

Asian Productivity Organization

Hirakawa-cho Dai-ichi Seimei Bldg. 2F
1-2-10 Hirakawa-cho, Chiyoda-ku
Tokyo 102-0093, Japan



Tel: (81-3) 5226-3920 Fax: (81-3) 5226-3950
E-mail: apo@apo-tokyo.org
URL: www.apo-tokyo.org

PROJECT NOTIFICATION

11 April 2011

1. **Project Code** 11-AG-11-GE-TRC-B/C
2. **Title** Training Course on Risk Analysis and Risk Assessment for Food and Agricultural Products
3. **Duration** 18–23 July 2011 (six days)
4. **Venue** Kuala Lumpur, Malaysia
5. **Implementing Organization** Malaysia Productivity Corporation (MPC)
6. **Number of Overseas Participants** Up to 18 qualified participants from Bangladesh, Cambodia, India, Indonesia, IR Iran, Mongolia, Lao PDR, Nepal, Pakistan, Philippines, Sri Lanka, Thailand, and Vietnam
(See 12. Qualifications of Participants)
7. **Number of Local Participants** Up to six qualified participants
(See 12. Qualifications of Participants)
8. **Closing Date for Nominations** 20 May 2011
9. **Objectives**
 - a) To acquaint the participants with the basic concepts, tools, and techniques used in risk assessment for specific hazards related to food, agricultural, and fishery products;
 - b) To enhance understanding of the framework for risk management measures based on risk assessment; and
 - c) To familiarize participants with the current trends in risk assessment and risk management of food, agricultural, and fishery products.

10. Background

Risk assessment is a systematic, scientific process in which the factors that cause health hazards in foods are identified and the risks they pose are estimated so that appropriate risk management measures may be taken to prevent or minimize such hazards. Risk assessment consists of several sequential steps including hazard identification, dose-response assessment, exposure assessment and risk characterization. Many factors can cause health hazards in food, agricultural, and fishery products such as microorganisms (pathogenic bacteria) and chemical substances intentionally or unintentionally introduced in food (residues of pesticides, and veterinary drugs, and contaminants; food additives). These organisms and chemical substances must be controlled appropriately during the food production process and crop growth so that they do not cause adverse health effects. Methods to control these hazardous factors in the production process have been well established and disseminated internationally in Good Agricultural Practices (GAP), Good Manufacturing Practices, Hazard Analysis and Critical Control Point (HACCP), and ISO22000. Furthermore, Maximum Residue Levels (MRLs) of pesticides, veterinary drugs, and contaminants have been established by international bodies like the Codex Alimentarius Commission and under many national food safety laws.

Process management tools like GAP, HACCP, etc. and MRLs are risk management measures. In the international arena and under many national governments, risk management measures are increasingly required to be based on scientific risk assessment. In international regulations, since the inception of the World Trade Organization Sanitary and Phytosanitary Agreement that took effect in 1995, food safety measures of national governments must be based on risk assessment. Therefore, to ensure a safe food supply and comply with the requirements of international regulations and other national governments, appropriate risk assessment based on science and risk management derived from such sound risk assessment are indispensable for food safety policymakers and operators in the food, agriculture, and fishery sectors.

11. Scope and Methodology

Due to time constraints, this multicounty training course will focus on a few key hazardous factors such as microorganisms, pesticide residues and veterinary drug residues. The training course will essentially consist of interactive lectures by the experts, group assignments, and exercises.

The tentative training modules to be covered during the course will be:

Module I: Risk Assessment and Management of Microorganisms (two days)

- a) Basic framework for risk assessment of microorganisms: key concepts, principles, and methodologies;
- b) Recent trends in quantitative risk assessment of food-borne pathogens;

Module II: Risk Assessment and Management of Pesticide Residues (three days)

- c) Basic framework for risk assessment of pesticide residues: key concepts, principles, and methodologies;
- d) Appropriate risk management of pesticides;

Module III: Risk assessment and Management of Veterinary Drugs (one day)

- e) Basic framework for risk assessment and appropriate risk management of veterinary drug residues (some topics on animal vaccines may be included): key concepts, principles, and methodologies;

Module IV: Other Considerations (depending on the availability of the schedule)

- f) International trends in discussions of risk assessment and management.

