



**Ministry of Foreign Affairs  
Directorate General of Protocol**

**PROTOCOL PROCEDURES  
FOR THE COMMENCEMENT AND TERMINATION OF  
A DIPLOMATIC MISSION TO TURKEY**

**2015**

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## **1. PROTOCOL PROCEDURES FOR THE AMBASSADOR DESIGNATE**

### **1.1 Arrival of the Ambassador Designate**

**1.1.1** The Ambassador Designate will be greeted at the airport by a staff member of the Directorate General of Protocol (hereafter referred to as the Protocol Officer) if the Directorate General of Protocol of the Ministry of Foreign Affairs is officially informed of the date of arrival. Upon completion of custom formalities the Protocol Officer will accompany the Ambassador to his/her car.

If the Ambassador Designate is resident in another capital and has no Embassy residence in Ankara; he/she will be accompanied by the Protocol Officer to his/her hotel. In this case, the Ministry of Foreign Affairs will provide the transportation required.

The request for appointments from the officials of the Ministry of Foreign Affairs may be addressed by the Ambassador to the Protocol Officer at arrival.

**1.1.2** If the Ambassador Designate arrives in Ankara by car, he/she will not be met upon arrival.

### **1.2 Visit to the Ministry of Foreign Affairs**

Upon appointments, the Ambassador Designate will visit the Director General of Protocol (Chief of Protocol) and the Undersecretary or the Deputy Undersecretary of Foreign Affairs. The Ambassador Designate will present copies of his/her Letters of Credence and the Letters of Recall of his/her predecessor to the Chief of Protocol. The Chief of Protocol will inform the Ambassador Designate about the ceremony of the Presentation of the Letters of Credence.

### **1.3 Presentation of the Letters of Credence**

**1.3.1** On the day assigned for the presentation of credentials, the Protocol Officer who will escort the Ambassador to the Presidential Palace, will arrive at the residence of the Ambassador at a time previously agreed upon.

While the Ambassador, accompanied by the Protocol Officer takes his/her seat in the car provided for the ceremony, his/her staff will take their places in the other vehicles of the motorcade which will take them to the Presidential Palace. The motorcade will be escorted by a police car. Upon request, the cars of the Embassy can also be included in the motorcade.

The Ambassador could be accompanied by a maximum of four career diplomats including the military attaché.

The spouse of the Ambassador may also attend the ceremony. In this case, he/she will follow the motorcade in a car provided by the Embassy.

**1.3.2** On arrival at the Presidential Palace, an Aide-de-Camp (A.D.C.) of the President will meet the Ambassador Designate. (Fig.1). After shaking hands with the A.D.C. who will be introduced by the Protocol Officer (Position No.1), the Ambassador Designate proceeds towards the point which has been marked (Position No. 2), together with the A.D.C. on his/her left and the Protocol Officer on his/her right. They stop at this point and the National Anthems of the country represented by the Ambassador and Turkey are performed by the 'Band of the Presidential Guard Regiment'. Following the national anthems, the Protocol Officer joins the other members of the Embassy and observes the ceremony from the spot reserved for them. After the Commander of the Guard of Honour gives initial report (Position No.4) the Ambassador then proceeds to the Band which is on the left side of the Guard of Honour and from thereon proceeds slowly to inspect

the Guard of Honour (Position No.5). During inspection, the A.D.C switches position and stays at the right side of the Ambassador Designate. At the termination of the inspection the Commander of Guard of Honour gives final report and the Ambassador turns to the Guard of Honour and salutes them in Turkish: "Merhaba Asker" (Salute Soldier) to which the Guards reciprocate: "Sağol" (Thanks) (Position No.6).

**1.3.3** Following the salutation, the Chief of Protocol greets the Ambassador Designate and escorts him/her to the waiting room. The Ambassador and his/her staff are briefed on the procedure for their presentation to the President. The Ambassador and his/her staff take their places in the waiting room.

The Chief of Protocol then enters the Reception Hall and announces to the President the arrival of the Ambassador. (Fig.1).

In the Reception Hall, one step behind the President, the Deputy Undersecretary of Ministry of Foreign Affairs takes his/her place on the right, the Chief of Cabinet of the President on the left and the Chief A.D.C. at the center. An Adviser, the Commander of the Presidential Guard Regiment and an A.D.C. take their places on the right side of the Hall and the Chief of Protocol at the entrance.

