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Training Course
on

"WORKING TECHNIQUES OF DEVELOPMENT DIPLOMACY"

FOR ANC DIPLOMATS

from 1 November to 10 December 1993
in Berlin, Hamburg, and Bonn

CEREMONIAL OCCASIONS

- | | |
|---|------------|
| - Presentation of credentials | p. 1 - 3 |
| - Welcome to Heads of States
(laying of a wreath p. 8) | p. 4 - 9 |
| - Banquet | p. 10 - 14 |
| - New Year's Reception | p. 15 - 19 |

Dr. Walter Nowak, Ambassador (rtd.)

TK 53-309-93



Ceremony
of Presentation of Credentials by a Foreign
Head of Mission

The Head of Mission and his suite are met at the Head of Mission's residence by the Chief of Protocol and conducted to the Federal President's House in the Federal President's car and in other cars from the Federal President's Office. On arrival at the Head of Mission's residence the Chief of Protocol introduces the officer commanding the police guard at the Federal President's Office to the Head of Mission.

A member of the Federal President's Office welcomes the Head of Mission and his suite on their arrival at the outside stairway to the Federal President's House.

There are present at the reception:

Dr. von Brentano,
Federal Minister of Foreign Affairs, or his deputy,
Herr Bleek, State Secretary,
Head of the Federal President's Office,
Herr Dr. Röhrig, Ministerial Counsellor
in the Federal President's Office, and
Dr. Sehrbrock, Senior Counsellor,
Private Secretary to the Federal President.

The Chief of Protocol escorts the Head of Mission and his suite through the hall where hats and coats etc. are given up, and thence into the garden-room.

A member of the Federal President's Office informs the Federal President that the Head of Mission has arrived.

Thereupon the Chief of Protocol enters the reception room followed by the Head of Mission and his suite and announces, "His Excellency the Ambassador (or Minister)".

On entering the reception room the Head of Mission bows and advances to within about three yards of the Federal President, where he bows once again. Only the Federal President bows in return.

The suite of the Head of Mission take up their positions next to each other at a distance of about one yard behind the Head of Mission. They do not bow.

The Head of Mission reads out his address to which the Federal President replies.

After the exchange of speeches, the Head of Mission hands over his credentials to the Federal President.

The Federal President then shakes hands with the Head of Mission.

The Federal President introduces to the Head of Mission the Federal Minister of Foreign Affairs - should the Head of Mission not already know him - or his deputy and the gentlemen of the Federal President's Office who are present.

After that the Head of Mission asks the permission of the Federal President to introduce the gentlemen of his suite to him. The gentlemen of the Head of Mission's suite are greeted only by the Federal President and not by the other German gentlemen present.

The Federal President then invites the Head of Mission into a drawing-room adjacent to the reception room and engages him in conversation. The suite of the Head of Mission wait in the reception room.

The following are present during the conversation between the Federal President and the Head of Mission:

The Federal Minister of Foreign Affairs, or his deputy,
the Head of the Federal President's Office,
the Chief of Protocol, and,
if required, an interpreter.

During the conversation the gentlemen are seated, the Head of Mission on the sofa on the Federal President's right, on the right of the Head of Mission the Federal Minister of Foreign Affairs or his deputy, on the Federal President's left the interpreter, if required, and on the interpreter's left the Head of the Federal President's Office and the Chief of Protocol.

When the conversation is over, press photographs are taken in the drawing-room.

The Federal President takes leave of the Head of Mission in the drawing-room. The Head of Mission is conducted back to the reception room by the Federal Minister of Foreign Affairs, or his

deputy, the Head of the Federal President's Office and the Chief of Protocol. Just before entering the reception room the Head of Mission bows once more to the Federal President.

The Federal Minister of Foreign Affairs or his deputy and the members of the Federal President's Office who are present take leave of the Head of Mission in the reception room.

The Chief of Protocol conducts the Head of Mission and his suite out of the reception room through the garden-room to the cars.

A member of the Federal President's Office bids good-bye to the Head of Mission and his suite at the outside stairway.

The Chief of Protocol conducts the Head of Mission and his suite back to the residence of the Head of Mission.

Dress: full evening dress with white waist-coat or uniform
(ribbon of order worn over waist-coat).

CEREMONIAL NO. 1

for welcoming
visiting Heads of State and their wives
at Villa Hammerschmidt

..... hrs - 10 minutes

The Germans present for the welcoming ceremony and members of the visiting Head of State's Embassy arrive via the entrance in Kaiser-Friedrich-Strasse and line up at position 2 (Germans) and position 4 (Embassy).

The Deputy Chief of Protocol provides assistance.

..... hrs - 5 minutes

The suite of the visiting Head of State arrives via the entrance in Adenauerallee and lines up at position 3.

(The competent protocol officer provides assistance.)

- 2

..... hrs

The visiting Head of State and his wife arrive via the entrance in Adenauerallee.

(They are escorted by the Chief of Protocol and his wife.)

Welcome at position 1 by the Federal President and his wife.

The cars following that of the wife of the visiting Head of State do not proceed to the Villa, but stop at the "Palmenhaus" car park.

Then the Federal President introduces the Germans present, the visiting Head of State the members of his suite, and the Head of State's Ambassador the members of the Embassy. (The Chief of Protocol assists in the introductions.)

Then the wife of the Federal President, assisted by a protocol officer, introduces the Germans present, and the wife of the visiting Head of State the members of the suite. The Federal Minister for Foreign Affairs and the Foreign Minister follow.

(The Deputy Chief of Protocol assists in the introductions.)

The Chief of Protocol escorts the visiting Head of State and the Federal President, who are accompanied only by their respective aides-de-camp and by the protocol officer from the Federal Ministry of Defence (no security officers), over the red carpet to the dais (position 5), where the visiting Head of State takes his place to the right of the Federal President.

The aide-de-camp of the visiting Head of State and the liaison officer of the Federal Armed Forces to the Federal President follow and take their places beside the red carpet behind the dais.

The wife of the visiting Head of State and the wife of the Federal President take their places at position 6, where they look in the direction of the Guard of Honour.

