



REPUBLIC OF BULGARIA
MINISTRY OF FOREIGN AFFAIRS

STATE PROTOCOL DIRECTORATE

Ref. № 54-00-29

Sofia, 23 November, 2017

**TO
THE DIPLOMATIC MISSIONS
AND THE REPRESENTATIONS
OF INTERNATIONAL ORGANISATIONS
ACCREDITED IN THE REPUBLIC OF BULGARIA
SOFIA**

The Ministry of Foreign Affairs of the Republic of Bulgaria would like to present its compliments to the Diplomatic Missions and the Representations of international organisations accredited in the Republic of Bulgaria, and – in addition to note verbale № 54-00-29 of 31st of October, 2017 – is honoured to present the following information regarding the use of VIP lounges at airports on the territory of the Republic of Bulgaria:

Sofia Airport has two VIP lounges. VIP A – the Sofia Airport Government Lounge – is used by Bulgarian officials which include:

- the President of the Republic, the President of the National Assembly, the Prime Minister, the Vice-President of the Republic, the Vice-Presidents of the National Assembly, the Deputy Prime Ministers;
- the chair, the chief registrar, and the judges of the Constitutional Court, the chairs of the Supreme Court of Cassation and of the Supreme Administrative Court, and the Prosecutor General of the Republic of Bulgaria;
- members of Parliament when travelling on official duty;
- members of the Cabinet (the Government);
- regional governors;
- the head of defence;
- the Bulgarian Patriarch;
- Bulgarian Ambassadors Extraordinary and Plenipotentiary and the family members who accompany them on the initial departure for their country of accreditation, and on their final return;
- the leaders of political parties with presentation in the National Assembly;
- the chair of the Sofia Municipal Council, the Mayor of Sofia.

The foreign **Ambassadors Extraordinary and Plenipotentiary** accredited in Sofia and the family members who accompany them may generally make use of the Sofia

Airport Government Lounge on their initial arrival on the territory of the Republic of Bulgaria, and on their final departure from the country.

The representatives of the diplomatic missions and of international organizations may receive authorisation to use Sofia Airport's VIP Lounge A for official delegations on highest- or high-level state, official and working visits, upon invitation on the part of Bulgaria (at the level of the Head of State and his deputy/deputies, the President of the National Assembly and her deputy/deputies, the **Prime Minister** and his deputies, members of the **Cabinet/Government**, the Minister of Foreign Affairs).

In accordance with the rules of procedure for the use of VIP Lounge A, the diplomatic **missions and the representations of international organisations** are to issue a notification in advance to the State Protocol Directorate of the Ministry of Foreign Affairs via a note verbale no later than 72 hours prior to the scheduled arrival date, and – in cases of unforeseen changes to the composition of delegations declared – no later than 48 hours prior to the date of arrival, specifying the following information: the names and stations of the VIP lounge guests; the dates and times of arrival and departure of the delegation; the number of the flight the delegation will be using; the **full names and stations** of those receiving the delegation; information on the vehicles to enter the airport area: make, model, and registration plate, as well as the drivers' **full** names.

The Ministry of Foreign Affairs resolves to allow the passage through VIP Lounge A of high **officials** from the respective country or international organization (for instance, the members of royal families, parliamentarians, the Secretary General of NATO, the High Representative of the EU for Foreign Affairs and Security Policy, the President of the European Parliament, the President of the European Commission and European Commissioners, etc.) based on a reasoned **written** proposal on the part of **the respective diplomatic mission or the representation of an international organization** in the form of a note verbale sent no later than 72 hours prior to the date of arrival.

Sofia Airport's VIP Lounge B **is available** for use in cases of working visits, informal delegation travel, or in cases of private travel for a specified fee.

In such cases, diplomatic **missions and the representations of international organisations** are to send their requests for the use of VIP Lounge B to the Sofia Airport authorities at vip@sofia-airport.bg, or fax them to +359 2 937 2190. VIP Lounge B can be reached using the following number: +359 2 937 2192.

Airports in the cities of Plovdiv, Varna and Burgas have VIP lounges which diplomatic **missions and the representations of international organisations** can use if they have sent an application to the respective airport authorities in advance, allowing for enough time before the scheduled date of arrival in accordance to the rules and regulations of the respective airport.

The Ministry of Foreign Affairs of the Republic of Bulgaria would like to take this opportunity to renew to the Diplomatic Missions and the Representations of international organisations accredited to Bulgaria the assurances of its highest consideration.

