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МОВА ДИПЛОМАТИЧНИХ ДОКУМЕНТІВ

ДЛЯ ЗДОБУВАЧІВ
ФАКУЛЬТЕТУ МІЖНАРОДНИХ ВІДНОСИН

Луцьк 2024

УДК 81'276.6:341.76(07)

Ч-49

*Рекомендовано до друку методичною радою
Волинського національного університету імені Лесі Українки
(протокол № 3 від 21.11.2024)*

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Черняк О. П., Круглій О. Р. Мова дипломатичних документів: для здобувачів факультету міжнародних відносин. 54 с.

Вивчення освітнього компонента «Мова дипломатичних документів» включає ознайомлення з лексико-граматичними особливостями текстів дипломатичного листування, специфікою дипломатичних документів, вимогами протоколу до їхнього оформлення, а також до змісту та мови цих документів. Навчально-методичне видання містить основні теоретичні аспекти, розглядає питання дипломатичного листування, протоколу та етикету. У ньому також наведено короткий словник основних термінів, пов'язаних із мовою дипломатичних документів. Практичні завдання спрямовані на відпрацювання вміння правильно використовувати граматичні форми та лексичні одиниці в дипломатичних текстах. Останній розділ посібника містить оригінальні тексти дипломатичних документів для тренування навичок перекладу.

Призначено для здобувачів факультету міжнародних відносин, а також усіх, хто вивчає англійську мову.

УДК 81'276.6:341.76(07)

Ч-49

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CONTENTS

PART I

TERMS 5

PART II

THEORETICAL ISSUES 8

PART III

PRACTICAL TASKS 20

PART IV

TEXTS FOR TRANSLATION 41

References 52

ПЕРЕДМОВА

Ефективність комунікації на міжнародному рівні значною мірою залежить від дипломатичних підходів. Дипломатична комунікація має давні історичні корені, а мова, що використовується в дипломатії, є відображенням широких соціальних зав'язків та взаємодії між країнами. Вивчення освітнього компонента «Мова дипломатичних документів» включає ознайомлення з лексико-граматичними особливостями текстів дипломатичного листування, специфікою дипломатичних документів, вимогами протоколу до їхнього оформлення, а також до змісту та мови цих документів. Особливу увагу приділено англомовним мовним етикетним формулам і кліше, правилам звертань до осіб з високим статусом, державних службовців та дипломатів.

Навчально-методичне видання містить основні теоретичні аспекти, розглядає питання дипломатичного листування, протоколу та етикету. У ньому також наведено короткий словник основних термінів, пов'язаних із мовою дипломатичних документів. Практичні завдання спрямовані на відпрацювання вміння правильно використовувати граматичні форми та лексичні одиниці в дипломатичних текстах. Останній розділ посібника містить оригінальні тексти дипломатичних документів для тренування навичок перекладу.

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PART I

TERMS

1. **Diplomacy** is a skill and technique used in statecraft to conduct foreign policy. It involves managing international relations through ambassadors and envoys and can be described as the business or art of diplomacy (Oxford English Dictionary).

2. **Foreign policy** is defined as "the sum of official external relations conducted by an independent actor (usually a state) in international relations."

3. **Accord** is a synonym for "treaty."

4. A **treaty** is an international agreement between states that is documented in writing and governed by international law. It can exist as a single instrument or multiple documents, regardless of its specific designation (Article 2, Vienna Convention on the Law of Treaties, 1969). Nepal is a signatory but not yet a party to this Convention. According to the Nepal Treaty Act, a treaty is defined as "an agreement concluded in writing between two or more states or between any state and any inter-governmental organization." This definition holds regardless of how the agreement is designated. A treaty creates legal rights and responsibilities and is concluded for significant matters that require a formal agreement.

5. An **agreement** is less formal than a treaty and typically addresses a narrower range of subjects.

6. Other terms that can substitute for "treaty" include: "memorandum," "protocol," "exchange of notes," "declaration," "convention," "charter," "covenant," "Act," "statute," "modus vivendi," and "agreed minutes."

7. A **convention** is generally used to refer to formal multilateral treaties involving a broad number of parties. It is usually open for participation by the international community or a large number of states.

8. **Protocol**: This term refers to agreements that are less formal than treaties or conventions.

9. **Process Verbal**: This is a document that records the understandings reached by the contracting parties.

10. **Declaration**: This term is used for various international instruments, which are not always legally binding.

11. **Memorandum of Understanding (MOU)**: An MOU is a less formal international instrument that does not require ratification.

12. **Exchange of Notes**: This involves a record of a routine agreement, consisting of two documents exchanged between the parties, with each party retaining the document signed by the other.

13. **Asylum**: This refers to the granting of refuge. Diplomatic asylum specifically means granting refuge within diplomatic or consular premises.

14. **Casus Belli**: This term describes an event or act that triggers or justifies the resort to war.

15. **Diplomatic Bag**: This is a sealed package that is protected from being opened or detained during transport, allowing for free communication between a state and its diplomats. It can carry classified material and must be sealed with the official stamp of the sending state or mission. It is handled by a diplomatic courier or agent.

16. **Capitulations**: These refer to privileges granted by the Sultan of the Ottoman Empire to foreign states for the benefit of their locally resident subjects. This concept is linked to the protection given to foreign envoys in Istanbul during the 18th century.

17. **Diplomatic Illness**: This refers to an illness feigned by a diplomat to avoid an official engagement.

18. **Aide-Mémoire**: This is an informal summary of a diplomatic interview or conversation, serving as a memory aid. It is prepared without courtesy phrases and is not signed.

19. **Diplomatic Privileges and Immunities**: These are special legal protections granted to diplomatic agents by the receiving states, as outlined in the Vienna Convention on Diplomatic Relations (1961). "Privileges" generally refer to tax

exemptions, while "immunities" pertain to protection from the jurisdiction of the receiving state regarding both private and criminal actions.

20. **Consular Privileges and Immunities**: These are specific protections afforded to career consular officers, detailed in the Vienna Convention on Consular Relations (1963). Consular premises and documents are inviolable, as are communications between consulates.

21. **Suo Motu**: This Latin legal term refers to actions taken on one's own initiative. For example, a government may act suo motu (on its own accord).

22. **Démarche**: This represents a formal representation by one or more governments or ambassadors, which may include views, suggestions, protests, or criticisms regarding the policy or actions of the host government. It can be conveyed through letters, aide-mémoires, or non-papers.

23. **Full Powers**: These are the powers granted by a government to allow its representatives to negotiate, conclude, and sign a treaty or international agreement. The credentials prepared for a delegation participating in a diplomatic or plenipotentiary meeting include these full powers.

24. **Diplomatic Corps**: This term refers to the heads and staff of diplomatic missions within a capital. Vehicles associated with the diplomatic corps are labeled with "CD," indicating their diplomatic status.

25. **Special Envoy**: This is a diplomatic agent or representative assigned for a specific purpose for a limited period.

26. **Persona Non-Grata (PNG)**: This is the process through which an ambassador or any other diplomatic agent deemed unacceptable by the receiving government is expelled. The receiving state may request the recall of the diplomat, effectively refusing to continue receiving them (as per Article 9 of the Vienna Convention on Diplomatic Relations).

PART II

THEORETICAL ISSUES

The concept of diplomatic language and Protocol requirements for the documents of diplomatic correspondence

Effective communication at the interstate level is fundamentally dependent on diplomacy. The practice of diplomatic communication has a long historical background, and the language used in diplomacy reflects the extensive social interactions and communications between nations. When diplomatic communication breaks down, it often leads to conflicts. However, the language employed in diplomacy can also create misunderstandings and disputes. It is characterized by a careful choice of words, precise syntactic structures, and a blend of verbal and non-verbal cues, including silence. This structured approach to language has contributed to building connections, strengthening relationships, and preventing conflicts. In modern diplomacy, words remain the primary tool.

Every aspect of diplomatic activity—such as establishing diplomatic relations, initiating and concluding representative functions, conducting negotiations, and gathering information—requires the preparation of various documents. This includes diplomatic correspondence with representatives of foreign states, both official and personal, as well as departmental communications between the Ministry of Foreign Affairs and its embassies, the President, government officials, and other agencies.

The documentation process accounts for 80-90% of the working time for mid-ranking and higher-ranking diplomats in ministries, and over half of the working time for diplomats stationed in foreign missions. As the renowned English diplomat and

author H. Nicolson stated, "Diplomacy is the science of writing." Many distinguished diplomats and scholars echo this sentiment.

The term "diplomatic language" refers to several key concepts:

1. **Official Communication**: It is the language used in official diplomatic relations and the style in which diplomatic documents, including international treaties, are written. In this context, diplomatic language is characterized as a formal business style of literary expression.

2. **Standard Vocabulary**: It includes a collection of specific terms and phrases that form a standard diplomatic vocabulary.

3. **Principle of Restraint**: Diplomatic language embodies a principle of restraint and caution during discussions, allowing diplomats and politicians to communicate assertively while still being polite and gentle in their word choice.

Using specialized professional language in negotiations is essential for maintaining a calm, peaceful, and constructive atmosphere. This approach is particularly beneficial for beginning negotiations from relatively advantageous positions. Diplomatic language helps preserve the dignity of all parties involved, enabling them to tackle complex issues without compelling a direct "Yes" or "No" response.

It is important to differentiate between "diplomatic language" and "international language." While international languages facilitate communication in various international relations—among states, non-governmental organizations, and individuals—diplomatic language is specifically tailored for use within diplomatic contexts.

Until the eighteenth century, Latin was the common language of diplomacy. The European Middle Ages inherited this tradition from the Roman Church and Roman law, where the clergy and lawyers were the primary diplomats, using Latin for all official state communications. This practice also extended to Ukraine, where diplomatic correspondence from the Kingdom of Galicia-Volhynia and the Zaporizhian Host was written in Latin.

Since the mid-seventeenth century, French diplomats, overcoming the resistance of other states, have repeatedly endeavored to establish the French language as a diplomatic language. By the mid-eighteenth century, France had firmly established itself as the official language of diplomacy. The Treaty of Aachen (Treaty of Aix-la-Chapelle) in 1748 was written in French and included a special paragraph stating that its use should not set a precedent. Similar provisions were included in the texts of subsequent agreements, such as the Treaty of Paris (1763), the Treaty of Versailles (1783), and the Final Act of the Congress of Vienna (1815), all of which were also drafted in French.

During the Vienna Congress of 1815 and the Paris Congress of 1856, all documentation was written exclusively in French. At the Paris Peace Conference of 1918-1919, however, English was recognized as equal to French, reflecting a democratization process in diplomacy and the emergence of qualified interpreters.

The San Francisco Conference in 1945 marked a new era in international relations and diplomatic principles, resulting in the acceptance of English, French, Spanish, Russian, and Chinese as official languages. Later, Arabic was also added to this list. These languages became the official and working languages of the United Nations, thereby representing diplomatic languages.

The principle of linguistic equality in international relations was firmly established after World War II. Today, there is no mandatory common language for official diplomatic relations or for concluding international treaties. Essentially, any language can be used for both oral and written international communications.

Diplomatic correspondence tends to be conservative, adhering to traditional rules of diplomatic protocol. These long-standing rules are widely accepted in the realm of international diplomacy and are generally viewed as mandatory. Violating the rules of diplomatic correspondence can lead to strained relations between parties. Proper execution of diplomatic documents is not just a formality; it is a matter of policy that can impact a state's dignity.

Diplomatic documents are official state documents, so it is crucial to select the appropriate type of document for each specific case. In this process, factors such as the

content, purpose of the document, and customs of the host country should all be considered.

Words Versus Silence in Diplomacy

In a broad sense, social communication in the diplomatic sphere encompasses both verbal and non-verbal elements. Often, non-verbal messages carry more significance than verbal ones. Diplomatic non-verbal language includes a wide range of components, from gestures to the deployment of military forces. For example, the way individuals shake hands during a greeting can serve as a metaphor that helps determine the level of an international meeting, translating personal interactions into the global arena.

The venue and format of a meeting, as well as the shape and design of the negotiation table, convey a sense of prestige. Furthermore, the composition and status of the delegation can greatly influence the outcome of agreements. The language of diplomacy, whether verbal or non-verbal, is incredibly nuanced and sophisticated. Every action—or lack thereof, every word or silence—carries meaning and purpose.

In diplomacy, the phrases “doing means saying” and “saying means doing” hold true. The selection of ambassadors, the choice of gifts, and even the absence of response in diplomatic correspondence—such as silence—often speak more loudly than the most vocal statements. Consequently, these aspects highlight the emotional and multimodal nature of diplomatic language.

A note verbale in correspondence.

Personal or signature notes

For addressing current affairs and technical issues, such as expediting the issuance of visas and car registrations, a note verbale is utilized. To communicate a state's position on a specific matter, a personal note or memorandum should be employed. To maintain contact and foster friendly relations, one may use a private letter of a semi-official nature, a greeting card, or a telegram.

A distinctive feature of the note verbale is that it originates directly from the Ministry of Foreign Affairs or its representative. The text is drafted in the third person and remains unsigned, which reinforces its official character. The content of the note verbale is printed on a form designed specifically for this purpose.

An important principle of diplomatic correspondence is reciprocity: a note verbale should be answered with a note verbale, a personal letter should be replied to with a personal letter, and a business card should be returned with a business card. Diplomatic protocol dictates that every diplomatic document requires a response, and a lack of response is often viewed negatively in the realm of diplomacy.

Personal letters of a semi-formal nature are typically composed in the language of the recipient. However, they may also be written in the author's language, accompanied by signatures in the recipient's language. Such documents can be formatted on a special form printed in the upper left corner with the sender's name and official position, using either A4 paper or half-sheet size.

In business correspondence, lengthy letters are discouraged; the standard format is generally half a page of text, and the reverse side of the sheet is never used.

A pro-memoria is a document that serves to support and confirm an oral statement. Typically, it is personally delivered to the recipient during a conversation. Its purpose is to prevent misunderstandings or misinterpretations of the conversation or verbal statements. It aims to highlight important points discussed and to facilitate the progress of the case.

When delivered in person, a pro-memoria acts as a summary of the oral statement. It is printed on regular paper without a Coat of Arms and is not sealed.

In diplomatic practice, there is also a type of pro-memoria that can be sent by courier. This form is used at the request of the person with whom the conversation occurred or as a reminder of specific points discussed.

The courier-sent pro-memoria is almost identical in form to a note verbale. It is prepared by a third party, includes a protocol formula, is printed on note forms, has a reference number, and specifies the place and date of departure. However, it is not sealed, and the recipient's address is not included.

Semi-Official and Private Correspondence

Diplomatic documents must adhere to a high standard of presentation. They should be printed on high-quality A4 paper, and it is not permissible to make erasures or corrections to the original text. The content must be well-formatted throughout the entire page. When sending diplomatic documents, the envelopes should match the size and quality of the contents. While folding the paper in half is acceptable, some scholars of diplomatic protocol advise against folding documents in the middle.

The seal should be placed at the bottom of the document. In correspondence, inaccuracies and distortions of facts are unacceptable. Key elements of many diplomatic documents include polite expressions, compliments, and standard protocol phrases that set the tone for the entire document. The significance of these nuances becomes particularly evident when deviating from standard protocol phrases to adopt a warmer or more formal tone. To fully appreciate these subtleties, familiarity with the accepted standards for this type of diplomatic document is essential.

Currently, there are two major trends regarding the structure of diplomatic correspondence: the European (or French) style and the Anglo-American style, which is prevalent in English-speaking countries. The primary difference between these styles lies in the formulation of the writing formulas and the complimentary closing phrases used in the addresses.

The Anglo-American style of drafting diplomatic documents emphasizes the extensive use of semi-official and private correspondence. In contrast, the form and style of diplomatic correspondence in Ukraine is more aligned with the French style. A key component of diplomatic correspondence is the language used in the documents. Formally, representatives can communicate in the official language of their State. However, it is common for representatives to correspond in the language of the host country or to provide translations of their documents into that language. A protocol rule is to consider local practices in this regard.

