Governance Services by the Executive Board Secretariat

October 2026

WFP World Food Programme

HOW GOVERNANCE WORKS AT WFP

Executive Board (36 Members)

- Intergovernmental oversight
- Provides strategic direction
- Approves policies, programmes, and projects
- Accountable to the FAO Council and ECOSOC

WFP Secretariat (WFP Management)

- Administers WFP
- Implements programmes, projects and activities
- Provides accountability to the Board

THE EXECUTIVE BOARD BUREAU

Functions of the Executive Board Bureau:

- Strategic planning of the work of the Executive Board
- Preparation and organization of Board meetings
- Promoting inclusive dialogue among Member States

Current composition:

President: List C | H.E. Ms. Carla Barroso Carneiro| Brazil

Vice-President: List E | Mr. Roman Diatka | Czechia

Member: List A | H.E. Ms Josefa Leonel Correia Sacko | Angola

Member: List B | Dr. Balaji Jujjavarapu | India

Member: List D | Mr. Andreas von Brandt| Germany

Note: Bureau members are elected on ad personam basis at Part I of the First Regular Session for one year, with succession planning expected for Vice-President/President.

THE EXECUTIVE BOARD SECRETARIAT

- **Interface between the membership** (Board members and observers) **and the WFP Secretariat**
- Headed by the Secretary to the Executive Board

- Facilitates the interaction between the Executive Board and the WFP secretariat
- Organizes Board sessions, Bureau meetings and consultations on relevant topics
- Provides the necessary services to the Board and its Bureau (translation, interpretation, documentation, conference services, etc.)
- Manages the relationship between the Executive Board and other governing bodies; provides secretariat support to the Independent Oversight Advisory Committee
- Facilitates the organization of field visits by Board members
- Facilitates the exchange of information with Permanent Representations in Rome
- Assists Board delegates with any information as requested

Conference services

- Planning of Board meetings with a view to implement the Biennial Programme of Work of the Board and coordination of the RBA meetings calendar
- Meeting registration, logistics and virtual platform support (Zoom)
- Planning of side events and exhibits during Board sessions
- Provision of interpretation services

Speaking requirements

- For online participation in meetings, sound and video quality is paramount so that your message is properly conveyed to the audience in all languages
- Some key reminders :
  - Use the right equipment and test it
  - Speak slowly
  - Share your statement in advance, if available
- Technical guidance for virtual meetings

Poor sound quality looks like this:

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operably conn e motor
grip handle.

[0006] The cutter includes a cutting
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down biasedly mounted
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relevant prior art docu-
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dimensions. Hence, said docu- me
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able to per ight cut and
in a wave-like cut. [0007] The plung
moves toward the ve th
down into contact with a strap sec

Documentation and translation services: what to expect

Board documentation

Produced in the Board languages (Arabic, English, French and Spanish – ad-hoc arrangements for Chinese and Russian) and published on the Board website

- Formal sessions: 4 weeks in advance
- Informal meetings: 2 weeks in advance

Official correspondence

Prepare official communications on all Board-related matters, including invitations:

- Formal sessions: 6 weeks in advance
- Informal meetings: 2 weeks in advance

Précis-writing

- Support to the Rapporteur for the preparation of summaries of Board session discussions;
- Notes for the record of Bureau-related meetings are also made available.

Meeting transcripts

- Transcriptions of formal and informal Board meetings are produced and published (in English).

Digital Governance Services

https://executiveboard.wfp.org

SIGN-UP! REQUIRED

🔑 Membership Services

- 🔑 Required for meeting registration, participation, access virtual meetings (Zoom) or live streaming
- 🔑 Manage meeting attendance registration format
- 🔑 Virtual consultations 🔗
- 🔑 Notifications / Subscriptions
- 🔑 Restricted Content, Country Strategic Plans Portal, Annual Country Reports, Emergency Dashboards 🔗
- 🔑 Provide Feedback or join our Informal Digital Advisory Group, to contribute to our product continuous improvement.

Meetings & Documentation

- ✓ Meeting calendar, agenda & documentation 🔗
- 🔑 Manage meeting registration, view Live Streaming, Join virtually
- ✓ Search Meetings 🔗
- ✓ Search Documents 🔗

Resources

- 🔑 Induction Materials 🔗
- ✓ Functions and structure of the Board, the EB Secretariat and the Advisory Committees and Bodies 🔗
- ✓ Main activities of the Board 🔗
- ✓ News 🔗
- ✓ *Help (FAQ)* 🔗

Ceremonial Protocol Services

Presentation of Credentials

Monitor and manage the presentation of Credentials for the entire board membership and ensure adherence to UN diplomatic protocol during Credential Ceremonies

High-level Bilateral Meetings

Manage all ceremonial protocol related aspects of high-level visits with external stakeholders involving the Executive Director and the WFP Leadership group

Executive Board Special Guests

Coordinate the attendance of high-level and special guests participating in Executive Board sessions. Support high level visitors from capitals in line with diplomatic protocol standards