The Foreign Minister and the Federal Minister for Foreign Affairs take their places at position 7.

The Commander of the Guard of Honour of the Federal Armed Forces reports to the visiting Head of State.

The staff band plays the national anthem of the country of the visiting Head of State and then the anthem of the Federal Republic of Germany.

Civilian members of the delegation take off their hats, military members give the military salute.

The visiting Head of State and the Federal President (right), escorted by the Commander of the Guard of Honour, walk towards the crescent-bearer and, to the sound of the ceremonial march, inspect the Guard of Honour. Short pause and slight bow before the flag.

The Foreign Minister, the Federal Minister for Foreign Affairs, the Chief of Protocol, the aide-de-camp of the visiting Head of State and the liaison officer of the Federal President remain at their places, as do the wife of the visiting Head of State and the wife of the Federal President.

After inspecting the Guard of Honour, the visiting Head of State thanks the commander (no handshake).

Approx..... hrs + 15 minutes

The visiting Head of State, escorted by the Federal President, walks over the red carpet to position 6; then they and their wives enter the Villa.

High-ranking members of the suite of the visiting Head of State and the Germans present follow.

Signing of the visitors' book in the hall; photographs on the terrace.

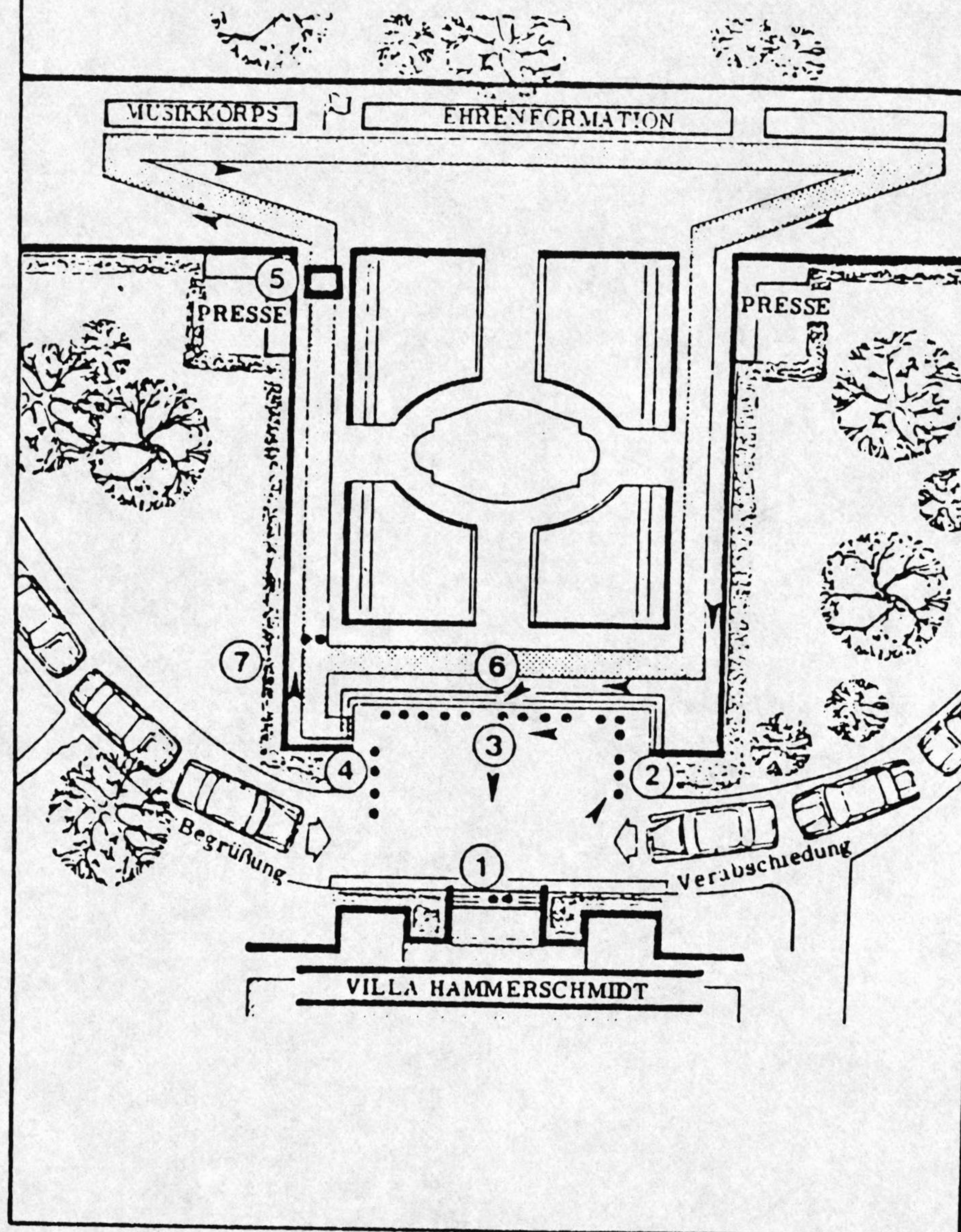
Thereafter

The Federal President and the visiting Head of State proceed to the Ingle Room (ground floor), followed by the other participants in the talks.

The wife of the visiting Head of State and the wife of the Federal President proceed to the Balcony Room on the first floor, followed by the other participants in the talks.

