

Asian Productivity Organization

Hirakawa-cho Dai-ichi Seimei Bldg. 2F
1-2-10, Hirakawa-cho, Chiyoda-ku
Tokyo, 102-0093 Japan



Tel:(81-3)5226-3920 Fax:(81-3)5226-3950
E-mail: apo@apo-tokyo.org
URL: www.apo-tokyo.org

PROJECT NOTIFICATION

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1. **Project Code** 12-AG-07-GE/DC-OSM-B
2. **Title** Multicountry Observational Study Mission on Best Practices and Systems for Food Safety and Quality Applicable to Food-processing SMEs
3. **Duration** 12–17 November 2012
4. **Venue** Tokyo and Shizuoka, Japan
5. **Implementing Organization** Asian Productivity Organization
6. **Number of Overseas Participants** Up to 18 qualified participants (see 13. Qualifications of Participants)
7. **Participating Countries** Bangladesh, Republic of China, Cambodia, India, Indonesia, IR Iran, Lao PDR, Malaysia, Mongolia, Nepal, Pakistan, Philippines, Sri Lanka, Thailand, and Vietnam. Other member countries with particular interest in this project may nominate candidate upon consultation with the Secretariat.
8. **Closing Date for Nominations** 1 September 2012
9. **Objectives**
 - a) To deepen understanding of the essential parts of the food safety management systems such as HACCP or ISO22000;
 - b) To share recent developments in various types of food safety management practices and systems that can achieve results similar to conventional systems like HACCP or ISO 22000 with more economically feasible conditions for food-processing SMEs;
 - c) To consider strategies for member countries to develop their own specific food safety management systems that can be improve safety and quality levels and can be achieved by local food-processing SMEs without putting extra burdens; and
 - d) To seek strategies for member countries to assist local food-processing SMEs in establishing food safety management systems such as HACCP or ISO22000 more easily.

10. Background

Food safety and quality are increasingly becoming major concerns for the food industry since consumers are now more conscious of the quality and safety of the food they buy. They are also more sensitive to production processes and demand greater quality and safety assurances from agribusiness and food companies with reliable information.

Against this background, the food-processing industry has been developing diverse management systems including HACCP and ISO 22000 to control food safety and quality in the production process. However, several factors are adversely affecting the successful establishment and smooth operation of these food safety management systems by food-processing SMEs. One factor is lack of clear understanding of the essential parts of these systems. The other factor is limited financial and human resources faced with small-scale enterprises.

To address this issue, local governments in Japan have formulated a simplified version of HACCP designed to be easily applied by SMEs. Thus, small food-processing enterprises are encouraged to improve their capability for food safety management gradually using this “mini” or “simplified” version of HACCP. Furthermore, there are cases where some food-processing small scale enterprises have successfully obtained certificate of advanced management systems like ISO22000 by understanding the system well and elaborating their best approach to take certificates.

This OSM is aimed at deepening the understanding of the core and essential components of the modern food safety management systems such as HACCP, ISO22000 and increasing knowledge of various types of practices and systems to ensure food safety and quality in food-processing companies without relying on conventional advanced systems. It will also attempt to develop strategies for promoting the mini or simplified version of conventional food safety management systems in each member country and seek strategies to make certificates of the modern food safety management systems more accessible to local food-processing SMEs.

Shizuoka was selected as a field visit venue due to its high concentration of food-processing enterprises and unique approach to disseminating mini HACCP among local food-processing SMEs.

11. Scope and Methodology

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

(a) Topics to be covered

- (i) Various approaches undertaken by food-processing companies in the host country to achieve the same level of food safety and quality as with HACCP and ISO 22000;
- (ii) A simplified version of HACCP more easily adopted by SMEs; and
- (iii) Experiences of food-processing SMEs in implementing the simplified version of HACCP.

(b) Basic schedule

The tentative schedule is:

<u>Date/Time</u>	<u>Activity</u>
Sun., 11 Nov. 2012	Arrival of participants in Tokyo
Mon., 12 Nov	Presentations by resource speakers (Tokyo)
Tues., 13 Nov.	Field visit in Shizuoka
Wed., 14 Nov	Field visit and lectures in Shizuoka
Thurs., 15 Nov.	Field visit in Shizuoka
Fri., 16 Nov.	Return to Tokyo and country reports/group discussions
Sat., 17 Nov.	Summing-up and concluding session (APO conference room)
Sun., 18 Nov.	Departure of participants for home

12. Qualifications of Participants

The participants are expected to possess the following qualifications:

- (a) Age: Preferably between 30 and 55 years.
- (b) Education: University degree or equivalent qualification from a recognized institution.
- (c) Present Position:
 - (i) Government officials, preferably mid-senior level, engaged in regulating or promoting food safety management systems such as GMP, HACCP, and ISO 22000;
 - (ii) Managers or officials of food-processing SMEs or industry associations engaged in food safety activities like GMP, HACCP, and ISO 22000;
 - (iii) NPO consultants or researchers involved in food safety and quality management systems.
- (d) Experience: At least five years of public- or private-sector experience in food safety/quality policies and/or the food-processing industry
- (e) Language Proficiency: All proceedings of the study mission are conducted in English, and participants are frequently required to make oral and written presentations. They should be proficient in both spoken and written English. Those who are not proficient in English need not apply.
- (f) Health: Physically and mentally fit to attend an intensive study mission requiring participants to complete a number of individual and group activities and strenuous field work (it is therefore recommended that member countries refrain from nominating candidates likely to suffer from physical and mental strain).
- (g) Attendance: Participants must attend all six days of the workshop to qualify for the certificate of attendance.

