

राष्ट्रीय उत्पादकता परिषद्

(वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार के अन्तर्गत)
उत्पादकता भवन 5-6, इन्स्टीट्यूशनल एरिया,
लोदी रोड, नई दिल्ली-110 003



NATIONAL PRODUCTIVITY COUNCIL

NATIONAL PRODUCTIVITY COUNCIL

(Under Ministry of Commerce & Industry, Govt. of India)

Utpadakta Bhavan, 5-6, Institutional Area,
Lodi Road, New Delhi - 110 003

No. 31403/20

Dt.

Sub:20-AG-14-GE-CON-A: Conference on Climate-resilient Agriculture from 6-9 July, 2020, Bali and Sumbawa, Indonesia. (Visit www.npcindia.gov.in/NPC/User/InternationalServices for detailed Project Notification)

Dear Sir,

We invite your kind attention to NPC www.npcindia.gov.in/NPC/User/InternationalServices with regard to above Asian Productivity Organization (APO) project. The project notification and the APO bio data form are available on the above mentioned page and the same are also attached herewith. The duly filled in **single copy** of Performa enclosed (in excel form only) of the suitable officers for participation as per the para (**Qualifications for Participants**) of the project notification may kindly be forwarded to reach us latest by **13th March, 2020**. In this regard, the following points may be noted.

- **Financial Arrangement**

The APO/host country would meet round trip economy class International airfare by the most route from the International airport nearest to the participant's place of work, hotel accommodation and the per diem allowances charges of the participants will be met by International Cooperation Bureau, Ministry of Agriculture, Indonesia, as per project notification issued by APO.

However, the travel insurance and visa fees are to be borne by the participant.

In case of withdrawal of participation from the said program, subsequent to selection, the cancellation charges towards hotel accommodation, airline ticket etc. will borne by the participants/participants organization.

- **Fees and Charges**

An Application fees (NON-REFUNDABLE) of **Rs. 500/- + 18% GST** for MSME Sector, Trade Unions and NGO's and **Rs. 1000/- + 18% GST** for others is payable along with the nomination form, for each participant.

In case of selection by APO, NPC will charge **Rs. 3,000/- + 18% GST** for MSME Sector, Trade Unions and NGO's, **Rs. 12,000/- + 18% GST** for profit making organizations and **Rs. 6,000/- + 18% GST** for others per participant is payable towards handling charges and membership fee for the APO Alumni Association of India (AAAI).

The requisite amount can be paid through a demand draft/cheque/ECS drawn in favour of National Productivity Council, New Delhi. In the absence of application fee, the nominations will not be considered. Kindly e-mail the details of the ECS/RTGS/NEFT payment made on isg@npcindia.gov.in. In this regard, the bank account of NPC details are attached herewith.

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- **Nomination Procedure**

All nominations should be routed through proper channel and as per the attached APO bio data form. The nominations received after the last date will not be considered. It is the responsibility of the candidates to complete all the official formalities required by their organizations/department before proceeding abroad.

It is requested to send nominations by e-mail to jittin.kapoor@npcindia.gov.in, isg@npcindia.gov.in, rk.rawat@npcindia.gov.in (application in prescribed excel format) and one hard copy by post along with the covering letter of the competent authority on company's letter head. All information pertaining to nominations will be treated as confidential and classified. The nominated officers may be invited as a faculty in programs on the relevant subject/s, organized by NPC.

We look forward to receiving of nominations from your esteemed organization.

Thanking you,

Yours faithfully,



(K.D. Bhardwaj)
Director & Head (Int'l Serv.)
for Director General
e-mail: isg@npcindia.gov.in



PROJECT NOTIFICATION

PN Issue Date	6 January 2020
Project Code	20-AG-14-GE-CON-A
Title	Conference on Climate-resilient Agriculture
Timing and Duration	6–9 July 2020 (four days)
Venue	Bali and Sumbawa, Indonesia
Implementing Organization(s)	International Cooperation Bureau, Ministry of Agriculture, Indonesia
Number of Overseas Participants	Up to 36 qualified participants
Number of Local Participants	Up to 18 qualified participants
Closing Date for Nominations	10 April 2020

1. Objectives

- a. To disseminate knowledge of innovative climate-resilient technologies and management methods by reviewing advances and innovations in the agriculture sector;
- b. To review and assess climate-resilient farming models;
- c. To formulate strategic action plans for promoting successful models and best practices of climate-resilient farming in member countries; and
- d. To contribute to achieving the Sustainable Development Goals (SDGs) under the UN 2030 Agenda for Sustainable Development, in particular SDG 13: Take urgent action to combat climate change and its impacts.

