



WFWO's EXECUTIVE SECRETARIAT PROGRAM'S ROLE AND RESPONSABILITY(ESRR)

WFWO's Role and Responsibility

- 1 WFWO's Executive Secretariat is responsible for day-to-day operations, including relations with international institutions, governments, private sector, communications, advocacy networks, mobilizing resources team, supporters, and partners, from the public and private sectors, managing programs, grants, providing financial, legal, and administrative support and reporting information on the WFWO's activities to the Executive President of WFWO and its Board Directors and the public in general.
- 2 WFWO's Human resources under recommendations of EPWFW has established a special procedure is to facilitate the mission of the WFWO, so not more than permanent staff, more than 30 expert consultants and 650 advocacy friends of WFWO, internship and volunteers representing more than 100 nationalities work with the WFWO when is requested.
- 3 WFWO's administration policy will cover the cost of consultants' experts or volunteers work only within the program approved and funds are available and confirmed by EBDRMT, to save the administration cost and all majority of funds received equivalent of 85 % should go to the programs and the 15% go to asset managements and WFWO team.

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- 4 WFWO's is using the main primary working language is English, at least two-thirds of the teams at the WFWO are also proficient in Italian, French, Spanish. Many other languages are also spoken by the WFWO's team, ranging from the other four official UN languages (Arabic, Chinese, Russian and Spanish) to dialects from all parts of the world. The Executive Secretariat is led by Executive President of the EBD. (See Org. Chart)
- 5 WFWO's administrative costs of the WFWO, which include both the expenses related to the WFWO's Executive Secretariat comprise approximately five percent (5%) of total annual expenditures. To date, investment income generated by the WFWO/EBDRMT is sufficient to cover these administrative costs, ensuring that all funds received go directly to WFWO's sustainable development programs supporting the men, women, and children in developing countries as per our framework's strategy programs.
- 6 WFWO's Executive Secretariat and Programs, role and responsibility are to coordinate managements and all operations of the WFWO under direct and general supervision of the Executive President of the WFWO as following:
 - Administration Managements, human resources, communications, budget, financial control, travel, security. insurance
 - Boards Director, EBD, EBRMTF, TRC, ME, OC,
 - Projects development and operations
 - Project Facility program
 - Social Platform on SDG