PROJECT IMPLEMENTATION PLAN ADDENDUM

4 December 2017

1.	**Project Code**	16-AG-23-GE-TRC-A-04
2.	**Project Title**	Self-learning e-Course on Food Safety Management
3.	**Timing**	9 June–8 November 2017 (five months)
4.	**Implementing Organizations**	APO Secretariat and National Productivity Organizations (NPOs)
5.	**Addendum No.**	3
6.	**References**	APO Project Notification 16-AG-23-GE-TRC-A dated 2 February 2016; APO Project Implementation Plan 16-AG-23-GE-TRC-A-04 dated 22 July 2016, APO Project Implementation Plan Addendum No. 1 dated 25 January 2017 and APO Project Implementation Plan Addendum No.2 dated 7 June 2017
7.	**Details**	Changes in Project Implementation Plan Addendum No. 2 Item No. 7-1 "Timing and Duration"

7-1 Change in Item No. 7-1 "Timing and Duration"

The closing date of the Self-learning e-Course on Food Safety Management has been extended to **8 June 2018**.

Unless otherwise modified by the APO in writing, the provisions of the Project Notification dated 2 February 2016, Project Implementation Plan dated 22 July 2016, Project Implementation Plan Addendum No.1 dated 25 January 2017 and Project Implementation Plan Addendum No. 2 dated 7 June 2017 pertaining to this course remain valid.

Santhi Kanoktanaporn
Secretary-General

PROJECT IMPLEMENTATION PLAN ADDENDUM

7 June 2017

1.	**Project Code**	16-AG-23-GE-TRC-A-04
2.	**Project Title**	Self-learning e-Course on Food Safety Management
3.	**Timing**	1 June–31 October 2017 (five months)
4.	**Implementing Organizations**	APO Secretariat and National Productivity Organizations (NPOs)
5.	**Addendum No.**	2
6.	**References**	APO Project Notification 16-AG-23-GE-TRC-A dated 2 February 2016; APO Project Implementation Plan 16-AG-23-GE-TRC-A-04 dated 22 July 2016 and APO Project Implementation Plan Addendum No. 1 dated 25 January 2017
7.	**Details**	Changes in Project Implementation Plan Addendum No.1 Item No. 7-1 "Timing and Duration"

7-1 Change in Item No. 7-1 "Timing and Duration"

The timing of the Self-learning e-Course on Food Safety Management has been changed to **9 June–8 November 2017** (five months).

Unless otherwise modified by the APO in writing, the provisions of the Project Notification dated 2 February 2016, Project Implementation Plan dated 22 July 2016 and Project Implementation Plan Addendum No.1 dated 25 January 2017 pertaining to this course remain valid.

Santhi Kanoktanaporn
Secretary-General

ASIAN PRODUCTIVITY ORGANIZATION

PROJECT IMPLEMENTATION PLAN ADDENDUM

25 January 2017

1.	**Project Code**	16-AG-23-GE-TRC-A-04
2.	**Project Title**	Self-learning e-Course on Food Safety Management
3.	**Timing**	1 January–31 May 2017 (five months)
4.	**Implementing Organizations**	APO Secretariat and National Productivity Organizations (NPOs)
5.	**Addendum No.**	1
6.	**References**	APO Project Notification 16-AG-23-GE-TRC-A dated 2 February 2016; and APO Project Implementation Plan 16-AG-23-GE-TRC-A-04 dated 22 July 2016
7.	**Details**	Changes in Project Implementation Plan Item No. 4 "Timing and Duration"

7-1 Change in Item No. 4 "Timing and Duration"

The timing of the Self-learning e-Course on Food Safety Management has been changed to 1 June–31 October 2017 (five months).

Unless otherwise modified by the APO in writing, the provisions of the Project Notification dated 2 February 2016 and Project Implementation Plan dated 22 July 2016 pertaining to this course remain valid.

