



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT NOTIFICATION

10 June 2014

1. **Project Code** 14-AG-16-GE-CON-A
2. **Title** Forum on Mitigating Negative Effects of Climate Change on Agriculture
3. **Timing and Duration** 30 September–3 October 2014 (four days)
4. **Venue** Bali, Indonesia
5. **Implementing Organizations**

Ministry of Agriculture, R.I Indonesian Agency for Agricultural Research and Development (IAARD)
Address: Jalan Ragunan 29 Pasarminggu, Jakarta 12540, Indonesia
Phone: 62-21-7806202
Fax: 62-21-7800644

Ministry of Manpower and Transmigration
Directorate General of Training and Productivity Development, Ministry of Manpower and Transmigration
Jl. Jenderal Gatot Subroto Kav. 51 Floor VI-A
Jakarta 12950, Indonesia
Phone: 62-21-52963356
Fax: 62-21-52963356
e-Mail: npoindonesia@yahoo.co.id, suhanda@binaproductivity.org
6. **Number of Overseas Participants** Up to 36 qualified participants from member countries
7. **Number of Local Participants** Up to 12 qualified participants
8. **Closing Date for Nominations** 31 July 2014
9. **Objectives**

The forum will bring together decision makers, scientists, consultants, NGO representatives, and practitioners to share strategies, approaches, and good practices of mitigating the negative effects of climate change on agriculture. It will explore the way forward for agriculture sector when the impacts of climate change are becoming obvious and adaptation and mitigation measures are increasingly required. The forum aims to:

- a. Review the potential impact of climate change on agricultural productivity;
- b. Share good practices of agricultural adaptation and mitigation to climate change; and
- c. Formulate strategic recommendations for mitigating the negative effects of climate change on agriculture.

10. Background

Climate change, combined with growing global food demand, is a serious threat to food security everywhere. Rural people and farmers, especially those who live in fragile ecosystems, are the most vulnerable to its negative effects as their livelihood depends on agriculture, livestock, fisheries, and forestry. Agriculture is extremely vulnerable to climate change.

Climate change could affect agriculture through higher temperatures, greater demand for water for crops, more unstable rainfall patterns, and increases in climate extremes such as droughts, floods, storms, and heat waves. It could also increase the incidence of disease and insect pest infestation. The consequent crop failures and livestock deaths could cause huge economic losses, contributing to volatility in agricultural markets, higher food prices, and undermining of food security in many developing countries.

Agriculture has both positive and negative effects on climate. For example, green plants serve as carbon sinks, but agricultural activities contribute about 14% directly and 17% indirectly of greenhouse gas (GHG) emissions. Thus agriculture that will strengthen food security as well as adaptation to and mitigation of climate change is needed.

Main issues include inappropriate land management practices, improper farming technologies/systems, lack of incentives for farming communities to take advantage of environmental services and adopt sustainable production systems, and inadequate support for soil and water conservation practices. Effective policy measures as well as capacity-building and awareness programs are needed to mitigate the negative effects of agricultural activities on climate change. This will require the concerted efforts of all key stakeholders such as farmers, the public and private sectors, civil society, and NGOs.

11. Scope and Methodology

The four-day forum will consist of plenary thematic sessions with expert presentations, country papers, panel discussion sessions, and a visit to the relevant facility.

The tentative themes for the sessions are:

- Session 1: Assessing climate change impacts, challenges, risks, and planning tools
- Session 2: Efficient, effective natural resource management for adaptation to climate change
- Session 3: Innovations in farming systems for adaptation to climate change
- Session 4: Innovative technologies for adaptation to climate change
- Session 5: Policy and institutional settings for developing agricultural resilience to climate change
- Session 6: Mainstreaming climate-smart agricultural innovations into sectoral planning

The tentative program of the forum is given below:

Date/Time	Activity
Mon., 29 September 2014	Arrival of participants in Bali
Tues., 30 September	Presentations
Tues., 1 October	Presentations
Wed., 2 October (a.m.)	Field visits to relevant facility/facilities
2 October (p.m.)	Presentations
Thurs., 3 October	Panel discussion Formulation of strategic recommendations

Fri., 4 October 2014

Program evaluation
Summing-up session
Closing session
Departure of participants

12. Qualifications of Candidates

The participants are expected to possess the following qualifications:

Present Position	Senior policymakers and planners, agricultural professionals, scientists, practitioners, academics, and executives of NGOs and agribusiness companies in charge of promoting policies, programs, and agricultural technologies/farming systems for mitigating the negative effects of climate change on agriculture and for climate change adaptation and mitigation.
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 35 and 50 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

- 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.

To be borne by the host country

- a. Per diem allowances and hotel accommodation for 18 overseas participants for up to five days at the rate to be specified later.
- b. All local implementation costs for all participants.

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 Bali. 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. Per diem allowances and hotel accommodation for up to 18 additional overseas participants for up to five days at the rate to be specified later.

14. Actions by Member Countries

- a. Each participating country is requested to nominate four 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 forum.
- l. NPOs should inform participants that they must attend all four days of the project to qualify for the APO's certificate of attendance.

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

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 attached "Guidelines for the Preparation of Papers."

17. Postproject Actions

All participants are required to prepare follow up 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 forum.

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).



Mari Amano
Secretary-General

14-AG-16-GE-CON-B

Forum on Mitigating Negative Effects of Climate Change on Agriculture
30 September–3 October 2014, Bali, Indonesia

Guidelines for Preparation of Papers

Each selected participant is required to submit a paper keeping in mind the scope and objectives of the forum. Prior to paper preparation participants should decide in which session of the forum they would like to present their papers and write it accordingly. Tentative forum sessions are listed below:

- Session 1: Assessing climate change impacts, challenges, risks, and planning tools
- Session 2: Efficient, effective natural resource management for adaptation to climate change
- Session 3: Innovations in farming systems for adaptation to climate change
- Session 4: Innovative technologies for adaptation to climate change
- Session 5: Policy and institutional settings for developing agricultural resilience to climate change
- Session 6: Mainstreaming climate-smart agricultural innovations into sectoral planning

The paper may be written in the personal capacity of the participant but must be substantiated. It must be supported by statistical data/information wherever appropriate.

Participants are encouraged to provide in their papers as much relevant, useful information as possible but they must avoid including unnecessary general information on agriculture as well as the profile of their country.

Suggested Format of the Paper

1. Introduction (key concept, importance, and rationale)
2. Current status, main challenges, and principal trends
3. Future initiatives and region/country-specific development focus
4. Development scope and opportunities
5. Best practices and efforts/opportunities for the country
6. Summary and concluding remarks (up to 300 words)
7. List of references (to acknowledge the sources of information used in paper preparation)

These headings are meant as a guide, and authors may wish to vary these headings according to the topic and theme of their presentations. In general, the information content of these headings is expected, even if authors choose to vary the heading titles.

Writing Guidelines

- A. The word count should be limited to 5,000.
- B. The word count excludes the title, tables, figures, and references but includes “text boxes.”
- C. The maximum number of tables, figures, and photos should be limited to a total of five.
- D. **Papers must be submitted based on following guidelines:**
 - i) Single spaced
 - ii) Arial font

- iii) 12-point font size
- iv) A4-size paper
- v) Tables and figures should cite “source” information at the bottom.
- vi) Please prepare a reference list (a bibliography is not acceptable).
- vii) Please prepare a list of acronyms and abbreviations.
- viii) Please submit electronic versions of original files of all tables, figures, and photos (*photo specification: jpeg 300dpi*).
- ix) Please obtain the owner’s permission for all photos used.
- x) Please submit your best-looking ID photo file.

The APO reserves the right to edit papers to conform to the desired publication format.