

Asian Productivity Organization

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PROJECT NOTIFICATION ADDENDUM

9 May 2011

1. **Project Code** 11-AG-21-GE-WSP-B
2. **Project Title** Workshop for Women on the Management of Small and Medium Food-processing Enterprises
3. **Duration:** 18–23 July 2011 (six days)
4. **Venue:** Surabaya, Indonesia
5. **Addendum No.** 1
6. **Reference:** APO Project Notification 11-AG-21-GE-WSP-B dated 11 April 2011
7. **Subject:** New Venue

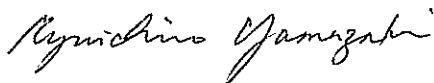
7-1 Change in the Section 4 “Venue”

The project venue has been changed from Surabaya to **Makassar (Ujung Pandang)**.

7-2 Change in the Section 14. Financial Arrangements

With due regard to above change in the project venue, first sentence of *Item ii) of a) To be borne by the APO* should read as “Round-trip economy-class international airfare by the most direct route between the international airport nearest to the participant’s place of work and **Makassar (Ujung Pandang), Indonesia.**”

Unless otherwise modified by the APO in writing, the provisions of the Project Notification dated 11 April 2011 pertaining to this workshop remain valid.



Ryuichiro Yamazaki
Secretary-General

Asian Productivity Organization

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2. **Title** Workshop for Women on the Management of Small and Medium Food-processing Enterprises
3. **Duration** 18–23 July 2011 (six days)
4. **Venue** Surabaya, Indonesia
5. **Implementing Organizations**
 - 1) Ministry of Agriculture, R.I
Jl. Harsono Room No. 3, Ragunan, Pasar Minggu
Jakarta 12550, Indonesia
Phone: (62-21) 780 1189, 780 5205
Fax: (62-21) 780 1189, 780 5205
e-Mail: agustin_z@deptan.go.id
 - 2) Ministry of Manpower and Transmigration, R.I.
Jl. Jend. Gatot Subroto Kav. 51, Floor III/B
Jakarta 12950, Indonesia
Phone: (62-21) 5296-3356
Fax: (62-21) 5296-3356
e-Mail: suhanda@binaprod.org; protek@centrin.net.id
6. **Cosponsor** Colombo Plan Secretariat
7. **Number of Overseas Participants** Up to 18 qualified participants from Bangladesh, Cambodia, Republic of China, Fiji, India, IR Iran, Lao PDR, Malaysia, Mongolia, Nepal, Pakistan, Philippines, Sri Lanka, Thailand, and Vietnam
(See item 12. Qualifications of Participants)
8. **Number of Local Participants** Up to six qualified participants
(See item 12. Qualifications of Participants)
9. **Closing Date for Nominations** 31 May 2011
10. **Objectives**
 - 1) To equip participants with knowledge of and skills in the use of selected productivity management tools and techniques to enhance their ability in the management of small- and medium-scale agrofood-processing enterprises.

11. Background

The empowerment of women is instrumental in unleashing their entrepreneurial talents. This has been the experience in many advanced and some developing countries. With appropriate training and technical support, women can start and manage their own business enterprises or upgrade existing ones. However, in many developing and less developed countries, women have yet to make significant progress in the establishment and management of such businesses. They must overcome cultural and gender biases against women in terms of access to education and training as well as to capital and other resources needed to start and or manage enterprises. Because of these constraints, even those who are already in business are mostly limited to the very micro scale and find it difficult to expand. There is a need to provide support to this sector in terms of practical training to build their entrepreneurial and managerial capacities. Such interventions can help increase the capacities of women to operate or manage a sustainable business enterprise and enhance their contribution to the local community and the national economy.

This workshop will focus on the development of women's skills in the management of small- and medium-scale business enterprises anchored on food or agroprocessing because, although numerous women are employed in this sector, men continue to dominate in managerial positions. This sector also has a significant impact on job generation and incomes of farmers as the suppliers of raw materials, especially in rural areas.

12. Scope and Methodology

The workshop will consist of lectures, country presentations, case studies, and group exercises. The following are the tentative topics to be covered:

1. Basic concepts and principles in the management of food-processing enterprises;
2. Planning and management tools for small food-processing enterprises;
3. Product development, value addition, and product innovation;
4. Food quality and safety management;
5. Operational management (human resources, marketing, logistics, etc.); and
6. Financial planning and budgeting.

13. Qualifications of Participants

The 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. |
| (c) | Present Position: | Entrepreneurs, proprietors, and managers of food-processing enterprises; faculty members of academic and training institutes; or staff of government agencies and NGOs providing training and extension on enterprise development and food processing to women. |

- (d) Experience: At least two years of experience in the subject area.
- (e) Language Proficiency: All proceedings of the workshop 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 workshop requiring participants to complete a number of individual and group activities and strenuous field work (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 workshop to qualify for the certificate of attendance.

14. 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 Surabaya, Indonesia. As far as practicable, all participants are strongly encouraged to purchase and use discounted tickets (following IATA PEX or other applicable discount fares). 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 and from APO Liaison Officers in member countries.

b) To be borne by participants or participating countries:

- i) *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 Indonesia. This insurance requirement is **in addition to** existing government insurance coverage in some member countries. If 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 organizations 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 (Indonesia)**
 - i) Per diem allowances and hotel accommodation for up to seven days for overseas participants coming from countries other than Colombo Plan members.
 - ii) All local implementation costs.
- d) **To be borne by the Colombo Plan Secretariat**
 - i) Hotel accommodation for up to seven days for overseas participants from Colombo Plan members.
 - ii) Per diem allowances to cover meals and incidental expenses at the rate to be prescribed later for up to seven days for overseas participants from Colombo Plan members.

15. Actions by Member Countries

Nominations

- (a) Participating countries are requested to **nominate three 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 (section 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 his/her biodata at the time of nomination. Please note that self-declaration is sufficient for candidates without any of 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 forms 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 and 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 31 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.

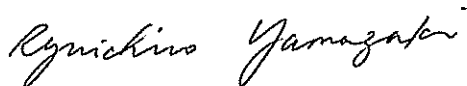
Others

- (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) NPOs 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 program, 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 Officer/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 workshop.

16. Other Conditions

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



Ryuichiro Yamazaki
Secretary-General