



ASIAN PRODUCTIVITY ORGANIZATION

## PROJECT NOTIFICATION

26 January 2016

- 1. Project Code** 16-AG-26-GE-TRC-B
- 2. Title** Organic Agroindustry Development Leadership Course in Asia
- 3. Timing and Duration** 28 May–03 June 2016 (seven days)
- 4. Venue** Bogra, Bangladesh
- 5. Implementing Organization**  
National Productivity Organisation  
Ministry of Industries  
Shipla Bhaban (1st Floor) 91, Motijheel Commercial Area,  
Dhaka-1000  
Tel: 880-2-9587501  
Fax: 880-2-9563553  
e-Mail: [liaisonbangla\\_01@yahoo.com](mailto:liaisonbangla_01@yahoo.com)
- 6. Cosponsors**  
i) Centre on Integrated Rural Development for Asia and the Pacific (CIRDAP)  
Chameli House, 17, Topkhana Road, Dhaka 1000, Bangladesh  
  
ii) International Federation of Organic Agricultural Movements (IFOAM) - Organics International  
Charles-de-Gaulle-Strasse 5, 53113 Bonn, Germany
- 7. Number of Overseas Participants**  
Up to 18 qualified participants from Cambodia, Republic of China, Fiji, India, Indonesia, IR Iran, Lao PDR, Malaysia, Mongolia, Nepal, Pakistan, Philippines, Sri Lanka, Thailand, and Vietnam.  
  
However, other member countries with special interest in this project may nominate candidates upon consultation with the APO Secretariat.
- 8. Number of Local Participants** Up to six qualified participants
- 9. Closing Date for Nominations** 12 April 2016

## **10. Objectives**

- a. To broaden participants' knowledge and skills in promoting and leading the organic industry for improving the productivity and sustainability of agriculture; and
- b. To enhance participants' familiarity with recent and emerging developments in global organic agribusinesses and provide opportunities for networking and sharing of best practices in the management of agribusiness issues.

## **11. Background**

Organic agriculture combines tradition, innovation, and science to benefit the shared environment and promote fair relationships and a good quality of life for all involved. Also, high-quality foods can gain access to high-end national and international markets and therefore play a crucial role in wider poverty reduction. Organic solutions, comprising packages of intelligent and innovative farming techniques, sustainable fair food chains, and principles that strengthen small-scale farmers and empower rural economies, are being adopted globally by governments and local authorities, carried out by millions of farmers, and supported by a rapidly increasing number of consumers.

Leadership and institution building are the key factors for greater sustainability in agriculture and development of the organic sector. However, the benefits of organic agriculture have not been realized to their full potential. One of the main reasons that the capacities of leaders in the organic sector, which includes NGOs, research and certification bodies, and public organizational units, are not yet fully developed.

The organic market has been steadily expanding due to consumer awareness, health concerns, and environmental issues. Today there are 70 million ha of certified organically managed land, and the global organic market has reached US\$70 billion. Organic agriculture and organic markets are well developed in Europe and North America. Asian organic markets are growing fast and are expected to catch up in the future. Pioneering countries are India, Japan, the Republic of Korea, and PR China.

This training course will be implemented in partnership with CIRDAP and IFOAM-Organics International to contribute to building organic leadership in Asia.

## **12. Scope and Methodology**

The tentative modules to be covered are:

- a. Organic agriculture principles;
- b. Organic advocacy;
- c. Sustainable organic value chains;
- d. Organic guarantee systems; and
- e. Research, advocacy, and training needs.

The program will consist of lectures, country presentations, individual/group exercises, and company/field visits.

The course will consist of a 1-week residential (face-to-face) course, preceded by maximum three online learning sessions (webinar sessions). Each session will be of around 2-3 hour.

The selected participants will take the webinar course from 02 to 20 May 2016 that will be coordinated by the APO and IFOAM - Organics International resource person. The APOnet, Skype, or any other suitable platform depending on the participants will be the base for this course.

The tentative program of the face-to-face training course is:

<b>Date/Time</b>	<b>Activity</b>
Fri., 27 May 2016	Arrival of participants at project venue
Sat., 28 May	Opening session Training modules
Sun., 29 May	Training modules
Mon., 30 May	Country paper presentations and training modules
Tues., 31 May	Training modules and field visit
Wed., 01 June	Training modules
Thurs., 02 June	Training modules
Fri., 03 June	Training modules/examination Program evaluation Closing session
Sat., 04 June	Departure of participants

### **13. Qualifications of Candidates**

The participants are expected to possess the following qualifications:

Present Position	Agribusiness industry leaders, officials of government and NGOs, consultants involved in the organic movement, representatives of organic certification bodies, farmers' organizations and other stakeholders who demonstrate the capacity to take an influential role in promoting the organic agroindustry
Experience	At least three years of experience in the position described above.
Education	University degree or equivalent qualification from a recognized university/institution.
Language	All proceedings of the project are conducted in English, and participants are frequently required to make oral and written presentations. They must, therefore, be proficient in spoken and written English. Those who are not proficient in English will not be accepted.

Health	Physically and mentally fit to attend an intensive project requiring participants to complete a number of individual and group activities and strenuous fieldwork. It is therefore recommended that member countries do not nominate candidates likely to suffer from physical and mental stress.
Age	Candidates who fit the above profile are typically between 25 and 40 years of age.
Certificate	Participants from APO countries are required to attend the entire program to receive the certificate of attendance that will be issued jointly by the APO and CIRDAPO. IFOAM- Organics International will issue a separate certificate to those participants only who attend both webinar and face to face course.

