

Diplomatic Communications



Communication with Host Government: Terms

- **Aide-memoire**—A diplomatic note. An informal summary of a diplomatic interview or conversation that serves merely as an aid to memory. It does not begin with a formula of courtesy, but it must indicate clearly in the first two lines to which ambassador, minister, or mission it is being addressed. Usually left at the foreign office by the ambassador or minister concerned (or representative), or handed to the ambassador or minister concerned (or representative) at the foreign office.
- **Chargé d'Affaires ad interim**—Usually the counselor or secretary of the embassy or legation, who automatically assumes charge of a diplomatic mission in the temporary absence of an ambassador or minister.
- **Demarche**—A formal diplomatic representation of one government's official position, views, or wishes on a given subject to an appropriate official in another government or international organization.
- **Diplomatic Correspondence**—Official correspondence between the agents authorized by a state to conduct its foreign relations either at home or abroad, with similarly authorized representative of foreign governments.
- **First Person Note**—A first-person note is used for the most important correspondence. First-person notes are prepared in the Department to be signed by the **Secretary, Deputy Secretary, an under secretary, an assistant secretary, or a deputy assistant secretary**. At post, first-person notes are used for correspondence between a **chief of mission and the head of a foreign ministry or a foreign diplomatic mission**. When an embassy is notified by the foreign office that the head of the foreign ministry will be absent, the note should be addressed to the acting head of the office, i.e., Acting Minister of Foreign Affairs, Acting Minister of Foreign Relations, etc.

- **Letter of credence**—A formal paper from the head of one state to the head of another accrediting an ambassador, minister, or other diplomatic agent as one authorized to act for a government or head of state.
- **Letter of recall**—Formal paper from the head of one state to the head of another recalling ambassador, minister, or diplomatic agent.
- **Memorandum** (pl., memoranda)—A written statement on any subject, generally routine, from the Department of State or ministry of foreign affairs to an embassy or legation (not from the Secretary of State or minister for foreign affairs to an ambassador, minister, or chargé d'affaires ad interim).
- **Non-paper**—A written summary of a demarche or other verbal presentation to a foreign government. The non-paper should be drafted in the third person, and must not be directly attributable to the U.S. Government. It is prepared on plain paper (no letterhead or watermark). The heading or title, if any, is simply a statement of the issue or subject. (For example: “Genetically-Modified Organisms.”)
- **Note Verbale**-- A note verbale is an informal third-person note. It is less formal than a first-person note but more formal than an aide-memoire
- **Persona non grata** (pl., personae non gratae)—One who is not acceptable.
- **Pro memoria** (sing., pl.)—A formal note embodying the written record of a diplomatic discussion. It is usually left at the foreign office by the ambassador or minister concerned (or representative), or is handed to the ambassador or minister concerned (or representative) at the foreign office.
- **Voeu** (French)—An official expression by an international conference of a wish or a hope, often in the form of a resolution; a proposal or recommendation made by a country to an international body or conference.

DEMARCHE

demarche: a petition or protest presented through diplomatic channels

- A demarche is a formal diplomatic representation of one government's official position, views, or wishes on a given subject to an appropriate official in another government or international organization. Demarches generally seek to **persuade, inform, or gather information** from a foreign government. Governments may also use a demarche to **protest or object** to actions by a foreign government.
- b. A U.S. Government demarche to a foreign government is made on the basis of **front-channel cable** instructions from the Department of State. Although the content of a given demarche may originate in another U.S. Government agency, only the State Department may also instruct a post to deliver the demarche.
- c. Any State Department officer or other official under the authority of the chief of mission can make a demarche. Unless the Department provides specific instructions as to rank (e.g., "the Ambassador should call on the Foreign Minister"), the post has discretion to determine who should make the presentation and which official(s) in the host government should receive it.