Following the announcement of his/her name and title by the Chief of Protocol, the Ambassador enters the Hall and the staff members of the Embassy follow the Ambassador in order of seniority, and stop behind the Ambassador by the carpet. (The spouse of the Ambassador will stand behind the staff members) The Ambassador proceeds towards the President and stops at a distance indicated by a metal plate. The Ambassador presents to the President his/her Letters of Credence and the Letters of Recall of his/her predecessor (if not yet presented). No formal speech is made during the audience.

Having handed over the Letters, the Ambassador asks permission to introduce his/her spouse and the members of his/her staff and turns sideways facing the Press. Introduction takes place in the order of seniority, beginning with the senior diplomat/military staff, ending with the spouse.

The President, accompanied by the Deputy Undersecretary of the Ministry of Foreign Affairs and the Ambassador, then proceeds to take their seats on the armchairs previously arranged in the Reception Hall, the President being in the middle, the Ambassador on his right and the Minister/Undersecretary or the Deputy Undersecretary of Foreign Affairs on his left. The spouse of the Ambassador will be seated on the right of the Ambassador. The Chief of Protocol, the staff of the President and the staff of the Ambassador stand at indicated places behind the armchairs and photograph will be taken.

The President, accompanied by the Deputy Undersecretary of Ministry of Foreign Affairs invites the Ambassador to his Office for a brief conversation, while the staff as well as the spouse of the Ambassador are led to the waiting room.

Upon the termination of the audience, the Ambassador asks the President's permission to leave the Office and proceed to the waiting room where he/she will be congratulated by the Chief of Protocol, his/her staff and other officers and a toast will be offered by the Chief of Protocol.

**1.3.4** The Ambassador bids farewell to the Chief of Protocol and accompanied by the Protocol Officer and his/her staff, proceeds to the main entrance.

The motorcade, escorted by the police car leaves the Presidential Palace for the residence of the Ambassador.

Upon completion of the ceremony, as the motorcade returns, if attended, the spouse of the Ambassador will take seat in the same car with the Ambassador.

**1.3.5** The dress code for the ceremony is dark suit or national dress. Details of the ceremony can be found in Fig.3.

**1.3.6** If the weather is not convenient, the ceremony will be held at the Reception Hall. Details of the ceremony can be found in Fig.2.

#### **1.4 Wreath – Laying Ceremony at Atatürk’s Mausoleum**

The same afternoon or, if not possible, the next day, the Ambassador lays a wreath at Atatürk's Mausoleum at a time to be arranged by the Protocol Department. Following the wreath-laying and the observance of one minute's silence, the Ambassador signs the Book of Honour and visits the Atatürk Museum. The members of the Embassy may accompany the Ambassador. The spouse of the Ambassador may also attend the ceremony.

Following the ceremony, the Independence War Museum is visited at the compound. Ambassador is expected to inform the Protocol Department whether he/she prefers the long or the short tour.

The wreath shall be sent by the Embassy at least one hour before the ceremony commences, bearing a ribbon with the name of the country and the title of the Ambassador, in Turkish (“..... Büyükelçisi”). The wreath should measure 80 cm in diameter from periphery and be without a pedestal.

The dress code is dark suit or national dress. Details of the ceremony can be found in Fig.4.

#### **1.5 Official Visits**

Upon request of the Ambassador, the Directorate General for Protocol will arrange appointments for him/her to call on the Speaker of the Grand National Assembly of Turkey. Requests for courtesy calls to the Prime Minister and the Cabinet Ministers should be sent to Directorate General for Protocol.

### **2. PROTOCOL PROCEDURES FOR THE ARRIVAL OF CHARGÉ D’AFFAIRES**

**2.1** The Chargé d’Affaires is greeted at the airport by a Protocol Officer and upon the completion of arrival formalities he/she will be accompanied to his/her car.

**2.2** Upon his/her request, the Chargé d’Affaires will call on the Chief of Protocol to hand a certified copy of his Letters of Cabinet and ask for an appointment to be received by the Minister of Foreign Affairs. He/she will then visit the Minister/Undersecretary or the Deputy Undersecretary of Foreign Affairs at the time agreed earlier and present the Letters of Cabinet. Following this visit, the Chargé d’Affaires can also pay other visits advised by the Protocol Department.

### **3. PROTOCOL PROCEDURES FOR THE FINAL DEPARTURE OF THE AMBASSADOR**

**3.1** If the time of departure is officially communicated to the Protocol Department, a Protocol Officer will be present at the airport, to see the Ambassador off.

