

**First regular session of the WFP Executive Board
26–28 February 2018
Supplementary information for participants – Revision 1**

In addition to the Information for Participants and the Provisional Timetable, both of which are available on the Executive Board Document Website (<http://executiveboard.wfp.org/board-documents>), the Board Secretariat is pleased to share the supplementary information below.

Schedule of events taking place on the margins of the Board formal meetings

MONDAY, 26 FEBRUARY	TIME	VENUE
Regional Bureau for Southern Africa – Consultation with Permanent Representatives from the Region	8:45-9:45	6R00
EU exchange of views meeting	9:00-10:00	Aula Delegatis – Aula I


TUESDAY, 27 FEBRUARY	TIME	VENUE
Regional Bureau for West Africa – Consultation with Permanent Representatives from the Region	8:45-9:45	Aula Delegatis – Aula I
Regional Bureau for Asia and the Pacific – Consultation with Permanent Representatives from the Region	13:15-14:45	6R00

WEDNESDAY, 28 FEBRUARY	TIME	VENUE
Side event sponsored by WFP - Ending Cyclical Need: The Humanitarian Nexus in Southern Africa and the Sahel	8:30-9:45	Aula Delegatis – Aula I
Regional Bureau for Latin America and the Caribbean – Consultation with Permanent Representatives from the Region	13:15-14:45	6R00


E-nameplates system

The e-nameplates system has been implemented as of 1 September 2017, thanks to the support of the Government of Italy toward the Landmark HQ renovation project. The below “Steps for Delegates” is easy guidance on how to use the new e-system. An electronic card will be given to Board members to be swiped both on the e-nameplates and on the microphone to be logged onto the session. In addition, this system allows for a speaker to book in advance when delegates wish to speak by pressing the respective microphone button; the light turns green and delegates are automatically inserted into the list of speakers, visible to the President and Secretary. *(Note: for the Board sessions, the Board Secretariat will prepare the room setup; steps 1 to 3 given below will have been taken care of.)*


Steps for Delegates



1) Swipe card on Microphone, bottom right corner, for 2-3 Seconds; a light will flash and the card name will appear on the screen




2) Swipe card on Nameplate, where indicated for 2-3 seconds; a light will flash and the card name will appear on the screen



3) Place card in card-holder

To ask for the floor:

- Press the microphone button, the light turns **Green**, you are on the list of speakers
- When you are given the floor the microphone will switch on automatically, with a **red** light as usual
- Please switch off microphone when finished as normal procedure by pressing the microphone button again



The e-system also has a new timer system. The photos below show how the timer will look once the microphone has been opened. For the delegate who takes the floor, there is a circle at the top right of the screen with the pre-allotted time. When there is one minute left, it will turn **red** and both the microphone and the button **will flash red**. Once the timer is completed, the microphone will automatically switch off. The automatic switch off was requested by the Bureau in its 12 July 2017 meeting.



The video microphone system, which was first piloted in January 2017, thanks again to the support of the Government of Italy toward the Landmark HQ renovation project, has a touch screen that allows a delegate to select language and volume, view speakers and speak comfortably from the seat without leaning in due to the wide-range microphone. The photo below highlights features including a clock in the upper right corner to help keep time:

