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УНИВЕРСИТЕТ**

ГУМАНИТАРНЫЙ ФАКУЛЬТЕТ

Кафедра общенаучных дисциплин

**УЧЕБНО-МЕТОДИЧЕСКИЙ КОМПЛЕКС ПО
УЧЕБНОЙ ДИСЦИПЛИНЕ**

**Деловая и дипломатическая переписка
на иностранном языке**

Для специальности 1 – 23 01 01 «Международные отношения»

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- IV. Примерная тематика курсовых работ.
- V. Примерный список экзаменационных вопросов.

I. Учебная программа дисциплины (рабочий вариант)

Пояснительная записка

Данная программа предназначена для студентов 4-го и 5-го годов обучения специальности 1 – 23 01 01 «Международные отношения» и рассчитана на 52 учебных часа, из них 42 часа – практические занятия и 10 часов – контролируемая самостоятельная работа студентов. В 9 семестре V курса студенты выполняют курсовой проект по данной дисциплине. К концу курса обучения **студенты должны знать:**

- структуру и отличия дипломатических и деловых документов;
- документы внутриведомственной переписки;
- содержание и структуру годового политического отчета;
- дипломатические и информационные письма;
- композиционное членение деловых писем, порядок их составления и оформления.

Студенты должны уметь:

- отличать дипломатический язык от языка повседневного общения;
- пользоваться дипломатическими документами, различать их структуру;
- составлять документы, следить за правильностью изложения содержания языковыми средствами.
- выявлять специфику документов дипломатической службы;
- определять характерные черты современного дипломатического языка;
- определять характерные черты деловых документов и правильно оформлять их.

Содержание учебного материала

Введение в курс

Содержание понятия «дипломатическая переписка»: официальная переписка между дипломатическими учреждениями, между дипломатическими представительствами и государственными учреждениями страны пребывания, между дипломатами и государственными и общественными деятелями страны пребывания. Внутриведомственная переписка между дипломатами, работающими в загранучреждениях, и Министерством иностранных дел, которому они подчинены.

Подготовка и направление дипломатических нот, других документов диппереписки

Личная нота. Причины и условия ее направления. Служебный и протокольный уровень лиц, обменивающихся личными нотами. Содержание личной ноты, объем, стиль изложения. Форма обращения к адресату. Протокольный комплимент. Подпись под содержанием ноты, написание адреса получателя.

Проблема протокольного старшинства в зарубежных странах. Титулование и протокольные старшинства на иностранных языках.

Вербальная нота (письменное подтверждение сказанного устно) – наиболее распространенный вид дипломатической переписки.

Особенности содержания и протокольного оформления, стиль изложения, протокольные комплименты. Типичные ошибки и погрешности в оформлении вербальных нот. Циркулярные ноты.

Личное письмо дипломата. Круг потенциальных авторов и получателей, тематика личных писем дипломата. Особенности стиля, обращения, комплиментов. Способы пересылки.

Меморандум. Памятная записка. Сущность, значение этих документов. Правила написания и оформления. Способы пересылки.

Приглашение на прием, торжественное мероприятия, деловую встречу.

Направление визитной карточки как протокольное мероприятие дипломата.

Подготовка и направление в центр информационно-справочных и аналитических документов. Выбор темы, ее актуальность и полезность для диппредставительства, Министерства иностранных дел, других ведомств, правительства, высшего руководства аккредитующего государства. Адресат документа (перечень учреждений и организаций, коим документ направляется). Стиль, язык документа. Виды документов в зависимости от содержания, характера, формы.

Запись беседы дипломата с представителем страны пребывания. Выбор темы и собеседника. Форма записи: стенография или резюме беседы. Особенности содержания и стиля изложения.

Справка: а) характеристика общественно-политической организации, этнической общности (национального меньшинства), религиозной конфессии, коммерческой структуры, государственного учреждения; б) хронологическо-событийное описание явления (визита официального лица из третьей страны в столицу страны пребывания дипломата; международных переговоров, состоявшихся в столице страны пребывания; избирательной компании и т.д.); в) статистический обзор экономического развития, внешней торговли (страны пребывания с третьими странами), партийно-политический состав вновь избранного парламента и т.д.

Информационное письмо. Содержание: событийная или обзорно-проблемная тематика, соотношение фактического материала и аналитических, оценочных положений. Выводы автора. Прогнозы.

Аналитическая записка и политическое письмо – документы, требующие высокого профессионализма. Важность темы, содержание, выводы, прогнозирование. Практические рекомендации.

Шифротелеграмма. Обоснованность выбора темы, безотлагательная надобность, секретность. Авторы – посол, старшие дипломаты. Адресат. Стиль, язык.

Деловая переписка. Композиционное членение, составление и оформление делового письма и конверта. Написание ходатайств и сопроводительных бумаг при устройстве на работу. Общие правила по составлению текстов контрактов и договоров.

Учебно- методическая карта

| Номер раздела, темы, занятия | Название раздела, темы, занятия; перечень изучаемых вопросов | Количество аудиторных часов | | | | Материальное обеспечение занятия(наглядные, пособия, ТСО и др.) | Литература | Формы контроля знаний |
|------------------------------|--|-----------------------------|-----------------------------------|----------------------|---|---|-------------------------|-----------------------|
| | | Лекции | Практические (семинарские)занятия | Лабораторные занятия | Управляемая (контролируемая)самостоятельная работа студента | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 1 2 | Diplomacy and International Relations. Diplomatic language. Different styles. French and English as languages of diplomacy. | | 2 2 | | | | 1, 3, 1a 1, 3 | |
| 3 | The peculiarities of diplomatic English (lexical, syntactical, stylistic) | | 2 | | 2 | | 4 | |
| 4 5 | Diplomatic documents. Diplomatic communications between states. | | 2 2 | | | | 1 2 | Устный опрос |
| 6 | Revision test. | | 2 | | | | | Письм. тест |
| 7 8 | Verbal and Personal Notes. Circular and Speaking Notes. | | 2 | | 2 | | 1, 2, 4 1, 2 | |
| 9 10 | Aide-Memoire. Memorandum. | | 2 2 | | | | 1, 4 1, 4, 2 2 | |
| 11 12 | Interoffice Memorandum. Letters of Credence. | | 2 2 | | | | 2 1, 2, 4 | Устный опрос |
| 13 14. | Letters of Recall. Revision test. | | 2 2 | | | | 1, 2, 4 | Письм. тест |
| 15 16 | Relatively new types of diplomatic documents. Statements. Declarations and Resolutions. | | 2 2 | | | | 4, 2 2, 4 | |
| 17 18 | Communiqués and Joint communiqués. Speeches. | | 2 | | 2 | | 1, 2 4 | |
| 19 | Writing letters in English. | | 2 | | | | 1, 5, 6 | Письм. Тест |
| 20 | United Nations communications (formal and informal letters). | | 2 | | | | 2 | |
| 21 | Official letters and private letters of semi-official character. | | 2 | | 2 | | 1, 5, 6 | |
| 22 | Covering letters, covering notes and telegrams. | | 2 | | | | 1, 5, 6 | |
| 23 | Telegrams, telexes, faxes. | | 2 | | | | 1, 5, 6 | |
| 24 | Office correspondence. | | | | 2 | | 1, 5, 6 | Устный опрос |

Основная и дополнительная литература

| №№ п-п | Список литературы | Год издания |
|-----------|---|-------------|
| | Основная | |
| 1. | Муратов Э.Н. Дипломатические документы и дипломатическая переписка: учебное пособие для ВУЗов. – М.: Астрель; АСТ. – 219 с. | 2005 г. |
| 2. | Борисенко И.И., Евтушенко Л.И. Английский язык в международных документах (право, торговля, дипломатия): Учебное пособие. – К.: ООО «ИП Логос». – 480 с. | 2003 г. |
| 3. | Кубьяс Л.Н., Кудачкина И.В. Английский для специалистов-международников. Учебное пособие. – М.: АСТ: Восток-Запад. – 576 с. | 2006 г. |
| 4. | Билан В.Н. Деловая и дипломатическая переписка. Учебно-методическое пособие. – Мн.: БГУ – 102 с. | 1999 г. |
| 5. | Васильева Л. Деловая переписка на английском языке. – М.: Рольф, Айрис-пресс. – 352 с. | 1998 г. |
| 6. | Слепович В.С. Деловой английский. Business communication. – Мн.: ТетраСистемс. – 256 с. | 2001 г. |
| | | |
| | | |
| | | |
| | | |
| | | |
| | Дополнительная | |
| 1 а. | Graham Evans, Jeffrey Newnham The Penguin Dictionary of International Relations. Penguin Book, 623 p. | 1998 |
| 2а. | Andrew Littlejohn. Company to company. A new approach to business correspondence in English. Cambridge University Press. - 120 p. | 1993 |
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II. ОСНОВНЫЕ ТЕМЫ ПРАКТИЧЕСКИХ ЗАНЯТИЙ.

Topic I. Diplomatic language.

Topic II. The Linguistic peculiarities of diplomatic English.

Topic III. Diplomatic documents.

Topic IV. Verbal, Personal and Circular Notes.

Topic V. Communiqués, aides-memoire, Speaking Notes.

Topic VI. Letters of Credence and Recall.

Topic VII. Memoranda.

Topic VIII. Relatively New forms of Diplomatic Documents.

Topic IX. Official and Semi-official letters.

TOPIC I. DIPLOMATIC LANGUAGE

The expression "diplomatic language" is used to denote three different things. In its first sense it signifies the actual language (whether it be Latin, French, or English) which is employed by diplomatists in their converse or correspondence with each other. In its second sense it means those technical phrases which, in the course of centuries, have become part of ordinary diplomatic vocabulary. And in its third, and most common, sense it is used to describe that guarded understatement which enables diplomatists and ministers to say sharp things to each other without becoming provocative or impolite.

"Diplomacy," as it was once said, "is the application of intelligence and tact to the conduct of official relations between the governments of independent states." The need of intelligence is self-evident, but the equally vital need of tact is often disregarded. It is this latter need which has led diplomatists to adopt a paper currency of conventionalized phrases in place of the hard coins of ordinary human converse. These phrases, affable though they may appear, possess a known currency value.

Thus, if a statesman or a diplomatist informs another government that his own government "cannot remain indifferent to" some international controversy, he is clearly understood to imply that the controversy is one in which his government will certainly intervene. If in his communication or speech he uses some such phrases as "His Majesty's Government view with concern" or "view with grave concern" then it is evident to all that the matter is one in which the British Government intend to adopt a strong line. By cautious gradations such as these a statesman is enabled, without using threatening language, to convey a serious warning to a foreign government. If these warnings pass unheeded he can raise his voice while still remaining courteous and conciliatory. If he says, "In such an event His Majesty's Government would feel bound carefully to reconsider their position," he is implying that friendship is about to turn into hostility.

If he warns a foreign government that certain action on their part will be regarded "as an unfriendly act," that government will interpret his words as implying a threat of war. If he says that "he must decline to be responsible for the consequences," it means that he is about to provoke an incident which will lead to war. And if he demands, even in terms of exquisite politeness, a reply before "six o'clock on the evening of the 25th," then his communication is rightly regarded as an

ultimatum.

The advantage of this conversational form of communication is that it maintains an atmosphere of calm, while enabling statesmen to convey serious warnings to each other which will not be misunderstood. The disadvantage is that the public and sometimes even the statesmen themselves, are not acquainted with the actual value, in diplomatic currency, of the expressions used. On the one hand, an ignorant or incautious use of one of these phrases may give to a given situation a gravity which it does not possess. On the other hand, when a really serious crisis arises, the public is apt to assume from the mildness of the language used that the crisis cannot be as grave as "the alarmists" had given them to suppose.

In extreme cases, moreover, the habit of diplomatic ambiguity, or of diplomatic understatement, leads to actual misunderstanding. I remember before the war reading a despatch from some Consul-General in which he informed the Foreign Office that one of the Vice-Consuls under his charge "does not, I much regret to report, take that care of his health which his medical advisers would recommend." The poor man was, in fact, in the last stages of delirium tremens.

Such exaggeration of the practice is not common, and in all important international controversies these paper-currency phrases are most carefully scrutinized before they are used. It may be said that the advantages of phrasing communications between governments, or important pronouncements on foreign affairs, in "diplomatic language," far outweigh any disadvantages which the system may possess.

TOPIC II. THE LINGUISTIC PECULIARITIES OF DIPLOMATIC ENGLISH

Diplomatic documents which are called "instruments" in diplomatic parlance, are varied - treaties, conventions, agreements, acts, pacts, charters, statutes, protocols, declarations, notes. Each type of documents has its own aim and structure. Basically, instruments establish, or purport to establish, binding legal rights, obligations and relationships between the participating entities (states or governments). In other words, instruments are legal documents governed by international law. Instruments may be bilateral, plurilateral (a limited number of parties) and multilateral.

Diplomatic language is subject to certain general rules determined by international usage and convention. Chancery protocol, the object of which is to give the recipients of correspondence the marks of distinction which are due them, at the same time respects the relative rank between the sender and addressee. It is established in such a manner as to place the relations between states and their representatives on a basis of equality, respect and reciprocal consideration. It is the duty of representatives to exercise the greatest care in observing these rules.

Like any specialized sphere of communication, diplomacy has its own stock of special terms, clichés, specific syntactical patterns and other linguistic peculiarities.

The general vocabulary of diplomatic English consists almost exclusively of supranatural, bookish and learned words; the wording of documents is as remote and impersonal as possible. Following are some words of the general vocabulary that are used to dress up simple statements and give an air of scientific impartiality to biased judgements: *phenomenon, element, objective, categorical, effective, virtual, basic, primary, promote, constitute, exhibit, exploit, utilize, eliminate, liquidate, communications, appropriate, available, submit, recommendations, principles, objectives, subparagraphs, authentic, in accordance with, jurisdiction, proclaim, manifestation, eliminate, doctrine, condemnable, repugnant, adoption of practical measures, entail as a consequence, in compliance with the fundamental obligations, with a view to promoting understanding, etc.*

Diplomatic terminology includes terms proper and words used in the sphere of international law in some special meaning. Here are a few examples of diplomatic vocabulary stock.

- ◆ **accession:** formal acceptance of a treaty, international convention, or other agreement between the states;
- ◆ **Ambassador Extraordinary and Plenipotentiary:** a diplomatic agent who is the personal representative of the head of one state accredited to the head of another state;
- ◆ **Appointed Ambassador:** a diplomatic agent who has been designated by the Head of State as his personal representative, approved by the foreign Head of State to whom he will be accredited and who has taken his oath of office;
- ◆ **article:** a clause, item, point or particular in a treaty;
- ◆ **chancery:** a term used to designate the office of an Embassy or Legation;
- ◆ **charge d'affaires (de missi):** accredited by letter to the Secretary of State or Minister for Foreign Affairs of one country by the Secretary of State or Minister for Foreign Affairs of another country in lieu of a duly accredited Ambassador or Minister;
- ◆ **charge d'affaires ad interim:** usually the counselor or secretary of an Embassy or Legation, who automatically assumes charge of a Diplomatic Mission in the temporary absence of an Ambassador or Minister. The words "ad interim" should not be omitted from this title except in a salutation;
- ◆ **charge des affaires:** a person in custody of the archives and other property of a Mission in a country with which no formal diplomatic relations are maintained;
- ◆ **clause:** a distinct provision of a treaty;
- ◆ **compromis:** a formal document, executed in common by nations submitting a dispute to arbitration, that defines the matter at issue, the rules of procedure and the powers of the arbitral tribunal, and the principles to be followed in determining the award;
- ◆ **diplomatic agent:** a general term denoting a person who carries on regular diplomatic relations of the state he represents in the country to which he has been appointed; an agent representing a sovereign or state for some special purpose;
- ◆ **diplomatic corps:** the collective heads of foreign Diplomatic Missions and their staffs within the capital of any country;
- ◆ **dual accreditation:** a person wearing two hats; e.g., a Consul in New York who is also a member of the United Nations Mission;
- ◆ **envoy:** a diplomatic agent. A special envoy is one designated for a particular purpose, such as the conduct of special negotiations and attendance at coronations, inaugurations, and other state ceremonies to which special importance is attached. The designation is always of a temporary character;
- ◆ **envoy extraordinary:** a diplomatic agent;
- ◆ **envoy extraordinary and minister plenipotentiary:** a diplomatic agent accredited to a government;
- ◆ **exequators:** documents that are issued to consuls by the governments to which they are sent, permitting them to carry on their duties;
- ◆ **great seal:** the seal of the United States; affixed only under authorization of the President to state papers signed by him;
- ◆ **immunity:** exemption of foreign diplomatic agents or representatives from local jurisdiction;
- ◆ **iron curtain:** a political, military, and ideological barrier that cuts off and isolates an area, preventing free communication and contact with different- oriented areas;
- ◆ **mission:** a general term for a commission, delegation, embassy, or legation;
- ◆ **party:** a signatory to a diplomatic document;
- ◆ **plenipotentiary:** a diplomatic agent, invested with full power or authority to transact business on behalf of his government;
- ◆ **protege:** a native of one country who is, under treaty, protected by another government in whose employ he may be;
- ◆ **protocol:** a term applied to diplomatic formalities (official ceremonials, precedence, immunities, privileges, courtesies, etc.);

- ◆ **third country national:** a person working for a government who is not a citizen of that country;
- ◆ **visa:** in international law, an endorsement made on a passport by the proper officials of a foreign country, denoting that it has been examined and that the holder may enter the country; also a document issued permitting entry into a country for permanent residence.
 - A-1 visa issued to diplomatic officers.
 - A-2 visa issued to clerical staff of Embassies and Consulates.
 - A-3 visa issued to servants of diplomats.
 - G visa issued to members of international organizations.

