

Nakilat



**Eng. Jihad Al-Bannay: KOTC is adhered to all international laws
of the International Maritime Organization**



شركة ناقلات النفط الكويتية س.أ.ك.
KUWAIT OIL TANKER COMPANY S.A.K.
إحدى شركات مؤسسة البترول الكويتية
A Subsidiary of Kuwait Petroleum Corporation

Nakilat

A quarterly magazine issued by
Public Relations and Administrative

Services Group

Kuwait Oil Tanker Company

January 2022

Shuwaikh Administrative Area (G)

Gamal Abdel Nasser Street

Editor in Chief

Manager Public Relations & Admin Serv.

Contact us

Tel. 24625050

Fax.: 24913597 / 24625025

24625026 / 24625027

P.O.Box 810 - Safat, 13009 - Kuwait

Telx.: 30850/44755 KOTC KT

Kuwait Oil Tanker Company s.a.k

Email : nakilat@kotc.com.kw

www.kotc.com.kw

Social Media

kotc_official

kotc.official

kotc_official

kotcofficial

kotcofficial

Designed & Printed at:



German Press Company
For Printing & Packaging

Index



**DCEO of Fleet
Affairs receives the
Kuwait Maritime
Association's
delegation**

4



**In cooperation
with the Central
Blood Bank.. KOTC
organizes a Blood
Donation
Campaign for
its staff**

4



**The Acting CEO
visits Shuaiba LPG
Filling Branch**

5



**Al-Bannay: KOTC gives
preservation of the
environment a special
priority.. and the
Company's fleet
operates with the
highest efficiency**

6



**Honoring Dr. Entisar Al-
Hindal in the presence of
some of the Company's top
officials For her efforts to
the success of the
vaccination campaign
against COVID-19**

10

Full return to work

In the beginning of a new year, it gives me immense pleasure to extend our highest congratulations to HH the Amir, HH the Crown Prince, HH the Prime Minister, may Allah protect them all, Kuwaiti people, and all staff of KOTC, hoping that 2022 will be a happy year for everyone, and brings progress and prosperity to our beloved homeland.

In addition, we are proud that our beloved country succeeded in fighting COVID-19 and reached a stable state of health, thanks to adherence to all health measures. We would also like to thank the authorities for all health measures approved and special thanks for everyone who holds the responsibility to overcome this pandemic.

We hope to play an effective role during the coming period, with the participation of all countries, in finding positive solutions for the problem of climate change and global warming, in which KOTC took part in the UN Conference about climate change held recently in (Glasgow), UK. Furthermore, the State of Kuwait participated last October in the Saudi Arabia Summit for the Preservation of the Environment and Global Warming, as this is the habit of our country of being proactive in finding solutions to major global problems.

KOTC company is committed to following all environmental needs as a marine carrier, which will preserve the environment and reduce pollution, and this obligation makes us in constant contact with all the authorities concerned with the environment. Provided that our fleet meets all international environmental requirements.

Moreover, we are looking at how to contribute to solving the climate change problem and finding solutions to reduce emissions by using technological methods that Fleet Engineering works on to reduce fuel consumption.

Given the importance of climate change worldwide, the environmental challenges and the fulfillment of global environmental requirements, such as reducing thermal emissions from different transport ships, were among the most important topics discussed during the recent Gulf Shipping Companies Forum organized by the Company prior to the outbreak of the COVID-19 crisis, as we hope that the recommendations agreed upon during the Forum will play a role in contributing to reducing thermal emissions.



Editorial

Abdulnaser Y. Alfulaij
Acting CEO

In cooperation with KOC's Ahmadi Hospital

KOTC organizes an awareness lecture on precautionary measures while travelling and a vaccination campaign against seasonal flu and pneumonia

Clinic of the Preventive Health Department at Ahmadi Hospital, at least four weeks prior to travelling. She confirmed that this visit would assist travellers to know the potential health risks they may face and the best way to reduce them, as well as knowing all the infectious diseases and the precautions that must be followed to avoid these diseases.

Dr. Dhabya pointed to that all vaccination recommendation for those who want to travel to the dangerous area should include the yellow fever vaccine plus the approved international travel certificate from health organization, also meningococcal conjugation vaccine, the typhoid and hepatitis, A vaccine and animal drug for safety, just in case if any scratch or bite happen by infected animal, in addition Tetanus vaccine and flu vaccine with showing the period of each.

