



**CORAL TRIANGLE
INITIATIVE**

ON CORAL REEFS, FISHERIES
AND FOOD SECURITY



Guide to Diplomatic Protocol

Coral Triangle Initiative on Coral
Reefs, Fisheries and Food Security
(CTI-CFF)

CTI-CFF Regional Secretariat

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2019

Guide to Diplomatic Protocol: Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security (CTI-CFF)

@2019 CTI-CFF Regional Secretariat



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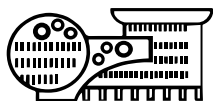
ISBN: 978-602-73937-3-8

CTI-CFF Regional Secretariat. 2018. *Guide to Diplomatic Protocol: Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security (CTI-CFF)*. Manado: CTI-CFF RS.

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Cover photo by Beth Watson/Coral Reef Image Bank. Komodo, Indonesia.



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Foreword



As an international organization, the Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security (CTI-CFF) has several rules and procedures on strengthening its multilateral partnership on marine, coastal and small island ecosystems of the six Coral Triangle countries (CT6) – Indonesia, Malaysia, Papua New Guinea, Philippines, Solomon Islands and Timor-Leste. I am pleased to share that Agreement on the Regional Secretariat of the CTI-CFF with all annexes was registered and recorded with the United Nations Secretary General on 1st November 2017 and published at the Statement of Treaties and International Agreements Registered or Filed and Recorded with the Secretariat During the Month of November 2017 Number 54907. With this registration, the CTI CFF Regional Secretariat has a formal status as an international organization.

The year 2019 marks the 10th Anniversary of the CTI-CFF. This occasion has a special significance for the CTI CFF Members Parties as Founding Members of the CTI-CFF who saw value in bringing countries together acknowledging the vast marine, coastal and small island ecosystems to cooperate for the socio-economic development of the people in the region.

The vision of the Founding Members remains valid, as this intergovernmental organization is the foremost entity that brings together six countries of the Asia and Pacific that cover the global epicenter of marine life abundance and diversity. Moreover, the biographical feature of the coral triangle is believed to be able to withstand future impacts of climate change, making this area the world's most important, as nursery of the marine life.

The first ten years of CTI-CFF is not only marked with a significant increase of cooperation and activities among the Member States, but also considerable increase of joint cooperation with development partners and collaborators, such as the Australian Government, USAID, ADB, GEF, CI, CTC, TNC, WWF, WCS, GIZ, SEAFDEC and SPREP.

Recognizing the proliferation of cooperation and the process of convening CTI-CFF meeting, it is my privilege to present the “Guide to Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security (CTI-CFF) Diplomatic Protocol”. This guide will provide general guidance to CTI CFF Members Parties on diplomatic rules and etiquettes.

Hendra Yusran Siry, PhD
Interim Executive Director
CTI-CFF Regional Secretariat

Diplomatic Protocol

1

1.1 Introduction

The Coral Triangle Initiative on Coral Reefs, Fisheries, and Food Security (CTI-CFF) is a multilateral partnership of six countries working together to sustain extraordinary marine and coastal resources by addressing crucial issues such as food security, climate change and marine biodiversity. The CTI-CFF was formed in 2009 and members include the governments of Indonesia, Malaysia, Papua New Guinea, Philippines, Solomon Islands and Timor-Leste (the 'CT6') representing the custodians of the Coral Triangle area.

A permanent Regional Secretariat was officially established with the appointment of the first Executive Director in April 2015, with the headquarters based in Manado, North Sulawesi, Indonesia. Subsequently, on 1st November 2017, the Agreement of the Establishment of the Regional Secretariat of the Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security was registered with the United Nations Secretary General, which meant that the organization being recognized by the UN system as a full-fledged international intergovernmental organization.

The Regional Secretariat has been active in implementing activities of the CTI-CFF henceforth intensifying cooperation among nations with different cultural backgrounds, differences in governmental system, social and political interests. Consequently, strengthened international and regional cooperation of the CTI-CFF are channeled through the Regional Secretariat, a diplomatic institution that has diplomatic protocol governing its place.

In Indonesia, as well as in many parts of the world, diplomatic protocol plays the role of state protocol, determining the general rules of protocol to be followed by the state and self-governed administration in relations with foreign partners and the local diplomatic and consular corps.

As stipulated by the Host Country Agreement between the Government of the Republic of Indonesia and the Regional Secretariat of the Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security on Privileges and Immunities, signed in Jakarta on 1st December 2015, the CTI-CFF Regional Secretariat is expected to adhere, with regard to the implementation of the functions of the Secretariat, in accordance with the prevailing laws and regulations of the Republic of Indonesia.

1.2 Diplomatic Protocol

Diplomatic protocol is about following correct procedures. It is the art of guaranteeing that official (as well as unofficial) occasions, functions, visit and meetings are conducted correctly, formally and well accepted by the parties involved. The Macquarie Dictionary defines diplomatic protocol as *“the customs and regulations dealing with the ceremonies and etiquette of the diplomatic corps.”* In a wider sense, diplomatic protocol was described by US writer John W. Campbell as *“a form of manifestation of good manners between nations.”*

Diplomatic protocol is also used as a tool for communications in order to minimize the possibility of mistakes as much as possible. Therefore diplomatic protocol is widely used in other professional areas, such in the world of large multinational companies.

In renowned international organizations, the role of the protocol office has gained importance. Besides promoting the role of the organization as an international diplomatic institution, the protocol office coordinates meetings for heads of governments, ministerial delegations and senior officials of member states. The protocol section of an international organization also performs the task of scheduling for courtesy visits and representations at events, providing pro bono advice, mediation services and guidance on diplomatic matters.

Types of diplomatic protocol:

1.2.1 Personal diplomacy

Officials and personnel manning international organizations recognize the importance to provide a personal protocol attitude, manners and self-presentation. For that, he or she would appreciate the importance of good dressing code, speaking culture, social etiquette and *‘faux pas’* (embarrassment).

1.2.2 Corporate diplomacy

Corporate diplomacy can be observed in well established international organization evidently in their verbal, non-verbal and written communication. They practice cross-cultural etiquette, notice ethical issues and constantly develop team building.

1.2.3 Diplomatic ceremonials

Ultimately, international organization's task at its core business performs the task of diplomatic ceremonials and social events meetings, conference, meal, reception and signing ceremony. It arranges the seating plans and order of precedence. It forms of addresses and titles, VIP treatment and social graces.

1.3 Basic understanding of diplomatic events

1.3.1 Ceremony

A ceremony (fr. *cérémonie*) is the official public act with an official character that progresses with the previously established rules and procedures. With each ceremony there is a master of ceremony who makes sure that the ceremony ends in the way it is expected.

During ceremonies, the representatives may need to provide a speech. There are only a few rules during the presentation of a speech during a ceremony. At the beginning it is a host who gives a voice. His or her speech is typically very short and its aim is to welcome the guests and provide the aim of the event.

Signing Ceremony of the Host Country Agreement between the CTI-CFF Regional Secretariat and the Government of Republic of Indonesia on Privileges and Immunities, 1 December 2015



Next in order is the office held by the honorary guests. Usually the first honorary guest speech is delivered by a person who holds the highest office. Occasionally, the most important guest speaks at the very end. Only one person speaks for one institution. The common approximate number of honorary guests is two to three.

