

PROTOCOL INFORMATION RELATING TO THE OFFICE OF PRESIDENT

Invitations to the President and Spouse

In fulfilling his/her social and traditional roles, The President and his/her spouse attend many public functions during each calendar year on the invitation of individuals, community and civic groups or organizations.

Invitations to His/Her Excellency and spouse for such events must be submitted in writing and must include the following information.

- Background information on the event and/or individual, group or organization;
- Date and time of the event and whether these are flexible;
- Venue;
- The role you would wish The President to play, if any, such as, presentation of awards or special guest;
- Expected number of participants/attendees;
- Name, postal address, email address and telephone number of the contact person (s).

A letter of invitation to the President, and spouse, are to be sent to:

The President's Secretary

Office of the President

State House

Victoria Street, Roseau

or by email to presidentsoffice@dominica.gov.dm.

Invitations are to be addressed to "His Excellency and Mrs. (Surname)" or "Her Excellency and Mr. (Surname)" in cases where The President and spouse are being invited to attend the function.

It is recommended that invitations be submitted at least three months in advance. The President's Secretary will respond in writing indicating whether or not the invitation is accepted. Should the response be positive, the President's Secretary will discuss all matters relating to the courtesies that are expected to be extended to The President and spouse, and security team at the event.

Invitations submitted on a printed card only will not be considered, except for those sent to His/Her Excellency by their families and close friends.

The President and His/Her spouse should not be invited to adjudicate competitions or to assist in

selling tickets for charity or raffles.

Forms of Address

A wide variety of forms of address is used to distinguish holders of certain public offices, official positions, ranks and honours, both verbally and in writing.

It is important that these should be fully understood and properly accorded, not only as a courtesy, but also as a mark of respect for the individuals concerned.

Responsibilities

The Protocol Department of the Ministry of Foreign Affairs is responsible for maintaining the authoritative list of Forms of Address. The Protocol Department revises the list annually, to ensure that due consideration is given to including:

- any new titles and styles that come into use in Dominica; and
- any existing titles and styles that may not have been included previously.

Titles and Styles

There is often confusion between "titles" and "styles". Titles indicate rank, profession, distinction or privilege and are placed immediately before a person's name for example:

General Tony Brown Sir

Tony Brown Doctor Tony

Brown

Lord Brown, Lady Brown

Styles are a form of address derived from a position of authority, for example:

[His/Her] Excellency

His Lordship The

Honourable

Forms of Address in Dominica

The following forms of address are in use, or likely to be encountered, in Dominica. For more detailed information or for cases not covered, contact the Protocol Department, Ministry of Foreign Affairs.

Head of State of Dominica The

President

The President should be styled as "Your Excellency" when being spoken to directly. When he/she is spoken about outside of his/her presence, he/she should be styled "His/Her Excellency".

His/Her spouse should be styled as "Mr. (Surname) and Mrs. (Surname)"

The style of address for the President is: Her

Excellency Jane Doe, D. A. H.
President of the Commonwealth of Dominica; or
His Excellency John Browne, D. A. H.
President of the Commonwealth of Dominica

Should you wish to address both the President and his/her spouse in writing, the correct format is: Her Excellency Jane Doe, D. A. H. and Mr. Doe; or His Excellency John Browne, D. A. H. and Mrs. Browne

The President may be referred to in conversation as "His/Her Excellency The President" or "The President" or "His/Her Excellency". The President should never be referred to as "he/she" or "his/her".

In writing: Correspondence should normally be addressed to:

The President's Secretary
Office of the President
State House
Victoria Street
Roseau

The President

The President is the Head of State in Dominica and as such is entitled to the courtesies accorded to a Head of State. The President is styled "His/Her Excellency" which is retained for life.

Style and Title

For example, the full style and title of the President is:

"His/Her Excellency; title (Sir, Dame, Dr. etc.); first name; last name; post-nominals where applicable (e.g. D.A.H, S.A.H, PhD, LL.D), President of Dominica".
Informal announcements: "His or Her Excellency the President (of Dominica)".

On first meeting: "Your Excellency" or "President"

The President should never be addressed as "H. E." but may be referred to as such in conversation between members of staff.

