

**From:** [Redacted] <[Redacted] [Redacted] @gov.scot> **On Behalf Of** Protocol and Honours Mailbox  
**Sent:** 14 January 2021 17:14  
**To:** Hynd JS (James) <James.Hynd@gov.scot>  
**Cc:** Protocol and Honours Mailbox <protocolandhonours@gov.scot>; [Redacted] <[Redacted] [Redacted] @gov.scot>; [Redacted] <[Redacted][Redacted] @gov.scot>  
**Subject:** FOR ACTION Scottish Government Flag flying Guidance 2021

Hi James

Please see the attached Scottish Government Flag flying Guidance 2021 for clearance. We have received a number of queries from members of the public regarding the flying of the European flag. With this in mind we have updated the guidance with the position of the European flag which we hope will provide clarity to the interested public. I would be grateful if you could consider the guidance and advise if you are content, and I will issue.

Kind regards

**[Redacted] [Redacted]**

Protocol and Honours Team

Scottish Government

2W

St. Andrew's House

Regent Road

Edinburgh

EH1 3DG

[protocolandhonours@gov.scot](mailto:protocolandhonours@gov.scot) or **[Redacted] [Redacted] @gov.scot**

**From:** Hynd JS (James) <[James.Hynd@gov.scot](mailto:James.Hynd@gov.scot)>  
**Sent:** 18 January 2021 18:36  
**To:** Protocol and Honours Mailbox <[protocolandhonours@gov.scot](mailto:protocolandhonours@gov.scot)>  
**Cc:** [Redacted] <[Redacted] [Redacted] [Redacted]>; [Redacted] <[Redacted] [Redacted] [Redacted]>  
**Subject:** RE: FOR ACTION Scottish Government Flag flying Guidance 2021

[Redacted]

Thanks for the draft. I have marked up some suggestions. Happy to discuss these.

James

James Hynd  
Head of Cabinet, Parliament and Governance Division  
Room [Redacted]  
St Andrew's House  
Edinburgh  
Internal ext [Redacted]  
0131 [Redacted] [Redacted]

**From:** [Redacted] On Behalf Of Protocol and Honours Mailbox  
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**Cc:** Protocol and Honours Mailbox ; [Redacted]; [Redacted]  
**Subject:** FOR ACTION Scottish Government Flag flying Guidance 2021

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St. Andrew's House  
Regent Road  
Edinburgh  
EH1 3DG  
[protocolandhonours@gov.scot](mailto:protocolandhonours@gov.scot) or [Redacted] [Redacted]

**From:** [Redacted] <[Redacted] [Redacted] @gov.scot> **On Behalf Of** Protocol and Honours Mailbox

**Sent:** 22 January 2021 16:08

**To:** Hynd JS (James) <James.Hynd@gov.scot>; Protocol and Honours Mailbox <protocolandhonours@gov.scot>

**Cc:** [Redacted] <[Redacted] [Redacted] @gov.scot>; [Redacted] <[Redacted] [Redacted]@gov.scot>

**Subject:** RE: FOR ACTION Scottish Government Flag flying Guidance 2021

Thanks James

I have accepted the suggestions and attach a clean version for reference. I will ask Digital Comms to upload the 2021 guidance to SG website and issue to relevant colleagues.

Kind regards

**[Redacted] [Redacted]**

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James Hynd

Head of Cabinet, Parliament and Governance Division

Room [Redacted]

St Andrew's House

Edinburgh

Internal ext [Redacted]

0131 244 [Redacted]

**From:** [Redacted] <[Redacted] [Redacted] > **On Behalf Of** Protocol and Honours Mailbox



**From:** [Redacted] <[Redacted] [Redacted] @gov.scot> **On Behalf Of** Protocol and Honours Mailbox

**Sent:** 22 January 2021 17:07

**To:** Hynd JS (James) <James.Hynd@gov.scot>; Protocol and Honours Mailbox <protocolandhonours@gov.scot>

**Cc:** [Redacted] <[Redacted] [Redacted]@gov.scot>; [Redacted] <[Redacted] [Redacted]@gov.scot>

**Subject:** RE: FOR ACTION Scottish Government Flag flying Guidance 2021

Hi James

We usually send the updated flag flying guidance to First Minister's office with along with other colleagues by email distribution. Happy to send the guidance up to First Minister, SPADS for awareness in advance of it being published.

