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ஆரசாங்க நிர்வாக மற்றும் முகாமைத்துவ அமைச்சர்  
MINISTRY OF PUBLIC ADMINISTRATION AND MANAGEMENT



ජාතික ඵලදායිතා ලේඛම් කාර්යාලය  
தேசிய உற்பத்தித்திறன் செயலகம்  
NATIONAL PRODUCTIVITY SECRETARIAT



10 වන මහල, සෙත්තරපයා 2 වන අලුත් පෙට්ටිය, බත්තරමුල්ල 10<sup>th</sup> Floor, Settharipaya 2nd Stage, Battaramulla

මගේ අංකය  
எனது இல  
My No.

ඔබේ අංකය  
உமது இல  
Your No.

දිනය  
திகதி  
Date

Chief Secretary  
Chief Secretary's Office  
Eastern Province

NPD/SL/03/01/1344 Chief Secretariat  
Personnel & Training  
12 OCT 2017  
Eastern Province  
Trincomalee

10.10.2017  
CHIEF SECRETARY'S SECRETARIAT  
11 OCT 2017  
EASTERN PROVINCE

Dear Sir,

**17-AG-32-GE-WSP-B: Workshop on Cold Chain and Logistics Management for Agrifood Products: Nadi,Fiji: 11-15 December 2017**

D.M.S. Abaygunawardana  
Chief Secretary  
Eastern Province

I am annexing a copy of the project notification of the above Workshop. I would appreciate if you could nominate **One Officer** who qualified according to the project notification and instructions mentioned in this letter, before **20<sup>th</sup> October 2017**.

It is essential that dully filled **declaration of nominee/s form** should be forwarded to the APO Liaison Officer for Sri Lanka. As well as those nominees need to be send **APO bio-data** as per instructions given by declaration of nominee/s form. Late applications and nominations without declaration of nominee/s form will not be entertained. Appropriate nominee/ nominees are selected soon after the closing date mentioned in this letter. However, the final selection will be made by the APO Japan.

The selected candidates have to make a presentation based on the training/ seminar/workshop after, returning to Sri Lanka. The National Productivity Secretariat will inform the date & time of the presentation. He / She also should disseminate the knowledge by various means and should report such activities to the NPS. Further the participant should handover a set of documents provided at the training with a report prepared by him/herself within two weeks after returning to Sri Lanka.

PST closing date  
2017/10/17

Contd.2/-

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සාමාන්‍ය  
Director } 011-2186026

සාමාන්‍ය  
අංශය  
Office } 011-2186031-32  
011-2187096

ෆැක්ස්  
Fax } 011-2186025

I would like to emphasize that nominations in time will facilitate the process of forwarding applications in time to the APO. Hence, I would appreciate if you could make the nominations as early as possible. If no nomination is received before the deadline, NPS will use the discretion to nominate a suitable candidate for the programme.

Further, it has been decided to charge a sum of Rs.1000.00 from each selected participant/organization in order to cover the administrative expenses of the NPS. Hence, the payment should be made to National Productivity Secretariat at the time of the Letter of Acceptance is issued.

Thanking you

Yours faithfully



W.M.D. Suranga Gunarathne  
APO Liaison Officer for Sri Lanka  
Director/National Productivity Secretariat



## Declaration of Nominee / Nominees

Chief Secretary of Chief Secretary's Office – Eastern Province has selected following nominee/s to the Workshop on Cold Chain and Logistics Management for Agrifood Products with reference to the Project Code on 17-AG-32-GE-WSP-B

1. a) Full Name of the Applicant:

b) Designation :

2. Address

a) Official :

b) Residence :

3. Telephone No:

a) Official :

b) Residence :

4. E-mail

a) Official :

b) Residence :

Applicant is recommended / Not recommended

Signature

Date

Designation

Official Stamp

### Important instructions:

- Please Note that dully filled APO bio data form should be sent by selected nominee/s with this declaration form. Download APO bio data form via <http://www.productivity.lk/index.php/about-us/about-apo.html> and also dully filled APO bio-data forms need to be sent as a word document and send via email.
- Send a copy of declaration form to our fax no: 0112186025 or send a scanned copy to [nposlanka@gmail.com](mailto:nposlanka@gmail.com)



ASIAN PRODUCTIVITY ORGANIZATION

## PROJECT NOTIFICATION

28 July 2017

- 1. Project Code** 17-AG-32-GE-WSP-B
- 2. Title** Workshop on Cold Chain and Logistics Management for Agrifood Products
- 3. Duration** 11-15 December 2017 (five days)
- 4. Venue** Nadi, Fiji
- 5. Implementing Organizations**

Ministry of Agriculture  
Level 3, Hug Robinson Complex  
Grantham Road, Private Mail Bag  
Raiwaga, Republic of Fiji  
Tel 67933 4233 Ext 361; Mobile 679 990 5863  
e-Mail: Kelera.daumeke@agriculture.gov.fj  
Kinisalote.irinasau@govnet.gov.fj

