



INAUGURAL GOVERNMENT PROTOCOL CONFERENCE

TECHNICAL SESSION V & VI:

- BASIC PROTOCOL REQUIREMENTS FOR HOSTING GOJ EVENTS
- EXECUTION OF PROTOCOL IN GOVERNMENT

OBJECTIVES

- Understanding how to organize Conferences/Meetings and other official Ceremonies, for Government of Jamaica and its institutions
- Identify the critical requirements including Location or Room set-up from available options
- Determine the elements and differentiate the planning levels required for a Royal, State or Official Visit and other Working Visits



INTERNATIONAL PROTOCOL

HOW TO ORGANISE CONFERENCES AND CEREMONIES



Presenter:

Ambassador Sandra Grant Griffiths, CD, JP

ORGANIZATION OF THE EVENT

- Event goals and objectives
- Resources - Budget
- Date and time and location of the event
- Planning Committee - Individual roles and responsibilities
- Master plan/Running Order
- Support Team Training (Ushers/Volunteers Resources)
- Programme participants -
- Speakers and Keynote guests
- Event Programme (Structure)
- Partnerships and event sponsorship opportunities
- Promotional, advertising, marketing, and publicity plan
- Set – up and Rehearsals
- Delivery of the Event
- Post Event Debriefing



HOW TO ORGANIZE CONFERENCES AND CEREMONIES?

CONFERENCES/MEETINGS

International or Regional Summits – CARICOM or Commonwealth Heads of Government Conferences, G-7 Conferences

United Nations Conferences - General Assembly; The World Leadership Summit at COP 26

GOJ Public Sector Conferences held in collaboration with a regional or multilateral organization

Municipal Meetings

Internal Committee Meetings

Press Briefings (Post Cabinet or Post Conference)

Planning Meetings



HOW TO ORGANIZE CONFERENCES AND CEREMONIES?

CEREMONIES



Installation or Inauguration Ceremonies

State & Official Ceremonies

State & Official Funerals

National Honours and Awards or Investiture Ceremonies

Other National Ceremonies

THE CONCEPT

- The Objective of the Meeting will guide the concept of the meeting, visit or conference/ workshop and the Agenda:
 - ❖ State
 - ❖ International
 - ❖ Regional
 - ❖ Local



THE PREPARATION

- Inter-Ministerial Planning Committee (IMPC) Meetings -
Meeting with all local Ministries, Department and Agency
- International Planning Committee (if international body is involved)- *Meeting with international organization*
- Identify critical roles/responsibilities of each party involved
- Guest Lists and Invitation Mode - Cards or Letter
- Budget Resources for all elements
- Procurement Plan for Goods & Services
- Logistics of Set-up and event management
- Welfare of Support Team



THE PREPARATION (cont'd)

- Technical Production Details
- Podium/Head Table seating arrangements
- Seating Plan for VIP Guest(s), Programme and general participants (zones-categories)
- Speaker
- Master of Ceremonies
- Orators' Notes



SET-UP: DIFFERENT SETTINGS FOR A MEETING OR A CONFERENCES

Theatre/Auditorium style

Classroom style

U-shaped style

Boardroom style

Banqueting style

Cocktail style



THE EVENT

- The execution of the Event
 - ❖ Event logistic set-up and management
 - ❖ Label seats according to seating plan
 - ❖ Protocol Director(s) /Ushers assigned areas
 - ❖ Officials/Guests welcomed and seated to plan
 - ❖ Update Salutations were necessary
 - ❖ Update Orators notes were necessary
 - ❖ Manage departure of officials

POST EVENT

- Post event acknowledgement
- Debriefing
- Load-in /Load-out schedule adherence
- Settlement of Bills



EXECUTION OF PROTOCOL IN GOVERNMENT

*RECEIVING AND INTERACTING
WITH VISITING FOREIGN
DIGNITARIES*



ROYAL, STATE AND OFFICIAL VISITS

- **Royal Visits** – Formal Visit by the Sovereign of Jamaica or Heirs to the Throne to the Realm Territory of Jamaica
- **State Visits** – Formal visit by a Head of State i.e. a President to a foreign country (Jamaica) at the invitation of Government/Political Leader of that country, with the latter also acting as the official host for the duration of the visit.
- **Official Visits** - A similar visit by the Head of Government of a Commonwealth Territory i.e. a Prime Minister
- **State and Official visits** are the highest expression of friendly bilateral relations between two sovereign states and are in general characterized by an emphasis on official public ceremonies.



WORKING AND PRIVATE VISITS

- **Working Visits** – Visits by officials who might be Heads of Government or heads of Multilateral Institution or Special Guests. They are less formal visits than a State or Official Visit with a minimal emphasis on ceremonial activities.
- **Private Visits** - Provisions are also made for Private visit by Heads of State and Government – as host government coordination is always required.



ELEMENTS OF SUCCESSFUL VISIT

VISIT PRELIMINARIES

Nature of Visit

Agreement on date and duration of visit

Only meetings or breakfast/lunch/dinner

Will a press briefing be required

Inter-Ministerial Planning Committee (IMPC) Meeting – Local

International Planning Committee Meeting – International

STATE/OFFICIAL PROGRAMME DRAFTING

The meetings with both local and international committee will establish the Programme of visit to determine:

- Confirmation of visit duration and delegation
- Activities (projects, meetings, venues, tours - aligned to bilateral interests)
- Courtesies to be extended (airport, accommodation, transport, security, medical)
- Contact for respective Focal Points
- Team Leads for advance discussions e.g. Security
- Hospitality by host government (cultural display)
- Press-related aspects – permissible coverage
- Working language – Interpretation

STATE & OFFICIAL VISITS – HOSPITALITY

- Hotel/Lodging (prior agreement)
- Security – the host country is responsible for security
- State or Official
 - Luncheon
 - Reception
 - Dinner
- State/Official Gifts are commissioned by both countries for direct exchange or via Protocol
- Culture exhibitions/exchange opportunities (Excursion, Sport or Entertainment activity)



STATE & OFFICIAL VISITS

– Organizing of Visit

- Advance Party:
 - ✓ Programme/Meeting Participants
 - ✓ Exchange of Gifts (Only if agreed)
 - ✓ Seating Plan/Salutations (Table of Precedence and Modes of Address)
 - ✓ Menus and Wines (Dietary Restrictions)
 - ✓ Site Visits conducted
- Final preparation:
 - ✓ Invitations (Dress Code)
 - ✓ Briefing
 - ✓ Programme Approval/Distribution
 - ✓ Ceremonial Drills and Rehearsals





THE STATE/OFFICIAL VISIT EXECUTED

- Arrival Day Advance Parties in place
 - Running Order/Timing adherence monitored
 - Trouble shooting - Unforeseen developments
 - GOJ Officials Foreign Delegates Seating/Reception Line
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THE SCHEMATIC FOR EVENTS AND VISITS

- Ascertain/Analyse objectives of the Plan
- Assemble /Actualise the elements Plan
- Anticipate Constraints/use Advantages to execute the Plan
- Activate the plan
- Accept the consequences of the Plan -
Debrief, Acknowledge

*Thank you
for Listening!*

**ANY
QUESTIONS?**

