

# Training Manual APEC Workshop on Gender Analysis

Singapore

APEC Gender Focal Point Network

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#### The Training Manual is written by

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# **APEC GENDER FOCAL POINT NETWORK**

# GENDER ANALYSIS TRAINING WORKSHOP 6 August 2009

TIME	TOPIC	ACTIVITY	IN -CHARGE	MATERIALS
8:30 -9:00		Arrivals; Registration	GGI	Registration
				Forms; IDs; Kits
9:00-9:30	INTRODUCTION TO THE COURSE: GENDER ANALYSIS TRAINING WORKSHOP FOR APEC Introductions: Resource Person	Brief welcome and introductions	GGI	Training Manual
	and Participants			
	Orientation: Workshop Objectives	Lecturette	Dr. Amaryllis T. Torres, Resource Person	Training Manual PowerPoint
	GENDER ANALYSIS: FRAMEWORK, METHODS & APPLICATION			
9:30 -10:30	Review: Framework & Guidelines - Integration of Women in APEC	Lecture -Discussion	AT Torres	Training Manual PowerPoint
	Gender Analysis: Purpose, Framework and Approaches			
10:30 - 10:50		COFFEE BREAK		
10:50 - 11:40	Identification of Key Gender Issues in APEC Economies	Small Group Workshops	AT Torres	Training Manual Workshop
				supplies
11:40 – 12:30	Plenary: Gender Issues in APEC	Presentations by small groups	AT Torres Representatives of Small Groups	Visual/ Creative Presentations
12:30 – 13:30		LUNCH BREAK		
	GENDER IMPACT ASSESSMENT: FRAMEWORK & APPLICATION			
13:30 – 14:00	Application of Gender Analysis: Gender Impact Assessment [GIA]	Lecture -Discussion	AT Torres	Training Manual PowerPoint
	Sample Case Analysis			
14:00 - 16:00	Application of GIA to APEC Project Proposals	Small Group Workshops	AT Torres	
16:00 – 17:30	Plenary: Gender impact Assessment of APEC Projects	Presentations by small groups	AT Torres Rapporteurs	Summary Reports from Groups
17:30 – 18:00	CLOSING PROGRAM	Workshop Integration Evaluation of Training Workshop	ATTorres Soon-Young Jung	Evaluation Form

#### MODULE ONE. INTRODUCTION TO THE COURSE

# Background

In 1998, the participants to the APEC Ministerial Meeting on Women recommended the promotion and encouragement of the involvement of women in all APEC fora. They noted that, while progress had been made on the advancement of women and the rapid pace of development in the APEC region, it was important to prepare women to fully utilize their potential in order to meet the challenges to the region. The cross-cutting nature of the issues faced by women in APEC was acknowledged, for which reason it was deemed important to accelerate progress in the integration of women into the mainstream and processes of APEC.

In order to maximize the effectiveness of APEC policies and activities, strengthen horizontal linkages across APEC, and promote a common understanding of how the goals of gender integration can be achieved, the *Framework for the Integration of Women in APEC* was formulated. The *Framework* identifies three inter-related elements as essential to advancing the important role of women in economic development. These are:

- Gender Analysis: a methodology for examining the differences in women's and men's lives;
- Collection and Use of Sex-disaggregated Data: data classified by sex and presented separately for women and men;
- Involvement of Women in APEC: the increased participation of women in APEC fora.

In the Statement adopted at the 2002 APEC Ministerial Meeting on Women, the importance of building on the gains made in integrating women in APEC processes was noted, and identified the next steps to include deepening APEC's capacity to address gender concerns in its substantive work, especially on priority issues such as trade. Responding to this, the Gender Focal Point Network [GFPN] has organized "Workshops on Gender Analysis Training" for the past three years in Vietnam, Australia, and Peru, as part of its commitment to ensure the integration of gender in activities across all APEC fora. The present Workshop is the fourth and last training workshop in this series.

#### **Objectives**

At the end of the Workshop, participants to the one-day Gender Analysis Training Workshop would have achieved the following:

- 1. Reviewed the key concepts and elements of the *Framework for the Integration of Women in APEC;*
- 2. Enhanced their understanding of the purpose, framework and approaches to gender analysis for the integration of women in APEC;

- 3. Applied gender analysis to deepen their understanding of key gender issues in APEC fora;
- 4. Applied Gender Impact Assessment as a tool for the analysis of gender concerns in APEC policies, project implementation, monitoring, and evaluation of APEC project proposals.

