



ASIAN PRODUCTIVITY ORGANIZATION

## PROJECT IMPLEMENTATION PLAN ADDENDUM

20 November 2017

1. **Project Code** 17-AG-23-GE-DLN-A-03
2. **Project Title** Self-learning e-Course on Food Safety Management (Advanced)
3. **Timing** 1 December 2017–30 April 2018 (five months)
4. **Implementing Organizations** APO Secretariat and National Productivity Organizations (NPOs)
5. **Addendum No.** 1
6. **References** APO Project Notification 17-AG-23-GE-DLN-A dated 22 March 2017; and APO Project Implementation Plan 17-AG-23-GE-DLN-A-03 dated 18 July 2017
7. **Details** Changes in Project Implementation Plan Item No. 4 “Timing and Duration”

### 7-1 Change in Item No. 4 “Timing and Duration”

The timing of the Self-learning e-Course on Food Safety Management (Advanced) has been changed to **15 December–14 June 2018** (six months).

Unless otherwise modified by the APO in writing, the provisions of the Project Notification dated 22 March 2017 and Project Implementation Plan dated 18 July 2017 pertaining to this course remain valid.

Santhi Kanoktanaporn  
Secretary-General





ASIAN PRODUCTIVITY ORGANIZATION

## PROJECT IMPLEMENTATION PLAN

18 July 2017

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|--------------------------------------|--|
| <b>1. Project Code</b>               | 17-AG-23-GE-DLN-A-03   |
| <b>2. Project Title</b>              | Self-learning e-Course on Food Safety Management (Advanced)  |
| <b>3. Reference</b>                  | Project Notification 17-AG-23-GE-DLN-A dated 22 March 2017   |
| <b>4. Timing and Duration</b>        | 1 December 2017–30 April 2018 (five months)  |
| <b>5. Implementing Organizations</b> | APO Secretariat and National Productivity Organizations (NPOs)   |
| <b>6. Number of Participants</b>     | Minimum of 400 participants  |
| <b>7. Self-registration</b>          | Self-registration opens from 10:00 AM Japan Standard Time on 1 December 2017 on the APO's e-learning web portal: <a href="http://www.apo-elearning.org/">http://www.apo-elearning.org/</a> . |

Note: Participants can register directly from this portal on the APO website. Those who are already registered can access the course by using the assigned username and password. If you have forgotten your username and password, please refer to the FAQs on the home page of the portal.

### 8. Objectives

- a. To provide food safety management practitioners with good knowledge of advanced food safety management systems (FSMS) concepts, principles, tools, techniques, food safety regulations, and critical success factors for SMEs; and
- b. To acquaint the participants with the design and management requirements associated with the application and implementation of advanced FSMS in food-industry SMEs.

### 9. Background

Food safety is a global issue as contaminated food causes widespread health problems with serious implications for families as well as public healthcare systems. They also cause reduced

workforce productivity. Both developed and developing countries share concerns over food safety as international food trade and cross-border movements of people increase.

There is an urgent need to put in place sound FSMS through building reliable, safe food supply chains. The situation of food safety in many developing countries of the Asia-Pacific region, however, is not up to the mark. This is attributed to a lack of awareness of its socioeconomic significance and lack of understanding of key concepts, skills, tools, and techniques of FSMS. The limited pool of experts providing training and consultancy in this field, poor infrastructure, and high cost of implementing the requirements relating to food safety, especially for SMEs, are other major challenges.

This course will focus on advanced FSMS, standards, and regulations, which are often considered an essential step in developing the agriculture and food sectors for successful trade in agrifood products. Advanced FSMS are expected to open up new international markets for high value-added food products and increase efficiency in domestic markets.

This course is being organized to train more individuals in APO member countries in acquiring and applying advanced knowledge of FSMS.

## **10. Scope and Methodology**

### **Scope**

The tentative course structure is as follows. Throughout the course, theory will be supported by as many examples of successful cases of implementation of advanced FSMS as possible.

#### ***Module 1: Overview of advanced FSMS***

Key concepts, principles, and elements in food safety management; Systematic approach to FSMS; and Models of FSMS.

#### ***Module 2: Recent advances in FSMS***

Latest trends in food safety; Recent advances in FSMS; and Up-to-date regulations and standards of FSMS.

Quiz 1 (for self-assessment based on questions from Modules 1 and 2)

#### ***Module 3: Tools, techniques, and approaches in advanced FSMS***

Correct approaches in performing key activities in FSMS (monitoring, verification, correction, corrective actions, and preventive actions); and Management and planning tools and techniques for FSMS.

#### ***Module 4: Requirements of an advanced FSMS***

Intent of the requirements of FSMS standards; Understanding the context of the organization in relation to FSMS; and Identification and fulfillment of needs and expectations of interested parties and related risks and opportunities.

Quiz 2 (for self-assessment based on questions from Modules 3 and 4)

***Module 5: Development and documentation of FSMS***

Developing and structuring the FSMS; Roles of different types of documents for FSMS; Establishing food safety policy, food safety objectives, food safety manuals, and other documents; and Control of documented information.

***Module 6: Implementation of advanced FSMS***

Activities for demonstration of leadership and commitment to the FSMS; and application of various types of support/resources and operations needed for the implementation of the FSMS.

Quiz 3 (for self-assessment based on questions from Modules 5 and 6)

***Module 7: Performance evaluation of FSMS***

Performance evaluation through monitoring, measurement, and analysis; Internal audit and assessment of effectiveness of FSMS; and Management review and continual improvement of FSMS.

