



REPORT OF THE REGIONAL WORKSHOP ON FACILITATING TRADE FOR AGRICULTURAL GOODS IN ASEAN

29 – 30 JULY 2019, DA NANG, VIET NAM

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Executive Summary

To foster knowledge and experience exchange among ASEAN Member States (AMS) through peer-to-peer learning, the “Regional Workshop on Facilitating Trade for Agricultural Goods in ASEAN” was organized on 29 – 30 July 2019 in Da Nang, Viet Nam under the Facilitating Trade for Agricultural Goods in ASEAN (FTAG) in collaboration with the “Support of Regional Economic Cooperation in Asia (SRECA)” Project and hosted by the Ministry of Agriculture and Rural Development (MARD) of Viet Nam. The Workshop was attended by project Steering Committee Members and representatives from Cambodia, Thailand, Viet Nam and GIZ.

The specific objectives of the Workshop are to update outcome and achievements of FTAG project, and to introduce new project/measure for possible future support on activities that complement FTAG as the project will be completed in December 2019. The Workshop also served as venue to share knowledge, experiences and lessons learned in the process of developing Standard Operating Procedures (SOP) on plant quarantine procedures by Thailand to other countries.

The Workshop started with a brief update on FTAG achievements and activities implemented at national level—Cambodia, Thailand, Viet Nam, and regional level in 2019. The result from the 7th Meeting of the ASEAN Sanitary and Phytosanitary Contact Points (ASCP) and the 9th Meeting of the ASEAN Coordinating Committee on Sanitary and Phytosanitary Measures (AC-SPS) held on 7-9 May 2019 in Viet Nam was presented including recommendations to ASEAN submitted by FTAG at the 9th AC-SPS Meeting.

During the knowledge and experience exchange session on SOP by Thailand, the benefits and importance of SOP were shared. The SOP was developed in Thailand with the aim to improve work operations of plant quarantine officers. Possible format of SOP, its contents, steps and important points to consider when developing SOP were explained. From Thailand experience, it was recommended to have separate SOP for general procedure and for specific target commodity and country. To provide example on the format, outline and content of SOP, the two draft SOPs for plant quarantine import inspection and export longan to Viet Nam developed by Thailand were shared.

Based from the group work practice conducted to develop SOP, Cambodia and Viet Nam are interested to develop their own SOP. Cambodia planned to work on SOP for export inspection in general and Viet Nam on SOP for exportation of fruits to Thailand in general. The output of the group work also identified the timeline and support needed for SOP development.

As FTAG will be completed in December 2019, a new project/measures for possible support that complement FTAG called “Support of Regional Economic Cooperation in Asia (SRECA)” commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ) was introduced. SRECA’s overall goal is to strengthen economic cooperation and agricultural trade between selected neighboring countries and China. Although the focus countries of SRECA are Mongolia, Cambodia, Lao PDR, and Viet Nam, there is possibility to

engage Thailand especially in its future regional exchange activities. The overall project duration is April 2019 until March 2022.

Towards the end of the Workshop, Cambodia, Thailand and Viet Nam identified and discussed on proposed remaining activities under FTAG including timeline and input needed until December 2019 as well as possible future support from SRECA that complements FTAG.

Additional potential recommendations for ASEAN was also presented while noting that these additional recommendations will be further elaborated. During the discussion, there were suggestions that a study may be conducted to draw specific recommendations from FTAG implementation and to have an evaluation/project end workshop to share and exchange experience and achievement of the project.

The outcome of the Workshop was presented at the 4th Steering Committee Meeting of FTAG on 30 July 2019 in Da Nang, Viet Nam.

Introduction

Within ASEAN approximately 30 per cent of trade takes place between the Member States. Although in general the level of intra-ASEAN trade is low, trade in agricultural goods between Cambodia, Thailand and Viet Nam is significantly higher. For fresh agricultural goods, one explanation of this constraint includes gaps in the regulations on food safety and phytosanitary measures and the associated processes among ASEAN countries that are frequently not adapted to ASEAN directives, which can hinder and slow down the movement of goods across borders.

The Facilitating Trade for Agricultural Goods in ASEAN (FTAG) project was, therefore, initiated to encourage free movement of goods to increase intra-ASEAN trade, which is one of the goals outlined in the ASEAN Economic Community (AEC) Blueprint. FTAG project is implemented in collaboration with Cambodia, Thailand and Viet Nam to provide recommendations to support facilitation of trade in agricultural goods in ASEAN by emphasizing food safety and phytosanitary measures.

