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.