



## PROJECT NOTIFICATION

<b>PN Issue Date</b>	13 August 2019
<b>PN Revision 1 Issue Date</b>	05 March 2020
<b>Project Code</b>	19-AG-08-GE-WSP-B
<b>Title</b>	Workshop on Advanced Postharvest Technology for Horticultural Crops
<b>Timing and Duration</b>	5-9 October 2020 (five days)
<b>Venue</b>	Islamabad, Pakistan
<b>Implementing Organization</b>	National Productivity Organization, Pakistan
<b>Maximum Number of Overseas Participants</b>	18
<b>Maximum Number of Local Participants</b>	6
<b>Target Country(ies)</b>	Bangladesh, Cambodia, Republic of China, Fiji, India, Indonesia, IR Iran, Lao PDR, Malaysia, Mongolia, Nepal, Philippines, Singapore, Sri Lanka, Thailand, and Vietnam
<b>Closing Date for Nominations</b>	Participants for the project have already been selected. However, in case there is a dropout of any participant due to change in the program schedule, the respective NPOs can send nomination for replacement candidate by <b>10 June 2020</b> .

### Change History of Project Notificaion: 19-AG-08-GE-WSP-B

Revision	Date of Issue	Clause	Modifications
Revision 1	05 March 2020	Timing and Duration	Timing has been changed from 9-13 March 2020 to 5-9 October 2020
		3.Scope and Methodology	Program Schedule has been revised in accordance with revised project timing.

## 1. Objectives

The primary objective of this project is for participants to adopt/promote successful advanced postharvest technologies for horticultural crops in their countries. The other objectives are to:

- a. Review emerging postharvest technologies for horticultural products, especially perishables like fruit, vegetables, flowers, and ornamental plants, and share examples of the successful adoption of those technologies;
- b. Enhance participants' knowledge and understanding of advanced digital technologies and their applications in postharvest management (PHM) for enhancing the efficiency and effectiveness of horticultural operations; and
- c. Formulate strategic action plans and roadmaps for participants to adopt/promote appropriate advanced technologies in their countries to improve PHM.

## 2. Background

Postharvest food losses and wastage are global concerns due to their socioeconomic and environmental implications. They reduce farmers' and traders' incomes and the actual volume of food that reaches consumers. The UN Food and Agriculture Organization estimated that one-third of all food produced or about 1.3 billion tons is wasted annually, causing major economic losses and significant damage to natural resources and the environment. Postharvest losses (PHLs) of horticultural crops are greater in developing countries and regions with warm climates. Reducing PHLs could be a sustainable solution to increase food availability, reduce pressure on land and water resources, decrease production costs, and minimize hunger. Major causes of PHLs of horticultural crops in developing countries are inappropriate postharvest practices and poor infrastructure for transportation, storage, cooling, processing, and marketing. Many small-scale farmers lack access to postharvest cooling equipment; covered, cooled grading, sorting, and packing areas; refrigerated short-term storage; and packing and loading facilities. Insufficient R&D on PHM and lack of knowledge and understanding of advanced postharvest technologies are other impediments.

Reducing PHLs could help member countries achieve the UN Sustainable Development Goals. In addition to the above benefits, reductions in PHLs can improve farmers' livelihoods and reduce greenhouse gas emissions. Reducing PHLs is increasingly recognized as part of an integrated approach to realizing agriculture's full potential to meet the world's increasing food and energy needs. A well-designed PHM strategy, including cold chain systems and associated logistics, can increase farm profitability, maintain product quality and safety, and ensure product traceability. It can also help stabilize the supply of horticultural products to meet market demand, especially during lean seasons, and thereby increase the supply of products to consumers.

This workshop is being organized to share advanced postharvest skills, techniques, and technologies for horticultural products and identify ways to promote the adoption and scaling up of such technologies in APO member countries.

## 3. Scope and Methodology

The workshop will consist of themed presentations, sharing of country experiences, group exercises, and field/company visits.

