

No. 18/2012-IC&CD (APO)
Office of Development Commissioner(MSME)
Marketing Division
International Cooperation Section

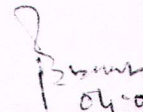
Nirman Bhavan , New Delhi
Dated: 04.07.2017

Office Memorandum

Subject: 17-IN-44-GE-OSM-B: Multi-country observational Study Mission on SME Development from 7-11 October,2017 , Tehran, Islamic republic of Iran – reg.

The undersigned is directed to circulate the above stated training programme in subject received from NPC, New Delhi (Copy enclosed) and to state that suitable officer from the HQ and MSME – DIs / Br. MSME-DIs may apply in prescribed Performa and rout their application through proper channel in duplicate latest by 14th July, 2017 . The project notification and APO bio data form are available on www.npcindia.gov.in/5280-2/. The application of suitable officer should be as per the para (Qualification for participants) of the project notification and send by e-mail (application in pdf format) and hard copy by post.

Encl: As stated.


(A.K. Verma)
Dy Director(IC)
Ph. No. 011- 23062215
e-mail:akverma@dcmsme.gov.in

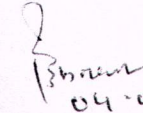
To,

The Director/Dy. Director-in-Charge, All MSME-DIs

Copy for information to:

1. PS to AS&DC(MSME), O/o DC(MSME), Nirman Bhavan, New Delhi – for information.
2. JDC(SRS) O/o DC(MSME), Nirman Bhavan, New Delhi – for information.
3. Director(Admn.), O/o DC(MSME), Nirman Bhavan, New Delhi – for information.
- ✓ 4. Director(Senet) O/o DC(MSME), Nirman Bhavan, New Delhi – for information for uploading under Employee's Corner, What's New and Marketing Assistance.
5. Director&, Head International Services , NPC ,New Delhi- for information




(A.K. Verma)
Dy. Director(IC)

Subject: **17-IN-44-GE-OSM-B : Multicountry Observational Study Mission on SME Development from 7-11 October, 2017, Tehran, Islamic Republic of Iran** Date: 06/29/17 12:45 PM
 To: Raj Kumar Rawat <rk.rawat@npcindia.gov.in> From: Raj Kumar Rawat <rk.rawat@npcindia.gov.in>
 Reply-To: rk.rawat@npcindia.gov.in

image001.gif (3kB)

PN 31214-17 -STM on Dev.doc (319kB)

APO Biodata Form (Candidates).docx (51kB)



National Productivity Council
 Utpadakta Bhawan
 5-6 Institutional Area
 Lodhi Road
 New Delhi - 110 003

Tel. 011-24607328

Fax: 011-24615002

No. 31214/17

17-IN-44-GE-OSM-B : Multicountry Observational Study Mission on SME Development from 7-11 October, 2017, Tehran, Islamic Republic of Iran. (Visit www.npcindia.gov.in/5280-2/ for detailed Project Notification)

Sir,

We invite your kind attention to internet link on NPC website www.npcindia.gov.in/5280-2/ with regard to above project. The project notification and the APO bio data form are available on the above mentioned page and the same are attached herewith. The duly filled in **single copy** of Performa enclosed of the suitable officers for participation as per the para **(Qualifications for Participants)** of the project notification may kindly be forwarded to reach us latest by **1st August 2017**. **All nominations should be routed through proper channel.** The nominations received after the last date will not be considered. You are requested to send nominations by e-mail (application in pdf format) and hard copy by post. All information pertaining to nominations will be treated as confidential and classified.

The nominated officers would be under obligation to act as faculty as and when required in programs on the relevant subject, if organized by NPC.

In the case of 'not-for-profit' organization & SMEs, round trip economy class international travel fare by the most direct route between the international airport nearest to the participant's place of work at will be borne by the Asian Productivity Organization, Tokyo. Participants from other organizations will have to travel on their own account. Hotel charges at the venue of the programme will be met by the implementing organization for all categories of participants.

