take place at the airport, the guest shall be greeted at the airport on arrival and departure by a cordon of soldiers of the Guard of the Slovenian Armed Forces (a total of 13 members, including 12 soldiers and 1 NCO).

Article 49

Three platoons of honour (a total of 55 members, including 48 soldiers, 2 NCOs and 5 officers) shall be present at the arrival and departure of a Head of State.

Two platoons of honour (a total of 38 members, including 32 soldiers, 2 NCOs and 4 officers) shall be present at the arrival of a Head of Government.

Article 50

An honour detachment (a total of 15 members, including 12 soldiers, 2 NCOs and 1 officer) shall take part in the ceremony of presentation of credentials by heads of diplomatic missions to the President of the Republic of Slovenia.

An honour platoon shall also participate at the awarding of decorations of the highest order and other similar events of State importance hosted by the President of the Republic of Slovenia.

Article 51

The Guard of the Slovenian Armed Forces shall also take part in State celebrations and other events of State importance. At the ceremony on the occasion of Slovenian Statehood Day, the Guard of the Slovenian Armed Forces shall discharge a six-gun salvo from six cannons from the Ljubljana Castle.

Article 52

During official protocol events in Slovenia and abroad, the President of the Republic of Slovenia shall as a rule be accompanied by his ADC.

XI. USE OF PROTOCOL FACILITIES FOR PROTOCOL EVENTS

Article 53

Facilities managed by Public Economic Institute Brdo State Protocol Services of the Republic of Slovenia, in compliance with the rules on the establishment and operation of this institution, shall as a rule be used with priority by the President of the Republic of Slovenia, the President of the National Assembly of the Republic of Slovenia, the Prime Minister of the Republic of Slovenia, the Deputy Prime Ministers of the Republic of Slovenia, the President of the Constitutional Court of the Republic of Slovenia and the ministers in the Government of the Republic of Slovenia.

The facilities may also be used by others for protocol, representation and other purposes in the domain of State bodies of the Republic of Slovenia. If State bodies of the Republic of Slovenia do not organise protocol events within their own premises, they shall as a rule be required to plan and hold them in other premises managed by PEI Brdo and pay for the service in accordance with the applicable tariff. Premises managed by PEI Brdo should, as a rule, also be used for the accommodation of guests of State bodies if accommodation costs are covered by the State budget.

XII. USE OF VEHICLES

Article 54

Protocol car transport shall be provided by the Secretariat-General of the Government of the Republic of Slovenia. Protocol transport shall only be arranged in connection with protocol events.

The services of car transport by the Secretariat-General of the Government of the Republic of Slovenia shall be used when carrying out advance parties for the visit of foreign guests in the Republic of Slovenia. In extremely bad weather or large distances of locations or other obstructions on the road that require the skills of a professional driver, the services of car transport by the Secretariat-General of the Republic of Slovenia shall also be used when carrying out advance parties for a

protocol event in the Republic of Slovenia. In the cases stated above, a professional driver may be hired elsewhere if it cannot be provided within the framework of the Secretariat-General of the Government of the Republic of Slovenia.

Article 57

The costs of providing protocol transport shall be fully borne by the body that had the role of main host and was responsible for the programme of the visit. The costs of transport for advance parties shall be settled by the Protocol.

XIII. OBLIGATIONS OF BODIES CONTRACTING PROTOCOL EVENTS

Article 56

Costs incurred through the provision of protocol services, except the costs of gifts in compliance with Article 27 hereof and the costs of daily allowances, accommodation and travel of Protocol employees, shall be borne by the clients or contracting bodies themselves from their financial plan funds. The following bodies shall be considered contracting bodies or clients: the Office of the President of the Republic of Slovenia, the National Assembly of the Republic of Slovenia, the Office of the Prime Minister of the Republic of Slovenia, the National Council of the Republic of Slovenia, the Constitutional Court of the Republic of Slovenia, the Supreme Court of the Republic of Slovenia, the Human Rights Ombudsman of the Republic of Slovenia, and the Ministry of Foreign Affairs of the Republic of Slovenia.

Article 57

Bodies contracting protocol events shall be obliged to observe the technical guidelines of the Protocol in the organisation and implementation of the events.

XIV. INFORMING THE COMPETENT AUTHORITIES ABOUT PROTOCOL EVENTS

Article 58

The Protocol shall officially notify the competent bodies about every protocol event by an official note.

