

28 March 2025

Part II: Overview of Board Activities and Governance Services





Agenda item 2: Board engagement in field visits and joint meetings

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



JFV <u>video</u>

BOARD ACTIVITIES



Board Field Visits:

- Annual field visit to view WFP operations (September/October/November)
- Visit to the United Nations Humanitarian Response Depot (UNHRD)
- Visit to the WFP Innovation Accelerator



Agenda item 3: Conference, Documentation and Digital Governance Services

Conference services

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



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:



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).

About

Activities

Meetings

Documents

News

MEMBERSHIP AREA

Log in









Membership Services

Meetings & Documentation

Resources

- P Required for meeting registration, P participation, access virtual meetings (Zoom) or live streaming
- Manage meeting attendance registration
- 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.

- ✓ Meeting calendar, agenda & documentation 🔗
- Manage meeting registration, view Live Streaming, Join virtually
- ✓ Search Meetings <u>Ø</u>
- ✓ Search Documents <u>Ø</u>

- / Induction Materials 🔗
- ✓ Functions and structure of the Board, the EB Secretariat and the Advisory Committees and Bodies
- ✓ Main activities of the Board

Membership Services



To sign-up to the https://executiveboard.wfp.org/, contact your Permanent Representation Membership Focal Point who will provide you with a special WFP Code to sign-up. If your mission does not have a Membership Focal Point, please let us know and we will help with the sign-up.



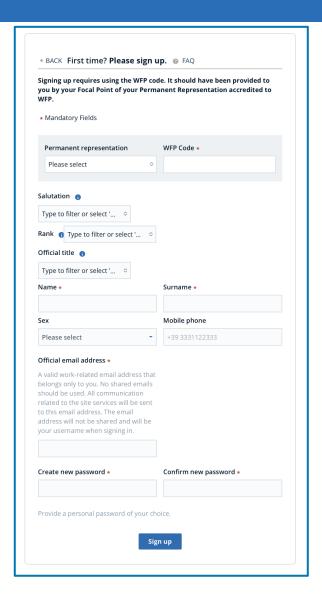
For more information please visit:



• Sign-up - FAQ

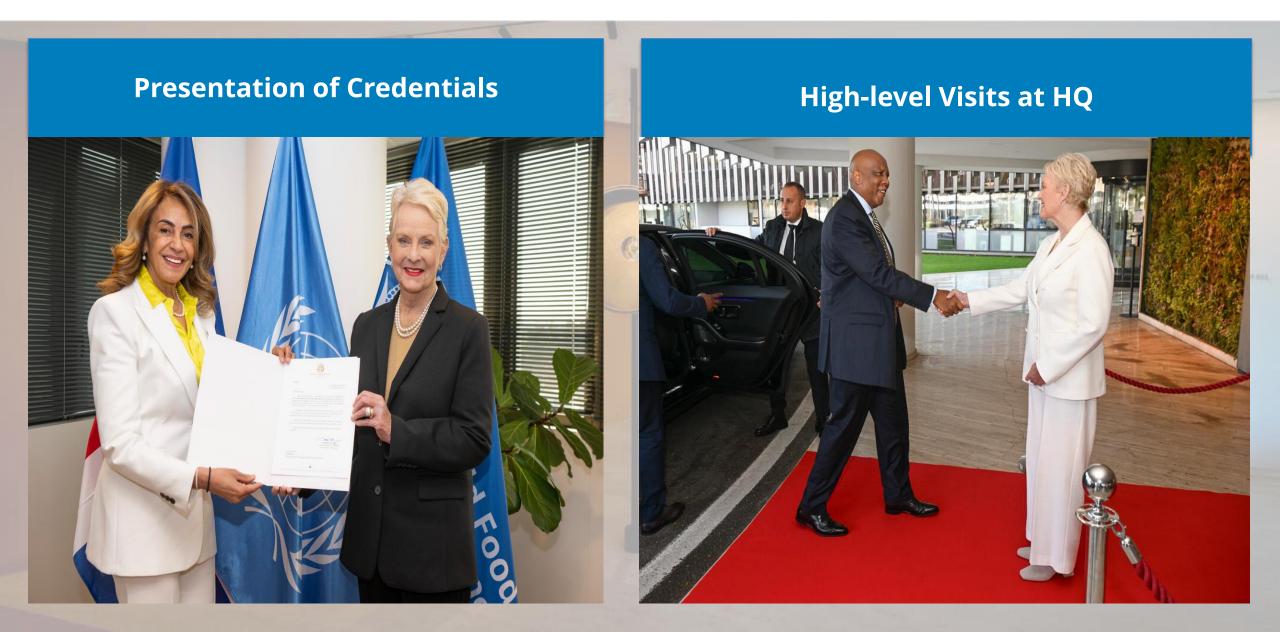
For assistance to sign-up or an online guided overview, please

