

2019 Course Information

TRANSFER OF INNOBIZ CERTIFICATION SYSTEM TO DISCOVER AND FOSTER TECHNOLOGY INNOVATIVE SMEs (PERU)



CONTENTS

0. KOICA & <CIAT>

1. FOR APPLICANTS

04 Program Overview

05 Course Overview

08 How to Apply

2. FOR PARTICIPANTS

10 Participants' Major Activities

- Step 1. Country Report

- Step 2. Action Plan

- Step 3. Follow-up Activities

3. APPENDIX

15 From Airport to ICC

16 Contact





People, Peace, Prosperity

KOICA

Korea International
Cooperation Agency



Korea International Cooperation Agency

Korea International Cooperation Agency (KOICA) was established as a government agency dedicated to grant aid programs in April 1991. To achieve the 2030 Agenda for Sustainable Development Goals(SDGs), KOICA has set 4Ps -- People, Prosperity, Peace, and Planet -- as its core values, promoting mutual development cooperation for peace and prosperity centered on people that does not left behind any one.

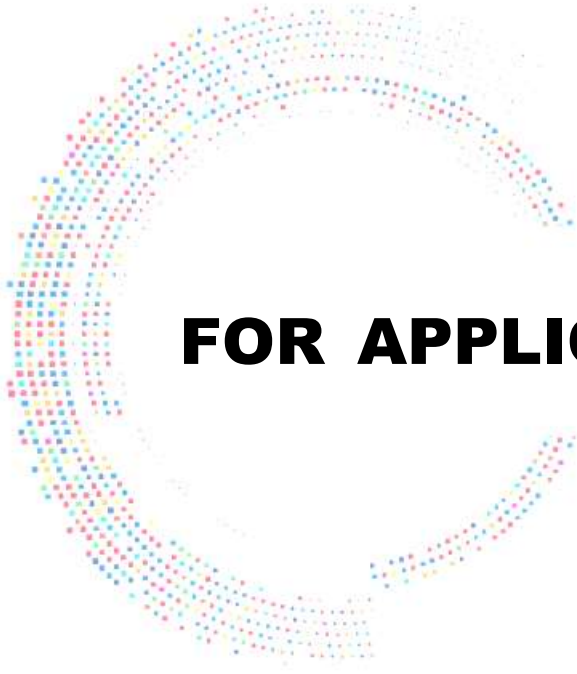


KOICA Fellowship Program, CIAT

Like its acronym that sounds like “seed” in Korean, CIAT hopes to spread seeds of hope across developing countries. CIAT is a cooperation program where policy-makers, public servants and experts from developing countries are invited to Korea for technical training and knowledge sharing.



CIAT has established partnerships with a multitude of public organizations, research institutes, universities and others in Korea to offer quality training programs. Such efforts have resulted in a high level of satisfaction among participants. After returning to their home countries, CIAT participants play a role in spreading Korea’s commitment and goodwill towards their society.



FOR APPLICANTS

PROGRAM OVERVIEW

TITLE: Transfer of INNOBIZ Certification System to discover and foster technology innovative SMEs(Peru)

DURATION: 2019-2021

GOAL: To enhance effectiveness of the KOICA-peru cooperation project by establishing the innobiz certification system for policy makers and SMEs support in Peru

	FIRST-YEAR COURSE (2019)	SECOND-YEAR COURSE (2020)	THIRD-YEAR COURSE (2021)
TARGET GROUP	Peru's officers related to SMEs(Peruvian production and agency officials, key economic organization practitioners)	Participants in the 1 st year training course, additional practitioners, and corporate valuation experts	Recommenders from examiners (Examiner Course)
OBJECTIVES	To understand the INNOBIZ certification system and certification indicators	To develop indicators for the certification of Peru and to establish relevant policies	To establish INNOBIZ certification evaluation system in Peru
ACTIVITIES	<ul style="list-style-type: none"> · Invitational Training 	<ul style="list-style-type: none"> · Invitational or Local(on-site) Training · Workshop for Interim Check(tentative) 	<ul style="list-style-type: none"> · Invitational or Local(on-site) Training · Workshop for Final Check(tentative)
OUTPUT	<ul style="list-style-type: none"> · Action Plan · innobiz certified enterprise support system 	<ul style="list-style-type: none"> · Revised Action Plan & Mid-outcome · Innobiz certification evaluation index 	<ul style="list-style-type: none"> · Revised Action Plan & Final Outcome · Pilot test

