

# Asian Productivity Organization

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## PROJECT IMPLEMENTATION PLAN

27 December 2011

1. **Project Code** 12-AG-34-SPP-WSP-B-2
2. **Title** Workshop on Management Systems for Safe, Reliable, High-quality Food and Agricultural Products
3. **Reference** APO Project Notification 12-AG-34-SPP-WSP-B dated 27 December 2011 for the Special Program for Restoration and Revitalization of Rural Agriculture and the Food Industry
4. **Duration** 26–31 March 2012 (six days)
5. **Venue** Tokyo and Sendai, Japan
6. **Implementing Organization** Asian Productivity Organization
7. **Number of Overseas Participants** Up to 20 qualified participants (see 14. Qualifications of Participants)
8. **Number of Local Participants** Up to 40 qualified participants (see 14. Qualifications of Participants)
9. **Participating Countries** Republic of China, India, Indonesia, Republic of Korea, Malaysia, Philippines, Singapore, Sri Lanka, Thailand and Vietnam
10. **Closing Date for Nominations** 31 January 2012
11. **Objectives**
  - a) To enhance the understanding of participants of various advanced management systems and tools in food supply chains to improve the safety, quality, and reliability of food and agricultural products;
  - b) To explore ways to improve the safety, quality, and reliability of food and agricultural products as a means to restore agriculture and the food industry in the devastated area in Tohoku region; and
  - c) To disseminate management systems for improving the safety, quality, and reliability of food and agricultural products among APO member countries.

## 12. Background

Consumers are paying increasing attention to the quality and safety of food and agricultural products they buy. This trend is occurring not only in developed countries but also in many developing ones where economic growth has improved standards of living. Farmers and food producers must respond to this market demand to remain competitive. However, the production of safe, high-quality agricultural and processed food products requires appropriate systems and tools to control potential hazards that may adversely affect human health and degrade food quality. Many farmers and food processors are facing this difficulty.

This workshop will provide participants opportunities to learn about production management systems and tools applicable to agricultural production and food processing to achieve safe, reliable, high-quality products. Through lectures and site visits, participants from APO member countries will deepen their understanding of recent technologies and practices in food safety management systems adopted in the host country and they are expected to explore strategies to improve safety management systems in their own countries.

Since this project is under a program of the Japanese government to restore agriculture and the food industry in the disaster-struck region in Tohoku, it is expected that some elements of the project will be held in the devastated region (Sendai), and local participants will also be invited to study recent trends in food safety management systems and tools as the basis for their revitalization plans for agriculture and the food industry.

## 13. Scope and Methodology

The workshop will consist essentially of the presentation of resource papers and field studies.

(a) The topics to be covered by the lectures will be:

- Management systems and tools to prevent potential hazards in agricultural production such as pesticide residues, microorganisms, and radioactive substances;
- Production process management such as Good Agricultural Practices (GAP), HACCP, and ISO 22000 and other modern food safety management systems;
- Best practices to control water quality, manure, and farm waste that could contaminate agricultural products;
- Traceability systems from the production stage; and
- Mechanisms and systems used by producers' organizations and the public sector to prevent marketing of foods contaminated with hazardous substances and to address food-related incidents.

(b) The sites to be visited:

- Farms operating according to GAP;
- Food-processing factories complying with HACCP or ISO 22000;
- Laboratories analyzing pesticide residues, foodborne pathogens, and/or radioactive substances

(c) Tentative schedule

<u>Date/Time</u>	<u>Activity</u>
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Sun., 25 March 2012	Arrival of participants in Sendai, Miyagi prefecture, Japan
Mon., 26 March	Presentations by resource speakers (Sendai)
Tue., 27 March	Presentations by resource speakers (Sendai)
Wed., 28 March	Field visit near Sendai
Thurs., 29 March	Field visit near Tokyo
Fri., 30 March	Field visit near Tokyo/group discussion (APO conference room)
Sat., 31 March	Summing-up and concluding session (APO conference room)
Sun., 1 April	Departure of participants for home

#### **14. Qualifications of Participants**

The participants are expected to possess the following qualifications:

- (a) Age: Preferably between 30 and 55 years.
- (b) Education: University degree or equivalent qualification from a recognized institution.
- (c) Present Position: Senior government officials from regulatory ministries involved in formulation and/or implementation of food safety policies including agriculture and food import regulations/officials of agribusiness or industry association involved in importation of agricultural and food products.
- (d) Experience: At least five years of public or private experience in the fields of agriculture, the food industry, agribusiness, or research on the safety and quality of food and agricultural products.
- (e) Language Proficiency: All proceedings of the study mission 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 study mission 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 six days of the workshop to qualify for the certificate of attendance.

#### **15. Financial Arrangements**

- a) To be borne by the APO (through a special grant from MOFA Japan):**

- i) All assignment costs of 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 the project venues (Sendai and Tokyo). As far as practicable, all participants should purchase discount 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 at <http://www.apo-tokyo.org> and from APO Liaison Officers in member countries. Neither the APO nor the implementing organization(s) will be responsible for paying any additional per diem allowances and hotel accommodation costs due to early arrival, delayed departure, rerouting of tickets, or any other reason whatsoever.
  - iii) Hotel accommodations and per diem allowances for up to 20 oversea participants for up to seven days at the rate to be specified later.
  - iv) All other local implementation costs.
- b) To be borne by participants or participating countries:**

*For all participants*

- i) Participants should be fully insured in Japan, regardless of any insurance coverage obtained in their own country, against accident and illness (including hospitalization) for:
  - accidental death and dismemberment up to ¥4,000,000
  - medical expenses for accident up to ¥4,000,000
  - medical expenses for illness up to ¥4,000,000for the entire duration of the project and travel. The APO will secure this insurance on behalf of the participants in the host country from the day before project commencement until the day after project completion. Each participant must pay the premium himself/herself out of the per diem allowances provided. Neither the APO nor the implementing organization will be responsible for any eventuality arising from accident or illness.
- ii) All expenses related to visa fees and airport taxes.
- iii) 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.

## **16. Actions by Member Countries**

### Nominations

- (a) Each member country is requested to nominate candidates for selection in the order of preference. Please ensure that candidates nominated meet the qualifications prescribed above (see 14. Qualifications of Participants).
- (b) 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.

- (c) 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

- (d) Each nomination 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** together with passport-sized photograph. The biodata form can be downloaded from the APO website. Downloading information is also available from [www.apo-tokyo.org](http://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](mailto: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.
- (e) 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 d)-i), 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

- (f) Member countries are requested to abide by the nomination deadline of **31 January 2012**. The APO Secretariat may not consider late nominations as they have in the past resulted in considerable difficulties to the implementing organization in its preparatory work for the project.
- (g) For member countries where nominations are required to be approved by higher government authorities and hence require a longer time, APO Liaison Officers/NPOs are

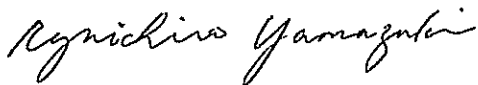
urged to send in the names of nominees on or before the deadline, indicating that government approval will follow.

Others

- (h) The most qualified participant(s) from each member country will be chosen and 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.
- (i) Member 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 project, they should be requested to inform the APO promptly of their inability to participate and the reason for last-minute withdrawal through APO Liaison Officers/NPOs in member countries.
- (j) 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.

**17. 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 homepage (URL: [www.apo-tokyo.org](http://www.apo-tokyo.org)) and will also be sent to the selected participants.



Ryuichiro Yamazaki  
Secretary-General