

THE UNIVERSITY OF WORLD ECONOMY AND DIPLOMACY

DIPLOMATIC CORRESPONDENCE

(For the students of International Relations faculty)

TASHKENT-2013

The textbook was approved at the Academic-methodological council and recommended for publication

Diplomatic Correspondence

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This textbook is recommended for the 5th year students of International Relations faculty who learn the English language and also for specialists in International Relations. The book is aimed to use international relation terminology, to use the information about diplomatic correspondence and diplomatic documents, to develop speaking skills (in the form of discussion, debates, presentation) writing skills (composing different types on diplomatic notes)and analytical skills.

This book diplomatic correspondence can be used both in classes and for of independent learning.

Introduction

“Communication is to diplomacy as blood is to the human body. Whenever communication ceases, the body of international politics, the process of diplomacy, is dead, and the result is violent conflict or atrophy”.
(Tran, 1987: 8”)

The practice of preparing proper forms of diplomatic communications dates back to early periods of history when contacts among nations assumed great importance. Since then, standardized forms have developed, which member states of the family of nations generally use now.

Diplomatic correspondence is the art of communicating among states and putting into written form important information, discussions or agreements essential to the conduct of foreign relations. Hence, the need for a proper and accepted style of writing.

In this book the different types of diplomatic correspondence and reports, and explained the processes involved in their preparation, drafting and handling included. Instructions are also given for each type of correspondence. A section on ceremonial correspondence (protocol) is included to familiarize those interested on the subject matter.

External Communications

Communications with foreign governments and/or their diplomatic and consular representatives may take the form of any of the following:

A. Note

A written communication from a minister of foreign affairs to foreign diplomatic envoys or high foreign government officials and vice-versa. It is the most generally used form of correspondence between a sending state, the Philippine government and the receiving state, a foreign government. The reply to an incoming note is in the same form as the note it is answering.

This is written either in the first person or third person.

1. First Person Note

A written communication between states understood to speak for and on behalf of government signed by its duly designated representatives. This form is preferred when it contains matters of great importance or when a more personal tone is desired. It is signed by the foreign minister or

diplomatic envoy of the sending state and is addressed to the diplomatic envoy or foreign minister of the receiving state.

a. Formal first person note

Written in the first person and used in most important correspondence requiring the signature of the minister of foreign affairs or the chief of mission.

b. Informal first person note

Communication to a chief of a mission or to a member of his staff. It may be signed by the chief of a mission without his title, or by a member of his staff over his diplomatic title.

2. Third Person Note

Written in the third person, not signed but initialed in the lower right-hand corner of the last page of the text by a duly authorized signing officer.

Collective Notes however, are signed, not merely initialed by the representatives of the states presenting them. Notes Diplomatiques are signed or initialed in the lower right-hand corner of the last page of the text by a duly authorized signing officer.

a. Note Verbale

Generally referred to as a third-person note. It takes the place of a signed note and has the same value as a signed note. It is less formal than a first-person note and for this reason it is the form of communication most used. A Note Verbale begins with the following formula of diplomatic courtesy:

"The Embassy (or the Ministry of Foreign Affairs) of the Republic of Uzbekistan presents its compliments to the Ministry of Foreign Affairs of (name of country) and has the honor to..."

The usual ending is:

"The Embassy avails itself of this opportunity to renew to the Ministry the assurances of its highest consideration."

It may also be in the name of the Minister, as:

"The Minister of Foreign Affairs presents his compliments to His Excellency, the Ambassador of (name of country)..."

It is not signed but initialed in the lower right-hand corner of the last page of text by a duly authorized signing officer.

b. Circular diplomatic note(s)

Identical notes addressed to "Their Excellencies and Messieurs the Chief of Mission." It is not signed but initialed in the lower right-hand corner of the last page of text by a duly authorized signing officer.

c. Note diplomatique

A formal note between governments. It is understood to speak for and on behalf of the government presented by its duly designated representative. It is signed, or initialed in the lower right-hand corner of the last page of text by a duly authorized signing officer.

d. Collective note

A very formal note addressed by the representatives of several states to a government in regard to some matter in which they have been instructed to make a joint representation. Generally referred to as a joint note, it involves close relations among the signing states. It is seldom used because of the danger that the state or the states to whom it is addressed may consider it offensive. It is signed, not merely initialed, by the representatives of the sending states.

e. Identical notes

Notes identical in substance though not always in wording even as they are drafted as similarly as possible. As a rule they are sent separately yet almost simultaneously by the government of one state to the governments of two or more states, or by the governments of two or more states to the government of one or more states.

The Collective Note and Identic Notes are rarely used for they convey an impression of "ganging up" against a state or states.

3. Memorandum

A detailed statement of facts, and of arguments based on theory. It is essentially similar to a Note. Unlike a Note, however, it does not begin and end with usual diplomatic courtesy. Also, it need not be signed, since it is usually delivered either personally, following an interview, or by means of a short covering note. Sometimes it is called a memoire, or aide-memoire or pro-memoria when it embodies a summary of conversation.

4. Aide-Memoire

An informal summary of a diplomatic interview or conversation between the foreign minister or his assistant and a diplomatic envoy or his representative. It merely serves as an aid to memory and does not begin

with a formula of courtesy. It is usually left at the foreign office by the ambassador or minister concerned (or his representative), or is handed to the ambassador or the minister concerned (or his representative) at the foreign office by the foreign minister or his representative.

5. Pro-Memoria

A formal record of a subject discussed. It differs from an aide-memoire which is an informal summary of a diplomatic interview. It is understood to speak for and under direction of the government whose representative presents it and is usually left at the foreign office by the ambassador or minister concerned (or his representative), or is handed to the ambassador or minister concerned (or his representative) at the foreign office.

6. Oral Interview

This type of communication generally takes place in the foreign office at a date and hour previously arranged either in writing or by telephone. In cases where there are many matters to be discussed so that it becomes difficult to rely on one's memory, the diplomatic envoy may, after the interview, leave an aide-memoire or memorandum with the foreign minister or the latter may hand an aide-memoire or memorandum to the diplomatic representative after the interview usually arranged. This is done to avoid misunderstanding. For less important matters, a member of the diplomatic staff of the mission arranges (also by telephone) to call on an appropriate member of the ministry staff. Diplomats who arrange such a meeting must conduct such interviews and discussions briefly and succinctly. When no further matters need to be discussed, the diplomatic official concerned should extend the usual courtesies and leave promptly.

7. Letter of Credence

A formal note from the head of one state to the head of another state, accrediting ambassador, as one authorized to act for his government or head of state. It may be addressed to a head of a republic or to the head of a kingdom.

8. Letter of Recall

A formal note from the head of one state to the head of another state, recalling a previously accredited ambassador, a minister, or other diplomatic agents. An incoming chief of mission usually hands a letter of

recall of his predecessor to the head of state of a foreign government before handing his letter of credence. Consular Commission.

A document in the form of a commission or similar instrument, provided by the sending state to the head of a consular post. It certifies his capacity and as a general rule shows his full name, his category and class, the consular district and the seal of the consular post. (See Art. 11, Vienna Convention on Consular Relations, 1963). A Consular Commission is written in both English and Pilipino.

9. Exequatur An authorization given by the receiving state to the head of a consular agent to the exercise of his functions. (See Art. 12, Vienna Convention on Consular Relations, 1963).

10. Full Powers

A document issued by a head of a state/president accrediting one or more persons to represent him or the government in international conferences and negotiations or expressing the consent of the state to be bound by a treaty, convention or agreement.

The essential feature of the Full Powers is that the representative to whom it is issued is vested with all the necessary power and authority to take part, negotiate, conclude and sign agreements on behalf of the state. In the signing of treaties or agreements, the action of the representative is essentially subject to ratification by the government concerned.

11. Exchange of Notes

It is a means whereby states subscribe to certain understandings or recognize certain obligations as binding upon them. Agreements on matters of minor importance are frequently made by means of formal notes exchanged between the minister of foreign affairs, acting for his government, and the resident diplomatic representative of the another country, similarly authorized.

12. Ceremonial Communications

These may consist of congratulatory messages on the occasion of the election of the head of state, the birth of a royal heir, a royal marriage, the anniversary of a country's independence, or any other national holiday. It may also be an expression of condolence on the death of the head of state

or expression of sympathy/regret for his illness, the occurrence of an accident or any other similar happening.

VERBAL NOTE

■ A note verbale is an informal third-person note. It is less formal than a first-person note but more formal than an aide-memoire

■ A note verbale to a foreign ambassador or head of a foreign ministry is begun with a diplomatic courtesy phrase. The note is initialed, not signed, in the lower right corner of the last page by an office director or above, or an officer authorized by the Ambassador.

SAMPLE 1

The Canadian Embassy presents its compliments to the Department of State and has the honour to refer to Article 15 and Article 23.2 of the Intergovernmental Agreement (IGA) governing the International Space Station (ISS).

While noting that the National Aeronautics and Space Administration (NASA) has officially informed the International Space Station (ISS) Partners that it is anticipating a cost growth of US\$4.8B in the ISS program, the Government of Canada observes that NASA has been directed by the Administration to remain within its budget.

The Government of Canada notes that, in order to cope with its budgetary constraints, NASA has provided a plan whereby further development of certain key ISS components to be supplied by NASA, has been terminated (namely the Propulsion Module, the Habitation Module and Node 3) and that work on the Crew Return Vehicle has been slowed down significantly. This plan would severely curtail the program, since it would virtually eliminate the Partners collective ability to use the ISS as intended in the IGA.

The elements being deleted are essential to expand the crew size from three to six or seven. The government of Canada is concerned this will have a major negative impact on the ability to conduct science on the ISS, as normal operation and maintenance of the station requires 2.5 crew persons out of the three. Further, NASA has indicated that the Space Shuttle flight rate will be reduced from seven to six or less per year. The reduction in planned crew size and shuttle flight rate would severely limit astronaut access to the ISS by all Partners.

The Government of Canada believes that NASA is unable to bear the cost of fulfilling its responsibilities per Article 15 of the IGA and would appreciate the opportunity to discuss the impact of the planned reduction in scope of the U.S. obligations. Further, as provided under Article 23.2 of the IGA, the Government of Canada requests that the United States convene a government-level multilateral consultation of ISS Partners at the earliest practical time.

The Canadian Embassy avails itself of this opportunity to renew to the Department of State the assurances of its highest consideration.

Washington, DC

October 31, 2001

CONGRATULATIONS LETTER – PUBLIC POLICY SAMPLE

The United States congratulates Kazakhstan on this week's historic completion of the BN-350 Spent Fuel Program. Kazakhstan safely shut down the BN-350 plutonium production reactor in Aktau, secured material containing 10 metric tons of highly enriched uranium and three metric tons of weapon-grade plutonium, and transported it to a new secure storage facility in Eastern Kazakhstan. In securing enough nuclear material for 775 nuclear weapons, Kazakhstan, under the leadership of President Nazarbayev, has made a significant contribution to global security and nuclear nonproliferation.

We commend the dedicated team of hundreds of Kazakhstan and U.S. scientists, engineers, and safety, security and transportation experts who worked tirelessly to accomplish an extremely difficult and ambitious undertaking with the highest standards of safety and security. We also thank the United Kingdom for its contribution to the later stages of this project. The completion of this program is one of the many highlights of the 15-year track record of partnership and close cooperation between Kazakhstan and the United States in reducing nuclear threats in Kazakhstan and around the world.

The United States welcomes efforts to intensify our bilateral partnership with Kazakhstan and promote international cooperation on nuclear safety and nonproliferation.

These activities were conducted in accordance with U.S.-Kazakhstan Presidential Joint Statements in 2006 and 2010 and the goals of the 2010 Nuclear Security Summit this past April in Washington. At the new long-

term storage facility, the BN-350 spent fuel will continue to be under International Atomic Energy Agency safeguards.

KEY WORDS, KEY PHRASE IN CONGRATULATIONS LETTERS:

■ On behalf of the Government of the Republic of Uzbekistan, I write to offer my congratulations

■ The Government of the Republic of Uzbekistan is delighted to congratulate

■ Our government welcomes the opportunity

Exercise:

1) The Government of Uzbekistan has signed a trade agreement with India. The agreement calls for the elimination of tariffs on wood and cotton products. The Government of Uzbekistan would like to extend the agreement to include other products, like cars and food products.

2) Your country has worked closely with the government of Russia to combat drug smuggling. In the past year you have seized 10,000 tons of heroin in joint exercises. You wish to congratulate your partner for your collaboration. You also want to remind Russia that the problem is not over. You would also like to suggest a meeting to explore ways to make this cooperation longer lasting.

3) Tajikistan has appointed a new Minister of Foreign Affairs. You wish to congratulate him. You also wish to remind him of the close relations between your two countries. You also wish to meet soon to discuss bilateral relations.

CONGRATULATIONS LETTER TO FRANCE FOR THE FOURTEENTH OF JULY – BASTILLE DAY

Sample 1a

The Ministry of Foreign Affairs of the Republic of Uzbekistan presents its compliments to the Embassy of France and has the honor to congratulate the people of France and the French government with the Fourteenth of July on the Day of Bastille and wish peace and prosperity to the people and government of France.

The Ministry of Foreign Affairs of the Republic of Uzbekistan avails itself of this occasion to convey its sincere desire to maintain and to develop the friendly relations between our nations and avails itself of this opportunity to renew the assurances of its highest consideration.

Sample 1b

CONGRATULATIONS LETTER TO THE GOVERNMENT OF FRANCE ON BASTILLE DAY, JULY 14, 2010

The Ministry of Foreign Affairs of the Republic of Uzbekistan presents its compliments to the Embassy of France and has the honor to congratulate the government and the people of France on their national holiday. We wish your country and your people continued peace and prosperity.

We would also like to take this opportunity to convey our sincere desire to maintain and further develop the friendly relations between our nations. Rest assured of our Government's highest consideration.

SAMPLE 2

It is an honor to join President Obama in extending good wishes to the people of Switzerland as you celebrate the founding of the Swiss Confederation on August 1. This anniversary celebrates more than seven hundred years since the first Swiss cantons swore an oath of confederation and highlights a remarkable history of democracy.

Our shared dedication to constitutional democracy binds us together and is the foundation of our common values. This year marked 30 years of Swiss commitment to representing U.S. interests in Tehran and providing assistance to American citizens there. We look forward to continuing to work together to meet global challenges. Congratulations on the 719th anniversary of the Swiss Confederation.

SAMPLE 3

Message of congratulations to His Majesty the Emperor of Japan

Your Imperial Majesty,

On behalf of the people of Lithuania and on my own behalf, I would like to extend sincere congratulations on your birthday and Japan's national holiday. I wish Your Imperial Majesty and the Imperial Family happiness, continued health and many moments of joy, and I send my best wishes for the peace, harmony and well-being of your country and its people.

I would also like to take the opportunity to wish you a Happy New Year, hoping strongly that it will be prosperous and fulfilling. I am confident that bilateral cooperation as well as political, economic and

cultural ties between Lithuania and Japan will be further developed, bringing our two countries and their people even closer together.

May I again congratulate you on your birthday and national holiday. Please accept, Your Imperial Majesty, the assurances of my highest esteem.

Dalia Grybauskaitė, President of the Republic of Lithuania

SAMPLE 4

On behalf of President Obama and the people of the United States, I congratulate Nelson Mandela and join the world in celebrating his 92nd birthday this Sunday. I am honored and humbled to call President Mandela my friend. Like millions of his admirers around the world, I am deeply moved by his generosity of spirit and unfailing courage in the face of overwhelming obstacles. After 26 years locked in an apartheid prison, he emerged to lead South Africa's transition from the division of apartheid to an integrated, multi-racial democracy. He embraced his jailers without bitterness or hatred and provided an example to his own people and people everywhere.

Last year, the United States joined 192 other United Nations member states in supporting the creation of Nelson Mandela International Day. Its first observance on July 18 this year honors President Mandela's extraordinary contributions and lifelong commitment to justice and human dignity.

Nelson Mandela is a hero to people of all backgrounds and experience who strive for freedom and progress. His story is filled with an amazing strength and integrity of spirit. There is no one more deserving of this unprecedented international recognition, and I am delighted to offer him my warmest wishes on this special day.