# **Workshop Design**

The 1-day Workshop is composed of three (3) inter-related modules;

- 1. Introduction to the Course: Gender Analysis Training Workshop for APEC
- 2. Gender Analysis: Framework, Methods & Application
- 3. Gender Impact Assessment: Framework & Application.

Participative and evocative methods are employed in the Gender Analysis Training Workshop. Short presentations or lecture-discussions will introduce each module. Small-group discussions and plenary presentations follow to maximize individual participation, and to enable each one to apply concepts to practical issues and concerns related to gender equality goals and its integration in APEC.

# MODULE TWO. GENDER ANALYSIS: FRAMEWORK, METHODS & APPLICATION

# **Objectives**

By the end of this module, participants should have attained the following:

- 1. Reviewed the key elements in the *Framework for the Integration of Women in APEC*;
- 2. Clarified definitions and concepts important in the *Framework*;
- 3. Enhanced their understanding of the purpose and elements of gender analysis;
- 4. Applied a gender analysis tool for identifying gender concerns in selected sub-themes of APEC.

# **Key Learning Points**

Integration of women in APEC

Gender analysis

Gender

Gender equality

Gender roles

Gender division of labour

Practical and strategic gender interests

Practical and strategic gender needs

Access, participation and control over resources

Opportunities and constraints in development programs

Sex-disaggregated data

# I What is the Framework for the Integration of Women in APEC?<sup>1</sup>

It is a practical and systematic approach to guide APEC in the achievement of the integration of women in the mainstream of APEC processes and activities. The *Framework* is comprised of three inter-related elements, and an Implementation Strategy. The inter-related elements are:

- Gender analysis
- Collection and Use of Sex-disaggregated Data
- Involvement of Women in APEC.

# What is the basis for the recommendations from the Ministerial Meeting on Women?

The recommendations are based on a series of principles contained in the Joint Ministerial Statement, that -

- Gender is a cross cutting theme in APEC;
- APEC activities related to trade and investment liberalization and facilitation (TILF) and economic and technical cooperation (ECOTECH) are closely inter-linked and have major implications for women;
- Women are critical to the achievement of sustainable economic development in the region; and, women's unpaid work constitutes a major contribution to the economy;
- Close linkages exist between the issues and activities of other APEC fora and the issues affecting women in micro, small and medium enterprises, science and technology, human resources development, finance, fisheries, tourism, transportation, telecommunications, and other sectors;
- The specific realities faced by women must be recognized, understood and systematically taken into account in the formulation and implementation of policies, programs (including economic recovery programs), and projects;
- Efforts should be directed to empower and increase the capacity building of women to respond to economic opportunities and challenges, and to eliminate barriers to women's full participation in the economy;
- Greater emphasis should be placed on the engagement of broader sectors of society.

<sup>&</sup>lt;sup>1</sup> Adapted from APEC (1999). Framework for the Integration of Women in APEC.

## What is the potential impact of the Framework?

Over time, the Framework could have far-reaching positive impacts on the social and economic well-being of the region. Its implementation would contribute to the increased effectiveness of APEC policies and activities in the achievement of its vision and goals. Among these potential gains are the following:

- The identification and elimination of barriers to women's full participation in the economy and the disproportionate impacts of the financial and economic crisis on women, as identified by the 1998 APEC Ministerial Meeting on Women.
- The creation of a leading-edge workforce that fully utilizes the talents of the entire population, male and female;
- The increased capacity of women to respond to economic opportunities offered by trade and investment liberalisation and facilitation, and by economic and technical cooperation;
- The explicit integration of the economic interests of women into strategies for economic recovery and future prosperity;
- Broader understanding and support for APEC, through the increased participation of women.

# To whom does it apply?

The implementation of the *Framework* is the responsibility of all APEC fora and of all women and men involved in APEC processes, policies, projects and activities. This includes Leaders, Ministers, Senior Officials, Chairs, Lead Shepherds and the APEC Secretariat.

The *Framework* may also be applied at the level of an individual economy.

#### How is the Framework to be implemented?

- The implementation strategy recognises that change will occur incrementally and over time, and builds on existing APEC processes and mechanisms.
- The strategy allows each APEC forum to chart its most effective implementation path including the allocation of resources.
- The successful implementation of the Framework requires a critical transition period for the following to be achieved:
  - o capacity building in gender analysis,
  - o developing awareness of the *Framework*,
  - o acquiring knowledge of good examples of gender-integrated policies and projects,
  - o APEC to gain experience with gender integration.

