

**GENERAL INFORMATION CIRCULAR**

**Workshop on Strengthening Standard Knowledge on Women Culinary Food Safety and Its Food Waste Management in Supporting the Domestic Tourism**

**SCSC\_102\_2024T**

22 -23 July 2025 Pullman Legian Beach

Bali, Indonesia

**Organizer:** National Research and Innovation Agency, Republic of Indonesia.

**Event held under APEC Project:** Sub-Committee on Standards and Conformance

**Sponsoring Economy / Project Overseer:** Indonesia / Biatna Dulbert Tampubolon (Mr.)

**Co-sponsoring APEC economies:** China; Peru; Viet Nam

**Funded by** Trade and Investment Liberalisation and Facilitation Account (TILF)

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## OBJECTIVES

Food safety is a crucial aspect of public health, particularly in urban areas where changing social behaviors have increased reliance on ready-to-eat foods, restaurant meals, and street vendors. This shift raises concerns regarding the food's quality and safety, including poor food handling practices, using contaminated raw materials, cross-contamination during food preparation, excessive preparation time before serving (exceeding four hours), and improper storage and reheating temperatures. These factors can lead to nutrient loss, food spoilage, and an increased risk of foodborne illnesses. To prevent such illnesses, the implementation of food safety measures is essential. Food safety encompasses properly handling food and beverages at every stage of the production chain to minimize the risk of foodborne diseases.

In general, the activities within this initiative aim to assess the implementation of food safety practices adopted by micro, small, and medium enterprises (MSMEs) and street food businesses in the APEC region. This initiative also seeks to identify appropriate methods based on guidelines, best practices, and international standards, such as ISO, to ensure food safety by applying Hazard Analysis and Critical Control Points (HACCP) and Good Manufacturing Practices (GMP).

The project aligns with APEC’s broader objectives, including Thailand’s Priorities (2022) on tourism revitalization and gender equality, Malaysia’s Priorities (2020) on digital economy promotion, the La Serena Roadmap (2019-2030) on women’s skill development, the Boracay Agenda for Action on MSMEs, and the Aotearoa Plan of Action to achieve Putrajaya Vision 2040. Furthermore, this initiative supports discussions in APEC’s trade and investment committees on expanding market access for MSMEs and promoting women’s entrepreneurship. Through these efforts, the APEC region can enhance food safety, environmental sustainability, and economic opportunities for small-scale food enterprises.

## Project Objectives

This project aims to increase knowledge and understanding of food safety and food waste management based on international standards, share experiences and best practices on success stories of women's empowerment programs through culinary entrepreneurship in the APEC economy and provide recommendations for the APEC program on women's capacity building through culinary entrepreneurship.

## Event Objectives

The objective of this project is to increase knowledge and understanding of food safety and food waste management based on international standards, share experiences and best practices on success stories of women's empowerment programs through culinary entrepreneurship in the APEC economy and provide recommendations for the APEC program on women's capacity building through culinary entrepreneurship which is expected to be achieved through:

a. Sharing experience and knowledge on food safety and waste management in culinary locations from experts to achieve a better understanding of the best practices and discussed regulations on food safety, success stories, and obstacles in implementing women's entrepreneurship

b. Contributing to the empowerment of small and medium enterprises (SMEs), women, youth, and other groups with untapped economic potential, as outlined in the Roadmap for Food Security Towards 2030.

## EVENT DATE AND TIME

22-23 July 2025

9:00 am – 5:00 pm

## VENUE

Pullman Legian Beach

Jl. Melati No. 1, Legian Bali 80361, Indonesia

**Time Zone**

This workshop will be conducted in a GMT+7 time zone and the opening ceremony will be held at 9:00 AM on 22 July 2025

## AGENDA

The tentative **agenda** of the event is attached as **ANNEX I**.

## PARTICIPANTS AND SPEAKERS

All 21 APEC member economies are welcome and invited to attend as well as to actively participate in the Workshop. All the attendees will be required to arrive at the venue at least 15 minutes before the workshop starts.

