

DAYS FOR HOISTING FLAGS ON BUILDINGS OF THE SCOTTISH GOVERNMENT 2012



Issue No. 16 (Valid from January 2012)

From 8am till sunset

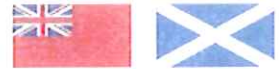
Date	Event	Flag To Be Flown (See Key Below)
9 January	Birthday of The Countess of Strathearn (Kate Middleton)	A
20 January	Birthday of The Countess Of Wessex	A
6 February	Anniversary of The Queen's Accession.....	A
19 February	Birthday of The Duke of York.....	A
10 March	Birthday of The Earl of Wessex	A
12 March	Commonwealth Day (see note 1).....	C
21 April	Birthday of Her Majesty The Queen.....	A
28 April	International Workers Memorial Day.....	F
9 May	Europe Day (see note 2)	E
2 June	Anniversary of Coronation Day.....	A
10 June	Birthday of The Duke of Edinburgh.....	A
16 June	Official Celebration of Her Majesty's Birthday (see note 3).....	A
21 June	Birthday of the Earl of Strathearn (Prince William)	A
30 June	Armed Forces Day	G
17 July	Birthday of The Duchess of Rothesay.....	A
15 August	Birthday of The Princess Royal.....	A
3 September	Merchant Navy Day (see note 2).....	D
11 November	Remembrance Day (see note 4).....	A
14 November	Birthday of The Duke of Rothesay.....	A
20 November	Anniversary of Her Majesty's Wedding Day.....	A
30 November	St. Andrew's Day.....	B

Key

- A: Union flag, with Saltire if building has two or more flag poles.
If there is only one flag pole, the Saltire should be lowered and replaced with the Union flag –for that day only.
- B: Saltire, or two Saltires if building has two or more flag poles.
(SAH may fly the Royal Banner (superior) and the Saltire by Royal assent.)
- C: Commonwealth flag if building has one flag pole,
Commonwealth flag and Saltire if building has two or more flag poles.



D: Red Ensign if building has one flag pole,
Red Ensign and Saltire if building has two or more flag poles.



E. Europe flag if building has one flag pole
and Europe flag and Saltire if building has two or more flag poles



F. On this day, the Saltire(s) should be hoisted right up and then lowered to half-mast for the day
See rule 9(e)

G Armed Forces Day flag if building has one flag pole



Armed Forces Day flag and Saltire if two or more flag poles

Please note – the image is from 2009, the correct date is in the preceding list

Notes:

1. Usually the second Monday of the month. In 2012 the date is **12th March 2012**.
2. On SG buildings that only have one flag pole; the European, Red Ensign, Commonwealth and Armed Forces Day flags should be flown. Where a building has two or more flag poles, the Saltire should also be flown.
3. Date advised annually (usually the second Saturday in June). In 2012 the date is **16th June 2012**.
4. Usually the second Sunday of the month. In 2012 the date is **11th November 2012**.
Flags should be flown right up all day.

RULES FOR HOISTING FLAGS ON BUILDINGS OF THE SCOTTISH GOVERNMENT

Issue No. 16 (Valid from January 2012)

1. Review

This issue of the Scottish Government Flag Flying Guidance is for current use only. It reflects some of the outcomes of a review of the guidance by the Protocol and Honours Team and agreed by the First Minister.

2. Extent of Application

These guidelines apply to the Scottish Government, its related Agencies and associated Departments. Rules and dates on the flying of flags from all other Government buildings in the United Kingdom are distributed by the Department for Culture, Media and Sport, Architecture and Historic Environment Division, 2-4 Cockspur Street, London, SW1Y 5DH. (Tel: 020-7211-2381).

Local authority buildings and schools are not affected by these guidelines, the matter of flag flying remaining one for individual local authorities to determine. These rules and dates are not binding on any other public institutions, or members of the public. With the exception of the Royal Standard, which may not be flown without permission from The Queen, these other groups may fly any flag at any time, no weight of public authority being implied behind such flag flying.

3. Dates On Which Flags Are To Be Flown

The Saltire should be flown every day from Scottish Government buildings, except where indicated otherwise in the accompanying Schedule.

Other flags are to be flown only on the dates named in the Schedule. For buildings with only one flag pole, on certain special national days (marked as "A" in the Schedule), the Saltire should be lowered and replaced – for that day only – with the Union flag, as it takes precedence.