#### **14. Financial Arrangements**

##### **To be borne by participants or participating countries**

For participants from profit-making organizations, except SMEs from APO member countries other than Bangladesh, Cambodia, Fiji, Lao PDR, Mongolia, and Nepal:

- a. Round-trip international airfare between the member country and Dhaka.
- b. Participating country expenses of US\$50 per participant, payable to the APO in convertible currency.

For all participants:

- a. 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 the host country. 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.
- b. All expenses related to visa fees and airport taxes.
- c. 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 because of early arrival or late departure, for example, due to either limited available flights or any other reason.
- d. Participants have to bear the webinar attending platform/sessions costs if any. The participants expected to have good Internet access and basic Internet knowledge.



**To be borne by the host country (NPO Bangladesh)**

- a. Any implementation costs not covered by CIRDAP, IFOAM-Organics International, and the APO.

**To be borne by CIRDAP:**

- a. Accommodations for up to 18 overseas participants and six local participants for up to eight days.
- b. Additional accommodation costs of all overseas participants in Dhaka or Bogra, if required.
- c. All assignment costs of local resource persons.
- d. All official local travel arrangement and costs including round-trip travel between Dhaka and Bogra.
- e. All other local implementation costs except per diem allowances of participants.

**To be borne by IFOAM- Organics International:**

- a. Per diem allowances for up to 24 participants at the rate to be specified later.
- b. All local costs (accommodations and local transport) of participants who are from non-CIRDAP member countries but from APO member countries (Cambodia, the Republic of China, Japan, the Republic of Korea, and Singapore).
- c. IFOAM-Organics International may invite additional participants (a maximum of five) to this course. However, they must be from non-APO member countries and all costs of these participants including air travel and local costs should be borne by IFOAM-Organics International or the participants themselves.

**To be borne by the APO**

- a. All assignment costs of overseas resource persons.
- b. Round-trip economy-class international airfare by the most direct route between the international airport nearest to the participants' place of work and Dhaka. Please note that the arrangements for the purchase of air tickets should follow the "Guide on Purchases of Air Tickets for APO Participants," which will be sent to the selected participants. It is also available on the APO website and from APO Liaison Officers in member countries.
- c. The APO will cover the costs of an honorarium for webinar material costs and a technical fee for webinar facilitation costs.

**15. Actions by Member Countries**

- a. Each participating country is requested to nominate three or more candidates in the order of preference. Please ensure that candidates nominated meet the qualifications specified under section 13 above.
- b. No form of self-nomination will be accepted. All nominations must be endorsed and submitted by an APO Director, Alternative Director, Liaison Officer, or their designated officer.

- c. Please note that nomination of a candidate does not necessarily guarantee that he/she will be selected. Selection is at the discretion of the APO Secretariat. 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 enough. Sometimes candidates are not selected because they are overqualified for a project.
- d. Each nomination should be accompanied by the necessary documents. A nomination lacking any of these documents may not be considered: two copies of the candidate's biodata on the APO biodata form together with a passport-sized photograph. The biodata form can be downloaded from the APO website ([www.apo-tokyo.org](http://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](mailto:agr@apo-tokyo.org), fax: 81-3-5840-5324).
- e. 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 listed on the reverse side of the medical form. However, for all others, medical certification by a licensed physician on the reverse side of the medical form is required.
- f. Necessary documents are to be submitted electronically. In that case, there is no need to send a hard copy by postal mail. However, if the documents are submitted by fax, member countries are requested to mail the originals of the documents to the APO Secretariat as well. 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 give the candidate's name and the project code on the reverse side of the photograph.
- g. Member countries are requested to adhere to the nomination deadline given on page 1. 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.
- h. For member countries where nominations are required to be approved by higher government authorities and require a longer time, the APO Liaison Officers/NPOs are urged to send the names of nominees on or before the deadline, indicating that government approval will follow.
- i. If a selected participant becomes unable to attend, he/she should inform the APO Liaison Officer/NPO in his/her country immediately and give the reason for withdrawal. The NPO concerned is requested to transmit that information to the APO Secretariat and the host country promptly.
- 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.
- k. Each selected participant should be instructed to arrive at the venue one day before the

start of the official project. Also, he/she is expected to return home upon completion of the official project because he/she is visiting the host country for the specific purpose of attending this APO project.

1. NPOs should inform participants that they must attend all five days of the project to qualify for the certificate of attendance.

#### **16. Actions by the APO Secretariat**

- a. Under normal circumstances, candidates who are selected will be informed of their acceptance at least four weeks before the start of the project.
- b. If some candidates fail to qualify or be unable to participate after selection, or if 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.

#### **17. Project Preparation**

The participants are encouraged to prepare a short report on the current status of organic agroindustry development leadership course in their countries for sharing and discussion during the course.

#### **18. Postproject Actions**

All participants are required to prepare action plans and share the plans with their NPOs. The APO will also request participants to submit progress reports six months after completion of the course.

#### **19. Evaluation of Participants**

If the conduct/attendance/performance of a participant is not satisfactory, these will be reported to the APO director concerned.

#### **20. Guide for Participants**

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 website ([www.apo-tokyo.org](http://www.apo-tokyo.org)).



Mari Amano  
Secretary-General