



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT IMPLEMENTATION PLAN ADDENDUM

18 September 2013

1. **Project Code** 13-AG-23-GE-TRC-A
2. **Project Title** Self-learning e-Course on Food Safety Management
3. **Timing:** 1 November 2013–28 March 2014
4. **Implementing Organizations:** APO Secretariat and National Productivity Organizations (NPOs)
5. **Addendum No.** 1
6. **Reference:** APO Project Implementation Plan 13-AG-23-GE-WSP-B dated 26 July 2013
7. **Details:** Changes in Project Implementation Plan Item No. 12 “Eligibility for e-Certificate”

7-1 Change in Item No. 12 Eligibility for e-Certificate

The e-certificates will be provided after course completion on 28 March 2014.

Unless otherwise modified by the APO in writing, the provisions of the Project Notification dated 7 May 2013 and Project Implementation Plan dated 26 July 2013 pertaining to this course remain valid.

Mari Amano
Secretary-General



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT IMPLEMENTATION PLAN

26 July 2013

1. **Project Code:** 13-AG-23-GE-TRC-A
2. **Project Title:** Self-learning e-Course on Food Safety Management
3. **Reference:** Project Notification 13-AG-23-GE-TRC-A dated 7 May 2013
4. **Timing:** 1 November 2013–28 March 2014 (five months)
5. **Implementing Organizations:** APO Secretariat and National Productivity Organizations (NPOs)
6. **Number of Participants:** Minimum of 380 participants
7. **Self-registration:** Self-registration opens from 10:00 am Japan Standard Time on 1 November 2013 on the APO's e-learning web portal: <http://www.apo-elearning.org/>.

Note: Participants can register directly from this portal on the APO website. Those who are already registered can access the course by using the assigned username and password. If you have forgotten your username and password, please refer to the FAQs on the home page of the portal.

8. Objective

To enable participants to understand the key concepts, as well as the basic principles, tools, and techniques of food safety management (FSM); and to apply them in their workplaces.

9. Background

Food safety is a global issue as contaminated food affects billions of people. Contaminated food can cause widespread health problems and contribute to high morbidity rates, which have serious implications for families as well as for government expenditures on healthcare. It can also cause reduced productivity of the workforce and thus reduced productivity of organizations and business enterprises. Both developed and developing countries share concerns over food safety as international food trade and cross-border movements of people and live animals increase. Governments worldwide are intensifying their efforts to improve food safety by updating national food regulatory systems. The food industry is putting in place modern food safety management systems (FSMS) to satisfy customers and consumers. Food safety in many developing countries in the Asia-Pacific region still does not meet global standards, however.

The main impediments to enhancing food safety are lack of awareness of its socioeconomic significance, paucity of data and information on foodborne disease incidences, lack of understanding of and compliance with established international food safety and quality standards, inadequate infrastructure and resources to support scientific risk management and upgrading of national food regulatory systems, inefficient food chains and poor traceability systems, and high cost of implementing the requirements relating to food safety. The business operations of SMEs, which constitute a big portion of the food industry in the region, are usually constrained by food safety concerns. There is an immediate need to strengthen FSMS at national, local, and enterprise levels to develop safe, reliable food chains.

The APO has organized several face-to-face and videoconferencing-based multicountry courses on FSM over the past decade, training thousands of stakeholders in member countries. Each year, new aspects are incorporated in the course considering new developments and advances in knowledge on the subject. This course is being organized to train even more stakeholders in FSM and to disseminate some of the important tools and techniques to support the efforts of governments, public and private organizations, and food companies to strengthen their FSMS.

10. Scope and Methodology

The course will focus on an overall understanding of key concepts as well as basic principles, tools, and techniques in FSM. It will cover the following modules:

Module 1: Why Food Safety Management?

Food and its impact; economic importance of FSM (e.g., increasing international food trade, international travel and susceptible populations, and changing lifestyles and customer concerns about FS, etc.); animal husbandry, crop production, fishery and aquaculture practices and FS; and bioterrorism.

Module 2: Key Concepts in Food Safety Management

Key concepts and principles of FSM, e.g., food hygiene, food safety, food chains; GMP, GHP; prerequisite programs; risk and risk analysis; hazard analysis and HACCP; and types of hazards and control measures.

Module 3: Productivity Tools and Techniques for Food-processing Enterprises (and quiz)

5S, PDCA, 7 QC tools, 7 MP tools, visual control, and kaizen.

Module 4: Food Safety Management Systems

Standards and requirements for food safety and FSMS; modern FSMS; key elements of an FSMS; and the ISO 22000:2005 FSMS.

Module 5: ISO 22000:2005 FSMS

What is the ISO 22000:2005 FSMS? Objectives, scope, key features, and basic requirements of ISO 22000:2005; implementation and certification of ISO 22000:2005 FSMS; way forward.

Module 6: Implementation of FSMS (and quiz)

Generic approach in establishing FSMS; project plan for implementing an FSMS; and auditing of FSMS.

Module 7: Certification for FSMS

Key concepts; benefits of certification; certification criteria, scope, and body; accreditation bodies and standards; certification steps; and critical points in certification.

Module 8: Food Traceability

Definition of food traceability; key concepts, principles, requirements, and design of a food traceability system (FTS); implementation of FTS; and enhancing traceability by SMEs in the food industry.