12. Qualifications of Participants

Participants are expected to possess the following qualifications:

- (a) Age: Preferably between 30 and 50 years.
- (b) Education: University degree or equivalent qualification from a recognized institution, preferably relevant to agronomy, agrochemicals, food science, veterinary medicine, or food-borne pathogens. Those with an educational background in law or economics are acceptable if they have been working in the field of food safety.
- (c) **Present Position:**
 - (i) Administrative officers responsible for implementing food safety regulations in governments (officers in the Ministry of Agriculture and/or Ministry of Health), especially related to microorganisms, pesticides, and veterinary drugs;
 - (ii) Officers in laboratories responsible for implementing food safety regulations (such as monitoring food safety), especially related to microorganisms, pesticides, and veterinary drugs;
 - (iii) Food safety experts in the food, agriculture, and fishery sector, especially related to microorganisms, pesticides, and veterinary drugs; or
 - (iv) Food safety experts in academic societies, especially those involved in risk assessment/management and/or microorganisms, pesticides, and veterinary drugs.
- (d) Experience: At least five years of experience in food safety regulations or food safety management or research activities.
- (e) Language Proficiency: All proceedings of the training course are conducted in English, and participants are frequently required to make oral and written presentations. They should be proficient in both spoken and written English. *Those who are not proficient in English need not apply.*
- (f) Health: Physically and mentally fit to attend an intensive training program requiring participants to complete a number of individual and group activities, strenuous field work, and a written examination (it is therefore recommended that member countries refrain from nominating candidates likely to suffer from physical and mental strain).

- (g) Attendance: Participants must attend all six days of the training course to qualify for the certificate of attendance.

13. Financial Arrangements

a) To be borne by the APO:

- i) All assignment costs of overseas resource persons.
- ii) Round-trip economy-class international airfare by the most direct route between the international airport nearest to the participant's place of work and Kuala Lumpur, Malaysia, for participants from Bangladesh, Cambodia, Fiji, Lao PDR, Mongolia, and Nepal, and for participants from SMEs and nonprofit organizations from other APO member countries. As far as practicable, all participants are strongly encouraged to purchase and use discount tickets. Please note that any arrangements for the purchase of air tickets should be in accordance with the "Guide on Purchases of Air Tickets for APO Participants," which will be sent to the selected participants, and is available on the APO website at <http://www.apo-tokyo.org> and from APO Liaison Officers in member countries.

b) To be borne by participants or participating countries:

- i) For participants from profit-making organizations, except for SMEs, from APO member countries other than Bangladesh, Cambodia, Fiji, Lao PDR, Mongolia, and Nepal.
- 1) Round-trip international airfare between the member country and Kuala Lumpur.
- 2) Participating country expenses of US\$50 per participant, payable to the APO in convertible currency.
- ii) For all participants
- 1) Participants' insurance premiums: All participants should be fully insured against accident and illness (including hospitalization and death) for a principal sum equivalent to US\$10,000.00 for the entire duration of the project and travel and must submit to the APO Secretariat a copy of the comprehensive travel insurance certificate before participation.

Such insurance should be valid in Malaysia. This insurance requirement is **in addition to** existing government insurance coverage in some member countries. In case any participant is unable to insure himself/herself as stipulated above, he/she should secure this insurance in the host country at the commencement of the project and pay the premium himself/herself, if necessary, from the per diem allowance provided. Neither the APO nor the implementing organization will be responsible for any eventuality arising from accident or illness.

- 2) Any expenses incurred by participants for stopovers on the way to and from the project venue as well as for extra stay at the project venue before and/or after the official project period on account of early arrival or late departure, for example, due to either limited available flights or any other reason whatsoever.
- 3) Any expenses related to visa fees and airport taxes.

c) **To be borne by the host country (Malaysia)**

- i) Hotel accommodation and per diem allowances for up to 18 overseas participants for up to seven days at the rate to be specified later.
- ii) All local implementation costs.

