

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 ACTIVITIES



Board Field Visits:

- **Annual field visit** to view WFP operations (September/October/November)
- **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 Biennial Programme of Work of the Board and coordination of the RBA meetings calendar
- ❖ 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:

housing, a motor positioned at the top part in the housing and a drive train operably connected to the motor, grip handle.

[0006] The cutter includes a cutting blade having a cutting edge, a cutting blade operably mounted to the plunger, down biasedly mounted to the plunger and a shear edge. The drive train operably connected to the plunger cutter comprising a cutting blade operably mounted to a plunger which is biasedly mounted to the plunger is known from prior art document DE 19 22 327 U. However, this is not relevant prior art document, since a non-hand-held machine, not about cutting sheets of paper or films of like dimensions. Hence, said document discloses a tooth-like blade which is able to perform a straight cut and in a wave-like cut. [0007] The plunger moves toward the workpiece and down into contact with a strap section of the workpiece.

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!

Membership Services

- Required for meeting registration, participation, access virtual meetings or live streaming
- Manage meeting attendance registration
- Virtual consultations
- Notifications / Subscriptions
- Restricted Content, Country Strategic Plans Data 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
- Help & FAQs

Membership Services



Sign Up

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:

- [Guidance on how to access the Membership Area](#)
- [Sign-up - FAQ](#)



For assistance to sign-up or an online guided overview, please contact: ebwebsiteadmin@wfp.org

← BACK First time? Please sign up. FAQ

Signing up requires using the WFP code. It should have been provided to you by your Focal Point of your Permanent Representation accredited to WFP.

* Mandatory Fields

Permanent representation	WFP Code *
Please select	

Salutation

Type to filter or select '...

Rank

Type to filter or select '...

Official title

Type to filter or select '...

Name *	Surname *

Sex	Mobile phone
Please select	+39 3331122333

Official email address *

A valid work-related email address that belongs only to you. No shared emails should be used. All communication related to the site services will be sent to this email address. The email address will not be shared and will be your username when signing in.

Create new password *	Confirm new password *

Provide a personal password of your choice.

Sign up

Agenda item 4:
Ceremonial Protocol Services

Ceremonial Protocol Services

Overview

**Bilateral
Meetings and
High - Level
Visits**



**Executive
Board
Special Guests**



**Presentation
of Credentials**



**Guided Visits
at HQ**



**Ceremonial
Protocol
Training &
Guidance**



Ceremonial Protocol Services

1. Presentation of Credentials



2. High-level Visits at HQ



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 →
- 2 Presentation of credentials to the Director General of FAO →
- 3 Presentation of credentials to the WFP Executive Director

High-Level Visits at WFP Headquarters

State Visits



High-level Bilateral Meetings



Red Carpet Events



Ceremonies



Ceremonial Protocol Support

for High-Level visits

Planning and Coordination



Interface between the Rome-based Missions/Embassies
Direct interaction with State protocol cabinets at capital level.
Evaluate potential interpretation needs

Advance Visits



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

Meeting Agenda



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

Final Run of Show



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

Onsite Management during Visit



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 more information or request of services
please contact:

hq.ceremonialprotocol@wfp.org

Closing

Contact us at:
wfpsecretarytotheeb@wfp.org

Thank you!