SAMPLE 5

Letter dated June 9, 2010 from the Ministry of Foreign Affairs of Canada to the Embassy of the Philippines.

The Ministry of Foreign Relations presents its compliments to the Embassy of the Philippines and has the honor to congratulate your country on your recent successful national election.

Your successful election exemplified the vitality of the country's democratic institutions and should be a point of pride. We congratulate President-elect Benigno "Noynoy" Aquino III, whom the Filipino people have chosen to lead their nation. Canada has long stood with the

Philippines as a trusted ally and friend and we will continue to support the ongoing efforts of the Filipino people to build a secure and prosperous country.

The Ministry of Foreign Relations avails itself of this opportunity to renew to the Embassy of the Philippines the assurances of its highest consideration.

SAMPLE 6

Giving my best thanks, King Chr.

CONDOLENSCE LETTERS

SAMPLE 1

I join President Obama in offering my sincere condolences on the passing of former President of Lithuania Algirdas Brazauskas. President Brazauskas led Lithuania through a period of remarkable change and transformation. He played a crucial role in the independence movement that liberated his country and inspired people all over the world.

As the first president of a free Lithuania, and later as prime minister, he worked to deliver on the promise of democracy. Under his leadership, Lithuania joined NATO and the European Union and developed a strong partnership with the United States. President Brazauskas was a champion for his nation and his people. Today our thoughts and prayers are with his family and with all the people of Lithuania.

SAMPLE 2

The Leader of the Libyan Revolution statement

Tripoli, June 6, 2004

"I express my profound regrets over Reagan's death before he appears before justice to held to account for his ugly crime in 1986 against Libyan children.

SAMPLE 3

Letter dated February 10, 1984 from the Secretary of State to the Ministry of Foreign Relations of the Soviet Union.

The Government of the United States wishes to extend its condolences to the Government and people of the Soviet Union, on the death of Chairman Andropov. The United States wishes to emphasize to the people and Government of the U.S.S.R. its desire for cooperation between our two countries in the search for a more peaceful world.

As the President reaffirmed in his address of January 16, the United States has sought and will continue to seek a constructive and realistic dialogue with the Soviet Union aimed at building a more productive and stable relationship. Our objective is not dialogue for its own sake, but a dialogue that produces real solutions to the many concrete problems that divide us.

There are, to be sure, fundamental differences between the American and Soviet systems and our respective political beliefs. But the American and Soviet peoples have a common interest in the avoidance of war and the reduction of arms. It is this need to preserve and strengthen the peace that is at the heart of U.S. policy.

The President's policy toward the Soviet Union seeks to achieve progress in three broad areas: developing ways to eliminate the use and the threat of force in international relations; significantly reducing the vast arms stockpiles in the world, particularly nuclear weapons; and establishing a better working relationship with Moscow, characterized by greater cooperation and understanding and based on mutual restraint and respect.

At this time of transition in the Soviet Union, our two nations should look to the future in order to find ways to realize these goals. In the nuclear age, there is no alternative to dialogue.

The United States hopes that the Soviet leader will work with us in this spirit and take advantage of the opportunities at hand to find common ground and establish a mutually beneficial relationship.

The Government of the United States take this opportunity to renew to the Government of the Soviet Union the assurances of their highest consideration.

SAMPLE 4

Birth of a Royal Heir

NV-89-68
1968

29th May

Excellency:

I have the honor to acknowledge the receipt of your Excellency's Note of the 27th May 1968 conveying to me the good news of the birth of a Prince to Her Royal Highness Princess Margrethe.

I share the feeling of the Danish people over the happy event and extend my heartfelt congratulations to their Royal Highnesses.

Please accept, Excellency, the assurances of most distinguished consideration.

[Pen Signature]

His Excellency
Poul Hartling
Minister for Foreign Affairs
Copenhagen

LETTERS OF CONCERN

KEY WORDS TO SHOW CONCERN

- We are closely monitoring reports of...
- The Government of Uzbekistan stands ready to provide necessary assistance to in the days and weeks ahead and looks forward to coordinating closely with officials from your country.
- These allegations raise serious questions...
- We extend our deepest sympathies...
- We commend the actions taken by your government
- We seek an explanation
- We seek a clarification on these statements
- This unusual act represents a violation of...

KEY TERMS FOR COURTESIES

- The Ministry of Foreign Relations presents its compliments...and have the honor to...
- I have the honor to transmit
- I have the honor to refer to
- We have the honor to refer to
- We have the honor to enclose
- The Government finds it necessary to enclose
- We have the honor to reproduce
- The Government of Uzbekistan present their compliments to..., and with reference to ..., have the honor to reproduce (bring to your attention/enclose/refer/protest/acknowledge/to forward)
- Please arrange for this communication to be circulated.

SAMPLE 1

Note to the Ambassador of China from the US Secretary of State,
January 12, 2010

The Government of the United States considers it important to communicate a note of concern to the Government of the People's Republic of China.

We have been briefed by Google on allegations of cyber attacks, which raise very serious concerns and questions. We look to the Chinese government for an explanation. The ability to operate with confidence in cyberspace is critical in a modern society and economy. The Government of the United States will have further comment on this matter as the facts become clear.

The Government of the United States takes this opportunity to renew to the Government of the People's Republic of China the assurances of their highest esteem.

SAMPLE 2

Draft letter from President Johnson to the President Inonu of Turkey,
June 5, 1964

"I hope you will understand that your NATO allies have not had a chance to consider whether they have an obligation to protect Turkey against Soviet intervention, without the full consent and understanding of its NATO allies."

Actual letter sent from President Johnson to President Inonu of Turkey, June 7, 1964

"We have considered you as a great ally with fundamental common interests. Your security and prosperity have been the deep concern of the American people, and we have expressed this concern in the most practical terms. We and you fought together to resist the ambitions of the communist world revolution. This solidarity has meant a great deal to us, and I hope it means a great deal to your government and your people."

Exercise

Task:

Write a note of concern on the following cases:

- 1) A UN agency has accused your country of corrupt practices.

2) The BBC has reported that authorities of your neighboring country are dumping unused explosives near the border of your country.

3) The EU has announced that it will be changing visa requirements for students from Central Asia.

4) Your government has denied the government of Tajikistan to use Uzbekistan air space during a military training.

5) Google Earth has begun publishing photos of sensitive military installations of your country.

6) A mistake has been made in a World Bank publication about debt. You wish to correct that error.

7) There has been a bombing on a train in Moscow. 100 people have died, including several citizens of your country.

8) There has been massive flooding in Kirgystan. Numerous people are displaced.

9) The government in one country has accused your country of backing out of a treaty.

Exercise

Write a Note of Concern on the following cases:

1) A treaty with the Asian Development Bank calls for that institution to invest \$100 million by the end of 2013. So far, only about \$10 million has been spent in your country. Unless the money is distributed by mid-2013, the money will be returned to the ADB.

2) The government of neighboring country has deported 1,000 citizens of your country. There are rumors that before they leave that country they are being forced to give away their assets or pay authorities to remain in the country.

3) Your national football team is playing at a tournament in Berlin. The TV show is broadcast on TV around the world. In the opening ceremony there is a display with a band and the flag of your country is shown upside down. You are asked to write a Note Verbal.

Sample Diplomatic Correspondence

The US issued the following note on May 6, 1960

As already announced on 3 May, a United States National Aeronautical Space Agency unarmed weather research plane based at Adana, Turkey, and piloted by a civilian American has been missing since 1 May. The name of the American civilian pilot is Francis Gary Powers, born 17 August, 1929, at Jenkins, Kentucky.

In light of the above the United States Government requests the Soviet Government to provide it with the full facts of the Soviet investigation of this incident and to inform it of the fate of the pilot...

Soviet Note to the United State, 10 May 1960

The Government of the Union of Soviet Socialist Republics considers it necessary to communicate the following to the Government of the United States of America.

At 5:36 a.m. (Moscow time), on May 1, this year, a military plane violated the frontier of the USSR and invaded the air space of the Soviet Union to the distance of over 2,000 kilometers. The Government of the USSR, of course, could not leave unpunished such a gross violation of the Soviet state frontiers. When the deliberate nature of the flight of the intruding plane became obvious, it was brought down by Soviet rocket forces near Sverdlovsk...

These and other data cited in the speeches by the head of the Soviet Government have utterly refuted the invented and hastily concocted story of the US State Department, set forth in an official press release on 5 May and alleging that the plane was conducting meteorological observations in the upper layers of the atmosphere along the Soviet-Turkish frontier.

It goes without saying that the government has been compelled by the present circumstances to give strict orders to its armed forces to take all the necessary measures against the violation of Soviet frontiers by foreign aircraft...

The Government of the Soviet Union strongly protests to the Government of the United States of America in connection with the aggressive acts by American aircraft and warns it that should such provocations be repeated, the Soviet Government will have to take retaliatory measures, the responsibility for whose consequences will rest with the governments of the states committing acts of aggression against other countries...

THE US REPLIED ON 12 MAY

The Embassy of the United States of America refers to the Soviet Government's Note of 10 May concerning the shooting down of an American unarmed civilian aircraft on 1 May, and under instruction from its Government, has the honor to state the following.

The United States Government, in the statement issued by the State Department on May 9, has fully stated its position with respect to this incident.

In its Note the Soviet Government has stated that the collection of intelligence about the Soviet Union by American aircraft is a “calculated policy” of the United States. The Government of the United States does not deny that it has pursued such a policy for purely defensive purposes. What it emphatically does deny is that this policy has any aggressive intent, or that the unarmed U2 flight of 1 May was undertaken in an effort to prejudice the success of the forthcoming meeting of the Heads of Government in Paris or “to return the state of American-Soviet relations to the worst times of the cold war”. Indeed, it is the Soviet Government’s treatment of this case which if anything, may raise questions about its intention in respect to these matters.

For its part, the United States Government will participate in the Paris meeting on 16 May... prepared to cooperate to the fullest extent in seeking agreements designed to reduce tensions, including effective safeguards against surprise attack which would make unnecessary issues of this kind.

Exercise

INCIDENT: On Bastille Day the Ambassador for France in Venezuela hosts a celebration. Along with other foreign diplomats and senior officials from the Venezuelan government, the Ambassador also invites ten prominent dissidents and critics of the Chavez Government.

ROUND ONE:

TEAM 1: You represent the Ministry of Foreign Relations of Venezuela. You are offended that France has invited these dissidents to their party. You feel they are extremists who do not represent mainstream views. You write a letter to the French Embassy protesting their decision.

You must decide what to protest: the invitations or the fact that France is meeting with dissidents, or both.

TEAM 2: You are the French Ambassador. You write a letter explaining your decision to invite the dissidents.

Exercise

INCIDENT: A new art exhibition at the British Museum features treasures from the ancient world. Among those treasures are several

priceless gold vases created in Beijing for the ruler. For hundreds of years these were thought to have been lost. After all this time, they have turned up in London. They belong to a private collector who is British.

TEAM 1: You represent the Government of China. You believe these treasures belong to your country. Experts who have inspected the art verify that they are pieces that once belonged to Samarkand. The present British owner indicates that the treasures have belonged to his family for generations. They were acquired when his distant relative stole them when the British destroyed the Summer Palace in Beijing in the 19th century.

You have sent a letter to the UK Government asking for these treasures to be returned. You can argue that there are precedents for returning art.

TEAM 2: You represent the Government of the United Kingdom. You argue that the art belongs to the world, not just to China. The art is also very fragile and moving them may greatly damage them. Many other pieces of art from the Summer Palace are in other museums around the world too, and China has not asked for these to be returned.

You must write a letter defending your decision to keep the art.

CIRCULAR DIPLOMATIC NOTE

■ A circular diplomatic note is an identical note addressed to "Their Excellencies and Messieurs and Mesdames the Chiefs of Mission" if it is being sent to all diplomatic missions in Tashkent.

■ The courtesy phrase "has the honor" should be used on all circular diplomatic notes.

■ If the circular diplomatic note is being sent to a list of missions, a descriptive phrase is used in the first sentence. For example: (1) "of the governments concerned with the..."; and (2) "of the governments of (list countries names)...".

■ At the Embassy, the circular diplomatic note is addressed to "Their Excellencies Messieurs the Ambassador (or Chiefs of Mission) in (name of country)"

■ For a selective list of missions, one of the following descriptive phrases is used in the first sentence following the words "the Chiefs of Mission" (1) "of the governments concerned with the ..."; (2) "of the governments named on the enclosed list ..."; (3) "of the governments signatory to ..."; and (4) "of the governments of (names of countries) ...".

■ In the MFA, an office director or a higher level official usually initials the circular diplomatic note in the lower right corner of the last page.

AIDE – MEMOIRES

■ An aide-memoire summarizes an informal diplomatic interview or conversation and serves as an aid to memory. It does not begin with a courtesy phrase, but must clearly state in the first two lines the title of the ambassador or foreign official to whom it is addressed.

■ When an aide-memoire is prepared it is not signed, but initialed in the lower right corner of the last page of text. An officer usually hands an aide-memoire to the ambassador (or representative). It may also be sent through regular mail channels.

■ At post, the chief of mission (or representative) may hand the note to the foreign official or leave it at the foreign office. An officer authorized by the chief of mission must initial the note in the lower right corner of the last page.

AIDE-MEMOIRE FORMAT

SAMPLE 1

Aide Memoir from the US Embassy in Moscow to the US State Department

Moscow, April 1, 1961, 5 p.m.

/1/Source: Department of State, Central Files, 751J.00/4-161. Confidential; Priority.

Eyes only Secretary. After discussion of Laos problem, Khrushchev said he was pleased at signs of possibility improvement our relations. He expressed particular satisfaction at President's action in stopping our military from making boasting and threatening statements. He said each time this was done Soviet military felt obliged reply and this did much to worsen atmosphere. I pointed out President had not only taken steps to prevent statements which did not accurately reflect policy our govt, but was also strengthening civilian control over military policy. K remarked this was important and said they had had problem with Marshal Zhukov. He had been friend of Eisenhower and thought he was smarter than Eisenhower. When latter became President Zhukov developed big ideas

about his own role. However Soviet system had no place for juntas and when they had thrown Zhukov out he had himself stated they had been right to do so.

In telegram 2354 from Moscow, April 1, Ambassador Thompson reported that Chairman Khrushchev had called him in that day to give him a copy of a Soviet aide-memoire responding to the United Kingdom's proposal of March 23 for an international conference on Laos and an immediate cease-fire. For text of telegram 2354, see *Foreign Relations*, 1961-1963, vol. XXIV, pp. 110-111. The aide-memoire expressed both Soviet satisfaction that the United Kingdom now agreed to convening an international conference and Soviet support for a cease-fire appeal. Text of the aide-memoire is printed in Department of State *Bulletin*, April 17, 1961, pp. 545-546.

/3/On January 27 the White House had introduced stiff controls over speeches and statements by U.S. military spokesmen.

/4/Georgi K. Zhukov, Marshal of the Soviet Union and Minister of Defense, was dismissed by Khrushchev at the end of 1957 for "adventurism" and "Bonapartism."

Khrushchev said he deplored war propaganda in general and suggested we should conclude agreement, perhaps international one, to prevent publication of war propaganda. This already forbidden in Soviet Union. It might be alleged that this was interference with freedom of press but on contrary it was measure to prevent abuse of press. Press not allowed, for example, to advocate prostitution--why could it not prevent war propaganda. He also started to give example of convention banning chemical warfare but then recalled we had not adhered to this convention--something he had never understood.

I said I thought our view was that it was not really practicable to handle this problem by treaty and among other difficulties it was virtually impossible draw line and say what was war propaganda and what not. I thought however much could be done to diminish this type activity particularly if appropriate lead given at top.

Khrushchev then said he had fully agreed with President's position that we must both display restraint and try avoid

confrontation of power of our two countries. They had however been very much disturbed by Bowles' speech. When I inquired what particular passage he had objected to he could not recall exactly but mentioned problems of Congo, Cuba, and Laos. (I believe Soviets had in mind

particularly sentence beginning "Our international interests are not compatible with the global objectives of Soviet long-range strategy.")