The Protocol shall notify the Security and Protection Centre and the Communication Office of the Government of the Republic of Slovenia immediately when informed about a visit, and shall involve them actively in the preparations for the visit.

When informed about a working or private visit, the Protocol shall notify the Security and Protection Centre thereon, involving it actively in the preparations for the visit.

XV. SECURITY DURING PROTOCOL EVENTS

Article 59

The Protocol or the Ministry shall inform the Ministry of the Interior, which shall provide security services in accordance with the Regulation on the protecting of specific persons, structures and the vicinity of structures used by State bodies (*Uradni list RS*, 110/10), about protocol events.

In preparing and implementing protocol events, the Protocol and the Ministry shall take into consideration the opinions and professional proposals of the Ministry of the Interior relating to the provision of security measures, and the Ministry of the Interior shall take into account the opinions and professional proposals of the Protocol or the Ministry if they do not hinder the implementation of security measures.

XVI. FINAL PROVISIONS

Article 60

On the day this Decision comes into force, the Decision Laying down Protocol Rules (*Uradni list RS*, št. 85/09 in 6/12) shall cease to apply.

Article 61

This Decision shall enter into force on the first day after its publication in *Uradni list Republike Slovenije* (Official Gazette of the Republic of Slovenia).

ENCLOSURE

Instructions for Implementation of the Decision Laying Down Protocol Rules

I. PROTOCOL SERVICES OF THE PROTOCOL

The Protocol shall perform the following services:

1. for the President of the Republic of Slovenia:

- State, official, working and private visits by Heads of State to the Republic of Slovenia and other guests arriving in Slovenia at the invitation of the President of the Republic of Slovenia,
- State, official and working visits abroad by the President of the Republic of Slovenia (and spouse/partner);
- presentation of credentials to the President of the Republic of Slovenia,
- initial and farewell visits of Heads of Diplomatic Missions and representatives of international organisations in the Republic of Slovenia to the President of the Republic of Slovenia,
- State decoration ceremonies;
- signing of international treaties and other acts;
- wreath laying;
- receptions;
- other protocol services according to the instructions of the Head of the Office of the President of the Republic of Slovenia in agreement with the Chief of Protocol;

2. for the spouse or partner of the President of the Republic of Slovenia:

- receptions;
- escort during visits of the spouse/partner of the President of the Republic of Slovenia to State institutions and other agencies, institutes and organisations in the Republic of Slovenia and similar protocol events;

- visits abroad by the spouse/partner of the President of the Republic of Slovenia when the latter accompanies the President of the Republic of Slovenia and on independent visits;
- accompanying programmes during visits by Heads of State when hosted by the spouse or partner of the President of the Republic of Slovenia.

3. for the President of the National Assembly of the Republic of Slovenia:

- official, working and private visits by Speakers of Parliaments and the President of the European Parliament to the Republic of Slovenia and other guests arriving in the Republic of Slovenia at the invitation of the President of the National Assembly of the Republic of Slovenia;
- official and working visits abroad by the President of the National Assembly of the Republic of Slovenia;
- wreath laying;
- receptions;
- other protocol services according to the instructions of the Head of the Office of the President of the National Assembly of the Republic of Slovenia in agreement with the Chief of Protocol.

4. for the spouse or partner of the President of the National Assembly of the Republic of Slovenia:

- escort during the visit of the spouse or partner to State institutions and other agencies and organisations in the Republic of Slovenia;
- visits by the spouse or partner abroad when accompanying the President of the National Assembly of the Republic of Slovenia;
- accompanying programmes during visits of Speakers of Parliaments and the President of the European Parliament, when hosted by the spouse or partner of the President of the National Assembly of the Republic of Slovenia.

5. for the Prime Minister of the Republic of Slovenia:

- official, working and private visits by Heads of Government, the President of the European Council, the President of the European Commission and heads of international organisations with Prime Minister rank to the Republic of Slovenia and other guests arriving in the Republic of Slovenia at the invitation of the Prime Minister of the Republic of Slovenia;

- official and working visits abroad by the Prime Minister of the Republic of Slovenia;
- initial and farewell visits of Heads of Diplomatic Missions and representative offices of international organisations;
- signing of international treaties and other acts;
- wreath laying;
- receptions;
- other protocol services according to the instructions of the Head of the Prime Minister's Office in agreement with the Chief of Protocol.

