ITALIAN REPUBLIC

STATE VISIT CEREMONIAL

Diplomatic Protocol
Visits Office
ARRIVAL AND WELCOME AT THE AIRPORT

WELCOME CEREMONY AT PALAZZO DEL QUIRINALE

MEETING WITH THE PRESIDENT OF THE COUNCIL OF MINISTERS

MEETINGS WITH PRESIDENTS OF SENATE AND CHAMBER OF DEPUTIES

STATE BANQUET

TRIBUTE AT THE GRAVE OF THE UNKNOWN SOLDIER

MEETING WITH THE MAYOR OF ROME

OTHER MEETINGS

PRIVATE PART OF THE VISIT

PRE-VISIT PROCEDURES

COURTESIES
ARRIVAL AND WELCOME
Ciampino Military Airport

• **Carabinieri** in full ceremonial dress are lined up at the foot of the aircraft steps. **Airmen** are lined up on the apron on both sides of the red carpet.

• The Chief of Diplomatic Protocol and the Ambassador to Italy of the visiting Head of State’s country **board the aircraft**.

• After the descent, the visiting Head of State and Spouse are greeted by a **Member of the Italian Government**, the Italian Ambassador to the visiting Head of State’s country and military authorities. They are introduced by the Chief of Diplomatic Protocol. A **representative of the Holy See** may also be present.

• **A bouquet of flowers** is presented to the visiting Head of State’s Spouse.
ARRIVAL
Ciampino Military Airport

LEGEND:
- Carabinieri
- Airmen
- Italian Authorities
- Ambassador to the Holy See
• The Presidential aircraft lands in the **Whisky** (or **Sierra**) area. Transfer to the VIP Lounge through finger or under-board cars.

• **Carabinieri** in full ceremonial dress salute the Guest as soon as he/she enters Italian territory.

• The **Chief of Diplomatic Protocol** and the Ambassador to Italy of the visiting Head of State’s country welcome him/her and his/her Spouse.

• The Chief of Diplomatic Protocol then introduces the receiving party, composed of a **Member of the Italian Government**, the Italian Ambassador to the Guest’s country and military authorities. A **representative of the Holy See** may also be present.

• **A bouquet of flowers** is presented to the visiting Head of State’s Spouse.
ARRIVAL - 2
Fiumicino Airport

LEGEND:
Carabinieri
OFFICIAL WELCOME CEREMONY

- Military honours
- Delegations introduction
- Official talks
- Press statements
OFFICIAL WELCOME CEREMONY
Military honours

- The Official Delegation arrives at **Palazzo del Quirinale** ten minutes before the visiting Head of State.

- The visiting Head of State and his/her Spouse are welcomed in the **Courtyard** by the President of the Italian Republic and his Spouse, accompanied by the Secretary General of the Presidency of the Republic and by the Head of the Military Household.

- The Spouses and the Secretary General of the Presidency of the Republic proceed to the Military Household, where they meet the Secretary General’s Spouse.

- **National anthems.**

- The Heads of State, assisted by their **Aides-de-Camp**, inspect the **guard** and salute the **flag**.

- The flag of the visiting Head of State’s country is raised on the **Torrino**.
WELCOME CEREMONY - MILITARY HONOURS
QUIRINALE PALACE COURTYARD

LEGEND

- Heads of State (the Distinguished Guest is on the right of the PofR)
OFFICIAL WELCOME CEREMONY
Delegations introduction and Official talks

• The two Heads of State and their Spouses proceed to the Sala del Bronzino, where the two Official Delegations are lined up for the introduction.

• Official photo in front of the flags.

• Political talks in the Studio alla Vetrata, in the presence of the Official Delegations and a Member of the Italian Government.

• In the meantime, the Spouses tour Palazzo del Quirinale.
• At the end of the talks, the two Heads of State proceed to the Sala degli Specchi for the press statements. The two Official Delegations are present.

• Simultaneous (or consecutive) translation is provided.
OFFICIAL WELCOME CEREMONY
Accommodation

• After the press statements, the visiting Head of State, his/her Spouse and the Official Delegation take their leave at the threshold of the Imperial Apartments, where they will be staying.

• If the Guest is not staying at the Palace, the Chief of Diplomatic Protocol accompanies the Guest to his/her car in the Courtyard, after he/she has greeted the President of the Republic in the Sala dei Parati Piemontesi.
MEETING WITH THE PRESIDENT OF THE COUNCIL OF MINISTERS

- The meeting with the President of the Council of Ministers takes place whether at **Palazzo Chigi**, **Villa Doria Pamphilj** or **Villa Madama**.

- The President of the Council of Ministers waits for the visiting Head of State in the Courtyard (or garden).