[Redacted]

[Redacted] [Redacted]

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Edinburgh  
EH1 3DG

[protocolandhonours@gov.scot](mailto:protocolandhonours@gov.scot) or [Redacted]

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**Sent:** 22 January 2021 16:36

**To:** Protocol and Honours Mailbox

**Cc:** [Redacted]; [Redacted]

**Subject:** RE: FOR ACTION Scottish Government Flag flying Guidance 2021

Do we alert Ministers and SpAds about this?

James

James Hynd  
Head of Cabinet, Parliament and Governance Division  
Room [Redacted]  
St Andrew's House  
Edinburgh  
Internal ext [Redacted]  
0131 244 [Redacted]

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[<protocolandhonours@gov.scot>](mailto:protocolandhonours@gov.scot)

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Thanks James

I have accepted the suggestions and attach a clean version for reference. I will ask Digital Comms to upload the 2021 guidance to SG website and issue to relevant colleagues.

Kind regards

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Hi James

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[protocolandhonours@gov.scot](mailto:protocolandhonours@gov.scot) or [Redacted]

**From:** [Redacted] > **On Behalf Of** Protocol and Honours Mailbox

**Sent:** 27 January 2021 12:09

**To:** First Minister <[firstminister@gov.scot](mailto:firstminister@gov.scot)>; Lloyd E (Elizabeth) <[Elizabeth.Lloyd@gov.scot](mailto:Elizabeth.Lloyd@gov.scot)>; Ingebrigtsen R (Ross) <[Ross.Ingebrigtsen@gov.scot](mailto:Ross.Ingebrigtsen@gov.scot)>

**Cc:** Hynd JS (James) <[James.Hynd@gov.scot](mailto:James.Hynd@gov.scot)>; Spads Admin <[Spads Admin@gov.scot](mailto:Spads Admin@gov.scot)>; Protocol and Honours Mailbox <[protocolandhonours@gov.scot](mailto:protocolandhonours@gov.scot)>; [Redacted] <[Redacted]>

**Subject:** FOR AWARENESS Scottish Government Flag flying Guidance 2021

PPS/First Minister, Liz, Ross

Copy as above

Please find attached copy of the Scottish Government Flag flying Guidance 2021 to note for awareness. The guidance lists the flag flying dates from SG buildings for this year and will be issued to internal and external colleagues and also published on SG website.

Kind regards

[Redacted]

[Redacted] [Redacted]

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Scottish Government

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[protocolandhonours@gov.scot](mailto:protocolandhonours@gov.scot) or [Redacted]



**From:** [Redacted] <[Redacted] [Redacted]@gov.scot> **On Behalf Of** First Minister  
**Sent:** 01 February 2021 13:50  
**To:** Protocol and Honours Mailbox <protocolandhonours@gov.scot>; First Minister <firstminister@gov.scot>; Lloyd E (Elizabeth) <Elizabeth.Lloyd@gov.scot>; Ingebrigtsen R (Ross) <Ross.Ingebrigtsen@gov.scot>  
**Cc:** Hynd JS (James) <James.Hynd@gov.scot>; Spads Admin <Spads\_Admin@gov.scot>; [Redacted] <[Redacted] [Redacted]@gov.scot>; [Redacted] <[Redacted] [Redacted]@gov.scot>  
**Subject:** RE: FOR AWARENESS Scottish Government Flag flying Guidance 2021

Thanks [Redacted],

The FM noted with no further comments to add.

Best wishes

[Redacted],

[Redacted] [Redacted], | [PS/First Minister](#) | **T: 0131 24 ([Redacted])** ; **M: [Redacted]**,

All e-mails and attachments sent by a Ministerial Private Office to any other official on behalf of a Minister relating to a decision, request or comment made by a Minister, or a note of a Ministerial meeting, must be filed appropriately by the recipient. Private Offices do not keep official records of such e-mails or attachments.