Letters and Invitations to the President

With the exception of the Prime Minister and personal friends, all letters and invitations to the President should be addressed to the administrative head of office and sent in the form of a letter to:

The President's Secretary
Office of the President
State House
Victoria Street
Roseau

COMMONWEALTH OF DOMINICA

Spouse of the President

The spouse of the President is formally styled: "His/Her Excellency/title (Lady, Sir, Dr. Mr. Mrs etc.) | first name | last name | post-nominals where applicable. The style of "Excellency" is used for the spouse whether or not he/she is accompanied by the President.

The wife of a President upon whom a knighthood has been conferred is addressed as "Her Excellency Lady" followed by her husband's surname. for example. Her Excellency Lady Brown. The first name should never be used.

Joint mode of address

The President and his/her spouse are styled as "Their Excellencies". For example,:

 Their Excellencies Sir James and Lady Alexander

 Their Excellencies Dame Catherine and Mr. Alexander

Place Cards

Normally place cards are not used for the President and his/her spouse as their seats should have been designated and carefully noted by those in attendance. However, if used, place cards should be in the following format:

 Example: The President Lady Smith or Mr/Dr Smith

Modes of Address

Examples:

Envelope

Official	His Excellency John Browne, DAH., or Her Excellency Jane Doe, DAH. President of the Commonwealth of Dominica Office of the President State House Victoria Street Roseau <u>COMMONWEALTH OF DOMINICA</u>
----------	--

Social	His Excellency John Browne or Her Excellency Jane Doe
--------	---

Joint Form of Address	Their Excellencies John Browne and Mrs. Browne or Their Excellencies Jane Doe and Mr. Doe
-----------------------	--

Salutation

Official	Your Excellency
----------	-----------------

Social	Dear Sir Browne or Madam Doe
--------	------------------------------

Complimentary Close

Your Excellency, Dear Sir Browne

or Madam Doe, Official Yours

faithfully,

Social Yours sincerely

Introductions

The President (and Mrs. Brown) or The President (and Mr. Doe)

Official His Excellency John Browne, (President of Dominica) (and Mrs. Browne) or Her Excellency Jane Doe, (President of Dominica) (and Mr. Doe)

Their Excellencies John Browne and Mrs. Browne or Their Excellencies Jane Doe and Mr. Doe

Acting President

An Acting President is appointed in the event that the office of President is vacant, the President is out of State or for any other reason unable to perform the functions of his/her office.

The Acting President is extended all of the courtesies afforded to the President and is styled His/Her Excellency during his/her appointment. The guidance given above for the President and spouse applies to an Acting President and spouse.

Travel:

Aircraft Travel

The President travels first class, when available, on all commercial flights for both private and official travel.

Vehicular Transport

The President is provided with two official vehicles: State Car 1 which is mainly used for all State and Ceremonial occasions; and State Car 2 for escort services.

Seating in Vehicles

It is internationally accepted that the senior seat in a vehicle is that closest to the centre of the road, behind the driver. The President therefore normally sits on the right side of the vehicle (behind the driver) and enters and exits from that side. However, where this would require the President to enter or exit a vehicle in the face of on-coming traffic, the President may choose to sit on the left side of the vehicle, entering and exiting on that side.

When the President is accompanied by his/her spouse, the President sits on the right side of the vehicle and the spouse sits on the left side, the spouse entering and exiting the vehicle first.

When The President is accompanied by a visiting Head of State or Member of the Royal Family, the President by custom offers his/her seat to the visitor and takes the seat beside the visitor. Whether or not the visitor accepts the President's offer the President always allows the guest to enter and exit the vehicle first.

The ADC travels in the front passenger seat. The Security detail travels in a second vehicle immediately behind the President's car.

The President should always be the last person to exit the vehicle at the arrival point.

The ADC holds the rear doors of the vehicle open for both entry and exit. The driver furls the President's car flag immediately after he/she leaves the vehicle.

The President's Engagements

The following guidance applies also to the extent possible and logical, to the President's spouse when undertaking engagements independently of the President.

Events Programme

The ADC/President's Secretary will discuss and agree on all aspects of the programme with the host.

At least one week in advance of the date of the event the host should send to the ADC/President's Secretary a copy of the programme and a list of the officials who will attend the function for submission to the President.

Whenever the President and or the President's spouse visit exhibitions or similar events a senior official of the host organization must always be in attendance to attend to them until they depart. The ADC/President's Secretary should be given details of the official assigned prior to the commencement of the event.

