

Protocol Rules of the Principality of Liechtenstein

**Approved by the Government of the Principality of Liechtenstein
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1.	GENERAL PROVISIONS	- 3 -
2.	THE DIPLOMATIC CORPS	- 3 -
3.	THE CONSULAR CORPS.....	- 5 -
4.	VISITS TO LIECHTENSTEIN.....	- 6 -
5.	VISITS ABROAD	- 7 -
6.	VARIOUS EVENTS AND RESPONSIBILITIES.....	- 8 -
7.	THE PRINCELY HOUSE	- 8 -
8.	PARLIAMENT.....	- 10 -
9.	NATIONAL FLAG AND ANTHEM.....	- 10 -
10.	MOURNING PROTOCOL	- 11 -
11.	PRECEDENCE	- 12 -

1. General provisions

1.1 Competence and organisational affiliation

The Protocol Office of the Government (hereinafter referred to as “Protocol”) shall be the proper authority for protocolary and ceremonial questions in the Principality of Liechtenstein. It shall be organisationally assigned to the Ministry for General Government Affairs and Finance.

1.2 Responsibilities

Protocol shall be responsible for the organisation and execution of the Government’s protocolary events. Depending on the event, it shall also have a leading or advisory role concerning protocolary events of the Princely House, Parliament and the highest courts.

2. The diplomatic corps

2.1 Agrément for a new head of mission

2.1.1 The request for agrément for a new head of mission must be submitted by the sending State through Verbal Note to the Office for Foreign Affairs in Vaduz. The Verbal Note shall include a curriculum vitae of the person proposed.

2.1.2 The procedure shall remain confidential until agrément has been given by the Reigning Prince or his Representative and the Government. The sending State shall be informed by the Office for Foreign Affairs through Verbal Note.

2.1.3 Once agrément has been given by H.S.H. the Reigning Prince or his Representative and the Government, the head of mission may take up his/her duties even if he/she has not yet presented his/her credentials. The following two official functions for the diplomatic corps shall be excepted: the New Year's Reception and the National Day Celebration. Until the presentation of his/her credentials, the head of mission must use the title “designated Ambassador”.

2.1.4 The media shall not be informed about the granting of agrément.

2.2 Presentation of credentials

2.2.1 After agrément has been given, Protocol shall contact the respective mission in order to arrange a date for the presentation of credentials.

2.2.2 The Chief of Protocol shall in a letter provide the detailed sequence and ceremonial to the head of mission.

2.2.3 The sequence and ceremonial for the presentation of credentials shall be as follows:

- The head of mission arrives at the convened time at a hotel in Vaduz.
- At the hotel, he/she is received by a representative of the Protocol Office who accompanies him/her during the whole procedure.
- Drive from the hotel to the Government Building. A Government limousine with the sending State's pennants is provided, together with the escort by the Liechtenstein Police.
- Courtesy visit of 20 minutes to the Minister of Foreign Affairs, attended also by the Director of the Office for Foreign Affairs or his/her deputy.
- Presentation of a true copy of the credentials as well as the letter of recall to the Minister of Foreign Affairs.
- Continuation by limousine to Vaduz Castle.
- H.S.H. the Reigning Prince or his Representative receives the head of mission in the library.
- The representative of the Protocol Office introduces the head of mission to H.S.H. the Reigning Prince or his Representative. Presentation of credentials and the letter of recall. No formal speeches take place.
- An official photograph is taken.
- H.S.H. the Reigning Prince or his Representative and the head of mission meet for a private conversation.
- After 20 minutes, the head of mission leaves Vaduz Castle accompanied by the representative of the Protocol Office. Return journey to the hotel.

2.2.4 The language regime shall be German, English or French. For all other languages, the head of mission is requested to bring an interpreter and to inform Protocol in advance thereof.

2.2.5 Dress code: dark suit/short dress, national dress or uniform.

2.2.6 The media shall be informed about the presentation of credentials by means of a press release.

2.3 Residence, identity documents, absences, departure

2.3.1 According to the present model, all diplomatic representatives from other States are not resident in Liechtenstein, irrespective of whether Liechtenstein has itself appointed a resident ambassador.

- 2.3.2 The Government of the Principality of Liechtenstein shall upon request issue the necessary identity documents for the head of mission and the diplomatic staff members that have been notified to the Ministry for Foreign Affairs.
- 2.3.3 In case of temporary absence of the head of mission, he/she shall inform Protocol through Verbal Note and at the same time transmit the name of the chargé d'affaires ad interim.
- 2.3.4 Parting visits to H.S.H. the Reigning Prince or his Representative and to Members of the Government are not mandatory. Heads of mission wishing to pay a parting visit to a Member of the Government or other official shall approach Protocol for that purpose.