Up to **two** active participants from each of the APEC travel-eligible economies will be funded by APEC. The APEC travel-eligible economies are Chile, China, Indonesia, Malaysia, Mexico, Papua New Guinea, the Philippines, Peru, The Russian Federation, Thailand, and Viet-Nam. Representatives from non-travel-eligible economies are very much encouraged to attend the Forum on a self-funded basis.

As APEC recognizes the critical importance of women’s contributions to economic growth and commits to women’s economic empowerment and gender equality in its region, nominations of qualified female participants are particularly encouraged.

Expected criteria for the participants:

1. Policymakers, government officials in developing standards, researchers, technical experts, and others or
2. Individuals working in government sectors related to women and trade, as well as researchers, academics, MSME practitioners, entrepreneurs, and non-profit organizations dedicated to women's welfare, are also considered relevant participants.

Keynote speakers are expected from successful ISO experts and female culinary entrepreneurs

## METHODOLOGY

(6.1) Beneficiaries of this workshop are as follows:

1. Direct primary beneficiaries of the projects include medium to high management-level policymakers, practitioners, senior researchers, and practitioners directly in the events and written outputs of the project. Policymakers, academics, researchers, and practitioners from APEC member economies who are concerned with food safety will be targeted as the primary beneficiaries of the projects. Gender participation for both participants and experts will certainly be considered.
2. Secondary beneficiaries of the projects include but are not limited to policy, technical, or research agencies for food safety (e.g., ministry/trading/industry, marine/fisheries research institution, and marine and food safety NGO). Project outputs provide information, practice, and policy/regulatory recommendations for developing and implementing food safety.
3. Additional beneficiaries include business owners, MSME practitioners, and investors in food materials in APEC Economies. These beneficiaries can be reached by disseminating the Publication through each economic agency to the strategic level of each beneficiary by formal letters or by email. Food safety is essential to ensure that consumed food is safe, free from harmful contaminants and compliant with health standards.
4. The target audiences for this project include stakeholders such as startups, policymakers, and government officials from APEC member economies involved in food safety policy design and implementation. They will gain insights into regulatory frameworks and support mechanisms for women's empowerment and leadership to enhance food safety standards. Active engagement is expected during the program development phase. Academics, researchers, non-profits, and communities interested in food safety are also invited as observer participants.

(6.2) Evaluation

Participants are required to complete and return an Evaluation Form by the end of the Workshop. Project evaluation is carried out to determine whether the project has achieved its objectives. In this form, each participant is encouraged to share their views and advice on the Workshop’s impact and efficiency as well as possible suggestions on the next capacity building and policy implications for future APEC-related cooperation programs and activities.

(6.3) Language

The event will be conducted in English.

## INSTITUTION

The event will be organized by the National Research and Innovation Agency Republic of Indonesia, Republic of Indonesia. For all substantive matters, please contact the **Project Overseer**:

* + Name: Biatna Dulbert Tampubolon
  + Title Position: Senior Researcher
  + Organization: National Research and Innovation Agency, Indonesia.
  + Email: [tdulbert@gmail.com](mailto:dinanomo@gmail.com), [biat001@brin.go.id](mailto:dina020@brin.go.id)

APEC-funded speakers and participants should directly contact the APEC Secretariat for financial and related arrangements as soon as their registration has been confirmed by the Project Overseer’s Office.

Contacts are as follows

**Primary contact:**

**Marianne Gail Bernardes (Ms)**

Program Executive

APEC Secretariat

[mgb@apec.org](mailto:mgb@apec.org)

**Natta Akapaiboon (Ms)**

Program Director

APEC Secretariat

[na@apec.org](mailto:na@apec.org)

## APPLICATION PROCEDURES

Focal points of respective APEC member economies will nominate their proposed participants to attend the event through the following procedures:

1. APEC SCSC focal points nominating active participants to attend the workshop shall send copies of the Nomination Form (ANNEX II), to [mgb@apec.org](mailto:mgb@apec.org) (cc: [biat001@brin.go.id](mailto:dina020@brin.go.id)) no later than 13 June 2025 at the latest.
2. Speaker approved by the Project Overseer should submit their presentations via email to [mgb@apec.org](mailto:mgb@apec.org) (cc: [biat001@brin.go.id](mailto:dina020@brin.go.id)) no later than 7 July 2025 at the latest.

