



Action Plan

Turkish Country Coordination
of
Black Sea Economic Cooperation Organization
(BSEC)
SME Working Group

January 1st 2012 - December 31st 2013

Basic Information

Country Coordinator	: Turkey
Action Duration	: January 1 st 2012 - December 31 st 2013
Main Theme	: Energy Efficiency in SMEs
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Introduction

The 25th Council of Ministers of Foreign Affairs of the BSEC Member States appointed the Republic of Turkey as the Country-Coordinator of the Working Group on SMEs as of 1 January 2012 for a period of two years.

Attaching great importance to the concept of green economy with regard to the RIO+20 and its Action Plan (Agenda 21), it is appropriate to discuss the sustainable development, the green economy and energy efficiency in common. In this context, KOSGEB has elaborated an Action Plan on principal objectives envisaged in the BSEC “Declaration on Small and Medium-Sized Enterprises at the Dawn of the 21st Century” and “BSEC Economic Agenda for the Future” and other basic documents.

Objectives

The overall objective of the Action Plan is to contribute to the economic and social development of the BSEC Member States with the following specific objectives:

- ✓ to increase technological and economical collaboration amongst the institutions and SMEs in the Member States in the concept of energy efficiency;



- ✓ to strengthen of institutional capacity of such organizations, determining and adopting of shared policies, contributing to energy efficiency related technological and economical cooperation amongst SMEs in the Member States.

They shall be achieved through:

- ✓ organizing knowledge and experience sharing activities;
- ✓ developing and implementing projects on green growth;
- ✓ launching BSEC SME Expert Exchange Project;
- ✓ preparing of promotion, knowledge and awareness raising materials;
- ✓ organizing technology park & incubator visits and seminars for technology oriented SMEs among the BSEC Member States;
- ✓ extending and updating the “BSEC Innovation Data Bank” under the coordination of the BSEC PERMIS with the collaboration of KOSGEB and the General Secretariat for Industry of the Hellenic Republic;
- ✓ preparing an electronic “Best Practice Booklet” with collecting of best practices of the BSEC Member States under the coordination of BSEC PERMIS;
- ✓ realizing energy efficiency audits in the BSEC Member States with using “sample survey method” and reporting under the coordination of the BSEC PERMIS with the collaboration of KOSGEB as a project or activity.

Annex

- 1) List of Planned Activities
- 2) BSEC SME Expert Exchange Project

LIST OF PLANNED ACTIVITIES

Action 1

To develop of common approach and common vision, to strengthen the cooperation, sharing information and experience on “Energy Efficiency in SME Sector, Financial Instruments and Credit Mechanisms for Green Transformation in SMEs, Eco-Innovation and Eco-Design, Low Carbon Technologies” among public institutions, which determine policy and provide supports to SMEs in the Member States, BSEC SME Expert Exchange Project will be realized (proposed date is 2012 & 2013).

Action 2

In order to promote the energy efficiency on SMEs, to increase of green investments and green entrepreneurship and to share new financial instruments for green transformation; an electronic “Best Practice Booklet” will be prepared with collecting of best practices of the BSEC Member States under the coordination of BSEC PERMIS and KOSGEB (proposed date is 2013).

Action 3

In order to focus on new energy efficiency technologies and high technology trends & innovation, Joint Business Trips including activities such as **B2B Sessions** (*joint projects, joint ventures, trade, etc.*) technology park & incubator visits and awareness seminars will be organized for technology oriented SMEs among the BSEC Member States under the coordination of BSEC Business Council (proposed date is 2012 & 2013).

Action 4

To encourage the SMEs development in the manufacturing sector in conformity with international environmental standards. The energy efficiency audits will be conducted by the BSEC Member States using the “sample survey method”. The draft report format and the outcomes of the audits will be officially circulated among the Member States by the Country-Coordinator (proposed date is 2013).

Action 5

To make full use of the BSEC Innovation Data Bank, the content of which will be updated by the BSEC PERMIS with the collaboration of the General Secretariat for Industry of the Hellenic Republic and KOSGEB. The relevant institutions of the Member States shall be invited by the BSEC PERMIS to announce the BSEC Innovation Data Bank to SMEs to promote of usage (proposed date is 2012).

Organization of the
Black Sea Economic Cooperation
(BSEC)

PROPOSAL

OF

BSEC SME Expert
Exchange Project

March 2012

BSEC SME EXPERT EXCHANGE PROJECT

Preface

Desiring to further economic cooperation and the private sector business relations among the BSEC Member States' SMEs and recognizing that the governmental SME Responsible Organizations of the Member States would benefit greatly from the best practices, past experiences and unique models on energy efficiency of each organization, the SME Expert Exchange Project has proposed by KOSGEB to the BSEC PERMIS on March 2012.

Purposes and Objectives

Exchanges of experts are aimed at assisting economic and social development and combination in the BSEC Member States through the transfer of knowledge, sharing experience in the field of energy efficiency in SMEs and the role of SMEs in economic development and ensuring feasible projects in the field of energy efficiency in SMEs.

