

MINISTRY OF DEFENCE OF THE SLOVAK REPUBLIC
Defence Policy Department

Approved by:

Pavol SVETÍK
Director General

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**HANDBOOK ON COOPERATION WITH DEFENCE
ATTACHÉS ACCREDITED IN THE SLOVAK
REPUBLIC**

Bratislava 2013

HANDBOOK ON COOPERATION WITH DEFENCE ATTACHÉS ACCREDITED IN THE SLOVAK REPUBLIC

The Defence Policy Department of the Ministry of Defence of the Slovak Republic (hereafter referred to as the "Department"), in response to the internal normative acts No. 56/2011 and 55/2012 approved by the Minister of Defence of the Slovak Republic (hereafter referred to as the "Minister"), in order to provide for cooperation with the Defence Attachés accredited in the Slovak Republic (hereafter referred to as the "Attaché") and other employees of the Defence Attaché Offices (hereafter referred to as the "Defence Attaché Office") enacts:

Article 1 Purpose of the Handbook

(1) The purpose of the Handbook on Cooperation with Defence Attachés Accredited in the Slovak Republic (hereafter referred to as the "Handbook") is to establish uniform procedures and activities for official contact and cooperation of Attachés, as well as other employees of the Attaché Office with the Ministry of Defence of the Slovak Republic (hereafter referred to as the "Ministry")¹, the General Staff of the Armed Forces of the Slovak Republic (hereinafter referred to as the "General Staff") and groups, units, offices and facilities of the Armed Forces of the Slovak Republic (hereafter referred to as "The Armed Forces").

(2) During their actions, Attachés and other employees of the Attaché Office shall comply with the provisions herein for all official contacts with representatives of the Ministry, the General Staff and departments, including social and sporting events.

Article 2 The Military Diplomatic Corps

(1) The Military Diplomatic Corps consists of Attachés and Deputy Attachés accredited in the Slovak Republic (hereafter referred to as "Deputy Attaché").

(2) For the purposes hereof, the Attaché includes the following offices:

- a, Defence Attaché;
- b, Defence Attaché - Military and Air Attaché;
- c, Military Attaché
- d, Military, Air and Naval Attaché,
- e, Military and Air Attaché;
- f, Air Attaché;
- g, Ground Forces Attaché;
- h, Other military diplomatic office at the embassy of the sending state

(3) The Attaché manages the Attaché Office; he/she has a diplomatic status granted by the sending state and acts in Slovakia upon the Agrément granted by the Ministry

¹ For the purposes hereof, the Ministry also comprises branches of the Ministry, offices and facilities within the scope of authority of the Ministry, budgetary organizations, allowance organizations, subsidized organizations, joint stock companies and the state enterprise within the scope of authority of the Ministry

of Foreign and European Affairs of the Slovak Republic (hereafter referred to as the "Ministry of Foreign Affairs"). Attaché is a member of the diplomatic staff of the embassy of the sending state and a member of the Diplomatic Corps in Slovakia. He/she is listed on the Diplomatic Corps List published by the Ministry of Foreign Affairs.

(4) The Deputy Attaché is the employee of the Attaché Office with a diplomatic status granted by the sending state. Deputy Attaché is a member of the diplomatic staff of the embassy of the sending state and a member of the Diplomatic Corps in Slovakia. He/she is listed on the Diplomatic Corps List published by the Ministry of Foreign Affairs.

(5) The Attaché and Deputy Attaché are considered officials of the Ministry of Defence and the Armed Forces of the sending state.

(6) The Assistant Attaché is a member of the Attaché Office and he/she is the Deputy Attaché, if appointed so by the sending state in the request. If having a diplomatic status granted by the sending state, the Assistant Attaché is a member of the diplomatic staff of the embassy of the sending state and a member of the Diplomatic Corps in the Slovak Republic.

(7) The Acting Attaché is the employee of the Attaché Office acting as the Attaché during his/her absence from the Attaché Office; he/she has the diplomatic status granted. The Acting Attaché is a member of the diplomatic staff of the embassy of the sending state and a member of the Diplomatic Corps in the Slovak Republic. The Acting Attaché is accepted upon the receipt of credentials from the Attaché containing the name of the Acting Attaché and the time of acting, at least three working days prior to the date of acting. The Acting Attaché shall be treated as the Attaché; it is expected that the Acting Attaché will comply with the rights and obligations of the Attaché of the sending state.