Demarche: Preparation

Format for Demarche Instructions:

- (1) **OBJECTIVE:** The objective is a clear statement of the purpose of the demarche, and of what the U.S. Government hopes to achieve.
- (2) **ARGUMENTS:** This section outlines how the Department proposes to make an effective case for its views. It should include a rationale for the U.S. Government's position, supporting arguments, likely counter-arguments, and suggested rebuttals.
- (3) **BACKGROUND:** The background should spell out pitfalls; particular sensitivities of other bureaus, departments, or agencies; and any other special considerations.
- (4) **SUGGESTED TALKING POINTS:** Suggested talking points should be clear, conversational, and logically organized. Unless there are compelling reasons to require verbatim delivery, the demarche instruction cable should make it clear that post may use its discretion and local knowledge to structure and deliver the message in the most effective way. ("Embassy may draw from the following points in making this presentation to appropriate host government officials.")
- (5) **WRITTEN MATERIAL:** Use this section to provide instructions on any written material to be left with the host government official(s). Such material could take the form of an aide-memoire, a letter, or a "non-paper" that provides a written version of the verbal presentation (i.e., the talking points as delivered). Unless otherwise instructed, post should normally provide an aide-memoire or non-paper at the conclusion of a demarche. Classified aide-memoire or non-paper must be appropriately marked and caveated as to the countries authorized for receipt, i.e., Rel. U.K. (Releasable to U.K.)

Demarche: Follow-up

Delivery and Follow-up Action

- a. Upon receipt of demarche instructions from the Department, post should make every effort to deliver the demarche to the appropriate foreign government official(s) **as soon as possible**.
- b. After delivering the demarche, **post should report to the Department via front-channel cable**. As appropriate, the reporting cable should also describe any specific follow-up action needed by post, Department, or the foreign government.



News Front Page



Africa

Americas

Asia-Pacific

Europe

Middle East

South Asia

UK

Business

Health

Science & Environment

Technology

Entertainment

Also in the news

Video and Audio

Programmes

Have Your Say

Page last updated at 09:05 GMT, Wednesday, 13 January 2010

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Israel contrite over Turkey ambassador snub

Israel's deputy foreign minister has said "disrespect... is not my way", in an attempt to defuse a row over his treatment of Turkey's ambassador.

Turkey had demanded an apology after Danny Ayalon summoned its ambassador to rebuke him over a TV series and ensured he was photographed on a lower chair.

Mr Ayalon reaffirmed his protest, but said in future he would behave "in a diplomatically acceptable manner".

The TV series depicts Israeli intelligence agents as baby-snatchers.

"It is not my way to disrespect ambassadors' honour, and in future I



One newspaper captioned the picture "the height of humiliation" [Image: Lior Mizrahi/Israel Hayom]

SEE ALSO

- ▶ Israel-Turkey TV series 12 Jan 10 | Middle East
- ▶ Turkish TV series and 15 Oct 09 | Middle East
- ▶ Turkey-Israel in air 11 Oct 09 | Middle East
- ▶ Turkish PM given her 30 Jan 09 | Davos 2009
- ▶ Turkish PM storms of 29 Jan 09 | Davos 2009

TOP MIDDLE EAST STORIES

- ▶ Iranian scientist 'head' 12 Jan 10
- ▶ Attack on Yemen sec 12 Jan 10
- ▶ Libyan 'Gaza ship' de 12 Jan 10

Communication with HQ: CABLES

A **diplomatic cable**, also known as a **diplomatic telegram** or **embassy cable**, is a confidential text message exchanged between a **diplomatic mission**, like an embassy or a consulate, and the foreign ministry of its parent country.

INCOMING TELEGRAM

PEM-K-M
No paraphrase necessary.

8963

Moscow via War

ACTION:EUR

INFO: ~~SECRET~~

Dated February 22, 1946

S

Rec'd 3:52 p.m.

U

C

Secretary of State,

A-B

Washington.

A-C

A-D

SA

511, February 22, 9 p.m.

SPA

UNO

EUR/X

DC/R

Answer to Dept's 284, Feb 3 involves questions so intricate, so delicate, so strange to our form of thought, and so important to analysis of our international environment that I cannot compress answers into single brief message without yielding to what I feel would be dangerous degree of over-simplification. I hope, therefore, Dept will bear with me if I submit in answer to this question five parts, subjects of which will be roughly as follows:

- (One) Basic features of post-war Soviet outlook.
- (Two) Background of this outlook.
- (Three) Its projection in practical policy on official level.
- (Four) Its projection on unofficial level.
- (Five) Practical deductions from standpoint of US policy.