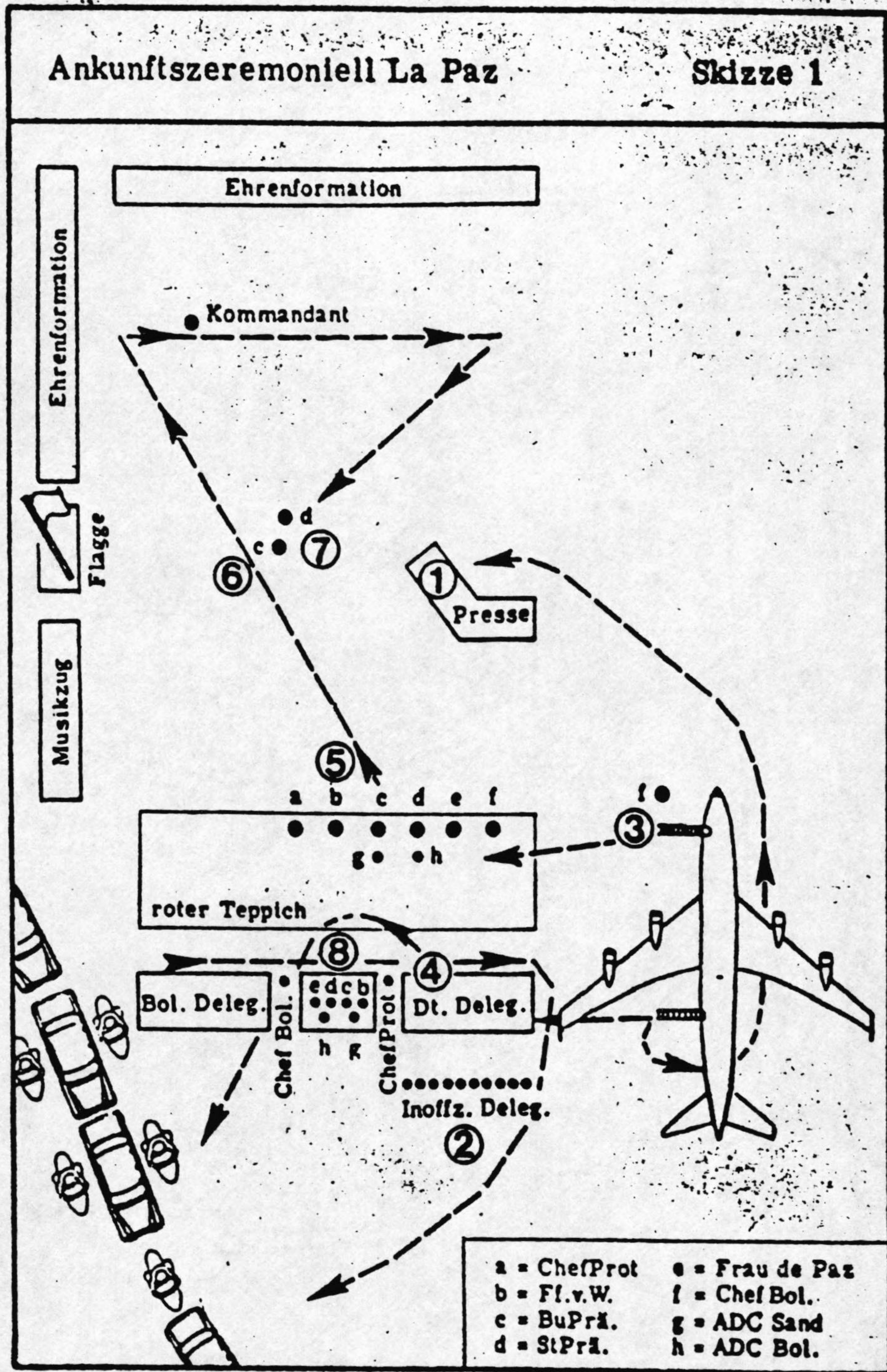
Refreshments for the other persons present at the welcoming ceremony are served in the Reception Room and the Terrace Room.

