

GUIDE TO PROTOCOL

UNITED NATIONS
EDUCATIONAL, SCIENTIFIC AND CULTURAL
ORGANIZATION




Preface

THE aim of this Guide is to establish guidelines and set out the norms and practices followed in matters of protocol and administration at the Headquarters of the United Nations Educational, Scientific and Cultural Organization. It does not claim to be an exhaustive guide to all the questions arising with regard to protocol and diplomatic etiquette. The information contained in this publication is very largely derived from the practical experience acquired over the years and the rules of common sense successfully applied at UNESCO ever since its foundation.

The Guide has been drawn up on the basis of a number of important texts, including the Agreement between the Government of the French Republic and the United Nations Educational, Scientific and Cultural Organization regarding the Headquarters of UNESCO and the Privileges and Immunities of the Organization on French Territory, the Convention on the Privileges and Immunities of the Specialized Agencies, resolutions of the Organization and various other standard-setting documents.

It is the first time in the history of UNESCO that a guide to protocol has been produced. Any remarks and suggestions that might improve this version of the Guide will be welcome.

The Protocol, Visas and Residence Permits Unit of the Bureau for External Relations hopes that the Guide will help to strengthen the close working relations that it enjoys with the permanent delegations and permanent observer missions to the Organization.



Ahmed Sayyad
Assistant Director-General
for External Relations

8 October 1999

UNESCO
13 OCT 1999
CD
Offert par
UNESCO - Beyrouth

Introduction

Functions of the Protocol, Visas and Residence Permits Unit

THE Protocol, Visas and Residence Permits Unit is under the authority of the Office of the UNESCO Assistant Director-General for External Relations.

Its offices are on the sixth floor of the Fontenoy Building and on the first floor of Building III, the service responsible for ceremonies being in offices 6.124 and 6.125 (Fontenoy Building), extension numbers 81284/81374; and the visas and residence permits service in offices 1.25 and 1.26 (Building III), extensions 81840 and 81771.

Its main functions are as follows:

- To provide permanent delegations, permanent observer missions and the UNESCO Secretariat with advice on rules of ceremonial, diplomatic protocol and the usages in force at UNESCO.
- To deal with all ceremonial matters regarding visits to UNESCO Headquarters by sovereigns, heads of state, heads of government and other dignitaries, and official events at Headquarters.
- To register all members of the diplomatic, administrative and technical staff and other service staff of the permanent delegations and permanent observer missions, provide them with UNESCO laissez-passers and transmit their requests for residence permits to the Ministry for Foreign Affairs of the host country.
- To process requests for diplomatic privileges and immunities submitted by members of the diplomatic staff of permanent delegations and permanent observer missions.
- To publish once a year a complete list of the members of the diplomatic staff of all the permanent delegations and permanent observer missions, entitled the *Liste des délégations permanentes auprès de l'UNESCO* and, once a month, an updated addendum of movements within the permanent delegations and permanent observer missions.

Contents

Preface	I
Introduction	III
I - Permanent delegations to UNESCO	1
II - Appointment of a permanent delegate	1
III - Credentials	1
IV - Diplomatic facilities, privileges and immunities	2
V - Registration of members of permanent delegations	3
VI - Categories of residence permits issued to diplomatic and non-diplomatic members of permanent delegations, members of their families and their domestic staff	4
VII - UNESCO laissez-passer	7
VIII - Temporary absence of a permanent delegate or a permanent observer	7
IX - Relinquishment of post by members of permanent delegations	7
X - Composition of the governments of Member States and States with observer status	9
XI - Change of the official name or national flag of a Member State	9
XII - National holidays of Member States of UNESCO	10
XIII - List of permanent delegations	10
XIV - Official visits of dignitaries to UNESCO	10
XV - Official mourning	11
XVI - Practical information	12
Annex I - Headquarters Agreement	21
Annex II - Convention on the Privileges and Immunities of the Specialized Agencies	31
Annex III - Forms (in french only)	43
1. Demande de titre de séjour (119/P) (formulaire blanc)	45
2. Notification de nomination et de prise de fonction (113 2/1) (formulaire bleu)	46
3. Notification de nomination et de prise de fonction (113/P) (formulaire blanc)	47
4. Notification de nomination et de prise de fonction (391P) (formulaire bleu cartonné)	48

I PERMANENT DELEGATIONS TO UNESCO

Many Member States have appointed permanent delegations to UNESCO which ensure liaison between their respective governments and the Organization's Secretariat. The permanent delegations are headed by a person having diplomatic status (generally with the rank of ambassador).

Broad consultations are held on a regular basis with the permanent delegations on important matters relating to the functioning of the Organization and its activities.

II APPOINTMENT OF A PERMANENT DELEGATE

No request is submitted for the accreditation of a permanent delegate.

When a permanent delegate is appointed to the Organization, the appointment is the subject of an official communication addressed to the Director-General of the Organization.

III CREDENTIALS

Credentials must be addressed to the Director-General in person. They are usually signed by the head of state, the head of government or the minister for foreign affairs.

According to usual practice, a permanent delegate who is also accredited as ambassador to the French Republic presents his or her credentials first to the head of the host state and then to the Director-General of UNESCO.

A. Ceremony for the presentation of credentials

As soon as the date of the ceremony for the presentation of credentials has been set, the permanent delegation must transmit to the Protocol, Visas and Residence Permits

Unit the *curriculum vitae* of the permanent delegate and the working copy of his or her credentials and, where appropriate, the working copy of the letter recalling his or her predecessor, and inform the Unit of the names and titles of the colleagues, normally two in number, who will accompany the permanent delegate at the credentials ceremony.

The recommended dress for the occasion is a dark lounge suit for men and a cocktail dress or suit for women, or national costume.

The protocol for the presentation of credentials is simple.

On arrival at UNESCO Headquarters, 7, place de Fontenoy, Paris 75007, the permanent delegate is greeted at the Fontenoy entrance by the Chief of Protocol and the Chief of the relevant section in the Bureau for External Relations, and is then conducted to the reception area of the office of the Director-General, where he or she is welcomed by the Assistant Director-General for External Relations before being presented to the Director-General.

Greetings are briefly exchanged and their entourages are presented, after which an official photograph is taken, the permanent delegate standing to the right of the Director-General with the flag of the United Nations between them. The permanent delegate then presents the credentials to the Director-General and, where appropriate, the letters recalling his or her predecessor. The Director-General invites the permanent delegate to sit down and they engage in conversation. The meeting lasts thirty minutes.

The official photograph is sent to the permanent delegate by the photographic service.

IV DIPLOMATIC FACILITIES, PRIVILEGES AND IMMUNITIES

The diplomatic staff of the permanent delegations of Member States enjoy the diplomatic facilities, privileges and immunities provided for by Article 18 of the Agreement between the Government of the French Republic and the United Nations Educational, Scientific and Cultural Organization regarding the Headquarters of UNESCO and the Privileges and Immunities of the Organization on French Territory.

Article 18

1. Representatives of Member States of the Organization at sessions of the various organs of the Organization and at conferences and meetings called by it; members of

the Executive Board, alternates, permanent delegates accredited to the Organization and their deputies shall enjoy, during their stay in France on official duty, such privileges, immunities and facilities as are accorded to diplomats of equal rank belonging to foreign diplomatic missions accredited to the Government of the French Republic.

2. These privileges, immunities and facilities shall extend to the spouses and children under 21 of the above-mentioned persons.

3. Only the heads of delegations of Member States to the General Conferences of the Organization, the Chairman of the Executive Board and permanent delegates accredited to the Organization with the rank of ambassador or minister plenipotentiary shall be assimilated to heads of diplomatic missions.

V REGISTRATION OF MEMBERS OF PERMANENT DELEGATIONS

On the appointment of a member of a permanent delegation with diplomatic status, the name and title of the person concerned should be communicated to the Director-General. For this purpose, the following documents, duly completed and accompanied by a note verbale, should be sent to the Protocol, Visas and Residence Permits Unit:

(a) Persons with diplomatic status

1. A blue form entitled *Notification de nomination et de prise de fonction*
2. A form on a blue card
3. Seven identity photographs
4. A photocopy of the person's diplomatic passport.

For members of the diplomat's family and domestic staff, the documents to be sent to the Protocol Unit, duly completed, are:

(b) Family members

1. A blue form entitled *Notification de nomination et de prise de fonction*
2. Five identity photographs
3. A photocopy of the person's national passport.

(c) Domestic staff

1. Six white forms entitled *Notification de nomination et de prise de fonction*
2. Six identity photographs
3. A photocopy of the person's entry visa into France
4. A certificate of employment
5. An insurance certificate
6. A photocopy of the person's national passport.

Furthermore, in the case of members of the administrative and technical staff, the following documents, duly completed, are to be sent to the Protocol, Visas and Residence Permits Unit:

(d) Members of the administrative and technical staff of the permanent delegation

1. Six white forms entitled *Notification de nomination et de prise de fonction*
2. Six identity photographs
3. A photocopy of the person's entry visa into France
4. A photocopy of the person's national passport.

(e) Family members of the above

1. Six white forms entitled *Demande de titre de séjour*
2. Six identity photographs
3. A photocopy of the person's entry visa into France
4. A photocopy of the person's national passport.

The specimens of these documents, which are reproduced below, are available from the Protocol, Visas and Residence Permits Unit (office 1.25, on the first floor of Building III). It is strongly recommended that a typewriter be used to complete the *Notification de nomination et de prise de fonction* forms.

**VI
CATEGORIES OF RESIDENCE PERMITS
ISSUED TO DIPLOMATIC AND NON-DIPLOMATIC MEMBERS
OF PERMANENT DELEGATIONS, MEMBERS
OF THEIR FAMILIES AND THEIR DOMESTIC STAFF**

The ministry for foreign affairs of the host state issues to members of permanent delegations (diplomats and their administrative, technical, general service and private staff) of foreign nationality who are not permanently resident in France a card which

attests to their status and replaces the residence permit, which such persons are not normally required to hold.

Cards for diplomatic agents (heads of diplomatic missions, minister-counsellors, counsellors, embassy secretaries and attachés) are issued by the Protocol Service, 57, boulevard des Invalides, Paris 7^e. Permanent delegations send a note verbale to the Protocol, Visas and Residence Permits Unit to announce the arrival of such diplomatic agents and to request issuance of the residence permits for which they and the members of their families may apply.

Cards for the other categories of staff are issued by the Protocol Service - Consular Privileges and Immunities - 57, boulevard des Invalides, Paris 7^e.

