



ASIAN PRODUCTIVITY ORGANIZATION

## PROJECT NOTIFICATION ADDENDUM

31 October 2014

1. **Project Code** 14-AG-03-GE-TRC-B
2. **Project Title** Training Course on Food Safety and Quality Standards for Market Access
3. **Duration:** 12–17 January 2015 (six days)
4. **Venue:** Islamabad, Pakistan
5. **Addendum No.** 1
6. **Reference:** APO Project Notification 14-AG-03-GE-TRC-B dated 14 August 2014
7. **Subject** New Timing

### 7-1 Change in Item No. 3 “Timing and Duration”

At the request of the NPO of Pakistan, the timing of the project has been changed to **12–17 January 2015**.


### 7-2. Change in Item No. 8 “Closing Date for Nominations”

NPOs are requested to confirm by **21 November 2014** whether the already submitted nominees are available for the new timing given above. If those nominees are not available, please submit new nominations along with nomination documents by **5 December 2014**. If some NPOs have not submitted nominations before, they are requested to submit nomination(s) along with nomination documents by **5 December 2014**.

### 7-3. Change in Item No. 11 “Scope and Methodology”

The dates given in the tentative program will be adjusted based on the new project timing.

Unless otherwise modified by the APO in writing, the provisions of the Project Notification dated 14 August 2014 pertaining to this workshop remain valid.



Mari Amano  
Secretary-General



ASIAN PRODUCTIVITY ORGANIZATION

## PROJECT NOTIFICATION

14 August 2014

1. **Project Code** 14-AG-03-GE-TRC-B
2. **Title** Training Course on Food Safety and Quality Standards for Market Access
3. **Timing and Duration** 8–13 December 2014 (six days)
4. **Venue** Islamabad, Pakistan
5. **Implementing Organization** National Productivity Organization (NPO Pakistan)  
2nd Floor, Software Technology Park,  
Constitution Avenue, F-5/1, Islamabad, Pakistan  
Phone: 92-51-2823304/5  
Fax: 92-51-2823309  
e-Mail: ceo@npo.gov.pk
6. **Number of Overseas Participants** Up to 18 qualified participants from Bangladesh, Cambodia, Fiji, India, Indonesia, IR Iran, Lao PDR, Malaysia, Nepal, Mongolia, 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 Participants** Up to six qualified participants
8. **Closing Date for Nominations** 30 September 2014
9. **Objectives**
  - a. To enhance participants' understanding of the structures and effectiveness of public and private food safety and quality (FSQ) standards prevailing in world food and agricultural markets;
  - b. To acquaint participants with the requirements of selected private FSQ standards; and
  - c. To familiarize participants with the issues and challenges faced by small- and medium-sized farms and enterprises in the agricultural and food industry in meeting the requirements for certification under private food standards and possible solutions.

## **10. Background**

FSQ are global concerns for the food industry as they are important for public health and impact international trade. Consumers are increasingly concerned about the quality and safety of the food they buy. They are taking unprecedented interest in the way food is produced, processed, and marketed and demand greater quality and safety assurances from agribusiness and food companies with reliable information. Globalization of food trade makes food chains longer and more complex and increases the risk of food safety incidents. In response, Governments are strengthening food control systems, while food industry has put in place stringent FSQ standards.

FSQ standards, both public and private, are fundamentally about establishing control, conformance, and compliance in the production, processing, and distribution of food. Private food standards are becoming basic requirements in the context of global trade in food and agricultural products. International private food standards such as GlobalGAP, ISO 22000, IFS, and FSSC 22000 are aimed at ensuring safety. Some private food standards focus on the quality aspects of food and agricultural products in terms of production and process methods. There is no legal obligation for exporters to obtain certification under private food standards, but business partners in the food supply chain often require suppliers to be certified by third parties.

The certification entails costs, and the proliferation of such standards is becoming an obstacle for exporters in the agricultural and food sectors in developing Asian countries. In response to concerns about the emergence of many different but similar standards, the Global Food Safety Initiative has been conducting benchmarking activities for private food standards to promote a harmonized approach to managing FSQ across the industry.

Producers and exporters of agrifood products in APO member countries need to know and understand the standards and requirements for certification. It is also important to understand the issues faced by SMEs and farmers in complying with such standards. The lack of awareness of global FSQ standards, complicated nature of the standards, insufficient understanding of the requirements for certification, compliance to multiple standards, and high cost of certification are among the typical challenges for small- and medium-sized farms and food industry enterprises in the Asian region.

## **11. Scope and Methodology**

The tentative modules to be covered are:

- a. Food safety management system overview;
- b. Risk assessment techniques;
- c. Hazard analysis and critical control point (HACCP);
- d. Management of nonconformity;
- e. Management systems;
- f. Public and private FSQ standards; and
- g. Requirements of selected private standards.

The training course will consist of different modules, each consisting of lectures, individual/group exercises; and field visits.

The tentative program of the training course is given below:

<b>Date/Time</b>	<b>Activity</b>
Sun., 7 Dec. 2014	Arrival of participants in Islamabad
Mon., 8 Dec.	Opening session Training modules
Tues., 9 Dec.	Training modules
Wed., 10 Dec.	Training modules
Thurs., 11 Dec.	Field/company visits
Fri., 12 Dec.	Training modules
Sat., 13 Dec.	Training modules Follow-up action plans Program evaluation Summing-up session Closing session
Mon., 14 Dec.	Departure of participants

## **12. Qualifications of Candidates**

The participants are expected to possess the following qualifications:

<b>Present Position</b>	Managers of food safety teams, representatives of food-processing industry associations, government officers responsible for export promotion, and exporters of food and agricultural products.
<b>Experience</b>	At least three years of experience in the position described above.
<b>Education</b>	University degree or equivalent qualification from a recognized university/institution.
<b>Language</b>	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.
<b>Health</b>	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.
<b>Age</b>	Candidates who fit the above profile are typically between 35 and 50 years of age.
<b>APO Certificate</b>	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 Islamabad.
- 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 seven 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 Islamabad, for participants from Bangladesh, Cambodia, Fiji, Lao PDR, Mongolia, and Nepal; for participants from SMEs and non-profit-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.

#### **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](http://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](mailto: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 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 encouraged to prepare a short report on the current status of implementation of FSQ standards and issues and impediments in implementation of such standards in their countries 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 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](http://www.apo-tokyo.org)).



Mari Amano  
Secretary-General