With respect to Congo K said what had happened there and particularly murder of Lumumba had helped communism. Lumumba was not Communist and he doubted if he would have become one. He was man with limited outlook who easily became excited. He remarked we had discussed this problem before and Soviet position known.

Turning to Cuba he could not agree with our policy there. Each country should be free to choose its social system. They did not agree, for example, with Yugoslav internal policies but this did not prevent them from having good relations with that country. He said President had indicated that financial aid would be given to aid in overthrow of present Cuban Govt. Bands of émigrés had been formed and threats made against Cuban Govt. He said Soviet Govt. would openly support Cuban Govt and would give them economic aid. He pointed out Soviet Union had no base in Cuba and only base there belonged to us. He then went on to question our policy of having bases all around Soviet Union. He dwelt particularly on question of Iran. He said this was poor country where govt was doing little to help people. He said Shah liked to consider himself Monarch but his ancestry not particularly enviable. We sought special rights for ourselves everywhere. Soviet Union was not threatening Iran. Our trouble was that we were not confident of our own system. We had set up alliances to protect members not only from outside aggression but from subversion. Only subversionists in countries like Iran were students and others who were dissatisfied with conditions. We had military advisors in Iran and although he indicated he was not making a demand he wished to state that it would be most useful to our good relations if these were withdrawn.

Reverting again to Cuba he asked why we did not establish diplomatic relations with that country and try to resolve our problems with it peacefully. He made clear Cubans had not put him up to this but he was merely speaking his own mind.

I replied that with respect to Congo we had hoped UN would be able deal with this problem and that we could both have remained out of it. However Soviet Union had started furnishing military and other supplies to one faction. Khrushchev intervened to state they had furnished medicines and in any event these had been supplied to legal govt. He also said we were aware of his views on UN. Hammarskjold was US agent and carried out our orders. I denied this and said many of his actions had

annoyed us but we considered him objective. I went on to say that I thought what bothered us particularly about Cuba was its use as a base for attempts on overthrow of other Latin American govts. When he disputed this I said I had heard Cuban pilots were being trained in Czechoslovakia in flying jet planes. Cuba would never be able attack us and therefore these presumably were designed for use against other Latin American countries. I said we had been most patient with Castro. In first place we had cut off supply of arms to Batista/5/ and although there had been differences of opinion in US about Castro we had been fully prepared accept his govt. However he had made most violent statements against US and had confiscated our assets there without compensation and finally had insisted on reducing our Embassy to handful of people. We had tried to be patient but he had given us no choice. Khrushchev replied Castro said we were using Embassy to harbor spies and Castro was not Communist. He said he had not heard of any training of jet pilots but if he were Castro he would buy jet planes since these were necessary to prevent arms being dropped to counter-revolutionaries from planes flying from US. He thought that in one case we had even admitted this. I said we had taken strict steps to prevent such activities although there had I believed been one case in which a plane had gotten through. In concluding Khrushchev said we should continue to be patient and should try to improve our relations with Cuba.

Fulgencio Batista y Zaldivar, President of Cuba until January 1959.

He said he considered Soviet position in world was good since they were on side of people trying to improve their lot. US was supporting reactionary govts in many places. We often spoke of elections and he inquired what would be result of election in Spain or South Vietnam or South Korea. In latter Syngman Rhee had disappeared but new man was not much better and people were dissatisfied. He did not think even we knew what went on in Diem's govt in Vietnam. I replied that there were cases where we supported reactionary govts and there were two reasons for this. First was that we did not believe we should intervene in internal affairs of these countries and second was we were concerned at these countries being threatened by Communist expansion. Khrushchev said he welcomed President's idea of our competing in economic field and in such matters as culture and to see who could bring people the most happiness. If our system could demonstrate it could do this better than communism he was ready to embrace our system. I said I could only repeat what I had said to him before, namely that much of our difficulty came from our different

points of view and misinformation and misunderstanding. US wanted nothing more than prosperity and happiness of all peoples throughout world but we did not think this should come about by outside intervention. Khrushchev replied Soviet Union was also against intervention in others' affairs but there was no justification for ring of US bases around Soviet Union.

SAMPLE 2

Aide-memoire from US Secretary of State Dulles to Ambassador of Israel Eban- 11 February 1957

The United Nations General Assembly has sought specifically, vigorously, and almost unanimously, the prompt withdrawal from Egypt of the armed forces of Britain, France and Israel. Britain and France have complied unconditionally. The forces of Israel have been withdrawn to a considerable extent but still hold Egyptian territory at Sharm el-Sheikh at the entrance to the Gulf of Aqaba. They also occupy the Gaza Strip which is territory specified by the armistice arrangements to be occupied by Egypt.

We understand that it is the position of Israel that (1) it will evacuate its military forces from the Gaza Strip provided Israel retains the civil administration and police in some relationship to the United Nations, and (2) it will withdraw from Sharm elSheikh if continued freedom of passage through the Straits is assured.

With respect to (1) the Gaza Strip it is the view of the United States that the United Nations General Assembly has no authority to require of either Egypt or Israel a substantial modification of the armistice agreement, which, as noted, now gives Egypt the right and responsibility of occupation. Accordingly, we believe that Israeli withdrawal from Gaza should be prompt and unconditional, leaving the future of the Gaza Strip to be worked out through the efforts and good offices of the United Nations.

We recognize that the area has been a source of armed infiltration and reprisals back and forth contrary to the armistice agreement and is a source of great potential danger because of the presence there of so large a number of Arab refugees about 200,000. Accordingly, we believe that the United Nations Emergency Force, in the exercise of its mission, [should] move into this area and be on the boundary between Israel and the Gaza Strip.

The United States will use its best efforts to help to assure this result,

which we believe is contemplated by the Second Resolution of 2 February 1957.

With respect to (2), the Gulf of Aqaba and access thereto the United States believes that the gulf comprehends international waters and that no nation has the right to prevent free and innocent passage in the gulf and through the Straits giving access thereto. We have in mind not only commercial usage, but the passage of pilgrims on religious missions, which should be fully respected.

The United States recalls that on 28 January 1950, the Egyptian Ministry of Foreign Affairs informed the United States that the Egyptian occupation of the two islands of Tiran and Sanafir at the entrance of the Gulf of Aqaba was only to protect the islands themselves against possible damage or violation and that, "this occupation being in no way conceived in a spirit of obstructing in any way innocent passage through the stretch of water separating these two islands from the Egyptian coast of Sinai, it follows that this passage, the only practicable one, will remain free as in the past, in conformity with international practice and recognized principles of the law of nations."

In the absence of some overriding decision to the contrary, as by the International Court of Justice, the United States, on behalf of vessels of United States registry, is prepared to exercise the right of free and innocent passage and to join with others to secure general recognition of this right.

It is of course clear that the enjoyment of a right of free and innocent passage by Israel would depend upon its prior withdrawal in accordance with the United Nations Resolutions. The United States has no reason to assume that any littoral State would under these circumstances obstruct the right of free and innocent passage.

The United States believes that the United Nations General Assembly and the Secretary-General should, as a precautionary measure, seek that the United Nations Emergency Force move into the Straits area as the Israeli forces are withdrawn. This again we believe to be within the contemplation of the Second Resolution of 2 February 1957.

We believe that our views and purposes in this respect are shared by other nations and that a tranquil future for Israel is best assured by reliance upon that fact, rather than by an occupation in defiance of the overwhelming judgment of the world community.

SAMPLE 3

IMF Staff Visit to Kosovo

April 21-29, 2008

Aide-Mémoire

1. An IMF staff team visited Prishtina during April 21-29, 2008 in the context of continuing technical services authorized in 1999 by the IMF Executive Board. The mission's principal tasks included a stock-taking of recent economic and policy developments since the previous visit in October 2007,¹ a review of fiscal policy and budgetary execution in 2008, and providing advice to the authorities on a macro framework that could underpin the government's Medium-Term Expenditure Framework (MTEF) for 2008-11. This aide-mémoire elaborates the mission's findings and policy advice.

2. Kosovo's economic performance has been mixed. On the one hand, recent revisions to national income accounts point to both much higher gross domestic product (GDP) than previously estimated, and to higher growth rates. ² The economy expanded at 4½ percent in 2007 on strong domestic demand supported by large flows of remittances and foreign direct investment, a sustained donor presence, and higher deposit-financed credit growth. On the other hand, the expansion was accompanied by an acceleration of inflation. While mostly but not solely reflecting increases in international food prices, inflation rose to 13.2 percent year-on-year in March 2008, exceeding rates in most neighboring countries. The current account deficit remained high, widening slightly to 26 percent of GDP, partly reflecting competitiveness losses.

3. Fiscal policy was commendably disciplined last year. Revenue growth of 26 percent was much stronger than expected thanks mostly to buoyant indirect tax receipts (due to fast-growing imports) and to one-time revenues. In addition, fiscal discipline helped keep current spending in line with the budget. However, given line ministries' poor planning and implementation capabilities, over-budgeting of public investment was evidenced by another year of low execution of capital spending. The resulting large surplus in turn swelled the government's bank balance to over €400 million (12 percent of GDP).

Exercise

AIDE MEMOIRE FOR KOREA STANDOFF

TEAM 1

1) Republic of Korea (South Korea): The army of North Korea began shelling Yeopyang Island without cause on November 23, 2010. 200 rounds were fired, killing 2 soldiers, and destroying dozens of homes. The army of South Korea responded by shelling North Korean positions.

2) United States: You discuss advancing soldiers to the border, preparing military aircrafts, and whether to respond militarily. You should discuss military readiness. You discuss what kind of diplomatic note to send: to the UN Security Council, to North Korea, or to

TEAM 2

3) Democratic People's Republic of Korea (North Korea): Your position is that South Korea initiated the attack. You weigh possible options: military, diplomatic notes protesting South Korea's aggressive actions, further threats to South Korea.

4) China: Your Ambassador in Pyongyang meets with the North Korean MFA to learn what happened. You wish to push the North Korean side to step back and return to six-party diplomatic talks. You should remind North Korea that it is a signatory to the 1953 armistice.

TEAM 3

1) Japan: You wish to condemn the attacks and convince the other members of the six party talks to take a more aggressive stance against North Korea. You wish to persuade Russia that the time for talks have passed and that pressure should be increased (for instance: more sanctions, a UN resolution to condemn North Korea, a military blockade, a commission of inquiry)

Russia: You wish to return to six party talks but you are not prepared to push for increase sanctions. Your position is that some form of diplomacy should prevail.

DEMARCHES

■ A demarche is a formal diplomatic representation of one government's official position, views, or wishes on a given subject to an appropriate official in another government or international organization.

■ Demarches generally seek to persuade, inform, or gather information from a foreign

government. Governments may also use a demarche to protest or object to actions by a foreign government.

■ Although the content of a given demarche may originate in another Government agency, only the Ministry of Foreign Affairs may also instruct an Embassy to deliver the demarche.

PREPARATION OF THE DEMARCHE

Demarche instruction cables from the Ministry of Foreign Affairs should include the following elements:

■ **OBJECTIVE:** The objective is a clear statement of the purpose of the demarche, and of what the Government hopes to achieve.

■ **ARGUMENTS:** This section outlines how the Ministry proposes to make an effective case for its views. It should include a rationale for the Government's position, supporting arguments, likely counter-arguments, and suggested rebuttals.

■ **BACKGROUND:** The background should spell out pitfalls; particular sensitivities of other bureaus, departments, or agencies; and any other special considerations.

■ **SUGGESTED TALKING POINTS:** Suggested talking points should be clear, conversational, and logically organized. Unless there are compelling reasons to require verbatim delivery, the demarche instruction cable should make it clear that post may use its discretion and local knowledge to structure and deliver the message in the most effective way.

■ **WRITTEN MATERIAL:** Use this section to provide instructions on any written material to be left with the host government official(s). Such material could take the form of an aide-memoire, a letter, or a "non-paper" that provides a written version of the verbal presentation (i.e., the talking points as delivered). Unless otherwise instructed, post should normally provide an aide-memoire

the conclusion of a demarche. Classified aide memoire or non-paper must be appropriately marked and caveated as to the countries authorized for receipt, i.e., Rel. U.K. (Releasable to U.K.)

COLLECTIVE LETTERS (or NOTE COLLECTIVE)

■ A note collective is a joint note addressed by two or more governments to one or more governments.

■ It is rarely used since it involves close relations among the signing governments and may be regarded unfavorably by the recipient governments.

■ Replies are prepared individually and diplomatic courtesy phrases are omitted.

■ -The note collective requires a full signature, not initials, by representatives of the governments presenting it.

SAMPLE 1

Letter dated 20 April 1987 from the representative of China to the Secretary-General

I have the honor to enclose herewith the text of the statement issued on 15 April 1987 by the spokesman of the Ministry of Foreign Affairs of the People's Republic of China concerning the illegal occupation by the Vietnamese authorities of some of China's Nansha Islands.

I should be grateful if you would have this letter and the full text of its enclosure circulated as an official document of the General Assembly and of the Security Council.

(Signed) Li Luye
Permanent Representative of the
People's Republic of China to the United Nations

Annex

Statement issued on 15 April 1987 by the spokesman of the Ministry of Foreign Affairs of China

Recently Vietnamese authorities have once again encroached upon China's territorial integrity and sovereignty by brazenly sending troops to Bojiao Island on China's Nansha Islands and illegally occupying it. The Chinese Government has stated on many occasions that Nansha Islands as well as Xisha Islands, Zhongsha Islands and Dongsha Islands have always been China's sacred territory and that China has the indisputable sovereign right over these islands and their adjacent waters, which brook no encroachment by any country under whatever excuse and in whatever form. The Chinese

Government strongly condemns the Vietnamese authorities for their illegal invasion and occupation of some islands of China's Nansha Islands and firmly demands that the Vietnamese side withdraw its troops from all the illegally occupied islands of Nansha Islands. The Chinese Government reserves the right to recover these occupied islands at an appropriate time.

SAMPLE 2

Letter dated 17 September 1981 from the representative of Guatemala to the Secretary General

(Original: Spanish)

(17 September, 1981)

I have the honor to reproduce below the text of a note of protest against the United Kingdom date 16 September 1981 and delivered yesterday to the Embassy of Switzerland, which is handling that country's affairs in Guatemala. The note reads as follows:

"The Ministry of External Relations presents its compliments to the Honorable Embassy of Switzerland, as the Embassy handling the affairs of the United Kingdom of Great Britain and Northern Ireland, and wishes to inform it that on Thursday, 10 September, 1981, at 2pm, a British reconnaissance aircraft entered Guatemalan airspace without proper authorization, flying over several departmental capitals as well as over the national capital, at an altitude of 35,000 feet."

"This unusual act constitutes a flagrant violation of the most elementary rules of international law and an abuse of territorial inviolability. Moreover, it demonstrates the aggressive attitude of the British Government in provoking a peaceful nation so insolently."

"The Ministry of Foreign Affairs requests the Honorable Embassy of Switzerland to convey to the Government of the United Kingdom the most energetic protest of the Government of Guatemala against this act."

Please arrange for this communication to be circulated as a Security Council document, with reference to Guatemala's request drawing the Council's attention to the dispute with the United Kingdom concerning the Territory of Belize

(Signed) Eduard Castillo Arriola
Permanent Representative of Guatemala
To the United Nations

SAMPLE 3

Russian Deputy Minister of Foreign Affairs Vladimir Chizhov
converses with Danish Ambassador to Moscow Lars Vissing

(Unofficial translation from Russian)

Ministry of Foreign Affairs of the Russian Federation Information and
Press Department

On December 31 Danish Ambassador Lars Vissing was summoned to the MFA of Russia, where Deputy Foreign Minister Vladimir Chizhov made a representation to him over the reports that had come in on a possible arrival of Chechen emissary Akmed Zakayev in Denmark in spring 2005 at the initiative of the so called Danish Committee in support of Chechnya.

The Russian side presumes that the Danish authorities will do all they can to prevent Zakayev from turning up in Denmark or in accordance with their international antiterrorist obligations will detain this accomplice of terrorists on an Interpol inquiry in case of his entry into Danish territory for his subsequent extradition to Russia or the initiation of legal proceedings against him. Another appearance of Zakayev in Denmark would also signify that the Danish side is openly ignoring the Russian side's message regarding his stay in Copenhagen at the beginning of December 2004

This kind of development of events cannot but adversely affect the state of bilateral relations between our countries.

