

**The protocol guidelines on the visits of delegations of foreign countries and international organisations as well as of the non-resident ambassadors accredited to the Republic of Azerbaijan through the Ministry of Foreign Affairs of the Republic of Azerbaijan**

**1. The visits of delegations headed by Ministers of Foreign Affairs**

**1.1. An official visit**

The dates of the visit are coordinated in advance by means of correspondence with the State Protocol Department of the Ministry of Foreign Affairs (MFA).

Note: The state bodies of the Republic of Azerbaijan do not receive foreign delegations and official meetings are not held on the days off (on Saturdays and Sundays) and holidays.

The preparation of the program – in the preparation of the program of visit the written requests of the counterparts on the meetings sent in advance to the State Protocol Department of the Ministry of Foreign Affairs and the recommendations of diplomatic mission of Azerbaijan in that country are taken into account.

Note: When preparing the program of meetings, one is guided by the principle of mutuality.

The list of delegation – the complete list of the delegation should be submitted to the State Protocol Department of the Ministry of Foreign Affairs five working days before the visit.

Note: It is recommended to obtain visas for all members of the delegation at the diplomatic missions of the Republic of Azerbaijan in respective countries.

Meeting and seeing off – as a rule, heads or deputy heads of respective territorial departments of the Ministry of Foreign Affairs, the ambassador of the Republic of Azerbaijan (chargé d'affaires a.i.) to the country, the ambassador of a country (chargé d'affaires a.i.) to the Republic of Azerbaijan and the officials of the State Protocol Department of the Ministry of Foreign Affairs meet and see off the delegations.

Note: The ambassador or the chargé d'affaires a.i. of the Republic of Azerbaijan may participate in a visit by the consent of the Minister.

Accompanying persons – as a rule, during a visit the delegations are accompanied on the Azerbaijani side by the ambassador of the Republic of Azerbaijan (chargé d'affaires a.i.) to the country or a deputy head (head of division) of respective territorial departments of the Ministry of Foreign Affairs and the officials of the State Protocol Department.

Format of meetings – the visiting delegations participate, as a rule, in official meetings in the following formats:

- The format of meeting with the President of the Republic of Azerbaijan – coordinated with the President's Protocol Service;
- The format of meeting with the Prime Minister of the Republic of Azerbaijan – up to 1 + 5 persons (with an interpreter);
- The format of meeting with the Chairman of Milli Majlis (Parliament) of the Republic of Azerbaijan – up to 1 + 8 persons (with an interpreter);
- The format of the meeting with the Minister of Foreign Affairs of the Republic of Azerbaijan – up to 1 + 9 persons (with an interpreter);
- The format of meetings with other officials is coordinated with the State Protocol Department of the Ministry of Foreign Affairs prior to each meeting.

Note: At the request of the opposite party, the meetings can be conducted in a tête-à-tête format.

Wreath-laying ceremony – the ceremonies of wreath-laying on the grave of Heydar Aliyev, the National Leader of Azerbaijan, (Honorary Alley) and the Eternal Fire (Alley of Martyrs) are included without fail in the programs of visits. The Azerbaijani side provides the guard of honour of the National Guard for the ceremonies.

Note: The wreaths are ordered at the expense of visiting delegations.

Press conference – in case of the consent of the Azerbaijani side and on the basis of the request of the opposite side, a joint press conference with the participation of foreign ministers of both countries can be organized at the Ministry of Foreign Affairs.

The official reception – on the basis of the mutuality principle the official reception in honour of the guest is held by the Minister of Foreign Affairs of the Republic of Azerbaijan. An official lunch or an official dinner is organized as an official reception.

Note: A maximum of 1 + 9 persons of the opposite side (excluding security and media representatives) may participate in the official reception.

A visit to the regions – at the request of the delegation its visit to the regions of the Republic of Azerbaijan can be organized.

Placement of flags – The flag of the guest country is raised in front of the VIP lounge at the airport, in front of the building of the Ministry of Foreign Affairs, in the hall of the Ministry of Foreign Affairs, where the negotiations of full delegations are held, and on the VIP vehicle serving the visiting Minister.

