



REPUBLIC OF UGANDA

# PROTOCOL HANDBOOK



**THE REPUBLIC OF UGANDA**

# **PROTOCOL HANDBOOK**

Ministry of Foreign Affairs  
KAMPALA - UGANDA  
November 2014

---

## FOREWARD

The proper application of protocol is crucial in the conduct of Government business and enhancing relations among States. It is also imperative that public servants have a basic understanding and observe the acceptable rules of conduct and behaviour in the social, political and diplomatic interaction in public service delivery.

As one of the ways to improve on the conduct of Protocol, the Ministry of Foreign Affairs has developed a Protocol Handbook setting out guidelines for all Government officials/institutions on planning, organising, conducting and attending national ceremonies and international conference in addition to dealing with diplomatic missions and other foreign entities.

The Handbook is not designed to be prescriptive but rather to provide the basic guidelines for proper protocol and etiquette.

I hope you find this Handbook a useful reference and further your knowledge and skills in the application of proper protocol in the conduct of Government business.



Hon. Sam Kutesa

Minister of Foreign Affairs.

---

## TABLE OF CONTENTS

	PAGE
TABLE OF CONTENTS.....	3 -5
<b>1.0. INTRODUCTION.....</b>	<b>6</b>
1.1 Definition of Protocol.....	7
1.2 What Government Protocol involves.....	7
1.3 The role of the Office of The Chief of Protocol/Marshall of the Diplomatic Corps.....	7
<b>2.0. NATIONAL FUNCTIONS/CEREMONIES/EVENTS.....</b>	<b>8</b>
2.1. Organisation of National and State ceremonies.....	8
2.2. Order of precedence at National/State ceremonies.....	10
2.3. Invitations to National/State ceremonies.....	11
2.4. Guest list.....	12
2.5. Arrivals .....	12
2.6.0 Sitting arrangements at State and National functions.....	12
2.6.1 Sitting in the presidential dais.....	13
2.6.2 Sitting on the right hand side of H. E. The President/ The Chief Guest.....	13
2.6.3 Sitting on the left hand side of H.E.The President/ The Chief Guest.....	14
2.7.0 Receiving The President.....	14
2.8.0 Order of events at National ceremonies/events.....	15
2.8.1 National Anthem.....	15
2.8.2 National prayer.....	16
2.8.3 Order of Speeches.....	16
2.9. Entertainment at State/National functions.....	17
2.10. Concluding State/National ceremonies and departures.....	17
<b>3.0. BANQUETS, DINNERS AND LUNCHEONS.....</b>	<b>18</b>
3.1. Sitting arrangements at State Banquets/Luncheons.....	18
3.2. Etiquette for Banquets/State Dinners and Cocktails.....	22
3.3. Dress Code.....	23

3.4. Toasts.....	23
3.5. Departure from a State Banquet and Receptions.....	24
<b>4.0. DIPLOMATIC FUNCTIONS.....</b>	<b>24</b>
<b>5.0.COMMUNICATION AND CORRESPONDENCE WITH FOREIGN GOVERNMENTS, REGIONAL AND INTERNATIONAL ORGANISATIONS</b>	<b>25</b>
<b>6.0.INTERNATIONAL VISITS.....</b>	<b>26</b>
6.1.0. HOSTING VISITING DIGNITARIES.....	26
There are four types of visits accorded to Foreign Heads of State and Government. These are: State Visit, Official Visit, Working Visit and Private Visit.....	26
6.1.1. State visit.....	26
6.1.2. Official visit by the Head of State.....	28
6.1.3. Working visit by the Head of State.....	28
6.1.4. Private visit of a Head of State.....	29
6.1.5. Conferences of Heads of State/Government hosted by by Uganda.....	29
6.2.0. Other visits.....	30
Other visits include special envoys sent by Heads of State/ Government to deliver special messages; Heads of Regional/ International organisations; Ministerial delegations and other high level delegations visiting for official duties.....	30
6.2.1. Special envoys.....	30
6.2.2. Heads of International/Regional organisations.....	30
6.2.3. Ministerial and other high level delegations.....	30
6.3. Key considerations when preparing for official visits and conferences.....	31
When preparing for official visits and conferences, the following issues have to be taken into consideration:.....	31
<b>7.0. PREPARATIONS FOR SUMMITS AND CONFERENCES.....</b>	<b>32</b>
<b>8.0. NATIONAL SYMBOLS OF UGANDA.....</b>	<b>33</b>
8.1.0. The National flag.....	33
8.1.1. Display of the National flag.....	33

8.1.2. Respect for the National flag.....	34
8.1.3. Flying the National flag.....	35
8.1.4. Flying the National flag at half mast.....	35
8.1.5. Flying flags of other countries or international organisations in Uganda.....	35
8.1.6. Disposal of flags.....	36
8.1.7. Presidential flag.....	36
8.2.0. Uganda National Anthem.....	36
<b>9.0. FORMS OF ADDRESS.....</b>	<b>37</b>
<b>10.0. PASSPORTS.....</b>	<b>37</b>
10.1. Diplomatic passports.....	37
10.2. Official passports.....	39
10.3. Ordinary passports.....	39
10.4. East African passports.....	39
<b>11.0. TRAVEL ABROAD.....</b>	<b>39</b>
<b>12.0. ACCESS TO THE VIP LOUNGE AT ENTEBBE INTERNATIONAL AIRPORT.....</b>	<b>40</b>
<b>13.0. GIFTS.....</b>	<b>41</b>
<b>14.0. NATIONAL MOURNING.....</b>	<b>41</b>
14.1. National mourning for a Ugandan vip.....	41
14.2. State funerals.....	42
14.3. Official funerals.....	43
14.4. Other state funded funerals.....	44
14.5. Mourning for a foreign dignitary.....	44
<b>15.0. AWARDING OF MEDALS.....</b>	<b>45</b>
<b>APPENDICES.....</b>	<b>46 -58</b>

---

# **1.0. INTRODUCTION**

The Ministry of Foreign Affairs through the Protocol Department is charged with the responsibility to ensure appropriate and proper application of Protocol in the conduct of government business, management of official international visits, conferences and state ceremonies in addition to dealing with Diplomatic Missions / International Organisations and other foreign entities in accordance with national and international laws. In this regard, the Ministry has developed this Protocol Handbook as a standardised reference that provides basic guidelines for protocol-related matters.

The Protocol Handbook is intended to provide information and guidance on the proper exercise of protocol and etiquette for all Government officials/institutions as they plan, organise, and attend national ceremonies and international conferences in addition to dealing with resident Diplomatic Missions / International Organisations and Foreign Governments and other entities.

## **1.1 DEFINITION OF PROTOCOL**

In generic terms, Protocol is the exercise of good manners, common sense and the observance of established formal procedures for the effective handling of society especially as it relates to the varying status of individuals.

---

In the functioning of the State, Protocol is a set of guidelines for the proper conduct of government procedure particularly in as far as it relates to Sovereigns (Heads of State) and their representatives, management of national ceremonies, conferences and international visits.

In more recent times, Protocol has permeated to most public and private institutions and is often part of the mandate of Public Relations Departments.

## **1.2. WHAT GOVERNMENT PROTOCOL INVOLVES**

Government protocol covers such areas as State/Official Visits, organising international conferences, state ceremonies and other national functions, guidance on proper use of symbols (flags and other visual emblems, anthems, uniforms), forms of address (written and verbal), orders of precedence, gifts and dress codes, dealing with Diplomatic Missions, International organizations and foreign governments and other foreign entities .

