

Sharing Knowledge & Experience: **Protocol Management**

Presented by:

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Protocol?

- **Is a set of rules and procedures** that govern behaviors and practices **in formal occasions.**
- **Officially confirm priority** in importance, order, or rank.
- Protocol helps in **define the image of organization.**
- **Enhancing an event harmony and peace.**
- Protocol **enhances event management.**
- **Rules and Procedures** in relation to protocol are **mentioned in “Table of Precedence”** which is maintained by the Presidential Secretariat.

Table of Precedence – Democratic Socialist Republic of Sri Lanka - October 2021

General Rules - Table of Precedence?

- Table of Precedence is intended to be **applied during state and ceremonial occasions.**
- **Religious and Ecclesiastical Dignitaries** will be **assigned appropriate courtesy precedence.**
- The **President** may exercise his **discretion to grant courtesy precedence to any persons** or officers not placed on the Precedence Table.

Cont...

- **Table of Precedence** stated only the **positions**. **Person's name** in each position is **updated annually** in general and at the **point of change** by the Presidential Secretariat.
- Strictly follow at the **Independence Day** and other state events
- Moving to discuss Table of Precedence in detail.

1. President of the Democratic Socialist Republic of Sri Lanka **(1) (1.1)**

- (1)** Precedence to be given to **former Presidents immediately after the Prime Minister**, with relative precedence among them governed by the **dates of their vacating office**
- (1.1)** Precedence to be given to **spouses of Late Presidents immediately after the Chief Justice**, with relative precedence among them governed by the dates on which **the Late Presidents vacated office.**

2. Prime Minister (2) (2.1)

- (2). Precedence to be given to **former Prime Ministers immediately after the spouses of Late Presidents** referred to note (1.1) with relative precedence among them governed by the dates of their vacating office.
- (2.1). Precedence to be given to **spouses of Late Prime Ministers immediately after the former Prime Ministers** referred to in note 2, with relative precedence among them governed by the dates on which the **Late Prime Ministers vacated office.**

3. Speaker

4. Chief Justice

5. (a) Leader of the Opposition

(b) Cabinet Ministers (3)

(3) At ceremonies and occasions which relate primarily to subjects assigned to a particular Ministry, precedence to be given to **subject specified Minister over other Cabinet Ministers.**

(c) Field Marshall

(d) Governor of the Central Bank

6. Governors of Provinces (4)

(4) At ceremonies and occasions of Provincial nature, precedence to be given to Governor of relevant province immediately after the Prime Minister.

7. (a) Chief Ministers of Provinces (5)

(5) At ceremonies and occasions of **Provincial nature**, precedence to be given to Chief Minister of relevant province **immediately after Governor** referred to in Note 4

(b) State Ministers (5.1)

(5.1) At ceremonies and occasions which relate primarily **to subjects assigned to a particular Ministry**, precedence to be given to **subject specified State Minister** over other State Ministers.

8. Deputy Speaker

Deputy Ministers

Deputy Chairman of Committees (නියෝජ්‍ය
කාරක සභා සභාපති)

Chief Government Whip (ආණ්ඩු පක්ෂයේ ප්‍රධාන
සංවිධායක)

- 9. (a) Ambassadors and High Commissioners**
accredited to Sri Lanka in order of date of
presentation of Letters of Credence.
- (b) Ministers Plenipotentiary and Envoys**
Extraordinary accredited to Sri Lanka in order of
date of *presentation of Letters of Credence.*
- (c) Charges d' Affairs en pied** in order of date of
presentation of Letters of Credence.

(d) Charges d' Affairs ad interim and Acting High Commissioners in order of date of assumption of duties

(e) Resident Representative of the United Nations.

