

Kerr J (Joanne)

From: Protocol and Honours Mailbox
Subject: FW: Scottish Government Flag flying Guidance 2018
Importance: High

From: [redacted]On Behalf Of Protocol and Honours Mailbox
Sent: 29 December 2017 14:53
To: WEBSITE (NEWSWEBSITE)
Cc: Protocol and Honours Mailbox; [redacted]
Subject: Scottish Government Flag flying Guidance 2018
Importance: High

Dear colleague

I have attached Scottish Government Flag flying Guidance 2018 and eRDM link to Scottish Government Flag flying Guidance 2018. Grateful if you could upload Scottish Government Flag flying Guidance to 2018 to Scottish Government website **ASAP**, see attached hyperlink to relevant section of the website. Please ignore my earlier email.

<https://beta.gov.scot/publications/flag-flying/>

Kind regards

[redacted]
Protocol and Honours Team
Scottish Government
4N.02
St. Andrew's House
Regent Road
Edinburgh
EH1 3DG
[redacted]

From: [redacted]On Behalf Of Protocol and Honours Mailbox
Sent: 29 December 2017 14:47
To: [redacted]
Cc: Protocol and Honours Mailbox
Subject: Scottish Government Flag flying Guidance 2018
Importance: High

Dear [redacted]

Please see attached Scottish Government Flag flying Guidance 2018 and eRDM link to Scottish Government Flag flying Guidance 2018. Grateful if you could upload Scottish Government Flag flying Guidance to 2018 to Scottish Government website **ASAP**, see attached hyperlink to relevant section of the website.

Kind regards

[redacted]

Protocol and Honours Team

Scottish Government

4N.02

St. Andrew's House

Regent Road

Edinburgh

EH1 3DG

[redacted]

Kerr J (Joanne)

From: Protocol and Honours Mailbox
Subject: FW: Scottish Government Flag flying Guidance 2018

From: [redacted] **On Behalf Of** Protocol and Honours Mailbox
Sent: 29 December 2017 15:02
To: [redacted] [redacted] [redacted] [redacted] Presiding Officer; [redacted] Registers of Scotland - Estates Service Desk; [redacted]; SCTS Communications; SCTS Reception; SFRS Communications; SGORR Information; [redacted] Victoria Quay Control Room; [redacted]
Cc: Protocol and Honours Mailbox
Subject: Scottish Government Flag flying Guidance 2018

Dear colleagues

Please see attached Scottish Government Flag flying Guidance 2018. Once we have the date for the Glasgow Pride I will issue an updated version.



Scottish
Government Fla...

Kind regards

[redacted]
Protocol and Honours Team
Scottish Government
4N.01-4N.02
St. Andrew's House
Regent Road
Edinburgh
EH1 3DG
[redacted]

DAYS FOR HOISTING FLAGS ON BUILDINGS OF THE SCOTTISH GOVERNMENT 2018



Issue No. 23 (Valid from January 2018)

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 (<i>see note 1</i>)	F
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 (<i>see notes 1 and 2</i>)	H
21 April	Birthday of Her Majesty The Queen	A
28 April	International Workers Memorial Day	I
9 May	Europe Day (<i>see note 1</i>)	G
17 May	International Day Against Homophobia, Biphobia and Transphobia (<i>see note 1</i>)	F
2 June	Anniversary of Coronation Day	A
9 June	Official Celebration of Her Majesty's Birthday (<i>see note 2</i>)	A
10 June	Birthday of The Duke of Edinburgh	A
16 June	Edinburgh Pride (<i>see notes 1 and 2</i>)	F
21 June	Birthday of The Earl of Strathearn	A
30 June	Armed Forces Day (<i>see notes 1 and 2</i>)	E
17 July	Birthday of The Duchess of Rothesay	A
15 August	Birthday of The Princess Royal	A
TO BE CONFIRMED	Glasgow Pride (<i>see notes 1 and 2</i>)	F
3 September	Merchant Navy Day (<i>see note 1</i>)	D
12 November	Remembrance Day (<i>see note 3</i>)	C
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:	By Royal assent, for Royal birthdays and anniversaries the Royal Banner (superior) and the Saltire may be flown at SAH - as the principal Scottish Government building - or at another Scottish Government building when the First Minister is present (see section 8).	
B:	Saltire, or two Saltires if building has two or more flag poles. By Royal assent, for St. Andrew's Day, the Royal Banner (superior) and the Saltire may be flown at SAH - as the principal Scottish Government building - or at another Scottish Government building when the First Minister is present (see section 8).	
C:	Remembrance Day Union Flag and Saltire or Saltires if the building has more than two flag poles to be flown from VQ and SAH	
D:	Red Ensign if building has one flag pole. Red Ensign and Saltire if building has two or more flag poles.	
E:	Armed Forces Day flag if building has one flag pole Armed Forces Day flag and Saltire if building has two or more flag poles	
F:	Rainbow flag if building has one flagpole Rainbow flag and Saltire if building has two or more flagpoles	
G:	Europe flag if building has one flag pole. Europe flag and Saltire if building has two or more flag poles.	
H:	Commonwealth flag if building has one flag pole. Commonwealth flag and Saltire if building has two or more flag poles.	
I:	On this day, the Saltire(s) should be hoisted right up and then lowered to half-mast for the day See rule 9(e)	

Notes:

1. On buildings that only have one flag pole; the Europe, Red Ensign, Commonwealth, Armed Forces Day and Rainbow flags should be flown. Where a building has two or more flag poles, the Saltire should also be flown.
2. Dates advised annually. In 2018 the date for Commonwealth Day is **12th March 2018**, Official Celebration of Her Majesty's Birthday is **9th June 2018**, Edinburgh Pride is **16th June 2018**, Armed Forces Day is **30th June 2017**, Glasgow Pride **TO BE CONFIRMED**.
3. Usually the second Sunday of the month. In 2018 the date for Remembrance Sunday is **12th November 2018**.
Flags should be flown right up all day.

RULES FOR HOISTING FLAGS ON BUILDINGS OF THE SCOTTISH GOVERNMENT

Issue No. 23
(Valid from January 2018)

1. Review

This issue of the Scottish Government Flag Flying Guidance applies to the calendar year 2018 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 other public institutions, or members of the public. With the exception of the Royal Standard, which may not be flown without permission from Her Majesty 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.

The Protocol and Honours Team, Cabinet, Parliament and Governance Division, Directorate for Strategy and Constitution, will inform the relevant authorities of any other occasions on which Her Majesty 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 Europe 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), the Royal Standard at St Andrew's House (by Special Command or Royal Assent), the Rainbow flag from St. Andrew's House and Victoria Quay and the Union flag (Remembrance Day only) 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 buildings that have only one flag pole, the Europe, Red Ensign, Commonwealth, 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 Her Majesty 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 Her Majesty 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, Cabinet, Parliament and Governance Division, Directorate for Strategy and Constitution to make the necessary arrangements.

9. Flying Of Flags At Half Mast

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

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

- (a) on the death of the Sovereign, further guidance will be given at that time.
- (b) the funerals of members of the Royal Family, further guidance will be given in each case;
- (c) the funerals of foreign rulers, further guidance will be given at the time;
- (d) the funerals of serving and ex-Prime Ministers of the United Kingdom, and the funerals of serving and former First Ministers of Scotland, further guidance will be issued at the time.
- (e) International Workers Memorial Day (28 April)

10. 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.

11. Flag flying contact

[redacted] Protocol and Honours Team, 4N.01 - 4N.02, St. Andrew's House, Edinburgh, EH1 3DG. [redacted] (direct line) Email: [redacted]