



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT NOTIFICATION

24 April 2015

1. **Project Code** 15-AG-14-GE-WSP-B
2. **Title** Workshop on Agricultural Productivity Measurement
3. **Timing and Duration** 22–26 August 2015 (five days)
4. **Venue** Tehran, IR Iran
5. **Implementing Organizations**

National Iranian Productivity Organization (NIPO)
3rd floor, Building No. 3
Vice Presidency for Strategic Planning and Control
Daneshasara St., Baharestan Sq.
Tehran, 1149943141, IR Iran

Ministry of Jihad-e-Agriculture
No. 12, Dr. Hesabi Building,
Rodaki and Navab St. crossroad, Azadi St.
Tehran, Iran
6. **Number of Overseas Participants** Up to 18 qualified participants from Bangladesh, Cambodia, Republic of China, Fiji, India, Indonesia, Lao PDR, 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** 19 June 2015
9. **Objectives**
 - a. To review and assess current methodologies, best practices, and related issues in measuring, analyzing, and monitoring agricultural productivity;
 - b. To identify appropriate agricultural productivity measurement methodology and the data requirements applicable to member countries for use in follow-up research in 2016; and
 - c. To formulate practical recommendations for strengthening agriculture and agricultural productivity measurement and monitoring systems in member countries.

10. Background

Global agriculture faces multiple challenges in the 21st century. It will have to produce more than double the food, feed, fiber, and fuel to meet the additional demand from a global population of more than nine billion in 2050. This output will have to come from the finite land and water available for agriculture. Natural resource degradation and negative impacts

of climate change on agriculture make this an even more daunting task. Accelerating agricultural productivity through sustainable practices could be part of the solution.

Increased agricultural productivity is crucial in achieving the objectives of poverty alleviation, food security, and economic growth. For many developing and less-developed countries, agriculture contributes substantially to rural livelihood, trade revenues, and national food security. For most of those countries, however, systems for monitoring productivity trends are weak due to the absence of institutionalized monitoring and limited trained personnel. This usually translates into weak planning and programming systems, which often lead to improper allocation of scarce resources.

Countries in the region need reliable databases on their agricultural resources and productivity so that governments can plan and pursue the appropriate set of policies and program support. Building capacities for measuring, analyzing, and monitoring productivity in agriculture is essential for APO members.

11. Scope and Methodology

The tentative modules to be covered are:

- a. The status of agriculture and productivity trends in member countries;
- b. Techniques for measuring agricultural productivity and sources of growth in agriculture;
- c. Development of indicator systems for monitoring agriculture and productivity;
- d. Computerized applications for measuring, analyzing, and monitoring agriculture and productivity; and
- e. Examples of best practices.

The workshop will consist of presentations of country cases by participants, thematic presentations by experts, discussion sessions, and field visits. Hands-on exercises may be conducted to demonstrate the application and use of appropriate computer software. Each participant is expected to conduct a preliminary assessment of the agriculture and productivity trends and monitoring systems in his/her country and present the findings to the workshop.

The tentative program itinerary of the workshop is given below:

Date/Time	Activity
Friday, 21 August 2015	Arrival of participants at project venue
Saturday, 22 August	Opening session Country presentations by national experts
Sunday, 23 August	Country presentations by national experts/ Thematic presentations by international experts
Monday, 24 August	Field visits to relevant farms, companies, or organizations/ Thematic presentations by international experts
Tuesday, 25 August	Thematic presentations by international experts/ Discussion sessions
Wednesday, 26 August	Discussion sessions/Presentation of discussion output Program evaluation by participants, resource persons, and implementing organizations Summing-up session Closing session

Thursday, 27 August

Departure of participants

12. Qualifications of Candidates

The participants are expected to be recognized national experts in agricultural productivity measurement who possess the following qualifications:

Present Position	Officers from the national census/statistics agency, national agricultural statistics bureau/department, and/or national economic development and planning agency/institution in charge of agricultural productivity measurement, analysis, and monitoring.
Experience	Sufficient experience in writing statistical and analytical reports, and managing agricultural productivity measurement projects.
Education	Advanced degrees in agricultural economics, economics, or statistics preferably at the doctoral or master's levels or equivalent.
Language	All proceedings of the project are conducted in English, and participants are frequently required to prepare and make oral and written presentations. They must therefore be proficient in both written and spoken English. Those who are not proficient in English will not be accepted.
Health	Physically and mentally fit to travel, attend an intensive project requiring participants to complete a number of individual and group activities and strenuous fieldwork, and willing to attend the follow-up project and undertake actual research in 2016, if selected. 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 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 Tehran. 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. 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). 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).
- 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 country case study prior to departure for the project venue. In preparing the paper, they are expected to follow the attached "Guidelines for Preparation of Country Case Study."

