

PROTOCOL GUIDELINES FOR THE GLOBAL GREEN GROWTH INSTITUTE

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Preface

This document provides guidelines complied with the Global Green Growth Institute (“GGGI”) for protocol objectives, principles and diplomatic etiquette as practiced on diplomatic occasions in general. These guidelines are intended to provide a clear guide for the appropriate protocol requirements and diplomatic procedures to successfully complete the preparations for the activities, and to improve your understanding of protocol procedures.

The guidelines focus mainly on protocol procedures at GGGI Headquarters in Seoul, Republic of Korea, as most GGGI country offices and presences have their own protocol procedures that align with local customs and practice. Thus, staff members from outside headquarters are encouraged to consult with their host government (usually the reasonability of the Ministry of Foreign Affairs) if they encounter a protocol issue not covered in these guidelines and familiarize themselves with the protocol of their host governments.

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Chapter 1

Protocol at the GGGI

Guideline 1.1 Introduction

Protocol is rooted in a sound knowledge of human relationships which have come to be governed by a series of universally accepted practices that show due measure of honor and respect to others. It is the mode of behavior that has proved most favorable to the achievement of international understanding and cooperation.

Protocol applied in GGGI is not meant to be rigid or overly formal, rather it is intended to provide a clear guide for the appropriate protocol requirements and assist the smooth interaction between GGGI and its members and partners.

The Events Team in Administrative Services Unit (“ASU”) assists in coordinating activities, including visits by a Very Important Person (“VIP”) or a dignitary¹ to GGGI, use of honorifics, and organize logistical planning and arrangement of events that are external in nature. Events Team’s primary focus is to provide logistics services for GGGI-wide activities. For internal activities such as in-country specific events and Brown Bags, advisory and consultancy services are provided.

In relation to functions, visits and official protocol-related activities, the Event Team should be contacted as early as possible in the planning process. Seeking the Event Team’s advice at an early stage will minimize the risk of difficulties or problems arising at later stage of the activity.

It is advised that all requests to Events Team for events held in HQ (Seoul)/Songdo be made at least 4 weeks prior to the event; other events, at least 8 weeks in advance.

Guideline 1.2 Use of GGGI Flag

In accordance with GGGI practice, use of flags is not obligatory but may be used on various occasions including but not limited to the following:

- (i) Host member country’s flag shall be displayed alongside GGGI’s flag, e.g. at annual meetings or other events involving GGGI and the host country, and bilateral events in member countries.

¹ A person having status not lower than- (i) head of state and/or government of a sovereign or internationally recognized state or territory, (ii) minister or those of equivalent rank (iii) member of a royal family, (iv) ambassador and (v) head of a major international organization

(ii) Flag of another country (or organization) shall be displayed alongside GGGI's flag if the official delegation of its country (organization) is present.²

The flag may be flown at half-staff at GGGI HQ and other GGGI offices and facilities on:

- (i) the occasion of the demise of the President of Assembly, Chair of the Council, and Director-General of the GGGI;
- (ii) the demise of incumbent Head of State of a member country; and
- (iii) an exceptional basis as determined by the Director-General of the GGGI, for instance after a natural calamity of regional or global proportions

The flag flies at half-staff from the day GGGI is informed of the demise until the day of the funeral. In cases where the funeral has already taken place, the flag will be flown at half-staff (generally for one week) until the signing of the condolence book is closed; in the offices and presences outside of Seoul HQ, the flag may be flown at half-staff on the demise of a head of state out of respect to the host government or after a serious calamity.

At the Seoul HQ, raising and lowering of the flag is the responsibility of the Administrative Services Unit (ASU) in consultation with the Management; the Country Portfolio Director and the Country Representative may consult with the ASU if situations not covered above arise.

Guideline 1.3 Flag Placement

When displayed other than on a staff, the flag shall be displayed flat or suspended so that it falls free. Flags shall be displayed on the same level and separate staffs, and shall be of approximately equal sizes as the display of the flag of one nation above that of another nation shall be avoided in time of peace.



² For protocol on the use of other national flags, the Ministry of Foreign Affairs of the host country concerned should be consulted

It is the convention to fly the GGGI flag on a GGGI official vehicle when the representative is attending formal events or when Director-General (or a person attending on behalf of the Director-General) is visiting counterpart officials in the host country.

When GGGI is hosting the activities, the GGGI flag shall be given the position of honour to the right (furthest left of the observer) amongst other flags displayed alphabetically or shall be at the centre if the number of flags is odd.

