



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT IMPLEMENTATION PLAN

16 May 2014

- 1. Project Code** 12-AG-33-LD-DON-C-CAM (DEM-1)
- 2. Project Title** Basic Training of Consultants and Trainers in Modern Food Safety Management Systems (FSMS) for SMEs
- 3. Reference** APO Project Notification 12-AG-33-LD-DON-C (Special Program for Strengthening the Capacity for Food Supply Chain Management in Asian Least Developed Countries (FSCM-LDCs) dated 30 October 2012)
- 4. Timing and Duration** July to September 2014
First Phase: 28 July to 1 August 2014
Second Phase: 10 to 16 September 2014
- 5. Venue** Phnom Penh, Cambodia
- 6. Implementing Organization** National Productivity Centre of Cambodia (NPCC)
- 7. Number of Participants** Up to 40 participants
- 8. Objectives**
 - a. To strengthen the consulting and training capacity of the NPCC in food safety management systems (FSMS: HACCP/ISO 22000:2005);
 - b. To develop and increase the number of competent FSMS consultants, trainers, and practitioners in Cambodia;
 - c. To consider future strategies to disseminate FSMS to the Cambodian food-processing industry and all agribusiness; and
 - d. To strengthen the government's capacity to manage food safety chains and support other activities to promote agriculture and the food industry in Cambodia.

9. Background

Under the Special Program on FSCM-LDCs funded by the Japanese Ministry of Agriculture, Forestry and Fisheries, the APO carried out a demonstration company project on the higher-level FSMS (HACCP/ISO 22000:2005) from June 2011 to April 2013 based on 5S, kaizen, and good manufacturing practices (GMP).

The experiences and lessons gained in that project by the demonstration companies and NPCC staff who guided them were shared with other stakeholders working in the food industry at a national conference held in December 2013 to maximize the multiplier effects throughout the industry.

During the conference, participants recommended that training courses be organized to provide opportunities for more individuals to learn about FSMS in greater depth. Furthermore, it was felt that local experts in this field needed further skills and knowledge to strengthen the capacity of the Cambodian food-processing industry to address food safety issues and challenges that may arise with the opening of the Cambodian market as part of the ASEAN Free Trade Area in 2015.

10. Scope and Methodology

Scope

The training course will be organized in two phases:

- a. Phase 1: A 5-day training course to focus on HACCP awareness and implementation; and
- b. Phase 2: A 5-day training course on how to become professional consultants and trainers, including field visits, individual action plan presentations, and examination.

Methodology

The program will consist of presentations by resource persons, exercises and group discussions, preparing individual action plans for HACCP/ISO 22000 adoption, examination, course evaluation by participants, and field visits.

11. Expert

The APO Secretariat will assign an international expert who is experienced and competent in this subject to assist in conducting the project.

12. Participants

Up to 40 participants from food-processing SMEs, food manufacturers, academia, and government agencies working on food safety management and food regulatory standards will be invited to attend this project.

13. Financial Arrangements

To be borne by the APO

- a. All assignment costs of the APO expert, covering the honorarium, airfare, daily subsistence allowance, and overseas travel insurance.
- b. Local implementation costs such as for conference rooms, meeting package,

conference facilities, interpretation fees, translation costs, material costs, local transportation costs for field visits, etc.

- c. For the local implementation costs, the total amount of financial assistance from the APO for each project should not exceed the total project given in the Attachment showing a detailed breakdown unless unexpected changes in the cost of items occur, which must be explained.

To be borne by the NPCC

- a. If the actual project cost exceeds the originally designated amount, the excess should be covered by the NPCC; and
- 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.



Mari Amano
Secretary-General

PROJECT COST BREAKDOWN

Project Title:	Basic Training of Consultants and Trainers in Modern Food Safety Management Systems for SMEs
Duration:	28 July–1 August 2014 (5 days)
Venue:	Phnom Penh, Cambodia
Implementing Organization:	National Productivity Center of Cambodia (NPCC)
No. of Participants:	40

No.	Item	Detailed Breakdown (Please indicate the unit price, number of persons, and days.)	Unit Total (US\$)
I. Local implementation costs			
1	Meeting package	US\$23 × 40 persons × 5 days =	US\$4,600
2	Interpreter	US\$100 × 1 persons × 5 days =	US\$500
3	Conference facilities cost (conference room, LCD rental fee, and backdrop)	US\$300 × 5 days =	US\$1,500
4	Translation cost of resource papers and materials for presentation	US\$10/per page × 140 pages =	US\$1,400
5	Preparing minutes of the conference presentations and discussions	US\$100 × 1 section =	US\$100
6	Convention materials	= a + b	US\$400
	a Files, pens and bags	US\$5 × 40 persons = US\$200	
	b Photocopying materials	US\$5 × 40 persons = US\$200	
	Subtotal:		US\$8,500
II. Miscellaneous expenses (a lump-sum payment of miscellaneous expenses up to 5% of the above total)			
	Miscellaneous expenses include 1) cost for certificates for participants, 2) stationery, 3) communication fees (telephone, fax, Internet), 4) banners, etc. No receipt submission is required.		US\$425
	TOTAL		US\$8,925

PROJECT COST BREAKDOWN

Project Title:	Basic Training of Consultants and Trainers on Modern Food Safety Management System for SMEs
Duration:	10–16 September 2014 (5 days)
Venue:	Phnom Penh, Cambodia
Implementing Organization:	National Productivity Center of Cambodia (NPCC)
No. of Participants:	40

No.	Items	Detailed Breakdown (Please indicate the unit price, number of persons, and days.)	Unit Total (US\$)
I. Local implementation costs			
1	Meeting package	US\$23 × 40 persons × 5 days =	US\$4,600
2	Interpreter	US\$100 × 1 persons × 5 days =	US\$500
3	Conference facilities cost (conference room, LCD rental fee, and backdrop)	US\$300 × 5 days =	US\$1,500
4	Translation cost of resource papers and materials for presentation	US\$10/per page × 120 pages =	US\$1,200
5	Preparing minutes of the conference presentations and discussions	US\$100 × 1 section =	US\$100
6	Convention materials	= a + b	US\$400
	a Files, pens and bags	US\$5 × 40 persons = US\$200	
	b Photocopying materials	US\$5 × 40 persons = US\$200	
	Subtotal:		US\$8,300
II. Miscellaneous expenses (a lump-sum payment of miscellaneous expenses up to 5% of the above total)			
	Miscellaneous expenses include 1) cost for certificates for participants, 2) stationery, 3) communication fees (telephone, fax, Internet), 4) banners, etc. No receipt submission is required.		US\$415
	TOTAL		US\$8,715