BEGRÜSSUNG UND VERABSCHIEDUNG VILLA HAMMERSCHMIDT



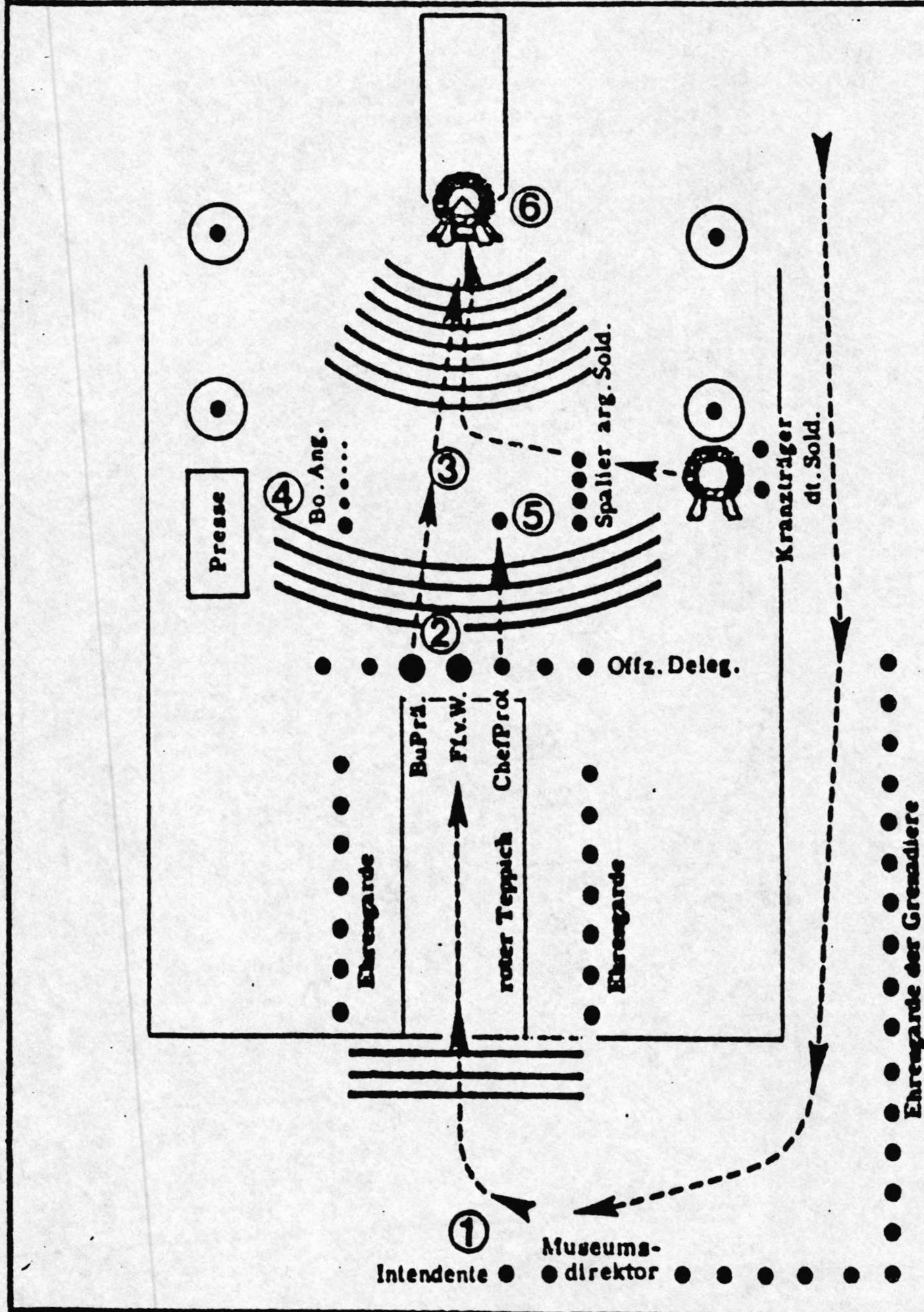
Ankunftszeremonie in La Paz

Skizze 1



Kranzniederlegung

Skizze 2



CEREMONIAL NO. 5

Dinner at Schloss Augustusburg

..... hrs - 15 minutes

Arrival of guests. They enter the Schloss via the right (north) wing and receive their seating cards at the entrance. They then proceed through the Tapestry Room to the hall of the Schloss - welcome by the Deputy Chief of Protocol - and then to the Terrace Rooms.

Aperitifs

(Other protocol officers escort the guests.)

..... hrs - 15 minutes

The access road for guests is closed. Late guests must wait in the room where they receive their seating cards (access to the hall of the Schloss via the Tapestry Room is now closed). In the intervals between subsequent arrivals by car, they can reach the hall of the Schloss via the courtyard and the main entrance and from there the Terrace Rooms.

- 2 -

..... hrs - 10 minutes

The Federal Minister for Foreign Affairs and his wife arrive in front of the courtyard and walk over the red carpet and through the main entrance into the Tapestry Room.

..... hrs - 7 minutes

The suite of the visiting Head of State arrives at the right (north) wing of the Schloss and proceeds via the Tapestry Room into the hall of the Schloss (welcomed by the Deputy Chief of Protocol) and then into the Terrace Rooms.

Only members of the official delegation and the German official escort with his wife remain in the Tapestry Room.

..... hrs - 5 minutes

The Federal President and his wife arrive before the courtyard. They are welcomed by the Chief of Protocol and walk over the red carpet to the main entrance. Music is played by the military band, which has taken up its position in the courtyard

with the torch-bearers of the Guards Battalion.
The Federal President thanks the band at the entrance. Then the Federal President and his wife walk through the hall of the Schloss into the Tapestry Room.

..... hrs

The visiting Head of State and his wife arrive in front of the courtyard.

They are welcomed there by the Chief of Protocol and escorted over the red carpet to the main entrance. Music is played by the military band. The visiting Head of State thanks the band.

Concurrently with the arrival, the Deputy Chief of Protocol escorts the Federal President and his wife from the Tapestry Room to the main entrance.

At the main entrance the visiting Head of State and his wife are welcomed by the Federal President and his wife.

Thereafter the visiting Head of State and his wife, accompanied by the Federal President and his wife, proceed to the staircase of the Schloss where members of the press are waiting.

Photo call

After the photo call, the visiting Head of State and his wife, accompanied by the Federal President and his wife, ascend the Balthasar Neumann staircase as far as the landing.

There they form a receiving line as follows (from left to right):

The Federal President

The visiting Head of State

The wife of the visiting Head of State

The wife of the Federal President

Meanwhile the Deputy Chief of Protocol escorts the Federal Minister for Foreign Affairs and his wife as well as the high-ranking guests waiting in the

Tapestry Room (Germans and delegation) via the staircase of the Schloss to the landing.

The Chief of Protocol stands to the left of the receiving line. He starts to introduce, without particular formalities, the guests coming from the Tapestry Room, as necessary.

Then a protocol officer opens the doors to the Terrace Rooms, and the guests are requested to proceed to the receiving line. As a rule, the Doyen of the Diplomatic Corps will be the first to do so. The other guests may follow in any order.

The Deputy Chief of Protocol receives the name cards from the guests and hands them singly to the Chief of Protocol, who introduces the guests.

After being introduced, the guests proceed via the eastern flight of stairs to the upper floor, where they take their places in the Music Room, in the Guards Room and in the other rooms of the south wing.

After all the guests have been presented, the visiting Head of State and his wife as well as the Federal President and his wife, escorted by the Chief of Protocol, also proceed to their places.

