



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT NOTIFICATION

6 June 2016

1. **Project Code** 16-AG-04-GE-TRC-B
2. **Title** Training of Trainers in the GLOBALGAP Standard for Greater Market Access
3. **Timing and Duration** 5–10 December 2016 (six days)
4. **Venue** Lahore, Pakistan
5. **Implementing Organization** National Productivity Organization
2nd Floor, Software Technology Park
Constitution Avenue, F-5/1, Islamabad, Pakistan
Phone: 92-51-2823304/5
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e-Mail: ceo@npo.gov.pk
6. **Number of Overseas Participants** Up to 18 qualified participants from Bangladesh, Cambodia, Republic of China, Fiji, India, Indonesia, IR Iran, Lao PDR, Malaysia, Mongolia, Nepal, 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** Up to six qualified participants
8. **Closing Date for Nominations** 30 September 2016
9. **Objectives**
 - a. To enhance the understanding of trainers, inspectors, and auditors in the intent, requirements, and applications of the GLOBALGAP standard;
 - b. To acquaint them with the advanced knowledge and skills to implement Good Agricultural Practices (GAP) protocols to meet the requirements of the GLOBALGAP standard;
 - c. To develop resources for organizing national-level training on the subject; and
 - d. To advance the adoption of GAP aiming at promoting safe, responsible agricultural and food production in Asia and the Pacific.

10. Background

International trade in agricultural and food products is on rise. Consumers are increasingly concerned about the safety and wholesomeness of the products they buy, as well as how those are produced and handled. New pressures from consumers, retailers, and legislation have placed additional demands on farmers and producers, who are more often required to apply GAP in farming.

GAP refers to production methods that produce safe food, reduce the impact of agricultural practices on the environment, decrease the use of chemical inputs, make efficient use of natural resources, and safeguard the welfare of workers, farm animals, and sea life. Such trends create greater opportunities for producers in developing countries in Asia. To take advantage of this growing export market, however, there is a need to establish credible systems of GAP standards and GAP certification systems.

Many Asian countries have developed their own GAP schemes like IndiaGAP, JGAP, and ThaiGAP. There are also regional GAP schemes like ASEANGAP. Such national and regional schemes often vary in their requirements. To assure the authenticity of GAP products worldwide, such schemes need to be harmonized with the most widely accepted GAP standard, GLOBALGAP, a Global Food Safety Initiative recognized standard.

GLOBALGAP certification opens valuable new markets to large and small producers alike. It helps satisfy the basic food safety and sustainability specifications of retailers and major buyers worldwide and assures customers that GAP for food safety and environmental management practices meet GLOBALGAP requirements. There is a need to develop qualified trainers, inspectors, and auditors of GAP products to facilitate the credible certification of farmers and producers.

11. Scope and Methodology

The tentative modules to be covered are:

- a. National, regional, and international GAP standards;
- b. Introduction to GLOBALGAP standards;
- c. Requirements of GLOBALGAP standards;
- d. GLOBALGAP implementation;
- e. GLOBALGAP inspection and certification;
- f. Challenges in GAP adoption and certification;
- g. Key success factors in GLOBALGAP implementation; and
- h. Successful examples of GLOBALGAP adoption and certification.

The program will consist of interactive lectures, presentations, individual and group exercises, model farm/company visit(s), and written examination.

The tentative program of the training course is given below:

Date/Time	Activity
Sunday, 4 Dec., 2016	Arrival of participants at the project venue
Monday, 5 Dec.	Opening session Training modules

Tuesday, 6 Dec.	Training modules
Wednesday, 7 Dec.	Training modules
Thursday, 8 Dec.	Training modules
Friday, 9 Dec.	Field visit
Saturday, 10 Dec.	Training modules/examination Program evaluation Closing session
Sunday, 11 Dec., 2016	Departure of participants

12. Qualifications of Candidates

The participants are expected to possess the following qualifications:

Present Position	GAP trainers, inspectors, consultants, auditors, and officers of regulatory agencies in charge of GAP training, certification, and inspection.
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

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 Lahore.
- b. Participating country expenses of US\$50 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.

To be borne by the host country

- a. Per diem allowances and hotel accommodation for up to 18 overseas participants for up to seven 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 Lahore for participants from Bangladesh, Cambodia, Fiji, 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 will be provided for up to two additional overseas participants for up to seven days at the rate to be specified later.

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, Alternate 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 project.
- l. NPOs should inform participants that they must attend all six 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 encouraged to prepare a short paper on the current status of and trends in GAP adoption and GAP certification against the national GAP standard, as well as the GLOBALGAP standards in their countries, among others, for sharing and discussions during the course.

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 program.

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