The Protocol and Honours Team, International and Constitution Directorate, DG Strategy and External Affairs will inform the relevant authorities of any other occasions on which The Queen has given a special command to fly flags. Only on exceptional occasions would a flag (other than the Saltire) be flown on a day other than a listed day. Any requests to fly flags on exceptional occasions must be cleared in advance with the First Minister through the Protocol and Honours Team.

4. Flying Of Other Flags

The only flags that should be flown from Scottish Government buildings in Scotland are the Saltire, the Union flag, the European flag (Europe Day only), the Red Ensign (Merchant Navy Day only) the Commonwealth flag (Commonwealth Day only), The Armed Forces Day flag (Armed Forces Day only) and the Royal Standard at St Andrew's House (by Special Command or Royal Assent) on St Andrew's Day. Other flags, including those of other nations, should not be flown from Scottish Government buildings.

5. Superior Position

This is the highest pole if there is one pole higher than the others. If there is an even number of flag poles of the same height the superior position is the left of centre flag pole viewed from the street (looking towards the front of the building). If there is an odd number of flag poles of the same height the superior position is the central pole.

6. How The European, Red Ensign, Commonwealth and Armed Forces Day Flags Should Be Flown

On Scottish Government buildings that have only one flag pole, the European, Red Ensign, Commonwealth and Armed Forces Day Flags should be flown for that specific flag flying date only. Where a building has two or more flag poles, these flags may be flown on the appropriate date in addition to the Saltire flag but not in a superior position. If a building has three flag poles, to avoid any doubt, the third pole should remain vacant.

7. How The Union Flag Should Be Flown

The broader diagonal white stripe should be at the top left hand side of the flag nearest the flag pole.

8. Use of the Royal Banner

Currently, for St. Andrew's Day, the Royal Banner of the Royal Arms of Scotland (The Lion Rampant) and the Saltire will be flown from St. Andrew's House when the First Minister is working from the building. The First Minister is entitled to fly the Royal Banner from any building in which he is working in his role as Keeper of the Great Seal. The Saltire (or two, depending on the number of flag poles) should be flown from other buildings throughout the Scottish Government estate.

The Royal Banner is The Queen's official banner in Scotland. Flags showing the Banner of the Royal Arms of Scotland (the 'Lion Rampant') or the Royal Arms as used in Scotland (the Quartered Arms) are Ensigns of Public Authority, and are therefore only used by The Sovereign or Her Great Officers, such as Lord Lieutenants, when acting in that capacity.

The Royal Banner is usually only hoisted above a Scottish Government building during the period The Queen is present in the building. It is not hoisted when The Queen is only

passing in procession. If The Queen is to be present in your building, please contact the Protocol and Honours Team, International and Constitution Directorate, DG Strategy and External Affairs Change to make the necessary arrangements.

The flying of the Royal Banner from a non-Government property or garden is not permissible, as it implies that the flag flyer is claiming the Royal Arms as his or her own.

9. Flying Of Flags At Half Mast

'Half mast' means that the flag is flown two-thirds up the flag pole.

The occasions on which flags are to be flown at half mast are:

- (a) from the announcement of the death up to the funeral of the Sovereign, except on Proclamation Day, when they are hoisted right up from 11am to sunset;
- (b) the funerals of members of the Royal Family, subject to special commands in each case;
- (c) the funerals of foreign rulers, subject to special commands in each case;
- (d) the funerals of serving and ex-Prime Ministers of the United Kingdom, and the funerals of serving and former First Ministers of Scotland, subject to special commands in each case.
- (e) International Workers Memorial Day (28 April)

10. Rules When Days For Flying Coincide With Days For Flying At Half Mast

Flags are to be flown right up all day:

- (a) although a member of the Royal Family, or a near relative of the Royal Family, may be lying dead, unless special commands are received from The Palace to the contrary;
- (b) although it may be the day of the funeral of a foreign ruler.

If it is a day on which a flag would fly, but the body of a very distinguished subject is lying at a Scottish Government building, the flag may fly at half mast on that office until the body has left, after which the flag is to be hoisted right up. On all other Scottish Government buildings the flag will fly as usual.

11. Acts Of Terrorism And Other Human Tragedies

The Death And Funeral Of Serving And Ex-Serving Foreign Rulers

In the event of an act of terrorism or other human tragedy, flags should **not** be flown at half mast unless a special command is issued to the contrary. The Protocol and Honours Team will be your point of contact.