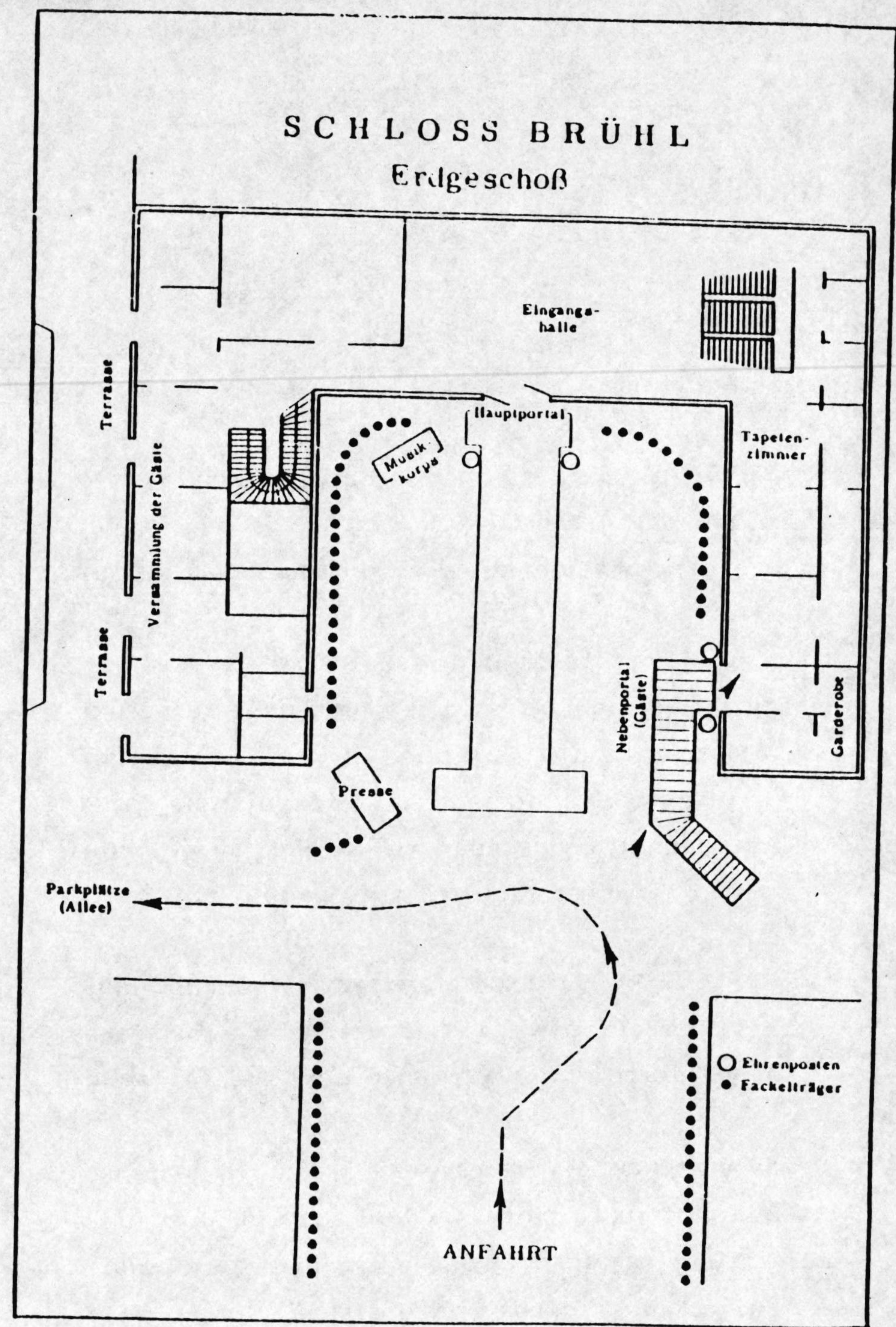
Speeches are held after the main course, once champagne has been served. A bugle call is sounded before the two speeches.

After the dinner, the visiting Head of State and his wife as well as the Federal President and his wife, escorted by the Chief of Protocol and followed by the other guests, proceed via the Balthasar Neumann staircase to the hall of the Schloss and from there to the Terrace Rooms.

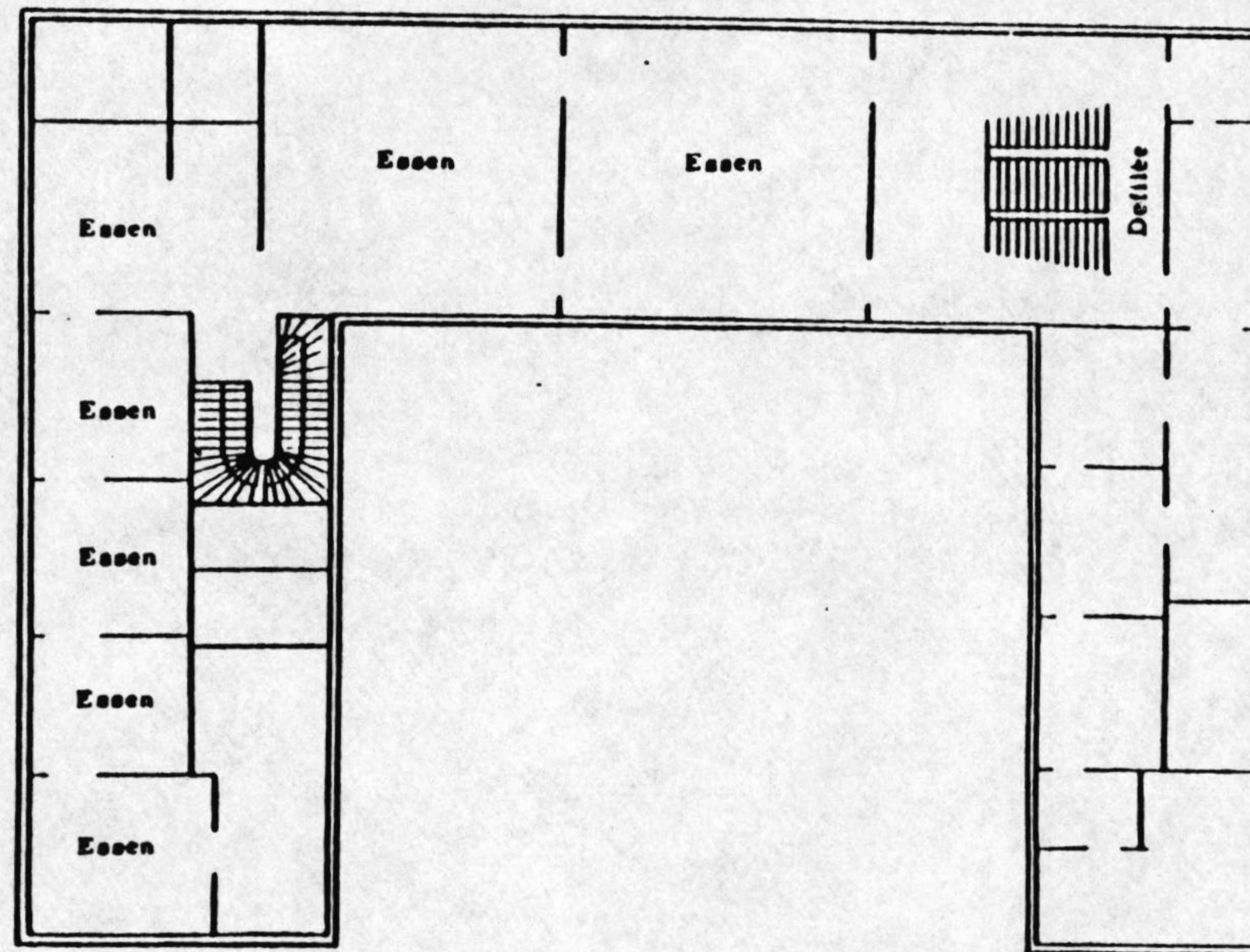
In the meantime musical entertainment is provided in the hall of the Schloss and/or the corner room of the Terrace Wing.

