

Asian Productivity Organization

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PROJECT NOTIFICATION

7 July 2011

1. **Project Code** 11-AG-19-GE-TRC-B
2. **Title** Training Course on Logistics Management in Agribusiness
3. **Duration** 28 January–03 February 2012 (seven days)
4. **Venue** Tehran, Islamic Republic of Iran
5. **Implementing Organizations** National Iranian Productivity Organization and Ministry of Jihad-e-Agriculture
6. **Number of Overseas Participants** Up to 18 qualified participants from Bangladesh, Cambodia, India, Indonesia, Lao PDR, Malaysia, Mongolia, 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** 30 October 2011
9. **Objectives**
 - a) To equip participants with skills and knowledge in designing and conducting effective logistics management in agribusiness; and
 - b) To enhance participants' understanding of important issues emerging in logistics operations and critical factors in agribusiness logistics management.

10. Background

Logistics management for agrifood products is about how organizations fulfill market demand by getting the right product, in the right quantity and quality, at the right time and place as efficiently as possible to meet customer requirements. Logistics management coordinates and optimizes all logistics activities as well as integrates logistics operations with other functions

like marketing, sales, manufacturing, finance, and information technology. Providing dependable, accurate, error-free logistics service while controlling costs is the primary goal of logistics and agribusiness managers. Several models for achieving such goals have been discussed in the literature.

While no single model will fit the needs of all agribusinesses, issues such as safety, quality, and the environment should constitute an integral part of any strategy. For developing efficient, effective consolidation and distribution systems for agrifood products, issues and impediments in logistics management activities such as transportation, fleet, storage, warehouse and inventory, and supply/demand planning need to be resolved, especially in context of the SMEs that constitute a large portion of Asian agribusiness but are often inefficient in logistics management.

A well-designed logistics management scheme enables agribusinesses to minimize costs, maximize profits, and sustain operations. To achieve these, there is a need to enhance the capacities of agribusiness entrepreneurs, managers of agribusinesses, and officials in the public sector responsible for providing technical assistance and advisory services to agribusinesses in logistics management.

11. Scope and Methodology

The training course consists of various learning modules based on competencies required for entrepreneurs, managers, and officers of agribusiness enterprises, as well as trainers, consultants, and extension specialists catering to this group. The training modules will be conducted through interactive lectures, case studies, group assignments and exercises, and a study tour of agribusiness facilities in the host country. The following are the tentative topics of the modules:

- a) Agribusiness logistics management system: key concepts, scope, principles, and building blocks;
- b) Global trends and emerging issues and challenges in logistics management for agribusiness;
- c) Transportation management;
- d) Fleet management;
- e) Storage and warehousing management;
- f) Logistics development in the cold supply chain of perishables;
- g) Inventory management; and
- h) Supply and demand forecasting for agribusiness SMEs.

The tentative itinerary and program of activities of the training course are:

<u>Date</u>	<u>Activity</u>
Fri., 27 January 2012	Arrival of participants at training course venue in Tehran
Sat., 28 Jan.	Opening session Presentation and discussion of case studies by participants
Sun., 29 Jan.	Presentation and discussion of case studies by participants Conducting of training modules by the resource persons

Tues., 31 Jan.	Conducting of training modules by the resource persons
Wed., 01 Feb.	Field/company visits
Thurs., 02 Feb.	Conducting of training modules by the resource persons/ group exercise
Fri., 03 Feb.	Presentations of group-work output by each group Summing-up session Program evaluation Closing session
Sat., 04 Feb.	Return of participants to home countries

12. 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, managers, and officers of agribusiness SMEs or agribusiness SME associations including agricultural cooperatives, as well as consultants and extension specialists catering to this group, trainers in the public or private sector, academics, or officials of NPOs directly involved in the provision of advisory services and/or training in agribusiness logistics development and management.
- (d) Experience: At least five years of experience in the subject area.
- (e) Language Proficiency: All proceedings of the 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 course program 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 seven 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 Tehran 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 the 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 participants from profit-making organizations, except 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 Tehran.
- 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 the Islamic Republic of Iran. 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 organizations will be responsible for any eventuality arising from accident or illness.*

- 2) All expenses related to visa fees and airport taxes.
- 3) 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.

- c) **To be borne by the host country (Islamic Republic of Iran)**
 - i) Per diem allowances and hotel accommodation for up to 18 overseas participants for up to eight days at the rate to be specified later.
 - ii) All other local implementation costs.

14. Actions by Member Countries

Nominations

- (a) Participating 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 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, 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 30 October 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, 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 project.

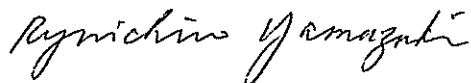
15. Case Studies

The participants are required to prepare a country paper or an issue/case study and analysis prior to departure for the project venue for presentation during the training course. In

preparing the paper, they are expected to follow the *Guidelines for Preparation of Case Studies* 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 selected participants.



Ryuichiro Yamazaki
Secretary-General