Module 9: Strategies for Achieving Food Safety by SMEs

What are SMEs? Characteristics of SMEs; impediments and challenges in FSMS implementation by SMEs; and actions needed to resolve those challenges.

Module 10: Final Exam

The course consists of self-learning e-modules, additional study material for participants, intermittent quizzes for self-assessment, and a final examination to qualify for the APO e-certificate.

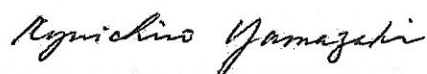
11. Qualifications of Candidates

The target participants for this course are FSM personnel, trainers or consultants, and junior-to mid-level managerial and technical personnel from the food industry.

12. Eligibility for e-Certificate

A minimum score of 70% on the final examination is required to qualify for the APO e-certificate. The e-certificates will be provided after course completion on 28 February 2014.

Note: Participants from nonmember countries are welcome to take the course for self-development, although APO e-certificates will not be provided.



Ryuichiro Yamazaki
Secretary-General



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT NOTIFICATION

7 May 2013

1. **Project Code** 13-AG-23-GE-TRC-A
2. **Project Title** Self-learning e-Courses for the Agriculture Sector
3. **Timing** Throughout 2013
4. **Implementing Organizations** APO Secretariat and National Productivity Organizations (NPOs)
5. **Number of Participants** Minimum 380 participants per course
6. **Registration** APO's e-learning web portal:
<http://www.apo-elearning.org/moodle19/>
(Participants can register directly from this portal on the APO website.)
7. **Objective** To provide basic training to numerous participants in productivity tools and techniques in selected subject areas of broad significance related to the agriculture and food sectors in a cost-effective manner and create a mass of productivity professionals.
8. **Background**

Depending upon the needs of APO members and relevance of subject areas, the APO develops self-learning e-courses and offers them on its e-learning portal (<http://www.apo-elearning.org>). These courses are developed based on the APO's experience and knowledge accumulated over years of organizing capacity-building projects in its focus areas. In 2011, the APO conducted a pilot self-learning e-course on the Occupational Health and Safety Management System (OHSAS 18001) that received positive feedback and huge success with more than 2700 participants taking the course. The APO plans to organize similar or upgraded self-learning e-courses relating to food safety management and value addition to agrifood products, etc. in 2013.

For each course, a separate project implementation plan (PIP) will be issued and it will contain specific information on the course and subject. NPOs are requested to start promoting the course only after receiving the PIP.

9. Scope and Methodology

The scope of each course will be decided based on the subject and will be detailed in the PIP issued later for each course.

Each course will consist of self-learning e-modules, additional study material for participants, intermittent quizzes for self-assessment, and a final examination to qualify for the APO certificate.

All learning modules, carefully prepared by internationally recognized experts, will be uploaded to the course site on the e-learning portal as PDF files.

10. Modality of Implementation

Courses will be offered through the APO's dedicated e-learning portal: <http://www.apo-elearning.org/moodle19/>. Participants can register on this portal and create their own accounts.

Registered participants are required to complete all learning modules and self-assessment quizzes before taking the final examination. Based on the results of the final examination, successful participants from APO member economies will be awarded an APO e-certificate in a PDF file. The certificates will be sent after the official duration of the course.

11. Special Features

- a) Participants can register on the APO e-learning portal and create accounts by themselves.
- b) Registered participants' progress will be tracked and monitored by the APO Secretariat throughout the course.
- c) Participants can complete the course at their own pace within the prescribed official duration of the course.
- d) Completion of all modules and quizzes is compulsory before taking the final examination.
- e) A minimum score of 70 % on the final examination is required to qualify for the APO e-certificate. The e-certificates will be sent to participants' registered e-mail address after course completion.
- f) Successful participants may be given preference based on merit for selection to attend future APO multicountry face-to-face projects on the same subject in consultation with NPOs.

12. Qualifications of Candidates

The target groups are productivity practitioners, consultants, managers, academics, and all professionals working in the subject area concerned. They may come from food industries, agriculture, agribusiness companies, NPOs, government organizations/departments, universities, and consultancy firms that wish to acquire a working knowledge of the subject.

13. Financial Arrangements

a) To be borne by the APO

1. All costs related to development of the self-study modules, additional study material(s) pertaining to the course, self-assessment quizzes, and examination.
2. Cost of hosting the course on the APO's e-learning portal and operating it from the APO Secretariat.

b) To be borne by participating countries/NPOs

1. Coordination and communication support during the course.
2. Any other local costs.

14. Actions by participating member countries/NPOs

Each participating country/NPO is requested to:

- a) Promote and market the course by sending the project notification and PIP to as many relevant organizations as possible and encouraging all interested individuals to participate.
- b) Upload the course announcement on the NPO's website and/or provide a link to the APO's e-learning portal.
- c) Interact with registered participants and provide them with necessary inputs and guidance, if necessary.
- d) Provide all necessary support and cooperation proactively to the APO Secretariat for successful implementation of the course.

15. Participation of Individuals from Nonmember Countries

Participants from nonmember countries are welcome to take the course for self-development, although APO certificates will not be provided.



Ryuichiro Yamazaki
Secretary-General

