



經濟部中小企業處

seda 
SMALL ENTERPRISE DEVELOPMENT AGENCY
a member of the etl group

中華民國經濟部中小企業處
與
南非貿易工業部中小企業發展局
協議備忘錄

協議備忘錄序號：L2009/736

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前言

鑒於中小企業處認可中小企業發展局 2004 年第 29 號國家小型企業法修正案所列各項目標及功能所擔負之角色與職掌。

鑒於中小企業發展局完全明瞭中小企業處建立有利於中小企業成長環境所擔負之角色與職掌，及依該處中小企業發展條例所負之責任。

中小企業處與中小企業發展局（以下簡稱「雙方」）協議如下：

第 1 條 合作項目

- 。1. 中小企業處同意提供臺灣發展小型企業經驗等專業技術與資源，以協助中小企業發展局發展南非小型企業。

前開工作為協助中小企業發展局學習學院發展該局從業人員專業技能。

中小企業處同意與中小企業發展局學習學院合作協調在臺灣境內執行「國際最佳典範推廣計畫：學習臺灣經驗」課程。

中小企業發展局同意按照本協議備忘錄規定及附件 A 部分所詳列之各項條件接受技術支援。

- 。2. 中小企業處：
 - (1) 將於計畫提供支援過程中，與中小企業發展局及駐南非共和國臺北聯絡代表處保持密切聯繫。
 - (2) 將以社團法人中國青年創業協會總會(以下簡稱青創總會)為窗口，協助中小企業發展局辦理在

臺訓練所涉經費之核銷事宜。費用並以課程文書、場地、午餐、茶點、相關支援費用等項目為限。

(3) 就附件 A 所列各階段技術與後勤支援部分，提供協助。

3. 中小企業發展局：

(1) 於計畫之規劃與執行過程中，與駐南非共和國臺北聯絡代表處及中小企業處保持密切聯繫。

(2) 負擔該局學員參加計畫所需費用。

(3) 確保參加人員遵守臺灣法律規定。

(4) 確保參加人員備妥有效旅行文件及簽證。

(5) 確保參加人員符合各項醫療/健保規定。

(6) 確保全體參加人員於課程結束後立即返國。

(7) 於課程結束後依據青創總會開立發票付費，相關預算與付費期程請參見附件 B。

第 2 條 效期

本協議備忘錄自後簽署之日起生效，有效期限為 3 年；任一方如未在效期屆滿 6 個月前以書面通知他方終止本協議備忘錄，其效期應自動延長 3 年。

第 3 條 準據法

本協議備忘錄以臺灣法律為準據法，並從其解釋。

第 4 條 不可抗力與意外事件

凡因非當事人所能合理控制之因素，致使中小企業處或中小企業發展局無法履行其依本合作協議備忘錄之義務者，一概無須承擔責任。

第 5 條 修正

締約雙方對本協議備忘錄所做之任何修正，應以雙方間換文方式為之。

本協議備忘錄以中文及英文作成，兩種文字同一作準，倘解釋發生歧異，以英文本為準。

第 6 條 定義與解釋

為此，雙方代表各經充分授權，爰於本協議備忘錄簽字，以昭信守。下列用語悉依以下定義解釋，其同源用語亦按對應之定義解釋：

- | | |
|-------------|---|
| (1) 「本法」 | 1996 年第 102 號國家小型企業法（及其依 2003 年第 26 號國家小型企業法修正案以及 2004 年第 29 號國家小型企業法修正案修正之內容）； |
| (2) 「生效日」 | 雙方完成簽署之日，或雙方合意之其他日期； |
| (3) 「MOA」 | 雙方協商簽署之協議備忘錄； |
| (4) 「計畫」 | 係指「國際最佳典範推廣計畫：學習臺灣經驗」 |
| (5) 「雙方」 | 經濟部中小企業處及南非貿易工業部中小企業發展局； |
| (6) 「Seda」 | 南非貿易工業部於 2004 年 12 月依本法為支援南非小型企業所成立之中小企業發展局； |
| (7) 「南非」 | 南非共和國； |
| (8) 「SMMEs」 | 微型及中小型企業； |