Planning

To ensure that all aspects of the event are clear and agreed, the ADC/President's Secretary and the President's security team will:

- conduct planning meetings with all pertinent stakeholders;
- make one or more reconnaissance visits to the venue (unless this is deemed not to be necessary or feasible);
- to agree to all aspects of the event and the President's involvement.

Gifts

It is not necessary for organizations hosting the President or spouse to present them with gifts. However, if host organizations wish to present a memento of the occasion, the President and his/ her spouse would prefer to receive something modest that is representative of the place or organization they are visiting.

The President's Party

The President is always accompanied by an Aide-de-Camp (ADC) as well as security personnel. The number of persons in the party may increase depending on the nature of the event. The wife of a President is usually accompanied by a Woman Police Constable (WPC) Close Protection Officer.

When Their Excellencies attend functions together the number of persons in the team may increase. Information regarding the composition of the President's party will be communicated to the organizers in advance by the President's ADC/President's Secretary.

Arrival at the Event

On arrival at public functions the President is to be met at the main entrance of the venue by the senior official of the organization or the senior official's deputy if the senior official is engaged in other necessary duties - such as receiving guests if it is a large function or awaiting the President's arrival in a special holding room with certain distinguished guests. The Office of the President must be informed in advance of the name of the official assigned to meet the President upon arrival.

The ADC will introduce the senior official and his/her spouse to the President and if present, to the spouse of the President.

The senior official will then escort the President to the event location where all persons rise when the President enters the room.

The President always goes first down a corridor through a door or entering an elevator or car. The one exception is the President's ADC who precedes him/her to make sure all is in readiness.

National Anthem

The National Anthem is played when the President (and spouse if accompanied) reaches his/her designated seat. and before he/she sits down. NOT as he/she enters the room. Our National Anthem is made up of three (3) Stanzas. Hence all three (3) stanzas must be sung or played.

Seating

The President and his/her spouse are always seated in the place of honour. As this will vary depending on the nature of the function; the place of honour will be determined by the ADC/ President's Secretary.

The President 's ADC will be seated close to the President, ideally within arm's length. If this is not possible, the ADC must have clear line of sight to the President with no obstructions between them.

The ADC/President's Secretary will confirm the seating arrangements during the planning for the event including the arrangements to be made for the President's security personnel.

Remarks and Speeches

Requests for the President or spouse to deliver remarks at ceremonies or present awards or prizes at prize giving ceremonies should be made together with the written invitation to attend the event. If the President or spouse agrees to deliver any remarks it is preferable that they be the last to speak, except when he/she is not the guest speaker but only bringing greetings. Arrangements must be made for a suitable person (preferably of senior rank) to escort them from where they are seated to the area where the remarks or presentations are to be made, and to escort them back to their seats afterwards.

The President should speak from a well-lit lectern.

Luncheons and Dinners

When invited to attend a formal luncheon or dinner, the President should be met upon arrival at the entrance to the venue where the function is to be held by the host and hostess, who are then presented to the President by the Aide-de-Camp (ADC).

If there is a large Head Table, the President and his/her spouse, and the host and/or hostess, should remain until the last to enter the dining room. They enter the dining room in the following order:

the ADC;

the President and host/hostess;

the President's spouse and the host/hostess' spouse.

Seating at Table

At a large formal dinner, the President should sit on the right of the host of that dinner, regardless of the fact that there may be a "Guest Speaker" (titled or otherwise) or other distinguished guest. The President's spouse sits to the left of the host. There are, however other appropriate seating arrangements. The ADC and security personnel should sit at a table immediately in front of the President and within his/her direct line of sight in order to be available if required.

At a dinner or reception of any size, the President is served first, his/her spouse second.

A "Guest Speaker" at a luncheon, dinner (or other function) addresses the host first followed by "Your Excellency" or "Your Excellencies" if the President is accompanied by his/her spouse.

Whether or not the President is the host, the President prefers to speak immediately before the meal is served. Although, traditionally, speeches at lunches or dinners were made toward the end of the meal, since the 1990s the trend internationally has been for speeches and toasts to be made immediately before the meal is served. If more than two speeches have to be made, the two principal speeches (e.g., the host's speech of welcome and the guest of honour's reply) should be made before the meal and the remaining speeches toward the end of the meal. These arrangements enable the principal speakers to deliver their speeches early in the event and then relax -and eliminates the possibility of the principal speeches being cut or hurried if the meal over-runs its allotted time.