## **1.3. THE ROLE OF THE OFFICE OF THE CHIEF OF PROTOCOL/MARSHALL OF THE DIPLOMATIC CORPS**

In the Ministry of Foreign Affairs, the Protocol Department headed by the Chief of Protocol/Marshall of the Diplomatic Corps is charged with the responsibility of ensuring that all State functions and ceremonies are organised and conducted in a manner that maintains the required dignity, decorum and efficiency and are also in harmony with established national and



---

international protocol practice. The Department also handles all matters relating to privileges and immunities of the Diplomatic Corps under the Vienna Convention on Diplomatic Relations (1961).

## **2.0. NATIONAL FUNCTIONS/CEREMONIES / EVENTS**

There are various national functions, ceremonies and events which are held in Uganda on an annual basis. A complete list of National Days/Public holidays in Uganda is attached as **Appendix 1**

### **2.1. ORGANISATION OF NATIONAL AND STATE CEREMONIES**

National celebrations are held nationwide and hosted either in Kampala or on rotation in the different districts of Uganda. Each Ministry shall be responsible for the coordination and organisation of the ceremonies that fall under its mandate and the National Organising Committee (NOC) is chaired by the respective Permanent Secretary. The NOC is comprised of other Ministries and government agencies with overall responsibility for planning, budgeting, coordinating and making all the necessary preparations for hosting the various ceremonies. The following are the specific roles of the respective Ministries in organising national ceremonies:

- 
- a) The Host MDA (Ministry/Department/Agency) – Chairs NOC and is responsible for invitations and oversight role
  - b) Ministry of Foreign Affairs – Responsible for coordinating Protocol related activities
  - c) Ministry of Works and Transport - Responsible for construction of tents, infrastructure and other required facilities at the venues as well as transport
  - d) Ministry of Internal Affairs – Responsible for Immigration related matters.
  - e) The Uganda Police Force (UPF)- Chairs the Security Subcommittee
  - f) The Uganda People’s Defence Force (UPDF) - Ceremonies and security support
  - g) Uganda Prisons –Ceremonies
  - h) Ministry of Finance, Planning and Economic Development – Responsible for budgets and timely release of funds
  - i) Ministry of Health – Responsible for the provision of emergency First Aid and medical treatment
  - j) Ministry of Local Government/Kampala Capital City Authority/Municipalities – Responsible for beautification and local mobilization;

- 
- k) Ministry of Energy and Mineral Development - Responsible for consistency in power supply;
  - l) Ministry of Gender, Labour & Social Development - Responsible for occupational safety and health.
  - m) President's office - For Media and Publicity as well as entertainment.
  - n) State House - Responsible for visiting Heads of State and Government and other VVIPs (when invited by H.E. the President).

Due to the range of functions held throughout the country, the Protocol Department is unable to be involved in each and every function that takes place. Ministries and other Departments / Agencies are encouraged to organise their own functions since they have the knowledge and understanding of local issues. However, in such cases, the Protocol Department can provide expert advice for training and rehearsals on protocol services.

## **2.2. ORDER OF PRECEDENCE AT NATIONAL/STATE CEREMONIES**

The National Order of Precedence specifies the position of various personalities attending State/official national ceremonies or any other official function in Uganda. A National Order of Precedence reflecting provisions in Article 98 (2) of the 1995 Constitution of the Republic of Uganda including changes that have occurred

---

since the reintroduction of a multi-party system is contained in **Appendix 2.**

It has also to be noted that different government institutions such as the Police, the Army, Prisons Services and the Diplomatic Corps have their own Orders of Precedence.

It should be noted that the Order of Precedence for the Diplomatic Corps is determined according to the dates of presentation of letters of credence to the President by each Ambassador/High Commissioner. The Dean of the Diplomatic Corps is the longest serving resident Ambassador/High Commissioner.

### **2.3. INVITATIONS TO NATIONAL/STATE CEREMONIES**

There are different categories of invitations to various functions organised by the Government. The invitation card is an important document which gives an invitee the details of the function; the RSVP requirements; dress code and, in some circumstances, the invitee's authority to access the function.

Invitations should be sent at least two or three weeks in advance to allow time for guests to respond to them (RSVP). Responding to an invitation is very important and should be done, within two days of receiving the invitation. Attention should be paid to the request on the invitation card i.e. **"Regrets Only"** means to call only if you will not attend, while **"RSVP"** means to respond whether you will or will not attend.

---

If you do not have an invitation to a national ceremony you are not expected to sit with invited guests but you are welcome to attend and sit with the rest of the public (where applicable).

## **2.4. GUEST LIST**

For government functions, caution must be taken to ensure that all relevant persons are invited to attend. In particular, consideration should be given to inviting Ministers and other relevant government officials, Members of Parliament, Religious and Traditional leaders, local leaders, private sector representatives and other relevant personalities. The Office of the President manages the official government invitation list in accordance with the National Order of Precedence.

## **2.5. ARRIVALS**

All invited guests to state functions are required to arrive on time. The established protocol is that all persons attending a function at which the President is in attendance are expected to arrive early and to be in seated (at least 30 minutes) before his arrival.

Invited guests and Very Important Persons (VIPs) are expected to arrive following the order of precedence in ascending order. Guests arriving after H.E. the President/Chief Guest has taken his/her seat will not be allowed into the Presidential/main tent.

### **2.6.0 SITTING ARRANGEMENTS AT STATE AND NATIONAL FUNCTIONS.**

---

The Sitting arrangement at National/State ceremonies is done in accordance with the National Order of Precedence. Invited guests must sit only where the Ushers or Protocol Officers direct them to. Please refer to **Appendix 3a** for the General sitting Plan on National functions.

The ceremonial tent used at State functions held outdoors is divided into three sections, that is; The Presidential Dais in the centre and the two sections on either side for other VIPs.

### **2.6.1 SITTING IN THE PRESIDENTIAL DAIS**

Sitting in the Presidential dais follows the National Order of Precedence, that is; H.E. the President, H.E. the Vice President, the Speaker of Parliament, the Chief Justice, the Prime Minister, Deputy Prime Ministers, Minister for the Presidency, the Armed Forces Chiefs, the Head of Civil Service, Principal Private Secretaries to H.E the President and the Vice President, Secretary Office of the President and Chief of Protocol. A sitting plan for the Presidential dais is attached as **Appendix 3b**

The sitting arrangements in the Presidential dais at national functions may include other dignitaries depending on the nature of and venue where the occasion is celebrated.

### **2.6.2 SITTING ON THE RIGHT HAND SIDE OF H.E.THEPRESIDENT/THE CHIEF GUEST**

---

The following invited guests sit on the right hand side of the Presidential dais;

Former leaders/officially recognised traditional (cultural) leaders, Religious Leaders, Judges, Diplomatic Corps, Political Party Leaders, District Leaders; and the last section is reserved for invited guests or special interest groups in that order. **Refer to appendix 3a**

The presence of the diplomatic corps and other foreign guests at national events implies representation of foreign governments and International/Regional organisations. It is therefore important to recognise their presence and designate specific seats for them. A special seat should always be reserved for the Dean of the Diplomatic Corps who is the longest serving resident Ambassador/High Commissioner.

### **2.6.3 SITTING ON THE LEFT HAND SIDE OF H.E. THE PRESIDENT / THE CHIEF GUEST.**

This section is reserved for Cabinet Ministers, Minister of State, Members of Parliament, Heads of Institutions/Statutory bodies, Permanent Secretaries, NRM/CEC, Presidential Advisors, Security Chiefs and Senior Military, Police and Prisons Officers. The last section is for other invited Guests and/or special groups in that order.