A. Administrative and technical staff of permanent delegations

(a) The category of administrative and technical staff includes, in particular, administrative attachés, chancellors, chancery officers, assistants, security guards, secretaries, clerks, administrative assistants, bookkeepers and shorthand-typists.

(b) Persons belonging to this category, other than those who are French nationals or who are permanently resident in France, receive a *carte spéciale* in lieu of a residence permit. This card issued to the administrative and technical staff of foreign nationality of permanent delegations is yellow in colour and bears the initials "AT".

(c) Persons belonging to this category who are French nationals or who are permanently resident in France receive a certificate of service which is yellow in colour and bears the initials "AR".

B. Service staff

(a) Those belonging to the category of service staff include most notably: chauffeurs, porters, messengers, caretakers, concierges, gardeners, butlers, etc. in the service of a permanent delegation.

(b) Persons belonging to this category other than those who are French nationals or who are permanently resident in France receive a *carte spéciale* in lieu of a residence permit. This card issued to the service staff of foreign nationality of permanent delegations is grey in colour and bears the initials "SE".

(c) Persons belonging to this category who are French nationals or who are permanently resident in France receive a certificate of service which is grey in colour and bears the initials "SR".

C. Private staff

(a) Those belonging to the category of private staff include most notably: private secretaries, tutors, family helps, domestic servants, etc. employed exclusively in the private service of heads of diplomatic missions or of diplomats.

(b) Persons belonging to this category other than those who are French nationals or who are permanently resident in France receive a *carte spéciale* in lieu of a residence permit. This card issued to the private staff of foreign nationality of permanent delegations is grey in colour and bears the initials "PP".

D. Family members

Members of the families of persons entitled to privileges and immunities by reason of their status, and who live at the home of such persons, other than those who are French nationals or who engage in professional or commercial activities on their own account, receive from the Ministry for Foreign Affairs of the host state a card which serves as a residence permit.

(a) The spouses of persons holding "AT", "SE" or "PP" cards receive the same cards as those persons.

(b) Children under the age of 21 years of persons holding "AT", "SE" or "PP" cards receive a residence permit of the same colour as that of their parents.

(c) Applications for residence permits for members of the families of persons entitled to privileges and immunities are made in six copies on forms prescribed by the Ministry for Foreign Affairs of the French Republic which may be obtained from the Protocol, Visas and Residence Permits Unit.

(d) Insofar as they live at the home of and are dependent on the holder of a *carte spéciale*, the parents of the holder and the parents and children of his or her spouse are entitled to benefit from the above provisions.

E. Permanent residents

Persons of foreign nationality who, at the time of their appointment to a position in a permanent delegation, are permanently resident in France remain subject to the regulations concerning the residence of foreigners in France.

VII UNESCO LAISSEZ-PASSER

A UNESCO laissez-passer is necessary to gain access to the Fontenoy, Miollis and Bonvin buildings of UNESCO Headquarters. Such passes are issued to all members of staff of permanent delegations and permanent observer missions. To obtain a UNESCO laissez-passer, permanent delegations and permanent observer missions send a note verbale to the Protocol, Visas and Residence Permits Unit stating the name and title of the person concerned and accompanied by two identity photographs.

Applications for a UNESCO laissez-passer for members of staff of the United Nations Information Centre, specialized agencies and non-governmental organizations should be sent to the General Services Division (BSS/GES, office 1.016, extension 80535).

VIII TEMPORARY ABSENCE OF A PERMANENT DELEGATE OR A PERMANENT OBSERVER

When permanent delegates or permanent observers are obliged to absent themselves temporarily from their missions, they are requested to inform the Director-General by letter of the name of the member of the mission designated to exercise the responsibilities of head of mission as *chargé d'affaires ad interim*. Permanent delegates and permanent observers are also requested to advise the Director-General of the date on which they expect to resume their duties.

IX RELINQUISHMENT OF POST BY MEMBERS OF PERMANENT DELEGATIONS

At the time of relinquishing their post, members of permanent delegations (diplomats, members of administrative, technical, general services or private staff) are requested to inform without delay the Protocol, Visas and Residence Permits Unit and to return to the Unit all residence permits and UNESCO laissez-passers in their possession.

A. Extensions of validity and issuance of duplicates

On expiry of their validity, residence permits must be returned to the Protocol, Visas and Residence Permits Unit for renewal. The procedure for obtaining an extension of validity is the same as for the initial application.

(a) In case of loss of a *carte spéciale* or certificate, the holder must immediately make a declaration to the police or gendarmerie station of his or her place of residence, which will issue a written acknowledgement. The holder must then send the acknowledgement with two identity photographs to the Protocol, Visas and Residence Permits Unit, accompanied by a note verbale.

(b) In the case of damage to a *carte spéciale* or certificate, the permanent delegation sends the document with two identity photographs of the holder to the Protocol, Visas and Residence Permits Unit, accompanied by a note verbale.

B. Change of employment or civil status

In the case of a change in the nature of the local employment of a member of a permanent delegation, whether or not such change is accompanied by a promotion or a change of category, the permanent delegation reports the change to the Protocol, Visas and Residence Permits Unit by means of a note verbale accompanied by the existing *carte spéciale* or certificate and two identity photographs, in order that a new *carte spéciale* or certificate may be issued.

The same procedure is applicable in the case of any change in the marital status of a member of a permanent delegation.

Similarly, whenever French nationality is acquired either by marriage or naturalization, it is highly desirable that the Protocol, Visas and Residence Permits Unit be informed immediately.

C. Permanent delegates and permanent observers

Before they finally relinquish their posts, permanent delegates and permanent observers shall inform the Director-General in writing of their departure and of the name of the member of the mission designated to exercise the responsibilities of chargé d'affaires *ad interim* pending the arrival of a new permanent delegate or permanent observer. They may, before finally leaving their posts, request an audience with the Director-General in order to take their leave of him, by application to his private secretary.

D. Diplomatic, administrative, technical and general service staff

On leaving, members of the diplomatic, administrative, technical and general service staff of permanent delegations must return all residence permits and UNESCO laissez-passers to the Protocol, Visas and Residence Permits Unit.

E. Private staff

On leaving, members of the private staff of permanent delegations must return all residence permits to the Protocol, Visas and Residence Permits Unit.

X COMPOSITION OF THE GOVERNMENTS OF MEMBER STATES AND STATES WITH OBSERVER STATUS

The permanent delegations of all Member States and the permanent missions of States with observer status are requested to inform the Director-General through the intermediary of the Assistant Director-General for External Relations (ADG/BRX) of the composition of their respective governments and of any subsequent changes.

Since the correspondence of the Organization with the governments of Member States is based on the information communicated to it by permanent delegations, the latter are kindly requested to ensure that the names and official titles of heads of state, and heads and members of government are correctly spelt and quoted accurately, including the dates of their taking office. Permanent delegations are further requested to supply the names of the spouses of their government VIPs in accordance with protocol and established custom.

XI CHANGE OF THE OFFICIAL NAME OR NATIONAL FLAG OF A MEMBER STATE

All permanent delegations are requested to inform the Protocol, Visas and Residence Permits Unit of any changes to the official name of the Member State which they represent or to its flag.

In the case of changes to the national flag, the permanent delegation shall inform the Protocol, Visas and Residence Permits Unit by means of a note verbale of the nature of the change and the date on which the new flag is to enter service, and shall provide a specimen of the new flag.

XII NATIONAL HOLIDAYS OF MEMBER STATES OF UNESCO

All permanent delegations are requested to inform the Protocol, Visas and Residence Permits Unit of any change in the dates or designations of their countries' national holidays.

On the date of their national holidays, Member States' national flags are flown from the Fontenoy, Miollis and Bonvin buildings.

XIII LIST OF PERMANENT DELEGATIONS

The Protocol, Visas and Residence Permits Unit publishes annually a brochure entitled *Liste des délégations permanentes auprès de l'Organisation des Nations Unies pour l'éducation, la science et la culture* for the use of permanent delegations, permanent observer missions and members of the Secretariat.

This publication is compiled on the basis of information provided by permanent delegations and permanent observer missions to the Protocol, Visas and Residence Permits Unit. An addendum is published monthly to take account of any changes occurring in the course of the year in the composition of permanent delegations and permanent observer missions. The brochure also includes a list of Member States' national holidays and the order of precedence of permanent delegates.

XIV OFFICIAL VISITS OF DIGNITARIES TO UNESCO

When official visits to UNESCO Headquarters are envisaged by their sovereigns, heads of state, heads of government, heirs to the throne, vice-presidents, ministers or secretaries

of state for foreign affairs, permanent delegations are requested to advise the Assistant Director-General for External Relations as early as possible, so that a programme may be drawn up and all necessary measures put in place for the successful organization of the visit. The Chief of Protocol will then call a meeting of staff of all the various units of the Secretariat concerned by the visit, with the participation of the permanent delegation or preparatory mission of the Member State, in order to organize the visit. When the conditions of the visit have been decided, the Chief of Protocol draws up a detailed programme for the visit.

Permanent delegations shall provide in writing, as early as possible, to the Protocol, Visas and Residence Permits Unit the following information:

1. The dates of arrival and departure of the dignitary
2. The name of the airline, flight number and airport of origin of the flight, the expected time and place of landing of the aircraft and any particular arrangements made (unscheduled flight, for example)
3. The composition of the dignitary's official delegation and precise details of all security officers, journalists, photographers and other media representatives accompanying the dignitary.

XV OFFICIAL MOURNING

On the death of the head of state or head of government of a Member State, as soon as news of the death is known, the flag of the United Nations is flown at half-mast for one day at the Headquarters of the Organization and at the UNESCO office situated on the territory of the Member State.

However, if the flag has already been flown normally on that day, it will not normally be lowered, but will be flown at half-mast on the day following the date of death, or on the day of the official funeral.

The Director-General is authorized, at his discretion, to fly the flag of the United Nations at half-mast at the Headquarters of the Organization in order to conform to the official mourning of the Member State concerned.

He may also fly the flag of the United Nations at half-mast at the Headquarters of the Organization whenever the Organization is officially in mourning.

When the flag of the United Nations is flown at half-mast, no other flag may be flown.

XVI PRACTICAL INFORMATION

1. Permanent Delegates' Circle

Permanent delegates, permanent observers and the diplomatic staff of the permanent delegations may become members of the Permanent Delegates' Circle on payment of an annual membership fee. They then receive a personal magnetic entrance card and enjoy various advantages attaching to membership. The Circle regularly organizes theme evenings (with tastings of French local products, recitals and other activities).

