

From: Protocol and Honours Mailbox
Subject: FW: Protocol and Honours - Flag Flying Guidance 2018

From [redacted]On Behalf Of Protocol and Honours Mailbox
Sent: 19 December 2017 11:16
To: Hynd JS (James)
Cc: Protocol and Honours Mailbox
Subject: Protocol and Honours - Flag Flying Guidance 2018

James

Please find attached revised flag flying guidance for our consideration. Some dates remain blank as they have not been confirmed yet. Also, VQ and SAH remain the only 2 Government buildings that fly flags - Pentland House is no longer used and neither is Meridian Court, both previously had flag poles. Saughton House and Atlantic Quay both have internal flag poles.



Protocol and
Honours - Flag ...

Thanks,

[redacted]

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DAYS FOR HOISTING FLAGS ON BUILDINGS OF THE SCOTTISH GOVERNMENT 2018



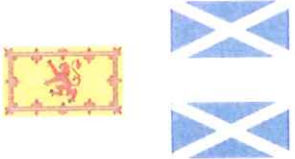
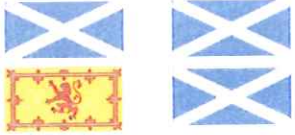

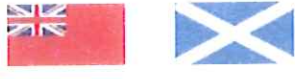





Issue No. 23 (Valid from January 2018)

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	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
	Commonwealth Day (<i>see note 1</i>)	C
21 April	Birthday of Her Majesty The Queen	A
28 April	International Workers Memorial Day	F
	Europe Day (<i>see note 2</i>)	E
	International Day Against Homophobia, Biphobia and Transphobia	H
2 June	Anniversary of Coronation Day	A
10 June	Birthday of The Duke of Edinburgh	A
	Official Celebration of Her Majesty's Birthday (<i>see note 3</i>)	A
	Edinburgh Pride (<i>see note 3</i>)	H
21 June	Birthday of The Earl of Strathearn	A
	Armed Forces Day	G
17 July	Birthday of The Duchess of Rothesay	A
15 August	Birthday of The Princess Royal	A
	Glasgow Pride	H
3 September	Merchant Navy Day (<i>see note 2</i>)	D
11 November	Remembrance Day (<i>see note 4</i>)	I
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, 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, 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:	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. 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	
H	Rainbow flag and Saltire	
I	Remembrance Day Union Flag and Saltire or Saltires if the building has more than two flag poles to be flown from VQ and SAH	

Notes:

1. Usually the second Monday of the month. In 2018 the date is **2018**.
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 2018 the date is **2018**. As the date of the official celebration of Her Majesty's Birthday and Edinburgh Pride coincide the Royal Banner (superior), Rainbow flag and Saltire will be flown from SAH.
4. Usually the second Sunday of the month. In 2018 the date is **11th 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 any 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.

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 Royal Banner, as it takes precedence.

The Protocol and Honours Team, Directorate for Strategy and Constitution, DG Constitution and External Affairs 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 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 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 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 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, Directorate for Strategy and Constitution, DG Constitution and External Affairs 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) 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

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[redacted] (direct line) Email [redacted]