### **2.7.0 RECEIVING THE PRESIDENT**

When the President is in attendance at a National function and is the Host as well as the Chief Guest, the following is the Protocol practice / norm:

---

On arrival, the President is received by the Vice President, Prime Minister, and Minister for the Presidency, the line Minister, Service Chiefs and the Head of Public Service led by the Chief of Protocol.

The President proceeds to the Salute Dais accompanied by the Chief of Defence Forces, Inspector General of Police and Commissioner General of Prisons.

- a) The National Anthem is played (3 stanzas) followed by the EAC Anthem.
- b) The President inspects the Guard of Honour;
- c) The President returns to the Salute Dais; and
- d) Proceeds to take his seat in the Presidential Dais

Receiving lines for the chief guest should be as short as possible.

When the President delegates another dignitary as chief guest, the receiving line changes accordingly depending on the rank of the person who has been delegated.

## **2.8.0. ORDER OF EVENTS AT NATIONAL CEREMONIES/ EVENTS**

### **2.8.1. NATIONAL ANTHEM**

All national/state functions should be opened and closed with the National and the EAC Anthem.

All three stanzas of the National Anthem are supposed to be played at all official functions as each stanza conveys a special message.



---

## **2.8.2. NATIONAL PRAYER**

Prayers should be said at all national functions led by both the Christian and Moslem faiths.

## **2.8.3. ORDER OF SPEECHES**

There should be limited speeches and the order of speakers at most functions is as follows:

- a) Speech by the Head of Host Institution.
- b) Speech by the Line Minister.
- c) Speech by H.E the President or Chief Guest.

N.B. A provision for the exception to the rule should be made depending on the particular circumstances of the area where/when the national ceremony is being held.

As a general rule:

- i) The Chief Guest should speak last. This affords him / her opportunity of making any comment on speeches previously made.
- ii) There should be no other speeches or activity after the Chief Guest has delivered his/her speech apart from the concluding remarks by the Master of Ceremonies which may include administrative arrangements such as an invitation to the guests on behalf of the host to join them for refreshments, or to move to another prescribed area(s).
- iii) When the Head of State is the Chief Guest, copies of speeches to be delivered by the Minister and any Memoranda should be submitted to State House at least 2 weeks before the event to enable H.E. the President to respond to the issues being raised.

---

## **2.9. ENTERTAINMENT AT STATE/NATIONAL FUNCTIONS**

When planning entertainment for public functions, organisers should as much as possible take into account the cultural diversity of Uganda and the nature of the function.

Entertainment/performances at State/National functions should take place before the arrival of H.E. the President or Chief Guest. On the arrival of H.E. the President or the Chief Guest, entertainment should be restricted and the program for the function be adhered to.

Quality control should be ensured to portray a positive image of the country through its dances and cultural performances. During cultural or any other performances invited guests, should remain seated.

## **2.10. CONCLUDING STATE/NATIONAL CEREMONIES AND DEPARTURES**

Playing of the National and EAC Anthems marks the conclusion of the State/National ceremony.

No guest should leave before the Chief Guest.

Departure from the ceremony is in the descending order i.e. the Chief Guest departs first and is followed by others in the National Order of Precedence.

In an event where Foreign Heads of State/Government are in attendance, the Foreign Heads of State/Government depart first in their order of precedence and the Host President departs last

---

### 3.0. BANQUETS, DINNERS AND LUNCHEONS

Government usually hosts State Banquets, Dinners, Luncheons, Cocktails, Receptions and Prayer events in honour of visiting Heads of State and high level visitors or to mark various events of National significance. It is important to note that attendance is only by invitation. If a spouse is not specifically indicated in the invitation, he/she is clearly not invited. It is therefore inappropriate to bring a spouse or companion to a State/Official Function if she/he was not included on the invitation card.

Guests should arrive at the venue at least thirty (30) minutes before the time stated on the invitation card. All guests are expected to be seated before the President or Chief Host arrives. Once the President or Chief Host is seated, **NO ONE** is allowed to enter the banqueting room or access the cocktail/reception venue.

#### 3.1. SITTING ARRANGEMENTS AT STATE BANQUETS/ LUNCHEONS

At a State Banquet, sitting is in accordance with the National Order of Precedence. The visiting Head of State or Chief Guest sits on the Host President's right with his country flag behind him/her. When the visiting Head of State or Chief Guest is accompanied by his/her spouse, he/she sits on the Host President's left while the host spouse sits on the right of the visiting Head of State or Chief Guest.

---

Where the Banquet is for more than one President, for example during the regional/international summits, the sitting arrangement on the high table will be determined accordingly.

Other invited guests are seated on other tables according to order of precedence and depending on the nature of the occasion

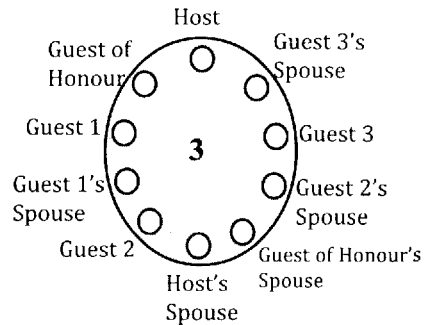
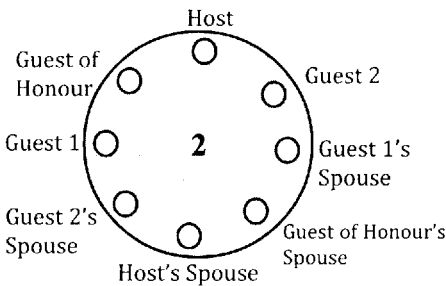
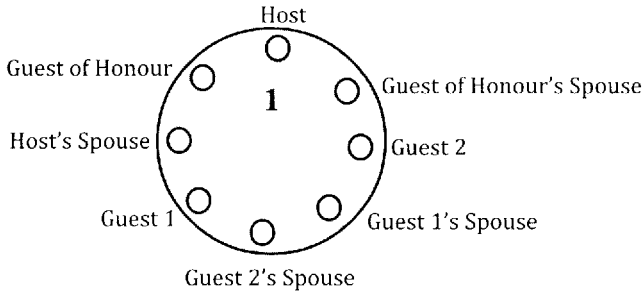
**See attachment 1 (a) - Round table seating plan**