2.4 Yearly official functions for the diplomatic corps

- 2.4.1 At the beginning of the year, usually on the second Thursday in January, H.S.H. the Reigning Prince or his Representative extends an invitation to the New Year's Reception at Vaduz Castle.
- 2.4.2 During spring, normally in May or June, the Government extends an invitation to an information event regarding current issues in Liechtenstein politics.
- 2.4.3 On August 15th, H.S.H. the Reigning Prince or his Representative and the Government extend an invitation to the National Day Celebration. The Minister of Foreign Affairs hosts a lunch for the accredited ambassadors.

3. The consular corps

3.1 Admission of new consuls

- 3.1.1 The sending State transmits the letter of appointment or the equivalent document together with a curriculum vitae through the diplomatic or other appropriate channel to the Office for Foreign Affairs in Vaduz.
- 3.1.2 The procedure shall remain confidential until admission has been granted by the Reigning Prince or his Representative and the Government. The Office for Foreign Affairs shall inform the sending State accordingly by Verbal Note.
- 3.1.3 The media shall not be informed about the admission.

3.2 Exequatur

- 3.2.1 After admission, Protocol shall contact the consul in order to arrange for a date to hand over the exequatur.
- 3.2.2 The Chief of Protocol shall in a letter confirm the day, time and sequence to the consul.

3.2.3 The sequence for the handing over of exequatur shall be the following:

- The consul receives the exequatur together with an information package from the Director of the Office for Foreign Affairs or his/her deputy. The meeting lasts 20 minutes.
- Courtesy visit of 20 minutes by the consul to the Chief of Protocol.

3.3 Identity documents, CC sign, departure

3.3.1 The Government of the Principality of Liechtenstein shall upon request issue the necessary identity documents for the following categories of consular officers: career consular officers (head of consular post), honorary consuls (head of post as well as head of vice-consulates with seat in Liechtenstein).

3.3.2 Honorary consuls resident in Liechtenstein may during the time of their active service as consul use a CC sign on their vehicle. This vehicle must be registered under their name.

3.3.3 Parting visits are not mandatory. If the head of a consular post wishes to pay a parting visit to Liechtenstein officials, he/she must inform Protocol accordingly.

4. Visits to Liechtenstein

4.1 State visit

4.1.1 A State visit of a head of State shall take place upon invitation by H.S.H. the Reigning Prince or his Representative.

4.1.2 The duration of the visit shall be mutually agreed and may last between one and three days. The guest shall be lodged either at Vaduz Castle or at a nearby hotel.

4.1.3 The programme shall comprise conversations between the heads of State and an official lunch or dinner in honour of the guest, taking place at Vaduz Castle. A meeting with the Government, further high dignitaries and an excursion programme shall round off the visit.

4.1.4 The national anthems shall be played upon arrival and departure, subject to justified exemptions.

4.2 Official visit by a head of State

4.2.1 The duration of the visit, which shall take place upon invitation by H.S.H. the Reigning Prince or his Representative, shall be mutually agreed and last one or at most two days.

4.2.2 Conversations with H.S.H. the Reigning Prince or his Representative and with representatives of the Government shall take place, supplemented by excursions, should time allow.

4.2.3 The guest shall be lodged either at Vaduz Castle or at a nearby hotel. An official lunch or dinner in honour of the guest shall be hosted in Vaduz Castle.

4.2.4 The national anthems shall not be played or only at the welcoming.

4.3 Official visit by a member of government or a high representative of an international organisation (president or secretary general)

4.3.1 The duration of the visit shall be mutually agreed. The visit shall normally last one to two days and shall take place upon invitation by the competent Minister. The dates for visits of foreign government members shall whenever possible be agreed in advance with the Prime Minister or the Government, as appropriate.

4.3.2 As a rule, there shall be a working meeting and a press conference. If time allows, excursions shall be scheduled. The participation of further Ministers in the working meeting or the programme shall be decided jointly by the Government on a case-by-case basis.

4.3.3 Courtesy visits to H.S.H. the Reigning Prince or his Representative as well as to the Prime Minister – should the latter not be the inviting Minister – shall be arranged. Courtesy visits to other Ministers shall be decided jointly by the Government on a case-by-case basis.

4.3.4 If there is only one official meal, the inviting Minister shall host it. If an official lunch and dinner are possible, one of them may, in the case of a visiting prime minister or minister of foreign affairs, be hosted at Vaduz Castle.

