



PROJECT NOTIFICATION

PN Issue Date	28 November 2018
PN Revision 1 Issue Date	8 March 2019
Project Code	18-AG-47-GE/SPP-OSM-A
Title	Multicountry Observational Study Mission on Sustainable Food Value Chains
Timing and Duration	22–25 April 2019 (four days)
Venue	Tokyo, Japan
Implementing Organization(s)	APO Secretariat
Number of Overseas Participants	Up to 18 qualified participants
Number of Local Participants	Up to six qualified participants
Closing Date for Nominations	1 March 2019

Change History of Project Notificaion: 18-AG-47-GE/SPP-OSM-A

Revision	Date of Issue	Clause	Modifications
Revision 1	7 March 2019	Timing and Duration	Timing has been changed from 22-26 April 2019 to 22-25 April 2019
		3.Scope and Methodology	Program Schedule has been revised in accordance with revised project timing.
		6-3 Insurance Coverage	Insurance condition has been revised introducing of new policy after 1 February 2019
		10.Postproject Actions	Postproject actions has been slightly amended.
		Attachment 1	Postproject Activity Guidelines has been attached.

1. Objectives

Objective of this study mission is to promote the adoption of best practices for the development of sustainable food value chains (FVCs) in member countries. Then, the sustainability and competitiveness of the agriculture and food sectors in member countries are expected to be enhanced.

For the objective, this study mission will enhance participants' understanding of sustainable FVCs by exposing them to successful examples of sustainable FVCs in the host country.

2. Background

An FVC is a series of activities that create and build value at every stage from agricultural production, manufacturing, processing, and distribution to consumption. Recently, the environment surrounding FVCs has been changing. For example, increasing consumer incomes lead to higher demand for better-quality, safer fresh food. In addition, changing lifestyles have resulted in more demand for healthy, convenient food and small-sized package delivery. Therefore, to establish sustainable FVCs, adaptation to dynamic social trends is necessary.

Sustainable FVCs have many merits such as maintenance of food quality and safety, reduction of delivery times and costs, and greater consumer satisfaction. For example, cold chain technology maintains the freshness of perishables such as fish and fresh fruit and vegetables until consumption. Sustainable FVCs deliver higher value and increase profits for each stakeholder from farm to fork.

FVC technology is advancing rapidly, especially with advances based on ICT applications. For example, movements of freight are monitored and inventories of food are controlled by ICT. In addition, the temperature of food can be controlled by sensors in real time. Due to such technologies, FVCs can meet consumers' demands more easily. ICT is contributing to making FVCs sustainable.

3. Scope and Methodology

The tentative program is given below (the program will be finalized in consultation with the resource persons):

Date	Activity
Sunday, 21 April 2019	Arrival of participants in Tokyo
Monday, 22 April 2019	Opening session Orientation session Presentation 1: Trends in FVCs and challenges in development of Sustainable FVCs Presentation 2: Policies and institutional settings for promoting development of sustainable FVCs in Japan Presentation 3: Maintaining cold chains for perishables Presentation 4: Enabling environment for the development of sustainable FVCs: Experience of Japan
Tuesday, 23 April 2019	Visit 1: Cold chain Visit 2: Distribution center
Wednesday, 24 April 2019	Visit 3: Food logistics through ICT 1 Visit 4: Food logistics through ICT 2
Thursday, 25 April 2019	Visit 5: Modern wholesale market Preparation for group presentations Group discussion - Key learning points from the study mission - Proposed action plans - Closing ceremony
Friday, 26 April 2019	Departure of participants

4. Qualifications of Candidates

The participants are expected to possess the following qualifications:

Present Position Senior government officers, executives/CEOs of agribusiness associations, and academics in charge of food distribution. Preference will be given to those in a position to promote the adoption of modern food distribution technologies based on learning from the study mission.

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 fit the above profile are typically between 30 and 58 years of age.

Attendance Participants are required to attend the entire program.

5. Requirement (applicable those who attends study mission)

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 APO and to share them with their NPOs within one month 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. The NPOs will monitor the follow-up actions and report submission by participants.

The "Guidelines for Project Preparatory Work" and Postproject Activity" will be provided in project circular.

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 bear the cost of round-trip economy-class international airfare between the international airport nearest to the participants' place of work and Tokyo, Japan from organizations in any of these categories:

- a. SMEs;
- b. Nonprofit organizations; and
- c. Any organization from the APO list of LDCs.*

**As of 7 July 2006, the APO list of LDCs comprised Bangladesh, Cambodia, Fiji, Lao PDR, Mongolia, and Nepal.*

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. Participating Country Expenses (PCEs)

PCEs payable to the APO do not apply to organizations in any of these categories:

- a. SMEs;
- b. Nonprofit organizations; and
- c. Any organization from the APO list of LDCs.*

**As of 7 July 2006, the APO list of LDCs comprised Bangladesh, Cambodia, Fiji, Lao PDR, Mongolia, and Nepal.*

6-3. 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.

6-4. Cost Sharing

Subject to the conditions stated in the Financial Arrangements section, the following table shows the cost-sharing arrangements between the APO, MAFF, and participants or participating countries.

Cost item	Cost to be borne by		
	Participants or participating countries	APO/SPP ¹	APO/GE
Round-trip economy-class international airfare (refer to paragraph Airfare for conditions)	Conditions apply	No	Conditions apply
Participating Country Expenses (PCEs) (refer to paragraph Participating Country Expenses (PCEs))	USD50 per participant	No	No
Hotel accommodation in Venue	No	Yes ²	Yes ³
Per diem allowance in Venue	No	Yes ²	Yes ³
Transportation costs to and from hotel and airport in Venue	No	Yes ²	Yes ³
Insurance coverage in Venue Country (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	Yes	No	No

Cost item	Cost to be borne by		
	Participants or participating countries	APO/SPP ¹	APO/GE
c. Early arrival or late departure d. Flight cancellation			
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	No	Yes
All local implementation costs including but not limited to: a. Meeting rooms b. Documentation c. Preparatory costs	NA	Yes	No
<p>Note(Special Condition):</p> <p>1. This project is funded by a special cash grant from the Ministry of Agriculture, Forestry and Fisheries of Japan.</p> <p>2. MAFF fund will bear hotel accommodations, per diem allowances, and transportation costs for up to 15 overseas participants for up to six days at the rate to be specified later except for those from the Republic of China, Republic of Korea, and Singapore.</p> <p>3. APO will bear hotel accommodations, per diem allowances, and transportation costs for participants from the Republic of China, Republic of Korea, and Singapore and for any additional overseas participants for up to six days at the rate to be specified later when more than 15 participants are selected.</p>			

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 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). 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 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 project.
- 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).

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.