The presidency of the Circle, which changes annually, is at present held by the Ambassador, Permanent Delegate of Honduras to UNESCO, H.E. Ms Sonia Mendieta de Badaroux. The Secretary-General of the Circle for 1999 was Ambassador, Permanent Delegate of Oman to UNESCO, H.E. Dr Musa Bin Jaafar Bin Hassan.

2. Offices of the permanent delegations

The rental of office space to permanent delegations is governed by Articles 10 to 14 of the Regulations on the utilization and terms for letting of meeting rooms and adjacent premises, offices, parking places and other premises (Appendix 12B of the UNESCO Manual).

Any Member State which has appointed a permanent delegation to UNESCO shall be entitled to apply to rent office space for its permanent delegation.

A permanent delegation wishing to rent office space must address its request to the General Services Division of the Bureau for Support and Services (BSS/GES), extension 80583. Once the request has been approved BSS/GES draws up the lease. The Bureau of the Comptroller (BOC) prepares rent invoices and presents them to the permanent delegation concerned. BOC collects the corresponding sums and credits them to the Headquarters Utilization Fund.

3. Conferences and meetings

The Conference Division (CLD/C) is responsible for making all material arrangements, on the basis of requests received and in cooperation with other technical units, for the rental at Headquarters of meeting rooms and adjoining premises and the provision of related services. It processes requests for the rental of meeting rooms and is authorized to decide on the allocation of meeting rooms and adjoining premises. Extension: 82133; office 1.125.

4. Cultural events

Cultural events of various sorts, including lectures, exhibitions, round tables, concerts, ballets, theatrical performances and film screenings, may be held at UNESCO Headquarters.

The Cultural Events and Public Relations Division (BSS/PRC) publishes a monthly list of events (conferences, meetings, concerts, exhibitions, etc.) due to take place at UNESCO Headquarters. Extension: 81333; office 1.038.

5. Cinema

The UNESCO cinema, located in the basement of Building I (Fontenoy), comes under the Audiovisual Division (OPI/AUD).

Use of the cinema is reserved as a matter of priority for the projection of visual material (films, videocassettes, slides) organized by OPI/AUD and relating to the execution of its programme.

Requests for information about the use and booking of the cinema should be addressed to OPI/AUD, office 1.11, extension 81685.

6. Car registration

The Bureau for Support and Services (BSS) and the Car Registration, Petrol and Car-park Unit (GES/BM/UI) are responsible for all formalities regarding the registration of private cars belonging to members of permanent delegations and the official cars of permanent delegations. Permanent delegations wishing to register private or official cars are invited to apply to office 1.009 or to call 01.45.68.04.10, the Car Registration Unit, between 9.30 a.m. and 12.30 p.m. Requests received are transmitted immediately to the Ministry for Foreign Affairs of the host country and processed within three to four weeks. In such eventualities as resale of the vehicle, termination of the owner's appointment, transfer of the owner and damage to or theft of the vehicle, involving either forfeiture of entitlement to or modification of special registration, owners must notify the Car Registration Unit and present documentary evidence.

A. Import of motor cars

Permanent delegations and members of their staff who are not nationals of the host country may be eligible for the temporary import of motor cars free of duty from abroad or purchased in France "for export".

The number of cars covered by this regime is limited and depends on the status of the person concerned.

Temporary duty-free import with exemption from payment of a deposit is granted to the various beneficiaries:

- for the duration of their appointments, in the case of cars belonging to staff members;
- for the duration of use, in the case of official vehicles.

With regard to taxation, beneficiaries under the special regime are exempted from the tax otherwise payable on delivery of the registration certificate for diplomatic and K number plates (*carte grise*, or vehicle licence) and the annual tax on motor vehicles (*vignette*, or road tax disc).

B. Car registration in the CMD, CD and K series

The CMD, CD and K special registration series permit the identification of cars belonging to permanent delegations to UNESCO and their staff, whether the vehicles concerned pertain to the special regime or have been purchased under local market terms. The following conditions apply to them:

The diplomatic series is reserved for the registration of motor vehicles belonging to permanent delegations to UNESCO and diplomatic officials with a diplomatic card (CD) from the Ministry for Foreign Affairs of the host country.

The number of official vehicles and of vehicles belonging to the heads of diplomatic missions which may be accorded these provisions is left to the discretion of the Ministry for Foreign Affairs of the host country and depends on the number of diplomats in the permanent delegation.

In the case of private vehicles, special registration is generally restricted to one vehicle.

Nevertheless, diplomatic agents and members of staff of permanent delegations assimilated to diplomats may obtain a second vehicle registered in the CD series. This option is however not available to them if their spouse:

- is of French nationality
- holds a permanent residence permit
- is engaged in paid work
- is not the holder of a CD card.

The K series is reserved for the registration of vehicles belonging to the administrative and technical staff of permanent delegations to UNESCO who are not nationals of the host country and have a card from the French Ministry for Foreign Affairs bearing the initials FI or AT. Officials holding a *carte spéciale* SE are not eligible for K registration for their cars.

Temporary duty-free import is accorded for only one vehicle, regardless of family circumstances.

7. Duty-free petrol coupons

An allocation of duty-free petrol is made by the Ministry for Foreign Affairs and the customs directorate of the host country according to the function of the beneficiary.

Each diplomatic mission based in France has an annual allocation of duty-free petrol according to how many vehicles it owns and the status of their owners, namely:

- for the official car CMD 1 = 500 litres per month
- for a car in the CD category of more than 20 hp = 500 litres per month
- for a car in the CD category of between 11 and 20 hp = 400 litres per month
- for a car in the CD category of under 11 hp = 300 litres per month.

Cars registered in the K series belonging to officials in the “administrative and technical staff” category do not receive from this allocation of duty-free petrol.

In order to obtain this allocation, permanent delegations should:

- (a)** Send the forms they have received from the UNESCO Car Registration, Petrol and Car-park Unit (GES/BM/UI) to the protocol service of the Ministry for Foreign Affairs of the host country, giving particulars of their vehicle establishment.
- (b)** Fill in two other forms and send them to the oil company of their choice (Shell and/or Esso).
- (c)** Furthermore, the orders for petrol coupons and invoicing may be effected directly with the above-mentioned companies or through the Organization (GES/BM/UI), but on condition that not more than a third of the allocation is taken every four months, and the choice is valid for one year.

8. Garages

The garages at UNESCO Headquarters are open to the following categories of users:

- (a) free of charge (up to 20 places in the Fontenoy Building):
 - (i) the President of the General Conference and the Chairperson of the Executive Board;
 - (ii) representatives of States Members of the Executive Board during sessions of the General Conference and Executive Board;
 - (iii) official cars of the Organization;
- (b) for a charge:
 - (iv) permanent delegates occupying offices in Building V (Miollis);
 - (v) Assistant Directors-General, Directors and Deputy Directors of Bureaux, Offices and Divisions and the Chief Medical Officer of the Organization;
 - (vi) members of permanent delegations;
 - (vii) members of the Secretariat.

9. Exemptions

A. Income tax

Members of permanent delegations holding a blue diplomatic card or a *carte spéciale* (AT, SE or PP) are exempted from income tax payable in the host country, on condition that they pay the tax in their own country.

If a demand for payment is made, the original of the income tax assessment notice should be sent to the Protocol, Visas and Residence Permits Unit, office 1.26.

B. Local tax (*taxe d'habitation*)

Members of permanent delegations holding a blue diplomatic card or a *carte spéciale* (AT, SE or PP) are not required to pay the local tax levied by the host State.

If a demand for payment is made, the original of the local tax payment notice, together with a duly completed form requesting exemption (available from the Protocol, Visas and Residence Permits Unit, office 1.26) should be sent to the Protocol, Visas and Residence Permits Unit, office 1.26.

C. Television licence fee

Members of permanent delegations holding a blue diplomatic card or a *carte spéciale* (AT, SE or PP) are not required to pay the television licence fee.

If a demand for payment is made, the original of the television licence fee payment notice should be sent to the Protocol, Visas and Residence Permits Unit, office 1.26.

10. Safety and Security Services (BSS/SEC, extension 80415)

The Chief of the Safety and Security Services is responsible for ensuring order inside Headquarters, and the safety of persons and property.

The Guard Service is responsible for implementing measures to ensure the internal protection of Headquarters, persons and property; it monitors access points to the Headquarters buildings and supervises the entry of persons.

General instructions in the event of fire are displayed in all offices and near the fire hose stations located at the far end of each wing and in the central core of Headquarters buildings, and evacuation plans are displayed at major intersections.

Controls at the entrance to buildings

Members of permanent delegations may enter Headquarters buildings on presentation of their UNESCO laissez-passer. On Saturdays, Sundays and public holidays they indicate their presence by signing and recording their arrival and departure times in the register provided for the purpose at the security stations at the entrance to each building.

It is advisable, where possible, to inform the reception service of any expected visit so as to facilitate the reception of visitors.

A duplicate set of one's office keys may be deposited with the security service, which records them in a special register stating in what circumstances and by whom they may be withdrawn.

11. Library

A. The UNESCO Library is on the ground floor of Building I (Fontenoy) (R.004).

B. Its collections include reference works, books and periodicals of general interest on questions relating to the Organization's activities, a collection of UNESCO documents from 1972 onwards in the form of microfiches and a collection of some 1,600 periodicals.

C. The Library's reading room and reference service are open Monday to Friday from 9.30 a.m. to 5.50 p.m. to members of staff, permanent delegations, the Executive Board,

accredited NGOs with offices in UNESCO buildings and delegates to the General Conference during its sessions. In addition to the reference and guidance service, on-line research on UNESBIB, the Internet and a selection of databases on CD-ROM and a service for ordering books on field projects are open to specific categories of outside readers, particularly researchers and students unable to find elsewhere the material they need.

D. Loan of books and periodicals

1. Reference works may be consulted only in the Library's reading room.
2. Books and periodicals of general interest relating to the programme and administrative matters may be borrowed under conditions set by the Library, one being the obligation to return books and periodicals requested by other readers.
3. Lending of and responsibility for Library books and periodicals.

Members of permanent delegations and the Executive Board, delegates to the General Conference during its sessions and members of NGOs with offices in UNESCO Headquarters buildings may also borrow books and periodicals. The Library sets the conditions, which include the obligation on borrowers to replace any publication lost or damaged when on loan to them.

