WFP Executive Board

Delegates' Handbook

February 2025

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1. Introduction

1. Established in 1961, WFP is the largest humanitarian agency in the United Nations system, saving lives in emergencies and using food assistance to build a pathway to peace, stability and prosperity for people recovering from conflict, disasters and the impact of climate change.

2. The Executive Board is WFP's supreme governing body. Comprising 36 States Members of the United Nations or Member Nations of the Food and Agriculture Organization of the United Nations (FAO), the Board provides intergovernmental support, policy direction and supervision of the activities of WFP.

3. This handbook introduces the governance responsibilities of Member State delegates to the WFP Executive Board and provides practical information on Board processes and procedures. For new delegates, the guide complements two face-to-face induction sessions held each year: the first focuses on Board governance, while the second provides a briefing on WFP activities. Additional resources are available for all delegates through the Executive Board website, including a self-paced online learning module on Board governance[1] and introductory materials on various WFP activities.

4. The legal foundations of WFP, including the powers and functions of its Executive Board, are set out in its *General Regulations, General Rules and Financial Regulations*, while the *Rules of Procedure of the Executive Board* describe how the Board operates in practice.[2] You will find references to pertinent articles, regulations and rules throughout this handbook.

2. The Executive Board

5. WFP comprises two organs:

   - The Executive Board, which is jointly established by the United Nations and FAO and has 36 Member States.
   - The Secretariat, comprising an Executive Director and required staff.[3]

6. WFP is jointly established by the United Nations and FAO. This arrangement means that the Executive Board is subject to the general authority of the United Nations Economic and Social Council (ECOSOC) and the Council of FAO.

2.1 Powers and functions of the Executive Board[4]

7. The powers and functions of the Executive Board are set out in Article VI of the General Regulations[5] and are reflected in four interlinked governance frameworks in the areas of strategy, policy, oversight and accountability. The functions of the Board are to share information, engage in dialogue, build consensus and take decisions.

[1] The online learning module is currently under development.

[2] See the *General Regulations, General Rules, Financial Regulations and Rules of Procedure of the Executive Board*.

[3] See Article V of the General Regulations.

[4] See Article VI of the General Regulations.

[5] See Articles I and II of the General Regulations.

Strategy

8. WFP's direction is mapped out in its four-year strategic plan. Developed in consultation with the Board and other internal and external stakeholders, each plan is presented for Board approval and is accompanied by a corporate results framework, which comprises the indicators that WFP uses to monitor and report on how its programmes contribute to the objectives of the strategic plan.

9. WFP implements its strategic plan through management plans, which are also presented to the Board. As the global, regional and local challenges faced by WFP are constantly changing, the organization provides the Board with regular updates on the strategic plan and submits an annual performance report detailing the results achieved under each objective of the strategic plan.

10. The Board provides a platform for intergovernmental consultation on food assistance programmes, reviews food security trends and formulates proposals to enhance coordination among food security actors. It also ensures that WFP is responsive to the needs and priorities of countries in receipt of assistance.

Policy

11. The Executive Board is charged with providing specific policy direction to WFP, in accordance with the overall policy guidance issued by the United Nations General Assembly, the FAO Conference, ECOSOC and the FAO Council. It plays a vital role in shaping global food assistance policies and may recommend policy initiatives to the United Nations and FAO.

12. Every year, the Board receives a compendium of WFP policies and an analysis of policy gaps, which provides an updated overview of existing policies.

Oversight

13. Oversight is central to the governance role of the Executive Board. Among its oversight activities, the Executive Board reviews reports by internal and external oversight bodies, including the Inspector General and Oversight Office, the Office of Evaluation, the Office of the Ombudsperson and Mediation Services, the Ethics Office and the External Auditor. While these bodies submit documents to formal Board sessions, regular updates on oversight are also held in between formal sessions and are included in the tentative schedule of Board-related events (also called the "Board calendar").

14. The Board provides guidance to the Executive Director and is charged with reviewing and approving WFP programmes, projects and activities;[6] it may delegate authority to the Executive Director for such approvals if it chooses. An appendix to the General Rules lists authorities that the Board has delegated to the Executive Director or to the Executive Director and the FAO Director-General.

15. The Board also reviews and approves the budgets of programmes, projects and activities and reviews programme implementation.

16. Other oversight activities of the Board include revising WFP's rules and financial regulations, reporting to FAO and the United Nations, and providing guidance to the Executive Director. The Board also encourages innovation in programming and ensures that WFP's governance framework effectively supports its mission. All oversight seeks to ensure WFP's accountability, effectiveness and responsiveness to global food assistance needs.

[6] See Article VI.2 (c) of the General Regulations.

Accountability

17. The Board holds the Executive Director to account for the administration of WFP and for the implementation of WFP programmes, projects and other activities. In turn, the Board itself is accountable to Member States and to the United Nations and the FAO Conference. WFP provides accountability including through its annual performance report and audited annual accounts; lessons learned from evaluations; and annual country reports. The corporate results framework permits WFP to measure and report on its achievements with regard to the strategic plan.

2.2 Executive Board members and observers

Members

18. The 36 members of the Executive Board are elected for a term of three years. Each member belongs to one of five electoral lists.[7] The seats on the Board are distributed among the lists in accordance with an arrangement approved by the United Nations General Assembly and the FAO Conference. Half of the members are elected by ECOSOC and the other half by the FAO Council. Members are eligible for re-election.

