SMEWG-EPWG Initiative: Improving Natural Disaster Resilience of APEC SMEs to Facilitate Trade and Investment

Purpose: Information
Submitted by: Chinese Taipei
APEC SMEWG & EPWG INITIATIVE
Improving Natural Disaster Resilience of APEC SMEs to Facilitate Trade and Investment

Chinese Taipei
18th February 2014

Outlines

1. Project Overview
2. 2013 Deliverables
3. 2013 Train-the-Trainer Workshop
4. Upcoming Events in 2014
Project Overview

Link with APEC 2014 Theme, Priorities, and SMEMM Themes

APEC 2014 Theme:
Shaping the Future through Asia-Pacific Partnership
Maintains Robust Economic Growth and Resilience

APEC 2014 Priorities

- Increasing innovation capacities of SMEs
- Improving the environment for SMEs' innovation
- Promoting SMEs' growth through innovation

APEC MYP on Disaster Resilience of SMEs

APEC SMEMM Theme:
Innovation and Sustainability

- Empowering SMEs to Expand to International Market

Multi-year Framework

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<tbody>
<tr>
<td>Preparation and Research</td>
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</table>
- Conducted joint study & survey
- Established focal point network
- Held the first expert meeting
- Endorsed Guidelines on Promoting BCPs
- Drafted educational guidebook |
| Train the Trainer |
- Held the second expert meeting
- Finalized the Guidebook on SME Business Continuity Planning
- Held the Train-the-Trainees Workshop in August in Taipei |
| Dissemination |
- Hold the second stage training workshop (Thailand, Indonesia, and Singapore)
- Assist APEC economies to build PFM s and BCPs of their SMEs
- Hold the High Level Dialogue on Resilient SMEs for Better Global Supply Chains |
2013 Deliverables (1/2)

- APEC SCMC as the platform for Knowledge Sharing and Further Collaboration
- FPN and Experts of SMEWG
- EPWG Expert Group
- Non-APEC Stakeholders

Monitoring and Dissemination:
- APEC SME Crisis Management Center had published monthly reports of the Expert Group
- Updated information has announced in APEC SME Crisis Management Center Website: http://www.apecscmc.org/

2013 Deliverables (2/2)

- **12th March**
  - Manila, the Philippines
  - The 2nd FPN & Expert Meeting
  - The 2nd Expert Meeting is held in Manila, as a back-to-back event of 36th SMEWG Meeting

- **Educational Guidebook finalized by June**
  - Taipei

- **5th-9th August**
  - The 2nd Expert Meeting
  - SME BCP Guidebook
  - In cooperation with project experts, the guidebook is finalized for future usage of APEC SMEs

- **Train-the-trainer Workshop**
  - A 5 day workshop held in Taipei, joined by seed trainers, BCP experts, and high level professionals

We Appreciate Your Participation in 2013!
2013 Train-the-Trainer Workshop (Overview)

Resilient SMEs: Business Continuity Plans for Better Global Supply Chain

<table>
<thead>
<tr>
<th>Date</th>
<th>5 August</th>
<th>6 August</th>
<th>7 August</th>
<th>8 August</th>
<th>9 August</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activities</td>
<td>Train-the-trainer Workshop (Open-to-Public)</td>
<td>Train-the-trainer Workshop (Exclusive Session for Seed Trainers)</td>
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<tr>
<td>Attendees</td>
<td>16 Economies, 20 Experts, 44 Seed Trainers and 400+ Participants</td>
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</tbody>
</table>

Official
- United States
- Canada
- Thailand
- Peru
- Mexico
- Australia
- Philippines
- PNG
- Vietnam
- APEC RSE (Au)
- ADRAC (JP)
- ADP (TH)
- BCM/SG
- RED CROSS (US)
- OCA (HK)
- ACO (Strength)
- Resilient Organizations (NZ)
- Resilient Organizations (US)
- OCRA (TH)
- DHLM/SG
- ADRAC (JP)
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Step 1: Determine BCM purpose, scope and team
Step 2: Prioritized activities and Recovery Time Objective
Step 3: Key resources necessary for prioritized activities
Step 4: Risk assessment – know your tragic scenarios
Step 5: Do not forget pre-disaster protection and mitigation
Step 6: Emergency response to disaster
Step 7: BC Strategies to early resumption
Step 8: Be financially prepared
Step 9: Exercise makes your plan functional
Step 10: PDCA cycle for your continuous improvement