Fig. 1 Welcoming Ceremony

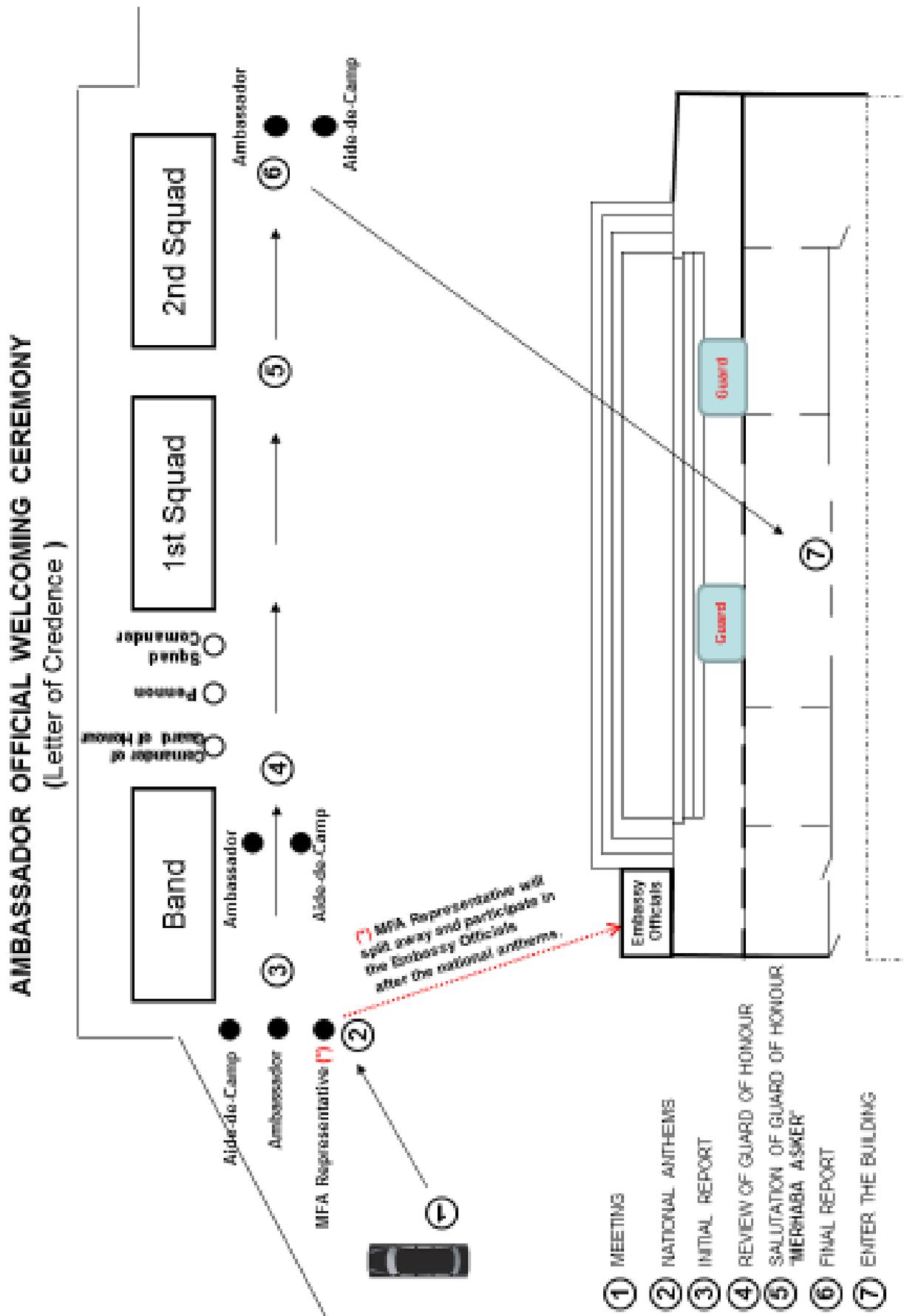


Fig. 2 Welcoming Ceremony (Heavy Weather Conditions)

