

Country Office Administrative Guidance Note on Participation of Government Officials at Sessions of the Executive Board

This guidance note outlines the action required by WFP country offices and support available in Headquarters, when inviting a high-level government official to attend a session of the [Executive Board](#).

➤ **Country Office Role and Responsibility**

- **Invite the official** – it is the responsibility of the Country Office to draft and sign the invitation letter. You should also be clear if the WFP Country Office will cover the costs of the travel, [accommodation](#) and other expenses involved;
(see sample attached – to be amended accordingly to needs)
- **Inform the Executive Board Secretariat** and provide required information
(see checklist on Page 4)
- **Assist with visa application** - if requested by the invitee;
(see section on HQ Protocol and Privates unit)
- **Manage expectations** of the invitee with regard to the timing and duration of the speech to deliver in the board room (Auditorium) – guidance is issued by the Executive Board Secretary covering maximum speaking times which should not exceed **5 min** (NB: guidance changes in consultation with the Executive Board Bureau); and
- **Arrange meetings**, *if requested by invitee*, with the Executive Director (requests are directly sent to the Office of the Executive Director) or bilateral meetings with donors (liaise with Partnership Governments Division for such requests);

The Executive Board Secretariat can support you with these meetings if you need our help, e.g., in arranging a meeting room, as we manage the use of conference rooms on the ground floor of HQ throughout the duration of the board session. Please do not hesitate to contact us for any needed information regarding the above.

➤ **Support available in WFP Headquarters**

➤ **Executive Board Secretariat** *(WFPSecretarytotheeb@wfp.org)*

- The **Executive Board Secretariat will inform** the local Rome-based Embassy or Permanent Representation or accredited out-posted Mission <https://newgo.wfp.org/documents/list-of-executive-board-members> of the

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government official travelling from capital to take care of necessary logistical arrangements (e.g., airport courtesies) and to ensure the official delegation list to the Executive Board includes the visiting official.

Should the visiting official have no country representation based in Rome, there are number of services available that can be arranged by the Country Office.

We also recommend that the Country Office also gently reminds the office of the invited official to ensure they are in contact with their local Rome-based Embassy etc.

- **Ceremonial Protocol Support:** The Executive Board Secretariat can provide ceremonial protocol support on arrival to WFP Headquarters. This includes arranging transportation to/from the airport/hotel/WFP HQ; liaising with the WFP Da Vinci Colleagues based at the airport to ensure the Delegation is welcomed upon arrival and departure is facilitated from Rome; liaising with the respective Country Director on the arrival time at WFP to be able to welcome the Delegation upon arrival at HQ and ensuring the Delegation is well taken care of during their stay at WFP; assisting with any unforeseen request by the Delegation considering that they do not have a representation based in Rome (for example, scheduling bilateral meetings at FAO or IFAD).

➤ **HQ Protocol and Privileges Unit: visa application** (hq.protocol@wfp.org)

- Guidance on visa requirements for entering Italy and other administrative protocol support can be provided by the HQ Protocol and Privileges Unit. The responsibility of completing the visa form is of the visiting official (or their office) who should apply to the nearest Italian Embassy or Consulate in their country.

Visa information for entering Italy can be found on the HQ Protocol and Privileges Unit's WFPGo page: <http://newgo.wfp.org/documents/apply-for-a-visa-to-work-italy>

(Extracts on specific visa - 'C-Type Visa' are pasted below)

C-Type Visa

The C-type visa (the common "Schengen Visa") is a short period visa (max. 3 months/90 days), issued for official or family reasons, at the request of WFP, by the Italian Embassy/Consulate in the country of residence. It cannot be obtained while in Italy.

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- The HQ Protocol and Privileges Unit can support the visa application by liaising with the Italian Ministry of Foreign Affairs to confirm that visa application made is valid by issuing a Note Verbale to the Ministry.

To do this, the Unit requires:

1. The HQ Protocol - Government officials' template to be completed with details of each visa applicant;
2. Attention should be noted on City of Application (there may be cases the nearest Italian embassy for visa processing could be in another country);
3. Copy of passport of visa applicant; and
4. Letter of invitation from WFP Country Office.

These details should be sent directly to the HQ Protocol and Privileges Unit as soon as the applicant has made their visa application for the Note Verbale to be issued. We advise that the visa application is made as soon the official confirms acceptance of the invitation letter.

➤ [WFP Rome FCO Airport - Da Vinci Point](#) WFP.DaVinciPoint@wfp.org

- The WFP Da Vinci Point staff are ready to greet travelers on their arrival at Rome Fiumicino airport. The team has access to the airport security area and can help travelers with check-in procedures, security and passport controls, boarding, problems related to flight tickets, and lost or damaged luggage;
- They are also there to provide general information about Rome, guidance and support with accommodation or local transport, or to book a private car with WFP's private car contractor (see relevant section below);

➤ [Private Car Hire](#)

- WFP HQ has a contract with a private car hire firm [Massimo Santorelli (Ditta Individuale)] for official travel between destinations within Rome. The cars provided for this service are Mercedes E Class and BMW 5 Series and the fares are competitive.
- This service can be booked for invitees who do not have Embassy representation in Rome and require extra support from the WFP Country Office. It is the responsibility of the WFP Country Office to book this service – WFP Da Vinci Point colleagues can do this on your behalf see above section. It should be established

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who is responsibility for the cost of the service in advance, WFP Country Office or office of the invitee.

Checklist

- **Draft letter and issue invitation;**
 - Establish if Country Office will cover the expenses of the travel;
- **Inform Executive Board Secretariat (WFPSecretarytotheeb@wfp.org)** by providing:
 - Name and title of high-level official;
 - Copy of biography including photo (preferably in English);
 - Travel details (*flight number and times of arrival and departure flights*) and expected arrival and departure time to/from WFP Headquarters;
 - Indicate if ceremonial protocol support is required on arrival at airport and at WFP HQ;
 - Details of other accompanying officials including travel details; and
 - Any last-minute changes to participation.
- **Visa Support:** Provide required documentation to the HQ Protocol and Privileges Unit (hq.protocol@wfp.org);
- **Request services of Rome FCO WFP Da Vinci colleagues, if required (WFP.DaVinciPoint@wfp.org)** providing:
 - Details of travelers (name, flight details, etc.); and
 - Request private car hire booking service, *if required*.
- **Confirm if Bilateral meeting with Executive Director** is required;

Attachments:

- i. Draft Sample Template for Invitations to Line Ministers to attend Formal Sessions of the Executive Board when a Country Strategic Plan is Up for Approval;
- ii. HQ Protocol – Government Officials Template for visa purposes;