The language of diplomatic documents must be tactful and polite. When preparing these documents, it is essential to avoid violent or personalized language and

to adhere to the principles of international comity. Diplomatic correspondence should maintain a calm tone, even when addressing complex issues. The language used should be simple and concise, with thoughts presented clearly and logically. Diplomatic documents must be unambiguous; words should convey their meanings unequivocally. If a particular word can be interpreted in multiple ways in a given context, it is advisable to replace it with a more precise alternative.

In the Ministry of Foreign Affairs and within diplomatic missions, correspondence between officials often takes the form of semi-official or private letters. These communications may address issues that the sender prefers not to mention in official correspondence, such as technical, administrative, or protocol matters, as well as personal topics like congratulatory messages or expressions of condolence. Such letters may also be used to expedite solutions or to underscore the author's interest in matters already under official discussion or negotiation, often in response to prior semi-official correspondence.

Typically, individuals in similar positions exchange these types of letters. For instance, the head of a diplomatic mission may send these letters to officials in the foreign ministry, ranging from the minister to department directors. Embassy advisers may communicate relevant documents to department heads and their deputies, while secretaries interact with department heads as well.

Another form of diplomatic correspondence is a memorandum, which outlines a state's position on a specific issue. This document may contain suggestions and can be polemical in nature. A memorandum can stand alone or serve as an annex to a verbal or personal note, further expanding on and justifying its content. A notable feature of a memorandum is its detailed examination of the factual or legal aspects of an issue.

In diplomatic missions and during events like fairs, correspondence between officials often takes the form of semi-official or private letters. These communications may cover topics that the sender prefers not to include in official correspondence, such as technical, administrative, or protocol issues, as well as personal matters like congratulatory messages or expressions of condolence. Such letters can also be used to

expedite solutions or highlight the sender's interest in matters already under official discussion or negotiation, often in response to previous semi-official communications.

Typically, individuals in similar positions exchange these types of letters. For example, the head of a diplomatic mission may send these letters to officials in the foreign ministry, ranging from the minister to department directors. Embassy advisers may communicate relevant documents to department heads and their deputies, while secretaries interact with department heads as well.

Documents that do not contain the ceremonial speech formulas

A pro-memoria is a document intended to support and confirm an oral statement. Typically, it is delivered personally to the recipient during a conversation. Its purpose is to prevent misunderstandings or misinterpretations of what was said and to emphasize the importance of the statements or requests made during the discussion, thereby facilitating the progress of the case.

When delivered in person, a pro-memoria acts as a summary of the oral statement. It is printed on ordinary paper, without a Coat of Arms, and is not sealed. The document does not include an address or reference number; it only specifies the city and the date of delivery. The title "PRO-MEMORIA" appears in capital letters at the top of the text. The writing style is impersonal and avoids formal protocol language.

Common impersonal phrases used include "it is reported," "it is brought to the knowledge," "the issues are," "attention is drawn," and "it is noted." Expressions like "the Ministry informs," "the Embassy said," or "the Embassy asks" are typically avoided.

In diplomatic practice, there is a type of pro-memoria that may be sent by courier. This version is shared at the request of the individual involved in the conversation or serves as a reminder regarding a topic. A pro-memoria sent by courier closely resembles a verbale note in format. It is prepared by a third party, includes a formal expression of respect, is printed on official note paper, contains a reference number, and lists the place and date of departure. However, it is not sealed, and no address is

included. Like the in-person version, the title "PRO-MEMORIA" is also printed in capital letters at the top.

In contrast, a sheet of paper is a less formal document than a pro-memoria. Such a document is presented without a title, signature, or date.

A memorandum, which derives from Latin, is a document used for diplomatic correspondence. It expresses a state's position on a specific issue and may include suggestions as well as a polemical element. A memorandum can stand alone or serve as an annex to a verbal or personal note, elaborating on and justifying the content of that note. One key feature of a memorandum is its detailed explanation of the factual or legal aspects of an issue. It is also common for a memorandum to be accompanied by a brief explanatory note.

In modern times, the volume of memoranda exchanged between governments or presented at international meetings, such as those held at the United Nations, has increased significantly, especially regarding important issues in international relations.

When delivered in person or sent by courier as a separate document, a memorandum is printed on the letterhead of the Ministry of Foreign Affairs or relevant foreign institutions. It does not contain formal salutations, compliments, addresses, or reference numbers. Instead, the date and place of departure are indicated at the bottom of the document, and it is not sealed.

If the memorandum is sent as an annex to a note, it is printed on note paper that does not feature the Coat of Arms. Additionally, the place (city) and date of departure, as well as the seal and reference number, are not included.

In the 1970s and 1980s, the use of the Memorandum evolved into a modified form known as the Memorandum of Understanding (MoU). An MoU is a bilateral or multilateral international agreement that can address a wide range of issues, including political, financial, commercial, defense, and industrial cooperation, as well as collaboration in the aerospace sector.

Generally, this type of international treaty does not require ratification or registration with the United Nations, and reports about the agreement are typically released in the mass media. A Memorandum of Understanding can be supplemented

by additional articles if the parties involved agree, and it usually takes effect on the date it is signed. Additionally, it can serve to extend previous agreements by providing further details, clarifications, or developments.

Another important document in modern diplomatic practice is the Non-Paper (translated from English as “non-existent paper”). Essentially, it is an informal memorandum—a note outlining the topics being discussed without a formal title or signature, although it may include technical subtitles. This format allows for a flexible recording of proposals and the dynamics of negotiations, and it may introduce new elements for consideration by the other party. Typically, Non-Papers are not regarded as official documents and serve primarily as working materials. References to the content of a Non-Paper are made without attributing it to a specific document, and they are often not intended for citation or publication.

Unilateral and multilateral policy papers

In contemporary diplomatic practice, some scholars and diplomats refer to certain documents that, unlike traditional diplomatic correspondence, do not target a specific recipient. These documents play crucial roles in state communication and diplomatic activities.

Position papers are considered to be government statements, positions from the Ministry of Foreign Affairs, and communications from embassies. They represent a country’s rapid response to international events or issues. Unlike formal diplomatic correspondence, these statements are not addressed to a particular state or states and do not necessarily require a formal reply. However, the absence of a response—or any form of reply—also carries political significance.

Statements issued by the government or the Ministry of Foreign Affairs may have more substantial implications than traditional diplomatic documents like notes or memoranda. A government statement can be publicly released and formally sent along with a supporting note to relevant states. Embassy statements are typically distributed after consultations with the leadership of the foreign ministry in the host country.

In diplomatic practice, there are various forms of statements aimed at the mass media. For instance, statements issued from the press center of the Ministry of Foreign Affairs or embassy press releases serve to communicate the government's official position on certain matters. These statements are designed to inform public opinion both domestically and internationally. Generally, statements from the Ministry of Foreign Affairs are more formal than those from its press center.

General statements regarding bilateral or multilateral negotiations are official documents that inform the public and other governments about negotiations, discussions, agreements reached, and any discrepancies or specific positions held by one party or another. If a general statement articulates decisions or agreements that lack additional official documentation, it is considered an international treaty.

Speeches delivered by top leaders and state representatives are also key components of communication within the international arena. The task of drafting such speeches is often assigned to a small group of diplomatic staff. Once delivered, these speeches enter the mass media and become subjects for analysis and interpretation.

Statements and speeches from state representatives at international meetings and within organizations are frequently recorded as official diplomatic documents. For example, the main speech of a head of delegation at the UN General Assembly is significant, as it not only presents the government's positions on pressing international issues and specific proposals but also articulates the fundamental principles and primary directions of its foreign policy.

Diplomatic documents, including government declarations, statements, and speeches made by representatives at international meetings, are prepared according to established practices in international organizations. For example, declarations submitted by governments for consideration by the UN General Assembly are presented by their respective delegations to the UN Secretariat. The Secretariat then registers these draft declarations as official UN documents and distributes them to other delegations involved in the work of the General Assembly. This procedure also applies to the registration of statements made by heads of delegations and other representatives at the United Nations. At international meetings, the international secretariat, which is

composed of representatives from all delegations, typically manages the proposals and speeches of heads of delegations and delegates, formalizing them as official documents for the relevant parties.

A declaration (from the Latin "declaratio," meaning statement or announcement) is a unilateral, bilateral, or multilateral statement in which states outline the principles of their foreign and domestic policies or express their stance on specific issues. Bilateral and multilateral declarations are usually signed, but they can also be made at the request of the participating states without a formal signature.