**See attachment 1(b) - Rectangular Table**

## Attachment 1 (a)

### Round Table Seating

Stage/Lectern

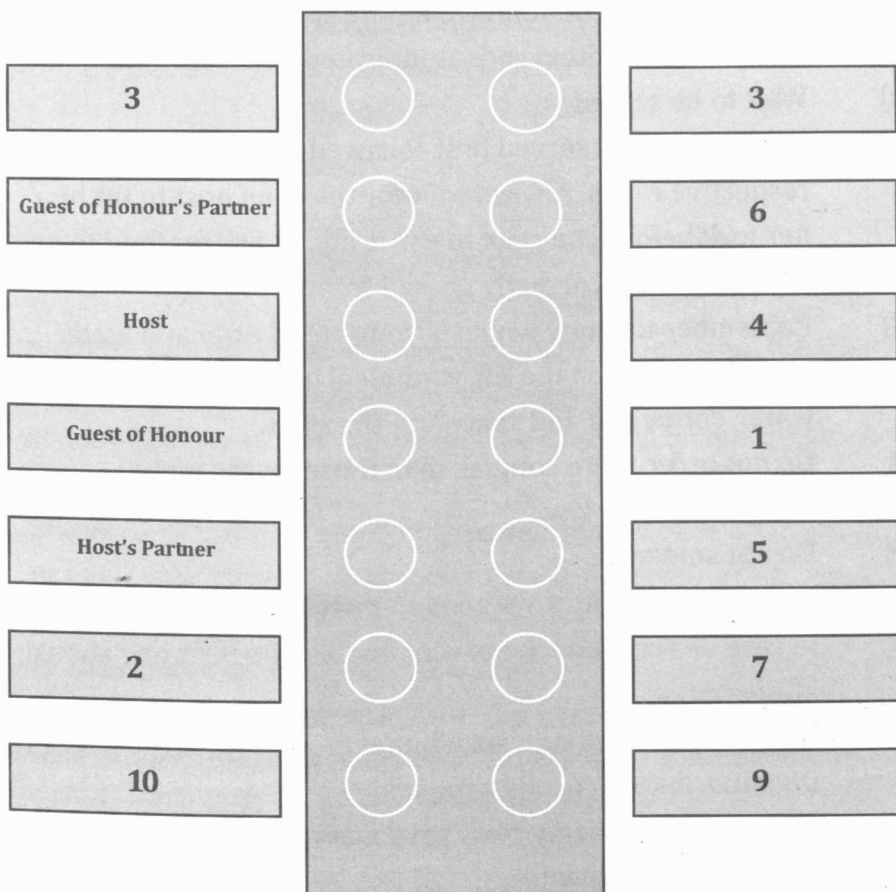


1. The seating arrangement at the main table shows the guest of honour seated to the right hand side of the host with the guest of honour's spouse sitting next to the guest of honour.
2. Table 2 shows an alternative seating arrangement which could be used for the main table with the host and the guest honour sitting together, and their respective spouses sitting together.
3. Table 3 shows a seating plan for a table of 10.
4. The main table should be close to the stage/lectern.

## Attachment 1 (b)

### Rectangular Seating

Luncheon/Dinner in honour of  
(Guest of Honour etc...)



1, 2, 3, 4, 5, etc - Official guests in order of seniority

Entrance

---

### **3.2. ETIQUETTE FOR BANQUETS/STATE DINNERS AND COCKTAILS**

When attending a State/Official function, always remember the following simple rules of etiquette:

- a) Arrive on time (30 minutes before start of event)
- b) Conform to the dress code as indicated on the invitation card
- c) Wait to be seated.
- d) The high table is served first, followed by others as per their respective ranks. Always wait for the chief host to lift his/her fork before you start to eat, drink, or ask for food to be passed. Food is correctly passed from left to right
- e) Remember to know which is your bread plate and water glass: i.e. Bread on the left, your Meal in the middle, and your water, coffee cup and saucer on the right.
- f) Do not order more courses than those on the menu.
- g) Keep your voice low.
- h) Do not smoke.
- i) Do not bring a guest without an invitation.
- j) In case of a cocktail, do not monopolize the host, one should always circulate.
- k) Do not jump the queue on a buffet.
- l) Do not drink too much or too fast.
- m) Do not pick or openly blow your nose or belch.
- n) Do not spit on the table.
- o) Do not remove your Jacket.
- p) Pay attention and avoid whispering during speeches.

- 
- q) Avoid the use of the phone (Whether calling, texting or emailing).
  - r) A lady guest should never leave her bag on the table.
  - s) Drink responsibly so as not to embarrass yourself or your country/host.
  - t) Avoid discussing sensitive issues when interacting with foreign guests or criticise their countries.
  - u) Do not leave before the guest of honour.

### **3.3. DRESS CODE**

The selection of the appropriate kind of dress to be worn by guests at the function will depend on considerations such as the purpose and format of the event, the type of occasion, the time of the function, climate, venue, and degree of formality and the status of the guests. Dress code shall be specified on the invitation card.

The various options which may be referenced on the invitation card include; casual attire, smart casual, business attire, jacket and tie, lounge suit, evening wear, black tie and national dress. In the case of service/security forces, uniform as a standard of dress is an additional option or requirement. This would be particularly relevant if there was an expectation that those personnel should wear their uniforms

### **3.4. TOASTS**

Toasts are made at various dinners and cocktail parties. Etiquette calls for all to participate in a toast. Even those who do not



---

consume alcohol should at least raise the glass of non alcoholic beverage to the salute. However one should be cautious about certain religious beliefs and/or practices especially during visits of Head of State or officials from Islamic countries. Guidance from the Protocol Department should be sought in the event that one is not sure of the correct conduct in such circumstances.

### **3.5. DEPARTURE FROM A STATE BANQUET AND RECEPTIONS**

Playing of the National Anthem marks the conclusion of the State Dinner/Banquet. When the President stands up to leave, guests stand until the President and his party including the Chief Guest have left. No guest should leave before the host.

## **4.0. DIPLOMATIC FUNCTIONS**

Diplomatic functions which include dinners, cocktail and receptions hosted by resident Diplomatic Missions to mark their national days and other events are attended only by invitation. It is rude to solicit for your own invitation for such functions.

All Ministers and government officials should not accept any invitation to a Diplomatic Function without clearing first with the Ministry of Foreign Affairs.

Speaking at diplomatic functions is extremely formal and therefore requires a lot of caution and sensitivity. Only one official guest/Government Representative is expected to make a

---

statement prepared and/or approved by the Ministry of Foreign Affairs.

When attending a reception or cocktail, please maintain some dignity and observe the expected level of etiquette as spelt out under section 3.3.

## **5.0. COMMUNICATION AND CORRESPONDENCE WITH FOREIGN GOVERNMENTS, REGIONAL AND INTERNATIONAL ORGANISATIONS**

All official correspondence on behalf of the Government of Uganda with Foreign Governments, regional and international organisations must be channelled through the Ministry of Foreign Affairs and/or Uganda missions accredited to the countries or organisations concerned. All correspondence should take into consideration respect for courtesy, norms and customs of the respective Countries/International and Regional organisations.

It has to-be stressed that:

- a) Other than the President no other Government official is allowed to write directly to a foreign Head of State / government. The only exception to this is the Minister of or Foreign Affairs or any High ranking official serving as a Chairperson of an inter-governmental body.

- 
- b) Letters to Heads of State, Vice Presidents and Ministers from their Ugandan counterparts are transmitted with a covering Diplomatic Note from the Ministry of Foreign Affairs.
  - c) No Government official should conduct any official business directly with Diplomatic Missions and other foreign entities without going through the Ministry of Foreign Affairs.
  - d) If a Minister or any other Government Official has scheduled an official appointment to meet with a Diplomat or any foreign envoy, the meeting should take place at official/government premises.

## **6.0. INTERNATIONAL VISITS**

The exchange of visits by World leaders is aimed at promoting and cementing relations between their respective States and collectively tackle/deal with regional and global challenges.

### **6.1.0. HOSTING VISITING DIGNITARIES**

There are four types of visits accorded to Foreign Heads of State and Government. These are: State Visit, Official Visit, Working Visit and Private Visit.

#### **6.1.1. STATE VISIT**

A State visit is the most formal and highest ranking visit of a Head of State to a foreign country and is done at the invitation of

---

the host Head of State/Government. Normally, the visit lasts between three (3) to four (4) days.

On arrival, the visiting Head of State is received by the Minister of Foreign Affairs or any other designated courtesy Minister and accompanied to State House.