10. Members of the Constitutional Council

11. Attorney – General

12. (a) Supreme Court Judges

(b) President of the Court of Appeal

13. Judges of the Court of Appeal

14. Members of Parliament

15. (a) Chairman of Provincial Councils, Provincial Ministers and Leaders of Opposition of Provincial Councils (6)

- (6) At ceremonies and occasions of **Provincial nature**, precedence to be given to Chairmen, Ministers, and Leaders of Opposition of Provincial Councils **immediately after Cabinet Ministers.**

15. (b) Members of Provincial Councils (6.1)

(6.1) At ceremonies and occasions of **Provincial nature**, precedence to be given to Members of Provincial Councils **immediately after Members of Parliament.**

16. Secretary to the President

17. Secretary to the Prime Minister

18. Secretary to the Cabinet of Ministers

19. Auditor – General

20. (a) Secretaries to Cabinet Ministers (7) (7.1) / Senior Additional Secretaries to the President

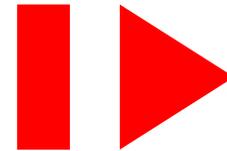
(7) Precedence to be given in the **order of dates of their original substantive appointments** to the post in this category, and where **two or more appointments have been made** on the same day, according to the **alphabetical order of their names**.

(7.1) **At ceremonies** and occasions which relate primarily to **subjects assigned** to a particular Cabinet Ministry, **precedence to be given to the Secretary to that Ministry** over other Cabinet Ministry Secretaries.

Secretary General of Parliament

Chief of Staff of the Presidential Secretariat

**Chairmen of the Commissions established under
Article 41 of the Constitution.**



Parliamentary Commissioner for Administration (Ombudsman) (7.2)

(7.2) Precedence to be given in the *order of dates of their original substantive appointments* to the post in this category, and where **two or more appointments** have been made **on the same day**, according to the **alphabetical order of their names**.

Chief Secretaries (7.3) (7.4)

(7.3) At ceremonies and occasions of **Provincial nature**, precedence to be given to **Chief Secretary of relevant Provincial Council** immediately after **Secretary to the Prime Minister**.

(7.4) Precedence to be given in the **order of dates of their original substantive appointments** to the post in this category, and where **two or more appointments** have been made on the same day, **according to the alphabetical order of their names**.

21. (a) Secretaries to State Ministries (8) (8.1)

(8) Precedence to be given in the order of dates of their original substantive appointments to the post in this category, and where two or more appointments have been made on the same day, according to the alphabetical order of their names.

(8.1) At ceremonies and occasions which relate primarily to subjects assigned to a particular Ministry, precedence to be given to the State Secretary in charge of such subject over other State Ministry Secretaries.

21. (b) Additional Secretaries to the President

22. Chief of Defence Staff

Commander of the Army / Navy/ Air Force

Inspector General of Police

23. (a) Solicitor General

(b) High Court Judges (9)

(9) At ceremonies and occasions of Provincial nature, precedence to be given to **High Court Judges immediately after Governor of the Central Bank.**

24. Visiting Sri Lankan High Commissioners, Ambassadors and Charges d' Affaires (10)

- (10)** When a Sri Lankan Head of Mission or Acting Head of Mission visits Sri Lanka **to participate in the visit of a dignitary** of a country to which he is accredited or concurrently accredited, **precedence to be given to him immediately after the Secretary, Foreign Affairs.**

25. (a) Additional Secretaries to the Prime Minister

(b) Members of the Commissions established under Article 41(B) of the Constitution.

[41A. (1) There shall be a Constitutional Council.

41B. (1) No person shall be appointed by the President as the Chairman or a member of any of the Commissions specified in the Schedule to this Article, except on a recommendation of the Council.]

26. State officers on the salary scale SL 4 - 2006 of PA Circular 06/2006, if not otherwise placed.

[Theme - Re-structuring of Public Service salaries based on Budget Proposals – 2006

[https://www.pubad.gov.lk/web/images/circulars/2006/E/06-2006\(ii\)\(e\).pdf](https://www.pubad.gov.lk/web/images/circulars/2006/E/06-2006(ii)(e).pdf)]

27. Additional Secretaries to Ministries

**District Secretaries / Government Agents
and Secretaries of Provincial Ministries**

28. Chief of Protocol

**29. Representatives of United Nations Agencies,
Director of the Colombo Plan Bureau, and
Heads of other International Organizations.**

30. (a) Heads of Government Departments and other State Officers of similar rank (i.e. Heads of Departments and other State Officers on the Salary scale SL 3 – 2006 of PA Circular and Officers in Grade I of the Sri Lanka Overseas Service while serving in Sri Lanka)

(b) Chairmen of State Enterprises (Under Category “A” of the Public Enterprises Department Circulars)

31. (a) Heads of other Government Departments, other State Officers on the salary scale SL 1 – 2006 of PA Circular 06/2006

(b) Chairman of other State Corporations / Statutory Boards.

