

# COURSE MEMORANDUM

## 2nd ICA-MAFF (Japan) Training Course on “Promotion of Sustainable Agriculture and Improvement of Farmer’s Income through Development of Agricultural Cooperatives in FY-2024.”

*Part 1: July 31 to August 14, 2024, in Thailand*

*Part 2: August 15 to 28, 2024 in Japan*

### 1. Background

Agriculture, forestry, and fishery as the key industries for employment are still essential for countries in Asia and Africa to lead to their economic independence. However, food systems and farmers’ organisations in Asia and Africa are vulnerable to global shocks (for example pandemic, the Ukraine war, and climate change). These shocks impact food security as they result in the rise of global food prices and food shortages. Addressing these challenges and strengthening agriculture cooperatives and farmers’ organisations is necessary.

Amid increasing concern in the world on increasing prices of agricultural inputs such as fertilisers triggered by prolonged the COVID-19 pandemic and Ukrainian crisis, the focus of attention has been on the roles to be played by farmers’ organisations and agricultural cooperatives, which are organised by smallholders to gain negotiation power, and there is a growing expectation for fostering and strengthening them.

This ICA-MAFF training course is designed to build the capacity of farmers in their roles for the improvement of their income and promotion of sustainable agriculture through the development of agricultural cooperatives.

### 2. Introduction

The International Cooperative Alliance (ICA) is a non-profit international association established in 1895 to advance the cooperative social enterprise model. Its members are national-level federations of cooperatives and individual cooperative organisations, primarily operating at a national level. ICA’s members, representing cooperatives in **107** countries, have established seven principles defining cooperative organisations’ essence. ICA is organised with a Global Office, four Regional (Europe, Africa, Americas and Asia-Pacific), and eight Sectoral Organisations (Banking, Agriculture, Fisheries, Insurance, Health, Housing, Consumer Cooperatives and Worker Cooperatives) to accomplish its purposes.

The ICA Asia and Pacific (ICA-AP) Regional Office has been operating from New Delhi since 1960 and serves 108 national-level member organisations from 29 countries (as of May 2024).

### 3. Training Course

The Ministry of Agriculture, Forestry and Fisheries (MAFF) of the Government of Japan has chosen the ICA to implement an umbrella Project on **"Capacity Building Project for Agricultural Cooperative Sector in Asia and Africa (CBC Project in AA) in FY-2024 of Japan**. Under this Project, Program 1, the Training Course on "Promotion of Sustainable Agriculture and Improvement of Farmer’s Income through Development of Agricultural Cooperatives in FY-2024" will be held in physical format in two parts. **Part I** of the Training Course will be held in collaboration with the Cooperative League of Thailand (CLT) in Bangkok, Thailand from **July 31 to August 14, 2024** and **Part II** in collaboration with the

Institute for the Development of Agricultural Cooperation in Asia (IDACA) in Tokyo, Japan from **August 15 to 28, 2024**. The Training Course is being funded by MAFF, the Government of Japan, and implemented by ICA.

#### **4. Objective**

Given that soil for agricultural use has been affected by long-term use in conventional farming and others affected by changing climatic conditions, the training course is designed to review and study the roles of farmers' organisations and find new roles of farmers' organisations to meet "sustainable agriculture."

#### **5. Participating countries and number of participants**

Seven (7) participants will be selected from Bangladesh, Bhutan, Cambodia, Fiji, Indonesia, the Philippines, and Thailand.

#### **6. Course Locations**

##### ***Home Country Assignments (HCAs):***

The selected participants are expected to undertake their Home Country Assignments (HCAs) for 15 days (July 16-30, 2024) before the actual commencement of the Training Course.

They are expected to view **videos online** and respond to questions, prepare a **Job Report**, and a draft **Action Plan** after discussions with their seniors. The purpose is to get an understanding of the function of cooperatives and write down ideas for the preparation of an action plan. This would be helpful for them to explain and refine their actions during the training and to implement them after the training course. The Guidelines and Format for the preparation of the Job Report and draft Action Plan will be sent to the selected participants.