The use of the VIP lounge – on the principle of mutuality the Azerbaijani side ensures meeting and seeing off the delegations through the VIP lounge. In case

of limitations on the use of VIP lounges in the visiting delegation country of origin, the Azerbaijani side ensures the use of the VIP lounge only for the official delegation. The VIP lounge is not provided for the members of the delegation, travelling separately from the head of delegation, as well as the accompanying businessmen and media representatives.

Note: A special room in the VIP lounge is ordered only if the delegation is headed by the Minister.

Transport – as a rule, the Azerbaijani side provides the delegations with the means of transport on the basis of the mutuality principle in the 1 + 4 format. At the same time, the escort of the visiting minister is accompanied by the State Traffic Police. In some cases, the security officers are provided with special means of transport.

Note: If there is a written request submitted in advance by the other side, the question of providing the Minister with an armoured car may be considered.

Expenses for accommodation and meals – as a rule, on the basis of the mutuality principle, in the 1 + 4 format (excluding the security and media representatives) the Azerbaijani side bears the accommodation expenses of the delegations at the guest houses “Azadlyg” or “Respublika”, which belong to the Administrative Department of the President of the Republic of Azerbaijan.

On the basis of the mutuality principle, all expenses for meals are paid as regards the Minister (excluding international and mobile telephone calls, caviar and alcoholic beverages produced abroad); as for the other members of the delegation, only expenses for breakfast are paid.

Regarding presents – on the basis of the mutuality principle, the Ministry of Foreign Affairs may give presents to the head of the delegation and up to 4 official staff members during the visit.

Note: The exchange of all presents during the visit is carried out by the State Protocol Department of the Ministry of Foreign Affairs.

Accompanied by the spouse – in case the head of the delegation is accompanied by his/her spouse during the visit, a special program may be prepared for the spouse at the request of the opposite side.

Note: According to the program, the motor vehicle is assigned to the spouse and he/she is accompanied by an official of the State Protocol Department of the Ministry of Foreign Affairs.

## **1.2. A working visit**

Dates of the visit are coordinated in advance through the State Protocol Department of the Ministry of Foreign Affairs.

Note: On the days off (on Saturdays and Sundays) and on holidays the foreign delegations are not received by the state institutions of the Republic of Azerbaijan and the official meetings are not held.

The preparation of the program – during the preparation of the program of visit the written requests of the counterparts on the meetings sent in advance to the State Protocol Department of the Ministry of Foreign Affairs and the recommendations of the diplomatic mission of Azerbaijan in that country are taken into account.

Note: When preparing the program one is guided by the principle of mutuality in organizing the meetings.

The list of the delegation – the complete list of the members of the delegation should be submitted to the State Protocol Department of the Ministry of Foreign Affairs in five working days before the visit.

Note: It is recommended to obtain visas for all members of the delegation at the diplomatic missions of the Republic of Azerbaijan in respective countries.

Meeting and seeing off – As a rule, heads or deputy heads of respective territorial departments of the Ministry of Foreign Affairs, the ambassador of the Republic of Azerbaijan (chargé d'affaires a.i.) to the country, the ambassador of a country (chargé d'affaires a.i.) to the Republic of Azerbaijan and the officials of the State Protocol Department of the Ministry of Foreign Affairs meet and see off the delegations.

Note: The ambassador or the chargé d'affaires a.i. of the Republic of Azerbaijan may participate, if necessary, in a visit by the consent of the Minister.

Accompanying persons – as a rule, during the visit the delegations are accompanied on the Azerbaijani side by the officials of the State Protocol Department of the Ministry of Foreign Affairs.