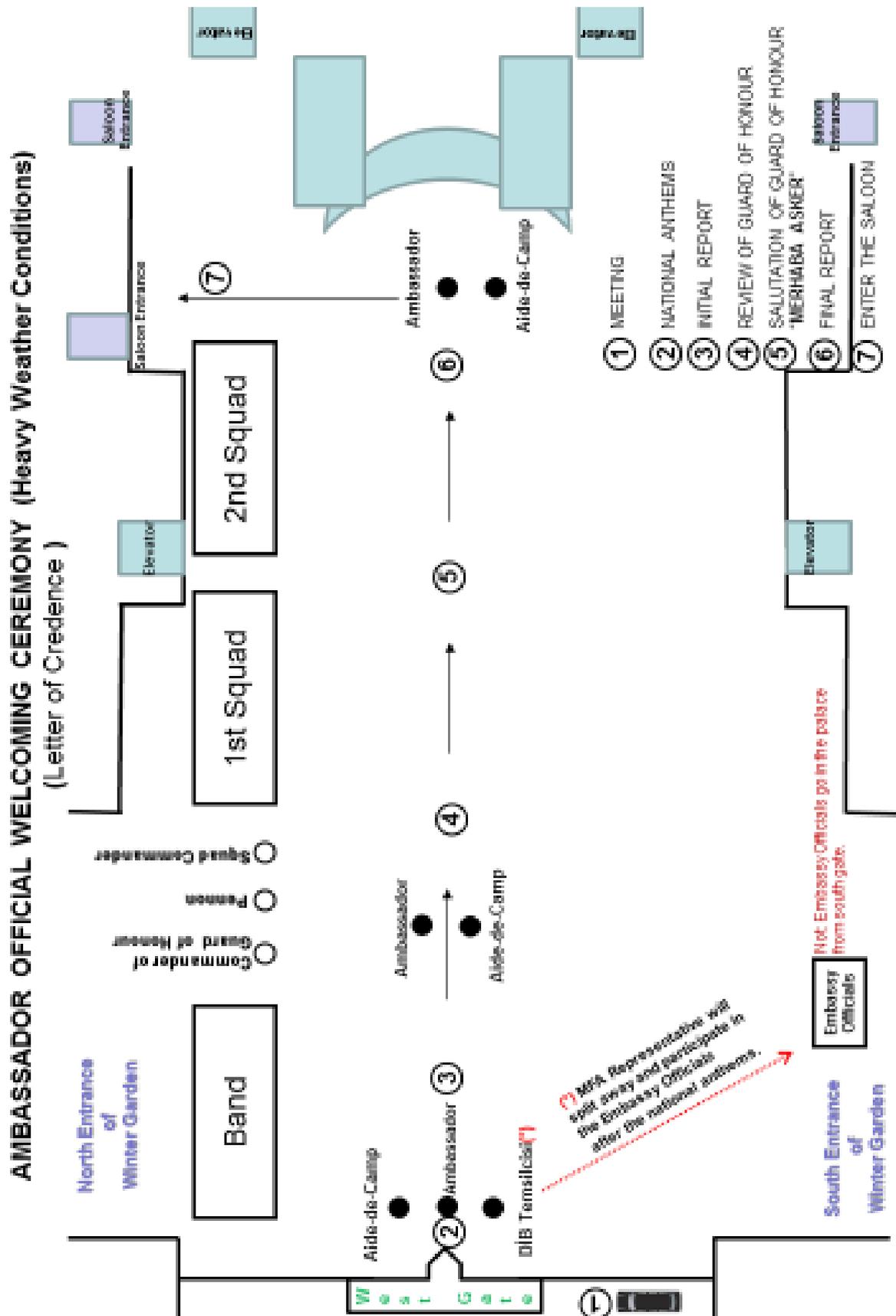




Fig. 4 Atatürk's Mausoleum



1. PEACE PARK: THE GREEN PARK OF ANITKABİR INSPIRED BY THE QUOTATION OF ATATÜRK "PEACE AT HOME, PEACE IN THE WORLD" CONSISTS OF TREES BROUGHT FROM FOREIGN COUNTRIES AND VARIOUS REGIONS OF ANATOLIA. THEREFORE, IT IS CALLED PEACE PARK.
2. THE DISTANCE BETWEEN THE ENTRANCE FROM GENÇLİK AVENUE AND THE LION ROAD IS 600 METERS LONG AND ONE CAN WALK THIS PATH IN APPROXIMATELY 12 MINUTES. ONE REACHES THE LION ROAD THROUGH WIDE STAIRS WITH 26 STEPS. ALONG THE 262 METERS LONG ROAD, THERE ARE 24 STATUES OF LIONS ON THE RIGHT AND LEFT SIDE.
3. TOWER OF LIBERTY: IN THE TOWER, PICTURES OF THE CONSTRUCTION PHASE OF ANITKABİR AND SAMPLES OF THE STONES USED IN THE CONSTRUCTION ARE EXHIBITED.
4. TOWER OF INDEPENDENCE: THERE IS SMALL MODEL OF ANITKABİR INSIDE THE TOWER AND ANITKABİR IS INTRODUCED BY THE HELP OF PHOTOGRAPHS.
5. CEREMONY SQUARE: DIMENSIONS OF THE SQUARE ARE 129X84,5 METERS WITH A 15.000 PEOPLE CAPACITY.
6. TOWER OF MEHMETÇİK: A MOVIE ROOM WITH 60 PEOPLE CAPACITY IS LOCATED INSIDE THE TOWER. IN HERE, DOCUMENTARIES ABOUT ATATÜRK AND ANITKABİR ARE SHOWN.
7. TOWER OF VICTORY: INSIDE THE TOWER, THE GUN-CARRIGE CARRIED ATATÜRK'S BODY IS EXHIBITED.
8. SARCOPHAGUS OF İSMET İNÖNÜ: THERE IS THE SARCOPHAGUS OF İSMET İNÖNÜ, OUR SECOND PRESIDENT AND COMMANDER OF THE WESTERN FRONT. THE TOMB ROOM IS BENEATH THE SARCOPHAGUS.
9. TOWER OF PEACE: INSIDE THE TOWER, LINCOLN BRAND CEREMONIAL AND OFFICIAL CARS USED BY ATATÜRK BETWEEN 1935 AND 1938 ARE EXHIBITED.
