WFP
World Food Programme

SAVING LIVES
CHANGING LIVES

Executive Board Secretariat

Resources and tools for new delegates
of Board members and observers

2024 October

Our Services

Governance Services

Interface between the Board Members and Observers and the WFP Secretariat

Ceremonial Protocol Services

Ceremonial protocol expertise and guidance to the entire organization

Conference Services

Conferences and related services for Executive Board-related meetings

Digital Governance Services

Digital platforms and applications for Board Members and Observers

Documentation & Translation Services

Executive Board documentation in the four Executive Board official languages

Governance Services

Executive Board Secretariat:

Interface between Board members and observers and the WFP Secretariat.

Headed by the Secretary to the Executive Board.

- Facilitate the interaction between the Executive Board and the WFP Secretariat.

- Organize Board sessions, Bureau meetings and consultations on relevant topics.

- Facilitate the relationship between the Board and other governing bodies.

- Provide secretariat support to facilitate the meetings of the [Independent Oversight Advisory Committee (IOAC)](#).

- Facilitate the organization of [field visits](#) and [activities](#) for Board members.

- Facilitate the exchange of information with Permanent Representations in Rome.

- Assist Board delegates with any information as requested.

Ceremonial Protocol Services

Bilateral High-level Meetings

Manage all ceremonial and protocol aspects of high-level events with external stakeholders involving the Executive Director and the WFP Leadership Group

Executive Board Special Guests

Coordinate the attendance of high-level and special guests participating in Executive Board sessions

Presentation of Credentials

Monitor and manage the presentation of credentials of new delegates and ensure adherence to UN protocol during credential ceremonies with the Executive Director

Guided Visits at HQ

Lead guided visits at HQ for high-level guests of the Executive Director as well as visiting delegations for the WFP Leadership Group.

Protocol Guidance (organization wide)

Provide ceremonial protocol expert advice to internal and external stakeholders.
Capacity development on Ceremonial Protocol for WFP.

Facilitate and M.C. ceremonies

Execute all type of ceremonies hosted by Executive Director/Leadership Group, such as:

- Presentation of Credentials
- Signature ceremonies
- Trainings for WFP Staff *(in progress)*
- Memorials / Other

Conference Services

Interpretation

Zoom Conferencing

Virtual Testing

EB Side Events

EB Meetings Calendar

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SPEAKING REQUIREMENTS

POOR SOUND LOOKS LIKE THIS

Description

BACKGROUND

[0001] Strap material is often used to cure loads. For example, in the packaging and shipping of um- ber, bricks and the like, steel strap material is used to contain the in a bundle so that the load be han- dled, moved or stored in qu antity as a single unit. When a load needs to be broken down into individual units, the be cut or severed to provide access to indi- vidual items in the load.

[0002] Strap material can, of course, be con- ventional manual shear. However, repeated use, especially when the orientation of the load or strap is awkward, can be time consuming and fatiguing. Never ual shears are the ac- cepted norm for strap cutting.

[0003] Moreover, known shears include only a blade to cut the strap. There are no known shears that contain one or both of

housing, a motor positioned at least in part in the housing and a drive train operably conn e motor, and a grip handle.

[0006] The cutter includes a cutting head having a ger, a cutting blade operably mounted to the plunger, a hold-down biasedly mounted to the plunger, a foot and a shear edge. The drive train is operably connected to the plunger. A cutter comprising a cutting blade operably mounted to a plunger with a hold-d sedly mounted to the plunger is known from prior art document DE 19 22 327 U. However, this is not a relevant prior art docu- ment, since this is a non-hand- held machine, not able of cutting straps, since it is only usable for cutting sheets of paper or films of larger dimensions. Hence, said docu- ment discloses a tooth-like blade which is not able to perform a straight cut and results in a wave-like cut. [0007] The plunger moves toward the ve the hold-down into contact with a strap securing

Be in a **quiet location** close the windows and doors and turn off the air conditioning

Use a computer, not a smartphone or tablet

Mute and turn off your microphone and camera when you have finished speaking

Don't touch the microphone or rustle papers near it whilst speaking

Plug in your unidirectional, USB-connected, **desktop microphone**

Sound quality
for remote interpretation

When speaking, turn on your microphone and camera and **speak directly into the camera**

Plug in your **ethernet cable** (if available)

Plug in your **separate headphones**

Silence your phone and any notifications on your computer

Send any statements to the Secretariat **in advance**

Speak at a **moderate pace**

USE THE RIGHT EQUIPMENT

Recommended tabletop microphones

Razer Seiren Mini

59.99 €

Razer Seiren X

109.99 €

Rode NT1 USB

249.00 €

Shure MV7

298.00 €

VIRTUAL TESTING

- **Only takes 10/15 minutes max**

- We review your **microphone and internet connection**

- Advise on **backdrop, camera positioning, speaking style…**

- Contact blazenka.pane@wfp.org to set up a session

Executive Board (EB) calendar

- Live document updated on a weekly basis and sent to EBB members for distribution among the respective lists.

- Follows the WFP Biennial Programme of Work of the Executive Board (BPOW), regularly updated and circulated during the EBB meetings throughout the year.