(8) The Doyen of the Military Diplomatic Corps is an honorary title; he/she is usually appointed by the Military Diplomatic Corps. The Doyen is the spokesman of the Military Diplomatic Corps in official social activities.

(9) The legal status of the Attaché and any another member of the diplomatic staff is defined by the Vienna Convention on Diplomatic Relations of 1961. International agreements concluded between the Slovak Republic and specific partner states can further specify the actions and performance of the Attaché.

Article 3

The Rules and Procedures for Granting Agrément

(1) Consent to the appointment of Attaché in the Slovak Republic is granted by the Ministry of Foreign Affairs as the Agrément issued to the embassy of the sending state.

(2) The Request for Agrément shall be filed by the embassy of the sending state in writing as the Note on the Ministry of Foreign Affairs at least 44 working days prior to the expected assumption of the diplomatic function by the Attaché. The Request for Agrément must be accompanied with the Résumé of the Attaché, the expected assumption of the function and two photographs in uniform.

(3) The Ministry of Foreign Affairs shall inform the embassy of the sending state about its decision on the Request for Agrément via a Diplomatic Note. The Ministry of Foreign Affairs sends a copy of the Note to the Director General of Defence Policy Department (hereafter referred to as "the Director General") usually within 3 working days of its service to the embassy of the sending state.

(4) No Agrément is required for the office of the Deputy Attaché. The embassy of the sending state informs the Ministry of Foreign Affairs via a Diplomatic Note of the intention to send the Deputy Attaché of the sending state. The Diplomatic Note shall be serviced at least 22 working days prior to the expected assumption of the diplomatic function by the Deputy Attaché. The Note shall be accompanied with documents as referred to in the Article 3(2). The Ministry of Foreign Affairs sends a copy of the Note to the Director General within 3 working days of its service to the embassy of the sending state.

(5) No Agrément is required to the offices of other employees of the Attaché Office, who will come into contact with the Ministry, the General Staff and the Armed Forces. The Attaché Office informs the Director General of their anticipated work in the Attaché Office in writing at least 22 working days prior to their entry into office, by stating the names, surnames, functional classification and the date of entry into office.

Article 4

Accreditation and Assumption of Diplomatic Mission

(1) The Attaché shall enter into diplomatic office in the Slovak Republic by conducting an accreditation visit to the Director General.

(2) The Attaché Office or the embassy of the sending state shall send a written request for the accreditation visit to the Bilateral Relations Section of the Defence Policy Department (hereafter referred to as the "Bilateral Relations Section") no later than 20 working days prior to the proposed date of admission. The Attaché designated shall be in principle accompanied during the visit by the Attaché ending his diplomatic mission in the Slovak Republic.

(3) Upon accreditation, the Attaché may request in writing for accreditation visit to the Minister, State Secretary of the Ministry of Defence (hereafter referred to as the "State Secretary") and the Chief of the General Staff of the Armed Forces of the Slovak Republic (hereafter referred to as the "Chief of the General Staff") by a letter at least 15 working days prior to the proposed date of visit, on the forms enclosed as Annexes 3 and 4.

(4) The Request for accreditation visit to the Minister or the State Secretary shall be forwarded to the Protocol Section of the Office of the Minister of Defence of the Slovak Republic (hereafter referred to as the "Protocol Section").

(5) The Request for accreditation visit to the Chief of the General Staff shall be forwarded to the Office of the Chief of the General Staff of the Armed Forces of the Slovak Republic

(6) Upon the accreditation visit, the Attaché shall send the completed questionnaire (Annex No. 1) with one photograph in uniform to the Bilateral Relations Section within 7 working days for the protocol needs of the Ministry. The Attaché shall continuously indicate any changes in the questionnaire to the Bilateral Relations Section in writing.

(7) The accreditation visit of the Deputy Attaché shall take place at the Director of International Relations Division of the Defence Policy Department (hereinafter referred to as the "Director of the International Relations Division"). Upon the accreditation visit, the Deputy Attaché shall send the completed questionnaire (Annex No. 1) to the Bilateral Relations Section within 7 working days.