## ALLOWANCE AND EXPENSES

(9.1) Allowance principles

All 21 APEC member economies are welcome and invited to attend as well as to actively participate in the Workshop. All the attendees will be required to arrive at the venue at least 15 minutes before the workshop starts.

Two active participants from each of the APEC travel-eligible economies will be funded by APEC. The APEC travel-eligible economies are Chile, China, Indonesia, Malaysia, Mexico, Papua New Guinea, the Philippines, Peru, The Russian Federation, Thailand, and Viet Nam. Representatives from non-travel-eligible economies are very much encouraged to attend the Forum on a self-funded basis.

**Active participants from travel-eligible APEC member economies:**  participants from each APEC travel-eligible economy will be provided with round-trip airfares of restricted economy class and in the most direct route, and per-diem. Per diem allowance is intended to cover costs such as hotel bills, meals, transportation, transfers, travel insurance, visa, and departure taxes.

(9.2) Signing of Undertakings for APEC-funded speakers and participants

As soon as the registration of the APEC-funded speakers and participants has been received and confirmed by the Project Overseer’s Office, the APEC-funded speakers and participants must directly contact the APEC Secretariat to start the funding process (see Item 7 for contact).

Once the APEC Secretariat has approved the air ticket and itinerary, a travel undertaking will be issued for the APEC-funded traveler’s signature. The undertaking is a contract between the traveler and the APEC Secretariat, in which the traveler agrees to perform the Terms of Reference and the secretariat commits to reimbursing the travel expenses. An undertaking must be signed by each APEC-funded traveler and submitted to the APEC Secretariat before their travel commences.

The APEC Secretariat will not reimburse travel or any other expenses which are not supported by the signed undertaking. The undertaking will be based on the quotation of the most direct and economical return trip (including airport and airport taxes, if any) to attend the Conference. This quotation should be obtained by APEC-funded travelers from travel websites or from his or her local travel agent. The complete travel itinerary and quotation should be forwarded to the APEC Secretariat for approval before the traveler firms up their travel arrangements. The APEC Secretariat assesses received quotations through Internet searches of travel websites including, where possible, those in the traveler’s home economy.

APEC project payments operate on a reimbursement basis, but flexibility can be shown for advance payments. Advance payments, which involve requesting funds before a task or cost is incurred, can be considered for travel expenses of speakers and participants. Requests must be justified, and the Project Director retains the right to decline a request, especially if there is a risk of non-performance of the task or action that is being prepaid. Further elaboration regarding Advance Payment please see point 9.4.

(9.3) Per-diem

The per diem amounts to US$151 (One Hundred and Fifty-One US dollars) per person per day to cover the participant’s accommodation and daily expenses during their stay in Indonesia for a maximum of 3.75 days (per diem for 3 days – arrival day and 2 workshop days - and 75% of one day per diem to cover miscellaneous expenses). Actual reimbursement including allowance amount is also subject to the actual itinerary approved/traveled and APEC regulation at the time of the Conference.

(9.4) Reimbursement/ Advance payment

Airfare and per diem allowance are normally **provided on a reimbursement basis which will take 20 working days after the Secretariat’s receipt of the claim and necessary documents in good order from the APEC-funded travelers after the Conference**.

If APEC-funded participants require an advanced payment, they must make a request to the APEC Secretariat on an individual basis (this request should be made together when you submit your airfare quotation and itinerary). **The deadline for the submission of the completed and signed \*advance payment undertaking to the APEC Secretariat** is 13 July 2025**. Thereafter, all payment will be reimbursed after the event.** The request should be made consistently with the requirements as mentioned below. If the traveler and/or their department/organization have previously obtained an advance from the APEC Secretariat (any APEC-funded projects) and have not been discharged of the obligations (i.e. obtained the relevant certification and/or submitted your travel documents) under that advance, you will not be able to receive and advance for this Conference until your previous advance has been accounted for.