When two or more states participate in a declaration that establishes mutual rights and obligations for the involved parties, it is considered an international treaty. In such cases, the parties outline general principles, objectives, intentions, and their respective rights and obligations. Declarations can also act as supplementary documents related to the main contract, clarifying, interpreting, supplementing, or modifying its content. Additionally, a declaration may serve as an official statement associated with the contract.

A communiqué (from the French word "communiqué") is an official report detailing the progress or outcome of international negotiations and the achievement of international agreements. A bilateral communiqué is often referred to as a "General Communiqué" or "General Message." Communiqués can vary in length, providing either detailed or brief summaries of the positions of the parties on specific issues and any decisions made. When a communiqué reflects an agreement reached between the parties, it carries certain legal consequences for them.

PART III

PRACTICAL TASKS

Types of Official Correspondence

• ***Types of Diplomatic Note (Correspondence):***

1. Third Person Note (Note Verbale, Circular Diplomatic Note (identical note), Note Diplomatique, Aide-Mémoire, Note Collective, Memorandum)

2. First Person Letter : Ambassador, Minister, Secretary.

• ***Multitude of purpose:***

- Request note
- Reply note (Response Note)
- Protest Note
- Invitation
- Exchange of notes : Constituting a part of treaty/ an international agreement

Paper Size for Notes

• The US Department of State has developed a Foreign Affairs Handbook on diplomatic note writing. It prescribes the paper size.

For example, "for the first-person formal note, preparers must use the (8-1/2" x 11" embossed white seal "Department of State Washington" diplomatic note stationery) or "Embassy of the United States of America" letterhead. For succeeding (8-1/2" x 11") white bond paper must be used." (Vol.5, HB 1)

"The first page of the third-person note is prepared on 8-1/2"x 11" embossed white seal diplomatic note stationery. For succeeding pages, 8-1/2" x 11" white bond paper is used."

Cliché Phrases Used in Diplomatic Correspondence

1. Salutation

Dear Mr. President,

Excellency,

Dear Ministers and Governors,

Dear Prime Minister,

Your Imperial Majesty,

Your Excellency,

Your Highness,

2. Beginning

The Embassy of the Republic of/ The Ministry of Foreign Affairs of Moldavia presents its compliments to the Ministry of Foreign Affairs of Estonia and has the honor to...

I have the honor to acknowledge...

I have the honor to enclose herewith the text of the statement...

The Government of the United States considers it important to communicate a note to the Government of the People's Republic of China.

The Government of Guyana wishes to inform you that...

3. Ending

Please accept, Excellency, the assurances of most distinguished consideration.

The Canadian Embassy avails itself of this opportunity to renew to the Department of State the assurances of its highest consideration.

We would also like to take this opportunity to express our genuine desire to maintain and strengthen the friendly relations between our nations.

Please accept, Excellency, the assurances

Accept Sir, the assurances of my high consideration.

4. Complimentary Close

Yours faithfully (to an unknown person)

Yours truly (to slight acquaintance)

Yours very truly (ceremonious but cordial)

Yours sincerely (friendly but not intimate letters)

With deepest sympathy,

With sincere appreciation,

Respectfully yours,

Yours cordially,

Sincerely,

DIPLOMATIC TITLES

Mister (Mr.): is used for male counterparts; however, it is not used when addressing high-ranking counterparts initially. It can be used during the conversation, though.

Example:

Good afternoon Mr. President, *not* Good afternoon Mr. OBAMA

Missis (Mrs.): is used for female counterparts and male counterparts' spouses. However, it is not used when calling the high-ranking counterparts at the beginning. It can be used during the conversation though.

Miss: is used for female counterparts whose marital status is not known.

Your Majesty: is used for queens and kings. When introducing or mentioning them His Majesty or Her Majesty is preferred.

Example:

Her Majesty is not available at the moment.

Royal highness: is used for prince, princesses, or dukes. Sometimes **Your Highness** is also used especially during the conversation.

Examples:

His Royal Highness The Prince Charles, Duke of Burgundy

The Duke of Burgundy wishes to see Your Highness.

Honorable: is used for foreign diplomats and Cabinet officials, Chargés d’Affaires, and heads of international organizations. In British culture a Prime Minister takes the title **The Right Honorable**. It is used before a full name. You cannot call the honorary titles for yourself. For example, you cannot sign your letter calling Honorable Mr. Yasin YAYLAR.

Example:

The Honorable Antonio Guterres
Secretary General of the United Nations

His Excellency: is used for highest ranking counterparts like presidents, vice-presidents or ambassadors.

Esquire: is used for lower ranking counterparts than presidents, vice-presidents or ambassadors. You can use esquire for officers, ministers or individuals. No other title is used with esquire.

Example:

Mr. Fred BALLOT or Fred BALLOT, Esquire not Mr. Fred BALLOT, Esquire

Academic titles: If the person has a doctor’s degree, he/she is a Doctor of Philosophy (Ph.D.). So Ph.D. letters can be used after name. If he/she is a professor, Prof. abbreviation is used before name. During the conversation however Dr. is preferred.

Your holly: is preferred for high ranking people of Christianity. The Pope’s title of courtesy is *Most Holy Father*.

Reverend: is preferred for religious ranks of Christianity. It is used with a full name and article “the”.

Example:

The Reverend Jerry FALWELL

Introduction to Samples

Address and Date

xx

Salutation

(Dear Sir, Madam, Mr./Ms....)

Xx

Body of the letter

Xx

Salutory Close

Yours sincerely/truly/faithfully

Signature

Name and address of the receiving person

Example of Styles Used for Note/Letter

Here are some guidelines for note-taking during our discussions:

- The Ministry of Foreign Affairs (MOFA) is the designated channel for communication with foreign governments.
- All communications should be conducted in English.
- Ensure that the designations, titles, and names of dignitaries are checked for accuracy.
- In first-person notes, use first/second-person pronouns, such as "you" and "I." However, do not use these pronouns in third-person notes.
- In third-person notes, use third-person pronouns like "he," "she," "it," or "they."
- Avoid using the courtesy phrase "Your Excellency" in third-person notes. It should only be used in first-person notes upon first mention. For subsequent references, use "you" or "your" to avoid repetition.

Courtesy Phrases

- The phrase "*I have the honour*" is used in a first-person letter when addressing an ambassador, prime minister, minister for foreign affairs, or secretary.

- The salutation in a first-person note is “*Excellency*” when addressing an ambassador, minister for foreign affairs, or foreign secretary. For others, such as the Chargé d’Affaires ad interim (CDA), the appropriate salutations are “*Sir*” or “*Madam*.”
- The courtesy phrase “*has the honour*” is used in the third-person note.
- The dateline is placed at the end of the text in a third-person note. For example: *Kathmandu, December 4, 2023*. In a first-person note, the date is written above the salutation and the body of the text.
- The third-person note may be written by the minister for foreign affairs or the foreign secretary, and it is typically addressed to ambassadors or heads of mission. However, letters from these dignitaries can also be written in the first person, depending on the subject matter and the intent of the communication.

Closing clause and others related to style

Closing and Signature Guidelines:

1. Use the phrase “*Accept, Excellency, the assurances of my highest consideration*” in first-person notes for ambassadors, secretaries, and ministers for foreign affairs.
2. For Chargé d’Affaires (CDA), acting officials, and others, use the phrase “*Accept, Sir (Madam), the assurances of my highest consideration.*”
3. In third-person notes, the closing sentence should read: “*The Ministry of.../or Embassy of... avails itself of this opportunity to renew to the Ministry of.../or Embassy of... the assurances of its highest consideration.*”
4. Ensure that replies are in the same format as the original communication was received.
5. Numbering of notes should follow local customs; for instance, the U.S. Department of State does not number notes, while their embassies do.
6. Always check spelling for accuracy.
7. Ensure that subject, predicate, and object are correctly matched in sentences.

Sample of Third Person Note

Crest

Letter Head

No.

