

《外務省公務處理流程》

外交公務之處理，以郵件、電子郵件為準，並有限受理以官方社群媒體之即時訊息或留言功能具呈之要求

一、外交關係申請流程

- 他國向我國申請建立外交關係
 - 申請國應呈遞對我建交意向，經我方初步審查有建交可能後將回信通知繼續程序並函請申請國具呈我方要求之審查資料。
 - 外務省於收到回函之兩週內將啟動審核程序，並告知申請國已經開始審核，期間內申請國不得催促。催促者無論理由，立即失去建交資格。
 - 審核程序應於三個月內完成，並在審核結果出爐後一週內通知申請國。
- 我國向他國申請外交關係
 - 欲邦交國之選定，得由外務省自行決定或由內閣會議共同決定。

二、外交協定處理

- 他國向我國提出
 - 外國得透過正式管道與我國官方取得聯繫後，由雙邊或多方組織會議決定條約文本。
 - 外務省必須於收到申請後一週內向內閣會議提案，並告知申請國已經開始程序。
- 我國向他國提出
 - 由內閣會議決議欲簽約國後由外務省組織雙邊或多方會議決定條約文本。

Foreign Ministry S.O.P.

The handling of diplomatic affairs in our country shall be conducted primarily via mail and email, with limited acceptance of requests submitted through instant messaging or comment functions on official social media platforms.

I. Diplomatic Relations Application Procedure

1. Applications from Foreign Countries to Establish Diplomatic Relations

1.1 A foreign country seeking to establish diplomatic relations with our country shall submit a formal intention to do so.

1.2 Upon preliminary review and determination of the feasibility of establishing diplomatic relations, our side shall notify the applicant country via return mail, requesting the submission of necessary documentation for further review.

1.3 The Foreign Ministry shall initiate the review process within two weeks of receiving the required documentation and shall notify the applicant country that the review has commenced.

1.4 The applicant country shall not urge the review process during this period. Any urging, regardless of reason, shall result in the immediate disqualification of the application.

1.5 The review process shall be completed within three months. The applicant country shall be notified of the results within one week following the conclusion of the review.

2. Applications by Hershwell to Establish Diplomatic Relations with Foreign Countries

2.1 The selection of countries with which to establish diplomatic relations may be determined independently by the Foreign Ministry or jointly by the Cabinet meeting.

II. Handling of Diplomatic Agreements

1. Proposals from Foreign Countries

1.1 Foreign countries may officially contact our government through formal channels to initiate treaty discussions.

1.2 The text of the treaty shall be determined through bilateral or multilateral meetings.

1.3 The Foreign Ministry shall submit the proposal to the Cabinet meeting within one week of receiving it and shall notify the applicant country that the procedure has commenced.

2. Proposals by H.S.H.'s Government

2.1 Upon decision by the Cabinet meeting on the countries with which to sign a treaty, the Foreign Ministry shall organize bilateral or multilateral meetings to determine the text of the treaty.