

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
স্থানীয় সরকার, পল্লী উন্নয়ন ও সমবায় মন্ত্রণালয়
পল্লী উন্নয়ন ও সমবায় বিভাগ
প্রশাসন শাখা-১
www.rdc.gov.bd

স্মারক-৪৭.০৩১.০২৫.০০.০০.০১৩.২০১০(অংশ-৬)/১৪০৯

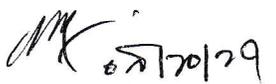
২৪ আশ্বিন, ১৪২৪ বঙ্গাব্দ
তারিখঃ -----
০৯ অক্টোবর, ২০১৭ খ্রিস্টাব্দ

বিষয়ঃ Request for Circulation of Project Notification & Nominations to the “Workshop on Cold Chain and Logistics Management for Agrifood Products” to be held on 11-15 December 2017 in Nadi, Fiji.

সূত্রঃ TF 175-APO-1182, তারিখঃ ১৮/০৯/২০১৭।

উপর্যুক্ত বিষয়ে CIRDAP এর সুদ্রোক্ত পত্রের ছায়ালিপি অত্রসাথে প্রেরণ করা হলো। উক্ত কোর্সের বিপরীতে উপর্যুক্ত প্রার্থী মনোনয়ন প্রদানপূর্বক সংযুক্ত জীবন বৃত্তান্ত ফরম ২০১৪ (২নং বাছাই কমিটির জন্য যা ইতোমধ্যে প্রেরণ করা হয়েছে, উক্ত বাছাই কমিটির ফরমে অবশ্যই ইংরেজীতে নামের বানান ও পদবী উল্লেখ করতে হবে) পূরণ করে আগামী ১২/১০/২০১৭ তারিখের মধ্যে এ বিভাগের প্রশাসন শাখা-১ এ প্রেরণের প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য নির্দেশক্রমে অনুরোধ করা হলো। নির্ধারিত তারিখের পর প্রাপ্ত কোন মনোনয়ন গ্রহণযোগ্য হবেনা।

সংযুক্তিঃ বর্ণনা মোতাবেক।


(খন্দকার নুরুল হক)
সিনিয়র সহকারী সচিব
ফোনঃ +৮৮-০২-৯৫৭০৬৪৬
(e-mail: a_sec_1@ymail.com)

বিতরণ (জ্যেষ্ঠতার ক্রমানুসারে নয়)ঃ

- ১। মহাপরিচালক, বার্ড, কুমিল্লা।
- ২। মহাপরিচালক, আরডিএ, বগুড়া।
- ৩। সিস্টেম এনালিস্ট, পল্লী উন্নয়ন ও সমবায় বিভাগ। (ওয়েব সাইটে প্রকাশের জন্য পত্রটির কপি প্রেরণ করা হলো)।



CENTRE ON INTEGRATED RURAL DEVELOPMENT FOR ASIA AND THE PACIFIC
(An Inter-Governmental Organization for prosperous Rural Communities)

১৭১

TF-175-APO- 1182

18 September 2017

The Honorable Ms. Mafruha Sultana
Secretary (in charge)
Rural Development and Cooperative Division
Ministry of Local Government, Rural Development and Cooperatives
Government of the People's Republic of Bangladesh
Bangladesh Secretariat, Dhaka-1000, **BANGLADESH**

পল্লী উন্নয়ন ও সমবায় বিভাগ সচিবের দপ্তর	
ডায়েরী নং: ৫০৭১	তারিখ: ২২/০৯/১৭
<input checked="" type="checkbox"/> আভিষ্কৃত সচিব <input type="checkbox"/> অতিরিক্ত সচিব (পরিও উন্নয়ন) <input type="checkbox"/> যুগ্ম সচিব (আইন ও প্রকৃতি) <input type="checkbox"/> যুগ্ম সচিব (প্রকৃতি) <input type="checkbox"/> যুগ্ম সচিব (উন্নয়ন) <input type="checkbox"/> উপ সচিব (প্রশাঃ) <input type="checkbox"/> উপ সচিব (প্রশাঃ অধিঃ ২) <input type="checkbox"/> উপ সচিব (বাজেট) <input type="checkbox"/> উপ প্রধান <input type="checkbox"/> একান্ত সচিব	<input type="checkbox"/> উপস্থাপন করুন <input type="checkbox"/> প্রয়োজনীয় ব্যবস্থা নিন <input type="checkbox"/> মন্তব্যসহ উপস্থাপন করুন <input type="checkbox"/> জরুরী ভিত্তিতে পেশ করুন <input type="checkbox"/> আয়োচনা করুন <input type="checkbox"/> নথিভুক্ত করুন <input type="checkbox"/> সভায় আপনি যাবেন <input type="checkbox"/> সারসংক্ষেপ প্রণয়ন করুন <div style="text-align: right;"> সাক্ষর </div>

