



PROJECT IMPLEMENTATION PLAN

PIP Issue Date	16 May 2019
Project Code	18-AG-55-SPP-DON-C-3
Title	International Conference on Smart Agriculture and Food Safety Management
Reference	Project Notification 18-AG-55-SPP-DON-C dated 25 October 2018
Timing and Duration	20–23 August 2019 (four days)
Venue	NTUH International Convention Center Taipei, Republic of China
Implementing Organization(s)	China Productivity Center (CPC)
Number of Local Participants	200 (approximately)
Closing Date for Nominations	NA

1. Objectives

During the International Conference on Smart Agriculture and Food Safety Management, domestic and international experts share development trends related to that theme, creating an opportunity for participants to learn more about the latest technologies and resources in the agrifood industry around the globe. It is expected that through smart production management, the overall efficiency and quantity of agricultural production will be improved. Moreover, by taking advantage of the Internet of Things (IoT) and big data analytics, comprehensive agricultural consumption/service platforms can be established to meet the needs of all stakeholders in the sector, enhancing the safety of products and consumer loyalty. On the other hand, it will also create international brand visibility for the ROC's unique smart agriculture technologies and services through strategic marketing and business counseling on product internationalization. With the aim of upgrading agricultural productivity in the ROC, this conference will also enhance international product competitiveness, while leading agriculture toward a safe, efficient, low-risk new era.

2. Background

Due to rapid advances, innovative technologies are changing many traditional industries. Agriculture has also evolved from the traditional labor-intensive farming model into sophisticated operations based on knowledge and automation. Facing the challenges of aging farm workforces and labor shortages, some advanced countries have already achieved cross-domain integration using engineering technologies. By combining technologies such as the IoT, cloud computing, and big data, information can create smart integrated network platforms to enhance smart agriculture alliances, product traceability, precision farming, consumer-oriented production, etc. Optimizing the management and quality of agricultural production also leads to value addition.

In recent years, the Council of Agriculture of the ROC has been creating new value chains in agriculture from three different aspects: manufacturing; sales; and service. Manufacturing includes the development of efficient, energy-saving, water-saving, and disaster-resilient innovative facilities relying on green energy. The new sales model includes product tracing and verification through cloud-based systems and Quick Response (QR) codes to ensure food safety for customers. Service includes the provision of product marketing information through cloud-based services, integration of agricultural grain system databases, and the establishment of systems to integrate information on farmers, land, crops, and administrative measures. Future agricultural productivity promotion will rely on sensing technology, intelligent robotics, the IoT, and big data analytics for smart agricultural production and digital marketing systems.

Through this seminar, participants will learn about strategies adopted to promote smart agriculture and food safety management in different countries and how they can transform the sector while improving its productivity and international competitiveness.

3. Scope and Methodology

The tentative program of activities of this international conference is as follows:

Monday, 19 August 2019		
Time	Topic/Activity	Speaker/Facilitator
	Arrival of Mr. Kenneth Tran (USA)	
Day 1: Tuesday, 20 August 2019, Taiwan Agricultural Research Institute, Taichung		
Time	Topic/Activity	Speaker/Facilitator
10:00–11:30	Visit and exchange meeting at Taiwan Agricultural Research Institute	Dr. Jyh-Rong Tsay Acting Director, Taiwan Agricultural Research Institute, COA
	Arrival of Prof. Hiroshi Uehara and representative of	

	OPTiM Corp. (Japan)	
14:00–16:00	Agribusiness and precision farming visits	Agribusiness representatives
Day 2: Wednesday, 21 August 2019, International Conference on Smart Agriculture and Food Safety Management		
Time	Topic/Activity	Speaker/Facilitator
10:00–10:20	Opening remarks & group photo	
10:20–11:40	【keynote speech】 IoT applications and digital services in agriculture	<ul style="list-style-type: none"> ● OPTiM Corporation ● Taiwan agribusiness representative
11:40–12:00	Panel discussion	Dr. Shih-Shian Wang, Director, Department of Science and Technology, COA, Executive Yuan
12:00–13:30	Lunch break	
13:30–16:10	【keynote speech】 Information service platforms in agriculture	<ul style="list-style-type: none"> ● Prof. Hiroshi Uehara, Akita Prefectural University ● ROC academic and research representative
16:10–16:30	Panel discussion	Dr. Chun-Tang Lu, Associate Researcher, Taiwan Agricultural Research Institute, COA
Day 3: Thursday, 22 August 2019, International Conference on Smart Agriculture and Food Safety Management		
Time	Topic/Activity	Speaker/Facilitator
10:00–11:30	【keynote speech】 Applications of agricultural data analysis and decision support systems	<ul style="list-style-type: none"> ● Kenneth Tran, Microsoft Research AI ● ROC agribusiness representative
11:30–12:00	Panel discussion	Dr. Jyh-Rong Tsay, Acting Director, Taiwan Agricultural Research Institute, COA
12:00–13:30	Lunch break	
13:30–15:30	【keynote speech】 Development trends in smart machinery and robotics	Agribusiness representative
15:30–16:00	Panel discussion	Dr. Jyh-Rong Tsay, Acting Director, Taiwan