It is the responsibility of the candidates to complete all the official formalities required by their organizations/department before proceeding abroad. The nomination form may be accompanied by a draft of **Rs. 1000/- + S.T. (NON-REFUNDABLE)** drawn in favour of National Productivity Council, New Delhi (**Rs. 500/- + S.T.** for MSME Sector, trade unions and NGO's) for each participant. In the absence of application fee and single copy of bio-data, the nominations will not be considered. In case of selection by APO, NPC will charge **Rs. 6,000/- + S.T. (Rs. 3,000/- + S.T.** for MSME Sector, Trade Unions and NGO's) per participant towards handling charges and membership fee for the APO Alumni Association of India (AAAI). In case of profit making organizations, the handling charges would be **Rs. 12,000/- + S.T.** per participant.

Thanking you,

Yours faithfully,

(K.D. Bhardwaj)
Director & Head (Int'l Serv.)
for Director General
e-mail: isg@npcindia.gov.in

Asian Productivity Organization

Hirakawa-cho Dai-ichi Seimei Bldg. 2F
1-2-10, Hirakawa-cho, Chiyoda-ku
Tokyo, 102-0093 Japan



Tel:(81-3)5226-3920 Fax:(81-3)5226-3950
E-mail: apo@apo-tokyo.org
URL: www.apo-tokyo.org

PROJECT NOTIFICATION

No. 31214/17

Project Code	17-IN-44-GE-OSM-B
Title	Multicountry Observational Study Mission on SME Development
Duration & Timing	7-11 October, 2017
Venue	Tehran, Islamic Republic of Iran
Implementing Organization	National Iranian Productivity Organization (NIPO)
Closing Date for Nominations:	1st August 2017

Objectives:

- To familiarize participants with key elements and current trends in SME development and understand the opportunities and challenges faced by APO member countries;
- To observe good practices, policy programs, and development strategies for SMEs in IR Iran; and
- To provide a platform for experience sharing and network building.

Background:

SMEs, including microenterprises and start-ups, are one of the most important pillars supporting socioeconomic development in APO member countries. They vary in business models and types of activity, but en masse contribute significantly to production, trade, employment, income growth, and a country's fiscal and financial development. Supporting the development of SMEs has thus been a major mission of all economies, despite the diversity in strategies and focuses that are contingent on an individual country's own context.

The momentum for growth provided by SMEs in IR Iran has been impressive as the country was once constrained by international sanctions and had to rely mainly on autonomous development. According to the Iran Small Industries and Industrial Parks Organization, SMEs constitute over 95% of the Iranian businesses and account for 42% of all employment in the industrial sector, which has helped to stabilize the domestic employment situation and support economic growth when foreign trade, investment, and technology transfers were not easily available. Currently, with re-exposure to the global economy, Iranian SMEs have greater opportunities and face corresponding challenges in sustaining their contributions, which can serve as a good reference for other APO members to observe their strategies and strengths.

Promoting the development of SMEs is a core element of the APO's mandate and one of its strategic directions. The APO has been organizing a variety of activities focusing on SMEs, including, in recent years, bilateral cooperation projects between national productivity organizations (Cambodia, Japan, Lao PDR, Malaysia, Mongolia, and Singapore), workshops of development policies in IR Iran and Nepal, and observational study missions in the ROC, Japan, Sri Lanka, and Thailand. This study mission is a continuation of this effort; it also aims

to introduce new trends and challenges in SME development to prepare APO member to be resilient in the volatile economic environment.

Scope and Methodology:
Scope

Core elements of SME development; policies and programs supporting SME development; good practices of SME support; new trends in SME operation, such as the on-demand economy; and implications of digital technologies.

Methodology

Interactive lectures, observational site visits, group discussions, participants' presentation.

Qualifications of Candidates:

Nominees should be preferably between 30 and 50 years of age with a preferably university degree or equivalent qualification from a recognized institution. He or she should be policymakers in charge of SME development policies; entrepreneurs and executives of SMEs; and academics and association representatives promoting SME development. The nominated candidate should have at least five years of experience.

