



ASIAN PRODUCTIVITY ORGANIZATION

## PROJECT NOTIFICATION

4 April 2014

1. **Project Code** 14-AG-04-GE-WSP-B
2. **Title** Workshop on Innovative Farm Management Practices to Enhance Agricultural Productivity
3. **Timing and Duration** 6–10 September 2014 (five days)
4. **Venue** Tehran, IR Iran
5. **Implementing Organizations**

National Iranian Productivity Organization  
No. 15, Daneshsara St., Baharestan Sq.,  
Tehran, Islamic Republic of Iran  
Phone: (98-21)77655000  
Fax: 98-21-77646271  
e-Mail: [nipo@mporg.ir](mailto:nipo@mporg.ir)

Ministry of Jihad-e-Agriculture  
No. 12, Dr. Hesabi Building,  
Rodaki and Navab St cross road, Azadi St., Tehran, Iran  
Phone: 98 21 66430443,4, 6  
Fax: 98 21 66430449  
e-Mail: [tarvij-amozesh@areo.ir](mailto:tarvij-amozesh@areo.ir)
6. **Number of Overseas Participants** Up to 18 qualified participants from Bangladesh, Cambodia, Republic of China, Indonesia, India, Japan, Republic of Korea, Malaysia, Mongolia, 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** 13 June 2014
9. **Objectives**
  - a. To enhance participants' understanding of the essential components of innovative farm management;

- b. To share successful examples of innovative farm management practices; and
- c. To formulate action plans for scaling up such practices.

## **10. Background**

Innovation-led and productivity-driven agricultural growth is crucial in enabling Asian countries to achieve national food security amid challenges posed by declining arable land, shrinking water availability, looming risks of climate change, competing nonfood uses of agricultural commodities, and increasing food demand by growing populations. In most developing countries in the Asia-Pacific, the agricultural landscape is dominated by small and medium-sized farms where productivity is low. While there has been substantial technological development in agriculture, farm management remains far from satisfactory in many developing countries.

Farm management employs various strategies and methods with the objective of keeping the farm productive and maximizing profits on a sustainable basis. The farm organization needs to be adjusted from year to year to keep abreast of changes in methods, price variability, resources available, and customer demand. Most Asian farmers and farm managers lack knowledge of modern farm management tools and techniques such as strategic planning, preparation of business plans, financial and viability analysis, , and management of resources. This workshop is organized to enhance farm management skills of farm managers, representatives of farmers' associations, farm management consultants and trainers through sharing examples of innovations for successful farm management.

## **11. Scope and Methodology**

The tentative topics to be covered are:

- a. Emerging trends, issues, and challenges in farm management in Asian countries;
- b. Innovations in production management:
  - Resource (land, water, biodiversity) management
  - Policy incentives for adoption of environmentally-friendly agricultural practices
  - Farm waste management
- c. Innovations in farm management practices:
  - Farm planning
  - Risk management
- d. Information and communication technologies (ICTs) as enablers of innovative farm management.

The workshop will consist of theme presentations, sharing of country experience, group exercises, and field visits.

The tentative program of the workshop is given below:

<b>Date/Time</b>	<b>Activity</b>
Fri., 5 September 2014	Arrival of participants in Tehran, IR Iran
Sat., 6 September	Opening session Thematic presentations by resource persons
Sun., 7 September	Field visits to model farms, companies, and/or organizations
Mon., 8 September	Thematic presentations by resource persons Sharing of country experiences by participants
Tue., 9 September	Sharing of country experiences by participants Group exercise
Wed., 10 September	Group exercise Formulation of individual action plans by participants for their follow up Program evaluation by participants, resource persons, and implementing organization Sunning-up session Closing session
Thurs., 11 September	Departure of participants from IR Iran

## **12. Qualifications of Candidates**

The participants are expected to possess the following qualifications:

Present Position	Farm managers, representatives of farmers' associations, academia, government officers, and consultants engaged in farm management.
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	Preferably between 35 and 50 years.
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 up to 18 overseas participants for up to six days at the rate to be specified later.
- b. All 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 Tehran. 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.

### **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](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 informed 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.

#### **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 Country Papers."

#### **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 workshop.

#### **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](http://www.apo-tokyo.org)).



Mari Amano  
Secretary-General



14-AG-04-GE-WSP-B

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### **Guidelines for Preparation of Country Papers**

Participants are expected to share genuine country experience relating to the workshop subject with participants from other countries. As a part of sharing country experience each selected participant is required to submit a paper keeping in mind the scope and objectives of the workshop and topical outline provided below. The paper may be written in the personal capacity of the participant but must be substantiated and should reflect an accurate account of the current status of "Farm management and adoption of innovations in farm management." It must be supported by statistical data/information wherever appropriate.

The paper should be typewritten, single-spaced, on standard A4-size paper, and be between 5 and 7 pages in length, excluding tables/figures. A soft copy of the paper should reach the APO and NIPO, IR Iran no later than 18 August 2014.

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.*

Participants are also required to prepare a summary of their papers not exceeding 300 words. It should contain only the salient points of the paper. The summary will be used to prepare the highlights of the workshop.

The following topical outline is suggested as a guide. It is not meant to restrict the preparation of the paper but rather to encourage the inclusion of other equally relevant information to make it more substantial and meaningful.

### **Tentative Topical Outline**

1. What are the main farming systems in your country and what is the contribution of each system to the national economy. What kind of farm management practices had been adopted to boost up agricultural productivity, farm sustainability and farm incomes?
2. Give a brief account of the status of investment of your country in research and development (R&D) in the areas of agriculture and farm management.
3. Describe the major issues and challenges in developing, adopting, and promoting innovative farm management practices in your country.
4. Provide a brief review of the national/provincial/state policies and programs of your government designed to promote innovative farm management practices.

5. Describe briefly two cases/successful examples of the development/adoption of innovative farm management practices in your country, and their contribution to enhancing agricultural productivity and farm income.
  
6. Provide a list of references/bibliography to acknowledge the sources of the information used in your paper.