*\*the advance payment undertaking will be issued after the airfare quotation has been approved by the APEC Secretariat*

**10. ACCOMMODATION**

Participants are encouraged to make their own travel and accommodation arrangements in accordance with their individual preferences and budget.

1. **MISCELLANEOUS**
2. Participants and speakers will assume responsibility for any expenses incurred for participating in this workshop. They will also make their own arrangements for any other financial matters of a personal nature.
3. APEC highly values collaboration with appropriate external stakeholders. Participation in all APEC events is governed by APEC’s [Guidelines for Managing Co-operation with Non-members,](http://mddb.apec.org/Documents/2015/SOM/SOM3/15_som3_005.pdf) and attendance of nominees for this workshop who are not government officials (or part of a government delegation), for instance from the private or academic sectors, may be subject to EWG approval as per the aforementioned Guidelines.
4. Speakers and participants are required to strictly observe the workshop schedule;
5. The presentations and other documents from the event will be collated by the by the Project Overseer (or their delegate) who will send them to the APEC Secretariat within 2 weeks of the event. The presentations will be made publicly available shortly after through APEC’s [Meeting Document Database](http://mddb.apec.org/Pages/default.aspx) (unless they are indicated to be for restricted circulation only to EWG members). Presenters are reminded that all workshop materials must comply with [APEC Publication Guidelines](http://www.apec.org/%7E/media/Files/AboutUs/PoliciesandProcedures/Publications/APECPubs_guide_Oct16.pdf).
6. The workshop deliberations also need to comply with the [APEC Hosting Guidelines](http://www.apec.org/%7E/media/Files/AboutUs/PoliciesandProcedures/Meetings/Guidelines%20for%20Hosting%20APEC%20meetings_Jul2016.pdf). In particular organizers, speakers and participants should ensure compliance with the following IMPORTANT APEC REQUIREMENTS contained in those Guidelines as required by APEC Senior Officials:

## All attendees need to ensure while drafting any workshop documents or making presentations at the meeting to please be mindful of APEC nomenclature. APEC is a grouping of economies. Therefore, it is inappropriate to use anything, such as flags or emblems, which may imply the “political status” of any member economy. Disputed maps should not be included in any presentations or materials distributed at an APEC event. Members of APEC should be referred to as “member economies” or “members” or “economies”. Please do not use in reference to APEC member economies the words “country”, “nation” or “national”.

**Please also be mindful to use the correct names of the APEC economies: Australia; Brunei Darussalam; Canada; Chile; the People's Republic of China (China also acceptable); Hong Kong, China; Indonesia; Japan; the Republic of Korea; Malaysia; Mexico; New Zealand; Papua New Guinea; Peru; the Republic of the Philippines (the Philippines also acceptable); the Russian Federation (Russia also acceptable); Singapore; Chinese Taipei; Thailand; the United States of America (the USA, the US or the United States also acceptable); Viet Nam.**

#### **ANNEX I**

#### **TENTATIVE AGENDA**

**Workshop on Strengthening Standard Knowledge on Women Culinary Food Safety and Its Food Waste Management in Supporting the Domestic Tourism**

**SCSC\_102\_2024T**

Date**:** 22– 23 July 2025

Time zone: GMT+7

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| --- | --- | --- |
| **22 July (Tuesday) – Workshop**  **Presentation and Discussion** | | |
| 08:30 – 09.00 | Registration |  |
| 09:00 – 09.15 | Opening Day 1  Opening video playback and greetings by MC | **MC:**  Novitasari M.Biomed  Research Center for Testing Technology and Standard, BRIN, Indonesia |
| 09:15 – 09.30 | Report of PO |
| 09:30 – 09.45 | **Opening Speech:**  Ms Konny Sagala  Director of Implementation System for Standards and Conformity Assessments, BSN |
| 09:45 – 10.00 | Take a break |  |
| **First Session** | | |
| 10.00 – 10.30 | **Developing and implementation of standards for food safety**  **Speaker:**  Ms Yoko Tembo  Japanese Industrial Standards Committee (JISC)  ISO/TC 34/SC 17, Management systems for food safety | **Moderator:** |
|  | Prof. Bambang Prasetya  Research Professor, Research Center for Testing Technology and Standard, BRIN, Indonesia |
|  |
| 10.30 – 11.00 | **Existing food safety regulations in APEC economies and international food safety regulations**  **Speaker:**  Ir. Didik M. Rofiqi MSi  Lead Auditor for ISO 22000 & HACCP |
| 11:00 – 12.00 | Q&A and Discussion |
| 12.00 – 13.00 | Lunch Break | **MC** |

