

Asian Productivity Organization

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PROJECT NOTIFICATION ADDENDUM

19 July 2012

1. **Project Code** 12-AG-32-GE-WSP-B
2. **Project Title** Workshop on Innovation in the Food and Agribusiness Industry
3. **Duration:** 5-9 November 2012 (five days)
4. **Venue:** Bogor, Indonesia
5. **Addendum No.** 1
6. **Reference:** APO Project Notification 12-AG-32-GE-WSP-B dated 31 May 20112
7. **Subject:** **New Venue**

7-1 Change in Section 4 "Venue"

The project venue has been changed from Bogor to **Bali, Indonesia.**

7-2 Change in Section 13. Financial Arrangements

Due to the change in the project venue, the first sentence of *Item ii) a) To be borne by the APO* should read "Round-trip economy-class international airfare by the most direct route between the international airport nearest to the participant's place of work and **Denpasar, Indonesia.**" Denpasar is the nearest international airport to the venue of Bali, Indonesia.

Unless otherwise modified by the APO in writing, the provisions of the Project Notification dated 31 May 2012 pertaining to this workshop remain valid.

Ryuichiro Yamazaki
Secretary-General

Asian Productivity Organization

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PROJECT NOTIFICATION

31 May 2012

1. **Project Code** 12-AG-32-GE-WSP-B
2. **Title** Workshop on Innovation in the Food and Agribusiness Industry
3. **Duration** 5–9 November 2012 (five days)
4. **Venue** Bogor, Indonesia
5. **Implementing Organizations**
 - 1) Ministry of Agriculture, R.I.
Jl. Harsono Rm. No. 3, Ragunan, Pasar Minggu
Jakarta 12550, Indonesia
Phone: (62-21) 788-37929
Fax: (62-21) 788-37929
 - 2) Directorate General of Training and Productivity Development
Ministry of Manpower and Transmigration, R.I.
Jl. Jend. Gatot Subroto Kav. 51, Floor 6-B
Jakarta 12950, Indonesia
Phone: (62-21) 5296-3356
Fax: (62-21) 5296-3356
e-Mail: protek@centrin.net.id
6. **Number of Overseas Participants** Up to 18 qualified participants from Bangladesh, Cambodia, India, IR Iran, Lao PDR, Malaysia, Mongolia, Nepal, Pakistan, Philippines, Sri Lanka, Thailand, and Vietnam
(see 12. Qualifications of Participants)
7. **Number of Local Participants** Up to six qualified participants
(see 12. Qualifications of Participants)
8. **Closing Date for Nominations** 31 July 2012
9. **Objectives**
 - 1) To study the different approaches and tools for introducing innovation in the food-processing industry;

- 2) To identify measures to encourage the adoption of more innovative technologies and practices; and
- 3) To enable participants to acquire knowledge and skills to formulate strategies for enhanced innovation of food products.

10. Background

The competition in a globalized market environment requires companies to innovate to stay competitive. In the food and agribusiness industry, product innovations may involve value addition to an existing product; reformulation of the ingredients to add new flavor, texture, and shape; or extension of the product range for multiple uses to meet the requirements of consumers and capture new markets. Some examples of innovative products are those delivering a unique combination of functional, nutritional, economic, and sustainable benefits to customers. Other product innovations are those that improve food quality and safety and those that provide consumers more convenience in using the products. Innovations in production technologies could achieve cost reductions, use fewer materials, reduce waste and environmental impact, and/or lower energy consumption. Given today's challenging economic times, food and agribusinesses, especially small enterprises in developing countries, should consciously continue to invest in innovation. This will provide opportunities for agribusinesses in most Asian developing countries to diversify their products and expand their sales in both domestic and export markets.

11. Scope and Methodology

This workshop will include resource paper presentations, case studies, and visits to food and agribusiness companies. The topics to be covered are:

- a) Concepts of and approaches to innovation in food and agribusiness;
- b) Latest innovative food-processing technologies;
- c) Case studies of the development and marketing of innovative food products;
- d) Systems to promote innovation in food and agribusiness; and
- e) Trends in the food industry.

12. Qualifications of Participants

The participants are expected to possess the following qualifications:

- (a) Age: Preferably between 30 and 50 years.
- (b) Education: University degree or equivalent qualification from a recognized institution.
- (c) Present Position: Managers and officers of food-processing companies; officials of governmental and nongovernmental organizations including academia and consultancy involved in design, development, and marketing of innovative food products; or representatives of cooperatives and farmers' associations involved in the production, processing, and marketing of food products.