(8) Accreditation visits of the Attaché and Deputy Attaché are held in military uniforms.

Article 5 Termination of Diplomatic Mission

(1) The embassy of the sending state shall notify the Bilateral Relations Section of the termination of the diplomatic mission of the Attaché no later than 22 working days prior to the expected date of termination of the mission.

(2) The diplomatic mission of the Attaché in the Slovak Republic shall end by the farewell visit to the Director General, which usually takes place in conjunction with the accreditation visit of the new Attaché. The Attaché shall send the request for the farewell visit in writing to the Bilateral Relations Section no later than 15 working days prior to the proposed date of visit.

(3) The farewell visits of the Attaché to other officials of the Ministry and the General Staff shall be made only upon the written request of the Attaché sent to the Bilateral Relations Section, the Protocol Section or the Office of the Chief of the General Staff (Annex No. 3, Annex No. 4) no later than 15 days prior to the proposed date of visit.

(4) The work of the Deputy Attaché shall end by a farewell visit to the Director of the International Relations Division, which usually takes place in conjunction with the accreditation visit of the new Deputy Attaché. The Deputy Attaché shall send the

request for farewell visit to the Bilateral Relations Section in writing no later than 15 working days prior to the proposed date of visit.

(5) Farewell visits of Attaché and Deputy Attaché are held in military uniforms.

Article 6
General Rules of Contact for Defence
Attachés with the Officers of the Ministry, the General Staff and the Armed
Forces

(1) All business contacts of Attachés, including written ones, with the Ministry, the General Staff and the Armed Forces, shall be made only through the offices of the Ministry and the General Staff as referred to below:

- a) Protocol Section;
- b) Bilateral Relations Section;
- c) Office of the Chief of the General Staff;
- d) International Military Cooperation Coordination Division at the Staff of Strategic Planning and Development of Capabilities of the General Staff (hereafter referred to as the " International Military Cooperation Coordination Division").

(2) All business contacts, including written ones, of the Attachés and other employees of the Attaché Office with the officers of the Ministry, the General Staff and the Armed Forces shall take place only upon the approved written request, sent to the offices listed in Article 6 (1) and pursuant to the provisions of Articles 7 and 8. In justified cases, the business contact may be agreed by phone or in person, always with a written request delivered subsequently.

(3) The business contact of the Attaché and other employees of the Attaché Office with the Protocol Section and the Office of the Chief of the General Staff, in preparation for official visits of heads of embassies in the Slovak Republic, and other key officials from partner countries, may be through direct communication, with a notification to the Bilateral Relations Section or the International Military Cooperation Coordination Division.

(4) It is recommended that the Attaché or Attaché Office consult with the offices listed in Article 6 (1) regarding invitations for representatives of the Ministry, the General Staff, and the Armed Forces to participate in official and social activities organized by the Attaché or Attaché Office.

(5) In the event of a breach of the communication procedures defined in the Article 6 (1)-(3), the Ministry, upon consideration of severity of the breach, reserves the right to inform the political Department of the Ministry of Defence of the sending state of the Attaché, and to suspend the communication with that Attaché until a personal interview takes place between the Attaché and the Director General. The Ministry will proceed in such cases in accordance with the Vienna Convention on Diplomatic Relations (Article 2 par. 9).

Article 7 The Ministry

(1) The Bilateral Relations Section

- a) Arranges for accreditation visits and farewell visits;
- b) Coordinates courtesy and accreditation visits of Attachés at the Ministry;
- c) Coordinates written communication within the Ministry;
- d) Coordinates the furnishing of information and documents requested by the Attaché Office;
- e) Organizes, coordinates and arranges for cooperation and written communication with the Doyen of the Military Diplomatic Corps in the organization of joint activities for the Military Diplomatic Corps, and in the preparation and implementation of the action plan for the Military Diplomatic Corps per the calendar year;
- f) At least twice a year (January 15, and July 15) furnishes the list of key officials of the Ministry, heads of branches and other managers of the Ministry for the protocol purposes of the Attaché Office, and informs the Attaché Office on any changes in this list within 15 working days of their occurrence;
- g) At least twice a year (January 15, and July 15) furnishes the list of Attachés and Deputy Attachés for the protocol purposes of the Attaché Office, and informs the Attaché Office on any changes in this list within 15 working days of their occurrence.

(2) Protocol Section

- a) Organizes and arranges the courtesy and official visits of Attachés and heads of embassies by the Minister, State Secretary of the Ministry and the Chief of General Staff;
- b) Arranges activities for Attachés organized by the Minister, the State Secretary or the Chief of the General Staff;

(3) Service rooms of the Bilateral Relations Division and the Department of Protocol intended for meetings with Attachés and other employees of the Attaché Office are located in the premises of the Ministry, in the Barracks of Kutuzov at:

Ministry of Defence of the Slovak Republic
Kutuzovova 8
832 47 Bratislava
The Slovak Republic

The telephone (and fax) number of the Bilateral Relations Section:
00 421 2 44 25 87 81

The telephone (and fax) number of the Protocol Section:
00 421 2 44 25 89 07

(4) Office hours at the Ministry are Monday to Friday 7:45 a.m. to 03:45 p.m. (excluding public holidays and rest days).

Article 8 General Staff

(1) International Military Cooperation Coordination Division

- a) Coordinates individual and joint visits of Attachés and other employees of the Attaché Office to the General Staff and departments;
- b) Coordinates written communication of branches of the General Staff and departments with the Attaché Office;
- c) Arranges for cooperation with the Military Diplomatic Corps within the responsibility of the General Staff;
- d) At least twice a year (January 15, and July 15), furnishes the updated list of key officers of the General Staff, Ground Forces Command, Air Forces Command and Training and Support Forces Command for the protocol purposes of the Attaché Office;

(2) Office of the Chief of the General Staff

- a) Organizes and arranges the courtesy and official visits of Attachés to the Chief of the General Staff and his deputies;
- b) Organizes and arranges for the participation of the Chief Non-Commissioned Officer of the Armed Forces of the Slovak Republic in the courtesy and official visits referred to in subparagraph a) and the official meetings of the Chief Non-Commissioned Officer of the Armed Forces of the Slovak Republic with the Attaché Office staff.
- c) Arranges for sending invitations to Attachés to the events of the Chief of the General Staff and his deputies.

(3) Service rooms of the General Staff intended for meetings with the employees of the Attaché Office are located in the premises of the General Staff in the Barracks of Kutuzov at:

Ministry of Defence of the Slovak Republic
Kutuzovova 8
832 47 Bratislava
The Slovak Republic

The telephone and fax numbers to the International Military Cooperation
Coordination Division:

00 421 960 313 292 and 00 421 960 313 730

The telephone and fax numbers to the Office of the Chief of the General Staff:

00 421 960 313 111 and 00 421 960 312 521

(4) Office hours of the General Staff are Monday to Friday 07:00 a.m. to 03:45 p.m. (excluding public holidays and rest days).

Article 9

Requesting and Furnishing Information and Documents, Correspondence

(1) As part of his/her military diplomatic mission, the Attaché has the right to request information and documents relating to the Ministry, the General Staff and the Armed Forces.

(2) The Attaché requests the information and documents always in writing on a completed form (enclosed as Annex No. 2), with an exact formulation of the request, to be sent to the Bilateral Relations Section. Failure to follow this procedure or incorrect or incomplete filling of the form may result in refusal of the request.

(3) As a rule, the Ministry reserves the right to respond to the request within 22 working days of receipt of the written request. If the request requires inter-ministerial communication, the Ministry reserves the right to respond to the request within 44 working days. The information or document furnished will be sent to the Attaché via the Bilateral Relations Section.

(4) If the request goes beyond military diplomacy, or the required information is protected by the laws of the Slovak Republic², or the information does not fall within the responsibility of the Ministry, the General Staff and the Armed Forces, the Ministry reserves the right not to accommodate such request.

(5) Requesting information or documents containing classified information is governed by a special regulation³ and the International Agreement on Protection and Mutual Exchange of Classified Information that is binding on the Slovak Republic. In case of the member states of NATO, when the Attaché requests the information or documents containing classified information, he/she shall present a valid NATO certificate of the required classification level and other necessary documents under the International Agreement that binds the contractual countries. In case of other countries, the Attaché presents a valid security clearance of the required classification level issued by a competent security authority of the state, and other required documents pursuant to the International Agreement that binds the contractual countries.