She indicated that there are two types of oral medications to prevent malaria, talking about the safety precautions during travel and the priorities to be placed on the travellers' basic list, depending on their destination.



■ Dr. Dhabyah Al-Ajmi

The PR Team of the PR & Administration Services Group, in cooperation with KOC's Ahmadi Hospital, organized an awareness lecture on precautionary measures to be followed while travelling on Tuesday, November 16, 2021, at the Head Office Auditorium. During the lecture, Dr. Dhabyah Al-Ajmi, Head of the Vaccination Unit at Ahmadi Hospital, spoke about all the precautionary measures to be followed by everyone while travelling, inviting travellers to visit the Traveller's



■ One of the company staff takes the vaccine



■ A side of the attendees

In the end of the lecture, she answered all attendees' queries about COVID-19 and its vaccines.

After the lecture, a vaccination campaign against seasonal flu and pneumonia was organized, in cooperation with Ahmadi Hospital, in KOTC and its facilities for the safety and protection of its staff.



■ Mrs. Dalal Al-Asfour honors Dr. Dhabyah Al-Ajmi

Vaccination of the Shuaiba LPG Filling Branch's staff



■ Reception Staff



■ Registration for the vaccine

In the same context, the Company, represented by the Public Relations and Administrative Services Group (PR Team), and in cooperation with the KOC's Ahmadi Hospital, continued for the second consecutive day the Winter Vaccination Campaign in Shuaiba LPG

Filling Branch. It took place on Wednesday, November 17, 2021, through a special arranging and following-up from Shuaiba HSE Team, and the Director of the Branch, Eng. Ahmad Al-Baddah.



■ A group photo



■ Manager of Shuaiba LPG Filling Branch follows up vaccination process

DCEO of Fleet Affairs receives the Kuwait Maritime Association's delegation

DCEO of Fleet Affairs Captain Yousef Al-Saqer welcomed a delegation from Kuwait Maritime Association on Wednesday, September 22, 2021. The visit marked the publicizing of the Association this year after constant efforts to publicize it since 1985. These efforts resulted in publicizing it as the first Kuwaiti maritime association that includes (50) members of brilliant maritime engineers and specialists, most of them work in the oil sector.

Captain Al-Saqer congratulated the Association's members for the success of their efforts in publicizing the association. He expressed his pleasure that there was a maritime association in Kuwait that includes the maritimesectorstaff, hoping its success among the Kuwaiti public benefit associations. The two sides discussed ways of cooperation between KOTC and the Association.

The Association's delegation included the Chairman Captain Saud Al-Awadi, Deputy Chairman Captain Hamed Al-Hunaidi, the Secretary Captain Ahmad Al-Awadi, and the Treasurer, Mrs. Alaa Essam Hassan.

The meeting was attended by Eng. Bader Al-Otaibi,



■ A group photo of the Kuwait Maritime Association's delegation with Cap. Al-Saqer, Eng. Bader Al-Etaiby, Eng. Emad Naser & Cap. Adel Al-Sulaihem

from Fleet Personnel Affairs, Eng. Emad Naser, Manager of Fleet Engineering Group, and Captain Adel Al-Solaihem, Acting Manager of Operations Group from KOTC.

In the end of the visit, the Head of the Association expressed the readiness of the Association and all its members to cooperate with KOTC for the benefit of the country and the maritime sector.

In cooperation with the Central Blood Bank

KOTC organizes a Blood Donation Campaign for its staff

In an effort to reinforce its social responsibility, and within the scope of the humanitarian activities that reflect the concept of voluntary social work, KOTC, in cooperation with the Central Blood Bank, organized a Blood Donation Campaign on Wednesday, December 22, 2021. The Corporate Communication Sector sent messages to employees to take part in the campaign, where these messages contributed greatly to raising the employees' awareness about the blood donation culture. Moreover, they established the principles of the Company's social partnership with national institutions, including the Blood Bank and its efforts to provide blood units to patients.

The Campaign was launched at 9:00 am, in which the Company's staff participated greatly and rushed to fulfill their humanitarian duty.



■ A side of the Blood Donation Campaign

It should be mentioned that KOTC and its facilities repeatedly organize similar blood donation campaigns and events for its staff.

The Acting CEO visits Shuaiba LPG Filling Branch

KOTC Acting CEO Mr. Abdulnaser Y. Alfulaij along with DCEO of Fleet Operations Captain Yousef Yaqoub Al-Saqer paid an inspection visit to Shuaiba LPG Filling Branch at Shuaiba Industrial Area.