12. Flag flying contact

[REDACTED], Protocol and Honours Team, 3D South, Victoria Quay, Edinburgh, EH6 6QQ.
[REDACTED] Email: protocol@scotland.gsi.gov.uk

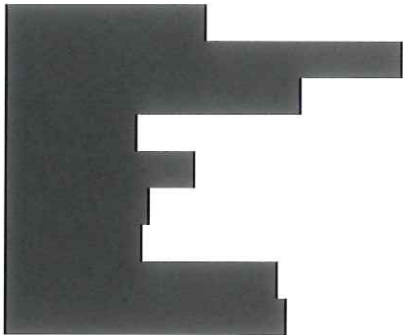
Kerr J (Joanne)

Subject: FW: Scottish Government Flag flying Guidance 2012

From: [REDACTED]) On Behalf Of Protocol Mailbox
Sent: 05 January 2012 16:59
To: [REDACTED]@ros.gov.uk
Subject: FW: Scottish Government Flag flying Guidance 2012

Dear colleagues

Please find attached the Scottish Government Flag flying Guidance 2012 for your information.



Kerr J (Joanne)

Subject: FW: Scottish Government Flag Flying Guidance 2012

From: [REDACTED] **On Behalf Of** Protocol Mailbox
Sent: 12 January 2012 10:18
To: [REDACTED]
Subject: Scottish Government Flag Flying Guidance 2012

Dear [REDACTED]

As discussed, please below email I sent to [REDACTED] with attached updated Scottish Government Flag Flying Guidance 2012. Please could you upload to the Scottish Government website.

[REDACTED]

From: [REDACTED] **On Behalf Of** Protocol Mailbox
Sent: 06 January 2012 10:53
To: [REDACTED]
Cc: [REDACTED]
Subject: Scottish Government Flag Flying Guidance 2012

[REDACTED]

I would be grateful if you could upload the revised Scottish Government Flag Flying Guidance 2012 (please see attached document) to the Scottish Government website.

This is the reference to the current guidance, which needs updated.

<http://www.scotland.gov.uk/Topics/People/royal-ceremonial/Flag-Flying-2011>

[REDACTED]

Kerr J (Joanne)

Subject: FW: Protocol: Royal and Ceremonial: Flag flying 2012: Scottish Government Flag Flying Guidance 2012

From: [REDACTED] **On Behalf Of** Protocol Mailbox

Sent: 02 February 2012 13:02

To: [REDACTED]@sps.pnn.gov.uk'

Subject: FW: Protocol: Royal and Ceremonial: Flag flying 2012: Scottish Government Flag Flying Guidance 2012

Dear [REDACTED]

Please find attached updated copy of the Scottish Government Flag flying Guidance.

Best wishes for the opening of the new prison.

[REDACTED]

Kerr J (Joanne)

Subject: FW: Scottish Government Flag flying Guidance 2012

From: [REDACTED] **On Behalf Of** Protocol Mailbox
Sent: 21 May 2012 16:47
To: [REDACTED]@strathclydefire.org'
Subject: Scottish Government Flag flying Guidance 2012

Dear Mr [REDACTED]

Please see attached weblink to the Scottish Government Flag flying Guidance 2012, for your information.

<http://www.scotland.gov.uk/Topics/People/royal-ceremonial/Flag-Flying-Guidance-2012>

I have also attached a link to the Flag Institute website, which you find helpful.

<http://www.flaginstitute.org/index.php?location=14>

[REDACTED]

Kerr J (Joanne)

Subject: FW: Scottish Government Flag flying Guidance 2012

From: [REDACTED] **On Behalf Of** Protocol Mailbox
Sent: 28 May 2012 11:45
To: [REDACTED]@strathclyde.pnn.police.uk
Subject: Scottish Government Flag flying Guidance 2012

Dear [REDACTED]

Please find attached hyper link to the Scottish Government Flag flying Guidance 2012 as discussed.

<http://www.scotland.gov.uk/Topics/People/royal-ceremonial/Flag-Flying-Guidance-2012>

[REDACTED]

Kerr J (Joanne)

Subject: FW: Flag flying - Scottish Government Flag flying Guidance

From: [REDACTED] **On Behalf Of** Protocol Mailbox
Sent: 01 June 2012 13:31
To: [REDACTED]@northlan.gov.uk
Subject: Flag flying - Scottish Government Flag flying Guidance

Dear [REDACTED]

Please see attached link to the Scottish Government Flag flying Guidance for your information.

<http://www.scotland.gov.uk/Topics/People/royal-ceremonial/Flag-Flying-Guidance-2012>

[REDACTED]