

# Asian Productivity Organization

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## PROJECT NOTIFICATION

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1. **Project Code** 11-AG-26-GE/DC-OSM-B
2. **Project Title** Multicountry Observational Study Mission on Good Agricultural Practices (GAP)
3. **Duration** 5–10 December 2011(six days)
4. **Venue** Tokyo, Japan
5. **Implementing Organization** Asian Productivity Organization
6. **Number of Overseas Participants** Up to 18 qualified participants (see 13. Qualifications of Participants)
7. **Number of Local Participants** Up to six qualified participants (see 13. Qualifications of Participants)
8. **Participating Countries** Bangladesh, Cambodia, India, Indonesia, Islamic Republic of Iran, Lao PDR, Malaysia, Mongolia, Nepal, Pakistan, Philippines, Sri Lanka, Thailand, and Vietnam
9. **Closing Date for Nominations** 20 September 2011
10. **Objectives**
  - 1) To study state-of-the-art good agricultural practices (GAP) in the host country and understand the key factors for successful establishment and operation of GAP;
  - 2) To study the institutional and political arrangements for promoting GAP; and
  - 3) To formulate national plans for participating member countries to promote GAP in their own settings.

## 11. Background

GAP is a management system of the agricultural production process aimed at producing safer, higher-quality agricultural products in an environmentally friendly, socially acceptable manner. GAP has become increasingly important due to enhanced consumer awareness of food safety and other social implications of agricultural production like environmental impacts and occupational health. Given this background, more retailers request agricultural producers to comply with GAP as a prerequisite for commercial transactions with them. GAP is now regarded as a process management system to enhance market value in the food chain.

However, knowledge and awareness of GAP have not been widely disseminated in developing countries. The public and private capacity to assist individual farmers in applying GAP is insufficient. This observational study mission is organized as a follow up to the “e-Learning Course on Good Agricultural Practice and GLOBALGAP for Greater Market Access for Agrifood Products” which was held in 2010 as 10-AG-37-GE-TRC-B. The purpose of this observational study mission is to increase understanding of GAP systems and to study the efforts by producers and other stakeholders to promote GAP through lectures and site visits in the host country. This study mission is also expected to share experiences among participants on key factors for successfully establishing and operating GAP as well as challenges faced by member countries. The study mission also seeks possible ways to disseminate GAP in member countries.

## 12. Scope and Methodology

This observational study mission will include resource paper presentations, country paper presentations, and field studies. The tentative topics to be covered are:

- a) General concepts and basic requirements of GAP systems;
- b) Technological and economic benefits and costs of GAP;
- c) Issues and challenges accompanying GAP;
- d) Key factors for successful establishment and operation of GAP; and
- e) Support systems for dissemination.

The tentative itinerary and program of activities of the study mission are:

Sun., 4 December 2011	Arrival of participants in Tokyo
Mon., 5 December	Opening session/ Presentations by resource speakers
Tue., 6 December	Field visit
Wed., 7 December	Field visit
Thurs., 8 December	Field visit
Fri., 9 December	Presentation and discussion of country reports by participants
Sat., 10 December	Workshop discussion Summing-up and concluding session
Sun., 11 December	Return of participants to their home countries

### 13. Qualifications of Participants

The participants are expected to possess the following qualifications:

- (a) Age: Preferably between 28 and 55 years.
- (b) Education: University degree or equivalent qualification from a recognized institution.
- (c) Present Position: Representatives of farmers and farmers' associations, officers of the Ministry of Agriculture (central government) and extension service staff, researchers from agronomic/economic research institutes or universities, and representatives of certification bodies, all of whom should be engaged in designing, establishing, implementing and disseminating GAP and similar production process management systems. Priority shall be given to those who attended the APO project, "e-Learning Course on Good Agricultural Practice and GLOBALGAP for Greater Market Access for Agrifood Products" held in 2010 and achieved a good performance in this course.
- (d) Experience: At least five years' experience in the field of agronomy, agricultural production, or any relevant work with GAP and other production process management systems
- (e) Language Proficiency: All proceedings of the study mission are conducted in English, and participants are frequently required to make oral and written presentations. They should be proficient in both spoken and written English. Those who are not proficient in English need not apply.
- (f) Health: Physically and mentally fit to attend an intensive study mission requiring participants to complete a number of individual and group activities and strenuous field work (it is therefore recommended that member countries refrain from nominating candidates likely to suffer from physical and mental strain).
- (g) Attendance: Participants must attend all six days of the study mission to qualify for the certificate of attendance.

### 14. Financial Arrangements

- a) **To be borne by the APO:** From the APO general budget
  - i) All assignment costs of overseas resource persons.
  - ii) Round-trip economy-class international airfare by the most direct route between the international airport nearest to the participant's place of work and Tokyo for all participants from Bangladesh, Cambodia, Fiji, Lao PDR, Mongolia, and Nepal and for participants from SMEs and nonprofit organizations from other APO member countries. As far as practicable, all participants are strongly encouraged to purchase and use discount tickets (following IATA PEX or other applicable discount fares). Please note that the arrangements for the purchase of air tickets should be in accordance with the

“Guide on Purchases of Air Tickets for APO Participants,” which will be sent to the selected participants and is available on the APO website and from APO Liaison Officers in member countries.

