

Chapter 2 - Communication with Buckingham Palace and Royal Households

Communication with Buckingham Palace and The Queen's Household – who does what

1. The Private Secretary to the Secretary of State
 - On matters which the Secretary of State is offering advice to The Queen
 - On formal matters such as appointment of Governors to the UK Overseas Territories, Ambassadors and Heads of High Commissioners, agreements for foreign Heads of Mission in London
 - On petitions to The Queen
2. The Permanent Under Secretary, PS/PUS or Director of Protocol
 - On subjects raised by The Queen or Her Majesty's Household
 - On ad hoc issues
3. Royal Households Secretariat, Protocol Directorate
 - On matters relating to Royal overseas visits including expenditure
 - On Royal messages
 - On Audiences of The Queen
4. PA to the Director of Protocol
 - On Audiences for UK Heads of Mission
5. Ceremonial Section, Protocol Directorate
 - On events involving the London Diplomatic Corps
6. DMIOU, Protocol Directorate
 - On exequaturs (Foreign Consular Commissions)
7. Consular Directorate
 - On exequaturs (HM Consular Commissions)
8. PS/PUS and the Director of Protocol should be kept informed about significant contacts, other than routine business, with Buckingham Palace and Clarence House.

Communication with other Royal Households - who does what

9. Communications with the other Royal Households follow the pattern described above. In practice, Royal Households Secretariat, Protocol Directorate acts as the channel of communication with the other Royal Households on most matters.