



ASIAN PRODUCTIVITY ORGANIZATION

## PROJECT IMPLEMENTATION PLAN ADDENDUM

24 January 2017

1. **Project Code** 16-AG-23-GE-TRC-A
2. **Project Title** Self-learning e-Course on Good Agricultural Practices (GAP)
3. **Reference** Project Notification 16-AG-23-GE-TRC-A dated 2 February 2016; Project Implementation Plan 16-AG-23-GE-TRC-A dated 25 February 2016; and Project Implementation Plan Addendum 16-AG-23-GE-TRC-A dated 7 September 2016
4. **Timing** 1 February –30 June 2017 (five months)
5. **Implementing Organizations** APO Secretariat and National Productivity Organizations (NPOs)
6. **Addendum No.** 2
7. **Details** Changes in Project Implementation Plan Item No. 4 “Timing”

### 7-1 Change in Item No. 4 “Timing”

The timing of the Self-learning e-Course on Good Agricultural Practices (GAP) has been changed to **26 April 2017–25 September 2017** (five months).

Unless otherwise modified by the APO in writing, the provisions of the Project Notification dated 2 February 2016, Project Implementation Plan dated 25 February 2016, and Project Implementation Plan Addendum dated 7 September 2016 pertaining to this course remain valid.

Santhi Kanoktanaporn  
Secretary-General



ASIAN PRODUCTIVITY ORGANIZATION

## PROJECT IMPLEMENTATION PLAN ADDENDUM

7 September 2016

1. **Project Code** 16-AG-23-GE-TRC-A
2. **Project Title** Self-learning e-Course on Good Agricultural Practices (GAP)
3. **Reference** APO Project Notification 16-AG-23-GE-TRC-A dated 2 February 2016; and APO Project Implementation Plan 16-AG-23-GE-TRC-A dated 25 February 2016
4. **Timing** 1 November 2016–31 March 2017 (five months)
5. **Implementing Organizations** APO Secretariat and National Productivity Organizations (NPOs)
6. **Addendum No.** 1
7. **Details** Changes in Project Implementation Plan Item No. 4 “Timing”

### 7-1 Change in Item No. 4 “Timing”

The timing of the Self-learning e-Course on Good Agricultural Practices (GAP) has been changed to 1 February 2017–30 June 2017 (five months).

Unless otherwise modified by the APO in writing, the provisions of the Project Notification dated 2 February 2016 and Project Implementation Plan dated 25 February 2016 pertaining to this course remain valid.

Mari Amano  
Secretary-General



ASIAN PRODUCTIVITY ORGANIZATION

## PROJECT IMPLEMENTATION PLAN

25 February 2016

1. **Project Code:** 16-AG-23-GE-TRC-A-02
2. **Project Title:** Self-learning e-Course on Good Agricultural Practices (GAP)
3. **Reference:** Project Notification 16-AG-23-GE-TRC-A dated 2 February 2016
4. **Timing:** 1 November 2016–31 March 2017 (five months)
5. **Implementing Organizations:** APO Secretariat and National Productivity Organizations (NPOs)
6. **Number of Participants:** Minimum of 400 participants
7. **Self-registration:** Self-registration opens from 10:00 AM Japan Standard Time on 1 November 2016 on the APO's e-learning web portal: <http://www.apo-elearning.org/Moodle--/>.

Note: Participants can register directly from this portal on the APO website. Those who are already registered can access the course by using the assigned username and password. If you have forgotten your username and password, please refer to the FAQs on the home page of the portal.

### 8. Objectives

The course is organized to assist agricultural producers, extension workers, and other technical personnel to understand, adopt, and maintain GAP approaches, principles, and systems to increase farm productivity, establish safe, sustainable production systems, and enhance access to markets with GAP requirements. The specific objectives are to:

- a. Enable participants to understand the key concepts as well as the basic principles, tools, and techniques for promoting and adopting GAP;
- b. Provide opportunities for SME farm production units to understand and adopt GAP in their production processes independently; and
- c. Promote direct linkages between small and rural farmers and the market as the adoption of GAP increases farm productivity and assures safe, sustainable production.