They were welcomed by the Branch Director Eng. Ahmad Al-Baddah and the team leaders. A presentation about the history of liquefied gas activity in the State of Kuwait from the beginning to the present was delivered. It also included a brief about the completed, current, and coming projects.

Mr. Alfulaij and Captain Al-Saqer along with Eng. Al-Baddah toured the Branch, where they were briefed on the production lines, control systems, giant gas tanks, projects under implementation, and repair and maintenance workshops.

In the end of the visit, Mr. Alfulaij thanked all the staff

for their efforts and encouraged them to continue this giving to serve our beloved country.



■ A group photo

Another inspection visit to Um Al-Aish Gas Filling Branch

In the same context, Um Al-Aish Gas Filling Branch welcomed the KOTC Acting CEO Mr. Abdulnaser Alfulaij along with DCEO of Fleet Operations Captain Yousef Yaqoub Al-Saqer. It took place on Monday, November 8, 2021.

They met all the Branch's staff and viewed the work environment quality, and then they paid a field visit to the Branch's facilities, including production lines and LPG filling operations explained by Eng. Zainab Al-Qallaf, Cylinder Maintenance Engineer – UD.

After that, Eng. Amna Ahmed Nassib, Chief Store Analyst, made an integrated presentation of the facility.

In the end of the visit, Mr. Alfulaij extended his thanks to all staff for their efforts to keep the work going. He

expressed his satisfaction with the newly graduated employees, encouraging them to acquire expertise and make more effort to improve the work quality.



■ A group photo

Confirmed that the Company's fleet operates with the highest efficiency

Al-Bannay: KOTC gives preservation of the environment a special priority

Climate change has become one of the most critical issues at present, and we are now facing a turning point. The global impacts of climate change are extensive and unprecedented in scale and resulting impacts, whether the change in weather patterns that threatens food production, or the raise of sea levels that increase the risk of catastrophic floods. Since adaptation to these impacts will be harder and costly in the future if radical action is not taken now, the world's concerns have turned to trying to find solutions that reduce the risks of climate change. The State of Kuwait was at the forefront of countries that took steps to find solutions to reduce harmful emissions and global warming through coordination among all major Branches and companies involved in this matter to develop their full scenarios and solutions needed to reduce emissions.

Since KOTC has a large fleet of oil and gas tankers, it has developed many plans and precautions years ago to reduce the emission of harmful gases from its tankers, and gave preserving the environment a special priority.

“ KOTC has 32 tankers operating with the highest efficiency in line with the international treaties ”

“ All tankers are subject to a specific program to reduce fuel consumption ”



■ Eng. Jihad Al-Bannay

“ KOTC is follow to all international laws of the International Maritime Organization ”

Global Warming

In this regard, and in an interview with “Nakilat” Magazine, Eng. Jihad Al-Bannay, Team Leader of the Fleet Engineering, stressed that global warming is one of the most dangerous phenomena that threatens the integrity of the environment and human beings across the globe, pointing out that this negative phenomenon that affects the environment is the result of several factors, the most important of which is our industrial and technological development.

The Optimal Use

He added that global warming is a term for the phenomenon of above-normal temperature, used due to changes in the flow of thermal energy to and from the environment because of the emission of several types of harmful gases such as the greenhouse gases represented by carbon dioxide, methane, and ozone. From this point, industries promote and move towards the optimal use of energy and the preservation of the environment.

Update and Develop

About KOTC's efforts in this regard, he said that the Company has updated and developed its giant fleet through the last eight tankers built at the highest levels of technology that considered the preservation of the environment and have “Tier III” specifications for all engines, along with installing various devices to reduce energy use.

Various Devices

He indicated that during the last phase, three giant gas tankers (VLGC), four oil new building medium range (MR), and one crude oil tanker (VLCC) were built, pointing out that various devices to reduce fuel consumption and raise operating efficiency were installed. Moreover these new built vessels are equipped with emission monitoring and control equipment, the tankers were equipped with devices to ensure the preservation of the environment and compliance with various requirements and international treaties issued by the International Monitoring Organization (IMO).

Highest Efficiency

He added that the Company has 32 tankers, all of which are leased and operated with the highest efficiency and in line with the international treaties. Regarding the fleet update plans, he indicated that KOTC continues to comply with all international requirements that require preserving the environment and maintaining an environment free of harmful emissions. Accordingly, the fleet renewal process must continue, so that we can reach a stage where the Company's entire fleet is exemplary in preserving the environment.