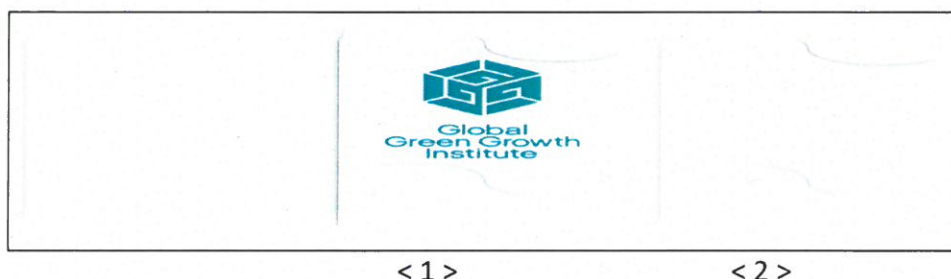
< Observer facing the flags >



< One flag with two staffs >



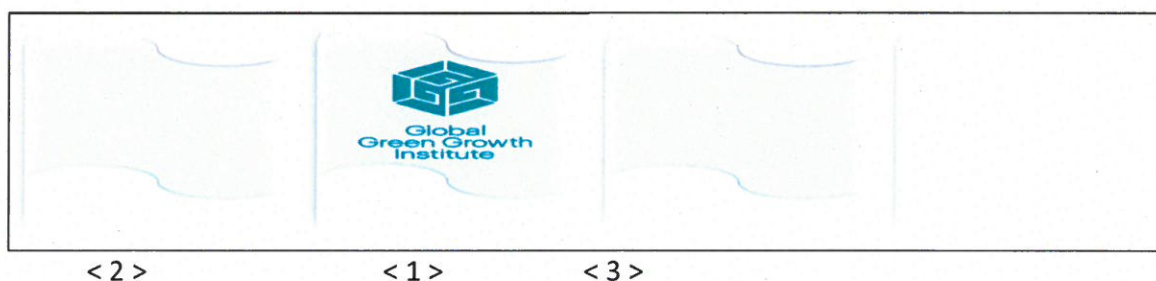
<Two flags with three staffs>



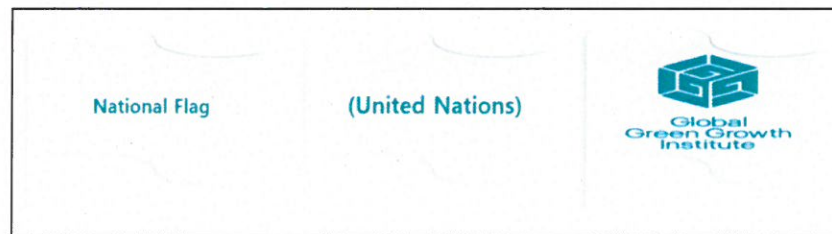
<Two flags with four staffs>



<Three flags with four staffs>



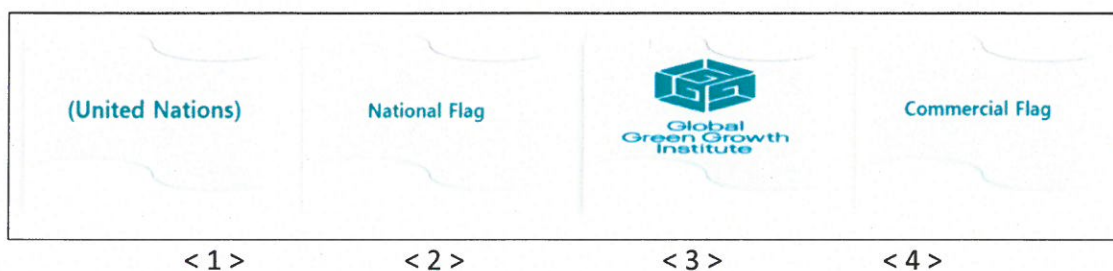
When displaying with other national/organization flags, flags shall be displayed in accordance with the flag protocol in local country as well as internationally recognized flag protocol as the flag etiquette may vary from country to country. In principle, the GGGI flag should normally be displayed after the United Nation (UN) flag or/and other national flags in alphabetical order, but before any other flags of provinces, territories, municipalities, civic, commercial or other civilian groups.