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).

A handwritten signature in black ink, appearing to read 'M. Amano', with a large, sweeping flourish extending to the right.

Mari Amano
Secretary-General

15-AG-14-GE-WSP-B

Workshop on Agricultural Productivity Measurement
22–26 August 2015, Tehran, IR Iran

Guidelines for Preparation of Country Case Studies

Each participant is required to submit a country case study prior to departure for the project. If there are multiple participants from one country, they should write a joint country case study to avoid overlapping of contents. If a joint paper is written, each participant is expected to contribute meaningfully to case study preparation.

The case study should be typewritten, single-spaced, on standard A4-size bond paper, and be between 7 and 10 pages in length, excluding tables/figures. A copy of the paper and the PowerPoint presentation should reach the APO Secretariat no later than 27 July 2015.

The case study may be written in the personal capacity of the participant but must be substantiated and supported by statistical data/information wherever appropriate. The case study should focus solely on the topic and avoid inclusion of irrelevant descriptions of the country.

The participants are also required to prepare a summary of their paper not exceeding 300 words. The summary should contain only the salient points of the country case study. The summary will be used to prepare the highlights of the workshop. The participants are strongly advised to use appropriate audiovisual aids (e.g., PowerPoint slides) for the presentation of their country case studies.

The following topical outline is suggested as a guide in the preparation of country case studies.

TOPICAL OUTLINE

1. Please describe the trends in the performance of the agriculture sector in your country during the last 25 years, i.e., 1990–2014, highlighting the following aspects: a) contribution to national GDP (percentage); b) contribution to employment (as the percentage employed of the total labor force); and c) growth rates of production indexes (percentage).
2. Please describe the important institutions involved in the agriculture sector and describe their key functions in supporting agricultural development (please provide a diagram/structure of the Ministry and/or Department of Agriculture showing its various units/attached agencies and institutes).
3. Please describe the main mandates and the structure of the agency/organization responsible for measuring and monitoring agricultural productivity, the tools and techniques used, and the indicators measured and monitored.
4. Please discuss the issues and challenges faced by your country/concerned agency in measuring and monitoring agricultural productivity and explain any effort or recent initiative taken to address these.
5. Annex (tabular presentation of data in Microsoft Excel format for reference only, not inclusion in the paper and PowerPoint presentation not necessary) covering the following:
 - a. **Performance of the crop sector:** 1) annual volume of production of the five most important crops (percentage growth rates); 2) annual area of the five most important crops harvested (percentage growth rates); and 3) annual average yield per hectare of the five

- most important crops (tons per hectare).
- b. ***Trends in the performance of the livestock and poultry sector:*** 1) annual population of the three most important farm animals produced (percentage growth rates); 2) annual production of the three most important meat types (percentage growth rates); and 3) annual dairy production (volume in fresh milk equivalent; percentage growth rates if applicable).
 - c. ***Trends in the performance of the aquaculture sector (if applicable):*** 1) annual production of aquaculture products (percentage growth rate); and 2) area of aquaculture ponds (percentage growth rates).
 - d. ***Trends in the trade of agricultural products:*** 1) growth in agricultural exports (volume and value in US\$ equivalent); and 2) growth in agricultural imports (volume and value in US\$ equivalent).
 - e. ***Agricultural resources of your country, especially the following:*** 1) land area of the country and the proportion of land classified as forestland, pastureland, agricultural land, etc.; 2) cultivated land and irrigated land; 3) amount of loans/credit granted to farmers/agricultural sector; 4) number of farm tractors per 1,000 farmers; and 5) average amount of fertilizer used per hectare.
6. Provide a list of references/bibliography to acknowledge the sources of the information and data used in your manuscript.