1.3.2 Etiquette

An etiquette or *savoir-vivre* is a set of rules that are accepted by everyone in order to smooth functioning of the society.

Everyone is expected to act based on basic rules of etiquette. When following etiquette one should basically express the values one believes in as a member of a greater collective such as politeness and respectfulness.

There are few elements of etiquette that are worth mentioning in this diplomatic protocol:

- Treat other people the way you would like to be treated;
- Respect other people's privacy and do not comment or impose on others your tastes and liking;
- Respect people based on seniority (i.e. women, meritorious individuals, public officials, superiors and representatives of institutions);
- Be tolerant and discrete to other individual; and
- Be punctual.

1.3.3 Titles

The usage of right title is one of the most important codes in the diplomatic protocol. We acknowledge a person with a particular title depending on the function he or she is presenting (royalty, government and parliament, judiciary, local government, diplomatic and consular corps, military and religious) and depending on the occasion.

For instance, if one were to talk to an Ambassador of their own country, one would address him as 'Ambassador.' When writing an invitation one would write 'His/Her Excellency [Initial] [Surname]'. The title 'his/her Excellency' will be also used to refer to the High Commissioner.

1.3.4 Correspondence

It is encouraged to use the formal language and style. For example, when writing a message to other delegates one may want to start its message with 'Dear Sir, Dear Madam' or by referring to his or her title. When ending the message, end with the following phrases: 'Yours faithfully' or 'Respectfully.' Do not forget to end the letter with your full name and the title and a country you are representing.

1.3.5 *Savoir-vivre* (live life well)

There are few elements of *savoir vivre*, which are worth mentioning:

Greetings: it is both a form of salute and a show of respect. Greeting form includes words such as "Good morning" or "Good evening," a bow or a handshake.

The order of greeting: to put it simply: the younger greets the older, men greet women and an employee greets an employer. However, there are exceptions, such as when a woman greets an older man first. In farewell the order is vice versa.

Remember: if you are entering a room full of people waiting for you, you greet them first no matter of the gender or your employment status.

The order of entering a room/lift: similar like with a greeting, we first allow to enter a woman, employers and seniors. When entering a room yourself, look behind you to see if there is someone following- it is polite and proper to keep a door open for the person behind you.

The order of leaving room: same as above. If there is a group waiting outside, we first allow people to leave a room and then a new group may enter the place.

Hand grip: remember that representatives in some cultures may feel uncomfortable when greeting with a handshake.

Introduction and conversation: we use the same rule of order when we introduce two people. We introduce a man to a woman, the younger to senior and the employee to employer. If you are unsure about the name of your guests, simply allow them to introduce him/herself.

Gift is always a symbol of sympathy and respect. According to diplomatic protocol, gift giving should be as discrete as possible.

1.3.6 Wardrobe

Benjamin Franklin once said “Eat to please thyself, but dress to please others.” Each situation requires a different set of dress codes. Going to a high level conference one would wear something more formal than what one would wear to a university classroom or during family annual dinner meetings. Therefore, there are just a few factors for both men and women themselves about diplomatic protocol dress code:

- Dress elegantly. The basic rules of an elegant wardrobe are simplicity and moderation. The extravagant (those who caught people’s attention) clothes use for another occasion.
- Diligence and carefulness. Make sure that the length of your trousers match, the clothes are ironed, shoes are clean and the colors are discordant.
- For work meetings both men and women should dress in *business attire*. A man should wear a suit and cravat and a woman should wear either a dress (knee-length), a suit with a combination with matching trousers or a skirt.
- In terms of accessories, men should not wear any bracelet or rings, unless the latter one is a family ring. A man is allowed a watch and clasp cufflinks and he should wear a tie. A woman is allowed more accessories: a watch, bracelet, rings, necklace, earrings, and a handbag. However, she is advised to use moderation so the accessories will not make her look too extravagant.
- If either a man or a woman has long hair they are both advised to pull them together at the end of their neck.
- During an official ceremony the attire should be darker and decorative. The dark clothes and long dress are used for the evening ceremonies or galas after 20 o’clock.

1.3.7 Dining

When dining the basic rule is to sit straight to press the back to the chair and also have space between himself and a dining table. On your lap put a napkin and while eating resist an urge to lean on a table.

It is a host or hostess who gives a sign to start and to end a meal. Wait for his or her signal.

1.3.8 Business card exchange

The traditional calling card that bears only one’s name and title, if appropriate, has yielded to the more versatile business card. The business card may include one’s



Formal dinner place setting. 1) Salad fork, 2) Fish fork, 3) Dinner fork, 4) Napkin, 5) Butter knife, 6) Bread plate, 7) Dessert spoon, 8) Dessert fork, 9) Place card, 10) Salad plate, 11) Soup bowl, 12) Service plate, 13) Salad knife, 14) Meat knife, 15) Fish knife, 16) Soup spoon, 17) Tea spoon, 18) Seafood fork, 19) Water goblet, 20) Champagne flute, 21) Red wine glass, 22) White wine glass, 23) Sherry glass.
Source: fabelio.com

name, rank or diplomatic title, office or section, business address, telephone and fax numbers, and e-mail address. Business cards do not have prefixes, i.e., Mr., Mrs., Ms., or Dr. (MD or PhD would follow the name when appropriate.)

Military ranks and Ambassador do precede the name.

The exchange of business cards may follow a ritual, for example, how one presents their card and accepts it in a similar manner. If two hands are used holding the top corners face up so they you may read it as you receive it, accept it with two hands. Take time to read the card before putting it away. As you present your card, take care that the print is face up and facing the receiver. Do not exchange cards while seated at a formal dinner; there is time before or after.

When to use a business card?

- Meeting someone for the first time
- Leaving messages
- Calling on someone at their office
- Enclosed with a gift or flowers
- Used received business cards for creating invitation lists

1.3.9 Courtesies at reception and social events

Rise when ranking guests enter and remain standing until they are seated; as you sit, reserve right end of the sofa for ranking guests.

Departures from events are according to rank and precedence; you should remain at any dinner party until all persons of all nationalities who outrank you have departed.

With regard to the ambassador and/or spouse, always rise when he or she enters the room and remain standing until he or she is seated.

At a small function, remain until he or she leaves. At a large function, make your departure known to the ambassador.

CTI-CFF Ministerial Meeting and Related Meetings

2

2.1 Introduction

The CTI-CFF operates through a core decision-making and implementing bodies, including the CTI-CFF Council of Ministers, the CTI-CFF Committee of Senior Officials, and the CTI-CFF National Coordinating Committees, all of which are supported by the CTI-CFF Regional Secretariat.

The CTI-CFF Council of Ministers (CTICOM) is the highest formal decision-making body of the initiative that meets regularly and has the power to adopt and approve CTI-CFF resolutions at Ministerial Meetings. The Chairmanship of the CTICOM rotates among the six countries and has a fixed term.

2.2 Ministerial Meeting

The CTI-CFF Minister Meeting is attended by Ministers of Member States who are responsible for CTI-CFF matters. Minister may appoint his/her alternate whom shall be identified with a *letter of credence*.