< 2 >

< 1 >

< 3 >



< 1 >

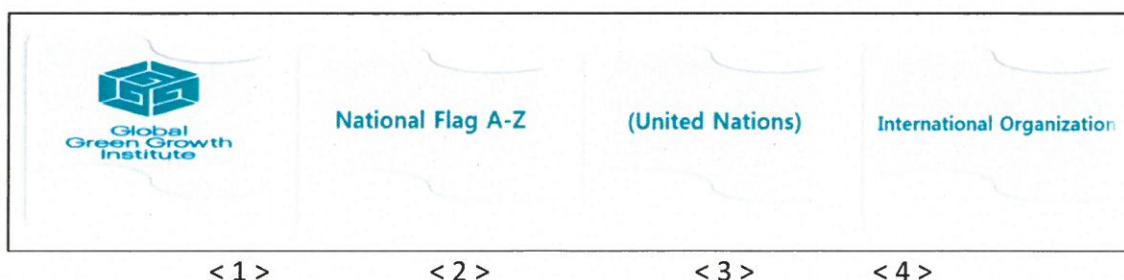
< 2 >

< 3 >

< 4 >

On the occasion of international events, the flag protocol follows as the hosting country (or organization) given the position of honour to the right (furthest left of the observer) and other national flags are to be displayed in alphabetical order. Next in line are the international organizations arranged in the order of their dates of establishment; however, the United Nations always takes the precedence over other international organizations regardless of the year of its foundation. (On occasions in which the host does not have a flag, it is advised to refrain from displaying GGGI flag)

<International events hosted by the GGGI>



< 1 >

< 2 >

< 3 >

< 4 >

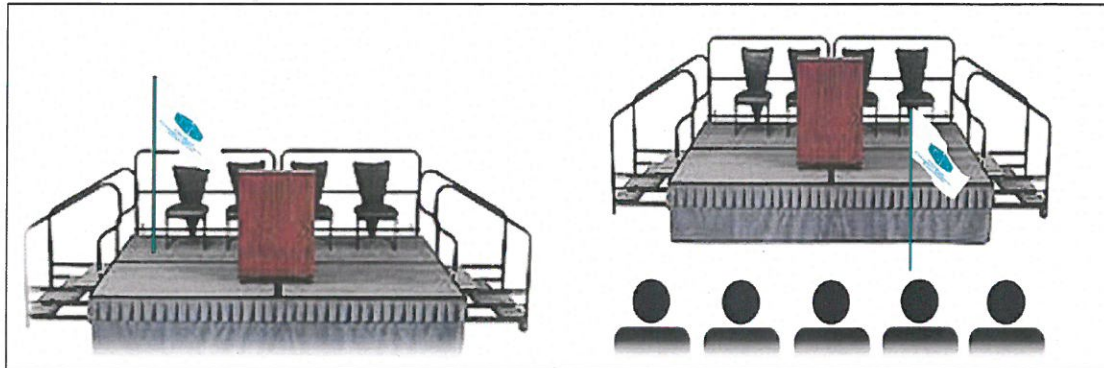
<International events hosted by others >

Hosting Country	National Flag A-Z	(United Nations)	International Organization
< 1 >	< 2 >	< 3 >	< 4 >

In case of table flags, the front of each flag shall face the corresponding nation or organization's side of the table. The position of honour is always to the right to the hosting-nation or organization.



On a raised platform at GGGI hosted events, the GGGI flag shall be placed in the position of honour at the speaker's right as that person faces the audience. All other flags are to be placed to the speaker's left. When displayed on a floor-level platform, the flag shall be placed at the right of the audience facing the platform. Other flags are to be the left of the audience.



<Flag Displayed Platform Level>

<Flag Displayed Floor Level>

Chapter 2

Official Functions of the GGGI

Although there are various types of functions that have different formats and requirements, the major considerations for planning are essentially the same for each type of function. Special consideration, however, should be given to matters such as the suitability and availability of venue, time and duration, the function program and the menu details.

In addition, when planning any official function, it is important to keep in mind the GGGI guiding principles and mission of green growth, poverty reduction, social inclusion, environmental sustainability and economic growth. Therefore, whenever possible, services and products that align with GGGI established vision shall be preferred.

Guideline 2.1 Scoping Functions

Host

The scoping process begins by identifying the Host, organizer of the function. When coordinating an official dinner or luncheon, it is important to remember that the person holding a lower rank than the Guest of Honour cannot be the Host except on a special occasion. In addition, the person with much higher-ranking position than the Guest of Honour should also be avoided.