The Head of State (and spouse) is subsequently received at the State House by H.E the President (and the First Lady) and will:

- i) Receive a bouquet of flowers
- ii) Be introduced to the Service Chiefs
- iii) A twenty one (21) gun salute (only if it is his/ her first Visit.
- iv) Inspect a guard of honour in a two (2) line formation
- v) Greet the welcoming party composed of the Ministers and other Government officials from Uganda and the visiting delegation.
- vi) View cultural entertainment group(s)
- vii) Meet with H.E. the President
- viii) Sign the Visitor's book

During the State Visit, there are formal talks between the Heads of State. A State Banquet is hosted by H.E. the President on the day of arrival of the visiting Head of State at State House, Entebbe.

The visiting Head of State may visit some places of interest, address Parliament, officiate at selected functions, and address his/her nationals resident in Uganda.

---

Courtesies extended include a Presidential Suite plus five (5) other rooms for accommodation, transport and Security.

Gifts may be exchanged.

At the end of the visit, a Joint Communiqué is issued. Departure ceremonies are held at State House where H.E. the President (and the First Lady) sees off the visiting Head of State. The visiting Head of State is then accompanied and seen off at the airport by the designated Minister.

### **6.1.2. OFFICIAL VISIT BY THE HEAD OF STATE**

The next level of visit is the official visit. An official visit can only be offered to a Head of State or Government at the invitation of H.E. the President. It usually lasts for two (2) days and is undertaken for specific reasons, which may be bilateral talks or consultations.

On arrival and departure, the visiting Head of State is received and seen off by a designated courtesy Minister and Service Chiefs. He or she is accorded a Guard of Honour (Street Guard).

The courtesies extended during an official visit include a Presidential Suite plus four (4) other rooms for accommodation, transport and security.

### **6.1.3. WORKING VISIT BY THE HEAD OF STATE**

A working visit is extended to a Head of State or Government at the invitation of H.E. the President. During the visit, a meeting with H.E. the President is arranged.

---

On arrival and departure, the visiting Head of State is received and seen off at the airport by a designated courtesy Minister and Service Chiefs. S/he is accorded a Guard of Honour (Street Guard). The courtesies extended during an official visit include a Presidential Suite plus one (1) other room for accommodation, transport and security.

#### **6.1.4. PRIVATE VISIT OF A HEAD OF STATE**

A private visit of a Head of State is undertaken for his/her private engagements. Never the less, the Government provides one Presidential suite for accommodation, transport and security.

The visiting Head of State may pay a courtesy call on H.E. the President during his stay in the country.

In case of a technical stop-over at the airport, the Head of State may not have to leave the airport, a Courtesy Minister and the Chief of Protocol will be on hand to ensure that the appropriate courtesies are provided.

#### **6.1.5. CONFERENCES OF HEADS OF STATE/GOVERNMENT HOSTED BY UGANDA**

Heads of State/Government attending International and/or Regional Conferences in Uganda are usually met and seen off at the airport by a designated courtesy Minister and accorded a Guard of Honour (Street Guard) on arrival.

Courtesy calls on the H.E. President may be arranged upon the request of the visiting Head of State/Government.

---

Courtesies extended depend on host agreements signed between Uganda and the respective Organisation in charge of the conference.

## **6.2.0. OTHER VISITS**

Other visits include Special Envoys sent by Heads of State/ Government to deliver special messages; Heads of Regional/ International Organisations; Ministerial delegations and other high level delegations visiting for official duties.

### **6.2.1. SPECIAL ENVOYS**

Special Envoys are sent by Foreign Heads of State to deliver special messages to H.E. the President.

### **6.2.2. HEADS OF INTERNATIONAL/REGIONAL ORGANISATIONS**

This visit can either happen at the invitation of H.E. the President or for consultation/monitoring programmes of their respective organisations in the country.

### **6.2.3. MINISTERIAL AND OTHER HIGH LEVEL DELEGATIONS**

These visits are for official purposes. They may be at the invitation of the respective Minister or initiated by the visiting ministerial delegation.

---

The following should be noted for such visits;

Any proposed visit should be communicated well in advance through the Ministry of Foreign Affairs to the respective host Ministry. Upon confirmation of the visit, the host Ministry in consultation with the Ministry of Foreign Affairs and other relevant parties draws up a program for the visit.

The VIP is usually received and seen off by his/her counterpart where applicable and/or a high official of the host Ministry/Foreign Affairs.

In the case of a VIP who has been invited by the Government, the relevant host Ministry usually makes arrangements for accommodation and transport which are provided for under Government hospitality (excluding international telephone calls and alcoholic drinks).

### **6.3. KEY CONSIDERATIONS WHEN PREPARING FOR OFFICIAL VISITS AND CONFERENCES**

When preparing for official visits and conferences, the following issues have to be taken into consideration:

- a. Initial planning (pre-visit planning) and determining scope of the visit or conference.
- b. Funding issues
- c. Cultural issues
- d. Airport arrivals and departures



- 
- e. Accommodation
  - f. Transport
  - g. Protocol
  - h. Security
  - i. Publicity and media coverage
  - j. Interpreters
  - k. Gifts and
  - l. Finalising the program/rehearsals

## **7.0. PREPARATIONS FOR SUMMITS AND CONFERENCES**

Uganda hosts a number of Summits and International/Regional Conferences and therefore the scope and magnitude of preparations is different. The National Organising Committee (NOC) comprising of the line Ministry concerned and other government Ministries, Departments and Agencies (MDAs) that are likely to be involved in the conference is usually formed to spearhead the overall planning and coordination of a particular conference/summit.

The NOC constitutes subcommittees that focuses on the following: Media and Publicity; Conference Facilities; Hospitality/Entertainment; Beautification and Mobilisation; Accommodation; Security and Accreditation; Transport; Health Facilities; Information Technology and Communication facilities;

Immigration Arrangements; Arrival and Departure Ceremonies. Although the Ministry of Foreign Affairs is the lead Ministry in organising and coordinating most of these conferences, it is not

---

the lead Ministry when it comes to Sector Conferences e.g. COMESA, EAC etc, but provides support on protocol and hospitality committees)

## **8.0. NATIONAL SYMBOLS OF UGANDA**

### **8.1.0. THE NATIONAL FLAG**

A national flag symbolises a country's sovereignty, independence and self-determination. The Uganda flag was adopted on 09 October 1962 and it consists of six equal horizontal bands of black, yellow, red, black, yellow and red; a white disc is superimposed at the centre and depicts the national symbol, Grey Crested Crane, facing the hoist side. The three colours are representative of African people (black), Africa's sunshine (yellow) and African brotherhoods (red) being the colour of blood, through which all Africans are connected.

### **8.1.1. DISPLAY OF THE NATIONAL FLAG**

There are two ways of displaying flags; either from right to left and this is the most common method; or with the highest precedence flag in the centre. When set up from right to left, the National flag takes precedence and is placed on the right of all other flags. When displayed with other local/company flags, the National Flag should be placed in the centre as it takes precedence over all other flags.

---

When the national flag is displayed with foreign national flags, all flags should be of comparable size. The flag staffs or flagpoles on which they are flown should be of equal height and the tops of all flags should be of equal distance from the ground. However, the National flag must always be hoisted first and lowered last

When the National Flag is displayed next to or behind the speaker in a hall or other meeting place, it must be placed on the speaker's right hand side. When it is placed elsewhere in the hall or meeting place it should be to the right of the audience as they face the speaker.

Within Uganda, the National Flag takes precedence over all other flags. When displayed or flown with another flag, it must be in a position of honour. This means it should be positioned either above all other flags or to the left of the other flags, as seen by a person facing the flags.