|  |  |  |
| --- | --- | --- |
| **Second Session** | | |
| 13:00 – 13.30 | **Inspiring stories of women in running a food business**  **Speaker:**  Ms. Ni Nyem Ratih Amerta Sari  Rahayu Huluning Bali Cooperative | **Moderator:**  Ms Konny Sagala  Director of Implementation System for Standards & conformity Assessments, BSN |
| 13.30 – 14:00 | **Challenges faced in the implementation of food safety regulations**  **Speaker:**  Ms. Nenden Rospiani  Restu Mande Rendang |
| 14:00 – 15:00 | Q&A and Discussion |
| 15.00 – 16.00 | Announcement | **MC** |
| **23 July (Wednesday) – Workshop**  **Presentation and Discussion** | | |
| **Third Session** | | |
| 09:00 – 09.30 | Registration for Certificate and Announcement | **MC** |
| 09.30 – 10.00 | Implementation of international standard for safety food preparation  **Speaker:**  Kurnia Ramadhan, Ph.D  Program Chair Department of Food Technology, Universitas Bakrie, and Vice Chair Indonesian Association of Food Technologists | **Moderator:**  Prof. Lilik Eka Radiati  Professor at the Faculty of Animal Science, Brawijaya University |
| 10.00 – 10.30 | **Business actors' perspectives on mandatory food safety regulations**  **Speaker:**  Kittiya Shearman, Ph.D  Head of Chemical Metrology and Biometry Department National Institute Metrology |
| 10:30 – 11.30 | Q&A and Discussion |
| 11.30 – 13.00 | Lunch Break | **MC** |
| **Four Session** | | |
| 13.00 – 13.30 | **Case study of APEC economies in the mandatory implementation of the food stall assessment**  **Speaker:**  Dr. Tran Thanh Son  National Institute for Food Control (NIFC) Vietnam | **Moderator:**  Dr Teguh Pribadi A.  Researcher, Research Center for Testing Technology and Standard, BRIN, Indonesia |
| 13.30 – 14.00 | **introducing the product of formulating domestic standards to prevent food waste**  **Speaker:**  Speaker from Co sponsor China (waiting for confirmation)  China Institution |
| 14.00 – 14.30 | **implementation study of food safety in APEC regions**  **Speaker:**  Deri Siswara  Consultant at IPB University |
| 14.30 – 15.30 | Q&A and Discussion |
| 15.30 – 16.00 | Evaluation Survey |  |
|  | Closing Remark |  |

## ANNEX II

## NOMINATION FORM

**SCSC\_102\_2024T - Workshop on Strengthening Standard Knowledge on Women Culinary Food Safety and Its Food Waste Management in Supporting the Domestic Tourism**

**22 – 23 July 2025**

## Complete all fields and return to Nominations Focal Point below:

Member Economy:

## Nominee 1

Title:

Gender (M/F):

Name:

Position:

APEC Funded/Self-Funded:

Organization:

E-mail:

Telephone:

## Nominee 2

Title:

Gender (M/F):

Name:

Position:

APEC Funded/Self-Funded:

Organization:

E-mail:

Telephone:

## Name of nominating official:

Position Title:

Ministry:

Email:

Telephone:

Nomination form should be submitted by email to [mgb@apec.org](mailto:mgb@apec.org) (cc: [biat001@brin.go.id](mailto:dina020@brin.go.id)) by 13 June 2025.