



ASIAN PRODUCTIVITY ORGANIZATION

## PROJECT IMPLEMENTATION PLAN

28 May 2014

- 1. Project Code** 13-AG-33-LD-DON-C-LAO (DEM-1)
- 2. Project Title** Demonstration Company Project on HACCP: Phase II
- 3. Reference** APO Project Notification for 13-AG-33-LD-DON-C (Special Program for Strengthening the Capacity for Food Supply Chain Management in Asian Least Developed Countries (FSCM-LDCs) dated 10 January 2014, and APO PIP for 12-AG-33-LD-DON-C-LAO (DEM-1) (Demonstration Company Project on HACCP) dated 28 June 2013
- 4. Timing and Duration** From July 2014 to November 2014 (five months)  
  
Details of the implementation schedules will be worked out separately, following consultations among the expert, implementing organization, and demonstration companies involved.
- 5. Venue** Vientiane, Lao PDR
- 6. Implementing Organization** Department of Small and Medium Enterprises Promotion (DOSMEP)
- 7. Objectives**
  - a. To support three demonstration food companies in establishing food safety management systems (HACCP: hazard analysis critical control point) with the ultimate aim of obtaining certification based on the achievements of the previous project (phase I from August 2013 to July 2014 under 12-AG-33-LD-DON-C-LAO [DEM-1]: Demonstration Company Project on HACCP);
  - b. To establish a pool of practitioners of and experts on HACCP to support the development of the Lao food industry; and
  - c. To strengthen the training and consulting capacities of DOSMEP on food safety management systems.

## **8. Background**

The demonstration company project on HACCP (phase I) which started from August 2013 was originally scheduled to be completed by July 2014. The project involves assisting the selected demonstration companies in adopting HACCP in their business operations and

obtaining official HACCP certification, in addition to other project activities. However, it was found by the implementing organization that not all companies involved would be able to complete the designated tasks by the end of July 2014 because they had not implemented basic 5S and GMP practices previously, which are requirements for certification. To fulfill these pending requirements, an extension of the project duration to November 2014 as phase II was necessary.

## 9. Expert

The APO Secretariat will assign an international expert who is experienced and competent in this subject two times during the project period to assist in the implementation of the demonstration project.

## 10. Local Expert Group as Counterparts

The same group of local experts who participated in the demonstration company project on HACCP will serve as counterparts for this project in Lao PDR and visit the companies to monitor and assist in follow-up activities under the expert's guidance.

## 11. Demonstration Companies and Food Safety Management Systems

The three companies that participated in the demonstration project on HACCP will be involved in phase II. The demonstration companies are expected to help in disseminating the lessons learned through the project and cooperate with APO and DOSMEP requests to achieve this.

## 12. Methodology

It is expected that the expert will visit each company with local experts two times for guidance and the final review of the entire project. The actual timing will be determined after consultations among the APO, DOSMEP, and the expert. In the intervals between expert visits, the local expert group will continue to monitor and guide the three demonstration companies with an expected one or two visits per month. The expected schedule for the visits is:

Two visits in July 2014 by local experts;  
 One visit by the expert in August 2014;  
 Two visits in September 2014 by local experts; and  
 One visit by the expert in October 2014.

A typical schedule for each visit by an APO international expert is shown below. The schedule may change depending on the topic and length of the visit.

### Typical schedule for each visit by an APO international expert

Day	Activities	Participants	Venue
Day 1	Coordination meeting with DOSMEP and review of visits to the companies by local experts	All local experts	DOSMEP office
Day 2	Preparation for visits to companies	All local experts	DOSMEP office
Day 3	Training course on a specific topic in HACCP to be the main subject of company visits on subsequent days	*All local experts *Demo companies *HACCP teams	Conference room
Day 4	Visit to company 1 (company guidance)	Local experts for company 1	Company 1

Day 5	Visit to company 2 (company guidance)	Local experts for company 2	Company 2
Day 6	Visit to company 3 (company guidance)	Local experts for company 3	Company 3
Day 7	Review of company visit (meeting with APO expert) Preparation for next visit (meeting with APO expert)	All local experts	DOSMEP office

### 13. Roles and Responsibilities of the Parties

#### (1) APO

- a. Coordinate communication among the expert and DOSMEP to ensure smooth project implementation;
- b. Assign the designated expert to the demonstration companies to implement the project;
- c. Advise and support DOSMEP in planning and organizing follow-up activities such as developing promotional materials and/or organizing dissemination workshops or training courses for local participants so that they can learn directly from the demonstration company experiences; and
- d. Create and maintain a page on the APO website (website address: <http://apo-net.sakura.ne.jp/>; user ID: 13ag33ldlao; password: gmphaccp) to detail the processes and progress of the demonstration company projects for dissemination to the public.

#### (2) DOSMEP

- a. Appoint a coordinator from DOSMEP who will serve as the focal point for communication and coordinate the overall schedule for implementation of the project;
- b. Provide a minimum of six technical experts from DOSMEP to work as counterparts to the expert assigned by the APO;
- c. Monitor closely the process of implementation;
- d. Measure productivity improvement progress in the demonstration companies using quantitative data and analyses as far as applicable;
- e. Organize dissemination workshops and/or training courses upon completion of the project to enable experience sharing and learning by the local public with the assistance of the APO;
- f. Compile the overall activities of the project to produce a practical, easy-to-follow manual/guidelines so that similar exercises can be replicated by other enterprises in Lao PDR;
- g. Prepare a final report, stressing analyses of the outcome of the demonstration project and its contribution to DOSMEP consulting capacity as well as suggestions/recommendations for replication utilizing local talent, local networks, and local resources; and
- h. Prepare monthly updates (including photos) to upload on the APO website.