*The Training Course will be divided into two parts, as has been explained below:*

##### ***Part-I: To be Conducted by ICA and CLT, Thailand (On-site):***

Fifteen (15) days program, from July 31 to August 14, 2024 will be designed with basic subjects on organising and management of agricultural cooperatives and further development of business systems. It will also include a study on some successful cases related to sustainable agriculture. For effective implementation of the program, the member organisations of ICA-AP will be requested to support the implementation of the program.

##### ***Part-II: To be Conducted by IDACA, Japan (On-site):***

Fourteen (14) days from August 15 to 28, 2024, will be conducted in Tokyo, Japan by IDACA by way of lectures and study visits. Some of the key subjects to be covered are – various aspects of the development of agricultural cooperatives in Japan, i.e. farm guidance, joint collection and shipment, and business management methods of agricultural cooperatives.

2) Participants are also expected to study sustainable agriculture through learning from actual practices under the "Strategy for Sustainable Food Systems, MeaDRI" of the Government of Japan.

3) Action plans will be completed based on learning from the training programs. Participants are requested to make a presentation on their action plan at the end of the training program.

Participants must leave for their respective countries right after the end of the training course in Japan.

## **7. Timetable**

The participants who are finally selected by the ICA-AP are expected to follow the Training Course for its full duration and according to the timetable developed by the ICA-AP/IDACA. It may be noted that once the ICA-AP formally selects a participant, he/she will be placed at his/her organisation under the charge of the Chief Executive Officer/Executive Head of the organisation and given specific tasks to be accomplished during the HCA.

*Home Country Assignments (HCAs): July 16 to 30, 2024*

*Part-I: Training Course by CLT (Thailand): July 31 to August 14, 2024*

*Part II: Training Course by IDACA (Japan): August 15 to 28, 2024*

## **8. Invitation to ICA member organisations (MOs) to Nominate Candidates and Nomination Procedures:**

ICA MOs/Ministries of Agriculture, Forestry and Fisheries (MAFF) in Asia and the Pacific region are hereby invited to nominate candidates for selection to participate in this Training Course.

- 8.1 The nominations must be made in the ICA-prescribed Nomination Forms only [a copy of which is attached herewith];
- 8.2 While making nominations, it needs to be clearly understood that this is a long-duration training program. The selected participants shall remain away from their place of duty for nearly a month.
- 8.3 Please ensure that only the most appropriate nominations are made. After the selection of candidates and their placements in their respective organisations for HCAs, no changes or replacements are accepted. In the event of any cancellation or replacement, people on the waiting list will be given priority for selection.

**Important Note:** A sufficient and firm guarantee should be provided to the ICA to the effect that the candidates nominated for the Training Course would return to their home countries after completing the training program in Japan. Kindly note that in case the candidate does not return to the home country from Japan on the designated date of departure, the sponsoring organisation is liable to reimburse the ICA for the cost of training incurred on the candidate.

## **9. Selection of Participants:**

- 9.1 7 participants will be selected from among the candidates to be nominated by the ICA MOs/Ministry of Agriculture, Forestry and Fisheries (MAFF) in Asia and the Pacific region.
- 9.2 The participants will be selected based on their work experience. Regardless of educational/professional qualifications, they are to be nominated based on work experience.
- 9.3 Participants need to belong to agricultural cooperatives or farmers' groups. In the case of a country where the agricultural cooperative is not established or not in order, the government officials in charge of fostering a group of farmers can be included.

- 9.4 No specific eligibility is needed concerning academic background or specific qualification, the participant needs good communication ability in English for effective participation.
- 9.5 Participants, between the age group of the 30s – 40s will be given priority for selection.
- 9.6 Selected Participants should be requested to continue to serve the organisations they belong to for five (5) years or more after participating in the training course.
- 9.7 Participants should be physically and mentally fit to travel and study abroad.

***[A Medical Fitness Certificate is required to be submitted together with the Nomination Form].***

Please inform your candidates that they would be exposed to a variety of foods, cultures and customs in different Course location countries and that they would be required to stay in hotels, hostels or training institutions. They should be prepared to accept such situations that may not be entirely satisfactory to them.

