



บันทึกข้อความ

ส่วนราชการ สำนักบริหารทรัพยากรบุคคล ส่วนพัฒนาทรัพยากรบุคคล โทร ๐ ๒๒๔๑ ๗๒๗๗ โทร ๒๖๑๕
ที่ สบค. ๑๐๖๑๗ วันที่ ๒๙ มิถุนายน ๒๕๖๐

เรื่อง ขอเชิญส่งผู้สมัครเข้าร่วมโครงการองค์การเพิ่มผลผลิตแห่งเอเชีย (เอพีโอ)

เรียน ผู้อำนวยการสำนัก ผู้อำนวยการกอง ผู้อำนวยการกลุ่ม

ด้วยสถาบันเพิ่มผลผลิตแห่งชาติ ได้มีหนังสือ ที่ สพช.๑๐๓๕๕/๒๕๖๐ ลงวันที่ ๑ มิถุนายน ๒๕๖๐ ขอให้พิจารณาเสนอชื่อผู้ที่มีคุณสมบัติเหมาะสมตามเข้าร่วมประชุมโครงการ จำนวน ๒ โครงการ ดังนี้

๑.โครงการ 17- AG-08-GE-WSP-A: Workshop on Climate Change Adaptation and Disaster Risk Management in Agriculture ระหว่างวันที่ ๑๑ - ๑๕ กันยายน ๒๕๖๐ ณ กรุงโคลัมโบ ประเทศศรีลังกา โดยองค์การเพิ่มผลผลิตแห่งเอเชียจะสนับสนุนค่าโดยสารเครื่องบินไป - กลับ ชั้นประหยัด ค่าที่พัก และค่าเบี้ยเลี้ยงให้กับผู้ที่ได้รับการตอบรับเข้าร่วมโครงการ สำหรับค่าใช้จ่ายอื่น ๆ ที่ผู้เข้าร่วมโครงการต้องรับผิดชอบเอง ได้แก่ ค่าธรรมเนียมเข้าร่วมโครงการ ค่าธรรมเนียมจัดทำหนังสือเดินทาง ค่าวีซ่า (ถ้ามี) ค่าภาษีสนามบิน และค่าจัดทำประกันสุขภาพและอุบัติเหตุ ตามที่ระบุไว้ใน Project Notification จำนวน ๑ ราย และกำหนดปิดรับสมัครในวันศุกร์ที่ ๒๑ กรกฎาคม ๒๕๖๐ ซึ่งมีคุณสมบัติเบื้องต้นของผู้สมัครตามที่กำหนด ดังนี้

- ๑.๑) สำเร็จการศึกษาระดับปริญญาตรีสาขาวิชาที่เกี่ยวข้องกับโครงการ
- ๑.๒) มีประสบการณ์ในการทำงานที่เกี่ยวข้องกับหลักสูตรอย่างน้อย ๓ ปี
- ๑.๓) มีอายุระหว่าง ๓๕ - ๕๐ ปี
- ๑.๔) มีความสามารถในการใช้ภาษาอังกฤษ ทั้งด้านฟัง พูด อ่าน และเขียนเป็นอย่างดี
- ๑.๕) สามารถเข้าร่วมโครงการเอพีโอได้ปีละ ๑ ครั้ง
- ๑.๖) มีสุขภาพแข็งแรงทั้งด้านร่างกายและจิตใจ พร้อมทั้งจะเข้าร่วมโครงการได้ตลอด

ระยะเวลาที่กำหนด

๑.๗) มีทัศนคติที่ดีและยินดีที่จะถ่ายทอดประสบการณ์จากการเข้าร่วมโครงการให้กับหน่วยงานที่สนใจ

