

# **Training Course**

**on**

## **Good Agricultural Practices (GAP) for the Production of Safe Fruits and Vegetables**



## **Course Guideline**

**National Agriculture Training Academy (NATA)  
Ministry of Agriculture  
Gazipur-1701**

**[www.nata.gov.bd](http://www.nata.gov.bd)**

**05 – 09 December 2021**

# **Training Course**

**on**

## **Good Agricultural Practices (GAP) for the Production of Safe Fruits and Vegetables**

### **Course Management**

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**Course Coordinator: Md. Sharif Iqbal**

Senior Assistant Director (Flower & Fruit)

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**Assistant Course Coordinator:**

**Ummey Habiba**

Senior Assistant Director

(Vegetables & Spices)

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# Training Course

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Good Agricultural Practices (GAP) for the Production of Safe Fruits and Vegetables

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# **National Agriculture Training Academy (NATA)**

## **1.1 The Academy**

National Agriculture Training Academy (NATA) is the apex training institute for human resource development of officer (grade-9 and above) under the Ministry of Agriculture (MOA) for providing training on diversified fields of professional interest in agriculture sector. The Academy organizes various training programs related to modern agricultural technologies and office management issues throughout the year. The academy was established in Gazipur as Central Extension Resources Development Institute (CERDI) on 14 March 1975 with the financial assistance of Japan International Cooperation Agency (JICA). Afterwards, on 27 June 1984, CERDI was undertaken to the Training Wing of Department of Agricultural Extension (DAE). On 3rd April 2013, Government of the People's Republic of Bangladesh abolished CERDI and established NATA as an independent organization of MOA and on 7th June 2014. Since then NATA has started its journey as a training academy.

After emergence as NATA, the Academy began its training functions with only 10 faculty members. Though Government approved strength is 184, at present NATA has 84 staff members including 33 faculty members.

## **1.2 Vision**

National Agriculture Training Academy becomes a center of excellence for developing competent human resources in agriculture sector.

## **1.3 Mission**

We are pledged to achieve the shared vision through:

- i. Development of skilled human resources of all organizations under MoA by imparting quality training, research, development and publications;
- ii. Enhancement of linkage between education, research and extension to endow agriculture service delivery system;
- iii. Building a network with reputed institutions at home and in abroad for organizational capacity development; and
- iv. Fostering a culture of continuous learning for development of knowledge-intensive agriculture service.

## **1.4 Functions**

The NATA has been entrusted to perform the following functions:

- i. Develop skilled human resources of the government, semi-government, autonomous organizations under MOA through imparting training program on modern and sustainable agriculture technology and office management topics;
- ii. Transfer modern and sustainable agriculture technology developed by the research organizations for obtaining higher yield of crops of the farmers;
- iii. Conduct demonstration, adaptive research and research of proven technologies;

- iv. Impart all sorts of in-service training with special emphasis on induction, foundation and senior staff course;
- v. Exchange publications, participants and resource persons in seminars, workshops, conferences and training among the stakeholders;
- vi. Advice government and other organizations on training, achieving food and nutrition security, ICT, transfer of agriculture technology, agro-based industries and conservation environments etc.;
- vii. Help government and policy makers in framing and analyzing agricultural policies;
- viii. Conduct different training activities of academy in consonance with provision of the public administration training policy, 2003; and
- ix. Perform all kinds of duties directed by the government.

## **1.5 Location of the Academy**

The Academy is about 25 km away from the capital city Dhaka and 3 km away from Joydevpur Chandana Chowrasta towards Gazipur district head quarter. It is located adjacent to Bangladesh Rice Research Institute (BRRI) and occupied 49 acres of land. The academy provides trainees an ample scope to get free access to the adjacent institutions like Bangladesh Agriculture Research Institute (BARI), Bangladesh Rice Research Institute (BRRI), Seed Certification Agency (SCA), Bangabondhu Sheikh Mujibur Rahman Agricultural University (BSMRAU), Telecommunication College, and other government offices in Gazipur.

## **1.6 Facilities**

### **1.6.1 Physical Facilities**

The Academy is well equipped with some physical facilities to run the training programs successfully though it began its voyage recently. Existing facilities of the academy are as follows.