19. Elections to fill vacancies on the WFP Board are held by ECOSOC in April and by the FAO Council in December of each year, with effect from the beginning of the following year. This process is managed by the ECOSOC Secretariat in New York and the FAO Council Secretariat in Rome, both of which keep their members informed of the election process, including the procedures for submitting nominations. Through the Executive Board Bureau, the WFP Executive Board Secretariat notifies Board members and observers of when the ECOSOC and the FAO Council elections will take place and shares relevant information from the respective secretariats on the procedures for submitting nominations.

20. If more than two list members apply for a vacant seat on the Board, an agreement may be reached whereby the three-year term is split between more than one Member State. If such an agreement is reached within a list, the list convenor informs the Secretariat of the governing body formally, in writing, setting out the details of the arrangement.

Observers

21. The broader WFP membership extends to observers, including the European Union as permanent observer. Any United Nations member, FAO member or associate member, or member of other specialized agencies or the International Atomic Energy Agency with an interest in specific programmes may participate in Board deliberations without voting rights.

22. The United Nations and FAO are invited to participate in Board sessions but do not hold voting rights. Subject to the Board's guidance, the Executive Director may invite other entities to attend Board sessions, without voting rights.

2.3 Executive Board Bureau

23. The Executive Board Bureau ensures the effective and efficient functioning of the Board. Its members are tasked with facilitating communication and consensus building within and among WFP's electoral lists and also have an important role to play in planning the work of the Board and preparing formal sessions.

[7] The five lists are as follows: List A, Africa; List B, Asia and the Middle East; List C, Latin America and the Caribbean; List D, North America, Western Europe, Japan, Australia and New Zealand; and List E, Central and Eastern Europe.

Election of the Bureau

24. At its first formal session of each year, the Executive Board elects a President, a Vice-President and three other representatives who together form the Executive Board Bureau. Each electoral list is represented by one member of the Bureau, who acts as the "list convenor". The Board also elects five Bureau alternates, one for each list. Bureau members and alternates are elected for a term of one year.

25. Bureau members and their alternates are elected as individual representatives and serve in a personal capacity. This means that any change in the composition of the Bureau, including its alternates, must be approved by the Executive Board at a formal session.

Bureau functions

26. The Bureau ensures the effective functioning of the Board by focusing on three key areas: strategic planning, the preparation and organization of Board meetings, and the promotion of dialogue.[8]

27. The Bureau reviews the Board's **biennial programme of work**, ensuring that it reflects WFP's governance framework and that agenda items are appropriate and strategically distributed across sessions. It also reviews the tentative schedule of Board-related events (the "Board calendar") to ensure that it reflects WFP's strategic priorities and it oversees the preparation of each formal Board session, including the development of agenda items, selection of special guests, organization of side events and exhibits and nomination of the Rapporteur.

28. The Bureau **promotes inclusive dialogue** within and between electoral lists and serves as a critical link between Board members, observers and the Executive Board Secretariat. Bureau members, acting as list convenors, ensure balanced participation, communicate key decisions and address issues requiring consensus. As list convenors, Bureau members coordinate pre-session meetings of their respective lists with the Executive Director ("**List meetings**"). They also nominate list representatives to participate in other Board-related activities as outlined in section 7.

29. The functions of the Bureau are described in Rule V of the Rules of Procedure of the Executive Board and explained in detail in the handbook for the Bureau, which is available on the membership area of the Executive Board website.

2.4 President and Vice-President of the Board

30. The President of the Executive Board presides over formal sessions, Bureau meetings and other events, ensuring the smooth functioning of the Board's proceedings. At formal sessions, the President is responsible for opening and closing meetings, presenting issues for decision, facilitating discussions, maintaining adherence to the Rules of Procedure and summarizing outcomes. The President also has the authority to manage the proceedings by proposing limits on speaking times, managing speaker lists and ruling on points of order. The Vice-President undertakes all these tasks if the President is absent.

31. Although the President plays a central role in discussions, he/she does not have the right to vote if a decision requires a formal vote.

[8] See Rule V of the Rules of Procedure of the Executive Board.

32. The President also presides over Bureau meetings, endorsing agendas and draft records, and chairs regular oversight-related discussions. When participating, the President takes the lead during WFP Executive Board field visits, representing the delegation during interactions with host government authorities. In joint meetings with other United Nations entities, the President represents the WFP Executive Board and takes the lead when WFP acts as the coordinating agency.

33. The Vice-President supports the President and assumes the President's responsibilities in his/her absence. If the President becomes unavailable permanently, the Vice-President or an alternate from the same electoral list takes over, depending on the timing within the President's tenure. The roles of President and Vice-President rotate annually, ensuring balanced representation among the electoral lists. It is a good governance practice for the Vice-President to succeed the President the following year. [9]

34. The powers of the President are described in Rule VI of the Rules of Procedure of the Executive Board and explained in detail in the handbook for the Bureau.

