



2nd GOVERNMENT OF JAMAICA PROTOCOL CONFERENCE | 22-24 April, 2026

SIMULATION SCENARIO

GROUP SIMULATION EXERCISE — Day Three

THE SCENARIO

The European Union, through its Delegation to Jamaica, has made a landmark investment of **€100 million** in Jamaica's education sector — the largest single EU grant to the Jamaican education system to date. The funding has supported the provision of science laboratory equipment, digital learning technology, and library resources to **fifty secondary schools** across all fourteen parishes.

The formal **Handover Ceremony** will take place at a school in Kingston, which will serve as the symbolic recipient on behalf of all fifty beneficiary institutions. The event is expected to attract significant media coverage and will be attended by senior government officials, members of the Diplomatic Corps, school leadership, students, and invited guests.

KEY PRINCIPALS

On behalf of the Government of Jamaica:

- The Minister of Foreign Affairs and Foreign Trade (*receiving*)
- The Minister of Education, Skills, Youth and Information(*receiving*)
- The Permanent Secretary, Ministry of Foreign Affairs and Foreign Trade
- The Permanent Secretary, Ministry of Education, Skills, Youth and Information
- The Principal of the host school

On behalf of the European Union:

- The EU Ambassador to Jamaica (*presenting*)
- The French Ambassador to Jamaica

- The Spanish Ambassador to Jamaica
 - The Belgian Ambassador to Jamaica
 - A senior representative of the EU Delegation
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WHAT YOU KNOW

- The ceremony is scheduled for **10:00 a.m.** on a weekday morning
 - The event will be held **on the school grounds**, with a covered outdoor ceremonial area
 - The EU Ambassadors will be arriving from **separate locations** on the morning of the event
 - A **symbolic cheque and equipment display** will form part of the handover
 - Brief **remarks** will be delivered by both sides
 - A **photo opportunity** will follow the formal handover
 - Light **refreshments** will be offered after the ceremony
 - **Students** from the host school will be present and are expected to perform
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WHAT YOU DO NOT KNOW — AND MUST DECIDE

Everything else. Including but not limited to:

- The **name and location** of the host school
- The **full programme** and its running order
- The **guest list** and RSVP process
- How arriving diplomats will be **received**
- The **seating plan** and **flag arrangement**
- The **order of speakers** and the content of each segment
- How the **National Anthem** will be rendered and by whom
- Who will serve as **Master of Ceremonies**
- The **dress code** and how it will be communicated
- How the **media** will be managed

- What happens if a principal is **delayed**

YOUR TASK

Your group will be assigned one of the following areas of responsibility. You are expected to develop your assigned component fully, as if this event is happening tomorrow.

Group	Area of Responsibility
Group A	Drafting the formal invitation and managing RSVPs.
Group B	Courtesies for visiting Ministers, EU Ambassadors and other dignitaries, including refreshments.
Group C	Seating plan, flag placement, and stage arrangement and National Anthem.
Group D	Protocol for greetings, introductions, and order of salutations.
Group E	Design and management of the ceremonial programme, including MC script and media management.

Each group will **present their component** to the full conference at the end of the simulation. Your work will be assessed on correctness of protocol, attention to detail, and practical workability.

A NOTE OF REALISM

Protocol does not happen in perfect conditions. During the simulation, your facilitator may introduce an **unexpected development** — a principal arriving late, a flag that has gone missing, a change in the order of speakers, or a guest who was not on the list. How your group responds will be as important as what you planned for.

Prepare well. Stay calm. Remember — in protocol, composure is half the battle. REMEMBER all you have been exposed to over the last two days, refer to the Presentations and Handouts on the QR Code.....Good luck.

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