



अंतर्राष्ट्रीय सहयोग केंद्र और कृषि बैंकिंग में प्रशिक्षण

भारत सरकार और एफएओ द्वारा प्रायोजित

**CENTRE FOR INTERNATIONAL COOPERATION
AND TRAINING IN AGRICULTURAL BANKING**

SPONSORED BY GOVT. OF INDIA AND F.A.O.

Ref: CICTAB/AEPDC/2024-25/

7.11.2024

To

All CICTAB Member Institutions in SAARC Countries

**International Programme on
Agri Export Procedure and Documentation for Cooperatives
20 – 23 January, 2025
(CICTAB-MOC-NCEL-VAMNICOM)**

Dear Sir / Madam,

We are glad to inform that CICTAB is organizing an International Programme on "Agri Export Procedures and Documentation for Cooperatives" in collaboration with Ministry of Cooperation, Govt. of India, New Delhi; National Cooperative Exports Limited (NCEL), New Delhi and VAMNICOM, Pune at VAMNICOM campus, Pune from 20 – 23 January, 2025.

Fueled by population growth, rising incomes, and liberalized trade rules, today's international marketplace offers great opportunity for firms willing to think and act globally. Properly structured information on export documentation can enhance the market position of the cooperatives and the marketability of members' products. Cooperatives must recognize that globally focused strategies and business structures are essential to the interests of member-growers. A successful organization take an outside-inside view of their business and plan for acquiring knowledge on international marketing and learn export related procedures to enter into an expanding new market and avail the new business opportunities.

The programme design and contents are sent herewith for your information. The programme is mainly for the participants from the member countries of the SAARC Region. Since the programme has been sponsored and supported by the Ministry of Cooperation, Govt. of India, CICTAB will be organizing without charging any course fees. Sponsoring organization is required to meet the travel, medical and insurance expenses all the nominated participants.

As will be seen from the programme design and contents, the subject area of the programme is of great contemporary relevance and significance to all the National level agricultural banking, co-operative and rural financing institutions in the countries of the SAARC region. The programme objectives and contents have been designed to cover the objectives of the programme.

वीएम राष्ट्रीय सहकारी प्रबंधन संस्थान परिसर, सावित्रीबाई फुले पुणे विश्वविद्यालय रोड, पुणे - 411 007. (भारत)

VM NATIONAL INSTITUTE OF COOPERATIVE MANAGEMENT COMPLEX,

Savitribai Phule PUNE UNIVERSITY ROAD, PUNE - 411 007 (INDIA)

दूरभाष/PHONE : (0091)-020-25538164 ई-मेल/E-mail : cictab@hotmail.com / cictab1983@gmail.com

वेबसाइट/website : www.cictab.org

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We have, therefore, to request you to kindly consider the significance of the subject area of the programme and depute suitable officers / trainer from your organization on the above terms and conditions which are further detailed in the accompanied annexure of programme design and contents.

The nominating Institutions need to conduct client trainee analysis with respect to the programme objective (s) so announced by CICTAB before nominating their potential trainee participants.

The details of the participants proposed to be deputed to the programme may be sent in the enclosed proforma to the Director, CICTAB, VM National Institute of Cooperative Management Complex, University Road, Pune 411 007 (India), so as to reach here latest by **30th December, 2024** and not later than the prescribed date.

While sending the nominations, you may kindly keep the following points in view:

- i) The proposal for admission may please be invariably accompanied by the details of the participant in the proforma enclosed.
- ii) The number of nominations may be limited to **2 - 3** only.

On receiving your nominations, CICTAB would confirm the admissions of the participants.

Encl: As above.

Yours faithfully,



(Dr. D Ravi)
Consultant
For Director



**Centre for International Cooperation
and Training in Agricultural Banking
University Road, Pune – 411 007**

**"Agri Export Procedures and Documentation for Cooperatives"
at VAMNICOM, Pune
(20 – 23 January, 2025)
(CICTAB-MOC-NCEL-VAMNICOM)**

ORGANISATION :

The programme is being organised by CICTAB under the sponsorship of the Ministry of Cooperation, Government of India for the participants from the member countries of CICTAB and from other countries of the SAARC region. in collaboration with Ministry of Cooperation, Govt. of India, New Delhi; National Cooperative Exports Limited (NCEL), New Delhi and VAMNICOM, Pune at VAMNICOM campus, Pune.

OBJECTIVES

- To familiarize the participants with the properly structured information on export documentation.
- To sensitize the participants about the knowledge on international marketing and learn export related procedures to enter into an expanding new market and avail the new business opportunities for cooperatives
- To provide knowledge on Agri-Export procedures & documentation.

DURATION AND INTAKE CAPACITY

Duration of the programme will be four days with an intake capacity of about 30 participants from CICTAB Member Institutions.

VENUE

Vaikunth Mehta National Institute of Cooperative Management, Savitribai Phule
Pune University Road, Pune 411 007, Maharashtra (India).

PARTICIPANTS

Chief Executive Officers / Senior Executives of Agricultural Banking, Rural Financing Institutions, Cooperatives and Rural Development Organisations / Institutions in the Countries of the SAARC Region.

METHODOLOGY OF CONDUCTING THE PROGRAMME

The programme will be conducted with participative method by use of suitable training techniques based upon experience sharing of the participants as detailed below:

- (a) Participating officers admitted to the programme will be required to prepare a status paper about the activities and working of their respective organizations.
- (b) Presentation of working papers and interactive sessions.

CONTENTS :

- International trade terms
- Letter of Credit
- Shipping documents
- Trade policy and custom
- Port Authority procedures
- Packing and export cargo - Containers
- Air and sea operation procedures
- Scope of shipping and marine insurance
- Export Finance
- Export documentation process for Agri commodities and sugar factories
- Indian experience on Agri-export Zones

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Centre for International Cooperation
and Training in Agricultural Banking
University Road, Pune – 411 007

NOMINATION FORM

Recent
Passport size
photograph to
be affixed

Name of the Programme	"Agri Export Procedures and Documentation for Cooperatives" at VAMNICOM, Pune, India (CICTAB-MOC-NCEL-VAMNICOM)		
Date	20 – 23 January, 2025		
Venue	Vaikunth Mehta National Institute of Co-operative Management (VAMNICOM), Pune, Maharashtra, India		
Name of the Participant	Mr./Ms./Mrs.		
Designation			
Participant's personal Information			
Date of Birth / Age:			/Age: Yrs.
Nationality			
Educational Qualifications			
Aadhar Card Number (for Indians only)			
Are you a Trainer/ Potential Trainer? (If yes, please provide details)			
Residential Address			
What's App No.		E-Mail id Personal	

: 2 :

Sponsoring Organisation Details:			
Name of the Sponsoring Organisation			
Postal Address			
Phone		Fax No	
E-Mail ID		Website	
Details of Nominating Organisation (Participant parent organisation)			
Name of the Nominating Organisation			
Mailing Address			
Phone		Fax No.	
E-Mail ID		Website	
Date:		Place:	
Signature of the Participant			

SIGNATURE AND
SEAL OF THE SPONSORING AUTHORITY