3. WFP Secretariat, advisory bodies and oversight functions

3.1 WFP Secretariat

35. WFP is present in over 120 countries and territories. Its Secretariat, under the leadership of the Executive Director, manages WFP's operations and activities worldwide. Appointed for a renewable five-year term by the United Nations Secretary-General and FAO Director-General, the Executive Director oversees the staffing and organization of the Secretariat, ensuring efficiency, accountability and compliance with relevant United Nations and FAO regulations and rules. The Executive Director submits annual reports to the Executive Board, detailing WFP's operational, financial and strategic progress. The Secretariat leadership includes a Deputy Executive Director and three Assistant Executive Directors.[10]

36. The Executive Board Secretariat is an important interface between Board members, observers and WFP management. It organizes Board sessions, coordinates Bureau meetings, organizes informal meetings and supports field visits for Board members and observers. The Board Secretariat also provides conference, interpretation and documentation services, ensuring transparent communication and efficient governance processes.

37. WFP benefits from advisory bodies[11] and oversight functions, which ensure accountability and good governance.

3.2 Advisory bodies

38. The **FAO Finance Committee** and the **United Nations Advisory Committee on Administrative and Budgetary Questions (ACABQ)** provide guidance on all matters related to WFP financial administration in accordance with Article XIV.6 of the General Regulations. These committees review WFP's four-year strategic plan, its management plan and annual accounts and other oversight and financial reports. They provide their comments and recommendations to the Board before it takes decisions.

[9] The rotation of the presidency is set out in paragraph 6 of the 1996 Board document entitled Methods of Work and Rules of Procedure (WFP/ExB.1/96/3).

[10] See the organigram of the WFP Secretariat.

[11] See the advisory bodies on the WFP Executive Board website.

39. The **Independent Oversight Advisory Committee (IOAC)** is a panel of experts appointed in an advisory capacity to assist the Executive Board and the Executive Director in exercising their governance responsibilities. IOAC members are fully independent and external to the Board and the WFP Secretariat. The committee meets four times a year and at the end of each IOAC session, it meets with the Bureau to report its findings. All Board members are invited to attend this "debrief" meeting, which constitutes an opportunity for regular, direct interaction between the Board and the IOAC. More information on the IOAC is available on the Executive Board website.

3.3 Oversight functions

40. To safeguard its organizational integrity and accountability, WFP has multiple internal oversight functions such as the **Inspector General and Oversight Office**, **Ethics Office**, **Office of the Ombudsperson and Mediation Services**, the **Office of Evaluation**, and the **Risk Management Division.** The Board also appoints an **External Auditor.**[12] Together, these structures uphold WFP's commitment to transparency, effectiveness and the highest governance standards.

41. Every year, the Board Secretariat organizes an **induction session on WFP activities.** The session includes an online learning module that describes the structure and activities of the WFP Secretariat. The module is updated regularly and is available to all delegates through the Executive Board website.[13]

4. Decision making

42. Formal Board sessions are the primary platform for decision making. A majority of the members of the Board present constitutes a **quorum**. In the Board every effort is made to arrive at **decisions by consensus** of the members.

43. Each item presented for decision is accompanied by a document with an executive summary and a draft decision. Board members and observers can review and discuss draft decisions in the process leading up to formal sessions, providing input through their respective list convenors. This approach promotes the efficient use of time during formal sessions and may facilitate consensus. The Board nonetheless retains the power to amend draft decisions during formal sessions. Decisions should provide direction and guidance to WFP, including follow-up and next steps.

4.1 Voting

44. If the President determines that every effort to achieve a consensus on any matter has been exhausted, that matter may be put to a vote by the President acting on his or her own initiative or at the request of a Board member.

45. When matters are put to vote during formal sessions, most decisions are made by a simple majority of members present and voting.[14] However, certain decisions, such as amending the Rules of Procedure, require a two-thirds majority. Consult Rule IX of the Rules of Procedure for details of voting methods, elections[15] and other aspects of decision making.

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[12] See Financial Regulation XIV: External Audit.

[13] See the induction resources on the WFP Executive Board website.

[14] The phrase "members present and voting" means members casting an affirmative or negative vote and shall not include abstentions or defective ballots (Rule IX.6).

[15] For the purpose of the Rules of Procedure, the term "election" means a selection or appointment of one or more individuals or States.

4.2 Voting by correspondence

46. The Executive Director can initiate a **vote by correspondence** for urgent decisions that cannot wait for the next Board session. A motion is sent by email to all members, who then cast their votes within a specified timeframe. The decision is considered valid only if a majority of members participate in the vote.

5. Formal Board sessions

47. Three formal Board sessions are held every year, aligned with **WFP's governance frameworks: strategy, policy, oversight and accountability**. The first regular session focuses on strategy and policy, the annual session on oversight and accountability and the second regular session on other policy matters and the programming and planning of activities. However, the Bureau can exercise flexibility when planning Board sessions, especially to accommodate items that are time sensitive. The Board may hold special sessions, in exceptional circumstances.[16]

5.1 Preparation of Board sessions

Notification of sessions

48. The members of the Board and observers are notified of the date and place of each session by note verbale, at least **six weeks** before the opening of the session. Unless otherwise decided by the Board, all sessions are held at WFP headquarters.[17]

Agenda

49. The **biennial programme of work** is a two-year plan of work for the Board and is used to generate the provisional agendas for formal Board sessions. It is a living document that is regularly updated by the Board Secretariat based on input from the Bureau, Board members and WFP management. A biennial programme of work is submitted to the Board at its first regular session and annual session for information and at its second regular session for decision.
50. Items of the biennial programme of work, and of formal Board session agendas, are divided into two categories:

- ***Items for decision:*** these items involve the Board taking a decision, such as to approve a proposal, take note of a report or adopt a rule. These items should always be supported by background documentation, including a draft decision to be considered and approved by the Board during a formal session. The resulting decision should provide direction and guidance to WFP.
- ***Items for information*****:** these items present information to the Board on a particular topic, with no need for the Board to provide guidance or direction to WFP. These items are not tabled for discussion during Board sessions unless specifically requested by an Executive Board member and endorsed by the Bureau.

