

University Flag Flying Protocol

Approving Body: Estates Management Board

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Version	Reviewed on	Amendments
1	31 December 2023	Added Armistice Day

University Flag Flying Protocol

1. Purpose of this protocol

- i. The purpose of this protocol is to:
 - outline the usual arrangements for the displaying of flags;
 - clarify the appropriate procedure should a request for the flying of a specific guest flag or flags be received;
 - clarify the procedure for flying the flags at half-mast.
- ii. This protocol refers to the publication *Flying Flags in the United Kingdom, A Guide to Britain's Flag Protocol*, a copy of which can be accessed at https://www.flaginstitute.org/pdfs/Flying_Flags_in_the_United_Kingdom.pdf

2. Usual arrangements

The University has 3 flagpoles across the 3 campuses:

- **Greenwich:** Queen Anne and Dreadnought
- **Medway:** Pembroke

3. Variations

i. Annual Days / Events

There are some established arrangements for variance in the flag flown from the University's flagpole. These are outlined below:

Annual Day / Event	Date	Flag	Location
LGBT+ History Month	All February	Pride / Rainbow Flag	Queen Anne Dreadnought Pembroke
Commonwealth Day	13 March	Union Flag	Queen Anne Dreadnought Pembroke
Armed Forces Week	Week leading up to the last Saturday in June 24-28 June	Armed Forces Flag	Queen Anne Dreadnought Pembroke
Transgender Remembrance Day	20 November	Transgender Pride Flag	Queen Anne Dreadnought Pembroke
His Majesty's Wedding Day	9 April	Union Flag	Queen Anne Dreadnought Pembroke
Coronation Day	6 May	Union Flag	Queen Anne Dreadnought Pembroke
Pride Month	June	Pride / Rainbow Flag	Queen Anne Dreadnought Pembroke
Official Birthday of His Majesty the King	17 June	Union Flag	Queen Anne Dreadnought Pembroke

Annual Day / Event	Date	Flag	Location
Birthday of The Prince of Wales	21 June	Union Flag	Queen Anne Dreadnought Pembroke
Birthday of The Queen Consort	17 July	Union Flag	Queen Anne Dreadnought Pembroke
His Majesty's Accession	8 September	Union Flag	Queen Anne Dreadnought Pembroke
Armistice Day	11 November	Union Flag	Queen Anne Dreadnought Pembroke
Remembrance Day (second Sunday in November)	10 November	Union Flag	Queen Anne Dreadnought Pembroke
Birthday of His Majesty the King	14 November	Union Flag	Queen Anne Dreadnought Pembroke
Sabina Nessa	18 September	Sabina Nessa Flag	Dreadnought

ii. Official Visits

Specific flags will be flown from the flagpole when the University is welcoming particular visitors:

- The Union Flag will be flown from the flagpole when members of the British Royal family or other UK dignitaries visit the University at the request of the Vice-Chancellor (or delegated authority).

4. Flying flags at half mast

- i. In circumstances of national mourning, such as the death of senior members of the British Royal family, the Union Flag will be flown. All flags will be flown at half-mast from all flagpoles following the guidance contained in *Flying Flags in the United Kingdom, A Guide to Britain's Flag Protocol*.
- ii. In the following circumstances, at the Vice Chancellor's discretion, all flags may be flown at half-mast from the three flagpoles:
 - a. Following the death of a current or former University Officer (Chancellor, Pro-Chancellor, Chair of Council, Deputy Chair of Council, Vice-Chancellor);
 - b. Following the death of a current member of University staff or student; or
 - c. In the event of local mourning.
- iii. Flags at half-mast should be flown approximately two-thirds up between the top and bottom of the flagpole, with at least the height of the flag between the top of the flag and the top of the flagpole.

5. Varying flags procedure

- i. Requests to vary the flags flown (where not already provided for in this protocol) should be directed to GreenwichFacilities@gre.ac.uk and ideally

be submitted at least one month in advance. All requests should include details of which flag is to be flown, why it is appropriate for the University to fly the guest flag and on which date(s) the guest flag is to be flown. The final decision on whether to fly the flag will rest with the Vice Chancellor.

- ii.** Any new flags will be supplied by, and costs met by, the Faculty or Department making the request. All flags must meet the University's requirements in terms of standard size and quality.
- iii.** All flags will be flown in accordance with the with protocols laid out in Flying Flags in the United Kingdom, A Guide to Britain's Flag Protocol, and those responsible for flying flags are to ensure that they are familiar with this guide.
- iv.** All flags displayed by the University must be clean and in good repair. The condition of flags will be monitored by Greenwich Facilities and replacements bought as necessary to ensure regular commitments are met. All flags must meet the University's requirements in terms of standard size and quality.