Format of meetings – the visiting delegations participate, as a rule, in official meetings in the following formats:

- The format of meeting with the President of the Republic of Azerbaijan is coordinated with the President's Protocol Service;
- The format of meeting with the Prime Minister of the Republic of Azerbaijan – up to 1 + 5 persons (with an interpreter);
- The format of meeting with the Chairman of Milli Majlis (Parliament) of the Republic of Azerbaijan – up to 1 + 8 persons (with an interpreter);
- The format of the meeting with the Minister of Foreign Affairs of the Republic of Azerbaijan – up to 1 + 9 persons (with an interpreter);
- The format of meetings with other officials is coordinated with the State Protocol Department of the Ministry of Foreign Affairs prior to each meeting.

Note: At the request of the opposite party, the meetings can be conducted in a tête-à-tête format.

Wreath-laying ceremony – at the request of the opposite side, the ceremonies of wreath-laying on the grave of Heydar Aliyev, the National Leader of Azerbaijan (Honorary Alley) and the Eternal Fire (Alley of Martyrs) can be included in the programs of visits.

Note: The Azerbaijani side may provide the guard of honour of the National Guard for the ceremonies. The wreaths are ordered at the expense of visiting delegations.

Press conference – in case of the consent of the Azerbaijani side and on the basis of the request of the opposite side, a joint press conference with the participation of foreign ministers of both countries can be organized at the Ministry of Foreign Affairs.

The working lunch or dinner – the Minister of Foreign Affairs of the Republic of Azerbaijan may give working lunch or working dinner for the guest.

Placement of flags – The flag of the guest country may be raised in the hall of the Ministry of Foreign Affairs, where the negotiations of full delegations are held, and on the VIP (main) vehicle serving the visiting Minister.

The use of the VIP lounge – on the principle of mutuality the Azerbaijani side ensures meeting and seeing off the delegations through the VIP lounge. In case of limitations on the use of VIP lounges in the visiting delegation country of origin, the Azerbaijani side ensures the use of the VIP lounge only for the official delegation. The VIP lounge is not provided for the members of the delegation, travelling separately from the head of delegation, as well as the accompanying businessmen and media representatives.

Note: A special room in the VIP lounge is ordered only if the delegation is headed by the Minister.

Transport – as a rule, the Azerbaijani side can provide the delegations with only one vehicle on the basis of the mutuality principle. At the same time, the escort of the visiting minister is accompanied by the State Traffic Police. In some cases, the security officers are provided with special means of transport.

Note: In case of a written request submitted in advance by the opposite side, the question of providing the Minister with an armoured car may be considered.

Expenses for accommodation and meals – as a rule, on the basis of the mutuality principle, in the 1 + 2 format (excluding the security and media representatives) the Azerbaijani side can bear the accommodation expenses of the delegations at the guest houses “Azadlyg” or “Respublika”, which belong to the Administrative Department of the President of the Republic of Azerbaijan.

On the basis of the mutuality principle, all costs of meals are paid as regards the Minister (excluding international and mobile telephone calls, caviar and alcoholic beverages produced abroad); as for the other members of the delegation only expenses for breakfast are paid.

Note: If the Minister of Foreign Affairs of any country pays a visit to the Republic of Azerbaijan in the capacity of the chairman-in-office or a representative of an international organization (the OSCE, the European Union, the Council of Europe, etc.), then the expenses for the accommodation and meals are not paid.

Regarding presents – the exchange of presents is not planned.

### **1.3. A transit visit**

The dates of the visit are coordinated in advance by means of correspondence with the State Protocol Department of the Ministry of Foreign Affairs.

Note: The state bodies of the Republic of Azerbaijan do not receive foreign delegations and official meetings are not held on the days off (on Saturdays and Sundays) and holidays.

The preparation of the program – in the preparation of the program of visit, the written requests of the counterparts on the meetings sent in advance to the State Protocol Department of the Ministry of Foreign Affairs and the recommendations of diplomatic mission of Azerbaijan in that country are taken into account.

Note: When preparing the program of meetings one is guided by the principle of mutuality.

The list of the delegation – the complete list of the members of the delegation should be submitted to the State Protocol Department of the Ministry of Foreign Affairs five working days before the visit.

Note: It is recommended to obtain visas for all members of the delegation at the diplomatic missions of the Republic of Azerbaijan in respective countries.