Information: 01.45.68.03.56

Fax: 01.45.68.56.98/17

E-mail: library@unesco.org

Web: www.unesco.org/general/eng/infoserv/doc/library.html

Loans: 01.45.68.03.60

12. Bookshop

The UNESCO Bookshop is part of the UNESCO Publishing Office (UPO). It sells all UNESCO publications, offers a selection of CDs and CD-ROMs published by UNESCO, and philatelic and numismatic products. Some books published by the United Nations and other specialized agencies are also on sale.

The main bookshop is on the ground floor of Building I (Fontenoy). It is open from Monday to Friday inclusive, from 9 a.m. to 1 p.m. and from 2 p.m. to 6 p.m. Telephone: 01.45.68.22.22/Fax: 01.45.68.57.40.

There is an annex on the ground floor of Building V (Miollis). It is open in the morning only from Monday to Friday inclusive, between 9 a.m. and 1 p.m.

13. News-stands

The news-stands located on the ground floor of Building I (Fontenoy) and Building V (Miollis) are administered under contract by Hachette S.A. The service provider sells newspapers, periodicals, French and foreign books, road maps, stationery, sweets and various other items (gifts, souvenirs of Paris).

The news-stand in Building I (Fontenoy) is open from Monday to Friday inclusive, from 8.30 a.m. to 11.15 a.m. and from 12 noon to 4.30 p.m. Extension: 80241.

The news-stand in Building V (Miollis) is open from Monday to Friday inclusive, from 9 a.m. to 5 p.m. Extension: 82808.

14. Restaurant services

The restaurant services run the restaurant, the cafeterias and the conference and staff bars. On request, they organize official meals and receptions. They can also organize private receptions. Extensions: 81599 (Director); 81598 (secretariat).

15. Travel agencies

1. The offices of the travel agency Carlson Wagonlit Travel are on the first floor of Building I (Fontenoy). It is open from Monday to Friday inclusive, from 9 a.m. to 6 p.m. Extensions: 80375/77/79/85.

There is a counter service for Thomas Cook travellers' cheques from Monday to Friday inclusive, from 10.30 a.m. to 12.30 p.m. and from 3.30 p.m. to 5.30 p.m. Extension: 80382.

2. The offices of the travel agency Havas Voyages American Express are located on the ground floor of Building V (Miollis). It is open from Monday to Friday inclusive, from 9 a.m. to 6 p.m. Extensions: 83190/83018/82823.

16. Bank

The official bank of UNESCO in France is the Société Générale, Bureau FB, Fontenoy. Its counters are located on UNESCO premises, on the first floor of Building I (Fontenoy) and on the ground floor of Building V (Miollis). The bank carries out all usual banking transactions, including exchange operations. There are cash dispensers on the ground floor of Buildings I and V.

The bank's offices are open from Monday to Friday inclusive (except on public holidays):

1. Building I (Fontenoy):
from 9.30 a.m. to 12.15 p.m. and from 1.45 p.m. to 4.15 p.m.
2. Building V (Miollis):
from 9.30 a.m. to 11.30 a.m. and from 1 p.m. to 4.15 p.m.

Any temporary modification of opening hours (e.g. on the eve of a public holiday) is announced by notices posted at the counters.

17. Medical service

The UNESCO Medical Service is in the red wing of the third floor of Building I (Fontenoy). It is open from 9 a.m. to 6 p.m., from Monday to Friday inclusive.

Extension: 80867 (Head Nurse - office 3.069)

A unit is open from 9 a.m. to 4.30 p.m., Monday to Friday inclusive, on the ground floor of Building V (Miollis).

Extension: 83231 (medical unit, ground floor of the Miollis Building).

Consultations, on appointment: extension 80856 (medical secretariat).

Consultations take place in Building I (Fontenoy), third floor, red wing.

Annex I

Agreement between the Government of the French Republic and the United Nations Educational, Scientific and Cultural Organization regarding the Headquarters of UNESCO and the Privileges and Immunities of the Organization on French Territory

Signed in Paris on 2 July 1954¹.

The Government of the French Republic and the United Nations Educational, Scientific and Cultural Organization,

Considering that by resolution 28 adopted at its 6th session, the General Conference of the United Nations Educational, Scientific and Cultural Organization decided to build the permanent headquarters of the Organization at Paris,

Considering further that the Government of the French Republic has for this purpose by contract dated 25 June 1954 granted to the United Nations Educational, Scientific and Cultural Organization the use of such land as is necessary for the establishment of its permanent headquarters and the construction of its buildings, and

Desiring to regulate, by this Agreement, all questions relating to the establishment of the permanent headquarters of the United Nations Educational, Scientific and Cultural Organization in Paris and consequently to define its privileges and immunities in France,

Have appointed as their representatives for this purpose the following, that is to say:
For the United Nations Educational, Scientific and Cultural Organization (hereinafter called "the Organization"),
Mr Luther H. Evans, Director-General;
For the Government of the French Republic,
Monsieur Guérin de Beaumont, State Secretary for Foreign Affairs,
who have agreed as follows:

Legal personality of the Organization

Article 1

The Government of the French Republic recognizes the legal personality of the Organization and its capacity:

- (a) To contract;
- (b) To acquire and dispose of movable and immovable property;
- (c) To be party to judicial proceedings.

1. Came into force on 23 November 1955 in accordance with Article 32 thereof.

The permanent Headquarters of the Organization

- Article 2 The permanent Headquarters of the Organization (hereinafter called “Headquarters”) shall comprise the land described and defined in Annex A of this Agreement, and all the buildings that are or may be in future built thereon.
- Article 3 The Government of the French Republic agrees to take all necessary measures to ensure that the Organization shall have full and uninterrupted use of the land and buildings which constitute its Headquarters.
- Article 4
1. The Government of the French Republic grants to the Organization the right of free radio communication on French territory in the manner defined in Annex III of the International Telecommunication Convention made at Buenos Aires in 1952, for broadcasting its programmes and for participation in the radio network to be established between the United Nations and its specialized agencies.
 2. Special agreements to be negotiated between the Organization and the appropriate French authorities, and, if necessary, between the Organization and international institutions concerned, will set out the terms upon which the aforesaid broadcasts and radio communications are to be made.
- Article 5
1. The Headquarters shall be under the control and authority of the Organization.
 2. The Organization shall have the right to make internal regulations applicable throughout Headquarters in order to enable it to carry out its work.
 3. Subject to the provisions of the preceding paragraph, the laws and regulations of the French Republic shall apply at Headquarters.
- Article 6
1. Headquarters shall be inviolable. Agents and officials of the French Republic shall not enter Headquarters to discharge any official duty save with the consent or at the request of the Director-General and in accordance with conditions approved by him.
 2. The execution of legal process, including the seizure of private property may take place in Headquarters only with the consent of and under conditions approved by the Director-General.
 3. Without prejudice to the terms of this Agreement, the Organization shall not permit its Headquarters to become a refuge from justice for persons against whom a penal judgement has been made or who are pursued *flagrante delicto*, or against whom a warrant of arrest or a deportation order has been issued by the competent French authorities.
- Article 7
1. The Government of the French Republic undertakes to protect Headquarters and to maintain order in its immediate vicinity.
 2. At the request of the Director-General and in accordance with his instructions, the French authorities shall make available whatever police force may be necessary to maintain order within Headquarters.
- Article 8
1. The appropriate French authorities shall endeavour, within the limits of their powers, on equitable terms, and in accordance with requests made by the Director-General of the Organization, to provide public services such as postal, telephone and telegraph service, electricity, water and gas supplies, public transport, drainage, collection of refuse, fire protection and snow removal.

2. Subject to the provisions of Article 10, the Organization shall be granted, in respect of tariffs charged for public services supplied by the French Government or public bodies under its control, such reductions as are granted to French administrative services.
3. In case of force majeure involving a partial or total suspension of public services, the Organization shall receive, for its requirements, priority equal to that received by the French administrative services.

Access to Headquarters

Article 9

1. The competent French authorities shall not impede the transit to or from Headquarters of any persons having official duty at Headquarters or invited there by the Organization.
2. For this purpose the French Government undertakes to authorize the entry into France without delay and without charge for visas, of the following persons for the term of their duty or mission with the Organization:
 - (a) Representatives of Member States, including alternates, advisers, experts and secretaries at sessions of the various organs of the Organization or at conferences and meetings called by it;
 - (b) Members of the Executive Board of the Organization, alternates, advisers and experts;
 - (c) Permanent delegates of Member States accredited to the Organization, deputies, advisers and experts;
 - (d) Officials and experts of the Organization and of the United Nations and the specialized agencies;
 - (e) Members of the governing bodies and officials of non-governmental organizations having consultative status, the offices of which are at Headquarters;
 - (f) The families – spouses and dependent children – of the above-mentioned persons;
 - (g) All those invited on official business by the General Conference, the Executive Board or the Director-General of the Organization;
 - (h) Representatives of non-governmental organizations having consultative status, representatives of the press, radio, cinema and of other information agencies who are accredited to the Organization, after consultation with the French Government and provided that the persons concerned have not been previously prohibited from entering French territory.
3. Without prejudice to any special immunities which they may enjoy, the persons mentioned in paragraph 2 may not, during the whole period in which they are performing their duties or missions, be compelled by the French authorities to leave French territory, save where they have abused the privileges accorded to them in respect of their visits by carrying out activities unconnected with their duties or missions with the Organization and subject to the following provisions.
4. No measures for the expulsion from French territory of the persons mentioned in paragraph 2 may be taken without the approval of the Minister for Foreign Affairs of the Government of the French Republic. Before giving his approval, the Minister for Foreign Affairs shall consult the authorities mentioned hereafter.
5. The authorities mentioned in the preceding paragraph are:

- (a) In any case concerning the representative of a Member State or his family – the Government of the Member State concerned;
 - (b) In any case concerning a member of the Executive Board or his family – the Chairman of the Executive Board;
 - (c) In the case of any other persons – the Director-General of the Organization.
6. Persons who enjoy diplomatic privileges and immunities by virtue of this Agreement may not be required to leave French territory save in accordance with the procedure customarily applicable to diplomats accredited to the Government of the French Republic.
 7. It is understood that the persons referred to in paragraph 2 are not exempt from any reasonable application of the rules governing quarantine and public health.

Arrangements for communication

- Article 10
1. Without prejudice to the provisions of Article 4 and in so far as is compatible with any international conventions, regulations and arrangements to which it is party, the Government of the French Republic shall grant to the Organization for communication by post, telephone, telegraph, radio-telephone, radio-telegraph and radio-photo-telegraph, terms at least as favourable as those granted by it to other governments, including diplomatic missions, as regards priorities, tariffs and taxes on mail, cablegrams, telegrams, radio-telegrams, photo-telegrams, telephone calls and other communications and also as regards charges payable for press and radio communications.
 2. The Government of the French Republic shall grant full facilities to the Director-General of the Organization and his principal officials for press or radio statements.