32. Honorary Foreign Consuls General, Honorary Consuls and Honorary Trade Commissioners.

33. Mayors, Chairman of Municipal Councils (11)

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(11) At ceremonies and occasions held **in their local areas of authority**. Precedence to be given **immediately after Chief Ministers**.

33. Deputy Mayors, Vice Chairman of Local Authorities, Members of Municipal Councils, and members of Local Authorities. (11.1)

(11.1) At ceremonies and occasions held **in their local areas of authority.**

Precedence to be given immediately **after Members of Parliament.**

Protocol enhances;

- Event Management
- Meeting Management
- Speaking Management
- Communication – Letter preparation

Protocol - Event Management

Main activities are;

- Special arrangement on reception and arrival
- Escorting Guest of Honor after reception
- Protocol seating arrangement
- Invite key Speaker / Guest of Honor
- Ensure proper introduction by the key speaker

Protocol & Meeting / Seating Management

Seating arrangements have the **power to make or break deals, relationships, and even event goals.**

At the high table;

- **Guest of honor** should sit at **the middle**
- **CEO** should seat at the **right from guest of honor**
- At the **right of the CEO** followed by the **representatives from CEO side**
- At the **left side of the guest of honor**, the **representatives from guest of honor** is followed.

Meeting Arrangement

- * One on One Meeting
- * Bilateral Meeting
- * Signing Ceremony – Bilateral Agreements

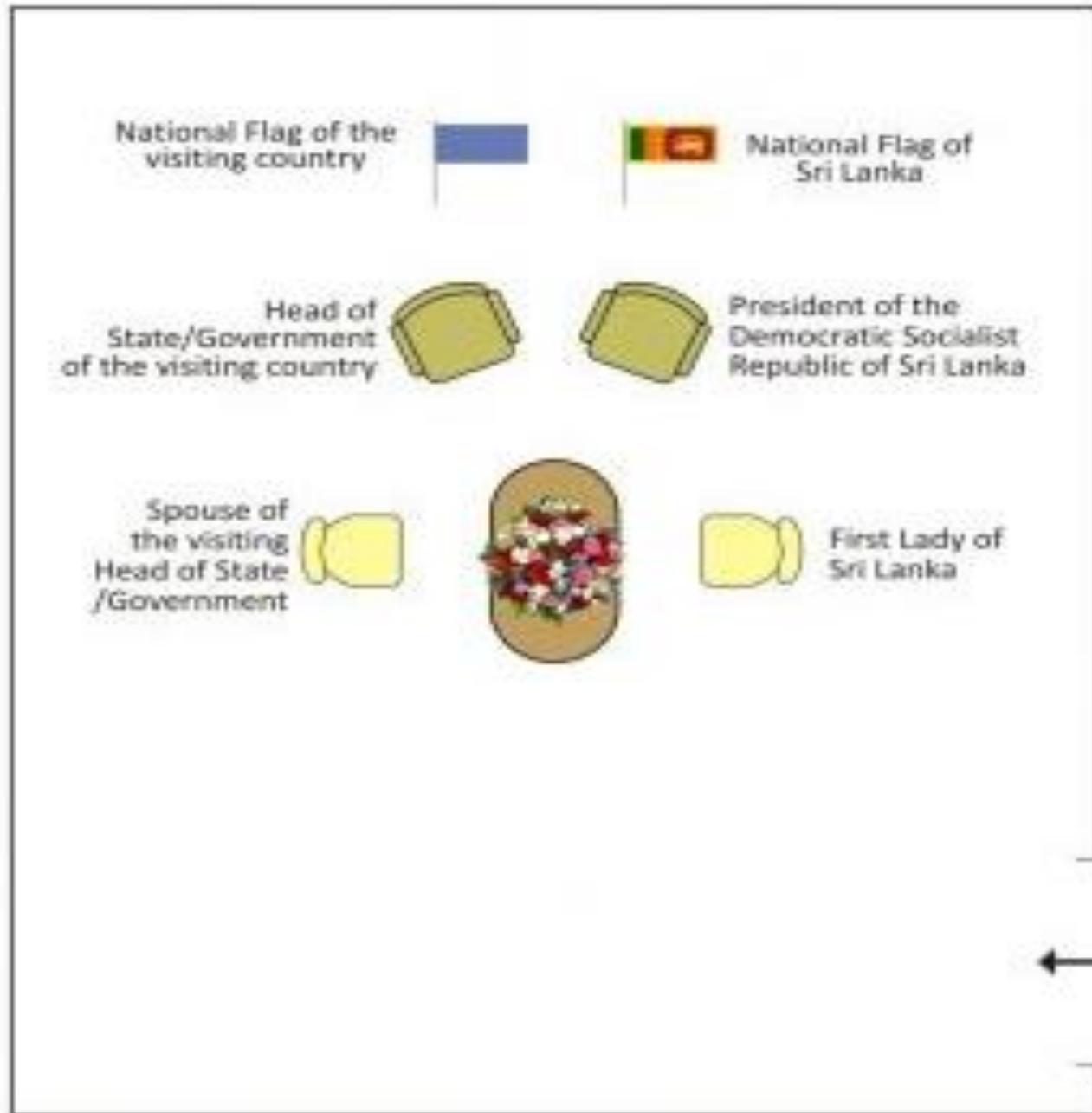
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At the flow;