Reference is made to the National Training Workshop on Development of Phytosanitary Standard Operating Procedures (SOP) organized in collaboration with Thailand's Department of Agriculture (DOA), the National Bureau of Agricultural Commodity and Food Standards (ACFS) and GIZ through FTAG on 15-17 May 2019 in Bangkok for technical officers of DOA and ACFS. The Training Workshop provided knowledge on the basic principle in developing SOP and recommendations to improve the draft SOP developed by DOA to ensure it is in line with international standards and can be applied in real practice.

SOP can help ensure that implementation of phytosanitary regulations can be trusted (consistent and transparent) and in line with international standard on trade among countries which contribute to trade facilitation.

To foster knowledge and experience exchange among AMS through peer-to-peer learning, the "Regional Workshop on Facilitating Trade for Agricultural Goods in ASEAN" was organized to share knowledge, experiences and lessons learned from Thailand in the process of developing SOPs. In the opportunity that FTAG project will be completed in December 2019, the Workshop was also a platform to update outcome and achievements of the project, as well as to introduce new project/measures for possible support that complement FTAG.

Specific objectives of the Workshop were:

- 1) To update outcomes and achievements of FTAG project at the regional and national level, introducing the new initiative/measures that will be implemented by GIZ relevant to trade facilitation, and looking ahead on future remaining activities until 2019 and beyond; and,
- 2) To share knowledge on basic principle for developing/drafting SOP on plant quarantine procedures, and experience and lessons learned in the process of developing SOPs by Thailand.

The expected outputs of the Workshop were:

- 1) Common understanding on outcomes and achievements of FTAG project at the regional and national level and future remaining activities until end 2019;
- 2) Potential activities under the new initiative of GIZ relevant to trade facilitation to complement FTAG on national activities identified;
- 3) Knowledge and capacity of national officers from Cambodia and Vietnam enhanced on process of developing the Standard Operating Procedures (SOP) on plant quarantine procedures to contribute to trade facilitation, particularly on phytosanitary measures.

Opening Session

At the opening session, Ms. Ute Dannenmann, Fund Manager, Trade Policy and Trade Promotion Fund, GIZ, warmly welcomed participants to the Workshop and thanked the host country, participants and resource persons for making this Workshop possible. Dr. Le Thanh Hoa, Deputy Director General of Agro-Processing and Market Development Authority, cum Director General of Viet Nam SPS Office, then delivered the opening remarks where he highlighted the Workshop as good learning exchange opportunity for Cambodia, Thailand and Viet Nam, and wished for the Workshop success.

Session 1: Introduction to the Workshop

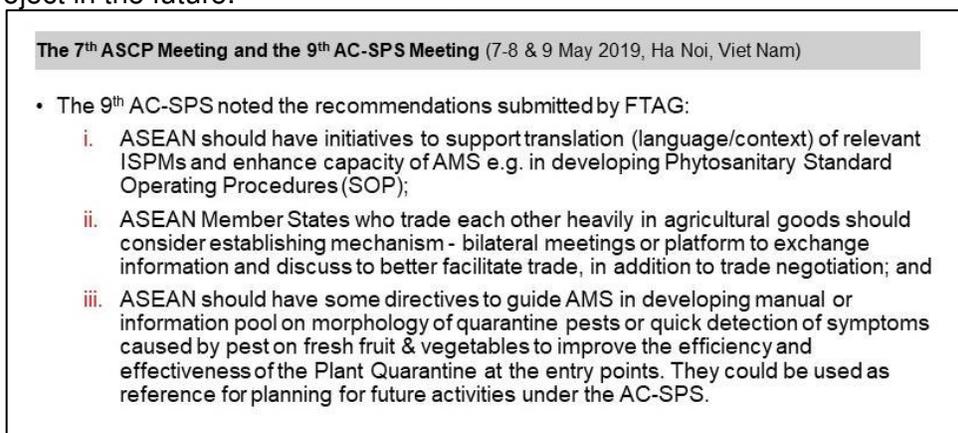
Ms. Pouchamarn Wongsanga, Regional Project Director of FTAG, introduced the Workshop objectives, expected outputs, and program. The presentation appears as **ANNEX 3**.

