

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

11 May 2012

1. **Project Code** 12-AG-12-GE-WSP-B
2. **Title** Workshop on Packaging and Labeling Standards for Food Products
3. **Duration** 17–20 September 2012 (four days)
4. **Venue** Singapore
5. **Implementing Organization** SPRING, Singapore
6. **Number of Overseas Participants** Up to 18 qualified participants from the Republic of China, India, Indonesia, Japan, Republic of Korea, Malaysia, Philippines, Sri Lanka, Thailand, and Vietnam (see 13. Qualifications of Participants)
7. **Number of Local Participants** Up to six qualified participants (see 13. Qualifications of Participants)
8. **Closing Date for Nominations** 18 July 2012
9. **Objectives**
 - 1) To study the trends, technologies, and business practices in packaging and labeling to enhance the competitiveness of food and agricultural products in domestic and export markets;
 - 2) To learn regulations on packaging and labeling to avoid trade barriers due to noncompliance with those in effect in export markets; and
 - 3) To develop packaging and labeling strategies for APO member countries which will increase sales of food and agricultural products.

10. Background

Packaging plays an important role in maintaining food quality by protecting against various hazards that may be transmitted from outside. Food labeling is also significant in providing consumers with information on ingredients, nutrition, quality, and safety. Packaging and labeling jointly have the additional function of drawing the attention of consumers through attractive designs and colors, thus influencing the competitiveness of products. However, many food manufacturing SMEs in APO member countries face difficulty in making sophisticated food packaging due to lack of sufficient knowledge and technologies. Furthermore, many countries have complicated regulations on food labeling (standards) which food producers may find difficult to follow. Legal requirements for labeling therefore sometimes become trade barriers for exporters, especially those in developing countries, due to their complexity. This workshop will study the basic functions, state-of-the-art technologies, trends, and practices of packaging and labeling of food and agricultural products. The workshop will also introduce the basic legal structures for packaging and labeling in major export markets and discuss methods to comply with them. Through the study of these aspects, the workshop will consider the best practical strategies for packaging and labeling to increase the competitiveness of food products from APO member countries.

11. Scope and Methodology

The workshop will include resource paper presentations, case studies, country reports, and site visits to food and agribusiness companies. The main topics to be covered are:

- a) Trends in packaging and labeling of food products in the EU, USA, and Asia (e.g., Japan)
- b) Regulations on and practices of packaging and labeling of food and agricultural products
- c) Innovative technologies for packaging
- d) Guidance for complying with packaging and labeling regulations
- e) Developing national standards for labeling food products

12. Qualifications of Participants

The participants are expected to possess the following qualifications:

- (a) Age: Preferably between 30 and 50 years.
- (b) Education: University degree or equivalent qualification from a recognized institution
- (c) Present Position: Managers and officers of food-processing enterprises; or officials of governmental and nongovernmental organizations, academia, or farmers/farmers' associations who have been involved in food packaging and labeling-related activities.
- (d) Experience: At least two years of experience in the subject area.
- (e) Language Proficiency: All proceedings of the workshop 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 training course requiring participants to complete a number of individual and group activities and strenuous fieldwork (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 training course to qualify for the certificate of attendance.

13. Financial Arrangements

a) To be borne by the APO:

- 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 Singapore. As far as practicable, all participants should purchase discounted 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 and from APO Liaison Officers in member countries.

b) To be borne by participants or participating countries:

For all participants

- 1) *Participants' insurance premiums:* All participants should be fully insured against accident and illness (including hospitalization and death) for a principal sum equivalent to US\$10,000.00 for the entire duration of the project and travel and must submit to the APO Secretariat a copy of the comprehensive travel insurance certificate before participation.

Such insurance should be valid in Singapore. This insurance requirement is **in addition to** existing government insurance coverage in some member countries. If any participant is unable to insure himself/herself as stipulated above, he/she should secure this insurance in the host 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 organizations will be responsible for any eventuality arising from accident or illness.

- 2) All expenses related to visa fees and airport taxes.
- 3) 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.

c) To be borne by the host country (Singapore)

- i) Per diem allowances and hotel accommodation for up to five days for overseas participants.

- ii) All other local implementation costs.

14. Actions by Member Countries

Nominations

- (a) Each member country is requested to nominate two or more candidates for selection in the order of preference. Please ensure that candidates nominated meet the qualifications specified above.
- (b) Please note that when a candidate is nominated it does not follow that he/she is considered 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.
- (c) 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 institutions making nominations directly to the APO Secretariat.

Required Documents

- (d) Each nomination 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** together 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.
- (e) 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 (d)-i), 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

- (f) Member countries are requested to abide by the nomination deadline of 18 July 2012. The APO Secretariat may not consider late nominations as they have in the past resulted in considerable difficulties to the implementing organization in its preparatory work for the project.
- (g) For member countries where nominations are required to be approved by higher government authorities and hence require a longer time, the 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

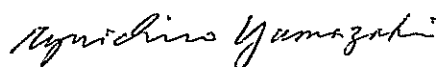
- (h) The most qualified participant(s) from each member country will be chosen and notified through the APO Liaison Officer/NPO. Should some candidates fail to qualify or be unable to participate after selection, or should some member countries fail to nominate any candidate, their slots may be filled by alternates from the same or another member country on a merit basis.
- (i) Member countries 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 project, they should be requested to inform the APO promptly of their inability to participate and the reason for last-minute withdrawal through the APO Liaison Officer/NPOs in member countries.
- (j) 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 training course.

15. Country Paper Preparation

The participants are required to prepare a country paper on the state of food packaging and/or labeling in each country prior to departure for the project venue for presentation during the workshop. In preparing the papers, they are expected to follow the *Guidelines for Preparation of Country Papers* 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 homepage (<http://www.apo-tokyo.org>) and will be sent to the selected participants.



Ryuichiro Yamazaki
Secretary-General