2.2.1 Hosting

The Member States holding the Chairmanship of CTI-CFF shall host the CTI-CFF Ministerial Meeting and related meetings. The Chairmanship of CTI-CFF shall rotate annually, based on the alphabetical order of the English names of Member States, unless otherwise agreed upon by all CTI-CFF Member States.

The host country is expected to move as quickly as possible to decide on the locations and exact dates of meetings and inform all appropriate CTI-CFF NCC contact points.

The host country is responsible for arranging and hosting the meetings endorsed by Senior Officials during its year as Chair.

2.2.2 Invitation

Minister of the host country, and in charge of CTI-CFF matters, shall extend the invitations to attend the CTI-CFF Ministerial Meeting and related meetings to the ministers in the member states and to the Executive Director of the CTI-CFF Regional Secretariat.

2.2.3 Credential letters

Credential is required to attend CTI-CFF Ministerial Meeting and related meetings (including senior official and preparatory meetings). A letter should be signed on behalf of the State or international organization concerned by a person duly authorized to do so, stating the name of a person(s) authorized to participate in the CTI-CFF Ministerial Meeting and related meetings. The letter must also indicate the capacity in which he or she is to serve at the Meeting.

Participants must submit their credentials in advance of the Ministerial Meeting and other related CTI-CFF meetings to the CTI-CFF Executive Director.

2.2.4 Hospitality

Invited Ministers and their spouses will be afforded the appropriate hospitality arrangements, include the Executive Director and spouse, as well as whosoever deemed appropriate by the host country.

The Host Country shall distribute the 'administrative arrangement' together with the invitation, may also include details of its hospitality.

2.2.5 Arrival and departure arrangements

The appropriate representative of the host country shall welcome and send off the Visiting Ministers/Heads of Delegation. Full honors in accordance with the practice of the host country shall be afforded to the Visiting Ministers and the Executive Director.

Other invited dignitaries shall be received and sent off in accordance with the protocol of the host country.

2.2.6 Program

The CTI-CFF Ministerial Meeting attended exclusively by CTI-CFF Ministers, may consist of the following program:

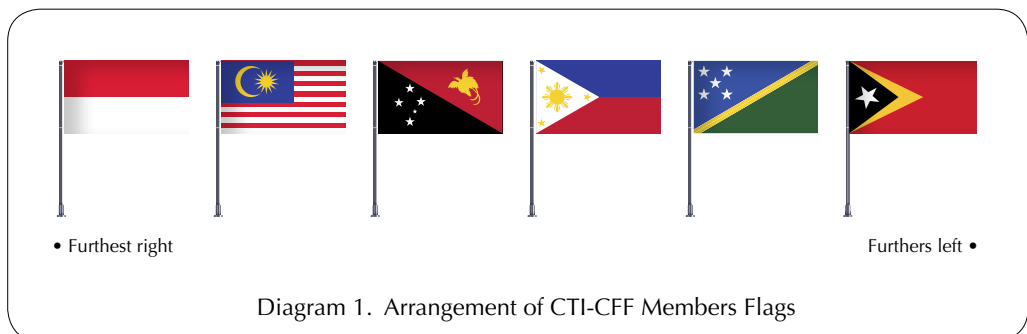
- Opening ceremony, plenary
- Dinner
- CTI-CFF Ministers meeting with development partners and relevant stakeholders
- Closing session
- Press conference.

2.2.7 Backdrop of CTI-CFF Ministerial Meeting

The backdrop of the Ministerial Meeting shows the chairmanship logo, CTI-CFF emblem, title and theme of the Chairmanship, date and name of the venue city, town or place where the Ministerial Meeting is being held. In case the Ministerial Meeting is held in a place other than a government premise such as a hotel, the name of the hotel should not be presented against the backdrop.

2.2.8 Arrangement of the flags

The arrangement of the flags of CTI-CFF Member States will be in alphabetical order. CTI-CFF Members' Flag may be put on both sides of the stage with three flags on both sides of the stage. The CTI-CFF flag shall flank the CTI-CFF Member States' flags on the extreme right side of the stage is illustrated in [Diagram 1](#).

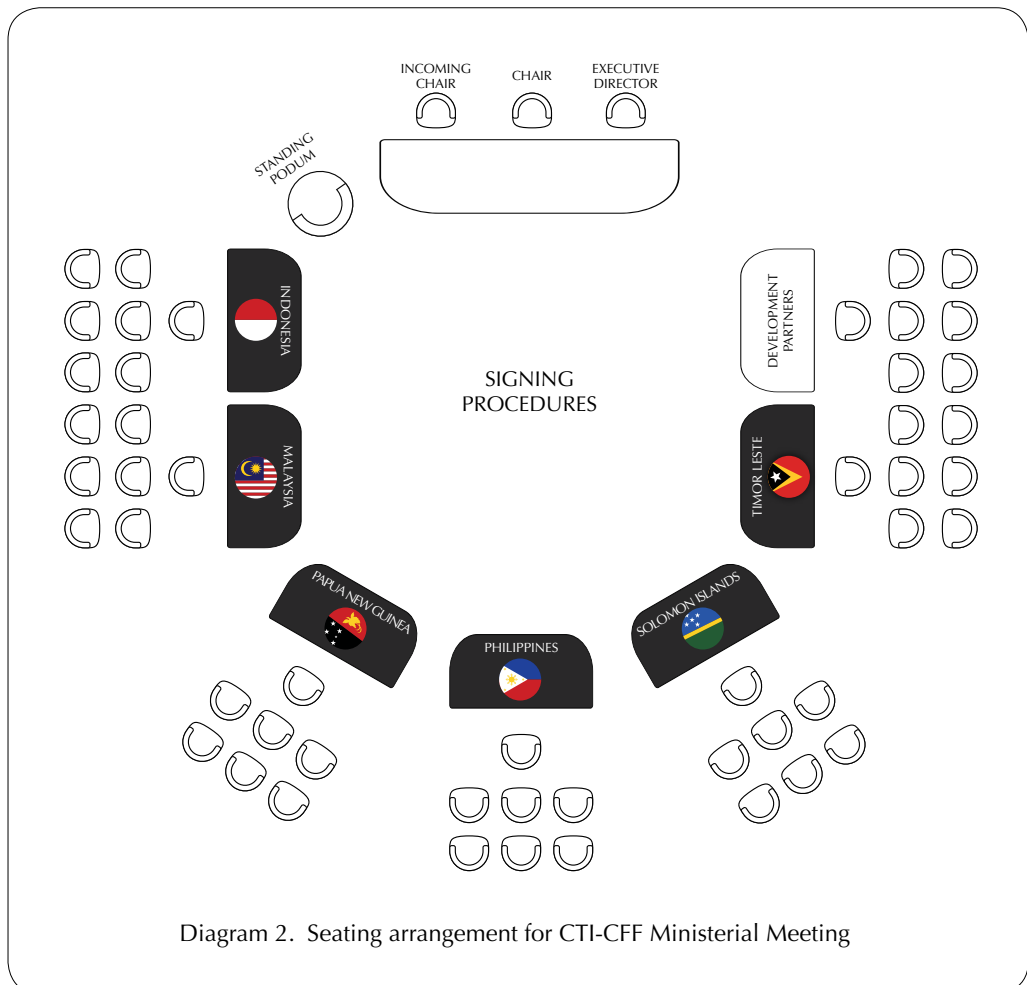


2.2.9 Opening Ceremony of the CTI-CFF Ministerial Meeting

The Opening Ceremony maybe open to the media. The Media may also want to cover the photo session and delivery of the Opening Statement by the Chair, after which the media shall be requested to leave the venue of the meeting.