### **8.1.2. RESPECT FOR THE NATIONAL FLAG**

The National Flag must at all times be treated with dignity and respect. The flag should never be displayed with the Crested Crane facing down, except as a signal of dire distress in instances of extreme danger to life or property. The Flag must not, inter alia: touch the floor or the ground; be used as a tablecloth or be draped in front of a platform; be used to cover a statue, plaque, or used in such manner whatsoever as to dishonour or bring disrespect to it.

---

Damaging or destroying the flag intentionally such as burning, ripping, trampling or mutilation is forbidden.

### **8.1.3. FLYING THE NATIONAL FLAG**

All Ugandans are free to display the National Flag decals and stickers, posters or other visual images in a befitting manner. The National Flag may be flown on all government buildings, institutions, vehicles (both private and official) as well as at private residences. The primary consideration underpinning its use is that the National Flag must be treated with dignity and respect at all times.

### **8.1.4. FLYING THE NATIONAL FLAG AT HALF MAST**

By order of the President, the flag shall be flown at half-mast upon the death of principal officials of the Uganda Government, distinguished members of society or foreign dignitaries, as a mark of respect to their memory.

### **8.1.5. FLYING FLAGS OF OTHER COUNTRIES OR INTERNATIONAL ORGANISATIONS IN UGANDA**

Heads of Diplomatic and Heads of International/Regional Organisations Missions fly their respective Country Flags at their official residences; Embassies and on their official vehicles.

During visits of Foreign Heads of State, international conferences and official meetings between Uganda and other Countries the

---

flags of participating countries/International Organisations are hoisted at the designated venues.

#### **8.1.6. DISPOSAL OF FLAGS**

When a flag is worn, tattered, faded or otherwise no longer in a suitable condition for use, it should be destroyed.

#### **8.1.7. PRESIDENTIAL FLAG**

The Presidential flag also known as a Presidential Pennant depicts Uganda's Coat-of- Arms and is red in colour. The Presidential flag is flown only on the Presidential vehicle and at State House and other venues where H.E. the President resides. It is only flown on H.E. the President's arrival and lowered on his departure. The Presidential flag cannot be flown outside Uganda.

#### **8.2.0. UGANDA NATIONAL ANTHEM**

The National Anthem of Uganda is played at all official and ceremonial occasions. The National Anthem has got three parts called stanzas and each stanza has a specific message.

When the anthem plays, people should rise from their seats, stand at attention. This etiquette also applies to children who are old enough to stand on their own. In case one is sick, disabled or unable to stand, their right hand should be put up in respect of the Anthem.

---

When walking to their seats and the anthem begins to play, one should stop walking and stand at attention until the anthem concludes.

Members of the security forces must salute when the National Anthem is playing. All the three stanzas of the National Anthem shall be played or sung on all official functions.

## **9.0. FORMS OF ADDRESS**

Consistent with the Constitution, while addressing offices, no prefixes such as H.E, Rt. Hon, Hon are attached. It is simply The President, The Vice President, The Speaker, the Chief Justice. This is the same practice within the Commonwealth.

However, when specifically referring to the office bearer, then the full titles are affixed to the name, e.g. His Excellency (H.E) John Ogwang.

Please find the details of addressing the office and the bearer of that office in **Appendix 4**

## **10.0. PASSPORTS**

The issuance of passports is the mandate of the Ministry of Internal Affairs. There are four types of passports issued, that is, the Diplomatic; Official; Ordinary; and East African Community Passports

---

According to The Passport Regulations Act, 2004 under sections 49 and 82 of the Uganda Citizenship and Immigration Control Act, Cap.66, all passports are issued by the Ministry of Internal Affairs (for all applicants in Uganda) and delegated to the Ministry of Foreign Affairs (for all applicants in the Diaspora) through its Diplomatic Missions currently in London, Pretoria and Washington D.C.

All Passports remain the property of Government and may be withdrawn anytime.

## **10.1. DIPLOMATIC PASSPORTS**

Diplomatic passports are issued to those conducting diplomatic and official Government business and to restricted persons in specific categories and roles. The Ministry of Foreign Affairs only recommends issuance of Diplomatic Passports to Foreign Service Officers, their spouses and children under the age of 18 years; and Ugandans working with Regional and International Organisations at the level of P5 or equivalent and above. All other MDAs seeking for diplomatic passports for their officials are advised to deal directly with the Ministry of Internal Affairs

The list of entitled persons to hold Diplomatic and Official Passports according to The Passport Regulations, 2004 is attached in **Appendix 5**

A Diplomatic passport does not automatically entitle the holder to Immunities and Privileges. These are only granted to Diplomats

---

duly accredited to a receiving state and internationally protected persons according to International Convention.

## **10.2. OFFICIAL PASSPORTS**

Official Passports are issued to specific categories of people as outlined in the Passport Regulations, 2004 (under Sections 49 and 82 of the Uganda Citizenship and Immigration Control Act, Cap. 66). See **Appendix 5**

## **10.3. ORDINARY PASSPORTS**

Ugandan citizens not falling into the two categories mentioned above are eligible for Ordinary Passports.

## **10.4. EAST AFRICAN PASSPORTS**

The East African Passports are issued to Ugandan citizens to facilitate their movement within the East African Region. It is legal to hold a East African Passport with a national Passport.

The East African Passports are not valid outside the East African Region

## **11.0. TRAVEL ABROAD**

Relevant Government approval is required for both Official and private visits abroad for all Ministers and Government officials.

When public officials are to travel abroad on Official duty, they must present their itenary to the resident Uganda Diplomatic



---

Mission in that country or to the nearest Uganda Diplomatic Mission. Officials intending to travel should familiarise themselves with local customs, weather conditions, local etiquette and always be on the right side of the law of the respective countries.

Public Officials travelling abroad on Official duty and require visas should contact the Ministry of Foreign Affairs for issuance of an appropriate diplomatic note to the respective visa issuing Embassy/Consular Office.

Ministerial delegations travelling abroad for purposes of discussing and making binding commitments on behalf of the Government of Uganda are required to obtain credentials from the Minister of Foreign Affairs.

Details on Public Officials travelling abroad are contained in section (5) on Ministers and Government Officials Dealing with Foreign Entities.

## **12.0.ACCESS TO THE VIP LOUNGE AT ENTEBBE INTERNATIONAL AIRPORT**

The Protocol Department is responsible for granting access to the Entebbe International Airport VIP Lounge and the Airport Terminal. Automatic access to the VIP Lounge is granted to the following; the President, the Vice President, the Speaker of Parliament, the Chief Justice, the Prime Minister, Deputy Prime Ministers, Ministers, Service Chiefs, Head of Civil Service and

---

Secretary to Cabinet, Deputy Head of Public service, Members of Parliament, Permanent Secretaries, Heads and Deputies of resident Diplomatic Missions/International Organisations, Honorary Consuls, Heads of Uganda Diplomatic Missions Abroad and Senior Army officers (Brigadier General and above).

A list of entitled persons is shown in **Appendix 6**

## **13.0. GIFTS**

Please refer to the Uganda Public Service Standing Orders (2010), Section F.

## **14.0. NATIONAL MOURNING**

Ministry of Information and National Guidance shall provide the administrative guidelines for national mourning.

### **14.1. NATIONAL MOURNING FOR A UGANDAN VIP**

When a very prominent Ugandan dies, a day(s) of national mourning is declared by the Head of State. H.E the President and Cabinet determine the days of mourning and the ceremonies to be observed. During the period of mourning, flags are flown at half-mast and appropriate decorum observed. This may include but not limited to: playing of solemn music on national radio/TV and postponement / cancellation of festive activities.