Session 2: Overview Outcome and Achievements of FTAG

Ms. Pouchamarn Wongsanga briefly introduced FTAG project, its objectives and indicators, and updated project achievements through the project results chain as well as activities implemented at the national and regional level in 2019. The results from the 7th ASCP and 9th AC-SPS Meetings including recommendations to ASEAN submitted by FTAG was also shared. The presentation appears as **ANNEX 4**.

Referring to the recommendations submitted to ASEAN (see **Figure 1**), Mr. Wichar Thitiprasert, Advisor, National Bureau of Agricultural Commodity and Food Standards (ACFS), and Project Steering Committee Member of Thailand, highlighted the importance of having information pool on morphology of quarantine pest and suggested to consider the model by EPPO (European and Mediterranean Plant Protection Organization). He also suggested to follow up on the impact of FTAG after the project ends.

Dr. Ker Monthivuth, Director, Department of Plant Protection Sanitary and Phytosanitary, Cambodia, appreciated the submitted recommendations particularly on establishing mechanism such as bilateral meetings to exchange information and discuss issues especially on phytosanitary measures. He shared about the bilateral meeting that has been initiated between Thailand and Cambodia last January 2019 including plans to continue such meetings in the future. He also suggested that this platform can be used to monitor and follow up the impacts by FTAG project in the future.



*Figure 1
Recommendations
submitted to 9th
AC-SPS Meeting*

Session 3: Standard Operating Procedures (SOP) on Plant Quarantine

At the start of the session, participants were asked to write down their expectations. In general, participants wished to learn and understand about the principles in developing SOP and to apply what they learned in practice.

3.1 Background and Introduction to SOP

A. Introduction to SOP

Mr. Wichar Thitiprasert, Advisor of ACFS, Thailand, explained what is SOP, its importance and benefits; he also introduced the Quality Management System (QMS) in relation to SOP. The presentation appears as **ANNEX 5**.

In Thailand, there is an on-going process to develop SOP on plant quarantine procedures by the Department of Agriculture to improve work operations in the ground since officers at the plant quarantine station experience difficulty in their work due to different level of experience and expertise of officers and that the regulations only provided a broad framework for implementation.

SOP provides a step-by-step instruction for consistent work operations. Moreover, SOP can help improve communication between officers, traders and other relevant agencies, and create safer work environment. It also helps measure work effectiveness and efficiency and provide clear roles and responsibilities.

It was recommended that SOP should be simple, clear and include only necessary information. The SOP should also be updated or revised from time-to-time, at least once a year especially if there are changes in terms of regulations. SOP is also a part of the QMS of an organization.

B. How to write SOP?

Dr. Walaikorn Rattanadechakul, Expert on Plant Import Export System and Agriculture Factor, Office of Agricultural Regulation, Department of Agriculture, Thailand, introduced possible format of SOP, process documentation and five steps to consider when writing SOP. The presentation appears as **ANNEX 6**.

Having SOP is especially useful for onboarding officers as it provides exact step-by-step procedure of the work process to complete their job correctly. SOP is also helpful in enforcing best practices for officers to do things more efficiently.

Possible format of SOP should include the following: 1) Title Page; 2) Table of Contents; 3) Scope; 4) Terminology; 5) Procedure; 6) Supplementary Information; and 7) Metrics. In general, it is recommended for SOP to be easy to navigate, simple and not complicated. Under the section on terminology, it is advised to refer to the definition in ISPM. Flow charts should also be used to illustrate a clear picture of the procedure from beginning to end. If there are critical points in the procedure that should be focused on, then it should be included and elaborated.

In SOP, supplementary information can vary depending on the process where additional details/ information is needed or helpful for officers. For instance, it can be information on important pest list associated with a consignment by country, key requirement of treatment, safety procedures for inspectors when doing fumigation etc. Lastly, having metrics defined in SOP can help measure the efficiency of the process over time and allowing for adjustment and improvement to be made.

Process documentation. As SOP is the documentation of the process, it is important to:

- Define scope of the process to be covered in SOP;
- Define inputs and outputs: information to be included and format;
- Be aware of target audience to make sure it is understood and useful to the end user;
- Gather information on the steps required to complete the process being documented;
- Organize information in sequential list and make sure it accurately reflects how the work is done;
- Visualize the list in workflow diagram;
- Share and get feedback and optimize the process by making improvements, testing it, and applying them in the process documentation.