Purpose

In order to streamline the planning process, it is imperative to define the purpose of the function. This is because each type of function has quite different matters to be considered when coordinating a function. For example, the considerations when inviting local community for luncheon will be different from those involved in a function for the purpose of honouring a particular person.

Desired Outcomes

After determining the purpose of the function, it is necessary to clarify the desired outcomes of the function. It may be to introduce a new initiative or to encourage investment, and these outcomes will be recognized as key considerations but both shape the function and determine whether the function is successful.

Budget

To avoid any conflict in later stages of planning, it is vital that the budget for the function is determined early in the planning process. This would also provide clear guidance as to the extent

of the function and other considerations. It may be necessary to apportion costs between the host and other sponsors; in such case, it is imperative to have a written approval from the parties providing the funding.

Limitations

There may be specific limitations requested by the Host when coordinating a function or delivering a proposed event. Normally, a function shall serve only one purpose. Particularly, it is considered inappropriate to combine functions if one purpose is to honour or welcome a particular person.

Guideline 2.2 Organizing Functions

GGGI is in the business of ensuring environmental and social sustainability while achieving economic growth in our partner countries. As such, the Institute is committed to promoting sustainability in our day-to-day operations and consistently encourages, assists and advises participants in their efforts to make GGGI events climate neutral to the greatest extent possible. Hosting a green event not only minimizes negative environmental impact, but also helps to raise awareness among participants and other stakeholders and improve sustainable practices in the host community. For more information on how to host a more environmentally sustainable event, please refer to GGGI Green Event Guide.³

Preparatory Meetings

A meeting between the Host and other related organizers should be arranged as early as possible in the process. At this preparatory-meeting, the Host party and organizers shall discuss overall issues addressed in the Scoping Process and reach an agreement that establishes clear expectations and responsibilities of all parties and provide important contacts for on-going planning and implementation.

In this process, the Host should firstly address the guest of honour, list of potential guests and discuss if there will be specific cultural issues involved at the function. This is a critical requirement that can largely impact on the ensuing organizing functions- such as the venue, date and time, meals and the guest list. Considering the cultural matters, special care should be taken to ensure the appropriate greeting, seating and eating customs are met; especially, dietary restrictions must be considered for religious matters.

³<https://gggi365.sharepoint.com/sites/home/events/Green%20Event%20Guide/Forms/AllItems.aspx?RootFolder=%2Fsites%2Fhome%2Fevents%2FGreen%20Event%20Guide>

Selection of the Date and Time

As most of the subsequent planning depends on the determined date and time of the function, this step should be also arranged in the beginning of planning process. Although the host will finalize the fixed date and time of the function, it may be determined by the availability of a guest of honour or particular speakers, and also be indicated by the nature of the event itself- such as annual meetings.

In general, official dinners are usually held at 8:00pm and luncheons at 12:30pm, but it varies from country to country. An official dinner time in Korea, for example, is customarily at 7:00pm and luncheons at 12:00 noon. In case of cocktail receptions, it usually starts 30 minutes before the dinner, and 15-20 minutes before the luncheon.

Once the event date and time are confirmed, Events Team at HQ must be informed at least 4 weeks prior to the event so that the GGGI Main Portal Event Calendar can be updated.

Selection of Venue

Again, be mindful of GGGI mission of green growth, poverty reduction, social inclusion, environmental sustainability and economic growth, when choosing an event venue.

It is critical to select the right venue that matches the type and format of function as the venue will often be dictated by the function, the invitees, total number of attendees or the invitees. It is also important to consider the security aspects, especially if VIPs/dignitaries are invited. If people with disabilities are to be invited, a venue with suitable access and facilities must be selected. As GGGI is an international organization, it is required to follow the proper procurement procedures to select the venue- please contact the Procurement Team for the detailed guideline. It is also advised to contact the Legal Team for any documentations that require references to GGGI's legal status and privileges and immunities.

If the venue is in another city or country, a representative of the organizer may need to conduct the on-site inspection as this would allow the organizer to identify the advance set-up requirements such as the positioning of equipment and furniture ranging.

If an outdoor event is planned, a wet weather contingency plan should be prepared. It is needed to identify the alternative means of access, umbrellas and other coverings for the invitees' comfort to enable the event to continue. Also, it is imperative to have the alternative indoor venue plan in case of unexpected weather circumstance.

Menu

When selecting the menu for a function, it is important to enquire if the guests have any special food restrictions or allergies to consider. As certain beliefs and cultures may prohibit

consumption of particular food or drinks (alcohol), dietary requirements for the guests must be accommodated.