The tentative program outline of the workshop is given below:

<b>Date/Time</b>	<b>Activity</b>
Sun., 4 October 2020	Arrival of participants in Islamabad
Mon., 5 October	Opening session and registration Technical Session: Global trends and advances in PHM of horticultural crops  Presentation 1: PHLs and wastage in the horticultural sector Presentation 2: Emerging postharvest technologies Presentation 3: Modern logistics management in horticultural supply chains

	Presentation 4: Applications of digital technology in postharvest handling (transport, storage, supply chain operations, logistics)
Tues., 6 October	<p>Technical Session: Advanced postharvest technologies for horticultural products</p> <p>Presentation 5: Postharvest pest (insect and disease) management technologies for flowers and ornamentals</p> <p>Presentation 6: Packaging and labeling technologies</p> <p>Presentation 7: Innovative, cost-effective postharvest technologies for small- and medium-sized farms and enterprises</p> <p>Presentation 8: Traceability of horticultural products to ensure the quality and safety of food</p> <p>Technical Session: Modern storage technologies for horticultural perishables</p> <p>Presentation 9: Advanced/emerging storage technologies</p> <p>Presentation 10: Public–private partnerships in cold chain development</p> <p>Presentation 11: Cold chain and logistics services for small farmers to reduce PHLs</p> <p>Special Presentation: Policies and institutional settings for promoting the adoption of advanced postharvest technologies</p>
Wed., 7 October	Field/site visits
Thurs., 8 October	<p>Technical Session: Sharing of country experiences on advanced PHM of horticultural crops</p> <p>Technical Session: Group breakout session(s) to formulate action plans and roadmaps</p>
Fri., 9 October	<p>Presentation of group workshop output</p> <p>Program evaluation by participants, resource persons, and implementing organizations</p> <p>Formulation of follow-up action plans by individual participants</p> <p>Closing session</p>
Sat., 10 October	Departure of participants

#### 4. Qualifications of Candidates

The participants are expected to possess the following qualifications.

Present Position	Senior government officials, policymakers, consultants, executives of farmers' associations, senior managers of agrifood enterprises, and researchers and academics in charge of developing and promoting the PHM of horticultural crops.
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 30 and 50 years of age.
Attendance	Participants are required to attend the entire program.

## 5. Requirements

The participants are required to undertake preparatory work such as writing country papers prior to departure for the project venue.

All participants are required to prepare and submit action plans to the APO and to share them with their NPOs within 10 working days after attending the project. The participants are also required to submit postproject follow-up reports six months after project completion to document the achievement of outcome(s) of the project. The NPOs will monitor the follow-up actions and report submission by participants.

The Guidelines for Project Preparatory Work will be provided in the project circular, and the Postproject Activity Guidelines are given in Attachment 1.

### 5-1. Repeat Participants (who attended previous APO projects and are applying for another)

- In the Candidate's Biodata form (application form), candidates are required to provide details of follow-up actions taken after attending a previous APO project(s) and outcomes (benefits) of those activities.
- Candidates are also required to state in the Candidate's Biodata form whether they submitted a report on their follow-up actions.

### 5-2. All Participants

- In the Candidate's Biodata form, candidates are required to list their expectations from the project and planned postproject actions/activities. This is a tentative list which participants are free to revise or replace after attending the project (as in item b below).
- All participants are required to develop and submit final follow-up action plans within 10 working days of project completion in the format to be provided by the APO Secretariat later.
- All participants are required to submit reports on the follow-up actions taken within six months (or a period specified for a particular project) of project completion.
- The reports on follow-up actions are separate from the trip reports participants usually submit to their organizations/NPOs immediately after returning from project venues. The report format will be provided before project completion.

## 6. Financial Arrangements

### 6-1. Airfare

The APO will meet the cost of round-trip economy-class international airfare between the international airport nearest to the participants' place of work and Islamabad, Pakistan.

Participants should 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 and is also available on the APO website and from APO Liaison Officers in member countries.