Coffee is served in the Terrace Rooms and the hall of the Schloss.

The visiting Head of State and his wife leave
Schloss Augustusburg and are driven to Schloss
Gymnich, where they are residing.



SCHLOSS BRÜHL
1. Obergeschoß



Tür vom Gartensaal

Tür zum Gartensaal

Geschäftsträger a.i.

Jemen
Mexiko
Dominik. Rep.
Australien
Guatemala
Sambia
Irak
Costa Rica
Botsuana
Mauretanien
Schweiz
Ägypten
Iran
Sao Tomé und
Prinzipé
Oman
Italien
Niger
Aquatorialguinea
Bahrain
Norwegen
Tunesien
Kongo

Libyen
Swasiland
Kanada
Nicaragua
Pakistan
Kuwait
Albanien
Malta
Katar
Syrien
Honduras
Burundi
El Salvador
Singapur
Polen
Tansania
Uganda
Guinea-Bissau
Libanon
Mali
Thailand
Peru

R a n g f o l g e

Neujahrsempfang

Freitag, 08. Januar 1988

Grossbritannien
Argentinien
Nepal
Algerien
Zentralafrika
Kamerun
Ungarn
Venezuela
Angola
Guinea
Gambia
Mongolei
Mauritius
Ecuador
China
Südafrika
Brunei-Darussalam
Neuseeland
Sri Lanka
Kap Verde
Finnland
Madagaskar
Togo
USA
Jugoslawien
Vietnam
Uruguay
Liberia
Japan
Österreich
Birma
Saudi-Arabien
Frankreich
Sudan
UdSSR
Malaysia
Philippinen
Portugal
Irland
Papua-Neuguinea
Bangladesch
Somalia
Sierra Leone
Gabun
Burkina Faso
Kuba
Westsamoa
Rumänien
Malawi
Niederlande
Indonesien
Island
Indien
Brasilien
Côte d'Ivoire
Bolivien
Haiti
Korea
Chile
Jamaika
Bahamas
Griechenland

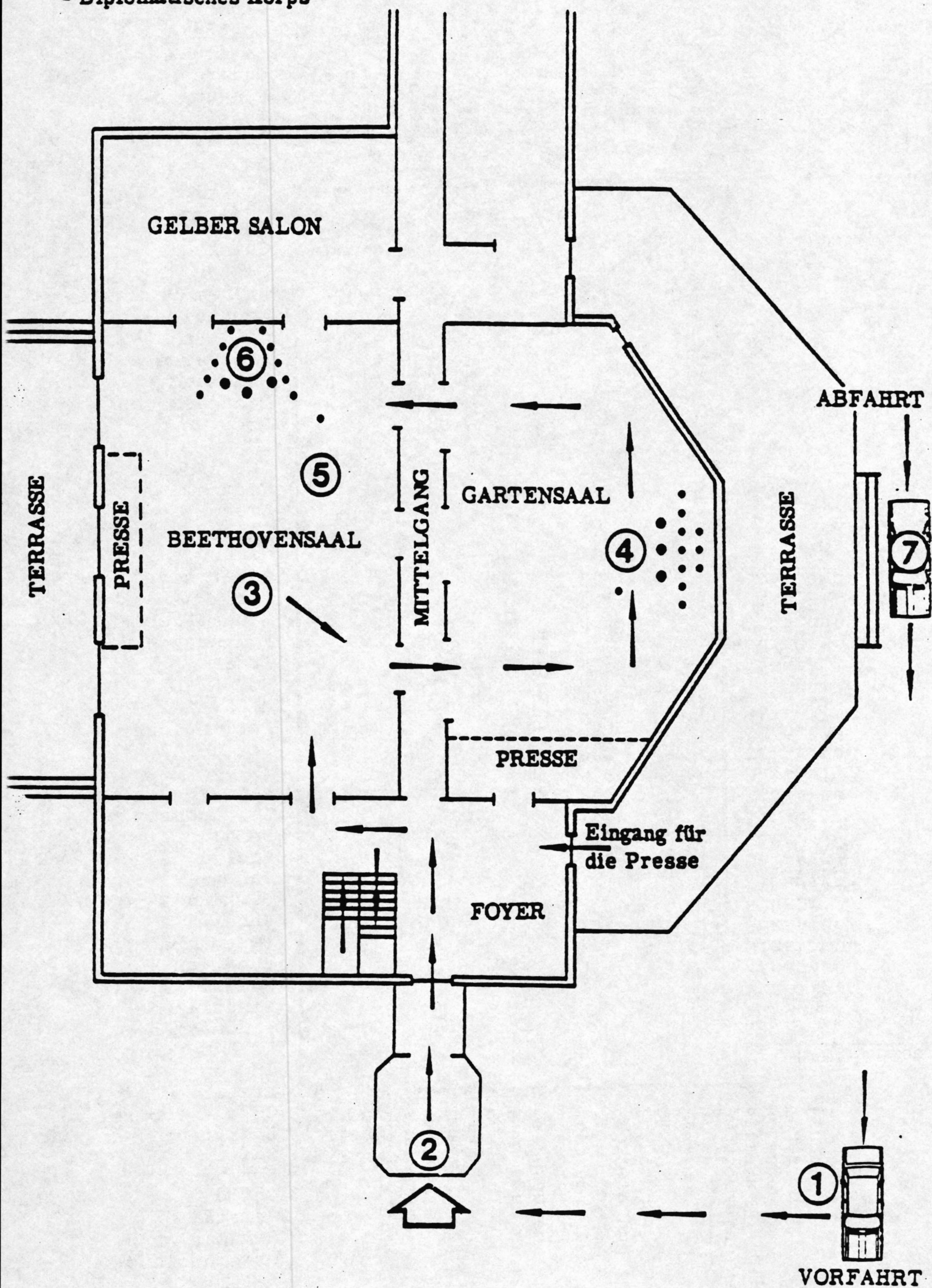
Heiliger Stuhl
Verein. Arab. Emirate
DDR
Dänemark
Israel
Paraguay
Jordanien
Senegal
Benin

