



Food and Agriculture
Organization of the
United Nations



International
Plant Protection
Convention

Commission on Phytosanitary Measures | 20th Session

9–13 March 2026
Rome, Italy

CPM 20

Travel Funding for CPM-20

A Quick Overview for Funded Participants



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Agenda

- ✓ The Road Begins Here – Invitation & Support Letters
- ✓ Funding 101: The Essentials
- ✓ Who's Coming? Make It Official
- ✓ Your Journey: The Fine Print
- ✓ Your Pre-Travel Checklist
- ✓ Visas Made (a Bit) Easier
- ✓ Don't Forget to Register!
- ✓ You've Arrived—Now What?



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The Road Begins Here – Invitation & Support Letters

Invitation Letters

- Officially signed by the FAO Director-General
- Sent at least 3 months before the session
- Delivered to government authorities, who circulate them to national stakeholders
- Addressed to both Contracting Parties and Observers

Support Letters

- Provide additional session details
- Posted on the IPP website
- Include clear instructions on how to request funding



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Funding 101: The Essentials

The IPPC Secretariat can fund one delegate per country, as designated by the government

Funding eligibility is determined annually using World Bank data (available on the IPP website)

Each Contracting Party is responsible for reviewing and understanding its eligibility





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Who's Coming? Make It Official

Nomination Letter

- Officially designates the funded participant
- Must be signed by the Head of NPPO or higher authority (e.g., Minister, Vice-Minister, Permanent Secretary)
- **Cannot be signed by the funded participant themselves**

Credentials

- Mandatory for validating the official participation of the country
- Requirements are explained in the invitation letter
- Reviewed first by the FAO Legal Office and finally validated by the CPM Credentials Committee



Your Journey: The Fine Print

Types of Funding

- Full funding: airfare + accommodation + DSA
- Partial funding: airfare only

Airfare

- A quotation from FAO's travel agency sets the maximum reimbursable amount
- Any personal changes resulting in a higher fare must be covered by the traveler

Accommodation

- IPPC arranges block-booked rooms for all funded participants
- No exceptions can be made to stay elsewhere under FAO funding

DSA (Daily Subsistence Allowance)

- Covers meals and incidental expenses
- Paid in cash at FAO Headquarters



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Your Pre-Travel Checklist

Please prepare:

- Valid passport
- Designation of beneficiary form
- City of departure
- Mobile phone number
- Email address
- Embassy/consulate details (for visa support documentation)





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Visas Made (a Bit) Easier

IPPC Secretariat can support visa applications by issuing:

- Personalized invitation letter (including funding information)
- Travel insurance certificate

Additionally, a Note Verbale can be requested to the FAO Protocol Office

Important: 

- The Note Verbale is issued by the FAO Protocol Office directly to the embassy
- IPPC cannot contact Italian embassies/consulates directly, as visa applications must be submitted personally
- If visa processing requires travel to another country, IPPC may cover the trip (up to 3 nights) if within funding criteria



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Don't Forget to Register!

Registration must be completed through the FAO Members Gateway

Delegations with a Permanent Representation in Rome should request the support of their Embassy

Countries without a Permanent Representation may request registration directly from IPPC

Key Reminder: Registration \neq funding.

Funding is granted only upon receipt of a valid nomination letter.





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You've Arrived—Now What?

Badge collection: Starting Monday morning at FAO

DSA collection:

- For eligible participants
- At the Cashier's Office (Room D202)
- From 09:00 to 11:00 daily





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Ready, Set... CPM!

Before You Travel... Remember:

- Check your eligibility and understand the funding criteria
- Submit your nomination letter and/or credentials as early as possible
- Follow the travel rules—especially regarding airfare and accommodation
- Prepare all required documents to avoid delays
- Start visa procedures early, using the note verbale and support documents we provide
- Register through the FAO Members Gateway (and remember: registration ≠ funding!)
- Plan your arrival—badge and DSA collection start Monday morning at FAO HQ

Need help? We're here for you! 📧 **IPPC Secretariat: IPPC@fao.org**



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Thank you

IPPC Secretariat

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