



## PROJECT IMPLEMENTATION PLAN

Ref. No. 19-AG-32-SP-DON-C-TH01-PP2000024-001

<b>PIP Issue Date</b>	7 November 2019
<b>PIP Revision 1 Issue Date</b>	15 August 2020
<b>Project Code</b>	19-AG-32-SP-DON-C-TH01
<b>Title</b>	National Conference on Temperature-controlled Supply Chains in Asia
<b>Reference</b>	Project Notification on 19-AG-32-SP-DON-C dated 27 January 2020
<b>Timing and Duration</b>	28-29 October 2020 (2 days)
<b>Venue</b>	Palazzo Hotel, Bangkok, Thailand
<b>Implementing Organization(s)</b>	Thailand Productivity Institute (FTPI)
<b>Maximum Number of Participants</b> If necessary, please insert "overseas" before participants.	N/A
<b>Number of Local Participants</b>	100 (approximately)
<b>Closing Date for Nominations</b> Self-registration in case of self-learning e-Course	N/A

### Change History of PIP: 19-AG-32-SP-DON-C-TH01

Revision	Date of Issue	Clause	Modifications
Revision 1	15 August 2020	Timing and Duration	Timing is changed from 4-5 March 2020 to 28-29 October 2020.
		Scope and Methodology	Program Schedule and Activities are revised in accordance with the revised project timing.

## 1. Objectives

- a. To provide advanced knowledge of food value chains in Thailand;
- b. To present the best practices of temperature-controlled supply chains for agricultural products; and
- c. To contribute to increasing the productivity of the agrifood sector in Thailand.

## 2. Background

Temperature-controlled food supply chains are essential, especially for meat, poultry, dairy products, and fresh fruit and vegetables. They help prevent food losses, ensure food safety, and maintain customer health and satisfaction, benefiting all upstream and downstream stakeholders in food supply chains.

## 3. Scope and Methodology

The tentative program of activities of this international conference is as follows:

Day 1: Wednesday 28 October 2020		
Time	Topic/Activity	Speaker/Facilitator
08:45-09:00	Registration	
09:00-09:15	Opening remarks	Kasetsart University
09:15-10:05	Program 1: Food value chains in Asia	International expert
10:05-10:25	Break and Networking	
10:25-11:15	Program 2: Cold chain logistics center for education	International expert
11:15-12:00	Program 3: Cold chain logistics utilizing international standard	International expert
12:00-13:00	Lunch break	
13:00-13:40	Program 4: Post-harvest technology	Local expert
13:40-14:20	Program 5: Round table seminar 1 (Policy, law and regulation and situation of temperature-controlled, and food safety toward cold chain)	Local expert
14:20-14:40	Break and Networking	
14:40-16:00	Program 5: (continued)	
16:00-16:10	Q&A session	
Day 2: Thursday, 29 October 2020		
08:45-09:00	Registration	
09:00-09:30	Program 6: Project to develop the cold chain logistics in agriculture	Local expert
09:30-10:00	Program 7: Seafood supply chain situation in Thailand	Local expert
10:00-10:30	Program 8: Q Cold Chain and future step	Local expert
10:30-10:50	Break and Networkin	
10:50-11:10	Program 9: Research in cold chain for agricultural products	Local expert
11:10-11:40	Program 10: Temperature Management of Refrigeration Facilities for Food Retail Business	Local expert
11:40-12:00	Program 11: The use of physical simulation to evaluate thermal properties of food containers in cold chain logistics	Local expert
12:00-13:00	Lunch break	
13:00-14:40	Program 12: Round table seminar (The current situation of cold chain management in Thailand, problems and future trend)	Local expert
14:40-15:00	Break and Networking	
15:00-15:50	Program 12: (continued) Q&A session	
15:50-16:00	Summary and closing ceremony	

#### **4. Resource Persons**

The APO will assign three international resource persons. Local resource persons from relevant agencies will be assigned by the implementing organization.

#### **5. Requirements of Participants**

Stakeholders involved in temperature-controlled supply chains of agricultural products such as representatives of farmers, warehouse operators, third-party logistics providers, retailers, government agencies, universities and research institutes, the media, and consumers' groups.

#### **6. Financial Arrangements**

##### **To be met by the APO**

- a. All assignment costs of international resource persons, covering honorarium, airfare, and daily subsistence allowances.
- b. Local implementation costs such as for conference rooms, meeting packages, 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 USD10,000.00. Please see Attachment 1 for a detailed breakdown of the approved project cost.

##### **To be met by the implementing organization**

- a. If the actual project cost exceeds USD10,000.00, the overrun should be met by the implementing organization.
- b. Other expenses not met by the APO.

#### **7. Roles and Responsibilities**

The roles and responsibilities of the implementing organization and APO are:

##### **Implementing organization**

- a. Organizing the two-day conference;
- b. Assigning a local coordinators(s) to organize 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 USD10,000.00; and
- 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 6;
- b. Assigning three international resource persons for the project; and
- c. Coordinating with the international resource persons and implementing organization.

#### **8. 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 implementing organization, 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 implementing organization.
- c. The implementing organization 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 implementing organization submits the comprehensive report. In general, internal evidence is not accepted as proof of payment and will not be reimbursed.
- d. The implementing organization 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.

## **9. Final Project Output and Outcomes**

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

- a. Submit a project completion report on the national conference to the APO and disseminate the report on the proceedings of the conference including recommendations to relevant government bodies such as the Ministry 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 the participants or participants' organizations and report them to the APO.

Expected outcomes at the time of the assessment workshop conducted by the FTPI at the end of 2021:

- a. A deeper understanding of temperature-controlled food supply chains will have been created;
- b. At least four extension programs will have been carried out to develop temperature-controlled food supply chains in relevant enterprises;
- c. At least an 80% satisfaction rating will have been given for the implementation of participants' action plans; and
- d. Researchers, farmers' groups, government agencies, and agroindustry groups will have established networking for future research and industrial applications.

## **10. Follow-up Action Plans**

After completion of the national conference, the participants or their organizations will undertake the


following:

Government agencies such as the Ministry of Agriculture, Ministry of Industry, and Ministry of Transportation and universities

- a. Include temperature-controlled supply chains in extension programs; and
- b. Coordinate among various agencies in support of awareness, extension, and promotion of temperature-controlled supply chains.

Participants

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

A handwritten signature in black ink, appearing to read 'Mochtan', with a long, sweeping flourish extending upwards and to the right.

Dr. AKP Mochtan  
Secretary-General

**Cost Estimate**

Item	Cost(USD)
Meeting package	4,000.00
Honorarium for local resource persons	1,800.00
Local transportation cost for local resource persons	1,000.00
Interpretation fee	500.00
Convention materials (brochure, photocopying materials, etc.)	1,900.00
Miscellaneous expenses including communication fees (telephone, fax, internet), etc.	800.00
Total	10,000.00