๒.โครงการ 17- AG-01- GE-DLN-B : e-Learning Course on ICT- based Services for Agricultural Extension ระหว่างวันที่ ๓ - ๖ ตุลาคม ๒๕๖๐ ณ สำนักงานวิทยทรัพยากร จุฬาลงกรณ์มหาวิทยาลัย และกำหนดปิดรับสมัครในวันอาทิตย์ที่ ๑๓ สิงหาคม ๒๕๖๐ จำนวน ๑ - ๒ ราย โดยไม่มีค่าใช้จ่ายในการเข้าร่วมโครงการ

- ๒.๑) สำเร็จการศึกษาระดับปริญญาตรีสาขาวิชาที่เกี่ยวข้องกับโครงการ
- ๒.๒) มีประสบการณ์ในการทำงานที่เกี่ยวข้องกับหลักสูตรอย่างน้อย ๒ ปี
- ๒.๓) มีสัญชาติไทย และมีอายุระหว่าง ๒๕ - ๔๕ ปี
- ๒.๔) มีความสามารถในการใช้ภาษาอังกฤษทั้งด้านพูด และเขียนเป็นอย่างดี

ในการนี้...

ในการนี้ จึงขอให้หน่วยงานของท่านพิจารณาส่งเจ้าหน้าที่ในสังกัดที่มีคุณสมบัติตามที่กำหนด
สมัครเข้าร่วมโครงการดังกล่าว จำนวน ๑ ราย และขอให้ผู้สมัครดาวน์โหลดใบสมัคร และ APO Medical and
Insurance Declaration Form ได้จาก <http://ftp.i.or.th/services/apo/apo-program> โดยให้ผู้สมัครกรอก
รายละเอียดในใบสมัคร และแบบ ผอ.๑๔๒ พร้อมส่งเอกสารประกอบการสมัครส่งให้ ฝ่ายฝึกอบรมภายนอก
และจัดการความรู้ ส่วนพัฒนาทรัพยากรบุคคล สำนักบริหารทรัพยากรบุคคลทราบ ภายในวันอังคารที่ ๑๑
กรกฎาคม ๒๕๖๐ เพื่อขออนุมัติกรมต่อไป

จึงเรียนมาเพื่อโปรดพิจารณาดำเนินการภายในระยะเวลาที่กำหนด



(นายมนัส กำเนิดมณี)

ผส.บค.

เรียน ผอ.ส่วน, พอร.ภาค.

เพื่อโปรดทราบ หากมีผู้ที่มีคุณสมบัติตามที่กำหนด.
โปรดส่งใบสมัคร ภายในวันที่ ๕ กรกฎาคม ๒๕๖๐
เพื่อขออนุมัติกรมต่อไป.



(นางรุ่งนภา ทองศิริ)

ธก.บอ. รักษาราชการแทน ผบท.บอ.

๓๐๖.๕๖๐

สำนักงานบริหารองค์การ
 10617
 5 ส.ย. 2560
 พพช.วค. 1016

ต้นฉบับ

ฝ่ายบริหารทั่วไป (สกก. รับเอกสารจากภายนอก) รับที่ ซป 8345
 เรื่อง โครงการองค์การเพิ่มผลผลิตแห่งเอเชีย (เอพีโอ)

เลขที่เอกสารในระบบ E สพช 10355/2560
 วันที่ 5 มิ.ย. 2560

เรียน ผส.บค.	วันที่กำหนด		
<input checked="" type="checkbox"/> เพื่อโปรดพิจารณา	<input type="checkbox"/> เพื่อโปรดดำเนินการ	<input type="checkbox"/> เพื่อโปรดทราบ	
			หมายเหตุ

[Signature]

สิทธิพงษ์

~~นางสาวอรุณี พงษ์พรประเสริฐ~~

สบท.ลก. ปฏิบัติราชการแทน สบก

๕ มิ.ย. ๒๕๖๐

เรียน ผอ.นค.