51. The agenda is organized into **sections: strategic matters, annual reports, policy issues, financial and budgetary matters, operational matters, oversight functions, organizational and administrative matters, and reports of Board sessions.**

[16] See Regulation VI of the General Regulations.

[17] See Rule I.4 of the Rules of Procedure of the Executive Board.

52. The provisional agenda for each formal Board session is normally circulated to all members of the Board at least **six weeks** in advance of the session.[18] Through their list convenors, Board members are encouraged to provide feedback on the provisional agenda in advance. However, the Board has the power to determine at any point in time which matters should or should not be considered and discussed during a Board session. During the session itself, the Board may amend the agenda with the agreement of two thirds of the members present and voting.[19]

Format

53. Board sessions are held in person at the headquarters of WFP, unless the Board determines otherwise. Delegates may have the option to participate virtually if required. Guidelines on how to participate in virtual Board meetings can be found here.

54. Board meetings are public, unless the Board determines otherwise.[20] They are streamed live on the WFP Executive Board website and most Board documentation is available on the same platform.

Documentation

55. To help prepare for the session, the WFP Secretariat posts documentation related to the agenda items on the Executive Board website normally **four weeks** before the start of the session. Documents are available in WFP's four official languages: Arabic, English, French and Spanish. The annual performance report is also translated into Chinese and Russian. Documents submitted to the FAO Finance Committee are translated into Chinese and Russian as required. The documentation clearly explains the issues proposed for decision or for information.

Side events, exhibits and special events

56. Side events are held on the margins of Board sessions, usually between the morning and afternoon sessions, and they are linked to items under discussion. Side events represent an important opportunity for the Secretariat and Member States to present specific topics of interest for strategic discussions. They also showcase WFP's work and partnerships in thematic areas.

57. Exhibits are organized on the ground floor of WFP headquarters, often in the Blue Foyer or the Red Foyer. Organizers of exhibits may hold a launch event with guest speakers, accompanied by a welcome coffee.

58. The Board may invite special guests and organize special events on these occasions as part of the session. Past guests include heads of state, ministerial-level guests, senior United Nations officials and other dignitaries.

59. Board members, observers and WFP management can submit proposals for side events, exhibits and special guests to the Board Secretariat. Proposals are received throughout the year and those emanating from Board members or observers are usually conveyed through list convenors. Proposals should be presented at least three months before a session to allow the necessary preparation.

[18] See Rule III of the Rules of Procedure of the Executive Board.

[19] See Rule III.5 of the Rules of Procedure. The phrase "members present and voting" means members casting an affirmative or negative vote and shall not include abstentions or defective ballots (Rule IX.6).

[20] See Rule VIII.1 of the Rules of Procedure.

60. The Bureau reviews proposals for special guests, exhibits and side events. A maximum of two side events are held each session.

61. Ahead of each session, you can find background documentation under the "Side Events and Exhibits, High-level events" tab of the session documentation page on the Executive Board website. It is usually posted on the website two weeks before the session.

5.2 Board session procedure

Registration

62. The names of representatives, including any alternates or advisers, who wish to attend formal sessions should be communicated by Board members in advance. The Executive Board Secretariat runs an online registration platform, where "focal points" designated in each Board member or observer mission can submit the names of participants. Focal points also help delegates to register for access to the restricted area of the Executive Board website (see section 10 for details).

63. For delegates attending in person: When you arrive in the lobby of WFP headquarters, you should head to the registration desk, where you will be asked to confirm your country of representation and check the details on your pre-prepared badge. Badges are either sent to missions in advance or distributed in the lobby on the morning of the session. If a badge has not been pre-printed for you, it will be prepared on site after the Executive Board Secretariat confirms the necessary details with you.

64. Please note that these badges provide access to the Auditorium. They do not grant entry to WFP headquarters. Please ensure that you bring valid photo identification for security clearance (see *Frequently asked questions*).

65. The registration desk opens at 08:00 on the first day of the session. Please arrive early to avoid delays. Executive Board Secretariat support staff are available throughout the session to assist with any last-minute registrations or technical issues.

66. For delegates taking part online: If you are attending a session remotely, your mission focal point must register your details with the Executive Board Secretariat. Once successfully registered, you will be granted access to the online platform used for the session. To join the meeting, log onto the Executive Board website and click on the *Join* button on the meeting page. You can join the session up to 30 minutes before it starts. Please log in promptly to confirm your attendance and prepare your participation.

Seating protocol

67. Entry into the auditorium is permitted for two representatives of each of the 36 Executive Board members, plus two representatives from the European Union in its capacity as permanent observer. Other representatives can follow the proceedings from the Aula Delegatis meeting rooms on the ground floor of WFP headquarters. Each Board member, plus the European Union, is assigned one seat at the oval table in the auditorium, with the second representative seated behind the first.