## 9. Background

GAP refers to the approaches, principles, and standards applied to on-farm production to ensure the safety of food and nonfood agricultural products. These were established to encourage the production of high-quality, safe agricultural and food products produced in environmentally and socially acceptable ways to meet retailers' and consumers' requirements. The GAP standard addresses two distinct issues: ensuring food safety during on-farm processes to build consumer confidence in products; and enhancing environmental sustainability for continued productive farm operations. The development and adoption of GAP have become more important in light of increasing regional and international trade in agricultural and food products and growing consciousness of consumers of the quality and safety of the food products they buy.

Agricultural producers, particularly small farmers, need to have their farms certified as GAP compliant to enhance the acceptability of their products. Several countries have developed their own GAP standards and certification systems. However, the lack of harmonization between national GAP schemes among countries and scarcity of affordable certification systems have often led to increased confusion and higher certification costs for farmers and exporters. Those with contractual relations with several retailers also complain about multiple audits against different criteria set by different groups of retailers every year.

An understanding of the approaches, principles, and standards of GAP and benchmarking of national GAP schemes against globally recognized guidelines like the GLOBALGAP standard is essential so that stakeholders in various APO member countries can properly orient and guide small farmers in meeting established GAP standards.

## 10. Scope and Methodology

### Scope

The course will cover the following modules:

#### *Module 1: Introduction to GAP*

The GAP agenda, GAP as a management tool, consumer/customer demand as a driver of GAP promotion, constraints of small and rural producers/farmers in implementing GAP, examples of national GAP schemes, and ASEANGAP.

#### *Module 2: Development of GAP in Conventional Horticultural Production Practices*

Background and development of GAP, changing landscape of consumers and producers in food production in the Asian context, concepts and guiding principles of GAP, GAP compliance and conformity, GLOBALGAP certification, and the harmonized global GAP system.

*Quiz 1* (for self-assessment based on questions from Modules 1 and 2)

#### *Module 3: Farm Management*

Site history and site management, internal inspection and internal audit, record keeping, monitoring and farm management tools, traceability systems, recall and withdrawal procedures, and dealing with complaints.

#### *Module 4: Food Safety*

International food safety standards, food safety hazards, GAP for workers' health and safety, GAP safety aspects of farm sites and soil management, plant protection products, fertilizer application, and irrigation and fertigation.

**Quiz 2** (for self-assessment based on questions from Modules 3 and 4)

**Module 5: Environmental Conservation**

Impact of farming on the environment, the GAP environment and resource conservation programs, integrated pest management, and integrated crop management.

**Module 6: Workers' Health, Safety, and Welfare**

Workers' safety, workers' hygiene, and workers' welfare.

**Quiz 3** (for self-assessment based on questions from Modules 5 and 6)

**Module 7: Quality Management Systems (QMS)**

Developing a QMS for a cluster group, internal audit, training and technical advice, traceability, recall and withdrawal procedures, and complaint procedures.

**Module 8: Implementation of GAP for Greater Access to Markets**

Challenges and impediments in implementation of GAP, especially for small- and medium-sized farms in Asia and the Pacific; practical solutions to resolve them; and key success factors.

**Quiz 4** (for self-assessment based on questions from Module 7 and 8)

**Final Examination**

**Methodology**

Self-learning e-modules, additional study materials for participants, intermittent quizzes for self-assessment, and a final examination to qualify for the APO e-certificate.

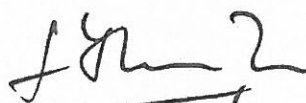
**11. Qualifications of Candidates**

The target participants include government officers; agricultural extension workers; producers; academics; professional staff of regulatory bodies/certification bodies; consultants involved in training, auditing, and/or promotion of GAP; and other technical personnel with particular interest in the subject.

**12. Eligibility for e-Certificate**

A minimum score of 70% on the final examination is required to qualify for the APO e-certificate.

Note: Participants from nonmember countries are welcome to take the course for self-development, although APO e-certificates will not be provided.