The Embassy of Nepal in Tokyo, Japan presents its compliments to the Ministry of Foreign Affairs, Government of Japan and has the honour to inform the esteemed Ministry that the Minister for Foreign Affairs of the Government of Nepal Hon'bleaccompanied by few high ranking officials from the Ministry (MOFA) would like to visit Tokyo, Japan effective from February 12-15, 2019 to exchange notes on bilateral matters covering the entire gamut of pertinent and topical issues on mutual co-operation exclusively with a view to promoting and expanding the already happily existing friendly and cordial Nepal-Japan relations.

The Embassy of Nepal does expect an early communication to this effect from the Ministry of Foreign Affairs, Government of Japan.

The Embassy of Nepal in Tokyo avails itself of this opportunity to renew to the Ministry of Foreign Affairs, Government of Japan the assurances of its highest consideration.

Tokyo, Date.....
(Seal and signature)

The Ministry of Foreign Affairs
Government of Japan
Tokyo

Writing Exercise 1 :

Third Person Note

• As a Labour Attaché at the Embassy of Nepal in the State of Qatar, you are required to send a Third Person Note to the Ministry of Foreign Affairs of the State of Qatar. This note will inform them of the desire of the Minister for Labour of Nepal to visit Qatar within the next seven days. Additionally, you will seek to arrange an appointment for a meeting between the two Labour Ministers in the note.

• Please draft a Third Person Note to be sent to the Ministry of Foreign Affairs of the State of Qatar based on the information provided above.

Sample of First-Person

• In the letter addressed to the relevant dignitary (such as the Minister for Foreign Affairs or the Foreign Secretary), include the following elements:

- Crest

- Date

- Content of the letter
- Signature
- Name of the addressed dignitary
- Address of the dignitary

The format should start with "*Excellency...*"

Follow this with the phrase "*I have the honour to recall...*"

Conclude the letter with a courteous closing, such as "*Please accept, Excellency, the assurances of my highest consideration.*"

On the right margin, include your name in brackets, along with your designation and signature.

On the left side, provide the name, designation, and address of the addressed authority.

First Person Letter Sample



Government of Nepal
MINISTRY OF FOREIGN AFFAIRS
 Multilateral Economic Affairs Division (MEAD)
 Kathmandu, Nepal

12 June 2011

Dear Sir,

I am pleased to share with you that the Ministry of Foreign Affairs, Government of Nepal, is planning to publish a journal *Foreign Affairs Nepal* in the near future, comprising articles written by experts on foreign relations, including academics, diplomats and career foreign service officers. In this regard, I have the honour to invite you to contribute your valuable article to the journal. The following is a suggested topic:

Nepal's Relations with Neighbours: Nepal-Japan

Terms and conditions for the article

1. The article must be original, not published already, and not given for elsewhere.
2. The responsibility for the views expressed in the article shall rest on the author.
3. The article must be between 2,000 and 2,500 words (i.e. about 8 to 10 pages) on Times New Roman font (12 point) and single space (1.0) with 1" margin on all four sides. Citations and footnotes will not be counted.
4. Remuneration will be provided to the contributor as determined by the Editorial Board.
5. An electronic copy of the manuscript should be made available to the Multilateral Economic Affairs Division of Ministry of Foreign Affairs, Narayanhit, Kathmandu, Nepal by **24 June 2011 (10 Asadh 2068)** through e-mail at **mead@mofa.gov.np**
6. Manuscripts shall not be returned on any circumstances.

I look forward to receiving your article on time.

Sincerely yours,


 (Sewa Ramaul Adhikari)
 Joint Secretary

Prof. Kedar Bhakta Mathema
 Former Ambassador and Vice Chancellor
 Kathmandu

Email : kbmathema@wlink.com.np

Writing Exercise 2:

First Person Letter

- You are working at the Ministry of Commerce and Supplies in the capacity of Section Officer. Please draft a First Person Note for the Commerce Secretary to be sent to the Director General of the WTO thanking him for the recent decision to extend technical cooperation under ‘Aid for Trade’ and ‘Enhanced Integrated Framework’ to Nepal.

Writing Exercise 3:

FP Letter

Imagine you are assigned to the Ministry of Health. You are aware that the Government of Nepal, in collaboration with UNICEF and the EU, has been implementing the “Golden One Thousand Days” campaign to address the challenges of stunting and malnutrition, including the reduction of infant and maternal mortality rates. This campaign has played a crucial role in improving both child and maternal health by reducing malnutrition.

In this context, draft a ‘Thank You’ letter to the Executive Director of UNICEF, expressing gratitude for their support in helping the Ministry implement programs that provide adequate nutrition to mothers and children in order to combat stunting.

Writing Exercise 4:

FP Letter

- Assume that you have been deputed at the Immigration Office, Rasuwagadhi. As soon as you took up your duty, you came to know that the movement of illegal traders, smugglers, fake currency rackets, and illegal tourists is on the rise across the border. You are still new and haven't had any opportunity to introduce yourself to your Chinese counterpart.

- In this context, draft a letter to the Head of the Immigration Office of Tibet Autonomous Region of the People’s Republic of China to confirm a date of meeting to

introduce yourself and discuss the whole gamut of unwanted activities that is taking place at that border point so as to find out common way out to resolve them.

Writing Exercise 5:

Circular FP Letter

- Assume that you have been posted at the Ministry of Women, Children, and Social Welfare. The Supreme Court gave a verdict on the issue of surrogacy service to foreigners stating that it is unethical and illegal to provide such a service without any legal basis. On the same ground, the Council of Ministers decided to stop allowing surrogacy services to foreigners.

- Taking into consideration the above background, write a circular to the focal points of all the countries in the EU informing them of the decision.

Writing Exercise 6:

FP Letter on the national focal point

- Imagine that you have been deputed at the Ministry of Environment, Science and Technology and placed in the Personnel Management Division. The Ministry decided to change the name and contact details of the focal point for the climate change secretariat due to the transfer of the erstwhile focal point to another Ministry. In this context, write a letter informing the Climate Change Secretariat about the change in name and contact details of the focal point of Nepal for climate change.

Congratulatory message

- Messages regarding congratulations on assuming office, condolences, and other matters are also conveyed in either letter or message format.

Congratulatory Message (FP letter sample)

Crest

Date:

His/Her Excellency,
Mr/Mrs/Madam
Minister/Secretary of Foreign Affairs

It gives me great pleasure to extend my warm congratulations and best wishes to Your Excellency on your appointment as the Minister/Secretary of Foreign Affairs of the Government of.....(country).

I firmly believe that the cordial and friendly relations subsisting between Nepal and(country) will be further strengthened during the tenure of your office.

Please accept, Excellency, the assurance of my highest consideration.

Signature
(Name)
Minister/Secretary of Foreign Affairs

Sample Congratulatory Message on National Day

Date:

His Excellency
Shri Ram Nath Kovind
President of the Republic of India
New Delhi

On the auspicious occasion of Independence Day of the Republic of India, on behalf of the Government and People of Nepal and on my own, I extend to Your Excellency and through you to the people of India my cordial felicitations and best wishes for Your Excellency's personal health and happiness and for the progress and prosperity of the people of India.

I am confident that the ancient links and the age-old friendly relations existing between our two countries and the people will continue to grow from strength to strength in the times ahead.

Bidya Devi Bhandari
President of Nepal

A

Writing Exercise 7:

Congratulatory Message

• You are currently working at the Office of the Governor of Province No. 2 in Janakpur. When you began your duties there, the Nepal-India border was closed for 72 hours at the request of the Indian side. Seven days later, the election results were announced, and a new Governor was appointed for Bihar. The Governor of Province No. 2 has requested that you draft a congratulatory message to be sent to the newly appointed Governor of Bihar.

• Please draft a congratulatory message for the Governor, taking the above information into account.

Writing Exercise 8:

Message for Souvenir

Imagine you are working as a Section Officer at the Secretariat of the Chief Minister for Province No. 1. One day, a delegation of farmers visits the Chief Minister to discuss their concerns. Before the meeting concludes, a representative from the farmers' delegation hands an envelope to the Chief Minister, requesting him to provide a message for their tri-monthly publication titled "Voice of Farmers."

As a member of the Secretariat, the Chief Minister has tasked you with drafting a message for the souvenir. Please use this context to create a message that will be signed by the Chief Minister of Province No. 1, Nepal.

