

งานบริหารทั่วไป

ที่ สพช 10015/2559

8 มกราคม 2559



เรื่อง โครงการองค์การเพิ่มผลผลิตแห่งเอเชีย (เอพีโอ)

เรียน คณบดีคณะอุตสาหกรรมเกษตร  
มหาวิทยาลัยเชียงใหม่

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

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

1. โครงการ Asian Food and Agribusiness Conference: Strengthening Public-Private-Sector Partnerships ระหว่างวันที่ 28-30 มีนาคม 2559 ณ เมืองบันดุง ประเทศอินโดนีเซีย ปิดรับสมัครวันที่ 1 กุมภาพันธ์ 2559

2. โครงการ Workshop on Mainstreaming Climate Change Adaption in Agriculture ระหว่างวันที่ 25-28 เมษายน 2559 ณ เมืองธากา ประเทศบังกลาเทศ ปิดรับสมัครวันที่ 15 กุมภาพันธ์ 2559

สถาบันเพิ่มผลผลิตแห่งชาติพิจารณาแล้วว่า โครงการดังกล่าวจะเป็นประโยชน์ต่อการพัฒนาบุคลากรในหน่วยงานของท่าน จึงขอให้ท่านพิจารณาเสนอชื่อผู้ที่มีคุณสมบัติเหมาะสมตามที่ระบุไว้ใน Project Notification จำนวน 1 ท่าน โดยให้ผู้สมัครดำเนินการตามรายละเอียดการสมัครเข้าร่วมโครงการที่แนบ เพื่อที่สถาบันจะได้เสนอให้องค์การเพิ่มผลผลิตแห่งเอเชียพิจารณาต่อไป

จึงเรียนมาเพื่อโปรดพิจารณา

ขอแสดงความนับถือ



(นายสันติ กนกธนาพร)

ผู้อำนวยการสถาบันเพิ่มผลผลิตแห่งชาติ

สถาบันเพิ่มผลผลิตแห่งชาติ

โทรศัพท์ 02-619-5500 ต่อ 123 (กรรณิกา)

โทรสาร 02-619-8099

อีเมล [Kannika@ftpi.or.th](mailto:Kannika@ftpi.or.th)

เรื่อง รองคณบดี

- ผู้ช่วย สพร. ได้แจ้งประกาศโครงการ

APO จำนวน ๒ โครงการ ดังนี้

1. โครงการ Asiah Food and Agribusiness  
Conferences ระหว่างวันที่ ๒๘-๓๐ มี.ค ๒๕๕๙  
ป. อินโดนีเซีย ปิดรับสมัครวันที่ ๗ ก.พ. ๒๕๕๙

๒. โครงการ Workshop on Mainstreaming  
Climate Change Adaption in Agriculture  
ระหว่างวันที่ ๒๙-๒๘ เม.ย. ๒๕๕๙ ณ. ป. บังกลาเทศ  
ปิดรับสมัคร ๑๓ ก.พ. ๒๕๕๙

- จึงเรียนมาเพื่อโปรดพิจารณา ทั้งนี้ เห็นควร  
แจ้ง ปชอ. ให้คณาจารย์ทราบ และ หากมีคณาจารย์  
สนใจ สามารถสมัครผ่าน หนังสือวิเทศฯ โครงการ  
ที่ ๑ ภายในวันที่ ๒๒ มี.ค. ๒๕๕๙ และโครงการ  
ที่ ๒ ภายในวันที่ ๕ ก.พ. ๒๕๕๙ เพื่อเสนอชื่อ  
ให้กรรมการพิจารณาต่อไป

ศิริลักษณ์

๑๖ มี.ค ๕๙

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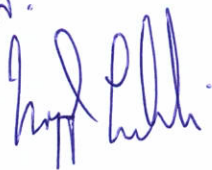
เรื่อง ขออนุมัติโครงการ