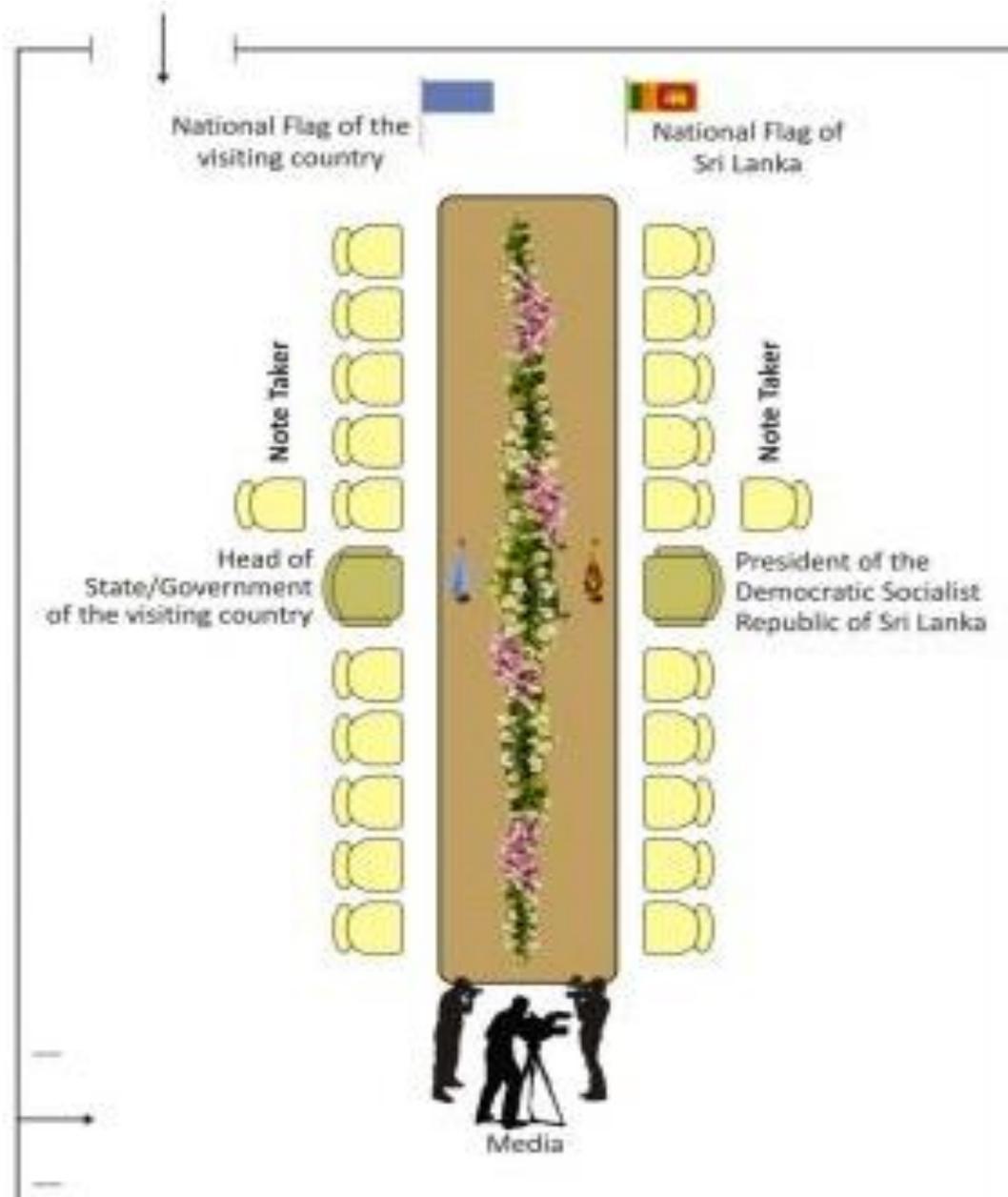
- Allocate the **name and position** of the member or representative of the meeting in every table.
- Observe **precedence when addressing** seating arrangement..
- **Avoid unnecessary movement** during the meeting.
- **Ensure service is available** at any time