- (d) Experience: At least two years of experience in the subject area.
- (e) Language Proficiency: All proceedings of the workshop are conducted in English, and participants are frequently required to make oral and written presentations. They should be proficient in both spoken and written English. Those who are not proficient in English need not apply.
- (f) Health: Physically and mentally fit to attend an intensive workshop requiring participants to complete a number of individual and group activities and strenuous fieldwork (it is therefore recommended that member countries refrain from nominating candidates likely to suffer from physical and mental strain).
- (g) Attendance: Participants must attend all five days of the workshop to qualify for the certificate of attendance.

13. Financial Arrangements

a) To be borne by the APO:

- i) All assignment costs of overseas resource persons.
- ii) Round-trip economy-class international airfare by the most direct route between the international airport nearest to the participant's place of work and Jakarta, Indonesia, for all overseas participants. As far as practicable, all participants should purchase discounted tickets (following IATA PEX or other applicable discount fares). Please note that the arrangements for the purchase of air tickets should be in accordance with the "Guide on Purchases of Air Tickets for APO Participants," which will be sent to the selected participants and is available on the APO website and from APO Liaison Officers in member countries

b) To be borne by participants or participating countries:

- i) *For all participants*
- 1) *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 Indonesia. This insurance requirement is **in addition** to existing government insurance coverage in some member countries. In case 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.

- 2) All expenses related to visa fees and airport taxes.
 - 3) 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 whatsoever.
- c) To be borne by the host country (Indonesia)**
- i) Per diem allowances and hotel accommodation for up to six days in Bogor for up to 18 overseas participants.
 - ii) All other local implementation costs.

14. Actions by Member Countries

Nominations

- (a) Each member country is requested to nominate two or more candidates for selection in the order of preference. Please ensure that candidates nominated meet the qualifications specified above (12).
- (b) Please note that when a candidate is nominated it does not follow that he/she is considered selected. Selection is at the discretion of the Screening Committee. 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. Sometimes candidates are not selected because they are overqualified for the given project.
- (c) APO Liaison Officers/NPOs are reminded to make clear in their search for the most appropriate participants that only the APO Liaison Officer/NPO in their country may send nominations to the APO Secretariat. This should eliminate the mistake of various government/public institutions making nominations directly to the APO Secretariat.

Required Documents

- (d) Each nomination should be accompanied by the documents listed below. A nomination lacking any of these documents may not be considered:
 - i) 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. Downloading information is also available from 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: 81-3-5226-3954).
 - ii) **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 recognized physician on the reverse side of the medical form is required.

- (e) For reasons of expediency or because of time constraints due to approaching nomination deadlines, member countries sometimes send their candidates' biodata forms and medical certificates by fax to the APO Secretariat. While this action is very much appreciated, member countries are requested to mail the originals of the documents to the APO Secretariat as well. They are needed for making clear, clean copies for the host country, especially with regard to the candidates' photos. If the documents are submitted electronically as mentioned in (d)-i), there is no need to send the original by postal mail. 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 specify the candidate's name and the project code on the reverse side of the photograph.

Nomination Deadline

- (f) Member countries are requested to abide by the nomination deadline of 31 July 2012. 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.
- (g) For member countries where nominations are required to be approved by higher government authorities and hence require a longer time, the APO Liaison Officers/NPOs are urged to send in the names of nominees on or before the deadline, indicating that government approval will follow.

Others

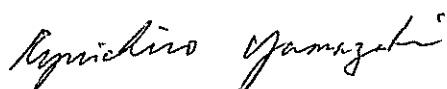
- (h) The most qualified participant(s) from each member country will be chosen and notified through the APO Liaison Officer/NPO. Should some candidates fail to qualify or be unable to participate after selection, or should some member countries fail to nominate any candidate, their slots may be filled by alternates from the same or another member country on a merit basis.
- (i) Member countries 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. Further, if they become unable to attend the project, they should be requested to inform the APO promptly of their inability to participate and the reason for last-minute withdrawal through the APO Liaison Officer/NPOs in member countries.
- (j) Each selected candidate is required to arrive at the venue one day before the start of the official project. Also, all candidates are expected to return home upon completion of the official project because they are visiting the host country for the specific purpose of attending this APO workshop.

15. Country Paper Preparation

Each participant is required to prepare a country paper prior to departure for the project venue for presentation during the workshop. In preparing the paper, participants are expected to follow the *Guidelines for Preparation of Country Papers* to be provided later.

16. Other Conditions

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 (<http://www.apo-tokyo.org>) and will be sent to the selected participants.



Ryuichiro Yamazaki
Secretary-General