

Pursuant to Article 50 Paragraph 3 of the Law on Foreign Affairs (Official Gazette of Montenegro, number 70/17), the Ministry of Foreign Affairs hereby issues the following

**RULEBOOK**  
**ON DUTIES, RIGHTS AND RESPONSIBILITIES OF HONORARY CONSULS**

**Article 1**

This Rulebook shall regulate the consular duties the Honorary Consul may discharge in his consular district, in addition to his rights and responsibilities when discharging the function of Honorary Consul.

**Article 2**

Terms used in this Rulebook for individuals in masculine gender, shall have the same meaning in feminine.

**Article 3**

When discharging consular duties, the Honorary Consul shall:

- 1) actively contribute to the improvement of friendly relations between Montenegro and the country of discharging the function of the Honorary Consul (hereinafter referred to as: the host country), inform the public of the host country about Montenegro and its economic, cultural, scientific-technical and overall development;
- 2) collect information on important events in the host country and inform the Ministry of Foreign Affairs thereof (hereinafter referred to as: the Ministry);
- 3) foster strengthening and improvement of bilateral relations between Montenegro and the host country in all areas of mutual interest;
- 4) provide support for strengthening the ties between Montenegro and its emigrants in the host country;
- 5) provide help to Montenegrin citizens in the host country and participate in protection of their rights and interests;
- 6) provide help to representatives of state bodies and officials of Montenegro staying in his consular district;
- 7) offer help to entrepreneurs from Montenegro who are staying in his consular district for business matters in regards to the instructions from the Ministry;
- 8) according to previously received instructions from the Ministry, undertake concrete activities for the purpose of providing necessary help to Montenegrin citizens in immediate and emergency situations, and to that end, cooperate with state bodies of the host country;
- 9) cooperate with diplomatic or consular representative bodies of Montenegro abroad (hereinafter referred to as: diplomatic-consular representative body) and Ministry in cases of deprivation of liberty, investigation and criminal proceeding against Montenegrin citizens, in addition to death cases, participation in serious accidents, deportation of Montenegrin citizens and other similar cases in his consular district;

10) maintain regular communication with local government authorities within his consular district, and if Montenegro has no diplomatic-consular representative body on residential basis in the host country, he may communicate with state authorities as well, if the host country agrees upon that and in the scope determined by instructions of the Ministry;

11) perform other activities entrusted to him by special authorization of the Minister of Foreign Affairs, in accordance with laws and other regulations and rules of the host country.

#### **Article 4**

When discharging consular affairs, the Honorary Consul shall be entitled to:

1) cooperate and develop friendly relations with other consular officials and representatives of other countries and international organizations, with the seat in his consular district, and whose activities are related to his function;

2) attend events (consultations, gatherings and similar events) organized by the Ministry or authorized diplomatic-consular representative body;

3) use the Coat of Arms of Montenegro, Flag of Montenegro and Anthem of Montenegro, in accordance with the law regulating the use of Montenegrin state symbols;

4) in official correspondence, use the official e-mail address and seal of the Consulate headed by him;

5) distribute promotional and other materials about Montenegro provided by the Ministry;

6) be informed by the Ministry on current events in Montenegro, in order to provide such information when discharging his duties;

7) undertake other activities, in accordance with special acts of the Ministry.

#### **Article 5**

Honorary Consul shall:

1) visit authorities of the host country on the occasion of his taking of the office, attend the celebrations of state holidays of the host country, participate in official interstate visits, in addition to other official business, cultural, sports and other events at the invitation of the host country, diplomatic core or diplomatic-consular representative body;

2) provide premises for the operation of the Consulate headed by him, meeting the standards and nature of Consulate activities;

3) open the Consulate headed by him within three months upon his appointment as the Honorary Consul;

4) display the flag of Montenegro and a board with Coat of Arms of Montenegro and name of the Consulate headed by him, at the adequate place in the Consulate building, in accordance with the law regulating the use of state symbols of Montenegro;

5) professionally and considerately protect the interests of Montenegrin citizens within his consular district, receive their requests and without delay, along with the information and documents he possesses, forward them to the competent diplomatic-consular representative body or the Ministry;

6) efficiently and in good faith perform all instructions received from the Ministry and act with official documentation in discharging his duties, in accordance with the rules of office work, separately from personal and business documentation;

7) timely update the data on the changes of address, phone numbers and other contact information of importance for performing his duties and responsibilities, and inform the authorities of the host country, diplomatic-consular representative body and the Ministry on every important change;

8) organize the visits of Montenegrin officials or official delegations within his consular district according to the instructions of the Ministry;

9) organize receptions on the occasion of Independence Day or Statehood Day and inform the Ministry thereof;

10) submit to the Ministry an annual report on work performance for the previous year and annual work plan for the following year not later than January 31 of the current year;

11) always communicate with authorities of Montenegro through the Ministry.

#### **Article 6**

The Rulebook on Duties, Rights and Responsibilities of Honorary Consuls (Official Gazette of Montenegro, number 19/12) shall cease to be valid on the day this Rulebook enters into force.

#### **Article 7**

This Rulebook shall enter into force on the eighth day from the date of its publication in the Official Gazette of Montenegro.

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Podgorica, April 16, 2018

Minister,  
Prof. PhD Srđan Darmanović