## **10. Obligations of the Participants:**

- 10.1 Possess valid travel documents/passports.
- 10.2 Leave a photocopy of the passport at home and keep one with the participant.
- 10.3 Obtain visas to participating countries - Thailand and Japan.
- 10.4 **Have adequate insurance coverage for health/travel accidents etc. for the period from the date of travel from their home country to Bangkok till the date they arrive in Japan.** The insurance cost will be reimbursed to the participants by CLT (on behalf of ICA) in Bangkok, on the production of the original receipt of payment up to a maximum of US\$ 50/- per participant. **In Japan, all the participants will be insured by IDACA till the date they reach the international airport of their home country after completing the course.**
- 10.5 Carry 5 copies of passport-size photographs of the participant.
- 10.6 Carry sufficient funds to cover personal costs (including excess baggage charges, if any).
- 10.7 Participants must leave Japan on the designated date of departure.

## **11. Obligations of the ICA-AP:**

**[A] The ICA-AP will cover the following expenses for participants during the Training Course:**

**11.A.1.** International economy class travel by the shortest route [from the nearest international airport in the home country to the Training Course destinations]. No domestic travel costs in the home country are covered by the ICA-AP.

**11.A.2** Accommodation at various locations in Thailand and Japan [hotels/hostels on twin sharing basis].

11.A.3 Visa Recommendation Letters will be provided to the selected candidates for Course location countries. All visa-related costs are to be covered by the participants themselves.

11.A.4 Provision of food allowances or arranged meals.

11.A.5 Internal travel and transportation during field study visits in Thailand and Japan.

11. A.6 A maximum of 09 kg postage charges by surface mail to each participant for sending printed materials from Thailand and Japan to their respective countries at the end of the training program

**[B] The ICA-AP will NOT cover any of the following costs:**

11.B.1 Visa fees, airport taxes and other local taxes (exit tax, fiscal tax, etc.) in home countries before departure to join the Course in Bangkok in July-August 2024.

11.B.2 Transportation costs for travel to/from international airports within the home country.

11.B.3 Transportation and other costs incurred during HCA. These costs are to be covered by the nominating organisations as a part of their contribution to the program.

**11.B.4 Health/Medical/Travel/Accident Costs:** The candidates are advised to take on their own, a comprehensive health/medical/travel/accident insurance policy to cover risks **for the period from the date of travel from their home country to Thailand till the date they arrive in Japan.** This is to be done before leaving for Bangkok. The insurance cost will be reimbursed to the participants by CLT, (on behalf of ICA) in Bangkok, on the production of the original receipt of payment up to a maximum of US\$ 50/- per participant. **In Japan, all the participants will be insured by IDACA till the date they reach back to the international airport of their home country after completing the course.**

The ICA will not cover any kind of medical costs during the period of the Training Course. In case the candidates have been under treatment, they should bring their medical records along and the medicines that they normally take.

11.B.5 Costs of privately arranged excursions or shopping tours on weekends during the Training Course; and

11.B.6 Mobile charges/ roaming/postage charges and other personal costs.

**12. Submission of Nominations to the ICA-AP, New Delhi**

**12.1 The Closing Date for Receipt of Nominations is June 20, 2024**

12.2 Since the program is spread over two countries, Thailand and Japan, it is necessary for the ICA to finalise the selection of participants by **June 20, 2024**. Preparations on the part of the ICA involve firming up a variety of practical arrangements e.g., confirming hotel/hostel accommodations, air travel bookings, finalising visa formalities in the two countries and intimating host countries to make local arrangements.

12.3 It is necessary that the nominations from ICA Member Organisations be received by the ICA-AP as soon as possible and before **June 20, 2024**. It will not be possible for the ICA-AP to accept any last-minute withdrawals and/or replacements of already

nominated candidates. There are substantial costs involved if replacements are requested. Such costs will have to be borne by the nominating organisations.

12.4 Please ensure that nominations are sent to the ICA-AP only when the Nomination Form is complete in all respects. An incomplete Nomination Form will not be taken up for consideration for selection.

12.5 Nominated candidates shall participate in the Training Course for its full duration.

12.6 Candidates who have already attended any of the ICA/IDACA training courses **(in a physical/virtual format)** may not be re-nominated.

12.7 In some cases, the nominated candidates are required to obtain government clearance to travel abroad and attend the training course. All these formalities should be completed before the commencement of the Training Course.

12.8 The candidates who are selected for participation in the Training Course must sign an undertaking that they will leave Japan on the designated date of departure.

12.9 The International Cooperative Alliance will not be responsible for any costs except the one which has been outlined in this Course Memorandum.

### **13. Submission of Follow-up Report after one month and six months of the Training Course**

After completion of the Training Course, ICA-AP will be sending a questionnaire to MOs of the participating countries to get feedback from the former participants. The MOs are requested to get the questionnaire filled in by the former participants. In case we do not receive the duly filled-in questionnaire, it would be difficult for ICA-AP to extend an invitation to such member organisations in the future.

### **14. Follow-up**

After the training course, the ICA-AP in collaboration with IDACA will conduct a follow-up program to survey the progress of the Action Plan through a questionnaire. All participants in the Training Course and their organisations must answer the questionnaire. The nominating organisation in each country is expected to collect the questionnaire and submit it to ICA-AP within the stipulated date.

### **15. Acknowledgement of Receipt of Invitation**

**Please acknowledge receipt of this letter and inform the ICA Regional Office if you intend to nominate any candidate(s) for this Training Course by return mail.**



**Balasubramanian (Balu) G. Iyer**  
Regional Director

**Enclosed: Nomination Form**

**INTERNATIONAL COOPERATIVE ALLIANCE – Asia and Pacific (ICA-AP)**

9 Aradhana Enclave, R.K. Puram, Sector-13, New Delhi 110066, India.

Telephone: [+91-11] 2688-8250, [+91-11] 2688-8332. E-mail: [ganesh.gopal@icaap.coop](mailto:ganesh.gopal@icaap.coop)

Website: [www.icaap.coop](http://www.icaap.coop)

**NOMINATION FORM**

**ICA-MAFF (JAPAN) Training Course on  
“Promotion of Sustainable Agriculture  
and Improvement of Farmer’s Income  
through the Development of Agricultural  
Cooperatives in FY-2024.”**

<Paste one passport-size  
photo here>

**Instructions:** [i] Please read through this Nomination Form carefully before attempting to fill it in; [ii] The completed form should reach the ICA-AP Regional Office on or before the closing date; [iii] Please type in or write in Block Letters; [iv] Forms not filled in properly, or not filled in this format, or not containing the requested information, or not accompanied by the Medical Certificate and other enclosures, and without the needed endorsements by the Nominating-Organisations are likely to be rejected; [v] All questions asked should be answered and nothing should be left blank/unanswered; [vi] You may use additional sheets of the same size, if and wherever necessary.

**Nominating organisations: should** forward the completed applications of candidates to the ICA-AP Regional Office before the closing date after the initial verifications etc., have been completed.

**ALL INFORMATION IN THIS BLOCK SHOULD BE WRITTEN IN BLOCK LETTERS**

*Please note that this address will be used by the ICA-AP for all  
future communications with the selected candidates*

**[A] Full Name of  
the Candidate: Ms./Mr.-----  
Designation:-----**

**[B] Complete Office Address for Correspondence with the Candidate:**  
*[This address will be used by the ICA for all correspondence with the candidate. Do not use only the  
Post Box Number. The courier service needs full street address to ensure quick delivery]*

**Office Name:-----**

**Office Postal Address:-----  
-----**

**Office Phone [with country code]:-----**

**Your E-Mail address:-----**

**Mobile Phone Number [with country code]:-----**

**01 PERSONAL PARTICULARS OF THE CANDIDATE**

1.01 Full Name of Surname / Family Name:-----  
----- the Candidate First Name:-----  
[Use Block Letters] Other Name:-----

1.02 In case of emergency, who should be contacted (state relationship):  
Name of the Contact Person at Home (state relationship)-----

