

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
স্থানীয় সরকার, পল্লী উন্নয়ন ও সমবায় মন্ত্রণালয়
পল্লী উন্নয়ন ও সমবায় বিভাগ
প্রশাসন শাখা-১
www.rdc.gov.bd

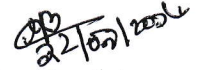
স্মারক নং- ৪৭.০৩১.০২৫.০০.০০.০১৩.২০১০(অংশ-৩)/ ৯২২৮

০৭ আশ্বিন, ১৪২৩ বঙ্গাব্দ
তারিখঃ -----
২২ সেপ্টেম্বর, ২০১৬ খ্রিস্টাব্দ

- বিষয়ঃ ১। Asian Food and Agribusiness Conference: Greening the Food Supply Chain, 26-28 October 2016 (three days), Bali, Indonesia.
- ২। Training Course for Women on Productivity Tools and Techniques for Improving the Productivity of Micro and Small Agrofood-processing Businesses, 7-11 November 2016 (five days), Hyderabad, India.

উপর্যুক্ত বিষয়ে বর্ণিত কোর্সের বিপরীতে উপর্যুক্ত প্রার্থী মনোনয়ন প্রদানপূর্বক সংযুক্ত জীবন বৃত্তান্ত ফরম ২০১৪ (২নং বাছাই কমিটির জন্য যা ইতোমধ্যে প্রেরণ করা হয়েছে) অনুযায়ী আগামী ২৭/০৯/২০১৬ তারিখের মধ্যে এ বিভাগের প্রশাসন শাখা-১ এ প্রেরণের প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য নির্দেশক্রমে অনুরোধ করা হলো।

সংযুক্তিঃ বর্ণনা মোতাবেক।



(মীনাক্ষী বর্মন)
সিনিয়র সহকারী সচিব
ফোনঃ ৯৫৭০৬৪৬
(e-mail: a_sec_1@ymail.com)

বিতরণঃ

- ১। মহাপরিচালক, বিআরডিবি, ঢাকা।
- ২। এ বিভাগের সকল কর্মকর্তা।
- ৩। নিবন্ধক ও মহাপরিচালক, সমবায় অধিদপ্তর, ঢাকা।
- ৪। মহাপরিচালক, বার্ড, কুমিল্লা/আরডিএ, বগুড়া/বাপার্ড, গোপালগঞ্জ।
- ৫। ব্যবস্থাপনা পরিচালক, বাংলাদেশ দুগ্ধ উৎপাদনকারী সমবায় ইউনিয়ন (মিল্ক ভিটা), তেজগাঁও, ঢাকা।
- ৬। ব্যবস্থাপনা পরিচালক, ক্ষুদ্র কৃষক উন্নয়ন ফাউন্ডেশন (এসএফডিএফ), পল্লী ভবন (৭ম তলা), ৫, কাওরান বাজার, ঢাকা।
- ৭। ব্যবস্থাপনা পরিচালক, পল্লী দারিদ্র্য বিমোচন ফাউন্ডেশন (পিডিবিএফ), হাউজ নং- ০৫, এভিনিউ-০৩, হাজী রোড, রূপনগর, মিরপুর-২, ঢাকা।
- ৮। প্রোগ্রামার, পল্লী উন্নয়ন ও সমবায় বিভাগ। (ওয়েব সাইটে প্রকাশের অনুরোধ জানানো হলো)



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT NOTIFICATION

10 June 2016

1. **Project Code** 10-AG-01-GE-CON-A
2. **Title** Asian Food and Agribusiness Conference: Greening the Food Supply Chain
3. **Duration** 26–28 October 2016 (three days)
4. **Venue** Bali, Indonesia
5. **Implementing Organizations**

Directorate of Productivity Development
Directorate General of Training and Productivity
Ministry of Manpower, R.I.
Jl. Jenderal Gatot Subroto Kav. 51, Floor VI-B
Jakarta 12950, Republic of Indonesia
Phone: 62-21-52963356
Fax: 62-21-52963356

Foreign Cooperation Division
Public Relation and Cooperation Bureau
Secretariat General of the Ministry of Village,
Disadvantaged Areas Development, and Transmigration
(MVDADT)
Republic of Indonesia
Jl. TMP Kalibata No. 17, Jakarta Selatan
Jl. Abdul Muis No. 7, Jakarta Pusat, 10110
Phone: 62-21- 7989924
Fax: 62-21- 7974488
e-Mail: bagianklnkemendesa@gmail.com; tresregar@yahoo.com
6. **Co-sponsor:** Centre on Integrated Rural Development for Asia and the Pacific (CIRDAP)
Chameli House, 17, Topkhana Road, Dhaka 1000, Bangladesh
Phone: 880-2-9586508; 9558751; Ext. 205
Fax: 880-2-9562035; 9571880
e-Mail: evatuzon@cirdap.org
7. **Number of Overseas Participants** Up to 36 qualified participants
(See 13. Qualifications of Participants)
8. **Number of Local Participants** 12 or more qualified participants
(See 13. Qualifications of Participants)
9. **Closing Date for Nominations** 12 September 2016