- The Chief of Diplomatic Protocol introduces the President of the Council of Ministers to the visiting Head of State.

- Guard of honour.

- Photo opportunity.
MEETING WITH THE PRESIDENT OF THE COUNCIL OF MINISTERS

- Delegations Introduction (entrance of Palazzo Chigi, Villa Doria Pamphilj, or Villa Madama).

- Talks (Galleria Deti at Palazzo Chigi, Salotto Centrale at Villa Doria Pamphilj, or Salotto d’Angolo at Villa Madama).

- Lunch; no toasts.

- Farewell.
MEETING WITH THE PRESIDENT OF THE SENATE

• A meeting with the Presidents of the two Chambers of the Italian Parliament is generally scheduled on the afternoon of the first day of the visit.

• The meeting with the President of the Senate takes place at Palazzo Giustiniani.

• A limited, previously agreed, number of delegates attends the meeting in the President’s office.
MEETING WITH THE PRESIDENT OF THE CHAMBER OF DEPUTIES

- The meeting with the President of the Chamber of Deputies takes place at **Palazzo Montecitorio**.

- A limited, previously agreed, number of delegates attends the meeting in the President’s office.
STATE BANQUET

• On the evening of the first day the President of the Republic hosts a **State Banquet** in honour of the visiting Head of State.

• Dress code: **black tie** or **dark suit** (with decorations) for gentlemen; **long evening dress** or **short dress** for ladies.

• The Official Delegation arrives at Palazzo del Quirinale ten minutes before the Head of State.
Before the banquet, the two delegations exchange gifts and, where applicable, decorations in the Sala del Brustolon (the Embassy having delivered the insignia to the Intendenza at Palazzo del Quirinale in the early afternoon of the same day).

Drinks are served to the visiting Head of State and his/her Spouse, and a small number of distinguished guests, in the Sala del Brustolon.

Afterwards, the Master of Ceremonies of Palazzo del Quirinale introduces all the guests to the two Presidential Couples in the Salone dei Corazzieri (see diagram).
STATE BANQUET

• Toasts are proposed at the beginning of the Banquet in the Salone delle Feste (the Embassy having delivered the text of the toast to the Office of the President's Diplomatic Advisor in the early afternoon).

• Coffee and liqueurs are served in the Salone dei Corazzieri, after which the visiting Head of State and his/her Spouse take their leave.
TRIBUTE AT THE GRAVE OF THE UNKNOWN SOLDIER

• The tribute at the grave of the Unknown Soldier takes place on the second day of the visit at the Altare della Patria in Piazza Venezia.

• The Official Delegation arrives ten minutes before the Head of State.

• The Head of State and his/her Spouse arrive at Piazza Venezia, where they are welcomed by a member of the Italian government and other military authorities.

• National Anthems are played. The Guest then inspects the Guard of Honour, escorted by the member of the Italian government, the Chief of Defence Staff and his/her Aide-de-Camp. Saluting of the flag.

• The Head of State climbs the steps of the Altare della Patria, preceded by two Carabinieri in full ceremonial dress carrying the laurel wreath, supplied previously by the Embassy.

• The Head of State is flanked on the right by a member of the Italian Government and on the left by the Chief of Defence Staff and is followed by the Commander of Regione Militare Centro and by his/her Aide-de-Camp.
TRIBUTE AT THE GRAVE OF THE UNKNOWN SOLDIER

- Carabinieri in full ceremonial dress are lined up on both sides of the steps.

- Officers of the Armed Forces are lined up at the top of the steps, on the right-hand side, with Non-Commissioned Officers standing on the left-hand side.

- On reaching the top of the steps, the visiting Head of State lays the wreath at the Grave. Brief moment for reflection; one minute’s silence.

- The visiting Head of State walks towards the Officers and then towards the Non-Commissioned Officers, saluting the Head of the Officers and the most senior Non-Commissioned Officer.

- The visiting Head of State walks down the steps and receives the military honours; national anthems.