(Selecting a good Action Plan and implementing on-site program)

Accomplishing the program's goals through capacity building and contributing to sustainable socio-economic development of developing countries

COURSE OVERVIEW

1. OBJECTIVES

- 1) To understand the operating system and procedures of Innobiz certification system
- 2) To establish certified company support system to ensure excellence through learning and field trips
- 3) To provide policy support for the proliferation of Innobiz certification in Peru

2. COURSE DURATION

- (Invitational training) Oct. 13 (Sun) - Nov. 2 (Sat), 2019 (including participants' arrival and departure dates) *Training Duration: Oct. 14 (Mon) - Nov. 1 (Fri)

3. LANGUAGE: Spanish (via interpretation)

4. LOCATION

- 1) Training: KOICA International Cooperation Center or Innobiz Association (Seongnam)
- 2) Accommodation: KOICA International Cooperation Center (Seongnam)

5. PARTICIPANTS: 10 persons

ELIGIBILITY REQUIREMENTS	
MANDATORY	1. Be nominated by his/her government;
	2. Be in good health both physically and mentally, enough to take the course;
	3. Have a willingness to show a high level of participation and commitment throughout the course and contribute to the capacity building of his/her organization after the completion of the program;
	4. Have not participated in the same or similar KOICA Fellowship Program for the past three years, unless otherwise specified; (provided, however, that a key person for the course of the intensive performance management program, for example, may participate in the same or similar KOICA Fellowship Program, subject to pre-discussion with KOICA.)
	5. (Original place of employment) Target ministries(MOP) or organizations(including government organizations and government related associations*); *eg. ITP, INNOVATE PERU, FOGAPI, CCL, SNI, ADEX etc..
	6. (Position) Be a government employee and government-related association employee in a managerial position;
	7. (Relevant work experience) Have over 5 years of experience on SMEs;
	8. (Language capability) Sufficient proficiency in written and spoken English to actively participate in seminars and write an Action Plan
PREFERABLE	9. Working knowledge of computers and PowerPoint software
RECOMMENDED	10. Understanding Small Business Support Policies in Peru

※ This course is targeted at participants meeting the above qualifications, and thus ineligible participants, if any, may have difficulty understanding the course.

6. CURRICULUM

MAIN LECTURES & DISCUSSIONS	STUDY VISIT
Module 1. Understanding of Project Overview	
<ul style="list-style-type: none"> • Introduction of KOICA and ODA project • Introduction of INNOBIZ Certification System • Evaluation System and Process 	
Module 2. SME Supporting Policy	
<ul style="list-style-type: none"> • MSS(Ministry of Startups and SMEs) Project • INNOBIZ Certified Companies Supporting Project 	<ul style="list-style-type: none"> • MSS Visit • INNOBIZ Visit • Meeting between public officers from each country
Module 3. Certification Index and its application	
<ul style="list-style-type: none"> • Research Institution Establishment (process, requirements, support system) • Self-Evaluation(category, input, evidence material) • Production and Quality Management(manual, fill-in procedure& guideline, Performance record and management) • Technical Business Plan Preparation • Mid and Long term Business Plan Preparation • Field Survey and Simulated Field Evaluation • Certification Acquisition Case Study 	<ul style="list-style-type: none"> • Practical Practice • Self-Evaluation • Technical Business Plan • Long Term Business Plan • Support System and Evaluation Index Workshop • INNOBIZ Company Visit
Module 4. System Building Workshop	
<ul style="list-style-type: none"> • Brainstorming for Peruvian INNOBIZ Certification • Setting Up Action Plan - Action Plan Meeting I : Materialization, Draw up Ideas for Index Design - Action Plan Meeting II : Develop Peruvian Index - Action Plan Meeting III : Preparation for Applicable Support Policy and its Action Plan - Action Plan Meeting IV: Presentation and Performance Sharing 	<ul style="list-style-type: none"> • Certified Company Visit
Module 5. Country Report and Action Learning / Plan	
<ul style="list-style-type: none"> • Introduction and Experience of Korean traditional culture • Korean Company Visit • History of Korean Economy 	<ul style="list-style-type: none"> • Seoul • Pangyo InnoValley, Industrial Complex etc.
EXTRACURRICULAR ACTIVITIES	
<ul style="list-style-type: none"> • Seoul City Tour (www.visitseoul.net) : Module 5 	

