



PROJECT NOTIFICATION

5 April 2018

1. **Project Code** 18-AG-01-GE-WSP-B
2. **Title** Workshop on Smart Agriculture Extension Models
3. **Timing and Duration** 17–21 September, 2018 (five days)
4. **Venue** Colombo, Sri Lanka
5. **Implementing Organizations**

Ministry of Agriculture
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6. **Number of Overseas Participants** Up to 18 qualified participants from Bangladesh, Cambodia, Republic of China, Fiji, India, Indonesia, IR Iran, Lao PDR, Malaysia, Mongolia, Nepal, Pakistan, Philippines, Sri Lanka, Thailand, and Vietnam

However, other member countries with special interest in this project may nominate candidates upon consultation with the APO Secretariat.
7. **Number of Local Participants** Up to six qualified participants
8. **Closing Date for Nominations** 26 July 2018
9. **Objectives**
 - a. To study the evolving roles of agriculture extension services (AES) in supporting rural farmers, particularly less-privileged groups such as women, the elderly, and small farmers, to engage them productively in both farm and nonfarm activities;
 - b. To promote applications of IT and digital technology in learning methodologies for agricultural producers;
 - c. To learn and share smart agricultural extensions models (AEMs) and formulate recommendations with a foresight viewpoint for scaling up the adoption of successful models and best practices in member countries; and

- d. To promote sustainable productivity and competitiveness in agriculture and agribusiness companies as well as inclusive growth in member countries.

10. Background

In rural areas, the range of AES encompasses various farming and rural activities that enhance labor productivity. AES offer updated information and technologies for increasing agricultural yields throughout the cultivation to postharvest process. AES also contribute to increasing farmers' market competitiveness by providing learning and advisory opportunities for quality improvement and strategic promotion. "Smart" agricultural extension refers to AES operations supported by innovative methodologies and/or models that facilitate the service delivery process, increasing the effectiveness and impact. It also refers to the values those services deliver such as smart agriculture agendas with a foresight basis to achieve sustainable productivity.

IT-based AES is one part of smart AEMs, as digitized methodologies can overcome the physical barriers to small farmers' access to learning opportunities. Rural residents in isolated areas may be beyond the reach of AES. For example, information disparity is a chronic issue, especially for farmers who need information on weather changes, the latest market prices, and updated farming skills and technologies with higher productivity. Active participation at users' own discretion in areas of specific interest in IT-based AEMs can nurture environments for innovation. Through user-centric mechanisms, learners can be provided with customized content and, when they are allowed to give inputs, new content can be generated. The process can be described as a learning journey that deepens users' thinking and depth of knowledge.

When developing a smart AEM, it is important to include the message of inclusive growth. Less-privileged groups in rural areas need to be included during the smart transformation process. For example, indigenous knowledge and local experiences of farmers' groups should be incorporated harmoniously in smart systems. Similarly, such systems are required to be gender inclusive since women comprise more than 50% of the rural workforce.

11. Scope and Methodology

The workshop will consist of presentations by resource persons, sharing of country experiences by participants, individual/group exercises, and field visits.

The tentative program is given below (the program will be finalized in consultation with the resource persons and the implementing organizations):

Date/ Time	Activity
Sunday, 16 Sept.	Arrival of participants in Colombo
Monday, 17 Sept.	Opening session Session 1: Smart AEMs through digital solutions Presentation 1: Global trends and technological advances in education as reflected in agricultural extension Presentation 2: Setting up a digital platform for successful AEM implementation Presentation 3: Understanding cyber extension mechanisms

Tuesday, 18 Sept.	<p>Session 2: Scaling up the utility and effectiveness of AEMs</p> <p>Presentation 1: Strategies for developing user-friendly agricultural extension systems</p> <p>Presentation 2: Maximizing mutual interactions and communications between learners and service providers through ICT</p> <p>Presentation 3: Knowledge management through sustainable development, sharing, and updating of AEMs</p> <p>Presentation 4: Review of smart business models of agricultural extension in Asia and beyond</p> <p>Session 3: Role of AEMs in achieving goodwill for inclusive rural development</p> <p>Presentation 1: Successful cases of AEMs to empower marginalized groups in rural areas</p> <p>Presentation 2: Providing rural women with educational opportunities for increased contribution to household incomes</p>
Wednesday, 19 Sept.	Field/company visit
Thursday, 20 Sept.	<p>Session 4: Sharing country cases of existing and/or planned AEM initiatives and schemes and exploring applicable models with a foresight perspective in participating countries</p> <p>Group breakout session: Critical and analytical thinking for challenging issues in AEMs and devising creative, practical recommendations</p>
Friday, 21 Sept.	<p>Presentation of group discussion output</p> <p>Program evaluation by participants, resource persons, and implementing organizations</p> <p>Formulation of follow-up action plans by individual participants</p> <p>Summing-up and closing session</p>
Saturday, 22 Sept.	Departure of participants from Colombo

12. Qualifications of Candidates

The participants are expected to possess the following qualifications:

Present Position	Policymakers and senior officials working in agricultural extension from government ministries/agencies or relevant NGOs, professional consultants, or academics involved in planning, establishing, or evaluating digital learning platforms for AES.
Experience	At least three years of experience in the position described above.
Education	University degree or equivalent qualification from a recognized university/institution.
Language	All proceedings of the course are conducted in English, and participants are frequently required to make oral and written presentations. They must therefore be proficient in spoken and written English. Those who are not proficient in English will not be accepted.
Health	Physically and mentally fit to attend an intensive project requiring

participants to complete a number of individual and group activities and strenuous fieldwork. It is therefore recommended that member countries do not nominate candidates likely to suffer from physical and mental stress.