- Article 11
1. The official correspondence of the Organization shall be inviolable.
 2. The official statements of the Organization shall not be subject to censorship. This immunity extends to publications, films, negatives, photographs, and visual and sound recordings addressed to or dispatched by the Organization, and also material displayed at exhibitions which it may organize.
 3. The Organization may make use of codes and may dispatch and receive correspondence by courier or pouch. Courier and pouch services shall be accorded the same privileges and immunities as diplomatic couriers and pouches.

Property, funds and assets

- Article 12
- The Organization, its property and assets wherever located and by whomsoever held, shall enjoy immunity from every form of legal process, except in so far as in any particular case the Organization has expressly waived immunity or where a waiver is implied by contract. It is, however, understood that no waiver shall extend to any measure of execution.

- Article 13
- Should the Organization set up offices or occupy conference rooms outside Headquarters but inside France, these premises shall be inviolable, in accordance with the conditions of Article 6.

- Article 14
1. The property and assets of the Organization wherever located and by whomsoever held shall be immune from search, confiscation, requisition, expropriation or any other form of constraint, either executive, administrative or legislative.
 2. The archives of the Organization and, in general, all documents belonging to or held by it shall be inviolable wherever they are located.

- Article 15
1. The Organization, its assets, income and other property shall be exempt from all direct taxation. The Organization shall, however, pay taxes charged for services rendered.
 2. The Organization shall be exempt:
 - (a) From all duty and taxes, other than taxes for services rendered, collected by the customs authorities, and from all prohibitions and restrictions on imports and exports in respect of articles imported by it for official use. It is understood, however, that articles imported free of duty may not be transferred to other parties on French territory, save on conditions to be agreed upon between the Organization and the competent French authorities;
 - (b) From all duty and taxes, except taxes payable for services rendered, collected by the customs authorities, and from all prohibitions and restrictions on imports and exports in respect of publications, cinematograph films, photographic slides and documents which the Organization may import or publish in the course of its official activities.

Article 16

The Organization shall pay, under general laws and regulations, all indirect taxes which form part of the cost of goods sold and services rendered. Nevertheless, any such taxes levied in respect of purchases made or activities undertaken officially by the Organization may be reimbursed by lump sums to be agreed between the Organization and the French Republic.

- Article 17
1. The Organization may, without being subject to any financial control, regulations or moratoria:
 - (a) Receive and hold funds and foreign exchange of all kinds and operate accounts in all currencies;
 - (b) Freely transfer its funds and foreign exchange within French territory and from France to another country and vice versa.
 2. The competent French authorities shall grant all facilities and assistance to the Organization with a view to obtaining the most favourable conditions for all transfers and exchanges. Special arrangements to be made between the French Government and the Organization shall regulate, if necessary, the application of this Article.
 3. In exercising its rights under this Article, the Organization shall take account of all representations made by the Government of the French Republic in so far as it considers that these can be complied with without prejudice to its own interests.

Diplomatic privileges, immunities and facilities

- Article 18
1. Representatives of Member States of the Organization at sessions of the various organs of the Organization and at conferences and meetings called by

it; members of the Executive Board, alternates, permanent delegates accredited to the Organization and their deputies shall enjoy, during their stay in France on official duty, such privileges, immunities and facilities as are accorded to diplomats of equal rank belonging to foreign diplomatic missions accredited to the Government of the French Republic.

2. These privileges, immunities and facilities shall extend to the spouses and children under 21 of the above-mentioned persons.
3. Only the heads of delegations of Member States to the General Conferences of the Organization, the Chairman of the Executive Board and permanent delegates accredited to the Organization with the rank of ambassador or minister plenipotentiary shall be assimilated to heads of diplomatic missions.

Article 19

1. Without prejudice to the provisions of Articles 23 and 24, the Director-General and the Deputy Director-General of the Organization shall, during their residence in France have the status accorded to the heads of foreign diplomatic missions accredited to the Government of the French Republic.
2. Without prejudice to Articles 22 and 24, the directors of departments, the heads of services and bureaux and officials defined in Annex B of this Agreement, and the spouses and dependent children of the persons designated in paragraphs 1 and 2 of this Article shall be accorded during their residence in France the privileges, immunities and facilities and other courtesies accorded to members of foreign diplomatic missions in France.
3. The persons mentioned in paragraphs 1 and 2 of this Article may not, if they are of French nationality, claim immunity in the French courts in respect of judicial proceedings concerning matters extraneous to their official duties.

Article 20

The Organization shall, in due course, communicate to the Government of the French Republic the names of the persons mentioned in Articles 18 and 19.

Article 21

The immunities provided for in Articles 18 and 19 are accorded in the interests of the Organization and not for the personal benefit of the individuals themselves. Such immunities may be waived by the Government of the state concerned in respect of its representatives and their families; by the Executive Board in respect of its members and their families and of the Director-General and his family; and by the Director-General in respect of the other officials of the Organization mentioned in Article 19, and their families.

Officials and experts

Article 22

- Officials governed by the provisions of the Staff Regulations of the Organization:
- (a) Shall be immune from legal process in respect of all activities performed by them in their official capacity (including words spoken or written);
 - (b) Shall be exempt from all direct taxation on salaries and emoluments paid to them by the Organization;
 - (c) Subject to the provisions of Article 23, shall be exempt from all military service and from all other compulsory service in France;
 - (d) Shall, together with their spouses and the dependent members of their families, be exempt from immigration restrictions and registration provisions relating to foreigners;

- (e) Shall, with regard to foreign exchange, be granted the same facilities as are granted to members of diplomatic missions accredited to the Government of the French Republic;
- (f) Shall, together with their spouses and dependent members of their families, be accorded the same facilities for repatriation as are granted to members of diplomatic missions accredited to the Government of the French Republic in time of international crisis;
- (g) Shall, provided they formerly resided abroad, be granted the right to import free of duty their furniture and personal effects at the time of their installation in France;
- (h) May temporarily import motor cars free of duty, under customs certificates without deposits.

Article 23

1. French officials of the Organization are not exempt from military service or any other obligatory service in France. Nevertheless, those whose names have, by reason of their duties, been placed upon a list compiled by the Director-General and approved by the French authorities, may, in case of mobilization, be assigned to special duties in accordance with French law.
2. These authorities shall, on the request of the Organization and in case of a call-up for national service applicable to other officials of French nationality, grant such temporary deferments as may be necessary to avoid the interruption of essential work.

Article 24

Privileges and immunities are granted to officials in the interests of the Organization and not for the personal benefit of the individuals themselves. The Director-General shall agree to waive the immunity granted to an official in any case in which he considers that such immunity would impede the course of justice and can be waived without prejudice to the interests of the Organization.

Article 25

1. While performing their functions or engaged on mission on behalf of the Organization, experts other than the officials mentioned in Articles 19 and 22 shall, in so far as is necessary for the effective discharge of their functions, and also during journeys made in the course of duty or for the period of their missions, be granted the under-mentioned privileges and immunities:
 - (a) Immunity from personal arrest and seizure of personal baggage, except if caught in the act of committing an offence. The competent French authorities shall, in such cases, immediately inform the Director-General of the Organization of the arrest or of the seizure of baggage;
 - (b) Immunity from judicial process in respect of all acts done by them in the performance of their official functions (including words spoken or written). Such immunity shall continue notwithstanding that the persons concerned are no longer performing official functions for the Organization or on mission on its behalf;
 - (c) The same facilities concerning the regulation of foreign exchange as those accorded to officials of foreign governments on temporary official mission.
2. The Director-General of the Organization shall agree to waive the immunity of an expert in any case in which he considers that this can be done without damage to the interests of the Organization.

Article 26

The Organization shall constantly cooperate with the competent French authorities for the proper administration of justice, the due carrying out of police regulations and in order to avoid any possible abuse arising out of the exercise of the immunities and facilities provided for in this Agreement.

Laissez-passer

- Article 27 United Nations laissez-passer held by officials of the Organization shall be recognized and accepted by the Government of the French Republic as valid travel documents.

Settlement of disputes

- Article 28 The Organization shall make provision for appropriate modes of settlement of:
- (a) Disputes arising out of contracts or other disputes in private law to which the Organization is party;
 - (b) Disputes involving any official of the Organization who, by reason of his official position, enjoys immunity if this immunity has not been waived by the Director-General.
- Article 29
1. Any dispute between the Organization and the Government of the French Republic concerning the interpretation or application of this Agreement, or any supplementary agreement, if it is not settled by negotiation or any other appropriate method agreed to by the parties, shall be submitted for final decision to an arbitration tribunal composed of three members; one shall be appointed by the Director-General of the Organization, another by the Minister for Foreign Affairs of the Government of the French Republic and the third chosen by these two. If the two arbitrators cannot agree on the choice of the third, the appointment shall be made by the President of the International Court of Justice.
 2. The Director-General or the Minister of Foreign Affairs may request the General Conference to ask an advisory opinion of the International Court of Justice on any legal question raised in the course of such proceedings. Pending an opinion of the Court, the two parties shall abide by a provisional decision of the arbitration tribunal. Thereafter, this tribunal shall give a final decision, taking into account the advisory opinion of the Court.

General provisions

- Article 30 The provisional Agreement of 10 March 1947 between the Government of the French Republic and the Organization shall terminate on the entry into force of this Agreement.
- Article 31
1. This Agreement is made in accordance with the provisions of Section 39 of the Convention on the Privileges and Immunities of the Specialized Agencies, which provides for special agreements between a state and a specialized agency for the carrying out of the provisions of the above-mentioned Convention, taking into account the particular needs of an agency at its headquarters.
 2. The accession of the Government of the French Republic to the Convention on the Privileges and Immunities of the Specialized Agencies shall not be deemed to modify the application of the provisions of this Agreement.
 3. It is, however, understood that, should that Convention be revised, the Minister for Foreign Affairs of the Government of the French Republic and the Director-General of the Organization shall confer with a view to deciding what necessary amendments should be made to this Agreement.

4. All amendments to the provisions of this Agreement must be submitted to the competent authorities of the Organization and to the Government of the French Republic. No such revision shall come into force save in accordance with the procedure set out in Article 32.