6. for the spouse or partner of the Prime Minister of the Republic of Slovenia:

- escort during the visit of the spouse or partner to State institutions and other agencies and organisations in the Republic of Slovenia;
- visits by the spouse or partner abroad when accompanying the Prime Minister of the Republic of Slovenia;
- accompanying programmes during visits of Heads of Government, the President of the European Council, the President of the European Commission and heads of international organisations with Prime Minister rank, when hosted by the spouse or partner of the Prime Minister of the Republic of Slovenia.

7. for the President of the National Council of the Republic of Slovenia:

- official and working visits by Presidents of National Councils or Senates to the Republic of Slovenia and official visits by other guests arriving in the Republic of Slovenia at the invitation of the President of the National Council of the Republic of Slovenia;
- official and working visits abroad by the President of the National Council of the Republic of Slovenia;

8. for the President of the Constitutional Court of the Republic of Slovenia:

- official visits by foreign delegations to the Republic of Slovenia, when the host is the President of the Constitutional Court of the Republic of Slovenia;

- in the case of official visits abroad by the President of the Constitutional Court of the Republic of Slovenia, the Protocol shall provide gifts and make arrangements for the VIP Lounge at Ljubljana Jože Pučnik Airport;
- preparation and protocol aspects of the Constitution Day.

9. for the President of the Supreme Court of the Republic of Slovenia:

- official visits by foreign delegations to the Republic of Slovenia, when the host is the President of the Supreme Court of the Republic of Slovenia;
- in the case of official visits abroad by the President of the Supreme Court of the Republic of Slovenia, the Protocol shall provide gifts and make arrangements for the VIP Lounge at Ljubljana Jože Pučnik Airport.

10. for the Human Rights Ombudsman of the Republic of Slovenia:

- official visits by foreign Ombudsmen to the Republic of Slovenia;
- in the case of official visits abroad by the Human Rights Ombudsman of the Republic of Slovenia, the Protocol shall provide gifts and make arrangements for the VIP Lounge at Ljubljana Jože Pučnik Airport;
- annual reception for the Diplomatic Corps;

11. for the Minister of Foreign Affairs of the Republic of Slovenia:

- official visits to the Republic of Slovenia by Ministers of Foreign Affairs and heads of international organisations and specialised agencies with Minister of Foreign Affairs rank and official visits by other guests arriving in the Republic of Slovenia at the invitation of the Minister of Foreign Affairs of the Republic of Slovenia;

12. for the spouse or partner of the Minister of Foreign Affairs of the Republic of Slovenia:

- the accompanying programme during official visits by Ministers of Foreign Affairs and heads of international organisations and specialised agencies with Foreign Minister rank, when the spouse or partner of the Minister of Foreign Affairs of the Republic of Slovenia is the host.

13. State funerals;**14. in State celebrations and other events of State importance,**

Protocol shall take part in drawing up a list of invited persons and invitations, takes care of confirmation of participation, allocation of seats, keynote speaker and directing guests at State celebrations.

15. in agreement with the Secretariat-General of the Government of the Republic of Slovenia Protocol shall participate in the organization of celebrations

**II. ADVANCE PARTIES DURING PREPARATIONS FOR VISITS
AT HEAD OF STATE, SPEAKER OF PARLIAMENT AND HEAD OF
GOVERNMENT LEVEL**

The Protocol shall organise visits to locations of protocol events and accompany the members of the advance party to these visits. The Protocol shall assist in arranging transport and accommodation for advance parties in the Republic of Slovenia. On principle, the Chief of Protocol or a person duly authorised by the Chief of Protocol shall provide a working lunch or dinner. All the costs of the advance party shall be borne by the sending country, except the costs of transport to the locations of protocol events and usually one working meal, which shall be covered by the Protocol. The Communication Office of the Government of the Republic of Slovenia and the Security and Protection Centre shall be engaged in the visit of an advance party all the time.

On occasions of state and official visits abroad by the President of the Republic of Slovenia and official visits by the President of the National Assembly of the Republic of Slovenia and the Prime Minister of the Republic of Slovenia, an advance party shall, on principle, be organised a few days prior to the visit or, in certain cases, earlier. The advance party shall be composed of: a representative of Protocol and a representative of the Security and Protection Office, and, if necessary, a representative of the Office of the President of the Republic of Slovenia, a representative of the Office of the President of the National Assembly of the Republic of Slovenia, a representative of the Office of the Prime Minister of the Republic of

Slovenia, a representative of the Ministry of Foreign Affairs of the Republic of Slovenia and a representative of the Communication Office of the Government of the Republic of Slovenia. The costs of the advance party abroad shall be covered by the bodies employing the members of the advance parties.

