



PROJECT IMPLEMENTATION PLAN

Ref. No.: 20-AG-33-SP-DON-C-TW01-PP2100007-002

Date of Issue	20 October 2021
Project Code	20-AG-33-SP-DON-C-TW01
Title	2021 International Conference on Agriculture Transformation
Timing and Duration	26–27 October 2021 (two days)
Hosting Country(ies)	Republic of China
Modality	Digital In-country
Implementing Organization(s)	China Productivity Center
Participating Country(ies)	Republic of China
Overseas Participants	Not Applicable
Local Participants	300
Qualifications of Participants	Government officials promoting smart agricultural production, experts and researchers specializing in technological developments for smart agriculture, and individuals engaged in agribusiness-related activities
Nomination of Participants	Not Applicable
Closing Date for Nominations	Not Applicable

1. Objectives

- a. Promote the adoption of multidisciplinary, forward-looking technologies in agriculture.
- b. Share successful cases of introducing smart, innovative agricultural technologies.
- c. Create more opportunities for multidisciplinary cooperation and resource integration in the agriculture sector.

2. Background

The food supply problems caused by climate change, demographic structural shifts, and trade liberalization have become more serious recently due to the COVID-19 pandemic. Global policies restricting movement and contact in response to the pandemic have had major impacts on food supply chains. Disconnections between the supply and demand sides have raised food safety concerns, which means that agriculture is facing a crisis of production and sales management.

Compared with other countries, the ROC has been less affected by the pandemic, although its food supply depends heavily on imports. Therefore, it is necessary to increase its food self-sufficiency rate on a long-term basis. Agriculture in the ROC mainly consists of small-scale farming, which involves higher risk and less stable production. Thus, it is crucial to find disaster-resilient solutions in response to different scenarios to establish a more sustainable standardized management system.

Smart agricultural technologies can be solutions to increase high quality production. The government has continued to promote smart production and digital devices in agriculture in the ROC. Through advanced technologies such as the Internet of Things (IoT), big data, and smart devices, knowledge can be digitalized and accumulated. These technologies can reduce labor demand, improve resource management and product traceability, and make agricultural products safer and more reliable. Furthermore, by forming smart agriculture alliances, small-holder farmers can work together to reduce costs and improve production capacity and marketing.

Experts in smart agriculture will be invited to share their experience and insights on advanced technology applications and global trends. This conference is expected to increase the willingness of agri-businesses, producers, and technology suppliers to invest in smart agriculture and stimulate cross-sector cooperation, which can promote production and sales management integration, stabilize the entire agricultural supply system, and enhance food safety and quality in the value chain.

3. Modality of Implementation

- a. The sessions will be conducted virtually by using videoconference applications designated by the China Productivity Center (CPC).
- b. The resource persons and participants will participate in the session by using their own devices, applications, and internet connections.

4. Scope and Methodology

The tentative program of activities of this international conference is given in Attachment 1.

5. Financial Arrangements

To be met by the APO

- a. Assignment costs for two international resource persons.
- b. Local implementation costs such as for honorarium for local resource persons, conference rooms, meeting package, conference facilities, interpretation fees, translation costs, material costs, local transportation costs, etc.
- c. The total amount of financial assistance from the APO for this national project should not exceed USD36,745.00. Please see Attachment 2 for a detailed breakdown of the approved project cost.

To be met by the CPC

- a. Excess expenditures if the actual project cost exceeds USD36,745.00.
- b. Other expenses not met by the APO.

6. Roles and Responsibilities

The roles and responsibilities of the CPC and the APO are:

CPC

- a. Organizing the two-day conference.
- b. Assisting the local coordinator(s) in organizing the conference (e.g., conference facilities, accommodation, meeting materials and/or kits, logistics).
- c. Inviting local participants and arranging mass media coverage.
- d. Inviting and assigning local resource speakers.
- e. Making arrangements for the venue and logistics.
- f. Making copies of the meeting materials.
- g. Providing budget not provided by the APO.
- h. Meeting the balance of project implementation costs if the total amount exceeds USD36,745.00.
- i. Submitting a project completion report to the APO, including the financial report and expenditure receipts for the project.

APO

- a. Providing financial support for organizing the project as detailed in section 5.
- b. Assigning two international resource persons for the project.
- c. Coordinating with the international resource persons and the CPC.

7. Procedures for Project Implementation

This project is to be implemented in close collaboration with the APO Secretariat, referred to as the APO in this document.

- a. A temporary advance of up to 50% of the total APO share will be remitted to the CPC, if necessary, according to the detailed breakdown of the approved project cost given in the Attachment.
- b. The project will be carried out by the CPC.
- c. The CPC will make the agreed expenditures and settle the entire account by providing all necessary proof of payment to the APO after completion of the project. The proof of payment, e.g., bills, payment records, and receipts issued by third parties, must be submitted together at one time, written in clear English, with English translations of all documents not originally written in English. The final payment will be made based on the actual expenditure after the CPC submits the comprehensive report. In general, internal evidence is not accepted as proof of payment and will not be reimbursed.
- d. The CPC will submit a project completion report and a statement of expenses supported by receipts, etc. related to the project to the APO within one month of project completion. The report will provide details on how the project was carried out in the country; program of activities; benefits and advantages to the local agriculture and food industry sector,

implementing organization, and host country; and follow-up action plans, among others.

8. Final Project Output

Upon completion of the project, the CPC will undertake the following:

- a. Submit a project completion report on the international conference to the APO and disseminate the report on the proceedings of the conference including recommendations to relevant government bodies such as the Council of Agriculture within one month after project completion.
- b. Submit a statement of expenses supported by third-party receipts/bills within one month after project completion.
- c. Submit documents and e-links relating to promotional material on the national program, e.g., newsletters, news articles, brochures, bulletins, and news clippings, written in English or the local language with an English translation of the main points.
- d. Disseminate the knowledge and experience gained to the public and private sectors through publications, consultancy services, training courses, etc.
- e. Monitor the follow-up actions undertaken by participants or participants' organizations and report them to the APO.

9. Follow-up Action Plans


After completion of the international conference, the participants or their organizations will undertake the following:

Government agencies such as the Council of Agriculture and universities

- a. Include innovative techniques and technologies in extension programs.
- b. Coordinate among various agencies in support of awareness, extension, and promotion of smart agribusiness.

Participants

- a. Submit action plans to the CPC for the implementation of concepts, techniques, technologies, and best practices in their own farms, enterprises, or companies.
- b. Inform the CPC of the expected outcomes of successful action plan implementation.
- c. Submit requirements for government agency assistance for their own action plans.



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