เพื่อโปรดพิจารณา
[Signature]

(นางกมลพร เบ็ญจมาศ)

สบท.บค

๕ มิ.ย. ๒๕๖๐

ที่ สพข 10355/2560

1 มิถุนายน 2560

เรื่อง โครงการองค์การเพิ่มผลผลิตแห่งเอเชีย (เอพีโอ)

เรียน อธิบดีกรมชลประทาน

สิ่งที่ส่งมาด้วย 1. Project Notification จำนวน 2 ชุด
2. รายละเอียดการสมัครเข้าร่วมโครงการเอพีโอ จำนวน 1 ชุด

ด้วยองค์การเพิ่มผลผลิตแห่งเอเชีย (Asian Productivity Organization - APO) ซึ่งประเทศไทยเป็นภาคีสมาชิก โดยสถาบันเพิ่มผลผลิตแห่งชาติ ได้แจ้งรายละเอียดโครงการองค์การเพิ่มผลผลิตแห่งเอเชีย (เอพีโอ) จำนวน 2 โครงการ ดังต่อไปนี้

1. โครงการ 17-AG-08-GE-WSP-A: Workshop on Climate Change Adaptation and Disaster Risk Management in Agriculture ระหว่างวันที่ 11-15 กันยายน 2560 ณ กรุงโคลัมโบ ประเทศศรีลังกา ปิดรับสมัครวันที่ 21 กรกฎาคม 2560

2. โครงการ 17-AG-01-GE-DLN-B: e-Learning Course on ICT-based Services for Agricultural Extension ระหว่างวันที่ 3-6 ตุลาคม 2560 ณ สำนักงานวิทยทรัพยากร จุฬาลงกรณ์มหาวิทยาลัย ปิดรับสมัครวันที่ 13 สิงหาคม 2560 ไม่มีค่าใช้จ่ายในการเข้าร่วมโครงการ

สถาบันเพิ่มผลผลิตแห่งชาติพิจารณาแล้วว่า โครงการดังกล่าวจะเป็นประโยชน์ต่อการพัฒนาบุคลากรในหน่วยงานของท่าน จึงขอให้ท่านพิจารณาเสนอชื่อผู้ที่มีคุณสมบัติเหมาะสมตามที่ระบุไว้ใน Project Notification จำนวน 1 ท่าน สำหรับโครงการที่ 1. และ จำนวน 1-2 ท่าน สำหรับโครงการที่ 2. โดยให้ผู้สมัครดำเนินการตามรายละเอียดการสมัครเข้าร่วมโครงการที่แนบ เพื่อที่สถาบันจะได้เสนอให้องค์การเพิ่มผลผลิตแห่งเอเชียพิจารณาต่อไป

จึงเรียนมาเพื่อโปรดพิจารณา

ขอแสดงความนับถือ



(นายพานิช เหล่าศิริรัตน์)

ผู้อำนวยการสถาบันเพิ่มผลผลิตแห่งชาติ

สถาบันเพิ่มผลผลิตแห่งชาติ

โทรศัพท์ 02-619-5500 ต่อ 123 (กรณีศึกษา)

โทรสาร 02-619-8099

อีเมล Kannika@ftpi.or.th



ASIAN PRODUCTIVITY ORGANIZATION

Skopje

PROJECT NOTIFICATION

28 March 2017

1. **Project Code** 17-AG-01-GE-DLN-B
2. **Title** e-Learning Course on ICT-based Services for Agricultural Extension
3. **Timing and Duration**
Session 1: 3-6 October 2017 (four days) * Thailand
Session 2: 27-30 November 2017 (four days)
4. **Venues**
Session 1: Bangladesh, Cambodia, Malaysia, Thailand, Vietnam
Session 2: India, IR Iran, Nepal, Sri Lanka, Pakistan
5. **Implementing Organizations**
APO Secretariat and the following NPOs:

Session 1
Bangladesh: National Productivity Organisation
Cambodia: National Productivity Centre of Cambodia
Malaysia: Malaysia Productivity Corporation
Thailand: Thailand Productivity Institute
Vietnam: Vietnam National Productivity Institute

Session 2
India: National Productivity Council
IR Iran: National Iranian Productivity Organization
Nepal: National Productivity and Economic Development Centre
Sri Lanka: National Productivity Secretariat
Pakistan: National Productivity Organization

(Note: To maximize project benefits, the local venue [city and/or videoconferencing center] may change depending on the level of interest, participant type, and suitability of the venue as advised by the NPO.)

