

## **SECURITY GUIDELINES FOR PERMANENT REPRESENTATIVES AND DIPLOMATIC STAFF**

### **ACCESSING WFP HEADQUARTERS**

#### **BUILDING PASSES**

The badges valid to access WFP Headquarters premises for Permanent Representatives, members of diplomatic delegations and drivers for embassies and diplomatic offices, are issued by FAO Security.

On exceptional circumstances, upon an official request received from the Office of the Executive Director (OED), the Executive Board Secretariat (PGB) or the Human Resources Division (HR), WFP Headquarters Security can issue building passes for the WFP Rome facility. They are generally issued Monday to Friday from 9.00 a.m. to 12.00 p.m. at the Building Pass Office located in the main lobby. During Executive Board meetings, it operates from 9:00 a.m. through the end of the meeting to facilitate issuance and renewal of WFP badges for delegates and to provide information or assistance when required.

At the completion of their missions, Permanent Representatives and diplomatic staff are requested to return badges to WFP Headquarters Security.

#### **ACCESS TO WFP PREMISES**

WFP Security policy requires Permanent Representatives and delegation staff to display the FAO or WFP badge or building pass at all times when on WFP premises. To enter or exit WFP premises the badge must be swept at the proximity readers at vehicular or pedestrian accesses. All passengers in vehicles accessing WFP Headquarters must sweep their card.

Visitors who have not yet been issued a badge, or have forgotten or lost their badges, are issued a one-day visitor card to grant them access to WFP premises. Visitor cards are issued by the Security Desk at the pedestrian entrance upon verification of identification.

#### **REGISTRATION OF REPRESENTATIVES AND DELEGATIONS**

During Executive Board events, dedicated badges are to be collected and registration procedures completed at registration desks in the main lobby. Badges provide access to the Auditorium in accordance with the type of meeting and seating available.

#### **PARKING AT HEADQUARTERS**

A certain number of parking spaces are reserved for delegations during Board meetings and other special events. Visitor vehicles may be parked in that area only; no exceptions are made.

#### **DRIVERS**

Drivers are required to park vehicles only in areas marked "Reserved Parking for Delegates". Drivers may take advantage of the facilities in the main lobby and cafeteria; they may be asked to enter discreetly the Auditorium or Delegates' Lounge areas only if called.

## **EMERGENCIES / EVACUATION**

In case of evacuation, security guards will give appropriate instructions and will direct staff members and visitors towards designated assembly points.