SAMPLE 4

Annex 1 to the letter dated 28 February 2003 from the Permanent Representative of China and the Russian Federation to the United Nations addressed to the Secretary General

(Original: Chinese and Russian)

On 27 February Minister of Foreign Affairs of the Russian Federation Igor Ivanov and Minister of Foreign Affairs of the People's Republic of China Tang Jiaxuan expressed profound concern over the situation in the Korean Peninsula.

Guided by their sincere desire to assist the strengthening of peace and stability in the Asia-Pacific region, Russia and China call upon all concerned parties to exert the necessary efforts towards a peaceful and just resolution of the situation in the Korean peninsula.

The sides emphasize that ensuring the non-nuclear status of the Korean peninsula, the observance there of the regime of non-proliferation of weapons of mass destruction and the preservation in that region of peace, security and stability meet the common aspirations of the international community.

The sides note that a constructive and equal dialogue between the United States of America and the Democratic People's Republic of Korea has great significance for resolving the situation around the "North Korean nuclear problem" and normalizing American-North Korean relations.

The sides regard as necessary the continuation of an active dialogue and the further development of cooperation between North and South Korea. This process constitutes a substantial contribution to improving the situation on the Korean peninsula and in North East Asia as a whole.

The sides take into account the position stated by the Democratic People's Republic of Korea on the absence of an intention to create nuclear weapons and the desire signified by the United States of America and the Democratic People's Republic of Korea to resolve the problems by peaceful means.

The sides reiterate that Russia and China are ready to make every effort to facilitate the American-North Korean dialogue and, in a bilateral and multilateral format , to contribute actively to a political solution of the

Korean nuclear problem and the preservation of peace and stability in the Asia Pacific region.

Russia and China intend to continue to develop good-neighborly, friendly ties and cooperation with the Democratic People's Republic of Korea and the Republic of Korea.

Annex 2 to the letter dated 28 February 2003 from the Permanent Representatives of China and the Russian Federation to the United Nations addressed to the Secretary General (extract)

(Original: Chinese and Russian)

On 27 February Minister of Foreign Affairs of the Russian Federation Igor Ivanov and Minister for Foreign Affairs of the People's Republic of China Tan Jiaxuan held an in-depth exchange of views on the Iraq question and read a broad mutual understanding.

The sides expressed serious concern over the tensions around the Iraq question.

The sides favor a resolution of the Iraq crisis by political and diplomatic means within the framework of the United Nations. Resolution 1441 (2002) unanimously adopted by the United Nations Security Council on 8 November 2002, and that the other relevant resolutions provide the necessary legal basis for that.

Russia and China proceeded from the assumption that inspection activities by the United Nations Monitoring and Verification and Inspection Commission (UNMOVIC) and the International Atomic Energy Agency (IAEA) play an important role in the matter of resolving the Iraqi question, have achieved definite progress and should proceed further. The United Nations Security Council should strengthen the guidance and support of inspection work.

The sides emphasized the Security Council bears the main responsibility for the maintenance of international peace and security and should, guided by the purposes and principles of the Charter of the United Nations, continue to play a central role in resolving the Iraq problem. All member States of the United Nations must respect and protect the authority and powers of the United Nations Security Council.

COLLECTIVE LETTERS: THREATS AND WARNINGS

SAMPLE 1

Letter dated 26 March 1993 from the representatives of France, Spain, and the United Kingdom of Great Britain and Northern Ireland to the President of the Security Council

26 March 1993

We have the honor to bring to your attention the text of the statement on Bosnia and Herzegovina adopted by the European Community and its member States at Brussels on 26 March 1993.

We should be most grateful if you would have the text of this letter and the statement circulated as a document of the Security Council.

(signed)

Antonio Pedauye

Charge d'affaires

Permanent Mission of Spain to

United Nations

(signed)

Jean Merimee

Permanent Representative

of France to the

United Nations

(signed)

Sir David Hannay

Permanent Representative

of the United Kingdom

to the United Nations

Text of the statement:

The European Community and its member States warmly commend the decision of the Bosnian Government to sign the Vance-Owen peace plan. They reiterate their unequivocal support for the plan and pay tribute to the valuable efforts of the two co-Chairmen.

They also welcome the agreement between the Muslim and Croat parties on the interim arrangements which form an important part of the peace package. They hope the Security Council of the United Nations will endorse the

Vance-Owen peace plan, and they express their readiness to contribute substantially to its implementation.

The Community and its member States demand that the Serb side now accept the plan in its entirety and cooperate fully in all aspects of its implementation. The Serbs must stop all aggressions at once, preparing the way for the cessation of hostilities by all sides.

If the Bosnian Serbs refuse to accept the plan now, full international pressure will be brought to bear on them. The community and its member States will continue strengthening sanctions and will consider further measures leading to the total isolation of Serbia-Montenegro.

Exercise

COLLECTIVE LETTERS

TEAM 1

5) Republic of Korea (South Korea): Based on your discussion with the US you decide to write a collective letter to North Korea outlining your position.

6) United States: You must write a protest note to the United Nations Security Council based on your discussion with South Korea.

TEAM 2

7) Democratic People's Republic of Korea (North Korea): You write a collective letter that reflects your understanding with China.

8) China: Your MFA writes a letter to the Security Council outlining steps towards a resolution. This should be based on the agreement you

have reached with North Korea. If you have not reached an agreement, your note should reflect that and should reflect your position on this stand-off.

TEAM 3

2) Japan: You write a collective letter to the Group of Six nations. This letter should reflect the position you have arrived at with Russia. It should provide one or two concrete suggestions for what the Group of Six should do next.

3) Russia: You write a demarche reflecting your position.

MEMORANDA

■ A Memorandum is a detailed statement of facts and related arguments. It is like a note, but more loose and free. It has no opening or closing formalities, and it doesn't need to be signed. It may have a security classification.

■ It is often delivered with a cover letter. (Sample 1)

■ A common use of a memorandum is to support a claim, or establish a case. (Sample 5)

■ Memorandums also explain policy options. (Sample 4)

■ Memos can also be used to make proposals. (Sample 6)

■ Memoranda are often used in connection with treaties. Memos are used to present a particular interpretation of a clause or section of an agreement. (Sample 7)

SAMPLE 1

Letter dated 17 March 1993 from the representative of the Democratic People's Republic of Korea to the President of the Security Council

I have the honor to transmit to you a memorandum of 15 March 1993 issued by the Ministry of Foreign Affairs of the Democratic People's Republic of Korea.

I should be grateful if you would have this letter and the memorandum circulated as a document of the Security Council.

(signed) Pak Gil Yon
Permanent Representative
Of the Democratic People's Republic of Korea
To the United Nations

Text of the Memorandum (extracts)

...Proceeding from its anti-nuclear peace policy, the Democratic People's Republic of Korea acceded to the Treaty on the Non-Proliferation of Nuclear Weapons with a view of getting the nuclear weapons of the United States withdrawn from south Korea, removing its nuclear threats against the DPRK and, furthermore, turning the Korean peninsula into a nuclear-weapon-free zone. It concluded the safeguards agreement with the International Atomic Energy Agency (IAEA) and has since accepted sincerely IAEA inspections .

This process has substantiated the integrity of the peaceful nuclear policy of the DPRK Government and further increased international trust in the DPRK.

II. The Unjust assertions of some officials of the IAEA secretariat

Some officials of the IAEA secretariat unreasonably insisted that there existed "inconsistencies in principle" between the DPRK's initial report and the result of the IAEA's measurement. There are none of the "inconsistencies in principle" they claimed.

Discrepancies between the DPRK's information and the result of the IAEA's measurements are not the alleged "inconsistencies". The discrepancies have originated from the IAEA's own disregard of our conditions for the operation of facilities and the characteristic features of our nuclear activities and also from the artificial fabrication by some officials of the IAEA secretariat of the result of inspections...

SAMPLE 2

Memorandum from the Soviet Union to Japan, 27 January 1960

A so-called "Treaty of Mutual Cooperation and Security" was signed between Japan and the United States on 19 January, this year. The contents of this treaty seriously affect the situation in the Far East and in the area of the Pacific, and therefore the interests of many states situated in that vast region, above all, of course, such direct neighbors of Japan as the Soviet Union and the Chinese People's Republic.

Under this treaty the stay of foreign troops and the presence of war bases on Japanese territory are again sanctioned for a long period with the voluntary consent of the Japanese Government. Article 6 of this treaty grants the United States "use by its ground, air, and naval forces of facilities and areas in Japan." The treaty's reservations regarding

consultations on its fulfillment cannot conceal the fact that Japan may be drawn into a military conflict against the will of the Japanese government.

The treaty perpetuates the actual occupation of Japan, places her territory at the disposal of a foreign power and alienates from Japan the islands of Okinawa and Bonin, and its provisions inevitably lead to the military, economic and political subordination of Japan.

The Soviet Government has repeatedly drawn the Japanese Government's attention to the danger of every step in international policy that increases the threat of a new war. It is obvious that at present there are particularly weighty grounds for such a warning. The conclusion of the military treaty by no means adds to Japan's security. On the contrary, it increases the danger of a catastrophe which would be the inevitable result of Japan's becoming involved in a new war.

It is not clear to everyone today that in conditions of a modern rocket nuclear war the whole of Japan, with her small and densely populated territory, dotted, moreover, with

foreign war bases, risks sharing the tragic fate of Hiroshima and Nagasaki in the very first minutes of hostilities?...

Considering, however, that the new military treaty signed by the Government of Japan is directed against the Soviet Union, and also against the People's Republic of China, the Soviet Government cannot allow itself to contribute to an extension of the territory used by foreign armed forces by handing the aforesaid islands over to Japan.

In this view, the Soviet Government considers it necessary to state that the islands of Habonai and Shikotan will be turned over to Japan, as envisaged in the joint declaration of the USSR and Japan of 19 October 1956 only on condition that all foreign troops are withdrawn from the territory of Japan and that a peace treaty is concluded between the USSR and Japan.

SAMPLE 3

Memorandum of a Conversation Between the Assistant Secretary of State for Inter-American Affairs (Rubottom) and the Cuban Ambassador (Campa), Department of State, Washington, January 9, 1958

Ambassador Campa paid a courtesy call on Mr. Rubottom this afternoon, the first, subsequent to his return from the Christmas holidays in Cuba.

Mr. Rubottom inquired about the health of President Batista, the crop damage from recent storms, the general political atmosphere and prospects for elections. The Ambassador replied that the President was in good health, that the tobacco and banana crops were severely damaged by the recent storms and losses ran into millions of pesos. With respect to the political climate, he said everything was quiet in the Habana area and he heard no talk of rebel activities in eastern Cuba.

After this general discussion, the Ambassador said there were two matters he would like to take up with Mr. Rubottom. One was the question of our delay in approving certain small orders for arms.

He said that President Batista had inquired of him while he was in Habana on this matter and indicated he could not understand why they had not been approved. Mr. Rubottom said that while he was not aware of the reason for this delay, this matter would have his personal and immediate attention. He informed the Ambassador that sometimes when other Departments were involved, delays unfortunately were unavoidable.

The other matter he wished to mention was the question of recent articles in the New York Daily News and the Washington Post relative to gambling in Habana where inferences were made to Batista's possible connection with this pursuit. He said that while he was not making a protest on these articles, he wanted to point out that there was nothing to the statements about Batista's connection with gambling. He left a brief memorandum on the subject and copies of said articles for the Department's information.

SAMPLE 4

Memorandum sent from US Secretary of State to Ministers of Foreign Affairs of Australia and South Korea on Political Scenarios in South Vietnam, June, 1966

Where Are We Heading?

This memorandum examines possible developments and problems with respect to South Viet-Nam:

a. Intensified pacification within South Viet-Nam. To meet the security problem, this might include a significant increase in present US and allied force strength.

b. A program of measured, limited, and spaced air attacks, jointly with the GVN, against the infiltration complex in the DRV. Such attacks would take place at the rate of about one a week, unless spectacular Viet Cong action dictated an immediate response out of sequence. The normal pattern of such attacks would comprise one GVN and one US strike on each occasion, confined to targets south of the 19th parallel, with variations in severity depending on the tempo of VC action, but with a slow upward trend in severity as the weeks went by.

c. That the US itself would take no initiative for talks, but would agree to cooperate in consultations--*not* a conference--undertaken by the UK and USSR as Co-Chairmen of the Geneva Conferences. As an opening move, the British would request an expression of our views, and we would use this occasion to spell out our position fully, including our purposes and what we regard as essential to the restoration of peace. We would further present our case against the DRV in the form of a long written document to be sent to the President of the United Nations Security Council and to be circulated to members of the UN.

1. Communist responses.

a. *Hanoi* would almost certainly not feel itself under pressure at any early point to enter into fruitful negotiations or to call off its activity in any way. They would denounce the continued air attacks and seek to whip up maximum world opposition to them. Within South Viet-Nam, they might avoid spectacular actions, but would certainly continue a substantial pattern of activity along past lines, probably with emphasis on the kind of incidents we have seen this week, in which Communist agents stirred up a village "protest" against government air attacks, and against the US. Basically, they would see the situation in South Viet-Nam as likely to deteriorate further ("crumble," as they have put it), and would be expecting that at some point someone in the GVN will start secret talks with them behind our backs.

b. *Communist China* might supply additional air defense equipment to the DRV, but we do not believe they would engage in air operations from Communist China, at least up to the point where the MIGs in the DRV were engaged and we had found it necessary to attack Fukien or possibly--if the MIGs had been moved there--Vinh.

c. *The Soviets* would supply air defense equipment to the DRV and would continue to protest our air attacks in strong terms. However, we do not believe they would make any new commitment at this stage, and they would probably not do so even if the Chicoms became even more deeply involved--provided that we were not ourselves attacking Communist China. At that point, the heat might get awfully great on them, and they would be in a very difficult position to continue actively working as Co-chairmen.

2. *Within South Viet-Nam* the new government is a somewhat better one, but the cohesive effects of the strikes to date have at most helped things a bit. The latest MACV report indicates a deteriorating situation except in the extreme south, and it is unlikely that this can be arrested in any short period of time even if the government does hold together well and the military go about their business. We shall be very lucky to see a leveling off, much less any significant improvement, in the next two months. In short, we may have to hang on quite a long time before we can hope to see an improving situation in South Viet-Nam-- and this in turn is really the key to any negotiating position we could have at any time.

4. In sum--the most likely prospect is for a prolonged period without major risks of escalation but equally without any give by Hanoi.

SAMPLE 5

Statement by Mr. Hammarskjold on the interpretation of paragraph four of the Security Council Resolution of 9 August, 12 August 1960

The Secretary General, with reference to the Security Council resolution of 9 August 1960, has the honor to inform the Council of the interpretation which he has given to the Central Government of the Republic of Congo, as well as the to the provincial government of Katanga, of operative paragraph 4 of the resolution.

Memorandum on Implementation of the Security Council Resolution of 9 August 1960, Operative Paragraph 4

1. Operative paragraph 4 of the resolution of the Security Council of 9 August reads: "Reaffirms that the UN Force in Congo will not be party to or in any way intervene in or be used to influence the outcome of any internal conflict, constitutional or otherwise." This paragraph has to be read together with the operative paragraph 3, which reads: "Declares that

the entry of the UN Force into the Province of Katanga is necessary for the full implementation of this resolution.”

2. Guidance for the interpretation of operative paragraph 4 can be found in the attitudes upheld by the Security Council in previous cases where elements of an external nature and elements of an internal nature have been mixed. The stand of the Security Council in those cases has been consistent. It most clearly emerges from the policy maintained in the case of Lebanon which, therefore, will be analysed here in the first instance.

3. In the Lebanese question, as considered by the Security Council in 1958, there was a conflict between constitutional President Mr. Chamoun, and a group of insurgents, among them Mr. Karame, later Prime Minister of the Republic. The Government called for UN assistance, alleging that a rebellion was formented from abroad and supported actively by the introduction of volunteers and arms across the border.