Article 32

This Agreement and any amendment made thereto shall come into force on the exchange of the instrument of ratification by the Government of the French Republic and the notification of approval by the Organization.

Done at Paris on 2 July 1954, in two copies in the French and English languages, both texts being equally authoritative.

ANNEX A

The permanent Headquarters of the Organization is established on an area of 30,350 square metres of land, situated in Paris in the 7th arrondissement, between place de Fontenoy, avenue de Saxe, avenue Ségur, avenue de Suffren and avenue de Lowendal. This area was granted to the Department of Foreign Affairs by decree dated 22 December 1952 and let to the Organization by lease dated 25 June 1954 and is designated by the area coloured pink on the plan annexed to the said lease.

ANNEX B

The officials of the Organization who shall benefit from the provisions of Article 19, paragraph 2, are, in addition to the directors of departments and heads of services and bureaux, the following:

- (a) Officials in a grade equivalent or superior to grade P-5;
- (b) As a transitional measure, those officials who, under the provisional Headquarters Agreement entered into by the Government of the French Republic and the Organization, enjoyed the privileges and immunities accorded to members of diplomatic missions in France;
- (c) Officials in grades corresponding to the grades of officials of any other intergovernmental institution to whom the Government of the French Republic may grant diplomatic privileges and immunities by a Headquarters Agreement.

Annex II

Convention on the Privileges and Immunities of the Specialized Agencies

Adopted by the General Assembly of the United Nations on 21 November 1947, and accepted, together with Annex IV, by the General Conference¹, effective 7 February 1949.

Whereas the General Assembly of the United Nations adopted on 13 February 1946 a resolution contemplating the unification as far as possible of the privileges and immunities enjoyed by the United Nations and by the various specialized agencies, and

Whereas consultations concerning the implementation of the aforesaid resolution have taken place between the United Nations and the specialized agencies,

Consequently, by resolution 179(II) adopted on 21 November 1947, the General Assembly has approved the following Convention, which is submitted to the specialized agencies for acceptance and to every Member of the United Nations and to every other state member of one or more of the specialized agencies for accession.

Article I

Definitions and scope

Section 1

In this Convention:

- (i) The words "standard clauses" refer to the provisions of Articles II to IX.
- (ii) The words "specialized agencies" mean:
 - (a) The International Labour Organization;
 - (b) The Food and Agriculture Organization of the United Nations;
 - (c) The United Nations Educational, Scientific and Cultural Organization;
 - (d) The International Civil Aviation Organization;
 - (e) The International Monetary Fund;
 - (f) The International Bank for Reconstruction and Development;
 - (g) The World Health Organization;
 - (h) The Universal Postal Union;
 - (i) The International Telecommunication Union; and
 - (j) Any other agency in relationship with the United Nations in accordance with Articles 57 and 63 of the Charter.
- (iii) The word "Convention" means, in relation to any particular specialized agency, the standard clauses as modified by the final (or revised) text of the annex transmitted by that agency in accordance with Sections 36 and 38.

¹ See 3 C/110, Vol. II, p. 72.

- (iv) For the purposes of Article III, the words “property and assets” shall also include property and funds administered by a specialized agency in furtherance of its constitutional functions.
- (v) For the purposes of Articles V and VII, the expression “representatives of members” shall be deemed to include all representatives, alternates, advisers, technical experts and secretaries of delegations.
- (vi) In Sections 13, 14, 15 and 25, the expression “meetings convened by a specialized agency” means meetings: (1) of its assembly and of its executive body (however designated); (2) of any commission provided for in its constitution; (3) of any international conference convened by it; and (4) of any committee of any of these bodies.
- (vii) The term “executive head” means the principal executive official of the specialized agency in question, whether designated “Director-General” or otherwise.

Section 2

Each state party to this Convention in respect of any specialized agency to which this Convention has become applicable in accordance with Section 37 shall accord to, or in connection with, that agency the privileges and immunities set forth in the standard clauses on the conditions specified therein, subject to any modification of those clauses contained in the provisions of the final (or revised) annex relating to that agency and transmitted in accordance with Sections 36 or 38.

Article II

Juridical personality

Section 3

The specialized agencies shall possess juridical personality. They shall have the capacity (a) to contract; (b) to acquire and dispose of immovable and movable property; (c) to institute legal proceedings.

Article III

Property, funds and assets

Section 4

The specialized agencies, their property and assets, wherever located and by whomsoever held, shall enjoy immunity from every form of legal process except in so far as in any particular case they have expressly waived their immunity. It is, however, understood that no waiver of immunity shall extend to any measure of execution.

Section 5

The premises of the specialized agencies shall be inviolable. The property and assets of the specialized agencies, wherever located and by whomsoever held, shall be immune from search, requisition, confiscation, expropriation and any other form of interference, whether by executive, administrative, judicial or legislative action.

Section 6

The archives of the specialized agencies, and in general all documents belonging to them or held by them, shall be inviolable, wherever located.

Section 7

Without being restricted by financial controls, regulations or moratoria of any kind:

- (a) The specialized agencies may hold funds, gold or currency of any kind and operate accounts in any currency;
- (b) The specialized agencies may freely transfer their funds, gold or currency from one country to another or within any country and convert any currency held by them into any other currency.

Section 8

Each specialized agency shall, in exercising its rights under Section 7 above, pay due regard to any representations made by the government of any state party to this Convention in so far as it is considered that effect can be given to such representations without detriment to the interest of the agency.

Section 9

The specialized agencies, their assets, income and other property shall be:

- (a) Exempt from all direct taxes; it is understood, however, that the specialized agencies will not claim exemption from taxes which are, in fact, no more than charges for public utility services;
- (b) Exempt from customs duties and prohibitions and restrictions on imports and exports in respect of articles imported or exported by the specialized agencies for their official use; it is understood, however, that articles imported under such exemption will not be sold in the country into which they were imported except under conditions agreed to with the government of that country;
- (c) Exempt from duties and prohibitions and restrictions on imports and exports in respect of their publications.

Section 10

While the specialized agencies will not, as a general rule, claim exemption from excise duties and from taxes on the sale of movable and immovable property which forms part of the price to be paid, nevertheless when the specialized agencies are making important purchases for official use of property on which such duties and taxes have been charged or are chargeable, states parties to this Convention will, whenever possible, make appropriate administrative arrangements for the remission or return of the amount of duty or tax.

Article IV

Facilities in respect of communications

Section 11

Each specialized agency shall enjoy, in the territory of each state party to this Convention in respect of that agency, for its official communications, treatment not less favourable than that accorded by the government of such state to any other government, including the latter's diplomatic mission, in the matter of priorities, rates and taxes on mails, cables, telegrams, radiograms, telephotos, telephone and other communications, and press rates for information to the press and radio.

Section 12

No censorship shall be applied to the official correspondence and other official communications of the specialized agencies.

The specialized agencies shall have the right to use codes and to dispatch and receive correspondence by courier or in sealed bags, which shall have the same immunities and privileges as diplomatic couriers and bags.

Nothing in this section shall be construed to preclude the adoption of appropriate security precautions to be determined by agreement between a state party to this Convention and a specialized agency.

Article V

Representatives of members

Section 13

Representatives of members at meetings convened by a specialized agency shall, while exercising their functions and during their journeys to and from the place of meeting, enjoy the following privileges and immunities:

- (a) Immunity from personal arrest or detention and from seizure of their personal baggage, and in respect of words spoken or written and all acts done by them in their official capacity, immunity from legal process of every kind;
- (b) Inviolability for all papers and documents;
- (c) The right to use codes and to receive papers or correspondence by courier or in sealed bags;
- (d) Exemption in respect of themselves and their spouses from immigration restrictions, aliens' registration or national service obligations in the state which they are visiting or through which they are passing in the exercise of their functions;
- (e) The same facilities in respect of currency or exchange restrictions as are accorded to representatives of foreign governments on temporary official missions;
- (f) The same immunities and facilities in respect of their personal baggage as are accorded to members of comparable rank of diplomatic missions.

Section 14

In order to secure for the representatives of members of the specialized agencies at meetings convened by them complete freedom of speech and complete independence in the discharge of their duties, the immunity from legal process in respect of words spoken or written and all acts done by them in discharging their duties shall continue to be accorded, notwithstanding that the persons concerned are no longer engaged in the discharge of such duties.

Section 15

Where the incidence of any form of taxation depends upon residence, periods during which the representatives of members of the specialized agencies at meetings convened by them are present in a Member State for the discharge of their duties shall not be considered as periods of residence.

Section 16

Privileges and immunities are accorded to the representatives of members, not for the personal benefit of the individuals themselves, but in order to safeguard the independent exercise of their functions in connection with the specialized agencies. Consequently, a member not only has the right but is under a duty to waive the immunity of its representatives in any case where, in the opinion of the member, the immunity would impede the course of justice, and where it can be waived without prejudice to the purpose for which the immunity is accorded.

Section 17

The provisions of Sections 13, 14 and 15 are not applicable in relation to the authorities of a state of which the person is a national or of which he is or has been a representative.

Article VI

Officials

Section 18

Each specialized agency will specify the categories of officials to which the provisions of this Article and of Article VIII shall apply. It shall communicate them to the governments of all states parties to this Convention in respect of that agency and to the Secretary-General of the United Nations. The names of the officials included in these categories shall from time to time be made known to the above-mentioned governments.

Section 19

Officials of the specialized agencies shall:

- (a) Be immune from legal process in respect of words spoken or written and all acts performed by them in their official capacity;
- (b) Enjoy the same exemptions from taxation in respect of the salaries and emoluments paid to them by the specialized agencies and on the same conditions as are enjoyed by officials of the United Nations;
- (c) Be immune, together with their spouses and relatives dependent on them, from immigration restrictions and alien registration;
- (d) Be accorded the same privileges in respect of exchange facilities as are accorded to officials of comparable rank of diplomatic missions;
- (e) Be given, together with their spouses and relatives dependent on them, the same repatriation facilities in time of international crises as officials of comparable rank of diplomatic missions;
- (f) Have the right to import free of duty their furniture and effects at the time of first taking up their post in the country of question.

Section 20

The officials of the specialized agencies shall be exempt from national service obligations, provided that, in relation to the states of which they are nationals, such exemption shall be confined to officials of the specialized agencies whose names have, by reason of their duties, been placed upon a list compiled by the executive head of the specialized agency and approved by the state concerned.

Should other officials of specialized agencies be called up for national service, the state concerned shall, at the request of the specialized agency concerned, grant such temporary deferments in the call-up of such officials as may be necessary to avoid interruption of the continuation of essential work.