**From:** [Redacted] <[Redacted] [Redacted]@gov.scot> **On Behalf Of** Protocol and Honours Mailbox  
**Sent:** 01 February 2021 13:33  
**To:** First Minister <[firstminister@gov.scot](mailto:firstminister@gov.scot)>; Protocol and Honours Mailbox <[protocolandhonours@gov.scot](mailto:protocolandhonours@gov.scot)>; Lloyd E (Elizabeth) <[Elizabeth.Lloyd@gov.scot](mailto:Elizabeth.Lloyd@gov.scot)>; Ingebrigtsen R (Ross) <[Ross.Ingebrigtsen@gov.scot](mailto:Ross.Ingebrigtsen@gov.scot)>  
**Cc:** Hynd JS (James) <[James.Hynd@gov.scot](mailto:James.Hynd@gov.scot)>; Spads Admin <[Spads\\_Admin@gov.scot](mailto:Spads_Admin@gov.scot)>; [Redacted] <[Redacted] [Redacted]@gov.scot>; [Redacted] <[Redacted] [Redacted]@gov.scot>  
**Subject:** RE: FOR AWARENESS Scottish Government Flag flying Guidance 2021

Hi [Redacted],

There is a slight amendment were the now daily flying of the European flag is mentioned, this can be found in the "note" section at the bottom of page 3, copied below for ease of reference.

"In addition to the above the First Minister has instructed that the European flag is flown from Scottish Government buildings on a daily basis except for specific flag flying dates."

Warm regards

[Redacted] [Redacted],  
Deputy Branch Head, Protocol & Honours Team  
Cabinet, Parliament and Governance Division  
Constitution and Cabinet Directorate

2W St Andrews House,  
Regent Road, Edinburgh, EH1 3DG, 0131 244 [Redacted]/[Redacted],

Know someone who deserves an Honour? Please contact [protocolandhonours@gov.scot](mailto:protocolandhonours@gov.scot) for more information.



I AM AN ALLY

**From:** [Redacted] > **On Behalf Of** First Minister  
**Sent:** 01 February 2021 10:44  
**To:** Protocol and Honours Mailbox <[protocolandhonours@gov.scot](mailto:protocolandhonours@gov.scot)>; First Minister <[firstminister@gov.scot](mailto:firstminister@gov.scot)>; Lloyd E (Elizabeth) <[Elizabeth.Lloyd@gov.scot](mailto:Elizabeth.Lloyd@gov.scot)>; Ingebrigtsen R (Ross) <[Ross.Ingebrigtsen@gov.scot](mailto:Ross.Ingebrigtsen@gov.scot)>  
**Cc:** Hynd JS (James) <[James.Hynd@gov.scot](mailto:James.Hynd@gov.scot)>; Spads Admin <[Spads Admin@gov.scot](mailto:Spads Admin@gov.scot)>; [Redacted] <[Redacted]>  
**Subject:** RE: FOR AWARENESS Scottish Government Flag flying Guidance 2021

[Redacted],

Many thanks for this.

I am assuming there is no changes from previous years that we should be aware of?

Best wishes

[Redacted]

[Redacted] [Redacted], | **PS/First Minister** | **T: 0131 24 ([Redacted])** | **M: [Redacted]**

All e-mails and attachments sent by a Ministerial Private Office to any other official on behalf of a Minister relating to a decision, request or comment made by a Minister, or a note of a Ministerial meeting, must be filed appropriately by the recipient. Private Offices do not keep official records of such e-mails or attachments.

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**To:** First Minister <[firstminister@gov.scot](mailto:firstminister@gov.scot)>; Lloyd E (Elizabeth) <[Elizabeth.Lloyd@gov.scot](mailto:Elizabeth.Lloyd@gov.scot)>; Ingebrigtsen R (Ross) <[Ross.Ingebrigtsen@gov.scot](mailto:Ross.Ingebrigtsen@gov.scot)>  
**Cc:** Hynd JS (James) <[James.Hynd@gov.scot](mailto:James.Hynd@gov.scot)>; Spads Admin <[Spads Admin@gov.scot](mailto:Spads Admin@gov.scot)>; Protocol and Honours Mailbox <[protocolandhonours@gov.scot](mailto:protocolandhonours@gov.scot)>; [Redacted] <[Redacted]>  
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**[Redacted]**

**[Redacted] [Redacted]**

Protocol and Honours Team

Scottish Government

2W

St. Andrew's House

Regent Road

Edinburgh

EH1 3DG

[protocolandhonours@gov.scot](mailto:protocolandhonours@gov.scot) or [REDACTED]

# DAYS FOR HOISTING FLAGS ON BUILDINGS OF THE SCOTTISH GOVERNMENT WITH EXTERNAL FLAGPOLES IN 2020

Issue No. 26 (Valid from January 2020)