68. Member States who are Board observers may register to have one representative seated inside the auditorium. Seats are assigned on a first come, first served basis so early registration is advised. Other representatives from Board observers may follow the proceedings from the Aula Delegatis meeting rooms.

69. Government officials from observer Member States with a country strategic plan (CSP) or a CSP summary evaluation report to be presented to the Board during the session and who intend to make an intervention following the approval of the CSP or the consideration of the CSP evaluation report may participate in person. In this case, each country will be assigned two seats in the auditorium on the day of the presentation of the CSP or CSP evaluation.

Timetable

70. The timetable for the session is posted on the Executive Board website, together with the documentation for the session. At the end of each day of the session, the timetable is updated through the order of the day, which sets out the order of items for the following day of the session. The order of the day is posted on the document page for the session on the Executive Board website.

Speaking time

71. To ensure efficient time management during sessions, and subject to the agreement of the Bureau, delegations are invited to limit their national interventions to a maximum of **three minutes**, while list statements are limited to a maximum of **five minutes**. When delivering statements, please speak slowly and clearly in order to facilitate interpretation. Requests for an additional minute of speaking time should be submitted through the Board Secretary for approval by the President.

Statements

72. All delegations are requested to submit statements electronically to wfpsecretarytotheeb@wfp.org before each session, so that they may be shared in advance with interpreters.

73. List statements are made during formal sessions when all Member States of a given list agree to a common position on a particular agenda item. Before Board sessions, list convenors help to identify and coordinate the preparation of list statements. They also inform the Executive Board Secretariat of list statements promptly so that the list of speakers is well prepared. Speakers delivering list statements always have priority over those delivering national statements.

74. Cross-list statements can be made when several or all lists agree on a common position on a particular agenda item. In such cases, the list convenors act as focal points, sharing input from their lists to feed into the cross-list statement.

Interpretation

75. WFP interpreters facilitate communication in six official languages (English, French, Spanish, Arabic, Russian and Chinese) at formal Board sessions. Whether you attend a session in person or online, check the Guidelines for virtual participation in Executive Board meetings for recommendations on how to support interpretation, optimize audio-visual quality and minimize disruption to sessions. The quality of your audio connection and the speed at which you speak can have a big impact on the performance of interpreters. Ensure that you speak clearly and slowly and that you speak directly into the microphone.

Photographs

76. Official photographs are taken throughout the formal sessions. They are captioned and promptly posted on the Executive Board website under the “Photos Gallery” tab of the session documentation page of the Board website.

6. Informal meetings and the tentative schedule of Board-related events

6.1 Tentative schedule of Board-related events

77. The tentative schedule of Board-related events (also referred to as the "**Board calendar**") is a tool for Board members and observers to prepare for their Board-related engagement. It is prepared and updated by the Executive Board Secretariat, who seek to coordinate the calendar with those of the governing bodies of the other Rome-based agencies.

78. The Board calendar is regularly reviewed by the Bureau. Delegates are encouraged to consider the strategic value and relevance of the planned meetings and to communicate their views on Board-related events to their list convenors for discussion by the Bureau.

6.2 Informal meetings

79. Informal meetings are used to share information, facilitate decision making and build consensus before formal sessions. They can be proposed by WFP management or by Board members and may take one of three types, as shown below.

Meeting type	Purpose	Chair
Informal consultation	To allow Board members and WFP management to discuss agenda items that require Board decisions	Bureau member(s)
Briefing or update (operations and policies)	To update Board members and observers on critical operational or policy issues	WFP management
Briefing or update (oversight)	To update Board members and observers on oversight issues	President or Vice-President of the Board
Round table	To discuss evaluation findings	President or Vice-President of the Board

80. Other types of meeting formats such as workshops, seminars, brown bags or virtual written consultations[21] are also used to facilitate dialogue on technical issues.

[21] For information on how to participate in virtual written consultations, see the "Virtual consultations" in section 9. Executive Board website and digital tools in this handbook.

7. Other Board-related activities

7.1 Joint activities with other United Nations agency governing bodies

Joint activities of the Boards of the United Nations funds and programmes

81. Every year, the four Executive Boards of the six United Nations funds and programmes[22] meet in late May or early June in New York to discuss matters of mutual interest that are not addressed in other forums.[23] The four Boards also conduct an annual joint field visit to observe first-hand the joint activities of the six agencies and to gauge progress in the reform of the United Nations development system. The joint meeting is held in a hybrid format – a mix of in-person and virtual participation – to ensure that the Rome-based membership can also take part.

82. For the joint field visit, the destination is chosen to ensure geographical rotation and is subject to the agreement of the host government and the existence of relevant joint activities at the country level. The timing of the visit varies depending on the calendars of the respective Boards. The list convenors consult within their lists and nominate one participant per list for the joint field visit. The Executive Board Secretariat covers the costs of the participation of one representative from each of lists A, B, C and E. List D participants must cover their own costs.

83. The Board President of the coordinating agency, supported by the Board Secretariat, plays the central role in the planning and organization of both the joint meeting of the Board and the joint field visit. The planning process starts in January or February each year.