		Agricultural Research Institute, COA
Day 4: Friday, 23 August 2019, Council of Agriculture, Executive Yuan		
Time	Topic/Activity	Speaker/Facilitator
10:00–12:00	Agribusiness and precision farm visits	Agribusiness representatives
14:00–15:30	Visit and exchange meeting at the Council of Agriculture, Executive Yuan	Representative of the Department of Science and Technology, COA, Executive Yuan
	Departure of Prof. Hiroshi Uehara and representative of OPTiM Corp. (Japan)	
Saturday, 24 August 2019		
Time	Topic/Activity	Speaker/Facilitator
	Departure of Mr. Kenneth Tran (USA)	

4. Resource Persons

The APO will assign three international resource persons. Local resource persons from relevant agencies will be assigned by the implementing organization.

5. Requirements of Participants

Relevant government officers involved in promoting smart agricultural production; researchers on technological developments in smart agriculture in government R&D agencies, academic experts, researchers from legal entities; smart agricultural technology service providers; and agribusiness representatives, especially agricultural product distributors and logistics operators.

6. Financial Arrangements

To be met by the APO

- a. All assignment costs of APO resource persons, covering honoraria, airfare, and daily subsistence allowances.
- b. Local implementation costs such as for conference rooms, meeting package, conference facilities, interpretation fees, translation costs, material costs, local transportation costs, etc.
- c. The total amount of financial assistance from the APO for this national project should not exceed USD37,085.00. Please see Attachment 1 for a detailed breakdown of the approved project cost.

To be met by the implementing organization

- a. If the actual project cost exceeds USD37,085.00, the overrun should be met by the implementing organization.
- b. Other expenses not met by the APO.

7. Roles and Responsibilities

The roles and responsibilities of the implementing organization and APO are:

Implementing organization

- a. Organizing the four-day conference;
- b. Assigning local coordinators(s) to organize the conference (e.g., conference facilities, accommodation, meeting materials and/or kits, logistics);
- c. Inviting local participants and arranging mass media coverage;
- d. Inviting and assigning local resource speakers;
- e. Making arrangements for the venue and logistics;
- f. Making copies of the meeting materials;
- g. Providing budget not provided by the APO;
- h. Meeting the balance of project implementation costs if the total amount exceeds USD37,085.00; and
- i. Submitting a project completion report to the APO, including the financial report and expenditure receipts for the project.

APO

- a. Providing financial support for organizing the project as detailed in section 6;
- b. Assigning three international resource persons for the project; and
- c. Coordinating with the international resource persons and implementing organization.

8. Procedures for Project Implementation

This project is to be implemented in close collaboration with the APO Secretariat, referred to as the APO in this document.

- a. A temporary advance of up to 50% of the total APO share will be remitted to the implementing organizations, if necessary, according to the detailed breakdown of the approved project cost given in the Attachment.
- b. The project will be carried out by the implementing organization.
- c. The implementing organization will make the agreed expenditures and settle the entire account by providing all necessary proof of payment to the APO after completion of the project. The proof of payment, e.g., bills, payment records, and receipts issued by third parties, must be submitted together at one time, written in clear English, with English translations of all documents not originally written in English. The final payment will be made based on the actual expenditure after the implementing organization submits the comprehensive report. In general, internal evidence is not accepted as proof of payment and will not be reimbursed.
- d. The implementing organization will submit a project completion report and a statement of expenses supported by receipts, etc. related to the project to the APO within one month of project completion. The report will provide details on how the project was carried out in the country; program of activities; benefits and advantages to the local agriculture and food industry sector, implementing organization, and host country; and follow-up action plans, among others.