III. STATE VISITS TO THE REPUBLIC OF SLOVENIA

Official delegation: *Head of State with his/her spouse or partner and members of the official delegation.*

Maximum number of members of an official delegation: 8.

Derogations regarding the number of members shall be allowed only exceptionally or on the basis of reciprocity.

Administrative, technical and security personnel

The number of accompanying administrative, technical and security personnel shall not be not limited. The Protocol shall not be responsible for the logistics of the members of this personnel, but shall provide assistance if required.

Costs

The members of an official delegation shall be reimbursed costs of accommodation, transportation and all meals, with the exception of private meals. All costs exceeding the agreed number of members of the official delegation shall be covered by the state that the guest represents. Postal service costs shall only be covered for the main guest and his/her spouse or partner. If the presence of medical team is required during the visit, costs related thereto shall be covered by the host, while the Protocol shall offer organisational assistance.

Costs of meals shall also be covered by:

- the host of the lunch/dinner in the Republic of Slovenia for the security and protocol employees of the State that the guest represents,
- the Security and Protection Centre for the Security and Protection Centre employees,
- the Protocol for the Protocol employees,

- the Secretariat-General of the Government of the Republic of Slovenia for the employees of the Secretariat-General of the Government of the Republic of Slovenia,
- other services and service providers for their employees.

Programme outline:

- welcome ceremony with military honours,
- tête-à-tête meeting with the host (and the spouse or partner, if the guest is accompanied by his/her spouse/partner),
- exchange of gifts,
- exchange of decorations,
- talks between delegations, chaired by the two Heads of State,
- meeting with the President of the National Assembly of the Republic of Slovenia,
- meeting with the Prime Minister of the Republic of Slovenia,
- guided tour of Ljubljana and visit to the City Hall,
- formal dinner or lunch hosted by the President of the Republic of Slovenia,
- lunch or dinner hosted by the President of the National Assembly of the Republic of Slovenia or the Prime Minister of the Republic of Slovenia,
- on the occasion of a visit by a Head of State with executive powers, official talks with the Prime Minister of the Republic of Slovenia,
- visit to historic/cultural/natural sights in the Republic of Slovenia,
- meeting with journalists,
- other items as agreed with the host or upon the request of the guest,
- farewell ceremony with military honours.

Additional programme for the spouse/partner

When the main guest is accompanied by his/her spouse or partner an additional programme shall be organized for the spouse/partner.

Journalists

The responsibility for journalists and reporters shall be taken by the Communication Office of the Government of the Republic of Slovenia. The costs of meals and accommodation shall be borne by the representatives of the media themselves. Within the programme of a state visit, the costs for transportation and the cost of a

cold meal for foreign journalists and reporters shall be borne by the Communication Office of the Republic of Slovenia.

Interpreters

The arrangements regarding interpreters shall be agreed by both sides. As a rule, the guest shall provide at least one interpreter.

Formal dinner or lunch

During state visits, formal dinner/lunch shall usually take place at Brdo Castle.

IV. OFFICIAL VISITS TO THE REPUBLIC OF SLOVENIA

Official delegation: *the main guest with his/her spouse or partner and members of the official delegation.*

Maximum number of members of an official delegation:

- Heads of State: 6,
- Speakers of Parliaments: 6,
- Heads of Government: 6,
- Presidents of National Councils/Senates: 6,
- Ministers of Foreign Affairs: 4,
- other high representatives: 4.

Derogations regarding the number of members are allowed only exceptionally or on the basis of reciprocity.

Administrative, technical and security personnel

The number of accompanying administrative, technical and security personnel shall not be not limited. The Protocol shall not be responsible for the logistics of the members of this employees, but shall provide assistance if required.

Costs

The members of an official delegation shall be reimbursed costs of accommodation, transportation and all meals, with the exception of private meals. All costs exceeding the agreed number of members of the official delegation shall be covered by the state represented by the guest. Postal service costs shall be covered only for the main guest and his/her spouse or partner. If the presence of medical team is required

during the event, costs related thereto shall be covered by the host, while the Protocol shall offer organisational assistance.

Costs of meals shall also be covered by:

- the host of the lunch/dinner in the Republic of Slovenia for the security and protocol employees of the State that the guest represents.
- the Security and Protection Centre for the Security and Protection Centre employees,
- the Protocol for the Protocol employees,
- the Secretariat-General of the Government of the Republic of Slovenia for the employees of the Secretariat-General of the Government of the Republic of Slovenia;
- other services and service providers for their employees.

