



ASIAN PRODUCTIVITY ORGANIZATION

## PROJECT NOTIFICATION

17 December 2015

1. **Project Code** 16-AG-16-GE-WSP-B
2. **Title** Workshop on Mainstreaming Climate Change Adaption in Agriculture
3. **Timing and Duration** 25–28 April 2016 (four days)
4. **Venue** Dhaka, Bangladesh
5. **Implementing Organization** National Productivity Organisation  
Ministry of Industries  
Shipla Bhaban (1st Floor) 91, Motijheel Commercial Area,  
Dhaka-1000  
Tel: 880-2-9587501, 880-2-01720-107032  
Fax: 880-2-9563553  
e-Mail: npobangla@yahoo.com
6. **Number of Overseas Participants** Up to 18 qualified participants from Cambodia, Republic of China, Fiji, India, Indonesia, Lao PDR, Malaysia, Mongolia, Nepal, Pakistan, Philippines, Sri Lanka, Thailand, and Vietnam. 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** 29 February 2016
9. **Objectives**
  - a. To assess the current status of climate change (CC) adaptations in agriculture and share the best cases of CC adaptations;
  - b. To review strategies and approaches to mainstream CC adaptation measures, techniques, and activities into the national agricultural development programs; and
  - c. To formulate strategic action plans to promote mainstreaming of CC adaptation in agriculture.

## 10. Background

Agriculture faces the challenge of producing more food to feed around 10 billion people worldwide by 2050 and, more specifically, to contribute to self-sufficiency in food and poverty alleviation in developing countries. Additional food production has to come through increasing productivity, enhancing CC resilience, and contributing to CC mitigation. Agriculture is, however, extremely vulnerable to CC.

CC could affect agriculture through higher temperatures, greater demand for water for crops, more unstable rainfall patterns, and increases in climate extremes such as droughts, floods, storms, and heat waves. It could also increase the incidence of diseases and insect pests. The consequent crop failures and livestock deaths could cause huge economic losses, contributing to volatility in agricultural markets, higher food prices, and undermining food security in many developing countries.

As CC brings new uncertainties, adds new risks, and changes existing risks, many countries have undertaken initiatives to mainstream adaptation into policy, development planning, and program formulation. Such initiatives are expected to prevent policy conflicts and result in greater efficiency in the use of financial resources compared with managing adaptation separately.

In many countries in Asia, however, CC adaptation is managed separately from overall agricultural policies and programs. CC adaptation measures overlap with the existing strategies, policies, and programs (e.g., agricultural development, food security, livelihood maintenance, resource management, and risk management). For CC adaptation to be sustainable and applicable on a wider scale, it must be mainstreamed into the policies and programs for the development of the food and agriculture sectors.

## 11. Scope and Methodology

The tentative topics to be covered are:

- a. Mainstreaming CC adaptations into agricultural development plans—key concepts;
- b. Framework for mainstreaming CC adaptation into agricultural development planning and programs;
- c. Enabling environment for mainstreaming CC adaptation and resilience in the agriculture sector; and
- d. Successful cases of mainstreaming CC adaptation in agriculture.

The workshop will consist of interactive sessions on themed presentations, country case studies, and individual/group exercises.

The tentative program of the workshop is given below:

<b>Date/Time</b>	<b>Activity</b>
Sunday, 24 April 2016	Arrival of participants in Dhaka
Monday, 25 April	Opening session Presentation of resource papers

Tuesday, 26 April	Presentation of resource papers/ presentation of country case studies
Wednesday, 27 April	Presentation of country case studies/ group breakout session(s)
Thursday, 28 April	Presentation of output of group breakout sessions Program evaluation by participants, resource persons, and implementing organization Formulation of follow-up action plans by individual participants Summing-up session Closing session
Friday, 29 April	Departure of participants

## **12. Qualifications of Candidates**

The participants are expected to possess the following qualifications:

Present Position	Policymakers, professionals, academics, and consultants in charge of developing/promoting CC adaptation in the agriculture sector.
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 35 and 50 years of age.
APO Certificate	Participants are required to attend the entire program to receive the APO certificate of attendance.

### **13. Financial Arrangements**

#### **To be borne by participants or participating countries**

- a. Participants' insurance premiums: All participants should be fully insured against accident and illness (including hospitalization and death) for a principal sum equivalent to US\$10,000.00 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 organizations will be responsible for any eventuality arising from accident or illness.
- b. All expenses related to visa fees and airport taxes.
- c. 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 project period because of early arrival or late departure, for example, due to either limited available flights or any other reason.

#### **To be borne by the host country**

- a. Per diem allowances and hotel accommodation for up to 18 overseas participants for up to five days at the rate to be specified later.
- b. All local implementation costs.

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

- a. All assignment costs of overseas resource persons.
- b. Round-trip economy-class international airfare by the most direct route between the international airport nearest to the participants' place of work and Dhaka. As far as practicable, all participants should purchase discount tickets. Please 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. It is also available on the APO website and from APO Liaison Officers in member countries.

### **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 APO Secretariat. A basic criterion for selection is the homogeneity of the participants in terms of qualifications and work experience. Non selection 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 down loaded 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 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](mailto: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, the 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 to qualify for the certificate of attendance.

#### **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 Preparation of Country Case Studies.”

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



Mari Amano  
Secretary-General

16-AG-16-GE-WSP-B:

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(25–28 April 2016, Dhaka, Bangladesh)

### **Guidelines for Preparation of Country Case Studies**

Each participant is required to submit a country case study keeping in mind the main theme of the workshop and topical outline provided below. The country case study may be written in the personal capacity of the participant. However, if there is more than one participant from a single country, they can write a joint paper to avoid overlapping of contents.

The case study should provide an accurate account of the current situation of climate change (CC) adaptation in his/her country. Wherever appropriate and available, the write-up must be supported by statistical data/information. Participants may refer to their countries' national communications or National Action Plan of Adaptation (NAPA) under the United Nations Framework Convention on Climate Change (UNFCCC) for background information.

Participants are encouraged to provide in their country case studies as much relevant, useful information as possible but they must avoid including unnecessary general information on agriculture as well as the profile of their country.

A soft copy of the country case study should reach the APO and NPO, Bangladesh, no later than 31 March 2016. The detailed format of paper will be provided to the selected participants later.

The following topical outline is suggested as a guide. It is not meant to restrict the preparation of the country case study but rather to encourage the inclusion of other equally relevant information so as to render it more substantial and meaningful.

### **Topical Outline**

1. Current trends in CC vulnerability in your country, highlighting the impact on agriculture.
2. Investments of your country in R&D in the areas of agriculture and natural resource (land, water, forest, fishery, etc.) management to meet CC challenges.
3. Adaptation measures and practices that have been or plan to be implemented in the country (including both structural measures such as building new infrastructure and nonstructural measures such as establishment of early warning systems, insurance systems, etc., as well as co-benefit approaches such as greenhouse gas mitigation in agriculture, reduced emissions from avoided deforestation, etc.).
4. Policies and programs of your government designed to integrate the agricultural adaptation measures to CC into sectoral planning.
5. Issues and challenges in mainstreaming adaptation into development planning or agricultural and natural resource management sectoral activities.
6. A list of references/bibliography to acknowledge the sources of information/data utilized in the preparation of the case study.

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