



PROJECT NOTIFICATION

1 August 2018

1. **Project Code** 18-AG-32-GE-TRC-A
2. **Title** Training of Trainers on Quality Standards for Agricultural Products to Enhance Market Access
3. **Duration** 10–14 December 2018 (five days)
4. **Venue** Vientiane, Lao PDR
5. **Implementing Organization** Department of Small and Medium Enterprise Promotion (DOSMEP)
Lao National Productivity Organization (LNPO)
Nong Bone Road, P.O. Box No. 474, 01005 Ban Fai Area
Saysetha District, Vientiane Capital, Lao PDR
Phone: 856-21-414064
6. **Number of Overseas Participants** Up to 18 qualified participants
(See 12. Qualifications of Candidates)
7. **Number of Local Participants** Up to six qualified participants
(See 12. Qualifications of Candidates)
8. **Closing Date for Nominations** 31 October 2018

9. Objectives

This course aims to enhance trainers' knowledge of quality standards for agricultural products so that they can train a critical mass of stakeholders in their countries, resulting in enhanced market access and export competitiveness. On completion of the course, participants will:

- a. Understand recent developments and global trends in quality standards for agricultural products;
- b. Be familiar with the design and management requirements associated with the application and implementation of quality management systems; and
- c. Be able to assess and apply quality management systems for agricultural products.

10. Background

Quality standards define the common trading language for all actors in the supply chain. They are critical to ensure the safety and enhance the commercial value of agricultural products through appropriate quality control, while contributing to farmers' profitability and enhancing customers' confidence in quality of the products they buy as well as promoting fair, transparent trade. International trade in agricultural products is regulated by both technical regulations and major private standards.

To export to international markets, producers and exporters must comply with technical regulations and mandatory standards set by public institutions to ensure product quality, environmental protection, and consumer health. These regulations differ depending on the product and exporting and importing countries. Some regulations are based on international food standards, while others were developed by individual countries. Noncompliance with these requirements may lead to product quarantine or rejection by importing countries.

Other standards were developed and are enforced by associations of private enterprises, mainly in the retail industry in developed nations, and mostly used in the B2B context. Their forms and contents differ depending on the standard developer. There is no legal obligation for exporters to be certified under private agricultural standards, but business partners in export market chains often require certification. Farmers, producers, and manufacturers are becoming more aware of agricultural quality standards and the importance of producing high-quality, safe products for consumption and export. Although more emphasis is placed on items for export, there is also a need to apply the same standards to locally consumed items.

As a business reality, agricultural and food-industry players in the Asia-Pacific need to be well acquainted with the requirements of standards for agrifood products to enhance the access of their products to advanced markets.

11. Scope and Methodology

The course will consist of presentations by resource persons, sharing of best practices by participants, interactive group exercises, and field visits to organizations implementing agricultural standards.

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

Date	Activity
Sunday, 9 December 2018	Arrival of participants in Vientiane
Monday, 10 December	Opening session Module 1: Quality standards for agricultural products Presentation 1: Why are quality standards introduced? Concepts, principles, and features of quality standards Presentation 2: Global trends in quality standards Presentation 3: Quality standards developed by retailers
Tuesday, 11 December	Module 2: International quality standards for agricultural products Presentation 1: Regulations on quality standards for agricultural products Presentation 2: Storage and distribution standards, part 1 Presentation 3: Storage and distribution standards, part 2 Module 3: Global standards for labeling and packaging of agricultural products Presentation 1: Labeling and packaging standards, part 1 Presentation 2: Labeling and packaging standards, part 2
Wednesday, 12 December	(AM) Module 4: Field/company visit to a farm or market to observe implementation of quality standards for agricultural products (PM) Module 5: GAP and organic standards Presentation 1: GAP standards Presentation 2: Organic standards Presentation 3: Certification in GAP and organic standards
Thursday, 13 December	Module 6: Food safety standards for fresh fruit and vegetables

	Module 7: Sharing of best cases of implementation of quality standards for agricultural products by participants
Friday, 14 December	Module 8: Group breakout session: Challenges and opportunities in implementing quality standards and strategic actions to resolve them Presentation of group discussion session output Program evaluation Formulation of follow-up action plans by individual participants Summing-up and closing session Examination
Saturday, 15 December	Departure of participants from Vientiane

12. Qualifications of Participants

Participants are expected to possess the following qualifications:

Present Position	Senior government officers; representatives of associations of agricultural producers, food-processing enterprises, or exporters of food and agricultural products; or academics, consultants, and trainers in charge of promoting quality and safety of agricultural products.
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 project 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 meet the qualifications above are generally between 30 and 55 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 Vientiane, Lao PDR from organizations in any of these categories:

- a. SMEs;
- b. Nonprofit organizations; and
- c. Any organization from the APO list of LDCs.*

**As of 7 July 2006, the APO list of LDCs comprised Bangladesh, Cambodia, Fiji, Lao PDR, Mongolia, and Nepal.*

The APO will only reimburse discount economy-class 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. Participating Country Expenses (PCEs)

PCEs payable to the APO do not apply to organizations in any of these categories:

- a. SMEs;
- b. Nonprofit organizations; and
- c. Any organization from the APO list of LDCs.*

**As of 7 July 2006, the APO list of LDCs comprised Bangladesh, Cambodia, Fiji, Lao PDR, Mongolia, and Nepal.*

c. 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.

d. 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 for conditions)	Conditions apply	No	Conditions apply
PCEs (refer to paragraph 13b)	USD50 per participant	No	No
Hotel accommodation at the venue	No	Yes	No
Per diem allowance at the venue	No	Yes	No
Transportation costs to and from hotel and airport at the venue	No	Yes	No
Insurance coverage in Lao PDR (refer to paragraph 13c)	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:	Yes	No	No

Cost item	Cost to be borne by		
	Participants or participating countries	Host country	APO
a. Stopovers b. Extension of stay c. Early arrival or late departure d. Flight cancellation			
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 training course.
- 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 short 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 project.

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. Dress Code

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

20. 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).



Dr. Santhi Kanoktanaporn
Secretary-General