Meeting and seeing off – As a rule, the deputy head or the head of section of respective territorial departments of the Ministry of Foreign Affairs, the ambassador (chargé d'affaires a.i.) of that country to the Republic of Azerbaijan and the officials of the State Protocol Department of the Ministry of Foreign Affairs meet and see off the delegations.

Accompanying persons – as a rule, on the Azerbaijani side during a visit the officials of the State Protocol Department of the Ministry of Foreign Affairs accompany the delegations.

Organisation of meetings – At the request of the opposite side, the meetings of the delegation can be organized. The format of participation of the visiting delegations in the meetings is determined by the State Protocol Department of the Ministry of Foreign Affairs.

Press conference – in case of the consent of the Azerbaijani side, at the request of the opposite side, a joint press conference with the participation of the Ministers of Foreign Affairs of the two countries can be organized.

The working lunch or dinner – the Minister of Foreign Affairs of the Republic of Azerbaijan may give working lunch or working dinner for the guest.

Placement of flags – the flag of the guest country can be raised on the VIP (main) vehicle, serving the visiting minister.

The use of the VIP lounge – on the basis of the principle of mutuality, the Azerbaijani side ensures meeting and seeing off the delegations through the VIP lounge. In case of limitations on the use of VIP lounges in the visiting delegation country of origin, the Azerbaijani side provides the VIP lounge only for the official delegation. The VIP lounge is not provided for the members of the delegation, travelling separately from the head of delegation, as well as the accompanying businessmen and media representatives.

Note: A special room in the VIP lounge is ordered only if the delegation is headed by the Minister.

Transport – as a rule, the Azerbaijani side can assign only one vehicle by the mutuality principle. At the same time, the escort of the visiting minister is accompanied by the State Traffic Police. In some cases, the security officers are provided with special means of transport.

Note: If there is a written request submitted in advance by the other side, the question of providing the Minister with an armoured car may be considered.

#### **1.4. A visit in order to participate in international events and conferences held in the Republic of Azerbaijan**

The dates of the visit are coordinated in advance by means of correspondence with the State Protocol Department of the Ministry of Foreign Affairs.

The preparation of the program – the program of visit is prepared in accordance with the program of the event or the conference.

Note: The organisation of additional meetings off the program is considered on the basis of a separate request.

A list of the delegation – the complete list of the members of the delegation should be submitted to the State Protocol Department of the Ministry of Foreign Affairs ten working days before the visit.

Note: It is recommended to obtain visas for all members of the delegation at the diplomatic missions of the Republic of Azerbaijan in respective countries.

Meeting and seeing off is determined, as a rule, in accordance with organisational issues of the event or the conference.

Accompanying persons – as a rule, during a visit the delegations are accompanied on the Azerbaijani side by the officials of the Ministry of Foreign Affairs.

Placement of flags – the flag of the guest country can be raised on the VIP (main) vehicle, serving the visiting minister.

The use of the VIP lounge – on the basis of the principle of mutuality, the Azerbaijani side ensures meeting and seeing off the delegations through the VIP lounge. In case of limitations on the use of VIP lounges in the visiting delegation country of origin, the Azerbaijani side provides the VIP lounge only for the official delegation. The VIP lounge is not provided for the members of the delegation, travelling separately from the head of delegation, as well as the accompanying businessmen and media representatives.

Note: A special room in the VIP lounge is ordered only if the delegation is headed by the Minister.

Transport – as a rule, the transport is determined in accordance with organisational issues of the event or the conference.

Note: If there is a written request submitted in advance by the other side, the question of providing the Minister with an armoured car may be considered.

Expenses for accommodation and meals – as a rule, they are determined in accordance with organisational issues of the event or the conference.

### **1.5. A private visit**

During the private visit in accordance with the request of the opposite side the security officers can be assigned and the VIP lounge can be ordered for the Minister on the basis of mutuality principle.

## **2. Visits of delegations headed by Deputy Ministers of Foreign Affairs**

Dates of the visit are coordinated in advance with the Ministry of Foreign Affairs by correspondence.