---

## 14.2. STATE FUNERALS

A state funeral is a public funeral ceremony held to honour people of national significance inclusive of serving and Former Heads of State, prominent individuals for their outstanding achievements and distinguished service to the country, and any other leader or personality such as Traditional / Political leaders etc, as the President may decide.

The honours accorded during a state funeral include;

- ◆ Special Session in Parliament to eulogize the deceased
- ◆ Laying of the body in State/public viewing at Parliament.
- ◆ Designated day(s) of national mourning.
- ◆ Flags on all government buildings flying at half mast
- ◆ Playing the National anthem
- ◆ Full military honours and parades.
- ◆ Wrapping of the coffin in the National Flag
- ◆ Condolence book at a designated place and at all Uganda Diplomatic missions abroad.
- ◆ Laying of the wreath
- ◆ High level Government representation at the funeral
- ◆ Sounding of the last post ( blowing of the bugle)
- ◆ The State meets all expenses at a cost.

---

### 14.3. OFFICIAL FUNERALS

An official funeral is held in honour of serving and former Vice Presidents, Speakers, Chief Justices, Deputy Speakers, Justices of the court of Judicature, Prime Ministers, Leaders of Opposition in Parliament, as well as serving ministers, Members of Parliament, Head of Public Service, Deputy Head of Public Service, Permanent Secretaries and Heads of Diplomatic Missions Abroad, Service Chiefs and Senior Military officials.

The President may decide on any other personality to be accorded an official funeral based on the following:

- ◆ Profile and Standing of the deceased in the society.
- ◆ Length of the deceased's service to the community/country.
- ◆ Personal achievements.

The honours accorded during an Official funeral include the following;

- ◆ Motion in Parliament by the leader of Government Business in honour of the deceased.
- ◆ Flags flying at half mast for Serving and Former Vice President Speaker, Chief Justice and Prime Minister.
- ◆ Playing the National anthem
- ◆ Wrapping of the coffin in the national flag

- 
- ◆ Condolence book at a designated place and at all Uganda Diplomatic missions abroad  
Laying of Wreath
  - ◆ Appropriate Government Representation at the funeral

#### **14.4. OTHER STATE FUNDED FUNERALS**

There are other public officials who, upon their death, are accorded official funerals for example in the military. These kinds of funerals are guided by specific provisions of the standing orders/regulations specific to the respective specialised institutions.

#### **14.5. MOURNING FOR A FOREIGN DIGNITARY**

When a foreign dignitary dies, or a natural disaster occurs in which people die, Resident Diplomatic Mission of the respective country may open a Book of Condolence. In case of the death of a Foreign Head of State, H.E. the President may sign the Book of Condolence or designate the Vice President or a Cabinet Minister to sign on his behalf. When the President signs the Book of Condolence, he does so on behalf of the entire Nation. No other person signs on the page signed by H.E. the President. People who sign after the President do so in their private capacities on other pages.

---

The Minister of Foreign Affairs, on behalf of Government, signs the book of condolences in case the death of other foreign dignitaries or natural disasters.

## **15.0.AWARDING OF MEDALS**

Medals are awarded by H.E. the President on the advice of the National Medals Committee to various citizens and foreign nationals in recognition of their heroism, patriotism and service to the country, the African continent and the world in general. A list of the categories of medals is shown in **Appendix 7**

**PUBLIC HOLIDAYS AND CELEBRATED DAYS IN  
UGANDA**

<b>EVENT</b>	<b>STATUS</b>	<b>DATE</b>	<b>LEVEL OF CELEBRATION</b>
New Year's Day	National	1 <sup>st</sup> January	Public Holiday
Victory Day	National	26 <sup>th</sup> January	Public Holiday
Tarehe Sita	National	6 <sup>th</sup> February	Marked but Not Public Holiday
International Women's Day	International	8 <sup>th</sup> March	Public Holiday
Good Friday	Religious	Variable	Public Holiday
Easter Monday	Religious	Variable	Public Holiday
International Labour Day	International	1 <sup>st</sup> May	Public Holiday
Martyr's Day	National	3 <sup>rd</sup> June	Public Holiday
Heroes Day	National	9 <sup>th</sup> June	Public Holiday
State of the Nation Address	National	June	Marked but Not Public Holiday
Budget Speech Day	National	June	Marked but Not Public Holiday
Eid Al-Fitr	Religious (End of Ramadan)	Variable	Public Holiday
Youth Day	International	12 <sup>th</sup> August	Marked but Not Public Holiday
Independence Day	National	9 <sup>th</sup> October	Public Holiday
Eid Al-Adha	Religious (Feast of the Sacrifice)	Variable	Public Holiday
Christmas Day	Religious	25 <sup>th</sup> December	Public Holiday
Boxing Day	Religious	26 <sup>th</sup> December	Public Holiday

**NATIONAL ORDER OF PRECEDENCE**

1. The President
2. The Vice President
3. Hon. Speaker of Parliament
4. His Lordship the Chief Justice
5. Hon. Deputy Speaker of Parliament
6. His/Her Lordship the Deputy Chief Justice
7. Vice Chairman/NRM
8. Prime Minister
9. Deputy Prime Ministers
10. Cabinet Ministers
11. Ministers of State
12. Principal Judge
13. Judges of the Supreme Court
14. Judges of the Court of Appeal
15. Judges of the High Court
16. Heads of Diplomatic Missions
17. Members of Parliament
18. Former National Leaders
19. Traditional Leaders
20. Religious Leaders
21. Inspector General of Government
22. Chairpersons of Constitutional Commissions
23. Head of the Civil Service
24. Auditor General



- 
25. Members of the Constitutional Commissions
  26. Permanent Secretaries
  27. Army Commander
  28. Inspector General of Police
  29. Commissioner of Prisons
  30. UPDF High Command
  31. Governor, Bank of Uganda
  32. Vice Chancellors of Universities
  33. Resident District Commissioners
  34. LC V Chairmen

**SITTING PLAN AT NATIONAL CEREMONIES**

<b>Invited Guests</b>	
<b>District Leaders</b>	
<b>Political Party Leaders</b>	
<b>Heads of Institution</b>	
<b>Judges</b>	
<b>Diplomats</b>	
<b>Traditional &amp; Religious Leaders</b>	
<b>DAIS</b>	
<b>Hon. Minitors</b>	<b>Hon. Minitors of State</b>
<b>NRM / CEC</b>	<b>Presidential Advisors</b>
<b>Members of Parliament</b>	
<b>Statutory Bodies</b>	
<b>Permanent Secretaries</b>	
<b>Directors/Commission</b>	
<b>Senior Security Officers</b>	
<b>Security Officers</b>	
<b>Senior Citizens</b>	
<b>Women Groups</b>	
<b>Invited Guest</b>	
<b>Press</b>	

**V.I.P TENTS**

**PARADE**

**General Public**

**General Public**

**APPENDIX 3b**

**SITTING ARRANGEMENT ON THE DAIS**

RDC	Chair/m LV
-----	---------------

PPS/ HE	CP/ MDC	PPS/ VP	SOP
------------	------------	------------	-----

LOP	3RD DPM	2ND DPM	1ST DPM
-----	------------	------------	------------

ADC	ADC
-----	-----

CDF	IGP	CGP	Head of Public Service
-----	-----	-----	------------------------------

