



ASIAN PRODUCTIVITY ORGANIZATION

## PROJECT NOTIFICATION ADDENDUM

8 October 2015

1. **Project Code** 15-AG-05-GE-TRC-B/C
2. **Project Title** Training Course on Food Safety Management Systems: Basic Course for SMEs in the Food Industry
3. **Duration** 23–27 November 2015 (five days)
4. **Venue** Pakistan
5. **Addendum No.** 1
6. **Reference** APO Project Notification 15-AG-05-GE-TRC-B/C dated 26 June 2015
7. **Details** Changes in Project Notification Item No. 4 “Venue” and No. 13 “Financial Arrangements”

### 7-1 Change in Item No. 4 Venue

The venue of the training course is **Lahore**, Pakistan.

### 7-2 Change in Item No. 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 **Lahore**, Pakistan.

#### To be borne by the APO

- b. Round-trip economy-class international airfare by the most direct route between the international airports nearest to the participants’ place of work and **Lahore**, Pakistan. 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.

Unless otherwise modified by the APO in writing, the provisions of the Project Notification dated 26 June 2015 pertaining to this training course remain valid.

Mari Amano  
Secretary-General



ASIAN PRODUCTIVITY ORGANIZATION

## PROJECT NOTIFICATION

26 June 2015

1. **Project Code** 15-AG-05-GE-TRC-B/C
2. **Title** Training Course on Food Safety Management Systems: Basic Course for SMEs in the Food Industry
3. **Timing and Duration** 23–27 November 2015 (five days)
4. **Venue** 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** 21 August 2015
9. **Objectives**

To develop food safety management (FSM) practitioners with good knowledge of fundamental FSM concepts, principles, tools, techniques, and critical success factors for SMEs in the food industry. After completing the course, the practitioners are expected to be able to:

- a. Identify, use, and explain basic FSM tools, techniques, and approaches to improve FSM;
- b. Adopt an integrated FSM framework to diagnose FSM problems and develop and implement solutions; and
- c. To provide training, consulting, and promotional services to NPOs and other similar organizational clients.

## 10. Background

Food safety is a worldwide issue as the globalization of food trade can spread foodborne pathogens. Both developed and developing countries share concerns over food safety as international food trade and cross-border movements of people and live animals increase. Foodborne illnesses present a major challenge to both general and at-risk populations. Each year, millions of illnesses can be attributed to contaminated food. Foodborne illnesses have serious implications for families as well as government expenditures for healthcare. It can also cause reduced productivity of the workforce.

There is an urgent need to put in place sound FSM systems through building reliable, safe food supply chains. The situation of food safety in many developing countries of the Asia-Pacific region, however, is far from satisfactory. This is attributed to a lack of awareness of its socioeconomic significance and lack of understanding of basic concepts, tools, and techniques of food safety such as good hygiene practices (GHP), good manufacturing practices (GMP), and hazard analysis and critical control point (HACCP). The limited pool of trainers and experts providing training and consultancy in this field, and high cost of implementing the requirements relating to food safety, especially for SMEs, are also among the major challenges.

This course aims at producing FSM practitioners who are expected to utilize the tools and techniques learned to ensure greater multiplier effects in member countries.

## 11. Scope and Methodology

The tentative modules to be covered are:

- a. Introduction and overview of FSM;
- b. Key concepts in FSM (GHP, GMP, HACCP) and innovative tools;
- c. Tools, techniques, and approaches in FSM;
- d. Implementation of FSM;
- e. Certification in FSM;
- f. Food traceability; and
- g. Strategies for achieving food safety by SMEs in the food industry and key success factors.

The program will consist of lectures, presentations, individual/group exercises, company/factory visits, and written examination.

The tentative program of the training course is given below:

Date/Time	Activity
Sun., 22 November 2015	Arrival of participants in Pakistan
Mon., 23 November	Opening session Training modules
Tues., 24 November	Training modules
Wed., 25 November	Training modules
Thurs., 26 November	Training modules/Field visit
Fri., 27 November	Training modules/Examination Program evaluation

Sat., 28 November

Closing session  
Departure of participants

## **12. Qualifications of Candidates**

The participants are expected to possess the following qualifications:

Present Position	Consultants of NPOs and managers and food safety officers in charge of training, consulting, and implementing FSM in food-processing SMEs.
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 25 and 40 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 the venue city in Pakistan.
- 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 assignment costs of local resource persons.
- c. All other 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 the venue city in Pakistan, for participants from Bangladesh, Cambodia, Fiji, Lao PDR, Mongolia, and Nepal; for participants from SMEs and nonprofit-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.
- c. The APO may select more than 18 overseas participants in anticipation of last-minute withdrawals or no-shows. If more than 18 overseas participants attend, per diem allowances and hotel accommodation will be provided for up to two additional overseas participants for up to six days at the rate to be specified later.

### **13. 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.

#### **14. 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.

#### **15. 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.

#### **16. 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.

#### **17. Evaluation of Participants**

If the conduct/attendance/performance of a participant is not satisfactory, these will be reported to the APO director concerned.

#### **18. 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