



## PROJECT NOTIFICATION ADDENDUM

19 November 2018

1. **1. Project Code** 18-RP-40-GE-CON-B
2. **Project Title** Forum on Strengthening Accelerator Centers to Support Startups
3. **Timing** 1–5 September 2018 (five days)
4. **Venue** Islamic Republic of Iran
5. **Implementing** National Iranian Productivity Organization (NIPO)
6. **Addendum No.** 1
7. **Details** Changes in Project Notification Item No. 3 “Timing”

### 7-1 Change in Item No. 3 “Timing”

The timing of the project has been postponed until further notice.

Unless otherwise modified by the APO in writing, the provisions of the Project Notification dated 14 March 2018 pertaining to this project remain valid.

Dr. Santhi Kanoktanaporn  
Secretary-General



## PROJECT NOTIFICATION

14 March 2018

1. **Project Code** 18-RP-40-GE-CON-B
2. **Title** Forum on Strengthening Accelerator Centers to Support Startups
3. **Timing and Duration** 1–5 September 2018 (five days)
4. **Venue** Tehran, Islamic Republic of Iran
5. **Implementing Organization** National Iranian Productivity Organization (NIPO)  
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e-Mail: [nipo@nipo.gov.ir](mailto:nipo@nipo.gov.ir), [m.alipour@nipo.gov.ir](mailto:m.alipour@nipo.gov.ir)
6. **Number of Overseas Participants** Up to 30 qualified participants from Bangladesh, India, Nepal, Pakistan, and Sri Lanka  
  
However, other member countries with special interest in this project may nominate candidates upon consultation with the APO Secretariat.
7. **Number of Local Participants** Up to six qualified participants
8. **Closing Date for Nominations** 5 July 2018
9. **Objectives**

To share best practices and assess the programs and roles of accelerators, incubators, and innovation centers in the development of startup businesses.

### 10. Background

Startups and entrepreneurial activities stimulate and revitalize national economies by embracing innovation, technology, and creativity. Technology incubators and accelerators play crucial roles in encouraging startups. The need to set up such mechanisms in association with governments, business groups, and universities is now widely recognized. Asian economies have great potential to absorb and assimilate innovative technologies through incubators and accelerators, which can spur faster economic growth. As part of APO efforts to promote innovation, incubation, and entrepreneurship in the region, this forum will share the best models of technology incubation centers and accelerators, while assessing their

success factors.

## 11. Scope and Methodology

### Scope

Incubation centers, accelerators, and startups.

### Methodology

Expert presentations, panel discussions, special keynote presentations, site visit(s).

The tentative program of the forum is given below:

<b>Date/Time</b>	<b>Activity</b>
Friday, 31 August 2018	Arrival of participants in Tehran, Iran
Saturday, 1 September	<p><b>Opening session by NPO Director for Iran</b> <b>Presentation by Panel of Resource Experts - “Startup Accelerators for a Future Ready Asia – Insights around the World”</b></p> <p><i>Startup accelerators have been a critical component in the creation of thousands of startups in the West, including such familiar names as Airbnb, Spotify, Dropbox, Twilio, Simple, Pluto TV and ClassPass. Since 2012, China has also witnessed a hundred-fold increase in the number of startup accelerators and incubators which aspire to be the next Baidu, Alibaba and Tencent (collectively known as BAT). These startup-creation machines provide a unique combination of education, capital, co-working space, product-development support and access to a strong technical and venture capital support network. They enable companies that are ready for venture capital to quickly get up to steam. It should therefore come as no surprise that the startup accelerator industry has been taking the world by storm in the last decade. From 2008 to 2014, the number of US-based accelerators increased by 50 percent each year, with no signs of slowing down. Even though the US remains No. 1 on the list of startups nurtured, the trend is global. This plenary session will give an overview of the global trends in startup accelerators in the West and East Asia, with a view towards providing valuable insights and lessons learnt for the rest of Asia.</i></p>
Sunday, 2 September	<p><b>Presentation by Resource Experts and regional member countries - “Pitfalls and Lessons Learnt from Global and Regional Startup Accelerator Centers”</b></p> <p><i>No nation has a monopoly on entrepreneurship or startup creation and this bodes well for less developed countries looking for a head start in startup incubation, acceleration and further stage developments.</i></p> <p><i>This session will involve presentation by resource experts and regional member countries, with a view towards establishing a</i></p>

*viable accelerator center where there was none before, and further strengthening existing accelerator centers to catapult member countries towards positioning themselves as startup ecosystem hubs for the region.*

**Presentation of country papers by Iran and invited member countries**

*On top of that, member countries around the region will also present their experience in setting up accelerator centers for tech and digital startups in their home countries, as part of sharing of best practices within the APO community.*

Monday, 3 September

**Site visits to National Iranian Productivity Organization and start-up accelerators in Tehran and selected areas (Day 1)**

*As the cradle of ancient Persian civilization, Iran holds great promise for the future as well a hothouse for promising tech and digital startups which rival the very best in Silicon Valley. These 2 days will be a chance for member countries to visit various accelerator centers around Tehran and neighboring areas to further understand the modalities for strengthening start up accelerator centers, based on factors such as (1) Quality of startup education and training; (2) Connections to global strategic partners; (3) Access to local venture capital; (4) Worldwide reach and network and (5) Reputation and brand awareness*

Tuesday, 4 September

**Site visits to National Iranian Productivity Organization and start-up accelerators in Tehran and selected areas (Day 2)**

Wednesday, 5 September

**Closing session – “Moving Forward for Startup Accelerators in a VUCA World”**

It is the common feature of all startup accelerators around the world to provide advice, resources, events, connections and mentoring beginning in the early stages of a startup. While some startup accelerators specialize in certain industries or technology, others are willing to assist all types of startups. Admission to an accelerator program does not guarantee success but it offers help which every startup founder can use. This closing session seeks to navigate existing and future accelerator centers in regional member countries towards a viable future in this volatile, uncertain, complex and ambiguous (VUCA) world. The question now is: are we ready to take our startups to the next level?