Financial arrangements:

Round-trip, economy-class international airfare by the most direct route between the international airport nearest to the participant's place of work and **Tehran for participants from nonprofit organizations and SMEs will be borne by the APO.**

Round-trip international airfare between the member country & Tehran and Participating Country Expenses at USD 50 per participant, payable to the APO in convertible currency **for participants from profit-making organizations, except for SMEs, will be borne by the participants/participating organizations.**

All participants should be fully insured against accident and illness (including hospitalization & death) for a principal sum of USD 10,000.00 for the entire duration of the project and travel which will be borne by the participants or participating organizations.

However, all taxes including airport tax, security tax, fuel surcharge, visa-fees, service tax etc. will have to be borne by participants/participating organizations.

Others:

Other details of the programme are given in the APO Project Notification, which can be downloaded from the NPC web site (upcoming projects)

www.npcindia.gov.in/5280-2/

(Signed)
Santhi Kanoktanaporn
Secretary-General

Asian Productivity Organization



Attach
Recent
Photograph
Here
(approx. 4x5cm)

CANDIDATE'S BIODATA

(Please type or print)

Project code:
Project title:

A. PERSONAL DATA

NAME	Dr./Mr./Mrs./Ms. Other ()		Passport	Number:	
	(Please type your name as indicated in your passport. Underline surname/family name. Include Chinese characters, if any)			Date and Place of Issue:	
				Expiry Date:	
NATIONALITY		DATE OF BIRTH Yr: M: D:	SEX: MALE / FEMALE		
PRESENT POSITION				SINCE	
NAME OF COMPANY/ ORGANIZATION				DATE JOINED	
ADDRESS OF THE COMPANY/ ORGANIZATION	URL: http:// Address: Tel: Fax: e-Mail:				
TYPE OF BUSINESS				TOTAL NO. OF EMPLOYEES	
TYPE OF ORGANIZATION	<input type="checkbox"/> Govt. ministry/ agency <input type="checkbox"/> Govt/ state/ local govt. owned enterprise	<input type="checkbox"/> University/ institutions <input type="checkbox"/> NGO/ association	If private company: <input type="checkbox"/> SME <input type="checkbox"/> Non-SME		
PERSONAL CONTACT DETAILS	Tel (home) Mobile phone (Optional): e-Mail (Important):				
CONTACT PERSON IN CASE OF EMERGENCY	Name: Relationship: Address: Tel: Fax: e-Mail:				
DIETARY RESTRICTIONS	If any, please specify:				

(Kindly be informed that this biodata form must be submitted and processed through the National Productivity Organization (NPO) of the respective member country. Forms sent directly to the APO Secretariat will not be processed or acknowledged. A soft copy of the form can be downloaded from the APO Web site at www.apo-tokyo.org.)

B. ACADEMIC QUALIFICATIONS

University/Institution (Bachelor and postgraduate only)	Major Field of Study	Cert. /Diploma/Degree	Year

C. TRAINING/SEMINAR (last 5 years only)

University/Institute/Org.	Major Field of Training/Seminar	Year

D. PARTICIPATION IN OTHER APO PROJECTS (last 5 years only)☐

YES

☐

NO

If yes, please specify below

PROJECT	DATES	YEAR

E. PRESENT JOB DUTIES/ACTIVITIES

State your present job duties and other activities in consultancy, training, research, and publication relevant to the project. Please attach organization chart and highlight your position.

F. PREVIOUS EMPLOYMENT/JOB EXPERIENCE (last five years)

For each previous employment/job experience, please give designation, organization worked for, period of employment, and job duties.

G. OBJECTIVE FOR PARTICIPATION

Kindly refer to the Project Notification, and state relevancy of project to your work, and indicate your expectation(s) from the project.

H. DECLARATION BY CANDIDATE

I hereby declare that I have read and understood the APO Project Notification for this project. I further declare that the information as provided by me in this document is true and accurate. I understand and accept that any false declaration of information on my part will disqualify me from the project, even when it is in progress.