MVC	DSPK	CJ	VP	Principal	First Lady	SPK	DCJ	PM	Mop
-----	------	----	----	-----------	---------------	-----	-----	----	-----

---

## KEY

1. VP. Vice President
2. Spk. Speaker of Parliament
3. CJ. Chief Justice
4. DSPK. Deputy Speaker of Parliament
5. DCJ. Deputy Chief Justice
6. PM. Prime Minister
7. MVC. First Movement Chairman
8. MOP. Minister for Presidency
9. CDF. Chief of Defence Force
10. IGP. Inspector General of Police
11. CGP. Commissioner General of Prisons
12. 1<sup>st</sup> DPM. First Deputy Prime Minister
13. 2<sup>nd</sup> DPM. Second Deputy Prime Minister
14. 3<sup>rd</sup> DPM. Third Deputy Prime Minister
15. LOP. Leader of Opposition
16. CDF. Chief of Defence Force
17. IGP. Inspector General of Police
18. CGP. Commissioner General of Prisons
19. CP. Chief of Protocol
20. PPS. Principal Private Secretary
21. SOP. Secretary, Office of the President
22. RDC. Resident District Commissioner

**HOW TO ADDRESS AN OFFICE AND THE OFFICE BEARER**

<b>ADDRESSING THE OFFICE:</b>	<b>ADDRESSING THE OFFICE BEARER</b>
The President	: His / Her Excellency the President of the Republic of Uganda or Your Excellency
Spouse of the President	: The First Lady/Gentleman Mrs. / Mr. /Dr
The Vice President	: His / Her Excellency the Vice President of The Republic of Uganda or Your Excellency
The Speaker of Parliament	: The Rt. Honorable Speaker of Parliament Mr. / Madam Speaker
The Chief Justice	: His Lordship Chief Justice or My Lord the Chief Justice
The Prime Minister	: Rt. Honorable Prime Minister
The Minister	: Honorable Minister
Members of Parliament	: Honorable Members of Parliament

---

Ambassadors /	:	His / Her Excellency or
High Commissioners-	:	Your Excellency
Accredited to Uganda	:	His Royal Highness /
Cultural leaders /	:	Her Royal Highness
Kings, Queens and Princesses	:	Your Highness/His/ Her Majesty
The Pope	:	His Holiness

#### Religious Leaders

- |                               |                                    |
|-------------------------------|------------------------------------|
| · The Muslims Mufti           | His Eminence                       |
| · Orthodox                    | His Eminence                       |
| · Archbishop Roman Catholics  | His Grace                          |
| · Archbishop Church of Uganda | His Right Reverend<br>or His Grace |

**STATUTORY INSTRUMENTS**

**2004 No. 14.**

**The Passport Regulations, 2004.**

*(Under sections 49 and 82 of the Uganda Citizenship and Immigration Control Act, Cap. 66)*

IN EXERCISE of the powers conferred upon the Minister by sections 49 and 82 of the Uganda Citizenship and Immigration Control Act, (Cap. 66) these Regulations are made on this 19<sup>th</sup> day of March 2004.

1. These Regulations may be cited as the Citation  
Passport Regulations, 2004.
  
2. There Shall be the following types of Types of Passports  
Passports-----
  - (a) Diplomatic passports
  - (b) Official passports
  - (c) Ordinary passports
  - (d) East African passports
  
3. (1) Diplomatic Passports Shall be held Diplomatic and  
Official Passports  
by the following Persons-
  - (a) Government Ministers and their spouses
  - (b) Foreign Service officers and their spouses;  
and children below the age of 18 staying  
with them abroad;

- 
- (c) The Head of Public Service;
  - (d) The Chief Justice;
  - (e) Justices of the High Court, Court appeal and the Supreme Court;
  - (f) Chancellors and Vice Chancellors of state universities;
  - (g) The Governor and Deputy Governor of Bank of Uganda;
  - (h) Recognised traditional or Cultural leaders;
  - (i) The Speaker and Deputy Speaker of Parliament;
  - (j) Permanent Secretaries; and
  - (k) Chairpersons and Vice Chairpersons of permanent commissions;

(2) Official passports shall be held by the following Persons-

- (a) Chancellors and Vice Chancellors of other universities;
- (b) Heads of government departments;
- (c) Members of Parliament;
- (d) The Archbishop of the Church of Uganda;
- (e) The Archbishop of the Roman Catholic Church;
- (f) The Archbishop of the Seventh Day Adventist Church;
- (g) The Patriarch of the Orthodox Church;
- (h) The Chief Kadhi, Uganda Muslim Supreme Council;
- (i) Members of permanent Commissions, and
- (j) Any other person as the Minister may authorise.



**LIST OF ENTITLED OFFICIALS AND OTHER PERSONS  
ENTITLED TO THE USE OF VIP FACILITIES AT  
ENTEbbe INTERNATIONAL AIRPORT.**

1. H.E the President
2. H.E the Vice President
3. Hon. Speaker of Parliament
4. His Lordship the Chief Justice
5. Deputy Speaker of Parliament
6. Deputy Chief Justice
7. Vice Chairman NRM
8. The Prime Minister
9. Leader of Opposition
10. Heads of Cultural institutions
11. Deputy Prime Minister
12. Cabinet Ministers/Minister of State
13. Inspector General of Government
14. Speaker of East African Legislative Assembly (EALA) and  
Members of African Legislative Assembly
15. Members of Parliament
16. Members of the East African Legislative Assembly
17. Head of Diplomatic Missions and International  
Organizations
18. Religious Leaders
  - a) His Grace the Arch Bishop COU
  - b) His Eminence the Arch Bishop of the Roman Catholic
  - c) The Head of the Orthodox church in Uganda
  - d) Head of Pentecostal Church

- 
- e) The Mufti of Uganda
  - f) The Head of the Seventh Day Adventist in Uganda
  19. Former Head of State, Chief Justice, Speaker and Prime Minister.
  20. Head of Civil Service
  21. Chairpersons of Service Commissions
  22. Justices of the Supreme Court
  23. Justices of the Court of Appeal
  24. Judges of the High Court
  25. Permanent Secretaries
  26. Army Commander / CDF – Chief of Defence Forces
  27. Inspector General of Police
  28. Commander Defence forces
  29. Joint Chief of Staff
  30. Commander land forces
  31. Commander Air force
  32. Commissioner General of Prisons
  33. Governor of the Bank of Uganda
  34. Director General of ISO
  35. Director General of ESO
  36. Uganda’s Head of Missions Abroad and all officers at the level of an Ambassador

**Please note:**

- i. The President, Vice President, Speaker and the Chief Justice shall be entitled together with their spouses and children.
- ii. From No. 5 to 9 shall be entitled with their spouses and children below the age of 18 years.
- iii. From No. 10 to 36 shall be entitled with their spouses only when they are travelling together.

**CATEGORY OF MEDALS**

- a. Most Excellent Order of the Pearl
- b. Excellent Order of the Pearl
- c. Distinguished Order of the Source of the Nile 5<sup>th</sup> Class
- d. Distinguished Order of the Crested Crane 5<sup>th</sup> Class
- e. National Independence Medals
- f. Luweero Triangle Medal
- g. Nalubaale Medal
- h. Damu Medal
- i. Masaba Medal
- j. Order of Rwenzori Medal
- k. Order of Kabalega Medal
- l. Kagera River Medal
- m. Order of Katonga Medal
- n. Kyoga Medal



PRINTED BY:  
WAVAH BOOKS LTD  
P.O. BOX 5398  
KAMPALA - UGANDA