Guided Visits to HQ

Lead guided visits at HQ for high-level guests of the Executive Director as well as visiting Board delegates

Master of Ceremonies

Execute all type of ceremonies hosted by the Executive Director/Leadership Group, such as: Presentation of Credentials - Signature, Memorial and Inauguration Ceremonies

Protocol Guidance

Provide Ceremonial Protocol expert advice to internal and external stakeholders as well as Board membership

BOARD ACTIVITIES

Joint United Nations Activities:

- **Annual Joint Meeting of the Executive Boards (JMB)** of UNDP/UNFPA/UNOPS, UNICEF, UN-Women and WFP (May/June)
- **Annual Joint Field Visit of the Executive Boards (JFV)** of UNDP/UNFPA/UNOPS, UNICEF, UN-Women and WFP
- **Annual Informal Joint Meeting of the FAO Council, IFAD Executive Board and WFP Executive Board**

Board Field Visits:

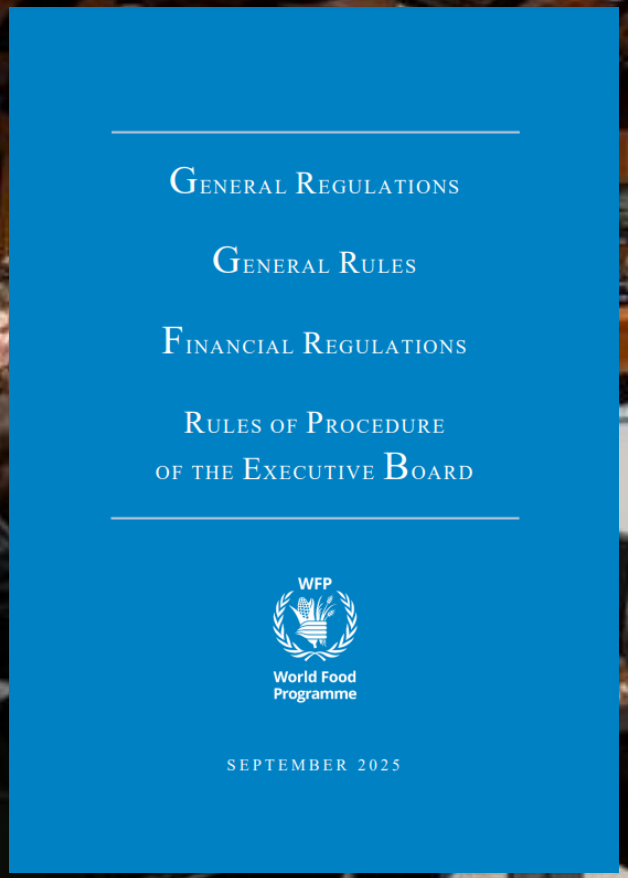
- **Annual field visit** to view WFP operations

KEY RESOURCES

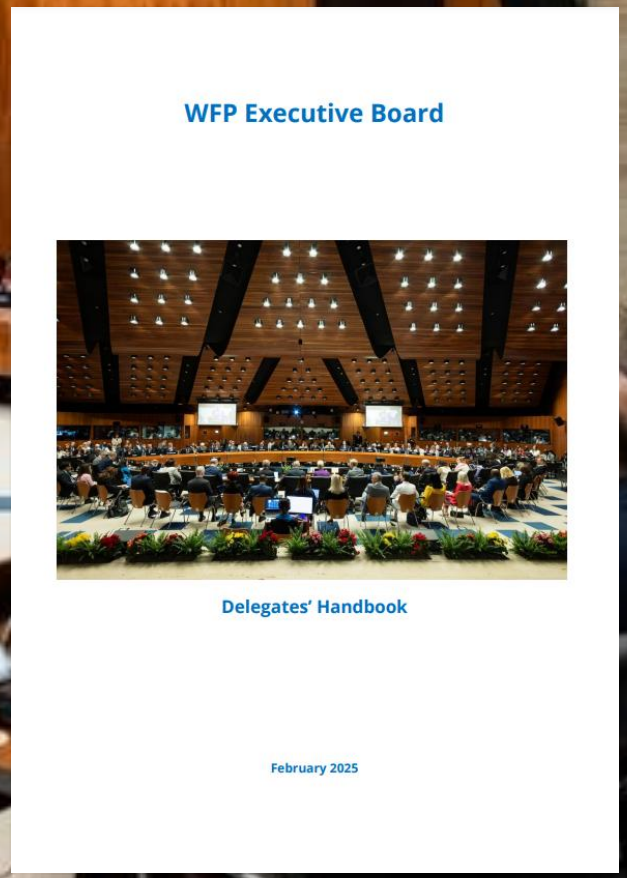
Membership Area

Sign in to access restricted services.

WFP Rules and Regulations



Delegates Handbook



2026 Autumn Induction Session Survey

We look forward to receiving your feedback!

Thank you!

Contact us at:
wfpsecretarytotheeb@wfp.org