I hereby also undertake to abide by the regulations prescribed by the APO, the host country(ies), and the implementing organization(s) during the entire period of this project and to participate fully in it.

Signature: _____

Date:

Name:

I. CONFIRMATION OF CANDIDATE'S ENGLISH LANGUAGE PROFICIENCY

(to be filled in by APO Director/Alternate Director/Liaison Officer)

The candidate's English language proficiency has been evaluated as:

- ☐ As fluent as the candidate's native language.
- ☐ Competent to participate in discussion and express him/herself.
- ☐ Proficient enough to follow lectures/discussions, but will have difficulties in expressing ideas and giving comments.

I further certify that the candidate belongs to:

- ☐ SME
- ☐ Profit-making organization (non-SME)
- ☐ Nonprofit organization

Signature: _____

Name: _____

Designation: _____

Date: _____

ASIAN PRODUCTIVITY ORGANIZATION

APO MEDICAL AND INSURANCE DECLARATION FORM

Only for applicants without any of the health conditions listed on the reverse side

1. NAME (family name, first name, middle name)		
2. DATE OF BIRTH	3. NATIONALITY	4. SEX () Male () Female
5. APO PROJECT CODE AND NAME (VENUE)		
<p>I confirm that:</p> <ul style="list-style-type: none">a. I have read carefully the project notification for the above APO project and declare that I have the physical and mental fitness to attend the APO project.b. I have had no health conditions listed on the reverse side during the last 5 years and am free from any ailment likely to impair the health of others or affect my participation in the APO project.c. I will secure the required comprehensive travel insurance as specified in the project notification for the above APO Project.d. I understand that neither APO nor the implementing organization will be liable for any medical or other costs incurred during the project, except for those specifically stated in the Project Notification.e. I will bring with me the necessary medications for minor illness as prescribed by my physician since they may not be readily available at the venue of the above APO project. <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div style="text-align: center;"><hr style="width: 200px; border: 0; border-top: 1px solid black; margin: 0;"/><p>Date</p></div><div style="text-align: center;"><hr style="width: 200px; border: 0; border-top: 1px solid black; margin: 0;"/><p>Signature</p></div></div>		

APO MEDICAL AND INSURANCE CERTIFICATION FORM

Only for applicants with one or more of the health conditions stated under item 6 below

1. NAME (family name, first name, middle name)		
2. DATE OF BIRTH	3. NATIONALITY	4. SEX () Male () Female
5. APO PROJECT CODE AND NAME (VENUE)		
6. Please indicate "Yes" or "No" if you have had any of the following during the last 5 years:	YES	NO
a. Tuberculosis, asthma, emphysema, or other respiratory illnesses		
b. High blood pressure, heart bypass, heart attack, or other heart condition		
c. Stomach ulcer, liver disease (hepatitis), gall bladder disease		
d. Kidney disorder, stone or blood in urine		
e. Diabetes, sugar or glucose in blood or urine		
f. Depression, attempted suicide, or other psychological symptoms		
g. Tumor, abnormal growth, cyst, or cancer		
h. Bleeding disorder, blood disease (sickle-cell anemia)		
i. Malaria, cholera, smallpox, or infectious disease		
j. Allergy		
k. Other serious illness (please specify)		
<p>I certify that the above information is true and correct to the best of my knowledge. I understand that neither the APO nor the implementing organization will be liable for any physical or mental problem that I may develop during my participation in the APO project and that I shall be responsible for bringing with me necessary medications as prescribed by my physician since they may not be available at the venue of the project. Further, I understand that I must secure the required comprehensive travel insurance as specified in the project notification for the above APO Project.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date </div> <div style="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature </div> </div>		
TO BE COMPLETED BY A PHYSICIAN		
Based on the information above, I have examined the applicant and certify that he/she is free from any ailment likely to impair the health of others and is fit to participate in the APO project referred to on this form.		
Hospital/clinic name: _____		
Examiner's name & title: _____		
Examiner's signature: _____ Date : _____		
Remarks, if any: _____		