2. Background

Agriculture is one of the most climate-vulnerable sectors of the economy. Climate change, in the form of higher temperatures, erratic precipitation, uncertain seasons, and increased intensity and frequency of extreme weather events, is expected to exacerbate food insecurity. Consistent global warming trends and more frequent, intense, extreme weather have clear impacts on agriculture such as decreasing crop yields; increasing insect, disease, and weed infestations; and declining soil properties and microbial compositions in farming systems.

The adaptive abilities of farmers and optimal utilization of resources can mitigate the effects of climate change on agriculture. Different adaptation measures that deal with climate variability and build upon improved management practices have the potential to create resilience to climate change. Challenges presented by climate change are ongoing, and attempts to overcome them are evolving. Strategies, technologies, and programs must be devised so that they have long-term, positive impacts not only in terms of agro-economic sustainability but also on the environmental front. Thus, a good understanding of the impact of climate change on agriculture and resilience measures along with a set of policy choices and investments in the sector is important. The integration of policies and strategies on adaptation to climate change and development planning will be crucial for creating climate-resilient agriculture.

This conference will provide a platform for leaders from the public and private sectors and NGOs as well as senior academics, entrepreneurs, and consultants to review the latest scientific knowledge and technological breakthroughs in and future prospects for achieving climate resilience in agriculture.

3. Scope and Methodology

The four-day conference will consist of plenary thematic sessions with experts' presentations, sharing of country experiences on government policy, reports on innovative climate-resilience models from other countries, panel discussion, and field/company visit(s).

The tentative program of this project is given below:

Date/Time	Activity
Sun., 5 July 2020	Arrival of participants in Bali
Mon., 6 July	Session 1: Climate Change Risks, Challenges, and Opportunities Presentation 1: Impacts of climate change on agricultural productivity and sustainability Presentation 2: Climate change, adaptive capacity, and development Move to Sumbawa
Tues., 7 July	Opening Session Presentation 3: Policies and institutional settings for promoting climate-resilient agriculture Presentation 4: Integrating climate actions and disaster risk reduction Session 2: Climate-resilient Farming Systems

	Presentation 1: ICT for adapting agriculture to climate change Presentation 2: Sustainable intensification and climate change mitigation Presentation 3: Program planning, strategy development, and investment prioritization for climate-resilient agriculture Presentation 4: Low-carbon technologies in agriculture Session 3: Sharing Country Case Studies on Climate-resilient Agriculture Models
Wed., 8 July	Field visits (climate-resilient agricultural models)
Thurs., 9 July	Session 4: Panel Discussion Formulation of recommendations and summing up Program evaluation by participants, resource persons, and implementing organizations Formulation of follow-up action plans by individual participants Closing session
Fri., 10 July 2020	Morning: Move from Sumbawa to Bali Afternoon: Departure from Bali (departure on 11 July if return flights are not available on 10 July)

4. Qualifications of Candidates

The participants are expected to possess the following qualifications.

Present Position	Senior government officers, consultants, researchers, and academics in charge of planning, developing, and managing agriculture in the context of climate change.
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 55 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. 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)

- a. 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.
- b. 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

- a. 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).
- b. 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.
- c. 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.
- d. 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 Bali, Indonesia.

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 Bali and Sumbawa	No	Yes ^{1, 3}	Yes ²
Per diem allowance in Bali and Sumbawa	No	Yes ¹	Yes ²
Transportation costs to and from hotel and airports	No	Yes	No

Cost item	Cost to be met by		
	Participants or participating countries	Host country	APO
Domestic flight (Bali–Sumbawa–Bali)	No	Yes	No
Insurance coverage in Indonesia (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: ¹ Hotel accommodation and per diem allowances for 18 overseas participants for up to five days. ² Hotel accommodation and per diem allowances for up to 18 overseas participants not covered by the host country for up to five days. ³ Hotel accommodation in Bali on 10 July (for delegates who must depart on 11 July).			

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 section 4. 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: 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 Department in charge of this project.

- 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, 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 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).

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.