



ASIAN PRODUCTIVITY ORGANIZATION

## PROJECT IMPLEMENTATION PLAN ADDENDUM

13 October 2016

1. **Project Code** 13-AG-33-LD-DON-C-LAO (OSM-1)
2. **Project Title** Individual-country Observational Study Mission on Food Safety Management Systems to Thailand from Lao PDR
3. **Timing and Duration** 23–25 May 2016 (three days)
4. **Venue** Khon Kaen, Thailand
5. **Addendum No.** 2
6. **Reference** APO Project Implementation Plan Addendum No. 1 13-AG-33-LD-DON-C-LAO (OSM-1) dated 12 April 2016, APO Project Implementation Plan 13-AG-33-LD-DON-C-LAO (OSM-1) dated 22 February 2016 and APO Project Notification 13-AG-33-LD-DON-C dated 10 January 2014
7. **Details** Change in Project Implementation Plan Item No. 3 “Timing and Duration” (postponement of project timing)

### 7-1 Change in Item No. 3 “Timing and Duration”

The Individual-country Observational Study Mission on Food Safety Management Systems to Thailand from Lao PDR is postponed to **18–20 October 2016** due to delayed official procedures for approval of the project.

Unless otherwise modified by the APO in writing, the provisions of the Project Implementation Plan Addendum No.1 dated 12 April 2016 and Project Implementation Plan dated 22 February 2016 pertaining to this mission remain valid.

Santhi Kanoktanaporn  
Secretary-General



ASIAN PRODUCTIVITY ORGANIZATION

## PROJECT IMPLEMENTATION PLAN ADDENDUM

12 April 2016

1. **Project Code** 13-AG-33-LD-DON-C-LAO (OSM-1)
2. **Project Title** Individual-country Observational Study Mission on Food Safety Management Systems to Thailand from Lao PDR
3. **Timing and Duration** 15–17 March 2016 (three days)
4. **Venue** Khon Kaen, Thailand
5. **Addendum No.** 1
6. **Reference** APO Project Implementation Plan 13-AG-33-LD-DON-C-LAO (OSM-1) dated 22 February 2016 and APO Project Notification 13-AG-33-LD-DON-C dated 10 January 2014
7. **Details** Change in Project Implementation Plan Item No. 3 “Timing and Duration” (postponement of project timing)

### 7-1 Change in Item No. 3 “Timing and Duration”

The Individual-country Observational Study Mission on Food Safety Management Systems to Thailand from Lao PDR is postponed to **23–25 May 2016** due to delayed official procedures for approval of the project.

Unless otherwise modified by the APO in writing, the provisions of the Project Implementation Plan dated 22 February 2016 pertaining to this mission remain valid.

Mari Amano  
Secretary-General



ASIAN PRODUCTIVITY ORGANIZATION

## PROJECT IMPLEMENTATION PLAN

22 February 2016

1. **Project Code** 13-AG-33-LD-DON-C-LAO (OSM-1)
2. **Project Title** Individual-country Observational Study Mission on Food Safety Management Systems of Thailand from Lao PDR
3. **Reference** APO Project Notification 13-AG-33-LD-DON-C (Special Program for Strengthening the Capacity of Food Supply Chain Management in Asian Least Developed Countries [FSCM-LDCs]) dated 10 January 2014
4. **Timing and Duration** 15–17 March 2016 (three days)
5. **Venue** Khon Kaen, Thailand
6. **Implementing Organization** Department of Small and Medium Enterprise Promotion (DOSMEP)
7. **Number of Participants** Up to 18 participants
8. **Objectives**
  - a. To strengthen the capacity of food safety management systems (FSMS) in Lao PDR through enhancing understanding of the key stakeholders in the food industry of food safety and quality management skills, tools, techniques, technologies, and systems; and
  - b. To build the capacity of government officials and NPO staff to manage FSMS and support other activities to promote agriculture, agribusiness, and the food industry in Lao PDR.

### 9. Background

The performance of FSMS in many developing Asian countries is not yet up to the mark. However, agribusinesses and food companies are putting in place sound FSMS such as ISO 22000 and HACCP. Governments are introducing more stringent regulations and mandatory food safety and quality standards to manage wide-ranging food-related issues such as food-borne disease outbreaks.

The main impediments in enhancing FSMS include a lack of awareness of the economic significance of food safety, limited financial resources, poor infrastructure, preponderance of SMEs in the food industry, and lack of capacity to implement modern FSMS effectively.

Success in operating FSMS is attributed to innovative regulatory and institutional settings, state-of-the-art technologies and approaches, efficient infrastructure, well-informed consumers, and appreciation of brand images. Developing member countries could learn a lot from the rich experience of more advanced countries in these areas.

Under the FSCM-LDCs Program funded by the Japanese Ministry of Agriculture, Forestry and Fisheries, the APO has conducted a series of national projects in an attempt to strengthen the capacity of food supply chain management, particularly FSMS in Lao PDR. The beneficiaries of these projects recommended that a national observational study mission should be organized to learn from the successful experience of Thailand in producing/manufacturing safe food products through putting in place sound regulations and policies; establishing state-of-the-art food safety management infrastructure including institutions; building safe, reliable food supply chains; and implementing modern FSMS in the food-industry, especially in SMEs.

## **10. Scope and Methodology**

The study mission will consist of visits to relevant food-processing facilities in Thailand that have adopted modern FSMS, presentations by experts, and group discussions.

The tentative main topics to be covered are:

- a. An overview of FSMS in Thailand;
- b. Modern FSMS and their implementation in Thailand;
- c. Regulatory, policy, and institutional settings for strengthening FSMS;
- d. Successful examples of implementation of FSMS by SMEs; and
- e. Challenges and opportunities for private-sector SMEs in implementing the requirements of modern FSMS.

The tentative itinerary of the program is given below:

<b>Date/Time</b>	<b>Activity</b>
Monday, 14 March 2016	Depart from Vientiane (Lao PDR) to Khon Kaen (Thailand)
Tuesday, 15 March 2016	
Morning	Opening session and presentations by experts
Afternoon	Field/company visit 1
Wednesday, 16 March 2016	
Morning	Field/company visit 2
Afternoon	Field/company visit 3
Thursday, 17 March 2016	
Morning	Field/company visit 4
Afternoon	Group discussions, summing up, lessons learned, and closing session
Friday, 18 March 2016	Depart from Khon Kaen (Thailand) to Vientiane (Lao PDR)

## **11. Participants**

Participants are expected to be owners, entrepreneurs, managers, or food safety team leaders of food-processing SMEs or food manufacturing SMEs; academics; or government officials and NPO consultants in charge of food safety and quality management regulations, standards, and/or programs.

## **12. Participant's Travel Insurance**

All participants should be fully insured against accident and illness (including hospitalization and death) for a principal sum equivalent to US\$100,000.00 for the entire duration of the project and travel. Such insurance should be valid in Thailand. This insurance requirement is in addition to existing government insurance coverage in some countries. In case any participant is unable to insure himself/herself as stipulated above, he/she should secure this insurance in the visiting country at the commencement of the project and pay the premium himself/herself, if necessary, from the per diem allowance provided. Neither the APO nor the implementing organization will be responsible for any eventually arising from accident or illness.

## **13. Financial Arrangements**

### **To be borne by the APO**

- a. Per diem allowances and hotel accommodations for up to 18 participants for up to four days at the rate to be specified later.
- b. Local implementation costs for items such as conference room and logistics, honoraria and daily subsistence allowances for local resource persons, interpreters' fees, study mission materials, local transportation costs for field visits, etc.
- c. The total amount of financial assistance from the APO for this study mission under items I and II of the Project Cost Breakdown (Attachment 1) will not exceed USD9,857.

### **To be borne by DOSMEP**

- a. If the actual project cost exceeds USD9,857, the overrun should be covered by DOSMEP; and
- b. Other expenses not covered by the APO.

## **14. Procedures for Project Implementation**

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



Mari Amano  
Secretary-General

## PROJECT COST BREAKDOWN

<b>Project Title:</b>	Individual-country Observational Study Mission on Food Safety Management Systems of Thailand from Lao PDR
<b>Duration:</b>	15–17 March 2016
<b>Venue:</b>	Khon Kaen, Thailand
<b>Implementing Organization:</b>	Department of Small and Medium Enterprise Promotion
<b>No. of Participants:</b>	18 Participants

No.	Item	Detailed Breakdown (Please indicate the unit price, number of persons, and days.)	Unit Total (US\$)
<b>I. Local implementation costs</b>			
1	Conference room (18 persons)	US\$300 × 1 day =	US\$300
2	Meeting package	US\$30 × 18 persons =	US\$540
3	Conference facilities	LCD projector and screen: US\$150 × 1 day = US\$150	US\$150
4	Bus rental (day 1: travel Vientiane–Khonkaen; days 2–4: site visits; day 5: travel KhoneKaen–Vientiane)	US\$350 × 5 days =	US\$1,750
5	Hotel accommodation for 18 participants	US\$55 × 4 days × 18 participants =	US\$3,960
6	Per diem allowance for 18 participants	US\$20 × 4 days × 18 participants =	US\$1,440
7	Honoraria for local resource persons	US\$150 × 4 persons =	US\$600
8	Interpretation fee	US\$150 × 3 days =	US\$450
9	Study mission materials	= a + b	
	a Stationery	US\$6 × 18 persons =	US\$108
	b Photocopying materials	US\$5 × 18 persons =	US\$90
<b>Subtotal:</b>			US\$9,388
<b>II. Miscellaneous expenses (a lump-sum payment of miscellaneous expenses up to 5% of the above total)</b>			
Miscellaneous expenses include 1) cost for certificates for participants, 2) communication fees (telephone, fax, Internet), 3) banners, etc. No receipt submission is required.			US\$469
<b>TOTAL</b>			<b>US\$9,857</b>