All the above terms are of Roman origin, which is not surprising if we remember the fact that the primary languages of international relations were Latin and French. In diplomatic English there are many borrowings from Latin and French that are not assimilated: ' I

- ◆ **ad hoc committee:** a special committee appointed for a specific purpose, to carry out a particular aim;
- ◆ **bona fides:** the state of being exactly as claims or appearances indicate;
- ◆ **carriculum vitae:** personal history;
- ◆ **casus belli:** an event or political occurrence that brings about a declaration of war);
- ◆ **modus vivendi:** a temporary agreement between parties pending a settlement of matters in debate;
- ◆ **note verbale:** a diplomatic communication prepared in the third person and unsigned;
- ◆ **persona grata (pi., personae gratae):** a diplomatic representative acceptable to the government to which he is accredited;
- ◆ **persona non grata:** one who is not acceptable;
- ◆ **status quo:** the existing circumstances.

Another notable feature of the diplomatic vocabulary is its pretentious diction:

- ◆ adjectives like **epoch-making, epic, historic, unforgettable, triumphant, age-old, inevitable, inexorable, veritable**, used to dignify the sordid processes of international politics;
- ◆ nouns like **realm, throne, chariot, mailed fist, trident, sword, shield, buckler, banner, jackboot, clarion**, aimed at glorifying war (usually taking on an archaic color);
- ◆ foreign words and expressions such as **cul de sac, ancien regime, deux ex machina, mutatis mutandis, gleichschaltung, Weltanschauung**, used to give an air of culture and elegance;
- ◆ plain and fancy words.

Diplomats use the **plain words**, politicians the **fancy**. In the United Nations as well as in some other countries many fancy words have prevailed.

Following are some samples of plain and fancy words.

Plain

ask
 because
 before
 believes
 carry out
 cause
 come
 confidential information

 conflicts
 consider
 explain *

Fancy

request
 in view of the fact that
 prior to
 is of the opinion
 implement
 be conducive to
 emanate
 information which is of a confidential nature
 comes into conflict with
 give consideration to
 clarify

| | |
|--------------|--|
| give | make a donation of |
| if | in the event of |
| in | in the position, as regards |
| inquire | make inquiry regarding |
| many | a large (considerable, sizable, substantial) number of |
| much | a considerable (sizable) quantity of |
| now | at the present time |
| often | frequently, in a great number of instances |
| on | with regard to, with respect to, concerning |
| opinion (of) | reaction (to) |
| read | peruse |
| say | indicate |
| send | communicate, transmit |
| steps | appropriate (positive) measures |
| while | during such time as |

Another notable feature of diplomatic writing is the use of metaphors, similes and idioms. The sole aim of these linguistic devices is to call up a visual image (e.g. *to halt the arms race, to look for a needle in a haystack, climate of political unrest*). But there is a huge dump of worn-out metaphors which have lost all evocative power and are merely used because they save people the trouble of inventing phrases for themselves. Moreover, using stale (“dead”) metaphors, similes, idioms the author leaves vagueness in the meaning (e.g. *iron resolution, toe the line*).

We need to remember that much of our information about politics, governmental activities, business conditions, and foreign affairs comes to us selected and slanted. Slanting may be defined as the process of selecting (1) knowledge - factual and attitudinal; (2) words; and (3) emphasis, to achieve the intention of the communicator. Slanting is present in some degree in all communication: one can *slant for* (favorable slanting), *slant against* (unfavorable slanting) or *slant both ways* (balanced slanting).

Slanting by use of the device of emphasis is unavoidable, for emphasis is simply the giving of stress to subject matter, so indicating different attitude or different judgement of the subject matter. In writing the emphasis can be achieved and so can slant by the use of more complex patterns of word order, by choice of connectives even by marks of punctuation.

Another way of slanting is the use of charged words. Whenever we wish to convey any kind of inner knowledge - feelings, attitudes, judgements, - we are obliged to convey that attitudinal meaning through the nftdium of charged language. It shapes our attitudes and values even without our conscious knowledge; it gives purpose to, and guides our actions; through it we establish and maintaiiii relations with other people and by means of it we exert our greatest influence on them.

The typical syntactical features of diplomatic documents (except letters) are the predominance of extended simple sentences and complex sentences, abundant use of participial constructions (as in the preamble), the tendency to separate the subject and the predicate, profusion of homogeneous members. Like in legal documents, there is an expressed tendency to avoid anaphorical pronoun reference and to repeat compound terms in full (*the Secretary-General of the United Nations*, and not *he* or *the Secretary-General*). These traits are dictated by the necessity of the transparence of meaning, elimination of all possible

ambiguity, and avoidance of the wrong interpretation of the document, which may cause undesirable consequences.

One may also notice the insistent use *of shall* with the third person which expresses not the will of the grammatical subject, but the will, determination of the undersigned regarding the subject. The latter thus stands notionally in something of an objective relationship to it (“The Commonwealth and Foreign Missions are particularly requested to note that the Ministry of External Affairs *shall* be grateful if the conversion of Diplomatic Missions in ...” “This Convention ... *shall* be deposited “The Committee *shall* be competent to exercise the functions ...”)

Among other notable features of diplomatic correspondence one may mention the use of abbreviations.

Examples:

HE - His/Her Excellency

HM - Her/His Majesty

HMG - Her/His Majesty's Government

P.C. - Private Counsellor

R.S.V.P. - reponder, s'il vout plait (meaning, “Please reply”) R.s.v.p.

p.f. - pour feliciter (meaning “Congratulation”)

p.r. - pour remercier (meaning “Thanks”)

p.c. - pour condolence (meaning “Condolences”)

p.p. - pour presenter (meaning “Introducing”)

TOPIC III. 1. DIPLOMATIC DOCUMENTS

The generally accepted forms of diplomatic documents often used in correspondence between diplomatic missions, as well as in contacts with the Foreign Ministry of the receiving state, are *notes*, *memoranda*, *aides-memoires*, and *personal letters*. There are two kinds of notes: *verbal* and *personal*. They differ in their form. The verbal note is written in the third person and unsigned, while the personal note is composed in the first person and is always signed. The word *verbal* takes its origin from the Latin word *verbalis* which means "oral", "in words". As applied to the verbal note the word implies that such note is equal to an oral statement or information. The verbal note is a rather popular and common form of diplomatic documents. As any other document it may pertain to a serious question or refer to everyday routine matters - informing the Foreign Ministry of the receiving state about the arrival of a new staff-member of the mission or a delegation, asking for entry visas, etc.

The importance of any document is determined not so much by its form as by its contents. It is up to the sender to choose the form of the document in each specific case.

The personal note may also refer both to a very important matter of principle and to a relatively minor problem, or simply contain a piece of information. For example, it is a fact that diplomatic relations between the Soviet Union and the United States of America were established through the exchange of personal notes between the President of the United States F.D. Roosevelt and the USSR People's Commissar for Foreign Affairs, M.M. Litvinov. At the same time, the personal note can be sent, for instance, by the ambassador to the Minister for Foreign Affairs of the receiving state, informing him that the ambassador is leaving the country for vacation, or a mission, and who of the diplomatic staff is replacing the ambassador in the capacity of charge d'affaires ad interim. Personal notes are sent by ambassadors to their colleagues, the heads of other diplomatic missions. They may convey congratulations on the appointment or election to an important state post, express condolences, etc.

Both personal and verbal notes are typed on a special stationery. The form always carries a painted, printed, or engraved national emblem and the name of the sender (Ministry of Foreign Affairs, mission, etc.) According to tradition, the verbal note begins with an addressing sentence (complimentary beginning) which has a unified form. For example, the verbal note of the Russian Embassy in India would begin as follows: "The Embassy of the Russian Federation presents its compliments to the Ministry of External Affairs of India and has the honour to inform the Latter that... ." The personal note starts with the following salutation: "Mr. Minister", "Excellency" or "Your Excellency". Both notes end with a complimentary closing (a formula of expressing respect for the addressee): "The Embassy avails itself of or takes this opportunity to renew to the Ministry the assurances of its highest consideration" (in the verbal note); "Please accept, Your Excellency, the assurances of my highest consideration," or simply "Respectfully Yours" (in the personal note).

The verbal note has a mastic official seal, while the personal note has none; the verbal note bears the number, and sometimes the index attributed to it by the sender, while the personal note has none. The personal note must be signed by the sender.

2. DIPLOMATIC COMMUNICATIONS BETWEEN STATES

One major and, in fact, increasingly important aspect of diplomatic work is the drafting of diplomatic documents.

There are many different forms of official diplomatic documents. A considerable proportion consists of documents that are of a purely intradepartmental nature. Another category of diplomatic documents are those through which official international intercourse goes on in written form. Such documents express the position of a state on a particular question of international affairs. Some of them are confidential by virtue of specific circumstances (there are even oral messages or oral statements whose contents are read out but not officially handed over to the addressees).

A large number of diplomatic documents are never published owing to the insignificance of their subject matter (for instance, notes requesting visas). But a fairly large proportion of diplomatic documents, particularly those relating to important international problems, are made public.

Until recently diplomatic practice distinguished the following five forms of written official communications:

(1) personal notes, (2) verbal notes (notes verbales), (3) aides- memoire, (4) memoranda, and (5) semi-official letters.

A **personal note** takes the form of a letter drawn up in the first person on behalf of its signatory. It begins with a salutation and ends with a complimentary phrase, that is, a standard expression of polite respect.

A **verbal note** is considered to be the most commonly used form of diplomatic communication. It is drawn up in the third person and is not usually signed. It begins and ends with standard formulas of courtesy.

Some handbooks on diplomatic practice, notably the fundamental book by Ernest Satow, do not name personal notes as an independent form of diplomatic communication, but simply refer to "notes". It is, however, stipulated that a note may be either in the first or in the third person.

In diplomatic practice it is now common to distinguish between personal notes and verbal notes, the former being a note drawn up in the first person and signed, and the latter being drawn up in the third person and either initialled or left unsigned.

Until fairly recently the choice of the form of a note, signed or unsigned, was regarded as a definite indication of the state of relations between the countries concerned. Nowadays verbal notes have become part and parcel of the international intercourse, and no one would now regard a verbal note sent to an embassy as a display of any ill will.

The **aide-memoire**. Diplomatic practice knows two types of aides-memoire: (a) handed over personally and (b) delivered by a courier. The purpose of transmitting an aide-memoire is to facilitate

the further progress of a transaction and to prevent the subject of a personal conversation or an oral statement from being misinterpreted or misunderstood.

A *memorandum* may be a separate and independent document or it may be appended to a personal note or a verbal note. In the latter case the memorandum elaborates and justifies the subject matter dealt with in the note. The distinguishing feature of a memorandum is a detailed exposition of the factual or legal aspects of a particular question.

In describing the memorandum, Ernest Satow notes that this form of diplomatic document is often a detailed statement of facts, and of arguments based thereon, not differing essentially from a note, except that it does not begin or end with a formula of courtesy, and need not be signed, but it may be convenient to accompany it with a short covering note. In earlier times these were often termed *deduction* or *expose de motifs*.

Semi-official, or informal, *letters* are sent to officials, with whom one is acquainted, in cases involving personal favours (thanks for an invitation, a request for assistance) or relating to administrative matters.

Most forms of diplomatic documents contain the following components, or elements:

- ◆ protocol formulas;
- ◆ purport;
- ◆ argumentation;
- ◆ exposition of the fact or facts.

Included under the heading of “protocol formulas” are the proper titling of the person addressed, an expression of respect for the addressee at the beginning and the complimentary phrase which concludes the document. Protocol formulas are used in personal messages of heads of government or state, personal notes, verbal notes, and aides-memoire delivered by a courier (the latter form has almost completely gone out of use). Other forms of diplomatic documents contain no protocol formulas.

As the name itself suggests, the purport is the principal part of a diplomatic document. In extent it may be very short as compared with the other parts. Yet it is the purport that carries the main idea of the document and is, in fact, a concentrated expression of a state’s position on the main issue under discussion. To point out the purport correctly means to correctly grasp the meaning of a diplomatic document.

By their content diplomatic documents, whatever their form (notes, declarations, aides-memoire, etc.), may be classified as follows:

- a) documents containing proposals;
- b) documents registering a protest;
- c) documents warning of possible measures of retaliation;
- d) documents establishing a political or international legal position in respect of an act committed by another state or states or in respect of an international event;
- e) documents announcing measures contemplated or implemented, which are of international significance;
- f) documents recording an agreement or a degree of accord

reached.

Naturally, this classification is in some respect conditional, since in practice any diplomatic document may combine several of the above-mentioned characteristics. Even in that case, however, one of the meanings seems to be predominant.

It is customary in diplomatic correspondence to observe the rules of tact and politeness, to avoid harsh expressions wounding to the dignity of the country to which a diplomatic document is addressed.

3. CORRESPONDENCE BETWEEN FOREIGN MISSIONS AND LOCAL GOVERNMENTS

Regulations, which differ from one country to another, prescribe the forms of official correspondence that may be exchanged between diplomatic missions and national authorities and of personal correspondence between diplomats and the same authorities.

It is the responsibility of the head of each mission to decide what forms of correspondence his mission shall use in dealing with the authorities of the country where he exercises his functions. He will be guided by local protocol and custom. In general, correspondence is replied to in the same form as that used by the correspondent.

The general term “note” covers traditionally all formal correspondence exchanged between diplomatic missions and the governments of the countries where they are situated. Notes can be in the first or third person form, formal or informal.

In the same capital, diplomatic missions often employ different practices. Some heads of mission sign all formal correspondence (notes, notes verbales, aides-memoire) and affix the official seal thereto, while others merely initial them. Affixing the seal of the mission is not generally practised.

British diplomatic missions use only two kinds of formal notes: “the first person” note, and the “third person” note, with a preference for the former since the impersonal note is often considered to be not sufficiently flexible.

The “first person” note begins with: *Your Excellency (Sir)* and ends with the usual courtesy ending: *I have the honour...* etc. and the signature.

The other kind of note uses the following form:

Her Majesty's Principal Secretary of State for Foreign Affairs (or The British Ambassador, as the case may be), presents his compliments to... and has the honour... etc.

There is no courtesy ending.

The only other form of formal communication used is the aide-memoire or memorandum, which is a written statement handed over in the course of a personal discussion with the aim of recording, for the convenience of the other party, the details of a possibly complicated matter.

In the American diplomatic service the custom is to use, under the name of diplomatic correspondence, first person, third person, formal or informal style form. The different types of notes are distinguished by the form of salutation and the complimentary close currently used, and by the style of the signature.

Notes verbales, in the third form, are prepared in the name of the Secretary of State and initialled. Initialled memoranda are prepared in the name of the Department of State. Aides-memoire, as well as pro-memoria, the object of which is to record a matter discussed, either formal or informal, are initialled. Third person notes are dated and initialled and do not give the address of the recipient.

TOPIC IV. VERBAL, CIRCULAR AND PERSONAL NOTES

1. VERBAL NOTES

A note verbale (referred to in the text of a communication simply as a OnoteU) is a formal note written in the third person. This form is always used in replying to an incoming note verbale; an incoming letter is answered by a letter. Notes verbales may be addressed to a permanent representative (or an observer) or a permanent mission, a minister for foreign affairs or a ministry of foreign affairs. Where direct correspondence with any other government officer or office has been authorized, it must be in letter form. The note verbale is not normally used for communications with other organizations in the United Nations system, and should never be used for communications with non-governmental organizations or the public.

Typical uses of notes verbales include the exchange of information between the United Nations and Governments or permanent missions, the transmission of decisions or recommendations of United Nations organs, requests for and acknowledgements of information and documents, the transmission of information regarding the time and place of meetings, acknowledgements of changes in the

membership of permanent missions or delegations and other requests or acknowledgements to Governments relating to the substantive work of the United Nations.

A note verbale contains no complimentary closing. Its salutation forms part of the opening sentence of the text and begins with the regular paragraphing. In selecting the form of the salutation, it is important to note the following instructions:

A note verbale may be written in the name of the Secretary-General or of the Secretariat, but not in the name of a department or of an official of the Secretariat. When a note verbale is sent in the name of the Secretary-General, it is addressed to a person, e.g.:

“The Secretary-General of the United Nations presents his compliments to the Permanent Representative of ... to the United Nations and has the honour to ...”

When a note verbale is sent in the name of the Secretariat, it is addressed to an office, not a person, e. g.:

“The Secretariat of the United Nations presents its compliments to the Permanent Mission of ... to the United Nations and has the honour to ...”.

A note verbale in reply to one addressed to the Secretary-General should always be sent in the name of the Secretary-General. Thus, if a note verbale from a permanent mission is addressed to the Secretary-General, the reply will be sent in the name of the Secretary-General to the Permanent Representative, e. g.:

“The Secretary-General of the United Nations presents his compliments to the Permanent Representative of ... to the United Nations and has the honour to acknowledge the receipt of the Permanent Missions note ...”

A note verbale in reply to a note verbale from a minister for foreign affairs or permanent representative should be sent in the name of the Secretary-General whether the incoming note is addressed to the Secretary-General, to a subordinate official, to the Secretariat or to a department. A note verbale forwarding a communication at the request of a Member of the United Nations or its permanent mission should be in the following form only:

“The enclosed communication dated ... is transmitted to the permanent missions of the States Members of the United Nations at the request of ...”

