[2019-2021 Multi-year Program]

2020 KOICA Course Information(Online Training)

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

KOICA CiAT
Korea International
Cooperation Agency

INNOBIZ
이노비즈협회

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People, Peace, Prosperity ⁺PLANET

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 leave no one behind.

CIAT
Capacity Improvement and Advancement for Tomorrow

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 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 completion of the program, CIAT participants play a significant role in spreading Korea's commitment and goodwill towards their society.

2020 KOICA Online Fellowship Program

Due to the worldwide spread of COVID-19, many countries have taken preventive measures, including border closures, in an attempt to curb the additional spread of COVID-19. Accordingly, the feasibility of the normal practice of invitational training for this year remains uncertain.

In response to the current situation, Korea International Cooperation Agency (KOICA) has recently launched new online training program. The main objective is to help each partner government facilitate training of fellows during this period of widespread COVID-19. This practice takes reference from the Korean government's experience of successfully managing COVID-19 as a nation and encouraging remote activities. Additionally, KOICA will continue to support partner countries with remote learning programs, seeking to establish a framework regarding distance learning when the current health crisis is brought under control.

To help ensure continuity in capacity building of fellow participants, KOICA will provide a wide range of online learning materials with accompanying guidelines. KOICA plans to design, operate, and evaluate online training courses taking into account the overall conditions of partner countries and the subjects of each program.
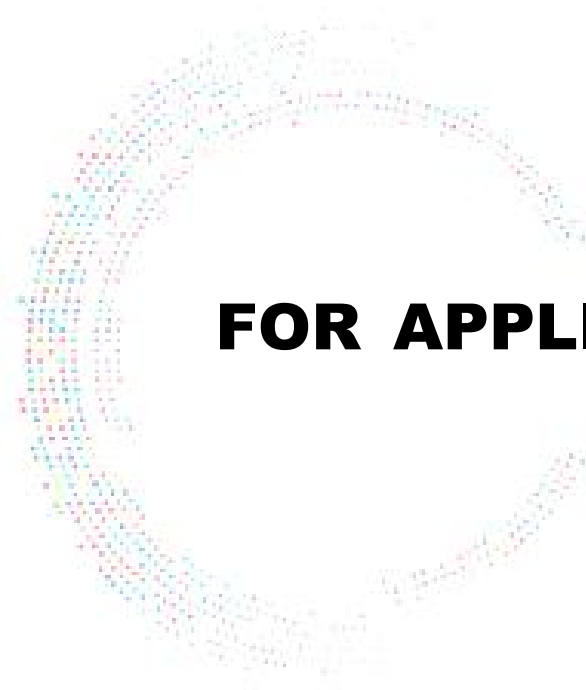
FOR APPLICANTS

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/Invitational)	**SECOND-YEAR COURSE** (2020/Online)	**THIRD-YEAR COURSE** (2021/Local or Invitational)
TARGET	Peru's officers related to SMEs(Peruvian production and agency officials, key economic organization practitioners)	Participants in the 1st year training course, additional practitioners, and corporate valuation experts	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	· Invitational Training	· Online Training · Online discussion	· Invitational or Local(on-site) Training · Workshop for Final Check
OUTPUT	· Action Plan · Innobiz certified enterprise support system	· Revised Action Plan & Mid-outcome · Innobiz certification evaluation index	· Revised Action Plan & Final Outcome · Pilot test

(Selecting the best Action Plans and implementing on-site program)

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

ONLINE 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

: July 22 (Wed) - July 31(Fri), 2020 (10 days)

3. LANGUAGE : Spanish

4. LOCATION

1) Online Training (July 22 (Wed) - July 31(Fri)) : Participants' workplace or home which has a quiet atmosphere and internet access

2) **Real-time Online** Training (July 23(Thu), July 28(Tue), July 30 (Thu), July 31(Fri)) :

* The schedule is tentative.