在見證者瞭解下，本協議備忘錄將由正式代表人簽署。

中小企業處

2009 年... 10 ... 月 ... 23 ... 日在... 臺北 ... 簽署

代表人賴杉桂處長

賴杉桂

見證人：

駐南非共和國臺北聯絡代表處傅迪代表

傅迪

中小企業發展局

2009 年 NOVEMBER 月 ... 18th ... 日在... PRETORIA ... 簽署

代表人 Charles Anthony WYETH 營運長

Charles Anthony WYETH

見證人：

南非聯絡辦事處梅逸柏代表

梅逸柏

經濟部中小企業處：

地址：中華民國台北市 10646 羅斯
福路 2 段 95 號 3 樓

電話號碼：+ 886-2-2368-6858

傳真：+ 886-2-2367-1134

南非貿易工業部中小企業發展局：

地址：The dti campus, Block G, 77
Meintjies Street, Sunnyside,
Pretoria, Republic of South
Africa.

電話號碼：+ 27-12-441-1000

傳真：+ 27-12-441-2064/1

附件 A

2009 年專案規劃

中小企業處目標：

- 中小企業發展計畫及法規擬訂事項。
- 中小企業輔導、考核事項。
- 中小企業調查、研究事項。
- 中小企業生產技術改進、訓練及相關事項。
- 中小企業經營、管理之改善及融資輔導事項。
- 其他有關中小企業發展輔導事項。

中小企業處功能：

- 營造優質中小企業發展環境。
- 強化中小企業經營管理輔導功能。
- 建構中小企業創業育成平台。
- 提升中小企業科技資訊應用能力。
- 整合中小企業財務融通機制。

中小企業發展局目標：

- 規劃及執行各類發展支援計畫；
- 推動服務供應網絡，以提升小型企業對南非經濟貢獻，並推動經濟成長、增加就業機會、促進社會公平；
- 全面強化以下能力：
 - 服務業者支援小型企業能力；
 - 小型企業於國內外之競爭力。

中小企業發展局功能：

- 執行國家政府小型企業發展政策；

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- 規劃與執行一套全國標準化小型企業發展服務供應網絡，整合各層級政府機關中由政府出資設立之小型企業支援單位；
- 規劃及執行各類小型企業發展支援計畫；
- 建立省級組織架構，以確保有效執行本法第 10 條規定之各項功能。

1. 專案定義

中小企業處與中小企業發展局同意透過本專案計畫，分享臺灣小型企業提供商業支援方面之經驗、知識、心得與資訊，藉此合作提升南非中小企業發展局企業顧問之專業技能。

1.1 專案名稱：國際最佳典範推廣計畫：學習臺灣經驗

2. 目標

。計畫管理必須達成以下目標：

- 整體目標為介紹分享臺灣成功執行小型企業發展政策方法及技能，以提升中小企業發展局企業顧問之專業技能。
- 中小企業發展局企業顧問專業技能提升後，將可為南非小型企業提供更優異之服務。

3. 工作範疇

3.1 專案範疇：

工作範疇包括：

3.1.1 任務 1：3 名中小企業發展局代表在臺灣進行課程規劃：

- 與中小企業處及其他參與者規劃課程。
- 發掘及確認相關且合適之課程講授人員。
- 發掘及確認有意參訪之相關機構。
- 選擇準備納入計畫之合適專案、參訪行程及個案研究。
- 確認中小企業處專案經理人人選。
- 確認計畫後勤安排。

。 3.1.2. 任務 2：課程執行將包括 25 名中小企業發展局代表、該局專案經理及培訓協調員各 1 名

- 選派代表
- 代表籌備事宜
- 後勤安排
- 協調正式發表事宜
- 在臺灣之專案管理
- 課程評估

3.2 組織範疇：

計畫範圍將涵蓋南非中小企業發展局派駐全國 9 省之企業顧問。計畫大綱如下。

4. 服務時程

- 4.1 規劃為期 5 天之「國際最佳典範推廣計畫」。
- 4.2 協調計畫並舉辦說明會。
- 4.3 於臺灣執行「國際最佳典範推廣計畫」。
- 4.4 提交結案及評估報告。

5. 里程碑時程



項次	內容	預訂完成日期
1.	規劃課程計畫	2009 年 7 至 8 月
2.	於南非豪登省協調計畫並舉辦說明會	2009 年 10 月
3.	於臺灣執行計畫	2009 年 10 月
4.	提交結案報告(含改進建議)	2009 年 12 月