On notes verbales the date should appear on the right-hand side of the last page, two to six lines below the last line of the text, depending on the length of the note.

A note verbale contains no signature; instead it should be initialled under the date by the officer responsible for its dispatch. The address does not appear on a note verbale but should be typed on the accompanying envelope.

The general term “note”, covers traditionally all formal correspondence exchanged between diplomatic missions and the governments of the countries where they are situated. Notes can be: verbal, personal and circular.

The expression “*note verbale*” means “paper/document which should be given careful consideration”. Verbal notes are the most commonly used documents in diplomatic communications. The text is in the third person and is not signed. It is apt to be somewhat stiff in tone.

As a rule Verbal Notes open and close with specific compliments.

Opening compliment

English: *The Ministry for Foreign Affairs of the Republic of Belarus presents its compliments to the Embassy of Finland and has the honour to inform ...*

Russian: *Министерство Иностранных Дел Республики Беларусь свидетельствует свое уважение Посольству Финляндской Республики и имеет честь сообщить ...*

Belarusian: *Миістэрства Замежных Спраў Рэспублiш Беларусь сведчыць сваю павагу Посольству Фiнляндскай Рэспублiш /' мае гонар паведамаць ...*

Closing compliment

English: *The Ministry for Foreign Affairs of the Republic of Belarus avails itself of this opportunity to renew to the Embassy of Finland the assurances of its highest consideration.*

Russian: *Министерство Иностранных Дел Республики Беларусь пользуется настоящим случаем, чтобы возобновить Посольству Финляндской Республики уверения в своем высоком уважении.*

Belarusian: *Містэрства Замежных Спраў Рэспублікі Беларусь карыстаецца выпадкам, каб аднавіць Посольству Фінляндскай Рэспублікі запэўненні у сваёй высокай павазе.*

Personal Notes open with salutation. The text of Personal Notes is written in the first person.

Notes are normally written in the language of the sender. If, however, a mission prefers to use another language, the general custom is that it should be English or French. The Ministry for Foreign Affairs will, in any case, reply in its own language unless another language has been agreed upon.

Exhibit 1

(State Emblem of Australia)

Note No. ...

The Department for External Affairs presents its compliments to the Embassy of the Russian Federation and has the honour to acknowledge receipt of the Embassy's Note No. 40 of 6 May 20... , advising that Mr A. ... has been appointed as an official personal secretary and interpreter to the R.F. Ambassador to Australia.

The Department of External Affairs avails itself of this opportunity to renew to the Embassy of the Russian Federation the assurances of its highest consideration.

10 May 20...

(Seal of the Embassy)

CANBERRA

Exhibit 2

Note No. 187/96

Her Britannic Majesty's Embassy present their compliments to the Second European Directorate of the Ministry of Foreign Affairs and have the honour to inform them that the Ambassador, Sir Andrew Wood KCMG, will be leaving Moscow on Wednesday, 27 November, 1996 and returning to Russia on Sunday, 1 December, 1996.

During the Ambassador's absence, Mr Andrew Carter, Minister and Deputy Head of Mission, will be in charge of the Embassy in the capacity of Charge d'Affaires a.i.

Her Britannic Majesty's Embassy avail themselves of this opportunity to renew to the Ministry of Foreign Affairs the assurances of their highest consideration.

(Seal of the Embassy)

BRITISH EMBASSY
MOSCOW
26 November, 1996

Exhibit 3

Министерство пользуется этим случаем, чтобы возобновить Посольству уверения в своем весьма высоком уважении.

Посольству
(страна)

Москва
(дата)

г. Москва

Печать

Exhibit 6

Посольство
Российской Федерации

Nota № __

Посольство Российской Федерации свидетельствует свое уважение Министерству Иностранных Дел (**название страны**) и имеет честь подтвердить получение ноты Министерства за № 5/1 от 20 апреля 19... г. и поблагодарить за содержащуюся в ней информацию об изменениях в Правительстве (**название страны**).

Посольство пользуется этим случаем, чтобы возобновить Министерству уверения в своем весьма высоком уважении.

(название города)

21 апреля 19... года
(печать Посольства)

Министерству
Иностранных Дел

(название страны)
(название города)

Exhibit 7

Посольство
российской Федерации

Nota № __

Посольство Российской Федерации свидетельствует свое уважение Министерству Иностранных Дел (**название страны**) и имеет честь в ответ на ноту Министерства (**№ ноты и дата**) сообщить, что Правительство Российской Федерации согласно с предложением Правительства (**название страны**) начать (**дата**) переговоры о заключении нового Соглашения о ... и с этой целью направить в (**название города**) свою делегацию.

Посольство пользуется этим случаем, чтобы возобновить Министерству уверения в своем весьма высоком уважении.

(название города)
(дата)
Посольства) (печать

Министерству Иностранных Дел

(название страны)
(название города)

Exhibit 8

Нота по вопросу назначения военно-морского атташе

Посольство
(название страны)
Москва

№ _____

Посольство **(название страны)** свидетельствует свое уважение Министерству Иностранных Дел Российской Федерации и имеет честь информировать его о назначении капитана 1-го ранга **(имя и фамилия)** Военно-Морским Атташе при этом Посольстве, «послужной список» которого приложен.

Посольство будет благодарно Министерству, если оно соизволит о вышеизложенном поставить в известность компетентные российские власти.

Посольство пользуется этим случаем, чтобы возобновить Министерству уверения в своем весьма высоком уважении.

Министерству
Иностранных Дел Российской Федерации
г. Москва

Москва
(дата)
Печать

Exhibit 9

Ответная нота

Министерство
Иностранных Дел РФ

№ _____

Министерство Иностранных Дел Российской Федерации свидетельствует свое уважение Посольству **(страна)** и имеет честь в связи с нотой Посольства № _____ от **(дата)** сообщить, что российские компетентные власти информированы о назначении капитана 1-го ранга **(имя и фамилия)** Военно-Морским Атташе при Посольстве.

Министерство пользуется этим случаем, чтобы возобновить Посольству уверения в своем весьма высоком уважении.

Посольству
(страна)
г. Москва

Москва
(дата)
Печать

Exhibit 10

Посольство Российской Федерации
в Швеции

Посольство Российской Федерации свидетельствует свое уважение Министерству Иностранных Дел и имеет честь подтвердить получение ноты Министерства от 9 августа 1993 года уведомляющей Посольство о том, что шведское правительство предлагает, чтобы Соглашение между Российской Федерацией и Королевством Швеции в области рыболовства, подписанное в Стокгольме 11 декабря 1992 года, вступило в силу 10 августа 1993 года.

Принимая во внимание то, что также со шведской стороны выполнены соответствующие конституционные требования, что вытекает из вышеупомянутой ноты, Посольство информирует Министерство, что предлагаемая шведской стороной дата вступления Соглашения в силу приемлема для правительства Российской Федерации.

Посольство Российской Федерации пользуется случаем, чтобы возобновить Министерству Иностранных Дел уверения в своем весьма высоком уважении.

Стокгольм, 10 августа 1993 года.

(Печать Посольства)

Министерство Иностранных Дел Швеции
г. Стокгольм

EXHIBIT 11

NOTE VERBALE
Secretary-General to
Permanent Representative

United Nations
New York

Reference:

The Secretary-General of the United Nations presents his compliments to the Permanent Representative of ... to the United Nations (Vienna) and has the honour to inform the Government that the eleventh session of the Committee on Crime Prevention and Control, which is the preparatory body for the Eighth United Nations Congress on the Prevention of Crime and the Treatment of Offenders, will be held at the Vienna International Centre from 5 to 16 February 19 . This session is of particular importance as it will, *inter alia*, finalize substantive preparations and organizational arrangements for the Eighth Congress, to be held at Havana, Cuba, from 27 August to 7 September 19 .

The provisional agenda for the meeting is enclosed. Other documents will be sent to interested Governments in due course.

The Secretary-General would appreciate it if the Governments wishing to participate in the meetings as observers would communicate the names and titles of their representatives to the United Nations Office at Vienna, Centre for Social Development and Humanitarian Affairs, P. O. Box 500, A - 1400 Vienna, Austria.

21 September 19_____
(initialled)

EXHIBIT 12

NOTE VERBALE
Secretary-General to
Minister for Foreign
Affairs

United Nations
New York

Reference:

The Secretary-General of the United Nations presents his compliments to the Minister for Foreign Affairs of ... and, in accordance with rule 7 of the Rules of procedure of the Economic and Social Council, has the honour to state that the ... session of the Council will open on Monday, 8 May 19____, at 11 a.m., at United Nations Headquarters, New York. The provisional agenda has been issued as document E /4295.

The Secretary-General would appreciate it if, in accordance with rule 19 of the Council's Rules of procedure, the credentials of representatives and the names of alternate representatives and advisers could be submitted to him not less than twenty-four hours before the first meeting which the representatives are to attend.

10 February 19
(initialled)

EXHIBIT 13
NOTE VERBALE
Secretariat to Permanent
Mission

United Nations
New York

Reference: NGO Cttee (special session)

The Secretariat of the United Nations presents its compliments to the Permanent Mission of ... to the United Nations and has the honour to refer to its note dated 13 November 19 ____ regarding the special session of the Committee on Non-Governmental Organizations.

At the request of the Chairman of the Committee on Non- Governmental Organizations, after consultation with the members of the Committee, the special session has been rescheduled and will now be held from 30 January to 3 February 19_____.

The Secretary-General would appreciate it if the names of the representatives who will attend the session could be communicated to him as soon as possible.

12 January 19____
(initialled)

2. CIRCULAR NOTES

A circular note is a diplomatic note containing an official communication (a statement or information) addressed to a number of persons or intended for general circulation.

Exhibit 1

Note No. 110

The Embassy of the Federal Republic of Nigeria presents its compliments to the Diplomatic Missions in Moscow and has the honour to inform the Latter that His Excellency Mr. Isa Moddibo, Ambassador Extraordinary and Plenipotentiary, will be away from Moscow from September 12, 19....

In his absence Dr. L.E. Okogwu, Minister-Counsellor, will be in charge of the Embassy in the capacity of Charg d'Affaires a.i.

The Embassy of the Federal Republic of Nigeria avails itself of this opportunity to renew to the Diplomatic Missions in Moscow the assurances of its highest consideration.

(Seal of the Embassy)

Moscow, 12th September, 19...

TO ALL DIPLOMATIC MISSIONS,
Moscow

Exhibit 2

Note No. 267

The Embassy of the Federal Republic of Nigeria presents its compliments to the Diplomatic Missions in Moscow and has the honour to inform the Latter that His Excellency Mr. Zubair M. Kazaire, Ambassador Extraordinary and Plenipotentiary, has returned to Moscow and resumed direction of the Embassy.

The Embassy of the Federal Republic of Nigeria avails itself of this opportunity to renew to the Diplomatic Missions in Moscow the assurances of its highest consideration.

(Seal of the Embassy)

Moscow, 27th September, 19...

TO ALL DIPLOMATIC MISSIONS,
Moscow

Exhibit 3

KBSR 1/89

EMBASSY OF MALAYSIA

The Embassy of Malaysia presents its compliments to the Diplomatic Missions in Moscow and has the honour to inform them that Ambassador Mohamed Haron will be away from Moscow from 16th December, 19... to 5th January 19... . During the absence of the Ambassador, Mr. Azman Mohd. Nazir, Counsellor, will be in charge of the Embassy as Chargd d'Affaires, a.i. from 17th to 22nd December 19... and from 1st to 5th January, 19... . Mr. Hashim Ismail, Second Secretary, will be in charge of the Embassy in the absence of the Ambassador and the Counsellor from 23rd to 31st December, 19... .

The Embassy of Malaysia avails itself of this opportunity to renew to the Diplomatic Missions in Moscow the assurances of its highest consideration.

(Seal of the Embassy)

Moscow,
15th December, 19...

Exhibit 4

EMBASSY OF GREECE
IN BUDAPEST
NO 050.1/1657/AS 818

The Embassy of Greece in Budapest presents its compliments to the Diplomatic and Consular Missions accredited in Budapest and has the honour to inform them that Mr. Emmanuel Kalpadakis, Ambassador of Greece, will be away from Hungary from Monday, August 1st until Sunday, August 21st. During his absence, Mr. Eleftherios Proios, First Secretary of Embassy, will be in charge as Chargé d'Affaires ad interim.

A reply to this Note is not required.

The Embassy of Greece avails itself of this opportunity to renew to the Diplomatic and Consular Missions the assurance of its highest consideration.

Budapest, 1st August, 19...
(Seal of the Embassy)

To the
Diplomatic and Consular Missions accredited in
Budapest

Exhibit 5

Botschaft
der Bundesrepublik Deutschland

Prot

The Embassy of the Federal Republic of Germany presents its compliments to the Diplomatic Missions in Budapest and has the honour to inform them that Dr. Hans Alfred STEGER, Ambassador of the Federal Republic of Germany, will be absent from Hungary during the period from 1 to 20 September 19....

During his absence, Dr. Detlof von Berg, Counsellor, will be in charge of the Embassy in the capacity of Chargé d'Affaires a.i.

The Embassy of the Federal Republic of Germany avails itself of this opportunity to renew to the Diplomatic Missions in Budapest the assurances of its highest consideration.

Budapest, 24 August, 19...
(Seal of the Embassy)

To all

Diplomatic Missions
in Budapest
Exhibit 6

Note No. 169

The Embassy of the Federal Republic of Nigeria presents its compliments to the Embassies in Moscow and has the honour to inform the latter that His Excellency Mr. Zubair M. Kazaure, Ambassador Extraordinary and Plenipotentiary, returned to Moscow and resumed the direction of the Embassy.

The Embassy of the Federal Republic of Nigeria avails itself of this opportunity to renew to the Diplomatic Missions in Budapest the assurances of its highest consideration.

(Seal of the Embassy)
Moscow, 21st August, 19...

TO ALL EMBASSIES,
Moscow

Exhibit 7

DEPARTMENT OF STATE
No _____

The Secretary of State presents her compliments to Their Excellencies and Mesdames and Messieurs the Chiefs of Mission of the States Parties to the International Air Services Transit Agreement done at Chicago on December 7, 1944, and has the honor to inform them of the following:

The Department of State has received a note No. 95/97 of June 11, 1997, from the British Ambassador stating that following the restoration of Hong Kong to the People's Republic of China, on July 1, 1997, the Government of the United Kingdom will cease to be responsible for the international rights and obligations arising from the application of the Agreement to Hong Kong. There is enclosed a copy of the Ambassador's note.

The Secretary of State would be grateful if the Chiefs of Mission would forward this information to their respective Governments.

Enclosure: As stated.
Washington, July 3, 1997.

Exhibit 8

Department of External Affairs

Ministere des affaires exterieure

CIRCULAR NOTE No. L-124

The Secretary of State for External Affairs presents his compliments to their Excellencies and Messieurs the Chiefs of Mission in Ottawa and, further to his Note No ... of December 5, 1966,

has the honour to inform them as follows, in response to a number of enquiries received from missions concerning Canada's position with regard to the 1963 Vienna Convention on Consular Relations.

Canada has not as yet signed or ratified the Vienna Convention on Consular Relations. However, the question of the possible accession by the Government of Canada to that Convention is at present under active consideration and the Canadian Government's decision will be communicated to missions in due course. In the meantime, the Canadian Government continues to regard the Convention as a guide to current international practice in the field of consular relations and accordingly, endeavours to ensure that consular missions in Canada are treated, to the greatest extent now possible under Canadian legislation and requirements, in accordance with the provisions of that Convention. Conversely, the Canadian Government expects consular missions in Canada to be guided by the provisions of the Vienna Convention on Consular Relations in the performance of their functions in Canada.

The Department of External Affairs is pleased to provide to diplomatic missions in Ottawa any assistance which they may require in connection with the performance in Canada of Consular functions in accordance with the provisions of the Vienna Convention on Consular Relations. With particular reference to Article 38 of that Convention, the Department is pleased to provide to diplomatic missions, on request, guidance as to the matters which, under present Canadian laws, regulations and usage, can properly be the subject of direct communication between consular missions and competent local authorities and those matters which should more properly be raised with the Department through diplomatic missions in Ottawa. Since, however, a number of diplomatic missions have already enquired about the procedure which should be followed in Canada for arranging visits to Canada by governmental dignitaries and officials, diplomatic missions are informed that any such visits should first be discussed and agreed to with the Department of External Affairs before being raised with local authorities.

The Secretary of State for External Affairs avails himself of this opportunity to renew to their Excellencies and Messieurs the Chiefs of Mission in Ottawa the assurances of his highest consideration.

OTTAWA, February 2, 1967.

3. PERSONAL NOTES

Exhibit 1

Embassy of the United States
of America
Kingston, April 12, 19...

Excellency:

I have the honor to inform you that I have today presented to His Excellency, The Most Honorable (*Name*), O.N., CD., Governor General of Jamaica, the Letters of Credence accrediting me as Ambassador Extraordinary and Plenipotentiary of the United States of America to Jamaica.

I take this opportunity to assure you of my desire to maintain and strengthen the excellent relations, both official and personal, which already exist between our two countries and our two missions.

Please accept, Excellency, the assurances of my highest consideration.

(Signature)

His Excellency

.....

Ambassador of the Russian
Federation
Kingston

Exhibit 2

New Zealand Embassy
MOSCOW
9 October, 19...

Sir,

I have the honor to inform you that I am leaving Moscow today upon the termination of my mission as Ambassador Extraordinary and Plenipotentiary of New Zealand to the Russian Federation.