เพื่อไปขอพิจารณา



๑๔ มี.ค ๕๙

ศิริ



๑๕ มี.ค ๕๙



ASIAN PRODUCTIVITY ORGANIZATION

EKUTAYOSHI

## PROJECT NOTIFICATION

13 November 2015

1. **Project Code** 15-AG-01-GE-CON-A
2. **Title** Asian Food and Agribusiness Conference: Strengthening Public-Private-Sector Partnerships for Sustainable, Competitive Agribusinesses
3. **Timing and Duration** 28-30 March (three days)
4. **Venue** Bandung, Indonesia
5. **Implementing Organizations**
  - 1) Ministry of Agriculture, R.I.  
Centre for International Cooperation  
Address: Jl. Harsono Room No. 3, Ragunan Pasar Minggu  
Jakarta 12550, Indonesia  
Phone: 62-21-7804176, 7807045  
Fax: 62-21-78847560, 7807045
  - 2) Ministry of Manpower and Transmigration R.I.  
Directorate General of Training and Productivity  
Development, Directorate of Productivity and  
Entrepreneurship  
Jl. Jenderal Gatot Subroto Kav. 51 Floor VI-B,  
Jakarta 12950, Indonesia  
Phone: 62-21-52963356  
Fax: 62-21-52963356
6. **Number of Overseas Participants** Up to 36 qualified participants  
(See 12. Qualifications of Participants)
7. **Number of Local Participants** 12 or more qualified participants  
(See 12. Qualifications of Participants)
8. **Closing Date for Nominations** 15 February 2016 ( FTPI : 1 Feb. )
9. **Objectives**

To provide a platform for presenting and discussing innovative models of public-private-sector partnerships (PPPs) for sustainable, competitive agribusiness; and draw lessons that can be used to provide guidance to member countries on how to achieve sustainable, mutually beneficial long-term partnerships between the public and private sectors.



## 10. Background

The Asian Food and Agribusiness Conference is an initiative of the APO to provide a unique forum for policymakers, industry leaders, CEOs from the private sector, NGOs, scientists, and consultants to discuss current and emerging topics that have great importance to advances in agriculture, agribusiness, and food industries in Asia. Each year, a new current topic is identified as the theme of the conference. The second conference in the series will focus on the theme “Strengthening Public–Private-Sector Partnerships (PPPs) in Developing Sustainable, Competitive Agribusinesses.”

Agribusiness in the Asian region is increasingly becoming a more dynamic, complex, highly competitive industry. Aside from sociopolitical and market forces, climate change is also adding to the various challenges faced by the industry. To overcome these challenges and stay competitive, agribusinesses must improve and sustain their efficiency and overall productivity. Considering the various factors that could influence the achievement of these goals and the resources required to address them, the public and private sectors need to cooperate for greater synergy and leverage their limited resources when needed. One form of such cooperation is through PPPs, which have emerged as important mechanisms for pursuing various development projects around the world. A number of countries have also adopted the PPP model for agriculture-sector development and advances in agribusiness which benefited small farmers. International organizations such as the UN Food and Agriculture Organization and International Fund for Agriculture Development have also supported such initiatives. However, much of the information on successful PPPs is not adequately documented and disseminated. It is important to share the experiences and best practices in the implementation of PPPs so that different stakeholders can learn. In this conference, the importance of PPPs for leveraging resources and generating investments for agribusiness support services and infrastructure will be explored. It will also assess the appropriate policy environment that creates the right conditions for mutually beneficial PPPs to flourish and bring together the interests of all parties in ways that are equitable, transparent, and sustainable.

## 11. Scope and Methodology

The three-day conference will consist of plenary thematic sessions with experts’ presentations, country case models, panel discussion sessions, and site visits.

The tentative themes for the different sessions are as follows:

- Session 1: Engaging the private sector in inclusive, sustainable agribusiness: Trends, results, and impacts
- Session 2: Enabling environment for PPPs to achieve sustainable, competitive agribusiness
- Session 3: PPP models in agribusiness value chains
- Session 4: PPP models in innovation, technology, and business incubation
- Session 5: PPP models in logistics, postharvest handling, and cold chains
- Session 6: PPP models in extension and education

The tentative program of the conference is given below:

Date/Time	Activity
Sunday, 27 March 2016	Arrival of participants in Bandung

Monday, 28 March 2016	Opening session
Tuesday, 29 March	Sessions 1–2: Presentations and discussions Sessions 3–5: Presentations and discussions
Wednesday, 30 March	Session 6 : Presentations and discussions Panel discussions Summing-up session
Thursday, 31 March	Departure of participants

## 12. Qualifications of Candidates

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

Present Position	Senior policymakers and planners, agricultural professionals, scientists, academics, and agribusiness industry leaders in charge of formulation and implementation of policies and programs for agriculture and agribusiness development.
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 conference 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 program 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 must attend all three days of the conference to qualify for the certificate of attendance.

