



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT NOTIFICATION

17 March 2015

- 1. Project Code** 15-AG-07-GE-TRC-B
- 2. Title** Training Course on Value Addition to Agricultural Products for Increasing Productivity
- 3. Timing and Duration** 7–13 September 2015 (seven days)
- 4. Venue** Colombo, Sri Lanka
- 5. Implementing Organizations**

Ministry of Agriculture, Sri Lanka
Govijana Mandiraya, No. 80/5, Rajamalwatte Avenue
Baththaramulla, Sri Lanka
Phone: 94-11-2887431/2868918
Fax: 94-11-2888910
e-Mail: nandalaljayanetti@yahoo.com; dbtwij@hotmail.com

National Productivity Secretariat
10th Floor, Sethsiripaya 2nd Stage
Baththaramulla, Sri Lanka
Phone: 94-11-3094085
Fax: 94-11-2186025
e-Mail: nposlanka@gmail.com
- 6. Number of Overseas Participants** Up to 18 qualified participants from Bangladesh, Cambodia, Republic of China, Fiji, India, Indonesia, IR Iran, Lao PDR, Nepal, Pakistan, Philippines, 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** 7 July 2015

9. Objectives

To train participants in new tools and techniques in value addition to agricultural products for optimizing the use of raw materials, reducing waste, and increasing the productivity and profitability of enterprises.

10. Background

Value addition to agricultural products has enormous potential for increasing productivity, incomes, and off-farm employment opportunities in developing countries. However, in many APO member countries, this has not been consciously practiced, especially at the level of

small farms and small enterprises. In many instances, agriculture products are sold in their basic raw form in local as well as some export markets. Some of the reasons for this pervading practice include the lack of postharvest and handling facilities at the farm or rural community levels and the lack of knowledge of small farmers and small merchants on value-adding tools and techniques. If properly promoted and adopted, value addition can encourage intensive, diversified use of local agricultural raw materials, development of collateral and/or complementary enterprises, and thus job creation, especially in rural areas.

This course is a follow-up to the 13-AG-23-GE-TRC-A Self-learning e-Course on Value Addition to Agriculture Products implemented from 1 April to 31 August 2015. Candidates for this course should have passed the examination given at the end of the Self-learning e-Course. NPOs and concerned organizations should advise all candidates interested to attend this course to take the Self-learning e-Course.

11. Scope and Methodology

The training course will focus on value addition to agricultural products considering the wide range of agricultural items produced in most APO member countries. It will consist of the following modules:

- a. Module 1. Value addition of cold chains and logistics for perishable agrifood products;
- b. Module 2. Product development, innovation, and value addition;
- c. Module 3. Functional and nutraceutical foods value addition;
- d. Module 4. Packaging and labeling for more product information and value addition;
- e. Module 5. Utilization of by-products and farm waste to create new products for value addition;
- f. Module 6. Emerging R&D on utilization of by-products and waste products;
- g. Module 7. Foods produced with natural ingredients and food ingredients derived from by-products/ waste;
- h. Module 8. Emerging global trends in new and value-added products with successful stories; and
- i. Module 9. Value addition through quality, safety, and quality assurance certification system.

The training course will consist of interactive sessions, case studies, individual and group exercises, and field visits.

The tentative program of the training course is given below:

Date/Time	Activity
Sun., 6 September 2015	Arrival of participants in Colombo
Mon., 7 September	Opening session Training course session
Tue., 8 September	Training course session
Wed., 9 September	Training course session
Thurs., 10 September	Training course session
Fri., 11 September	Onsite studies
Sat., 12 September	Onsite studies
Sun., 13 September	Program evaluation by participants, resource persons, and implementing organization Summing-up session Closing session
Mon., 14 September	Departure of participants

12. Qualifications of Candidates

Candidates for this course should have passed the examination given at the end of the Self-learning e-Course on Value Addition to Agriculture Products. In addition, they are expected to possess the following qualifications:

Present Position	Managers and product development officers of SMEs in agribusiness and food-processing enterprises, officers of industry associations, consultants of NPOs, and extension officers of government agencies and NGOs involved in training farmers and rural entrepreneurs.
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 30 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 Colombo.
- 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 eight 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 Colombo. 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 seven 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 a case study demonstrating value additional to agriculture products prior to departure for the project venue. In preparing the case study, they are

expected to follow the “Guidelines for the Preparation of Case Studies” to be provided later.

17. Postproject Actions

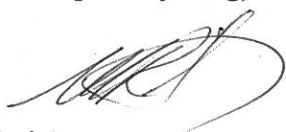
All participants are required to prepare action plans and share the plans with their NPOs. The APO will also request participants to submit progress reports six months after completion of the project.

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).



Mari Amano
Secretary-General