7. TRAINING INSTITUTE : INNOBIZ ASSOCIATION (<http://www.innobiz.or.kr/MA/>)

INNOBIZ ASSOCIATION

INNOBIZ Association was established on December, 2002 for the purpose of the development of innovative enterprises by supporting their mutual exchange among technological innovation type SMEs, management, R&D, finance and expanding the business internationally.

The Association, a non-profit organization, is operated by the authority of MSS(the Ministry of SMEs and Start-ups), and executes management of INNOBIZ related policy as the certification agency while carrying out entrusted businesses from government, network construction for technological innovation in both domestic and abroad, and support for business processes.

Excellence of INNOBIZ Companies

An INNOBIZ is a company that has outstanding technical skills based on the international innovation standard evaluation (Oslo Manual). It is a 'technological innovation type SME'. We are securing technological competitiveness through continuous technologically innovative activities, systematic R&D, and small and medium-sized companies with more than three years of showing potential for growth.

		
NN stands for "∞" and symbolizes endless technological innovation and creativity through innovation motives.	represents the center of technology and information based on R&D and innovation, and expresses the link between humans, technologies, and enterprises, with human beings, which are the center of the technology.	RED reflects the enthusiasm, passion and motivation of establishment by SMEs that support the Korean economy.

HOW TO APPLY

APPLICATION DEADLINE: *August 30, 2019*

Step 1. CHECK OUT COURSE INFORMATION

- Applicants must check Program Overview and Course Overview details to see if the course they apply for is relevant to their work and they meet the qualifications for selecting participants.

Step 2. FILL OUT AND SUBMIT AN APPLICATION.

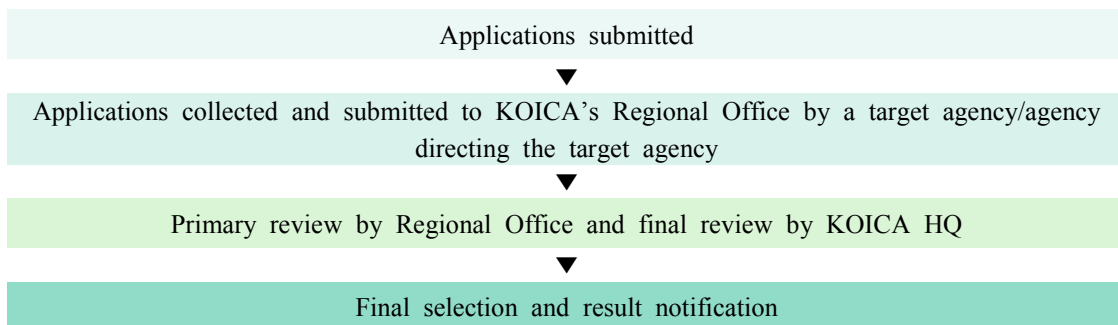
- After filling out an application, applicants must submit it no later than the deadline.

※ **Instructions for filling out an application** ※

- 1) Fill in all entries in the application form, including email address and medical records, **accurately and without omission** (The selection process of qualified applicants will start based on the information provided).
- 2) Applicants are required to fill out an application clearly and legibly.
(The course application result or follow-up activities after completion of the course will be notified to the email address an applicant gives in the application.)
- 3) Make sure to submit all the documents required for application.
(ex, Passport, Medical Reports etc.)

