



ASIAN PRODUCTIVITY ORGANIZATION

## PROJECT IMPLEMENTATION PLAN

21 January 2016

1. **Project Code:** 14-AG-29-LD-DON-C-JPN
2. **Project Title:** Coordination Meeting on National Project Plans under the Special Program for Capacity Building in the Food Industry in ASEAN Least Developed Countries (ASEAN-LDCs)
3. **Reference:** APO Project Notification 14-AG-29-LD-DON-C (Special Program for Capacity Building in the Food Industry in ASEAN Least Developed Countries) (ASEAN-LDCs) dated 16 February 2015
4. **Timing and Duration:** 2–4 March 2016 (three days)
5. **Venue:** Tokyo, Japan
6. **Implementing Organization:** Asian Productivity Organization
7. **Number of Participants:** Nine participants from Cambodia, Lao PDR and Myanmar
8. **Closing date for Nominations:** 29 January 2016
9. **Objectives:**
  - 1) To examine the challenges and opportunities in capacity building on productivity enhancement in agriculture and the food industry including food supply chain management systems and food safety management systems; and
  - 2) To discuss and draft national project plans to cover the program duration of five years in consultation with the participating countries.

### 10. **Background**

Agriculture and the food industry play an important role in the economies of most APO member countries. The sector provides employment and main sources of income, especially for the rural population. Thus their development is indispensable for sustainable socioeconomic development.

To improve the performance of the sector and increase the incomes of the rural population, there is a need to promote more advanced food value chains based on private-sector investments and public-private partnerships. The development of advanced food value chains would provide opportunities for small farmers and entrepreneurs to be part of the value chain, resulting in greater benefits for all stakeholders. To achieve this, it is essential to support their capacity building.

In this context, the APO has initiated the Special Program for Capacity Building in the Food Industry in ASEAN Least Developed Countries (ASEAN-LDCs) consisting of capacity-building projects on productivity enhancement in agriculture and the food industry for ASEAN least developed countries, in particular Cambodia, Lao PDR, and Myanmar. The program is funded by a special cash grant from the Ministry of Agriculture, Forestry and Fisheries of Japan.

In the beginning of the program, an initial coordination meeting will be held to discuss and draft national project plans to cover the program duration of five years in consultation with the participating countries. Based on national project plans, the following projects addressing specific issues related to agriculture and the food industry will be organized:

- a. National workshops;
- b. National training courses; and
- c. Demonstration company projects.

## 11. Scope and Methodology

The coordination meeting will include resource paper presentations, sharing of country experience, individual/group exercises, and field visits.

The **country papers** will cover:

- 1) Trends in agriculture and the food industry in Cambodia, Lao PDR and Myanmar;
- 2) Major achievements in productivity enhancement and other improvements in agriculture and the food industry including food supply chain management systems and food safety management systems under the previous five-year Special Program for Strengthening the Capacity of Food Supply Chain Management in Asian Least Developed Countries (FSCM-LDC) in Cambodia and Lao PDR;
- 3) Major achievements in the capacity building of NPOs, related agencies and demonstration companies in productivity enhancement and quality and safety improvement under the FSCM-LDC Program in Cambodia and Lao PDR; and
- 4) Future challenges to be tackled under the new program.

The country papers should be prepared and presented by each participating country. The participants are required to prepare a country paper prior to departure for the project venue for presentation at the coordination meeting.

The tentative main topics to be covered by the **resource papers** are:

- 1) Modern food safety management in the food supply chain;
- 2) The experience of food quality and safety management of the Japanese food processing company; and
- 3) Supply chain innovations to enhance productivity and competitiveness in agribusiness and the food industry.

The tentative program of the workshop is given below:

| <b>Date/Time</b>        | <b>Activity</b>  |
|-------------------------|--|
| Tuesday, 1 March 2016   | Arrival of participants in Tokyo, Japan                                |
| Wednesday, 2 March 2016 | Opening session<br>Presentations by resource speakers and participants |
| Thursday, 3 March 2016  | Field visit  |
| Friday, 4 March 2016    | Group discussion and summing-up session                                |
| Saturday, 5 March 2016  | Departure of participants  |

## **12. Requirements of Candidates**

- a) Those who will be responsible for the implementation of projects under the ASEAN-LDCs Program in Cambodia, Lao PDR and Myanmar. A total of nine participants comprising three from each country will be accepted. The required qualifications for the national representatives are:
  - 1) NPO staff  
NPO management staff responsible for the implementation of projects under the ASEAN-LDCs Program.
  - 2) Government officers  
Government officers directly involved in the ASEAN-LDCs Program and responsible for productivity enhancement in agriculture and the food industry including food supply chain management.
- b) Language Proficiency: Proficiency in written and spoken English is essential.
- c) Health: Physically and mentally fit to attend an intensive project requiring participants to complete individual and group activities including field visits.
- d) Attendance: Participants must attend all three days of the meeting.

## **13. Financial Arrangements**

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

- i) All assignment costs for 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 Tokyo for participants. As far as practicable, all participants are strongly encouraged to purchase and use discounted tickets (following IATA PEX or other applicable discount fares). Please note that the 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 Web site and from the APO Liaison Officers in member countries.
- iii) Hotel accommodations and per diem allowances for participants for up to four days in Japan.

- iv) All local implementation costs including transport, meeting venue, local resource persons, field visits, etc.

**b) To be borne by participating countries and/or participants**

- i) Transportation costs in their home countries.
- ii) 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 ¥4,000,000

for 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.

- iii) Any expenses related to visa fees and airport taxes.
- iv) 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 period on account of early arrival or late departure, for example, due to either limited available flights or any other reason whatsoever.

**14. Actions by Member Countries**

Nominations

- (a) Cambodia, Lao PDR and Myanmar are requested to nominate a maximum of four candidates each for selection in the order of preference. Please ensure that candidates nominated meet the minimum qualifications prescribed above (see 12. 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 Web site. 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, fax: 81-3-5840-5324).

- 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 14) d)- i and ii), 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 **29 January 2016**. 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, the 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) 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 study mission, they should be requested to inform the APO promptly of their inability to participate and the reason for last-minute withdrawal through the APO Liaison Officer/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 project.

## **15. Entry Visa to Japan**

Each selected participant must obtain an entry visa to Japan. It is strongly recommended that each participant, upon receipt of the official Letter of Acceptance, contact the Embassy of Japan in their countries for visa-related information. Ample time must be allowed for the issuing of a visa.

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



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