



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT NOTIFICATION

28 April 2014

1. **Project Code** 14-AG-26-GE-WSP-B
2. **Title** Workshop on Good Agricultural Practices (GAP) for Increasing Farm Productivity and Enhancing Environmental Sustainability
3. **Timing and Duration** 11–15 August 2014 (five days)
4. **Venue** Manila, Philippines
5. **Implementing Organization** Development Academy of the Philippines
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6. **Number of Overseas Participants** Up to 18 qualified participants from Bangladesh, Cambodia, Republic of China, India, Indonesia, IR Iran, Lao PDR, Malaysia, Mongolia, Nepal, Pakistan, Sri Lanka, Thailand, and Vietnam
(see 13. Qualifications of Participants). Other member countries with particular interest in this project may nominate candidates upon consultation with the Secretariat.
7. **Number of Local Participants** Up to six qualified participants
8. **Closing Date for Nominations** 20 June 2014
9. **Objectives**
 - a. To assess the development and adoption of GAP standards by farmers in member countries;
 - b. To review successful cases of GAP adoption that contributed to increased farm productivity and environmental sustainability;
 - c. To review the status of and procedures for benchmarking of national GAP with other internationally recognized GAP standards; and
 - d. To develop action plans for promoting GAP in member countries.

10. Background

GAP refers to a collection of principles and standards to apply for on-farm production and postproduction processes resulting in safe, healthy food and nonfood agricultural products. These were established to encourage the production of high-quality, safe agrifood products produced in an environmentally and socially acceptable way which meet retailers' and consumers' requirements. The GAP concept addresses two distinct issues: ensuring food safety during on-farm and postproduction processes to build consumer confidence in the products; and enhancing environmental sustainability for continued productive farm operations. The development and adoption of GAP have become increasingly important in light of increasing regional and international trade in agrifood products and growing consciousness of consumers of the quality and safety of the food products they buy. Agricultural producers, particularly small farmers, need to have their farms certified as GAP compliant to enhance the acceptability of their products. Several countries have developed their own GAP standards and certification systems. However, the lack of harmonization between GAP schemes among countries and scarcity of affordable certification systems have often led to increased confusion and higher certification costs for farmers and exporters. Those with contractual relations with several retailers also complain about multiple audits against different criteria set by different groups of retailers every year.

The United States Department of Agriculture Agricultural Marketing Service currently operates an audit/certification program on GAP and/or Good Handling Practices (GHP). They have established GAP standards related to soil, water, animal production, health, and welfare; healthcare and public health; and those related to smallholder productivity. However, this is a voluntary program typically utilized by growers and packers to satisfy contractual requirements with retail and food service buyers. On the other hand, a group of retailers in the European markets established EurepGAP, later renamed GLOBALGAP. The GLOBALGAP standard now serves as key reference for GAP worldwide as this is increasingly being recognized by retailers not only in European markets. It is a single, integrated standard with modular applications for different product groups, ranging from plants, livestock, and aquaculture to plant propagation materials and compound animal feed. As many other on-farm quality assurance systems were in place in some countries prior to the development of GLOBALGAP, harmonization is being pursued, and most countries have successfully completed their benchmarking process and now have systems recognized as equivalent to GLOBALGAP. The harmonization and benchmarking process is able to reduce costs and efforts of farmers and producers from having to undergo costly multiple audits.

An understanding of the principles and standards of GAP and benchmarking of national GAP against GLOBALGAP and/or USDA GAP and GHP are essential so that stakeholders in various APO member countries can properly orient and guide small farmers in meeting established GAP standards.

11. Scope and Methodology

The tentative topics to be covered are:

- a. The concepts and principles of GAP and its importance in global trade in fresh agricultural products;
- b. The role of GAP in increasing farm productivity and environmental sustainability: Selected case studies;
- c. Recent developments in GLOBALGAP standard harmonization and adoption in various regions/countries;

- d. Recent developments in USDA GAP and GHP and trends in adoption in the USA and other countries;
- e. Recent developments in Japan GAP and trends in adoption in Japan and other countries;
- f. Issues and challenges for small farmers in Asia in adopting the GAP standards;
- g. Effective strategies adopted by some countries to encourage GAP certification or alignment of farming practices to GAP standards;
- h. Issues and challenges for developing countries in benchmarking and harmonization of national GAP with globally accepted GAP; and
- i. Policy and regulatory setting for development of national GAP standards and harmonization with globally accepted GAP standards.

The workshop will consist of interactive sessions on theme presentations, sharing of country experiences, individual/group exercises, and field visits.

The tentative program of the workshop is given below:

Date/Time	Activity
Sun., 10 August 2014	Arrival of participants in Manila
Mon., 11 August	Opening session Presentation of resource papers
Tues., 12 August	Presentation of resource papers Presentation of country papers
Wed., 13 August	Field visits to relevant farms, companies, or organizations
Thurs., 14 August	Presentation of country papers Group workshop
Fri., 15 August	Presentation of workshop group discussion output Program evaluation by participants, resource persons, and implementing organization Summing-up session Closing session
Sat., 16 August	Departure of participants

12. Qualifications of Candidates

The participants are expected to possess the following qualifications:

Present Position	Government officers, academics, professional staff of regulatory bodies/certification bodies, or consultants involved in training, auditing, and/or promotion of GAP.
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 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 Manila. 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). 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 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).



Mari Amano
Secretary-General

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Enhancing Environmental Sustainability
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Guidelines for Preparation of Country Papers

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 Good Agricultural Practices (GAP) development and adoption in their countries. 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 8 pages in length, excluding tables/figures. A soft copy of the paper should reach the APO and DAP no later than 01 July 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

Good Agriculture Practices (GAP) Implementation in Country

1. Please provide a brief overview of trends in production and areas harvested of major/important agricultural commodities in your country (limited to a maximum of five commodities). Please include production data for the last 10 years in terms of tonnage and areas in terms of hectares. To facilitate analysis of the trends, growth rate data should be presented, preferably in line graphs.
2. Please provide a brief overview of trends in exports of major agricultural products from your country in terms of volume and value (if possible for the last 10 years and not more than five products). As in item 1, please present the trends in line graphs for each commodity.
3. Please discuss the major issues and challenges faced by farmers affecting the productivity and growth in production of the key commodities presented in item no. 1.
4. Please present current programs or initiatives of the government to improve the production and productivity of key agricultural commodities.

5. Please provide a brief overview of the national GAP in your country including when it was adopted and the key organizations/agencies promoting it (if your country has no GAP yet, please exclude this portion and items 5, 6, and 7).
6. Please cite the total number and area of farms that have been certified as GAP compliant by year. Please state whether your national GAP is already harmonized with other globally accepted GAP standards.
7. Please examine and cite the particular strategies, policies, programs, incentives and other drivers that encouraged farmers to have their farms certified to GAP.
8. Please discuss major issues and challenges in having small farms certified under GAP.