



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT NOTIFICATION

27 March 2017

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| 1. Project Code | 16-AG-41-GE-CON-A |
| 2. Title | Conference on Smart Agriculture for Sustainable, Inclusive Productivity |
| 3. Timing and Duration | 5–7 September 2017 (three days) |
| 4. Venue | Tokyo, Japan |
| 5. Implementing Organization | APO Secretariat |
| 6. Number of Overseas Participants | Up to 36 qualified participants
(See 12. Qualifications of Participants) |
| 7. Number of Local Participants | Up to 12 qualified participants
(See 12. Qualifications of Participants) |
| 8. Closing Date for Nominations | 29 June 2017 |

9. Objectives

This conference will provide a venue for senior government officials, policymakers, executives of farmers' associations, academics, consultants, professionals, and practitioners to deliberate on the development of smart agriculture including applications of digital farming, advanced technologies and innovative models to promote sustainable productivity in agriculture and inclusive growth in the Asia-Pacific region.

10. Background

Technology and the Internet of Things (IoT) have infiltrated many aspects of our lives and businesses. Smart agriculture can achieve super labor-saving, high-quality production using advanced technologies such as remote-sensing and digital automation of farming operations. In many developing countries, farmers are using smart technologies and devices like automated moisture sensors, drones, smart irrigation, terrain contour mapping, self-driving and GPS-enabled tractors, big data, cloud computing, the IoT, and robotics to produce food more conveniently and sustainably. Farms are being “teched up” when it comes to growing food both sustainably and profitably.

The automation of farming and digital technology-enabled equipment can facilitate agricultural operations by elderly and women farmers and attract youth to the sector. It can give rural farmers and SMEs access to the latest information on national, regional, and global agrifood markets. Precision agriculture allows efficient use of agricultural inputs, conserves

resources, and minimizes natural resource degradation. Thus, smart agriculture is important for promoting sustainable productivity and inclusive growth.

Promoting smart sustainable, efficient management of natural assets and building resilience in farming communities are fundamental to rural development aimed at inclusive growth. Agricultural transformation and long-term productivity improvements are often disrupted, however, due to environmental degradation and climate change. Thus, the promotion of productivity growth and commercialization in agriculture must go hand-in-hand with measures to safeguard and develop natural resources and help farmers and other actors in agricultural and food value chains in their adoption of smart practices to adapt to and mitigate climate change.

Responding to global challenges, digital technology must improve all aspects of farming. That includes efficient, effective use of natural resources and agricultural inputs such water and land use; increasing sustainable productivity growth in agriculture; reducing carbon footprints; making operations easier and more convenient through automation; enhancing the profitability of small farmers and SMEs; and building agricultural resilience to climate change.

11. Scope and Methodology

The conference will consist of plenary thematic sessions with expert presentations, panel discussions, country paper presentations, open forums, and a visit to the Plant Factory of Chiba University.

The tentative sessions are:

- Session 1: Smart agriculture and the future of food: global trends, opportunities, and challenges;
- Session 2: Smart farming solutions to problems facing small farmers;
- Session 3: Applications of artificial intelligence, robotics, GPS, and IT for the development of sustainable food production systems in the digital economy;
- Session 4: Key drivers for developing smart agriculture such as finance, agroindustry, SMEs, agricultural R&D, pro-poor technology, social inclusion, food security, climate adaptation, and land use; and
- Session 5: Successful models of sustainable smart agriculture and digital farming.

The tentative program of the conference is given below:

Date/Time	Activity
Monday, 4 September 2017	Arrival of participants in Tokyo
Tuesday, 5 September	Opening session Sessions 1–2: Presentations and discussions
Wednesday, 6 September	Sessions 3–5: Presentations and discussions
Thursday, 7 September	Session 6: Formulation of strategic recommendations for

promoting smart agriculture
Closing session
Field visits to relevant farms/companies/organizations

Friday, 8 September 2017

Departure of participants

12. Qualifications of Candidates

The participants in this conference are expected to possess the following qualifications:

Present Position	Senior government officials, policymakers, executives of farmers' associations, senior academics, senior consultants; and executives of private-sector agribusiness companies in charge of promoting high-tech farming.
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 conference 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 program 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 40 and 55 years of age.
APO Certificate	Participants must attend all three days of the conference to qualify for the certificate of attendance.

13. Financial Arrangements

To be borne by participants or participating countries

- a. Participants should be fully insured in Japan, regardless of any insurance coverage obtained in their own country, against accident and illness (including hospitalization) for:
 - accidental death and dismemberment up to JPY4,000,000
 - medical expenses for accident up to JPY4,000,000
 - medical expenses for illness up to JPY,000,000

for the entire duration of the project and travel. The APO will secure this insurance on

behalf of the participants in the host country from the day before project commencement until the day after project completion. Each participant must pay the premium himself/herself out of the per diem allowances provided. Neither the APO nor the implementing organization 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 on account 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 APO

- a. All assignment costs of 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 Tokyo, Japan. 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 accommodations for up to 36 overseas participants not covered by the host country for up to four days at the rate to be specified later.
- d. All local implementation costs.

14. Actions by Member Countries

- a. Each country is requested to nominate four or more candidates in the order of preference. Please ensure that the candidates come from different sectors and 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 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 enumerated 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 conference.
- l. NPOs should inform participants that they must attend all three 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

The participants are required to prepare country papers prior to departure for the project venue. If there are multiple participants from the same country, they are encouraged to cooperate in preparing one paper on any of the themes of the conference. In preparing the papers, they are expected to follow the “Guidelines for the Preparation of Country Papers” to be provided later to accepted participants.

17. Postproject Actions

All participants are encouraged to prepare follow-up plans and share the plans with their NPOs. The APO will also request participants to submit progress reports six months after completion of the conference.

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 homepage (URL: www.apo-tokyo.org).



Santhi Kanoktanaporn
Secretary-General