**V. Annex**

**Inception Report**

**(Submit with the Application Form)**

Please answer the following questions. This report must be typewritten in English in less than two (2) pages.

**Country：**

**Name：**

|  |  |
| --- | --- |
| Q1 | Your organization structure, your position and number of employees.  (If you have an organization chart, please attach it and mark your position.) |
| Q2 | What are the three main industries in your country? |
| Q3 | Definition of SMEs in your country. (Indicate the source of information.) |
| Q4 | What are the main problems that SMEs are currently facing in your country? |
| Q5 | In your opinion, what are causes for the main problems of SMEs in Q4? |
| Q6 | Are you (or have you ever been) involved in financial support for SMEs?  If yes, please indicate your duty briefly. |

**Pre-Study Report (Accepted participants only)**

Participants are required to submit this Pre-Study Report for the presentation session scheduled in the program. Further information on the presentation and PowerPoint format will be sent to accepted participants, later.

**1. Visit/Call to SMEs** (summarized in two (2) slides of PowerPoint per company)

Please visit / call three (3) SMEs\* in your country, talk with the manager(s) and implement a research before attending this program.

It is preferable to select industries/SMEs related to the issues and problems mentioned in your inception report.

\*Number of the SMEs you visit / call can be smaller, given current local situations regarding COVID19.

**The report should include the following information**

\* Your name and your country

\* Company name and person you talked with

\* Type of business (industry)

\* Company size (capital, number of employees and sales amount)

\* Any business problem that company faces (in the aspect of human

resource development, financial source, technics, marketing, etc.)

\* Any support they are receiving from government/public institutions and

what kind of support they expect from the government

\* Photos (company building/factory, products, etc.)

**2. Issues that your organization is currently facing in supporting SMEs and what are the obstacles.** (in one (1) slide of PowerPoint)

It is recommendable that you discuss with your boss on those issues before the online course starts.

* **Please make this report by PowerPoint and upload it to designated web platform (Google Workspace) by January 25, 2021.**

Detailed instruction for uploading your presentation will be sent to you later.