10. TOWER OF APRİL 23: INSIDE THE TOWER, CADILLAC BRAND PRIVATE CAR USED BY ATATÜRK BETWEEN 1936 AND 1938 WITH TRIP BOAT HE USED IN ÇUBUK DAM LAKE ARE EXHIBITED.

11. FLAG POLE: 33.5 METERS LONG, PRESENTED TO ANITKABİR IN 1946 BY A TURKISH ORIGINATED AMERICAN CITIZEN NAMED NAZMİ CEMAL.
12. TOWER OF NATIONAL PACT: INSIDE THE TOWER, THERE ARE THE ROSTRUM WHERE THE HONOR BOOK OF ANITKABİR IS SIGNED AND TWO PANELS ON WHICH VISITS OF HIGH PROTOCOL ARE DEPICTED. HERE IS ALSO THE ENTRANCE OF ATATÜRK AND THE WAR OF INDEPENDENCE MUSEUM.
13. TOWER OF REVOLUTION: THERE ARE GARMENTS OF ATATÜRK AND THE OBJECTS PRESENTED TO HIM AS GIFTS.
14. TOWER OF REPUBLIC: THERE ARE THE WAX STATUE OF ATATÜRK AND HIS ORIGINAL STUDY DESK. BESIDES, THERE ARE TOUCH-SCREEN KIOSKS HAVING "ATATÜRK AND BOOK" AS THE SUBJECT IN THIS TOWER.
15. TOWER OF DEFENCE OF RIGHTS (EXIT OF THE MUSEUM): VARIOUS BOOKS AND SOUVENIRS ABOUT ATATÜRK AND ANITKABİR ARE PRESENTED TO THE VISITORS. CARD-PHONE SERVICE IS ALSO PROVIDED IN THIS TOWER.
16. MAUSOLEUM: ON THE FRONT OF THE MAUSOLEUM, ON THE LFT SIDE, ATATÜRK'S SPEECH TO THE TURKISH YOUTH AND ON THE RIGHT SIDE, HIS SPEECH ON THE TENTH ANNIVERSARY OF THE REPUBLIC ARE WRITTEN WITH GOLDEN LEAF LETTERS. OTTOMAN CARPET AND RUG MOTIFS ARE EMBROIDERED ON THE CEILING OF THE MAUSOLEUM WITH GOLD, SILVER, AND NACRE. THE SARCOPHAGUS HERE IS A SINGLE PIECE OF RED MARBLE WEIGHING 40 TONS.
17. CAFETERIA: YOU CAN REST IN HERE BEFORE OR AFTER YOUR VISIT TO THE MUSEUM. HOT-COLD DRINKS AND VARIOUS FOOD ARE BEING SOLD. CARD-PHONE SERVICE IS PROVIDED.
18. WC: ARRANGED SEPARATELY FOR MEN AND WOMEN.
19. PAKING LOT.