Press Release

Purpose of a Press Release:

- To inform the public about issues and topics that taxpayers have the right to know regarding government activities and transactions.
- Typically issued at the conclusion of a visit or meeting.
- A press release may also be referred to as a press statement.
- If the press release is issued jointly by two governments, it is known as a joint press release, joint statement, or joint communiqué.

Press Release/Press Statement

This type of document provides the public with an overview of the discussions that took place regarding each item on the agenda, along with the key agreements reached concerning future policies.

These documents can be extremely important. For example, the Joint Communiqué issued and signed by the two prime ministers at the conclusion of Prime Minister KP Bhattarai's visit to India in June 1990 is historically significant for the normalization of Nepal-India relations at that time.

Joint Communiqué /Joint Press Statement Samples

- These documents are created quickly and, while they are called statements, they are generally expected to be respected. However, they typically do not carry the same weight as formal treaties.


- There is no standard format or content for these documents; instead, the subject matter and format are determined by the officials of the participating countries at the time of issuance. Occasionally, a draft may be prepared ahead of a visit. If no agreement is reached between the delegations of the involved countries, it is possible that such a document may not be issued at all.

Writing Exercise 9:

Press Release

• You are currently serving as an Administrative Officer at the District Administration Office in a district that shares a border with India. The Chief District Officer (CDO) regularly holds consultations and meetings with his Indian counterpart regarding border management. Please prepare a draft press release about a recent meeting that took place between representatives from India and Nepal.

Invitation Sample

	<u>INVITATION</u>
The Secretary of Ministry of Commerce and Supplies Mr. Purushottam Ojha requests the pleasure of the company of	
Mr./Mrs./Ms. at a cocktail dinner on the occasion of Nepal - China Tibet Economic & Trade Fair - 2011	
Date : Wednesday, 2 nd November, 2011 Time : 17. 30 PM Venue : Hotel Annapurna, Kathmandu R. S. V.P. : Tel : 5525898	

Envelop of Invitation Sample



*Ambassador of the Republic of Indonesia
To the Republic of Nepal*

729/12

**Mr. Ratubaboo Dhakal & Spouse
Under Secretary
MOFA, Nepal**

Writing Exercise 10:

Invitation

- You are working in the Secretary's office at your ministry. The Secretary would like to host a reception for the ambassadors of major donor countries, including China, Japan, India, the USA, and the UK, as well as representatives from various funding agencies.
- Please prepare a draft invitation on behalf of the Secretary for the guests mentioned above.

ORAL SPEECH PRACTICE AND TRANSLATION

Exercise 1

Translate the sentences into English:

1. Дипломатична мова – це мова дипломатичних відносин та міжнародних договорів. Обов'язкової дипломатичної мови не існує. За загальним правилом представники міжнародних відносин користуються національною мовою. Дипломатична мова – це сукупність спеціальних термінів і словосполучень, які утворюють дипломатичний словник (наприклад, агреман, реторсії, статус кво тощо).
2. Дипломатичний стиль повинен характеризуватися насамперед простотою та ясністю. Це класична форма простоти, яка вміє обрати для кожного предмета найдоречніше у конкретних обставин слово.
3. Дипломат, як представник «мовленнєвої» професії, має володіти такими рисами, як обачливість та здатність викликати довіру. Довіру викликає той дипломат, чий стиль поведінки вписується у загальні контури взаємовідносин певних держав.
4. Одним із найважливіших етапів дипломатичної роботи є складання дипломатичних документів.
5. Дипломатичне листування – одна з найважливіших форм дипломатичної діяльності держави, спрямованих на виконання цілей та завдань його зовнішньої політики.

6. Особиста нота – це лист, підписаний особою, що складала та надіслала ноту. Текст особистої ноти починається із звернення та закінчується формулою поваги, тобто трафаретною фразою ввічливості.

7. Вербальну ноту вважають найпоширенішим документом дипломатичного листування. Текст складають від імені третьої особи, вербальні ноти не підписують. Їх починають і закінчують формулами поваги.

8. Меморандум може існувати як самостійний документ, а може бути додатком до особистої чи вербальної ноти. В останньому випадку меморандум розвиває та обґрунтовує зміст ноти. Характерна риса меморандуму – докладний виклад фактичної чи юридичної суті того чи іншого питання. Не існує значної різниці між меморандумом та нотою, за винятком того, що його не починають формулою ввічливості і не підписують.

9. Будні сучасної дипломатії – не на дипломатичному паркеті, а за письмовим столом. Без дипломатії за письмовим столом немає і дипломатії за круглим столом – столом переговорів.

10. Дипломатичні документи – своєрідні меседжі, які надсилають у зовнішній світ представники дипломатичних представництв. Отож оволодіння азбукою «дипломатії» – мистецтвом підготовки дипломатичних документів – одна із необхідних умов відповідності рівню міжнародної співпраці.

11. Один і той самий політичний зміст, який передають за допомогою різних вербальних висловів, можна сприймати по-різному. Дипломатія застосовує ці знання в усі часи. Нюансування слів та понять – великі можливості для вмілої дипломатії.

Exercise 2

Give Ukrainian equivalents to the cliché phrases used in diplomatic correspondence:

1. I have the honour to acknowledge the receipt of your letter.
2. Accept, Sir, the assurances of my highest consideration.

3. Pursuant to General Assembly resolution (number or code of the document) of (date)...

4. It is my hope that you will accept this invitation and that I may have the benefit of your advice.

5. I was very sorry to read reports about the extensive damage caused by the recent floods in Alaska. I should be grateful if you would be so kind as to transmit the attached message of sympathy from me to the President.

6. I would appreciate any assistance you can render on this project designed to facilitate and expedite action on it by your Government.

7. Thank you for your letter No. ____ of (date) indicating that the site of the forthcoming seminar on the effective realization of civil and political rights at the national level has been moved from the Assembly Hall of the University of the West Indies to the Conference Room of the Myrtle Bank Hotel in downtown Kingston.

8. In accordance with the request made by the General Assembly in its resolution (number or code) on administrative and budgetary co-ordination of the United Nations with the specialized agencies and the International Atomic Energy Agency, I am transmitting to you herewith a copy of that resolution

9. I should like to draw your attention, in connection with operative paragraph...

10. I should also like to call attention...

11. Noting that the agenda is principally concerned with disarmament problems, the Secretary-General hopes to be able to designate two senior officials of the Department of Political and Security Council Affairs to attend the Conference as observers.

12. The Secretary-General of the United Nations presents his compliments to the Minister for Foreign Affairs of the State of Kuwait and, in accordance with rule 7 of the rules of procedure of the Economic and Social Council, has the honour to state that the forty-second session of the Council will open (date)

13. Your office has been most helpful in making very useful amendments to the draft rules of procedure and we hope it will be represented at the Preparatory Committee.

14. We anticipate discussion of this specific item of working paper (number) at the afternoon meeting of (date).

15. I would appreciate it if you would confirm your participation at this meeting.

16. I have been deeply distressed by the report I have received of...

17. I wish to assure you that the United Nations system is ready, upon the request of your government, to take emergency measures for the relief of the population affected as may be within the limits of its possibilities.

Exercise 3

Think of the correct English translation of the following phrases often used in diplomatic messages. Use the dictionary if necessary. Then find the examples of these phrases in diplomatic texts:

1. Із задоволенням відзначаю;
2. Поступальний розвиток дружніх українсько-данських відносин;
3. Міцний фундамент для активізації всього комплексу двосторонніх зв'язків;
4. Впевнений, що стосунки будуть і надалі зміцнюватися;
5. В інтересах зміцнення стабільності та безпеки;
6. Радіємо успіхам дружньої в реалізації масштабних соціальнокультурних перетворень;
7. Динамічний внутрішній розвиток сприяє зростанню добробуту громадян;
8. Країни досягнули безпрецедентного рівня партнерства;
9. Двосторонній діалог має по-справжньому довірчий, стратегічний характер;
10. Конструктивний та плідний діалог на найвищому рівні;
11. Сприяти поглибленню багатогранних зв'язків;
12. На благо наших народів, на користь зміцнення стабільності та безпеки;
13. Ми підтверджуємо свій твердий намір і рішучу готовність діяти спільно;

14. Ми закликаємо всі держави;
15. Ми підтверджуємо нашу відданість;
16. Ми докладаємо активних зусиль, спрямованих на досягнення цієї мети.