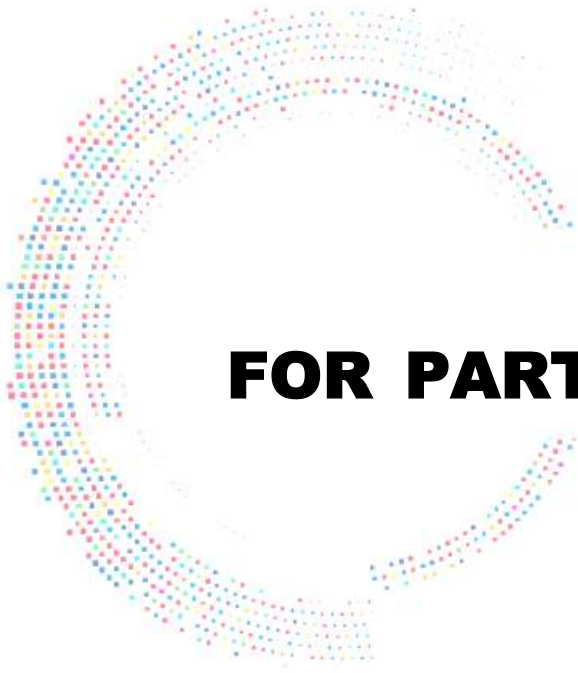
Step 3. SELECTION RESULT NOTIFICATION

※ **Overview of the Selection Process** ※



< Information for Successful Candidates >

- Successful candidates are required to submit Country Report no later than the deadline (For details, see the next page).



FOR PARTICIPANTS

PARTICIPANTS' MAJOR ACTIVITIES

All participants are requested to establish and present an Action Plan towards the end of the program. The Action Plan is one of the crucial program activities to which KOICA gives top priority. It is intended, firstly, to help program participants to come up with alternatives and solutions to the current issues and major challenges which participants' country/government/organizations are facing and, secondly, to plan what action participants should take in order to solve those challenges.

For a successful Action Plan, **the first step is to prepare a Country Report.** In preparing a Country Report before joining the KOICA training course, participants will have an opportunity to analyze their own countries' current issues and challenges as well as circumstances surrounding them. Preparation and presentation of a Country Report is part of the Action Plan building process in which participants will be involved throughout the program.

The second step is to build an Action Plan. With the Country Report in mind, participants are encouraged to develop an Action Plan by incorporating the observations, experiences, and findings from the program, specifically from lectures, discussions, study visits, or local field trip. During the Program Orientation Session, the Action Plan guidelines, including a PPT template for presentation, will be provided to participants with instructions on how to formulate concepts and ideas for composing a practical and feasible Action Plan.

The third step is to implement the Action Plan. After going back to their home country, participants should implement the Action Plan according to its specifics and timeline. Participants are advised to do follow-up activities such as knowledge-sharing workshops or presentations with colleagues.

	STEP 1	STEP 2	STEP 3
WHO	Participants individually or as a group		
WHEN	Before program	During program	After program
WHAT	Country Report	Action Plan	Follow-up activities
HOW	Preparation and presentation	Establishment and presentation	Implementation
WHY	To analyze each country/organization's current status and problems focusing on the program theme	To provide solutions to the identified problems and issues in the Country Report	To apply participants' Action Plan to work & share knowledge with colleagues

[STEP 1] COUNTRY REPORT

1. WHAT IS COUNTRY REPORT?

A Country Report is a pre-assignment prepared and submitted by participants before the course starts. Participants analyze their own countries' current issues and challenges as well as circumstances surrounding them, and share the findings with other participants and Korean experts in an effort to provide solutions to the identified problems and issues for their own countries.

2. HOW AND WHAT TO PREPARE

Participants are requested to prepare the Country Report individually or as a group and must submit it by the deadline specified below, so that it can be shared by lecturers in advance, before the program starts and also by fellow participants, moderators, discussants and Korean experts during the program in an effort to provide solutions to the identified problems and issues.

