11 March 2015

1. Project Code 14-IN-97-SPP-WSP

2. Title Workshop on SME Innovation and Quality Management for Myanmar to Increase Productivity

3. Timing and Duration 14–18 September 2015 (five days)

4. Venue Tokyo and Nagoya, Japan

5. Implementing Organization Asian Productivity Organization (APO)
   1-24-1 Hongo, Bunkyo-ku, Tokyo 113-0033, Japan
   Phone: 81-3-3830-0416
   Fax: 81-3-5840-5324

6. Number of Overseas Participants Up to 30 qualified participants from Myanmar

7. Closing Date for Nominations 26 June 2015

8. Objectives

This five-day workshop aims to support productivity increases in Myanmar’s SMEs by introducing Japanese business models, SME best practices, and current technologies while identifying possible future business opportunities between relevant SMEs in Japan and Myanmar.

9. Background

SMEs play an essential role in the economies of APO members and other developing countries. Generally, the SME sector accounts for more than 90% of all firms and employs more than 75% of the workforce, especially women and the young. The SME sector will remain the backbone of most economies in the region for some time. Supportive measures and encouragement for SME development are therefore urgently needed at both the subregional and national levels. An SME development strategy can be regarded as one of the pillars of a developing country’s national development strategy.

In Myanmar, SMEs comprise about 90% of total enterprises, and about 70% of the total workforce is employed by them. Although SMEs dominate every sector of the economy, supportive policy measures are still lacking. The status of SMEs in Myanmar is relatively low due to their low productivity, shortage of capital, outdated technology, and poor market access. Moreover, there are no laws in Myanmar that pertain to SMEs. SMEs are important in Myanmar
because they produce basic goods and services as well as items for export, helping to create a middle class and alleviate poverty.

SME development in Myanmar is mainly focusing on the transformation of traditional SMEs into modern ones. SMEs in Myanmar still face various problems such as a lack of financing, low-level technologies, and an unequal playing field compared with firms receiving foreign direct investment. Myanmar desperately needs to solve all these problems to achieve SME development. An in-depth study on how Myanmar could overcome these barriers and effective policy recommendations to maximize the growth of SMEs are urgently needed.

The APO has organized numerous training programs to spread the productivity movement among SMEs in member economies and accumulated extensive knowledge and content. Over the past 10 years, the APO has conducted many projects that included selected nonmembers like Myanmar and African nations with the assistance of special cash grants from the Ministry of Foreign Affairs (MOFA) of the Government of Japan. This project for Myanmar is also funded by a special cash grant from MOFA.

10. Scope and Methodology

Scope
Introduction of Japanese SME innovation and quality management practices, philosophy and strategies of top SME managers to enhance productivity, and practical productivity improvement tools and techniques for SMEs (5S, kaizen, total productive maintenance, lean production systems, etc.).

Methodology
Lectures, presentations, company visits, and group discussions.

The tentative program is given below:

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>Sun., 13 September 2015</td>
<td>Arrival of participants in Japan</td>
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<tr>
<td>Mon., 14 September</td>
<td>Opening session, workshop overview, and presentations by speakers</td>
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<td>Tues., 15 September</td>
<td>Presentations by experts</td>
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<td>Wed., 16 September</td>
<td>Site visits</td>
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<tr>
<td>Thurs., 17 September</td>
<td>Site visits</td>
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<tr>
<td>Fri., 18 September</td>
<td>Group discussions, wrap-up of the program</td>
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<tr>
<td>Sat., 19 September</td>
<td>Closing session</td>
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<td></td>
<td>Departure of participants</td>
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11. Qualifications of Participants

The participants are expected to possess the following qualifications:

Present Position Government officers involved in promoting SMEs, SME owners/top managers, and academics involved in SME development planning, training, and consultancy.
Experience
At least five years of experience in the position described above.

Education
University degree or equivalent qualification from a recognized university/institution.

Language
All proceedings of the project are conducted in English, and participants are frequently required to make oral and written presentations. They must therefore be proficient in spoken and written English. Those who are not proficient in English will not be accepted.

Health
Physically and mentally fit to attend an intensive project requiring participants to complete a number of individual and group activities and strenuous fieldwork. It is therefore recommended that member countries do not nominate candidates likely to suffer from physical and mental stress.

Age
Candidates who fit above profile are typically between 35 and 55 years of age.

APO Certificate
Participants are required to attend the entire program to receive the APO certificate of attendance.