contact: ebwebsiteadmin@wfp.org



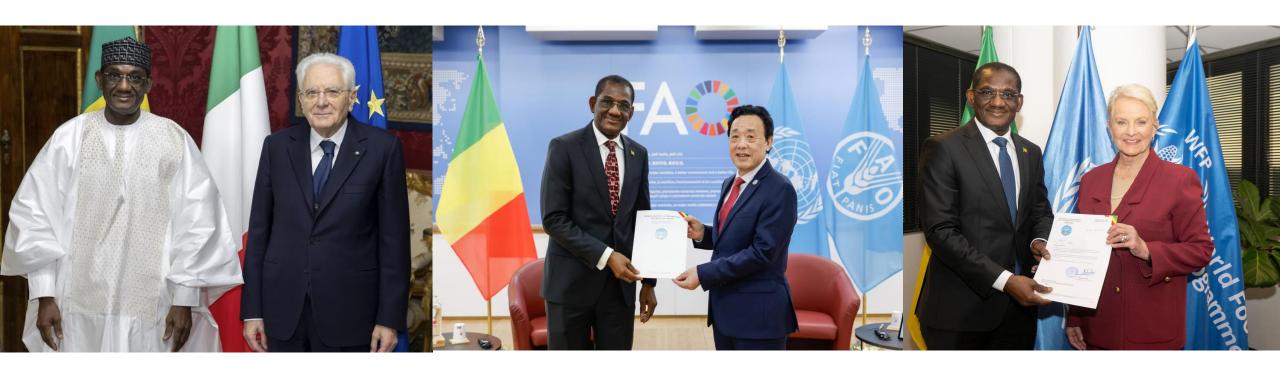
Agenda item 4: Ceremonial Protocol Services

Ceremonial Protocol Services



Presentation of Credentials for Bilateral Ambassadors and Permanent Representatives

(RBA Diplomatic Protocol Standard Processes)



1 Presentation of credentials to the President of the Republic of Italy



Presentation of credentials to the Director General of FAO



3 Presentation of credentials to the WFP Executive Director

High-Level Visits at WFP Headquarters



Ceremonial Protocol Support

Planning and Coordination

Advance Visits



Meeting **Agenda**



Final Run of Show

Onsite Management during Visit



Interface between the Romebased Missions/Embassies Direct interaction with State protocol cabinets at capital level.

Evaluate potential interpretation needs

Receive advance delegations visits **Ensure WFP Security** in involved Coordinate between Missions and state protocol

Advise on the development of overall agenda for visiting delegations Evaluate overall visit agenda based on dignitary's needs Identify key stake holders at WFP to interact

Lead on time management in planning phase Address any concerns in advance Walk through minuteby-minute timeline

Main lead and WFP focal on day of visit Manage delegation movements Ensure proper diplomatic protocol standards are duly in place (meet and greet on red carpet)

Contacts





For any requests and queries regarding ceremonial protocol support, please contact us by email or phone

<u>Janine.dangelo@wfp.org</u> – Head, Ceremonial Protocol Services +39 342 1224491

hq.ceremonialprotocol@wfp.org

Closing

Contact us at: wfpsecretarytotheeb@wfp.org

