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لوقاية النباتات  
国际植物  
保护公约

International Plant  
Protection Convention  
Convention Internationale  
pour la Protection des Végétaux

Международная Конвенция по  
Карантину и защите Растений  
Convención Internacional  
de Protección Fitosanitaria

19 July 2016

## Commission on Phytosanitary Measures Meeting of the CPM Strategic Planning Group

*Rome, Italy, 4-6 October 2016*

Dear Colleagues,

The IPPC is pleased to confirm arrangements for the meeting of the Commission on Phytosanitary Measures (CPM) Strategic Planning Group (SPG) and to formally invite you to attend this meeting.

**Meeting dates and venue:** This meeting is organised under the work programme of the Commission on Phytosanitary Measures (CPM). It will be convened in FAO HQs from Tuesday 4 October to Thursday 6 October 2016 in Philippines room (C277) starting at 9:00 am. The SPG is held in English only.

**Registration for the meeting:** You are requested to confirm your participation by providing full contact details by simple email directly to Ms Ida Mancini ([Ida.Mancini@fao.org](mailto:Ida.Mancini@fao.org)) no later than **7 August 2016** in order to finalize local arrangements.

**Regarding travel assistance and funding:** Donors have made limited funds available to assist participants from developing countries with travel costs. **The first ten** participants who fall under the IPPC criteria to receive travel assistance and submit their request **no later than 7 August 2016 to Ms Mancini** ([Ida.Mancini@fao.org](mailto:Ida.Mancini@fao.org)) will qualify for support. For more information on travel funding criteria, please refer to the page available on IPP portal: at [IPPC Criteria for Travel Funding](#).

**Hotel:** We would like to remind you of the FAO policy on providing daily subsistence allowance (DSA) for accommodation. In accordance with this policy (the Preferred Hotel Programme (PHP)), the IPPC Secretariat will arrange for hotel bookings and pay this accommodation directly for the participants eligible for IPPC Secretariat funding. As accommodation is provided for directly, the DSA amount will be reduced by the corresponding portion that is allocated for accommodation.

**Visa:** Should you require an entry visa, you are kindly requested to liaise with the Embassy or Italian Consulate of Italy nearest to your home station before leaving for Rome.

**Local information:** A document outlining all the local information, including airport and transport information, is posted on the International Phytosanitary Portal (IPP) at: [Local Information in Rome](#).

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**Meeting documents and preparation:** The provisional agenda, the invitation letter and any working papers will be soon posted in <https://www.ippc.int/en/core-activities/governance/strategic-planning-group> the IPP for the SPG. You are kindly requested to download the documents and bring them with you as they will not be made available at the meeting. Please check the relevant page frequently for updates prior to the meeting and should you have problems in this respect, you can contact Ms Paola Sentinelli ([Paola.Sentinelli@fao.org](mailto:Paola.Sentinelli@fao.org)).

Participants are encouraged to develop discussion papers on specific topics they would like to be addressed on the agenda.

Please forward such discussion papers to Craig Fedchock ([Craig.Fedchock@fao.org](mailto:Craig.Fedchock@fao.org)) **no later than September 15** so they may be added to the agenda and posted on the IPP.

I look forward to your participation and trust we will have productive and enjoyable discussions.

Yours sincerely,



Jingyuan Xia  
Secretary

International Plant Protection Convention (IPPC)

#### **Summary of contacts and deadlines**

##### **Contacts:**

- Registration, hotel, letter for visa to Italy if required [ida.mancini@fao.org](mailto:ida.mancini@fao.org)
- Funding assistance to attend meeting [ida.mancini@fao.org](mailto:ida.mancini@fao.org)
- Problems with IPP web pages [paola.sentinelli@fao.org](mailto:paola.sentinelli@fao.org)
- Submission of discussion papers [craig.fedchock@fao.org](mailto:craig.fedchock@fao.org)

##### **Deadlines:**

- **07 August:** requests for funding assistance to attend the meeting/registration for the meeting by simple email, no forms needed
- **15 September:** submitting of discussion papers to the Secretariat