- The Head of State takes his/her leave from the Italian authorities.
WREATH-LAYING CEREMONY AT THE GRAVE OF THE UNKNOWN SOLDIER

ITALIAN AUTHORITIES
A. Member of the Italian Government
B. Chief of Defence Staff
C. Chief of the Diplomatic Protocol
D. Italian Ambassador to the Head of State's Country
E. Head of Visits Office, Diplomatic Protocol
F. Commander of Regione Militare Centro

Way up
Way down

Detachments
Band

FOREIGN AUTHORITIES
Guest Head of State G. Aide-de-Camp
1. Spouse
2 -8. Delegation (approx. 8 members)

Wreath
Carabinieri
Trumpeteer
MEETING WITH THE MAYOR OF ROME

- The meeting with the Mayor of Rome takes place after the tribute at the grave of the Unknown Soldier.
- When the distinguished Guests arrive the Fedeli di Vitorchiano play a trumpet salute.
- Talks (Salotto dell’Orologio).
- Official delegations introduction (Sala dell’Arazzo).
- Signature of the Guest Book (Sala delle Bandiere).
- Photo opportunity and exchange of gifts (Aula Giulio Cesare).
- The Mayor accompanies the Head of State to Michelangelo’s Steps and takes his leave.
OTHER MEETINGS

On the afternoon of the second day of the visit, the following events may be arranged at the request of the visiting Head of State:

- **meetings with the business community**, to be agreed with the relevant Directorate General of the Ministry of Foreign Affairs;

- **talks with the leaders of the opposition**, directly organised by the Embassy, take place at the residence where the visiting Head of State is staying;

- **cultural visits**, to be agreed with the Diplomatic Protocol.
PRIVATE PART OF THE VISIT

- At the end of the State Visit, the Head of State usually visits other cities in Italy for economic and/or cultural meetings.

- The Diplomatic Protocol provides courtesy and security measures. Assistance is provided by a senior officer of the Diplomatic Protocol, in accordance with the programme submitted by the Embassy.
PRE-VISIT PROCEDURES - 1

NATIONAL ANTHEMS – SCORES

The Embassy of the visiting Head of State’s country is requested to send the score and a recording of its national anthem to the Visits Office of the Diplomatic Protocol.

STATE FLIGHTS – PERMITS

- **Commercial flights landing at civil airports**: prior notification and request for authorisation to ENAC (Italian Civil Aviation Authority), only for countries that are not ICAO members or have not signed bilateral agreements with Italy.

- **Special flights landing at civil airports**: flight plan to be submitted to the management of the airport concerned; coordination with the airport.

- **Special flights landing at military airports**: application for authorisation to be sent to the Flight Clearance Office of the Ministry of Foreign Affairs.
PRE-VISIT PROCEDURES - 2

WEAPONS PERMITS

The Embassy of the visiting Head of State’s country is requested to apply to the Visits Office of the Diplomatic Protocol for permission for the Guest’s security personnel to carry firearms. Authorization is issued by the Ministry of Interior and the permits are handed over upon arrival.

RADIO FREQUENCIES

The Embassy of the visiting Head of State’s country is requested to apply to the Visits Office of the Diplomatic Protocol for the use of radio frequencies. Authorization is issued by the Development Ministry - Telecommunications Department.

MEDICAL-HEALTH REQUIREMENTS

The Embassy of the visiting Head of State’s country is requested to send details of the blood group of the Head of State and of his/her Spouse to the Visits Office of the Diplomatic Protocol.
PRESS ACCREDITATION AND STATEMENTS

- **Press accreditation** is organised by the Press Office of the Ministry of Foreign Affairs.

- Texts of **press statements**: to be delivered in advance to the office of the President of the Republic’s Diplomatic Advisor.

TOASTS

- Texts of **toasts**: to be delivered in advance to the office of the President of the Republic’s Diplomatic Advisor.
PRE-VISIT PROCEDURES - 4

GIFTS

- **Head of State**: to be delivered to the *Intendenza* Office at Palazzo del Quirinale on the afternoon of the first day of the visit.

- **Other Authorities**: to be delivered to the Diplomatic Protocol (exchange through Protocol).

DECORATIONS

Decorations are usually exchanged in a *ratio of one* for the visiting Head of State’s Delegation to *three* for the Italian authorities.
1. **ACCOMMODATION: 1 + 10**

Quirinale Palace - Imperial Apartments: rooms for the Head of State + 2 double rooms + 8 rooms in a hotel in Rome or 1 suite for the Head of State + 10 double rooms in a hotel in Rome.

2. **VEHICLES**

- Armoured car for the Head of State;
- Car for his/her Spouse;
- Car for Ministers (one for every two Ministers);
- 2 cars for the official delegation (6 seats);
- 1 luggage van.
COURTESY MEASURES - 2

MOTORCADES

The visiting Head of State’s motorcade is arranged by the Logistics Section of the Diplomatic Protocol.
(see outline diagram)
SPOUSES’ PROGRAMME

The Spouse of the visiting Head of State usually has a separate programme, agreed with the Visits Office of the Diplomatic Protocol and based on suggestions from the Embassy.
DIPLOMATIC PROTOCOL
VISITS OFFICE (III)
Piazzale della Farnesina, 1
00197 – ROMA
Tel. +39 06 3691 2061
Fax. +39 06 32 36 165