2.2.10 Seating arrangement

The seating arrangement for the Opening of the CTI-CFF Ministerial Meeting is illustrated in [Diagram 2](#).





CTI-CFF Ministerial Meeting, Manila 14 December 2018



2.2.11 Order of proceedings

The Opening Ceremony may begin with the Host Country national anthem. The Chair of the CTI-CFF Ministerial Meeting shall deliver the Opening Statement, followed by a photo session of the CTI-CFF Ministers/Heads of Delegations.

2.2.12 Photo session arrangement

The photo session on the state is illustrated in [Diagram 3](#).



Diagram 3. Photo session arrangement in 3rd Ministerial Meeting CTI-CFF, Jakarta, Indonesia 28 October 2011

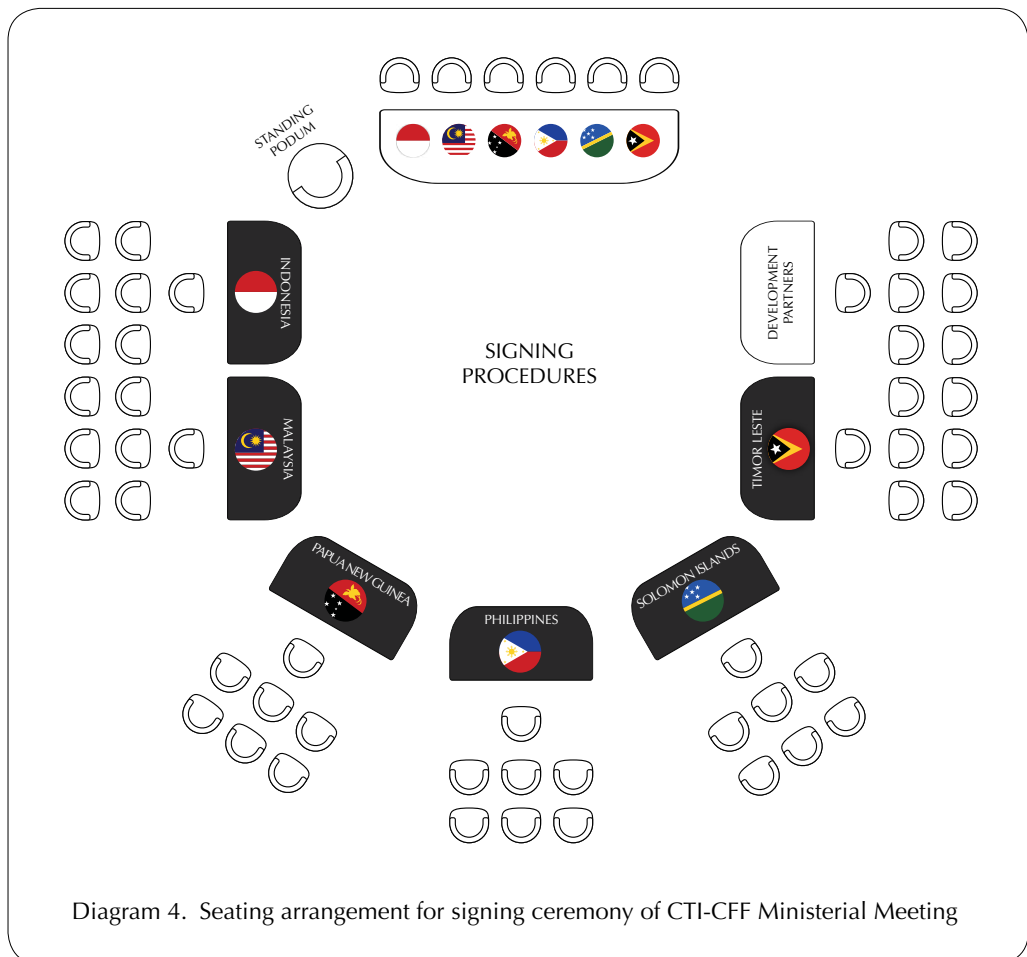
2.2.13 Suggested dress code

Lounge Suit/National Dress or
Special Attire/Lounge Suit/National Dress

2.2.14 Signing ceremony of CTI-CFF Ministerial Meeting

The seating arrangement for the signing ceremony involving Ministers/Head of Delegation at the CTI-CFF Ministerial Meeting is illustrated in [Diagram 4](#).

When documents are signed by the Ministers and witnessed by Senior Officials, Senior Officials are positioned behind their respective Ministers/Head of Delegation.

