

25 May 2020

## **Circular Note**

### **Temporary Guidelines for handing over credentials and farewell audiences for Ambassadors with Her Majesty the Queen due to COVID-19**

The Ministry of Foreign Affairs of Denmark, Protocol Department, presents its compliments to all Heads of Diplomatic Missions accredited to Denmark and has the honour to convey the following guidelines that will apply until further notice:

Ambassadors who take up his/her official functions will be offered an audience with Her Majesty the Queen where the format will be a short ceremony (simplified Ceremony – Cérémonie simplifiée) as described below:

- A representative of the Protocol Department will call on the Ambassador and spouse/partner (if participating) at their Residence, the Embassy or their Hotel. The Ambassador and spouse/partner will be escorted by a representative from the Protocol to Amalienborg Palace in a car provided by Protocol Department.

Please note that diplomats or other officials from the Embassy cannot participate in the ceremony.

#### **Dress Code:**

##### *Gentlemen*

Morning dress; black (grey) waistcoat or national costume. Gloves must be worn during the whole event.

A hat is not customary for this ceremony.

##### *Ladies*

Dress suitable for the hour of the day or national costume. A suitable dress is with long sleeves or a suit with a skirt. Gloves must be worn during the whole event.

A hat is not customary for this ceremony.

To Heads of Diplomatic Missions accredited to Denmark

- The Ambassador/the ambassadorial couple as well as the escorting representative from Protocol Department must be free from symptoms of COVID-19. If the Ambassador shows symptoms of cold, fever, respiratory problems and alike, the audience should be cancelled. If the spouse encounters symptoms, he/she shall refrain from attending the audience.
- There will be no shaking hands during the audience, a two metre-distance must be observed during the entire ceremony, and the Health Authority's general recommendations should be observed.
- Upon arrival at Amalienborg Palace, Christian VII's Palais, the Ambassador/the ambassadorial couple and the representative from Protocol Department will open the doors themselves and leave the Protocol car. They will be received by the Master of the Royal Household and escorted to the Master of Ceremonies.
- Coats to be left in the Protocol car.
- Members of the Royal Court will receive the Ambassador/the ambassadorial couple and the representative from Protocol Department with a nod (no handshakes).
- The Ambassador/the ambassadorial couple will be escorted to the Gallery at Christian VII's Palais where the Lord Chamberlain will announce the Ambassador's/the ambassadorial couple's arrival to Her Majesty the Queen. The Ambassador will present his/her credentials by placing them on a display. The Ambassador will make no speech when presenting his/her credentials.
- The Ambassador/the ambassadorial couple will greet Her Majesty with a nod/courtesy bow.
- The Ambassador/the ambassadorial couple will be invited to sit down for a conversation with Her Majesty the Queen.
- There will be no official photographer at the ceremony, and photos are not permitted
- The Ambassador/the ambassadorial couple will bid farewell with a nod/courtesy bow.
- When the audience is over, the Lord Chamberlain will escort the Ambassador/the ambassadorial couple to the staircase, and the Master of Ceremonies will now escort the Ambassador/the ambassadorial couple to their waiting protocol car.
- The Ambassador/ambassadorial couple and the representative from Protocol Department will depart by Protocol car from the Main Gate without attendance from Members of the Royal Court

**Farewell Audiences:**

Farewell audiences with Her Majesty the Queen are temporarily suspended. Ambassadors are still welcome to pay a farewell call on the Chief of Protocol. Those can be arranged by sending an e-mail to [PRO@um.dk](mailto:PRO@um.dk).

The Ministry of Foreign Affairs of Denmark, Protocol Department, avails itself of this opportunity to renew to all Heads of Diplomatic Missions accredited to Denmark the assurances of its highest consideration

Copenhagen, 25 May 2020

