



CIRCULAR NOTE

The Ministry for Foreign Affairs present their compliments to the Diplomatic Missions in Helsinki and have the honour to inform the Missions of the following changes in the procedure which is applied when members of Missions wish to enter the gate area at Helsinki airport to meet distinguished guests of the Mission or to deliver and collect the diplomatic bag.

The changes will take place in two phases (1 April 2017 and 1 July 2017):

1 April 2017

As from 1 April 2017, if a member of a Mission wishes to enter the gate area at Helsinki airport, the Protocol Services must be notified of the visit at least three working days in advance by e-mail to e-mail address of the Protocol Services:

pro@formin.fi

These notices can no longer be sent to the Airport Police as from the said date.

A maximum of three members of the Mission are allowed to enter the gate area on one occasion.

The notice must include the following information:

- 1) the name of the Mission
- 2) the name of the person(s) entering the gate area
- 3) the time and purpose of the entry to the gate area
- 4) the number of the flight.

Entry to the gate area is not allowed without a prior notice. Urgent changes to the above information must also be sent to the e-mail address of the Protocol Services as soon as possible.

Protocol Services will inform the relevant operators at the airport (the Border Guard, the Security Control and the Congress VIP) of the notices and send a confirmation of this to the Mission. The person(s) visiting the gate area must carry the confirmation with him/her.

The Congress VIP and the Service Center of the airport provide information concerning the arrival gates of the aircrafts. The telephone number of the Congress VIP is 020 762 9732 and of the Service Center 0200 146 36.

In order to enter the gate area, the persons need go to the security control of the appropriate terminal (T1 or T2). They will be subject to a security check. The identity card issued by the Protocol Services and a valid travel document (a passport or an official identity card) must also be presented at the security control. To exit, they shall use the exit routes for arriving passengers.

Flights arriving from outside the EU Members States and the Schengen Area

For flights arriving from outside the EU Members States and the Schengen Area the current procedure will be applied:

Passengers arriving from outside the EU member states and the Schengen Area can be met at the gate area by agreeing on an escort with the airport. The Mission needs to contact the Congress VIP in order to agree on this arrangement. The service number for the Congress VIP is 020 762 9732.

A prior notice of the visit must also be made to the Protocol Services by the Mission as explained above.

The identity card and confirmation from the Protocol Services must also be presented at the security control as well as a valid travel document (a passport or an official identity card). To exit, the person shall use the exit routes for arriving passengers.

Passengers arriving from the United States can be met at the gate area in the same way as passenger arriving from the EU Member States and thus, no escort to the gate area is needed.

1 July 2017:

As from 1 July 2017 Finavia, who is the provider of the airport services in Finland, will start issuing Finavia Corporation Identity Cards (airport badges) to a limited number of members of each Mission. Completion of a short security awareness training and a background check of the applicants will be required for obtaining a badge.

The badge entitles the holder to access the security-controlled areas in the Helsinki Airport to perform their official reception and escorting duties. The Ministry will send instructions of the new process as soon as possible in order for the Missions and their members to complete the necessary application procedure well in advance of the 1 July.

Helsinki, 27 March 2017



To
The Diplomatic Missions in Helsinki