Note: The state bodies of the Republic of Azerbaijan do not receive foreign delegations and official meetings are not held on the days off (on Saturdays and Sundays) and holidays.

Preparation of the program – during the preparation of the program, the written request on the meetings submitted by the counterparts in advance and the recommendations of the Azerbaijani diplomatic mission to that country are taken into consideration.

Note: When preparing the program, one is guided by the mutuality principle as regards the organisation of meetings.

The list of delegation – the complete list of the members of the delegation should be submitted to the State Protocol Department of the Ministry of Foreign Affairs five working days before the visit.

Note: It is recommended to obtain visas for all members of the delegation at the diplomatic missions of the Republic of Azerbaijan in respective countries.

Meeting and seeing off – as a rule, on the Azerbaijani side a representative of the respective department of the Ministry of Foreign Affairs may participate, on the basis of mutuality principle, in meeting and seeing off the delegations.

Accompanying persons – as a rule, on the basis of the mutuality principle, during a visit, the delegations are accompanied on the Azerbaijani side by the officials of the respective departments of the Ministry of Foreign Affairs.

The format of meetings – the format of participation of the visiting delegations in the official meetings is coordinated in advance with the respective department of the Ministry of Foreign Affairs.

Note: At the request of the counterparts the meetings can be held in a tête-à-tête format.

The ceremony of laying a bunch of flowers – at the request of the opposite side, the ceremonies of laying a bunch of flowers on the grave of Heydar Aliyev, the National Leader of Azerbaijan (Honorary Alley) and the Eternal Fire (Alley of Martyrs) can be included in the program of visit.

Note: The bunch of flowers is ordered at the expense of the visiting delegations.

Press conference – in case of the consent of the Azerbaijani side, at the request of the opposite side, a joint press conference with the participation of the Deputy Ministers of Foreign Affairs of the two countries can be organized.

Lunch or dinner – The Deputy Minister of Foreign Affairs can hold a lunch or a dinner for the guest.

Note: The opposite side may participate in lunch or dinner in the format of maximum 1 + 4 persons (excluding the security officers and media representatives).

The use of the VIP lounge – on the basis of the principle of mutuality the Azerbaijani side ensures meeting and seeing off the delegations through the VIP lounge free of charge in the 1 + 2 format. The VIP lounge is not provided for the members of the delegation, travelling separately from the head of delegation, as well as for the accompanying businessmen and media representatives.

Note: A special room in the VIP lounge is ordered only if the delegation is headed by the Minister.

Transport – as a rule, on the basis of the mutuality principle, the Azerbaijani side can assign one vehicle to the delegations.

Note: The delegations can order additional vehicles through the “Azdipservis” company.

Expenses for accommodation and meals – as a rule, on the basis of the mutuality principle, in the 1 + 2 format (excluding the security officers and media representatives) the Azerbaijani side can bear the accommodation expenses of the delegations at the guest houses “Azadlyg” or “Respublika”, which belong to the Administrative Department of the President of the Republic of Azerbaijan. As concerns the expenses for meals the Azerbaijani side bears the costs of breakfast.

Regarding presents – during the visit, on the basis of the mutuality principle, the Ministry of Foreign Affairs may make a present to the head of delegation.

### **3. Visits of the delegations of the Ministries of Foreign Affairs (at the level of heads of departments, divisions and sections)**

Dates of the visit are coordinated in advance with the Ministry of Foreign Affairs.

Note: The state bodies of the Republic of Azerbaijan do not receive foreign delegations and official meetings are not held on the days off (on Saturdays and Sundays) and holidays.

Preparation of the program – during the preparation of the program, the written request on the meetings submitted by the counterparts in advance and the recommendations of the Azerbaijani diplomatic mission to that country are taken into consideration.

Note: When preparing the program, one is guided by the mutuality principle as regards the organisation of meetings.

The list of the delegation – the complete list of the delegation that will pay a visit should be submitted to the Ministry of Foreign Affairs five working days in advance.