Section 21

In addition to the immunities and privileges specified in Sections 19 and 20, the executive head of each specialized agency, including any official acting on his behalf during his absence from duty, shall be accorded in respect of himself, his spouse and minor children, the privileges and immunities, exemptions and facilities accorded to diplomatic envoys, in accordance with international law.

Section 22

Privileges and immunities are granted to officials in the interests of the specialized agencies only and not for the personal benefit of the individuals themselves. Each specialized agency shall have the right and the duty to waive the immunity of any official in any case where, in its opinion, the immunity would impede the course of justice and can be waived without prejudice to the interests of the specialized agency.

Section 23

Each specialized agency shall cooperate at all times with the appropriate authorities of Member States to facilitate the proper administration of justice, secure the observance of police regulations and prevent the occurrence of any abuses in connection with the privileges, immunities and facilities mentioned in this Article.

Article VII

Abuses of privilege

Section 24

If any state party to this Convention considers that there has been an abuse of a privilege or immunity conferred by this Convention, consultations shall be held between that state and the specialized agency concerned to determine whether any such abuse has occurred and, if so, to attempt to ensure that no repetition occurs. If such consultations fail to achieve a result satisfactory to the state and the specialized agency concerned, the question whether an abuse of a privilege or immunity has occurred shall be submitted to the International Court of Justice in accordance with Section 32. If the International Court of Justice finds that such an abuse has occurred, the state party to this Convention affected by such abuse shall have the right, after notification to the specialized agency in question, to withhold from the specialized agency concerned the benefits of the privilege or immunity so abused.

Section 25

1. Representatives of members at meetings convened by specialized agencies, while exercising their functions and during their journeys to and from the place of meeting, and officials within the meaning of Section 18, shall not be required by the territorial authorities to leave the country in which they are performing their functions on account of any activities by them in their official capacity. In the case, however, of abuse of privileges of residence committed by any such person in activities in that country outside his official functions, he may be required to leave by the government of that country provided that:
2. (i) Representatives of members, or persons who are entitled to diplomatic immunity under Section 21, shall not be required to leave the country otherwise than in accordance with the diplomatic procedure applicable to diplomatic envoys accredited to that country.
(ii) In the case of an official to whom Section 21 is not applicable, no order to leave the country shall be issued other than with the approval of the Foreign Minister of the country in question, and such approval shall be given only after consultation with the executive head of the specialized agency concerned; and, if expulsion proceedings are taken against

an official, the executive head of the specialized agency shall have the right to appear in such proceedings on behalf of the person against whom they are instituted.

Article VIII **Laissez-passer**

Section 26

Officials of the specialized agencies shall be entitled to use the United Nations laissez-passer in conformity with administrative arrangements to be concluded between the Secretary-General of the United Nations and the competent authorities of the specialized agencies, to which agencies special powers to use laissez-passer may be delegated. The Secretary-General of the United Nations shall notify each state party to this Convention of each administrative arrangement so concluded.

Section 27

States parties to this Convention shall recognize and accept the United Nations laissez-passer issued to officials of the specialized agencies as valid travel documents.

Section 28

Applications for visas, where required, from officials of specialized agencies holding United Nations laissez-passer, when accompanied by a certificate that they are travelling on the business of a specialized agency, shall be dealt with as speedily as possible. In addition, such persons shall be granted facilities for speedy travel.

Section 29

Similar facilities to those specified in Section 28 shall be accorded to experts and other persons who, though not the holders of United Nations laissez-passer, have a certificate that they are travelling on the business of a specialized agency.

Section 30

The executive heads, assistant executive heads, heads of departments and other officials of a rank not lower than head of department of the specialized agencies, travelling on United Nations laissez-passer on the business of the specialized agencies, shall be granted the same facilities for travel as are accorded to officials of comparable rank in diplomatic missions.

Article IX **Settlement of disputes**

Section 31

Each specialized agency shall make provision for appropriate modes of settlement of:

- (a) Disputes arising out of contracts or other disputes of private character to which the specialized agency is a party;
- (b) Disputes involving any official of a specialized agency who by reason of this official position enjoys immunity, if immunity has not been waived in accordance with the provisions of Section 22.

Section 32

All differences arising out of the interpretation or application of the present Convention shall be referred to the International Court of Justice unless in any case it is agreed by the parties to have recourse to another mode of settlement. If a difference arises between one of the specialized agencies on the one hand, and a member on the other hand, a request shall be made for an advisory opinion on any legal question involved in accordance with Article 96 of the Charter and Article 65 of the Statute of the Court and the relevant provisions of the agreements concluded between the United Nations and the specialized agency concerned. The opinion given by the Court shall be accepted as decisive by the parties.

Article X

Annexes and application to individual specialized agencies

Section 33

In the application to each specialized agency, the standard clauses shall operate subject to any modifications set forth in the final (or revised) text of the annex relating to that agency, as provided in Sections 36 and 38.

Section 34

The provisions of the Convention in relation to any specialized agency must be interpreted in the light of the functions with which that agency is entrusted by its constitutional instrument.

Section 35

Draft Annexes I to IX are recommended to the specialized agencies named therein. In the case of any specialized agency not mentioned by name in Section I, the Secretary-General of the United Nations shall transmit to the agency a draft annex recommended by the Economic and Social Council.

Section 36

The final text of each annex shall be that approved by the specialized agency in question in accordance with its constitutional procedure. A copy of the annex as approved by each specialized agency shall be transmitted by the agency in question to the Secretary-General of the United Nations and shall thereupon replace the draft referred to in Section 35.

Section 37

The present Convention becomes applicable to each specialized agency when it has transmitted to the Secretary-General of the United Nations the final text of the relevant annex and has informed him that it accepts the standard clauses, as modified by this annex, and undertakes to give effect to Sections 8, 18, 22, 23, 24, 31, 32, 42 and 45 (subject to any modification of Section 32 which may be found necessary in order to make the final text of the annex consonant with the constitutional instrument of the agency) and any provisions of the annex placing obligations on the agency. The Secretary-General shall communicate to all Members of the United Nations and to other states members of the specialized

agencies certified copies of all annexes transmitted to him under this Section and of revised annexes transmitted under Section 38.

Section 38

If, after the transmission of a final annex under Section 36, any specialized agency approves any amendments thereto in accordance with its constitutional procedure, a revised annex shall be transmitted by it to the Secretary-General of the United Nations.

Section 39

The provisions of this Convention shall in no way limit or prejudice the privileges and immunities which have been, or may hereafter be, accorded by any state to any specialized agency by reason of the location in the territory of that state of its headquarters or regional offices. This Convention shall not be deemed to prevent the conclusion between any state party thereto and any specialized agency of supplemental agreements adjusting the provisions of this Convention or extending or curtailing the privileges and immunities thereby granted.

Section 40

It is understood that the standard clauses, as modified by the final text of an annex sent by a specialized agency to the Secretary-General of the United Nations under Section 36 (or any revised annex sent under Section 38), will be consistent with the provisions of the constitutional instrument then in force of the agency in question, and that if any amendment to that instrument is necessary for the purpose of making the constitutional instrument so consistent, such amendment will have been brought into force in accordance with the constitutional procedure of that agency before the final (or revised) annex is transmitted.

The Convention shall not itself operate so as to abrogate, or derogate from, any provisions of the constitutional instrument of any specialized agency or any rights or obligations which the agency may otherwise have, acquire, or assume.

Article XI

Final provisions

Section 41

Accession to this Convention by a Member of the United Nations and (subject to Section 42) by any state member of a specialized agency shall be effected by deposit with the Secretary-General of the United Nations of an instrument of accession which shall take effect on the date of its deposit.

Section 42

Each specialized agency concerned shall communicate the text of this Convention together with the relevant annexes to those of its members which are not Members of the United Nations and shall invite them to accede thereto in respect of that agency by depositing an instrument of accession to this Convention in respect thereof either with the Secretary-General of the United Nations or with the executive head of the specialized agency.

Section 43

Each state party to this Convention shall indicate in its instrument of accession the specialized agency or agencies in respect of which it undertakes to apply the provisions of this Convention. Each state party to this Convention may by a subsequent written notification to the Secretary-General of the United Nations undertake to apply the provisions of this Convention to one or more further specialized agencies. This notification shall take effect on the date of its receipt by the Secretary-General.

Section 44

This Convention shall enter into force for each state party to this Convention in respect of a specialized agency when it has become applicable to that agency in accordance with Section 37 and the state party has undertaken to apply the provisions of the Convention to that agency in accordance with Section 43.

Section 45

The Secretary-General of the United Nations shall inform all Members of the United Nations, as well as all members of the specialized agencies, and executive heads of the specialized agencies, of the deposit of each instrument of accession received under Section 41 and of subsequent notifications received under Section 43. The executive head of a specialized agency shall inform the Secretary-General of the United Nations and the members of the agency concerned of the deposit of any instrument of accession deposited with him under Section 42.

Section 46

It is understood that, when an instrument of accession or a subsequent notification is deposited on behalf of any state, this state will be in a position under its own law to give effect to the terms of this Convention, as modified by the final texts of any annexes relating to the agencies covered by such accessions or notifications.

Section 47

1. Subject to the provisions of paragraphs 2 and 3 of this Section, each state party to this Convention undertakes to apply this Convention in respect of each specialized agency covered by its accession or subsequent notification, until such time as a revised convention or annex shall have become applicable to that agency and the said state shall have accepted the revised convention or annex. In the case of a revised annex, the acceptance of states shall be by a notification addressed to the Secretary-General of the United Nations, which shall take effect on the date of its receipt by the Secretary-General.
2. Each state party to this Convention, however, which is not, or has ceased to be, a member of a specialized agency, may address a written notification to the Secretary-General of the United Nations and the executive head of the agency concerned to the effect that it intends to withhold from that agency the benefits of this Convention as from a specified date, which shall not be earlier than three months from the date of receipt of the notification.
3. Each state party to this Convention may withhold the benefit of this Convention from any specialized agency which ceases to be in relationship with the United Nations.
4. The Secretary-General of the United Nations shall inform all Member states parties to this Convention of any notification transmitted to him under the provisions of this section.

Section 48

At the request of one third of the states parties to this Convention, the Secretary-General of the United Nations will convene a conference with a view to its revision.

Section 49

The Secretary-General of the United Nations shall transmit copies of this Convention to each specialized agency and to the government of each Member of the United Nations.