Article 10

Rules of Entry and Exit of Vehicles, Car Parking

(1) Entry of Attachés and vehicles of the Attaché Office, including diplomatic vehicles, to the premises of the Ministry, the General Staff and the Armed Forces is permitted only on the basis of a single-entry authorization. Upon entry into the premises, every Attaché must show a valid diplomatic card.

(2) The Attaché requests the permit to enter the premises of the Ministry and the General Staff in writing or by telephone through its appropriate contact person, no later than 3 working days before the scheduled visit. In case of an emergency visit,

² For example, the Commercial Code and the Act No. 428 Coll. on Protection of Personal Data, as amended

³ § 60 of the Act No. 215/2004 Coll. on the Protection of Classified Information, amending and supplementing certain acts, as amended

the entry can be requested directly at the main gate of the Ministry with a notification of the contact person.

(3) The Attaché requests permission to enter the facilities administered by the Ministry and the Armed Forces in writing, on the forms enclosed as Annexes 5 and 6, to be sent to the Bilateral Relations Section at least 15 working days prior to the proposed date of visit.

(4) The Attaché and other employees of the Attaché Office shall be allowed to enter the area and premises of the visited department of the Ministry and the General Staff only when accompanied by an authorized employee, usually an employee of the Protocol Section, Office of the Minister, Department of Media and Protocol Support at the Office of the Chief of the General Staff or Bilateral Relations Section. The Attaché will be met at the main gate of the Ministry.

(5) The Attaché and other employees of the Attaché Office shall be allowed to enter the premises controlled by the Armed Forces only when accompanied by an authorized employee.

(6) The ban on taking photos and preparing audio and video recordings applies in the areas and premises of the Ministry, the General Staff and the Armed Forces, unless stated otherwise.

(7) Parking of vehicles of the Attaché Office staff on the premises of the Ministry is only permitted in front of the main building of the Ministry. Parking in other places of the building of the Ministry is prohibited.

Article 11

Official Visits of Partner Countries

(1) The Attaché sends a request for official visits to the Minister or State Secretary in writing to the Protocol Section, with a copy to the Bilateral Relations Section, at least 15 working days prior to the proposed date of the visit, on the form enclosed as Annex 3. The Department of Protocol shall inform the Attaché Office about the meeting with the Minister or State Secretary in writing within 10 working days of the request receipt.

(2) The Attaché shall send requests for official visits by the Attaché of other Ministry officials, including representatives of the Ministry branches, in writing to the Bilateral Relations Section at least 10 working days prior to the proposed date of visit, on the form enclosed as Annex 3. The Bilateral Relations Section shall inform the Attaché Office about the visit of the Attaché to the above representatives of the Ministry in writing within 7 working days of the request receipt.

(3) The Attaché shall send requests for official visits by the Attaché to the Chief of the General Staff and his deputies, the Chief Non-Commissioned Officer of the Armed Forces, and Commanders of the Armed Forces in writing to the Office of the Chief of the General Staff, with a copy to the Bilateral Relations Section, at least 15 working days before the proposed date of the visit, on the form enclosed as Annex 4. The

Office of the Chief of the General Staff informs the Attaché Office about the visit of the Attaché to the above representatives of the Armed Forces in writing within 10 working days of the request receipt.

(4) The Attaché shall send the request for official visits of the Attaché to other representatives of the General Staff, including commanders and representatives of the Armed Forces, in writing to the International Military Cooperation Coordination Division, with a copy to the Bilateral Relations Section, no later than 10 working days prior to the proposed date of the visit, on the form enclosed as Annex 4. The International Military Cooperation Coordination Division informs the Attaché Office about the visit of the Attaché to the above representatives in writing within 7 working days of the request receipt.

(5) The official written request for official visits to the aforementioned representatives of the Ministry, the General Staff, and representatives of the Armed Forces, shall contain the following information:

- a) Name(s) of person(s) requesting a visit;
- b) The objective of the visit and the topics of the meeting;
- c) A Résumé with a photograph of the head of the foreign visit delegation;
- d) ID card number(s) of the visitor(s) and license plate number(s) of the vehicle(s).