9. Final Project Output and Outcomes

Upon completion of the project, the CPC will undertake the following:

- a. Submit a project completion report on the international conference to the APO and disseminate the report on the proceedings of the conference including recommendations to relevant government bodies such as the Council of Agriculture within one month after project completion.

- b. Submit a statement of expenses supported by third-party receipts/bills within one month after project completion.
- c. Submit documents and e-links relating to promotional material on the national program, e.g., newsletters, news articles, brochures, bulletins, and news clippings, written in English or the local language with an English translation of the main points.
- d. Disseminate the knowledge and experience gained to the public and private sectors through publications, consultancy services, training courses, etc.
- e. Monitor the follow-up actions undertaken by the participants or participants' organizations and report them to the APO.

Expected outcomes:

At the time of the assessment workshop conducted by the CPC at the end of 2019,

- a. A deeper understanding of smart agriculture and food safety management for sustainable agribusiness development will have been created;
- b. At least six extension programs will have been carried out to develop smart agriculture and food safety management in relevant enterprises; and
- c. At least an 80% satisfaction rating will have been given for the implementation of participants' action plans.

10. Follow-up Action Plans

After completion of the international conference, the participants or their organizations will undertake the following:

Government agencies such as the Council of Agriculture and universities

- a. Include innovative techniques and technologies in extension programs; and
- b. Coordinate among various agencies in support of awareness, extension, and promotion of smart agribusiness.

Participants

- a. Submit action plans to the CPC for the implementation of concepts, techniques, technologies, and best practices in their own farms, enterprises, or companies;
- b. Inform the CPC of the expected outcomes of successful action plan implementation; and
- c. Submit requirements for government agency assistance for their own action plans.



Dr. Santhi Kanoktanaporn
Secretary-General

PROJECT COST BREAKDOWN

Project Title:	International Conference on Smart Agriculture and Food Safety Management
Duration:	20–23 August 2019
Venue:	NTUH International Convention Center
Implementing Organizations:	China Productivity Center
No. of Participants:	200 participants

No.	Item	Detailed Breakdown (Please indicate the unit price, number of persons, and days.)	Unit Total (USD)
I. Local implementation costs			
1	Meeting package	A. Conference meal fee USD5 per person*2 days*200 participants=USD2,000 B. Conference space rental fee USD3,500 per day *2 Days=USD7,000	9,000
2	Conference facilities cost (LCD rental fee, microphones, speaker, and backdrop)	Complementary meeting equipment rental fee (including video/audio equipment, video monitors, wireless microphones, WiFi connection, simultaneous interpretation equipment, projector, screen...etc.) USD3,460 per days*2days=USD6,920	6,920
3	Honoraria for local resource persons	USD170 /per local resource person*6 local resource persons=USD1020	1,020
4	Local transportation costs for local resource persons	USD40 /Local transportation costs*6 local resource persons=USD240	240
6	Local transportation costs for participants	USD260 /shuttle bus per day*2 days *2 buses=USD1040	1,040
7	Interpretation fee	A. Conference simultaneous interpretation fee (English/Japanese to Chinese) USD1,190*4 interpreters /per day*2 days=USD9,520 B. Conference interpretation fee USD700*2 interpreters /per day*4 days=USD5,600 C. Documents translation fee 25,000 words*USD0.07=USD1,750	16,870
8	Convention materials (brochure, photocopying materials, etc.)	= a + b	1,995
	a Files, pens, and bags		
	b Brochure, photocopying materials	Conference brochure : USD9.5 unit price*210 pcs=USD1,995	1,995
	Subtotal:		37,085
II. Miscellaneous expenses			
	Miscellaneous expenses include communication fees (telephone, fax, Internet), etc.		
	TOTAL		37,085

Notes:

- * With the submission of the project report and settlement of accounts (final expenses report) with the official receipts, the APO will reimburse the actual expenses within the above amount in accordance with the Project Implementation Plan.

The following items will NOT be reimbursed by the APO:

- 1) Administrative costs such as remuneration, transportation, accommodation, per diem allowances, and miscellaneous expenses for the implementing organizations; and
- 2) Other items not given in the above list.