10. Objectives

The Asian Food and Agribusiness Conference is an initiative of the APO to provide a unique forum for leaders from the public and private sectors, NGOs, scientists, consultants, and entrepreneurs to discuss current and emerging topics that have great importance to the advancement of agriculture, agribusiness, and food industries in Asia. This conference will focus on the theme "Greening the Food Supply Chain." It aims to:

- a. Provide a platform for presenting and discussing current issues and emerging challenges for Asian countries in meeting their national food requirements amid agricultural resource depletion and environmental degradation;
- b. Share best practices and advanced knowledge on agro-ecoinnovations to build green food supply chains; and
- c. Formulate a common agenda for action for promoting productive, sustainable, green food supply chains in the region.

11. Background

Agriculture is becoming more intensive in many countries in Asia due to the increasing domestic food demand as well as the fast-growing demand for agricultural commodities for food, fiber, and fuel in global markets. In many countries where the arable land has reached the frontiers and cultivable land has been declining due to conversions to nonagricultural uses, farmers have been resorting to higher rates of use of chemical fertilizers, pesticides, and other inputs to increase production. Evidence shows that these measures have serious impacts on the environment, long-term sustainability of farming, and the health of both farmworkers and consumers.

The growing export trade in both fresh and processed agrifood products has also given rise to more extensive use of water and energy in the production and preservation processes as well as in the transport of those products. The varied activities across the supply chain produce effluents and emit greenhouse gases and nonbiodegradable waste, especially from plastics and packaging, which take another toll on the environment.

In most developed countries, farm activities that produce negative impacts on the environment are regulated and closely monitored. Governments have also adopted policies that encourage good agricultural practices on farms and across the supply chain. Companies in the food and agribusiness sector are consciously integrating good environmental management practices into their operations. They have even expanded their efforts to influence their suppliers to adopt sustainable production practices and to green their supply chains. They are pursuing these efforts as a strategy to meet the growing clamor from consumers for safer, more environment-friendly products and as part of their corporate social responsibility to protect the environment. Similar initiatives have been noted in some developing countries in Asia where governments initiated policy reforms and regulatory measures aimed at reducing the environmental impact of agribusiness activities while pursuing productivity increases. Much remains to be done, however, to achieve the progress achieved by developed countries in terms of greening the food supply chains in Asia.

The APO, in line with its efforts to promote Green Productivity in the Asia-Pacific region, is organizing this conference to provide participants with an opportunity to share and learn the best practices and knowledge of agro-ecoinnovations and emerging technologies to green food supply chains in Asia to meet national requirements for safe food produced in a sustainable manner.

12. Scope and Methodology

The three-day conference will consist of plenary thematic sessions with experts' presentations, country case studies, and panel discussion sessions.

The proposed tentative themes and topics for the different sessions are:

Session 1. Linkage between agrifood supply chains, agriculture/rural development and the environment:

- The link between intensified agriculture production and the environment and climate change;
- Trends in global agriculture production and food trade and implications on the environment;
- Impact of the livestock industry on greenhouse emissions
- Development of rural area as a locus of agricultural activities in term greening approach

Session 2. Policy environment for greening supply chains:

- EU Directives and agricultural policies as instruments for greening supply chains
- Policy environment for green supply chains in Japan and selected Asian countries

Session 3. External standards and driving forces influencing the greening of food supply chains:

- Green market trends: Consumers as drivers of the adoption of green supply chains
- Private voluntary standards and their impact on greening the food supply chains

Session 4. Different models, tools, and techniques for greening the food supply chains:

- Supply chain environmental management model
- Green procurement and purchasing
- Supply chain logistics

Session 5. Green packaging (eco-packaging, biodegradable packaging, green packaging, and recycling):

- Eco-efficient packaging and recycling
- Emerging green packaging technology for the food industry

Session 6. Waste management in the food industry

- Conversion of waste into compost and organic fertilizer
- Use of bagasse and other farm waste as sources of biofuel
- Water treatment technologies for cleaning effluents

Session 7. Roundtable discussions: key issues and challenges

Session 8. The way forward: plan of action, conclusions, and recommendations

The tentative program of the conference is given below:

Date/Time	Activity
Tuesday, 25 October 2016	Arrival of participants in Bali
Wednesday, 26 October 2016	Opening session Sessions 1–3: Presentations and discussions
Thursday, 27 October 2016	Sessions 4–6: Presentations and discussions Field visit to relevant farms, companies, or organizations
Friday, 28 October 2016	Panel discussions Formulation of strategic recommendations Program evaluation Summing-up session Closing session
Saturday, 29 October 2016	Departure of participants

13. Qualifications of Participants

The participants in this conference are expected to possess the following qualifications:

Present Position	Senior officials of agriculture/village ministries/departments and agricultural/food industry associations; CEOs and managers of agribusinesses and agricultural financing institutions; and scientists and academics in charge of R&D on agricultural production, postharvest and processing technologies, and rural development.
Experience	At least three years of experience in the position described above.
Education:	University degree or equivalent qualification from a recognized institution.
Language:	All proceedings of the conference 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 program entailing strenuous travel.
Age	Candidates who fit the above profile are typically between 30 and 55 years of age.
APO Certificate	Participants are required to attend the entire program to receive the APO certificate of attendance.

14. Financial Arrangements

To be borne by participants or participating countries

- a. Participants' insurance premiums: All participants should be fully insured against accident and illness (including hospitalization and death) for a principal sum equivalent to USD10,000.00 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 (MVDADT and CIRDAP)

- a. Per diem allowances and hotel accommodation for up to 18 overseas participants for up to four days at the rate to be specified later.
- b. All local implementation costs (venue, conference facilities, conference kit, etc.) for all participants.
- c. Costs of local resource persons and up to 12 local participants.
- d. All official local travel arrangements

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 Bali, Indonesia. 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. Per diem allowances and hotel accommodation for up to 18 overseas participants for up to four days at the rate to be specified later.

15. 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 13 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). 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: 81-3-5840-5324).
- 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 informed 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 conference.
- l. NPOs should inform participants that they must attend all three days of the project to qualify for the APO's certificate of attendance.

16. 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.

17. Project Preparation

The participants are required to prepare a paper prior to departure for the project venue. In preparing the paper, they are expected to follow the "Guidelines for the Preparation of Country Papers" to be provided later".

18. Postproject Actions

All participants are required to prepare follow-up 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 forum.

19. Evaluation of Participants

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

20. 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).



Mari Amano
Secretary-General

Ref.: AF-29/NIRD-INDIA (APO-CIRDAP)

18 September 2016

Dear Respected Concerned Persons in CMCs,

With reference to CIRDAP's earlier letter with a request for circulation of Project Notification (copy encl.) dated sent on 18 July 2016 and revised requested deadline for nomination 20 Sept. 2016, we would like to follow-up with above captioned subject.

Please note that you are kindly requested to submit the nomination through respective National Productivity Organization (NPO) of your country at the earliest for necessary visa process and other arrangements.

Regards,

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পল্লী উন্নয়ন ও সমবায় বিভাগ	
সচিবের দপ্তর	
ডায়েরী নং	তারিখ:
৬৯৫৬	২০/৯/১৬
<input checked="" type="checkbox"/> অতিরিক্ত সচিব	<input type="checkbox"/> উপস্থাপন করণ
<input checked="" type="checkbox"/> সচিব/খুদা সচিব (পল্লী উন্নয়ন)	<input type="checkbox"/> প্রয়োজনীয় ব্যবস্থা নিন
<input type="checkbox"/> যুগ্ম সচিব (আইন ও প্রতি)	<input type="checkbox"/> মন্ত্রকাসহ উপস্থাপন করণ
<input type="checkbox"/> যুগ্ম সচিব (প্রতি)	<input type="checkbox"/> জরুরী ক্ষতিতে পেশ করণ
<input type="checkbox"/> যুগ্ম সচিব (উন্নয়ন)	<input type="checkbox"/> আলোচনা করণ
<input type="checkbox"/> উপ সচিব (প্রশাস)	<input type="checkbox"/> নথিভুক্ত করণ
<input type="checkbox"/> উপ সচিব (প্রশাসঃ অধঃ ২)	<input type="checkbox"/> সভায় স্থাপন মািলন
<input type="checkbox"/> উপ সচিব (বাজেট)	<input type="checkbox"/> মারসমহঃ প্রণয়ন করণ
<input type="checkbox"/> উপ প্রধান	
<input type="checkbox"/> একান্ত সচিব	

Eva Benita A. Tuzon (Ms)

Director, Pilot Projects

Centre on Integrated Rural Development for Asia and the Pacific

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Tel.: +880-2-9586508; 9558751; 9559686; 9586510 Ext-205/220

Mobile: (+88) 01534636887

E-mail: ppd@cirdap.org, evatuzon@cirdap.org

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ডায়েরী নং	২৬৩৬	তাং	২০/৯/১৬
উপ-সচিব (উন্নয়ন)/উপ-প্রধান			
অতিরিক্ত সচিব (পরিকল্পনা ও উন্নয়ন) পল্লী উন্নয়ন ও সমবায় বিভাগ			