13. Financial Arrangements

- a) **To be borne by the APO** from the APO general fund
- i) All assignment costs of overseas resource persons.
- ii) 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 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 be in accordance with 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 whatsoever.
- iii) 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 seven days at the rate to be specified later when more than 15 participants are selected.
- b) **To be borne by the APO** from a special grant from the Japanese Ministry of Agriculture, Forestry and Fisheries
- i) Hotel accommodations and per diem allowances for up to 15 overseas participants for up to seven days at the rate to be specified later (except for those from the Republic of China, Republic of Korea, and Singapore).
- ii) All local implementation costs.
- b) **To be borne by participants or participating countries:**
- i) For participants from profit-making organizations, except SMEs, from APO member countries other than Bangladesh, Cambodia, Fiji, Lao PDR, Mongolia, and Nepal
- 1) Round-trip international airfare between the member country and Narita or Haneda, Japan.
- 2) Participating country expenses of US\$50 per participant, payable to the APO in convertible currency.
- ii) 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.

- ii) All expenses related to visa fees and airport taxes.
- iii) 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 whatsoever.

14. Actions by Member Countries

Nominations

- (a) Participating countries are requested to **nominate two or more qualified candidates**, in the order of preference, to enable selection of the most suitable candidates from each country. Please ensure that candidates nominated meet the qualifications of participants prescribed in para. 12.
- (b) Participating countries are requested to inform the Secretariat as soon as possible if they do not wish to participate in the project, so that slots thus created can be allocated to other member countries.
- (c) Please note that when a candidate is nominated it does not follow that she/he is considered as selected. Selection is at the discretion of the Screening Committee. 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. Sometimes candidates are not selected because they are overqualified for the given project.
- (d) APO Liaison Officers/NPOs are reminded to make clear in their search for the most appropriate participants that only the APO Liaison Officer/NPO in their country may send nominations to the APO Secretariat. This should eliminate the mistake of various government/public/private institutions making nominations directly to the APO Secretariat.

Required Documents

- (e) Nominations should be accompanied by the documents listed below. A nomination lacking any of these documents may not be considered:
 - i) Two copies of the candidate's biodata on the **APO biodata form** along with passport-sized photograph. The biodata form can be downloaded from the APO website. Downloading information is also available from 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: 81-3-5226-3954).

- ii) **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 enumerated on the reverse side of the medical form. However, for all others, medical certification by a recognized physician on the reverse side of the medical form is required.

- (f) For reasons of expediency or because of time constraints due to approaching nomination deadlines, member countries sometimes send their candidates' biodata forms and medical certificates by fax to the APO Secretariat. While this action is very much appreciated, member countries are requested to mail the originals of the documents to the APO Secretariat as well. They are needed for making clear, clean copies for the host country, especially with regard to the candidates' photos. If the documents are submitted electronically as mentioned in e)-i) and ii), there is no need to send the original by postal mail. 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 specify the candidate's name and the project code on the reverse side of the photograph.

Nomination Deadline

- (g) Participating countries are requested to abide by the ***nomination deadline of 1 September 2012***. The APO Secretariat may not consider late nominations as they have in the past resulted in considerable difficulties to the implementing organization(s) in its preparatory work for the project.

- (h) For countries where nominations are required to be approved by higher government authorities and hence require a longer time, APO Liaison Officers/NPOs are urged to send in the names of nominees on or before the deadline, indicating that government approval will follow.

Others

- (i) Selected participants will be notified through the APO Liaison Officer/NPO. Should some candidates fail to qualify or be unable to participate after selection, or should 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.

- (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. Further, if they become unable to attend the program, they should be requested to inform the APO Secretariat promptly of their inability to participate and the reason for last-minute withdrawal through the APO Liaison Officer/NPOs in member countries.

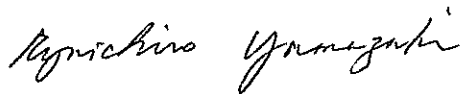
- (k) Each selected candidate is required to arrive at the venue one day before the start of the official project. Also, all candidates are expected to return home upon completion of the official project because they are visiting the host country for the specific purpose of attending this APO project.

15. Country Papers

The participants are required to prepare a country paper or an issue/case study and analysis prior to departure for the project venue for presentation during the training course. In preparing the paper, they are expected to follow the *Guidelines for Preparation of Case Studies* to be provided later.

16. Other Conditions

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 home page (<http://www.apo-tokyo.org>) and will also be sent to selected participants.



Ryuichiro Yamazaki
Secretary-General