(6) The Ministry and the General Staff reserve the right not to approve the visit if the time frames set out in Article 11, paragraphs 1-4 are not met.

Article 12 Wearing of Uniforms

(1) The Attaché wears an official uniform for the following occasions, unless stated otherwise:

- Accreditation and farewell visit to the Ministry;
- Official visits to the Ministry and the General Staff;
- Visits of the facilities administered by the Ministry;
- Military ceremonies and commemorative acts;
- Official events organized by the Government of the Slovak Republic, the Ministry, the General Staff and other government bodies;

(2) The attaché wears a field uniform for the following occasions, unless stated otherwise:

- Military exercises
- Visits of military bases

Article 13 Rendering Services

The Attaché and other employees of the Attaché Office shall be provided with accommodation, and economic and health care by the embassy of the sending state in the Slovak Republic through the Diplomatic Corps Services Administration of the Ministry of Foreign Affairs.

Article 14 Presence of Attaché on the Territory of the Slovak Republic

(1) In the case of leaving the territory of the Slovak Republic, the resident Attaché shall report, in writing, the dates of departure and return, and the name of his/her Deputy to their contact person at the Bilateral Relations Section 2 working days prior to departure.

(2) Non-resident Attachés are required to report, in writing, their arrival in the territory of the Slovak Republic, and the length of their stay, to their contact person at the Bilateral Relations Section, not later than 2 working days prior to arrival.

Article 15 Special Provisions

(1) In justified cases, the Director General may allow exemptions from the provisions herein.

(2) The branches of the Military Intelligence of the Armed Forces of the Slovak Republic shall govern cooperation with the Military Diplomatic Corps through its own by-laws.

(3) The Military Office of the President of the Slovak Republic provides cooperation with the Military Diplomatic Corps through the Protocol of the Office of the President of the Slovak Republic.

Article 16 Repealing Provisions

The Handbook for Military Attachés Accredited in the Slovak Republic issued on 1 July 2005 is repealed.

Article 17 Effect

This Handbook takes effect from 1 January 2013

**QUESTIONNAIRE FOR THE DEFENCE ATTACHÉS ACCREDITED IN THE
SLOVAK REPUBLIC**

1. Post/Office			
Photography	2. Name	3. Surname	
	4. Rank	5. Date of Birth	6. Place of Birth
7. Language skills			8. Marital Status
9. Spouse	Name	Date of Birth	Country of Birth
10. Children			
Blood Group	Health and Dietary Restrictions		
OFFICE OF DEFENCE ATTACHÉ			
11. Address	12. Telephone Number	13. Fax/E-mail	
ACCREDITATION BY THE MINISTRY OF FOREIGN AFFAIRS OF THE SLOVAK REPUBLIC			
14. Accreditation Note No.	15. Date	16. Diplomatic ID Card No.	17. Date of Entry into Office

18. Résumé:

- **Education**

- **Military Schools and Courses**

- **A Brief Military Career**

19. Awards and Medals

Date of Grant	Name

20. Important Holidays of the Country

Date	Title

Additional Comments

REQUEST FOR INFORMATION OR DOCUMENTS

No.:

The Defence Attaché Office at the Embassy ofin presents its compliments to the Defence Policy Department of the Ministry of Defence of the Slovak Republic and, in line with the Handbook on Cooperation with Defence Attachés Accredited in the Slovak Republic, has the honor to request the following information or documents:

Information:

a, A Precise Description of the Requested Information.....

B, Classification Level.....

C, Purpose of Requesting the Information.....

Document:

A, Document or Publication Title.....

B, Publisher.....

C, Date of Publishing.....

D, Classification Level.....

E, Purpose of Requesting the Document.....

The Defence Attaché Office at the Embassy of.....in..... hereby agrees to pay all costs of obtaining the requested information and documents in accordance with the rules of the Ministry of Defence of the Slovak Republic and the Slovak Armed Forces prior to delivery of the document.

The Defence Attaché Office at the Embassy of.....in..... hereby certifies that it will handle the requested information and documents properly, according to its classification level and pursuant to the signed agreements on protection of classified information. It will use the requested information and documents solely for the purposes of:.....

The Defence Attaché Office at the Embassy of.....in..... takes this opportunity to reaffirm the Defence Policy Department of the Ministry of Defence of the Slovak Republic of its highest consideration.