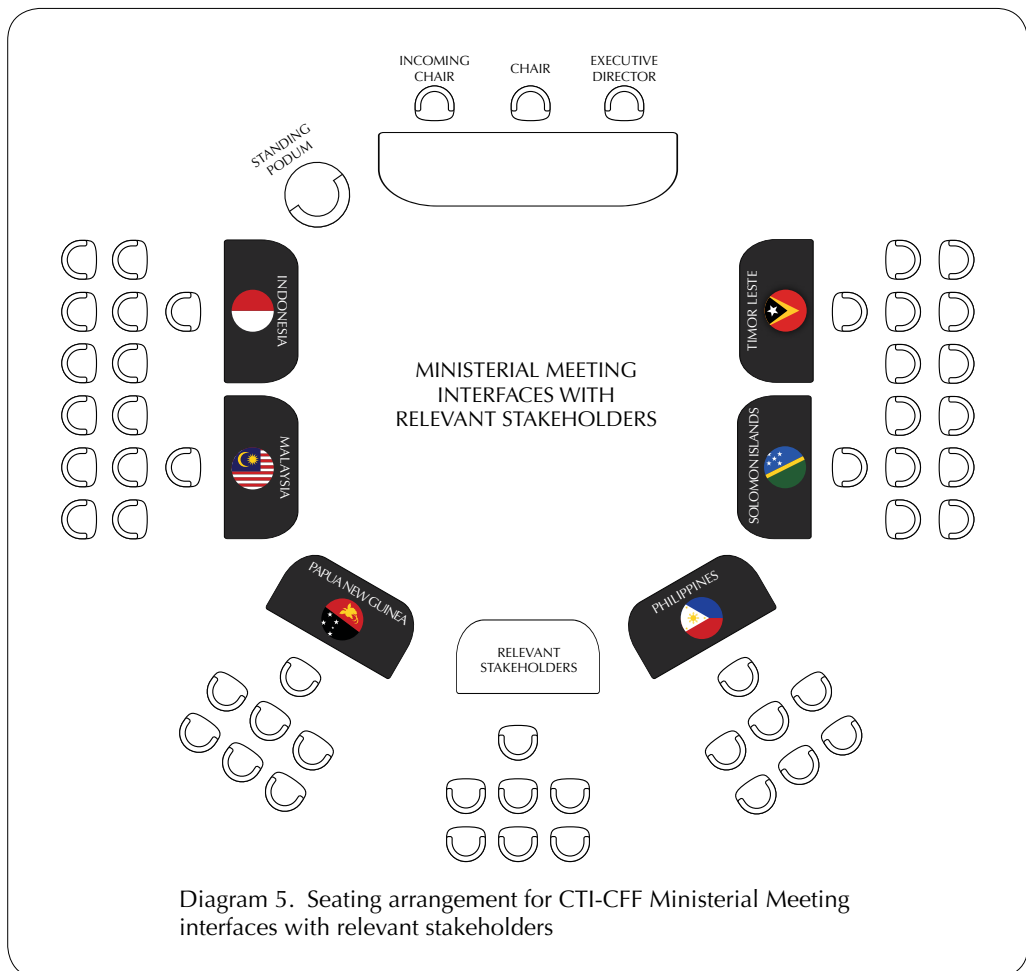




Signing of Joint Ministerial Statement, Manila, Philippines, 14 December 2018.

2.2.15 CTI-CFF Ministerial Meetings interfaces with relevant stakeholders

Is illustrated in Diagram 5.



2.2.16 Gala Dinner

The Gala Dinner for the CTI-CFF Ministers/Head of Delegations and their spouses is hosted the CTI-CFF Chair. CTI-CFF Ministers/Head of Delegations will be joined by CTI-CFF other ministers such as foreign affairs, economic ministers, socio-cultural ministers, the CTI-CFF Executive Director and their spouses and whoever deemed appropriate by the host.

Suggested dress code for the Gala Dinner is special attire/lounge suit/national dress.

The Gala Dinner shall commence with Welcoming Remarks by the Head of Delegation of the host country and followed by a photo session of the Head of Delegations and spouses as deemed appropriate by the host.

The photo session follows with the spouses standing on the left side of the respective Head of Delegations.

2.2.17 Closing and handling-over of Chairmanship Ceremony

Order of Proceedings:

1. Closing statement by the Chair of CTI-CFF
2. Incoming Chair is invited to the stage
3. Incumbent Chair hands over the CTI-CFF Chairmanship's Gavel to the Incoming Chair
4. Short remarks by the new Chair

2.2.18 Press conference

A press conference may be held at the end of the CTI-CFF Ministerial Meeting. The Head of Delegations of the CTI-CFF Chair may speak on behalf of their countries at the Press Conference. The CTI-CFF Executive Director may be invited to participate in the Conference.

The arrangement is left to the discretion of the CTI-CFF Chair as to whether other head of delegations stands at the podium or sits in a sofa setting.



Gala Dinner for the CTI-CFF Ministers/Head of Delegations



Closing and handing-over of Chairmanship Ceremony



CTI-CFF Committee of Senior Officials' Meeting and Related Meetings

3

3.1 Introduction

The CTI-CFF Committee of Senior Officials is composed of designated senior government officers from the six Coral Triangle countries who are tasked to oversee and decide on the technical decisions of the CTI-CFF as well as provide direction to the Regional Secretariat. The Senior Officials meet annually or as needed to ensure that the business of the CTI-CFF is carried out efficiently.

The CTI-CFF Regional Secretariat is the primary body that coordinates the implementation of the CTI Regional Plan of Action. The Regional Secretariat coordinates, and supports official meetings and events being implemented under the CTI-CFF RPOA road map. These include the annual high-level CTI-CFF Senior Officials Meeting and Ministerial Meetings and the periodic meetings and workshops organized by the technical working groups. The Regional Secretariat also provides technical and coordination support to the NCCs on emerging opportunities and priorities related to reaching the goals and targets of the CTICFF Regional and National Plans of Action. In addition, the Regional Secretariat serves as the primary communication platform for the CTI-CFF.

The CTI-CFF National Coordinating Committees (NCC) are the national interagency committees responsible for guiding and ensuring implementation of the CTI Regional and National Plans of Action in their respective countries. They are composed of officials from designated government agencies, representatives of NGOs and academic institutions that meet regularly and decide on the priority CTI-CFF activities. CTI-CFF

NCC members also represent their countries in CTI-CFF Technical Working Groups and at regional CTI-CFF meetings. The CTI-CFF NCCs are based in government agencies, work with various development partners who are implementing CTI-CFF activities at the national and local levels, and also conduct outreach and communications activities.

3.2 Hosting

The Member States holding the Chairmanship of CTI-CFF shall host the CTI-CFF Committee of Senior Officials' meeting and related meetings. The Chairmanship of CTI-CFF shall rotate annually, based on the alphabetical order of the English names of Member States, unless otherwise agreed upon by all CTI-CFF Member States.

3.3 Invitation

Minister of the host country or appointed Senior Official in charge of CTI-CFF matters shall extend the invitations to attend the CTI-CFF Committee of Senior Officials' meeting and related meetings to the National Coordinating Committee (NCC) of its member states and to the Executive Director of the CTI-CFF Regional Secretariat.

3.4 Credential letters

Credential Letter(s) from Member Countries shall be issued informing the name of the senior official who is tasked as the Head of Delegation (HoD) and names of other senior officials, officials and members of the entourage. The letter of credence must be signed on behalf of the State or international organization concerned by a person duly authorized to do so, stating the name of a person(s) authorized to participate in the CTI-CFF Committee of Senior Officials meeting and related meetings. The letter shall also indicate the capacity in which he or she is to serve at the Meeting.

Participants must submit their letter of credence in advance of the Meeting to the CTI-CFF Executive Director.

3.5 Hospitality

Invited Senior Officials and member of delegates will be afforded the appropriate hospitality arrangements, include the Executive Director and spouse, as well as whosoever deemed appropriate by the host country.

The Host Country shall distribute the 'administrative arrangement' together with the invitation, may also include details of its hospitality.

3.6 Arrival and departure arrangements

The appropriate representative of the host country shall welcome and sent off the Senior Official and other members of the delegation. Full honors in accordance with the practice of the host country shall be afforded to the visiting Senior Officials and the Executive Director. Other invited member of the delegation shall be received and sent off in accordance with the protocol of the host country.

3.7 Program

CTI-CFF Committee of Senior Officials meeting and related meetings may consists of the following program:

- Opening ceremony, plenary
- Dinner
- CTI-CFF Senior Officials meeting with development partners and relevant stakeholders
- Closing session
- Press conference

3.8 Backdrop of CTI-CFF Committee of Senior Officials' Meeting

The backdrop of the Committee of Senior Officials' meeting shows the chairmanship logo, CTI-CFF emblem, title and theme of the Chairmanship, date and name of the venue city, town or place where the Committee of Senior Officials' meeting is being held. In case the meeting is held in a place other than a government premise such as a hotel, the name of the hotel should not be presented against the backdrop.