Joint activities of the governing bodies of the United Nations Rome-based agencies

84. The FAO Council, the Executive Board of the International Fund for Agricultural Development (IFAD) and the WFP Executive Board meet informally every year to discuss matters of mutual interest. The coordinating agency for this informal joint meeting also rotates every year. The head of that agency's governing body leads the preparation of the informal joint meeting, supported by the Secretariat, and also chairs the meeting itself.

85. The coordinating Rome-based agency proposes topics for the meeting and coordinates preparations, including the drafting of a proposed agenda and background papers. List convenors keep their lists informed of the preparations for the informal joint meeting.

7.2 WFP Executive Board field visits

86. The WFP Executive Board organizes an annual field visit. The Bureau reviews proposed destinations for each visit, considering geographical rotation, the security situation and the recommendations from WFP management. List convenors consult within their lists and nominate one participant from each list. The Executive Board Secretariat covers the costs of the participation of one representative from each of lists A, B, C and E. List D participants must cover their own costs.

[22] United Nations Development Programme/United Nations Population Fund/United Nations Office of Project Services have one joint Executive Board.

[23] This event, known as the joint meeting of the Boards or JMB, is the result of General Assembly resolution 52/12 of December 1997, Renewing the United Nations: a programme for reform, which called for a forum for the Executive Boards of the funds and programmes to discuss issues of common interest.

7.3 Other WFP Board visits

87. The Board annually visits **the United Nations Humanitarian Response Depot in Brindisi.** List convenors consult within their lists and nominate one participant from each list. The Executive Board Secretariat covers the costs of the participation of one representative from each of lists A, B, C and E. List D participants must cover their own costs.

88. Other visits may be organized at the request of the Board or at the suggestion of WFP management, as resources and schedules permit.

8. Annual reports and other publications

89. The Board receives a range of annual reports and other publications, including the following:

- **Strategic plan** – Every four years, the Executive Director submits a strategic plan that covers the next four years of WFP operations, with a mid-term review as necessary. The strategic plan sets out WFP's strategic objectives for the period and their implications for the proposed programme of work.
- **Annual performance report** – This document provides a record of WFP's performance for the year and its progress towards the objectives set out in the strategic plan and its corporate results framework. The annual performance report is submitted to ECOSOC and the FAO Council after it has been approved by the Board.[24]
- **Audited annual accounts** – The audited annual financial statements are submitted to the Board together with the audit opinion and the report of the External Auditor. The document includes a statement on internal control which provides specific assurance on the effectiveness of internal controls in WFP. [25]
- **Management plan** – Every year, the Executive Director submits a management plan, including a WFP budget for the subsequent financial period, together with the reports of the ACABQ and the FAO Finance Committee thereon.[26]

9. Executive Board website and digital tools

9.1 Executive Board website

90. The Executive Board website is a public platform available in the four official Board languages. It provides general information about the Executive Board and its proceedings, including upcoming meetings and activities and access to a document repository.

9.2 Membership area

91. The Executive Board website has a restricted area that is accessible only for registered delegates. The membership area allows you to register for Executive Board meetings, participate in virtual or hybrid meetings and watch the live stream of Board meetings. Registered users at Permanent Representations who have advanced access can also view restricted content on the Executive Board website (marked with a padlock).

92. To register for access to the restricted area, please submit your details to the Executive Board Secretariat through the focal point in your mission.

[24] See Article VI.3 of the General Regulation.

[25] See Article XIV.6 (b) of the General Regulation and Financial Regulations 13.1 and 14.8.

[26] See Financial Regulation IX.

93. The membership area contains a range of documents, tools and resources that support Board engagement. Ensure you log on to the area in order to access everything that you need.

- Virtual consultations: access ongoing and closed virtual consultations on operations and other topics. Submit comments on behalf of your Permanent Representation and view WFP's responses.
- Latest notifications: read the latest approved budget revisions of CSPs and interim CSPs and other Executive Board documents.
- Administrative information: consult security guidelines, check the instructions for the e-nameplates system used in the auditorium, learn about the shuttle bus service between WFP and FAO, download a guide to WFP headquarters and access the telephone directory.
- Directory of Permanent Representations to WFP: find contact details for the Permanent Representations to WFP.
- Induction resources: explore orientation materials designed for new members and observers, which offer an overview of WFP's work.
- **Restricted and complementary documents:** retrieve restricted Board documents, confidential presentations, special reports, notes for the records and transcripts of meetings. Go to the relevant meeting page or click on the 'Documents' section, filtering the content by category. Additional restricted information, such as oversight documents, Executive Director circulars, and private sector partnership agreements, is also available and searchable by category.

94. The Executive Board website also provides links to other United Nations websites and restricted WFP platforms, offering valuable information for Board members and observers. At the bottom of the website, you will find links to the CSP Data Portal, annual country reports, standard project reports and emergency dashboards, which contain a wealth of information on WFP operations.

10. Conference services and other facilities

Meeting information desk

95. The meeting information desk is located on the ground floor, adjacent to the entrance to the auditorium. If you have questions about meeting arrangements and documentation, please ask the staff at the desk.

96. In line with WFP's Greening Initiative and in order to reduce meeting costs, documents are available on the WFP Executive Board website.