## 13. 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 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 on account of early arrival or late departure, for example, due to either limited available flights or any other reason whatsoever.

**To be borne by the host country (Indonesia)**

- a. Per diem allowances and hotel accommodation for up to 18 overseas participants for up to four days at the rate to be specified later.
- b. Airport to hotel transfer and vice versa.
- c. All other local implementation costs.

**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 Bandung, Indonesia. 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 overseas participants not covered by the host country for up to four days at the rate to be specified later.
- d. Airport to hotel transfer and vice versa.

**14. Actions by Member Countries**

- a. Each country is requested to nominate four or more candidates in the order of preference. Please ensure the candidates come from the different sectors, and meet the qualifications specified under section 12 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 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, 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 enumerated 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 conference.
- l. NPOs should inform participants that they must attend all three days of the project to qualify for the certificate of attendance.
- m. Self-financed participants may apply directly to the APO Secretariat provided they meet the required qualifications in section 12.

#### **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 a 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 paper prior to departure for the project venue. If there are more than one participant, they are encouraged to cooperate in preparing one paper on any of the themes of the conference. In preparing the paper, they are expected to follow the "Guidelines for the Preparation of Country Papers" to be provided later to those accepted participants.

## 17. Postproject Actions

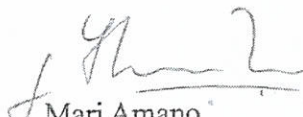
All participants are encouraged to prepare follow up plans and share the plans with their NPOs. The APO will also request participants to submit progress reports six months after completion of the conference.

## 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 homepage (URL: [www.apo-tokyo.org](http://www.apo-tokyo.org)).



Mari Amano  
Secretary-General





ASIAN PRODUCTIVITY ORGANIZATION

(K Amagai)

## PROJECT NOTIFICATION

17 December 2015

1. **Project Code** 16-AG-16-GE-WSP-B
2. **Title** Workshop on Mainstreaming Climate Change Adaption in Agriculture
3. **Timing and Duration** 25–28 April 2016 (four days)
4. **Venue** Dhaka, Bangladesh
5. **Implementing Organization** National Productivity Organisation  
Ministry of Industries  
Shipla Bhaban (1st Floor) 91, Motijheel Commercial Area,  
Dhaka-1000  
Tel: 880-2-9587501, 880-2-01720-107032  
Fax: 880-2-9563553  
e-Mail: npobangla@yahoo.com
6. **Number of Overseas Participants** Up to 18 qualified participants from Cambodia, Republic of China, Fiji, India, Indonesia, Lao PDR, Malaysia, Mongolia, Nepal, Pakistan, Philippines, Sri Lanka, Thailand, and Vietnam. Other member countries with special interest in this project may nominate candidates upon consultation with the APO Secretariat.
7. **Number of Local Participants** Up to six qualified participants
8. **Closing Date for Nominations** 29 February 2016 (FTPI: 15 February)
9. **Objectives**
  - a. To assess the current status of climate change (CC) adaptations in agriculture and share the best cases of CC adaptations;
  - b. To review strategies and approaches to mainstream CC adaptation measures, techniques, and activities into the national agricultural development programs; and
  - c. To formulate strategic action plans to promote mainstreaming of CC adaptation in agriculture.

## 10. Background

Agriculture faces the challenge of producing more food to feed around 10 billion people worldwide by 2050 and, more specifically, to contribute to self-sufficiency in food and poverty alleviation in developing countries. Additional food production has to come through increasing productivity, enhancing CC resilience, and contributing to CC mitigation. Agriculture is, however, extremely vulnerable to CC.

CC could affect agriculture through higher temperatures, greater demand for water for crops, more unstable rainfall patterns, and increases in climate extremes such as droughts, floods, storms, and heat waves. It could also increase the incidence of diseases and insect pests. The consequent crop failures and livestock deaths could cause huge economic losses, contributing to volatility in agricultural markets, higher food prices, and undermining food security in many developing countries.