3.9 Arrangement of the flags

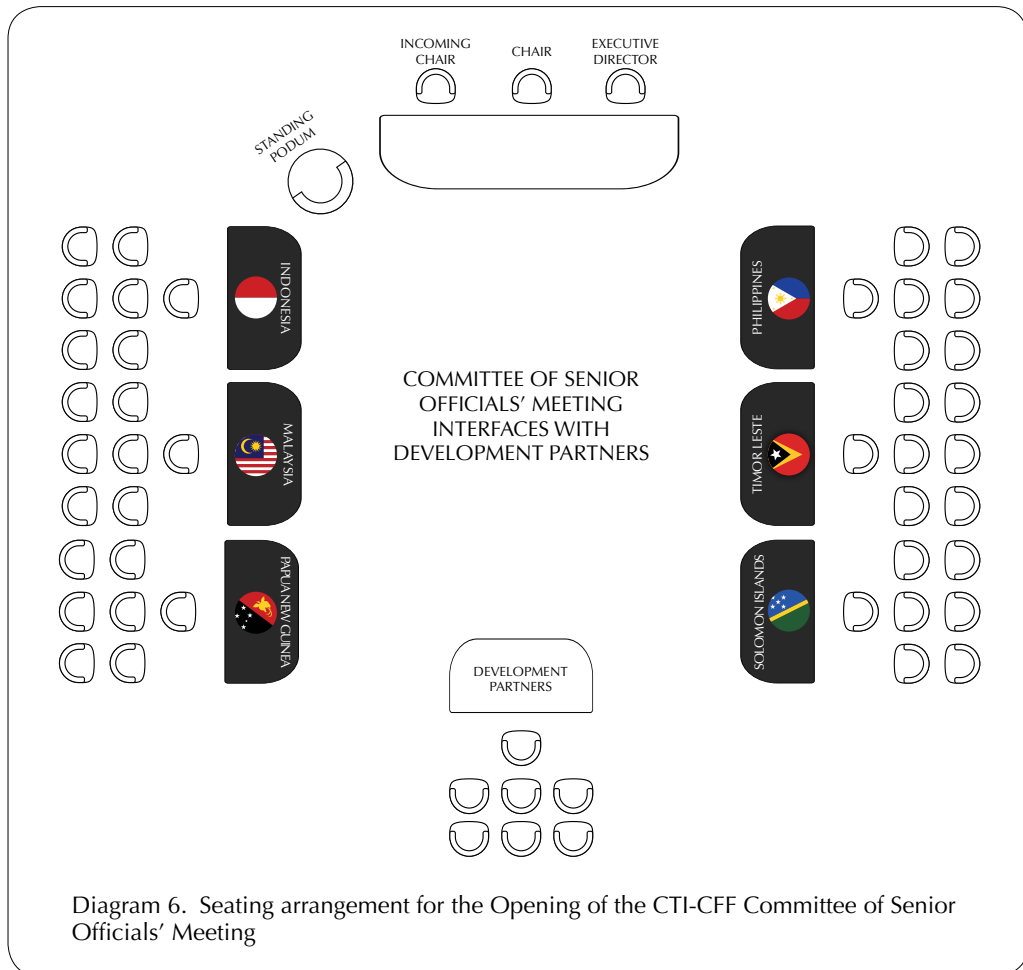
The arrangement of the flags of CTI-CFF Member States will in alphabetical order. CTI-CFF Members' Flag may be put on both sides of the stage with three flags on both sides of the stage. The CTI-CFF flag shall flank the CTI-CFF Member States' flags on the extreme right side of the stage is illustrated in [Diagram 1](#).

3.10 Opening ceremony of the CTI-CFF Committee of Senior Officials' meeting

The Opening Ceremony maybe open to the media. The Media may also want to cover the photo session and delivery of the Opening Statement by the Chair, after which the media shall be requested to leave the venue of the meeting.

3.11 Seating arrangement

The seating arrangement for the Opening of the CTI-CFF Committee of Senior Officials' Meeting is illustrated in [Diagram 6](#).



3.12 Order of proceedings

The Opening Ceremony may begin with the Host Country national anthem. The Chair of the Committee of Senior Officials' meeting shall deliver the Opening Statement, followed by a photo session of the CTI-CFF Senior Official/Head of Delegations.



CTI-CFF
Committee of
Senior Officials'
Meeting, Manila,
Philippines
12–13 December
2018

3.13 Photo session opening ceremony

The photo session on the state is illustrated in [Diagram 7](#).



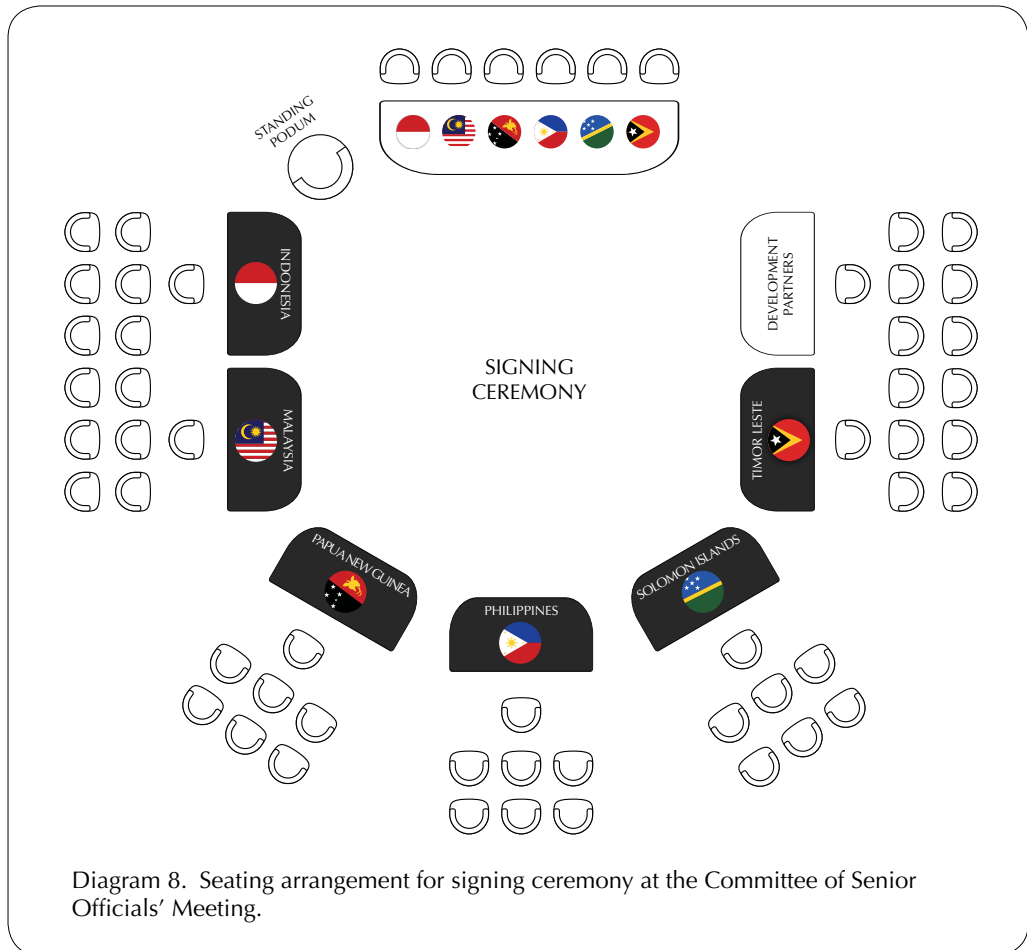
Diagram 7. Photo session arrangement in 3rd Ministerial Meeting CTI-CFF, Jakarta, Indonesia 28 October 2011.