By when	Sep 27, 2019
In what format	Microsoft PowerPoint
To whom	Program Manager Nahyeon Gwon / eco@innobiz.or.kr
Which contents?	<p>Chapter 1. Understanding of Inno-BiZ certification system</p> <p>(1) What does INNOBIZ certification mean to the speaker from institution?</p> <p>(2) What is the expected ripple effect when INNOBIZ certification is applied to Peru?</p> <p>(3) Which problem can be an obstacle when INNOBIZ certification is applied to Peru?</p> <p>Chapter 2. Small and medium enterprise policy support system supported by Peruvian Government and Government related Associations</p> <p>(1) Introduction of SMEs Policy</p> <p>(2) Improvement Plan for SMEs (for the coming 3 years)</p> <p>Chapter 3. Policy support ideas for future certified companies</p> <p>Chapter 4. Opinion on other support programs of KOICA (Improvement Direction or Advice etc.)</p> <p>* The topics of Chapters 1-4 will be covered in the Action Plan.</p>

3. COUNTRY REPORT PRESENTATION

Each presentation should take no longer than 15 minutes or so, and use an adequate number of slides, or maximum 20 pages, with consideration of time constraints. Each Country Report presentation will be followed by a question and answer session which includes feedback from Korean experts. For more effective presentations, a projector, slide projector, overhead projector or multimedia TV will be available for use.

[STEP 2] ACTION PLAN

1. WHAT IS ACTION PLAN?

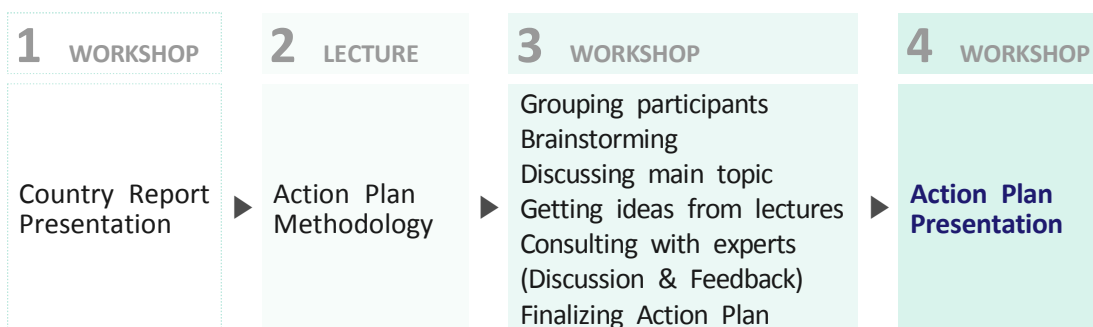
An Action Plan is a plan intended to help program participants provide alternatives and solutions to the issues and problems that are identified in the Country Report. A good Action Plan entails who will do what, when, and how in detail. Since the Action Plan's feasibility is very crucial, participants should thoroughly discuss with their supervisor(s) whether or not the main topic and direction are viable in advance.

Based on the observations and findings from the lectures, discussions, study visits, and a local field trip in Korea, participants will be asked to create an Action Plan in accordance with the Action Plan Guidelines to be provided. A session for developing and building the Action Plan will be held and the Action Plan guidelines will be provided to participants with instructions on how to formulate concepts and ideas for composing a practical and feasible Action Plan.

※ Note ※

- 1) Participants joining a second or third year course without attending the previous course or courses are required to review and understand the Action Plans by other participants in such course or courses in advance.
- 2) Participants may improve or develop the previous year's Action Plan, or build another Action Plan with a new topic.

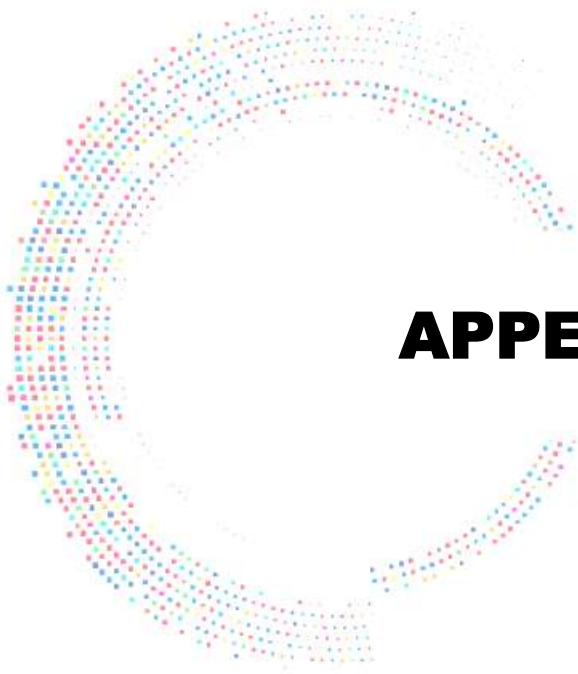
2. ACTION PLAN BUILDING PROCESS



- Applying knowledge acquired through lectures, study visits and discussions and working on measures to solve the issues or problems identified in the Country Report from various angles
- Building specific solutions as well as implementation plan together with a moderator during an Action Plan workshop