***Module 8: Overcoming difficulties in implementing and sustaining advanced FSMS for SMEs***

Impediments and difficulties in FSMS implementation; and Key success factors in maintaining and sustaining FSMS implemented by SMEs in the food industry.

Quiz 4 (for self-assessment based on questions from Modules 7 and 8)

***Module 9: Final Examination***

**Methodology**

This course consists of self-learning e-modules, additional study materials for participants, intermittent quizzes for self-assessment, assignments, and a final examination to qualify for the APO e-certificate.

**11. Qualifications of Candidates**

The target participants include managers and officers of food-processing companies including SMEs, officers of government and NGOs, academics, extension officers, consultants, and other technical personnel engaged in planning, training, extension, and/or promotion of FSMS and providing consultancy services on FSMS.

**12. Eligibility for e-Certificate**

A minimum score of 70% on the final examination is required to qualify for the APO e-certificate.

Participants from nonmember countries are welcome to take the course for self-development, although APO e-certificates will not be provided.



Santhi Kanoktanaporn  
Secretary-General





ASIAN PRODUCTIVITY ORGANIZATION

## PROJECT NOTIFICATION

22 March 2017

1. **Project Code** 17-AG-23-GE-DLN-A
2. **Project Title** Self-learning e-Course for the Agriculture Sector
3. **Timing** Throughout 2017
4. **Implementing Organizations** APO Secretariat and National Productivity Organizations (NPOs)
5. **Number of Participants** Minimum 400 participants per course
6. **Registration** APO e-learning web portal:  
<http://www.apo-elearning.org/moodle19/>  
(Participants can register directly from this portal on the APO website.)

### 7. Objective

To provide basic training to numerous participants in productivity tools and techniques in selected subject areas of broad significance related to the agriculture and food sectors, familiarize them with the concepts of smart agriculture and future foods in a cost-effective manner, create a mass of productivity professionals with the aim of strengthening agribusiness and food industry SMEs and revitalizing local communities for promoting smart agriculture and innovative food systems, and foster rural development. These will promote sustainable productivity and inclusive growth, while expanding global networks.

### 8. Background

Depending upon the needs of APO members and relevance of subject areas, the APO develops self-learning e-courses and offers them on its e-learning portal. These courses are developed based on the APO's experience and knowledge accumulated over years of organizing capacity-building projects in its focus areas. Based on the huge success of the self-learning e-courses over the past few years, the APO plans to organize similar or upgraded self-learning e-courses relating to the food and agriculture sectors in 2017. The courses will focus on the subjects of organic agriculture and organic agribusiness (advanced), agribusiness management (advanced), food safety management (advanced), and rural entrepreneurship (basic).

For each course, a separate project implementation plan (PIP) containing specific information on the course and subject will be issued. NPOs are requested to start promoting the courses

after receiving the PIPs.

## **9. Scope and Methodology**

### **Scope**

The scope of each course will be decided based on the subject and will be detailed in the PIP issued later for each course.

### **Methodology**

Each course will consist of self-learning e-modules, additional study materials for participants, intermittent quizzes for self-assessment, and a final examination to qualify for the APO certificate. All learning modules, carefully prepared by internationally recognized experts, will be uploaded to the course site on the e-learning portal.

## **10. Modality of Implementation**

Courses will be offered through the APO's dedicated e-learning portal: <http://www.apo-elearning.org/moodle19/>. Participants can register on this portal and create their own accounts.

Registered participants are required to complete all learning modules and self-assessment quizzes before taking the final examination. Based on the results of the final examination, successful participants from member countries will be awarded APO e-certificates.

## **11. Special Features**

- a. Participants can register on the APO e-learning portal and create accounts by themselves.
- b. Registered participants' progress will be tracked and monitored by the APO Secretariat throughout the course.
- c. Participants can complete the course at their own pace within the prescribed official duration of the course.
- d. Completion of all modules and quizzes is compulsory before taking the final examination.
- e. A minimum score of 70% on the final examination is required to qualify for the APO e-certificate. The e-certificates will be sent to participants' registered e-mail addresses one day after completion of the final examination.
- f. Successful participants may be given preference based on merit for selection to attend future APO multicountry face-to-face projects on the same subject in consultation with NPOs.

## **12. Qualifications of Candidates**

The target groups are productivity practitioners, consultants, managers, academics, extension service providers, representatives of cooperatives and industry associations, producers, and all professionals working in the subject area from agriculture, agribusinesses, food industries, NPOs, government agencies, universities, and consultancy firms who wish to acquire a working knowledge of the subject.

### **13. Financial Arrangements**

#### **To be borne by NPOs**

- a. Coordination, communication, and promotion support for the course.
- b. Any other local costs.

#### **To be borne by the APO**

- a. All costs related to development of the self-study modules, additional study materials pertaining to the course, self-assessment quizzes, and examination.
- b. Cost of hosting the course on the APO's e-learning portal and operating it from the APO Secretariat.

### **14. Actions by member countries/NPOs**

Member countries/NPOs are requested to:

- a. Promote and market the course by sending the project notification and PIP to as many relevant organizations as possible and encouraging all interested individuals to participate.
- b. Upload the course announcement on the NPO's website and/or provide a link to the APO's e-learning portal.
- c. Interact with registered participants and provide them with necessary inputs and guidance, if necessary.
- d. Provide all necessary support and cooperation proactively to the APO Secretariat for successful implementation of the course.

### **15. Participation of Individuals from Nonmember Countries**

Participants from nonmember countries are welcome to take the course for self-development, although APO certificates will not be provided.



Santhi Kanoktanaporn  
Secretary-General