5. PARTICIPANTS: 21 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. *(IT literacy) Have working knowledge of computers and related digital technology and perform basic tasks such as operating software systems, platforms and other communication programs (Windows, MS Office, email, etc.);*
	6. (Original place of employment) Target ministries(MOP) or organizations(including government organizations and government related associations);
	7. (Position) Be a government employee and government related association employee in a managerial/working level position;
	8. (Relevant work experience) Have over 5 years of experience on SMEs;
	9. (Language capability) Sufficient proficiency in written and spoken English to actively participate in seminars and write an Action Plan
PREFERABLE	10. Working knowledge of computers and PowerPoint software
	11. Participants in the first year course
RECOMMENDED	12. Have easy access to internet

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

6. ONLINE COURSE PLATFORMS

: INNOBIZ Association's self-developed platform or Google Classroom

◎ INNOBIZ Association's self-developed platform: Participants will receive an invitation link through email to join a class.
◎ Google Classroom : Participants will receive an invitation link through email to join a class.

7. BENEFIT

: IT devices for online education

8. CURRICULUM

MAIN LECTURES & DISCUSSIONS	Remarks
Module 1. Understanding of Project Overview	
● *Introduction of KOICA and ODA Project* ● *Introduction of INNOBIZ Certification System* ● *Evaluation System and Process*	Summary and review of the first year course contents
Module 2. SME Support Policy	
● *MSS(Ministry of Startups and SMEs) Project* ● *INNOBIZ Certified Companies Supporting Project*	Summary and review of the first year course contents
Module 3. Certification Index and its Application	
● *Operation of Research Institutions* ● *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* ● *Case Study on Certification Acquisition*	In-depth study
Module 4. Country Report and Action Learning / Plan	
● Brainstorming for Peruvian INNOBIZ Certification ● Action Plan Building - 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	Participants in the first year course should develop data for the first year.
EXTRACURRICULAR ACTIVITIES	
● *Brainstorming for Peruvian INNOBIZ Certification* ● Discussion	

9. 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

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.
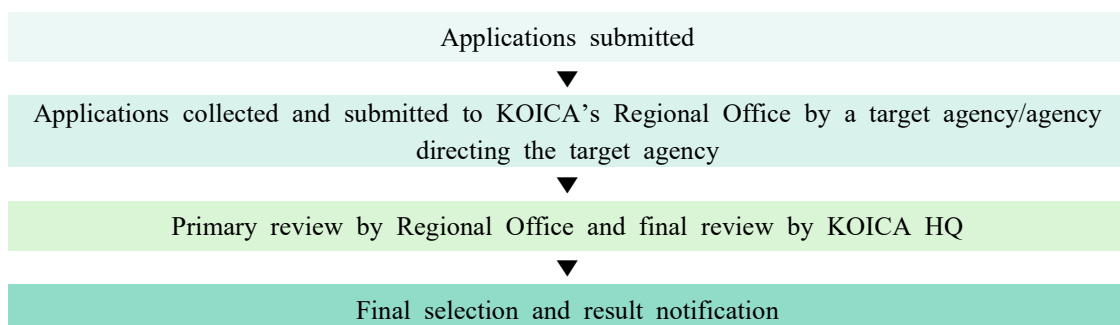

※ Instructions for filling out an application ※

1) Fill in all entries in the application form, including email address , **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.

▶ For inquiries regarding how to submit an application, please contact KOICA Regional Office or Korean Embassy (if KOICA Office is unavailable).

Step 3. RECEIVE NOTIFICATION OF SELECTION RESULT

- KOICA headquarters will notify finally selected candidates to their email address.

