



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT NOTIFICATION

21 February 2013

1. **Project Code:** 13-IN-23-GE-WSP-A
2. **Project Title:** Workshop on Innovation, Incubation, and Entrepreneurship: Identifying and Commercializing New Opportunities
3. **Duration:** 12–16 August 2013 (5 days)
4. **Venue:** Taipei, Republic of China
5. **Implementing Organization:**
China Productivity Center
Address: 2F, No. 79, Sec. 1, Xintai 5th Rd., Xizhi Dist.
New Taipei City 221, Republic of China
Telephone: (886) 9-31-255-955
Facsimile: (886) 2-2698-2976
Website: www.cpc.org.tw
6. **Number of Overseas Participants:** Up to 18 qualified participants
7. **Number of Local Participants:** Up to six qualified participants
8. **Closing Date for Nominations:** 10 June 2013

All nominations along with the **completed biodata** form and medical certificate of the nominees should reach the APO Secretariat by the above date. Selection of participants will be completed immediately after this date. Member countries are requested to inform the APO Secretariat as soon as possible if they decide not to nominate anyone for the project.

9. **Objective:** To learn and share examples of successful, innovative business start-ups through incubation, their commercialization, and entrepreneurship.

10. Background

Entrepreneurship is the practice of starting new businesses to capitalize on newly identified opportunities. Entrepreneurial activities stimulate and revitalize national economies by embracing innovation and technology as well as creativity. Asian economies have great potential to absorb and assimilate innovative technologies through technology incubators that

can spur faster economic growth. One of the keys to achieving more rapid economic growth is to focus on developing entrepreneurial skills among professionals dealing with and managing SMEs, as the industrial spectrum in Asia is dominated by SMEs.

Technology incubators play a crucial role to encourage the growth of businesses and entrepreneurship, becoming exceedingly popular as a tool for promoting economic development since the late 1980s. As a result, the need to set up such institutes in association with the government, business groups, and/or universities has increasingly been recognized.

The APO has been promoting innovation, incubation, and entrepreneurship in the region, especially through SME promotion. SMEs are the backbone of industrialization in the Asia-Pacific, and innovative measures are required to develop them. This workshop will combine the three concepts of innovation, incubation, and entrepreneurship to show how innovation resulting in new business ideas/products were tried, tested, and supported in incubation centers before their commercialization. The workshop is also expected to share success stories and measures to promote entrepreneurship from the region and Europe/North America.

11. Tentative Scope and Methodology

Scope

- (a) Innovative entrepreneurial business planning;
- (b) Issues for incubator management and business development;
- (c) Entrepreneurship support systems;
- (c) Best practices to increase entrepreneurial success and commercial opportunities; and
- (d) Case studies on successful examples of innovation, incubation, and entrepreneurship.

Methodology

The workshop will consist of expert presentations, sharing of success stories and case studies, open discussions, site visits to incubation centers, individual presentations, and preparation of action plans

12. Requirements of Candidates

- (a) Age: Preferably between 35 and 55 years.
- (b) Education: Preferably a university degree or equivalent qualification.
- (c) Present Position: Representatives of SME development agencies, venture fund providers, incubation centers, industrial assistance and innovation promotion agencies, and entrepreneurship-related organizations and ministries
- (d) Experience: Preferably five to 10 years of experience in a related field.
- (e) Language: Proficiency in written and spoken English is essential.
Proficiency

- (f) Health: Physically and mentally fit to attend an intensive program entailing strenuous travel and several plant/field visits.
- (g) Post project: All participants are obligated to prepare action plans and share the plans with their respective NPOs. APO will also request participants to submit progress reports six months after completion of the workshop.

13. Financial Arrangements

(a) To be borne by the APO

- (i) Round-trip economy-class international airfare by the most direct route between the international airport nearest to the participant's place of work and Taipei, Republic of China. As far as practicable, all participants should purchase discount tickets (following IATA PEX or other applicable discount fares). Please note that arrangements for the purchase of air tickets should be in accordance with the “Guide on Purchases of Air Tickets for APO Project Participants” dated 7 July 2006, which will be sent to the selected participants and is available from APO Liaison Officers in member countries.
- (ii) All assignment costs of overseas resource persons.

(b) To be borne by the host country—Republic of China

- (i) Hotel accommodations and appropriate per diem allowances to cover meals and incidental expenses for up to 18 overseas participants for up to six days; and
- (ii) Other local implementation costs including honoraria of local resource persons.

(c) To be borne by participants or participating countries

- (i) Participants must be fully insured against accident and illness (including hospitalization) for a principal sum of US\$10,000.00 for the entire duration of the project and travel and must submit to the APO a copy of the comprehensive travel insurance certificate before participation. Such insurance must be valid in the countries to be visited. If a participant is unable to arrange for insurance coverage in the host country at the start of the project, he/she must pay the premium himself/herself out of the per diem allowances provided. Neither the APO nor the implementing organization will be responsible for any eventuality arising from accident or illness.
- (ii) 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 on account of early arrival or late departure, for example, due to either limited available flights or any other reason whatsoever.
- (iii) Any expenses related to visa fees and airport taxes.

14. Actions by Participating Countries

- (a) Each member country is requested to nominate two or more candidates for selection. Please ensure that candidates nominated meet the qualifications specified above.
- (b) We will not accept any form of self-nomination. All nominations must be endorsed and submitted by an APO Director, Alternate Director, Liaison Officer, or their designated officer.
- (c) Please note that nomination does not necessarily guarantee that a candidate 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. Sometimes candidates are not selected because they are overqualified.
- (d) Each nomination should be accompanied by the documents listed below. A nomination lacking any of these documents may not be considered:
 - (i) Two copies of the candidate's biodata on the APO biodata form together with passport-sized photograph. The biodata form can be downloaded from the APO website. Downloading information is also available from 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.
 - (ii) 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 for this particular project self-declaration is sufficient for candidates without any of the health conditions or illnesses enumerated on the reverse side of the medical form. However, for all others, medical certification by a recognized physician on the reverse side of the medical form is required.
- (e) Member countries are encouraged to submit the necessary documents electronically as mentioned in (d)-(i). 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 Secretariat by postal mail. Please specify the candidate's name and the project code on the reverse side of the photograph.
- (f) Member countries are requested to abide by the nomination deadline specified in Section 8 on the first page. The APO 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.
- (g) Under normal circumstances, candidates who are selected after the initial screening will be informed of their acceptance at least four weeks prior to commencement of the project.

- (h) Member countries are requested to inform candidates that, once selected, they are not to bring family members or to engage in any private business activities during the entire duration of the project. Further, if they should become unable to take part, the NPOs concerned are requested to inform the APO and the host country promptly of their reason for withdrawal.
- (i) Each selected candidate is required 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.

15. Preparation of Country Papers

Each selected candidate is requested to prepare a country paper following the guidelines to be provided later.

16. 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 homepage (http://www.apo-tokyo.org/05part_guide.htm).



Ryuichiro Yamazaki
Secretary-General