Ruanda
Türkei
Belgien
Simbabwe
Lesotho
Spanien
Tschechoslowakei
Kolumbien
Luxemburg
Schweden
Bulgarien
Äthiopien
Tschad
Monaco
Ghana
Zypern
Kenia
Zaire
Marokko
Nigeria

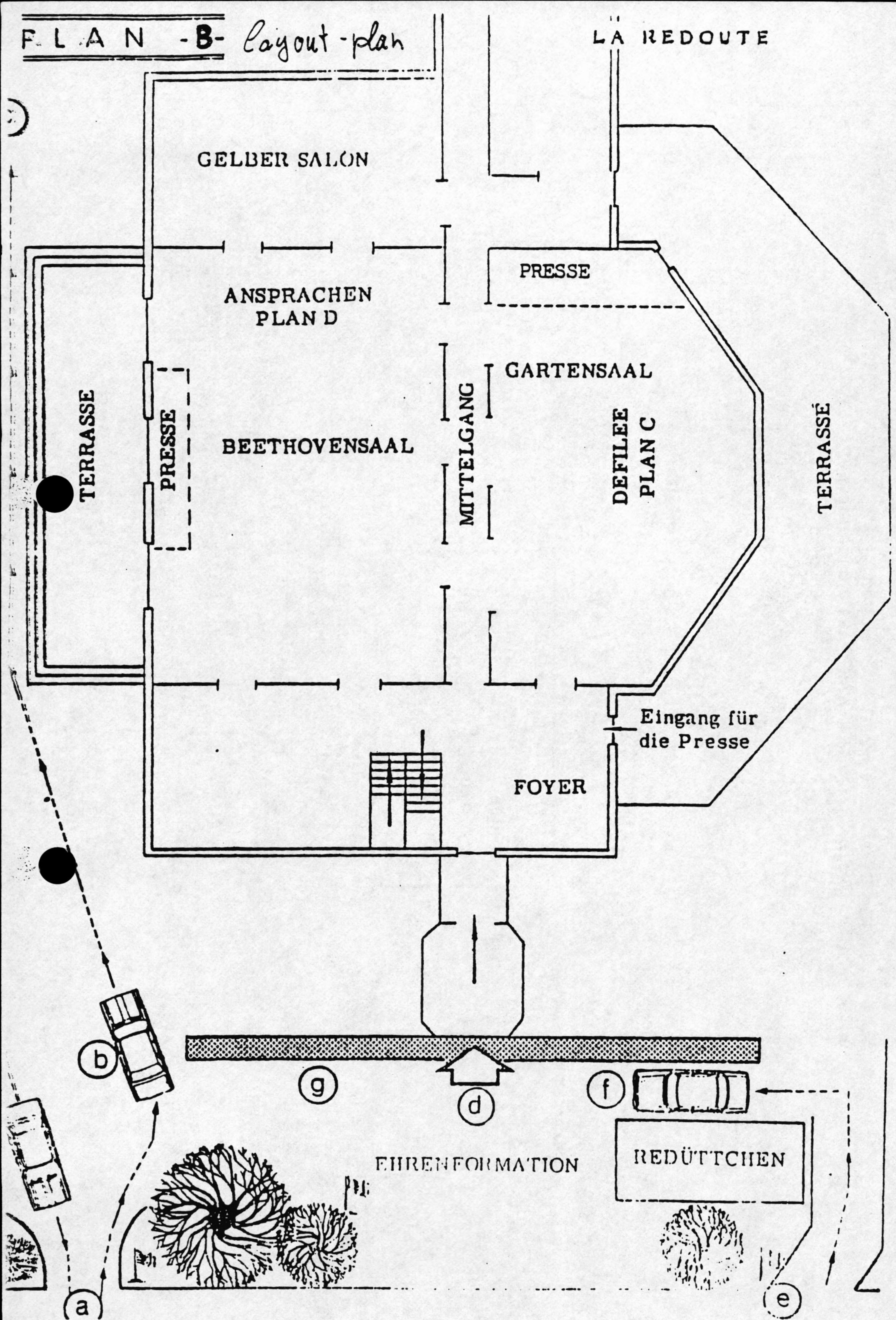
PLAN -A-

LA REDOUTE

- Diplomatisches Korps -



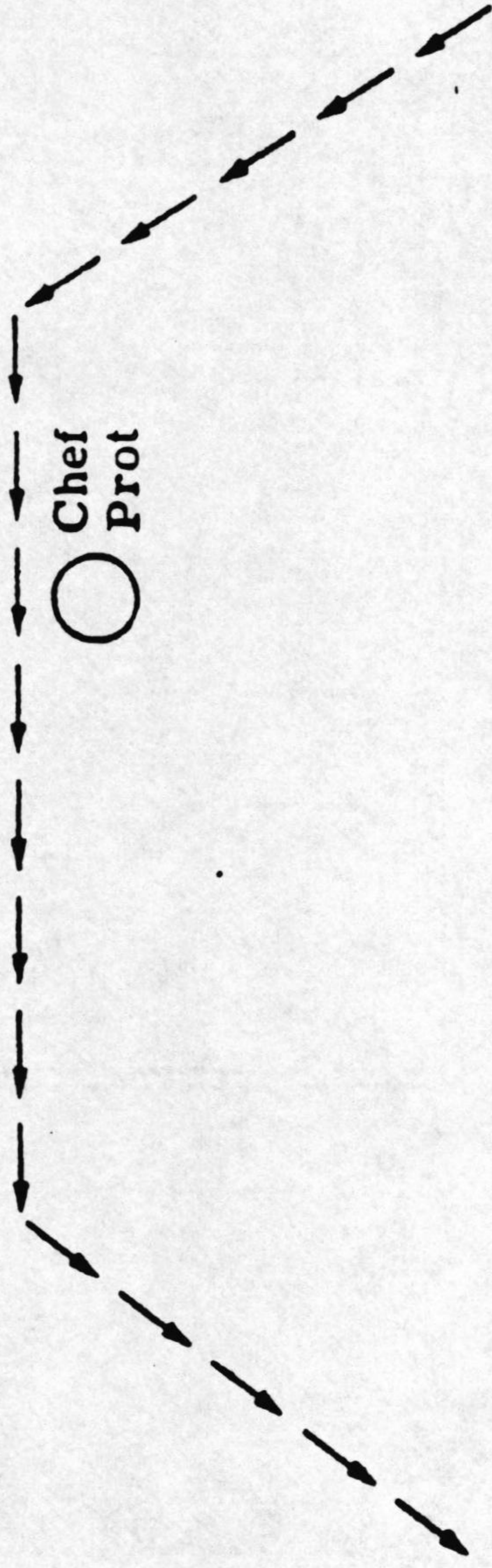
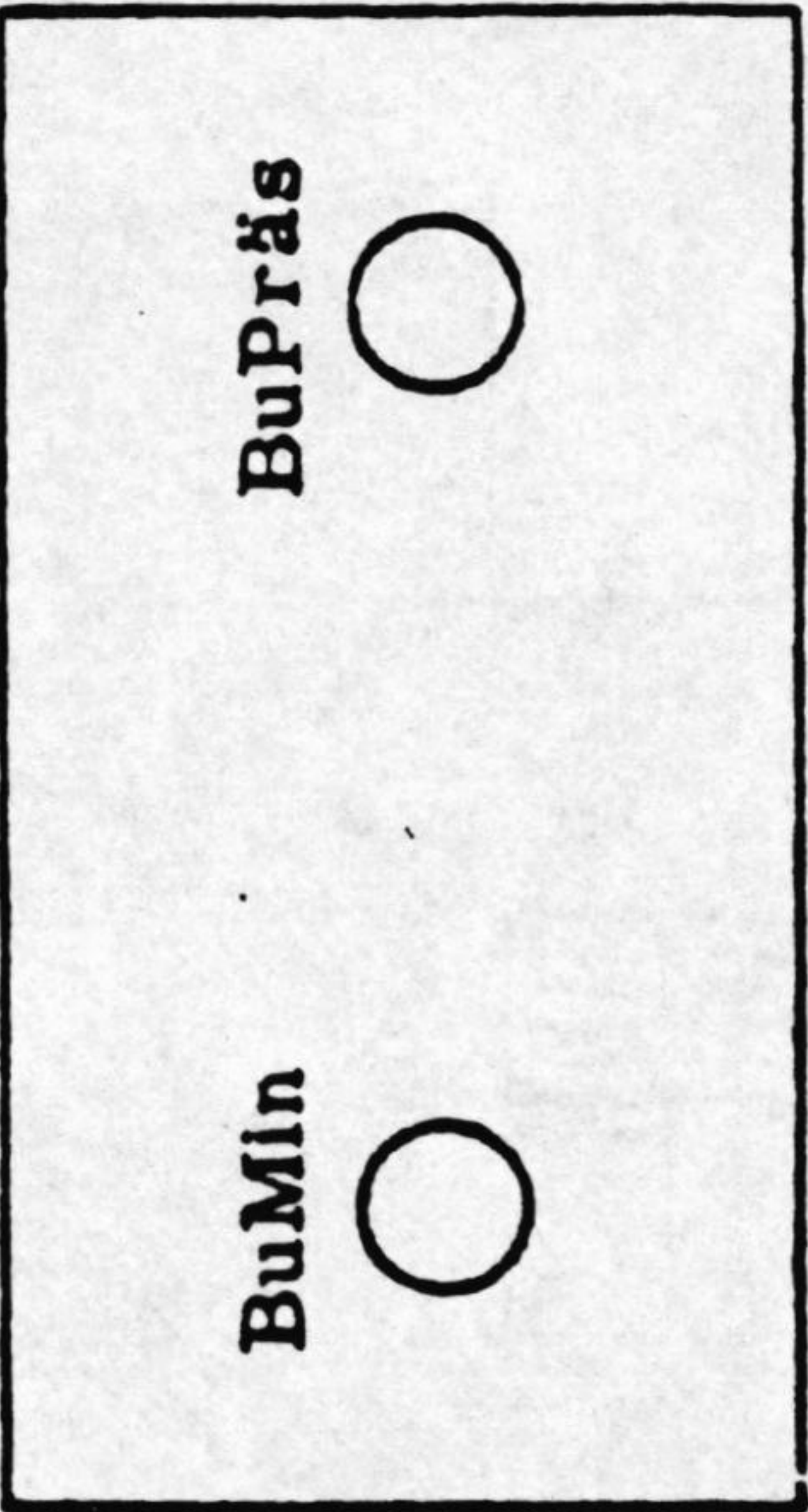
PLAN -B- layout-plan



UFSTELLUNG DES HERRN BUNDESPRÄSIDENTEN UND SEINER BEGLEITUNG
IM GARTENSAAL

Ref Prot	Verb. Off.	Leiter
BuPräsAmt	BuPräsAmt	Abt. Auswärtiges
		BuPräsAmt
○	○	○

StS	StS	Sts im	Chef	StMin	StMin
des AA	des AA	BuKzl	BuPräs	im AA	im AA
		Amt	Amt		
○	○	○	○	○	○



GELBER SALON

Standarte
EuPrä

Herr von Puttkamer
Dr. Schenk
Dr. Sudhoff
Dr. Blech
Herr Schäfer

Bundesminister
Bundespräsident

Oberst i.G. Sand
Dr. Lautenschlager
Prof. Schreckenberger
Dr. Adam-Schwaetzer

Chef Prot

Doyen

Presse

AUFSTELLUNG DES HERRN BUNDESPRÄSIDENTEN UND SEINER BEGLEITUNG
IM BEETHOVENSAAL

LA REDOUTE

PLAN-D-

Ankunftszeremoniell La Paz

Skizze 1

