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## THE ETIQUETTE OF MEETINGS AND NEGOTIATIONS ON THE INTERNATIONAL LEVEL

Diplomatic etiquette is the set of rules for attaches and other official persons during contacts with each other on different diplomatic appointments, visits, and negotiations. It's more often when attaches take to negotiations in diplomacy. Nowadays most decisions are reached by means of negotiations that may help to lead to a rational agreement and to make the relations between countries get better. Most countries, including Russia, use negotiations in contemporary relations as a safe way of the international prosecution.

The rough going during the negotiations frequently depends on differences between national cultures. It's accepted to differentiate the cultures in that words are taken without the inner meaning. They are so-called the countries with low-level context (American, German). In other countries (French, Japanese) the meaning of the context is very important [1].

The scientists made a conclusion that the closest nations to each other are more inclined to have different views at the same problem. The relations between Russia and Ukraine on the contemporary level may be shown there as an example. But, on the other hand, the more different nations meet the coincidence in views willingly. We should notice that the national differences are not marked when interests are the same but a conflict should arise and the differences begin to play the important part.

The main role in the solution of principle questions plays personal contacts. They may appear in various forms: from unofficial meetings to official negotiations with prepared agenda beforehand. The success of personal contacts depends on if it turns out well to reach the mutual understanding and it requires the accurate preparation of any meeting [2]. As an example of it may be meetings of the president of Russia within the frameworks of meetings of the members of seven the most economically developed countries (so-called "eight") where important questions that couldn't be solved for a long enough time in general ways are often solved by means of personal contacts. Over the long-standing practice the certain rules were formed. And it isn't done to bid defiance to them. The level of the negotiating parts is significant factor that makes the acceptance of the proper solution faster or breaks it.

The preparation to negotiations and its carrying divide usually in to three stages. The first stage is collection of all necessary information, sorting out the main problems and definition of the ways of the achieving of the agreement. The second stage is thinking out different methods of leading the negotiations and choice the most acceptable. The final stage is bringing out the differences in ways of discussed problems and tries to puzzle them out.

During the planning of negotiations it is important to imagine the possible reaction of the other part and consult its own expectations from these negotiations. Thereat the negotiation plan should be flexible enough but it should include provisions to get the answers on any questions. Preparations of the alternative offers beforehand may help to avoid most problems. Any unexpected situation may lead to the failure of negotiations. Such an unexpected situation may be, for example, a commission of terrorist acts by one of the extremist organization during negotiations. Any negotiation should be time-controlled.

The important moment during the preparation of negotiations is the right language choice of communication. If languages are differ so, as the rule, negotiations are led on the receiving parts' language with the professional interpreter who knows all the terminology. You should have in mind

that professionals work with a qualified interpreter even when they speak the language of their partner pretty well. It gives an opportunity to follow the partners' statements that does not expect that the other part understand them. An imprudent phrase or catchword may give a useful information and influence on decision making [1].

You should begin negotiations with the most important questions of the agenda, trying to reach an agreement on principle questions gradually. Then follow the problems that may be agreed easily enough. And after that only follow the key questions requiring the detail examination.

During the negotiations, each part should take into consideration the interests of the other part and work out the mutually beneficial ways. The possibility of the success increases if the parts don't cover their interests. The art of leading the negotiations is to achieve more beside you have without negotiations.

The negotiations will be successful if you focus on your interests but not on your positions and you should always separate the members of the negotiations with the theme of the negotiations. The negotiations are considered to be successful if the both parts evaluate its results highly. Sometimes it is necessary to spend several days for the negotiations. Then it is practiced carrying two-sided appointments. The appointment is carried for the friendship communication of the members of negotiations in an informal atmosphere.

Different appointments including diplomatic meetings are ranged as official measures. Heads of states, governments, by ministers and embassies abroad, arranges these appointments. Diplomatic appointments are carried as every-day diplomatic prosecution without reference to some events. These appointments are the most common in a practice of diplomatic representations [3]. Such appointments are a good opportunity for tying contacts, reinforcement and extension connections, for getting necessary information, for having influence with certain circles and explaining the foreign policy of the country. Every diplomatic appointment carries a political form.

Being abroad, you should respect the rules and customs of the present country. Inviting a foreigner on an official measure, you should care of the creating the right atmosphere around him that wouldn't abase or offend him, or he may appraise it as disrespect to his nation and country. First of all it's necessary to keep the rules of diplomatic etiquette. This effect inures the diplomatic minute. The diplomatic minute is a summation of general rules, customs that are kept by governments, state representative abroad. It presents as a set of the rules according to that the form of ceremonies, dressing code etc are controlled. The keeping of these rules and customs has the important meaning for provision of normal relations with foreign partners.

Any break of these rules may get chiller or get worse relations between the partners and it may create different obstacles to the following successful development of the partnership. But a neatly kept ceremonial and a minute support the normal work of relations. We should notice that the minute rules are not the "sacramental" and may change depending on circumstances [4].

One of the main principles of diplomacy is keeping normal relations between countries and intension to avoid conflicts. The example of such relations may be the recent solution of the visa-free thoroughfare problem of Kaliningrad citizens via Lithuania's' territory. It was reached by means of intensive negotiations between EU, Lithuania and Russia, and as the result there was found the compromise solution and disposal of this conflict.

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