- |                                       |                 |
|---------------------------------------|-----------------|
| • Administrative Office building-2    | • Auditorium-1  |
| • Training Complex                    | • Dormitory- 5  |
| • Class room- 5                       | • Cafeteria- 1  |
| • Laboratory (Subject wise technical) | • Greenhouse- 3 |
| • Plant protection museum- 1          | • Workshop-1    |
| • Conference room- 2                  | • Mosque-1      |

### **1.6.2. Digital Computer cum Language Lab. and IT facilities**

There is one Digital Computer cum Language Lab in the Academy. It is located on the 1<sup>st</sup> floor of the Administrative building. IT facilities are available including LAN and Wi-Fi. Whole campus is under Wi-Fi coverage. To expedite foreign language learning, NATA set up a Digital Computer cum Language Lab. as part of the Academy's drive for capacity building of government officials on foreign language. Participants can avail the opportunity of learning the foreign language while they stay in NATA.

### 1.6.3 Recreational Facilities

The Academy has a recreation room with color T.V in the dormitory. The daily newspapers are also available in recreation room for the participants.

### 1.6.4 Linkage with other Training Organizations

NATA maintains good relations with other training Academies in the country including BPATC, RPATC, BCS Administration Academy, BIAM, FIMA and so on. NATA has a plan to collaborate with international training institutes for improvement its human resources. NATA also collaborate with national research organizations for research in agriculture sector.

### 1.7 Evaluation

Course coordinator and asst. course coordinators are given the responsibility to evaluate the participants. The course is evaluated during pre and post training situation. Furthermore, the participants are given the chance to evaluate the resource speakers by using a prescribed format.

### 1.8 Sessions

Every day session starts at 9.00 am in the morning and ends at 5:00 pm in the afternoon. There are two health breaks starts at 10.30 am for snacks and 03.30 pm for tea as well as lunch with prayer break at 01.05 pm respectively. Participants are advised to attend in the class in time without fail for avoiding any kinds of disciplinary action.

#### Daily Schedule

<u>Activities</u>	<u>Duration</u>
Recap	09.00-09.30
1 <sup>st</sup> Session	09:30-10:30
<b>Tea Break</b>	<b>10:30-11:00</b>
2 <sup>nd</sup> Session	11:00-12:00
3 <sup>rd</sup> Session	12:05-01:05
<b>Prayer &amp; Lunch</b>	<b>01:05-02:30</b>
4 <sup>th</sup> Session	02:30-03:30
5 <sup>th</sup> Session	03:30-04:30
<b>Tea Break</b>	<b>04:30-05:00</b>

### 1.9 Norms to be followed during the training

- No casual leave is allowed during training period;
- Participants living in the dormitory are advised to follow the norms of the dormitory;
- The campus area is a “Non-Smoking Zone”. Participants are advised to refrain from smoking inside the Academy; and
- Participants are not allowed to enter the dormitory after 10:00 pm at night.

## **Course at a Glance**

### **2.1 Objective of the Course:**

After completion of the course, the participants will be able to understand the concepts of Good Agricultural Practices (GAP) & challenges to implement it in Bangladesh so that the participants can take measures to combat challenges. The purpose of this training course is to spread the basic concepts of Good Agricultural Practices in order to guide the production systems towards a sustainable agriculture and ecologically safe, obtain harmless products of higher quality, contribute to food security and improve working conditions of producers and their families. Participants will also be aware of GAPs principles, regulations and technical recommendations applicable to production, processing and food transport, addressing human health care, environment protection. End of the course participants will give more emphasis on importance of food safety which is not only an integral part of food security and also contributes towards increasing competitiveness in export markets.

### **2.2 Target population:**

This training course addresses representative from agricultural extension service providers and researchers in general. Officer of 9<sup>th</sup> & above grade under the Ministry of Agriculture are the participants of this training programme. Officers from Department of Agricultural Extension (DAE), Bangladesh Agriculture Development Corporation (BADC), Bangladesh Agriculture Research Institute (BARI), Bangladesh Institute of Nuclear Agriculture (BINA), Agriculture Information Service (AIS), Department of Marketing (DAM), National Agriculture Training Academy (NATA) are participating in current course.

### **2.3 Duration of each session:**

There are 60 minutes long 5 sessions are conducted in each day normally. There will be a day long field visit to have practical knowledge on present condition of following GAP in farmers field. Sometimes on the basis of interest of participants and course management sessions on important and course related issues are also conducted.

### **2.4 Prerequisites for participants of the course:**

- To attend in the training class in time;
- To be present at least 99% of the classes otherwise certificate may not be awarded;
- Maintain the norms in dormitory and cafeteria;
- Absent from any session without prior permission from the course coordinator is not allowed even in case of emergency;
- Enthusiastic to learn and share ideas in training session; and
- Cell phone must be kept in off/ silent mode.

## Topic of the Sessions

### Good Agricultural Practices (GAP) for the Production of Safe Fruits and Vegetables

05 - 09 December, 2021

SL No.	Title of the contents
1	Concept and principles of Good Agriculture practices (GAP) for Crop Production in Bangladesh.
2	Overview of Bangladesh GAP Policy 2020; Governing Structure with Responsibilities
3	GAP Standards. Confirmatory Criteria, GAP Module
4	GAP Module- Worker Health, Safety & Welfare Module
5	Produce Quality Module, General Requirement Module
6	Introduction to Global GAP Version- 5.2: Scope and Sub Scope
7	Salient Features of General Regulations- Part-1
8	All Farm Base Module
9	Crop Base Module
10	Fruits and Vegetables Module
11	Importance of GAP Certification and Accreditation Emphasis on ISO- 17065
12	Food Safety Module, Environmental Management
13	Production guidelines for Major Fruits (mango, guava, banana, papaya) in the light of GAP.
14	GAP Compliance /Verification Criteria, Control Points and Checklist
15	Auditing & Auditing Techniques
16	Briefing on Field auditing of Compliance /Verification Criteria by group
17	Practical Field Auditing in the farmers Vegetables Plot
18	Compilation of the field Audit Report
19	Presentation of the field Audit Report
20	Post-harvest management for Fruits and vegetables
21	Brief on Key points for Food Control, HACCP. Traceability and Record Keeping
22	Highlight of different GAP Standard (Global GAP / ASEAN GAP. Vietnam GAP, Indian GAP etc.)
23	Certification Process in Bangladesh GAP
24	Application and Approval process – the Farmer's Perspective

# Good Agricultural Practices (GAP) for the Production of Safe Fruits and Vegetables

05 - 09 December, 2021

## List of Resource Persons

SL	Name	Designation, Address	Mobile/ e-mail
1	Dr. Mian Sayeed Hassan	Member Director Natural Resource Management Division, BARC, Dhaka	01911740390 md-nrm@barc.gov.bd
2	Dr. Md. Arif Mahmud	GLOBAL G.A.P. Licensed Farm Assurer Consultant & Trainer Savar, Dhaka.	01727333222 mahmudrarif@gmail.com
3	Dr. Md. Mahmud Hassan	Director (Training) NATA, Gazipur	01817066613 01905-639737 mahmudhassanstb@gmail.com
4	Dr. ASM Abdur Razzak	DD (Import), DAE, Dhaka	01878480448 pdgapdae@gmail.com
5	Dr. Md. Atiqul Islam	Post-Harvest Expert, NATP-2, Hortex Foundation	01743134584
6	Dr. Babul Chandra Sarkar	CSO, HRC, BARI	01716009319
7	Mr. Md. Rezaul Islam	DD (IPM), DAE, Dhaka.	01711488176 mahmudrarif@gmail.com
8	Mr. Md. Rafiqul Islam Khan	DTO, DAE, Gazipur	01716602617
9	Ms. Farzana Taslim	UAO, Kaligonj, Gazipur	01718889676

## List of Participants

### Good Agricultural Practices (GAP) for the Production of Safe Fruits and Vegetables

SI	Name & Designation	Address	Contact Info
1	Ahmed Rijvi Additional Agriculture Officer	Upazila Agriculture Office Ghior, Manikgonj	01717928113 @gmail.com
2	Md. Sahanur Islam Agriculture Extension Officer	Upazila Agriculture Office Monohorgonj, Comilla	01942559625 @gmail.com
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19	Md. Robiul Islam Akando Scientific Officer & Officer in Charge	BINA Sub Centre Gopalgonj	01737851645 robiul128@gmail.com
20	Md. Raziul Hasan Mondal Senior Scientific Officer	Tuber Crop Research Centre, BARI, Seujgari, Bagura	01715524125 raziulh@gmail.com

