15 April 2025

**«Name»**

«Designation»

«Affiliation»

Dear «Title» «Surname»,

CGIAR, through the International Rice Research Institute (IRRI) is organizing the **Scaling CGIAR innovations with strategic partnerships** at Pullman Hotel, Hanoi, Vietnam on 14-15 May 2025. The workshop will convene key partners from Vietnam, Cambodia, and the Philippines to mark a pivotal transition in our research-for-development collaborations. As the CGIAR Initiative on Asian Mega-Deltas (AMD) concludes, we are strategically aligning our work with the new CGIAR science program, Scaling for Impact (S4I).

As a key partner of the CGIAR, we would like to invite you to be a participant of the workshop. Your inputs to the discussions and interactive sessions will be very valuable in action planning, integrating the valuable outcomes and lessons learned from AMD to ensure a robust inter-program linkage and foster a unified approach to addressing regional challenges.

IRRI will take care of your accommodation from 13-15 May (2 nights), allowance, local transportation, and roundtrip airfare via the most direct and economical route to and from Hanoi. We request that you make the appropriate arrangements for adequate insurance protection to cover travel, medical, life, accident, and other eventualities, inclusive of travel time.

Should you have further clarifications or need our assistance, please kindly contact Ms. Mary Ann Batas ([m.batas@cgiar.org](mailto:m.batas@cgiar.org)) for technical concerns or Ms. Nguyen Tra My ([m.nguyen@cgiar.org](mailto:m.nguyen@cgiar.org)) for logistical arrangements.

Attached is the proposed agenda.

We hope that you will be able to accept this invitation, and we look forward to meeting you in the event.

Thank you very much.

Very truly yours,



**Dr. Robert Caudwell**

Country Representative to Vietnam

International Rice Research Institute