### 6-2. Insurance Coverage

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. Neither the APO nor the implementing organization will be responsible for any eventuality arising from accident, illness, acts of war, force majeure, or any unexpected events beyond human control such as those related to natural disasters.

### 6-3. Cost Sharing

Subject to the conditions stated in the Financial Arrangements section, the following table shows the cost-sharing arrangements between the APO, host country, and participants or participating countries.

Cost item	Cost to be met by		
	Participants or participating countries	Host country	APO
Round-trip economy-class international airfare (refer to paragraph Airfare for conditions)	No	No	Yes
Participating Country Expenses (PCEs)	NA	NA	NA
Hotel accommodation in Islamabad	No	Yes	No
Per diem allowance in Islamabad	No	Yes	No
Transportation costs to and from hotel and airport in Islamabad	No	Yes	No
Insurance coverage in Pakistan (refer to paragraph Insurance Coverage)	Yes	No	No
Any expenses related to visa fees and airport taxes	Yes	No	No
All expenses incurred by participants for any reason including but not limited to: a. Stopovers b. Extension of stay c. Early arrival or late departure d. Flight cancellation	Yes	No	No
Any cancellation charges for expenses such as airfare and accommodations incurred by the APO or host country after issuance of Letters of Acceptance	Yes	No	No
Assignment costs of international resource persons	NA	No	Yes
Assignment costs of local resource persons	NA	Yes	No
All local implementation costs including but not limited to: a. Meeting rooms b. Documentation c. Preparatory costs	NA	Yes	No
Notes:			

### 7. 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 the section Qualifications of Candidates 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 selection committee 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:
  - i. The Biodata Form should be entered in the Document Management System (DMS)/Fleekdrive. The form can be downloaded from the APO website ([www.apo-tokyo.org](http://www.apo-tokyo.org)). The Biodata Form (Ver. 1.1) in the Excel (xlsx) format should be uploaded to the specific project folder in nominees' member country folders in DMS/Fleekdrive.
  - ii. The APO Medical and Insurance Declaration/Certification Form must be completed and submitted with candidates' biodata at the time of nomination through DMS/Fleekdrive. 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.
- e. 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.
- 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, 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 the entire program of the project.
- m. NPOs should assist the APO and/or host country in collecting amounts corresponding to cancellation charges arising from the withdrawal or no-show of a participant.

## **8. 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.

## **9. Project Preparation**

The participants are required to prepare a short 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.

## **10. Postproject Actions**

All participants are required to prepare action plans and share the plans with their NPOs. The APO also requests participants to submit progress reports six months after completion of the project. In addition, participants taking part in training-of-trainers courses must also submit a report summarizing a training project that they conducted following the action plans to the APO and NPOs within six months after project completion.

## **11. Evaluation of Participants**

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

## **12. 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)).

## **13. Dress Code**

Participants are required to wear business attire during the project. Other instructions will be provided in the circular for participants.



Dr. AKP Mochtan  
Secretary-General

## POSTPROJECT ACTIVITY GUIDELINES

The follow-up actions by participants after project attendance determine the extent of multiplier effects (outcomes) of APO projects in member countries. The APO has therefore established an interdepartmental Participant Selection Committee to ensure selection of the most appropriate candidates. A key consideration is whether individuals are in a position, have the ability, and are willing to undertake follow-up actions after project attendance.

Each participant is required to undertake follow-up actions after attending an APO project based on his/her learning from it and report on those activities to the NPO of his/her country and the APO Secretariat, following the guidelines below:

### Examples of Follow-up Activities

The examples below are suggestions and are not meant to limit participants' choices of follow-up actions:

- a. An official report on project attendance to participants' organizations, or NPOs, or both;
- b. Newspaper/magazine articles based on learning from the project;
- c. Application of knowledge, skills, techniques, or technologies for improving job performance and/or organizational capacity;
- d. Delivering a presentation or lecture on the project topic;
- e. Conducting a workshop/seminar/conference/forum on the project topic;
- f. Improving training/teaching/extension materials related to the project topic; and
- g. Sharing project findings with colleagues, professional groups, or others.