Age Candidates who fit the above profile are typically between 30 and 50 years of age.

Attendance Participants are required to attend the entire program.

13. Financial Arrangements

a. Airfare

The APO will bear the cost of round-trip economy-class international airfare between the international airport nearest to the participants' place of work and Colombo, Sri Lanka.

The APO will only reimburse discount air tickets for the most direct route. Participants should note that the arrangements for the purchase of air tickets should follow the "Guide on Purchases of Air Tickets for APO Participants," which will be sent to the selected participants and is also available on the APO website and from APO Liaison Officers in member countries.

b. Insurance Coverage

Participants' insurance premiums: All participants should be fully insured against accident and illness (including hospitalization and death) for a principal sum equivalent to USD10,000.00 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 host country. 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 organization will be responsible for any eventuality arising from accident, illness, acts of war, force majeure, or any unexpected events beyond human control such as those related to natural disasters.

c. Cost Sharing

Subject to the conditions stated in the Financial Arrangements section, the following table shows the cost-sharing arrangements between the APO, host country, and participants or participating countries.

Cost item	Cost to be borne by		
	Participants or participating countries	Host country	APO
Round-trip economy-class international airfare (refer to paragraph 13a)	No	No	Yes
Participating Country Expenses (PCEs)	NA	NA	NA

Cost item	Cost to be borne by		
	Participants or participating countries	Host country	APO
Hotel accommodation in Colombo	No	Yes	No
Per diem allowance in Colombo	No	Yes	No
Transportation costs to and from hotel and airport in Colombo	No	Yes	No
Insurance coverage in Sri Lanka (refer to paragraph 13b)	Yes	No	No
Any expenses related to visa fees and airport taxes	Yes	No	No
All expenses incurred by participants for any reason including but not limited to: a. Stopovers b. Extension of stay c. Early arrival or late departure d. Flight cancellation	Yes	No	No
Any cancellation charges for expenses such as airfare and accommodations incurred by the APO or host country after issuance of Letters of Acceptance	Yes	No	No
Assignment costs of international resource persons	NA	No	Yes
Assignment costs of local resource persons	NA	Yes	No
All local implementation costs including but not limited to: a. Meeting rooms b. Documentation c. Preparatory costs	NA	Yes	No

14. Actions by Member Countries

- a. Each participating country is requested to nominate three or more candidates in the order of preference. Please ensure that candidates nominated meet the qualifications specified under section 12 above.
- b. No form of self-nomination will be accepted. All nominations must be endorsed and submitted by an APO Director, Alternative Director, Liaison Officer, or their designated officer.
- c. Please note that nomination of a candidate does not necessarily guarantee that he/she will be selected. Selection is at the discretion of the selection committee of the APO Secretariat. 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 enough. Sometimes candidates are not selected because they are overqualified for a project.

- d. Each nomination should be accompanied by the necessary documents. A nomination lacking any of these documents may not be considered: two copies of the candidate's biodata on the APO biodata form together with a passport-sized photograph. The biodata form can be downloaded from the APO website (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: 81-3-5840-5324).
- e. 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 listed on the reverse side of the medical form. However, for all others, medical certification by a licensed physician on the reverse side of the medical form is required.
- f. Necessary documents are to be submitted electronically. In that case, there is no need to send a hard copy by postal mail. However, if the documents are submitted by fax, member countries are requested to mail the originals of the documents to the APO Secretariat as well. 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 give the candidate's name and the project code on the reverse side of the photograph.
- g. Member countries are requested to adhere to the nomination deadline given on page 1. 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.
- h. For member countries where nominations are required to be approved by higher government authorities and require a longer time, APO Liaison Officers/NPOs are urged to send the names of nominees on or before the deadline, indicating that government approval will follow.
- i. If a selected participant becomes unable to attend, he/she should inform the APO Liaison Officer/NPO in his/her country immediately and give the reason for withdrawal. The NPO concerned is requested to transmit that information to the APO Secretariat and the host country promptly.
- 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.
- k. Each selected participant should be instructed to arrive at the venue one day before the start of the official project. Also, he/she is expected to return home upon completion of the official project because he/she is visiting the host country for the specific purpose of attending this APO workshop.
- l. NPOs should inform participants that they must attend all five days of the project.

- m. NPOs should assist the APO and/or host country in collecting amounts corresponding to cancellation charges arising from withdrawal or no-show of a participant.

15. Actions by the APO Secretariat

- a. Under normal circumstances, candidates who are selected will be informed of their acceptance at least four weeks prior to the start of the project.
- b. If some candidates fail to qualify or be unable to participate after selection, or if 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.

16. Project Preparation

The participants are required to prepare a paper prior to departure for the project venue. In preparing the paper, they are expected to follow the “Guidelines for the Preparation of Country Papers” to be provided later.

17. Postproject Actions

All participants are required to prepare action plans and share the plans with their NPOs. The APO will also request participants to submit progress reports six months after completion of the workshop.

18. Evaluation of Participants

If the conduct/attendance/performance of a participant is not satisfactory, these will be reported to the APO director concerned.

19. Guide for Participants

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 website (www.apo-tokyo.org).

20. Dress Code

Participants are required to wear business attire during the project. Other instructions will be provided in the circular for participants.



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Secretary-General