

First regular session of the WFP Executive Board 24–25 February 2020

Supplementary information for participants

In addition to the Information for Participants and the Provisional Timetable, both of which are available on the Executive Board Document Website (<https://executiveboard.wfp.org/meetings-documents>), the Board Secretariat is pleased to share the supplementary information below. Concept notes and invitations for the side-events are available under the “Supplementary information” tab at the following link of the Executive Board website: <https://executiveboard.wfp.org/meeting/1076>.

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

MONDAY, 24 FEBRUARY	TIME	VENUE
<i>Regional Bureau for West Africa – Consultation with Permanent Representatives from the region</i>	8:30-9:45	Rooftop meeting room, 7 th floor
<i>Regional Bureau for Southern Africa – Consultation with Permanent Representatives from the region</i>	8:30-9:45	6R00
Nutrition Division side event: Unleashing the Power of Innovative Financing for the First 1,000 Days	13:15-14:45, with light lunch included	Auditorium
<i>Regional Bureau for Latin America and the Caribbean – Consultation with Permanent Representatives from the region</i>	13:15-14:45	6R00
TUESDAY, 25 FEBRUARY	TIME	VENUE
<i>Regional Bureau for Middle East, North Africa, Eastern Europe and Central Asia – Consultation with Permanent Representatives from the region</i>	8:30-9:45	Rooftop meeting room, 7 th floor
<i>Regional Bureau for East Africa – Consultation with Permanent Representatives from the region</i>	8:30-9:45	6Y08
Office of Evaluation side event: Partnering in Impact Evaluation, Achieving Zero Hunger, Launching WFP's Impact Evaluation Strategy	8:30–9:45 with breakfast included	Aula I Aula Delegatis
Programme – Humanitarian and Development Division side event: Anticipating Disasters: Forecast-based Financing (FbF)	13:15–14:45 with light lunch included	Aula I Aula Delegatis
<i>Regional Bureau for Asia and the Pacific – Consultation with Permanent Representatives from the region</i>	13:15-14:45	6R00
Informal Launch of new WFP School Feeding Strategy 2020–2030: A chance for every schoolchild – Partnering to scale up School Health and Nutrition for Human Capital	Upon close of Executive Board session	Auditorium
EXHIBITIONS	TIME	VENUE
Programme – Humanitarian and Development Division exhibition: Food Assistance for Assets Through the Eyes of the Asset Impact	Monday, 24 February to Wednesday, 26 February	Orange Corner
Emergency Preparedness and Support Response Division exhibition: Emergency Field Operations Pocketbook App Launch	Monday, 24 February to Wednesday, 26 February	Red Tower Exhibition Area



E-nameplates system

The e-nameplates system has been implemented as of 1 September 2017, thanks to the support of the Government of Italy towards the Landmark HQ renovation project.

You will find at your seat the system logged and ready to use.

This system allows for a delegate to book in advance when she or he wishes 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 the Secretary.

The below "Steps for Delegates" is an easy guide on how to use the new e-system.

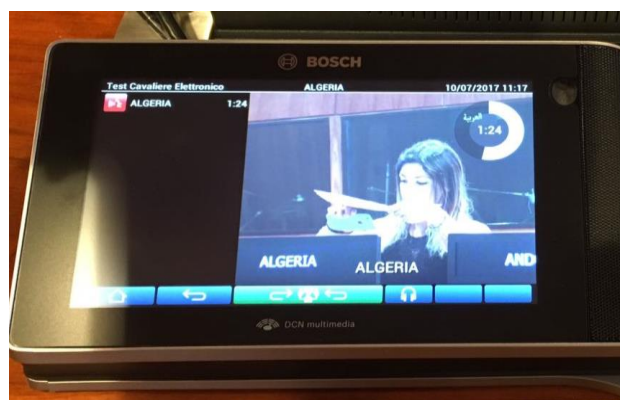


Steps for Delegates

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 timer system. The images 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 remaining**, it will turn **red** and both the microphone and the button **will flash red**. Once the allotted time runs out, the microphone will automatically switch off. The automatic switch off was requested by the Bureau at 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 towards 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 shifting position due to the wide-range microphone. The image below highlights features including a clock in the upper right corner to help keep track of the time:

