



***Report of  
The Project Inception & 1st Steering Committee Meeting***

**TAXONOMIC CAPACITY BUILDING TO SUPPORT MARKET  
ACCESS FOR AGRICULTURAL TRADE IN THE ASEAN REGION  
(AGF/CRO/11/007/REG)**

**Port Dickson, Malaysia**

**27<sup>th</sup> July 2015**



***Prepared by*  
K. Y. Lum, S.S. Sastroutomo & F.W. Chan**

**August 2015**

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## 1. INTRODUCTION

This report summarises the key points highlighted during the presentations and discussions of the JAIF Project Inception Meeting. The meeting was held on 27<sup>th</sup> July 2015 at the Avillion Admiral Cove Hotel, Port Dickson, Malaysia with the following objectives:

- a) To establish a Steering Committee for the Project
- b) To finalize details for identified project activities
- b) To discuss and finalize the budget for each activity
- c) To discuss and confirm the selection criteria for training workshop participants

The full program of the meeting is given as **Annex 1**. All partners expressed their thanks to the Technical Secretariat of APHCN-ASEANET for organising and hosting such a successful meeting.

## 2. PARTICIPANTS (Annex 2)

The meeting was attended by 11 participants which comprised of NPPO representatives of 6 (six) ASEAN member states, i.e. Malaysia (2), Indonesia (1), Philippines (2), Singapore (1), Thailand (1) and Vietnam (1) and from APHCN-ASEANET (3). Unfortunately the approved project funds for this Inception Meeting were very limited and adequate only to support the attendance of no more than 6 member states and not all NPPOs of the ASEAN. However, APHCN-ASEANET would like to thank these representatives for their understanding in this matter and their continued support to the project. This report will be circulated to all those who were unable to attend for their comments and feedback.

## 3. MEETING SUMMARY

### *Session 1: Opening*

The opening session was chaired by **Dr. Lum Keng Yeang**, Chairperson of APHCN-ASEANET. Dr. Lum welcomed the NPPO representatives and gave a brief overview of the history BioNET-ASEANET, APHCN and ARDN and the role of APHCN in securing the JAIF funded project on “**Taxonomic Capacity Building to Support Market Access for Agricultural Trade in the ASEAN Region**”. The project proposal was initiated in February 2011 as a follow-up of the Workshop on “ASEAN Regional Diagnostic Network” held in Vientiane, Lao PDR held from 25-26 May 2009. The final proposal, after several revisions, had been submitted through the ASEAN Secretariat in January 2015 and the approval from JAIF (Government of Japan) was secured on 15<sup>th</sup> April 2015. The full project document is given as **Annex 3** and his presentation is given as **Annex 4**.

Dr. Lum then invited **Ms. Faridah Aini Muhammad**, Director of Plant Biosecurity Division, Department of Agriculture Malaysia on behalf of the host country, to give her welcoming remarks. In her remarks she thanked all NPPO representatives from the other 5 member states for their attendance, despite their busy work schedules in their own country. She also thanked APHCN-ASEANET for their tireless efforts in the submission of the proposal until the approval by JAIF in April 2015. She also acknowledged the strong commitment and support from all ASEAN member states in endorsing the proposal for funding consideration by JAIF. Although the project is limited to only 3 (three) capacity building activities (short and long term), this is only the beginning of new collaboration initiatives with Japan, just as in the past activities with Australia and New Zealand. She expected that there would be more activities to come which will benefit all ASEAN member states. Ms. Faridah went on to express her hope and expectation that the project activities will be implemented successfully and timely.

## ***Session 2: Establishment of the JAIF Project Steering Committee & Appointment of Chairperson***

**2.1. Dr. K.Y. Lum** briefed the meeting that due to budget limitations, it was decided that only 6 countries of ASEAN would be invited to be in the Steering Committee, i.e. Malaysia as the host country, 3 countries where the training workshops would be organized (Thailand, Indonesia and Philippines), Vietnam and Singapore. The Chairperson of APHCN-ASEANET in his capacity as Project Manager will serve as the Secretary to the Committee. The terms of reference for the Steering Committee member were proposed to be as follows:

- To represent the NPPO of their country in the SC Meetings, i.e. Project Inception and Project Completion meetings.
- To regularly review and give advice to the Project Manager on the implementation of project activities stated in the project document and where necessary recommend changes to the Project work plan.
- To give advice to the Project Manager on how best the project activities can be implemented in their country and ASEAN.
- To discuss and make recommendations on other issues/activities that its members consider to be of importance to the Project.
- To regularly review, update and where necessary recommend actions to increase the publicity, effectiveness and impact of the project.

The Meeting unanimously agreed with the proposed Terms of Reference for the SC.

**2.2. Ms. Yap Mei Lai (Jenny)** from Singapore proposed that Ms. Faridah Aini Muhammad from Malaysia be elected as the Chairperson. The Meeting unanimously supported Ms. Yap's proposal. **Ms. Faridah Aini** accepted the nomination and assumed the role of Chairperson for the rest of the meeting.

## ***Session 3: Project Components & Activities***

### **3.1. Project Component 1 – Training & Capacity Building**

**Dr. Soetikno** from the APHCN-ASEANET Technical Secretariat gave an overview of the project activities that made up Component 1 of the Project (please see **Annex 5**). Two types of activities would be organised, i.e. a) training workshops, and b) attachment programmes.

- a) Training Workshops: Three training workshops of maximum duration of two weeks would be organized with focus on:
- Diagnostics of plant viruses
  - Taxonomy and Identification of leaf-miners of agricultural importance, and
  - Taxonomy and Identification of aphids of agricultural importance

#### *Status of the Training Workshops*

- Diagnostics of plant viruses  
Venue: Institute of Plant Breeding, UPLB, Philippines  
Dates: 17 – 28 August 2015  
Resource Persons:
  - i. Prof. Keiko Natsuaki, Tokyo University of Agriculture, Japan
  - ii. Prof. Sri Hendrastuti Hidayat, Bogor Agriculture University, Bogor, Indonesia and
  - iii. Dr. Marita Pinili, UPLB, Los Banos, Philippines

Nineteen participants from 9 ASEAN member states (excluding Singapore) would be participating in the training workshop. Training venue, food and accommodation has been confirmed. All air-tickets of the overseas participants have been issued.

- Taxonomy and Identification of leaf-miners of agricultural importance  
Proposed Venue: Museum Zoology-LIPI, Bogor, Indonesia  
Proposed Dates: 14 – 25 March 2016  
Resource Persons:
    - i. Prof. Hiroaki Sato, Nara Women University, Japan
    - ii. Dr. Hari Sutrisno, Museum Zoology Bogor, Indonesia and
    - iii. Dr. Mallik Malipatil, La Trobe University, Australia (pending funding approval from AANZ-FTA, Australia)
  
  - Taxonomy and Identification of aphids of agricultural importance  
Proposed Venue: University Tun Hussein Onn Malaysia (UTHM)  
Proposed Dates: After September 2016  
Resource Persons:
    - i. Prof. Sin-ichi Akimoto, Hokkaido University
    - ii. Prof. Maryati Mohamed, UTHM, Malaysia and
    - iii. Dr. Kessuda Sonsiri, Department of Agriculture Malaysia
- b) Attachment programmes: Three attachment programmes of three months maximum duration would be organized with focus on the above subjects.

*Status of the Attachment Programmes*

- Diagnostics of plant viruses  
Venue: Laboratory of Plant Virology, Tokyo University of Agriculture, Japan  
Dates: October to November (2 months)  
Resource Persons:
  - i. Prof. Keiko Natsuaki, Tokyo University of Agriculture, JapanParticipants: 5 (five) participants of the training workshop on Diagnostic of Plant Viruses to be held in the Philippines would be short listed after the training, of which 3 (three) will be selected, after careful consideration, to participate in the attachment programme in Japan.
  
- Taxonomy and Identification of leaf-miners of agricultural importance  
Venue: Department of Biological Sciences, Faculty of Science, Nara Women University of Agriculture, Japan  
Dates: To be discussed with Prof. Hiroaki Sato  
Resource Persons:
  - i. Prof. Hiroaki Sato, Nara Women University, JapanParticipants: 5 (five) participants of the training workshop on Taxonomy and Identification of leaf-miners of agricultural importance to be held in Indonesia would be short listed after the training, of which 3 (three) will be selected, after careful consideration, to participate in the attachment programme in Japan.
  
- Taxonomy and Identification of aphids of agricultural importance  
Venue: Laboratory of Systematic Entomology, Department of Ecology and Systematics, Graduate School of Agriculture, Hokkaido University,  
Dates: To be discussed with Prof. Sin-ichi Akimoto  
Resource Persons:
  - i. Prof. Shin-ichi Akimoto, Graduate School of Agriculture, Hokkaido University, Japan

Participants: 5 (five) participants of the training workshop on Taxonomy and Identification of aphids of agricultural importance to be held in Indonesia would be short listed after the training, of which 3 (three) will be selected, after careful consideration, to participate in the attachment programme in Japan.

### **3.2. Project Component 2 – Networking & Institutionalization**

**Mr. Chan F.W.**'s presentation (see Annex 6) began with the espousing of the benefits of networking in sharing information on taxonomy, crop pests and diseases, sanitary and phytosanitary (SPS) standards, market access requirements and information related to agricultural trade. Institutionalisation of knowledge gained is important through networking and exchange of information that then becomes embedded and enters the common knowledge domain within respective institutions and NPPOs of countries.

Objectives of this component include information sharing, information dissemination and mainstreaming and institutionalisation of information. Sharing of information is achieved through the project website which will host tools and services e.g. expert register databases, online diagnostic tools, pests and diseases information etc. To raise awareness and disseminate information, the use of offline and online media will be considered. Marketing and promotional materials and collaterals may come in the form of flyers, posters, brochures, online web feeds, or e-newsletters which will be produced and distributed. The last objective of mainstreaming and institutionalisation of information is achieved through the various activities in the project; training and capacity building workshops, attachment programs with experts, engagement through the project website, online tools and services and other project activities.

Activities to be done in Project Component 2, i.e.:

- To prepare an Expert Register (individual experts and diagnostic laboratories (name, contact details, expertise types, laboratories that provide identification and diagnostic services and facilities),
- To create a website for the Network and Project that will host the expert register, useful information on pests and diseases of major crops of ASEAN + 3 nations, diagnostic tools and resources, e-application for diagnostic services, and
- To promote and market the project regionally and globally through production of flyers, brochures, posters, banners, e-newsletters, web feeds or other promotional assets where appropriate.

After deliberation and discussion, the meeting agreed on the above activities to be implemented within the 2 years of the Project.

### **3.3. Project Component 3 – Management & Coordination (Annex 7)**

#### **3.3.1. Project Steering Committee**

To oversee the successful implementation of Project Component 1 & 2 a Project Steering Committee would be established during the Project Inception Meeting. The Terms of Reference (TOR) for the Steering Committee and election of the SC Chair was discussed and agreed in 2.1.

It was also agreed in 2.1. on the composition of the Steering Committee members, which would comprise of:

- Representative of the NPPO Malaysia as the Chair
- Chairperson of APHCN-ASEANET/Project Manager as the Secretary

- Representatives of the NPPOs from Indonesia, Philippines, Singapore, Thailand and Vietnam as Members

**3.3.2. Project Inception Meeting** – Please refer to Introduction of this Report in page 1.

**3.3.3. Project Completion Meeting** – This has to be held after all project activities have been implemented, currently scheduled for April 2017.

#### **3.3.4. Project Organization & Coordination**

The meeting agreed that this has to be managed by APHCN-ASEANET in its capacity as the lead coordinating organization (Project Manager), working closely with NPPO Malaysia and the donor agency (JAIF & ASEAN Secretariat), and with the guidance from the Steering Committee. In addition APHCN-ASEANET will also work closely with relevant NPPOs acting as host countries for the training workshops and attachment programmes. The coordination of the Project should be done through the following:

- Regular communication with the SC members/representatives
- Regular communication with resource persons (from Japan and ASEAN member states)
- Regular communication with the host/national institutions of the training workshop and attachment programmes.
- Advance notice to NPPOs of the 10 ASEAN member states for each activity to get country nominations
- Proper logistic planning (i.e. travel arrangement, venue, facilities, field trips, etc.)

The APHCN-ASEANET has prepared the draft selection criteria for candidates participating in the training workshop and attachment programmes. After discussion and consideration of proposed amendments from SC members, it was agreed that the selection of candidates should be based on one or more of the following criteria:

- Minimum of BS degree in biology, agriculture or related field
- Has been working for no less than 5 years as researcher in plant biology, plant breeding, biochemistry, plant pathology or closely related fields.
- Plant health or quarantine officer involved in pest diagnosis and specifically in plant virology or leaf-miners or aphids with 5 or more years of experience.
- The successful candidate shall have a strong commitment to education and research, excellent communication skills, and the desire and ability to work cooperatively in their own country or in the regional/multi country projects.
- Willing to serve as resource person in capacity building for other officers from ASEAN member states following training.

#### **3.3.5. Project Monitoring & Evaluation**

The meeting agreed that this activity has to be done by way of the following:

- By preparing progress and annual reports (technical & financial)
- By organizing pre- and post-activity evaluations (technical and organizational as well as reports from the resource persons involved in each activity (training and attachment programmes)
- By evaluating the number of visitors assessing the website
- By evaluating the number of downloads of training materials/manuals
- By surveys through participants of the project and plant health officers of the NPPOs in the ASEAN



### **3.3.6. Project Reporting (Technical & Financial)**

The meeting agreed, in accordance with the Project document for the Project disbursement fund, that 3 (three) Progress Reports, Project Completion Report and 2 (two) Annual Reports has to be prepared.

- 1<sup>st</sup> Progress Report in Month 7 (October 2015)
- 2<sup>nd</sup> Progress Report and 1<sup>st</sup> Annual Report (April 2016)
- 3<sup>rd</sup> Progress Report (October 2016)
- Project Completion Report and 2<sup>nd</sup> Annual Report (April 2017)

### **4. OTHER MATTERS**

The SC members were requested to submit a list of proposed activities from their respective countries that they would like to be considered for future projects and funding consideration. The compiled list is given as **Annex 8** circulated for further prioritization by SC members and other ASEAN Member NPPOs via e-mail.

### **5. DISCUSSION POINTS FROM THE SESSION**

- Criteria for selection of participants - The SC proposed to be involved in the selection process for candidates in the attachment program.
- Due to pressure of work, the resource person(s) may not be able to host the attachment candidate for a period of 3 (three) months. The SC requested the Technical Secretariat to negotiate/discuss with the resource person(s) on alternative arrangements, such as accept more candidates for a shorter duration, etc.

### **ACKNOWLEDGEMENT**

This meeting is funded by the Japan-ASEAN Integration Fund (JAIF) through ASEAN Secretariat under the Project No. AGF/CRO/11/007/REG. The Steering Committee members are greatly thankful to JAIF and ASEAN Secretariat for the financial support and assistance.

### **ANNEXES**

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