As CC 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. 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, CC adaptation is managed separately from overall agricultural policies and programs. CC adaptation measures overlap with the existing strategies, policies, and programs (e.g., agricultural development, food security, livelihood maintenance, resource management, and risk management). For CC adaptation to be sustainable and applicable on a wider scale, it must be mainstreamed into the policies and programs for the development of the food and agriculture sectors.

## 11. Scope and Methodology

The tentative topics to be covered are:

- a. Mainstreaming CC adaptations into agricultural development plans—key concepts;
- b. Framework for mainstreaming CC adaptation into agricultural development planning and programs;
- c. Enabling environment for mainstreaming CC adaptation and resilience in the agriculture sector; and
- d. Successful cases of mainstreaming CC adaptation in agriculture.

The workshop will consist of interactive sessions on themed presentations, country case studies, and individual/group exercises.

The tentative program of the workshop is given below:

<b>Date/Time</b>	<b>Activity</b>
Sunday, 24 April 2016	Arrival of participants in Dhaka
Monday, 25 April	Opening session Presentation of resource papers



Tuesday, 26 April	Presentation of resource papers/ presentation of country case studies
Wednesday, 27 April	Presentation of country case studies/ group breakout session(s)
Thursday, 28 April	Presentation of output of group breakout sessions Program evaluation by participants, resource persons, and implementing organization Formulation of follow-up action plans by individual participants Summing-up session Closing session
Friday, 29 April	Departure of participants

## 12. Qualifications of Candidates

The participants are expected to possess the following qualifications:

Present Position	Policymakers, professionals, academics, and consultants in charge of developing/promoting CC adaptation in the agriculture sector.
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.

### **13. 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 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.

#### **To be borne by the host country**

- a. Per diem allowances and hotel accommodation for up to 18 overseas participants for up to five days at the rate to be specified later.
- b. All local implementation costs.

#### **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 Dhaka. 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.

### **14. 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 12 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. Non selection 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 down loaded 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.
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- 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.

#### **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 paper prior to departure for the project venue. In preparing the paper, they are expected to follow the "Guidelines for Preparation of Country Case Studies."

#### **17. 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.

#### **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)).



Mari Amano  
Secretary-General



16-AG-16-GE-WSP-B:

Workshop on Mainstreaming Climate Change Adaption in Agriculture  
(25–28 April 2016, Dhaka, Bangladesh)

### Guidelines for Preparation of Country Case Studies

Each participant is required to submit a country case study keeping in mind the main theme of the workshop and topical outline provided below. The country case study may be written in the personal capacity of the participant. However, if there is more than one participant from a single country, they can write a joint paper to avoid overlapping of contents.

The case study should provide an accurate account of the current situation of climate change (CC) adaptation in his/her country. Wherever appropriate and available, the write-up must be supported by statistical data/information. Participants may refer to their countries' national communications or National Action Plan of Adaptation (NAPA) under the United Nations Framework Convention on Climate Change (UNFCCC) for background information.

Participants are encouraged to provide in their country case studies as much relevant, useful information as possible but they must avoid including unnecessary general information on agriculture as well as the profile of their country.

A soft copy of the country case study should reach the APO and NPO, Bangladesh, no later than 31 March 2016. The detailed format of paper will be provided to the selected participants later.

The following topical outline is suggested as a guide. It is not meant to restrict the preparation of the country case study but rather to encourage the inclusion of other equally relevant information so as to render it more substantial and meaningful.

### Topical Outline

1. Current trends in CC vulnerability in your country, highlighting the impact on agriculture.
2. Investments of your country in R&D in the areas of agriculture and natural resource (land, water, forest, fishery, etc.) management to meet CC challenges.
3. Adaptation measures and practices that have been or plan to be implemented in the country (including both structural measures such as building new infrastructure and nonstructural measures such as establishment of early warning systems, insurance systems, etc., as well as co-benefit approaches such as greenhouse gas mitigation in agriculture, reduced emissions from avoided deforestation, etc.).
4. Policies and programs of your government designed to integrate the agricultural adaptation measures to CC into sectoral planning.
5. Issues and challenges in mainstreaming adaptation into development planning or agricultural and natural resource management sectoral activities.
6. A list of references/bibliography to acknowledge the sources of information/data utilized in the preparation of the case study.

