



17 December 2014

Subject: Financial Assistance for Developing Country Attendance at the Tenth Session of the Commission on Phytosanitary Measures to be held in Rome from 16 to 20 March 2015

Dear IPPC Contact Points,

I refer to the letter from the Director-General dated 9 December 2014 (ref C/X/AGP-729) inviting Contracting parties to the International Plant Protection Convention (IPPC) to participate in the Tenth Session of the Commission on Phytosanitary Measures (CPM10).

The European Union has generously once again made funds available to support developing country participation in various IPPC-related activities. Some funds have been made available from this special trust fund and from the Trust Fund for the IPPC to assist with Member (Contracting Party) participation in the CPM meeting. Consequently some financial assistance can be provided from the IPPC trust funds for the attendance of a limited number of delegates from developing countries at the Tenth Session of the CPM. **As in the past due to the limitation of funds and to the additional increase of contracting parties from developing countries, funds will be available only to assist members from the low- and lower-middle-income economies**, using the World Bank country groupings. **Each member state is responsible for understanding the circumstances of their eligibility before traveling and no exceptions will be made.** Please see this web link for additional information:

<http://data.worldbank.org/about/country-and-lending-groups>.

Should you have any questions regarding the circumstances of your support, they should be addressed to the Secretariat **before** arriving to Rome for the CPM. **Once in Rome, no exceptions or alterations will be made to your travel arrangements.**

Countries that intend to send more than one participant (other than their permanent representative to FAO) will be given low priority for financial assistance. Please note the following:

- (a) Financial assistance is subject to the continued availability of funds;
- (b) Financial assistance is available for only **one delegate per country**, to be designated by the Government (highest priority will be given to those developing countries that have not been represented at a previous Commission meeting);
- (c) Financial assistance will consist of:
 - A pre-paid economy class round-trip air ticket, and, **only if your country qualifies (no exceptions will be made)**;
 - In line with the current procedures, the Organization will directly book and pay the hotel accommodation through its own travel agency (CWT). As a consequence, the DSA paid to the participants to this meeting will be correspondingly reduced by the lodging portion of the DSA (it will cover meals and incidental expenses). CWT will issue the hotel voucher and will send it to each participant by email.
- (d) Financial assistance will only be considered after formal nomination of the national delegate and at the specific request of the national authorities.
- (e) Once nominated, the traveller will be sent a separate email notifying them of the circumstances of their support, along with information concerning responsibilities as a delegate and attendance requirements.

- (f) For CPM10, those participants being funded by the IPPC Trust Fund must sign in for each session of the CPM attended. This sign-in sheet will be located at the entrance of the Plenary hall.
- (g) For those participants who request travel arrangements to attend the capacity development training session (Sunday afternoon) and receive financial assistance, **it is mandatory to attend the training session** as well as the CPM meeting. An official invitation letter will be sent at a later stage.

Requests for financial assistance must be sent to the IPPC Secretariat (Ms Ida Mancini - email address: ida.mancini@fao.org) no later than 28 January 2015. Please note that requests received after this date will not be considered.

Attention is drawn to the strict provisions in force regarding entry into Italy, including the refusal of entry to persons not having the required visas. Participants requiring entry visas must obtain these from the Italian Consulate or Diplomatic Mission in their country before leaving for Rome. It should be noted that, since Italy's adherence to the Schengen Agreement, the issuance of an Italian entry visa may require up to three weeks. Those participants travelling from a country where there is no Italian Consulate or Diplomatic Mission may obtain a visa on arrival in Rome provided that they advise the FAO Protocol Branch, Rome, by fax of their arrival. Participants must provide their full name, date and place of birth, nationality, passport number, flight number, date of arrival and their travel itinerary. This information must reach FAO at least three weeks before the arrival of participants to permit the Protocol Branch to request the issue of an entry visa at Rome airport or other point of entry into Italy. Participants failing to comply with the above will not be allowed by the Italian authorities to enter Italy. **It is highly recommended that all participants obtain the necessary information regarding their visa well in advance of their date of departure.** **In the light of the above requirement, we would like to inform all participants that the travel authorisation will be raised and approved only upon receipt of confirmation of the entry visa obtained.**

We would like to draw your attention to the invitation letter (<https://www.ippc.int/publications/cpm-invitation-contracting-parties>) sent by the Director General to **contracting parties regarding the submission of credentials (example of credentials at <https://www.ippc.int/publications/credentials-form>):**

"The credentials of the representative(s) as well as the names of alternate representatives and advisers should be submitted to :

Secretariat of the IPPC
Plant Production and Protection Division (AGPM) Food and Agriculture Organization of the United Nations
Viale delle Terme di Caracalla
00153 Rome, Italy
Tel: (+39 06) 5705 4812
e-mail: IPPC@fao.org

The credentials should be issued either by the Head of State or Government, the Minister of Foreign Affairs or Minister of Agriculture or, in the case of a regional economic integration organization, by the competent authority of that organization. An example of credentials, issued by a Minister of Foreign Affairs, is attached for your information. If credentials are submitted in copy or by fax, the original should be submitted upon registration."

Online registration will be accessible through the password-protected area of the FAO Members Gateway at <http://www.fao.org/members-gateway/home/en>. Instructions for online registration can be downloaded from the website. Please note that online registration requires the uploading of a recent passport-size digital photograph. This registration is no longer controlled by the IPPC Secretariat and failure to register correctly or provide a passport sized photograph is likely to cause significant delays in access to the FAO premises.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Y. Yokoi', is centered on the page. The signature is fluid and cursive, with a large initial 'Y' and a stylized 'Yokoi'.

Yukio Yokoi
Secretary
International Plant Protection Convention