Based on the above described project's purposes, the objectives of the planned exchange program are:

- To evaluate the capabilities of governmental SME Responsible Organizations of the BSEC Member States.
- To increase the knowledge and to improve the qualification of governmental SME Responsible Organizations' staff in the BSEC Member States on international legislation, regulations and developed support.
- To get a new vision for SMEs governmental organizations' staff in order to develop, implement, monitor and evaluate policies, support mechanism issues on the SME scale.



Small and Medium Enterprises Development Organization of Turkey



- To launch projects in the areas of SME development and to assist the common investments, commercial activities and technology transfer among SMEs.

Scope

Exchanges of experts are “short time applications” of mutual visit programs for study of experts in policy and practice oriented natures. Also it means; assuring to exchange certain number of experts from determined organizations for a definite time.

Expert Exchange Project will give precedence to dissemination of dialogue and shaping opinion.

The program may include short time internships, presentations, site visits, interviews for partnership, volunteer activities, reconnaissance trips, attendance at conferences and seminars.

Target

The target group for exchanges of experts consists of decision-makers, experts, opinion-makers and other agents from governmental organizations which support SMEs and responsible for SMEs of the BSEC Member States.

Countries

Expert Exchange Programs will be listed by BSEC PERMIS on the BSEC Web Site. BSEC PERMIS will give priority to cooperation for attending to the project all following Member States:

- | | |
|------------------------|------------------------|
| 1. Republic of Albania | 7. Republic of Moldova |
| 2. Republic of Armenia | 8. Romania |



- | | |
|--|--|
| <ol style="list-style-type: none"> 3. Republic of Azerbaijan 4. Republic of Bulgaria 5. Georgia 6. Hellenic Republic | <ol style="list-style-type: none"> 9. Russian Federation 10. Republic of Serbia 11. Republic of Turkey 12. Ukraine |
|--|--|

Theme

Energy Efficiency and Environment (Energy Efficiency in SMEs, Cleaner - Sustainable Production and Cleaner Production Methods, Low Carbon Technologies, Eco-Labeling, Eco-Innovation and Eco-Design, Environmental Indicators, etc.) and correspondingly SMEs, SME Institutions and SME Support Mechanisms (SMEs, SME Policy Makers, Supporting Institutions, etc.)

Duration

Estimated duration of exchange programs are 15 working days (3 weeks). Two rounds of expert exchanges will be launched twice every year. Information on the definite period of activity will be decided by mutual agreement and announced on the BSEC Web Site.

Working Methodology

Each Member State can delegate one expert per Host Countries and each Host Country can accept up to two experts from different Member States in the same period of time:

First Week – Acknowledging on general policies and process development through meetings with relevant institutions, visiting and analyzing the implementation units, some enterprises and other SME support institutions;

Second Week – Site visits to SMEs; pre-selection of potential enterprises which intend to cooperate;

Third Week – Preparing, presenting and discussing feasible projects between two countries.



Outcomes

- 1- Exchange Programme Evaluation Report;
- 2- Project Proposals;
- 3- A comparative analysis between the visited country's implementation and his/her own country's regarding the SME policies;
- 4- An evaluation on which may be implemented in his/her own institution.

[Costs

Costs of accommodations will be covered by the Host Country. All other costs will be covered by the country which sends the expert (contribution of the BSEC would be negotiated).]

How to Apply

The expert exchange process will be executed as follows:

- 1) Dispatching the Attendance Form to the Member States by BSEC PERMIS.
- 2) Collecting the demands of the Member States by BSEC PERMIS.
- 3) Matching the partner Member States by BSEC PERMIS.
- 4) Dispatching the final draft matching list to attended Member States by BSEC PERMIS.
- 5) Approving the final draft matching list by attended Member States.
- 6) Announcing the program on the BSEC Web Site by BSEC PERMIS.

- 7) Collecting the CVs of Experts and dispatching related institution by BSEC PERMIS.
- 8) Exchanging of experts regarding the announced schedule.
- 9) Preparing report documents by attended Member States and sending it to BSEC PERMIS for monitoring & evaluation.
- 10) Publishing the Monitoring & Evaluation Report on the BSEC Website.

BSEC SME Expert Exchange Attendance Form

Name of the Institution :

Address of the Institution :

Contact Person :

Title of contact person :

E-mail address of contact person :

Telephone number of contact person :

Fax number of contact person :

Please select 3 countries of following to exchange experts

- | | |
|---|--|
| <input type="checkbox"/> Republic of Albania | <input type="checkbox"/> Republic of Moldova |
| <input type="checkbox"/> Republic of Armenia | <input type="checkbox"/> Romania |
| <input type="checkbox"/> Republic of Azerbaijan | <input type="checkbox"/> Russian Federation |
| <input type="checkbox"/> Republic of Bulgaria | <input type="checkbox"/> Republic of Serbia |
| <input type="checkbox"/> Georgia | <input type="checkbox"/> Republic of Turkey |
| <input type="checkbox"/> Hellenic Republic | <input type="checkbox"/> Ukraine |

Theme of SME Exchange Programs

Energy Efficiency and Environment (Energy Efficiency in SMEs, Cleaner - Sustainable Production and Cleaner Production Methods, Low Carbon Technologies, Eco-Labeling, Eco-Innovation and Eco-Design, Environmental Indicators, etc.) and correspondingly SMEs, SME Institutions and SME Support Mechanisms (SMEs, SME Policy Makers, Supporting Institutions, etc.)