Subject: Request for Circulation of Project Notification & Nominations to the "Workshop on Cold Chain and Logistics Management for Agrifood Products" to be held on 11-15 December 2017 in Nadi, Fiji.

Dear Madam,

Complimentary of the Season. I hope this letter finds you in good health.

ডায়েরী নং: ২৯৬২	তারিখ: ২২/৯/১৭
<input type="checkbox"/> যুগ্ম-সচিব (বার) <input type="checkbox"/> যুগ্ম-সচিব (আইন) <input type="checkbox"/> উপ-সচিব (প্রশাঃ ২) <input type="checkbox"/> উপ-সচিব (প্রশাঃ শা)	<input type="checkbox"/> অতিরিক্ত সচিব (পরিও বার) <input type="checkbox"/> উপ-সচিব (প্রশাঃ শা)

Please be informed that the Asian Productivity Organization (APO) and CIRDAP are co-organizing the above mentioned workshop (workshop no. 17-AG-32-GE-WSP-B), in collaboration with Ministry of Agriculture of Fiji.

We therefore request your office to nominate three or more candidates in the order of your preference to attend the workshop. The nominations, should be from your ministry, from CIRDAP Link Institute and any other Ministry or Statutory Bodies/Institutes dealing with the themes of the workshop (e.g. Agriculture etc.). Please course through the country nominations, with copy to CIRDAP, on or before **25 October 2017**, to:

Mr. Md. Abdul Musabbir
Joint Director
National Productivity Organisation (NPO), Ministry of Industries
ShilpaBhaban (1st Floor) 91, Motijheel Commercial Area, Dhaka-1000, Bangladesh
Phone: 880-2-9587501; 017-20107032 Fax: 880-2-9563553
E-mail: npobangla@yahoo.com; liaisonbangla_01@yahoo.com

The nominated candidate should meet the qualifications specified under section 13 of the Project Notification. This would enable CIRDAP Secretariat and all National Productivity Organization (NPO) officers meeting the closing date set by the APO Secretariat, Japan.

NPOs will scrutinize and endorse the nominees to the APO Secretariat for consideration. Any direct nominations from an individual or organization of any member countries shall not be accepted. Hence, we kindly refer with special note on the procedure, i. e. 15 -b clause of the project notification, "No form of

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**Centre on Integrated Rural Development for Asia and the Pacific
Dhaka**

self-nomination will be accepted. All nominations must be endorsed and submitted by an NPO Director, Alternative Director, Liaison Officer, or their designated officer."

In conclusion, please note that, we have notified the CIRDAP Link Institutes and other relevant Ministries to submit their nominations directly to your office, and you should submit three nominations to NPO. Should you seek clarification, you can contact CIRDAP through the Director, Pilot Project Division, Ms. Eva Benita A. Tuzon, at ppd@cirdap.org, Mobile: +880-153463687; the Principal Executive Officer, Executive Support Unit, DG Office, Mr. Tomasi V. Raiyawa, at tomasi@cirdap.org, Mobile: +880-1784961019, and the Programme Officer, Training, Ms. Elora Sharmeen at elora@cirdap.org, Mobile: +880-1817123583.
Thank you.

Sincerely yours,

Tevita G. Boseiwaqa Taginavulau
Director General

Enclosed: As stated.

Copy to:

Mr. M. Maududur Rashid Safdar
Director General
Bangladesh Academy for Rural Development (BARD)
Kotbari, Comilla, BANGLADESH



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)
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 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

1046-

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.

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.

234-
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:

Date/Time	Activity
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:

Present Position	Senior government officers, senior managers of agrifood industry SMEs, and senior consultants in charge of developing and promoting cold chains and logistics management.
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 generally between 30 and 50 years of age.
APO Certificate	Participants are required to attend the entire program to receive the APO certificate of attendance.

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). 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.

548

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- 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).

Santhi Kanoktanaporn
Secretary-General