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Residence Address [*in Full, and in Block Letters*]:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Home Phone Number:----- Mobile Phone Number:-----  
Home e-mail:-----

1.03 Office Name & Office Address [*In Full, and in Block Letters*]  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Office Phone Number [*with country code*]:-----  
E-Mail Address: -----

1.04 -Date of Birth:-----

1.05 Place of Birth:-----

1.06 Nationality:-----

1.07 Passport Number:----- 1.08 Date of Issue: -----

1.09 Place of Issue: ----- 1.10 Valid up to:-----  
***(A copy of the valid passport must be enclosed with the Nomination Form)***

**02 EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS**

<u>Degree/Certificate</u>	<u>Main Subjects</u>	<u>University/Institution</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____



**03 GOVERNMENT CLEARANCE FOR PARTICIPATION IN THIS TRAINING COURSE** [*Please tick-mark as applicable*]

- I have already obtained government clearance;
- Government clearance is being obtained. I shall join the Training Course only if government clearance is available;
- Government clearance is not required in my case.

**04 PREVIOUS EMPLOYMENT** [*past five years only*]

<u>Position Held</u>	<u>Institution</u>	<u>Duration</u>

**05 CURRENT EMPLOYMENT STATUS**

Title of the Present Post:-----

Current Employer:-----

Working since:-----

Brief description of your main duties:

**06** Are you a government official? YES/NO

**07** Are you an elected official at present? YES/NO

**08 LANGUAGE PROFICIENCY [the medium of instruction is English]**  
**Knowledge of the English language.** [*Please encircle your present ability*].

-Ability to <b>speak</b> :	FAIR	GOOD	VERY GOOD
-Ability to <b>Read</b> :	FAIR	GOOD	VERY GOOD
-Ability to <b>write</b> :	FAIR	GOOD	VERY GOOD

09 **PREVIOUS VISITS ABROAD:**

<u>Countries Visited</u>	<u>Purpose</u>	<u>Duration of Stay</u>
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10 **WRITE-UP OF 500 WORDS.** *This write-up of a maximum of 500 words is needed to know about your organisation where you are working at present and your perception of this training programme. This will also help in assessing your knowledge of English. It should be attached to this Nomination Form. The following points should be discussed in the write-up:*

- i. *Name, objectives, organisational structure and a brief description of the activities of the organisation where you are presently working.*
- ii. *In what way do the activities of your organisation, directly or indirectly, help the cooperative farmer-members.*
- iii. *[a] Why do you wish to join this Training Course? [b] What are your objectives to participate in this Training Course?*

The Write-up is attached herewith **YES/NO**

11 **MEDICAL FITNESS CERTIFICATE.** *The candidate should be physically and medically fit to travel and stay abroad. The selected candidates must carry with them a Medical Insurance/Travel Accident Insurance Policy when they join the Training Course.*

The Medical Fitness Certificate is attached herewith **YES/NO**

12 **FOOD PREFERENCES.** *In the Training Course, there will be participants representing a variety of beliefs, cultures, religions and food habits. In order to make appropriate arrangements for you, please check your choice below:*

- I am a pure vegetarian – Not even eggs;
- I am a non-vegetarian
- I am a non-vegetarian – Except for BEEF
- I am a non-vegetarian – Except for PORK

13 **ANY OTHER INFORMATION** you might like to furnish in support of your wish to participate in this Training Course. *[Use additional sheets of A4 size, if needed]*

14 **The candidate must sign the following Declaration:**

**DECLARATION BY THE CANDIDATE**

*[The following Declaration must be signed by the Candidate  
after having gone through its contents carefully. Without this Declaration  
the Nomination Form will not be taken up for consideration by the ICA]*