[STEP 3] FOLLOW-UP ACTIVITY

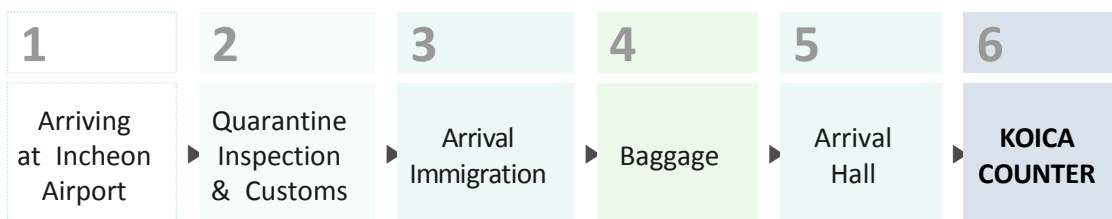
ACTION PLAN & PILOT PROJECT	Sharing the implementation status of the Action Plan with the training institute and KOICA (See Appendix: Contact) (An exemplary Action Plan is selected and financed by the training institute as a pilot project for implementation of the Action Plan)
KNOWLEDGE SHARING ACTIVITIES	Promoting knowledge spreading activities such as workshop and presentation to share knowledge acquired during the program and the Action Plan
ESSAY COMPETITION	Joining an essay competition held late in the year
KOICA CLUB ACTIVITIES	Taking part in an array of activities including joining KOICA Clubs in each country and community service after completion of the program
ONLINE NETWORKING	https://www.facebook.com/koica.icc Visiting KOICA Fellowship Community and continuing networking



APPENDIX

FROM AIRPORT TO ICC

✈ AT AIRPORT [Arrival Procedures]



※ KOICA will provide the Immigration Office at the Incheon International Airport with a list of participants' names, nationality, flight schedules, and other information regarding the Fellowship Program before arrival. Participants are advised to carry the **invitation letter** in which their status is written, and show the letter to the Immigration Officer in case the Officer asks for further identification.

KOICA COUNTER

To ensure that you receive appropriate help to safely get to the KOICA International Cooperation Center(ICC), two KOICA Counters are in service at each Terminal. At the KOICA Counter, KOICA staff will arrange your ride to the KOICA ICC.

AT INCHEON INTERNATIONAL AIRPORT TERMINAL 1 (IIAT 1)



Location

Next to Gate 1
(Counter No. 9-10)

Contact Info

Ms. Jin-Young YOON
Tel. : 82-32-743-5904

AT INCHEON INTERNATIONAL AIRPORT TERMINAL 2 (IIAT 2)



Location

In front of Gate 4
(Close to Arrival Gate B)

Contact Info

Ms. Seung-Young YAU
Tel. : 82-32-743-5905

CONTACT

<div> <div> KOICA </div> <div> Training Institute </div> </div>	+82-1899-4519 (CIAT Program HOT Line) http://www.koica.go.kr http://www.facebook.com/koica.icc	
	Program Manager Ms. Ju-young Park +82-31-740-0537 jyp1@koica.go.kr	CIAT Fellowship Program pilot project follow-up activities
	Program Coordinator Ms. Geunyoung Kim +82-31-777-2847 felicia@koworks.org	Arrival/departure-related issues
	Program Manager Ms. Nahyeon Gwon +82-31-628-9648 eco@innobiz.or.kr http://www.innobiz.or.kr	Course contents - Curriculum, lecture, lecturer, Country Report & Action Plan

Capacity Enhancement Program Department

Korea International Cooperation Agency

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<http://koica.go.kr>
