

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-৩)/ ১৪০৬

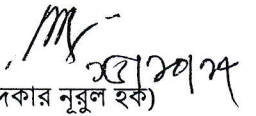
৩০ আশ্বিন, ১৪২৪ বঙ্গাব্দ
তারিখঃ -----
১৫ অক্টোবর, ২০১৭ খ্রিস্টাব্দ

বিষয়ঃ Request for Circulation of Project Notification and Nominations to the 'Forum on Strengthening Food Safety Standards' to be held on 05-08 March 2018 in Colombo, Sri Lanka.

সূত্রঃ TF-176-APO-1246, তারিখঃ ২৭/০৯/২০১৭।

উপর্যুক্ত বিষয়ে CIRDAP এর সুত্রোক্ত পত্রের ছায়ািলিপি 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 ২০/১১/২০১৭ 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, বিআরডিবি, ঢাকা।
- ২। এ বিভাগের সকল কর্মকর্তা (আগ্রহী কর্মকর্তাদের আবেদন করার জন্য অনুরোধ করা হলো)।
- ৩। নিবন্ধক ও মহাপরিচালক, সমবায় অধিদপ্তর, ঢাকা।
- ৪। মহাপরিচালক, বার্ড, কুমিল্লা/আরডিএ, বগুড়া/বাপার্ড, গোপালগঞ্জ।
- ৫। ব্যবস্থাপনা পরিচালক, বাংলাদেশ দুগ্ধ উৎপাদনকারী সমবায় ইউনিয়ন (মিল্ক ভিটা), তেজগাঁও, ঢাকা।
- ৬। ব্যবস্থাপনা পরিচালক, ক্ষুদ্র কৃষক উন্নয়ন ফাউন্ডেশন (এসএফডিএফ), পল্লী ভবন (৭ম তলা), ৫, কাওরান বাজার, ঢাকা।
- ৭। ব্যবস্থাপনা পরিচালক, পল্লী দারিদ্র্য বিমোচন ফাউন্ডেশন (পিডিবিএফ), হাউজ নং- ০৫, এভিনিউ-০৩, হাজী রোড, রূপনগর, মিরপুর-২, ঢাকা।
- ৮। 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)

TF-176-APO-1246

27 September 2017

The Honourable 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

Subject: Request for Circulation of Project Notification and Nominations to the 'Forum on Strengthening Food Safety Standards' to be held on 05-08 March 2018 in Colombo, Sri Lanka.

Dear Madam,

Complimentary of the Season, and greetings from CIRDAP!

Please be informed that the Asian Productivity Organization (APO) and CIRDAP are co-organizing the above mentioned forum (project code 17-AG-29-GE-CON-B), in collaboration with Hactor Kobbekaduwa Agrarian Research and Training Institute of Sri Lanka.

We, therefore, request your office to nominate three candidates in the order of your preference to attend the forum. The nominations should be one from your Ministry, one from CIRDAP Link Institute and another from other Ministry or Statutory Bodies/Institutes dealing with the themes of the forum. Please send your Ministry's nominations, with copy to CIRDAP, on or before **12 December 2017**, to:

Mr. Md. Abdul Musabbir
Joint Director
National Productivity Organisation (NPO), Ministry of Industries
Shilpa Bhaban (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 self-nomination will be accepted. All nominations must be endorsed and submitted by an NPO Director, Alternative Director, Liaison Officer, or their designated officer."



Centre on Integrated Rural Development for Asia and the Pacific
Dhaka

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 by or on 12 December 2017.

Any further clarification, please contact CIRDAP through the Programme Officer, Training, Ms. Elora Sharmeen at elora@cirdap.org, Mobile: +880-1817123583.
Thank you.

Sincerely yours,

Tevita G. BoseiwaqaTaginavulau
Director General

Enclosed: As stated.

Copy to:

Mr. M. Maududur Rashid Safdar
Director General
Bangladesh Academy for Rural Development (BARD)
Kotbari, Comilla
Tel.: +88-081-63600 (Direct), +88-081-60601-6 (PABX.) Extn. 301
Fax: +88-081-68406
Email: bardbd@yahoo.com; dgbbard1959@gmail.com

Mr. Md. Saiful Hasib
Director General
Bangladesh Standards and Testing Institution (BSTI)
Ministry of Industries
Maan Bhaban, 116/A, Tejgaon Industrial Area
Dhaka 1208, **BANGLADESH**
Phone: 880-2-8870275; Fax: 880-2-9131581
Email: bsti@bangla.net ; dg@bsti.gov.bd

Mohammad Mahfuzul Hoque
Chairman
Bangladesh Food Safety Authority
Ministry of Food
Level 12, Probashi Kalyan Bhaban
71-72 Eskaton Garden, Dhaka 1000, **BANGLADESH**
Phone: 8802-55138000
Email: chairman@bfsa.gov.bd ; info@bfsa.gov.bd



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT NOTIFICATION

21 August 2017

1. **Project Code** 17-AG-29-GE-CON-B
2. **Title** Forum on Strengthening Food Safety Standards
3. **Timing** 5-8 March 2018 (four days)
4. **Venue** Colombo, Sri Lanka
5. **Implementing Organizations**