Until the arrival of my successor, Mr Trevor Hughes, Counsellor, will be in charge of the Embassy in the capacity of Charge d'Affaires a.i.

I should like to take this opportunity to express to Your Excellency my sincere appreciation of the friendly relations, both official and personal, which exist between our two countries and missions.

Please accept, Sir, the assurances of my highest consideration.

(Signed) Gerald McGhie
Ambassador

The Charge d'Affaires a.i.
Embassy of Bulgaria
MOSCOW

Exhibit 3

New York, November 04, 20...

Dear Mr. ...

We kindly request you to give instructions to accredit for participation in the Fifty... regular Session of the UN General Assembly H.E. Mr.Ambassador Extraordinary and Plenipotentiary, Head of the Russian Federation Delegation at the Vienna CSCE Forum (in the capacity of a Special Adviser to the Russian delegation at the Session).

Sincerely yours,

(Signed)
Executive Secretary
of the Russian Federation delegation
at the ...th Session of the UNGA

Mr. ...
Assistant Secretary-General
Chief of Protocol

UN Secretariat
New York, N.Y.
Room S-0201A

Exhibit 4

Canadian Embassy

Ambassade du Canada

Moscow, November 22, 19...

Excellency,

I have the honor to refer to recent discussions between representatives of the Governments of Canada and the Russian Federation concerning the establishment of Consulates General and, in the light of these discussions, to confirm the following:

1)The Government of Canada agrees in principle to the establishment of a Russian Federation Consulate General in Toronto;

2)The Government of the Russian Federation agrees in principle to the establishment of a Canadian Consulate General in St. Petersburg but is also ready to consider the possibility of its establishment in some other city in the Russian Federation of interest to Canada; and

3)Both Governments agree that detailed negotiations required for the implementation of this understanding should be undertaken within an early and reasonable time frame.

If the foregoing is acceptable to the Government of the Russian Federation, I have the further honor to propose that the Note, and your reply, shall constitute an understanding between our two Governments on these matters, effective as of the date of your reply.

Accept, Excellency, the assurances of my highest consideration.

(Signed)
Ambassador

His Excellency Mr. ...
Minister of Foreign Affairs
of the Russian Federation
Moscow

Exhibit 5

UNITED NATIONS

Reference OR 521(1) SG

14January, 19...

Sir,

I have the honour to acknowledge receipt of your letter dated 9 December 19.... I thank you for informing me of the appointment of His Excellency Dr. ... as Permanent Representative of the Republic of Sudan to the United Nations Office at Geneva.

You can be assured that every assistance will be afforded to Dr.... in the fulfilment of his mission.

Accept, Sir, the assurances of my highest consideration.

(Signature of UN
Secretary-General)

His Excellency
Dr. ...
Minister for Foreign Affairs
Khartoum
Sudan

Exhibit 6

AUSTRALIAN EMBASSY
MOSCOW

25 October, 19...

Your Excellency,

The Australian Government having decided to assign His Excellency Mr. David Wyke Evans to other duties, Her Majesty the Queen has been graciously pleased to approve that his appointment as Ambassador Extraordinary and Plenipotentiary of Australia should be terminated and that Mr. at present Her Majesty's Ambassador to the Republic of Korea, should be appointed to succeed him.

The Australian Government would be glad to learn whether the appointment of Mr.... is acceptable to the Government of the Russian Federation. A brief biography of Mr. ... is attached.

Please accept, Your Excellency, the assurances of my highest consideration.

(Signed) M.J. Thwaites
Charge d'Affaires a.i.

His Excellency Mr. ...
Minister of Foreign Affairs
of the Russian Federation
Moscow

Exhibit 7

*ОБМЕН НОТАМИ ПО ВОПРОСУ ОБ УСТАНОВЛЕНИИ
ДИПЛОМАТИЧЕСКИХ ОТНОШЕНИЙ*

**Нота президента США Народному Комиссару
по Иностранным Делах СССР
М.М. Литвинову**

Белый Дом, Вашингтон,
16 ноября 1933 г.

Уважаемый Господин Литвинов,

Я крайне счастлив уведомить Вас, что в качестве результата наших переговоров Правительство Соединенных Штатов решило установить нормальные дипломатические отношения с Правительством Союза Советских Социалистических Республик и обменяться Послами.

Я верю, что установленным ныне нашими народами отношения удастся навсегда остаться нормальными и дружественными и что нашим нациям отныне удастся сотрудничать для своей взаимной пользы и для ограждения всеобщего мира.

Я остаюсь, уважаемый Господин Литвинов, весьма искренне Ваш

Франклин Д. Рузвельт

Exhibit 8

**Нота Народного Комиссара по Иностранным Делах СССР
Президенту США Франклину Д. Рузвельту**

Уважаемый Господин Президент,

Я крайне счастлив уведомить Вас, что Правительство Союза Советских Социалистических Республик радо установить нормальные дипломатические отношения с Правительством Соединенных Штатов и обменяться Послами.

Я также разделяю надежду, что установленным ныне между нашими народами отношениям удастся навсегда остаться нормальными и дружественными и что нашим нациям отныне удастся сотрудничать для своей взаимной пользы и для ограждения всеобщего мира.

Я остаюсь, уважаемый Господин Президент, весьма искренне Ваш

Максим Литвинов
Народный Комиссар по Иностранным Делах
Союза Советских Социалистических Республик

Exhibit 9

British Embassy
Washington

Note No: 95/97

3100 Massachusetts Avenue, N.W.
Washington, D.C. 20008-3600

Telephone: (202) 588-6512
Facsimile: (202) 588-7870

From the Ambassador

Secretary of State

I am instructed by Her Britannic Majesty's Principal Secretary of State for Foreign and Commonwealth Affairs to refer to the International Air Services Transit Agreement done at Chicago on 7 December 1944 (hereinafter referred to as the "Agreement") which applies to Hong Kong at present.

I am also instructed to state that, in accordance with the joint Declaration of the Government of the United Kingdom of Great Britain and Northern Ireland and the Government of the People's Republic of China on the Question of Hong Kong signed on 19 December 1984, the Government of the United Kingdom will restore Hong Kong to the People's Republic of China with effect from 1 July 1997. The Government of the United Kingdom will continue to have international responsibility for Hong Kong until that date. Therefore, from that date the Government of the United Kingdom will cease to be responsible for the international rights and obligations arising from the application of the Agreement to Hong Kong.

The Honorable
Madeleine Albright
US Secretary of State

Exhibit 10

EMBASSY OF FINLAND
Nr. 2026/95

Vilnius, 12 December, 1995

Dear Mr. _____

I have been authorized, with reference to Your letter to Prime Minister Paavo Lipponen from September 4, 1995, to convey to You some considerations in connection with the bankruptcy case of the HAKA company.

We are deploring the state of affairs, caused by the the bankruptcy of the construction consortium, formed by the HAKA and ARGE BENOBA companies.

In Finland the case is handled according to the bankruptcy laws of Finland. The final decision will be made by the corresponding court of the first instance and the meeting of creditors. According to the law, the Government of Finland or the Finnish officials have no possibility to influence the hearing of the case. Likewise, the Government of Finland is not aware of what the enterprises, belonging to the consortium, have agreed upon the economic administration of the consortium during the construction period.

According to the law, the Government of Finland has no right to decide upon die assets of the bankrupt's estate; the questions, concerning it, will be settled in the bankruptcy proceedings. The Finnish Government has not at its disposal budget resources to be assigned to the needs like this case.

Please, accept, Mr. _____, the assurances of my highest consideration.

T.V. Tolvanen
Ambassador of Finland

Mr. _____
Head of Administration of the President
Deputy Prime Minister
of the Republic of Belarus
Minsk

TOPIC V. COMMUNIQUE, AIDES-MEMOIRE, SPEAKING NOTES

1. JOINT COMMUNIQUE

Communique is a specific form of a diplomatic document. This is a French term which is used to indicate an official announcement by two or more sides.

Exhibit 1

JOINT COMMUNIQUE

The Republic of Venezuela and the Kingdom of Nepal, desirous of strengthening the ties of friendship and with the purpose of bringing together effectively their respective peoples, have agreed to establish diplomatic relations as of this date.

The Governments of both countries are convinced that the establishment of diplomatic relations will further enhance co-operation between the two countries based on the purposes and principles of the Charter of the United Nations.

New York, April 27th, 19...

For the Government of Venezuela

For His Majesty's Government
of Nepal

(Signed) Anders Aquilar M

(Signed) Jai Pratap Rana

Ambassador Extraordinary and
Plenipotentiary
Permanent Representative of
Venezuela to the United Nations

Ambassador Extraordinary and
Plenipotentiary
Permanent Representative of
Nepal to the United Nations

Exhibit 2

Colombian Mission
to the United Nations
140 East 5—7th Street
New York, N.Y. 10022

JOINT COMMUNIQUE

The Government of the Republic of Colombia and the Government of Fiji, desirous of promoting a spirit of mutual understanding and of developing bonds of friendship and cooperation between the peoples of the two countries, have decided to establish diplomatic relations at Ambassadorial level as of 10 September, 19....

The Governments of both countries are confident that such agreement will contribute to the further reciprocal development of commercial, economic, cultural and other ties, aimed at

strengthening international peace and cooperation and promoting the principles of international law in the relations between States.

New York, 10 September, 19

(Signed) Carlos Alban Holguin

Ambassador Extraordinary and
Plenipotentiary
Permanent Representative of
the Republic of Columbia
to the United Nations

(Signed) Winston Thompson

Ambassador Extraordinary and
Plenipotentiary
Permanent Representative of
Fiji to the United Nations

Exhibit 3

PERMANENT MISSION
OF BELIZE
TO THE UNITED NATIONS

PERMANENT MISSION
OF URUGUAY
TO THE UNITED NATIONS

JOINT COMMUNIQUE

In order to ensure the greater development of friendly relations between the Governments of Belize and Uruguay, to promote cooperation in areas of common interest and for the benefit of the two countries, and to act jointly in support of peace in the International Community, in accordance with the Purposes and Principles established in the United Nations Charter and with reference to the relevant provisions of the Vienna Convention that regulate diplomatic relations between States, the Governments of Belize and Uruguay have decided to establish, as from September 28, 19... , diplomatic relations between them at Ambassadorial level.

For the Government of Belize
(Signature) Hon. O. Barrow
Minister of Foreign
Affairs of Belize

For the Government of Uruguay
(Signature) Cr. Enrique V. Iglesias
Minister of Foreign
Affairs of Uruguay

Exhibit 4

JOINT COMMUNIQUE

The Government of Malaysia and the Government of Colombia, desirous of promoting the spirit of mutual understanding and to strengthen the existing bonds of friendship between the peoples of the two countries, have decided to establish diplomatic relations at Ambassadorial

level as of this date. Both Governments have agreed at a time convenient to both countries to appoint non-resident Ambassadors as their respective representatives.

New York, 19th August, 19...

For the Government of Colombia

(Signature) Carlos Alban-Holguin
Ambassador Extraordinary
and Plenipotentiary,
Permanent Representative
of Colombia to the
United Nations

For the Government of Malaysia

(Signature) Dato's Yusof M. Hitman
Ambassador Extraordinary
and Plenipotentiary,
Permanent Representative
of Malaysia to the
United Nations

2. AIDES-MEMOIRE

An "aide-memoire" is a form of diplomatic document the main object of which is to remind the addressee of a matter discussed, either formally or informally. The word "aide-memoire" is of French origin and means literally "memory-helper".

As a rule, this document is presented during a talk with the intention of drawing the attention of the counterpart to what has been said, to the importance of the question raised, and, in some cases, to emphasize that the person who presents the papers expects certain measures to be taken on the part of the receiver. Like notes, an aide-memoire may touch upon substantial issues, though it happens quite rarely. More often, it concerns everyday practical matters. Aide-memoire are never signed, but are sometimes initialed.

Exhibit 1

The Minister for Health of Ireland has proposed Mr. John Hurley, Secretary-General of the Irish Ministry for Health, as a candidate for membership of the Executive Board of the World Health Organization, to fill one of the three vacant seats allocated to the European Region.

Mr. Hurley possesses the qualities, experience and expertise to make a major contribution to the work of the Executive Committee. He has considerable experience in the Irish Health Service, culminating in his present post as Secretary General of the Department of Health. During his career he has represented Ireland in relevant international health policy forums.

To Mr. Hurley's personal qualifications for the post must be added the particular suitability of Irish representation on the Executive Board. Ireland enjoys a considerable international reputation for medical expertise which is out of proportion to the size of the country and its economy. Its medical personnel and organisations have extensive experience in the provision and management of specialist medical consultancy services around the world. At governmental level Ireland is a committed member of the World Health Organization and has always been disposed to play an active role in its work. There has not been an Irish member of the Executive Board since 1961.

The Irish authorities would request the support of the authorities of the Russian Federation for Mr. Hurley's candidature.

3. SPEAKING NOTES

Speaking notes are written with the purpose of reminding the counterpart about the matter discussed and serve as "memory- helpers".

They bear no seal and are unsigned.

Meeting with Mr (*name*) Deputy Director, Second European Department, MFA. 25 June, 1997

Construction of New British Embassy, Moscow

The Agreement between the Government of the UK and the Government of the Russian Federation on the Design and Construction of Embassy Buildings in London and Moscow signed in London on 15 October, 1996 (by Mr Kuznetsov for the Russian side) includes a Customs Annex on the procedures to be followed for the import and export of diplomatic consignments containing materials and equipment for the construction of the buildings.

The Agreement provides for the import and export of materials on provision of a Declaration certifying that the consignment contains exclusively construction materials and equipment for use in the fitting out of the new buildings of the embassy.

Since the Agreement was signed the British Embassy has been in close contact with the Russian Customs authorities to ensure that the arrangements set out in the Agreement will be followed.

But the Russian Customs authorities are insisting that the Declaration should specify the name and quantity of the goods. This is not required by the Agreement.

The Embassy would be grateful for the assistance of the MFA in ensuring that the terms of the Agreement will be complied with by the Russian Customs authorities.

TOPIC VI. LETTERS OF CREDENCE AND RECALL

In view of the importance of the position, official as well as personal, of the head of a diplomatic mission, custom requires that the government which sends the envoy ascertains before his appointment that he will be *persona grata*. The request for agreement or acceptance is presented either through the head of mission of the receiving state or the charge d'affaires who is temporarily in charge of the mission, or through the diplomatic mission of the sending state in the receiving state. As soon as consent is obtained the appointment is made public.

The new head of mission is provided by the government with official letters called letters of credence or, colloquially, credentials. These letters are placed in an envelope sealed with wax, and must, in principle, be opened by the head of state at the time of presentation. A true copy (*copied'usage*) is added which is destined to be delivered by the head of mission to the Minister for Foreign Affairs at the time of his arrival. These letters confer upon the foreign envoy the authority for his mission and determine bearing of his appointment.

The protocol forms of his official document include one which accredits, personally, the new head of mission to the head of state and requests faith and credence in the former's statements.

In most states, the presentation of credentials by a diplomatic representative implies recognition *de jure* of a provisional government. Political agents sent to *de facto* recognized foreign governments are simply provided with credentials addressed from Minister for Foreign Affairs to Minister for Foreign Affairs. In certain states, however - the United States and Japan, for instance, - the presentation of credentials addressed by head of state to head of state does not carry with it recognition *de jure* of the local government. The delivery of credentials can, at that time, be accompanied by formal reserves which specify the character of the relations between both states.

Charges d'affaires with letters (Vienna Convention, art. 14c) receive *lettres de cabinet* or cabinet letters addressed by Minister for Foreign Affairs to Minister for Foreign Affairs. These letters are delivered directly to the Minister for Foreign Affairs on arrival of the charged'affaires who, from that moment, is considered as having officially assumed his functions.

Before the arrival of a head of mission the charge d'affaires makes known to the Minister for Foreign Affairs the date and hour of arrival of the incumbent and ascertains when the Minister will receive the new head of mission on his first visit. The charge d'affaires should also call on the Dean of the diplomatic corps and announce the arrival of the new head of mission.

The arrival of a head of mission in the capital where he is to exercise his functions does not call for any official ceremony. The new agent must be considered *incognito* until he presents his credentials to the head of state. It is customary, however, for the local authorities to show him and those accompanying him certain attentions, such as customs and frontier police facilities and reception at his place of arrival by an official of the protocol service, etc. Local customs determine these various attentions.

Delivery of the credentials of the new head of mission should be preceded by the sending of the letters of recall of the agent whose mission has been brought to an end. These letters are presented by the head of mission on the occasion of his audience to take leave. They can also be brought by the new diplomatic representative. This is always the case in the United Kingdom.

As soon as the new head of mission has arrived he is informed by the Ministry of Foreign Affairs of the day and hour when the Foreign Minister will receive him for the delivery of the *copied'usage* of the credentials, which will be in his possession, and perhaps of the letters of recall of his predecessor. The custom of each Ministry of Foreign Affairs is to indicate the form in which the new head of mission should make his visit and, should the occasion arise, other visits. He has recourse to the protocol service for all information which he may need for his purpose.

It is the general custom for the new arrival, immediately after his private reception by the Foreign Minister, to call, unofficially, on the Dean of the diplomatic corps in order to ascertain local protocol requirements.

The Minister for Foreign Affairs is not required to return the visit of the new head of mission; this also applies to the Dean of the diplomatic corps.

