**Draft Sample Template for Invitations to Line Ministers to attend Formal Sessions of the Executive Board when a Country Strategic Plan is Up for Approval.**

XX Month XXXX

Honorable Minister XXX/His/Her Excellency…

Minister of XXXX

Ministry of XXXX

Address

City, Country

[Honorable Minister/Your Excellency],

The United Nations World Food Programme (WFP) [XXX Country Office} presents its compliments to you, Honorable Minister/Your Excellency and wishes to formally extend an invitation to attend the [First Regular Session OR Annual Session OR Second Regular Session] of the WFP Executive Board taking place XX-XX Month [YEAR] at WFP Headquarters in Rome, Italy.

WFP’s Country Strategic Plan for [COUNTRY] which focuses on [short description], will be presented to the Executive Board for approval on [Day], [Date] [Month] [Year]. I would be very pleased to welcome you as a participant on behalf of the Government of [Country]. The WFP [XXX Country Office] is in the process of arranging your travel to arrive in Rome on [Day], [Date] [Month] [Year] and to return on [Day], [Date] [Month] [Year]. My office is also in contract with your office for visa and other logistical arrangements. I would be happy to accompany you to this important meeting.

Please accept, [Honorable Minister/Your Excellency], the assurances of [my/our] highest consideration.

Signed by the WFP Representative/Country Director