



ASIAN PRODUCTIVITY ORGANIZATION

## PROJECT NOTIFICATION

29 June 2017

- 1. Project Code** 17-AG-02-GE-WSP-B
- 2. Title** Workshop on Advanced Farm Mechanization: Crop Sector
- 3. Timing** 25–29 September 2017 (five days)
- 4. Venue** Hyderabad, India
- 5. Implementing Organizations**

National Institute of Rural Development and Panchayati Raj (NIRDPR)  
NIRD Road, Rajendranagar Mandal, Hyderabad, Telangana 500030, India  
Phone: +91 40 2400 8439  
Fax: +91 40 24008515  
e-Mail: radhikacherukuri123@gmail.com

National Productivity Council (NPC)  
Institutional Area, Lodi Road, New Delhi 110003, India  
Phone: +91 11 24690331  
Fax: +91 11 24615002  
e-Mail: isg@npcindia.gov.in
- 6. Co-sponsors**

Centre on Integrated Rural Development for Asia and the Pacific (CIRDAP)  
Chameli House, 17, Topkhana Road, Dhaka 1000, Bangladesh  
Phone: 880-2-9586508; 9558751/Ext. 205  
Fax: 880-2-9562035; 9571880  
e-Mail: evatuzon@cirdap.org

African-Asian Rural Development Organization (AARDO)  
2, State Guest Houses Complex Chanakyapuri  
New Delhi 110021, India  
Tel: +91-11-24100475; +91-11-26877783  
Fax: +91-11-26115937  
e-Mail: aardohq@aardo.org
- 7. Number of Overseas Participants** Up to 18 qualified participants from Bangladesh, Cambodia, Republic of China, Fiji, Indonesia, IR Iran, Republic of Korea, 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** 28 August 2017

### **10. Objectives**

- a. To review recent developments and emerging trends in farm mechanization in the crop sector;
- b. To assess the application of digital technology in farm mechanization, as well as its impact on agricultural productivity, in particular, labor productivity;
- c. To share successful examples of advanced farm mechanization systems and technologies for small- and medium-sized farms; and
- d. To identify best practices and formulate strategic follow-up action plans for the participants to promote the application of appropriate mechanization systems and technologies in various stages of farm operations in their countries to improve agricultural and labor productivity.

### **11. Background**

Asia is home to nearly 4.5 billion people, or almost 60% of the world's population. It is projected that the population of Asia will reach 5.4 billion by 2050. Thus the biggest challenge to agriculture in Asia is to feed an additional 900 million people in 2050. However, many countries in the region are still net food importers. In addition, the bulk of their populations resides in rural areas and is mainly dependent on farming for livelihood. Thus, there is a need to improve the revenue-generating capacities of farms to improve the livelihood of the rural population. Combined with the declining availability of arable land and reduction in farm sizes, productivity improvement of farmland and labor is becoming urgent for most governments in the region.

One of the main causes of low agricultural productivity in most developing countries in the region is the low level of mechanization in production and postharvest operations. Most farms are still predominantly operated inefficiently using manual labor. The lack of appropriate machinery catering to the requirements of small-scale farms is considered one of the major obstacles for developing countries to increase farm mechanization. Most developing countries are dependent on imported farm machinery, which often is not suited to small-scale farm operations. There is also growing concern about the use of machinery that consumes high levels of energy. Aside from being expensive to maintain, it could also pollute the environment. Another important issue is that machines should be easy to use by the elderly and women working on farms. In addition, digital-technology-enabled automated farm machinery needs to be promoted to attract and retain youth in agriculture.

This workshop is organized to share cost-effective farm machinery systems and technologies including digital technology-enabled automated farm machinery and devices in various stages of farm operation and formulate strategic recommendations and follow-up action plans to promote the application of appropriate mechanization systems and technologies in member countries to improve agricultural and labor productivity.

## 12. Scope and Methodology

The tentative topics to be covered are:

- a. Recent global developments and emerging trends in farm mechanization;
- b. Opportunities and challenges for the development and expansion of cost-effective farm machinery for small and medium-sized farms in Asia;
- c. Policy environment and institutional settings for accelerating the development and commercialization of small-farm machines and equipment;
- d. Technical and financial support of small farmers for effective adoption of advanced farm machinery;
- e. Examples of successful development and commercialization of small farm machinery;
- f. Application of digital technologies in the development of small-farm machinery and equipment; and
- g. Automated farming through robots, driverless tractors, and other digital devices.

The workshop will mainly consist of presentations by experts, presentations of country case studies by participants, and site visits.

The tentative program of the workshop is given below:

<b>Date/Time</b>	<b>Activity</b>
Sunday, 24 September 2017	Arrival of participants at project venue
Monday, 25 September 2017	Opening session Presentation of resource papers
Tuesday, 26 September 2017	Presentation of resource papers Sharing of country experiences
Wednesday, 27 September 2017	Field visit(s) to relevant facilities
Thursday, 28 September 2017	Group exercise sessions
Friday, 29 September 2017	Formulation of strategic action plans Program evaluation Summing-up session Closing session
Saturday, 30 September 2017	Departure of participants

## 13. Qualifications of Candidates

The participants are expected to possess the following qualifications:

Present Position	Senior agricultural extension officers responsible for promoting farm mechanization, senior managers of farm machinery
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development SMEs, and senior consultants in charge of developing and promoting farm machinery and mechanization.

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 meet the qualifications above are generally between 30 and 50 years of age.
APO Certificate	Participants are required to attend the entire program to receive the APO certificate of attendance.

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

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

- 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 accommodations arising from withdrawals after letters of acceptance have been issued by the APO.

### **To be borne by the host country and co-sponsors (CIRDAP, NIRDPR, and AARDO)**

- a. Per diem allowances and hotel accommodation for up to 18 overseas participants for up to six days at the rate to be specified later.
- b. All local implementation costs (venue, workshop facilities and kit, local travel arrangements, etc.) for all participants.
- c. Cost of local resource persons and up to six local participants.
- d. All official local travel arrangements

### **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 Hyderabad, India. 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.

## **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, 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 workshop.
- 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 14d.

## **16. 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.

## **17. Project Preparation**

The participants are required to prepare a paper prior to departure for the project venue. In preparing the paper, they are expected to follow the “Guidelines for the Preparation of Country Papers” to be provided later.

## **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 workshop.

## **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)).



Santhi Kanoktanaporn  
Secretary-General