1) Scenario Checking
2) 10 steps based on ISO22301

Upcoming Events in 2014

Appreciation for Thailand & Indonesia & Singapore’s Supports

Seeking for More Volunteer Economies

3 Training Workshops

High Level Policy Dialogue on Resilient SMEs for Better Global Supply Chains

We would like to host the APEC High Level Policy Dialogue on Resilient SMEs for Better Global Supply Chains in Chinese Taipei in March 24, 2014, back to back with the 38th SMEWG Meeting, inviting senior SME officials, experts, SMEs, EPWG experts and SME-related agencies to raise common awareness over APEC region and shed light to further directions of efforts in the future.
APEC SME Monitor

Monitoring and Dissemination

Seeking for More SME-relevant Case Sharing from Your Economy!

Thank You for Your Attention!

We seek for your supports in 2014!
Annex 1. Project Background

SMEs are the lifeblood in APEC Region

- SMEs account for 90% of the businesses and employ well over half of the workforce for the majority of economies in the region
- SMEs lack of disaster preemptive knowledge and mechanisms
  - From the 311 Earthquake in Japan, more than 300 companies went down in six months, and 90% of these companies went bankrupt by "Indirect loss or damage" caused by natural disasters.

Chinese Taipei proposed a multi-year project for SMEs to respond to natural disasters in APEC region, to establish reliable supply chains for SMEs and to ensure the continuity of trade and investment.

Annex 2. Project Milestones

- 2011/3: Project concept initiated at SOMI
- 2011/5: Project endorsed by all members at the 32nd SMEWG meeting
- 2011/11: Project concept note approved
- 2012/2: Project proposal approved
- 2012/4~10: Joint study in collaboration with EPWG and other stakeholders
- 2013/3: 2nd Focal Point Network Meeting and Expert Meeting
- 2011/9: 5th Senior Disaster Management Officials Forum
- 2011/11: APEC High Level Policy Dialogue on Disaster Resiliency
- 2011/12: Workshop on Business Continuity Plan and Emergency Preparedness
- 2012/7/11~12: Focal Point Network Meeting and Expert Meeting
- 2013/8: APEC Train-the-Trainer Workshop on Promoting SME BCPs

- In collaboration with ADRC, a survey was conducted to understand the current status of BCP adoption in the APEC region in 2012.
- Key conclusions drawn from the survey’s findings:

1. Raise public awareness on BCP especially to SMEs
   - Raise awareness by sharing good practice of utilizing BCP
   - Build close relationships with relevant communities and facilitate PPP

2. Bottlenecks identified for BCP development
   - Lack of BCP leadership among top management
   - Lack of skills and knowledge
   - Difficulty in securing human resources
   - Low awareness among employees
   - Lack of budget for BCP tasks

3. Expand effective public support systems and resources available to SMEs
   - Enhancing the BCP awareness of SMEs by providing disaster information.
   - Providing skills and knowledge by using supply guidelines, standards, and toolkits.

Annex 4. Train-the-trainer Workshop Agenda (1/3)

- Meeting Agenda – Day 1 (August 5)

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
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<tbody>
<tr>
<td>09:00 – 09:30</td>
<td>Registration</td>
</tr>
<tr>
<td>09:30 – 09:45</td>
<td>Opening Remarks &amp; Photo Session</td>
</tr>
<tr>
<td>09:45 – 10:25</td>
<td>Keynote Speech I &amp; II</td>
</tr>
<tr>
<td>10:45 – 11:00</td>
<td>Tea Break</td>
</tr>
<tr>
<td>11:00 – 12:00</td>
<td>[SESSION I] SMEs and the Global Supply Chain Turbulence: Insights from Logistics Industry</td>
</tr>
<tr>
<td>12:00 – 14:00</td>
<td>Lunch</td>
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<tr>
<td>14:00 – 15:00</td>
<td>[SESSION II] Establishing Resilient Production Chains with BCPs: Insights from Automobile Industry</td>
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<tr>
<td>15:00 – 15:20</td>
<td>Tea Break</td>
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## Annex 4. Train-the-trainer Workshop Agenda (2/3)

### Day 2 (6 August)

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>08:30 – 09:00</td>
<td>Registration</td>
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<tr>
<td>09:00 – 09:10</td>
<td>Opening Remarks</td>
</tr>
<tr>
<td>09:10 – 09:30</td>
<td>Introduction Session</td>
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<tr>
<td>09:30 – 09:45</td>
<td>Photo &amp; Tea Break</td>
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<tr>
<td>09:45 – 12:05</td>
<td><strong>SESSION I</strong> [Guidebook Step 1~2] Understand What You Can Do by BCP</td>
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<tr>
<td>12:05 – 14:00</td>
<td>Welcome Lunch</td>
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<tr>
<td>14:00 – 16:20</td>
<td><strong>SESSION II</strong> [Guidebook Step 3~4] Identify Your Priority and Available Resources</td>
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<tr>
<td>16:20 – 16:30</td>
<td>Tea Break</td>
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<tr>
<td>16:30 – 17:10</td>
<td><strong>Scenario Discussion I</strong> Case Studies on BCP Applications</td>
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### Day 3 (7 August)

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<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>09:00 – 10:50</td>
<td><strong>SESSION III</strong> [Guidebook Step 5~6] Get Prepared by Building Up Your Own BCP</td>
</tr>
<tr>
<td>10:50 – 11:00</td>
<td>Tea Break</td>
</tr>
<tr>
<td>11:00 – 12:00</td>
<td><strong>SESSION IV</strong> [Guidebook Step 7~8] Find Key Strategies and Financial Arrangements</td>
</tr>
<tr>
<td>12:00 – 13:30</td>
<td>Lunch Time</td>
</tr>
<tr>
<td>13:30 – 14:30</td>
<td><strong>SESSION IV</strong> (Continue) Find Key Strategies and Financial Arrangements</td>
</tr>
<tr>
<td>14:30 – 16:20</td>
<td><strong>SESSION V</strong> [Guidebook Step 9~10] Continuous Improvement by PDCA Cycle</td>
</tr>
<tr>
<td>16:20 – 16:30</td>
<td>Tea Break</td>
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<tr>
<td>16:30 – 17:10</td>
<td><strong>Scenario Discussion II</strong> Best Practices on BCP Application</td>
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## Annex 4. Train-the-trainer Workshop Agenda (3/3)

### Day 4 - 8 August

<table>
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<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>09:00 – 12:00</td>
<td><strong>SESSION VI</strong> Draft Session (Finalizing teaching manual and preparation for summary report)</td>
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<tr>
<td>12:00 – 14:00</td>
<td>Lunch Time</td>
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<tr>
<td>14:00 – 15:30</td>
<td><strong>SESSION VII</strong> Reporting on the Supplementary Training Materials for 3 Industries</td>
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<tr>
<td>15:30 – 15:40</td>
<td>Tea Break</td>
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<tr>
<td>15:40 – 16:40</td>
<td><strong>SESSION VIII</strong> How to Be Globally Competitive and Benefit from BCP</td>
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### Day 5 - 9 August

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<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>09:30 – 11:30</td>
<td><strong>SESSION IX</strong> Practical Application Session (Venue: National Science and Technology Center for Disaster Reduction)</td>
</tr>
<tr>
<td>12:00 – 14:00</td>
<td>Farewell Lunch</td>
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<tr>
<td>14:00 – 16:00</td>
<td>Best Practice Visit</td>
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<tr>
<td>16:10 – 17:00</td>
<td>Visit to Taipei 101 (earthquake proof and windproof structure)</td>
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Annex 5. APEC High Level Policy Dialogue on Resilient SMEs for Better Global Supply Chains, March 24, 2014
Tentative Agenda (1/2)

