

# DAYS FOR HOISTING FLAGS ON BUILDINGS OF THE SCOTTISH GOVERNMENT 2016











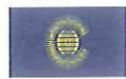











Issue No. 21 (Valid from January 2016)

From 8am till sunset  
(See Key Below)

## Schedule

Date	Event	Flag To Be Flown
9 January	Birthday of The Countess of Strathearn	A
20 January	Birthday of The Countess Of Wessex	A
1 February	Start of LGBT History Month	H
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
14 March	Commonwealth Day ( <i>see note 1</i> )	C
21 April	Birthday of Her Majesty The Queen	A
28 April	International Workers Memorial Day	F
9 May	Europe Day ( <i>see note 2</i> )	E
17 May	International Day Against Homophobia, Biphobia and Transphobia	H
2 June	Anniversary of Coronation Day	A
10 June	Birthday of The Duke of Edinburgh	A
11 June	Official Celebration of Her Majesty's Birthday ( <i>see note 3</i> )	A
21 June	Birthday of The Earl of Strathearn	A
25 June	Armed Forces Day	G
2 July	Edinburgh Pride	H
17 July	Birthday of The Duchess of Rothesay	A
15 August	Birthday of The Princess Royal	A
20-21 August	Glasgow Pride	H
3 September	Merchant Navy Day ( <i>see note 2</i> )	D
13 November	Remembrance Day ( <i>see note 4</i> )	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:	<p>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.</p> <p>By Royal assent, the Royal Banner (superior) and the Saltire may be flown at SAH - as the principal Scottish Government building - <b>or</b> at another Scottish Government building when the First Minister is present (see section 8).</p>	   
B:	<p>Saltire, or two Saltires if building has two or more flag poles. By Royal assent, the Royal Banner (superior) and the Saltire may be flown at SAH - as the principal Scottish Government building - <b>or</b> at another Scottish Government building when the First Minister is present (see section 8).</p>	   
C:	<p>Commonwealth flag if building has one flag pole. Commonwealth flag and Saltire if building has two or more flag poles.</p>	 
D:	<p>Red Ensign if building has one flag pole. Red Ensign and Saltire if building has two or more flag poles.</p>	 
E:	<p>Europe flag if building has one flag pole. Europe flag and Saltire if building has two or more flag poles.</p>	 
F:	<p>On this day, the Saltire(s) should be hoisted right up and then lowered to half-mast for the day <b>See rule 9(e)</b></p>	 
G:	<p>Armed Forces Day flag if building has one flag pole Armed Forces Day flag and Saltire if two or more flag poles</p>	 
H	<p>Rainbow flag and Saltire</p>	 

## Notes:

1. Usually the second Monday of the month. In 2016 the date is **14<sup>th</sup> March 2016**.
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 2016 the date is **11<sup>th</sup> June 2016**.
4. Usually the second Sunday of the month. In 2016 the date is **13<sup>th</sup> November 2016**.  
Flags should be flown right up all day.

# RULES FOR HOISTING FLAGS ON BUILDINGS OF THE SCOTTISH GOVERNMENT

Issue No. 21  
(Valid from January 2016)

## 1. Review

This issue of the Scottish Government Flag Flying Guidance applies to the calendar year 2016 only.

## 2. Extent of Application

These guidelines apply to the Scottish Government, its related Agencies and associated Departments. The UK and other devolved governments each has its own flag flying guidelines.

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 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, Directorate for Strategy and Constitution, 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) and Rainbow flag from St. Andrew's House and Victoria Quay. Other flags, including those of other nations, should not normally be flown from Scottish Government buildings (see 3 above).

#### **5. Superior Position**

If there is an even number of flag poles, 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 the superior position is the central pole.

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

On Scottish Government buildings that have only one flag pole, the European, Red Ensign, Commonwealth and Armed Forces Day and Rainbow 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**

The Royal Banner of the Royal Arms of Scotland (the 'Lion Rampant') is The Queen's official banner in Scotland. Flags showing the Royal Banner 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.

In the capacity of Keeper of the Great Seal the First Minister may fly the Royal Banner of the Royal Arms of Scotland.

If The Queen or any other member of The Royal Family is to be present in your building at any time, please contact the Protocol and Honours Team, Directorate for Strategy and Constitution, DG Strategy and External Affairs to make the necessary arrangements.

#### **9. Flying Of Flags At Half Mast**

'Half-mast' actually 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, both days inclusive.

- (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)

There is an exception within the timescale mentioned in 9(a), inasmuch flags will be flown at full mast from the time the Principal Proclamation of the New Sovereign is read in London until after Proclamations have been read in all the devolved administrations the following day. Official flags will then revert to half-mast until the funeral.

#### **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, 2W, St. Andrew's House, Edinburgh, EH1 3DG.  
[REDACTED]@gov.scot

**Kerr J (Joanne)**

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**Subject:** FW: Scottish Government Flag flying Guidance 2016

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**From:** [REDACTED] **On Behalf Of** Protocol Mailbox  
**Sent:** 07 January 2016 14:05  
**To:** [REDACTED]  
**Subject:** Scottish Government Flag flying Guidance 2016

Dear [REDACTED]

As discussed, grateful if you could upload the Scottish Government Flag flying Guidance 2016 to the SG website. See attached guidance and hyperlink to the relevant section of the website.

<http://www.gov.scot/Topics/People/royal-ceremonial/flag-guidance>

Many thanks

[REDACTED]  
Protocol and Honours Team  
Scottish Government

[REDACTED]

**Kerr J (Joanne)**

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**Subject:**

FW: Scottish Government Flag flying Guidance 2016

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

**Sent:** 07 January 2016 14:50

**To:** [REDACTED]

**Subject:** Scottish Government Flag flying Guidance 2016

[REDACTED]

As discussed grateful if you could upload the Scottish Government Flag flying Guidance 2016 to the intranet.

<http://intranet/InExec/AboutUs/Directorates/CabinetandStrategy/Cabinet/ProtocolHonoursTeam/FlagFlyingGuidance>

Many thanks

[REDACTED]  
Protocol and Honours Team  
Scottish Government

[REDACTED]



Kerr J (Joanne)

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**Subject:** FW: Scottish Government Flag flying Guidance 2016

**From:** [redacted] ) On Behalf Of Protocol Mailbox

**Sent:** 07 January 2016 16:11

**To:** [redacted]  
[redacted] (EU Office);  
[redacted] @copfs.gsi.gov.uk;  
[redacted] (Historic Scotland);  
[redacted] @ros.gov.uk'; [redacted] @ros.gov.uk';  
[redacted] @scotcourts.gov.uk'; [redacted] @scotcourts.gov.uk'; [redacted] @scotcourts.gov.uk'; [redacted]  
[redacted] @nationalgalleries.org'; [redacted] @nls.uk'; [redacted] @nls.uk';  
[redacted] @scottish.parliament.uk'; [redacted] @scottish.parliament.uk'; [redacted] @scottish.parliament.uk';  
[redacted] @scotland.pnn.police.uk'; [redacted] @scotland.pnn.police.uk';  
[redacted] @cosla.gov.uk

**CC:** [redacted]

**Subject:** Scottish Government Flag flying Guidance 2016

Dear [redacted]

Please see attached Scottish Government Flag flying Guidance 2016.

[redacted]  
Protocol and Honours Team  
Scottish Government

[redacted]