Annex III

Forms
(in french only)

DEMANDE DE TITRE DE SÉJOUR

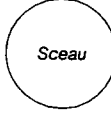
POUR UN MEMBRE, N'AYANT PAS LA NATIONALITÉ FRANÇAISE, DE LA FAMILLE DE

Photographie

à
fixer

M
nom, prénoms fonctions

TITULAIRE DE LA CARTE N° délivrée par le Ministère des affaires étrangères

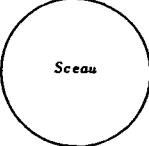
I	nom prénoms	date et lieu de naissance	nationalité - acquise par -
II Ascendants	nom et prénoms du père date et lieu de naissance	nom et prénom de la mère date et lieu de naissance	nationalité - acquise par nationalité - acquise par
III	DEGRÉ DE PARENTÉ AVEC L'AGENT : CONJOINT <input type="checkbox"/> FILS <input type="checkbox"/> FILLE <input type="checkbox"/>		
IV Domiciles	A L'ÉTRANGER (dernier)	EN FRANCE (actuel)	
V	DATE D'ARRIVÉE EN FRANCE :		
VI	PASSEPORT : DIPLOMATIQUE <input type="checkbox"/> DE SERVICE <input type="checkbox"/> ORDINAIRE <input type="checkbox"/> numéro délivré le à	TITRE DE SÉJOUR (éventuellement détenu) NATURE DU TITRE DÉTENU numéro délivré le à	
VII	ACTIVITÉS NON LUCRATIVES :		
VIII	CERTIFIE QUE LE BÉNÉFICIAIRE DE LA PRÉSENTE DEMANDE ET TITRE DE SÉJOUR N'EXERCE AUCUNE ACTIVITÉ LUCRATIVE.		
IX	SIGNATURE DE L'INTERESSÉ	Fait à , le	SIGNATURE DU CHEF DE MISSION (ou de l'Organisation Internationale)
			
CARTE N° DÉLIVRÉE LE PAR LE MINISTÈRE DES AFFAIRES ÉTRANGÈRES PROTOCOLE - - PRIVILÈGES ET IMMUNITÉS			

RUBRIQUE I et II : Préciser si la nationalité a été acquise par filiation, mariage ou naturalisation.
 RUBRIQUE III et IV : Tracer une croix dans le cadre correspondant.
 RUBRIQUE VIII : Mentionner le nom de la mission diplomatique ou de l'organisation internationale.

119/P

NOTIFICATION DE NOMINATION ET DE PRISE DE FONCTION

113²/1

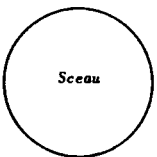
	<p style="text-align: center;">nom pré noms</p> <p style="text-align: center;">date et lieu de naissance nationalité - acquise par -</p> <p>Membre du personnel diplomatique <input type="checkbox"/></p> <p style="text-align: center;">grade et fonction</p>					
II	ASCENDANTS	<p style="text-align: center;">nom et prénoms du père</p> <p style="text-align: center;">date et lieu de naissance</p> <p style="text-align: center;">nationalité - acquise par -</p>		<p style="text-align: center;">nom et prénoms de la mère</p> <p style="text-align: center;">date et lieu de naissance</p> <p style="text-align: center;">nationalité - acquise par -</p>		
III	CONJOINT	<p>SITUATION DE FAMILLE : CÉLIBATAIRE <input type="checkbox"/> MARIÉ <input type="checkbox"/> VEUF <input type="checkbox"/> DIVORCÉ <input type="checkbox"/></p> <p style="text-align: center;">date et lieu de célébration du mariage</p> <p style="text-align: center;">nom pré noms</p> <p style="text-align: center;">date et lieu de naissance nationalité - acquise par -</p>				
IV	ENFANTS	Nom	Prénoms	Sexe	Date et lieu de naissance	Lieu de résidence actuelle
V NOM et prénoms de la personne remplacée :						
VI	PRÉCÉDENTS EMPLOIS OCCUPÉS - ACTIVITÉS LUCRATIVES (dates et lieux)					
VII	DOMICILES	A L'ÉTRANGER (dernier)			EN FRANCE (actuel)	
VIII	DATE D'ARRIVÉE EN FRANCE : ET DE PRISE DE FONCTION :					
IX	<p>PASSEPORT : DIPLOMATIQUE <input type="checkbox"/> DE SERVICE <input type="checkbox"/> ORDINAIRE <input type="checkbox"/></p> <p>numero délivré le à</p> <p>valable jusqu'au - vise le - à</p>			<p>- AVEZ-VOUS LA NATIONALITÉ FRANÇAISE ? OUI <input type="checkbox"/> NON <input type="checkbox"/></p> <p>- AVEZ-VOUS LA QUALITÉ DE RÉSIDENT PERMANENT EN FRANCE ? OUI <input type="checkbox"/> NON <input type="checkbox"/></p>		
X	<p>Fait à le</p> <p style="text-align: center;">SIGNATURE DU CHEF DE MISSION</p> <div style="text-align: center; margin-top: 20px;">  <p>Sceau</p> </div> <p>NOTIFICATION ENREGISTRÉE LE SOUS LE N°</p> <p>AU MINISTÈRE DES AFFAIRES ÉTRANGÈRES 37, Quai d'Orsay - 75007 PARIS PROTOCOLE -</p>			<p>SIGNATURE DE L'INTERESSÉ</p>		

RUBRIQUES I - II - III : Préciser si la nationalité a été acquise par filiation, mariage ou naturalisation.

NOTIFICATION DE NOMINATION ET DE PRISE DE FONCTION

(à adresser au Protocole au plus tard au moment de la prise de fonctions)

113/P

I	nom prénom(s) date et lieu de naissance (ville et pays) nationalité - acquise par - Fonctionnaire consulaire <input type="checkbox"/> Fonctionnaire international <input type="checkbox"/> Membre du personnel administratif et technique <input type="checkbox"/> Membre du personnel de service <input type="checkbox"/> Membre du personnel privé <input type="checkbox"/> grade et fonction																													
II	ASCENDANTS nom et prénoms du père date et lieu de naissance nationalité - acquise par -		nom et prénoms de la mère date et lieu de naissance nationalité - acquise par																											
III	SITUATION DE FAMILLE : CÉLIBATAIRE <input type="checkbox"/> MARIÉ <input type="checkbox"/> VEUF <input type="checkbox"/> DIVORCÉ <input type="checkbox"/> date et lieu de célébration du mariage (ville et pays) nom prénom(s) date et lieu de naissance (ville et pays) nationalité - acquise par -																													
IV	ENFANTS <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Nom</th> <th style="width: 15%;">Prénoms</th> <th style="width: 10%;">Sexe</th> <th style="width: 25%;">Date et lieu de naissance</th> <th style="width: 35%;">Lieu de résidence actuelle</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>					Nom	Prénoms	Sexe	Date et lieu de naissance	Lieu de résidence actuelle																				
Nom	Prénoms	Sexe	Date et lieu de naissance	Lieu de résidence actuelle																										
V	NOM et prénoms de la personne remplacée (et n° de carte spéciale)																													
VI	PRÉCÉDENTS EMPLOIS OCCUPÉS - ACTIVITÉS LUCRATIVES (dates et lieux)																													
VII	DOMICILES A L'ÉTRANGER (dernier)		EN FRANCE (actuel)																											
VIII	DATE D'ARRIVÉE EN FRANCE : ET DE PRISE DE FONCTION :																													
IX	PASSEPORT : DIPLOMATIQUE <input type="checkbox"/> DE SERVICE <input type="checkbox"/> ORDINAIRE <input type="checkbox"/> numéro délivré le à valable jusqu'au		Titre de séjour ou d'identité (éventuellement) détenu Nature du titre ou copie du visa : numéro délivré le à valable jusqu'au																											
X	Fait à le SIGNATURE DU CHEF DE MISSION (ou de l'Organisation Internationale) 		SIGNATURE DE L'INTÉRESSÉ(E) Photographie à fixer																											
Qualité du signataire : NOTIFICATION ENREGISTRÉE LE SOUS LE N° AU MINISTÈRE DES AFFAIRES ÉTRANGÈRES PROTOCOLE - PRIVILÈGES ET IMMUNITÉS 23, rue La Pérouse - 75775 PARIS CÉDEX 16																														

copie ci-jointe

RUBRIQUES I - III - IX : Tracer une croix dans le cadre correspondant
 RUBRIQUES I - II - III : Préciser si la nationalité a été acquise par filiation, mariage ou naturalisation.

	PAYS		
	NOM		
	PRENOM USUEL		
CARTE D'IDENTITE M.A.E. N°			
DELIVREE LE			
DATE DE NAISSANCE	LIEU DE NAISSANCE	NATIONALITE	SITUATION DE FAMILLE
GRADE		FONCTIONS	
DATES		PASSEPORT DIPLOMATIQUE	
PRISE DE FONCTIONS SUCCEDANT A M.	N°	DELIVRE LE	PAR
CESSATION DE FONCTIONS	VISE LE	PAR	
DOMICILE			

MINISTERE DES AFFAIRES ETRANGERES 39 1P

CARTADUTEL : (1) 43.88.86.51. SYST. REV. S.G.D.G. 8070448

NOM DE JEUNE FILLE DE L'EPOUSE	NATIONALITE
PRENOM USUEL	PASSEPORT DIPLOMATIQUE
LIEU DE NAISSANCE	N°
	DELIVRE LE
	PAR
	VISE LE
	PAR

ENFANTS (ACCOMPAGNANT LE CHEF DE FAMILLE)			
PRENOMS	DATE DE NAISSANCE	LIEU DE NAISSANCE	

NOTA : LES JEUNES FILLES DE MOINS DE 16 ANS ET LES JEUNES GENS DE MOINS DE 21 ANS ONT DROIT A UNE "ATTESTATION D'IDENTITE".
 LES JEUNES FILLES DE PLUS DE 16 ANS ONT DROIT A UNE CARTE D'IDENTITE DIPLOMATIQUE PERSONNELLE.
 LES INFORMATIONS CONTENUES SUR CET IMPRIME SONT MEMORISEES SUR UN FICHER INFORMATIQUE. ELLES SONT UTILISEES LORS DE
 LA DELIVRANCE, DE LA PROROGATION ET DE LA DUPLICATION EVENTUELLE DES CARTES DIPLOMATIQUES, ET POUR L'EDITION AUTOMATIQUE
 DE CORRESPONDANCES ADMINISTRATIVES. LE DROIT D'ACCES S'EXERCE AUPRES DU PROTOCOLE.