Hector Kobbekaduwa Agrarian Research and Training Institute (HARTI)
114 Wijerama Mawatha
P.O. Box 1522, Colombo 7, Sri Lanka
Phone: (94-11)2696743, 2696981, 2698539-41, 2689554 (Off)
e-Mail: director@harti.gov.lk; registrar@harti.gov.lk

National Productivity Secretariat
10th Floor, Sethsiripaya 2nd stage
Baththaramulla, Sri Lanka
Tel: 91-11-2186026/2186030
Fax: 91-11-286025
e-Mail: nposlanka@gmail.com
6. **Co-sponsors**

Centre on Integrated Rural Development for Asia and the Pacific (CIRDAP)
Chameli House, 17, Topkhana Road, Dhaka 1000, Bangladesh
Phone: 880-2-9586508; 9558751/Ext. 205
Fax: 880-2-9562035; 9571880
e-Mail: evatuzon@cirdap.org

African-Asian Rural Development Organization (AARDO)
2, State Guest Houses Complex Chanakyapuri
New Delhi 110021, India
Tel: +91-11-24100475; +91-11-26877783
Fax: +91-11-26115937
e-Mail: cb.aardo@gmail.com
7. **Number of Overseas Participants** Up to 36 qualified participants from Bangladesh, Cambodia Republic of China, Fiji, India, Indonesia, Islamic Republic of Iran Republic of Korea, Lao PDR, Malaysia, Mongolia, Nepal Pakistan, Sri Lanka, Thailand, and Vietnam.

However, other member countries with special interest in this project may nominate candidates upon consultation with the APO Secretariat (see 13. Qualifications of Participants).

8. **Number of Local Participants** Up to 12 qualified participants

9. **Closing Date for Nominations** 12 December 2017

10. Objectives

This is an initiative of the APO to bring together leaders in the food sector such as senior government officials, production managers, consultants, and food industry executives in charge of strengthening food safety management (FSM) systems in food-processing industry SMEs to deliberate on recent advances in FSM. It aims to:

- a. Share recent developments, advanced knowledge, and emerging trends in FSM systems in major global markets; and
- b. Formulate strategic recommendations for food-industry SMEs to enable them to meet the FSM standards of advanced markets.

11. Background

Food safety and quality standards are global concerns as they are important for public health and impact international trade. Consumers are increasingly concerned about the quality and safety of food and are taking unprecedented interest in the way food is produced, processed, and marketed while demanding greater quality and safety assurances from agribusinesses and food companies. Globalization of trade makes food chains longer and more complex and increases the risk of food safety incidents.

Food standards, both public and private, are fundamentally about establishing control, conformance, and compliance in production, processing, and distribution. Private food standards are becoming basic requirements in the context of global trade in food and agricultural products. International private food standards such as GlobalGAP and International Featured Standards are aimed at ensuring safety. Third-party certification is required to enhance consumers' trust in standard compliance. Certification entails costs, and the proliferation of such standards is becoming an obstacle for exporters in the agricultural and food sectors in developing Asian countries. In response to concerns about the emergence of numerous different but similar standards, the Global Food Safety Initiative has been conducting benchmarking activities for private food standards to promote a harmonized approach to managing food safety and quality across the industry.

Food producers and exporters of agrifood products in APO member countries need to update the standards and requirements for certification. This platform will provide opportunities for participants from government, food industry associations, producers' associations, and private companies to review and study food standards and consider appropriate strategies to meet their requirements.

12. Scope and Methodology

The tentative themes for the sessions are:

- Session 1: Overview of international food safety standards and regulations;
- Session 2: Application and enforcement of modern food safety standards;
- Session 3: Issues and challenges faced by farmers and SMEs in the agrifood industry in meeting the requirements for certification in food standards;
- Session 4: Capacity building of SMEs for better adoption of food safety standards;
- Session 5: Best practices to respond to the requirements of private food standards; and
- Session 6: Formulation of strategic recommendations for strengthening food standards.

The four-day forum will consist of plenary thematic sessions with expert presentations, panel discussions, country paper presentations, an open forum, and site visits.

The tentative program of the forum is given below:

Date/Time	Activity
Sun., 4 March 2018	Arrival of participants in Colombo
Mon., 5 March 2018	Opening session Sessions 1–2: Presentations and discussions
Tues., 6 March 2018	Session 3: Presentations and discussions Site visits to relevant facilities
Wed., 7 March 2018	Sessions 4–5: Presentations and discussions
Thurs., 8 March 2018	Panel discussions Formulation of strategic recommendations Program evaluation Summing-up session Closing session
Fri., 9 March 2018	Departure of participants

13. Qualifications of Candidates

The participants are expected to possess the following qualifications:

Present Position	Senior government officials, production managers, consultants, and food industry executives in charge of FSM systems in the food-processing industry.
Experience	At least three years of experience in the position described above.
Education	University degree or equivalent qualification from a recognized university/institution.

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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 55 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 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 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 and co-sponsors (CIRDAP, HARTI-Sri Lanka, and AARDO)

- a. Per diem allowances and hotel accommodation for up to 18 APO overseas participants for up to five days at the rate to be specified later.

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- b. All local implementation costs (venue, conference facilities and kit, local travel arrangements, etc.) for all participants.
 - c. Cost of local resource persons and for up to 12 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 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. Per diem allowances and hotel accommodation for up to 18 APO overseas participants for up to five days at the rate to be specified later.

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

- 2/25

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- 26
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To be borne by the APO

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