3.14 Suggested dress code

Lounge Suit/National Dress or Smart Casual

3.15 Signing ceremony of Committee Senior Officials' meeting

The seating arrangement for the signing ceremony involving Senior Officials/Head of Delegations at the Committee of Senior Officials' Meeting is illustrated in [Diagram 8](#).



3.16 Gala Dinner at CTI-CFF Committee of Senior Officials' Meeting

The CTI-CFF Chair will host the Gala Dinner for the CTI-CFF Committee of Senior Officials and their spouses.

Suggested dress code for the Gala Dinner is special attire/lounge suit/national dress.

The Gala Dinner shall commence with Welcoming Remarks by the Head of Delegation of the host country and followed by a photo session of the Head of Delegations and spouses as deemed appropriate by the host.

The photo session follows with the spouses standing on the left side of the respective Head of Delegations.

3.17 Press conference

A press conference may be held at the end of the CTI-CFF Committee of Senior Officials' meeting. The Head of Delegations may speak on behalf of their countries at the Press Conference. The CTI-CFF Executive Director may be invited to participate in the Conference.

The arrangement is left to the discretion of the CTI-CFF Chair as to whether other head of delegations stands at the podium or sits in a sofa setting.

Administrative Circulars

4

4.1 Introduction

An Administrative Circular providing a general overview of planning and logistics considerations for each meeting is prepared by the host country in coordination with the chairperson and the CTI-CFF Regional Secretariat.

This Administrative Circular is sent out to the relevant CTI-CFF NCC and the Ministry of Foreign Affairs in each member country in advance of the meeting to enable logistical preparation by delegates.

4.2 Administrative circular

Contain information:

- responsible host country contact persons;
- meeting venues;
- liaison officers (if applicable);
- registration/accreditation information;
- arrival/entry formalities;
- transportation arrangements;
- accommodation arrangements;
- delegates' facilities;
- media arrangements;
- document reproduction and distribution procedures;
- dress code;
- general local information (such as information on venue city, currency, climate, electricity supply, time zones) and other information, and

- annotated Agenda is normally prepared by the chair of the meeting to be sent out in draft to all member countries in advance of the meeting for comments. Once comments have been received, the annotated Agenda would be amended and circulated to all member delegates in good time before the meeting.

The most effective means of distributing Administrative Circulars at present time is through email channels or by posting it on the host country's website. Administrative Circulars are ideally distributed 6-8 weeks prior to the meeting.

Accommodation

5

5.1 Introduction

The host country is expected to arrange block bookings with a range of room rates to offer participants a choice at appropriate hotel(s) within or close to the meeting location. Normally, these preferential rates should be applicable from a few days before the meeting until a few days after the meeting. Information concerning the hotel(s), rates, other pertinent information, and hotel reservation forms should be forwarded to the CTI-CFF NCC contact points and the CTI-CFF Regional Secretariat at least eight weeks before the meeting (at the same time the invitations are issued to all member countries).

5.2 Hotel reservation

It is normal practice that the host country books directly with the hotels concerned or channels bookings through a host organization depending on local preferences. It is also acceptable for the host country to request participants to make bookings directly with the designated hotels. Giving a deadline to take advantage of negotiated hotel rates is helpful to participants and the host and should reduce inconvenience.

Ideally, hotel room rates are inclusive of internet charges.

The host country is responsible for preparing a list showing the hotel accommodation for the different delegations of the member countries. This is particularly necessary if delegations are staying in more than one hotel. Delegations wanting to arrange for suites or reserve meeting or function space at any hotel should contact the hotel directly.

The host country may wish to make special arrangements to facilitate the check-in of the participants to the hotel. The host country may also wish to arrange for meeting notices and local tourism material to be provided at the reception or in the participants' hotel rooms on arrival.

It is quite acceptable for the host country to publicize local tourist attractions and other pertinent local information to participants in such a way as to encourage them to stay on at their own expense or return at some future time.

Meeting Room Requirements

6

6.1 Introduction

The host country is responsible for the arrangements and cost of suitable meeting room(s) and morning and afternoon refreshments. In addition to the plenary meeting room/s, it is useful to have small meeting rooms available to accommodate smaller drafting groups or special issue groups as required.

The host country is responsible for the arrangements and cost of the plenary meeting room(s), the small group meeting rooms, a conference secretariat room, the conference support staff and conference equipment (computer work stations, photocopying machines, printers, etc.).

It is likely to be necessary for the meeting rooms to be available beyond normal working hours. The Conference Secretariat should ideally be open the day before the meeting and stay open from early each morning to late each evening to meet delegations' requirements.

Conference Secretariat staff are also needed outside of normal office hours to help in the preparation of report(s) and other matters. Often late night work is required and staffs of the Host Country Secretariat are expected to be aware of this and able to provide the necessary assistance as required.

If at all possible, the plenary meeting room(s), small meeting room(s) and Host Country Secretariat office are expected to be located on the same floor and in close proximity. Information on meeting rooms for different subgroups or activities should be provided by the host country in the Administrative Circular before or on arrival.

6.2 Equipment

6.2.1 Microphones

To facilitate the smooth running of the meeting, the public address system in the plenary rooms should be in good condition. Microphones should be installed at the conference table, one for the Chair and preferably one per every two participants at the table, or at least one per every two neighboring delegations.

6.2.2 LCD projector, screen and laser pointer

Should be available in meeting rooms. If requested, slide projector equipment, overhead projector and white boards should also be provided.

6.2.3 Power (electricity) connections

This should be provided at the head table along with internet access for the Chair, his assistant, CTI-CFF Regional Secretariat and invited guests. Adequate power connections should also be provided along the sides of walls in the meeting rooms to allow delegates to recharge their notebooks/laptops when needed.

Delegates usually bring their own notebook computers and may request additional power outlets and/or Local Area Network (LAN) cables or wireless internet connections. This is up to the discretion of the host country. However, it is advisable to request that delegates' notebook computers be registered and checked for viruses and updated anti-virus programs prior to plugging into the LAN.

6.2.4 Reproduction of papers

Despite encouraging participants to bring adequate copies of papers they wish to circulate, or to circulate them in advance of the meeting, there might still be considerable demands for copying. The requirement for copying can be reduced by limiting the number of copies to each delegation or utilizing innovative solutions such as the Paperless Meeting System.

Arrival and Entry Formalities

7

7.1 Introduction

All delegates should ensure that they possess valid passports prior to embarking on travel.

7.2 Entry visa

Delegates from certain member countries require visas to enter the host country and are responsible for arranging their visas, if required. The administrative circular usually provides a listing of visa requirements or waivers (if applicable) for each country. Delegates should check with the nearest diplomatic or consular representation for information on visa requirements prior to finalizing travel arrangements.