**Program evaluation by participants, resource persons, and National Iranian Productivity Organization**

Thursday, 6 September

Departure of participants

## 12. Qualifications of Candidates

The participants are expected to possess the following qualifications:

Present Position	Policymakers and high-ranking governmental officials in charge of developing incubators and accelerators and representatives from successful incubators, accelerators, and startups.
Experience	At least two 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 meet the qualifications above are generally between 30 and 50 years of age.
Attendance	Participants are required to attend the entire program.

## 13. Financial Arrangements

### a. Airfare

The APO will bear the cost of round-trip economy-class international airfare between the international airport nearest to the participants' place of work and Tehran, IR Iran.

The APO will only reimburse discount air tickets for the most direct route. Participants should note that the arrangements for the purchase of air tickets should follow the "Guide on Purchases of Air Tickets for APO Participants," which will be sent to the selected participants and is also available on the APO website and from APO Liaison Officers in member countries.

### b. Insurance Coverage

Participants' insurance premiums: All participants should be fully insured against accident and illness (including hospitalization and death) for a principal sum equivalent to USD10,000.00 for the entire duration of the project and travel and must submit to the APO Secretariat a copy of the comprehensive travel insurance certificate before participation. Such insurance should be valid in the host country. This insurance requirement is in addition to existing government insurance coverage in some member countries. If any participant is unable to insure himself/herself as stipulated above, he/she should secure this insurance in the host country at the commencement of the

project and pay the premium himself/herself, if necessary, from the per diem allowance provided. Neither the APO nor the implementing organization will be responsible for any eventuality arising from accident, illness, acts of war, force majeure, or any unexpected events beyond human control such as those related to natural disasters.

**c. Cost Sharing**

Subject to the conditions stated in the Financial Arrangements section, the following table shows the cost-sharing arrangements between the APO, host country, and participants or participating countries.

Cost item	Cost to be borne by		
	Participants or participating countries	Host country	APO
Round-trip economy-class international airfare (refer to paragraph 13a)	No	No	Yes
Participating Country Expenses (PCEs)	NA	NA	NA
Hotel accommodation in Tehran	No	Yes (18 participants)	Yes (12 participants)
Per diem allowance in Tehran	No	Yes (18 participants)	Yes (12 participants)
Transportation costs to and from hotel and airport in Tehran	No	Yes (18 participants)	Yes (12 participants)
Insurance coverage in IR Iran (refer to paragraph 13b)	Yes	No	No
Any expenses related to visa fees and airport taxes	Yes	No	No
All expenses incurred by participants for any reason including but not limited to: a. Stopovers b. Extension of stay c. Early arrival or late departure d. Flight cancellation	Yes	No	No
Any cancellation charges for expenses such as airfare and accommodations incurred by the APO or host country after issuance of Letters of Acceptance	Yes	No	No
Assignment costs of international resource persons	NA	No	Yes
Assignment costs of local resource persons	NA	Yes	No
All local implementation costs including but not limited to: a. Meeting rooms b. Documentation c. Preparatory costs	NA	Yes	No

**14. Actions by Member Countries**

- a. Each participating country is requested to nominate three or more 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 an APO Director, Alternative Director, Liaison Officer, or their designated officer.
- 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 selection committee 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](http://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 APO Director, Alternate Director, or Liaison Officer. The nomination documents should be sent to the Research and Planning Department, APO Secretariat (e-mail: [rp@apo-tokyo.org](mailto:rp@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. Member countries are 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. For member countries where nominations are required to be approved by higher government authorities and require a longer time, APO Liaison Officers/NPOs are 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 APO Liaison Officer/NPO in his/her country immediately and give the reason for withdrawal. The

NPO concerned is requested to transmit that information to the APO Secretariat and the host country promptly.

- j. NPOs are 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 instructed 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 forum.
- l. NPOs should inform participants that they must attend all five days of the project.
- m. NPOs should assist the APO and/or host country in collecting amounts corresponding to cancellation charges arising from withdrawal or no-show of a participant.

#### **15. 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, or if some member countries fail to nominate any candidate, their slots may be filled by alternates from the same or another member country on a merit basis.

#### **16. Project Preparation**

The participants are required to prepare a paper prior to departure for the project venue. In preparing the paper, they are expected to follow the "Guidelines for the Preparation of Country Papers" to be provided later.

#### **17. Post project Actions**

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

#### **18. Evaluation of Participants**

If the conduct/attendance/performance of a participant is not satisfactory, these will be reported to the APO director concerned.

#### **19. Guide for Participants**

Other conditions for participation are given in the *APO Guide for Participants*, which is available from APO Liaison Officers/NPOs in member countries and on the APO website ([www.apo-tokyo.org](http://www.apo-tokyo.org)).

## 20. Dress Code

Participants are required to wear business attire during the project. Other instructions will be provided in the circular for participants.



Santhi Kanoktanaporn  
Secretary-General