National Training & Productivity Centre  
Fiji National University  
2/8 Queen Elizabeth Drive, Nasese, Suva, Fiji  
Phone: 679-3311-004/3313-074/9990-748  
Fax: 679-3313-185  
e-Mail: adntpc@fnu.ac.fj
- 6. Co-sponsor** Centre on Integrated Rural Development for Asia and the Pacific (CIRDAP)  
Charni House, 17, Topkhana Road, Dhaka 1000, Bangladesh  
Tel: 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, India, 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** 25 October 2017



## 10. Objectives

- a. To assess the recent developments in cold chain and logistics management for agrifood products in member countries;
- b. To share knowledge on new technologies and best practices in cold chain and logistics management systems for agrifood products; and
- c. To formulate action plans for the participants to disseminate and utilize the knowledge, techniques, and technologies learnt to promote efficient and effective cold chains and logistics management in respective member countries.

## 11. Background

Food loss and waste are global concern 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. The lack of good harvest and postharvest handling practices and poor infrastructure for transportation, storage, cooling, processing, and marketing are among the major causes of food loss in developing countries, especially in regions with warm climates.

To reduce postharvest losses and maintain the quality and safety of agrifood products at the desired level, a well-organized cold chain and logistics management is critical. A cold chain is a temperature-controlled supply chain in which the desired temperature of perishables is maintained as they move from farm to market. Cold chain and logistics refer to the system of people, process, and technology that work together to make sure that the products delivered to people are safe and wholesome. Different techniques maybe employed for this purpose depending on the nature of the product and chain of activities involved, such as processing, storage, transportation, and distribution. Cold chains are becoming indispensable when handling perishables regardless of whether products are destined for domestic or overseas markets.

A well-designed cold chain system can increase the productivity and income of farmers, maintain product quality, ensure product safety and traceability, and support the development of a diversified food industry. It can also help stabilize the supply of perishables to meet market demand, especially during lean production seasons, and increase the volume of food supplied to consumers. It is therefore important to put in place sound cold chain systems and associated logistics.

This workshop is organized to share cost-effective, innovative cold chain technologies, models, and logistics for agrifood products and finding ways to promote the adoption and scaling up of such technologies and models in member countries.

## 12. Scope and Methodology

The tentative topics to be covered are:

- a. Cold chain and logistics development for agrifood products—an overview;
- b. Impact of cold chain on agriculture and the food industry—experience of developed countries like Japan, USA;
- c. Cold chains and logistic services for small farmers in Asia;
- d. Public-private partnerships in cold chain development;
- e. Capacity development needs for cold chain and logistics management for food products in APO member countries; and
- f. Development of cold chain and logistics management strategies to address the needs of developing countries.

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

The tentative program of the workshop is given below:

<b>Date/Time</b>	<b>Activity</b>
Sun., 10 December 2017	Arrival of participants in Nadi
Mon., 11 Dec.	Opening session Presentation of resource papers
Tue., 12 Dec.	Presentation of resource papers Presentation of country papers
Wed., 13 Dec.	Field visit
Thurs., 14 Dec.	Presentation of resource papers Group exercise
Fri., 15 Dec.	Presentation of group exercise output Program evaluation Summing-up session Closing session
Sat., 16 Dec.	Departure of participants

### 13. Qualifications of Participants

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

<b>Present Position</b>	Senior government officers, senior managers of agrifood industry SMEs, and senior consultants in charge of developing and promoting cold chains and logistics management.
<b>Experience</b>	At least three years of experience in the position described above.
<b>Education</b>	University degree or equivalent qualification from a recognized university/institution.
<b>Language</b>	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.
<b>Health</b>	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.
<b>Age</b>	Candidates who meet the qualifications above generally between 30 and 50 years of age.
<b>APO Certificate</b>	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 US\$10,000.00 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 a 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 on account of early arrival or late departure, for example, due to either limited available flights or any other reason whatsoever.
- d. Any cancellation charges for airfare and hotel accommodations arising from no show cases or withdrawals after letters of acceptance have been issued by the APO.

##### To be borne by the co-sponsors (CIRDAP, and Ministry of Agriculture, Fiji):

- 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, workshop facilities and kit, local travel arrangements, etc.) for all participants.
- c. Cost of local resource persons and up to six 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 participant's place of work and Nadi, Fiji. 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 two 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](http://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](mailto: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 workshop.
- l. NPOs should inform participants that they must attend all five days of the project to qualify for the certificate of attendance.
- m. NPOs should assist the APO and/or host country in collecting amounts corresponding to cancellation charges arising from withdrawal of a participant as provided for under item 14d.

#### 15. 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.

#### 16. Project Preparation

The participants are required to prepare a case study prior to departure for the project venue. In preparing the case study, they are expected to follow the "Guidelines for the Preparation of Case Studies" to be provided later.

#### 17. Post project 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 workshop.

#### 18. Evaluation of Participants

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

#### 19. 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)).

  
Santhi Kanoktanaporn  
Secretary-General