Cloakroom

97. The cloakroom is located across from the meeting information desk.

Quiet room

98. The quiet room is located across from the meeting information desk, around the corner next to the cloakroom.

Bar and cafeterias

99. During formal sessions, the **coffee bar** in the **Aula Delegatis** on the ground floor is open daily from 08:30 until the meeting is adjourned.

100. Throughout the year, two cafeterias are available on the ground floor:

- The **Blue Cafeteria** is near the main entrance; its coffee bar is open from 07:30 to 17:00 and its meal service is available from 12:00 to 14:00.
- The **Red Café** is located on the ground floor of the Red Tower and is open from 07:30 to 17:00; its restaurant service is available from 12:00 to 14:00.

Drinking water facilities

101. Water fountains and biodegradable cups are available at both entrances of the auditorium. Water dispensers should not be used to dispose of beverages other than water as this could damage the appliances. Bottles of water and glasses are also provided at the oval table and at the observers' tables.

Computer facilities and internet connection

102. Computer workstations with connection to internet are located in the Aula Delegatis and on the first floor of the Green Tower by the elevators. The password to log on to the internet is written on the frame of workstations. A multi-service photocopy machine is available in the Aula Delegatis.

Library and Research Centre

103. The Library and Research Centre offers computers, books, periodicals and electronic resources, all of which are available to delegates. Located on the first floor of the Green Tower (1G12), it includes a reading room and a terrace and is open between 8:30 to 17:00. Library staff members are available to provide assistance and can be contacted at global.libraryresearchservice@wfp.org.

HQ Service Centre

104. The HQ Service Centre is located in a separate building, opposite the Red Café. It houses a gift shop, a pharmacy and courier services.

- Pharmacy – open 12:00–15:30, Monday to Friday
- DHL courier services – open 14:00–16:00, Monday to Friday
- Gift shop – open 08:30–17:00, Monday to Friday. The gift shop sells bus and train tickets, top-up cards for mobile phones, magazine and books, in addition to WFP merchandise and other gifts.

Other services

Banking services and ATMs

Banca Intesa San Paolo – Ground floor, Red tower 08:30–13:30 and 14:45–16:15.

Banca Popolare di Sondrio – Ground floor, Red tower 08:30–13:30 and 14:45–16:15.

11. Ceremonial protocol services

105. WFP's ceremonial protocol unit belongs to the Executive Board Secretariat and provides protocol services for high level guests.

106. For the sessions of the Executive Board, credentials of permanent representatives (issued by the Head of State or Government or by the Minister for Foreign Affairs) should be presented first to the Director General of FAO and then to the Executive Director at least one week before the opening of the session.

107. For any issues related to the presentation of credentials and other ceremonial protocol assistance required, please contact HQ.Ceremonialprotocol@wfp.org to consult the Head of Ceremonial Protocol Services directly.

12. Security and safety

Access to the WFP premises

108. The premises of WFP headquarters are open from Monday to Friday from 7:00 to 19:00.

109. The pedestrian access is located at Via Carlo Veneziani 68, Rome, while the vehicular access is at Via Carlo Veneziani 64, Rome.

Security procedures

110. Delegates who have active FAO or IFAD passes are automatically granted access to WFP headquarters. Please notify the Executive Board Secretariat in advance of your attendance at Executive Board sessions, informal briefings and consultations. Send an email to wfpsecretarytotheeb@wfp.org by the established deadline or **at least 24 hours ahead.**

111. If you do not have an active FAO or IFAD pass, WFP Security can issue you with a temporary pass. If you require a temporary pass, please send an email to wfpsecretarytotheeb@wfp.org at least 24 hours before you plan to arrive. The Executive Board Secretariat will inform WFP Security so that staff at the Visitor Centre are ready to assist you. You must present valid photo identification to obtain a temporary pass.

112. On the first day of each Board session, the process is a little different. WFP Security staff check the names of delegates against the official list of participants provided by the Executive Board Secretariat and grant access to WFP headquarters without requiring an active pass. All delegates then proceed to the registration desk in the lobby to collect their Executive Board badges, which are valid for the duration of the session.

113. In general, guests accessing WFP premises with a temporary pass are required to proceed through the security control in the Visitor Centre, which is equipped with metal detector technology, an x-ray scanner and other security measures.

114. WFP Security staff are authorized to search people, vehicles, handbags, briefcases or packages and to seize property if they have reason to believe that any person is carrying an unauthorized weapon, explosives or other dangerous substances or narcotics, or is removing property from the premises without proper authorization.

Parking policy

115. Please ensure you have a valid pass prior to approaching the WFP gate. Access is only granted to delegates with active passes.

116. All drivers and passengers in the vehicle have to swipe their pass through the electronic card reader at the gates upon entering and leaving WFP headquarters.

117. Parking is available on a first come, first served basis. Any vehicle entering the parking lot must be insured and comply with local requirements and regulations. All vehicles entering the premises – including buses and delivery vehicles – are searched at the gates.

118. If you are attending bilateral meetings, please communicate the registration plate number, make and model of your vehicle to the WFP division organizing the meetings, at least 24 hours in advance. You do not need to do this when attending Executive Board sessions, consultations or briefings.

119. A number of electric vehicle charging points are available on site. More information is available here.

Emergency contacts

Important telephone numbers for security and medical assistance.