Programme outline:

Heads of State:

- welcome ceremony with military honours,
- tête-à-tête meeting with the host (and the spouse or partner, if the guest is accompanied by a spouse/partner),
- exchange of gifts,
- talks between delegations, chaired by Heads of State,
- meeting with the President of the National Assembly of the Republic of Slovenia,
- meeting with the Prime Minister of the Republic of Slovenia,
- guided tour of Ljubljana and visit to the City Hall,
- formal dinner or lunch hosted by the President of the Republic of Slovenia,
- working lunch or dinner hosted by the President of the National Assembly of the Republic of Slovenia or the Prime Minister of the Republic of Slovenia,
- on the occasion of a visit by a Head of State with executive powers, official talks with the Prime Minister of the Republic of Slovenia,
- visit to historic/cultural/natural sights in the Republic of Slovenia,
- meeting with journalists,
- other items as agreed with the host or at the request of the guest.

Speakers of Parliaments and the President of the European Parliament

- tête-à-tête meeting with the host,
- talks between the visiting delegation and representatives of Deputy Groups in the National Assembly of the Republic of Slovenia,
- call on the President of the Republic of Slovenia,
- meeting with the Prime Minister of the Republic of Slovenia,
- formal dinner or lunch hosted by the President of the National Assembly of the Republic of Slovenia,
- press conference,
- guided tour of Ljubljana,
- visit to historic/cultural/natural sights in the Republic of Slovenia,
- other items as agreed with the host or at the request of the guest.

Heads of Government, the President of the European Council, the President of the European Commission and heads of international organisations with Head of Government rank

- welcome ceremony with military honours,
- tête-à-tête meeting with the host,
- talks between the two delegations, chaired by the Prime Minister and the visiting Head of Government,
- call on the President of the Republic of Slovenia,
- call on the President of the National Assembly of the Republic of Slovenia,
- formal dinner or lunch hosted by the Prime Minister of the Republic of Slovenia,
- lunch or dinner hosted by the President of the Republic of Slovenia or the President of the National Assembly of the Republic of Slovenia or the Prime Minister of the Republic of Slovenia or the Minister of Foreign Affairs of the Republic of Slovenia,
- press conference,
- guided tour of Ljubljana,
- visit to historic/cultural/natural sights in the Republic of Slovenia,
- other items as agreed with the host or at the request of the guest.

Ministers of Foreign Affairs and heads of international organisations and specialised agencies with Minister of Foreign Affairs rank

- tête-à-tête meeting with the host,
- talks between the two delegations, chaired by the foreign ministers,
- call on the President of the Republic of Slovenia,
- call on the President of the National Assembly of the Republic of Slovenia,
- call on the Prime Minister of the Republic of Slovenia,
- formal dinner or lunch hosted by the Minister of Foreign Affairs of the Republic of Slovenia,
- press conference,
- other items as agreed with the host or at the request of the guest.

Additional programme for the spouse/partner

When the main guest is accompanied by his/her spouse or partner an additional programme shall be organized for the spouse/partner.

Journalists

The responsibility for journalists and reporters shall be taken by the Public Relations Office of the host, except on the occasion of a visit by a Head of State or Head of Government, in which case the Communication Office of the Government of the Republic of Slovenia shall be responsible for journalists and reporters. The costs of meals and accommodation shall be borne by the representatives of the media themselves. The costs of transportation and the cost of a cold meal for foreign journalists and reporters shall be borne by the host, except on the occasion of a visit by a Head of State or Head of Government, in which case the costs related to the programme of the official visit shall be borne by the Communication Office of the Government of the Republic of Slovenia.

Interpreters

Arrangements regarding interpreters shall be made by both sides. As a rule, the guest shall provide at least one interpreter.

Formal dinner or lunch

Formal dinner or lunch during official visits by Heads of State or Government and Speakers of Parliaments shall in on held at Brdo Castle or at Vila Podrožnik (depending on the place of accommodation of the guests and the programme of the event). Formal dinner or lunch during official visits by foreign ministers and other high representatives of the Republic of Slovenia shall be, on principle, held at Vila Podrožnik or Strmol Castle.

V. WORKING VISITS TO THE REPUBLIC OF SLOVENIA

Official delegation: the main guest with his/her spouse or partner and members of the official delegation.