The host may say a few words at the end of the meal. usually after coffee has been served, to thank everyone for attending and to wish them a safe journey home. This indicates that the meal is over and that the host (and any guest of honour) is about to leave the dining room.

Departure from Events

When the President, preceded by the ADC, leaves a dinner or other function, the guests should stand until the President and party have withdrawn. The host or presiding officer escorts the President, preceded by the ADC, to his/her motorcar or if the latter must remain with guests by another senior official designated for this duty.

Private Functions

When attending a private function in a private home, the President and spouse should be greeted at the door by the host and hostess, as follows:

- The host greets the President and presents his/her spouse to the President;
- The host greets the President's spouse and presents his/her spouse to the President's spouse.

The host then escorts the President into the house, and the host's spouse escorts the President's spouse. In both cases, the host and his/her spouse walk to the left of the President and his/her spouse unless advised otherwise during the reconnaissance visit.

Church Services

When attending a church service for a particular occasion, the President and his/her spouse should arrive at the door of the church five (5) minutes before the commencement of the service. It is customary for him/ her to be met at the door by the designated official or chief usher. The party proceeds to the front right-hand pew in the following order:

- ADC and designated official/chief usher
- The President and his/her spouse
- Security personnel

The ADC stands at attention beside the entrance to the pew. The President's spouse enters first, then the President.

The security personnel and the ADC sit in the seats behind, with the ADC on the aisle seat.

When present at a service attended by a uniformed group such as the Commonwealth of Dominica Police Force, Scouts, Guides etc., the group normally invites the President to take the salute at any March Past after the Service.

The congregation rises when the President enters, and remains standing after the Service until the party have withdrawn in the same order as when entering. The Clergy and church officials should be at the door to say goodbye.

Weddings

The President and his/her spouse, attended by an ADC and security personnel, should

arrive at the church door five (5) minutes before the time of the ceremony (and just before the entrance of the bride's mother who enters last before the bridal party). They should be met by the Chief Usher and escorted down the aisle to the first right-hand pew in the following order:

- ADC and Usher
- President and spouse
- Close Protection Officer (if in attendance).

Guests should rise when the President enters the Church and, at the end of the ceremony, remain standing as his/her party withdraws immediately after the bridal party and before other guests.

If they attend the reception, the President and spouse are received first. On arrival at the venue of the Reception the President and spouse are met by a member of the family or close friend and looked after during their stay. The President does not propose a toast to the bride, except under exceptional circumstances.

Funerals

Arrangements for the attendance of the President and/or spouse at a State or Official Funeral are made between the Chief of Protocol and the ADC/ President's Secretary. For a private funeral, the family of the deceased must make arrangements for attendance with the ADC/President's Secretary.

Whether it is a State, Official or private funeral, the President should arrive five (5) minutes before the start of the Service in order to be met by the designated official, or usher. The President is escorted to his/her seat in the front left-hand pew (as seen facing the altar) and is attended by the ADC and security personnel. The immediate family sits in the pews from the front right-hand side.

After the Service, the President follows the family of the deceased as the casket is carried out of the church. As a rule, the President does not go to the cemetery for the interment unless he/she so wishes.

In the case of a State Funeral, the President does not follow the casket in procession on foot from the place of the "lying-in-state" to the church nor from outside of the church to the point where the procession proceeds by vehicle to the place of interment. After the funeral service, the President follows the family of the deceased to the church door.

Once outside he/she will proceed by car directly to the cemetery to await the arrival of the casket for burial. Notwithstanding this, the decision to take part in the procession of a State Funeral lies solely with the President following consultation with the Chief of Protocol.

Attendance at funerals of relatives or friends of great intimacy is a personal matter and

it is not required that the ADC accompanies the President. Nevertheless, proper arrangements for seating should be made with a member of the family.

The President does not act as an honorary pallbearer at a funeral.

Representatives of the President at Funerals

An ADC may be requested to represent the President at a funeral. If he/she is a uniformed officer he/she should wear Service dress, with medals, aiguillettes and mourning band.