4. Applying the line pursued by the Security Council in the Lebanese case to the interpretation of operative paragraph 4, it follows that the UN Force cannot be used on behalf of the Central Government to subdue or to force the provincial government to a specific line of action.

SAMPLE 6

Memorandum from the Finnish Government on the Convening of a European Security Conference, 5 May 1969 (extracts)

The Government of the Soviet Union approached recently the governments of European countries in the matter of the arrangement of a European security conference and of its preparations. This proposal concerning a special preparatory meeting was extended to the Government of Finland on 8 April 1969.

The Government of Finland has on several occasions stated that Finland considers a well prepared conference on European security problems useful. The Government of Finland considers well-founded the view of the Soviet Union that such a conference should be convened without any preliminary conditions. The participants should have the right to express their views and to make their proposals on European questions...

The Government of Finland is willing to act as the host for the security conference as well as for the preparatory meeting, provided that the governments concerned consider this as appropriate.

SAMPLE 7

Memoranda (Exchanged Between the Two Sides) United Kingdom Memorandum

In connection with the Joint Declaration of the Government of the United Kingdom of Great Britain and Northern Ireland and the Government of the People's Republic of China on the question of Hong Kong to be signed this day, the Government of the United Kingdom declares that, subject to the completion of the necessary amendments to the relevant United Kingdom legislation:

a) All persons who on 30 June 1997 are, by virtue of a connection with Hong Kong, British Dependent Territories Citizens (BDTCs) under the law in force in the United Kingdom will cease to be BDTCs with effect from 1 July 1997, but will be eligible to retain an appropriate status which, without conferring the right of abode in the United Kingdom, will entitle them to continue to use passports issued by the Government of the United Kingdom. This status will be acquired by such persons only if they hold or are included in such a British passport issued before 1 July 1997, except that eligible persons born on or after 1 January 1997 but before 1 July 1997 may obtain or be included in such a passport up to 31 December 1997.

b) No person will acquire BDTC status on or after 1 July 1997 by virtue of a connection with Hong Kong. No person born on or before 1 July 1997 will acquire the status referred to as being appropriate in sub-paragraph (a).

c) United Kingdom consular officials in the Hong Kong Special Administrative Region and elsewhere may renew and replace passports of persons mentioned in sub-paragraph (a) and may also issue them to persons, born before 1 July 1997 of such persons, who had previously been included in the passport of their parent.

d) Those who have obtained or been included in passports issued by the Government of the United Kingdom under sub-paragraphs (a) and (c) will be entitled to receive, upon request, British consular services and protection when in third countries.

Beijing, 19 December 1984.

Chinese Memorandum

The Government of the People's Republic of China has received the memorandum from the Government of the United Kingdom of Great Britain and Northern Ireland dated 19 December 1984.

Under the Nationality Law of the People's Republic of China, all Hong Kong Chinese compatriots, whether they are holders of the 'British Dependent Territories Citizens' Passport' or not, are Chinese nationals.

Taking account of the historical background of Hong Kong and its realities, the competent authorities of the Government of the People's Republic of China will, with effect from 1 July 1997, permit Chinese nationals in Hong Kong who were previously called 'British Dependent Territories Citizens' to use travel documents issued by the Government of the United Kingdom for the purpose of travelling to other states and regions. The above Chinese nationals will not be entitled to British consular protection in the Hong Kong Special Administrative Region and other parts of the People's Republic of China on account of their holding the above-mentioned British travel documents.

Beijing, 19 December 1984.

SAMPLE 8

SECRET DOWNING STREET MEMO (extracts)

SECRET AND STRICTLY PERSONAL - UK EYES ONLY

From: Matthew Rycroft

Date: 23 July 2002

S 195 02

cc: Defence Secretary, Foreign Secretary, Attorney-General, Sir Richard Wilson, John Scarlett, Francis Richards, CDS, C, Jonathan Powell, Sally Morgan, Alastair Campbell

IRAQ: PRIME MINISTER'S MEETING, 23 JULY

Copy addressees and you met the Prime Minister on 23 July to discuss Iraq.

This record is extremely sensitive. No further copies should be made. It should be shown only to those with a genuine need to know its contents.

John Scarlett summarised the intelligence and latest JIC assessment. Saddam's regime was tough and based on extreme fear. The only way to overthrow it was likely to be by massive military action. Saddam was worried and expected an attack, probably by air and land, but he was not convinced that it would be immediate or overwhelming. His regime expected their neighbours to line up with the US. Saddam knew that regular army morale was poor. Real support for Saddam among the public was probably narrowly based.

C reported on his recent talks in Washington. There was a perceptible shift in attitude. Military action was now seen as inevitable. Bush wanted to remove Saddam, through military action, justified by the conjunction of terrorism and WMD. But the intelligence and facts were being fixed around the policy. The NSC had no patience with the UN route, and no enthusiasm for publishing material on the Iraqi regime's record. There was little discussion in Washington of the aftermath after military action.

CDS said that military planners would brief CENTCOM on 1-2 August, Rumsfeld on 3 August and Bush on 4 August.

The two broad US options were:

(a) Generated Start. A slow build-up of 250,000 US troops, a short (72 hour) air campaign, then a move up to Baghdad from the south. Lead time of 90 days (30 days preparation plus 60 days deployment to Kuwait).

(b) Running Start. Use forces already in theatre (3 x 6,000), continuous air campaign, initiated by an Iraqi casus belli. Total lead time of 60 days with the air campaign beginning even earlier. A hazardous option.

The US saw the UK (and Kuwait) as essential, with basing in Diego Garcia and Cyprus critical for either option. Turkey and other Gulf states were also important, but less vital. The three main options for UK involvement were:

- (i) Basing in Diego Garcia and Cyprus, plus three SF squadrons.
- (ii) As above, with maritime and air assets in addition.

(iii) As above, plus a land contribution of up to 40,000, perhaps with a discrete role in Northern Iraq entering from Turkey, tying down two Iraqi divisions.

The Defence Secretary said that the US had already begun "spikes of activity" to put pressure on the regime. No decisions had been taken, but he thought the most likely timing in US minds for military action to begin was January, with the timeline beginning 30 days before the US Congressional elections.

The Foreign Secretary said he would discuss this with Colin Powell this week. It seemed clear that Bush had made up his mind to take military action, even if the timing was not yet decided. But the case was thin. Saddam was not threatening his neighbours, and his WMD capability was less than that of Libya, North Korea or Iran. We should work up a plan for an ultimatum to Saddam to allow back in the UN weapons inspectors. This would also help with the legal justification for the use of force.

The Attorney-General said that the desire for regime change was not a legal base for military action. There were three possible legal bases: self-defence, humanitarian intervention, or UNSC authorisation. The first and second could not be the base in this case. Relying on UNSCR 1205 of three years ago would be difficult. The situation might of course change.

The Prime Minister said that it would make a big difference politically and legally if Saddam refused to allow in the UN inspectors. Regime change and WMD were linked in the sense that it was the regime that was producing the WMD. There were different strategies for dealing with Libya and Iran. If the political context were right, people would support regime change. The two key issues were whether the military plan worked and whether we had the political strategy to give the military plan the space to work.

Conclusions:

(a) We should work on the assumption that the UK would take part in any military action. But we needed a fuller picture of US planning before we could take any firm decisions. CDS should tell the US military that we were considering a range of options.

(b) The Prime Minister would revert on the question of whether funds could be spent in preparation for this operation.

(c) CDS would send the Prime Minister full details of the proposed military campaign and possible UK contributions by the end of the week.

Exercise

TEAM 1: There have been Taliban attacks near to your border with Afghanistan. Your government is worried that authorities in Kabul are not doing enough to protect the frontier. You write a memo to the government in Kabul suggesting ways they can improve border security.

TEAM 2: You are negotiating a trade arrangement with Kazakhstan. In exchange for sending more electricity to that country at a reasonable rate, you would like the government of Kazakhstan to fly fewer of its own flights to Tashkent and grant Uzbek airlines more flights into that country. The deal will last one year and then will be revisited.

TEAM 3: You are negotiating a new counter narcotics plan for the region. You are negotiating with the United States, Russia, and several Central Asian countries, including Afghanistan. The new arrangement calls for more inspections of shipments and vehicles and more information sharing. You suspect that the regime in Kabul is making promises it will not keep, and may not be interested in sharing information. You write a secret memo to the other countries suggesting an alternative proposal.

TEAM 4: You are interested in promoting cultural exchanges between Uzbekistan and India. You propose in a memo that both countries host a new program of cultural activities in each other's capitals. You further suggest that your Ministries collaborate to organize a trade fair.

STATEMENTS

- Informal, and conversational in tone. Often delivered in the form of a speech, and then subsequently distributed to the media.

- A form of public diplomacy.

- Sometimes contained in the body of a press release.

- The format is like a press release, and indicates the date and the place the statement is made.

SAMPLE 1

United States Mission to the OSCE
Statement on Kazakhstan's Refusal to Review the Case of Yevgeniy Zhovtis

As delivered by Chargé d'Affaires Carol Fuller
to the Permanent Council, Vienna
April 29, 2010

The United States was profoundly disappointed to learn on April 26 that the Supreme Court of Kazakhstan declined to review the case of noted human rights defender Yevgeniy Zhovtis.

The United States was dismayed when Mr. Zhovtis was sentenced to four years' imprisonment last September, after a trial marked by procedural anomalies and an apparent lack of due process.

We have repeatedly called upon Kazakhstan to provide a full and impartial review of the trial in Mr. Zhovtis' case, honoring both the letter and the spirit of our shared OSCE commitments. We were repeatedly assured here in Vienna, in Washington, and in Astana that Mr. Zhovtis' case would be handled justly and fairly. The Supreme Court's decision does not reassure us in this regard.

While Mr. Zhovtis' status as a well-known figure does not entitle him to special treatment, neither should it result in what can be perceived as unfair treatment, which some have interpreted as an effort to silence him.

We again call on Kazakhstan to carry out a fair and transparent procedural review of Mr. Zhovtis' case.

Thank you, Mr. Chairman

SAMPLE 2

Statement by Secretary of State Clinton on the August 17th, 2009 explosion in Nazran, Ingushetiya

I am deeply troubled about reports of a suicide bombing today in Nazran, Ingushetiya that has resulted in the tragic loss of at least 20 lives and 138 injured. There can be no justification for such an act of terrorism. This latest attack highlights the concerning increase in violence in the region affecting officials and civilians alike. Our condolences go out to the Government of Russia and the families of victims.

SAMPLE 3

Official Statement by US Ambassador to Kazakhstan on the Opening of a Counter Narcotics Training Center, December 9, 2009

Today we have gathered to open the first classrooms in the newly renovated training center.

Counter-narcotics training is important for all law enforcement agencies in Kazakshtan, but interagency training is especially important.

One of our highest priorities is to strengthen international cooperation in the fight against drug trafficking. The problem affects all countries and can only be fought by joining our efforts. That is why this Center, which is open for Kazakhstan's neighbors as well, is so important.

Drugs are a major threat to both the security and the health of our citizens. The narcotics business not only earns its leaders high profits, but also funds terrorism.

The transit of narcotics also increases the number of drug addicts in the country because a percentage stays in the domestic market.

On behalf of the U.S. Government, I would like to thank those here today for your important work in fighting drugs.

The United States appreciates Kazakhstan's efforts to fight drug trafficking. We've cooperated well together, and we look forward to many more years of cooperation.

SAMPLE 4

Official Statement of President Medvedev upon Invading South Ossetia

August 8, 2008

Moscow

PRESIDENT MEDVEDEV: As you know, Russia has maintained and continues to maintain a presence on Georgian territory on an absolutely lawful basis, carrying out its peacekeeping mission in accordance with the agreements concluded. We have always considered maintaining the peace to be our paramount task. Russia has historically been a guarantor for the security of the peoples of the Caucasus, and this remains true today.

Last night, Georgian troops committed what amounts to an act of aggression against Russian peacekeepers and the civilian population in South Ossetia. What took place is a gross violation of international law and of the mandates that the international community gave Russia as a partner in the peace process.

Georgia's acts have caused loss of life, including among Russian peacekeepers. The situation reached the point where Georgian peacekeepers opened fire on the Russian peacekeepers with whom they are supposed to work together to carry out their mission of maintaining peace in this region. Civilians, women, children and old people, are dying today in South Ossetia, and the majority of them are citizens of the Russian Federation.

In accordance with the Constitution and the federal laws, as President of the Russian Federation it is my duty to protect the lives and dignity of Russian citizens wherever they may be.

It is these circumstances that dictate the steps we will take now. We will not allow the deaths of our fellow citizens to go unpunished. The perpetrators will receive the punishment they deserve.

SAMPLE 5

Chairman Kerry Statement On Afghanistan WASHINGTON, D.C. - Senate Foreign Relations Committee Chairman John Kerry (D-MA) released the following statement today in response to Dr. Abdullah Abdullah's decision to withdraw from the runoff presidential election and the Afghan Election Committee's decision to cancel the runoff and declare President Hamid Karzai the winner of the 2009 presidential contest:

"This is one of many critical moments for Afghanistan. President Hamid Karzai deserves credit for his willingness to engage in the runoff election, and Dr. Abdullah Abdullah deserves credit for showing restraint throughout this difficult period. I applaud Dr. Abdullah for urging his supporters to avoid violence, and for refraining from actions which could tear the country apart rather than help bring it together. With the election concluded, it is an opportunity for the government of President Karzai to demonstrate genuine progress in combating corruption, establishing rule of law, and bringing measurable improvement to peoples' lives."

"It is my hope that all Afghans -- those who supported President Hamid Karzai, those who supported Dr Abdullah, and those who supported other candidates during the election -- will now join together to build a better future for their nation. This is a moment when fundamental change is not only possible, but absolutely essential."

SAMPLE 6

Statement

Venezuela Denounces U.S. Extreme Right Attempting to Destabilize the Planet Caracas

Published: 11/25/2010

The Government of the Bolivarian Republic of Venezuela has continuously warned of the existence of a political plan which seeks to provoke incidents in the Korean Peninsula, specifically in the Yellow Sea, with the aim of leading to a new armed conflict. This constitutes a strategy to perpetuate the imperialist military hegemony in the region.

It is essential for peace-loving countries to denounce the premeditated action coming from far right-wing groups in the U.S. These groups make use of important institutions of the country such as the Pentagon, the Department of State and the CIA in order to generate outbreaks of instability across the planet as part of the need to maintain a well-oiled U.S. industrial and military complex.

The Bolivarian Government therefore exhorts the Democratic People's Republic of Korea, the Republic of Korea and the countries in the region to strengthen their capacity to understand each other in order to preserve peace in the region and to avoid giving in to provocations plotted from other regions of the world that are part of the imperialist necessity to seize power in those areas.

SAMPLE 7

Statement by President Mahmoud Ahmadinejad to congratulate the Pope on the New Year

Iranian President Mahmoud Ahmadinejad congratulated Pope Benedict XVI on Jesus Christ's birth anniversary and the beginning of the new Christian year.

Following the teachings of the divine prophets is, undoubtedly, the only way to reach prosperity, justice, peace and durable friendship in the world, Ahmadinejad said in his message. He also reiterated that eluding the divine religions is the root cause of all moral, social and political disorders as well as the economic meltdown in the world. The Iranian president hoped for continued health and success of the Pope and

happiness and prosperity for all followers of the Jesus Christ and all monotheists in the world

TEAM 1: You represent the government of Canada. A citizen of Nigeria living in your country has been kidnapped. That citizen is Steven Dikko, a former Minister in Nigeria. Your police discover Minister Dikko drugged and unconscious in a large box at the airport. That box was waiting for a plane from Nigeria but is not marked as “diplomatic baggage”. Inside the box, sitting beside the drugged Dikko, is an agent from Mossad. You write a statement condemning the actions of Nigeria.

TEAM 2: You represent the government of Nigeria. Your Ambassador in Ottawa has been summoned by Canada’s Minister of Foreign Relations to explained the kidnapping of a Nigerian citizen living in Canada and to explain why Dikko was found in a box awaiting shipment to Nigeria. You write a statement denying any involvement in this affair.

