

Distribution: General

WFP/EB.2/2017/INF/1

Date: 2 October 2017

Information notes

Original: English

Executive Board documents are available on WFP's website (<http://executiveboard.wfp.org>)

## Information for participants

### Venue

Executive Board Room at WFP Headquarters.

### Registration and meeting passes

Delegates should register at the registration desk in the entrance lobby before commencement of the session. Pre-registration facilities will be available from Wednesday, 8 November to Friday, 10 November (from 9:00 to 17:00). Delegations are strongly encouraged to pre-register and pick up their badges before 13 November.

All Permanent Representatives and other accredited members of Permanent Representations should register to ensure that their participation is appropriately reflected in the list of participants. All registered delegates will be issued meeting passes; these should be worn at all times.

*Delegates should return their passes to the meeting information desk after adjournment of the last meeting of the session.*

### Security

All delegates and guests are required to have a WFP/FAO building pass. At the first opportune moment on the first day of the session, delegates without a building pass are kindly asked to go to the Building Pass Office located in the entrance lobby of the main building.

### Portable phones

Delegates are requested to turn off their portable telephones before entering the Executive Board Room.

### Seating arrangements

In the Executive Board Room, a seat at the conference table and one seat behind it are provided for each member delegation, to accommodate the representative and his/her alternate. One representative from each observer delegation may be accommodated in the Executive Board Room. Additional delegates are invited to follow the proceedings from the Aula Delegatis and the Forum.

### Aide-mémoire on participation

An aide-mémoire on participation at WFP Executive Board meetings, based on “[Guidelines for the Meetings of the Executive Board of the World Food Programme](#)” (WFP/EB.1/2001/4-B), was prepared in 2001 by the Bureau and forms an Annex to this information note. It summarizes key suggestions on effective participation at Board meetings and should be seen as a companion paper to the Rules of Procedures of the Executive Board.

## Meeting information desk

- The meeting information desk is located on the ground floor, adjacent to the entrance to the Executive Board Room.
- Delegates requiring information on meeting arrangements and documentation can address questions to the staff at the desk.

## Documentation

- In line with WFP's Greening Initiative and in order to reduce meeting costs, documents are available on the WFP Executive Board website (<http://executiveboard.wfp.org>) only.

## Listening devices

- At the end of each day, all participants are kindly requested to leave the listening devices on their chairs in the Executive Board Room and in the Aula Delegatis for recharging.

## Cloakroom

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

## Quiet room

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

## Bar and cafeterias

- The coffee bar in the Aula Delegatis on the ground floor will be open daily from 09:00 until adjournment of the meeting.
- Two cafeterias are available on the ground floor:
  - The first is near the main entrance; its coffee bar is open from 07:45 to 17:00 and its meal service is available from 12:00 to 14:30.
  - The Red Café is located on the ground floor of the Red tower and is open from 07:00 to 17:00; its restaurant service is available from 12:00 to 15:30.

## Drinking water facilities

- Water fountains and biodegradable cups are available at both entrances of the Executive Board Room. Bottles of water and glasses are also available at the oval table and at the observers' tables.

## Computer facilities and Internet connection

- 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 is written on the frame of workstations. A multi-service photocopy machine is available in the Aula Delegatis.

## Library

- The Reading Room and collections of books, periodicals and electronic resources are available to delegates from 08:30 to 17:00. The Library is located on the first floor of the Green tower (1G12); staff members are available to assist you. For further information please call ext. 2464 or 2128.

## Other services

Bank (Banca Intesa San Paolo) – Ground floor, Red tower	08:30–13:30 and 14:45–16:15
Bank (Banca Popolare di Sondrio) – Ground floor, Red tower	08:30–13:30 and 14:45–16:15
Newsstand – Ground floor, Red tower	08:00–15:30

## Transportation

### *WFP–FAO shuttle bus*

- The schedule of the shuttle bus is as follows:

**from WFP**

09:00, 10:40, 12:00, 15:00, 16:00

**from FAO**

09:50, 11:20, 13:30, 14:30, 15:30, 16:30

- A bus is available for Board participants. It leaves from WFP for Piramide metro station and FAO Headquarters fifteen minutes after the end of the last meeting of the day.

### *Saracini shuttle bus*

- A private shuttle bus serving Parco de' Medici is also available. The driver may ask to see your WFP/FAO badge.

**Itinerary**

Viale Europa (corner junction with Viale Shakespeare); Viale Europa (corner junction with Via Tupini); Magliana metro station–WFP Headquarters and vice-versa.

**Schedule**

to WFP: 07:25, 07:40, 07:50, 08:00, 08:10, 08:20, 08:30, 08:40, 08:55, 09:10

from WFP: 16:30, 16:45, 16:55, 17:05, 17:15, 17:25, 17:35, 17:45, 18:00, 18:30, 19:00

## Hotels and restaurants

- The hotels closest to Headquarters with which WFP has stipulated special rates are:
  - Holiday Inn–Roma (Viale Castello della Magliana 65) – Parco de' Medici
  - Sheraton Golf Club (Viale Parco de' Medici 165–167) – Parco de' Medici
- The restaurants closest to WFP are Verde Smeraldo (Via C.G. Viola 13/15) and those of the Holiday Inn and Sheraton Golf Club.

**ANNEX****Aide-mémoire on participation at WFP Executive Board meetings<sup>1</sup>**

Following the conclusions on governance, delegates are kindly requested to bear in mind the following principles:

**Role of the governing body**

The role and responsibilities of the Board are to:

- think strategically, initiate and decide on policies and strategies;
- oversee the management of the organization, notably by deciding on the allocation of resources to a programme of work and budget and by ensuring conformity with agreed strategies and policies;
- evaluate performance of the organization and ensure accountability to Member States and parent bodies; and
- manage its own governance processes.

**Before the meeting**

- Study carefully the annotated agenda and the background documents and signal to the Bureau if you have major concerns.
- Request technical or detailed information from the Secretariat.

**Interventions**

- In preparing your interventions, identify and focus on the strategic, policy, and oversight issues.
- Clarify your purpose at the beginning.
- Link your comments to those of the previous speakers, seeking to clarify and, if possible, resolve outstanding issues or disagreements.
- Be concise and to the point — and usually speak for a maximum of five minutes.
- Intervene on one issue at a time and feel free to contribute briefly more than once during the discussion of a particular agenda item.
- Keep formalities to a minimum and avoid making repetitive congratulations to the President, Executive Director or others.
- Be sensitive to your choice of language, especially jargon, as your remarks can be easily misunderstood or misinterpreted.
- Remember the “two-hand” signal to ask for the opportunity to make an immediate and brief “linking” or clarifying comment with respect to the previous intervention.

**Practical**

- Arrive on time — meetings of the Board will start and finish on time.
- Switch off all mobile phones upon entering the room.
- You may receive messages through the Meeting Information Desk at the following telephone numbers: +39 06 6513 2253.

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<sup>1</sup> This aide-mémoire was initially prepared by the Bureau.