6. **Number of Participants** At least 20 qualified participants from each participating country

7. **Closing Date for Nominations** Session 1: 27 August 2017 * (FTEP: 13 August)
Session 2: 10 October 2017

8. **Objectives**

- a. To review recent trends in and the latest applications of information and communication technology (ICT) and digital technology for agriculture extension services (AES);

- b. To study successful cases of ICT adaptation for the benefit of less-privileged sections of society such as women, aged farmers, youth, and small farmers in rural areas for inclusive growth; and
- c. To discuss recommendations and draft action plans for the organizations/companies visited by utilizing the lessons learned from the course.

9. Background

In rural areas, agricultural extension plays crucial roles in delivering information and knowledge and transferring agricultural technologies to farmers and rural communities. The scope of AES encompasses a wide range of agricultural and rural activities that could increase agricultural productivity and bring economic benefits to rural residents. It provides advisory services for crop cultivation and livestock rearing and organizes learning activities in various areas such as value addition and marketing for agricultural products of rural SMEs. Usually, AES are supported and managed by government agencies. However, private-sector agribusiness companies also provide AES, which are basically meant to promote their own products.

The application of ICT in AES has shown many promising outcomes for small farmers. People who live in remote rural areas are susceptible to isolation from or being beyond the outreach of AES. They have limited access to appropriate information on weather changes, the latest market prices of products, and updates on recent sustainable, innovative farming practices. For such cases, ICT devices distributed to small farmers have freed them from spatial constraints by receiving and sending data at appropriate times. For example, real-time weather forecasts delivered to mobile phones provide farmers with the critical time needed to prepare for and minimize the potential damage from natural calamities. Taking online courses and using Internet search engines reduce information disparities that are prevalent in marginalized rural areas. In addition, computer-aided agriculture extension and the engagement of electronic media expand the scope of farmers' learning experiences. ICT facilitates and democratizes learning opportunities.

With the convergence of ICT infrastructure, the methods of AES are also being rapidly transformed through easy interfaces for users' convenience. Responding to technological advances, this e-course will provide an arena to study and discuss the utilization of ICT in AES and raise awareness of action plans required to adapt to the future learning environment.

10. Modality of Implementation

This course is offered using the APO's own videoconferencing (VC) platform. Appropriate VC centers in participating countries will be used for this purpose. Professional experts will conduct the training course, which will be implemented in two sessions as described above. Each participating country team will make VC presentations to share their experience in ICT-based AES, which will be moderated by a local coordinator. At end of the session, a written examination will be conducted to test participants' learning from the course. Performance in the examination will be one of the criteria for the selection of participants for the subsequent follow-up project relating to the subject.

11. Scope and Methodology

The tentative topics to be covered are:

- a. Key concepts and features of AES and ICT;
- b. Emerging models of and trends in ICT-based AES;
- c. ICT utilization to accommodate the needs of farmers and rural SMEs;
- d. Case studies for promoting ICT-based learning platforms and enhancing the participation of rural communities;
- e. Reframing AES to incorporate ICT-based services;
- f. Policies to promote and implement ICT-based learning environments in Asia and beyond; and
- g. Strategies for developing user-friendly, online interfaces for knowledge sharing in rural areas.

This distance-learning course will consist of a combination of VC and offline sessions such as online lectures, online discussions, and online presentations of country case studies as well as offline group exercises, field/company visits, and written examination.