Note: It is recommended to obtain visas for all members of the delegation at the diplomatic mission of Azerbaijan in those countries.

Meeting and seeing off – as a rule, an official of the respective department of the Ministry of Foreign Affairs may, on the basis of the mutuality principle, meet and see off the delegations.

The format of meetings – as a rule, the format of participation of the visiting delegations is coordinated in advance on the basis of the mutuality principle with the Ministry of Foreign Affairs.

Note: The meetings are organized according to the level of the delegation.

Dinner or lunch – on behalf of the Ministry of Foreign Affairs of the Republic of Azerbaijan, a lunch or a dinner can be organized for the guest.

Note: The opposite side may participate in lunch or dinner in the format of maximum 1 + 2 persons.

The use of the VIP lounge – the Azerbaijani side can ensure meeting and seeing off the delegations through the VIP lounge free of charge on the basis of the mutuality principle.

Transport – as a rule, on the basis of the mutuality principle, the Azerbaijani side can assign one vehicle to the delegations.

Note: The delegations can order additional vehicles through the “Azdipservis” company.

Expenses for accommodation and meals – as a rule, only on the basis of the mutuality principle, the Azerbaijani side can bear the accommodation expenses of the delegations at the guest houses “Azadlyg” or “Respublika”, which belong to the Administrative Department of the President of the Republic of Azerbaijan. As concerns the expenses for meals, the Azerbaijani side bears the costs of breakfast.

#### **4. Visits of delegations of international organizations**

Dates of the visit are coordinated in advance with the Ministry of Foreign Affairs.

Note: The state bodies of the Republic of Azerbaijan do not receive foreign delegations and official meetings are not held on the days off (on Saturdays and Sundays) and holidays.

Preparation of the program – during the preparation of the program, the written request on the meetings submitted by the counterparts in advance and the

recommendations of the Azerbaijani diplomatic mission to that country are taken into consideration.

The list of the delegation – the complete list of the delegation that will pay a visit should be submitted to the Ministry of Foreign Affairs five working days before the visit.

Note: It is recommended to obtain visas for all members of the delegation at the diplomatic mission of Azerbaijan in those countries.

Meeting and seeing off – when the head of the organization or his/her deputies lead the delegation, the representative of the Republic of Azerbaijan to that organization and the official of the respective department of the Ministry of Foreign Affairs on the Azerbaijani side meet and see off the delegations.

Note: When the heads of the UN, OIC, NATO, CIS, LAS and other international organizations pay a visit to Azerbaijan, the level of officials to meet and see them off is determined by the MFA leadership on a case-by-case basis.

The representative of the Republic of Azerbaijan to the organization may participate in the visit by the consent of the Minister.

Accompanying persons – If the delegation is lead by the head of the organization, the representative of the Republic of Azerbaijan to that organization and an official of the respective department of the Ministry of Foreign Affairs may accompany it on the Azerbaijani side.

The format of meetings – the format of participation of the visiting delegation in official meetings is, as a rule, coordinated in advance with the respective department of the Ministry of Foreign Affairs.

Note: At the request of the opposite side, the meetings can be held in a tête-à-tête format.

Wreath- (bunch of flowers) laying ceremony – the ceremonies of wreath- (bunch of flowers) laying on the grave of Heydar Aliyev, the National Leader of Azerbaijan (Honorary Alley) and the Eternal Fire (Alley of Martyrs) may be included into the program of visit.

Note: The wreaths (bunch of flowers) are ordered at the expense of visiting delegations.

Press conference – In case of the consent of the Azerbaijani side, a press conference may be organized at the request of the opposite side.

Reception – as a rule a lunch or a dinner may be organized on behalf of the Ministry of Foreign Affairs in honour of the head of international organization.

Note: The opposite side may participate in lunch or dinner in the format of 1 + 4 persons.

Placement of flags – The flag of the international organization is raised in front of the VIP lounge at the airport, in front of the building of the Ministry of Foreign Affairs, in the hall of the Ministry of Foreign Affairs, where the negotiations of full delegations are held, and on the VIP (main) vehicle serving the visiting Minister.

