

# Induction Session on Executive Board Governance

28 March 2025

*Part II: Overview of Board Activities  
and Governance Services*



**Agenda item 2:  
Board engagement in field visits and  
joint meetings**

# 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**



*JFV video*

# BOARD ACTIVITIES



## Board Field Visits:

- **Annual field visit** to view WFP operations (September/October/November)
- Visit to the **United Nations 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 beveled edge, a cutting blade operably mounted to the plunger, downward 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 downward 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 able to cut cutting sheets of paper or films of large 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 cutting blade down into contact with a strap section of the document to be cut. The blade

# 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 (Zoom) or live streaming
- Manage meeting attendance registration
- Virtual consultations
- Notifications / Subscriptions
- Restricted Content, Country Strategic Plans 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

# 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](mailto: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

## Presentation of Credentials



## 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



## Executive Board Special Guests



## Ceremonies



# Ceremonial Protocol Support

## 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 any requests and queries regarding ceremonial protocol support, please contact us by email or phone

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[hq.ceremonialprotocol@wfp.org](mailto:hq.ceremonialprotocol@wfp.org)

# Closing

Contact us at:  
[wfpsecretarytotheeb@wfp.org](mailto:wfpsecretarytotheeb@wfp.org)

Thank you!