## Good Agricultural Practices (GAP) for the Production of Safe Fruits and Vegetables

SI	Name & Designation	Address	Contact Info
21	Md. Shahidul Islam Senior Scientific Officer	Regional Agriculture Centre BARI, Rahmatpur, Barisal	01718638771 shahid75bari@gmail.com
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26	Afrin Hossain Assistant Director (Training)	Regional Training Centre Dept. of Agriculture Marketing Rajshahi	01737328089 @gmail.com
27	Md. Nurul Islam Executive Engineer	Habigonj Region, BADC Habigonj	01914884442 xen.badc.babigonj@gmail.com
28	Nahidul Islam Assistant Director	Vegetable Seed Production Farm, BADC, Meherpur	017511950847 Nahidbau63@gmail.com
29	Md. Asif Iqbal Assistant Director	BADC, Krishi Bhaban Dhaka	01706000390 asifiqbal1811@gmail.com
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32	Mousumi Paul Senior Assistant Director (Biotechnology)	National Agriculture Training Academy (NATA), Gazipur	01712-680844 mplbcsag31@gmail.com

## Training Schedule

### Good Agricultural Practices (GAP) for the Production of Safe Fruits and Vegetables

Duration: 5 Days (5-9 December 2021)

Sessions: Total number of sessions 32.

Participants: Total 32 Officers from DAE, BADC, DAM, BARI, BINA, AIS, NATA

Venue: Formal Class room Session: Bidyabatta Bhaban (1 no. class room), NATA

Breakfast/Tea/ Lunch/ Dinner: Aharjo Cafeteria, NATA

**Date: 5 December 2021**

**Working day: 01**

**Day: Sunday**

Time	Topic	Speaker/Associates
08.15-09.00	<b>Breakfast</b>	<b>CC/ACC</b>
08.30-09.15	Registration	<b>CC/ACC</b>
09.15-09.30	Pre-Evaluation	<b>CC/ACC</b>
9.30-10.00	Inaugural session	<b>Course Management</b>
10.00-11.00	Concept and principles of Good Agriculture practices (GAP) for Crop Production in Bangladesh.	Dr. Mian Sayeed Hassan Member Director Natural Resource Management Division, BARC, Dhaka 01911740390
11.00-11.30	<b>Tea break</b>	<b>PMC</b>
11.30-12.30	Overview of Bangladesh GAP Policy 2020; Governing Structure with Responsibilities	Dr. Mian Sayeed Hassan Member Director, BARC
12.30-13.30	GAP Standards. Confirmatory Criteria, GAP Module	DO
13.30-14.30	<b>Prayer &amp; lunch break</b>	<b>PMC</b>
14.30-15.30	GAP Module- Worker Health, Safety & Welfare Module	Dr. Mian Sayeed Hassan Member Director, BARC
15.30-16.30	Produce Quality Module General Requirement Module	DO
16.30-17.00	<b>Evening Tea</b>	<b>PMC</b>
21.00-22.00	<b>Dinner</b>	<b>PMC</b>

**Date: 6 December 2021****Working day: 02****Day: Monday**

<b>Time</b>	<b>Topic</b>	<b>Speaker/Associates</b>
08.30-09.15	<b>Breakfast</b>	<b>PMC</b>
09.30-10.30	Introduction to Global GAP Version- 5.2- Scope and Sub Scope	Dr. Md. Arif Mahmud GLOBAL G.A.P. Licensed Farm Assurer Consultant & Trainer Savar, Dhaka.
10.30-11.30	Salient Features of General Regulations- Part-1	DO
11.30-12.00	<b>Tea break</b>	<b>PMC</b>
12.00-01.00	All Farm Base Module	Dr. Md. Arif Mahmud Savar, Dhaka
13.00-14.30	<b>Prayer &amp; lunch break</b>	<b>PMC</b>
14.30-15.30	Crop Base Module	Dr. Md. Arif Mahmud Savar, Dhaka
15.30-16.30	Fruits and Vegetables Module	DO
16.30-17.00	<b>Evening Tea</b>	<b>PMC</b>
21.00-22.00	<b>Dinner</b>	<b>PMC</b>