- Indicates meetings of the FAO Financial Committee on WFP matters as well the Independent Oversight Advisory Committee sessions.

- Follows the local and UN festivities.

- Available in 4 languages on the Executive Board website.

- Over the years, the membership has requested to be briefed regularly on specific items such as: emergencies, Ethics, Office of the Ombudsman and Mediation Services, and Internal Audit.

RBA calendar

The RBAs work together on a consolidated calendar version, the _RBA calendar_, to reduce overlaps among the various meetings of the 3 agencies. A colour code helps to navigate the calendar.

NB: only one Governing Body session – coloured in blue - is permitted at any time. Overlaps with other colours is allowed, but the agencies must have informed each other.

■ FAO-IFAD-WFP Governing Body sessions, including Subsidiary Bodies and Committees
■ Technical meetings and FAO Statutory Body sessions
■ Regional/List Group/ICC informal meetings and seminars
■ Committee on World Food Security (CFS) meetings
■ Official Holidays and other RBA meetings (international days and years, country and field visits, launch events and forums, etc.)

Digital Governance Services

Digital platforms and applications for

Board Members and Observers

Executive Board Website

Membership Area

Informal Digital Advisory Group (IDAG)

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executiveboard.wfp.org

The **Executive Board Website** serves primarily to facilitate the Board's decision-making process by sharing WFP Governance-related information in the **four official languages** of the Executive Board.

Resources & News

About: functions and structure of the Board, the EB Secretariat and the Advisory Committees and Bodies

Main **activities** of the Board

Latest **news** on highlighted EB's activities and events

Documents

Documents organized by topic:

- Governing body documents
- ED Circulars
- OIG & special reports
- Partnerships' fact sheets
- Presentations

Full-text search function

Meetings

Calendar of EB-related meetings and events

- Meeting agendas & documentation
- Meeting search function

Membership Area

Premium services and content reserved for delegates and/or other staff authorized by the Permanent Representations accredited to WFP:

- VIRTUAL CONSULTATIONS: Platform to add comments on WFP operations and receive WFP responses

- RESTRICTED DOCUMENTS: EB documents - Special reports Notes for the records - Transcripts - Follow-up action tables

- LATEST NOTIFICATIONS: Custom notifications on Board documents and approved budget revisions of CSPs/ICSPs

- ADMINISTRATIVE INFORMATION: WFP HQ key areas Security and Logistics Information for meetings WFP telephone directory

- INDUCTION RESOURCES: Guidance for meetings WFP Videos & Presentations Background documentation & References

- DIRECTORY OF PERMANENT REPRESENTATIONS TO WFP

Access to CSPs data with programme, financial and performance-related information for countries under the Integrated Road Map framework: CSPs Data Portal & Annual Country Reports (ACRs)

How to access the Membership Area 👉 Register

Users are requested to insert their name, surname, email address and a password of their preference, select their Permanent Representation and insert the WFP Code.

! The **WFP Code** is required only at the time of the registration, and it is provided by the Executive Board Secretariat to the Permanent Representation **focal point**, who is responsible for the distribution of the WFP Code among authorized delegates and/or staff.

For more information please visit:

- Guidance on how to access the Membership Area

- Registration - FAQ

For assistance to register, please contact: ebwebsiteadmin@wfp.org

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◄ BACK   First time? Please register.   ❔ FAQ

Access requires a registration using a WFP code that has been provided to the Focal Point of the Permanent Representation in Rome and other capitals accredited to WFP.

Permanent representation
Please note this is a mandatory field for users from Permanent Representations only

Please select ▼

WFP Code

This field is required.

Name

This field is required.

Surname

This field is required.

Official email address
A valid email address. All emails from the system will be sent to this address. The email address is not made public and will be necessary for log in.

This field is required.

Create new password

Confirm new password

Password strength: Weak

Recommendations to make your password stronger:
- *Make it at least 12 characters*
- *Add lowercase letters*
- *Add uppercase letters*
- *Add numbers*
- *Add punctuation*

Provide a personal password of your own free choice

Register

Informal Digital Advisory Group (IDAG)

The Board Secretariat has been increasingly investing in digitally transforming its services to provide a high quality, efficient and effective support to the membership with a user-centric and service-oriented approach.

The **Informal Digital Advisory Group (IDAG)** is an informal network of contributors from the membership participating on a voluntary basis to help shape the demand and drive the prioritization of the continuous improvement of the digital services.

The **IDAG** is open to representatives of the Executive Board who want to contribute to our digital services product roadmap by providing ideas, insights or suggestions and by reviewing what the Board Secretariat will deliver now and in the future.

Want to contribute to our digital services product roadmap?   **Join the IDAG!**

For more information please contact:

Jonathan.Katz@wfp.org, **Head of Digital Governance Services**

Documentation and Translation Services

Editing, Translation and Proofreading
Board documents in the Board languages (Arabic, English, French and Spanish) – ad-hoc arrangements are also made for Chinese and Russian.

Official correspondence
Prepare and issue official communications from the Board Secretariat to the whole membership in the Board languages.

Précis-writing
Produce summaries of discussions and notes for the record for Board and Bureau-related meetings.

Transcription
Produce transcriptions of formal and informal Board meetings (in English).