



World Food  
Programme

Programme  
Alimentaire  
Mondial

Programa  
Mundial  
de Alimentos

برنامج الأغذية  
العالمي

WFP EXECUTIVE BOARD  
16 MAY 2001

# *Aide-mémoire on participation at WFP Executive Board meetings<sup>1</sup>*



Following the conclusions on governance, delegates are kindly requested to bear in mind the following principles:

## **Role of the governing body**

The role and responsibilities of the Board are to:

- think strategically, initiate and decide on policies and strategies;
- oversee the management of the organization, notably by deciding on the allocation of resources to a programme of work and budget and by ensuring conformity with agreed strategies and policies;
- evaluate performance of the organization and ensure accountability to Member States and parent bodies;
- manage its own governance processes.

## **Before the meeting**

- Study carefully the annotated agenda and the background documents and signal to the Bureau if you have major concerns.
- Request technical or detailed information from the Secretariat.

<sup>1</sup> This aide-mémoire is based on the document Guidelines for the Meetings of the Executive Board of the World Food Programme. It has been prepared by the Bureau in order to summarize key suggestions on effective participation at Board meetings. It should be seen as a companion paper to the Rules of Procedures of the Executive Board.

## **Interventions**

- In preparing your interventions, identify and focus on the strategic, policy, and oversight issues.
- Clarify your purpose at the beginning.
- Link your comments to those of the previous speakers, seeking to clarify and, if possible, resolve outstanding issues or disagreements.
- Be concise and to the point — and usually speak for one or two minutes, with five minutes being the maximum.
- Intervene on one issue at a time and feel free to contribute briefly more than once during the discussion of a particular agenda item.
- Keep formalities to a minimum and avoid making repetitive congratulations to the President, Executive Director or others.
- Be sensitive to your choice of language, especially jargon, as your remarks can be easily misunderstood or misinterpreted.
- Remember the “two-hand” signal to ask for the opportunity to make an immediate and brief “linking” or clarifying comment with respect to the previous intervention.

## **Practical**

- Arrive on time — meetings of the Board will start and finish on time.
- Switch off all mobile phones upon entering the room. You may receive messages through telephone numbers (06) 6513 2982/2983.