6. 國際最佳典範推廣計畫:學習臺灣經驗

日期 Date	時間 Time	活動內容 Activities	發表者 Presenter	地點 Venue
10月18日		抵臺		
10月19日	09:00-09:30	赴台大集思會議中心 Travel to GIS NTU Convention Centre		台大集思會議中心 GIS NTU Convention Centre B1, 85, Sec. 4, Roosevelt Rd., Da-an Dist., Taipei
	09:30-12:20	參加 2009 創業育成國際論壇 2009 International Entrepreneurship and Incubator Forum	<ul style="list-style-type: none"> • Donna Kelley Associate Professor of Entrepreneurship, Babson College • Kristie Seawright Executive Director, GEM 	
	12:20-13:30	午餐 / Lunch		
	13:30-14:00	赴中國青年創業協會總會 Travel to China Youth Career Development Association Headquarters (CYCDA)		
	14:00-14:30	始業式 Welcome and Official Opening	SA Liaison Office & Seda & SMEA	中國青年創業協會總會 CYCDA
	14:30-15:30	臺灣中小企業發展模式與現況 Taiwan Model for Small and Medium Enterprise Development: An overview <ul style="list-style-type: none"> • Policy Framework • Institutional Support Framework • Roles and Responsibilities of SMEA Question and Answer session	經濟部中小企業處 SMEA	12F, 150, Sec. 1, Heping W Rd., Zhongzheng Dist., Taipei
	15:30-16:00	休息 / Break		
	16:00-17:00	中華民國中小企業協會之角色 The Role of the National Association of Small and Medium Enterprises, R.O.C. (NASME) Question and Answer session	社團法人中華民國中小企業協會 NASME	

10月20日	09:00-09:30	赴中國青年創業協會總會 Travel to CYCDA		
	09:30-10:30	青年創業 Youth Entrepreneurship <ul style="list-style-type: none"> Youth Career Development Association Youth Enterprise Development Programmes 	中國青年創業協會總會 CYCDA	中國青年創業協會總會 CYCDA 12F, 150, Sec. 1, Heping W Rd., Zhongzheng Dist., Taipei
	10:30-11:00	休息 / Break		
	11:00-12:00	Youth Entrepreneurship(continued) <ul style="list-style-type: none"> Business Advisory Support Question and Answer session	中國青年創業協會總會 CYCDA	
	12:00-13:00	午餐 / Lunch		
	13:00-14:00	中小企業財務諮詢服務 Business and Financial Advisory / Consultancy Service to Small and Medium Enterprises <ul style="list-style-type: none"> Role of the Small Business Integrated Assistance Centre (SBIAC) Question and Answer session	財團法人臺灣中小企業聯合輔導基金會 (中小企業聯合輔導中心) SBIAC	
	14:00-15:00	中小企業信用保證基金之角色 Role of Small and Medium Enterprise Credit Guarantee Fund (SMEG) Question and Answer session	中小企業信用保證基金 SMEG	
	15:00-15:30	休息 / Break		
	15:30-17:00	中小企業所需之核心資訊服務 Information service as a core delivery to Small and Medium Enterprises <ul style="list-style-type: none"> Role of the Information Service Industry Association of R.O.C. (CISA) Question and Answer session	中華民國資訊軟體協會 CISA	
10月21日	08:00-09:00	赴中國生產力中心 Travel to China Productivity		

		Centre (CPC)		
	09:00-10:00	協助中小企業提高生產力與育成支援:企業顧問與諮詢服務之角色 Productivity Improvement and Incubation Support to Small and Medium Enterprise: the Role of Business Advisory/Consultancy Services • Role of the China Productivity Centre	中國生產力中心 CPC	中國生產力中心 CPC 2F, 79, Sec. 1, Sintai 5th Rd., Xizhi City, Taipei
	10:00-10:30	休息 / Break		
	10:30-11:30	Role of the China Productivity Centre – (continued) • Inter active session on the role of the Business Advisor in Productivity Improvement	中國生產力中心 CPC	
	11:30-13:00	午餐 / Lunch		
	13:00-13:30	赴南港軟體育成中心 Travel to Nankang Software Park		
10月22日	13:30-17:00	參訪育成中心 Best Practice Visits to Incubation Centre - • Nankang Software Incubator Centre • Nankang Bio-tech Incubator centre • Taiwan Design Centre	南港軟體育成中心 NSIC 南港生技育成中心 NSIC 台灣創意設計公司 TDC	南港軟體園區 Nankang Software Park 4F, 19-11-E, Sanchong Rd., Nangang Dist., Taipei
	08:30-09:00	赴財團法人中衛發展中心 Travel to CSD		
	09:00-10:30	赴財團法人中衛發展中心簡報 Presentation by Corporate Synergy Development Centre • The role of the CSD • Industry support through Consultants/Experts 一鄉鎮一特產計畫簡報及案例研討 Case Study: Taiwan One Town One Product (OTOP) Programme • Yingge Pottery Industry – Counselling Strategy and	財團法人中衛發展中心 CSD	財團法人中衛發展中心 CSD 7F, 8, Tun Whan N. Rd., Taipei

		Counselling Achievement		
		Question and Answer session		
	10:30-11:30	赴鶯歌 Travel to Yingge		
	11:30-12:30	午餐 / Lunch	鶯歌 / Yingge	鶯歌 / Yingge
	12:20-12:30	赴陶瓷博物館 Leave for Yingge Ceramics Museum		
	12:30-13:50	參訪陶瓷博物館 Best Practice Visit	鶯歌陶瓷博物館 Yingge Ceramics Museum	鶯歌陶瓷博物館 Yingge Ceramics Museum 200, Wunhua Rd. Yingge Township, Taipei
	13:50-14:00	赴參訪企業 Leave for SME Visits		
	14:00-17:00	參訪中小型陶瓷企業 SME Visits in Yingge- <ul style="list-style-type: none"> • Shu & W's Cera / Gaiety Trust International Co. Ltd • Anta Pottery Art Co., Ltd 		新旺陶藝紀念館 Shu & W's Cera 81, Jianshanpu Rd. Yingge Township, Taipei 安達陶藝技術有限 公司 Anta Pottery Art Co., Ltd 185, Yongchang St. Yingge Township, Taipei
10月23日	08:30-09:00	赴中華整廠發展協會 Travel to Taiwan Turnkey Project Association (TTPA)		
	09:00-10:00	整廠輸出－對新創事業之看法 Turnkey Projects – Ideas for Business Ventures/Start-ups <ul style="list-style-type: none"> • Presentation by TTPA • Presentation by Senior Experts Development Association Question and Answer session	中華整廠發展協會 TTPA	中華整廠發展協會 TTPA 5F, 110, Hwai-Ning St., Zhongzheng Dist., Taipei

	10:00-10:30	赴安口食品機械股份有限公司 Travel to ANKO FOOD MACHINE CO., LTD		
	10:30-12:30	參訪安口食品機械股份有限公司 Visit to Turnkey Project – Study Production processes Question and Answer session Evaluation forms	中華整廠發展協會及 安口食品機械股份有限公司 TTPA & ANKO FOOD MACHINE CO., LTD	安口食品機械股份有限公司 ANKO FOOD MACHINE CO., LTD 5F, 52, Lane 148, Li-De Street, Chun Ho City, Taipei
	12:30-13:00	赴中國青年創業協會總會 Travel to CYCDA for lunch and official closing		
	13:00	結業式暨頒發證書 Lunch and Official Closing - Certification Ceremony	南非聯絡辦事處 SA Liaison Office & Seda & SMEA	中國青年創業協會 總會 CYCDA 12F, 150, Sec. 1, Heping W Rd., Zhongzheng Dist., Taipei
10月24日		離臺 Departure to South Africa		

附件 B

1. 專案預算與付費期程

1.1 以下費用估算將由中小企業發展局負擔：

活動項目	預估經費
說明會（當地飛機、住宿、餐費、場地費及公事包）	R153,904.00
飛機－國際航線經濟艙等 (R8571X27)	R231,417.00
交通保險費用(R240.00/人)	R6,480.00
支援費 (R25,000)及場地費(估計 R20,000)－上限	R45,000.00
住宿費－麗都飯店 6 晚 (含早餐) (R5,778.00/人 X 27 人)	R156,006.00
團員零用金 (\$100 X 7,93467 X 6 X 27)	R128,541.65
飯店及機場接駁 (10/18 & 10/24)	R8,585.00
司機費(10/19-23)－估計每日上限 R5,680.00	R28,400.00
總計	R758,333.65
匯率：1 南非幣=4.5 臺幣	NT\$3,412,501