14. Actions by Member Countries

Nominations

- (a) Member countries are requested to **nominate two or more qualified candidates**, in the order of preference, to enable selection of the most suitable candidates from each country. Please ensure that candidates nominated meet the qualifications of participants prescribed above (12).
- (b) Participating countries are requested to inform the Secretariat as soon as possible if they do not wish to participate in the project, so that slots thus created can be allocated to other member countries.
- (c) Please note that when a candidate is nominated it does not follow that she/he is considered selected. Selection is at the discretion of the Screening Committee. A basic criterion for selection is the homogeneity of the participants in terms of qualifications and work experience. Nonselection therefore does not mean that the candidates concerned are not competent. Sometimes candidates are not selected because they are overqualified for the given project.
- (d) APO Liaison Officers/NPOs are reminded to make clear in their search for the most appropriate participants that only the APO Liaison Officer/NPO in their country may send nominations to the APO Secretariat. This should eliminate the mistake of various government/public/private institutions making nominations directly to the APO Secretariat.

Required Documents

- (e) Nominations should be accompanied by the documents listed below. A nomination lacking any of these documents may not be considered:
 - i) Two copies of the candidate's biodata on the **APO biodata form** along with passport-sized photograph. The biodata form can be downloaded from the APO website. Downloading information is also available from www.apo-tokyo.org. We encourage submitting the biodata form to the APO Secretariat in electronic form as an attachment to a cover e-mail message from the APO Director, Alternate Director, or Liaison Officer. The nomination documents should be sent to the **Agriculture Department**, APO Secretariat (e-mail: agr@apo-tokyo.org, fax: 81-3-5226-3954).
 - ii) **The APO Medical and Insurance Declaration/Certification Form**. Every candidate must complete and submit a copy of the APO Medical and Insurance Declaration/Certification Form with her/his biodata at the time of nomination. Please note that self-declaration is sufficient for candidates without any of the health conditions

or illnesses enumerated on the reverse side of the medical form. However, for all others, medical certification by a recognized physician on the reverse side of the medical form is required.

- (f) For reasons of expediency or because of time constraints due to approaching nomination deadlines, member countries sometimes send their candidates' biodata and medical certificates by fax to the APO Secretariat. While this action is very much appreciated, member countries are requested to mail the originals of the documents to the APO Secretariat as well. They are needed for making clear, clean copies for the host country, especially with regard to the candidates' photos. If the documents are submitted electronically as mentioned in e)-i) and ii), there is no need to send the original by postal mail. If a digital photograph of a nominee is not attached to the electronic biodata form, a hard-copy photograph should be sent to the APO Secretariat by postal mail. Please specify the candidate's name and the project code on the reverse side of the photograph.

Nomination Deadline

- (g) Participating countries are requested to abide by the ***nomination deadline of 20 May 2011***. The APO Secretariat may not consider late nominations as they have in the past resulted in considerable difficulties to the implementing organization(s) in its preparatory work for the project.
- (h) For countries where nominations are required to be approved by higher government authorities and hence require a longer time, the APO Liaison Officers/NPOs are urged to send in the names of nominees on or before the deadline, indicating that government approval will follow.

Others

- (i) Selected participants will be notified through the APO Liaison Officer/NPO. Should some candidates fail to qualify or be unable to participate after selection, or should some member countries fail to nominate any candidate, their slots may be filled by alternates from the same or another member country on a merit basis.
- (j) Participating countries are requested to inform the selected participants that they are not to bring family members or to engage in any private business activities during the entire duration of the project. Further, if they become unable to attend the training course, they should be requested to inform the APO Secretariat promptly of their inability to participate and the reason for last-minute withdrawal through the APO Liaison Officers/NPOs in member countries.
- (k) Each selected candidate is required to arrive at the venue one day before the start of the official project. Also, all candidates are expected to return home upon completion of the official project because they are visiting the host country for the specific purpose of attending this APO training course.


15. Issue Paper Preparation

The participants may be requested to prepare an issue paper prior to departure for the project venue for presentation during the training course. This will be clarified in a circular letter

delivered after this PN. In preparing the papers, they are expected to follow the "Guidelines for Preparation of Issue Papers" to be provided later.

16. Other Conditions

Other conditions for participation are given in the *APO Guide for Participants*, which is available from APO Liaison Officers/NPOs in member countries and on the APO home page (<http://www.apo-tokyo.org>) and will also be sent to the selected participants.



Ryuichiro Yamazaki
Secretary-General