Five steps to consider when writing SOP are as follows: 1) Gather the team; 2) Define the scope; 3) Documenting the procedure; 4) List relevant information; and, 5) Define metrics, improve the process and update the SOP.

3.2 Thailand: Sharing experiences and lessons learned in developing SOPs

A. Draft SOP for Plant Quarantine Import Inspection

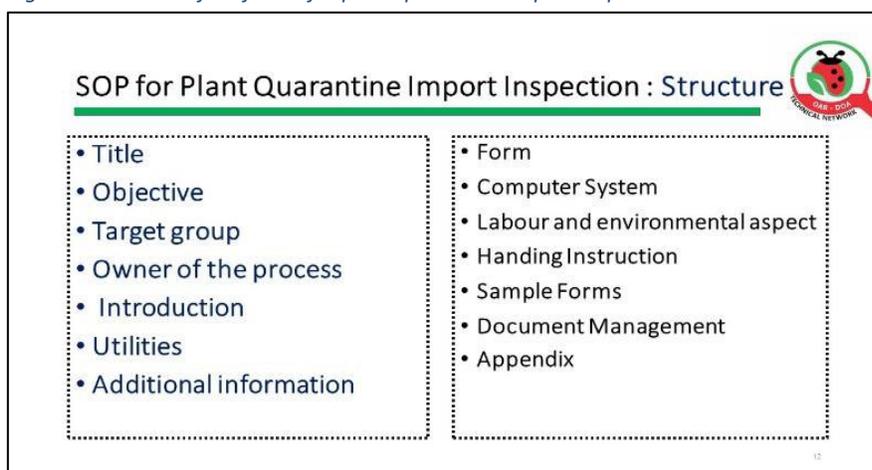
Ms. Angkana Suwannakoot, Senior Agricultural Research Officer, Office of Agricultural Regulation, Thailand, provided a brief background of plant quarantine management system in Thailand where she explained the current Plant Quarantine Act B.E. 2551 (2008) and the changes on its content particularly on Pest Risk Analysis (PRA) and definitions of terms. A general overview of the steps in import procedure integrated in the National Single Window (NSW) started in 2016 were briefly outlined. The presentation appears as **ANNEX 7**.

A timeline leading to the development of SOP in Thailand was briefly explained. In 2008, there is actually manual developed for all officer under related laws including plant quarantine, but it was not truly a SOP. In 2018, the SOP working group under the Department of Agriculture was set up consisting of two groups dedicated to developing SOP for import and export procedures.

In May 2019, based on the recommendations and guidance from the trainer during the SOP training workshop, they decided to make a separate general and specific SOP based on target commodity.

The structure and overview of contents in the first draft SOP for plant quarantine import inspection were explained. The structure of the draft SOP is show in **Figure 2**.

Figure 2 Structure of draft SOP for plant quarantine import inspection



Under the additional information section, an alert sheet will also be attached to SOP to inform in case when there are changes to phytosanitary certificate by other countries or if there are any recent important concerned pest detected on a commodity that officers must be aware of.

It is hoped that through this SOP it will reduce the discretion of the inspector. Based on their previous experience when drafting the SOP, the idea to put everything into the SOP makes the drafting process hard and complicated. Thus, it was recommended to have separate SOP for general procedure and specific target commodity.

B. Draft SOP on Export of longan fruit to Viet Nam

Dr. Walaikorn Rattanadechakul presented the draft SOP on export of longan fruit to Viet Nam. She explained the format, outline and contents of the draft SOP. Though the format of the current draft for both import and export procedures are not yet aligned, the document heading of the SOP on export of longan includes information such as on SOP No., revision no., implementation date, etc. The process owner of the SOP is the Director of the Office of Agricultural Regulation.

The outline of this draft SOP are: 1) Objectives; 2) Scope (refer to relevant regulations); 3) Definition; 4) Responsibility of officers and applicants (exporter); 5) General procedure with detail on each step; 6) Process flow chart; and 7) Reference listing the regulation and official import requirement where this SOP is based from. Official application forms were shown at the end of the document. Additional information on the list of pest with pictures for inspectors will be included in the future draft.

With regards to traceability, this will be done based on the exporter registration number and farm registration in case of non-compliance. The inspection record by inspector prior to issuing phytosanitary certificate is included in step 6. In the future, there will be an online record form for inspectors in Thailand.

