

WFP and the WFP Alumni Network Letter of Understanding (LOU)

1. The World Food Programme (WFP) is the United Nations' frontline agency in the global fight against hunger.
2. The WFP Alumni Network is a forum where former and current WFP employees can unite in friendship globally, renew their contact with each other and with WFP, and help promote WFP's mission towards the elimination of global hunger. It also serves as a platform to review opportunities to involve the Alumni in humanitarian work with WFP. The principal organ for communications will be the WFP Alumni Network webpage of the WFP Website.
3. The mission of the Alumni Network is to:
 1. Promote the mission and activities of WFP through social networking, meetings, conferences and fund raising events which support WFP and its objectives.
 2. Arrange speaking engagements by the Alumni, or participate in WFP events as invitees, to promote WFP work to interested groups of the public, young people, scholars, academia, research and development institutes, NGO's and the private sector.
 3. Maintain and strengthen personal and professional ties between the Alumni and current WFP employees, so as to be well informed on activities and bring them to public attention.
 4. Coordinate with the international emergency relief and development community to facilitate Alumni involvement in this field in various capacities.
 5. Keep members informed of the activities of the Alumni and WFP, as well as associated organs, such as the Former FAO and other UN Staff Association (FFOA), as far as they pertain to their interests.
4. During the 6 months after this LOU has been concluded, the Partnership, Governance and Coordination Division (hereinafter referred to as "PGC") of WFP will serve as focal point for interaction between WFP and the Alumni. After that period, WFP will provide a focal point division with a possible review of where the Alumni Network will be housed. WFP supports the mission of the Alumni Network and, with a view to facilitating its work, agrees to:
 1. Allow the Alumni Network to refer to itself as the WFP Alumni Network.
 2. Upon request by the Alumni Network, verify the former employment and personal status of any individual who applies to be a member of associate member of the Alumni Network on the basis of their former employment with WFP. WFP has the right, during the verification

- process, to indicate that certain individuals should be excluded from the Network based on the reason(s) for their separation from WFP.
3. Allow members of the Alumni Network access to WFP premises for meetings related to the work of the Alumni Network. WFP will facilitate the issuance of building passes to members of the Alumni Network who have reason to access WFP premises in connection with the work of the Alumni Network may be granted access as guests, upon request by the Alumni Network.
 4. Provide the Alumni Network with a work station in Headquarters of affiliated locations, as space is available, for use by a designated representative of the Alumni Network.
 5. Consider any request for amendment to the Alumni Website and Alumni Directory. Requests may be implemented depending on feasibility, cost, availability of resources, and availability of funding from the Alumni Network.
 6. Allow the Alumni Network to use physical notice boards in Headquarters for matters related to its work.
 7. Provide the Alumni Network with administrative support of a temporary assistant (TAU) for the first six months on a part-time basis, after this LOU has been concluded.
 8. Appoint a focal person who will be the main liaison between WFP and the Alumni Network.
 9. Inform WFP Country and Regional offices about these arrangements and encourage the heads of these offices to explore the possibilities of collaboration with the Alumni Network.
5. The WFP Alumni Network agrees to:
 1. Use WFP's name and emblem only as authorized in writing by WFP.
 2. Avoid any act, and in particular any public statement, that could cause harm to WFP's name or reputation.
 3. Conduct itself with impartiality, integrity, competence and discretion, and with the highest ethical standards.
 4. In using WFP facilities, conform to all relevant rules and procedures applicable to WFP employees.
 5. Put sufficient systems - including internal governance structures - in place to allow the Alumni Network to operate independently of WFP.
 6. Appoint a focal person who will be the main liaison between the Alumni Network and WFP.
 6. This LOU may be amended at any time at the request of either party and the agreement of both parties.

The LOU has been signed on 14 November 2014 by Elizabeth Rasmusson, WFP Assistant Executive Director, Partnership and Governance Services Department and by Bronek Szynalski, WFP Alumni Network Chair.