



### PROJECT NOTIFICATION

<b>PN Issue Date</b>	9 May 2019
<b>Project Code</b>	19-AG-28-GE-WSP-B
<b>Title</b>	Workshop on Rural Community Development for Sustainable and Inclusive Growth
<b>Timing and Duration</b>	18–22 November 2019 (five days)
<b>Venue</b>	Nadi, Fiji
<b>Implementing Organization(s)</b>	National Training & Productivity Centre Fiji National University
<b>Maximum Number of Overseas Participants</b>	18
<b>Maximum Number of Local Participants</b>	6
<b>Target Country(ies)</b>	Bangladesh, Cambodia, Republic of China, India, Indonesia, IR Iran, Lao PDR, Malaysia, Nepal, Pakistan, Philippines, Sri Lanka, Thailand, and Vietnam
<b>Closing Date for Nominations</b>	23 September 2019

## 1. Objectives

- a. To promote the importance of sustainability and inclusiveness in enhancing productivity for rural community development (RCD);
- b. To review global trends and emerging approaches in addressing opportunities and challenges in establishing sustainable rural economies and inclusive social protection for rural communities; and
- c. To share successful cases of rural community revitalization and discuss the roles of the public and private sectors in strategic action development.

## 2. Background

Discussions on rural development address diverse aspects. The need for economic improvement and social inclusion is widely agreed on in those discussions. Without opportunities for economic activities and income generation, sustainability cannot be achieved. In addition, due to rapid urbanization, a large portion of the working-age population in rural areas has migrated to cities. This has accelerated the stagnation of rural economies and endangered the existence of rural villages. For example, 896 and 140 towns and villages in Japan and the ROK, respectively, are predicted to disappear by 2040. Attracting businesses and young people to rural areas and creating employment are therefore critical to revitalize rural communities.

Productivity enhancement is another method to develop rural economies. With limited rural populations, enabling older groups to improve their agricultural productivity becomes more important. Recently, assistive technologies such as machinery, farming tools, and outdoor mobility aids have been developed to handle agricultural operations, which require less labor for more farm output. The technological advances support not only aging populations but also other disadvantaged groups like people with disabilities. This allows more individuals to be economically independent and contribute to their societies.

Social inclusion is also required for sustainable community development. Rural areas are estimated to be home to 76% of the developing world's poor. Accordingly, undernourished children are a chronic issue for rural communities. In addition, in many cases, female labor is not fairly treated even though women commit more time to farm work than their male counterparts. Women also do not have equal access to agricultural technologies, investment, and production and distribution facilities. Although six of 10 agricultural workers in Asia are women, they do not have equal rights to land, family inheritances, and legal support.

Therefore, the social inclusion of underprivileged groups is now receiving widespread consideration in both developing and developed countries. Social protection and safety nets in the areas of education, gender equality, and health and nutrition are needed to achieve inclusive development. Disregarding such issues and not taking proper actions could cause potential social conflicts and increase economic disparities. Securing social stability is essential for sustainable economic development. Balanced economic development and social inclusion create a healthy society where individuals fully and sustainably perform their roles as members of their communities.

To achieve sustainable, inclusive rural communities, government-driven initiatives and private-sector cooperation are necessary. This workshop will share cases of rural economic revitalization as well as social protection and discuss recommendations.

## 3. Scope and Methodology

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

The tentative program of this project is given below:

Date/Time	Activity
Sunday, 17 November	Arrival of participants in Nadi
Monday, 18 November	<p>Opening session</p> <p>Session 1: Introduction to RCD</p> <p>Presentation 1: Latest trends, principles, challenges, and opportunities for sustainable rural development (economoc aspects)</p> <p>Presentation 2: Understanding stakeholders and analysis for inclusive RCD</p> <p>Session 2: Enhancing rural economies</p> <p>Presentation 1: Creating employment through rural resident-initiated projects</p> <p>Presentation 2: Developing and attracting businesses with rural community resources</p> <p>Presentation 3: Small farm and agriSME engagement in agrifood supply chains</p> <p>Presentation 4: Producers' associations to link farmers to urban markets</p>
Tuesday, 19 November	<p>Session 3: Promoting social inclusion</p> <p>Presentation 1: Educational services and training for rural women/children</p> <p>Presentation 2: Establishing groups/organizations to conduct social work for the underprivileged in rural communities</p> <p>Presentation 3: Enhancing the health and nutrition of rural residents</p> <p>Presentation 4: Rural youth groups/organizations and activities for rural communities</p> <p>Session 4: The role of governments and the public sector in RCD</p> <p>Presentation 1: Developing social protection schemes and policies to provide safety nets for rural people</p> <p>Presentation 2: Public-private partnerships for rural development projects</p> <p>Presentation 3: Government policy on attracting businesses and young generations to rural areas</p>
Wednesday, 20 November	Field visit to a rural village as a successful example of sustainable, inclusive RCD
Thursday, 21 November	<p>Session 5</p> <p>Successful case studies in Fiji</p> <p>Country presentations by participants</p>
Friday 22 November	<p>Session 6: Group breakout session</p> <p>Discussion of emerging trends in RCD and recommendations for strategic actions</p> <p>Presentation of group discussion output</p> <p>Program evaluation by participants, resource persons, and implementing organization</p> <p>Formulation of follow-up action plans by individual participants</p> <p>Summing-up and closing session</p>