At the service the ADC will sit in the first row on the left and will leave following the chief mourners (the ADC assumes the President's precedence). The ADC will not follow the procession to the cemetery.

This is the only occasion on which the President is "represented" at any function.

Media Arrangements for the President's Engagements

Photography, filming and reporting by the media are normally permitted at all official engagements in Dominica.

In arranging press facilities there are four sets of requirements to be borne in mind: those of the President and spouse, the hosts, the media and the general public.

The objectives are:

- to forestall possible inconvenience to the President by cameramen and reporters (e.g. obstructing their route during a visit or attempting to cover private parts of an engagement such as a visit to a children's ward);
- to meet the wishes of the host organisation so far as press coverage is concerned;
- to give the media the best possible opportunities for legitimate reporting of the event; and
- to safeguard the interests of the general public, so that their view is impeded as little as possible by press activity.

On formal occasions such as church services or official meals, the press facilities will also be balanced with the need to maintain the dignity of the event.

Responsibilities

Press facilities at any engagement are the responsibility of the Secretary to the President.

Media Plan

The ADC/ President's Secretary will agree with the host organization on a plan for media coverage of the event including the type and number of media representatives (for example, TV and radio, print and special interests), marshalling, fixed points, pools, timings and routes.

Press Announcements

The announcement of an event attended by the President is made by the Office of the President in the form of a short factual statement issued through the Government Information Service.

The event organizers may issue their own more detailed press statement nearer the time of the event or respond to requests for more details of the programme. Such details will not be available before a reconnaissance visit has been made by the ADC/President's Secretary. The event organizers should discuss all proposed press releases with the ADC/President's Secretary before issue.

Police Role

Security planned before the engagement and on the day of the visit itself is the responsibility of the Commonwealth of Dominica Police Force. They make recommendations concerning media arrangement if they consider security is affected. However, ultimate responsibility for media arrangements lies with the ADC/President's Secretary and the host organization.

The prime concern of the Close Protection Officers assigned to State House is the security of the President. The control of the press is the responsibility of the ADC. In the absence of the ADC, the host organization is responsible for organizing the media whilst the actual engagement is in progress. It is important that whoever is responsible for the Press arrangements for the visit on the organizer's side identifies himself or herself to the ADC accompanying the President on arrival at the event. Thereafter the two should work closely together in order to provide proper media coverage whilst not inhibiting those attending the event.

Coverage of Engagements

The President is content to be photographed at most times during an engagement, other than during a meal, although it is quite in order for a photograph to be taken during a Loyal Toast, immediately before food is served or when tables have been cleared. Similarly, photographs may be taken when the President rises to speak and for the first minute of his/her speech.

Photography at receptions, whether indoors or outdoors, should be kept to a minimum. If important presentations are to be made where photographs are required, these are

arranged either at the beginning or end of the reception, to minimize disruption to other guests.

Continuous photography, particularly at close range, should be avoided during events at which the President is a spectator. In such cases, it is best to try to concentrate the photography during arrival and departure, or during the President's active participation in the ceremony.

Photographers should not be allowed to position themselves between the President and whomever he/she is meeting or whatever he/she is watching.

Care should be taken to avoid media arriving at the last moment at a venue, where they may prevent spectators from seeing the President or the event. In such cases, they should be asked to take their photographs quickly or to adopt a minimum profile.

Church Services

Photography and continuous filming of the President is not permitted in Church during religious services, unless, in very exceptional circumstances, permission has been obtained beforehand. Even when permission has been given, the coverage should not be continuous, nor should it cover the President during prayer.

Speeches

Copies of a speech to be delivered are seldom available in advance except to the Government Information Service. Embargoed copies of the President's speeches during State Visits and Official Visits overseas are distributed on a "check against delivery" basis.

There is no objection to a speech being recorded, except that if the occasion is a private one it must be clearly understood that the tape is to be kept for private purposes only. If the speech is to be recorded for television or radio or broadcast live, the broadcasting organization concerned will first obtain the approval of the organizers and then seek the consent of the President through his/her ADC/President's Secretary. Whenever possible, only one microphone should be used and where necessary, arrangements made to "feed" other users.

Use of Microphones

The President's private conversations should not be recorded. No microphones therefore should be allowed in close proximity to the President except when formal speeches are to be recorded.

Directional microphones should not be used in such a way as to pick up conversations.