<table>
<thead>
<tr>
<th>Tentative Agenda</th>
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<tbody>
<tr>
<td>09:00 – 09:30 Registration</td>
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<tr>
<td>OPENING</td>
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<tr>
<td>09:30 – 09:35 Dr. Chia-Juch Chang, Minister, Ministry of Economic Affairs</td>
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<tr>
<td>09:35 – 09:40 Dr. Wimonkan Kosumas, APEC SMEWG Chair 2013-2014</td>
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<tr>
<td>09:40 – 09:45 Photo Session</td>
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<tr>
<td>09:45 – 10:00 [Keynote Speech]</td>
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<tr>
<td>• Ms. Ann Lavin, Director of Policy &amp; Government Affairs, Southeast Asia &amp; Greater China, Google Inc.</td>
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<tr>
<td>10:00 – 10:15 [Keynote Speech]</td>
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<tr>
<td>• Senior Representative from IBM</td>
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<tr>
<td>10:15 – 10:25 Tea Break</td>
</tr>
<tr>
<td>SESSION I High Level Policy Dialogue on Establishing SME Business Continuity Plans for Better Global Supply Chains</td>
</tr>
<tr>
<td>10:25 – 11:50 [Panel Discussion]</td>
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<tr>
<td>Moderator:</td>
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<tr>
<td>• Dr. Wen-Sen Li, Co-Chair, APEC Emergency Preparedness Working Group (EPWG)</td>
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<tr>
<td>Panelists:</td>
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<tr>
<td>• Dr. Wimonkan Kosumas, APEC SMEWG Chair 2013-2014</td>
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<tr>
<td>• Mr. Frank Ning, Chair, APEC Business Advisory Council (ABAC)</td>
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<tr>
<td>• Ms. Holly Vineyard, Deputy Assistant Secretary for Asia, International Trade Administration, U.S. Department of Commerce (United States)</td>
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<tr>
<td>• Ms. Zenaida C. Maglaya, Undersecretary, Department of Trade and Industry (Philippines)</td>
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<tr>
<td>• Mr. Kiyoshi Natori, Executive Director, Asian Disaster Reduction Center (ADRC)</td>
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<tr>
<td>• Mr. Scott C. Somers, Scientific Advisory Council, American Red Cross (United States)</td>
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<tr>
<td>• Ms. Ann Lavin, Director of Policy &amp; Government Affairs, Southeast Asia &amp; Greater China, Google Inc.</td>
</tr>
<tr>
<td>• Senior Representative from IBM</td>
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Annex 5. APEC High Level Policy Dialogue on Resilient SMEs for Better Global Supply Chains, March 24, 2014
Tentative Agenda (2/2)

<table>
<thead>
<tr>
<th>Tentative Agenda</th>
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<tbody>
<tr>
<td>11:50 – 12:00 Joint Statement Endorsement by High Level Representatives</td>
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<tr>
<td>12:10 – 13:30 Luncheon</td>
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<tr>
<td>SESSION II Potential Business Opportunities in Global Supply Chains</td>
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<tr>
<td>13:30 – 15:10 [Panel Discussion]</td>
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<tr>
<td>Moderator:</td>
</tr>
<tr>
<td>• Mr. Aslam Perwaiz, Head, Disaster Risk Management System Department, Asian Disaster Preparedness Center (ADPC)</td>
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<tr>
<td>Panelists:</td>
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<tr>
<td>• Mr. Mike Duggan, Assistant Director, DHL Global Forwarding (Hong Kong, China)</td>
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<tr>
<td>• Mr. Brian Whimmore, Managing Director, Asia, BELFOR Pte Ltd.</td>
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<tr>
<td>• Mr. Chris Cheung, Vice President, Lloyd’s Register Quality Assurance Limited (LRQA)</td>
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<tr>
<td>• Representative from TSMC</td>
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<tr>
<td>• Ms. Anna Song, Senior Supplier Manager, Intel Global Sourcing and Procurement Group</td>
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<tr>
<td>• Representative from Siemens</td>
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<tr>
<td>15:10 – 15:20 Tea Break</td>
</tr>
<tr>
<td>SESSION III Best Practices of SMEs Implementing BCP</td>
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<tr>
<td>15:20 – 17:00 [Panel Discussion]</td>
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<tr>
<td>Moderator:</td>
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<tr>
<td>• Dr. Gog Moh Heng, President, Business Continuity Management Institute (Singapore)</td>
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<tr>
<td>Panelists:</td>
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<tr>
<td>• Mr. Shinichi Okabe, Adviser, Tokio Marine and Nichido Risk Consulting Co., Ltd. (Japan)</td>
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<tr>
<td>• Dr. Salvador P. Canlas, Professor, University of the Philippines (Philippines)</td>
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<tr>
<td>• Mr. Terry Lee, Executive Director of Logistics &amp; SCM Center, Taipei Computer Association</td>
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<tr>
<td>• Mr. Ben Jai, CEO, Hope Bay Technologies, Inc.</td>
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<tr>
<td>• Mr. Bill Chiu, President, Guadeng Precision Industrial Co., Ltd.</td>
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<tr>
<td>• Mr. Fu-Chuan Ni, CEO, Chiao Fu Group</td>
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<tr>
<td>• Dr. Shub -Woei Yu, President, Safety and Health Technology Center</td>
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