



ASIAN PRODUCTIVITY ORGANIZATION

## PROJECT NOTIFICATION

15 April 2016

- 1. Project Code** 16-RP-25-GE-WSP-B
- 2. Title** Workshop on MSME Development Policies
- 3. Timing and Duration** 12–15 November 2016 (four days)
- 4. Venue** Tehran, Islamic Republic of Iran
- 5. Implementing Organization** National Iranian Productivity Organization (NIPO)  
  
Address: 3rd floor, Building No.3  
Management and Planning Organization  
Daneshsara St., Baharestan Sq.  
Tehran 1149943141, Islamic Republic of Iran  
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nipo@mporg.ir
- 6. Number of Overseas Participants** Up to 18 qualified participants from Bangladesh, Cambodia, Republic of China, India, Indonesia, Lao PDR, Malaysia, Nepal, Mongolia, Pakistan, Philippines, Sri Lanka, Thailand, and Vietnam. Other member countries with particular interest in this project may nominate candidates upon consultation with the Secretariat.
- 7. Number of Local Participants** Up to six qualified participants
- 8. Closing Date for Nominations** 12 September 2016
- 9. Objectives**
  - a. To review existing public policies and interventions that promote the development of micro, small, and medium enterprises (MSMEs);
  - b. To examine the current situations of MSMEs in the APO region, especially their socioeconomic contributions and challenges that hinder their growth; and
  - c. To share best practices in terms of public policies and programs in promoting MSME development.

## 10. Background

Globalization provides both opportunities and challenges for MSMEs. Aside from

constituting the largest group of economic and business entities and their ability to create jobs, MSMEs foster entrepreneurship, utilize local skills and resources, and provide depth to the industrial economy through both forward and backward linkages. That is why this sector receives much-needed support and attention from policymakers, government officials, and professional organizations to make it a well-oiled engine for truly sustainable, inclusive growth.

MSMEs feature prominently in APO member countries. Many rely on this sector to assist in the overall national development and competitiveness agenda since they can be engines of economic growth, cornerstones for creativity and innovation, and seedbeds of entrepreneurship; provide depth to the industrial economy base, utilize local resources, and engage in value chains; and are major components in job creation and, in recent years, in poverty reduction and the promotion of inclusive growth for developing economy members. Policy and government interventions to support MSME development are available in each APO member, including subsidized forms of credit, human resources development training, technical assistance, advisory and extension services, marketing and promotion facilitation, etc. Liberalization policies offer new challenges and opportunities to MSMEs. The challenges are in the form of competition and reduced protection, whereas opportunities are found in the form of better technology, wider scope for technical collaborations, and the availability of more raw materials and components through global sourcing, guaranteeing better quality and higher productivity. As the development of MSMEs is strongly linked to the presence of a supportive environment, this workshop will serve as a platform to review existing policies, assess their effectiveness, and recommend measures that will provide opportunities for the future progress of the sector.

## **11. Scope and Methodology**

### **Scope**

- a. Definition and characteristics of MSMEs;
- b. MSMEs and economic growth;
- c. Development strategies for the MSME sector;
- d. Public- and private-sector initiatives to promote MSME development;
- e. Policies, regulations, and legal framework for MSMEs; and
- f. Best practices in public policies and programs on MSME promotion.

### **Methodology**

The workshop will consist of a preproject assignment, expert lectures, group discussions and presentations, and individual plan preparation.

The tentative program of the workshop is given below:

<b>Date/Time</b>	<b>Activity</b>
Fri., 11 November 2016	Arrival of participants in Tehran
Sat., 12 November	Opening session Presentations by resource persons
Sun., 13 November	Presentations by resource persons (cont.) Presentations of country papers
Mon., 14 November	Field visits to relevant companies or organizations

Tues., 15 November	Group discussions and group discussion output presentations Individual plan presentations Program evaluation Closing session
Wed., 16 November	Departure of participants and resource persons

## **12. Qualifications of Candidates**

The participants are expected to possess the following qualifications:

Present Position	Policymakers and officials in government agencies in charge of MSME promotion and development.
Experience	At least three 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 the above profile are typically between 30 and 50 years of age.
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 five 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 Tehran. 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](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, 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 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 workshop.
- l. NPOs should inform participants that they must attend all four 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](http://www.apo-tokyo.org)).



Mari Amano  
Secretary-General

16-RP-25-GE-WSP-B:

Workshop on MSME Development Policies  
12–15 November 2016, Tehran, Islamic Republic of Iran

### **Guidelines for Preparation of Country Papers**

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The participants in this workshop are expected to prepare and present country papers keeping in mind the objectives, scope, and proposed outline below. The purpose of this presentation is to explain the existing policies on micro, small, and medium enterprises (MSMEs) to promote their development and increase their productivity so that they can contribute more to overall economic growth. The country papers serve as valuable information in understanding and assessing the existing approaches and in making proposals for the improvement of the policy environment of the MSME sector.

### **Proposed Outline of Country Papers**

1. Provide an overview of the MSME sector in your country including the definitions, classification and distribution by industry;
2. Discuss existing public policies and programs that support the development of MSMEs, including the institutional arrangements for delivery of support services;
3. Discuss the trends in the contributions of MSME sector to employment, exports and the GDP;
4. Discuss the major issues and challenges faced by MSME in your country.

The country papers should be printed out, single-spaced, on standard A4-sized paper and be between 3 and 5 pages in length, excluding tables/figures. Each participant should prepare a PowerPoint file for presentation of the country paper. A soft copy of the country paper and PowerPoint file should reach the APO ([jelvenia@apo-tokyo.org](mailto:jelvenia@apo-tokyo.org), [aoikawa@apo-tokyo.org](mailto:aoikawa@apo-tokyo.org)), and NIPO ([m\\_alipour@mporg.ir](mailto:m_alipour@mporg.ir), [nipo@mporg.ir](mailto:nipo@mporg.ir)) **no later than 28 October 2016**. All participants are expected to make a PowerPoint presentation of 20 minutes including a Q&A session. The presentations should focus only on the main points of the country paper. It is suggested that participants organize their presentations based on the topical outline above.