TEAM 3: You are working at the Tajikistan Embassy in Washington DC. One of your diplomatic colleagues has been sent to a conference in Chicago. While he is on the plane, he attempts to smoke a cigarette in the bathroom. The plane is diverted to Cleveland and American officials take your colleague into custody. The diplomat is questioned and makes a remark about “not trying to light his shoes”. The diplomat is subsequently released and allowed to continue to Chicago. You must write a statement defending your colleague.

TEAM 4: You are a State Department official in Washington DC and have to write a statement clarifying the situation. You may remind the diplomatic corps that immunity doesn’t extend to breaking laws on travelling. Or you may write to say that the incident wasn’t terrorism related.

Exercise 2

TEAM 1: You are a delegation at an international conference on energy in Central Asia, held in Dushanbe. You are making the case that a new pipeline passing through your region will help economic development. While your minister is making a presentation, he is frequently interrupted by the leader of the delegation from Iran, who screams that his is lying. In front of the whole conference, your Minister tells the representative of Iran to “shut up you idiot”. You must write a statement explaining your undiplomatic language.

TEAM 2: You represent Iran. You write a statement condemning the uncivil behavior of your counterpart and defending your allegation that the proposed pipeline is not in the best interest of the region.

TEAM 3: It is World Animal Day. The organization the World Wildlife Federation has put your country on a list of countries that mistreat animals. The MFA thinks this publication is wrong and has insulted the country. You write a statement indicating that these allegations are wrong and inviting the WWF to return to your country to do a better job investigating.

TEAM 4: You are part of a trade delegation to Seoul, South Korea. At that meeting you have concluded deals that will lead to new investments by South Korean companies in Uzbekistan. The value of these investments is \$400 million. You have also helped wine companies from Uzbekistan have access to the Korean market. These companies estimate they will do about \$30 million in business in South Korea in the first year, and more in later years. You write a statement celebrating these achievements.

DIPLOMATIC RANKS

One of the rules in protocol is the observance of the order of precedence at all functions where officials of a government or its representatives are present.

The recognition of the proper rank and precedence of an official is of utmost importance both in written correspondence and in conversation. Failure to do so may be regarded as an insult to the person's position and the country he/she represents. To avoid confusion and ensure that the person receives his due respect, one should take into consideration that ranks, titles and posts in the country of accreditation may vary from those in the sending state.

The list of diplomatic titles and ranks

Ambassador – посол

Ambassador appointed – дипломат высшего ранга, еще не представивший верительные грамоты

Ambassador extraordinary – неаккредитованный представитель главы государства

Ambassador Extraordinary and Plenipotentiary – Чрезвычайный и Полномочный Посол

ambassador-at-large – посол по особым поручениям

ambassador-designate – посол, назначенный, но еще не вступивший в должность

attaché – атташе; низший дипломатический ранг

career diplomat – профессиональный/карьерный дипломат

Chargé d’Affaires – поверенный в делах

chargé d’affaires ad interim – временный поверенный в делах

commercial attaché – торговый атташе

consul – консул

consul general – генеральный консул

counsellor (Am.E.: counselor) – советник

diplomat – дипломат

diplomatic agent – дипломатический представитель

diplomatic corps – дипломатический корпус

doyen – дуайен

emissary – эмиссар

envoy – дипломатический посланник/представитель

envoy – extraordinary чрезвычайный посланник

Envoy Extraordinary and Minister Plenipotentiary – Чрезвычайный посланник и Полномочный министр (посол)

head of a consular mission – глава консульского учреждения

head of a (diplomatic) mission – глава дипломатического представительства

internuncio – посланник Ватикана

legate – папский посол

military/service attaché – военный атташе

minister – 1. министр 2. посланник; советник посольства

minister plenipotentiary – полномочный министр

minister resident – министр-резидент

naval attaché – военно-морской атташе

nuncio – посол Ватикана; нунций

resident/ ordinary ambassador- постоянный посол

technical attaché – технический атташе

vice-consul – вице-консул

Diplomatic titles

Ambassador: a top-ranking diplomat accredited to a foreign government or to the head of state as a resident representative

Ambassador-at-large: a diplomatic agent accredited to no particular country

Ambassador-designate: a diplomatic agent who has been appointed to office, approved by the head of the receiving state, but has not presented his credentials

Ambassador extraordinary: a nonaccredited personal representative of the head of state on a special diplomatic mission

Ambassador Extraordinary and Plenipotentiary: a personal representative of the head of one state accredited to the head of another state, head of the mission (1st class)

Attaché: 1. the lowest ranking official of the diplomatic service, this rank being abolished in many countries and replaced by the “third secretary” 2. a senior diplomatic official attached to a mission for specialized services, e. g.: a military (naval, air or commercial)

Chargé d'affaires: a diplomatic representative inferior in rank to an ambassador or minister who is sent to another country and accredited to the minister of foreign affairs: head of the mission (3rd class)

Chargé d'affaires ad interim: the counsellor or secretary of an embassy or legation who automatically assumes charge of a diplomatic mission in the temporary absence of an ambassador or minister

Consul: an official appointed by a government to reside in a foreign country to look after the interests of citizens of the appointing country

Consul general: a consular officer of the highest rank; senior official at the consulate general

Counsellor: a senior secretary at an embassy who, in the absence of the head of a mission, acts as “Charge d'affaires”

Diplomat: 1. one engaged in diplomacy, esp. accredited to a seat of government in the receiving state; 2. an adroit negotiator, a tactful person

Diplomatic agent: head of the mission or a member of the diplomatic staff of the mission

Diplomatic corps: the collective heads of foreign diplomatic missions and their staffs in the capital of a country

Doyen: a senior official of the diplomatic corps

Internuncio: a papal representative ranking below a nuncio

Legate: an envoy or minister, esp. one officially representing the Pope

Minister-designate: a diplomatic agent who has been appointed to office, approved by the head of government to which he has been accredited, but has not presented his credentials

Vice-consul: a diplomatic officer next in rank to, or qualified to act in place of, a consul

Exercises

Exercise 1.

Give Russian or Uzbek equivalents to the given titles:

Chargé d’Affaires ad interim, Counsellor, First Secretary, Second Secretary, Naval Attaché, Press Attaché, Ambassador Extraordinary and Plenipotentiary, Consul-General, Ambassador-at-large, envoy, head of a consular mission.

Exercise 2.

Give English equivalents:

Чрезвычайный посланник, посланник Ватикана, временный поверенный в делах, дипломатический корпус, военный атташе, дипломатический представитель, дуайен, глава дипломатического представительства, торговый атташе, дипломат высшего ранга, еще не представивший верительные грамоты.

Exercise 3.

Translate the following into English:

«Дипломатический корпус – это совокупность независимых друг от друга дипломатических представителей, общими для которых являются страна пребывания и характер их деятельности. Понятие «дипломатический корпус» часто употребляется в более широком смысле. Тогда в него включают всех работников посольств и миссий, которых страна пребывания признает в качестве дипломатического персонала. В этом случае к дипломатическому корпусу помимо дипломатических сотрудников и проживающих с ними постоянно членов семей относятся торговые представители (советники) и их заместители, военные атташе и их помощники, специальные советники и атташе (по экономическим вопросам, культуре, сельскому хозяйству и т.д.), а также члены их семей».

Exercise 4.

Translate the following into English:

«Особое место в дипломатическом протоколе издавна занимала проблема определения старшинства среди глав дипломатических представительств и дипломатов, что служило причиной возникновения дипломатических конфликтов, порой осложнявших отношения между государствами.

Тенденция к определению старшинства проявилась еще в начале XIX века. На Венском конгрессе 19 марта 1815 г. представители европейских государств приняли регламент, дополненный 21 ноября 1818 г. Аахенским протоколом. Согласно этому регламенту были установлены дипломатические классы, которые соответствовали дипломатическим рангам: класс послов (к ним приравнивались представители ватиканской церкви – легаты и нунции), посланников, полномочных министров (интернунции Ватикана), министров-резидентов, поверенных в делах. Эта регламентация отражала неравенство государств, их деление на большие и малые. Послы представляли монархов, вели переговоры от их имени. Венский регламент, таким образом, отражал господство абсолютизма.

Прошло более столетия, прежде чем удалось сделать следующий шаг в классификации дипломатов. Это произошло 18 апреля 1961 г. также в Вене, где представителями большинства государств мира – членов ООН была согласована Венская конвенция о дипломатических сношениях. С учетом произошедших в мире изменений, конвенция зафиксировала три класса глав дипломатических представительств: класс послов и нунциев, класс посланников и интернунциев (аккредитуются при главах государств), а также класс поверенных в делах (аккредитуются при министрах иностранных дел).

DIPLOMATIC TERMS

Agreement – Official approval by a foreign government of an ambassador or designate.

Aide-memoire – A diplomatic note. An informal summary of a diplomatic interview or conversation that serves merely as an aid to memory. It does not begin with a formula of courtesy, but it must indicate clearly in the first two lines to which ambassador, minister, or mission it is being addressed. Usually left at the foreign office by the ambassador or minister concerned (or representative), or handed to the ambassador or minister concerned (or representative) at the foreign office.

Alternat – The principle of the “alternat” refers to the arrangement of the names of countries that are party to a treaty. Each country retains an original instrument in which its name appears first.

Ambassador

(1) **Ambassador-designate** – A diplomatic agent who has been designated by the head of state as personal representative, and approved by the foreign head of state but who has not presented copies of our credentials to the foreign ministry.

(2) **Appointed Ambassador** – A diplomatic agent who has been designated by the head of state as personal representative, approved by the foreign head of state, and who has presented copies of credentials to the foreign ministry.

(3) **Ambassador Extraordinary and Plenipotentiary** – A diplomatic agent: the personal representative of the head of one state accredited to the head of another state. The ambassador extraordinary designation ordinarily given to a non-accredited personal representative of the head of state.

Asylum – There are two different types of asylum, one is generally known as diplomatic asylum, the other as territorial or political asylum. *Diplomatic asylum* usually refers to asylum in embassies and legations by persons in imminent danger of life or limb a practice that the United States does not generally follow. *Territorial or political asylum* has to do with

persons taking refuge, usually for reasons of persecution, in the territory of another country.

Chancery – A term used to designate the office of an embassy or legation.

Chargé d'Affaires (de missi) – A person accredited by letter to the secretary of state or minister for foreign affairs of one country by the secretary of state or minister for foreign affairs of another country, in place of a duly accredited ambassador or minister. The complete title is seldom used. It is customarily shortened to chargé d'affaires.

Chargé d'Affaires ad interim – Usually the counselor or secretary of the embassy or legation, who automatically assumes charge of a diplomatic mission in the temporary absence of an ambassador or minister. The words "ad interim" should not be omitted from this title, except in a salutation. A chargé d'affaires ad interim who has the personal rank of minister plenipotentiary is addressed the same as other chargé d'affaires ad interim. The ministerial rank is personal and has no connection with the diplomatic status of chargé d'affaires ad interim. Such a personal ministerial title may follow a name but it should come before an official diplomatic title.

Chargé des Affairs – Sometimes used to describe a person who has been placed in custody of the archives and other property of a mission in a country with which formal diplomatic relations are not maintained.

Circular diplomatic notes – Identical notes addressed to "Their Excellencies Messieurs and Mesdames the Chiefs of Mission"

Cold War – Conflict between nations by means of power politics, economic pressures, spy activities, or hostile propaganda but without engagement by arms.

Compromis (sometimes called *Compromis d'arbitrage*) – A formal agreement between two or more countries setting forth the terms of an arbitration between them.

Convention – See Treaty.

Corps Diplomatique – See Diplomatic Corps.

Declaration – See Treaty.

Delegation – A group of persons appointed to an international conference.

Demarche – A formal diplomatic representation of one government's official position, views, or wishes on a given subject to an appropriate official in another government or international organization.

Détente – Relaxing, easing of tension.

Diplomacy – The art and practice of conducting negotiations between nations.

Diplomatic Agent – A person who carries on regular diplomatic relations in the country to which the agent has been appointed; an agent representing a sovereign or state for some special purpose.

Diplomatic Corps – The collective heads of foreign diplomatic missions and their staffs within the capital of a country.

Diplomatic Correspondence – Official correspondence between the agents authorized by a state to conduct its foreign relations either at home or abroad, with similarly authorized representative of foreign governments.

Eloignement – Estrangement; distance; remoteness; dislike.

Envoy – A diplomatic agent. A special envoy is one designated for a particular purpose, such as the conduct of special negotiations and attendance at coronations, inaugurations, and other state ceremonies of special importance. The designation is temporary.

Envoy Extraordinary – A Diplomatic agent.

Envoy Extraordinary and Minister Plenipotentiary – A diplomatic agent accredited to a government.

Exequaturs – Documents that are issued to consuls by the governments to which they are sent, permitting them to carry on their duties.

Extraterritoriality – Special jurisdiction exercised by a nation in other countries under treaty.

Final act – The designation of the formal statement or summary of the proceedings of a conference.

Full powers – A document, issued by a head of state, head of government, or minister of foreign affairs, empowering a diplomatic agent or representative to conduct special business with a foreign government, such as drawing up and signing a treaty.

General Act – See Treaty.

Good offices – Mediatory services by a third party intended to promote agreement or arbitration between two parties.

Identic – Constituting an action or expression in which two or more governments follow precisely the same course or employ an identical form distinguished from joint action or expression.

Immunity – Exemption of foreign diplomatic representatives from local jurisdiction.

International conference – A meeting of delegates from several countries.

Letter of credence – A formal paper from the head of one state to the head of another accrediting an ambassador, minister, or other diplomatic agent as one authorized to act for a government or head of state.

Letter of recall – Formal paper from the head of one state to the head of another recalling ambassador, minister, or diplomatic agent.

Mandate – An order to control a territory under international agreement.

Memorandum (pl., memorandums) – A written statement on any subject, generally routine, from the ministry of foreign affairs to an embassy or legation (not from the Secretary of State or minister for foreign affairs to an ambassador, minister, or chargé d'affaires ad interim).

Minister – A diplomatic representative ranking below an ambassador and usually accredited to states of less importance.

Mission – A general term for a commission, delegation, embassy, or legation.

Modus Vivendi (pl., modi vivendi) – A temporary arrangement between two sovereignties providing for the conduct of certain affairs pending negotiations for a treaty.

National – A comprehensive term indicating a citizen of a state or any other person who owes allegiance to and is entitled to the protection of a state.

Non-paper – A written summary of a demarche or other verbal presentation to a foreign government. The non-paper should be drafted in the third person, and must not be directly attributable to the U.S. Government. The heading or title, if any, is simply a statement of the issue or subject.

Open-door policy – Equality of commercial opportunity for all nations in a country to which the doctrine is applied.

Passport – In international law, an official document issued to an individual by the individual's own government certifying to the individual's citizenship and requesting foreign governments to grant safe and free passage, lawful aid, and protection while under their jurisdiction.

Persona non grata (pl., personae non gratae) – One who is not acceptable.

Power – A synonym for sovereign state.

Precedence – The order of ceremonial or formal preference.

Pro memoria (sing., pl.) – A formal note embodying the written record of a diplomatic discussion. It is usually left at the foreign office by the ambassador or minister concerned (or representative), or is handed to the ambassador or minister concerned (or representative) at the foreign office.

Protocol of deposit – To record formally the deposit of a sufficient number of ratifications to bring a multilateral treaty into force.

Protégé – A native of one country who is, under treaty, protected by another government in whose employ the native may be.

Protocol – A term applied to diplomatic formalities (official ceremonials, precedence, immunities, privileges, courtesies, etc.) (see also Treaty).

Protocol of exchange – Document stating that on a given day the instruments of ratification were exchanged in connection with a bilateral treaty.

Rapprochement – Establishment or state of cordial relations; also, the act of coming or being drawn together.

Ressortissants – The term included U.S. citizens, nationals, and protected persons, the latter being those subjects of the Sultan of Morocco who, under the treaties, were entitled to the protection of the United States.

Treaty, Convention, Agreement, General Act, Declaration, Protocol, Exchange of Notes, Memorandum of Understanding–Compacts between states or governments, varying in form according to their formality and the method of bringing them into force.

Ultimatum – A communication to one government in which another government sets forth a final proposition, condition, or demand the rejection of which will end negotiations and resort to force or other direct action.