12. Financial Arrangements

To be borne by participants or participating organizations

a. Participants must be fully insured in Japan, regardless of any insurance coverage obtained in their own country, against accident and illness (including hospitalization and death) for:
   - accidental death and dismemberment up to 4,000,000 yen,
   - medical expenses for accident up to 4,000,000 yen, and
   - medical expenses for illness up to 4,000,000 yen
   for the entire duration of the project. The APO will secure this insurance on behalf of the participants in the host country from the day before project commencement until the day after project completion. Each participant must pay the premium himself/herself from the per diem allowances provided. Neither the APO nor the implementing organization will be responsible for any eventuality arising from accident or illness.

b. All expenses related to visa fees and airport taxes.

c. Any expenses incurred by participants for stopovers on the way to and from the project venue as well as for extra stay at the project venue before and/or after the official project period because of early arrival or late departure, for example, due to either limited available flights or any other reason.

To be borne by the APO (from the budget funded by MOFA)

a. All assignment costs of resource persons.

b. Round-trip economy-class international airfare by the most direct route between the
c. The cost of hotel accommodations (including tax and service charges) and per diem allowances for up to six days at the rate to be specified later for all participants.

d. All other local implementation costs.

13. Actions by the UMFCCI

a. The UMFCCI is requested to nominate candidates in the order of preference. Please ensure that candidates nominated meet the qualifications specified under section 12 above.

b. No form of self-nomination will be accepted. All nominations must be endorsed and submitted by staff of the UMFCCI.

c. Please note that nomination of a candidate does not necessarily guarantee that he/she will be selected. Selection is at the discretion of the APO Secretariat. A basic criterion for selection is the homogeneity of the participants in terms of qualifications and work experience. Nonselection therefore does not mean that the candidates concerned are not competent enough. Sometimes candidates are not selected because they are overqualified for a project.

d. Each nomination should be accompanied by the necessary documents. A nomination lacking any of these documents may not be considered: two copies of the candidate’s biodata on the APO biodata form together with a passport-sized photograph. The biodata form can be downloaded from the APO website (www.apo-tokyo.org). We encourage submitting the biodata form to the APO Secretariat in electronic form as an attachment to a cover e-mail message from the staff of the UMFCCI. The nomination documents should be sent to the Industry Department, APO Secretariat (e-mail: ind@apo-tokyo.org, fax: 81-3-5840-5324).

e. The APO Medical and Insurance Declaration/Certification Form. Every candidate must complete and submit a copy of the APO Medical and Insurance Declaration/Certification Form with his/her biodata at the time of nomination. Please note that self-declaration is sufficient for candidates without any of health conditions or illnesses listed on the reverse side of the medical form. However, for all others, medical certification by a licensed physician on the reverse side of the medical form is required.

f. Necessary documents are to be submitted electronically. In that case, there is no need to send a hard copy by postal mail. However, if the documents are submitted by fax, member countries are requested to mail the originals of the documents to the APO Secretariat as well. If a digital photograph of a nominee is not attached to the electronic biodata form, a hard-copy photograph should be sent to the APO Secretariat by postal mail. Please give the candidate’s name and the project code on the reverse side of the photograph.

g. The UMFCCI is requested to adhere to the nomination deadline given on page 1. The APO Secretariat may not consider late nominations as they have in the past resulted in considerable difficulties to the implementing organization in its preparatory work for the project.

h. If the UMFCCI nominations are required to be approved by higher government authorities and require a longer time, the UMFCCI is urged to send the names of nominees on or before the deadline, indicating that government approval will follow.
i. If a selected participant becomes unable to attend, he/she should inform the staff of the UMFCCI immediately and give the reason for withdrawal. The UMFCCI is requested to transmit that information to the APO Secretariat promptly.

j. The UMFCCI is requested to inform the selected participants that they are not to bring family members or to engage in any private business activities during the entire duration of the project.

k. Each selected participant should be informed to arrive at the venue one day before the start of the official project. Also, he/she is expected to return home upon completion of the official project because he/she is visiting the host country for the specific purpose of attending this APO workshop.

l. The UMFCCI should inform participants that they must attend all five days of the project to qualify for the certificate of attendance.

14. Actions by the APO Secretariat

a. Under normal circumstances, candidates who are selected will be informed of their acceptance at least four weeks prior to the start of the project.

b. If some candidates fail to qualify or be unable to participate after selection, their slots may be filled by alternates on a merit basis.

15. Postproject Actions

All participants are required to prepare action plans and share the plans. The APO will also request participants to submit progress reports six months after completion of the workshop.

16. Guide for Participants

Other conditions for participation are given in the APO Guide for Participants, which is available from the UMFCCI and on the APO website (www.apo-tokyo.org).

Mari Amano
Secretary-General