When a copy of the credentials of the new head of mission has been examined and found correct in substance as well as in form, the protocol service at the Ministry of Foreign Affairs will, in accordance with local custom, arrange an audience for the new head of mission with the head of state, for delivery of the credentials.

The reception by the head of state of an ambassador or a minister plenipotentiary constitutes official recognition of this representative. The protocol service handles the ceremonial, i. e., composition and order of the procession which may include an escort, military honours, exchange of addresses, etc. An account of the ceremony is generally published in an official publication.

All heads of mission are received by the head of state, in the order of their arrival in the capital (Vienna Convention, art. 13). The ceremonial dress should be the same for all heads of mission of equal rank (art. 18). From this moment, the head of mission enjoys the diplomatic status with all its accompanying immunities and prerogatives. He takes rank on the diplomatic list as from the day and hour he presented his credentials (art. 16). In some countries, however, diplomatic status and seniority both date from the delivery of the *copied'usage* as, for instance, in Great Britain.

Credentials (a letter of credence) is a formal paper from the head of one state to the head of another accrediting an Ambassador, Minister, or other diplomatic agents as one authorized to act for his government or Head of State.

Presentation of credentials is a complex affair. When a copy of credentials of a new Head of Mission has been examined and found correct in substance as well as in form, the Protocol Office will, in accordance with local custom, arrange an appointment for the new Head of Mission with the Head of the State (e.g. the President) for delivery of the credentials.

The reception by the President of an appointed Ambassador (or a Minister Plenipotentiary) constitutes official recognition of this representative. The Protocol Office handles the ceremonial, i.e., composition and order of the procession, which may include an escort, military honors, and exchange of remarks.

All Heads of Mission are received by the Head of State, in the order of their arrival in the capital (Vienna Convention, Art. 13). Business suit or national dress is worn on this occasion. From this moment, the Head of Mission enjoys *diplomatic status* with all its accompanying immunities and prerogatives. He takes rank on the diplomatic list as from the day and hour he presented his credentials (Vienna Convention, Art. 16).

Letter of Recall is a formal paper from the head of one state to the head of another recalling an Ambassador, Minister, or other diplomatic agent.

Following are some examples of credentials and letters of recall.

Exhibit 1

*Elizabeth the Second,
by the Grace of God of the United
Kingdom Of Great Britain and Northern Ireland
and of Her other Realms and Territories Queen,
Head of the Commonwealth,
Defender of the Faith,*

*To His Excellency
Mr Boris Yeltsin,*

President of the Russian Federation

Sendeth Greeting!
Our Good Friend!

Being desirous to maintain, without interruption, the relations of friendship and good understanding which happily subsist between Our Realm and the Russian Federation We have made choice of Our Trusty and Well-beloved Sir Brian James Proetel Fall, Knight Commander of Our Most Distinguished Order of Saint Michael and Saint George, to reside with You in the character of Our Ambassador Extraordinary and Plenipotentiary.

The experience which We have had of Sir Brian Fall's talents and zeal for Our service assures Us that the selection We have made will be perfectly agreeable to You; and that he will discharge his Mission in such a manner as to merit Your approbation and esteem, and to prove himself worthy of this new mark of Our confidence.

We therefore request that You will give entire credence to all that Sir Brian Fall shall communicate to You in Our name, more especially when he shall renew to You the assurances of the lively interest which We take in everything that affects the welfare and prosperity of the Russian Federation.

Given at Our Court of Saint James's, the Eighth day of May, One thousand Nine hundred and Ninety-two, in the Forty-first Year of Our Reign.

Your Good Friend,

(Signed) ELIZABETH R.

Exhibit 2

William Jefferson Clinton
(Great Seal of the USA) President of the United States of America
To His Excellency
Boris Yeltsin,
President of the Russian Federation

Excellency:

I have appointed Thomas R. Pickering, a distinguished citizen of the United States, to represent me before your Government as Ambassador Extraordinary and Plenipotentiary of the United States of America.

He is well aware of the mutual interests of our two countries and shares my sincere desire to preserve and enhance the long friendship between us.

My faith in his high character and ability gives me complete confidence that he will carry out his duties in a manner fully acceptable to you.

Accordingly, I entrust him to your confidence. I ask that you receive him favorably and give full credence to what he shall say on the part of the United States as well as to the assurances which he bears of my best wishes for the prosperity of the Russian Federation. Very truly yours,

By the President:
(Countersigned)

Warren Christopher,
Secretary of State

(Signed) William Clinton

Washington, May 12, 1993

Exhibit 3

(Государственный герб Российской Федерации)

ПРЕЗИДЕНТ
РОССИЙСКОЙ ФЕДЕРАЦИИ

*ЕГО ПРЕВОСХОДИТЕЛЬСТВУ
ГОСПОДИНУ ТАБО МВУЙЕЛВЕ МБЕКИ,
ПРЕЗИДЕНТУ ЮЖНО-АФРИКАНСКОЙ РЕСПУБЛИКИ*

Ваше Превосходительство,

Следуя политике укрепления сотрудничества между народами и желая способствовать развитию дружественных отношений между Российской Федерацией и Южно-Африканской Республикой, я решил аккредитовать при Вас, Ваше Превосходительство, гражданина Андрея Анатольевича Кушакова в качестве своего Чрезвычайного и Полномочного Посла.

Аккредитуя гражданина Андрея Анатольевича Кушакова настоящей грамотой, прошу Вас, Ваше Превосходительство, принять его с благосклонностью и верить всему тому, что он будет иметь честь излагать Вам от моего имени и от имени Правительства Российской Федерации.

В. Путин

Москва, Кремль

" " 2000 года

Скрепил И. Иванов
Министр Иностранных Дел
Российской Федерации

*EXHIBIT 4
LETTERS
OF CREDENCE
(Credentials)*

ELIZABETH THE SECOND,

*BY THE GRACE OF GOD OF THE UNITED KINGDOM
OF GREAT BRITAIN AND NORTHERN IRELAND AND
OF HER OTHER REALMS AND TERRITORIES QUEEN,
HEAD OF THE COMMONWEALTH,
DEFENDER OF THE FAITH,
&., &., &.,*

TO THE PRESIDENT OF THE REPUBLIC OF (name of country)

Sendeth Greeting!

Our Good Friend!

Being desirous to maintain, without interruption, the relations of friend-ship and good understanding which happily subsist between Our Realm j*ⁿd (name of country), We have made choice of Our Trusty and Well- beloved Sir ... , Knight Commander of Our Most Distinguished Order of aint Michael and Saint George, to reside with You in the character of ^{Ur} Ambassador Extraordinary and Plenipotentiary.

The experience which We have had of Sir ...'s talents and zeal for Our service assures Us that the selection We have made will be perfectly agreeable to You; and that he will discharge his Mission in such a manner as to merit Your approbation and esteem, and to prove himself worthy of this new mark of Our confidence.

We therefore request that You will give entire credence to all that Sir ... shall communicate to You in Our name, more especially when he shall renew to You the assurances of the lively interest which We take in everything that affects the welfare and prosperity of the Republic (name of country).

Given at Our Court of Saint James's, the ... day of August, One thousand Nine hundred and ..., in the ... Year of Our Reign.

Your Good Friend,

ELIZABETH R.

Letters of Recall

Exhibit 1

*Elizabeth the Second,
by the Grace of God of the United
Kingdom Of Great Britain and
Northern Ireland and of Her other
Realms and Territories Queen,
Head of the Commonwealth,
Defender of the Faith*

To His Excellency

Mr Boris Yeltsin,

President of the Russian Federation

Sendeth Greeting! Our Good Friend!

Our Trusty and well-beloved Sir Rodric Quentin Braithwaite, Knight Commander of Our Most Distinguished Order of Saint Michael and Saint George, who has for some time resided with You in the character of Our Ambassador Extraordinary and Plenipotentiary, being now on the point of retiring from Our Diplomatic Service, We have thought fit to notify You of the termination of his Mission in that capacity.

We are Ourselves so satisfied with the zeal, ability, and fidelity with which Sir Rodric Braithwaite has executed Our orders on all occasions during his Mission that We trust his conduct will also have merited Your approbation, and in this pleasing confidence We avail Ourselves of the opportunity to renew to You the assurances of Our constant friendship, and of Our earnest wishes for the welfare and prosperity of the Russian Federation.

Given at Our Court of Saint James's, the Eighth day of May, One thousand Nine hundred and Ninety-two, in the Forty-first Year of Our Reign.

Your Good Friend,

(Signed) ELIZABETH R.

Exhibit 2

(Great Seal of the USA) *William Jefferson Clinton*
President of the United States of America

To His Excellency

Boris Yeltsin,

President of the Russian Federation

Excellency:

Mr. Robert S. Strauss, who served as Ambassador Extraordinary and Plenipotentiary of the United States of America to your Government, has resigned his mission. Because he is unable to present his letter of recall in person, I have asked his successor to present it to you.

I am confident that Mr. Strauss, in fulfilling the trust imposed upon him, dedicated himself to strengthening the good understanding and friendly relations existing between our two Governments. I sincerely hope that he succeeded in gaining your esteem and good will.

Very truly yours,

By the President:

(Signed) William Clinton

(Countersigned) Warren Christopher,
Secretary of State

Washington, May 12, 1993

EXHIBIT 3
LETTERS
OF RECALL

PRESIDIUM OF THE SUPREME SOVIET
OF (name of country)
TO HIS (HER) MAJESTY/(ROYAL) HIGHNESS/
(name in full) the King / Queen. / of (name of country)

Your Majesty
/Your (Royal) Highness/,

The Presidium of the Supreme Soviet of (name of country) has decided to give citizen X. another appointment, having recalled him from the post of Ambassador Extraordinary and Plenipotentiary of (name of country) to (name of country).

Being confident that citizen X. has invariably contributed to the maintenance of friendly relations so happily existing between our countries, the Presidium of the Supreme Soviet of (name of country) requests You, Your Majesty /Your (Royal) Highness/, to receive favourably his Letters of Recall.

(city)

5 June 19_

Chairman
of the Presidium of the Supreme
Soviet of (name of country')

Countersigned:
Minister for Foreign Affairs
of (name of country)

Exhibit 4

ELIZABETH THE SECOND
BY THE GRACE OF GOD OF THE UNITED KINGDOM OF GREAT BRITAIN AND
NORTHERN IRELAND AND OF HER OTHER REALMS AND TERRITORIES QUEEN,
HEAD OF THE COMMONWEALTH,
DEFENDER OF THE FAITH,

To the Chairman of the Presidium of the Supreme Soviet of the Union of Soviet Socialist Republics,

Sendeth Greeting!
Our Good Friend!

Having need elsewhere for the services of Our Trusty and Well-beloved Sir John Edward Killick, Knight Commander of Our Most Distinguished Order of Saint Michael and Saint George, who has for some time resided with You in the character of Our Ambassador Extraordinary and Plenipotentiary, We have thought fit to notify to You his Recall.

We are Ourselves so satisfied with the zeal, ability and fidelity with which Sir John Killick has executed Our orders on all occasions during his Mission that We trust his conduct will also have merited Your approbation, and in this pleasing confidence We avail Ourselves of the opportunity to renew to You the assurances of Our constant friendship, and of Our earnest wishes for the welfare and prosperity of the Union of Soviet Socialist Republics.

Given at Our Court of Saint James's, the Twenty-third day of October, One thousand Nine hundred and Seventy-three, in the Twenty-second Year of Our Reign.

Your Good Friend,

(Signed: Elizabeth R.)

Exhibit 5

RONALD REAGAN
PRESIDENT OF THE UNITED STATES OF AMERICA

To His Excellency

Leonid Ilich Brezhnev,

Chairman of the Presidium of the

Supreme Soviet of the Union of

Soviet Socialist Republics.

Excellency:

Mr. Thomas J. Watson, Jr., who served as Ambassador Extraordinary' and Plenipotentiary' of the United States of America to your Government, has resigned his mission. Because he is unable to present his letter of recall in person, I have asked his successor to present it to you.

I am confident that Mr. Watson, in fulfilling the trust imposed upon him, dedicated himself to strengthening the relations between our two Governments. I sincerely hope that he succeeded in gaining your esteem and good will.

Very truly yours,
(Signed: Ronald Reagan)

By the President:

(Countersigned: William Clark)

Acting Secretary of State.

Washington, September 28, 1981.

Выступления при вручении верительных грамот

| | |
|--|--|
| <p>Выдержки из речи Посла и ответной речи ... по случаю вручения верительных грамот.</p> <p>Ваше Превосходительство, Имею честь вручить Вам верительные грамоты, которыми ... аккредитует меня в качестве Чрезвычайного и Полномочного Посла ... в Республике (страна), а также отзывные грамоты моего предшественника, Посла (имя, отчество и фамилия).</p> <p>Мне поручена ответственная и весьма почетная миссия представлять, в качестве Посла, в (страна).</p> <p>Я хочу заверить Ваше Превосходительство, что при выполнении этой высокой миссии, возложенной на меня Советским Правительством, я приложу все силы для развития добрых отношений между ... и (страна). Я надеюсь, что при осуществлении этой миссии я встречу понимание и поддержку с Вашей стороны, а также сотрудничество Правительства (страна).</p> <p>Уважаемый господин Посол, Мне доставляет большое удовольствие приветствовать Вас в качестве Чрезвычайного и Полномочного Посла (страна) в ...</p> <p>Выражаю признательность за приветствия народу и Правительству ... , переданные Вами от имени народа и Правительства (страна).</p> <p>Принимая Ваши верительные грамоты, могу заверить Вас, г-н Посол, что в своей деятельности на посту полномочного представителя (страна) Вы встретите понимание и содействие со стороны Советского Правительства и у меня лично.</p> <p>Желаю Вам успехов в выполнении Вашей высокой и ответственной миссии.</p> | <p>Excerpts from the Ambassador's remarks and ... reply on the occasion of the presentation of credentials.</p> <p>Your Excellency, I have the honour to present you the letters of credence whereby the ... accredits me as Ambassador Extraordinary and Plenipotentiary of the ... to the Republic of (country), and also submit the letters of recall of my predecessor, Ambassador (name).</p> <p>I am entrusted with an important and most honourable mission to represent, in my capacity of Ambassador, the ... in (country).</p> <p>I should like to assure Your Excellency that in discharging the high mission entrusted to me by the Soviet Government I shall make every effort to develop good relations between the ... and (country). I hope that in carrying out this mission I shall receive understanding and support on your part, as well as cooperation of the Government of (country).</p> <p>Esteemed Mr. Ambassador, It gives me great pleasure to welcome you as Ambassador Extraordinary and Plenipotentiary of (country) to ...</p> <p>I appreciate the greetings to the people and the Government of the ... which you have conveyed on behalf of the people and the Government of (country).</p> <p>In accepting your letters of credence, I can assure you, Mr. Ambassador, that in your activities as plenipotentiary representative of (country) you will meet with understanding and assistance on the part of the ... , the Soviet Government and myself.</p> <p>I wish you success in the fulfilment of your noble and important mission.</p> |
|--|--|

TOPIC VII. MEMORANDA

Memorandum (*pi.* memoranda, or memorandums) is a less frequently used form of a diplomatic document, and it is used mostly to record facts, decisions or opinions. Usually a memorandum describes the factual or legal aspect of a major problem, especially something to be done or acted upon in future. Each memorandum normally deals with one subject only.

The memorandum may contain a substantial background on the historical roots of a problem and its development, on the position of the sides, the argumentation and the proposals of the sender. As compared to notes, the memorandums have neither address nor concluding compliments.

This is often a detailed statement of facts, and of arguments based thereon, record of an agreement that has been reached but not yet formally drawn up.

It does not differ essentially, from a note, except that it does not begin and end with a formula of courtesy, need not be signed, but it may be convenient to deliver it by means of a short covering note.

1. Exhibit 1

Memorandum of Understanding Between the United Nations and the Republic of Iraq on Inspections February 23, 1998

1. The government of Iraq reconfirms its acceptance of all relevant resolutions of the Security Council, including resolutions 687 (1991) and 715 (1991). The government of Iraq further reiterates its undertaking to cooperate fully with the United Nations Special Commission (UNSCOM) and the International Atomic Energy Agency (IAEA).
2. The United Nations reiterates the commitment of all Member States to respect the sovereignty and territorial integrity of Iraq.
3. The government of Iraq undertakes to accord to UNSCOM and IAEA immediate, unconditional and unrestricted access in conformity with the resolutions referred to in paragraph 1. In the performance of its mandate under the Security Council resolutions, UNSCOM undertakes to respect the legitimate concerns of Iraq relating to national security, sovereignty and dignity.
4. The United Nations and the government of Iraq agree that the following special procedures shall apply to the initial and subsequent entries for the performance of the tasks mandated at the eight presidential sites in Iraq as defined in the annex to the present memorandum:
 - g) A special group shall be established for this purpose by the Secretary General in consultation with the executive chairman of UNSCOM and the director general of IAEA. This group shall comprise senior diplomats appointed by the Secretary General and experts drawn from UNSCOM and IAEA. The group shall be headed by a commissioner appointed by the Secretary General.
 - a) In carrying out its work, the special group shall operate under the established procedures of UNSCOM and IAEA, and specific detailed procedures which will be developed given the special nature of the presidential sites, in accordance with the relevant resolutions of the Security Council.
 - b) The report of the special group on its activities and findings shall be submitted by the executive chairman of UNSCOM to the Security Council through the Secretary General.