Santhi Kanoktanaporn
Secretary-General

PROJECT IMPLEMENTATION PLAN

22 July 2016

1. Project Code	16-AG-23-GE-TRC-A-04
2. Project Title	Self-learning e-Course on Food Safety Management (Basic)
3. Reference	Project Notification 16-AG-23-GE-TRC-A dated 2 February 2016
4. Timing and Duration	1 January–31 May 2017 (five months)
5. Implementing Organizations	APO Secretariat and National Productivity Organizations (NPOs)
6. Number of Participants	Minimum of 400 participants
7. Self-registration	Self-registration opens from 10:00 AM Japan Standard Time on 1 January 2017 on the APO's e-learning web portal: http://www.apo-elearning.org/

Note: Participants can register directly from this portal on the APO website. Those who are already registered can access the course by using the assigned username and password. If you have forgotten your username and password, please refer to the FAQs on the home page of the portal.

8. Objectives

a. To provide food safety management practitioners with good knowledge of fundamental food safety management systems (FSMS) concepts, principles, tools, techniques, food safety regulations, and critical success factors for SMEs; and

b. To acquaint the participants with the design and management requirements associated with the application and implementation of basic FSMS in food industry

9. Background

Food safety is a global issue as contaminated food causes widespread health problems with serious implications for families as well as public healthcare systems. It also causes reduced

workforce productivity. Both developed and developing countries share concerns over food safety as international food trade and cross-border movements of people increase.

There is an urgent need to put in place sound FSMS through building reliable, safe food supply chains. The situation of food safety in many developing countries of the Asia-Pacific region, however, is not up to the mark. This is attributed to a lack of awareness of its socioeconomic significance and lack of understanding of basic concepts, tools, and techniques of food safety good agricultural practices (GAP), such as good hygiene practices (GHP), good manufacturing practices (GMP), and hazard analysis and critical control point (HACCP). The limited pool of trainers and experts providing training and consultancy in this field, and high cost of implementing the requirements relating to food safety, especially for SMEs, are also among the major challenges.

This course is being organized to train a critical mass of individuals in APO member countries in acquiring and applying basic knowledge of FSMS.

10. Scope and Methodology

Scope

The tentative course structure is:

Module 1: Introduction and overview of food safety management systems (FSMS)
Current status, concerns and trends in food safety, socioeconomic costs related to food safety

Module 2: Key concepts in food quality and food safety, and innovative tools
Key concepts in food quality and food safety (Food hygiene, food safety, food chain), GHP, prerequisites programs, risk and risk analysis, control measures, private voluntary standards

Quiz 1 (for self-assessment based on questions from Modules 1 and 2)

Module 3: Tools, techniques, and approaches in FSMS
Productivity tools (5S, Kaizen), systematic approach to problem-solving, PDCA (Plan-Do-Check-Act) cycle for improvement, quality control (QC) tools, management and planning (MP) tools, establishing action plan

Module 4: Basic concepts and principles of food safety management systems (FSMS)
Standards and requirements for of FSMS (GAP, GHP, GMP, HACCP) and ISO22000, key elements of FSMS

Quiz 2 (for self-assessment based on questions from Modules 3 and 4)

Module 5: Implementation of FSMS
Generic approach in establishing FSMS, project plan for implementing FSMS, auditing of FSMS

Model 6: Certification of FSMS

Key concept and benefits of certification, requirements for certification, certification process, selection of certification body, accreditation bodies, certification steps

Quiz 3 (for self-assessment based on questions from Modules 5 and 6)

Module 7: Food traceability

Role and rationale of traceability in FSMS, fundamentals of food traceability system (FTS), requirements of FTS, implementation of FTS

Module 8: Strategies for achieving food safety by SMEs in the food industry and key success factors

Definitions and characteristics, SME constraints, challenges and impediments in FSMS implementation, key success factors

Module 9: Final Examination

Methodology

Self-learning e-modules, additional study materials for participants, intermittent quizzes for self-assessment, assignments, and a final examination to qualify for the APO e-certificate.

11. Qualifications of Candidates

The target participants include managers and officers of food-processing companies including SMEs, officers of government and NGOs, academics, extension officers, consultants, and other technical personnel engaged in planning, training, extension, and/or promotion of FSMS and providing consultancy services on FSMS.

12. Eligibility for e-Certificate

A minimum score of 70% on the final examination is required to qualify for the APO e-certificate.

Participants from nonmember countries are welcome to take the course for self-development, although APO e-certificates will not be provided.