- iii) Hotel accommodations and per diem allowances for participants from the Republic of China, Republic of Korea, and Singapore for any additional overseas participants for up to seven days at the rate to be specified later when more than 15 participants are selected.
  - b) **To be borne by the APO:** From a special grant from the Japanese Ministry of Agriculture, Forestry and Fisheries
    - i) Hotel accommodations and per diem allowances for up to 15 overseas participants for up to seven days at the rate to be specified later (except for those from the Republic of China, Republic of Korea, and Singapore).
    - ii) All local implementation costs.
  - c) **To be borne by participants or participating countries:**
    - i) For participants from profit-making organizations, except for SMEs, from APO member countries other than Bangladesh, Cambodia, Fiji, Mongolia, Lao PDR, and Nepal:
      - 1) Round-trip international airfare between the member country and Tokyo.
      - 2) Participating country expenses of US\$50 per participant, payable to the APO in convertible currency.
    - ii) For all participants:
      - 1) Participants should be fully insured in Japan, regardless of any insurance coverage obtained in their own country, against accident and illness (including hospitalization) for:
        - accidental death and dismemberment up to ¥4,000,000
        - medical expenses for accident up to ¥4,000,000
        - medical expenses for illness up to ¥4,000,000
- for the entire duration of the project and travel. The APO will secure this insurance on behalf of the participants in the host country from the day before project commencement until the day after project completion. Each participant must pay the premium himself/herself out of the per diem allowances provided. Neither the APO nor the implementing organization will be responsible for any eventuality arising from accident or illness.
- 2) Any expenses related to visa fees and airport taxes.
  - 3) 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 on account of early arrival or late departure, for example, due to either limited available flights or any other reason whatsoever

## 15. Actions by Member Countries

### Nominations

- (a) Each member country is requested to nominate candidates for selection in the order of preference. Please ensure that candidates nominated meet the qualifications prescribed above (see 13. Qualifications of Participants).
- (b) Please note that when a candidate is nominated it does not follow that she/he is considered selected. Selection is at the discretion of the Screening Committee. 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. Sometimes, candidates are not selected because they are overqualified for the given project.
- (c) APO Liaison Officers/NPOs are reminded to make clear in their search for the most appropriate participants that only the APO Liaison Officer/NPO in their country may send nominations to the APO Secretariat. This should eliminate the mistake of various government/public/private institutions making nominations directly to the APO Secretariat.

### Required Documents

- (d) Each nomination should be accompanied by the documents listed below. A nomination lacking any of these documents may not be considered:
  - i) Two copies of the candidate's biodata on the **APO biodata form** together with passport-sized photograph. The biodata form can be downloaded from the APO website. Downloading information is also available from [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: 81-3-5226-3954).
  - ii) **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 enumerated on the reverse side of the medical form. However, for all others, medical certification by a recognized physician on the reverse side of the medical form is required.
- (e) For reasons of expediency or because of time constraints due to approaching nomination deadlines, member countries sometimes send their candidates' biodata forms and medical certificates by fax to the APO Secretariat. While this action is very much appreciated, member countries are requested to mail the originals of the documents to the APO Secretariat as well. They are needed for making clear, clean copies for the host country, especially with regard to the candidates' photos. If the documents are submitted electronically as mentioned in d)-i), there is no need to send the original by postal mail. 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 specify the candidate's name and the project code on the reverse side of the photograph.

### Nomination Deadline

- (f) Member countries are requested to abide by the nomination deadline of 20 September 2011. 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.
- (g) For member countries where nominations are required to be approved by higher government authorities and hence require a longer time, the APO Liaison Officers/NPOs are urged to send in the names of nominees on or before the deadline, indicating that government approval will follow.

### Others

- (h) Most qualified participant(s) from each member country will be chosen and notified through the APO Liaison Officer/NPO. Should some candidates fail to qualify or be unable to participate after selection, or should 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.
- (i) Member countries 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. Further, if they become unable to attend the project, they should be requested to inform the APO promptly of their inability to participate and the reason for last-minute withdrawal through the APO Liaison Officer/NPOs in member countries.
- (j) Each selected candidate is required to arrive at the venue one day before the start of the official project. Also, all candidates are expected to return home upon completion of the official project because they are visiting the host country for the specific purpose of attending this APO project.

## **16. Country Paper Preparation**

The participants are required to prepare a country paper prior to departure for the project venue for presentation at the study mission. In preparing the papers, they are expected to follow "Guidelines for Preparation of Country Papers" to be provided later.

## **17. Other Conditions**

Other conditions for participation are given in the *APO Guide for Participants*, which is available from the APO Liaison Officers/NPOs in member countries and on the APO homepage (URL: [www.apo-tokyo.org](http://www.apo-tokyo.org)) and will also be sent to the selected participants.



Ryuichiro Yamazaki  
Secretary-General