5. The United Nations and the government of Iraq further agree that all other areas, facilities, equipment, records and means of transportation shall be subject to UNSCOM procedures hitherto established.
6. Noting the progress achieved by UNSCOM in various disarmament areas, and the need to intensify efforts in order to complete its mandate, the United Nations and the government of Iraq agree to improve cooperation, and efficiency, effectiveness and transparency of work, so as to enable UNSCOM to report to the council expeditiously under paragraph 22 of resolution 687 (1991). To achieve this goal, the government of Iraq and UNSCOM will implement the recommendations directed at them as contained in the report of the emergency session of UNSCOM held on Nov. 21, 1997.
7. The lifting of sanctions is obviously of paramount importance to the people and government of Iraq and the Secretary General undertook to bring this matter to the full attention of the members of the Security Council.

Signed this 23rd day of February 1998 in Baghdad in two originals in English.

For the United Nations

Kofi A. Annan Secretary General

For the Republic of Iraq

Tariq Aziz Deputy Prime Minister

2. INTEROFFICE MEMORANDUM

Interoffice memoranda are used for correspondence within the Secretariat. They are appropriate for correspondence both within a given duty station and with other duty stations. They are used to record facts, decisions or opinions to which reference may be necessary later, to make or respond to proposals or to convey information. They are incorporated in the official files kept by individual departments or offices.

Each memorandum should normally deal with one subject only. Where a memorandum requires supporting analysis or detailed statistical information, these should be set out in an annex.

Interoffice memoranda should be prepared on letter-size paper headed "INTEROFFICE MEMORANDUM (*emblem*) MEMORANDUM INTERIEUR". They may be written in English or French.

Opposite the printed word "To", the name of the addressee preceded by "Mr.", "Mrs.", "Miss" or "Ms" should be typed, followed by his or her official title. The section, division and department should be typed below the name.

Memoranda addressed to more than one person may be prepared in any of the following forms, as appropriate:

- ◆ The names and titles, followed by the names of the division or section and the department or office, in abbreviated form if necessary, may be typed, one under the other, in the space opposite the word "To". If the sender and the addressee(s) are in the same department, the department is mentioned only once. This applies also to the forms indicated in subparagraphs (b) and (d) below. If the word "Through" is not applicable, it may be deleted to provide extra space. The original should be sent to the senior addressee and copies to the other addressees;

- ◆ The names and titles, followed by the name of the division or section and of the department or office, in abbreviated form if necessary, may be given on a separate page, in which case the words “See attached list” should be typed opposite the word “To”; a memorandum may be addressed to groups of addressees, **such** as “**All** directors and chiefs of section”, and reproduced in ditto or in any other appropriate form;
- ◆ a memorandum may, if there are many addressees, be typed on ditto, with the name of the addressees given in a separate list, as in subparagraph (b) above;
- ◆ a memorandum may be typed once, with the name omitted after “To”. It may then be photocopied and the names may be inserted on each of the copies. Where desirable, the list of addressees may be attached.

When a memorandum is sent through an intermediary, the name of the intermediary, normally preceded by “Mr.”, “Mrs.”, “Miss” or “Ms” and followed by the official title, should be typed after the word “Through”. The section, division and department should appear on the next line, with the department in abbreviated form if space is not sufficient. If the sender and addressee are in the same department, the department may be omitted from the address of the sender.

After the printed word “From” the name of the sender (without “Mr.”, “Mrs.”, “Miss” or “Ms”) should be typed, followed by the sender’s official title. The section or division and the department should appear on the next line.

A concise statement of the subject matter should appear opposite the printed word “Subject”. The subject should be typed in lowercase letters with an initial capital for the first word and in single spacing. It should be underlined completely, whether on one line or more. If any of the elements mentioned above is too long to fit on one line, the text may be continued, indented two spaces, on a second line.

The date - given in the form “29 June 19 ” - and the reference number should be entered in the appropriate spaces provided on the right-hand side of the page.

If a memorandum is confidential and/or personal, the word “CONFIDENTIAL” or “PERSONAL” or the words “PERSONAL AND CONFIDENTIAL” should appear one and one-half spaces below the word “Reference”.

On all carbon copies the initials of the drafting official, in upper-case letters followed by an oblique line and the initials of the typist, also in upper-case letters, e. g. AB/CD, should be typed ending two spaces from the upper right-hand corner of the page.

When two or more persons collaborate in the drafting of a memorandum, the initials of all of the persons concerned should be given, those of the person having primary responsibility being given first, e. g. AB/CD/EF. If a person makes minor changes on a draft prepared by someone else, his or her initials should not appear.

The left-hand margin should normally be aligned with the printed word “Subject” (see exhibit 62). If the memorandum is short, the margin may, for aesthetic reasons, be aligned with the first letter of the typewritten indication of the subject (see exhibit 63). The right-hand margin is of about 15 spaces when the left-hand margin is aligned with the first letter of the word “Subject”, and of about 20 spaces when the memorandum is short and the left-hand margin is aligned with the first letter of the typewritten indication of the subject.

The text of a memorandum should begin four or more lines below the last line of the subject, depending on the length of the memorandum. Single spacing is normally used, although short memoranda (15 lines or less) may be typed in one-and-one-half spacing.

Interoffice memoranda should be signed or initialled either beside the name of the sender at the top of the page or at the end of the text. (*From “United Nations Correspondence Manual”*)

EXHIBIT 1
INTEROFFICE
MEMORANDUM

UNITED NATIONS

(emblem)

NATIONS UNIES

INTEROFFICE
MEMORANDUM

MEMORANDUM
INTERIEUR

TO: Mr. (name), Chairman
A: Working Committee,
Publications Board

DATE: 10 February 19
REFERENCE:

THROUGH: Ms (name), Secretary
S/C DE: Working Committee, Publications Board (name),
FROM: Director
DE: Publishing Division Department of Conference Services
SUBJECT: Transborder Data Flows
OBJECT:

1. In reply to your memorandum of 20 January 19____ referring to the financial implications for external typesetting of the above publication in French and Spanish for internal reproduction, we have prepared the cost estimate.
2. The volumes are estimated at 220 pages each. The French typesetting estimate is \$ 12,000, which includes the preparation of artwork for figures and maps. The Spanish estimate is \$ 10,500; however, the translations would have to be submitted simultaneously in order to prepare both French and Spanish artwork together.

Copy to:

EXHIBIT 2

INTEROFFICE
MEMORANDUM
(multiple addressed,
addressed as groups)

UNITED NATIONS
INTEROFFICE
MEMORANDUM

(emblem)

NATIONS UNIES
MEMORANDUM
INTERIEUR

TO: All Directors, Chiefs
A: of Service and Chiefs
of Section

DATE: 27 April 19____
REFERENCE:

THOROUGH:
S/C DE
FROM: (name) Under-Secretary-General
DE: for Conference Services and Special Assignments
SUBJECTS: Statistical Unit
OBJECT:

As from 1 May 19____, the departmental Statistical Unit (heretofore the Central Programming Unit of the Executive Office) will report to the Chief, Documents Control.

EXHIBIT 3

INTEROFFICE MEMORANDUM
(Multiple addresses, names typed individually)

UNITED NATIONS

NATIONS UNIES

INTEROFFICE MEMORANDUM

MEMORANDUM INTERIEUR

TO: /Name to be typed/

DATE: **1 February 1983**

A:

REFERENCE: **OR 11/651**

THROUGH:

S/C DE:

FROM: William B. Buffum, Under-Secretary-General
DE: for Political and General Assembly Affairs

SUBJECT: Implementation of the resolutions and decisions adopted by the OB JET: General Assembly during its thirty-seventh session

1. The Director-General for Development and International Economic Co-operation will exercise over-all guidance and co-ordination concerning the implementation of all resolutions and decisions in the economic and social fields. Heads of departments or offices having the primary responsibility for the follow-up of these resolutions or decisions should consult the Director-General in the preparation of General Assembly documents which have major policy or institutional implications (such as global economic and social surveys or preparations for, and follow-up to, international conferences and other global events in the economic and social fields) or raise important issues affecting co-ordination and co-operation within the Organization and the United Nations system as a whole. Further clarification, if needed, will be the subject of consultations between the Director-General and the heads of departments or offices concerned.

2. While in most cases action on the implementation of the resolutions and decisions has already been initiated by department or office directly concerned, may I remind you that in 1971 the Joint Inspection Unit recommended that "the cut-off date for replies of Governments to questionnaires should be set at the latest at 30 June" and that in his observations the Secretary-General stated that, without prejudice to the authority of organs concerned to set cut-off dates in the light of special circumstances, he had no objection to setting them normally at 30 June.

Words and Word Combinations Used

| | |
|---|---|
| high contracting parties высокие договаривающиеся стороны | bilateral agreement двустороннее соглашение |
| party to a convention участник конвенции | non-aggression pact договор о ненападении |
| duly authorized должным образом уполномоченный | parties concerned заинтересованные стороны |
| powers полномочия | preamble преамбула |

| | |
|--|--|
| in good and due form в должной форме и надлежащем порядке | body of the treaty основная часть договора |
| draft/work out a text вырабатывать текст | terms of a treaty условия договора |
| initial a treaty парафировать договор | concluding clauses заключительная часть договора/заключительной статьи |
| countersign ставить вторую подпись (на документе); скрепить | provision of a treaty положение договора |
| conclude/sign a treaty заключать/подписывать договор | additional article/clause дополнительная статья |
| make a reservation делать оговорку | authentic text аутентичный текст |
| enter into a treaty заключать договор | be equally authentic иметь одинаковую силу (о тексте договора) |
| enter into force вступать в (законную) силу | be binding иметь обязательную силу |
| annul/abrogate a treaty расторгнуть договор | observe terms/provisions of a treaty выполнять положения договора |
| treaty of friendship, alliance and mutual assistance договор о дружбе, союзе и взаимной помощи | signatory state страна-сигнатарий |
| peace treaty/treaty of peace мирный договор | instruments of ratification ратификационные грамоты |
| collective agreement коллективный договор | depository state страна-депозитарий |
| | by virtue of a treaty в силу договора |

TOPIC VIII. RELATIVELY NEW FORMS OF DIPLOMATIC DOCUMENTS

1. **Statement** is a formal account of facts, views, problems.
2. **Declaration** is a formal announcement, written notification made to the authorities.
3. **Resolution** is a formal decision arrived at by vote of the members of the meeting.
4. **Speech** is a formal address or discourse delivered to the audience on a particular subject.

**STATEMENT
BY
THE PRESIDENT**

I welcome the accession today of Poland, Hungary and the Czech Republic as NATO's newest members. The people of these three nations know what it means to lose their freedom. For years they struggled with dignity and courage to regain their freedom. And now they will help us defend it for many years to come. Their membership will make America safer. It will make NATO stronger. And it will help us realize our common vision of a Europe that is for the first time undivided, democratic and at peace.

For three days beginning on April 23, NATO's 19 members will meet in Washington for the 50th anniversary summit of our alliance, joined by our partners from across the new Europe. We will honor NATO's achievements in protecting peace and security. We will also prepare our alliance to meet the challenges ahead, strengthen our partnership with Europe's newly democratic nations, and reaffirm our commitment that NATO's newest members will not be the last.

WELCOMING STATEMENT

**by the North Atlantic Council
to the Three Allies**

NATO Press Release
12 March 1999

Today a new chapter opens in the history of the Atlantic Alliance and of Europe. The North Atlantic Council warmly welcomes three new Allies - the Czech Republic, Poland and Hungary - who today will formally accede to the Washington Treaty. Next week, on Tuesday 16 March we will receive the Prime Ministers of the Czech Republic, Poland and Hungary here in Brussels. Their flags will be raised alongside those of the other 16 member countries at a ceremony of welcome. They will then take their seats at the table of the North Atlantic Council as full and equal Allies.

The Alliance will continue to welcome new members in a position to further the principles of the Treaty and contribute to security in the Euro-Atlantic area. NATO's door will remain open to all those willing and able to contribute to our common vision of a lasting order of peace based on human rights, freedom and democracy.

The process of opening the Alliance to new countries is part of the Alliance's policy to improve the security and stability environment for nations in the Euro-Atlantic area. The contours of a new security order in Europe become clearly discernible. It is based on integration and cooperation, not confrontation. It raises the security of all and it excludes nobody. The countries of Europe are moving closer together to finally overcome the division of Europe.

We, the members of the North Atlantic Council, look forward to working with the Czech Republic, Hungary and Poland in our common quest to make the 21st Century a time of peace and progress for all our peoples.

DECLARATION of Antigua

We, the Presidents of Costa Rica, El Salvador, the United States of America, Guatemala, Honduras, Nicaragua, and the Dominican Republic, and the Prime Minister of Belize, meeting in Antigua, Guatemala, on March 11, 1999, welcome the special opportunity afforded by this meeting to secure a prosperous future for our peoples after the devastation brought by Hurricanes Mitch and Georges.

Hurricane Mitch was the worst disaster in the history of our Hemisphere, killing nearly 10,000 people, affecting at least 6 million others, and causing property damage totaling approximately \$6 billion. Aware of the enormous impact on our countries of this disaster, we are meeting to combine efforts to rebuild and transform the region in such a way as to bring swifter development that will ensure the prosperity of all our citizens.

For the first time in the history of our region, all our countries are enjoying peace, stability, democracy, and freedom. Preserving these achievements requires decisive, forward-looking action in order to avoid jeopardizing the stability of our countries achieved through great sacrifice and to stay on the course of progress.

In a spirit of solidarity, the Central American Presidents gathered for a special, emergency meeting in Comalapa, El Salvador, on November 9, 1998, to appeal to the international community for solidarity and to adopt joint decisions on how best to coordinate our efforts to help one another in the task of rebuilding and transformation.

Despite the tragedy we face, we recognize that the current situation also offers a unique opportunity to reconstruct our economies, transform our societies, and lay the economic foundation for sustained growth to prepare our nations to meet the challenges of the twenty-first century. With our own efforts and with the staunch, sustained support of the international community, we will overcome the challenges ahead.

Reconstruction and Transformation

We welcome the opportunity this Summit offers to intensify the frank dialogue we began in San Jose. We reaffirm the values we share as peoples and nations, based on democracy, the free market, respect for human rights and fundamental freedoms, the effective rule of law, the campaign against international crime, and our commitment to environmental protection.

Based on these values, the Presidents of Costa Rica, El Salvador, the United States of America, Honduras, and Nicaragua, and the Vice President of Guatemala, met in Washington, D.C., on December 11, 1998, to agree on mechanisms to rebuild and transform the region.

We agree that the effective, lasting transformation of the region means enhancing democracy; promoting sustained economic growth as the best antidote for poverty; strengthening the rule of law and national reconciliation; ensuring the full effectiveness of human rights; strengthening judicial systems and good governance; fostering transparency; combating international crime; approaching in a humane manner the issue of migration; expanding trade and investment

opportunities; supporting debt relief and financial cooperation; and implementing a program of sustainable development that includes natural disaster prevention.

Debt Relief and Financial Cooperation

The Presidents of Central America and the Dominican Republic and the Prime Minister of Belize welcome the commitment by the President of the United States of America to provide debt relief to Nicaragua and Honduras, whose economies were especially devastated by Hurricane Mitch. Debt relief is critical to building a sustainable path to development for these countries as they work to rebuild and transform their economies.

The presidents of Central America and the Dominican Republic and the Prime Minister of Belize view with approval the support provided by the United States of America within the Paris Club to extend a moratorium on debt servicing for Honduras and Nicaragua over the next two to three years, which will free up vital resources for reconstruction and transformation efforts. The President of the United States of America reiterated his commitment to play a leadership role in providing comprehensive external debt reduction for Honduras and Nicaragua under the Paris Club and consideration of eligibility under the Highly Indebted Poor Countries (HIPC) initiative. In addition, the President of the United States has requested authority for a \$25 million contribution to the Central America emergency trust fund in order to help pay debt service to the international financial institutions.

The President of the United States of America expressed his determination to support and contribute to both bilateral and multilateral initiatives, in order to obtain the maximum additional resources needed on an urgent and concessionary basis at the May 1999 meeting of the Consultative Group in Stockholm, Sweden. That meeting will be a pivotal event in donor coordinator and in confirming pledges of resources needed for the reconstruction and transformation of the region.

Migration

We recognize that the effects of Hurricanes Mitch and Georges on Central America and the Dominican Republic have caused suffering for their population and have further complicated social and economic conditions for in adequate reintegration of their repatriated citizens.

Taking into account the origins, manifestation, and social, economic, and political effects of migration, and bearing in mind the interdependence of our countries, the Government of the United States of America will consider initiatives to address the disparities created by the Nicaraguan Adjustment and Central America Relief Act (NACARA). We recognize that migrants contribute to the development and prosperity of their region of origin and of their new country of residence and also recognize that in order for these benefits to be realized, migration should be orderly. We will also cooperate to address disorderly emigration and its consequences. We affirm our belief that long-term reconstruction, investment, trade, and assistance should include joint efforts to create sustainable employment opportunities that would provide alternatives to the need for future emigration.

We recognize the difficulties some repatriated citizens face as they reintegrate into their countries of origin and the socioeconomic implications this may entail for their countries. For this reason, we will pay special attention to the matter and will explore and encourage the adoption of new and comprehensive cooperative measures to ensure that they are treated appropriately, such as the signing of prisoner transfer treaties and memoranda of understanding

on deportation procedures, to facilitate the reintegration of repatriated persons, with special emphasis on their well-being and on respect for their dignity and human rights.