Saturday, 23 November	Departure of participants from Nadi
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#### 4. Qualifications of Candidates

The participants are expected to possess the following qualifications:

Present Position	Senior public officials from ministries and/or local governments working for sustainable, inclusive RCD; community and agribusiness leaders responsible for implementing RCD projects; and professionals, consultants, and academics engaged in promoting sustainable rural economies and social inclusion.
Experience	At least two 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 fit the above profile are typically between 30 and 50 years of age.
Attendance	Participants are required to attend the entire program.

#### 5. Requirements

The participants are required to undertake preparatory work such as writing country papers prior to departure for the project venue.

All participants are required to prepare and submit action plans to the APO and share them with their NPOs within 10 working days after attending the project. The participants are also required to submit postproject follow-up reports six months after project completion to document the achievement of outcome(s) of the project. NPOs will monitor the follow-up actions and report submission by participants.

The Guidelines for Project Preparatory Work will be provided in the project circular, and the Postproject Activity Guidelines are given in Attachment 1.

##### 5-1. Repeat Participants (who attended previous APO projects and are applying for another)

- a. In the Candidate's Biodata form (application form), candidates are required to provide details of follow-up actions taken after attending a previous APO project(s) and outcomes (benefits) of those activities.
- b. Candidates are also required to state in the Candidate's Biodata form whether they submitted a report on their follow-up actions.

##### 5-2. All Participants

- a. In the Candidate's Biodata form, candidates are required to list their expectations from the project and planned postproject actions/activities. This is a tentative list, which participants are free to revise or replace after attending the project (as in item b below).
- b. All participants are required to develop and submit final follow-up action plans within 10 working days of project completion, in the format to be provided by the APO Secretariat later.

- c. All participants are required to submit reports on the follow-up actions taken within six months (or a period specified for a particular project) of project completion.
- d. The reports on follow-up actions are separate from the trip reports participants usually submit to their organizations/NPOs immediately after returning from project venues. The report format will be provided before project completion.

## 6. Financial Arrangements

### 6-1. Airfare

The APO will meet the cost of round-trip economy-class international airfare between the international airport nearest to the participants' place of work and Nadi, Fiji.

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.

### 6-2. 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. 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.

### 6-3. 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 met by		
	Participants or participating countries	Host country	APO
Round-trip economy-class international airfare (refer to paragraph Airfare for conditions)	No	No	Yes
Participating Country Expenses (PCEs)	NA	NA	NA
Hotel accommodation in Nadi	No	Yes	No
Per diem allowance in Nadi	No	Yes	No
Transportation costs to and from hotel and airport in Nadi	No	Yes	No
Insurance coverage in Fiji (refer to paragraph Insurance Coverage)	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

Cost item	Cost to be met by		
	Participants or participating countries	Host country	APO
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

## 7. 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 the section Qualifications of Candidates 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](http://www.apo-tokyo.org)). We encourage submitting the biodata form to the APO Secretariat in electronic form as an attachment to a cover email message from the APO Director, Alternate Director, or Liaison Officer. The nomination documents should be sent to the department in charge of this project.
- 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 the entire program 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.

#### **8. 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.

#### **9. 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.

#### **10. Postproject Actions**

All participants are required to prepare action plans and share the plans with their NPOs. The APO also requests participants to submit progress reports six months after completion of the project. In addition, participants taking part in training-of-trainers courses must also submit a report summarizing a training project that they conducted following the action plans to the APO and NPOs within six months after project completion.

#### **11. Evaluation of Participants**

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

#### **12. 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](http://www.apo-tokyo.org)).

### **13. Dress Code**

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



Dr. Santhi Kanoktanaporn  
Secretary-General



**POSTPROJECT ACTIVITY GUIDELINES**

The follow-up actions by participants after project attendance determine the extent of multiplier effects (outcomes) of APO projects in member countries. The APO has therefore established an interdepartmental Participant Selection Committee to ensure selection of the most appropriate candidates. A key consideration is whether individuals are in a position, have the ability, and are willing to undertake follow-up actions after project attendance.

Each participant is required to undertake follow-up actions after attending an APO project based on his/her learning from it and report on those activities to the NPO of his/her country and the APO Secretariat, following the guidelines below:

**Examples of Follow-up Activities**

The examples below are suggestions and are not meant to limit participants' choices of follow-up actions:

- a. An official report on project attendance to participants' organizations, or NPOs, or both;
- b. Newspaper/magazine articles based on learning from the project;
- c. Application of knowledge, skills, techniques, or technologies for improving job performance and/or organizational capacity;
- d. Delivering a presentation or lecture on the project topic;
- e. Conducting a workshop/seminar/conference/forum on the project topic;
- f. Improving training/teaching/extension materials related to the project topic; and
- g. Sharing project findings with colleagues, professional groups, or others.