7.3 Airport facilitation

Depending on the complexity of airport arrival formalities and possible language difficulties for some CTI-CFF members, it is useful to consider operating a “welcome desk” at the airport for participants on arrival. For Ministerial Meetings, it is highly recommended to do this.

A small airport reception team of greeters and transport coordinators can assist in facilitating the arrival and departure process for delegates, baggage handling and transportation movements.

Host country may work with immigration service at airports to provide special lane to allow for “fast track” passenger processing for CTI-CFF. It is the responsibility of the host country to determine whether it can provide transportation from and to the

airport for delegates. If this is not provided, it is necessary to give clear advice on airport entry formalities and on obtaining transport to and from the hotel in the Administrative Circular or in the advance information provided by the host country.

Entry Requirements into Indonesia

8

8.1 Introduction

Delegates, invited guest and family members of CTI-CFF personnel stationed in Manado wishing to enter Indonesia must have a valid passport for at least six (6) months from the date of arrival with sufficient pages for visa stamps (at least one complete blank page), and proof of a return flight or onward flight out of Indonesia.

Contact the Indonesian Embassy/Consulate General in each CTI-CFF member countries before going to Indonesia in order to check if you require any immigration documents necessary to visit Indonesia.

8.2 Visa information

Information on Indonesian Missions can be found on the following link: <http://www.kemlu.go.id/en/kedutaan/default.aspx>.

Delegates who wish to enter Indonesia must obtain a visa from one of the Indonesian diplomatic missions unless they come from one of the visa exempt countries.

For further information, please visit:
<http://www.imigrasi.go.id/index.php/en/public-services/visit-visa#procedure>

Visa free given to citizens of 169 countries for a short stay up to 30 (thirty) days.

Country listed within the free visa countries:
<http://www.imigrasi.go.id/index.php/en/layanan-publik/bebas-visa#free-visacountries-list>

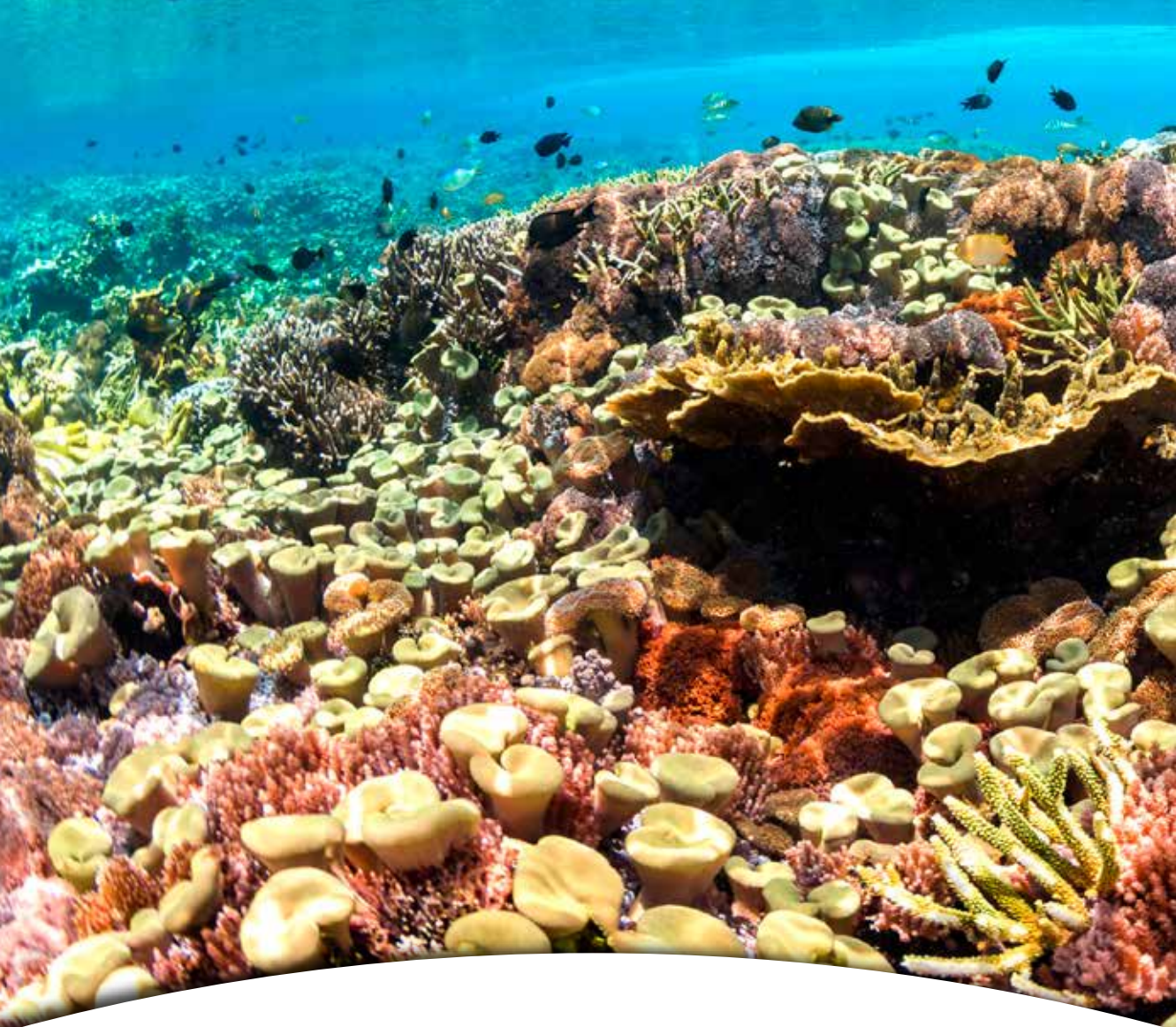
No Visa for ASEAN Member States Delegations from ASEAN member states are allowed to enter Indonesia without a visa for a period of stay of 30 (thirty) days or less.

Visa on Arrival (VoA) is issued upon arrival at the Soekarno-Hatta International Airport Jakarta if the nationality included on VoA countries list.

All member countries of CTI-CFF are afforded visa free entry into Indonesia.

Closing

This Guide to Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security (CTI-CFF) Diplomatic Protocol will continue to be updated following the dynamism of the regional and international cooperation. This Guide will serve both officials of the Regional Secretariat as well as stakeholders actively involved in the cooperation of CTI-CFF. There may be a need to further complement the protocol with aspects related to local culture of member states, including the local customs in Indonesia where the Regional Secretariat is based. It is hoped that this Guide will be of benefit for the readers.



Coral Triangle Initiative on Coral Reefs, Fisheries, and Food Security (CTI-CFF)

The CTI-CFF is a multilateral partnership of six countries working together to sustain extraordinary marine and coastal resources by addressing crucial issues such as food security, climate change and marine biodiversity.

The CTI-CFF was established formally during the Leaders' Summit in 2009 with approval of the leaders from the CT6 countries. They adopted the CTI Regional Plan of Action (CTI RPOA) which is a strategic action plan with five goals: (1) designation of effectively managed seascapes; (2) application of an ecosystem approach to fisheries management; (3) establishment of a fully functional marine protected area system; (4) strengthening climate change adaptation and resilience; and (5) improving the status of threatened marine species.

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