



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT NOTIFICATION

27 March 2015

1. **Project Code** 15-AG-03-GE-TRC-B
2. **Title** Training Course on Lean Production Systems in Agribusiness to Improve the Productivity and Sustainability of Agribusiness SMEs
3. **Timing and Duration** 6–10 July 2015 (five days)
4. **Venue** Manila, Philippines
5. **Implementing Organizations**
Development Academy of the Philippines
DAP Bldg., San Miguel Ave., Ortigas Center, Pasig City
Philippines (P.O. Box 12788, Ortigas Center, Pasig City
Metro Manila, Philippines)
Phone: 63-2-631-2143
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e-Mail: apolu@dap.edu.ph, apolugrantees@yahoo.com.ph
6. **Number of Overseas Participants** Up to 18 qualified participants from Bangladesh, Cambodia, Republic of China, Fiji, India, Indonesia, IR Iran, Republic of Korea, Lao PDR, Nepal, Pakistan, 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** 16 May 2015

9. Objectives

To train participants in lean production systems (LPS) for reducing cost and waste and increasing productivity in agribusiness and food manufacturing enterprises.

10. Background

LPS seek to reduce or eliminate waste in the production process while creating desired value for customers. The concept is derived from the Toyota Production System (TPS), which is renowned for its focus on reduction of the original Toyota “seven wastes” to improve overall customer value. In recent years, the TPS model has evolved into the LPS and has been used

from varying new perspectives on how waste elimination can best be achieved. For example, LPS were found to be appropriate for agribusiness and food companies. LPS tools have been used to analyze and eliminate unnecessary inventories of raw materials and finished products and other forms of waste in the supply chain. They also ushered in the lean management concept that emphasizes outsourcing, cooperation, networking, and agility. The objective is to get the needed items to the right place at the right time in the right quantity and quality at the least cost. With the use of LPS, agribusiness and food companies can increase customer value through cost reductions or through the provision of value-enhanced services.

This training course will enable participants to understand the TPS/LPS and emerging models that can be applied in agribusiness and food manufacturing operations.

11. Scope and Methodology

The tentative topics to be covered are:

- a. Concept and principles of LPS and the TPS;
- b. Applications of lean concepts in agribusiness and the food industry;
- c. Elements of LPS (just in time, kaizen);
- d. Lean supply and partnership models;
- e. Value stream mapping tools; and
- f. Case studies and practical exercises in LPS applications.

The training course will consist of lectures, group discussions, site visits, and practical problem-solving case studies, with an examination at the end of the project.

The tentative program of the training course is given below:

Date/Time	Activity
Sun., 5 July 2015	Arrival of participants in Manila
Mon., 6 July	Opening session Training course
Tue., 7 July	Training course
Wed., 8 July	Training course
Thurs., 9 July	Onsite studies
Fri., 10 July	Program evaluation by participants, resource persons, and implementing organization Summing-up session Closing session
Sat., 11 July	Departure of participants

12. Qualifications of Candidates

The participants are expected to possess the following qualifications:

Present Position	Managers of agribusinesses and food manufacturing companies, relevant trainers from government agencies, representatives of agrifood industry associations, academics, and NPO consultants working in this field.
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 Manila.
- 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 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 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 training course.
- 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 encouraged to prepare a brief on the current status of LPS implementation in their countries for sharing and discussion 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 project.

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).

A handwritten signature in black ink, appearing to read 'MA', enclosed within a large, stylized oval loop.

Mari Amano
Secretary-General