#### (3) Demonstration Companies

- a. Accept and facilitate consultancy services conducted by the expert assigned by the APO and the counterpart experts from DOSMEP;
- b. Designate a coordinator and the necessary team members to work closely with the APO and DOSMEP counterpart experts;
- c. Arrange for all logistical requirements relating to the project (e.g., local transportation, discussion rooms, etc.) for both the APO expert and counterpart experts from DOSMEP;
- d. Videorecord the project activities for final video/DVD production upon completion of the project in consultation with DOSMEP and with the assistance of the APO;
- e. Announce, publicize, and prominently display the APO's presence and involvement in the demonstration companies throughout the duration of the project;

- f. Share the experiences of the demonstration companies with local parties interested in learning about productivity improvement;
- g. Present the experiences in a dissemination workshop and/or training courses to be organized by DOSMEP/the APO upon completion of the project; and
- h. Prepare a comprehensive final report for submission to the APO explaining the initiatives taken during the project and their technical details along with overall analyses of the benefits and impact on the productivity and competitiveness of the demonstration companies upon completion of the project.

#### **14. 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 for the training courses held each time the APO expert visits including conference room fees, interpreter's fees, and materials for the training courses.
- c. Transportation costs of the expert and/or local DOSMEP staff to visit the demonstration companies.

##### **To be borne by DOSMEP and/or demonstration companies**

- a. Expenses related to the assignment of a coordinator and DOSMEP counterpart experts involved in this project;
- b. Expenses for logistical arrangements related to the implementation of the project not covered by the APO; and
- c. Other expenses not covered by the APO.



Mari Amano  
Secretary-General

**PROJECT COST ESTIMATION SHEET  
FOR DEMONSTRATION PROJECT**

**To: Asian Productivity Organization**

<b>Project Title:</b>	Demonstration Company Project on HACCP: Phase II
<b>Duration:</b>	Phase II-1: July-August 2014
<b>Venue:</b>	Vientiane, Lao PDR
<b>Implementing Organization:</b>	Department of Small and Medium Enterprise Promotion (DOSMEP)
<b>Person/Officer in-charge:</b>	Mr. Vilakone Philomlack
<b>Country:</b>	Lao PDR

No.	Items	Detailed Breakdown (Please indicate the unit price, number of persons, and days.)	Unit Total
<b>I. Project Implementation Costs</b>			
1	Cots for company visits from July to August 2014		
	1) Transportation costs for company visits by local experts	US\$50 × 3 companies × 3 times (i.e., 2 times in July, 1 time in August)	US\$450
	2) Transportation costs for company visits by APO experts and local experts	US\$50 × 3 companies × 1 time (August 2014)	US\$150
2	Training course to be held one day before company visit		
	Conference room	US\$200 × 1 day	US\$200
	Conference package	US\$15 × 40 persons × 1 day	US\$600
	Conference facilities	LCD projector and screen × 1 day	US\$150
	Interpretation fee	US\$100 × 7 days	US\$700
	Training course material (translation, photocopies, etc.)		
	a	Material translation	US\$500
	b	Document photocopies	US\$100
	<b>Subtotal:</b>		<b>US\$2,750</b>
<b>II. Miscellaneous expenses (a lump-sum payment of miscellaneous expenses up to 5% of the above total)</b>			
	Miscellaneous expenses include 1) stationery, 2) communication fees (telephone, fax, Internet), etc. No receipt submission is required.		US\$138
	<b>TOTAL :</b>		<b>US\$2,888</b>

**Notes:**

\* With the submission of the project report and settlement of account (final expenses report) with the official receipts, the APO will

**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 NPO staff; and
- 2) Other items not given in the above list.

**PROJECT COST ESTIMATION SHEET  
FOR DEMONSTRATION PROJECT**

**To: Asian Productivity Organization**

<b>Project Title:</b>	Demonstration Company Project on HACCP: Phase II
<b>Duration:</b>	Phase II-2: September-October 2014
<b>Venue:</b>	Vientiane, Lao PDR
<b>Implementing Organization:</b>	Department of Small and Medium Enterprise Promotion (DOSMEP)
<b>Person/Officer in-charge:</b>	Mr. Vilakone Philomlack
<b>Country:</b>	Lao PDR

No.	Items	Detailed Breakdown (Please indicate the unit price, number of persons, and days.)	Unit Total
<b>I. Project Implementation Costs</b>			
1	Cots for company visits from September to October 2014		
	1) Transportation cost for company visit by Local expert	US\$50 × 3 companies × 3 times (2 times in Spetember, 1 time in October)	US\$450
	2) Transportation cost for company visit by APO experts and Local Expert	US\$50 × 3 companies × 1 time (November 2014)	US\$150
2	Training course to be held one day before company visit		
	Conference room	US\$200 × 1 day =	US\$200
	Conference package	US\$15 × 40 persons × 1 day =	US\$600
	Conference facilities	LCD projector and screen: US\$150 × 1 day = US\$150	US\$150
	Interpretation fee	US\$100 × 7 days =	US\$700
	Training course material (translation, photocopy, etc.)	= a + b	
	a Material translation	US\$10 × 40 pages = US\$400	US\$500
	b Document photocopy	US\$100	
	<b>Subtotal:</b>		<b>US\$2,750</b>
<b>II. Miscellaneous expenses (a lump-sum payment of miscellaneous expenses up to 5% of the above total)</b>			
	Miscellaneous expenses include 1) stationery, 2) communication fees (telephone, fax, Internet), etc. No receipt submission is required.		US\$138
	<b>TOTAL :</b>		<b>US\$2,888</b>

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