Mari Amano  
Secretary-General



ASIAN PRODUCTIVITY ORGANIZATION

## PROJECT NOTIFICATION

2 February 2016

1. **Project Code** 16-AG-23-GE-TRC-A
2. **Project Title** Self-learning e-Course for the Agriculture Sector
3. **Timing** Throughout 2016
4. **Implementing Organizations** APO Secretariat and National Productivity Organizations (NPOs)
5. **Number of Participants** Minimum 400 participants per course
6. **Registration** APO e-learning web portal:  
<http://www.apo-elearning.org/moodle19/>  
(Participants can register directly from this portal on the APO website.)

### 7. Objective

To provide basic training to numerous participants in productivity tools and techniques in selected subject areas of broad significance related to the agriculture and food sectors in a cost-effective manner and create a mass of productivity professionals.

### 8. Background

Depending upon the needs of APO members and relevance of subject areas, the APO develops self-learning e-courses and offers them on its e-learning portal. These courses are developed based on the APO's experience and knowledge accumulated over years of organizing capacity-building projects in its focus areas. Based on the huge success of the self-learning e-courses over the past few years, the APO plans to organize similar or upgraded self-learning e-courses relating to the food and agriculture sectors in 2016. The courses will focus on the subjects of Good Agricultural Practices (GAP), agribusiness management, agritourism business development, and food safety management.

For each course a separate project implementation plan (PIP) containing specific information on the course and subject will be issued. NPOs are requested to start promoting the course after receiving the PIP.

### 9. Scope and Methodology

#### Scope

The scope of each course will be decided based on the subject and will be detailed in the PIP

issued later for each course.

### **Methodology**

Each course will consist of self-learning e-modules, additional study material for participants, intermittent quizzes for self-assessment, and a final examination to qualify for the APO certificate. All learning modules, carefully prepared by internationally recognized experts, will be uploaded to the course site on the e-learning portal.

### **10. Modality of Implementation**

Courses will be offered through the APO's dedicated e-learning portal: <http://www.apo-elearning.org/moodle19/>. Participants can register on this portal and create their own accounts.

Registered participants are required to complete all learning modules and self-assessment quizzes before taking the final examination. Based on the results of the final examination, successful participants from member countries will be awarded APO e-certificates.

### **11. Special Features**

- a. Participants can register on the APO e-learning portal and create accounts by themselves.
- b. Registered participants' progress will be tracked and monitored by the APO Secretariat throughout the course.
- c. Participants can complete the course at their own pace within the prescribed official duration of the course.
- d. Completion of all modules and quizzes is compulsory before taking the final examination.
- e. A minimum score of 70% on the final examination is required to qualify for the APO e-certificate. The e-certificates will be sent to participants' registered e-mail addresses one day after completion of the final examination.
- f. Successful participants may be given preference based on merit for selection to attend future APO multicountry face-to-face projects on the same subject in consultation with NPOs.

### **12. Qualifications of Candidates**

The target groups are productivity practitioners, consultants, managers, academics, extension service providers, representatives of cooperatives and industry associations, producers, and all professionals working in the subject area from agriculture, agribusinesses, food industries, NPOs, government agencies, universities, and consultancy firms who wish to acquire a working knowledge of the subject.

### **13. Financial Arrangements**

#### **To be borne by NPOs**

- a. Coordination, communication, and promotion support for the course.
- b. Any other local costs.

**To be borne by the APO**

- a. All costs related to development of the self-study modules, additional study material(s) pertaining to the course, self-assessment quizzes, and examination.
- b. Cost of hosting the course on the APO's e-learning portal and operating it from the APO Secretariat.

**14. Actions by member countries/NPOs**

Member countries/NPOs are requested to:

- a. Promote and market the course by sending the project notification and PIP to as many relevant organizations as possible and encouraging all interested individuals to participate.
- b. Upload the course announcement on the NPO's website and/or provide a link to the APO's e-learning portal.
- c. Interact with registered participants and provide them with necessary inputs and guidance, if necessary.
- d. Provide all necessary support and cooperation proactively to the APO Secretariat for successful implementation of the course.

**15. Participation of Individuals from Nonmember Countries**

Participants from nonmember countries are welcome to take the course for self-development, although APO certificates will not be provided.



Mari Amano  
Secretary-General