

No.F. 10-1/2024-Coord
Government of Pakistan
Ministry of National Food Security & Research

Islamabad, the 21st May, 2024

SUBJECT: GUIDELINES FOR ATTENDANCE OF DIPLOMATIC FUNCTIONS/
RECEPTIONS AND OTHER INTERACTION WITH FOREIGN DIPLOMATIC
MISSIONS IN PAKISTAN

Please find enclosed herewith a copy of Cabinet Division U.O.No.4-6/2012-Min.I dated 16th May, 2024 on the subject cited above for information and its compliance.

Encl: As Above

-Sd-
(Haroon-ur-Rashid)
Dy. Secretary (Admn-I)
051-9202936

PAKISTAN AGRICULTURAL RESEARCH COUNCIL
(Central Secretariat)

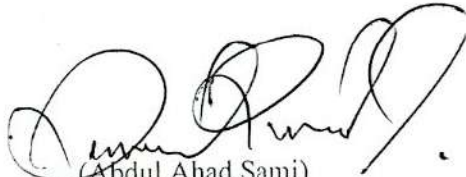
No.F.1-2/2024-CS

Islamabad, the 30th July 2024

SUBJECT: GUIDELINES FOR ATTENDANCE OF DIPLOMATIC FUNCTIONS/
RECEPTIONS AND OTHER INTERACTION WITH FOREIGN DIPLOMATIC
MISSIONS IN PAKISTAN

Please find enclosed herewith a copy of Cabinet Division U.O.No.4-6/2012-Min.I dated 16th May, 2024 on the subject cited above is forwarded to ensure that Government Instructions are strictly followed in letter and spirit

2. This issue with the approval of Chairman, PARC.


(Abdul Ahad Sami)
Dy. Director (CS)

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GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
CABINET DIVISION

Subject: GUIDELINES FOR ATTENDANCE OF DIPLOMATIC FUNCTIONS/ RECEPTIONS AND OTHER INTERACTION WITH FOREIGN DIPLOMATIC MISSIONS IN PAKISTAN.

I am directed to enclose the Cabinet Division's instructions dated 25th May, 2000 and 19th April, 2012 regarding the SOPs/ guidelines for interaction with foreign diplomatic missions in Pakistan (copy enclosed).

2. Ministries / Divisions / Provincial Governments are requested to kindly ensure that aforesaid Government Instructions are strictly followed in letter and spirit by Ministries / Divisions / Provincial Governments and the Departments under their administrative control.

Nawaz 16/5/24
(Mariam Mumtaz Butt)
Deputy Secretary (Min)
Tel: 9208078

2. Secretaries/Additional Secretaries Incharge of Ministries/Divisions
Chief Secretaries of the Provincial Governments
Cabinet Division U.O. No. 4-6/2012-Min.I, dated 16th May, 2024

Additional Secretary Office
Dy. No. 1174 Date: 17.15.24
Dy. No. 908 Date: 17.5.24
Dy. No. 20-5-24 Date: 20-5-24
Dy. No. 312 Date: 20-5-24

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Subject : GUIDELINES FOR ATTENDANCE OF DIPLOMATIC FUNCTIONS/RECEPTIONS AND OTHER INTERACTION WITH FOREIGN DIPLOMATIC MISSIONS IN PAKISTAN.

My dear

The Ministry of Foreign Affairs has observed that in diplomatic functions and receptions the number of Cabinet members is more than the recommended representation of the Government of Pakistan. That Ministry has, therefore, requested the Cabinet Division to bring the relevant guidelines on the subject again to the notice of all concerned for compliance. In this regard, attention is invited to the following guidelines for attending diplomatic functions and receptions and for other interaction with foreign diplomatic missions in Pakistan: -

- i) the primary channel of communication for any contact with foreign diplomatic missions in Islamabad and other countries should be the Ministry of Foreign Affairs and Pakistan's missions abroad. This is necessary to enable the Foreign Office and Pakistan's missions abroad to effectively monitor and follow up developments regarding Joint Ministerial Commissions (JMCs) and Joint Economic Commissions (JECs) or directives issued consequent to various bilateral visits;
- ii) unless the principle of reciprocity so warrants, the President and the Chief Executive may not attend the National Day or any other reception hosted by a foreign diplomatic mission;
- iii) as a general rule, the principle of reciprocity may be observed in determining the level of attendance in all receptions hosted by a foreign diplomatic mission;

- iv) requests for calls on the President and the Chief Executive by the Heads of Foreign Missions/visiting dignitaries should be routed/processed through the Foreign Office only. This practice is followed universally and is in accordance with the dignity of the office. It will also help to establish and maintain the principle of reciprocity about the frequency of access granted at the level of Heads of State or Government of the host country to our ambassadors abroad;
- v) ~~Cabinet members may not entertain any direct invitation from the diplomatic missions and should consult the Chief of Protocol in the Ministry of Foreign Affairs for acceptance or otherwise.~~ The Chief of Protocol will be guided by the level and extent of our bilateral ties with the country sending the invitation.
- vi) ~~one or two Federal Ministers~~ may be nominated by the Foreign Office to represent the Government of Pakistan on these receptions, by rotation;
- vii) ~~Services Chiefs may send their representatives to these receptions rather than attending personally;~~ and
- viii) ~~Government officials~~ may follow the existing procedure whereby they are required to seek permission of their respective heads of departments.