4.4 Other visits

4.4.1 For other visits such as courtesy visits and private visits, the protocolary framework shall be reduced to what is strictly necessary.

5. Visits abroad

5.1 State visits

State visits shall be undertaken by H.S.H. the Reigning Prince or his Representative. Protocol may be involved on a case-by-case basis in consultation with H.S.H. the Reigning Prince or his Representative.

5.2 Visits by Ministers abroad

5.2.1 Upon request, Protocol shall support Ministers in their preparation of visits abroad.

- 5.2.2 Upon request, Protocol shall accompany Ministers on their visits abroad.
- 5.2.3 In the case of colliding schedules, Protocol shall give priority to visits of foreign guests to Liechtenstein.

6. Various events and responsibilities

6.1 International conferences

Protocol shall be responsible for the preparation as well as the organisation and protocolary implementation of international conferences with participation of ministers from abroad or a president or secretary general of an international organisation.

6.2 Swearing-in ceremonies

Protocol shall be responsible for organising and carrying out the swearing-in ceremony of the following: Parliament, the Government, mayors and judges.

6.3 Reunion of former Ministers

Protocol shall organise the yearly joint dinner of the current and former Ministers.

6.4 The Young Citizens Celebration

Protocol shall organise the yearly Young Citizens Celebration given by the Government. All citizens resident in Liechtenstein who attain the age of majority (18 years) shall be invited to participate. Prior to the start of this celebration by the Government, H.S.H. the Reigning Prince or his Representative hosts a reception at Vaduz Castle for the young citizens.

6.5 Letters of congratulations or condolences, Christmas and New Year's greetings

- 6.5.1 Protocol shall prepare letters of congratulations or condolences on behalf of the Prime Minister and the Minister of Foreign Affairs.
- 6.5.2 Christmas and New Year's greetings shall normally be prepared and sent by the competent Ministries. Exception: Protocol shall process and answer greeting cards arriving through the diplomatic channel with the respective covering notes.

7. The Princely House

7.1 Responsibilities

The Princely House does not maintain its own protocol service. For official visits and functions, the Protocol Office of the Government shall be the responsible service.

7.2 Functions

Besides official visits, further functions are the New Year's Reception, the National Day Celebration, births, baptisms, weddings, birthdays, name days as well as funerals.

7.3 Titles, Orders, Decorations

H.S.H. the Reigning Prince or his Representative, pursuant to his prerogatives as Head of State, may bestow titles, orders and decorations. They are bestowed upon persons who in a special manner have distinguished themselves in furthering the well-being of the Princely House or of the country of Liechtenstein.

7.3.1 Decorations are worn at festivities (official or private).

7.3.2 The full decoration is only worn with tail coat or gala uniform.

7.3.3 The clasp or miniature decoration is worn with dark suit or cutaway.

7.3.4 No decoration is worn with black tie except clasp decoration.

7.3.5 Up to three decorations are worn. The order follows the hierarchy/degree of the orders. The highest order is closest to the centre of the chest. In the case of orders of equal rank, the occasion is decisive.

7.4 Forms of address

7.4.1 H.S.H. the Reigning Prince

On envelopes:	His Serene Highness (H.S.H.) Prince Hans-Adam II von und zu Liechtenstein
Salutation in letter:	Your (Serene) Highness
Oral address:	Your (Serene) Highness
Complimentary close:	Please accept, Your Highness, the assurances of my highest consideration

7.4.2 H.S.H. the Hereditary Prince

On envelopes:	His Serene Highness (H.S.H.) Hereditary Prince Alois von und zu Liechtenstein
Salutation in letter:	Your (Serene) Highness
Oral address:	Your (Serene) Highness
Complimentary close:	see 7.4.1

7.4.3 H.R.H. the Hereditary Princess

On envelopes:	Her Royal Highness (H.R.H.) Hereditary Princess Sophie von und zu Liechtenstein
Salutation in letter:	Your (Royal) Highness

Oral address: Your (Royal) Highness
Complimentary close: see 7.4.1

7.4.4 H.S.H. the Hereditary Prince and H.R.H. the Hereditary Princess together

On envelopes: His Serene Highness (H.S.H.) Hereditary Prince Alois and
(H.R.H.) Her Royal Highness Hereditary Princess Sophie
von und zu Liechtenstein
Salutation in letter: Your (Serene) Highness, Your (Royal) Highness
Oral address: Your (Serene) Highness, Your (Royal) Highness
Complimentary close: see 7.4.1

8. Parliament

8.1 Responsibilities

8.1.1 Parliament does not maintain its own protocol service.

8.1.2 The Protocol Office of the Government is responsible for organising the official opening of Parliament as well as the swearing-in of the Members of Parliament. Visits to Liechtenstein (e.g. by presidents of other parliaments) and other occasions are organised by the Parliamentary Service. If requested and with the consent of the Prime Minister, Protocol may provide advice and support.

