

## Annexure A

### Project Plan in 2009

#### The Objectives 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 SMETimes New Romans 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

## 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应用能力。
- 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；
- 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

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.

## 1. 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:

- The overall objective is to enhance the skills of Seda Business Advisors by exposing them to the methodologies that are utilized and the competencies that are needed for the successful implementation of Taiwan's small enterprises offerings
- 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

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。

- 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
- 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 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

### 3.1.2 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 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.

## 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. 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

## 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. Milestone Schedule

## 5. 里程碑時程

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

## 6. International Best Practice Exposure Programme: Learn from the Taiwan Experience

Date	Time	Activities	Presenter	Venue
18 October (Sun.)				
19 October (Mon.)	09:00-09:30	Travel to GIS NTU Convention Centre		
	09:30-12:20	2009 International Entrepreneurship and Incubator Forum	Donna Kelley Associate Professor of Entrepreneurship, Babson College Kristie Seawright Executive Director, GEM	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  Policy Framework Institutional Support Framework Roles and Responsibilities of SMEA  Question and Answer session	SMEA	
	15:30-16:00	Break		
	16:00-17:00	The Role of the National Association of Small and Medium Enterprises, R.O.C. (NASME) Question and Answer session	NASME	
20 October (Tue.)	09:00-09:30	Travel to CYCDA		
	09:30-10:30	Youth Entrepreneurship Youth Career Development Association Youth Enterprise Development Programmes	CYCDA	CYCDA 12F, 150, Sec. 1, Heping W Rd., Zhongzheng Dist., Taipei
	10:30-11:00	Break		
	11:00-12:00	Youth Entrepreneurship (continued) Business Advisory Support  Question and Answer session	CYCDA	
	12:00-13:00	午餐 / Lunch		
	13:00-14:00	Business and Financial Advisory / Consultancy Service to Small and Medium Enterprises Role of the Small Business Integrated Assistance Centre (SBIAC)  Question and Answer session	SBIAC	

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		
	09:30-12:20	參加2009創業育成國際論壇 2009 International Entrepreneurship and Incubator Forum	Donna Kelley Associate Professor of Entrepreneurship, Babson College Kristie Seawright Executive Director, GEM	台大集思會議中心 GIS NTU Convention Centre B1, 85, Sec. 4, Roosevelt Rd., Da-an Dist., Taipei
	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	物業式 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  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 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) 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 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	

Date	Time	Activities	Presenter	Venue
	14:00-15:00	Role of Small and Medium Enterprise Credit Guarantee Fund (SMEG)  Question and Answer session	SMEG	
	15:00-15:30	Break		
	15:30-17:00	Information service as a core delivery to Small and Medium Enterprises 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 Role of the China Productivity Centre		2F, 79, Sec. 1, Sintai 5th Rd., Xizhi City, Taipei
	10:00-10:30	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	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 - Nankang Software Incubator Centre Nankang Bio-tech Incubator centre Taiwan Design Centre	NSIC NSIC TDC	Nankang Software Park  4F, 19-11-E, Sanchong Rd., Nangang Dist., Taipei

日期 Date	時間 Time	活動內容 Activities	發表者 Presenter	地點 Venue
	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 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, 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		
	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

Date	Time	Activities	Presenter	Venue
22 October (Thu.)	08:30-09:00	Travel to CSD		
	09:00-10:30	Presentation by Corporate Synergy Development Centre The role of the CSD Industry support through Consultants/Experts  Case Study: Taiwan One Town One Product (OTOP) Programme Yingge Pottery Industry – Counselling Strategy and Counselling Achievement  Question and Answer session	CSD	7F, 8, Tun Whan N. Rd., Taipei
	10:30-11:30	Travel to 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– 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

日期 Date	時間 Time	活動內容 Activities	發表者 Presenter	地點 Venue
10月 22日	08:30-09:00	赴財團法人中街發展中心 Travel to CSD		
	09:00-10:30	赴財團法人中街發展中心簡報 Presentation by Corporate Synergy Development Centre The role of the CSD Industry support through Consultants/Experts — 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 Counselling Achievement  Question and Answer session	財團法人中街發展中心CSD	財團法人中街發展中心 CSD  7F, 8, Tun Whan N. Rd., Taipei
	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	赴陶瓦博物館 Leave for Yingge Ceramics Museum		
	12:30-13:50	參訪陶瓦博物館 Best Practice Visit	鶯歌陶瓦博物館 Yingge Ceramics Museum	鶯歌陶瓦博物館 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– 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

Date	Time	Activities	Presenter	Venue
23 October (Fri.)	08:30-09:00	Travel to Taiwan Turnkey Project Association ( TTPA )		
	09:00-10:00	Turnkey Projects – Ideas for Business Ventures/Start-ups  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		

日期 Date	時間 Time	活動內容 Activities	發表者 Presenter	地點 Venue
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  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	