In order to ensure respect for different beliefs and practices as well as GGGI values of environmental sustainability, it is recommended to minimize the quantity of meat products and provide vegetarian dishes when having a buffet catering.

The preferred menu and drink options should be indicated by the nature, purpose, attendees, time and venue of the function. However, they should always be tested in advance and be formally approved by the Host.

Guest List

The number of guests to be invited will depend on the degree to which the principal guest is to be honoured and on the Host concerned, as well as dimension of the function venue and the facilities.

As protocol requires that guests at an official luncheon or dinner be seated according to rank, it is recommended to avoid inviting the guests with a much higher (or lower) seniority than the Host or the Guest of Honour; therefore, the guest list ought to be well balanced and planned well in advance.

Language consideration also important. When appropriate, translating and/or interpreting services must be provided to accommodate certain guests.

Dress Code

The purpose and format of the event and other related considerations such as venue and the time of the function and local tradition and culture will have an influence on the selection of the appropriate dress code, which should be stated on the invitation to the guest.

Gifts

On most occasions, there is a reciprocal gift presentation to acknowledge the occasion and as a courtesy; the suitability of gift presentations should be carefully considered. The appropriateness of gifts may differ by the nationality of the recipient, including cultural and religious significances, as well as what the recipient may have been given previously. The gifts should be exchanged between senior official and key dignitaries by the officers of similar seniority.

Type of gifts, the date of presentation, presenter, recipient and other details should be kept to ensure there is no duplication on subsequent presentations as well as the value of the gifts compared to the gifts previously given.

The Events Team will maintain official GGGI souvenirs, which will be available upon request. For further details on souvenir usage, refer to Souvenir Usage Guidelines.⁴

Guideline 2.3 Protocol for Functions

Invitation

The invitation is an important document that gives an invitee the details of function. It is imperative to ensure that all necessary details are included and that details are accurate in this regard. If the invitation is sent out on behalf of GGGI, the organizer should seek an approval for the draft invitations from the office of Director General

The formal invitations to official luncheons, dinners, and receptions may be completely engraved, semi-engraved, or handwritten, but are always worded in the third person. There are many different styles and formats for invitations, but it generally includes the nature of function, the venue to be held (including particular function room and the detailed address, if necessary), the dates and times of the function (If the invitees are asked to be seated by a particular time, timing requirements should be mentioned) and dress code.

In general, dates are indicated by the month, day, and year with a comma separating the figures (e.g. May 1, 2013) while the military and most European using the day-month-year system with no commas (e.g. 1 May 2013). Also, there are certain rules for writing dates and times on invitations, for example, spelling out in letters if it starts a sentence unless the sentence starts with a numeral that represents a calendar year (In the United States, it is customary to spell out dates and times of the function even with half and quarter hours, though dates and time are still often represented in numerals in the United Kingdom).

The RSVP (Repondez, s'il vous plait) should be stated at the bottom left of the invitation asking for an indication of willingness to attend and any other contacts information of attendee. In case of a large reception or other functions that are not necessary to know all the invitee's attendance, however, it should be replaced by the "Regret Only." Additionally, the use of entrée cards issued on receipt of RSVPs would be essentially useful if there are special seating and entry requirements.

It is recommended that the invitation be sent out three to four weeks prior to the event. For certain countries, it is recommended to consult Ministry of Foreign Affairs before sending invitations.

⁴[https://gggi365.sharepoint.com/sites/home/events/SharedDocuments/Souvenir%20Usage%20Guideline 20170915.pdf](https://gggi365.sharepoint.com/sites/home/events/SharedDocuments/Souvenir%20Usage%20Guideline%20170915.pdf)

Drafting the Order of Proceedings

A detailed order of proceedings, including specific information regarding who will be greeting whom, when and where, must be prepared for all formal events and individuals who are accountable for each detailed task must be identified. For example, DG/Ministers and Senior delegates are usually welcomed at the entrance by most senior counterparts.

Order of Precedence

As many organizations and all levels of government have their own order of precedence, the relevant order of precedence for the occasion must be identified. If more than one are considered relevant, careful consideration should be undertaken to determine the order at a particular event.