WFP HQ Security: + 39 06 6513 2901

Emergency numbers in Italy

The single number to call for emergencies in Italy is **112.** This is a free number to dial without any prefix: the operator will put you in touch with the most appropriate authority or service.

Police: 113

Fire: 115

Medical: 118

Useful contacts:

WFP HQ Services: + 39 06 6513 2020

13. Frequently asked questions (FAQs)

How do I register my attendance for an Executive board session, informal consultation or briefing?

Mission focal points and/or delegates are invited to communicate the names of the delegates who wish to attend in-person or online by sending an email to wfpsecretarytotheeb@wfp.org by the established deadline or at least 24 hours prior to the meeting.

How can I participate?

Meeting formats vary. They may be held in person, online or in a hybrid set-up with both online and in-person attendance. If you are unsure about the set-up for a particular meeting, please contact the Executive Board Secretariat by email at wfpsecretarytotheeb@wfp.org.

Where can I find the link for an Executive Board session, informal consultation or briefing?

If you are logged into the Executive Board website, you will find meeting links at the top right corner of the meeting page. Links are also provided in email invitations for meetings.

How do I access the restricted membership area of the Executive Board website?

*You need to register to access the restricted area. Once you have registered, you can access the restricted area by clicking on the '**Log in**' button next to '**Membership area**' at the top right corner of the Executive Board website.*

Why should my mission have a WFP Code Focal Point?

Focal Points are responsible for distributing the WFP code required for new users to sign up on the Executive Board website. They must ensure that delegates and staff in their mission use a unique, personal work email address to complete the sign-up process.

Can I access the WFP premises without my FAO pass?

If you do not have an active FAO or IFAD pass or you forget to bring it with you, WFP Security can issue a temporary WFP pass. To obtain a temporary pass, you must present valid photo ID.

Who can I contact for guidance and assistance with the credentials presentation process?

Please contact HQ.Ceremonialprotocol@wfp.org to consult the Head of Ceremonial Protocol Services directly.

Where can I find information on the country strategic plans (CSPs) that will be presented at the next Executive Board session? How can missions leave feedback on CSPs and other Board documents?

If you have successfully registered to access the restricted membership area of the Executive Board website, you have access to the 'Virtual Consultations' section. That section contains the draft CSPs and allows you to submit comments online on behalf of your Permanent Representation.

To whom should I send statements for Executive Board sessions?

Please send them to the Executive Board Secretariat by email to wfpsecretarytotheeb@wfp.org.

What should I do if there is a change in my delegation?

Please notify the Executive Board Secretariat of any incoming/outgoing delegates and mission staff by email to wfpsecretarytotheeb@wfp.org. This ensures that we keep our records up-to-date.

How can I put myself forward for participation in field visits organized by the Executive Board Secretariat?

Please express your interest to your list convenor.

Where can I find the latest calendar of Board-related events?

The latest schedule is available in the 'Meetings' section on the Executive Board website.

How can I access transcripts of Board events? When are they released?

If you have successfully registered to access the restricted area of the Executive Board website, you can access transcripts on the meeting pages of the Board sessions. They are provided under their respective agenda items. Transcripts can also be found in the 'Documents' section of the website, which allows you to search by year and session.

14. Additional resources

Executive Board and Bureau membership

Check the Executive Board website for up-to-date information on the composition of the Board and the Bureau.

Executive Board membership

Executive Board Bureau membership

WFP governance framework

The activities and governance of WFP are set out in its *General Regulations, General Rules, Financial Regulations and Rules of Procedure of the Executive Board*, a publication also known as the "blue book".

WFP Secretariat

Read the biography of the Executive Director and consult the WFP Organigram.

Contact information

Contact the Executive Board Secretariat at wfpsecretarytotheeb@wfp.org. Contact details for other WFP units are available under "Administrative information" in the restricted area of the Executive Board website, where you will also find contact information for the Permanent Representations to WFP. Remember that you need to log in to the Executive Board website to access resources in the restricted area.

Induction resources

WFP organizes two induction sessions every year. For more information on the sessions, email wfpsecretarytotheeb@wfp.org. Visit here for self-learning resources on WFP activities and WFP governance.[27]

Guidance on attending Board sessions and informal meetings

E-nameplates system instructions[28]

Technical guidance for virtual meetings

WFP reports and updates

Annual Country Reports (ACRs & SPRs)

Donor Contributions

Emergency Dashboards

Media Centre

Ongoing Operations

Operations Database

Oversight

Independent Evaluation

Useful information at WFP headquarters[29]

WFP headquarters area guide

WFP headquarters area map

Electrical vehicle charging stations

[27] Note that you need to log in to the Executive Board website to access resources in the restricted area. To register for access, see sections 9. Executive Board website and digital tools and 13. Frequently Asked Questions (FAQs).

[28] Please log in to the Executive Board website to access this content.

[29] Please log in to the Executive Board website to access this content.

Terminology

Glossaries of terms used by WFP are available in various Board documents. Here are a selection of recent glossaries.

- Budgetary terms (WFP/EB.2/2022/5-A/1/Rev.1, annex VIII)
- Cash assistance (WFP/EB.A/2023/5-A)
- Climate change (glossary)
- Country capacity strengthening (WFP/EB.A/2022/5-A, annex I)
- Gender (WFP/EB.1/2022/4-B/Rev.1, annex I)