



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT NOTIFICATION

29 August 2013

1. **Project Code** 13-AG-04-GE/DC-OSM-B
2. **Title** Multicountry Observational Study Mission on Innovative Farm Management Practices to Enhance Agricultural Productivity
3. **Duration** 18–22 November 2013 (five days)
4. **Venue** Tokyo, Japan
5. **Implementing Organization** APO Secretariat
6. **Number of Overseas Participants** Up to 18 qualified participants from Bangladesh, Cambodia, India, Indonesia, IR Iran, Lao PDR, Malaysia, Mongolia, Nepal, Pakistan, Philippines, Sri Lanka, Thailand, and Vietnam. However, other member countries with particular interest in this project may nominate candidates upon consultation with the APO Secretariat.
7. **Number of Local Participants** Up to six qualified participants
8. **Closing Date for Nominations** 30 September 2013
9. **Objectives**
 - a. To enhance participants' knowledge and understanding of different innovative farm management practices to increase farm productivity; and
 - b. To develop action plans for the dissemination and application of the relevant knowledge and best practices learned from this mission in member countries.

10. Background

Farm management employs various strategies and methods with the objective of keeping the farm productive and maximizing profits on a sustainable basis. The farm organization needs to be adjusted from year to year to stay abreast of changes in technologies, production methods, price variability, resource availability, and customer demand. The majority of farms in the region are small and generally characterized by low productivity, which could be attributed to poor farm management. Most farmers and farm managers lack knowledge of modern farm management techniques due to limited exposure to or inadequate training in

strategic planning, business plan preparation, business assessment, viability and sustainability analysis, and management of resources. Developing countries could learn a lot from the experience of the host country in the efficient management of farms, especially the introduction of innovations in various stages of farm operations in small and medium-sized ones.

11. Scope and Methodology

The tentative modules to be covered are:

- a. Emerging issues and challenges in farm management in Asian countries;
- b. Trends and practices in farm management and technical training provision to small farmers in Japan;
- c. Innovations in farming operations (production, postharvest handling, and on-farm processing) in Japan;
- d. Innovative farm machinery that addresses labor shortages and the aging population of farmers;
- e. Innovations for reducing the environmental impacts of farming operations;
- f. Innovations in managing water resources and irrigation to reduce water use; and
- g. Managing farm waste to increase farm revenues and reduce pollution.

The study mission will consist essentially of observational visits to relevant facilities in the host country, lead presentations, and group discussions.

The tentative program of the workshop is given below:

Date/Time	Activity
Sun., 17 November	Arrival of participants in Tokyo
Mon., 18 November	Presentations by resource speakers (APO meeting room)
Tues., 19 November	Field visit
Wed., 20 November	Field visit
Thurs., 21 November	Country reports/group discussion (APO meeting room)
Fri., 22 November	Presentations/summing-up and concluding session
Sat., 23 November	Departure of participants for home

12. Qualifications of Candidates

The participants are expected to possess the following qualifications:

Present Position	Farm managers, practitioners, professionals, government officers, and consultants or researchers involved in farm management issues.
Experience	At least five years of public- or private-sector experience in food safety/quality policies and/or the food-processing industry or farm management.
Education	University degree or equivalent qualification from a recognized university/institution.

Language	All proceedings of the study mission 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 field work. It is therefore recommended that member countries do not nominate candidates likely to suffer from physical and mental stress.
Age	Preferably between 30 and 55 years.
APO Certificate	Participants are required to attend the entire program to receive the APO certificate of attendance.

13. Financial Arrangements

To be borne by the APO from the APO general fund

- a. All assignment costs of overseas resource persons.
- b. Round-trip economy-class international airfare by the most direct route between the international airport nearest to the participant's place of work and Narita or Haneda Airport for 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 encouraged to purchase discount tickets. Please 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 available on the APO website at <http://www.apo-tokyo.org> and from APO Liaison Officers in member countries. Neither the APO nor the implementing organization(s) will be responsible for paying any additional per diem allowances and hotel accommodation costs due to early arrival, delayed departure, rerouting of tickets, or any other reason.
- c. Hotel accommodations and per diem allowances 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.

To be borne by the APO from a special grant from the Japanese Ministry of Agriculture, Forestry and Fisheries

- a. Hotel accommodations and per diem allowances 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).
- b. All local implementation costs.

To be borne by participants or participating countries:

- a. For participants from profit-making organizations, except SMEs, from APO member

countries other than Bangladesh, Cambodia, Fiji, Lao PDR, Mongolia, and Nepal

- i) Round-trip international airfare between the member country and Narita or Haneda Airport, Japan.
- ii) Participating country expenses of US\$50 per participant, payable to the APO in convertible currency.

b. For all participants

- i) 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 for up to ¥4,000,000
 - medical expenses for accident for up to ¥4,000,000
 - medical expenses for illness for 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.

c. All expenses related to visa fees and airport taxes.

d. 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.

14. 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 12 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 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 Agriculture Department, APO Secretariat (e-mail: agr@apo-tokyo.org, fax: 81-3-5840-5324).

- 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, the 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 workshop.
- l. NPOs should inform participants that they must attend all five days of the project to qualify for the certificate of attendance.

15. 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.

16. Project Preparation

The participants are required to prepare a country paper prior to departure for the project venue. In preparing the paper, they are expected to follow the attached "Guidelines for the Preparation of Country Papers."

17. Postproject Actions

All participants are required to prepare action plans and share the plans with their NPOs. The APO will also request participants to submit progress reports six months after completion of the workshop.

18. Evaluation of Participants

If the conduct/attendance/performance of a participant is not satisfactory, these will be reported to the APO director concerned.

19. 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).



Ryuichiro Yamazaki
Secretary-General

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Guidelines for Preparation of Country Papers

Each selected participant is required to submit a paper keeping in mind the scope and objectives of the workshop and topical outline provided below. The paper may be written in the personal capacity of the participant but must be substantiated and should reflect an accurate account of the current status of “Innovative Farm Management Practices to Enhance Agricultural Productivity.” It must be supported by statistical data/information wherever appropriate.

The paper should be typewritten, single-spaced, on standard A4-size paper, and be between 5 and 7 pages in length, excluding tables/figures. A soft copy of the paper should reach the APO no later than 8 November 2013.

Participants are encouraged to provide in their papers as much relevant, useful information as possible but they must avoid including unnecessary general information on agriculture as well as the profile of their country.

Participants are also required to prepare a summary of their papers not exceeding 300 words. It should contain only the salient points of the paper. The summary will be used to prepare the highlights of the workshop.

The following topical outline is suggested as a guide. It is not meant to restrict the preparation of the paper but rather to encourage the inclusion of other equally relevant information to make it more substantial and meaningful.

Tentative Topical Outline

1. What are the main farming systems in your country, and what kinds of innovative farm management practices are needed to enhance agricultural productivity?
2. Give a brief account of the status of investment of your country in R&D in the areas of agriculture, and farm management practices.
3. Give one or two successful examples of innovative farm management practices in your country.
4. Provide a brief review of the national/provincial/state policies and programs of your government designed to promote innovative farm management practices.
5. Describe the major issues and challenges in developing and promoting innovative farm management practices in your country.