I apologize in advance for this burdening of telegraphic channel; but questions involved are of such urgent importance, particularly in view of recent events, that our answers to them, if they deserve attention at all, seem to me to deserve it at once. WERE FOLLOWS PART ONE: BASIC FEATURES OF POST WAR SOVIET OUTLOOK, AS PUT FORWARD BY OFFICIAL PROPAGANDA MACHINE, ARE AS FOLLOWS:

(A) USSR still lives in antagonistic "capitalist encirclement" with which in the long run there can be no permanent peaceful coexistence. As stated by Stalin in 1927 to a delegation of American workers:

DECLASSIFIED

"In course

E.O. 11652, Sec. 3(E) and 5(D) or (E)

~~SECRET~~

Dept. of State letter, Aug. 10, 1972

107 Purina

Some similarities with Op-ed writing

- Brevity is important
- Be accurate
- Nutgraph/main point up high
- A catchy subject is always good

Some differences

- Cables usually have to have a recommendation – “Closed ending”
- Simple declarative sentences
- Can be full of jargon



Cable or Column? Qaddafi I

Recent first-hand experiences with Libyan Leader Muammar al-Qaddafi and his staff, primarily in preparation for his [UN] trip, provided rare insights into Qaddafi's inner circle and personal proclivities. Qaddafi ...reportedly cannot travel without his senior Ukrainian nurse, Galyna Kolotnytska. He also appears to have an intense dislike or fear of staying on upper floors, reportedly prefers not to fly over water, and seems to enjoy horse racing and flamenco dancing. His recent travel may also suggest a diminished dependence on his legendary female guard force, as only one woman bodyguard accompanied him to New York.



Cable or Column? Qaddafi II

We must never forget the reasons why the international community was obliged to act in the first place. As Libya descended into chaos with Colonel Muammar el-Qaddafi attacking his own people, the Arab League called for action. The Libyan opposition called for help. And the people of Libya looked to the world in their hour of need. In an historic resolution, the United Nations Security Council authorized all necessary measures to protect the people of Libya from the attacks upon them. By responding immediately, our countries, together with an international coalition, halted the advance of Qaddafi's forces and prevented the bloodbath that he had promised to inflict upon the citizens of the besieged city of Benghazi.



Cable or Column? A Dagestani Wedding

An hour before the wedding reception was set to begin the "Marrakech" reception hall was full of guests -- men taking the air outside and women already filling a number of the tables inside, older ones with headscarves chaperoning dozens of teenaged girls. A Dagestani parliamentarian explained that weddings are a principal venue for teenagers -- and more importantly their parents -- to get a look at one another with a view to future matches. Security was tight -- police presence on the ground plus police snipers positioned on the roof of an overlooking apartment block. Gadzhi even assigned one of his guards as our personal bodyguard inside the reception. The manager told Gadzhi there were seats for over a thousand guests at a time. At the height of the reception, it was standing room only.



Cable or Column? Dagestan

The stakes in the region are high because of the Caspian oil boom. Dagestan shares a long border with Azerbaijan, which is emerging as the junction for an oil and natural gas pipeline network that will one day extend from the Caspian westward through Georgia and Turkey to the Mediterranean, and southward through Iran to the Persian Gulf. In a decade, Western companies could be pumping as many as four million barrels of oil daily from the Caspian, making it almost equivalent to the North Sea. If the Russians lose Dagestan, it would significantly hurt their leverage over neighboring Georgia and Azerbaijan.

A Caucasus Wedding

- Thursday, 31 August 2006, 06:39
C O N F I D E N T I A L SECTION 01 OF 05 MOSCOW 009533
SIPDIS
SIPDIS
EO 12958 DECL: 08/30/2016
TAGS PGOV, ECON, PINR, RS
SUBJECT: A CAUCASUS WEDDING
Classified By: Deputy Chief of Mission Daniel A. Russell. Reason 1.4 (b, d)
- Summary
- -----
- 1. (C) Weddings are elaborate in Dagestan, the largest autonomy in the North Caucasus. On August 22 we attended a wedding in Makhachkala, Dagestan's capital: Duma member and Dagestan Oil Company chief Gadzhi Makhachev's son married a classmate. The lavish display and heavy drinking concealed the deadly serious North Caucasus politics of land, ethnicity, clan, and alliance. The guest list spanned the Caucasus power structure -- guest starring Chechen leader Ramzan Kadyrov -- and underlined just how personal the region's politics can be. End Summary.

Communicating with the people: Public Diplomacy (Culture)



Public Diplomacy: Press