.....
 (Place, Date, Signature, Stamp)

**REQUEST FOR A MEETING WITH A REPRESENTATIVE OF THE MINISTRY
OF DEFENCE OF THE SLOVAK REPUBLIC**

No:

The Defence Attaché Office at the Embassy of.....in..... presents its compliments to the Defence Policy Department of the Ministry of Defence of the Slovak Republic and, in line with the Handbook on Cooperation with Defence Attachés Accredited in the Slovak Republic, has the honor to request a meeting with

.....
(Name and Office)

1. Proposed Date of the Meeting.....
2. Objective of the Meeting.....
3. Topics of the Meeting.....
4. Members of Delegation (Name, Office, ID Card Number, Vehicle Plate Number)
.....
.....
.....
5. Language of the Meeting.....

The Defence Attaché Office at the Embassy of..... in
.....
takes this opportunity to reaffirm the Defence Policy Department of the Ministry of Defence of the Slovak Republic of its highest consideration.

.....
(Place, Date)

Signature, Stamp

REQUEST FOR A MEETING WITH A REPRESENTATIVE OF THE ARMED FORCES OF THE SLOVAK REPUBLIC

No:

The Defence Attaché Office at the Embassy of.....in..... presents its compliments to the International Military Cooperation Coordination Division of the General Staff of the Armed Forces of the Slovak Republic and, in line with the Handbook on Cooperation with Defence Attachés Accredited in the Slovak Republic, has the honor to request a meeting with

.....
(Name and Office)

1. Proposed Date of the Meeting.....
2. Objective of the Meeting.....
3. Topics of the Meeting.....
4. Members of Delegation (Name, Office, ID Card Number, Vehicle Plate Number)
.....
.....
.....
5. Language of the Meeting.....

The Defence Attaché Office at the Embassy of.....in..... takes this opportunity to reaffirm the International Military Cooperation Coordination Division of the General Staff of the Armed Forces of the Slovak Republic of its highest consideration.

.....
(Place, Date)

Signature, Stamp

**REQUEST TO VISIT A FACILITY ADMINISTERED BY THE MINISTRY OF
DEFENCE OF THE SLOVAK REPUBLIC**

No:

The Defence Attaché Office at the Embassy ofin..... presents its compliments to the Defence Policy Department of the Ministry of Defence of the Slovak Republic and, in line with the Handbook on Cooperation with Defence Attachés Accredited in the Slovak Republic, has the honor to request permission to visit the below listed facility in the subordination of the Ministry of Defence of the Slovak Republic

.....
(Name of Facility)

1. Visited Persons (Name, Office).....
.....
.....
2. Proposed Date of the Visit
3. Objective of the Visit.....
4. Topics of the Meeting.....
5. Members of Delegation (Name, Office, ID Card Number, Vehicle Plate Number)
.....
.....
.....
6. Language of the Meeting.....

The Defence Attaché Office at the Embassy ofin..... takes this opportunity to reaffirm the Defence Policy Department of the Ministry of Defence of the Slovak Republic of its highest consideration.

.....
(Place, Date)

Signature, Stamp

REQUEST FOR PERMISSION TO VISIT A FACILITY OF THE SLOVAK ARMED FORCES

No:

The Defence Attaché Office at the Embassy ofin..... presents its compliments to the International Military Cooperation Coordination Division of the General Staff of the Armed Forces of the Slovak Republic and, in line with the Handbook on Cooperation with Defence Attachés Accredited in the Slovak Republic, has the honor to request permission to visit the below listed facility of the Armed Forces of the Slovak Republic

.....
(Name of Base/Unit/Facility)

1. Visited Persons (Name, Office).....
.....
.....
2. Proposed Date of the Visit
3. Objective of the Visit.....
4. Topics of the Meeting.....
5. Members of Delegation (Name, Office, ID Card Number, Vehicle Plate Number)
.....
.....
.....
6. Language of the Meeting.....

The Defence Attaché Office at the Embassy ofin..... takes this opportunity to the International Military Cooperation Coordination Division of the General Staff of the Armed Forces of the Slovak Republic of its highest consideration.

.....
(Place, Date)

Signature, Stamp