



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT NOTIFICATION

27 March 2017

- 1. Project Code** 17-AG-31-GE-TRC-B
- 2. Title** Training Course on Food Safety Management Systems: Basic Course for SMEs in the Food Industry
- 3. Timing and Duration** 20–24 November 2017 (five days)
- 4. Venue** Nadi, Fiji
- 5. Implementing Organization**
National Training & Productivity Centre
Fiji National University
2/8 Queen Elizabeth Drive, Nasese, Suva, Fiji
Phone: 679-3311-004/3313-074/9990-748
Fax: 679-3313-185
e-Mail: adntpc@fnu.ac.fj
- 6. Number of Overseas Participants** Up to 18 qualified participants from Bangladesh, Cambodia, Republic of China, 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.
- 7. Number of Local Participants** Up to six qualified participants
- 8. Closing Date for Nominations** 9 July 2017

9. Objectives

To develop food safety management (FSM) practitioners with good knowledge of fundamental FSM concepts, principles, tools, techniques, and critical success factors for SMEs in the food industry to strengthen their capacity aiming at sustainable development and inclusive growth in member countries. After completing the course, the practitioners are expected to be able to:

- a. Identify, use, and explain basic FSM tools, techniques, and approaches; and
- b. Adopt an integrated framework to diagnose FSM problems and develop and implement solutions.

10. Background

Food safety is a worldwide issue as the globalization of trade can spread foodborne pathogens. Both developed and developing countries share concerns over food safety as international food trade and cross-border movements of people and live animals increase.

Foodborne illnesses present a major challenge to both general and at-risk populations. Each year, millions of illnesses can be attributed to contaminated food. Foodborne illnesses have serious implications for families as well as government expenditures for healthcare. They can also cause reduced productivity of the workforce.

There is an urgent need to put in place sound FSM systems through building reliable, safe food supply chains. The situation of food safety in many developing countries in the Asia-Pacific region, however, is far from satisfactory. This is attributed to a lack of awareness of its socioeconomic significance and lack of understanding of basic concepts, tools, and techniques of food safety such as good hygiene practices (GHP), good manufacturing practices (GMP), and hazard analysis and critical control point (HACCP). The limited pool of trainers and experts providing training and consultancy in this field and high cost of implementing the requirements relating to food safety, especially for SMEs, are also among the major challenges.

This course aims at producing FSM practitioners who are expected to utilize the tools and techniques learned to ensure greater multiplier effects in member countries.

11. Scope and Methodology

The tentative modules to be covered are:

- a. Introduction to and overview of FSM;
- b. Key concepts in FSM (GHP, GMP, HACCP) and innovative tools;
- c. Tools, techniques, and approaches for FSM;
- d. Implementation of FSM;
- e. Food traceability;
- f. Certification in FSM; and
- g. Strategies for achieving food safety by SMEs in the food industry and key success factors.

The program will consist of lectures, presentations, individual/group exercises, company/factory visits, and written examination.

The tentative program itinerary is given below:

Date/Time	Activity
Sun., 19 November 2017	Arrival of participants at the project venue
Mon., 20 Nov.	Opening session Training modules
Tues., 21 Nov.	Training modules/sharing country papers
Wed., 22 Nov.	Training modules/site visit
Thurs., 23 Nov.	Onsite studies/training modules
Fri., 24 Nov.	Presentations/examination Program evaluation Closing session
Sat., 25 November 2017	Departure of participants

12. Qualifications of Candidates

The participants are expected to possess the following qualifications:

Present Position	Production managers, trainers, owners, or managers of food businesses; food safety team leaders; and consultants of NPOs involved with FSM systems in food-processing companies, in particular SMEs.
Experience	At least two 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	Those meeting the above qualifications are generally between 25 and 40 years of age.
APO Certificate	Participants are required to attend the entire program to receive the APO certificate of attendance.

13. 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 Nadi.
- b. Participating country expenses of USD50 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 USD10,000.00 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. Any cancellation charges for airfare and hotel arising from withdrawals after letters of acceptance have been issued by the APO.

To be borne by the host country

- a. Per diem allowances and hotel accommodations for up to 18 overseas participants for up to six days at the rate to be specified later.
- b. All assignment costs of local resource persons.
- c. All other local implementation costs.

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 Nadi, Fiji, for participants from Bangladesh, Cambodia, Lao PDR, Mongolia, and Nepal and for participants from SMEs and nonprofit-making organizations from other APO member countries. As far as practicable, all participants should purchase discount tickets. 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 may select more than 18 overseas participants in anticipation of last-minute withdrawals or no-shows. If more than 18 overseas participants attend, per diem allowances and hotel accommodation costs will be borne by the APO for up to two additional overseas participants at the rate to be prescribed for up to six days.

14. 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 12 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). 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: 81-3-5840-5324).
- 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 training.
- l. NPOs should inform participants that they must attend all five days of the project to qualify for the certificate of attendance.
- m. NPOs should assist the APO and/or host country in collecting amounts corresponding to

cancellation charges arising from withdrawal of a participant as provided for under item 13d.

15. Actions by the APO Secretariat

- a. Under normal circumstances, candidates who are selected will be informed of their acceptance at least four weeks prior to 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.

16. Project Preparation

Participants are required to prepare a case study on a successful implementation of an FSM system in an SME prior to departure for the project. In preparing the paper, they are expected to follow the “Guidelines for the Preparation of Country Papers,” to be provided later.

17. 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 training course.

18. Evaluation of Participants

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

19. 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).



Santhi Kanoktanaporn
Secretary-General