Exercise 4

Read the text below about the peculiarities of diplomatic communication.

Eight sentences have been removed from the text. Fill in the gaps with the missing sentences.

COMMUNICATION: AN ESSENTIAL ASPECT OF DIPLOMACY

Communication is to diplomacy as blood is to the human body. Whenever communication ceases, the body of international politics, the process of diplomacy, is dead, and the result is violent conflict or atrophy.

Diplomacy exists whenever «there are boundaries for identity and those boundaries of identity are crossed». Social communication, including diplomatic communication, involves the transmission of messages to which certain meanings are attached. These messages can be either verbal or nonverbal. Nonverbal messages or «body language» constitute important aspects of diplomatic communication (1_____). A handshake, for example, is commonly used as a metaphor for the quality of interstate relations, transferring the language of personal relations to the international arena.

In diplomatic communication «saying is doing» and «doing is saying» (2_____). Today we commonly associate diplomacy with linguistic skills, a carefully calibrated language allowing cross-cultural communication with a minimum of unnecessary misunderstanding, along with protocol governing interstate «body language».

However, ambiguity may be a deliberate means to retain flexibility and make signals disclaimable. Ambiguous signals allow the sender to argue, «I never said that», «this is not what I meant» and the like, if the situation calls for it.

Negotiation is perhaps the most useful in that it implies the to-and-fro, the give-and-take between man and message (3_____). On the other hand, diplomatic agents are members of separate national cultures with their specific codes. The code and conventions of the diplomatic culture do not necessarily take precedence over the code and conventions of national cultures. When interpreted by members of different national cultures who bring different codes to them, even verbal signs may produce different meanings (4_____).

The contemporary emphasis on speed often forces decision-makers to react instantaneously to international events, bypassing traditional diplomatic channels. At the same time, diplomats are adjusting to, and learning to use, the new communication media. They become engaged in «media diplomacy», exploiting the media for their purposes (5_____). The common denominator, which seems equally applicable to diplomacy, is that ritual forms of communication tend to arise «in situations where any misunderstanding, or ‘missignaling’, would be catastrophic» (6_____). This triggered efforts to develop «a body of rules» governing diplomatic conduct at official functions and other encounters. Protocol enabled states to concentrate on substantive issues without adding unnecessary disagreements about the external forms of intercourse.

As applied to diplomacy, the term «ritualization» reminds us (a) that «saying is doing» and «doing is saying» in diplomatic communication, and (b) that the common diplomatic code facilitates cross cultural communication among members of the profession while rendering communication between professionals and non-professionals more difficult (7_____).

If television has enhanced the significance of nonverbal signaling and body language, diplomacy still rests on the creative combination of verbal and nonverbal communication. Whereas diplomatic signaling has traditionally been addressed to exclusive and clearly delineated audiences, with a high degree of control and possibilities to vary the message according to audience, the advent of new media has made the differentiation among audiences more difficult (8_____).

And the ritualization of diplomatic communication is a continuous process, which may take different forms and be less conspicuous today than in earlier times yet is not likely to cease. Diplomacy has proved to be a resilient and adaptable institution, and communication has been, and remains, an essential aspect of diplomacy.

by Christer Jönsson & Martin Hall

A) Foreign ministries have discovered the potential of the Internet as a powerful medium for the worldwide dissemination of information to an audience of highly educated and influential members of foreign societies.

B) The ritualised diplomatic language is therefore also useful as a socialization device.

C) On the other hand, every gesture or action by diplomatic agents sends messages.

D) On the other hand, the repertoire of signaling instruments has been expanded.

E) Professional diplomacy rests on such a shared code

F) Diplomatic «body language» encompasses everything from personal gestures to the manipulation of military forces.

G) The development of diplomatic protocol is a case in point

H) One of the obvious effects of the IT revolution is that diplomacy has lost its position as the main facilitator of contacts and communication across state boundaries.

PART IV
TEXTS FOR TRANSLATION

TEXT 1

UNITED STATES MISSION TO THE UNITED NATIONS NEW YORK

July 30, 2009

HC-86-09

The United States Mission to the United Nations presents its compliments to the Permanent Missions to the United Nations and has the honor to bring to their attention that the host country has extended an exemption from property taxation to real property owned by foreign governments and used to house members of the staff of the Permanent Missions to the United Nations as described in the attached Federal Register notice of July 2, 2009. This note supersedes HC-12-01 of April 5, 2001.

The host country's action invalidates existing tax liens with respect to such property but does not require local taxing authorities to refund any property taxes that have been paid to date, including those paid to the City of New York for tax bills due on July 1, 2009,

In order for the host country to be able to authorize that the relevant tax authority grant the appropriate exemption, the Permanent Missions are requested to submit to the Office of Foreign Mission's (OFM) New York Regional office a list of residences which their governments own and which they believe are entitled to this exemption. The list must include the complete address of the property, the name and title of its current occupant, and the next date

DIPLOMATIC NOTE

on which property taxes would otherwise have been assessed. The United States Mission requests the information be submitted within 30 days of the date of this note.

In the future, when a government purchases a property for use of its Mission to the United Nations and believes the property is entitled to exemption from property taxes, the Mission is asked to submit a request for exemption to the Office of Foreign Missions' New York Regional Office. Such requests should include the complete address of the property, the date the deed was recorded, and a copy of the Department's prior approval of the purchase. That office will review the request, and if appropriate, direct the relevant tax authority to grant the exemption.

The United States Mission to the United Nations avails itself of this opportunity to renew to the Permanent Missions to the United Nations the assurances of its highest consideration.

TEXT 2

THE COVENANT

of the League of Nations

THE HIGH CONTRACTING PARTIES,

In order to promote international cooperation and to achieve international peace and security

by the acceptance of obligations not to resort to war,

by the prescription of open just and honourable relations between nations,

by the firm establishment of the understandings of international law as the actual rule of conduct among Governments, and

by the maintenance of justice and a scrupulous respect for all treaty obligations in the dealings of organized peoples with one another,

Agree to this Covenant of the League of Nations.

Article 1

The original Members of the League of Nations shall be those of the Signatories which are named in the Annex to this Covenant and also such of those other States named in the Annex as shall accede without reservation to this Covenant. Such accession shall be effected by a Declaration deposited with the Secretariat within two months of the coming into force of the Covenant. Notice thereof shall be sent to all other Members of the League.[...]

Article 2

The action of the League under this Covenant shall be effected through the instrumentality of an Assembly and of a Council, with a permanent Secretariat.

Article 3

The Assembly shall consist of Representatives of the Members of the League.

The Assembly shall meet at stated intervals and from time to time as Occasion may require at the Seat of the League or at such other place as may be decided upon.

The Assembly may deal at its meetings with any matter within the sphere of action of the League or affecting the peace of the world. At meetings of the Assembly each Member of the League shall have one vote, and may have not more than three Representatives.

Article 4

The Council shall consist of Representatives of the Principal Allied and Associated Powers, together with Representatives of four other Members of the League. These four Members of the League shall be selected by the Assembly from time to time at its discretion.

The Council shall meet from time to time as occasion may require, and at least once a year, at the Seat of the League, or at such other place as may be decided upon. [...]

Article 5

Except where otherwise expressly provided in this Covenant or by the terms of the present Treaty, decisions at any meeting of the Assembly or of the Council shall require the agreement of all the Members of the League represented at the meeting.[...]

Article 6

The permanent Secretariat shall be established at the Seat of the League. The Secretariat shall comprise a Secretary—General and such secretaries and staff as may be required.

The first Secretary-General shall be the person named in the Annex; thereafter the Secretary—General shall be appointed by the Council with the approval of the majority of the Assembly. [...]

Article 7

The Seat of the League is established at Geneva.

The Council may at any time decide that the Seat of the League shall be established elsewhere.

All positions under or in connection with the League, including the Secretariat, shall be open equally to men and women.[...]

Article 8

The Members of the League recognize that the maintenance of peace requires the reduction of national armaments to the lowest point consistent with national safety and the enforcement by common action of international obligations. [...]

Article 9

A permanent Commission shall be constituted to advise the Council on the execution of the provisions of Articles 1 and 8 and on military, naval and air questions generally.