- i. I agree to abide by the rules and regulations of the International Cooperative Alliance set out by the ICA in the Course Memorandum for this Training Course and of the institutions in which I shall be required to study and stay during my training period;
- ii. I agree to conduct myself in the best friendly traditions without entering into religious, regional and personal conflicts and controversies with my fellow participants and avoid, at all costs, any type of confrontation with my fellow participants, teachers and Course leadership;
- iii. I agree to respect the views of the groups and at the same time maintain my beliefs, concepts and personal convictions without hurting the ego, views and wishes of others;
- iv. I declare that I shall participate in the Training Course for its full duration and return to my home country upon the completion of the Training Course, failing which I agree to refund to the ICA all costs incurred by it on me and my behalf;
- v. I agree to respect the decisions and rulings given by the ICA Course Coordinator on issues brought to him about my participation in the Training Course.
- vi. I undertake that I will continue to serve the organisation I belong to for five (5) years and more after participating in the training course.

Signature of the Candidate

Place: -----

Date: -----

## ENCLOSURES

**Please check and ensure that the following enclosures are secured and attached to this Nomination Form**

- 01 Colour photograph;
- 02 Write-up of 500 words;
- 03 Medical Fitness Certificate.
- 04 A copy of your valid passport

*Please note that the Nomination Forms, completed in all respects, are to be submitted to the ICA-AP.*

### **15 CERTIFICATE BY SPONSORING ORGANISATION [where the candidate is currently employed and working]**

*[This Certificate is to be completed by the Sponsoring Organisation where the candidate is presently working. The Certificate is to be signed by the Chief Executive Officer of the Sponsoring Organisation after having read through its contents carefully and understood the implications of the contents]*

## CERTIFICATE

We certify that the information supplied herein by the candidate is factually correct. Certified that the candidate possesses sufficient proficiency in writing, reading and speaking the English language, that the candidate is a suitable person for training, that the candidate is an active official of this organisation, that the candidate will be able to make good use of the training, and that this organisation will make the best possible use of the candidate after completion of his/her training.

We have emphasised to the candidate the need to participate in the Training Course for its entire duration, and have informed the applicant of the requirement of refund of ICA expenditure incurred in case of any default. We have taken adequate and reasonable assurances from the candidate that he/she would return to the home country upon completion of the Training Course.

Signature and Designation of the  
Chief Executive Officer of the Sponsoring Organisation

Place:-----

Date:-----

*[Full name and address of the organisation in which  
the candidate is currently working]*

**[Seal of the Sponsoring Organisation]**

**16 ENDORSEMENT OF THE NOMINATING ORGANISATION**

*[The Nominating Organisation i.e., the ICA Member-organisation/MAFF in the region, would forward the Nomination Forms to the ICA Regional Office with the following endorsement without which the Nomination Forms would not be taken up by the ICA for consideration]*

**ENDORSEMENT**  
**OF THE NOMINATING ORGANISATION**

We certify that the nominated candidate has obtained all clearances [including government clearance] for participation in this training programme, and, that we are satisfied that the nominated candidate possesses all the necessary qualifications, as have been set out by the ICA for this Training Course.

We have also secured sufficient guarantees and reasonable assurances from the candidate and from the relevant sponsoring organisation that the candidate will return to the home country after the completion of the Training Course.

Signature of the official responsible  
for forwarding Nomination Papers

Designation

Place:-----

Date:-----

*[Full Name and Address of the  
Nominating Organisation]*

**[Seal of the Nominating Organisation]**

## Medical Fitness Certificate

*This Medical Fitness Certificate is to be completed by a qualified medical **practitioner** after necessary clinical/ laboratory tests including a chest x-ray.*

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Full Name of ----- MALE/FEMALE  
the Candidate

Date of Birth -----DAY/MONTH/YEAR----- Blood Group -----  
-

01 Is the person examined at present in good health and enjoying full working capacity?

Sight ----- Hearing : -----

02 Is the person physically/mentally capable of undertaking international travels, and carrying on intensive studies away from home?

03 Is the person's chest x-ray clear of any ailments? YES/NO  
If, no please explain

04 Does the candidate take any medicine regularly? YES/NO  
If **YES**, please specify what medicine, frequency and why?

05 General observations by the Examining Physician.

**LICENCE/  
REGISTRATION NUMBER**

*Signature of the Examining Physician  
with full name and address and Seal*

Place: -----

Date: -----