Maximum number of members of an official delegation:

- Heads of State: 4,
- Speakers of Parliaments: 4,
- Heads of Government: 4,
- Presidents of National Councils/Senates: 4,
- Ministers and other high representatives: 3.

Derogations regarding the number of members are allowed only exceptionally or on the basis of reciprocity.

Administrative, technical and security personnel

The number of accompanying administrative, technical and security personnel is not limited. The Protocol shall not be responsible for the logistics of this personnel, but shall provide assistance if required.

Costs

Members of an official delegation shall be reimbursed the costs of accommodation, transportation and official meals. All costs exceeding the agreed number of members of the official delegation shall be covered by the state represented by the guest. Postal service costs shall be covered only for the main guest and his/her spouse or partner. If the presence of medical team is required during an event, costs related thereto shall be covered by the host, while the Protocol shall offer organisational assistance.

Costs of meals shall also be covered by:

- the host of the lunch/dinner in the Republic of Slovenia for security and protocol employees of the state the guest represents,
- the Security and Protection Centre for the Security and Protection Centre employees,
- the Protocol for Protocol employees,
- the Secretariat-General of the Government of the Republic of Slovenia for the employees of the Secretariat-General of the Government of the Republic of Slovenia;
- other services and service providers for their employees.

Programme outline:***Heads of State:***

- talks with the President of the Republic of Slovenia,
- working lunch or dinner hosted by the President of the Republic of Slovenia,
- other items as agreed with the host or at the request of the guest.

Speakers of Parliaments, the President of the European Parliament

- talks with the President of the National Assembly of the Republic of Slovenia,
- working lunch or dinner hosted by the President of the National Assembly of the Republic of Slovenia,
- other items as agreed with the host or at the request of the guest.

Heads of Government, the President of the European Council, the President of the European Commission and heads of international organisations with Head of Government rank:

- talks with the Prime Minister of the Republic of Slovenia,
- working lunch or dinner hosted by the Prime Minister of the Republic of Slovenia,
- other items as agreed with the host or at the request of the guest.

Ministers of Foreign Affairs and heads of international organisations and specialised agencies with Minister of Foreign Affairs rank:

- talks with the Minister of Foreign Affairs of the Republic of Slovenia,

- working lunch or dinner hosted by the Minister of Foreign Affairs of the Republic of Slovenia,
- other items as agreed with the host or at the request of the guest.

Interpreters

Arrangements regarding interpreters shall be agreed by both sides. As a rule, the guest shall provide at least one interpreter.

VI. PRIVATE VISITS TO THE REPUBLIC OF SLOVENIA

Heads of State, Speakers of Parliaments and the President of the European Parliament, Heads of Government, the President of the European Council, the President of the European Commission and heads of international organisations with Head of Government rank shall usually be greeted by a representative of the Protocol on their arrival in the Republic of Slovenia. Security shall be provided if the competent Slovenian authorities deem it necessary. A private visit may also include an official part (e.g. a courtesy meeting with the Slovenian counterpart or a luncheon or light dinner, hosted by the latter). As a rule, costs of accommodation, meals and transportation shall be covered for a maximum of 2 persons, including the main guest, but only if the guest is invited by the Slovenian side. Other costs shall be covered by the state represented by the guest. If the guest is not invited by a high representative of the Republic of Slovenia, all costs shall be borne by the guest himself/herself.

VII. TRANSIT

Heads of State, Speakers of Parliaments and the President of the European Parliament, Heads of Government, the President of the European Council, the President of the European Commission and heads of international organisations with Head of Government rank shall usually be greeted by a representative of the host's Office or a representative of the Protocol on their arrival in the Republic of Slovenia.

Rest shall be arranged if needed. Accommodation costs and other costs shall be borne by the guest.

Ministers of Foreign Affairs shall be greeted by a representative of the Ministry of Foreign Affairs of the Republic of Slovenia. Accommodation costs and other costs shall be borne by the guest.

VIII. PROTOCOL FUNCTIONS OF THE MINISTRY

The Ministry shall be responsible for:

- working and private visits to the Republic of Slovenia by Ministers of Foreign Affairs and heads of international organisations and specialised agencies with Minister of Foreign Affairs rank and working and private visits by other guests who come to the Republic of Slovenia at the invitation of the Minister of Foreign Affairs of the Republic of Slovenia,
- spouse or partner of the Minister of Foreign Affairs of the Republic of Slovenia when accompanying the Minister of Foreign Affairs on the occasion of his/her visits to state institutions and other agencies, institutes or organisations in the Republic of Slovenia.