From 08:00 am 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
9 March	Commonwealth Day ( <i>see notes 1 and 2</i> )	H
10 March	Birthday of The Earl of Wessex	A
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
10 June	Birthday of The Duke of Edinburgh	A
13 June	Official Celebration of Her Majesty's Birthday ( <i>see note 2</i> )	A
18 June	Autistic Pride Day	J
20 June	Edinburgh Pride ( <i>see notes 1 and 2</i> )	F
21 June	Birthday of The Earl of Strathearn	A
27 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
	Glasgow Pride ( <i>see notes 1 and 2</i> ) TO BE CONFIRMED - an update will be provided as soon as we are aware	F
3 September	Merchant Navy Day ( <i>see note 1</i> )	D
8 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	K
20 November	Transgender Remembrance Day	K
30 November	St. Andrew's Day	B

1 December	World AIDS Day	L
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## 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 flagpoles.  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 flagpoles to be flown from VQ and SAH	
D:	Red Ensign if building has one flagpole.  Red Ensign and Saltire if building has two or more flagpoles.	
E:	Armed Forces Day flag if building has one flagpole  Armed Forces Day flag and Saltire if building has two or more flagpoles	
F:	Rainbow flag if building has one flagpole  Rainbow flag and Saltire if building has two or more flagpoles	
G:	European flag if building has one flagpole.  European flag and Saltire if building has two or more flagpoles.	
H	Commonwealth flag if building has one flagpole.  Commonwealth flag and Saltire if building has two or more flagpoles.	
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)	

J	Autistic Pride flag and the Saltire should be flown from SAH		
K	Royal Banner (superior) and Transgender flag should be flown from SAH		
L	World AIDS Day flag should be flown from SAH only		

Notes:

1. On buildings that only have one flagpole; the European, Red Ensign, Commonwealth, Armed Forces Day, Autistic Pride Day and Rainbow flags should be flown. Where a building has two or more flagpoles, the Saltire should also be flown.
2. Dates advised annually. In 2020 the date for Commonwealth Day is 9<sup>th</sup> March, Official Celebration of Her Majesty's Birthday is 13<sup>th</sup> June, Edinburgh Pride is 20<sup>th</sup> June, Armed Forces Day is 27<sup>th</sup> June and Glasgow Pride is TO BE CONFIRMED.
3. Usually the second Sunday of the month. In 2020, the date for Remembrance Sunday is 8<sup>th</sup> November.

# RULES FOR HOISTING FLAGS ON BUILDINGS OF THE SCOTTISH GOVERNMENT WITH EXTERNAL FLAG POLES

Issue No. 26  
(Valid from January 2020)

## 1. Review

This issue of the Scottish Government Flag Flying Guidance applies to the calendar year 2020 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 Constitution and Cabinet, 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), 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, the Union flag (Remembrance Day only) from St Andrew's House and Victoria Quay and the Autistic Pride Day flag (Autistic Pride Day) from St Andrew's House. Other flags, including those of other nations, should not normally be flown from Scottish Government buildings (see 3 above).

#### 5. Superior Position

If there are an even number of flagpoles, the superior position is the left of centre flagpole viewed from the street (looking towards the front of the building). If there is an odd number of flagpoles the superior position is the central pole.

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

On buildings that have only one flagpole, the European, Red Ensign, Commonwealth, Armed Forces Day, Rainbow and Autistic Pride Day flags should be flown for that specific flag flying date only. Where a building has two or more flagpoles, 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 flagpoles, 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 flagpole.

#### 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 Ensigs 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 Constitution and Cabinet to make the necessary arrangements.

## 9. Flying Of Flags At Half Mast

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

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] [Redacted], Protocol and Honours Team, 2W, St. Andrew's House, Edinburgh, EH1 3DG. Tel. 0131 244 [Redacted]. email: protocolandhonours@gov.scot

# DAYS FOR HOISTING FLAGS ON BUILDINGS OF THE SCOTTISH GOVERNMENT WITH EXTERNAL FLAGPOLES IN 2021

Issue No. 27 (Valid from January 2021)









From 08:00 am 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
8 March	Commonwealth Day ( <i>see notes 1 and 2</i> )	H
10 March	Birthday of The Earl of Wessex	A
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
10 June	Birthday of The Duke of Edinburgh	A
12 June	Official Celebration of Her Majesty's Birthday ( <i>see note 2</i> )	A
18 June	Autistic Pride Day ( <i>see note 1</i> )	J
TBC	Edinburgh Pride ( <i>see notes 1 and 2</i> )	F
21 June	Birthday of The Earl of Strathearn	A
26 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
TBC	Glasgow Pride ( <i>see notes 1 and 2</i> )	F
3 September	Merchant Navy Day ( <i>see note 1</i> )	D
14 November	Remembrance Day ( <i>see note 3</i> )	C
14 November	Birthday of The Duke of Rothesay	C
20 November	Anniversary of Her Majesty's Wedding Day	K
20 November	Transgender Remembrance Day	K
30 November	St. Andrew's Day	B
1 December	World AIDS Day ( <i>see note 1</i> )	L

