



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT NOTIFICATION

4 March 2014

1. **Project Code** 14-IN-23-GE-WSP-A
2. **Title** Experience-sharing Workshop of Incubation Centers from the Asia-Pacific: Forging Partnerships for Development of Entrepreneurs and Promotion of Entrepreneurship
3. **Timing and Duration** 14–18 July 2014 (five days)
4. **Venue** Taipei, Republic of China
5. **Implementing Organizations** China Productivity Center
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New Taipei City 221, Republic of China
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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** 6 June 2014

9. Objectives

To discuss and share business incubation experiences and learn strategies; develop partnerships and associations to promote entrepreneurship in the Asia-Pacific; and identify barriers and develop measures for overcoming these barriers to promote entrepreneurship.

10. Background

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. 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. 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.

This workshop will focus on business incubation experiences from the Asia-Pacific and enhancing partnerships among such incubation centers for promotion of entrepreneurship in the region. In this workshop incubation success stories and best practices from North America/ Europe will also be shared.

11. Scope and Methodology

Scope

- a. Presentation by business incubation centers;
- b. Business incubation success stories;
- c. How business incubation promotes entrepreneurship;
- d. Real-life experiences in incubation; and
- e. Case studies on successful examples of 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

The tentative program of the workshop is given below:

Date/Time	Activity
Sun., 13 July 2014	Arrival of participants in Taipei
Mon., 14 July	Opening session Presentation of international best practices
Tues., 15 July	Presentation by incubation centers Sharing of incubation experiences
Wed., 16 July	Group discussion and group exercise Site visit
Thu., 17 July	Preparation of action plans
Fri., 18 July	Presentation and review of action plans
Sat., 19 July	Departure of participants

12. Qualifications of Candidates

The participants are expected to possess the following qualifications:

Present Position	Representatives of SME/business incubation centers and entrepreneurship-related organizations and ministries
Experience	Preferably five to 10 years of experience in a related field.
Education	Preferably a university degree or equivalent qualification.
Language	Proficiency in written and spoken English is essential.
Health	Physically and mentally fit to attend an intensive program entailing strenuous travel and several plant/field visits.
Age	Preferably between 35 and 55 years.

APO Certificate

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

13. Financial Arrangements

To be borne by participants or participating countries

- a. Participants' insurance premiums: All participants should be fully insured against accident and illness (including hospitalization and death) for a principal sum equivalent to US\$10,000.00 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 organizations 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 host country

- a. Per diem allowances and hotel accommodation for up to 18 overseas participants for up to six days at the rate to be specified later.
- b. All local implementation costs.

To be borne by the APO

- a. All assignment costs of overseas resource persons.
- b. Round-trip economy-class international airfare by the most direct route between the international airport nearest to the participants' place of work and Taipei. As far as practicable, all participants should purchase discount tickets. Please 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. It is also available on the APO website and from APO Liaison Officers in member countries.

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 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 APO Director, Alternate Director, or Liaison Officer. 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. 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, the 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 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. NPOs should inform participants that they must attend all five days of the project to qualify for the certificate of attendance.

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 attached "Guidelines for the Preparation of Country Papers."

17. Postproject 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 workshop.

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).



Mari Amano
Secretary-General

14-IN-23-GE-WSP-A

Experience-sharing Workshop of Incubation Centers from the Asia-Pacific: Forging Partnerships for Development of Entrepreneurs and Promotion of Entrepreneurship
14–18 July 2014, Taipei, Republic of China

Guidelines for Preparation of Country Papers

Each selected participant is required to submit a paper keeping in mind the scope and objectives of the workshop and topical outline provided below. The paper may be written in the personal capacity of the participant but must be substantiated and should reflect an accurate account of the current status of the “Development of Incubation Centers, Entrepreneurs, and Promotion of Entrepreneurship.”

The paper should be typewritten, single-spaced, on standard A4-size paper, and be between 5 and 7 pages in length, excluding tables/figures. A soft copy of the paper should reach the APO and CPC no later than 7 July 2014.

Participants are encouraged to provide in their papers as much relevant, useful information as possible but they must avoid including unnecessary general information on industry as well as the profile of their country.

Participants are also required to prepare a summary of their papers not exceeding 300 words. It should contain only the salient points of the paper. The summary will be used to prepare the highlights of the workshop.

The following topical outline is suggested as a guide. It is not meant to restrict the preparation of the paper but rather to encourage the inclusion of other equally relevant information to make it more substantial and meaningful.

Tentative Topical Outline

Please address on the topics below in relation to your own organization and/or country whichever is more relevant.

- Status of business/technology incubators in your country and their activities in entrepreneurship development
- Government policies and schemes and other institutes for business incubation and entrepreneurship development
- Best practices from your country on: From innovation to incubation to entrepreneurship and entrepreneurial success and commercial opportunities
- Success story/case study from your country on this topic