Generally practiced international order of precedence:

1. Host
2. Heads of State (in accordance with length of continuous service by date of inauguration or swearing-in)
3. Heads of Government (in accordance with length of continuous service by date of inauguration or swearing-in)
4. Acting Heads of State/Government
5. Secretary-General of the United Nations, if participated
6. Representatives from International Organizations (in accordance with date of establishment of the organization)

Entering Room

When two persons enter a hall, or walk in a single file, the one of higher rank walks in front of the person with lower rank

Room Door: 1 2

When there are three persons, the second ranking person enters the room first, followed by the highest-ranking

Room Door: 2 1 3

When there are four, the fourth enters first. If there are five, the fifth enters last

Room Door: 4 2 1 3 5

In case of multilateral meetings/summit, the person with the shortest period of service shall arrive at the venue first and leave last, and the person with the longest tenure shall arrive last and leave first- arrival based on reverse order of precedence and departure based on the order of precedence. At some events, however, the host plays the main role in deciding the order of entrance and exit to meeting regardless of international precedents

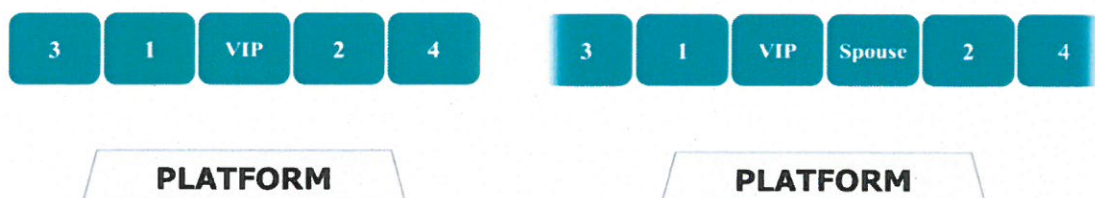
Seating Arrangement

Indeed the most crucial and sensitive matters of protocol concept is the observance of precedence for the seating arrangements of the participants. The seating order depends largely on the discretion of the hosting chair, though the international order of protocol is applied in general; the position of honour is always to the host's right when seated.

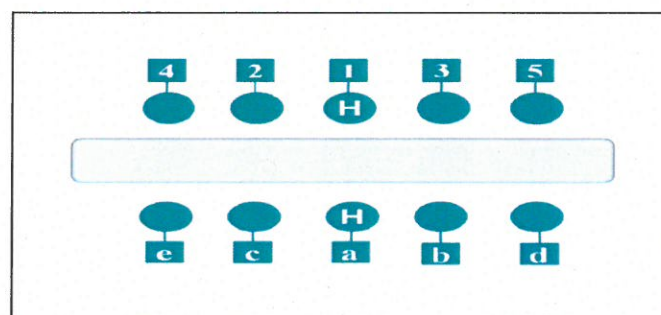
- Conference / Forum
 - Head seats on the platform level: the chairperson shall be seated at the most central seat of the table when there is no central podium. With a podium, it is essentially the same except the meeting chairperson is always seated at the left of the podium (right of the observer)



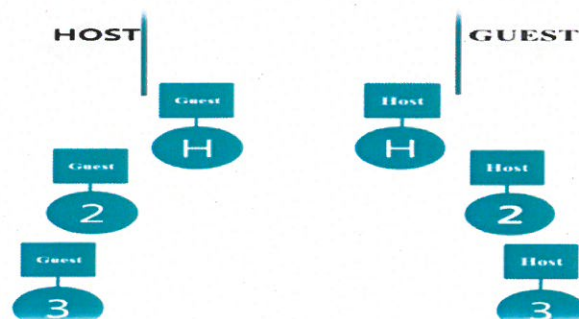
- Head seats on the floor level: the chairperson shall be seated at the most central seat along the person with the second highest precedence seating immediate right to him/her when facing the platform. All other guests should be seated in descending order of precedence



- Multilateral Meetings / Summit
 - In general, the seats shall be assigned in accordance with the international precedents; however, the host chair has the right to form the seating arrangement. The hosting-Chair has the discretion to rearrange the seating based on considerations such as the diplomatic influence of certain countries. Furthermore, formal and future hosting-chair are normally sitting next to the current hosting-Chair.
- Bilateral Meetings
 - Rectangular table arrangement: arrangement based on head chair in the middle, then right-left pattern in order of precedence

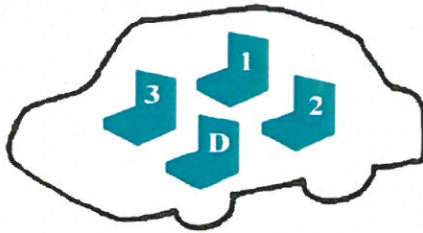


- U-shaped seats: the host and its flag customarily take the position of honour to the right side of guest (left of observer's view); however, the host usually concedes the place of honour to the guest in seating, but the flag remains in its original position.