**Date: 7 December 2021****Working day: 03****Day: Tuesday**

<b>Time</b>	<b>Topic</b>	<b>Speaker/Associates</b>
08.30-09.15	<b>Breakfast</b>	<b>PMC</b>
09.30-10.30	Importance of GAP Certification and Accreditation Emphasis on ISO- 17065	Dr. ASM Abdur Razzak DD (Import), DAE, Dhaka
10.30-11.30	Food Safety Module, Environmental Management	DO
11.30-12.00	<b>Tea break</b>	<b>PMC</b>
12.00-01.00	Production guidelines for Major Fruits (mango, guava, banana, papaya) in the light of GAP.	Dr. Babul Chandra Sarkar CSO, HRC, BARI
13.00-14.30	<b>Prayer &amp; lunch break</b>	<b>PMC</b>
14.30-15.30	GAP Compliance /Verification Criteria, Control Points and Checklist	Md. Rezaul Islam DD (IPM), DAE, Dhaka.
15.30-16.30	Auditing & Auditing Techniques	DO
16.30-17.00	<b>Evening Tea</b>	<b>PMC</b>
21.00-22.00	<b>Dinner</b>	<b>PMC</b>

**Date: 8 December 2021****Working day: 04****Day: Wednesday**

<b>Time</b>	<b>Topic</b>	<b>Speaker/Associates</b>
07.00-08.30	Start for Field Visit from NATA	CC & ACC
08.30-09.15	<b>Breakfast</b>	<b>PMC</b>
09.30-10.30	Briefing on Field auditing of Compliance /Verification Criteria by group	Md. Rezaul Islam DD (IPM), DAE, Dhaka & Dr. ASM Abdur Razzak DD (Import), DAE, Dhaka
10.30-11.30	Practical Field Auditing in the farmers Vegetables Plot	DO
11.30-12.00	<b>Tea break</b>	<b>PMC</b>
12.00-01.00	Compilation of the field Audit Report	Md. Rezaul Islam DD (IPM), DAE, Dhaka
13.00-14.30	<b>Prayer &amp; lunch break</b>	<b>PMC</b>
14.30-16.30	Presentation of the field Audit Report	Md. Rafiqul Islam Khan DTO, DAE, Gazipur & Farzana Taslim UAO, Kaligonj, Gazipur
16.30-18.00	Back to NATA	CC & ACC
16.30-17.00	<b>Evening Tea</b>	<b>PMC</b>
21.00-22.00	<b>Dinner</b>	<b>PMC</b>

**Date: 9 December 2021****Working day: 05****Day: Thursday**

<b>Time</b>	<b>Topic</b>	<b>Speaker/Associates</b>
08.30-09.15	<b>Breakfast</b>	<b>PMC</b>
09.30-10.30	Post-harvest management for Fruits and vegetables	Dr. Md. Atiquel Islam Post-Harvest Expert, NATP-2, Hortex Foundation
10.30-11.30	Brief on Key points for Food Control, HACCP. Traceability and Record Keeping	Dr. Md. Atiquel Islam Post-Harvest Expert
11.30-12.00	<b>Tea break</b>	<b>PMC</b>
12.00-01.00	Highlight of different GAP Standard (Global GAP / ASEAN GAP, Vietnam GAP, Indian GAP etc.)	Dr. Md. Mahmud Hassan Director (Training), NATA
13.00-14.30	<b>Prayer &amp; lunch break</b>	<b>PMC</b>
14.30-15.30	Certification Process in Bangladesh GAP	Dr. Md. Mahmud Hassan Director (Training), NATA
15.30-16.30	Application and Approval process – the Farmer's Perspective	DO
16.30-17.00	<b>Post Evaluation &amp; Closing</b>	<b>Course Management</b>

## Faculty Members of NATA

Photo	Name & Designation	Cell/ E-mail
	Dr. A K M Nazmul Hoque Director General (In-charge)	01819277114 dgnata14@gmail.com
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	Md. Eskandar Hossain Deputy Director (Food Technology) (In Charge)	01938-615225 eskandarhossain@yahoo.com
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	Tahazul Islam Senior Assistant Director (Cereal & Cash Crop)	01717-287940 tahazul@yahoo.com
	Md. Sharif Iqbal Senior Assistant Director (Flower & Fruit)	01716-986339 sharif_dae27@yahoo.com
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