The tentative program outline of the training course is given below:

Date	Activity
Day 1	Opening session through VC Presentation of resource papers through VC Offline group exercise/individual assignments
Day 2	Presentation of resource papers through VC Offline group exercise/individual assignments
Day 3	Field/company visits Offline group exercise
Day 4	Presentation of group exercise output by countries through VC Summing-up and closing sessions through VC Offline written examination

12. Qualifications of Candidates

The participants are expected to possess the following qualifications:

Present Position Officials of national and local governments engaged in AES for rural development; CEOs, business leaders, and managers of private-sector agribusinesses who want to develop digital learning; and representatives of NGOs and academics involved in planning, organizing, promoting, and managing ICT-based agricultural extension.

Experience At least two 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. Proficiency in spoken and written English is essential.
Age	Candidates who meet the qualifications above are generally between 25 and 45 years of age.
APO Certificate	Participants are required to attend the entire program to receive the APO certificate of attendance.

13. Financial Arrangements

To be borne by the APO

- a. All assignment costs for resource speakers to prepare presentation materials and deliver presentations.
- b. Rental and other charges of VC centers in participating countries, resource persons' countries, and the APO Secretariat.
- c. Honorarium for a local coordinator in each participating country.
- d. Transportation costs for field visits.

To be borne by participating countries

- a. Any other local implementation costs not covered by the APO.

14. Actions by Participating Member Countries

- a. The NPO of each participating country is requested to nominate more than 20 participants and submit a list in the format to be provided by the Secretariat later. Please adhere to the nomination deadlines specified under section 7 of this document and ensure that candidates nominated meet the qualifications prescribed under section 12.
- b. Each NPO will identify an appropriate local coordinator. The coordinator will moderate all technical sessions and group exercises/individual assignments in consultation with the NPO and chief resource person identified by the APO. The group exercises will include experience sharing, views of participants on ICT applications to AES, and review of online sessions. The coordinator will also make all necessary arrangements with the local VC centers prior to the commencement of the training course to ensure that the facility is ready for the training sessions.



Santhi Kanoktanaporn
Secretary-General



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT NOTIFICATION

19 May 2017

1. **Project Code** 17-AG-08-GE-WSP-A
2. **Title** Workshop on Climate Change Adaptation and Disaster Risk Management in Agriculture
3. **Timing and Duration** 11–15 September 2017 (five days)
4. **Venue** Colombo, Sri Lanka
5. **Implementing Organizations**

Ministry of Agriculture
Govijanamandiraya
80/5, Rajamalwatta Avenue
Baththaramulla
Sri Lanka
Tel: 94-11-2868918
Fax: 94-11-2888910
e-Mail: moaprojects@gmail.com

National Productivity Secretariat
10th Floor, Sethsiripaya 2nd stage
Baththaramulla
Sri Lanka
Tel: 94-11-2186026/2186030
Fax: 94-11-286025
e-Mail: nposlanka@gmail.com
6. **Co-sponsor** Centre on Integrated Rural Development for Asia and the Pacific (CIRDAP)
Chameli 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
8. **Number of Local Participants** Up to six qualified participants
9. **Closing Date for Nominations** 4 August 2017 (FTPI: 21 July)
10. **Objectives**
 - a. To study the future scenarios of climate change and associated natural disasters and their potential impact on agricultural productivity and the livelihood of farming/rural communities;

- b. To share smart innovative technologies and integrated frameworks for effective climate change adaptation in agriculture;
- c. To review policies, programs, and plans on developing climate change adaptation measures in agriculture and managing risks of extreme weather events and disasters associated with climate change to enhance sustainability in agriculture and to contribute to achieving the targets of the UN Sustainable Development Goals; and
- d. To formulate strategic action plans for member countries to integrate climate change adaptation and climate related-disaster risk management measures into national agricultural policy, programs, and plans for developing sustainable agriculture.

