

Asian Productivity Organization

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PROJECT NOTIFICATION

27 June 2012

1. **Project Code** 12-AG-04-GE-WSP-B
2. **Title** Workshop on Greening the Supply Chain for Processed Food Products
3. **Duration** 12–16 November 2012 (five days)
4. **Venue** Seoul, Republic of Korea
5. **Implementing Organizations** Korea Productivity Center
Saegsamsung Building,
122-1 Jeokseon-dong, Jongro-ku,
Seoul 110-751, Republic of Korea
Phone: (82-2) 724-1180/7
Fax: (82-2) 737-9140
Website: <http://www.kpc.or.kr>
6. **Number of Overseas Participants** Up to 18 qualified participants from Bangladesh, Cambodia, India, Indonesia, IR Iran, Lao PDR, Pakistan, Philippines, Sri Lanka, Thailand, and Vietnam
(other member countries with special interest in the subject may also apply)
7. **Number of Local Participants** Up to six qualified participants
8. **Closing Date for Nominations** 31 August 2012
9. **Objectives**
 - 1) To enhance participants' knowledge and understanding of the key principles, and practices in greening supply chains (GSC);

- 2) To review and analyze the environmental performance of processed food supply chains in member countries; and
- 3) To help participants in developing action plans for GSC of processed food products in their countries.

10. Background

The food-processing industry is expanding fast in the Asia-Pacific region. It is creating many opportunities in this part of the world but is also creating a substantial environmental burden. To address this problem, world-class food companies have started encouraging their suppliers to be green. This GSC approach can have several benefits for the food business such as cost savings, enhanced image, smaller carbon footprints, and lower risks from food pathogen outbreaks. The application of GSC concepts to different components of the supply chain could, however, be challenging for food-processing industry SMEs in developing countries.

GSC may be referred to as the integration of all business value-adding operations, including purchasing and inbound logistics, production, processing, distribution, and outbound logistics in such a way that activities associated with these functions have the minimal harmful impact on the environment. The supply chain for processed food products from initial sourcing of raw materials to the delivery to consumers entails a series of activities, and various materials are used and emitted, some of which have serious impacts on the environment and human health. For these reasons, consumers are increasingly sensitive not only to the materials used or emitted in the production process but also to the ways in which products are handled and delivered to the market. Such consumer concerns are driving companies to manage the gamut of activities in the supply chain by taking into consideration factors that could have negative impacts on the environment and health of consumers and maintaining standards that meet buyer/consumer demand.

Many big companies in the agrifood business, especially multinationals, have internal standards for managing the environmental impacts of their operations, including those of their suppliers of raw materials. However, the situation is different for many SMEs that do not have such standards and continue to use practices that may be considered unfriendly to the environment. The main constraints are a lack of awareness, limited capacity, and insufficient financial resources. There is a need to build the capacity of food-processing SMEs to enable them to apply the GSC concepts and principles for greening their businesses.

11. Scope and Methodology

The workshop will consist of resource paper presentations, case studies, group exercises, and site visits to model projects demonstrating the benefits of GSC. Participants will also work on developing action plans for adoption in their countries. The tentative topics to be covered are:

- a) Concept, principles, and practices of GSC;
- b) Impact of an unregulated agrifood-processing sector on the environment and mitigation of such impacts;
- c) Framework for GSC of processed food products;

- d) Approaches and tools for GSC of food-processing SMEs;
- e) Policy, regulations, and incentives to encourage GSC in the food industry; and
- f) Best practices of GSC adopted by the leading Korean food processing companies.

The tentative program itinerary of the workshop is:

Sun. 11 November 2012		Arrival of participants in Seoul
Mon. 12 November		Opening session Presentations by resource persons
Tue. 13 November	AM PM	Presentations by resource persons Presentation of country case studies by participants
Wed. 14 November	AM PM	Presentation of country case studies by participants Group exercises
Thurs. 15 November		Field visit
Fri. 16 November		Group exercise Summing up Program evaluation Closing session
Sat. 17 November		Departure of participants from the host country

12. Qualifications of Participants

This workshop is designed mainly for private-sector entrepreneurs, officers of regulatory bodies, and representatives of industry associations who are in charge of implementing/promoting good practices of GSC in food-processing industry SMEs. The participants are expected to make visible efforts to utilize and disseminate the knowledge and skills learned from the workshop. They should also possess the following qualifications

- (a) Age: Preferably between 35 and 55 years.
- (b) Education: University degree or equivalent qualification from a recognized institution.
- (c) Present Position: Officials of government organizations such as regulatory bodies, representatives of industry associations, officers and managers of private businesses, and academics in charge of implementing/promoting good practices of GSC in food-processing industry SMEs.

- (d) Experience: At least three years of experience in the position described in (c) above.
- (e) Language: All proceedings of the workshop 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 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 Seoul. As far as practicable, all participants should purchase discount tickets. 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:

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 Republic of Korea. 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.

- 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 (Republic of Korea):**
- i) Per diem allowances and hotel accommodation for up to 18 overseas participants for up to six days at the rate to be specified later.
 - ii) All local implementation costs.

14. Actions by Member Countries

Nominations

- (a) Each selected 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.
- (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 enough. 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, participating countries sometimes send their candidates' biodata forms and medical certificates by fax to the APO Secretariat. While this action is very much appreciated, participating 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 August 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 the names of nominees on or before the deadline, indicating that government approval will follow.

Others

- (h) 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 project.

15. Country Case Study Preparation

The participants are required to prepare a country case study prior to departure for the project venue for presentation during the workshop. In preparing the country case studies, they are expected to follow the "Guidelines for Preparation of Country Case Studies" 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 (URL: www.apo-tokyo.org) and will also be sent to the selected participants.



Ryuichiro Yamazaki
Secretary-General