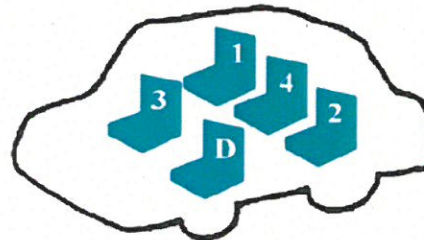


Vehicles

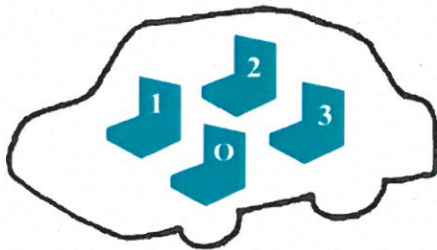
The position of honour is always to the right rear seat in a vehicle. Also, the person with the higher rank enters the vehicle first and exists last.



<Three passengers with a designated driver>



<Four passengers with a designated driver>



<Three passengers with vehicle owner driving>

Aircraft

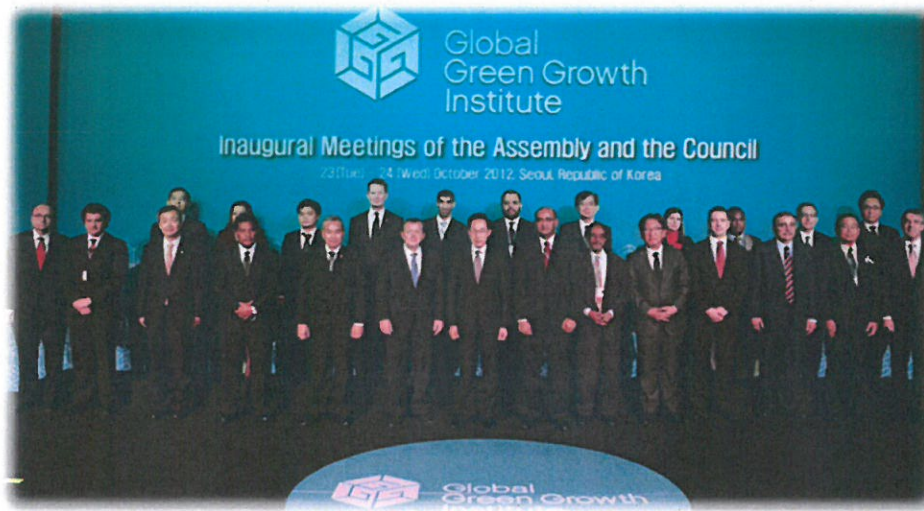
The place of honour is customarily referred to the right side of front seats and the person with the higher rank boards last and de-planes first, in general.

Elevator

The place of honour is to the right side of elevator (left of observer) and the person with the higher rank enters and exists first.

Group Photo of Heads of Delegation

The arrangement should be based on hosting-Chair in the middle, then right-left pattern in order of presence.



18	16	14	12	10	11	13	15	17	19
8	6	4	2	1 HOST	3	5	7	9	

Chapter 3

Correspondence Protocol

This section provides information on protocol and forms of address for dignitaries. In order to avoid any disrespect or violation of etiquette, it is important to pay special attention to identifying and using the appropriate forms of address for all guests and speakers in a meeting or at an event.

Guideline 3.1 Title

President

- Official Title: His/Her Excellency, NAME, President of (Country)
- Salutation: Excellency
- Valediction: Sincerely Yours

King/Queen

- Official Title: His/Her Majesty, NAME, King/Queen of (Country)
- Salutation: Your Majesty
- Valediction: Very Respectfully, Respectfully Yours

Pope

- Official Title: His Holiness, the Pope NAME, Vatican City
- Salutation: Your Holiness
- Valediction: Respectfully Yours

Prime Minister

- Official Title: His/Her Excellency, or The Right Honorable, NAME, Prime Minister of (Country)
- Salutation: Excellency
- Valediction: Sincerely Yours

Minister

- Official Title: His/Her Excellency or The Honorable, NAME, Minister of Foreign Affairs, (Country)
- Salutation: Excellency

- Valediction: Sincerely Yours

Ambassador

- Official Title: His/Her Excellency or The Right Honorable, NAME, Ambassador of (Country)
- Salutation: Your Excellency
- Valediction: Sincerely Yours