Note: The decision on the placement of flags is taken by the State Protocol Department of the Ministry of Foreign Affairs on a case-by-case basis.

The use of the VIP lounge – If the delegation is lead by the head of an international organization or his/her deputies the VIP lounge is provided, as a rule, for meeting and seeing off the delegations free-of-charge in the format of 1 + 4 persons. The VIP lounge is not provided for the members of the delegation, travelling separately from the head of delegation, as well as the media representatives.

Note: The VIP lounge is not provided on a free-of charge basis for meeting and seeing off other delegations of international organizations.

Transport – as a rule, it is for the heads of international organizations that the Azerbaijani side may provide one vehicle during the visit.

Note: The delegations can order additional vehicles through the “Azdipservis” company.

Expenses for accommodation and meals – as a rule, it is for the head of an international organization that the Azerbaijani side may bear the accommodation expenses at the guest houses “Azadlyg” or “Respublika”, which belong to the Administrative Department of the President of the Republic of Azerbaijan.

Regarding presents – during the visit a present may be given to the head of delegation.

## **5. Visits of non-resident ambassadors**

Dates of the visit are coordinated in advance with the State Protocol Department of the Ministry of Foreign Affairs.

Note: The state bodies of the Republic of Azerbaijan do not receive foreign delegations and official meetings are not held on the days off (on Saturdays and Sundays) and holidays.

Preparation of the program – the meetings with the President of the Republic of Azerbaijan, the Minister of Foreign Affairs and the head of the State Protocol Department of the Ministry of Foreign Affairs are organized during the visits of ambassadors who come to the country in order to present their letters of credence. It is only after the ambassadors have presented their letters of credence to the President of the Republic of Azerbaijan that their other meetings

may be organized. The program of subsequent visits of ambassadors is prepared by the respective territorial department of the Ministry of Foreign Affairs.

Note: The meetings are organized on the basis of the mutuality principle.

The list of the delegation – the complete list of persons to accompany the ambassadors should be submitted to the Ministry of Foreign Affairs five working days before the visit.

Note: It is recommended to obtain visas for all members of the delegation at the diplomatic mission of Azerbaijan in those countries.

Meeting and seeing off – an official of the State Protocol Department of the Ministry of Foreign Affairs meets and sees off the ambassadors, who visit the country in order to present their letters of credence.

Note: It is not foreseen that the officials of the Ministry of Foreign Affairs will meet and see off the ambassadors during their subsequent visits.

The ceremony of laying a bunch of flowers – after the presentation of the letters of credence to the President of the Republic of Azerbaijan the ambassadors lay a bunch of flowers at the monument to Heydar Aliyev, the National Leader of Azerbaijan.

Placement of flags – it is only after the presentation of the letters of credence to the President of the Republic of Azerbaijan that the flag may be raised on the vehicle.

Note: The visiting ambassadors provide the flags.

The use of the VIP lounge – it is only when the ambassadors visit the country for the presentation of their letters of credence to the President of the Republic of Azerbaijan that they are met and seen off through the VIP lounge.

Note: During their subsequent visits the ambassadors can use the VIP lounge on the basis of the mutuality principle.

Transport – the Azerbaijani side provides the ambassadors, who visit the country in order to present their letters of credence, with one vehicle (for 2 passengers at the most). The ambassadors may use that vehicle only for their transportation from the airport to the hotel, during the ceremony of presentation of their letters of credence to the President of the Republic of Azerbaijan and for their transportation from the hotel to the airport.

Note: For other meetings and visits the vehicles, as well as additional ones can be ordered through the “Azdipservis” company.

Accommodation expenses – as a rule, the Azerbaijani side does not bear the accommodation expenses. On the basis of the written request sent to the State Protocol Department of the Ministry of Foreign Affairs in advance, the rooms at the guest houses “Azadlyg” or “Respublika” which belong to the Administrative

Department of the President of the Republic of Azerbaijan or other hotels can be reserved.