## 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 flagpoles.  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  SAH - Lion Rampant and Union flag (as this date is also the Birthday of The Duke of Rothesay).  VQ - Union flag and Saltire.	  
D:	Red Ensign if building has one flagpole.  Red Ensign and Saltire if building has two or more flagpoles.	
E:	Armed Forces Day flag if building has one flagpole  Armed Forces Day flag and Saltire if building has two or more flagpoles	
F:	Rainbow flag if building has one flagpole  Rainbow flag and Saltire if building has two or more flagpoles	
G:	European flag if building has one flagpole.  European flag and Saltire if building has two or more flagpoles.	
H	Commonwealth flag if building has one flagpole.  Commonwealth flag and Saltire if building has two or more flagpoles.	

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)	 
J	Autistic Pride flag and the Saltire should be flown from SAH	 
K	Royal Banner (superior) and Transgender flag should be flown from SAH	 
L	World AIDS Day flag should be flown from SAH only	 

Notes:

1. Scottish Government main buildings which have four flag poles should fly the Saltire and European flag along with the flags indicated in the schedule. On buildings that only have one flagpole; the Rainbow, Commonwealth, European, Autistic Pride, Armed Forces Day, Red Ensign, Transgender, World AIDS Day flags should be flown. Where a building has two or more flagpoles, the Saltire should also be flown.
2. Dates advised annually. In 2021 the date for Commonwealth Day is 8<sup>th</sup> March, Official Celebration of Her Majesty's Birthday is 12<sup>th</sup> June, Edinburgh Pride is TBC, Armed Forces Day is 26<sup>th</sup> June and Glasgow Pride is TBC.
3. Usually the second Sunday of the month. In 2021, the date for Remembrance Sunday is 14<sup>th</sup> November.

Note -

Please note that due to COVID-19, flag flying dates may be subject to change. Some dates are listed as to be confirmed as they are not yet confirmed, this may change over time and the guidance will be updated accordingly.

In addition to the above the First Minister has instructed that the European flag is flown from Scottish Government buildings on a daily basis except for specific flag flying dates.

# RULES FOR HOISTING FLAGS ON BUILDINGS OF THE SCOTTISH GOVERNMENT WITH EXTERNAL FLAG POLES

Issue No. 27  
(Valid from January 2021)

## 1. Review

This issue of the Scottish Government Flag Flying Guidance applies to the calendar year 2021 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 and European flag 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 Constitution and Cabinet, will inform the relevant authorities of any other occasions on which Her Majesty The Queen has given a special command to fly flags. 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 Royal Standard at St Andrew's House only (by Special Command or Royal Assent), the Rainbow flag, the Commonwealth flag (Commonwealth Day only), the European flag, the Autistic Pride Day flag (Autistic Pride Day only) from St Andrew's House only, the Armed Forces Day flag (Armed Forces Day only), the Red Ensign (Merchant Navy Day only), the Union flag on Remembrance Day, the Transgender flag on Transgender Remembrance Day and the World AIDS Day flag (World AIDS Day only). Other flags, including those of other nations, should not normally be flown from Scottish Government buildings (see 3 above).

#### 5. Superior Position

If there are an even number of flagpoles, the superior position is the left of centre flagpole viewed from the street (looking towards the front of the building). If there is an odd number of flagpoles the superior position is the central pole.

#### 6. How Rainbow, Commonwealth, European, Autistic Pride, Armed Forces Day, Red Ensign, Union, Transgender and World AIDS Day Flags Should Be Flown?

On buildings that have only one flagpole, the Rainbow, Commonwealth, European, Autistic Pride, Armed Forces Day, Red Ensign, Union, Transgender and World AIDS Day flags should be flown for that specific flag flying date only. Where a building has two or more flagpoles, these flags may be flown on the appropriate date in addition to the Saltire flag but not in a superior position.

#### 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 flagpole.

#### 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 Constitution and Cabinet to make the necessary arrangements.

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

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

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

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