11. Background

Agriculture and food production systems are highly vulnerable to climate change. For example, changes in the frequency, timing, and magnitude of precipitation and temperature directly affect production systems. Similarly, climate change-related disasters like frequent and unpredictable floods and droughts, heat waves, heavy snowfalls and glacial melting, and increased incidence of pests and diseases are already causing widespread damage and loss to the agricultural sector. The consequent crop failures and livestock deaths could cause huge economic losses, contributing to volatility in agricultural markets and higher food prices, thus undermining food security in many developing countries.

Climate change brings new uncertainties, adds new risks, and changes existing risks. Many countries have undertaken initiatives to mainstream adaptation into policy, development planning, and program formulation. Systematic efforts are needed to improve the sustainability of food production systems and ecosystem resilience under changing climatic conditions. Addressing climate-related risks and uncertainties in agriculture and food security require the development of national integrated frameworks for the sector and identification of priorities in line with other national programs and strategies. Such initiatives are expected to prevent policy conflicts and result in greater efficiency in the use of financial resources compared with managing adaptation separately.

In many countries in Asia, however, climate change adaptation is still managed separately from overall agricultural policies and programs. Often climate change adaptation measures overlap with existing strategies, policies, and programs (e.g., agricultural development, food security, livelihood maintenance, resource management, and risk management). For climate change adaptation to be sustainable and applicable on a wider scale, it must be mainstreamed into policies and programs for the development of the food and agriculture sectors and rural development.

This workshop is being organized to share smart approaches and innovative technologies for climate change adaptation and disaster risk management in agriculture and identify 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. Trends in climate change and associated natural disasters, and their potential impacts;
- b. Linkages among climate change, climate change adaptation, and disaster risk management;
- c. National policies, programs, and plans on climate change, climate change adaptation, and disaster risk management in agriculture;
- d. Smart, innovative technologies for effective climate change mitigation and adaptation in agriculture;
- e. Development of a regional/national integrated framework for the agriculture sector to

- integrate climate change adaptation and disaster preparedness into agricultural policy, programs, and plans as a priority; and
- f. Successful models of mainstreaming climate change adaptation and climate-related disaster management for sustainable agriculture and rural development.

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

The tentative program of the workshop is given below:

Date/Time	Activity
Sunday, 10 Sept. 2017	Arrival of participants in Colombo
Monday, 11 Sept.	Opening session Presentation of resource papers
Tuesday, 12 Sept.	Presentation of resource papers Presentation of country papers
Wednesday, 13 Sept.	Site visits
Thursday, 14 Sept.	Presentation of country papers Group workshop/exercise
Friday, 15 Sept.	Presentation of group workshop output Program evaluation by participants, resource persons, and implementing organizations Summing-up session Closing session
Saturday, 16 Sept. 2017	Departure of participants

13. Qualifications of Candidates

The participants are expected to possess the following qualifications:

Present Position	Policymakers, professionals, academics, and consultants in charge of developing/promoting climate change adaptation and climate-related risk management measures in the agriculture sector. Preference will be given to those candidates who are engaged in developing integrated frameworks for the agriculture sector to integrate climate change adaptation and disaster preparedness measures into agricultural policy, programs, and plans as a priority OR have been assigned to undertake such tasks so that they can utilize their learning from the workshop in developing integrated frameworks for the agriculture sector and report to the APO Secretariat and their NPOs six months after project implementation.
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 meet the qualifications above are generally 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

- 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 organization 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.
- d. Any cancellation charges for airfare and hotel accommodations arising from withdrawals after letters of acceptance have been issued by the APO.

To be borne by the host country (Ministry of Agriculture of Sri Lanka and CIRDAP)

- 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. Costs of local resource persons and local participants.

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 Colombo, Sri Lanka. 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 the last-minute withdrawals or no-shows. If more than 18 overseas participants attend, per diem allowances and hotel accommodation costs will be borne by the APO for up to two additional overseas participants at the rate to be prescribed for up to six days.

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 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.

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

Participants are required to prepare a technical 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 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.

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).



Santhi Kanoktanaporn
Secretary-General