It was noted that an SOP for export procedures in general will be developed by Thailand and a separate SOP for specific country and target commodity will be made based on priority. Thailand format on the SOP will also be aligned.

3.3 Group Work Practice

Cambodia and Viet Nam with the guidance from Thailand resource persons, have practiced planning and developing draft SOP. Cambodia focused on SOP for export inspection (general) while Viet Nam focused on SOP for exportation of fruits to Thailand in general. Representative from each group then presented the output of their group work which appears in **Table 1 and 2**.

Table 1 Cambodia Group Work Output

	Develop SOP for Export Inspection (general)	Responsible Person	Timeframe	Support needed
Objective	To ensure compliance with importing country requirements	- Establish working group under Dept. of Plant Protection, Sanitary and Phytosanitary, GDA - National Consultant	Establish working group: Sep 2019	Technical support (GIZ)
Target Group	Plant quarantine inspectors		1 st Draft of SOP: Sep – Nov 2019	Drafting SOP
Process Owner	To be signed by the Director General of the General Directorate of Agriculture		Conduct consultation: Jan 2020	Consultation workshop on draft SOP
Scope	Inspection for export on crops		Finalization and adoption of SOP: Mar 2020	Training inspectors on SOP
Utilities	Inspection kits		Training for inspector on SOP: May 2020	Publish the adopted SOP
Additional information	Pest data sheet			
Record Forms	Inspection Report Form			
Computer system	Apply PS certificate online			
Labor and environmental aspect				
Handling instruction				

Table 2 Viet Nam Group Work Output

	Export fruit to Thailand		Time frame	Support needed	
Step 1: Creating Team	<ul style="list-style-type: none"> - Expert from Thailand - Plant Quarantine policy (PPD HQ) - border inspectors - VN SPS Office 		1 year	<ul style="list-style-type: none"> - expert to comment to the technical draft - consultation meetings - training for inspectors 	
Step 2: Define Scope	Objective: For inspector and exporter to understand procedure and Thailand requirement (PQ Law – Article 31 and Circular 33) Definition: follow law and ISPM 5				
Step 3: Documenting the procedure	Document submission	<ul style="list-style-type: none"> - Application form - attached required document 			
	Document check	<ul style="list-style-type: none"> - If valid then proceed to inspection - if not go back to document submission process 			
	Inspection	Inspection and Sampling (ISPM 31/OCVN 01-141) to check for pest and symptoms for disease			Laboratory testing
		If present, resort and clean consignment			
		Record inspection result			
	Issue PC				
In case of non-compliance	<ul style="list-style-type: none"> - Thailand notify - Viet Nam report 				
Step 4: List of Relevant information	<ul style="list-style-type: none"> - List of Viet Nam regulation for export Annex: <ul style="list-style-type: none"> - Thailand import requirement - Registration information for exporter 				
Step 5: Define metrics; improve process and update SOP	<ul style="list-style-type: none"> - Update SOP when Thailand amend/update regulation - Annual review/update of SOP based on feedback of PQ officers, exporter 				

Session 4: Introduction to other initiatives to facilitate trade

As FTAG will be completed in December 2019, a new project/measures for possible support that complement FTAG was introduced. Mr. Florian Miss, Acting Project Director, Support of Regional Economic Cooperation in Asia (SRECA), GIZ, introduced SRECA project which is commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ). The presentation appears as **ANNEX 8**.

SRECA's overall goal is to strengthen economic cooperation and agricultural trade between selected neighboring countries and China. The focus countries are Mongolia, Cambodia, Lao PDR, and Viet Nam. The overall term is April 2019 until March 2022. For Southeast Asia, the project works under the framework of the ASEAN-China Free Trade Area (ACFTA).

Under the project's ASEAN-China component, its specific objectives are:

- Improving access to trade-related services for local SMEs in Cambodia, Lao PDR and Viet Nam especially including female entrepreneurs (e.g. export guidelines);
- Fostering regional knowledge exchange between the focus countries and/or with China (e.g. SPS) and public-private dialogue; and,
- Piloting trilateral cooperation activities in the field of regional economic cooperation between China – Germany – Focus Country.

As the project is currently in planning phase, its focus area of activities can be seen in **Figure 3**.

Figure 3 SRECA Activities 2019-2022: ASEAN-China Component



There was suggestion for SRECA to consider engage the Ministry of Agriculture and Rural Development, Plant Protection Department aside from VIETRADE in its future plan and implementation. There is also possibility for Thailand to be engaged in SRECA future activities especially on regional exchange activities.

Session 5: Looking Forward: Future Activities until 2019 and Beyond

For this session, Cambodia, Thailand and Viet Nam discussed and planned for remaining future activities under FTAG until December 2019 as well as possible future support by SRECA that complements FTAG. The outcome of the discussion on proposed activities and tentative timeline are summarized in **Table 3**.

	Proposed Activity	Timeline	Input needed
Regional	To organize Regional Technical Meeting/Workshop for drafting SOP	23 – 25 Oct. 2019	- draft SOPs from Cambodia & Viet Nam - final draft SOP Thailand - International expert
Cambodia	To draft SOP for export inspection (general)	Mid-Oct. 2019	- national expert - feedback from Thailand (via e-mail)
	To conduct national consultative workshop (on 1 st draft SOP)	end of Oct. 2019 (before 22 nd Oct. 2019)	- national expert - relevant stakeholder
	To organize technical meeting on finalization of SOP (under SRECA)	Jan. 2020	
Thailand	To organize consultation workshop on SOP	15-16 Sept. 2019	
	Finalized SOP	23 Sept. 2019	The final draft will be submitted to int'l expert in preparation for regional workshop
	To organize National Training Workshop to introduce SOP for implementation	2 nd week Nov. 2019	SOP ready for implementation
Viet Nam	To organize 1 expert meeting and 1 consultative workshop	Sept. 2019	FTAG support for organization
	To draft SOP for exportation of fruits to Thailand	early to mid-Oct. 2019	Feedback from Thailand and face-to-face consultation
	To organize Training on Fruit Flies Diagnostic (5-day) (TBC)	Sept. 2019	FTAG support for organization
	Raising awareness for traders about ASEAN countries import requirements (TBC)	Aug/Sept. 2019	

Session 6: Recommendations to ASEAN

Aside from the three recommendations already submitted to ASEAN by FTAG (see previous **Figure 1**), the list in Figure 3 below are additional potential recommendations plan to be further elaborated to submit to ASEAN after FTAG ended. There were suggestions that a study may be conducted to draw specific recommendations from FTAG and to have an evaluation/project end workshop to share and exchange experience and achievement of the project. The presentation appears as **Annex 9**.

Recommendations

Indicator 3: 4 Recommendations for improved technical directives have been submitted to **ASEAN** through ASEAN focal points.

3.1 Peer-to-peer learning
Exchange of experience should be reflected in the activity plan of ASEAN especially on the operational level (e.g. for inspectors)

3.2 Exchange on Lessons learned on e-phyto integrated into ASEAN Single Window (for further elaboration)

3.3 Dissemination of SOP by Thailand

3.4 Mechanism to protect countries against dangerous pests (directives)

3.5 Making information available on morphology of quarantine pest and disease (directives)
Developing manual or information pool on morphology on quarantine pests and diseases by country for plant quarantine officers at the entry point aid in identification of quarantine pests and diseases.

3.6 Aligning of pest list/common pest list (directives)



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Figure 4 Potential recommendations for ASEAN to be elaborated

Session 7: Wrap up and Closing Session

The regional workshop was wrap-up and summarized as follows:

- The overall outcome and achievement of FTAG project and update on project implementation at the national and regional level were presented at the workshop.
- Thailand shared knowledge on how to develop SOP on plant quarantine procedures, and experiences and lessons learned in the process of developing SOP. The draft SOP for plant quarantine import inspection and export longan to Viet Nam developed by Thailand were shared as examples.
- Based from the group work practice conducted to develop SOP, Cambodia and Viet Nam are interested to develop their own SOP. Cambodia planned to work on SOP for export inspection (general) and Viet Nam on SOP for exportation of fruits to Thailand in general. The output of the group work also identified the timeline and support needed for SOP development.
- As FTAG will be completed in December 2019, a new project/measures for possible support that complement FTAG called “Support of Regional Economic Cooperation in Asia (SRECA)” was introduced.

- Cambodia, Thailand and Viet Nam identified and discussed on proposed remaining activities under FTAG including timeline and input needed until December 2019. In addition, possible future support from SRECA that compliments FTAG was tentatively identified.
- Additional potential recommendations for ASEAN to be further elaborated was presented. There were suggestions that a study may be conducted to draw specific recommendations from FTAG and to have an evaluation/project end workshop to share and exchange experience and achievement of the project.