- Be mindful of **balancing men/women**, language ability, overlapping interest, or expertise.

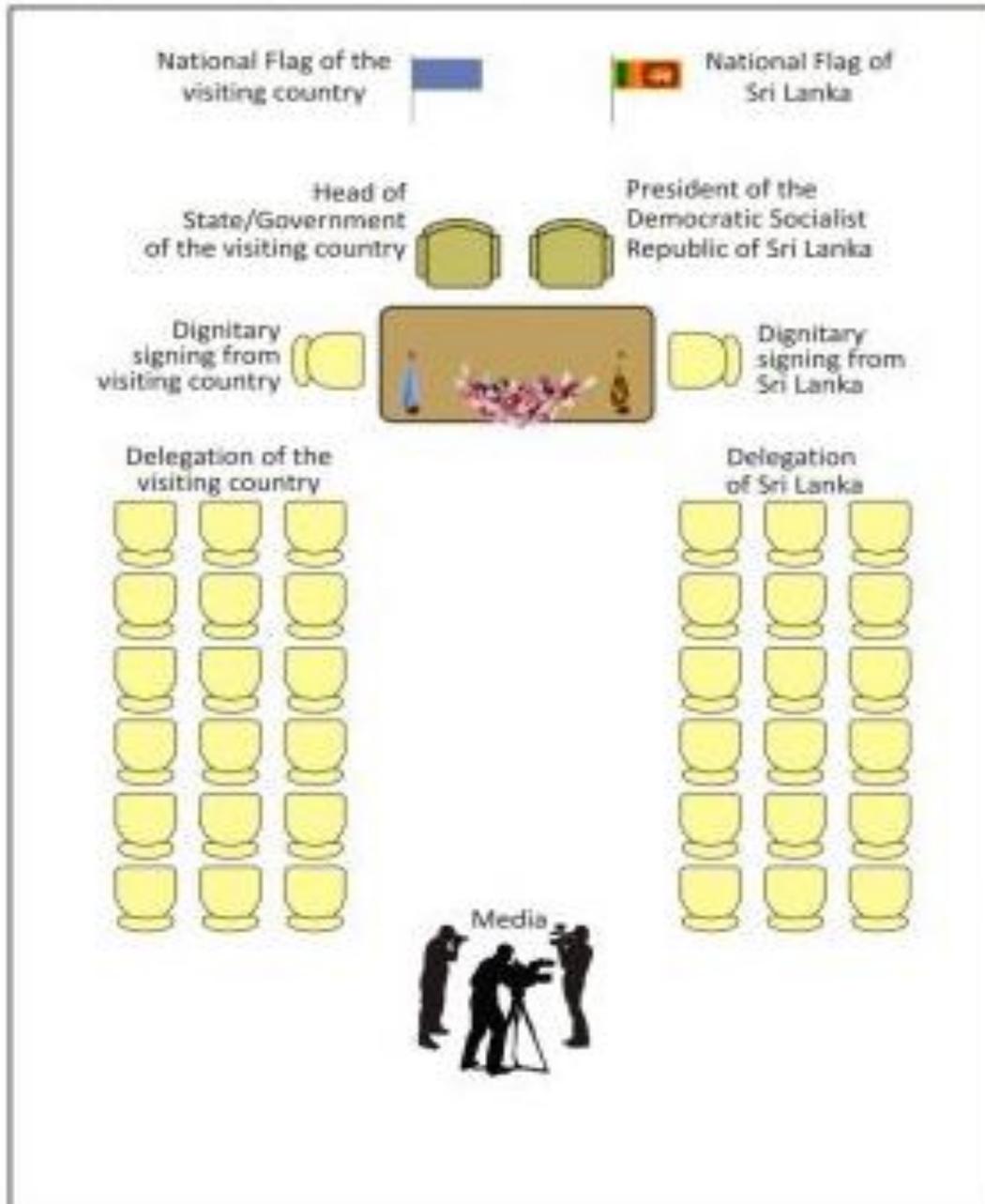
One on One Meeting



Bilateral Meeting



Signing Ceremony - Bilateral Agreements



Protocol - Speaking

- ❖ **Recognize dignitaries** at the beginning of your remarks
- ❖ **Welcome dignitaries** at the Head Table and audience at the beginning of the speech.
 - ✓ **Precedence to leaders of Religious dignitaries**
 - ✓ **Remark designation and name** (optional) as per the Table of Precedence

Protocol – Communication - Letter to an Ambassador

Address:

His / Her Excellency Mr. Santosh Jha
The High Commissioner for India in Sri Lanka
High Commission of India
No. 36, Galle Road,
Colombo - 03.