We reiterate that illicit trafficking in person is an affront to human dignity and reaffirm our commitment to increase cooperation in order to combat and punish this abominable practice. We commend the adoption of new laws in several countries against illicit trafficking in persons and urge other countries to implement similar measures. Our governments will continue multilateral cooperation in the Regional Conference on Migration and in other fora in order to exchange information and coordinate actions on migration matters in our countries. We will seek to establish mechanisms to share information and mutually collaborate to stop the organized smuggling of persons.

Democracy, the Rule of Law, and Human Rights

We applaud the achievement in the region of peace with harmony, mutual cooperation, and full respect, for human rights. The end of internal conflicts in Central America has opened the way to reconciliation and the establishment of just, equitable societies that provide better opportunities for our peoples.

At this time of challenge and renewal, we reaffirm our commitment to continue the process of profound transformation, meeting the needs of our pluralistic democracies, based on strict respect for human rights, the effectiveness of the rule of law, mutual respect, the strengthening of local governments, and a more equitable and participatory civil society. We will continue doing our utmost to achieve economic well-being and the comprehensive development of our countries, and to preserve social peace, progress, and stability. We will also continue observing and promoting the rights of workers, including the elimination of any exploitative forms of child labor in accordance with our respective Constitutions and with the Conventions of the International Labor Organization, as respectively ratified by our governments. In addition, working together within the Summit of the America's process and the Organization of American States, we will endeavor to strengthen democracy and to increase prosperity throughout the Hemisphere.

Sustainable Development

The economic reconstruction of Central America and the Dominican Republic must address basic priorities such as reducing poverty ensuring human development and satisfying basic human needs with a sustainable management of natural resources. The region's sustainable development depends on overcoming obstacles such as imbalances in patterns of production, consumption, and human settlement; accelerated population growth; and high levels of poverty.

We have before us an unprecedented opportunity to rebuild the region and create jobs through domestic, and foreign investment. We also have the opportunity of investing wisely; using sustainably our natural resources to ensure the well-being of present and future generations.

Recognizing the impact of climatic disturbances in the region, we agree that key components in the mitigation of disasters and in sustainable development include improved management of watersheds, reforestation, preservation of coastal wetlands, and efforts to prevent soil erosion through improved farming practices. It is, therefore, important to strengthen mechanisms of cooperation in the areas, of natural disaster prevention and mitigation through education, training, institutional strengthening, and the transfer of technology.

We, the Presidents of Costa Rica, El Salvador, the United States of America, Honduras, Nicaragua, and the Dominican Republic, and the Prime Minister of Belize, express our sincere

gratitude for the hospitality shown to us by the people and Government of Guatemala during our sojourn in this historic city.

U.N. RESOLUTION on Sierra Leone

The Security Council,

Recalling its resolution 1181 (1998) of 13 July 1998 and 1220 (1999) of 12 January 1999 and the statement of its President of 7 January 1999 (S/1999/PRST/1),

Expressing its continued concern over the fragile situation in Sierra Leone,

Affirming the commitment of all States to respect the sovereignty, political independence and territorial integrity of Sierra Leone,

Having considered the fifth Report of the Secretary-General on the United Nations Observer Mission in Sierra Leone (UNOMSIL) of 4 March 1999 (S/1999/237) and noting the recommendations contained therein,

1. Decides to extend the mandate of UNOMSIL until 13 June 1999;
2. Welcomes the intention of the Secretary-General to re-establish UNOMSIL in Freetown as soon as possible, and to that end to increase the current number of military observers and human rights personnel as referred to in paragraphs 46 and 54 of his report, and to re-deploy the necessary staff to support the relocation to Freetown, subject to strict attention to the security situation there;
3. Condemns the atrocities perpetrated by the rebels on the civilian population of Sierra Leone, including in particular those committed against women and children, deplores all violations of human rights and international humanitarian law which have occurred in Sierra Leone during the recent escalation of violence as referred to in paragraphs 21 to 28 of the report of the Secretary-General, including the recruitment of children as soldiers, and urges the appropriate authorities to investigate all allegations of such violations with a view to bringing the perpetrators to justice;
4. Calls upon all parties to the conflict in Sierra Leone fully to respect human rights and international humanitarian law and the neutrality and impartiality of humanitarian workers, and to ensure full and unhindered access for humanitarian assistance to affected populations;
5. Expresses its grave concern at continued reports that support is being afforded to the rebels in Sierra Leone, including through the supply of arms and mercenaries, in particular from the territory of Liberia;
6. Acknowledges the letter of the President of Liberia to the Secretary-General of 23 February 1999 (S/1999/213) and the statement by the Government of Liberia of 19 February 1999 (S/1999/193) on the action it is taking to curtail the involvement of Liberian nationals in the

fighting in Sierra Leone, including measures to encourage the return of Liberian fighters and directives to the Liberian national security agencies to ensure that no cross-border movement of arms takes place and that there be no transshipment of arms and ammunition through Liberian territory, and requests the Secretary-General to continue to consider, in coordination with the countries of the Mano River Union and other member States of the Economic Community of West African States (ECOWAS), the practicability and effectiveness of the deployment of United Nations monitors along with forces of the Military Observer Group of ECOWAS (ECOMOG) at the Liberia/Sierra Leone border;

7. Reaffirms the obligation of all States to comply strictly with the provisions of the embargo on the sale or supply of arms and related materiel imposed by its resolution 1171 (1998) of 5 June¹⁹⁹⁸;

8. Expresses its intention to keep the issue of external support to the rebels in Sierra Leone under close review, and to consider further steps to address this in the light of developments on the ground;

9. Expresses its support for all efforts, in particular by ECOWAS States, aimed at peacefully resolving the conflict and restoring lasting peace and stability to Sierra Leone, encourages the Secretary-General, through his Special Representative for Sierra Leone, to facilitate dialogue to these ends, welcomes the statement of the President of Sierra Leone of 7 February 1999 (S/1999/138, annex) expressing his Government's readiness to continue their efforts for dialogue with the rebels, and calls upon all parties involved, especially the rebels, to participate seriously in these efforts;

10. Commends the efforts of ECOMOG towards the restoration of peace, security and stability in Sierra Leone, and calls upon all Member States to provide ECOMOG with financial and logistical support and to consider the provision of prompt bilateral assistance to the Government of Sierra Leone in the creation of a new Sierra Leonean army to defend the country;

11. Requests the Secretary-General to keep the Council closely informed on the situation in Sierra Leone and in this regard to submit an additional report to the Council with recommendations on the future deployment of UNOMSIL and the implementation of its mandate by 5 June 1999;

12. Decides to remain actively seized of the matter.

SPEECH

by Secretary of State Madeleine K. Albright on the Occasion of the Accession of the Czech Republic, Hungary and Poland to the North Atlantic Treaty Organization at the Truman Presidential Library

Independence, Missouri

March 12, 1999

Thank you Senator Mikulski, for that introduction. And I want to thank you and your colleagues, Senators Roth and Smith, and Representatives Skelton, Lantos, and McCarthy for your bipartisan leadership on behalf of NATO and NATO enlargement. You have helped to make history, because without your support, we would not be here today.

Minister Kavan, Minister Martonyi, and Minister Geremek; Excellencies from the diplomatic corps; Admiral Gough; General Anderson and other leaders of our armed forces; officials of the Truman Library'; honored guests; colleagues, and friends: Today is a day of celebration and re-dedication; of remembrance and renewal.

History will record March 12, 1999 as the day the people of Hungary, the Czech Republic and Poland strode through NATO's open door and assumed their rightful place in NATO's councils.

To them, I say that President Clinton's pledge is now fulfilled. Never again will your fates be tossed around like poker chips on a bargaining table. Whether you are helping to revise the Alliance's Strategic Concept or engaging in NATO's partnership with Russia, the promise of "nothing about you without you," is now formalized; you are truly allies; you are truly home. This is a cause for celebration not only in Prague, Budapest and Warsaw, but throughout the Alliance.

Now, the Iron Curtain has lifted and links that should have been secured long ago are being soldered together.

Today is evidence of that. For this morning, NATO is joined by three proud democracies; countries that have proven their ability to meet Alliance responsibilities, uphold Alliance values, and defend Alliance interests.

Since the decision to invite new members was first made, President Clinton has argued that a larger NATO would make America safer, our Alliance stronger, and Europe more peaceful and united. Today, we see that this is already the case.

For NATO's new members bring with them many strengths. Their citizens have a tradition of putting their lives on the line for liberty: Witness Hungary's courageous freedom fighters in 1956; the students who faced down tanks in the streets of Prague 12 years later; and the workers of Gdansk whose movement for Solidarity ushered in Europe's new dawn.

As young democracies, these countries have been steadfast in supporting the vision of an integrated Europe. Their troops are serving alongside NATO forces in Bosnia. And each is contributing to stability in its own neighborhood.

NATO's success has enabled generations protected by the Alliance to grow up and grow old under democratic rule. For that, we are enormously grateful. But we must also guard against a danger.

We must never fall back into complacency; or presume that totalitarianism is forever dead; or retreat in the face of aggression.

We must learn from history, not repeat it. And we must never forget that the destinies of Europe and North America are inseparable. And that this is as true now as it was when NATO was founded 50 years ago.

The hopes of future generations are in our hands. We cannot allow any issue to undermine our fundamental unity. We must adapt our Alliance and strengthen our partnership. We must anticipate and respond to new dangers. And we must not count on second chances; we must get it right - now.

This requires understanding that the more certain we are in preparing our defense; the more certain we may be of defending our freedom without war.

NATO is the great proof of that. For its success over five decades is measured not in battles won, but rather in lives saved, freedoms preserved and wars prevented. That is why President Truman said that the creation of NATO was the achievement in which he took the greatest pride.

Today, we, too, have grounds for pride. For NATO enlargement is a sign that we have not grown complacent about protecting the security of our citizens.

The nations entering our Alliance today are the first new members since the Cold War's end, but they will not be the last. For NATO enlargement is not an event; it is a process.

It is our common purpose, over time, to do for Europe's east what NATO has already helped to do for Europe's west. Steadily and systematically, we will continue erasing - without replacing - the line drawn in Europe by Stalin's bloody boot.

When President Clinton welcomes his counterparts to Washington next month to mark NATO's fiftieth anniversary, they will affirm that the door of the Alliance does remain open, and they will announce a plan to help prepare aspiring members to meet NATO's high standards.

But enlargement is only one element in our effort to prepare NATO for its second fifty years.

The Washington Summit be the largest gathering of international leaders in the history of Washington D.C. It will include representative from NATO and its partner countries, 44 in all. And it will produce a blueprint for NATO in the 21st Century.

Our leaders will, I am confident, agree on the design of an Alliance that is not only bigger, but also more flexible; an Alliance committed to collective defense and capable of meeting a wide range of threats to its common interests; an Alliance working in partnership with other nations and organizations to advance security, prosperity, and democracy in and for the entire Euro-Atlantic region.

Since 1949, under Article V of the North Atlantic Treaty, the core mission of our Alliance has been collective defense. That must not and will not change. NATO is a defensive Alliance, not a global policeman.

During the Cold War, we had no trouble identifying the risks to our security and territory'. But the threats we face today and may face tomorrow are less predictable. They could come from an aggressive regime, a rampaging faction, or a terrorist group. And we know that, if past is prologue, we face a future in which weapons will be more destructive at longer distances than ever before.

Our Alliance is and must remain a Euro-Atlantic institution that acts by consensus. We must prevent and, if necessary, respond to the full spectrum of threats to Alliance interests and values.

And when we respond, it only makes sense to use the unified military structure and cooperative habits we have developed over the past 50 years. This approach should not be controversial. We've been practicing it successfully in Bosnia since 1995.

We are also taking steps, as we plan for the Summit, to ensure that NATO's military forces are designed, equipped, and prepared for the 21st Century missions. And we expect the Summit to produce an initiative that responds to the grave threat posed by weapons of mass destruction and their means of delivery.

Clearly, NATO's job is different now than when we faced a single monolithic adversary across a single heavily-armed frontier. But NATO's purpose is enduring. It has not changed. It remains to prevent war and safeguard freedom.

NATO does this not only by deterring, but also by unifying. And let no one underestimate its value here, as well.

For if NATO can assure peace in Europe, it will contribute much to stability around the globe.

That is why NATO is focused not on welcoming new members, but also on strengthening its valuable partnerships with Russia, Ukraine and Europe's other democracies. Their inclusion and full participation in the trans-Atlantic community is essential to the future we seek. For NATO's purpose is not to build new walls, but rather to tear old walls down.

We also remind ourselves, that although NATO stands tall, it does not stand alone.

The EU, OSCE and NATO and its partners form the core of a broader system for protecting vital interests and promoting shared values.

We learned in Bosnia earlier this decade how vital such a system is. We face a test of that system now in Kosovo, and we welcome Russian Foreign Minister Ivanov's efforts in Belgrade today to help achieve our common goal.

There, together, we have backed diplomacy with tools ranging from humanitarian relief to OSCE verifiers to the threatened use of NATO force. Together, we have hammered out an interim political settlement that meets the needs and respects the rights of all concerned.

And let us never fail to remember how our Alliance came together; what it stands for; and why it has prevailed.

Our Alliance endures because the principles it defends are timeless and because they reflect the deepest aspirations of the human spirit.

It is our mission now, working across the Atlantic, to carry on the traditions of our Alliance and prepare NATO for the 21st Century. To that end, we take a giant step today. And we look forward with confidence and determination to the historic Summit in Washington and further progress tomorrow.

Thank you very much.

TOPIC IX. OFFICIAL AND SEMI-OFFICIAL LETTERS.

1. WRITING LETTERS IN ENGLISH

The modern tendency in letter-writing is the tendency of using colloquial or conversational style, though where the formal style is required (official letters, private letters of semi-official character, etc.) the established phraseology, lexical patterns and grammar form of diplomatic correspondence are used.

An informal style is more appropriate for non-formal communications. The essential qualities of all letters, business letters included, can be summed in "three C's": (1) Concise (2) Clear and (3) Courteous.

PARTS OF A LETTER

Each letter consists mainly of seven parts:

- The Heading
- The Complimentary Close

- The Recipient's Address
- The Signature
- The Salutation (or Greeting)
- The Superscription
- The Body of the Letter (Envelope Address)

Sometimes there is an eighth part, the Postscript.

The heading, in full, consists of the sender's name, address and the letter's date. However, most official and business letters are engraved or printed with a letterhead giving the name and address of the office. The heading which is to be typed need consist of only the date, which is typed toward the upper right side of the paper.

When writing on paper without a letterhead, the typed heading should be typed on the top right-hand side of the page. (In modern computer-typed letters the heading may also be found in the left-hand margin.)

In a private letter your address should appear in the top right-hand corner arranged so that it can be read easily. The arrangement of the lines may be either straight (block) or staggered (indented, or step) according to your ideas or the nature of your address; but there must be separate lines. The first will be the name, if any, of your house. The second will be the number of your house and the name of the road. The third will be the village, town or city; then the country, and last, your Postcode (if any). For example:

| | |
|------------------------|-----------------------|
| Staggered Form: | Straight Form: |
| Brownstones, | Brownstones, |
| 17 Scarlet Street, | 17 Scarlet Street, |
| Greyling, | Greyling, |
| Cheshire | Cheshire |

The recipient's address (or the inside address, or the direction, as it is sometimes called) contains the name and address of the office, institution or individual to whom the letter is directed and it is typed (in social or formal letters) in the lower left-hand part of the letter sheet two or three spaces below the signature. In any case the recipient's address should be written in exactly the same form as the address on the envelope.

The titles "Miss", "Mrs" (or a substitute form: "Ms") are mostly used in official correspondence. For instance: "Mrs. A.B. Jones".

The word "Mr." is never used with a name when you are writing the title "Esquire" (Esq.) after it. The proper form is: "A.S. Parkinson, Esq". The abbreviation "Messrs" is the plural form of the French word "Monsieur" ("Mister") and is used before a list of men's names: "Messrs. Smith, Brown and Parkinson", and before the names of business partners: "Messrs. T. Brown & Co.", or "Messrs. Dombey & Sons". In circular notes the title "Messrs" is often used along with the title "Mesdames", when addressing heads of missions among whom there are women.

The titles, scientific degrees and professional occupations are placed after the surname: Mr. A.B. Brown, associate professor; Mr. P.A. Ivanov B.A. (Bachelor of Arts); Mrs. R.A. Brown M.A. (Master of Arts); Mrs. J.A. Smith L.L.D. (Doctor of Laws). The letters: "Prof.", "Dr.", "Hon.", "Rev." are placed before the names: "Prof. Jane Smith"; "Dr. John Clark"; "Hon. Jack White" (the title "Honorable" ("Hon.") is used for senators, congressmen, ambassadors, governors, judges, mayors, heads of government departments.)

The Salutation

The opening salutation or greeting is written at the left-hand side of the sheet about one and a half centimetres below the heading.

Most commonly used salutations are: "Dear Sir", or "Dear Sirs", though occasionally (as, for example, in a letter to a board of directors) "Gentlemen" may be used. In the case of a lady, "Dear Madame" is used or "Mesdames" if there is more than one lady. "Sir" is sometimes used when a junior is writing to a person occupying a much higher position. "Dear Mr Jones" or "My Dear Mr Jones" may be used where appropriate, i.e. where a degree of intimacy exists between the writer and the recipient.

In Great Britain the formal opening salutation (orgreeting): "Dear Mr Brown" is followed by a comma, whereas in the USA the same salutation will sound as "My Dear Mr. Brown" and will be followed by a colon.