Dr. Le Thanh Hoa, Deputy Director General of Agro-Processing and Market Development Authority, cum Director General of Viet Nam SPS Office, thanked all participants and GIZ for the fruitful outcome of the discussion during the Workshop. He also looked forward for future collaboration with other ASEAN member countries and GIZ to improve SPS measures to facilitate trade. He then declared the Regional Workshop closed.

Annex 2: Workshop Program

Time	Session	Resource Persons
Monday, 29 July 2019		
08:30 – 09:00	Registration	
09:00 – 09:30	Opening Session <ul style="list-style-type: none"> Welcoming Remarks by Ms. Ute Dannenmann, <i>Fund Manager/Project Director, Facilitating Trade for Agricultural Goods in ASEAN, GIZ</i> Opening Remarks by Mr. Le Thanh Hoa, DDG of Agrottrade, Director of SPS Office, Vietnam 	<i>Moderator: Ms. Vu Minh Nguyet, GIZ</i>
09:30 – 09:45	1. Introduction to the Workshop <ul style="list-style-type: none"> GIZ will introduce the Workshop background, objectives, expected outputs, and program. 	<i>Ms. Pouchamarn Wongsanga, GIZ</i>
09:45 – 10:45	2. Overview Outcome and Achievements of FTAG GIZ will present overview of the overall outcomes and achievements of FTAG project to share what has been done in the countries. The project result chain and monitoring plan that shows the project output and outcome will be presented.	
10:45 – 11:00	<i>Coffee Break and Group Photography</i>	
11:00 – 12:00	3. Standard Operating Procedures (SOP) on Plant Quarantine 3.1 Background and Introduction to SOP Resource persons from Thailand will share knowledge on the basic principle in developing and drafting SOP. Topics that will be covered are: <ul style="list-style-type: none"> What is SOPs? Why do we want SOPs? Who is responsible for writing SOPs? A Quality Management System and SOP 	<i>Mr. Wichar Thitiprasert, Advisor, ACFS</i>
12:00 – 13:00	<i>Lunch</i>	
13:00 – 14:00	3.1 Background and Introduction to SOP (cont'd) <ul style="list-style-type: none"> Principle of How to Write a Standard Operating Procedure? Five steps to consider writing SOP Possible of Formats of SOPs Q & A 	<i>Dr. Walaikorn & Ms. Angkana, DOA, Thailand</i>
14:00 – 15:00	3.2 Thailand: Sharing experiences and lessons learned in developing SOPs	<i>Dr. Walaikorn &</i>

Time	Session	Resource Persons
	<p>Resource persons from Thailand will share experiences and lessons learned in the process of developing SOPs.</p> <ul style="list-style-type: none"> • Objectives • Responsible Organization • Action plan for SOPs development • SOP Structure and Format • Updated complete SOPs: show cases on SOP for import and export • Q & A 	Ms. Angkana, DOA, Thailand
15:00 – 15:30	<i>Coffee break</i>	
15:30 – 17:00	<p>3.3 Group Work Practice</p> <p>Participants will be divided into groups by country to brainstorm and practice planning and developing SOP with guidance from Thailand and GIZ.</p>	Dr. Walaikorn & Ms. Angkana
17:00 – 17:30	Representative from each group will present the result of their group work.	
	Participants have free evening	
Tuesday, 30 July 2019		
09:00 – 09:30	<p>4. Introduction to other GIZ initiatives to facilitate trade</p> <p>GIZ will introduce the new initiative/measures that implemented by GIZ relevant to trade facilitation</p>	GIZ
09:30 – 10:30	<p>5. Looking Forward: Future Activities until 2019 and beyond</p> <p>GIZ will present remaining future activities until December 2019 and discuss possible future collaboration and support that complements FTAG.</p>	GIZ
10:30 – 11:00	<i>Coffee Break</i>	
11:00 – 11:45	<p>6. Recommendations to ASEAN</p> <p>GIZ will present recommendations derived from the implementation of FTAG project. The Workshop will then discuss to elaborate on the recommendations for ASEAN to facilitate trade of agricultural goods and how to submit the recommendations.</p>	GIZ
11:45 – 12:00	7. Wrap-Up and Closing Session	
12:00 – 13:00	<i>Lunch</i>	