Article 10

The Members of the League undertake to respect and preserve as against external aggression the territorial integrity and existing political independence of all Members of the League. In case of any such aggression or in case of any threat or danger of such aggression the Council shall advise upon the means by which this obligation shall be fulfilled.

Article 11

Any war or threat of war, whether immediately affecting any of the Members of the League or not, is hereby declared a matter of concern to the whole League, and the League shall take any action that may be deemed wise and effectual to safeguard the peace of nations.

Article 12

The Members of the League agree that, if there should arise between them any dispute likely to lead to a rupture they will submit the matter either to arbitration or judicial settlement or to enquiry by the Council. [...]

Article 13

The Members of the League agree that whenever any dispute shall arise between them which they recognize to be suitable for submission to arbitration or judicial settlement and which cannot be satisfactorily settled by diplomacy, they will submit the whole subject-matter to arbitration or judicial settlement. [...]

Article 15

If there should arise between Members of the League any dispute likely to lead to a rupture, which is not submitted to arbitration or judicial settlement in accordance with Article 13, the Members of the League agree that they will submit the matter to the Council. Any party to the dispute may effect such submission by giving notice of the existence of the dispute to the Secretary-General, who will make all necessary arrangements for a full investigation and consideration thereof.

For this purpose the parties to the dispute will communicate to the Secretary-General as promptly as possible, statements of their case with all the relevant facts and papers, and the Council may forthwith direct the publication thereof.[...]

Article 16

Should any Member of the League resort to war in disregard of its covenants under Articles 12,13 or 15,it shall ipso facto be deemed to have committed an act of war against all other Members of the League, which hereby undertake immediately to subject it to the severance of all trade or financial relations, the prohibition of all intercourse between their nationals and the nationals of the covenant-breaking State, and the prevention of all financial, commercial or personal intercourse between the nationals of the Covenant-breaking State and the nationals of any other State, whether a Member of the League or not. [...]

Article 17

In the event of a dispute between a Member of the League and R State which is not a Member of the League, or between States not Members of the League, the State or

States not Members of the League shall be invited to accept the obligations of membership in the League for the purposes of such dispute, upon such conditions as the Council may deem just. If such invitation is accepted, the provisions of Articles 12 to 16 inclusive shall be applied with such modifications as may be deemed necessary by the Council. [...]

Article 18

Every treaty or international engagement entered into hereafter by any Member of the League shall be forthwith registered with the Secretariat and shall as soon as possible be published by it. No such treaty or international engagement shall be binding until so registered.

Article 19

The Assembly may from time to time advise the reconsideration by Members of the League of treaties which have become inapplicable and the consideration of international conditions whose continuance might endanger the peace of the world.

Article 20

The Members of the League severally agree that this Covenant is accepted as abrogating all obligations or understandings inter se which are inconsistent with the terms thereof, and solemnly undertake that they will not hereafter enter into any engagements inconsistent with the terms thereof. [...]

Article 21

Nothing in this Covenant shall be deemed to affect the validity of international engagements, such as treaties of arbitration or regional understandings like the Monroe doctrine, for securing the maintenance of peace.

Article 22

To those colonies and territories which as a consequence of the late war have ceased to be under the sovereignty of the States which formerly governed them and which are inhabited by peoples not yet able to stand by themselves under the strenuous conditions of the modern world, there should be applied the principle that the well-being and development of such peoples form a sacred trust of civilization and that securities for the performance of this trust should be embodied in this Covenant. [...]

Article 23

Subject to and in accordance with the provisions of international conventions existing or hereafter to be agreed upon, the Members of the League:

(a) will endeavour to secure and maintain fair and humane conditions of labour for men, women, and children, both in their own countries and in all countries to which their commercial and industrial relations extend, and for that purpose will establish and maintain the necessary international organizations; [...]

Article 25

The Members of the League agree to encourage and promote the establishment and cooperation of duly authorized voluntary national Red Cross organizations having as purposes the improvement of health, the prevention of disease and the mitigation of suffering throughout the world.

Article 26

Amendments to this Covenant will take effect when ratified by the Members of the League whose Representatives compose the Council and by a majority of the Members of the League whose Representatives compose the Assembly.

No such amendments shall bind any Member of the League which signifies its dissent therefrom, but in that case it shall cease to be a Member of the League.

TEXT 3

CONVENTION RELATIVE TO THE OPENING OF HOSTILITIES

Entered into Force: 26 January 1910

His Majesty the German Emperor, King of Prussia; [etc.]

Considering that it is important, in order to ensure the maintenance of pacific relations, that hostilities should not commence without previous warning;

That it is equally important that the existence of a state of war should be notified without delay to neutral Powers;

Being desirous of concluding a Convention to this effect, have appointed the following as their Plenipotentiaries:

[List of Plenipotentiaries.]

Who, after depositing their full powers, found in good and due form, have agreed upon the following provisions:

Article 1

The Contracting Powers recognize that hostilities between themselves must not commence without previous and explicit warning, in the form either of a reasoned declaration of war or of an ultimatum with conditional declaration of war.

Article 2

The existence of a state of war must be notified to the neutral Powers without delay, and shall not take effect in regard to them until after the receipt of a notification, which may, however, be given by telegraph. Neutral Powers, nevertheless, cannot rely on the absence of notification if it is clearly established that they were in fact aware of the existence of a state of war.

Article 3

[Article 1](#) of the present Convention shall take effect in case of war between two or more of the Contracting Powers.

[Article 2](#) is binding as between a belligerent Power which is a party to the Convention and neutral Powers which are also parties to the Convention.

Article 4

The present Convention shall be ratified as soon as possible.

The ratifications shall be deposited at The Hague.

The first deposit of ratification shall be recorded in a *procès-verbal* signed by the Representatives of the Powers which take part therein and by the Netherland Minister for Foreign Affairs.

The subsequent deposits of ratifications shall be made by means of a written notification addressed to the Netherland Government and accompanied by the instrument of ratification.

A duly certified copy of the *procès-verbal* relative to the first deposit of ratifications, of the notifications mentioned in the preceding paragraph, as well as of the instruments of ratification, shall be at once sent by the Netherland Government through the diplomatic channel to the Powers invited to the Second Peace Conference, as well as to the other Powers which have adhered to the Convention. In the cases contemplated in the preceding paragraph, the said Government shall at the same time inform them of the date on which it received the notification.

Article 5

Non-Signatory Powers may adhere to the present Convention.

The Power which wishes to adhere notifies in writing its intention to the Netherland Government, forwarding to it the act of adhesion, which shall be deposited in the archives of the said Government.

The said Government shall at once forward to all the other Powers a duly certified copy of the notification as well as of the act of adhesion, stating the date on which it received the notification.

Article 6

The present Convention shall come into force, in the case of the Powers which were a party to the first deposit of ratifications, sixty days after the date of the *procès-verbal* of that deposit, and, in the case of the Powers which ratify subsequently or which adhere, sixty days after the notification of their ratification or of their adhesion has been received by the Netherland Government.

Article 7

In the event of one of the High Contracting Parties wishing to denounce the present Convention, the denunciation shall be notified in writing to the Netherland Government, which shall at once communicate a duly certified copy of the notification to all the other Powers, informing them of the date on which it was received.

The denunciation shall only have effect in regard to the notifying Power, and one year after the notification has reached the Netherland Government.

Article 8

A register kept by the Netherland Ministry for Foreign Affairs shall give the date of the deposit of ratifications made in virtue of [Article 4](#), paragraphs 3 and 4, as well as the date on which the notifications of adhesion ([Article 5](#), paragraph 2) or of denunciation ([Article 7](#), paragraph 1) have been received.

Each Contracting Power is entitled to have access to this register and to be supplied with duly certified extracts from it.

In faith whereof the Plenipotentiaries have appended their signatures to the present Convention.

Done at The Hague, the 18th October, 1907, in a single copy, which shall remain deposited in the archives of the Netherland Government, and duly certified copies of which shall be sent, through the diplomatic channel, to the Powers which have been invited to the Second Peace Conference.

[List of Signatories.]

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Навчально-методичне видання

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Мова дипломатичних документів:

для здобувачів факультету міжнародних відносин

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