- **When an Embassy – The Ambassador, The Embassy of...**

Salutation

❖ **Your Excellency**

Spoken Greeting

❖ **Your Excellency**

Formal Introduction

❖ **The Honorable Mr. Santosh Jha, High Commissioner
for India in Sri Lanka**

Complimentary close

❖ Yours respectfully

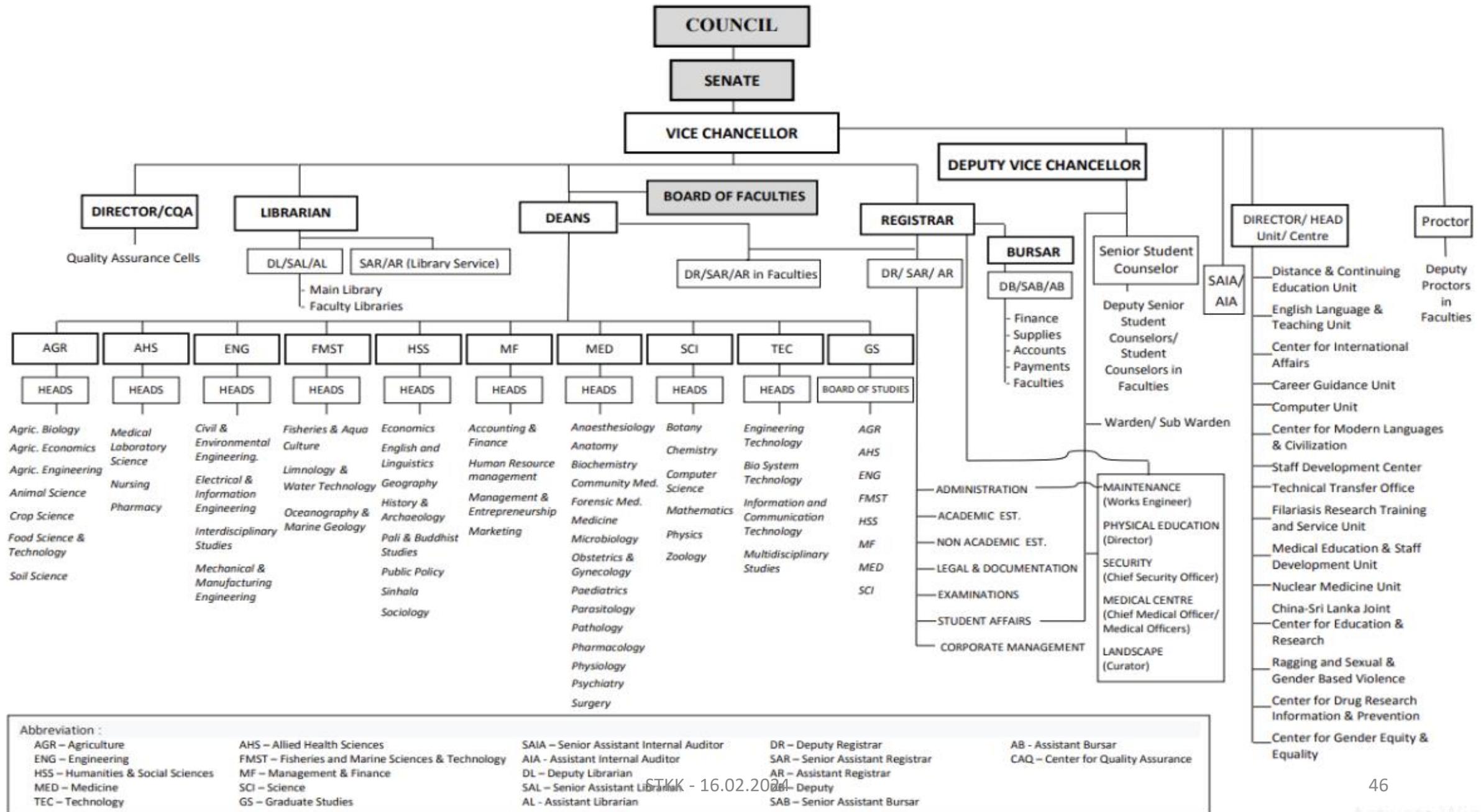
For the President / Prime Minister

❖ His / Her Excellency

Minister/ State Minister

❖ Honorable

ORGANIZATIONAL STRUCTURE OF THE UNIVERSITY



Abbreviation :

AGR – Agriculture	AHS – Allied Health Sciences	SAIA – Senior Assistant Internal Auditor	DR – Deputy Registrar	AB - Assistant Bursar
ENG – Engineering	FMST – Fisheries and Marine Sciences & Technology	AIA - Assistant Internal Auditor	SAR – Senior Assistant Registrar	CAQ – Center for Quality Assurance
HSS – Humanities & Social Sciences	MF – Management & Finance	DL – Deputy Librarian	AR – Assistant Registrar	
MED – Medicine	SCI – Science	SAL – Senior Assistant Librarian	AB – Deputy	
TEC – Technology	GS – Graduate Studies	AL - Assistant Librarian	SAB – Senior Assistant Bursar	

Questions and Comments!

CHAPTER VII – THE CONSTITUTIONAL COUNCIL

41B. (1) No person shall be appointed by the President as the Chairman or a member of any of the Commissions specified in the Schedule to this Article, except on a recommendation of the Council.

SCHEDULE

1. The Election Commission.
2. The Public Service Commission.
3. The National Police Commission.
4. The Audit Service Commission.
5. The Human Rights Commission of Sri Lanka.
6. The Commission to Investigate Allegations of Bribery or Corruption.
7. The Finance Commission.
8. The Delimitation Commission.
9. The National Procurement Commission