Visa – In international law, an endorsement made on a passport by the proper officials of a foreign country, denoting that it has been examined and that the holder may enter the country; also a document issued permitting entry into a country for permanent residence.

Voeu (French) – An official expression by an international conference of a wish or a hope, often in the form of a resolution; a proposal or recommendation made by a country to an international body or conference.

TITLES AND FORMS OF ADDRESS

Courtesy Title Distinctions

1. *The Honorable (Br. E.: Honourable)* title is accorded foreign diplomats and officials of Cabinet or equivalent rank, Chargés d’Affaires of ministerial level, and heads of international organizations, unless the individual is otherwise entitled to *His Excellency*. This title is also used in addressing most high-ranking American officials, in office or retired: congressmen, senators, governors, judges and mayors.

Examples:

The Honorable

(full name)

Chargé d’Affaires ad interim of (country)

The Honorable

(full name)

Director General of the (international organization)

The Honorable is never used by the person who holds the office in issuing or answering invitations or on personal stationary or calling cards.

Correct:

Mr. John Smith

Under Secretary of (department)

requests the pleasure of

Wrong:

The Honorable John Smith
Under Secretary of (department)
requests the pleasure of

The Honorable is written out in full on the line above, or to the left of, the name.

Sometimes on business-type letters, it is abbreviated as *The Hon.* or *Hon.* preceding the name on the same line, but this is not in the best social usage.

The Honorable is not used in speaking to a person or in salutation, although it is sometimes used in platform introductions. It is never used before a surname only, and when appearing in the text of a letter or other communication *The* is not capitalized (e.g., "...speech given by the Honorable John Smith").

2. *His/Her Excellency* applies to a foreign Chief of State (the President of a foreign republic), head of government (a Premier, a Prime Minister), a foreign Cabinet officer, foreign Ambassador, other foreign high official or former foreign high official.

Example:

His Excellency
John Smith
Prime Minister of (country)

A person once entitled to the title *His Excellency* may retain it throughout his lifetime. It is customary to omit such a title when addressing the Prime Minister or a Cabinet officer of a country within the British Commonwealth. A Prime Minister takes the title *The Right Honourable* in addition to and preceding the appropriate title denoting rank of nobility, if any.

3. *Esquire*. This title, when written in full, may be used in addressing a lawyer, the Clerk of the United States Supreme Court, officers of other courts, and male Foreign Service officers below the grade of Career Minister. When *Esquire* is used, the individual's personal title (*Mr.*, *Dr.*, etc.) is omitted: e.g., *John Smith, Esquire*.

4. *Doctor* (medical). This title, when abbreviated, is used before the names of persons who have acquired entitling degrees. It should not be used in combination with the abbreviation indicating such degrees.

Examples:

Dr. John Smith *or* John Smith, M.D. (Doctor of Medicine)

Dr. John Smith *or* John Smith, D.V.M. (Doctor of Veterinary Medicine)

Dr. John Smith *or* John Smith, D.D.S. (Doctor of Dental Surgery)

The general practice is that a doctor is addressed professionally in writing with the initials of his degree following his name. For personal introduction and in conversation, both professionally and socially, the preferred form is *Dr. Smith*.

5. **Academic titles.** There are two types of academic titles; 1) doctor's degree, Doctor of Philosophy (Ph.D.), 2) academic position. If the holder of a doctorate is also a professor, he may be addressed as *Professor* John Smith rather than *Dr. John Smith*.

A President, Chancellor, Dean, Acting Dean, Professor, or Acting Professor with doctoral degree is usually addressed as *Dr.* with his position written on the same line following a comma, or on a line beneath the name. For those without the doctoral degree, the title *Mr.* is used.

To distinguish his position from other holders of a doctorate in the same community who do not have the academic position, the individual is often addressed as *President (or Chancellor) John Smith*. The academic position title is generally used in making introductions: e.g., *Professor John Smith of Riverside College*.

6. **Ecclesiastical titles** A clergyman may be called *Dr.* if he has an academic doctoral degree that is earned (Ph.D.) or honorary (D.D. or LL.D.). He may be addressed as *The Reverend* in writing but his full name should always follow this title and *Reverend* must always be preceded by *The*. It is incorrect to address him as *Reverend Smith* or in writing as *Dear Reverend*. Depending on the sect or denomination he represents and the position he fills, a clergyman may also be addressed as *The Right Reverend* (if a bishop), *Bishop, Cardinal, Father, Pastor, Rabbi or Cantor*.

Abbreviations

Before name

Titles preceding full names in a written address normally are not abbreviated with the exception of *Mr.*, *Mrs.* and *Dr.*

In diplomatic correspondence, excessively long titles (e.g., *Lieutenant Colonel, Brigadier General*) may be abbreviated in the address for the sake of balance and appearance.

The abbreviation *Messrs.* is the plural form of the French word "Monsieur" ("Mister") and is used before a list of men's names: "Messrs. Smith, Brown, and Peterson", and before the names of business partners:

“Messrs. Dombey & Sons”. In circular notes the title “Messieurs” is often used along with the title “Mesdames”, when addressing heads of missions among whom there are women.

After name

Designations of degrees, fellowships, professional occupations and military service branch used after a name are abbreviated. The initials of an individual degree or order are written without spaces between them but with periods; military service designations are written in capital letters without periods- USMC (United States Marine Corps). Reserve officers of all the services add the letter ‘R’ after the branch – USMCR. Scholastic degrees are not used in combination with complimentary titles of address or with a military rank. Academic degrees and religious orders should be used in the following sequence: religious orders, theological degrees, doctoral degrees, honorary degrees. It is a common practice to use not more than three degrees after a name.

Here are some more abbreviations used in correspondence:

Bachelor of Arts – B.A.

Bachelor of Laws – LL.B.

Bachelor of Science – B.Sc.

Captain – Capt.

Colonel – Col.

Director – Dir.

Doctor of Laws – LL.D.

Doctor of Philosophy - Ph.D.

Doctor of Science – D.Sc.

His/Her Excellency – H.E.

His/Her Royal Highness – H.R.H.

Master of Arts – M.A.

Master of Business Administration – MBA

Master of Laws – LL.M.

Member of Parliament – M.P.

Professor – Prof.

Reverend – Rev.

Secretary – Sec.

Vice Chancellor – V.C.

Salutations

Salutations vary according to sex, official rank, status of the addressee, degree of formality desired, and the relationship the person sending the

letter has to the recipient. In recent years there has been an increasing tendency to use less formal salutations in official correspondence.

The title *Mr.* is used before such titles as President, Vice-President, Chairman, Secretary, Ambassador and Minister. If the official is a woman, the title of *Miss* or *Mrs.* (or *Madam*) is substituted for *Mr.* and the surname rather than formal title is used.

Example:

Dear Madam Secretary (*to a woman Cabinet officer*)

Dear Mrs. Smith (*to a woman Member of the House of Representatives*)

but

Dear Senator Smith (*to a woman member of the Senate*)

When it is not known whether the addressee is a man or a woman, the prefix *Mr.* is always used; when it is not known whether a woman is married, *Miss* is used rather than *Mrs.*, although in recent years some agencies use *Ms.* when it is known that a woman prefers that title. *Ms.* is not used, however, in diplomatic or official correspondence.

In official correspondence the titles of top-ranking government officials (e.g., the President, Vice President, Ambassador) are never used with the individual's surname. Instead, the formal salutation *Dear Mr. President, Dear Mr./Madam Ambassador* is used.

The most impersonal openings to officials are *Sir* and *Madam* and may be used for business letters. *Gentlemen* or *Ladies* may be used if a group is being addressed.

Complimentary Close in Correspondence

Correspondence to high officials (e.g., to the President, Chiefs of State, a member of a royal family or nobility) may be closed with *Respectfully* or *Respectfully yours*.

In corresponding with other government officials, diplomats, private citizens, *Sincerely* or *Sincerely yours* is proper. *Very truly yours* is sometimes used in formal communications. In formal correspondence a compliment is usually used: *Accept, Excellency, the assurances of my highest (or high) consideration/ Please accept, Excellency, the assurances of my highest and most distinguished consideration.*

Assignments

1. Suggest the Russian for:

a) Dean, Dear Mr. Jones, Dear Mrs. Jackson, Dear Colleague, Dear Professor, Excellency, Dear Sir, My dear Madam Ambassador, Madam, Sir

b) The Honorable John Smith, Professor John Smith, The Right Honorable, Bishop, The Right Reverend, the Reverend Father

c) - Sincerely Yours,

- Respectfully Yours,

- Please accept, Excellency, the assurances of my highest consideration.

- I avail myself of this opportunity to renew to Your Excellency the assurances of my highest consideration.

2. Suggest the English for:

a) Уважаемый господин Министр, уважаемый Господин Генеральный Секретарь, Ваше Величество, Ваше Высочество, Ваше Превосходительство, Госпожа Секретарь, Госпожа Посол

b) Его преподобие Джон Смит, профессор Лесли Браун, доктор Джейн Доу

c) - Искренне Ваш,

- С уважением,

- Посольство (...) пользуется настоящим случаем, чтобы возобновить Министерству Иностранных Дел уверения в своем высоком уважении.

3. De-abbreviate:

The Reverend John Matthews, SJ, Ph. D., D. D

John Smith, Esq.

John Jones, D. D. S.

Jane Brown, LL. D.

Prof. Jane Jeanne Doe

Thomas Brown, Esq., M. P.

Jane Smith, M. A.

John Smith, LL. M., Jur. Sc. D.

Jane Smith, LL. D., Ph. D.

FORMS OF ADDRESS FOR FOREIGN CHIEFS OF STATE, FOREIGN OFFICIALS AND ROYALTY

Position: President

Envelope: official	His Excellency John Smith President of the Republic of (country)
social	(city, country) His Excellency The President of (country) (and Mrs. Smith)
Wife of President	Mrs. Smith (<i>surname only</i>)
Salutation	Excellency: <i>or</i> Dear Mr. President (and Mrs. Smith):
Complimentary Close	Respectfully, <i>or</i> Respectfully yours
Introductions	The President of the Republic of (country) (and Mrs. Smith) <i>or</i> His Excellency, (full name) the President of the Republic of (country) (and Mrs. Smith)
Conversation	Your Excellency <i>or</i> , Mr. President Mrs. Smith

Position: Prime Minister

Envelope: official	His (Her) Excellency John/ Jane Smith
social	Prime Minister of (country) His (Her) Excellency The Prime Minister of (country) (and Mrs./Mr. Smith)
Salutation	Mr. (Madame) Prime Minister (and Mrs./Mr. Smith): Dear Prime Minister (and Mrs./ Mr. Smith) (the British

	Commonwealth only):
Complimentary Close	Respectfully yours, <i>or</i> Sincerely,
Introductions	His (Her) Excellency John/Jane Smith, the Prime Minister of (country) (and Mrs./ Mr. Smith)
Conversation	Mr. (Madame) Prime Minister <i>or</i> , Sir (Madame) Mrs./Mr. Smith
Notes	When addressing the Prime Minister or a Cabinet officer of the British Commonwealth, it is customary to use the title of <i>The Right Honorable</i>

Position: Cabinet Minister

Envelope: official	His (Her) Excellency John/ Jane Smith
social	Minister of Foreign Affairs of (country) His (Her) Excellency The Minister of Foreign Affairs of (country) (and Mrs./Mr. Smith)
Salutation	Excellency: <i>or</i> Mr. (Madame) Minister (and Mrs./Mr. Smith):
Complimentary Close	Respectfully yours, <i>or</i> Sincerely yours,
Introductions	His (Her) Excellency John/Jane Smith, Minister of Foreign Affairs of (country) (and Mrs./ Mr. Smith)
Conversation	Excellency <i>or</i> Mr. (Madame) Minister Mrs./Mr. Smith

Notes	For a British Cabinet Officer	<i>The Right Honorable</i> John Smith, K.T., M.P. Secretary of State for Foreign & Commonwealth Affairs Dear Mr. Secretary of State: <i>or</i> Dear Sir John: <i>or</i> Dear Mr. Secretary: The Right Honorable Sir John and Lady Smith
Salutation	official social	

Position: King

Envelope:	His Majesty (full name) King of (country) Their Majesties, The King and Queen of (country) Her Majesty (full name) Queen of (country)
To the Queen alone	
Salutation	Your Majesty: Your Majesties:
Complimentary Close	Respectfully, <i>or</i> Respectfully yours,
Introductions	His Majesty (full name), King of (country) Their Imperial Majesties, The King and Queen of (country) Her Majesty (full name), Queen of (country)
The Queen alone	
Conversation	Your Majesty <i>or, in prolonged conversation:</i> Sir Your Majesty <i>or, in prolonged conversation:</i> Ma'am

Position: The Queen (Great Britain)

Envelope:	Her Majesty Queen Elizabeth II London Her Majesty Queen Elizabeth II and His Royal Highness The Prince Philip, Duke of Edinburgh His Royal Highness The Prince Philip, Duke of Edinburgh
To the Prince Consort	

Salutation	Your Majesty: <i>or</i> Madam:
To the Prince Consort	Your Majesties: Sir: (<i>formal</i>) <i>or</i> Dear Duke: (<i>informal</i>)
Complimentary Close	Respectfully, <i>or</i> Respectfully yours,
Introductions	Her Majesty, The Queen Her Majesty, Queen Elizabeth II and His Royal Highness The Prince Philip, Duke of Edinburgh His Royal Highness The Prince Philip, Duke of Edinburgh
The Prince Consort	
Conversation	Your Majesty <i>or, in prolonged conversation:</i> Ma'am Your Royal Highness <i>or, in prolonged conversation:</i> Sir

Position: The Prince of Wales

Envelope:	His Royal Highness Prince Charles, K.G. The Prince of Wales (<i>address</i>)
Salutation	Your Royal Highness: <i>or</i> Dear Prince Charles:
Complimentary Close	Yours sincerely,
Introductions	His Royal Highness The Prince of Wales
Conversation	Your Royal Highness <i>or, in prolonged conversation:</i> Sir

*Note: K.G. stands for **Knight Companion of the Order of the Garter***

Position: Sultan

Envelope:	His Highness (full name) Sultan of (country) <i>Note: in Malaya, the Sultan bears the title His Majesty. If the Sultan's wife is a member of a royal family and bears the title Princess, it is appropriate to substitute it for Sultana.</i> Their Highnesses, The Sultan and
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To the Sultana alone	Sultana of (country) Her Highness (full name) Sultana of (country)
Salutation	Your Highness: Your Highnesses:
Complimentary Close	Respectfully, <i>or</i> Respectfully yours,
Introductions	His Highness The Sultan of (country) <i>or</i> His Highness (full name), Sultan of (country) Their Highnesses, The Sultan and Sultana of (country)
The Sultana alone	Her Highness The Sultana of (country) <i>or</i> Her Highness (full name), Sultana of (country)
Conversation	Your Highness Your Highness

Assignments

1. Give Russian equivalents:

Your Excellency, Your Highness, Your Royal Highness, Your Majesty, Respectfully yours, Mr. (Madame) Minister, The Right Honorable, His (Her) Excellency The Minister of Foreign Affairs of (country), Dear Mr. Secretary

2. Translate the following into Russian:

Queens and kings are addressed as "Your Majesty". Queen Elizabeth II is introduced as "Her Majesty the Queen" (**not** "Queen of England", as she is the "Queen of the United Kingdom" and a long array of additional titles).

Princes and princesses are referred to "Your Royal Highness." Prince Charles is introduced as "His Royal Highness the Prince of Wales." Any child or **male line** grandchild of a monarch is considered a prince or princess. The spouse of a prince is also a princess, although she is not always "Princess" Her First Name. The spouse of a princess is not always a prince. Great-grandchildren in the male line of the monarch are not considered princes or princesses. The courtesy titles Lord or Lady should be used for these personages, addressing them as, for example, "Lady Jane"

and introducing them as "Lady Jane Windsor" (unless they have a different title of their own).

Dukes and Duchesses are called "Your Grace" or "Duke/Duchess." The duke should be introduced to someone else as "His Grace the Duke of Norfolk," the duchess as "Her Grace the Duchess of Norfolk".