2. In addition, the following guidelines should be kept in view in respect of interaction with diplomatic missions:-

- a) attendance ~~at private dinners and lunches hosted by the diplomatic missions may not be accepted by the Cabinet members themselves.~~ Such invitations should be brought to the notice of the ~~Chief of Protocol in the Ministry of Foreign Affairs who would advise the Cabinet members about their acceptance or otherwise.~~ It is, however, important that the Cabinet members may accept such invitations only from the embassies relevant to their field of work. Frequent participation by the Cabinet members in such functions, particularly when those are not purpose-oriented, would be against their personal esteem and dignity;

- b) ~~Cabinet members may meet~~ the representatives of foreign missions relevant to their field of work directly. A representative of the Foreign Office should invariably be invited on such occasions. The working level for the purposes of interaction with foreign missions in Ministries other than the Ministry of Foreign Affairs should be Joint Secretary or equivalent; and
- c) all meetings between Cabinet members and foreign representatives may be minuted by an officer of the concerned Ministry to ensure full and authentic record of the meeting. In all cases, the minutes of such meetings should be formally conveyed to the concerned territorial desk of the Ministry of Foreign Affairs.

With regards.

Yours sincerely,

Masuma Hasan

Dr. Masuma Hasan

Members, National Security Council.
Federal Ministers / Advisers to the Chief Executive.
Secretaries / Additional Secretaries Incharge of Ministries / Divisions.
Chief Secretaries of the Provincial Governments.

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
CABINET DIVISION

Subject: SOPs/GUIDELINES FOR ARRANGING CALLS FOR VISITING DELEGATIONS AND RESIDENT AMBASSADORS/DIPLOMATS ON PAKISTANI DIGNITARIES.

In accordance with the past practice, whenever the visiting Foreign delegations/dignitaries or Resident Ambassadors/diplomats called on the Pakistani dignitaries, all such requests were routed through and processed by the Foreign Office. It helped the Government to maintain a record of all such meetings. In addition, an officer of the Foreign Office was always present to record the minutes of the meeting. This was being done to monitor the trends in relationships with other countries and UN/International Organizations.

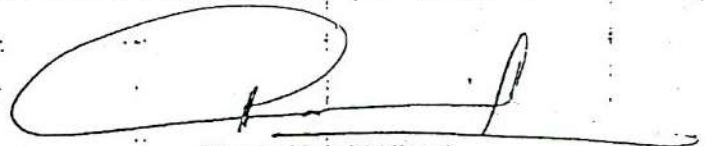
2. Over the years, this practice has given way to direct and unsupervised contacts between Foreign Missions and different Federal/Provincial Government departments. A number of meetings take place as practice without the knowledge of the Foreign Office. Being the custodian of the record of these meetings. It has seriously hampered analysis in the conduct of Foreign Policy. It has also made it difficult to monitor the trends in Pakistan's relationships with other countries.

3. In a recent meeting of the Parliamentary Committee on National Security, the Chairman of the Committee observed that meetings were held without maintaining a record for perusal at a subsequent stage. The Foreign Minister was advised by the Committee that new SOPs/guidelines may be formulated to regulate interaction of the Government Departments in Pakistan with Foreign Governments and resident Missions. It was also desired that the Foreign Office should maintain a record of all such meetings.

4. In view of the above, the Prime Minister has been pleased to approve the following SOPs/guidelines for visiting delegations and Resident Diplomats for arranging calls on Pakistani dignitaries:

- i) The concerned foreign mission will forward requests only to the Ministry of Foreign Affairs for arranging calls/meetings of visiting delegations or resident Ambassador/diplomats with Pakistani dignitaries.
- ii) In case such requests are received directly by other Ministries/departments/institutions, concurrence of the Foreign Office shall be sought before a final decision is taken.

- iii) Embassies are advised to route their requests through the Foreign Office.
 - iv) The Consulates located in Provincial capitals will route their requests to the Ministry of Foreign Affairs through the concerned Camp Office(s) of this Ministry.
 - v) Ministry of Foreign Affairs may decide on the level and suitability of arranging the requested calls in light of the overall state of Pakistan's bilateral relations with the country concerned.
 - vi) The Principle of reciprocity may be upheld in arranging meetings and deciding level of access of Pakistani dignitaries for meeting the foreign delegations and diplomats.
 - vii) An officer of the Ministry of Foreign Affairs will be part of the Pakistani call group for all such meetings so that a record may be maintained at the Ministry of Foreign Affairs.
5. These SOPs/guidelines may please be circulated for compliance and an inter-ministerial process may be constituted to oversee implementation of above SOPs/guidelines.



(Omar Hamid Khan)
Joint Secretary to the Cabinet
9202918

1. Secretaries/Additional Secretaries Incharge of the Ministries/Divisions
 2. Chief Secretaries of the Provincial Governments
- Cabinet Division's u.o.No.4-6/2012-Min.I., dated the 19th April, 2012

Copy forwarded for information to:

- (i) Secretary General to the President.
- (ii) Principal Secretary to the Prime Minister.
- (iii) Secretaries Senate/National Assembly Secretariats



(Omar Hamid Khan)
Joint Secretary to the Cabinet