Charge d'Affaires ad Interim

- Official Title: Mr./Ms. Name, Charge d'Affaires of (country)
- Salutation: Sir or Madam
- Valediction: Sincerely Yours

Members of a Royal family

- Official Title: His/Her Royal Highness, Prince/Princess NAME
- Salutation: Your Royal Highness
- Valediction: Sincerely Yours

Consul General

- Official Title: The Honorable, NAME, Consul General of (country)
- Salutation: Dear Consul General NAME
- Valediction: Very Truly Yours, Sincerely Yours

International Organization- i.e. United Nations

- Official Title: His/Her Excellency, NAME, Secretary-General of the United Nations
- Salutation: Excellency
- Valediction: Sincerely Yours

Others

- Member of National Assembly in Korea: The Honorable, NAME
- Governor: The Honorable, NAME, Governor of (city, state)
- Mayor: The Honorable, NAME, Mayor of (CITY)
- General: Lieutenant General/Major General/Brigadier General, NAME
- University President: Dr. (or Mr./Ms.) NAME, President (or Chancellor)
- Professor: Dr. or Professor NAME
- State Councilor: His/Her Excellency the State Counsellor NAME

- Union Minister, His/Her Excellency NAME

Gender Honorific

Follow local practice if any gendered honorific must be used. For example, in addition to the title of the position holder, any senior Myanmar participants are commonly referred by a gendered honorific, “U” for men, “Daw” for women.

Guideline 3.2 Official Letter

The following template may serve as a guideline when preparing official correspondence

(Letterhead)

Ref :

(Prefix) (First Name) (Last Name)

(Title)

(Organization)

(Address/Contact Info)

(Date) (Month) (Year)

(Salutations),

Paragraph One should include formal greetings and indicate the nature of the correspondence; 1) response to a received letter, 2) invitation to a GGGI/partner event, or 3) a post-meeting follow-up. When drafting a response to a received letter, the subject matter of the original letter should be clearly stated in this paragraph. When drafting either an invitation, or post-meeting follow-up letter the name and location of the event/meeting should be clearly stated in Bold. In all cases, dates should be written as “(Date) (Month), (Year)” in Bold.

Paragraph Two should highlight ongoing work/projects/reports, and/or potential synergies between GGGI and the recipient’s organization. Where possible collaborative achievements, or near future positive outcomes should be emphasized.

Note: if the recipient is “new” to GGGI then Paragraph Two should be a standard introduction to the organization, and the following paragraph should note potential synergies.

Paragraph Three should focus on the primary purpose of the letter and clearly indicate an action that will be taken by GGGI at the request of the recipient, and/or request that an action to be taken by the recipient on behalf of GGGI. In either case, Paragraph Three should clearly indicate the GGGI focal point responsible for each particular action: (Prefix) (First Name) (Last Name) (Title) (Division/Department) (xxxx@gggi.org) (Cc: xxxx@gggi.org). Any deadlines associated with the stated actions should also be noted in Bold. Clearly indicate any documents to be enclosed in support of the stated actions.

Paragraph Four should address secondary matters, if any, and make note of any additional actions that will be taken by GGGI, or requests for other actions to be taken by the recipient.

Paragraph Five should note upcoming events or future opportunities to further discuss matters noted above, and reinforce the positive nature of the partnership (or possible partnership) between GGGI and the recipient.

(Valediction)

[Signature]

(First Name) (Last Name)

(Title)

Global Green Growth Institute

Enclosure(s):

1) XXXX

2) XXXX

Guideline 3.3 Writing Style

- Times New Roman
- 12 pt. font
- American English
- Formal language (i.e. "I would like to" as opposed to "I want to")
- Use of Cc to address an additional recipient should to be limited to when both the primary recipient and that Cc recipient are Minister-Level or higher.
- When a Cc is required the contact/address info of both recipients should be place in the Footer, with the "To" left aligned, and then the "Cc"

Guideline 3.4 Introducing GGGI: Stock Language

- The Global Green Growth Institute is a new international organization dedicated to supporting developing and emerging countries shift towards new pathways of climate resilient and pro-poor economic green growth that simultaneously targets transformational aspects of economic performance, social inclusion and environmental sustainability.
- Based in Seoul, GGGI is an intergovernmental organization founded to support and promote green growth. The organization partners with countries around the globe to help them build economies that grow strongly and are more efficient and sustainable in the use of natural resources, less carbon intensive, and more resilient to climate change.