

# Call on the Chief of Protocol

## Overview

The Ambassador / High Commissioner is advised to call on the Chief of Protocol as soon as possible and present a copy of Letters of Credence and where applicable, a copy of the predecessor's Letters of Recall. If the credentials are in a language other than English, they should be accompanied by an English translation.

After making this call, the Ambassador can take up official function in relation to the Ministry of International Affairs and Cooperation and call on the Dean of the Diplomatic Corps. Other functions must be deferred until the Ambassador / High Commissioner has presented his/her credentials to His Excellency, the President.

## Where can I get more information on this Service

### Ministry of International Affairs and Cooperation

Private Bag 00368

Gaborone

Botswana

Government Enclave

Tel. (+267) 3600700

Fax. (+267) 3973067

Email. [miacprotocol@gov.bw](mailto:miacprotocol@gov.bw)

Tel. (+267) 3600744

Fax. (+267) 3974516

Opening hours: 07:30 to 12:45 and 13:45 to 16:30 Monday to Friday, except weekends and public holidays.