



ASIAN PRODUCTIVITY ORGANIZATION

## PROJECT NOTIFICATION

2 December 2016

1. **Project Code** 17-AG-20-GE-WSP-B
2. **Title** Workshop on Emerging Roles of Producers' Associations and Farmers' Cooperatives
3. **Timing and Duration** 23–27 April 2017 (five 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  
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e-Mail: npobangla@yahoo.com
6. **Number of Overseas Participants** Up to 18 qualified participants from Bangladesh, Cambodia, Republic of China, Fiji, India, Indonesia, IR Iran, Malaysia, Mongolia, Nepal, Pakistan, Philippines, Sri Lanka, Thailand, and Vietnam.  
  
However, 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** 28 February 2017
9. **Objectives**
  - a. To acquaint participants with emerging trends in agriculture and the changing roles of producers'/farmers' associations (FAs) and farmers' cooperatives (FCs) in the development of smart agriculture;
  - b. To enable participants to incorporate those changes to support small agricultural producers and marginalized groups such as young people and women in efforts to increase farm productivity and profitability, thereby promoting inclusive growth in member countries; and
  - c. To formulate action plans for utilizing and disseminating lessons learned to promote sustainable agricultural and rural development.

### 10. Background

There have been tremendous economic, political, and environmental changes over the past four decades. Those changes have affected the roles played by different stakeholders in

agricultural and rural development. In the 1980s and 1990s, the international community pursued the agenda of trade liberalization and globalization as drivers of development and wealth creation for the vast majority. As a result, many governments reduced investment in agriculture and withdrew from many rural areas. Thus, private-sector and producers' organizations had to play greater roles in providing agricultural services. Since then, a wide variety of producers' organizations have proliferated worldwide

In Asian countries, producers' organizations exist in a wide range of forms. They have played pivotal roles in the development of small farmers and served as conduits for technical and financial assistance from governments and financial institutions. They have also provided inputs and technology, facilitated information transfers, and offered marketing services and venues for networking and knowledge sharing to small farmers. In recent years, the number of such organizations has, however, been declining and their roles have been changing as many small farmers have direct access to farm input providers and markets for their produce.

FAs and FCs are facing new challenges and unprecedented demands driven by aging farming communities, lack of interest of youth in farming, shortages of labor in rural areas, and high fluctuations in the prices of agricultural commodities. Consumers are increasingly demanding safe, high-quality food produced in environmentally and socially friendly ways. Agriculture is known to be the sector most susceptible to the effects of expanded regional/world trade. In addition, state-of-the-art innovative technologies are restructuring the architecture of conventional farming methodologies. People must buy agrifood items produced in distant unknown sites. Thus, it is critical for producers' associations and FCs, as types of businesses and enterprises, to be aware of changing trends and think outside the box to stay relevant to the fast-changing needs of their members and clientele.

### **Scope and Methodology**

The tentative topics to be covered are:

- a. Agriculture in 2030: smart agriculture;
- b. Challenges and opportunities in the development of smart agriculture;
- c. Emerging roles of FCs/FAs in supporting small farmers in the development of sustainable smart agriculture;
- d. Developing FC/FA strategies to support small farmers in improving sustainable farm productivity and profitability;
- e. Key features of a smart FC/FA; and
- f. Best practices in managing FCs/FAs and examples of successful FC/FA models.

The workshop will consist of interactive sessions on thematic presentations, sharing of country experiences, individual/group exercises, and field visit(s).

The tentative program of the workshop is given below:

<b>Date/Time</b>	<b>Activity</b>
Saturday, 22 April 2017	Arrival of participants in Dhaka
Sunday, 23 April	Opening session Presentation of resource papers
Monday, 24 April	Presentation of resource papers Presentation of country papers
Tuesday, 25 April	Presentation of country papers Group workshop/exercise

Wednesday, 26 April	Site visit(s)
Thursday, 27 April	Presentation of group workshop output Program evaluation by participants, resource persons, and implementing organization Summing-up session Closing session
Friday, 28 April	Departure of participants

## 11. Qualifications of Candidates

The participants are expected to possess the following qualifications:

Present Position	CEOs and senior members of FCs/FAs; officials of national and local governments involved in FCs/FAs for agricultural and rural development; and CEOs of NGOs and academics in charge of planning, managing, and promoting agricultural organizations in rural areas.
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 50 years of age.
APO Certificate	Participants are required to attend the entire program to receive the APO certificate of attendance.

## 12. 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 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 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 six 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.
- c. The APO may select more than 18 overseas participants in anticipation of last-minute withdrawals or no-shows. If more than 18 overseas participants attend, per diem allowances and hotel accommodation costs will be borne by the APO for up to two additional overseas participants at the rate to be prescribed for up to six days.

**13. 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. 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 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, 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.

#### **14. 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.

#### **15. 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 the Preparation of Country Papers" to be provided later.

## **16. 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.

## **17. Evaluation of Participants**

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

## **18. 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)).



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Secretary-General