- 1.2 有關青創總會代為支應中小企業發展局在臺訓練及相關衍生費用，該局將於課程結束後，於青創總會開立發票後 14 天內支付。

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Small and Medium Enterprise Administration
Ministry of Economic Affairs



MEMORANDUM OF AGREEMENT

BETWEEN

SMALL AND MEDIUM ENTERPRISE ADMINISTRATION

MINISTRY OF ECONOMIC AFFAIRS, REPUBLIC OF CHINA (TAIWAN)

AND

SMALL ENTERPRISE DEVELOPMENT AGENCY

REPUBLIC OF SOUTH AFRICA

MOA Number: L2009/736

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PREAMBLE

WHEREAS Small and Medium Enterprise Administration (hereinafter referred to as "SMEA") fully recognises and appreciates the role and accountability of Small Enterprise Development Agency (hereinafter referred to as " Seda") towards achieving the objectives and functions stipulated in the National Small Business Amendment Act 29 of 2004,

WHEREAS Seda fully recognises and appreciates the role and accountability of SMEA towards creating an environment beneficial to the establishment and growth of small and medium enterprises responsible according to the Small and Medium Enterprise Development Statute of 1991,

SMEA and Seda (hereinafter referred to as "the Parties") agree as follows:

Article 1

OBJECTIVES OF COOPERATION

- 1 SMEA has agreed to make available its technical expertise, resources and training programmes to support Seda in developing South African Small Enterprises.

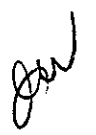
This would be done, but not limited to, assisting Seda's Learning Academy to develop the skills of Seda practitioners.

SMEA has agreed to partner with Seda's Learning Academy to jointly co-ordinate the "International Best Practice Exposure Programme: Learning from the Taiwan Experience" course in Taiwan.

Seda has agreed to accept the technical support subject to the conditions stipulated hereinafter and also as outlined in Annexure A of this Memorandum of Agreement.

2 SMEA:

- (1) shall liaise closely with Seda and the Taipei Liaison Office in the Republic of South Africa in support of programmes
- (2) will designate China Youth Career Development Association Headquarters (hereinafter referred to as "CYCDA") as the contact window to invoice Seda for the costs incurred in the delivery of programmes substantiated with relevant documentation. Costs will be limited to venues, lunch, refreshments, and facilitation fees in Taiwan.
- (3) shall provide technical and logistical support in various phases of the programme as stated in Annexure A.



3 Seda:

- (1) shall liaise closely with the Taipei Liaison Office in the Republic of South Africa and SMEA in the design and implementation of programmes
- (2) shall be responsible for the cost of the programme for its participants
- (3) will ensure that participants comply with Taiwanese rule of law
- (4) will be responsible for ensuring that the participants have valid travel documents and visas
- (5) will be responsible for ensuring that the participants have complied with medical/health requirements
- (6) will ensure that all participants return to South Africa upon completion of the course
- (7) shall make payment to CYCDA in terms of the Project Budget and Payment Schedule attached hereto as Annexure B.

Article 2

DURATION

This Memorandum of Agreement shall enter into force upon the later signature and shall remain in force for a period of three years and shall be automatically extended for another three years, if neither Party gives a written notice six months in advance to terminate.

Article 3

• GOVERNING LAWS

This Memorandum of Agreement shall be governed and interpreted in accordance with the laws of Taiwan.

Article 4

VIS MAJOR AND CASUS FORTUITUS

Neither SMEA nor Seda shall be liable in any way for failure to implement their respective obligations under this Memorandum of Agreement if the failure is due to causes beyond the reasonable control of the Party.

Article 5

AMENDMENT

Any amendment to this Memorandum of Agreement agreed upon by the Parties shall be done by an exchange of letters between them.

Handwritten signature and initials in the bottom right corner of the page.

Signed in duplicate in the Chinese and English languages. Both versions are equally authentic. In case of any divergence of interpretation, the English version shall prevail.

Article 6

DEFINITIONS AND INTERPRETATION

6.1 The following terms shall have the meanings assigned to them hereunder and cognate expressions shall have corresponding meanings, namely -

- | | | |
|-------|------------------|--|
| 6.1.1 | "Act" | the National Small Business Act No. 102 of 1996 (as amended by the National Small Business Amendment Act No. 26 of 2003 and the National Small Business Amendment Act No. 29 of 2004); |
| 6.1.2 | "effective date" | the date of signature of this agreement by the last party or such other date as may be agreed to by the parties; |
| 6.1.3 | "MOA" | the written Memorandum of Agreement concluded and signed by the Parties |
| 6.1.4 | "Programme" | refers to the "International Best Practice Exposure Programme: Learning from Taiwan's Experience" |
| 6.1.5 | "Parties" | SMEA and Seda; |
| 6.1.6 | "Seda" | the Small Enterprise Development Agency, the Department of Trade and Industry's agency for supporting small business in South Africa, established in December 2004 in accordance with the Act; |
| 6.1.7 | "South Africa" | the Republic of South Africa; |
| 6.1.8 | "SMMEs" | means Small, Micro and Medium Enterprises; |

In witness whereof, the undersigned, being duly authorized, have signed this
Memorandum of Agreement.

SMEA

SIGNED AT... TAIPEI ... THIS TWENTY-THIRD DAY
OF OCTOBER 2009

duly represented herein by Sun-Quae LAI in his capacity as Director
General being duly authorised thereto

Robert S. Q. Lai

Signature: Sun-Quae LAI

As witness:

Ti FU, Representative, Taipei Liaison Office in the Republic of South Africa

Ti FU

Signature: Ti FU

Law

Seda

SIGNED AT PRETORIA THIS 18th DAY
OF NOVEMBER 2009

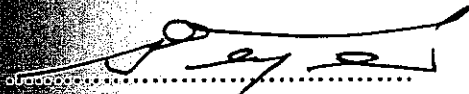
duly represented herein by Charles Anthony WYETH in his capacity as
Chief Operations Officer being duly authorised thereto



Signature: Charles Anthony WYETH

As witness:

Petrus MEYER, Representative, Liaison Office of the Republic of South
Africa



Signature : Petrus MEYER

SMEA:

Physical Address

3F, No.95, Sec.2, Roosevelt
Road Taipei 10646, Republic of
China (Taiwan)

Telephone number +886-2-2368-6858

Facsimile +886-2-2367-3883

Seda:

Physical Address

The dti campus, Block G
77 Meintjies Street, Sunnyside
Pretoria, Republic of South Africa

Telephone number +27-12-441-1000

Facsimile +27-12-441-2064/1

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PROJECT PLAN IN 2009

The Functions of SMEA:

- To formulate plans for the development of SME's and relevant legislation
- To provide guidance to and undertake the inspection of SME's
- To undertake surveys and research related to SME's
- To provide assistance for the improvement of SME's production technology, training and other related matters
- To provide guidance with respect to the improvement of SME operation and management, financing, etc
- The provision of guidance in other areas related to SME development

The Functions of SMEA:

- To create a healthy environment for the development of SME's
- To strengthen the SME's management guidance function
- To build a platform for enterprise start-up and incubation
- To enhance SME's information technology capabilities
- To integrate the SME financing mechanism

The Objectives of Seda:

- To design and implement development support programmes;
- To promote a service delivery network that increases the contribution of small enterprises to the South African economy, and promotes economic growth, job creation and equity; and
- To generally, strengthen the capacity of-
 - ⊙ service providers to support small enterprises; and
 - ⊙ small enterprises to compete successfully domestically and internationally

The Functions of Seda:

- To implement the policy of national government for small enterprise development;
- To design and implement a standard national delivery network that must uniformly apply throughout the Republic in respect of small enterprise development, integrating all government-funded small enterprise support agencies across all spheres of government;
- To design and implement small enterprise development support programmes; and
- To establish provincial structures to ensure the effective implementation of its functions as defined in section 10 of the Act.

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Project Definition

SMEA and Seda have agreed to co-operate in a joint programme to enhance the skills of Seda Business Advisors through sharing of the Taiwan experience, knowledge, insight and information in the area of business support to small enterprises

1.1 Project Title

International Best Practice Exposure Programme: Learning from the Taiwan Experience

2. Objectives

The programme will be managed with the following objectives in mind:

- o The overall objective is to enhance the skills of Seda Business Advisors by exposing them to the methodologies that are utilised and the competencies that are needed for the successful implementation of Taiwan's small enterprises offerings.
- o The enhanced skills of Seda Business Advisors would translate into improved services for South African small enterprises

3. Scope of Work

3.1 Project Scope

The scope of work includes the following:

3.1.1 Task 1: Course design in Taiwan (3 Seda delegates):

- Design the course with SMEA and other role players in Taiwan
- Identify and confirm relevant suitable course presenters
- Identify and confirm relevant institutions to visit
- Select appropriate projects, site visits and case studies to include in the programme
- Confirm Project Manager for SMEA
- Finalise logistical arrangements for the programme

3.1.2 Task 2: Course Implementation (25 Seda delegates; 1 Seda Project Manager ; 1 Seda Logistics Co-ordinator)

- Selection of delegates
- Preparation of delegates
- Logistical arrangements
- Co-ordinate official launch
- Project Manage programme in Taiwan
- Course evaluation



3.2 Organizational Scope

The scope of the programme will involve Business Advisors from all nine Provinces

- in South Africa. The programme outline is attached as follows.

4. Schedule of Services

- 4.1 Design the 5 day "International Best Practice Exposure Programme"
- 4.2 Co-ordinate official Launch and delegate briefing session
- 4.3 Conduct 1 "International Best Practice Exposure Programme" in Taiwan
- 4.4 Submit a completion / evaluation report

5. Milestone Schedule

Item	Description	Target Completion Date
1.	Design the workshop programme	July / August 2009
2.	Co-ordinate the official Launch and delegate briefing session in Gauteng	October 2009
3. ◦	Conduct the programme in Taiwan	October 2009
4.	Submit completion report with recommendations for improvements	December 2009

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
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6. INTERNATIONAL BEST PRACTICE EXPOSURE PROGRAMME: LEARNING FROM THE TAIWAN EXPERIENCE

Date	Time	Activities	Presenter	Venue
18 October (Sun.)		Arrival at Taoyuan International Airport		
19 October (Mon.)	09:00-09:30	Travel to GIS NTU Convention Centre		
	09:30-12:20	2009 International Entrepreneurship and Incubator Forum	<ul style="list-style-type: none"> • Donna Kelley Associate Professor of Entrepreneurship, Babson College • Kristie Seawright • Executive Director, Global Entrepreneur Research Association 	GIS NTU Convention Centre B1, 85, Sec. 4, Roosevelt Rd., Da-an Dist., Taipei
	12:20-13:30	Lunch		
	13:30-14:00	Travel to China Youth Career Development Association Headquarters (CYCDA)		
	14:00-14:30	Welcome and Official Opening	SA Liaison Office & Seda & SMEA	CYCDA 12F, 150, Sec. 1, Heping W Rd., Zhongzheng Dist., Taipei
	14:30-15:30	Taiwan Model for Small and Medium Enterprise Development: An overview <ul style="list-style-type: none"> • Policy Framework • Institutional Support Framework • Roles and Responsibilities of SMEA Question and Answer session	SMEA	
	15:30-16:00	Tea		

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20 October (Tue.)	16:00-17:00	The Role of the National Association of Small and Medium Enterprises, R.O.C. (NASME) Question and Answer session	NASME	
	09:00-09:30	Travel to CYCDA		
	09:30-10:30	Youth Entrepreneurship <ul style="list-style-type: none"> Youth Career Development Association Youth Enterprise Development Programmes 	CYCDA	CYCDA 12F, 150, Sec. 1, Heping W Rd., Zhongzheng Dist., Taipei
	10:30-11:00	Tea		
	11:00-12:00	Youth Entrepreneurship(continued) <ul style="list-style-type: none"> Business Advisory Support Question and Answer session	CYCDA	
	12:00-13:00	Lunch		
	13:00-14:00	Business and Financial Advisory / Consultancy Service to Small and Medium Enterprises <ul style="list-style-type: none"> Role of the Small Business Integrated Assistance Centre (SBIAC) Question and Answer session	SBIAC	
	14:00-15:00	Role of Small and Medium Enterprise Credit Guarantee Fund (SMEG) Question and Answer session	SMEG	
	15:00-15:30	Tea		
	15:30-17:00	Information service as a core delivery to Small and Medium Enterprises <ul style="list-style-type: none"> Role of the Information Service Industry Association of R.O.C. (CISA) Question and Answer session	CISA	