Mari Amano
Secretary-General

ASIAN PRODUCTIVITY ORGANIZATION

PROJECT NOTIFICATION

2 February 2016

1.	**Project Code**	16-AG-23-GE-TRC-A
2.	**Project Title**	Self-learning e-Course for the Agriculture Sector
3.	**Timing**	Throughout 2016
4.	**Implementing Organizations**	APO Secretariat and National Productivity Organizations (NPOs)
5.	**Number of Participants**	Minimum 400 participants per course
6.	**Registration**	APO e-learning web portal: http://www.apo-elearning.org/moodle19/ (Participants can register directly from this portal on the APO website.)

7. **Objective**

To provide basic training to numerous participants in productivity tools and techniques in selected subject areas of broad significance related to the agriculture and food sectors in a cost-effective manner and create a mass of productivity professionals.

8. **Background**

Depending upon the needs of APO members and relevance of subject areas, the APO develops self-learning e-courses and offers them on its e-learning portal. These courses are developed based on the APO's experience and knowledge accumulated over years of organizing capacity-building projects in its focus areas. Based on the huge success of the self-learning e-courses over the past few years, the APO plans to organize similar or upgraded self-learning e-courses relating to the food and agriculture sectors in 2016. The courses will focus on the subjects of Good Agricultural Practices (GAP), agribusiness management, agritourism business development, and food safety management.

For each course a separate project implementation plan (PIP) containing specific information on the course and subject will be issued. NPOs are requested to start promoting the course after receiving the PIP.

9. **Scope and Methodology**

Scope
The scope of each course will be decided based on the subject and will be detailed in the PIP

issued later for each course.

Methodology

Each course will consist of self-learning e-modules, additional study material for participants, intermittent quizzes for self-assessment, and a final examination to qualify for the APO certificate. All learning modules, carefully prepared by internationally recognized experts, will be uploaded to the course site on the e-learning portal.

10. Modality of Implementation

Courses will be offered through the APO's dedicated e-learning portal: http://www.apo-elearning.org/moodle19/. Participants can register on this portal and create their own accounts.

Registered participants are required to complete all learning modules and self-assessment quizzes before taking the final examination. Based on the results of the final examination, successful participants from member countries will be awarded APO e-certificates.

11. Special Features

a. Participants can register on the APO e-learning portal and create accounts by themselves.
b. Registered participants' progress will be tracked and monitored by the APO Secretariat throughout the course.
c. Participants can complete the course at their own pace within the prescribed official duration of the course.
d. Completion of all modules and quizzes is compulsory before taking the final examination.
e. A minimum score of 70% on the final examination is required to qualify for the APO e-certificate. The e-certificates will be sent to participants' registered e-mail addresses one day after completion of the final examination.
f. Successful participants may be given preference based on merit for selection to attend future APO multicountry face-to-face projects on the same subject in consultation with NPOs.

12. Qualifications of Candidates

The target groups are productivity practitioners, consultants, managers, academics, extension service providers, representatives of cooperatives and industry associations, producers, and all professionals working in the subject area from agriculture, agribusinesses, food industries, NPOs, government agencies, universities, and consultancy firms who wish to acquire a working knowledge of the subject.

13. Financial Arrangements

To be borne by NPOs

a. Coordination, communication, and promotion support for the course.

b. Any other local costs.

To be borne by the APO

a. All costs related to development of the self-study modules, additional study material(s) pertaining to the course, self-assessment quizzes, and examination.

b. Cost of hosting the course on the APO's e-learning portal and operating it from the APO Secretariat.

14. Actions by member countries/NPOs

Member countries/NPOs are requested to:

a. Promote and market the course by sending the project notification and PIP to as many relevant organizations as possible and encouraging all interested individuals to participate.

b. Upload the course announcement on the NPO's website and/or provide a link to the APO's e-learning portal.

c. Interact with registered participants and provide them with necessary inputs and guidance, if necessary.

d. Provide all necessary support and cooperation proactively to the APO Secretariat for successful implementation of the course.

15. Participation of Individuals from Nonmember Countries

Participants from nonmember countries are welcome to take the course for self-development, although APO certificates will not be provided.

Mari Amano
Secretary-General