Walkabouts

Media coverage of walkabouts needs careful handling if the President's path is not to be impeded or obscured from the public by a milling mass of photographers and security officials.

Where appropriate, there may be a small moving pool of photographers in the walkway who will move backwards in front of the President.

To ensure visibility for the public and other guests, the pool should be kept at a distance of about 10 to 15 feet, and never less than 10 feet. Ideally, the pool should be kept to a maximum of five persons.

Host Media Arrangements

Organizations hosting a visit by the President may make a private record of the event, provided it does not obstruct general media coverage.

Decisions about host photography can only be made when arrangements for press facilities have been agreed by the ADC/President's Secretary. It should usually be possible to accommodate the wishes of host organizations, but the need to ensure effective press coverage of public engagements is the first priority, and host coverage must be arranged around media requirements.

Photographs and videos taken by or on behalf of host organizations may be circulated in private, used in in-house magazines and in certain circumstances and by agreement with the ADC/President's Secretary, in trade and specialist papers, or on a venue's web site.

Host photographs and videos should not be used in advertising or promotional material, nor sold for general publication in the media or on an "exclusive" basis.

Host Still and Video Photographers

The host's still photographer or video cameraman should be positioned with the members of the media covering the event. They should be professionals, not amateur photographers, and will form part of the wider media marshalling which the ADC/President's Secretary will discuss with the host organization during the planning phase.

At some engagements it may be decided to exclude media representatives altogether for security, commercial confidentiality or other reasons, but to allow a limited amount of host photography at previously agreed positions.

On such occasions, the host should be asked to make one or more of these host images available to the media, most likely via the Government Information Service and then other media houses as specified.

Attire for Journalists and Technicians

Journalists and technicians wishing to cover the President's engagements, whether in Dominica or abroad should comply with the dress code prescribed for each event, out of respect for those attending the event. Failure to comply, particularly at events held at State House, will result in media personnel being denied access to the event.

Interviews and Statements

The President does not as a rule grant interviews to the press or to representatives of commercial organizations, magazines, etc. The President should not be expected to make public comments that might conflict or may appear conflicting with his/her constitutional role. However, as the Patron of an organization the President may issue a videoed or printed message or statement to commemorate an anniversary or particular event associated with the organization.

Gifts

The President does not, as a matter of principle, accept a gift that is, or could be construed as being, related to the performance of his/ her official functions. In this context, a gift includes travel and accommodation arrangements.

Gifts to and from Representatives of Other States

It is a well-established practice that Heads of State and other representatives of States and governments (such as Ministers and senior civil servants) exchange gifts with their hosts when making official visits overseas.

Such gifts are given more as a mark of respect for the office of the recipient than to the recipient as a person. Such exchanges of gifts must be carefully planned in advance of the visit, not least, because where a gift is offered outside the agreed arrangements, the absence of a return gift may cause offence.

Dominican diplomatic missions and consular posts overseas should discourage foreign governments or organizations from offering expensive gifts to the President to avoid any potential embarrassment.

Cultural Gifts

Cultural gifts are traditionally offered in some countries to honour and show respect for relationships, and reflect concepts such as service to others, reciprocity, hospitality, and responsibility. Although cultural gifts may be offered with the best of intentions, accepting such gifts may create a perception of a conflict of interest. Gifts of cash should be returned immediately, with a respectful statement explaining that the President understands the intent behind the gift but that acceptance would place him/her in a difficult position. Acceptance of other cultural gifts such as food is unlikely to create the same perception problem and the guidance above on gifts from non-government organizations should be followed in such cases.

Donations to Political Parties

The President does not make or accept donations to or from political parties.

Patronage

The President and his/her spouse are the Patrons of charitable, cultural, sporting and social organizations. Requests for the President or his/her spouse to be the Patron of an organization should be submitted in writing to the President's Secretary at The Office of the President, State House, giving details of the organization's mandate, modus operandi and, particularly, the suggested involvement of the President and/or spouse in the work of the organization. The decision whether or not to agree to the request will rest with the President and/or spouse.

Photographs or video recordings of the President and/or the President's spouse must not be used in advertising for organizations of which they are Patrons without their permission. Photographs or video recordings taken during an event attended by the President and/or the President's spouse as Patron may be used by the media to report on the event, provided this is done in a responsible and respectful manner.