※ Overview of the Selection Process ※

Applications submitted
▼
Applications collected and submitted to KOICA's Regional Office by a target agency/agency directing the target agency
▼
Primary review by Regional Office and final review by KOICA HQ
▼
Final selection and result notification

< 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 and discussions. 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 completion of the training, 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	Presentation and Submission	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	July 13, 2020
In what format	Microsoft PowerPoint
To whom	Program Manager Nahyeon Gwon / eco@innobiz.or.kr
Which contents?	**Chapter 1. Understanding of Innobiz Certification System** (1) What does Innobiz certification mean to the participant? (2) What is the expected ripple effect when Innobiz certification is applied to Peru? (3) Which problem can be an obstacle when Innobiz certification is applied to Peru? **Chapter 2. SME Policy Support by Peruvian Government and Government related Associations** (1) Introduction of SMEs Policy (2) Improvement Plan for SMEs (for the coming 3 years) **Chapter 3. Policy Support for Future Certified Companies** **Chapter 4. Views and Opinions on KOICA's other support programs (Improvement direction, advice, etc.)** * The topics of Chapters 1-4 will be covered in the Action Plan. * Participants in the first year course should develop data for the first year.

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.

[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 and discussions, 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.
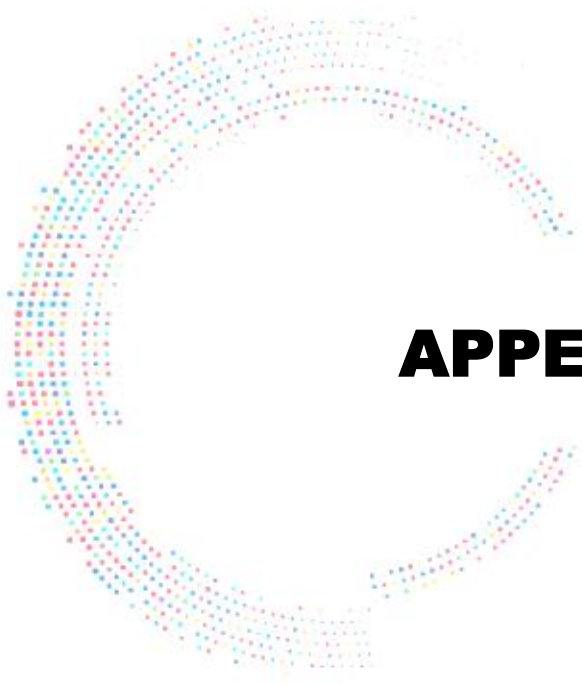2) Participants may improve or develop the previous year's Action Plan, or build another Action Plan with a new topic.

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2. ACTION PLAN BUILDING PROCESS

1 WORKSHOP		**2** LECTURE		**3** WORKSHOP		**4** WORKSHOP
Country Report Presentation	▶	Action Plan Methodology	▶	Grouping participants Brainstorming Discussing main topic Getting ideas from lectures Consulting with experts (Discussion & Feedback) Finalizing Action Plan	▶	**Action Plan Presentation**

- Applying knowledge acquired through lectures 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 will be 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 will be 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* Having an opportunity to participate in KOICA Fellowship Community and to continue networking

APPENDIX

CONTACT

KOICA	http://www.koica.go.kr http://www.facebook.com/koica.icc	
	*Program Manager **Ms. Jina HAN*** *+82-31-740-0536* *jhan@koica.go.kr*	CIAT Fellowship Program Pilot Project Follow-up Activities
	*Program Coordinator **Ms. Dajung LIM*** *+82-31-777-2853* *djlim@koworks.org*	General Support for Course Management
	KOICA Peru Office *+51-1-627-5050(~1)* *peru@koica.go.kr*	*Tech Support, Orientation, etc.*
Training Institute	*Program Manager **Ms. Nahyeon Gwon*** *+82-31-628-9648* *eco@innobiz.or.kr* *http://www.innobiz.or.kr*	*Course Contents & Management* *- Curriculum, Learning Progress* * Monitoring, Pre-recorded* * Video Lecture, Lecturer,* * Real-time Country Report &* * Action Plan Workshop*