Baronets and knights, if male, are addressed as "Sir Ralph" (if his name is Ralph Sweet) and his wife is "Lady Sweet". A person holding this title should be introduced as "Sir Ralph Sweet," and his wife as "Lady Sweet." The abbreviation for Baronet (Bart. or Bt.) follows his name in a written address.

Dames (the equivalent of knighthood for women - there is no female equivalent of baronetcy) are "Dame Gertrude" in conversation, and you would introduce her as "Dame Gertrude Mellon."

Other forms of nobility (including Marquess/Marchioness, Earl/Countess, Viscount/Viscountess, Baron/Baroness) are generally addressed as, "Lord or Lady Towlebridge" (for the Earl of Towlebridge), and introduced with their appropriate title, such as "Viscount Sweet" or "Baroness Rivendell".

3. Translate the following into Russian:

The order of precedence in British royalty and aristocracy is as follows, from highest to lowest:

King/Queen

Prince/Princess

Duke/Duchess

Marquess/Marchioness

Earl/Countess

Viscount/Viscountess

Baron/Baroness

Baronet

Knight/Dame

Exercise 4.

Translate the following into English:

«Наиболее распространенная формула обращения в посланиях главам правительств или государств: «Уважаемый г-н Президент»,
«Уважаемый г-н Премьер-Министр».

В посланиях, как правило, применяются две разновидности заключительного комплимента: или «с уважением», или «с искренним уважением», в зависимости от содержания и тона послания.

Как и послание, личная нота также начинается с обращения. Употребление обращения зависит от того, кому адресуется нота и от местной практики. Если личная нота направляется министру, то обращение пишется так: «Господин Министр» или «Уважаемый г-н Министр». По аналогии применяются и обращения к другим официальным лицам: «Господин Посол» или «Уважаемый г-н Посол» и т.д. Раньше сразу же после обращения, в большинстве случаев, в личных нотах следовал текст, начинающийся словами «имею честь».

В настоящее время слова «имею честь» в личных нотах применяются все реже. Личная нота заканчивается обычно комплиментом, наиболее распространенная формула которого «с уважением» или «с искренним уважением».

(Ан. Ковалев Азбука дипломатии).

FORMS OF ADDRESS FOR OFFICIALS OF INTERNATIONAL ORGANIZATIONS AND MEMBERS OF DIPLOMATIC MISSIONS

The Secretary General of the United Nations is addressed as The Honorable unless otherwise entitled to His Excellency. The spoken form is Mr. Secretary General, Excellency (if appropriate) or Sir or Mr. Smith. Foreign Representatives to the United Nations with ambassadorial rank are addressed as Excellency or Mr. (Madam) Ambassador both orally and in salutation of a letter. First, Second and Third Secretaries of a mission are addressed as Mr. Smith (by whatever the family name may be).

Position: Secretary General of the United Nations

Envelope: official social	His Excellency John Smith Secretary General of the United Nations His Excellency The Secretary General of the United Nations (and Mrs. Smith)
Salutation	Dear Mr. Secretary General (and Mrs. Smith):

	<i>or</i> Dear Mr. (Dr.) (and Mrs.) Smith: <i>or</i> Excellency:
Complimentary Close	Sincerely,
Introductions	The Secretary General of the United Nations, Mr. (Dr.) Smith (and Mrs. Smith) <i>Or</i> His Excellency John Smith, Secretary General of the United Nations (and Mrs. Smith)
Conversation	Excellency <i>or</i> Mr. Secretary General <i>or</i> Mr. (Dr.) Smith Mrs. Smith
Notes	<i>Secretary-General</i> is another form used in writing

Position: Permanent Representative to the UN (with personal rank of Ambassador)

Note: If the Representative is also a Chief of Mission, the usage is *(The) Ambassador of (country)*

Envelope: official	His Excellency (Dr.) (General) John Smith Permanent Representative of (country) to the United Nations <i>or</i> The (country) Representative to the United Nations His Excellency (Dr.) (General) John Smith (and Mrs. Smith)
social	
Salutation	Dear Mr. Ambassador (and Mrs. Smith): <i>or</i> Excellency:
Complimentary Close	Sincerely, <i>or</i> Accept, Excellency, the assurances of my highest consideration (<i>used in official correspondence</i>)
Introductions	The Permanent Representative of (country) to the United Nations,

Introductions	His Excellency John Smith, Ambassador of (full name of country) (and Mrs. Smith) <i>or</i> Ambassador Smith (and Mrs. Smith)
Conversation	Your Excellency <i>or</i> Mr. Ambassador Mrs. Smith

**Position: President, International Monetary Fund
(International Bank for Reconstruction and Development)**

Envelope: official	The Honorable John Smith President, (name of bank)
social	The Honorable John Smith (and Mrs. Smith)
Salutation	Dear Mr. (and Mrs.) Smith:
Complimentary Close	Sincerely,
Introductions	The President of (name of bank), Mr. Smith (and Mrs. Smith) <i>or</i> Mr. Smith (and Mrs. Smith)
Conversation	Mr. Smith Mrs. Smith

Exercise 1.

Give English equivalents:

Постоянный Представитель (страна) при ООН, Уважаемый господин Министр, Уважаемый господин Генеральный Секретарь, Ваше Превосходительство, Уважаемый господин Браун, Госпожа Секретарь, Госпожа Посол

Exercise 2.

Suggest the Russian for:

a) Dear Mr. Ambassador, Your Excellency, His Excellency John Smith, Ambassador of (full name of country), Mr. Minister

b) The Secretary of State presents his compliments to Their Excellencies, Messieurs and Mesdames the Chiefs of Mission in (city) and has the honour to inform...

The Secretary-General of the United Nations presents his compliments to the Permanent Representative of (name of country) to the United Nations and has the honour to inform...

The Secretariat of the United Nations presents its compliments to the Permanent Representatives (and Permanent Observers) to the United Nations and has the honour to inform...

Exercise 3.

Translate the following into English:

Образец частного письма:

Москва, _____ февраля 20____года

Уважаемый господин Посол,

Возвращаясь к нашей вчерашней приятной беседе, я хочу еще раз поблагодарить Вас за любезное приглашение на концерт солистов оперного театра Вашей страны.

Моя жена и я получили большое удовольствие от музыки знаменитых классиков, а исполнительское мастерство артистов было выше всяких похвал.

Проведенный в Вашем доме вечер надолго останется у нас в памяти.

Примите, господин Посол, уверения в моем глубоком к Вам уважении.

(подпись)

Exercise 4.

Translate the following into Russian:

"The spirit of formality among diplomatic representatives usually means not addressing others by their first names as quickly as it is done in the United States. One should rely on courtesy titles until invited to do otherwise. Ambassadors, for instance, are addressed as Mr./Madam Ambassador or Ambassador Smith. Only by special invitation or long friendship should one address an ambassador by first name and then only when not in the public eye".

Exercise 5.

Translate the following into English:

"Наиболее важные функции протокола ООН – оформление приема новых стран в члены ООН; поднятие государственных флагов; встреча высокопоставленных гостей; организация вручения

полномочий новыми постоянными представителями; размещение делегаций стран в зале заседаний Генеральной Ассамблеи.

Программа визита главы государства, правительства, министра иностранных дел после соответствующего согласования с руководителем миссии представляется на утверждение Генерального секретаря ООН.

Главу государства, правительства в аэропорту у трапа встречает от имени Генерального секретаря ООН начальник протокольной службы. При встрече присутствуют представитель страны гостя в ООН и представитель протокола Государственного департамента США”.

(Борунков А.Ф. Дипломатический протокол в России).

FORMS OF ADDRESS FOR PRIVATE CITIZENS

Position: President, Chancellor (university or college)

<p>Envelope: official</p> <p>social</p>	<p>Dr. (Mrs., Miss, Ms.) Jane Smith President (or Chancellor) (name of university or college) <i>(Note: the initials of professional degree(s) are frequently placed after the name instead of the title Dr. when listed in a college publication, e.g.: Jane Smith, LL.D., Ph.D, President, (name of university))</i></p> <p>President (or Chancellor) Jane Smith (and Mr. Smith) or Mr. and Mrs. John Smith</p>
Salutation	<p>Dear Mrs. (Miss, Ms.) Smith:</p> <p>Dear Mr. and Mrs. Smith:</p>
Complimentary Close	Sincerely,
Introductions	<p>Dr. Jane Smith, President (or Chancellor) of (name of university or college) (and Mr. Smith)</p> <p>or</p> <p>Dr. (Mrs., Miss, Ms.) Smith (and Mr. Smith)</p>

Conversation	President (<i>or</i> Chancellor) Smith <i>or</i> Dr. (Mrs., Miss, Ms.) Smith Mr. Smith
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Position: Dean (university or college)

Envelope: official	Dr. (Mr.) John Smith Dean, (name of department or school) (name of university or college) <i>(Note: the initials of professional degree(s) are frequently placed after the name instead of the title Dr. when listed in a college publication, e.g.: John Smith, LL.M., Jur.Sc.D.)</i>
social	Dean (and Mrs.) John Smith <i>or</i> Dr. (Mr.) (and Mrs.) John Smith
Salutation	Dear Dean (and Mrs.) Smith: <i>or</i> Dear Dr. (Mr.) (and Mrs.) Smith:
Complimentary Close	Sincerely,
Introductions	Dr. (Mr.) John Smith, Dean of (name of department or school) (name of university or college) (and Mr. Smith) <i>or</i> Dean Smith (and Mrs. Smith)
Conversation	Dean Smith <i>or</i> Dr. (Mr.) Smith Mrs. Smith

Position: Professor, Associate Professor (university or college)

Envelope: official	Dr. Jane Smith (<i>with</i> doctoral degree) <i>or</i> Professor Jane Smith (<i>without</i> doctoral degree) (name of department or school) (name of university or college) <i>(Note: the initials of professional degree(s) are frequently placed after the name instead of the title Dr. when listed in a college publication, e.g.: Jane Smith, Ph.D..)</i>
social	

	Dr. Jane Smith (and Mr. Smith) <i>or</i> Mr. and Mrs. John Smith
Salutation	Dear Dr. (Professor) Smith: Dear Mr. and Mrs. Smith:
Complimentary Close	Sincerely,
Introductions	Dr. (Professor) Smith of (name of university or college) (and Mr. Smith) <i>or</i> Dr. (Professor) Smith (and Mr. Smith)
Conversation	Dr. Smith <i>or</i> Professor Smith (<i>within the university</i>) Mr. Smith

Position: Doctor (medicine – M.D., dental surgery – D.D.S., veterinary medicine – D.V.M.)

Envelope: official social	John Smith, M.D. (<i>or</i> D.D.S. <i>or</i> D.V.M.) Dr. (and Mrs.) John Smith
Salutation	Dear Dr. (and Mrs.) Smith:
Complimentary Close	Sincerely,
Introductions	Dr. Smith (and Mr. Smith)
Conversation	Dr. Smith <i>or</i> Doctor Mrs. Smith

Position: Lawyer

Envelope: official social	Mrs. (Miss, Ms.) Jane Smith, Attorney at Law Mrs. (Miss, Ms.) Jane Smith <i>or</i> Mr. and Mrs. Smith
Salutation	Dear Mrs. (Miss, Ms.) Smith: Dear Mr. and Mrs. Smith:
Complimentary Close	Sincerely,
Introductions	Mrs. Smith (and Mr. Smith)
Conversation	Mrs. (Miss, Ms.) Smith Mr. Smith

Position: Man

Envelope: official social	Mr. John Smith Mr. (and Mrs.) John Smith
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Salutation	Dear Mr. (and Mrs.) Smith:
Complimentary Close	Sincerely,
Introductions	Mr. Smith (and Mrs. Smith)
Conversation	Mr. Smith Mrs. Smith

Position: Single Woman

Envelope: official	Miss Jane Smith
social	Miss Jane Smith
Salutation	Dear Miss Smith:
Complimentary Close	Sincerely,
Introductions	Miss Smith
Conversation	Miss Smith
Notes	Ms. is not routinely used. Most government departments use this title only when a person indicates it is her preference or when her marital status is unknown.

Position: Married Woman

Envelope: official	Mrs. John Smith
social	Mrs. John Smith <i>or</i> Mr. and Mrs. John Smith
Salutation	Dear Mrs. Smith: Dear Mr. and Mrs. Smith:
Complimentary Close	Sincerely,
Introductions	Mrs. Smith (and Mr. Smith)
Conversation	Mrs. Smith Mr. Smith

Position: Divorcee

Envelope: official	Mrs. Smith Doe
social	Mrs. Smith Doe
Salutation	Dear Mrs. (Miss) Smith:
Complimentary Close	Sincerely,
Introductions	Mrs. (Miss) Smith
Conversation	Mrs. (Miss) Smith
Notes	A divorcee uses her maiden family name followed by the surname of her former husband. If

	<p>her maiden name has been restored, she is addressed as: <i>Mrs. Jane Smith</i>. If her marriage has been annulled, she is addressed as: <i>Miss Jane Smith</i>.</p> <p>Ms. is not routinely used. Most government departments use this title only when a person indicates it is her preference or when her marital status is unknown.</p>
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Position: Widow

Envelope: official	Mrs. John Smith
social	Mrs. John Smith
Salutation	Dear Mrs. Smith:
Complimentary Close	Sincerely,
Introductions	Mrs. Smith
Conversation	Mrs. Smith

Exercise 1.

Translate the following into Russian:

"The purpose of making introductions is to exchange names between people so that a conversation may follow. For a formal occasion, the traditional "Mrs. Smith, may I present Mr. Jackson?" is used internationally. For less formal occasions simply stating the two names, "Mrs. Smith, Mr. Jackson", is acceptable.

When making introductions, honor is recognized by the name spoken first. Courtesy gives honor to those who are older, higher in rank, titled, have a professional status, or are female. To make the introductions more pleasant, it is appropriate to tell each individual a bit of information about the other. This encourages the conversation to continue".

Exercise 2. Render the following into English:

«До недавнего времени мы нередко воспринимали окружающий мир в примитивном двухмерном измерении. Одна часть человечества рассматривалась как «товарищи», другая – как «господа». Но вот и среди нас появилось обращение «господа». В наш лексикон входят слова «Ваше преосвященство», «Ваше святейшество», «Ваше величество» и другие забытые обращения, которые звучат с

телеэкрана, употребляются при официальных встречах, в частных беседах.

Но, естественно, особенное значение приобретает обращение к другому человеку, когда кто-то из нас оказывается за рубежом. Ведь тут можно легко допустить ошибку. Сложности иногда возникают в силу языковых несоответствий. Некоторые принятые за границей формы обращений звучат с точки зрения русского языка слишком вычурно, что приводит к различным казусам.

Вообще же, вступая в контакт с иностранцем, надежнее всего обращаться к нему по фамилии, например, «господин Вильсон». Нельзя допускать фамильярности, и если находящиеся рядом два американца называют друг друга «Боб», «Пит», это не значит, что и вам следует поступать также.

При обращении к официальным лицам, имеющим государственный статус или воинское, дипломатическое, религиозное звание, как правило, обходятся без упоминания имени. Говорят: «господин президент», «господин премьер-министр», «господин генерал» (не называя полного чина, скажем, «генерал-майор», «генерал-лейтенант» и т.д.) Если перед вами научный деятель, то уместно сказать просто «доктор Ватсон», «профессор Келлер». Этикет предусматривает и такую примечательную деталь: обращаясь к официальному лицу, обычно его немного «повышают» в должности. Так, заместителя министра именуют «господин министр», подполковника – «господин полковник», посланника – «господин посол».

К женщине предпочтительно обращаться по фамилии мужа: «госпожа Харт». В труднопроизносимых и сложных именах можно обойтись и без этого, употребив международную форму «мадам».

Следует быть особенно внимательным при обращении к мужчинам и женщинам в странах, где сохраняются дворянские титулы, обязательные при разговоре с тем или иным лицом».

(А.Ф. Борунков. Дипломатический протокол в России)

THE UNIVERSITY OF WORLD ECONOMY AND DIPLOMACY

DIPLOMATIC CORRESPONDENCE

(for the students of International Relations faculty)

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Format 84x108 1/32 Volume 5,5 e.p.
Circulation 50

Printed in UWED
Mustaqillik avenue, Tashkent, Republic of Uzbekistan.