9. National flag and anthem

9.1 In general

The use of coats-of-arms, colours, seals and emblems is regulated in the Coats-of-Arms Act (*Wappengesetz*, Liechtenstein Law Gazette LGBl. 1982 No. 58).

9.2 National flag

The blue-red national flag shall be permanently hoisted in front of the Government Building as well as the Parliament Building.

9.3 Days of decoration with flags

9.3.1 The days on which the flag shall be flown are laid down in the Ordinance of 8 May 1984 (Liechtenstein Law Gazette LGBl. 1984 No. 26, as amended). Public buildings shall on the following days be decorated with flags: Foundation Day of the Principality of Liechtenstein (23 January), National Day (15 August), Enactment Day of the Constitution (5 October), day the Reigning Prince assumed the regency, birthday and name day of the Reigning Prince, Corpus Christi. Other occasions for decoration with flags shall be decided by the Government upon request of Protocol.

9.3.2 If a particular connection to the Princely House exists, its gold-red flag shall be hoisted alongside the national flag.

9.4 National anthem

- 9.4.1 The original melody dates back to 17th-century England. Around the year 1800, it was used by 27 countries, principalities and duchies of the Holy Roman Empire of the German Nation, among them Liechtenstein.
- 9.4.2 The final lyrics of the anthem were decided by Parliament in 1963 and the anthem bears the title: "Oben am jungen Rhein".
- 9.4.3 The anthem shall be played at State visits and on the National Day as well as at special occasions such as State jubilees or official funerals.

10. Mourning protocol

10.1 National high officials and dignitaries

Please refer to the separate mourning protocol.

10.2 Foreign high officials and dignitaries (States with an accredited ambassador or notified chargé d'affaires ad interim in Liechtenstein)

- 10.2.1 Following the decease of a head of State or head of government, the Minister of Foreign Affairs or a diplomatic representative designated by the Minister shall visit the residence of the ambassador concerned to offer condolences.

Should the diplomatic mission of the concerned State organise a memorial service in the country where it is seated, Liechtenstein shall be represented at the service by the Minister of Foreign Affairs or a diplomatic representative designated by the Minister.

The Government shall decide upon request by Protocol whether, on the day of death and possibly on the day of the funeral, mourning flags shall be flown.

The participation at the funeral shall be decided by H.S.H. the Reigning Prince or his Representative and the Government on a case-by-case basis.

- 10.2.2 Following the decease of a head of mission or chargé d'affaires ad interim, the Minister of Foreign Affairs or a diplomatic representative designated by the Minister shall visit the family of the ambassador concerned to offer condolences.

The Government shall decide upon request by Protocol whether, on the day of death and possibly on the day of the funeral, mourning flags shall be flown.

- 10.2.3 Following the decease of a member of the diplomatic staff, the Chief of Protocol shall offer condolences in writing.

11. Precedence

11.1 Diplomatic and consular corps

Precedence follows the relevant Vienna Conventions of 1961 and 1963 (Liechtenstein Law Gazette LGBI. 1968 No. 18/1-4). The representative of the Holy See shall be the doyen.

11.2 Precedence in Liechtenstein

There is no official precedence in Liechtenstein, and it conforms to the respective occasion. However, long-standing practice has established the following precedence, whereby within a group and unless specified otherwise, the principle of seniority (years in service) applies.

H.S.H. the Reigning Prince
H.S.H. the Hereditary Prince
President of Parliament
Prime Minister (if neither H.S.H. the Reigning Prince nor H.S.H. the Hereditary Prince is present, the Prime Minister ranks above the President of Parliament)
Vice President of Parliament
Deputy Prime Minister
Ministers (by age, according to the Constitution)
President of the Constitutional Court
Archbishop
Foreign Ambassadors (Nuncio as doyen, then according to seniority)
Members of the Princely Family
President of the Supreme Court
President of the Administrative Court
Speakers of the Parliamentary Groups
Members of Parliament
Former Prime Ministers
Former Presidents of Parliament
Former Deputy Prime Ministers
Former Vice Presidents of Parliament
Former Presidents of the Constitutional Court
Alternate Members of Parliament
Alternate Ministers

For further information and for the determination of precedence of high officials not listed, please contact the Protocol Office of the Government.