The wording of the salutation will largely depend upon the position of the recipient. The salutation may vary from: "Dear Sir", "Dear Madam" or "Dear Bill" to "Your Excellency", "Your Highness" or "Your Majesty", etc.

(It must also be noted that in the USA the salutation "My Dear" is considered more formal than "Dear", though in both cases they are, as a rule, translated into Russian in official correspondence as «Уважаемый», «Уважаемая».)

The first word and the name of the person in the salutation are always capitalized. A lady is addressed "Dear Madam", or very formally "Madam" or more officially: "Dear Mrs. Parkinson". When writing to a woman, always address her as she signs herself.

The Body of the Letter

The subject matter of the letter is contained in the body of the letter. The body of the letter may consist of one paragraph or as many as necessary to convey the message. Many-paged letters should be numbered. In writing the body of the letter one should start a new paragraph every time you change to a new subject.

The body of the letter should begin just to the right of and below the end of the salutation: or, if the salutation is a long one, it should begin somewhere near its right.

The body of the letter should be arranged in paragraphs, the first word of each should be indented five spaces from the left-hand margin; other lines should commence at the margin.

The Complimentary Close

The complimentary close (or closing) largely depends upon the tone of the letter and upon the relationship to the person to whom you are writing. The complimentary close should begin approximately halfway across the page and one line below the last line of the letter. Only the first word should be capitalized. A comma should always follow the close. Most commonly used complimentary closing phrases: "Sincerely yours"; "Yourssincerely", "Sincerely"; "Yourscordially"; "Yours"; "Yoursfaithfully", "With respect", etc. It is important, however, that the complimentary close should suit the salutation, e.g. "My dear Mr. Jones" should be followed by "Yours sincerely", or "Very sincerely yours", according to the degree of intimacy existing between the writer and the recipient.

Signature

If you have used indented style in heading, you will sign your name one space below and a little to the right of the beginning of the complimentary close.

The name of the person who wrote or dictated the letter should be written by hand, in ink.

When the writer represents an organization and its name is printed in the letterhead, then the name should be typed to follow the signature. For instance:

Sincerely yours,
(the signature)
Peter S. Thomson

Charge d'Affaires a.i. of Ireland
to the United Nations in Geneva

Layout of an Official Letter With a Printed Letterhead

there is a list of names to whom the corresponding letter (or circular) was sent. For example: *CC: Mr. Mark Clark*. (It means that a copy of this letter has also been dispatched to Mr. Mark Clark.)

| | |
|---|---|
| <i>[Sender's address]</i> Wayne State University Law School Detroit, Michigan 42805 USA | <i>[Stamp]</i> <i>[Postal remarks]</i> AIR MAIL <i>[Recipient's address]</i> Prof. A.V. Torkunov Rector of Moscow State Institute of International Relations (University) 76, Nfernadskiego Avenue Moscow, Russian Federation |
|---|---|

2. OFFICIAL LETTERS

The official letters are letters sent by officials of the government or by the officials of various governmental and non-governmental organizations in that capacity and under cover and virtue of their office. Official letters are most popular in the relations of the officials of the diplomatic missions in the receiving state with their counterparts, the public and cultural workers, business circles, etc.

2.1. Private Letters of Semi-Official Character

Private letters of semi-official character are informal letters widely used for correspondence by diplomats occupying different official positions. These letters can be divided into several groups. Some of them are:

- A: Letters of invitation. (Exhibits 1-14)
- B: Letters expressing thanks. (Exhibits 1 — 11)
- C: Letters declining invitation. (Exhibits 1—3)
- D: Letters with requests and inquiries. (Exhibits 1—5)

Official and semiofficial letters alongside other forms of communication convey the impression of a country (government, mission) in the way they are displayed, the language and the tone used, and the quality and printing of the letterheaded paper. High standards in a government's correspondence in the form of letters suggest similarly high standards in diplomatic relations generally.

The first point to which the sender of a letter should pay attention is that the *addressee's name* is spelled correctly and that he is given *his correct title* (rank or office). This, in fact, is no more than the demands of ordinary politeness.

Titles preceding full names in a written address normally are not abbreviated with the exception of "Mr.," "Mrs.," and "Dr."

Designations of degrees, fellowships, and military service branch used after a name are abbreviated. Academic degrees and religious orders should be used in the following sequence: religious orders, theological degrees, doctoral degrees, honorary degrees. More than three degrees after a name are never used. Example:

The Reverend John Matthews, SJ, Ph.D., D.D.

Salutations vary according to sex, official rank, status of the addressee, degree of formality desired, and the relationship the person sending the letter has to the recipient. In recent years there has been an increasing tendency to use less formal salutations in official correspondence.

The title “Mr.” is used before such titles as “President”, “Vice President”, “Chairman”, “Secretary”, “Ambassador”, and “Minister”. If the official is a woman, the title of “Miss” or “Mrs.” (or “Madam”) is substituted for “Mr.”, and the surname rather than the formal title is used. Example:

“Dear Madam Secretary” (to a woman Cabinet officer)

or

“Dear Mrs. Jones” (to a woman Member of the House of Representatives)

but

“Dear Senator Smith” (to a woman member of the Senate)

When it is not known whether the addressee is a man or a woman the prefix “Mr.” is always used; when it is not known whether a woman is married, “Miss” is used rather than “Mrs.”, although in recent years some agencies use “Ms.” when it is known that a woman prefers that title. “Ms.” is not used, however, in diplomatic or official correspondence.

In official correspondence the titles of top-ranking government officials (e.g., the President, Vice President, Chief Justice, Secretary, Ambassador) are never used with individual’s surname.

It is then essential to follow carefully, in the body of the letter and its end, the *prescribed forms of courtesy*. These forms ensure that the ranks of the sender and the addressee are respected, and the modification of these forms may well be taken as deliberate neglect or lack of respect. The forms can, however, be adapted in doubtful cases, but it should be borne in mind that some people are sensitive to attestations of this sort and it is better to include too much rather than too little.

Official and semiofficial letters (like “notes”) are normally written in the language of the sender. If, however, a mission prefers to use another language, the general custom is that it should be English or French.

The variety of occasions on which official or semiofficial letters are written is so big that such letters cannot really be placed in any particular category, but all of which are still important in day-to-day life.

Let us consider some types of **Goodwill Letters**: Congratulations, Thanks, Invitations and Replies, Condolences, and Miscellaneous letters.

Congratulations

One of the best ways to promote goodwill is to write a *Letter of Congratulation*. The occasion may be a promotion, a new appointment, the award of an honor, gained success, even a marriage or a birthday. Letters of Congratulation sent to mark the award of a public honor need only be short and formal.

Congratulations should be written in the first person, i.e. not on someone’s behalf.

Courtesy requires that letters of congratulation should be acknowledged. In most cases a short, formal acknowledgement is all that is necessary.

3. TELEGRAMS, TELEXES, FAXES

Cable is a synonym for "telegram", hence the word *cablegram*. A telegram transmitted by teletype is called a *telex*, or a *telex message*. Hence, the verb *to telex*. *Fax* is short for *facsimile* and is a method or device for electronically transmitting printed material, drawings, etc. as by telephone, for reproduction at a different place. And the material which is transmitted is also called a *fax* and the verb is *to fax*.

1. Some Rules for Drafting Telegrams

- *Telegrams are, as a rule, drafted concisely.*

This is achieved by writing in the so-called telegraphese style typical of lexical and grammatical specific features, for example: "PLANE ARRIVING TOMORROW flight BA 17." Here the auxiliary verb "to be" is omitted. The articles and prepositions are also left out. Another example: "ACCEPT YOUR INVITATION TO CONFERENCE" = "I accept your invitation to participate in the conference."

(Though it must be born in mind that clarity should never be sacrificed to brevity.)

- *To avoid mistakes and misunderstandings*, all words are spelt out, except those that are abbreviated in normal correspondence. The words: "confidential" and "urgent" usually precede the text.

- *Punctuation in telegrams* is kept to a minimum and omitted wherever possible.

Some punctuation marks are always indicated in words, as follows:

| | | | |
|--------------|-----------|----|---------|
| ; | SEMICOLON | & | AND |
| QUOTE... UN- | | % | PERCENT |
| QUOTE | | £ | POUNDS |
| • | NUMBER | \$ | DOLLARS |

- *Other punctuation marks* (as given below) are not indicated in words:

(*full stop or period*). Though sometimes abbreviations "st." or "stp." are also used. , (*comma*) : (*colon*) ? (*question mark*) ' (*apostrophe*) — (*hyphen or dash*) / (*fraction bar, slant or oblique*) () (*parentheses*)

- *Telegrams are written in block letters* and, as a rule, do not contain more than 35 words.

- In telegrams complimentary beginnings and closings are as a rule not used and are often substituted by the words: "please" and "kindly".

- *Specific abbreviations* which are widely used in telegrams are: *ourlet* = our letter; *yrlet* = your letter; *ourtel* = our telegram; *yrtel* = your telegram; *relet* = referring to letter; *recable* = referring to cable.

- Widely used are also such abbreviations as: *ADV* = advise; *ARR* = arrive; *CFM* = confirm; *asap* = as soon as possible; *DEP* = departure; *ETA* = estimated time of arrival; *FL* = flight; *GRP* = group; *HTL* = hotel; *PLS* = please; *REF* = reference; *RGDS* = regards; *TKS* = thanks; *TLX* = telex; *VIA* = route to be followed; *YR* = your; *MSC* = Moscow; *NYC* = New York City; *LON* = London; *DUB* = Dublin; *CBR* = Canberra.

Examples:

1. YRTLX MAY 21 RE MR BROWN RESERVATIONS CANCELLED (Your telex of May 21 with reference to/concerning Mr. Brown's reservations cancellation.)

2. PLS CABLE SOONEST ETA (Please cable as soon as possible estimated time of arrival.)

3. RELET 21917 IVANOW ARRIVES TOMORROW FLIGHT 811 (With reference to/concerning letter 21917 Ivanow arrives tomorrow on flight 811.)

4. REF YR 57 (Referring to your message 57.)

5. MSC 450 OFFER OF APPOINTMENT DISPATCHED
THIRTYONE DECEMBER STOP AWAITING DECISION
STEPANEC UNIDO

(Moscow, №450. Offer of appointment sent on December 31 is awaiting decision Stepanec UNIDO) (UNIDO = United Nations Industrial Development Organization.)

6. ACKNOWLEDGE RECEIPT YOUR REPORT STOP MANY THANKS STOP.

7. COMPLYING WITH YOUR REQUEST SENDING LATEST ISSUE OF JOURNAL CONFIRM RECEIPT STOP.

8. ORGANIZING COMMITTEE INFORMS YOUR PARTICIPATION AWAITING YOUR ARRIVAL TENTH SEPTEMBER STOP.

9. THANKS YR CABLE 16.

4. COVERING LETTERS, COVERING NOTES AND COVERING TELEGRAMS

A covering letter, note or a telegram accompany another message and serve as a commendation or an explanation.

1. Covering Letters

Exhibit 1

Ambassador of Bangladesh Moscow

January 20, 19...

Excellency,

I have the honour to state that the following message addressed to His Excellency Mr. Minister of Foreign Affairs of the Russian Federation from His Excellency Professor Muhammad Shamsul Huq, Foreign Minister of the People's Republic of Bangladesh has been received: —

"HIS EXCELLENCY MR. (NAME) MINISTER OF FOREIGN AFFAIRS OF THE RUSSIAN FEDERATION, MOSCOW.

EXCELLENCY,

ON THE OCCASION OF THE 20TH ANNIVERSARY OF THE ESTABLISHMENT OF DIPLOMATIC RELATIONS BETWEEN BANGLADESH AND YOUR COUNTRY MARKING AN IMPORTANT MILESTONE IN THE HISTORY OF BILATERAL RELATIONS AND COOPERATION BETWEEN OUR TWO STATES, I WISH TO EXTEND TO YOUR EXCELLENCY, THE PEOPLE AND THE GOVERNMENT OF THE RUSSIAN FEDERATION OUR WARM FELICITATIONS.

I AM CONFIDENT THAT THE FRIENDLY RELATIONS AND COOPERATION BETWEEN OUR TWO COUNTRIES AND PEOPLES WILL BE FURTHER STRENGTHENED IN THE FUTURE YEARS.

PLEASE ACCEPT, EXCELLENCY, MY BEST WISHES FOR YOUR GOOD HEALTH AND HAPPINESS AND FOR THE CONTINUED PROGRESS AND PROSPERITY OF THE FRIENDLY PEOPLE OF THE RUSSIAN FEDERATION.

PROFESSOR MUHAMMAD SHAMSUL HUQ
FOREIGN MINISTER
PEOPLE'S REPUBLIC OF BANGLADESH
DACCA."

I shall be grateful if Your Excellency would kindly transmit the message to its high destination.

With the assurances of my highest consideration.

(Signature)
Name)

His Excellency Mr. (Name)
Head of South Asia Department,
Ministry of Foreign Affairs of the
Russian Federation,
Moscow.

Список литературы для самостоятельного изучения:

1. Бабенко В.Н. Язык и стиль дипломатических документов: Учебное пособие. – М., 1999. 350 стр.
2. Дипломатический словарь в трех томах. 4-е изд., переработанное и дополненное – М., 1984. 490 стр.
3. Молочков Ф.Ф. Дипломатический протокол и дипломатическая практика. 2-е изд. – М., 1979. 320 стр.
4. Калюжная В.В. Стиль англоязычных документов международных организаций. – К.: Наук. думка, 1982.
5. Мелех И.Я. Азбука дипломатии. Специализированное учебное пособие по английскому языку. – М.: Дип. акад. МИД СССР, 1985.
6. Гуськова Т.И. Дипломатическая корреспонденция, ч. I, 1982.
7. Гуринович В.В. – Деловая переписка на английском языке, учебно-справочное пособие, М.: АСТ, 2005 г. – 256 с.
8. Ширли Тэйлор – Деловая переписка и образцы документов, М.: «Проспект», 2004 г., 384 с.
9. “Protocol and etiquette of diplomatic and business communication”. М., 1996.
10. “Handbook of a diplomat”. Felthem R. Minsk: LLC “New Knowledge”, 2000. 340 pp.
11. “Diplomatic dictionary”, М. 1998

Примерная тематика курсовых работ

1. Особенности электронной деловой переписки на английском языке. The peculiarities of English business electronic correspondence.
2. Некоторые особенности деловой переписки на английском языке. Some peculiarities of English business correspondence.
3. Структурные и стилистические особенности меморандума как вида делового документа на английском языке. Memorandum as a special kind of English business letters. Its structural and stylistic peculiarities.
4. Особенности составления препроводительных писем как вида деловой переписки на английском языке. Covering letters as a special kind of English business letters. Composition peculiarities.
5. Использование аббревиатур и сокращений в деловой корреспонденции на английском языке. The usage of Abbreviations and Contractions in English Business correspondence.
6. Особенности написания резюме и автобиографии. Resume and Curriculum Vitae (CV) writing. Types of resumes.
7. Переписка с банками. Построение письма, язык и стиль. Banking correspondence. Letter composition, language and style.
8. Рекомендательное письмо и характеристика как вид деловой переписки, их структурные и стилистические особенности. Reference and Testimonial as a kind of English business letters. Their structural and stylistic peculiarities.
9. Лингвистические особенности контрактов на английском языке. Linguistic peculiarities of contracts in English.
10. Особенности языка и стиля рекламы. Language and stylistic peculiarities of advertising.
11. Деловая переписка на английском языке по вопросам сотрудничества в рамках соглашения о консорциуме. English business correspondence pertaining to correlation within the Framework and Consortium agreement.
12. Деловая переписка на английском языке по вопросам рекламной и урегулированию претензий. English business correspondence on claims and Arbitration.
13. Деловая переписка на английском языке по вопросам поставки оборудования и запасных частей. English business letters on the delivery of equipment and spare parts.
14. Деловая переписка на английском языке по вопросам гарантий и устранению дефектов. Языковые и стилистические особенности. English business correspondence relating to guarantees and elimination of defects. Language and style.
15. Деловая переписка на английском языке по вопросам заключения цены контракта. Типы контрактов. English business correspondence relating to concluding contracts. Types of contracts.
16. Деловая переписка на английском языке по вопросам цены форм расчетов и условий платежа. Структура и лексико-стилистические особенности. English business correspondence pertaining to price, way and terms of payment. Structural and lexico-stylistic peculiarities.
17. Деловая переписка на английском языке по вопросам участия в торгах и по вопросам сотрудничества с агентскими фирмами. English business correspondence on tendering and doing business through agents.
18. Переписка по вопросам продаж лицензий, “ноу-хау”, “инжиниринга”. Correspondence on the sale of licences, know-how and engineering.

Примерный список экзаменационных вопросов

1. Diplomacy and international relations.
2. Diplomatic language (different meanings of the expression “diplomatic language”; the rules that it is subject to; advantages and disadvantages of diplomatic ambiguity. Give examples).
3. French and English as the languages of diplomacy.
4. Lexical peculiarities of diplomatic English.
5. Syntactical and stylistic peculiarities of diplomatic English.
6. Diplomatic communications between states (the generally accepted forms, the main component parts and the classification of diplomatic documents).
7. Verbal and personal notes.
8. Circular notes. Speaking notes.
9. Aides-memoire. Memorandum. Interoffice memorandum.
10. Letters of credence and letters of recall.
11. New forms of official communication (statements, declarations and resolutions).
12. New forms of official communication (speeches, communiqués).
13. Letter writing in English (parts of a letter).
14. Formal and informal letters within the UN.
15. Telegrams. Faxes. Electronic communications.