



PROJECT IMPLEMENTATION PLAN

17 April 2018

1. **Project Code** 16-AG-33-SPP-DON-C-CAM (CON-1)
2. **Project Title** National Conference on Advanced Food Safety Management Systems in Cambodia
3. **Reference** APO Project Notification 16-AG-33-SPP-DON-C (Special Program for Capacity Building in the Food Industry in ASEAN Least Developed Countries: Third Year) dated 5 January 2017
4. **Timing and Duration** 17–18 May 2018 (two days)
5. **Venue** Phnom Penh, Cambodia
6. **Implementing Organization** National Productivity Centre of Cambodia (NPCC)
7. **Number of Participants** At least 100 participants
8. **Objectives**
 - a. To enhance the awareness of key stakeholders in Cambodian agribusinesses of the importance of advanced food safety management systems (FSMS) to improve productivity and competitiveness;
 - b. To share the experiences gained by the demonstration companies and NPCC staff in FSMS during demonstration company projects on the subject under the Special Program for Capacity Building in the Food Industry in ASEAN Least Developed Countries (ASEAN-LDCs);
 - c. To make strategic recommendations to strengthen Cambodian food safety and quality (FSQ) control systems by enhancing the capacity of the food-processing industry and the agribusiness subsector; and
 - d. To contribute to strengthening FSQ standards and thereby improve public health in Cambodia as well as the performance of the food-processing industry and agribusiness enterprises for greater competitiveness in the global food market.

9. Background

Under the ASEAN-LDC Program funded by the Japanese Ministry of Agriculture, Forestry and Fisheries, the APO has carried out following national demonstration company projects in Cambodia:

- a. Demonstration Company Project on Advanced Food Safety Management Systems for SMEs: Phase I, from October 2016 to May 2017; and
- b. Demonstration Company Project on Advanced Food Safety Management Systems for SMEs: Phase II, from February 2018 to May 2018.

The objective of phase I was to establish and promote advanced FSMS with the aim of enhancing FSQ standards and to strengthen the training and consulting capacities of the NPCC on advanced FSMS with an emphasis on ISO 22000:2005.

Based on the achievements of phase I of the project, phase II was designed to provide further guidance on the subject to demonstration companies and local consultants. In addition to ISO 22000:2005, FSSC22000 of the Global Food Safety Initiative was introduced in phase II to enhance understanding of NPCC consultants and demonstration company staff of recent advances in FSMS and to enable the demonstration companies to produce safe food products meeting the stringent requirements of the global market.

With the completion of the demonstration company projects under phases I and II, it is important to share the experiences, lessons, and insights gained in this project by the demonstration companies and NPCC staff who guided the former with other stakeholders working in the food industry to maximize the multiplier effects throughout the industry. Such knowledge and experience sharing can provide valuable lessons and insights for others in the Cambodian food-processing industry to address food safety issues and challenges.

This national conference will also serve as a forum for considering possible future actions to strengthen national FSMS and enhance the competitiveness of food-industry enterprises in Cambodia.

10. Scope and Methodology

The conference will include interactive presentations by resource persons, NPCC staff, local consultants, and representatives of the demonstration companies.

The tentative program is given below:

Date/Time	Activity
Wednesday, 16 May	Arrival of experts and coordination meeting with the NPCC
Thursday, 17 May	Opening Session Orientation Session: Overview of the National Conference Presentation 1: Overview of APO Projects on Advanced FSMS in Cambodia Presentation 2: Overview of Advanced FSMS Presentation 3: Food Safety Risks and Vulnerabilities in Food Supply Chains Presentations 4, 5: Demonstration Company Experiences in Implementing and Maintaining Advanced FSMS (including salient achievements, issues and challenges experienced, corrective actions undertaken, and the follow-up needed by the NPCC and demonstration companies)

Friday, 18 May Presentation 6: Current Status of Food Value Chains in Cambodia
Presentation 7: Overview of FSMS Implementation in Cambodia
Presentations 8, 9: Demonstration Company Experiences in
Implementing and Maintaining Advanced FSMS (including salient
achievements, issues and challenges experienced, corrective actions
undertaken, and the follow-up needed by the NPCC and demonstration
companies)
Presentation 10: Emerging Challenges and Opportunities for the Food
Industry in Cambodia
Panel discussion on how to disseminate the experiences of the NPCC
and demonstration companies for promoting implementation of FSMS
in the Cambodian food industry

11. Experts

The APO Secretariat will assign up to three international experts to conduct the conference.

12. Participants

At least 100 participants representing the food-processing industry and agribusiness subsector, academia, and government officers working on food safety affairs and FSMS will attend the conference.

Four demonstration companies will be invited to make presentations on their experiences in adopting FSMS.

13. Financial Arrangements

To be borne by the APO

- a. All assignment costs of APO experts, covering the honoraria, airfare, daily subsistence allowance, and overseas travel insurance.
- b. Local implementation costs such as for conference rooms, meeting package, conference facilities, honoraria for local resource persons, interpretation fees, translation costs, material costs, local transportation costs, etc.
- c. The total amount of financial assistance from the APO for this national conference should not exceed USD10,300.00. Please see Attachment 1 for a detailed breakdown of the approved project cost.

To be borne by the NPCC

- a. If the actual project cost exceeds USD10,300.00, the overrun should be covered by the NPCC.
- b. Other expenses not covered by the APO.

14. Procedures for Project Implementation

- a. Remittance of a temporary advance (50% of the total estimated cost), if necessary.
- b. Implementation of the proposed project.
- c. Submission of a project report summarizing the implementation of the project and statement of expenses related to the project to the APO.
- d. Submission of receipts and settlement of accounts.
- e. The project is considered completed after the above stages.



Santhi Kanoktanaporn
Secretary-General

PROJECT COST BREAKDOWN

Project Title:	National Conference on Advanced Food Safety Management Systems in Cambodia
Duration:	17–18 May 2018
Venue:	Phnom Penh, Cambodia
Implementing Organizations:	National Productivity Centre of Cambodia (NPCC), Ministry of Industry and Handicraft
No. of Participants:	100 participants

No.	Item	Detailed Breakdown (Please indicate the unit price, number of persons, and days.)	Unit Total (USD)
I. Local implementation costs			
1	Conference room	USD150 × 2 days	300
2	Meeting package	USD24 × 100 persons × 2 days	4,800
3	Conference facilities cost (LCD rental fee, microphones, speaker, and backdrop)	USD300 × 2 days	600
4	Honoraria for local resource persons	USD150 × 4 persons	600
5	Translation cost of resource papers and materials	USD10/per page × 160 pages	1,600
6	Interpretation fee	USD150 × 2 persons × 2 days	600
7	Preparing minutes of the conference	USD100 × 2 days	200
8	Convention materials (brochure, photocopying materials, etc.)	= a + b	1,200
	a	Files, pens, and bags USD5 × 100 persons = USD500	
	b	Brochure, photocopying materials USD7 × 100 persons = USD700	
Subtotal:			9,900
II. Miscellaneous expenses (a lump-sum payment of miscellaneous expenses up to 5% of the above total)			
Miscellaneous expenses include communication fees (telephone, fax, Internet), etc.			400
TOTAL			10,300

Notes:

- * With the submission of the project report and settlement of accounts (final expenses report) with the official receipts, the APO will reimburse the actual expenses within the above amount in accordance with the Project Implementation Plan.

The following items will NOT be reimbursed by the APO:

- 1) Administrative costs such as remuneration, transportation, accommodation, per diem allowances, and miscellaneous expenses for the implementing organizations; and
- 2) Other items not given in the above list.

