

**IMPLEMENTATION PROCEDURES FOR APO DIGITAL MULTICOUNTRY PROJECTS
(CONFERENCES/OBSERVATIONAL STUDY MISSIONS/TRAINING COURSES/WORKSHOPS)**

(Effective from 8 October 2021)

1. Modality of Implementation

- a. The sessions will be conducted virtually.
- b. The duration of each day's sessions will be around three hours for observational study missions, training courses, and workshops.
- c. The duration of sessions will be around four hours for conferences.
- d. The APO Secretariat will inform resource persons and participants of the link to the virtual sessions.
- e. The link will be exclusive to resource persons and participants and should not be shared.

2. Requirements of Participants

- a. Competent in connecting to virtual meetings, including independently undertaking troubleshooting in the event of poor or lost connections.
- b. Proficient in English, both written and spoken.
- c. Have necessary devices comprising a computer, web camera, microphone, and speaker or headphones.
- d. Access to internet connections suitable for videoconferencing. Stable, wired LAN connections are preferred.
- e. Follow the instructions of moderators/presenters in asking questions, joining discussions, and answering questions.
- f. Wear appropriate business attire during the sessions.

3. Actions by Member Countries

- a. Each participating country should nominate three or more candidates in order of preference for observational study missions, training courses, and workshops, and five or more candidates for conferences.
- b. All nominations must be endorsed by an APO Director or Alternate Director and submitted by a Liaison Officer (LO) or designated officer. Self-nominations will not be accepted.
- c. Nominations should reach the Secretariat before the deadline.
- d. Each nomination must be accompanied by the APO biodata form and uploaded to the APO Document Management System/Fleekdrive by NPOs. LOs are requested to notify the Secretariat once biodata forms have been uploaded. The biodata form is available on the APO website.
- e. If a selected participant becomes unable to participate, the NPO concerned should inform the APO Secretariat and host country promptly.

4. Actions by the APO Secretariat

- a. Selection of candidates will be at the discretion of the Participant Selection Committee of the APO Secretariat.
- b. Selection of candidates will be completed and announced two weeks prior to the start of the sessions.
- c. Slots that become available due to withdrawal of a selected candidate(s) or lack of nominations by a member country may be filled by alternates to be selected on a merit basis.

- d. The APO Secretariat will inform NPOs of the final program and link to the virtual sessions one week prior to commencement.

5. Participating Country Expenses (PCEs)

- a. PCEs apply to selected participants from large, profit-making organizations in training courses and observational study missions.
- b. The PCE rate is fixed at USD150.00 per participant.
- c. The APO Secretariat will notify NPOs concerned before issuing Letters of Acceptance to participants.
- d. Invoices will be sent to NPOs concerned at the end of the year.



PROJECT NOTIFICATION

Ref. No.: 22-CL-03-GE-CON-A-PN2200062-001

Date of Issue	18 June 2022
Project Code	22-CL-03-GE-CON-A
Title	Conference on Agrifood Evolution
Timing and Duration	31 August 2022 (one day)
Hosting Country(ies)	APO Secretariat
Modality	Digital Multicountry
Implementing Organization(s)	APO Secretariat
Participating Country(ies)	All Member Countries
Overseas Participants	100
Local Participants	Not Applicable
Qualifications of Participants	Policymakers and government officials, representatives of farmers' groups/agribusiness SMEs, and academics and consultants working on agrifood business, promotion of agrifood business, food security, and consumer protection
Nomination of Participants	All nominations must be submitted through National Productivity Organizations of member countries
Closing Date for Nominations	5 August 2022

1. Objectives

- a. Understand the latest emerging and future challenges faced by the agrifood sector.
- b. Prepare for sustainable management of the agrifood sector in light of the evolving challenges.
- c. Promote resilient agrifood businesses to ensure food security for citizens.

2. Background

The agrifood sector constantly faces challenges that continue to evolve over time. This includes global warming, which decreases harvests and reduces crop quality. Consumers' preference for fresher, appealing produce poses another challenge as it leads to increased use of pesticides, wasteful packaging, and greater food loss and waste. Recently, supply chains have presented major new challenges. The massive disruptions caused by the pandemic are not over yet. Amid this, a new trend of scarcity in several key commodities is emerging due to stoppages in exports by key producing countries.

Current and future challenges of the agriculture sector are compounded when demographics are taken into account. It is estimated that the population in Asia will reach 5 billion by 2030 (UN, 2019), requiring substantially more food. However, in some developed APO members such as Japan, the population is both decreasing and aging, underlining the issue of a diminishing agricultural labor force and the urgency of accelerating the adoption of smart agricultural technologies.

Understanding future challenges is important to prepare entrepreneurs for sustainable management of the agrifood sector. This conference will discuss the latest emerging challenges and those that might affect the agrifood sector in the future with a focus on ensuring food security in APO members.

3. Scope, Methodology, and Certificate of Attendance

The duration of the sessions will be around four hours. The indicative topics of the presentations are:

- Policies to evolve the agrifood business in the future
- Preparing for future risks in agriculture
- Challenges of food manufacturing in the future
- Diversity and globalization in future food

The detailed program and list of speakers will be provided two weeks prior to the sessions with announcement of the names of the selected participants.

The participants are required to attend all sessions. This full participation is a prerequisite for receiving the APO certificate of attendance.

4. Financial Arrangements

The APO will meet the assignment costs for overseas and local resource persons, and for a virtual site visit(s), either broadcast live or recorded as applicable.

5. Implementation Procedures

Please refer to the implementation procedures for APO digital multicountry projects circulated with this document.



Dr. AKP Mochtan
Secretary-General

