

Governance Services by the Executive Board Secretariat

October 2025



HOW GOVERNANCE WORKS AT WFP

Executive Board (36 Members)

- Intergovernmental oversight
- Provides policy direction
- Approves programme, projects and WFP activities
- Accountability to the FAO Council and ECOSOC

WFP Secretariat (WFP Management)

- Administers WFP
- Implements programmes, projects and activities
- Provides accountability to the Board

THE EXECUTIVE BOARD BUREAU



Functions of the Executive Board Bureau:

- Strategic planning of the work of the Executive Board
- Preparation and organization of Board meetings
- Promoting inclusive dialogue among Member States

Current composition:

President: List D | H.E. Ms. Elissa Golberg | Canada

Vice-President: List C | H.E. Ms. Jhenifer María Mojica Florez | Colombia

Member: List A | H.E. Mr. Fredrick Lusambili Matwang'a | Kenya

Member: List B | Dr. Balaji Jujjavarapu | India

Member: List E | Mr. Roman DIATKA | Czechia

Note: Bureau members are elected on ad personam basis at Part I of the First Regular Session for one year, with succession planning expected for Vice-President/President.

THE EXECUTIVE BOARD SECRETARIAT

- **Interface between the membership** (Board members and observers) **and the WFP Secretariat**
- Headed by the Secretary to the Executive Board

- Facilitates the interaction between the Executive Board and the WFP secretariat
- Organizes Board sessions, Bureau meetings and consultations on relevant topics
- Provides the necessary services to the Board and its Bureau (translation, interpretation, documentation, conference services, etc.)
- Manages the relationship between the Executive Board and other governing bodies; provides secretariat support to the Independent Oversight Advisory Committee
- Facilitates the organization of field visits by Board members
- Facilitates the exchange of information with Permanent Representations in Rome
- Assists Board delegates with any information as requested

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)
- ❖ Planning of side events and exhibits during Board sessions
- ❖ Provision of interpretation services



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 least
part in the housing and a drive train
operably connected to the motor,
grip handle.

[0006] The cutter includes a cutting
having a plunger, a cutting blade
operably mounted to the plunger,
down biasedly mounted to the plunger
foot and a shear edge. The drive train
operably connected to the plunger
cutter comprising a cutting blade
operably mounted to a plunger which
hold-down biasedly mounted to the
plunger is known from prior art doc-
DE 19 22 327 U. However, this is not
relevant prior art document, since
a non-hand-held machine, not ab-
cutting straps, since it is only usable
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 workpiece and
down into contact with a strap section
the above described the first the body

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).

Ceremonial Protocol Services

Presentation of Credentials



Monitor and manage the presentation of Credentials for the entire board membership and ensure adherence to UN diplomatic protocol during Credential Ceremonies

High-level Bilateral Meetings



Manage all ceremonial protocol related aspects of high-level visits 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. Support high level visitors from capitals in line with diplomatic protocol standards

Guided Visits to HQ



Lead guided visits at HQ for high-level guests of the Executive Director as well as visiting Board delegates

Master of Ceremonies



Execute all type of ceremonies hosted by the Executive Director/Leadership Group, such as: Presentation of Credentials - Signature, Memorial and Inauguration Ceremonies

Protocol Guidance



Provide Ceremonial Protocol expert advice to internal and external stakeholders as well as Board membership

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**

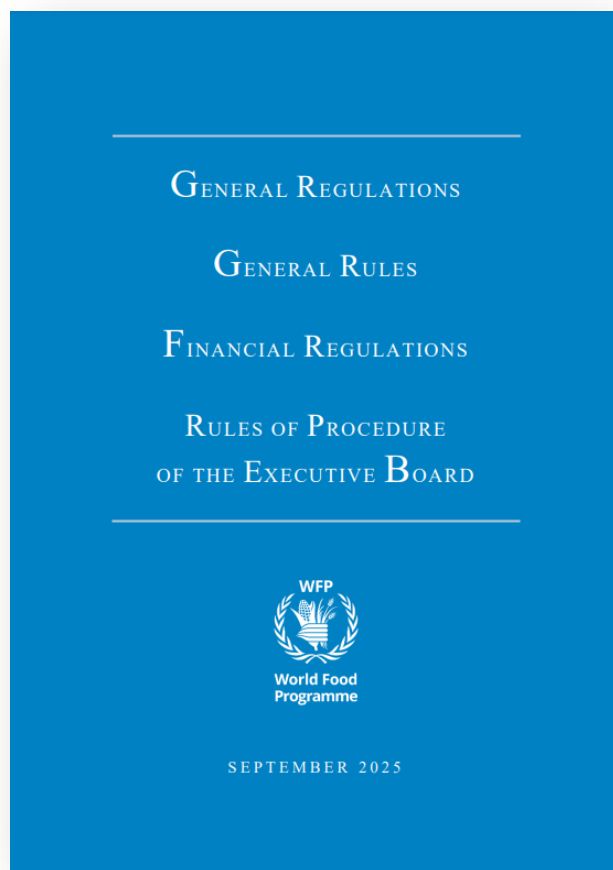
Board Field Visits:

- **Annual field visit** to view WFP operations

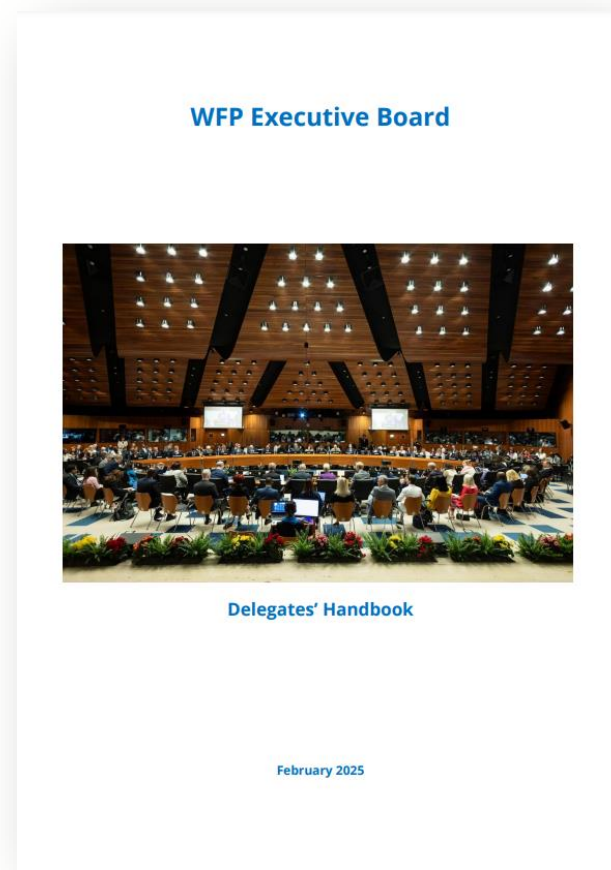


KEY RESOURCES

WFP Rules and Regulations



Delegates Handbook



A large conference hall with a wooden ceiling and many people seated at a long table. The room is filled with people, and the ceiling is made of wood with many small lights. The text "Thank you!" is overlaid on the left side of the image.

Thank you!

Contact us at:
wfpsecretarytotheeb@wfp.org