“ We conduct maintenance periodically according to manufacturers' recommendations ”

Specific Program

About the Company's efforts to develop old tankers, Al-Bannay indicated that all tankers are subject to a specific and clear program to reduce fuel consumption and operate with the highest efficiency, as well as conducting periodic maintenance, which ensures the highest operational efficiency. He added that soon the Company will work hard to calculate the value of Energy Efficiency Existing Ship Index (EEXI), which in turn will have a significant impact on reducing gas emissions and fuel consumption.

Full Utilization

Regarding the costs required to make arrangements to reduce fuel consumption and preserve the environment, he said that all of this was taken into account so that the Company will fully utilize and does not incur losses, stressing that all devices installed on tankers reduce Energy Efficiency Design Index (EEDI), which is a measure of energy saving installed at the time of building the vessel.

The Optimal Implementation

About the efforts made by the Fleet Engineering Group for the optimal application of the energy management system and environmental protection, he said that it was represented in working on updating the e-injection system for the main engines, installing injection systems that contribute to reducing fuel consumption, including reducing the amount of carbon emissions. In addition to conducting a complete study of the devices that can be used on tankers to save fuel, applying and using applications and programs that contribute to following up and estimating the quantities of fuel consumption and determining the quantities of gas emissions, full periodic maintenance according to the manufacturers' recommendations, and coating the tanker's body using new technologies that reduce fuel consumption.

Special Reports

At the end of the interview, Eng. Al-Bannay stressed that KOTC is adhered to all international laws of the International Maritime Organization on its fleet. Also, reports on the environment of the tanker's origin country and the European Union are issued. He said that the International Maritime Organization gathers on an annual basis and enacts many standards to be agreed upon after discussing them for adoption in the following year. The most prominent of these standards is the ISO 14001 environmental protection standard, as KOTC is obliged to apply this standard to the oil loading and discharging operations, and docking of ships in internal and external ports.

To familiarize the new employees with the Company's work regulations and rules

The Personnel Relations Team organizes an induction lecture

The Personnel Relations Team of the HR & Career Development Group organized an induction lecture for the Company's new employees, on Tuesday & Wednesday, October 19 & 20, 2021, at the Company Auditorium.

Mr. Abdullah Al-Enezi, the Group Manager, welcomed the new employees at the beginning of the lecture, hoping them prosperity and success in their new job.

Mr. Abdul Mohsen Al-Abdul Karim, Team Leader of the Personnel Relations, said that the lecture has been organized over two days in line with the precautionary measures followed by the Company since the beginning of the COVID-19 crisis.

He said that the Team gives major priority to the human elements, creating good and stable work relations, gaining confidence, and enhancing effective cooperation within the Company. Accordingly, the Team constantly organizes induction and awareness lectures for the new employees to familiarize them with their tasks and rights stipulated in the work regulations, the importance of adhering to them, and how to follow them properly. He talked about the list of penalties for non-compliance with the Company's regulations and procedures, and the procedures followed to settle individual complaints and group petitions (Received directly from the Company's teams & groups). At the end of the lecture, Mr. Al-Abdul Karim answered all the inquiries of the attendees, confirming that the Team members are always ready to respond to everyone's inquiries at any time.



■ Mr. Abdullah Al-Anzi



■ Mr. Abdul Mohsen Abdul Karim



■ A side of the lecture



■ Mr. Abdullah Al-Qallaf

Organized by the HSSE Team of Um Al-Aish Gaz Filling Branch

An awareness lecture about the Safe Drive

The HSSE Team of Um Al-Aish Gas Filling Branch organized an awareness lecture about the Defensive Driving for the Branch's drivers on Tuesday and Wednesday, December 21 & 22, 2021. During the lecture, Eng. Abdullah Zakaria, Occupational Health & Environment Engineer, confirmed the keenness of the Company's Management on the safety of the drivers of the gas cylinder trucks. It was organized in both Arabic and English to ensure that all drivers benefit from it. He said that the lecture aims to raise awareness of drivers about defensive driving methods and how to avoid risks on the roads, especially those made by other drivers who violate traffic laws and do not care about their safety or the safety of road users.

Eng. Zakaria listened to some problems that occur to drivers on the roads while driving and how they overcame them so that everyone can benefit from their expertise.

He reviewed the things forbidden for drivers while



■ Eng. Abdullah Zakaria speaks

driving in order to avoid accidents, addressing some of the Branch's laws and traffic laws in general, so that drivers adhere to them constantly.

Organized by the Commercial Group via Microsoft Teams

An awareness lecture about the tender / practice announcing mechanism

The Commercial Group organized an awareness lecture entitled "Tender / Practice Announcement" on Thursday, October 28, 2021, via Microsoft Teams, in which Eng. Dalal Al-Anzi, Technical Contracts Analyst (UD), spoke about the mechanism through which the tender or the practice is announced. She talked about the specific tenders and their bidding mechanism, noting that it is conducted by announcing the tender at least 30 days before issuing its documents to the announced tenderers, to give other qualified tenderers a chance to be included in the competition for the tender. She indicated that the announcement shall also specify the deadline and means by which other tenderers may apply to take part in the tender.

She said that the invitation to tender, to submit bids, or to apply for pre-qualification, must be announced in the Official Gazette and on the Central Agency for Public Tenders' website, at least 30 days prior to the specified date, as the announcement must also specify the deadline.



■ Eng. Dalal Al-Anzi

For her efforts to the success of the vaccination campaign against COVID-19

Honoring Dr. Entisar Al-Hindal in the presence of some of the Company's managers

In the presence of DCEO of Finance & Administration Affairs Mr. Abdullah Al-Shammari, and DCEO of Fleet Affairs Captain Yousef Al-Saqer, along with the Company's top officials, Dr. Entisar Al-Hindal, Head of the Preventive Medicine Services Team at KOC's Ahmadi Hospital, was honored for her outstanding efforts that contributed to the success of the vaccination campaign against COVID-19 within KOTC, as well as her constant interest in encouraging the Company's staff to receive the vaccine.

During the honoring, the Company's top officials appreciated Dr. Al-Hindal tireless efforts since the beginning of the vaccination campaign to vaccinate most of the Company's staff in KOC Ahmadi Hospital within a short period.

For her part, Dr. Al-Hindal extended her thanks to the Company's top officials and management for this thoughtful gesture, emphasizing that what she has done is a duty towards her beloved country in such



■ Dr. Entisar Al-Hindal among Mr. Abdullah Mansi, Cap. Yousef Al-Saqer, Dr. Abdul Hadi Ahmed and Mr. Hamad Al-Meshari



■ Dr. Entisar Al-Hindal extends her thanks to the company's managers, along with the Eng. Amna Nassib



■ A group photo



■ Dr. Abdul Hadi Ahmed, Mr. Abdullah Mansi, and Cap. Yousef Al-Saqer



■ Dr. Entisar Al-Hindal and Ms. Dalal Al Asfour mediate eng. Jihan Alhubaishi, Ms. Fatmah Qeli, eng. Amneh Naseeb and Ms. Dana Al Shatti

To mark his retirement

Planning Group honors Mr. Qahtan Al-Abdulkarim

To mark his retirement after a long and brilliant career, and his outstanding contributions throughout his service, the Planning Group honored its Manager Mr. Qahtan Al-Abd Al-Karim, in appreciation of his efforts to achieve the Company's vision and mission, and his constant keenness to establish the values of loyalty and devotion to work. It took place on Thursday, December 2, 2021, in the presence of the DCEO of Administration & Finance Affairs Mr. Abdullah Al-Shammari, and DCEO of the Fleet Affairs Captain Yousef Al-Saqer, along with the Company's top officials and staff.



■ Cap. Yousef Al-Saqer honors Mr. Qahtan Al-Abdulkarim, and Mr. Abdullah Mansi appears in the photo



■ Mrs. Shatha Al-Dabbous honors Mr. Qahtan Al-Abdulkarim, and Eng. Anwar Al-Shamaa appears in the photo



■ Eng. Hani Behbehani honors Mr. Qahtan Al-Abdulkarim



■ Mr. Qahtan Al-Abdulkarim in a memorial photo with Mrs. Shatha Al-Dabbous, Eng. Anwar Al-Shamaa, and the Planning Group staff



■ Mr. Qahtan Al-Abdulkarim extends his thanks to the attendees

To find ways to activate and develop the protocol between the two parties

DCEO of Fleet Operations meets the National Guard representatives

In the scope of the cooperation protocol concluded between KOTC and the National Guard, the Company, represented by Captain Yousef Al-Saqer, DCEO of Fleet Operations, met Eng. Essam Nayef Essam, the one who is in charge of Committee for the implementation of the protocols of the National Guard and external parties led by Brigadier Eng. Essam Nayef Essam, Assistant Administration Support - Assistant Undersecretary. It was conducted on September 28, 2021, in the presence of the managers of Um Al-Aish & Shuaiba LPG Filling Branches Eng. Yousef Al-Khamis and Eng. Ahmad Al-Baddah. The ways to activate and develop the discussed protocol, and all relevant developments and their relevance to current conditions in professional way.



■ Cap. Al-Saqer honors the National Guard representative



■ A side of the meeting



■ A group photo

Completion of the site training program for the students of the Communications and Maritime Navigation Institute

In line with the commitment to its social responsibility and role in training and qualifying the young national employees, KOTC announced the completion of a site training for (24) trainee captains from the students of the Communications and Maritime Navigation Institute. This program is one of the outcomes of the continuous cooperation between the Public Authority for Applied Education & Training and KOTC.

In turn, Eng. Badr Al-Otaibi, Manager of Fleet Personnel Affairs, praised the level of the trainees, wishing them success and prosperity in their next career.



■ A group photo

Attended by Eng. Yousef Al-Khamis

Um Al-Aish HSE & Engineering Team organizes an illusory firefighting drill

HSE & Engineering Team of Um Al-Aish LPG Filling Branch organized an illusory firefighting drill on Thursday, November 18, 2021. It was attended by Eng. Yousef Al-Khamis, the Branch Manager, who said that the main objective of such drills is to overcome fear and dread of fires, so the fire can be averted and controlled quickly. He extended his thanks to the HSE Team for its efforts in organizing the drill in a special manner.

In turn, Eng. Abdullah Zakaria, Occupational Health and Environment Engineer, spoke about all types of extinguishers used in firefighting, and explained practically the use mechanism to fight fire successfully. He also trained all attendees to fight fire without any fear or anxiety.



■ A group photo



■ Eng. Yousef Al-Khamis speaking



■ Part of the training

A drill on how to use extinguishers at Shuaiba LPG Filling Branch

Eng. Yousef Al-Qallaf, a Safety Engineer, delivered a lecture on how to use extinguishers, as Mr. Saad Al-Hajri, Safety Supervisor, made hands-on training on the use method. At the end of the drill, the HSE & Engineering Team was appreciated for its efforts in organizing the drill.

In the same connection, the HSE & Engineering Team of Shuaiba LPG Filling Branch conducted an illusory drill on how to use extinguishers, in addition to explaining their different types. It was conducted on Wednesday, December 8, 2021, in the presence of the Branch's Acting Manager Eng. Hussein Al-Hazeem, and Eng. Issa Al-Matar, Team Leader of HSE & Engineering.

The Protocol

Protocol, in general, means etiquette in the manners of diplomatic rules and directives, where most of them are oral, not written. It defines the behaviours adopted in diplomatic procedures and international affairs, for example, the welcoming ceremony when receiving presidents, or organizing a meeting that includes diplomats, so that the priority of speaking or sitting is given to them according to the alphabetical order of their names, their age, or their seniority.

In legal terms, it refers to the principles to which states return to if they differ in some aspects of the treaty, or if there is any confusion in one of its clauses.

Political protocol is a set of well-established rules of international courtesy which make it easier for nations and people to live and work together. Recognizing the hierarchy of everyone present at a meeting has always been an element of the protocol, as the rules of the protocol are based on the principles of civility.

The authorities responsible for protocols in the state are the Ministry of Foreign Affairs, the Royal Office, and the Department of Ceremonies and Honours of the State Presidency.

The protocol authority is responsible for several tasks, such as developing plans and programs for visits by delegations and high-level diplomats like presidents, organizing reception, stay and farewell ceremonies, receiving new ambassadors and envoys and farewell to those whose service has ended, organizing official ceremonies and forums and directly supervising their preparation, and issuing passports for delegations and high-level personalities to enable them to enter and exit with diplomatic immunity. Furthermore, organizing and supervising the holding of international conferences in the host country, and sending formal invitations to delegations and dignitaries. As well as the prior preparation for national and official holidays for all countries for dispatching congratulations on time, and preparing to honor phased-out diplomats and presenting shields and souvenirs to them.