21 October (Wed.)	08:00-09:00	Travel to China Productivity Centre (CPC)		
	09:00-10:00	Productivity Improvement and Incubation Support to Small and Medium Enterprise: the Role of Business Advisory/Consultancy Services <ul style="list-style-type: none"> • Role of the China Productivity Centre 	CPC	CPC 2F, 79, Sec. 1, Sintai 5th Rd., Xizhi City, Taipei
	10:00-10:30	Tea		
	10:30-11:30	Role of the China Productivity Centre - (continued) <ul style="list-style-type: none"> • Inter active session on the role of the Business Advisor in Productivity Improvement 	CPC	
	11:30-13:00	Lunch		
	13:00-13:30	Travel to Nankang Software Park		
	13:30-17:00	Best Practice Visits to Incubation Centre - <ul style="list-style-type: none"> • Nankang Software Incubator Centre • Nankang Bio-tech Incubator centre • Taiwan Design Centre (TDC) 	NSIC & NBIC & TDC	Nankang Software Park 4F, 19-11-E, Sanchong Rd., Nangang Dist., Taipei
	08:30-09:00	Travel to CSD		

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22 October (Thu.)	09:00-10:30	Presentation by Corporate Synergy Development Centre (CSD) <ul style="list-style-type: none"> • The role of the CSD • Industry support through Consultants/Experts Case Study: Taiwan One Town One Product (OTOP) Programme <ul style="list-style-type: none"> • Yingge Pottery Industry - Counselling Strategy and Counselling Achievement Question and Answer session	CSD	CSD 7F, 8, Tun Whan N. Rd., Taipei
	10:30-11:30	Travel to Yingge		Yingge
	11:30-12:30	Lunch	Yingge	Yingge
	12:20-12:30	Leave for Yingge Ceramics Museum		
	12:30-13:50	Best Practice Visit	Yingge Ceramics Museum	Yingge Ceramics Museum 200, Wunhua Rd. Yingge Township, Taipei
	13:50-14:00	Leave for SME Visits		
	14:00-17:00	SME Visits in Yingge- <ul style="list-style-type: none"> • Shu & W's Cera / Gaiety Trust International Co. Ltd • Anta Pottery Art Co., Ltd 		Shu & W's Cera 81, Jianshanpu Rd. Yingge Township, Taipei Anta Pottery Art Co., Ltd 185, Yongchang St. Yingge Township, Taipei
	08:30-09:00	Travel to Taiwan Turnkey Project Association (TTPA)		




23 October (Fri.)	09:00-10:00	Turnkey Projects - Ideas for Business Ventures/Start-ups <ul style="list-style-type: none"> • Presentation by TTPA • Presentation by Senior Experts Development Association Question and Answer session	TTPA	TTPA 5F, 110, Hwai-Ning St., Zhongzheng Dist., Taipei
	10:00-10:30	Travel to ANKO FOOD MACHINE CO., LTD		
	10:30-12:30	Visit to Turnkey Project - Study Production processes Question and Answer session Evaluation forms	TTPA & ANKO FOOD MACHINE CO., LTD	ANKO FOOD MACHINE CO., LTD 5F, 52, Lane 148, Li-De Street, Chun Ho City, Taipei
	12:30-13:00	Travel to CYCDA for lunch and official closing		
	13:00	Lunch and Official Closing - Certification Ceremony	SA Liaison Office & Seda & SMEA	CYCDA 12F, 150, Sec. 1, Heping W Rd., Zhongzheng Dist., Taipei.
24 October (Sat.)		Departure to South Africa		

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ANNEXURE B

1. Project Budget and Payment Schedule

1.1 The following estimated cost is the responsibility of Seda:

ACTIVITY	Estimated Cost
Delegate briefing (including local flights, accommodation, meals, venue & official bags)	R153,904.00
Flights - International Economy Class (R8571X27)	R231,417.00
Travel Insurance (R240.00) per person)	R6,480.00
Facilitation (R25,000) & Venue (R20,000 - estimate) up to a maximum of	R45,000.00
Accommodation 6 nights (Bed & Breakfast) @ Rido Waikoloa Hotel (R5,778.00 per person for 6 nights X 27)	R156,006.00
S & T Allowance @ (\$100 X 7,93467 X 6 X 27)	R128,541.65
Shuttle 18 & 24 October 2009 (Airport/Hotel/Airport)	R8,585.00
Car Driver (19 to 23 October 09) @ R5,680.00 per day up to a maximum of	R28,400.00
TOTAL	R758,334.65

1.2 Seda will reimburse CYCDA for costs incurred by CYCDA on behalf of Seda in the delivery of the programme. Payment will be made within 14 days from date of written invoices issued by CYCDA.