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PN India 16-AG-06-GE-TRC-B (Women productivity tools Small agrofood-processing).pdf



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ASIAN PRODUCTIVITY ORGANIZATION

PROJECT NOTIFICATION

13 July 2016

- 1. Project Code** 16-AG-06-GE-TRC-B
- 2. Title** Training Course for Women on Productivity Tools and Techniques for Improving the Productivity of Micro and Small Agrofood-processing Businesses
- 3. Timing and Duration** 7–11 November 2016 (five days)
- 4. Venue** Hyderabad, India
- 5. Implementing Organizations**

National Productivity Council (NPC)
Institutional Area, Lodi Road, New Delhi 110003, India
Phone: +91 11 24690331
Fax: +91 11 24615002 ; 24698138
e-Mail: isg@npcindia.gov.in

National Institute of Rural Development and Panchayati Raj (NIRDPR)
NIRD Road, Rajendranagar Mandal, Hyderabad, Telangana 500030, India
Phone: +91 40 2400 8439
Fax: +91 40 24008515
e-Mail: radhikacherukuri123@gmail.com
- 6. Co-sponsor**

Centre on Integrated Rural Development for Asia and the Pacific (CIRDAP)
Chameli House, 17, Topkhana Road
Dhaka 1000, Bangladesh
Phone: 880 2 9586508; 9558751; Ext. 205
Fax: 880 2 9562035; 9571880
e-Mail: evatuzon@cirdap.org
- 7. Number of Overseas Participants**

Up to 18 qualified participants from Bangladesh, Cambodia, Republic of China, Fiji, Indonesia, IR Iran, Lao PDR, Malaysia, Mongolia, Nepal, Pakistan, 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.

8. Number of Local Participants Up to six qualified participants

9. Closing Date for Nominations 13 October 2016

10. Objectives

- a. To enhance the capacity and competency of trainers involved in training women in rural areas, especially those operating micro and small agrifood-processing business, in the use of productivity tools and techniques and business skills to improve the productivity and profitability of such enterprises; and
- b. To develop basic training modules and a manual to support trainers in conducting in-country training for women in micro and small agrifood enterprises.

11. Background

Women are emerging as key players in the development of micro and small enterprises in rural areas. They engage in various income-generating activities to augment family incomes. Often, these women do not have formal training in enterprise development or business management. Thus, in many cases, their enterprises are not sustained or unable to expand. It is important to support women in rural areas, especially those operating micro and small agro-food processing enterprises, through coaching and/or provision of training to enhance their knowledge of and skills in business management.

12. Scope and Methodology

The tentative modules to be covered are:

- a. Enterprise development planning;
- b. Process and modes of strategy formulation;
- c. Product development process;
- d. Product life cycles;
- e. Marketing strategies; and
- f. 5S and kaizen.

Methodology:

The program will consist of lectures, presentations, group exercises, case studies, site visits, and written examination.

The tentative program itinerary of the course is given below:

Date/Time	Activity
Sun., 6 Nov. 2016	Arrival of participants at project venue
Mon., 7 Nov. 2016	Opening session Training modules
Tues., 8 Nov. 2016	Training modules
Wed., 9 Nov. 2016	Training modules
Thurs., 10 Nov. 2016	Training modules/Field visit

Fri., 11 Nov. 2016	Training modules/Exam Program evaluation Closing session
Sat., 12 Nov. 2016	Departure of participants

13. Qualifications of Candidates

The participants are expected to possess the following qualifications:

Present Position	Women consultants, trainers, and/or extension officers of government and NGOs; academics; or representatives of industry associations in charge of training women.
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 35 and 50 years of age.
APO Certificate	Participants are required to attend the entire program to receive the APO certificate of attendance.

14. 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 in India.
- b. Participating country expenses of USD50 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 USD10,000.00 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 (CIRDAP and NIRDPR)

- 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 local implementation costs (venue, training facilities, training folders, etc.) for all participants.
- c. Costs of local resource persons and up to six local participants.
- d. Cost of all official local transport arrangements.

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 in India for participants from Bangladesh, Cambodia, Fiji, Lao PDR, Mongolia, and Nepal; and 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.

15. 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 13 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). 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: 81-3-5840-5324).
- 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 project.
- l. NPOs should inform participants that they must attend all five days of the project to qualify for the certificate of attendance.

16. 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.

17. Project Preparation

The participants are encouraged to prepare a short report on the current status of women's use of productivity tools and techniques for improving the productivity of micro and small agrofood-processing business in their countries for sharing and discussions during the course.

18. 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 training course.

19. Evaluation of Participants

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

20. 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).



Mari Amano
Secretary-General