Implementation also requires commitment at all levels of the organisation, APEC-wide management and monitoring of progress, and gender expertise to assist in the process.

# II Gender Analysis: Basic Concepts

#### What is gender analysis?

Gender analysis is a methodology that identifies gender differences and forms of inequalities. It is the first component of the APEC approach to the integration of women in the mainstream of APEC activities and processes.

Gender analysis enables one to do the following:

- Identify and understand the differences in the lives of women and men, and the diversity among women themselves, i.e. in their varied circumstances, responsibilities, social relationships and status within existing economic, social, cultural, environmental, institutional and political structures in any community, or economy.
- Assess how policies, programs or projects may impact differently on women and men, girls and boys;
- Compare how and why women and men are affected differently through the collection and utilization of sex-disaggregated data, both qualitative and quantitative;
- Integrate gender considerations throughout the planning, design, implementation and evaluation processes.

#### What is gender?

Gender is a characteristic which every individual possesses and permeates all aspects of human life and relationships. It refers to the -

- social, cultural and psychological aspects of traits, roles, norms and stereotypes associated with masculine and feminine behavior;
- observed continuum of behaviors and relationships between women and men across different societies, whether young or old, and across historical periods.

## Why is it important to analyze gender?

- The attributes, opportunities and relationships linked to gender are socially constructed and acquired through socialization processes. These characteristics affect women's ability to obtain entitlements and benefits from society.
- Gender affects the range of individual identities, sexual preferences, social roles, entitlements, social-political or economic status that a woman or man can enjoy.

- In many societies, the gender identity of women has long been linked to roles associated with domestic responsibilities and care-giving, while that of men has been associated with economic provisioning and leadership, both within the domestic and public realms. Such gender stereotypes have adversely affected the participation of women in economic life.
- Many of these gender norms and stereotypes are being challenged by new realities, new values, changing social institutions and evolving forms of relationships.
  - For instance, it is no longer unusual to see women occupying high-level executive positions in private corporations. Several generations ago, this was not possible.
  - Improvements in women's educational attainment often lead to their increased entry into the labor market.
- It is important to recognize and correct gender stereotypes so that women can avail of opportunities and develop capacities to meet these challenges on an equal plane as men.
  - Often, women acquire jobs which mimic their domestic work, such in teaching, sales and services, secretarial work, and caregiving. To enable them to gain entry into new or non-traditional types of jobs, they must be given new skills and the confidence to engage in these occupations.

## What is gender equality?

Gender equality refers to the availment (without discrimination), by each one of us, of the entitlements, freedoms, opportunities and choices that enhance our individual lives and well-being.

The European Commission states that gender equality means "that all human beings are free to develop their personal abilities and make choices without the limitations set by strict gender roles; that the different behaviour, aspirations and needs of women and men are equally considered, valued and favoured." (EEA 2006).

Gender equality remains an issue because, while women bear almost all responsibility for meeting basic needs of the family, they are systematically denied the resources, information and freedom of action they need to fulfil this responsibility.

The attainment of gender equality fully requires equal representation and participation of both men and women in the economy, decision-making, as well as in social, cultural and civil life. It implies a fair distribution of resources between men and women, the redistribution of power and caring responsibilities, and freedom from gender-based violence. Only in this way will men and women reach their full potential in society (EEA 2006).

## What are the elements of gender analysis?

There are several frameworks [or models] that can be used in gender analysis. Each model reflects a set of assumptions about how gender is constituted, and how understanding gender issues can achieve successful development outcomes (Moser 1993; Kabeer 1994, among others).

Each tool seeks to clarify the links between existing gender relations in a particular society and the development problems that need to be addressed. There are also tools for gender analysis that have been formulated and adopted by specific organizations, e.g. the US-AID, the World Bank or the Asian Development Bank.

In general, however, gender analysis is a set of composite tools and techniques to answer the following questions:

- What are the gender roles and the gender division of labor of the women and men in the sector or community?
- Who gets what share of resources and benefits? How does a man or woman make use of these resources?
- What interventions are needed and desired to enable women and men to effectively undertake their present roles? How can their choices and capacities for human development be enhanced?
- What are the obstacles and constraints to women's empowerment and gender equality?

In this training workshop, the following elements will be used for gender analysis:

- Gender roles and the gender division of labor [GDL]
- Gender needs and interests arising from the GDL
- Access, participation and control over assets, resources and benefits
- Choices, constraints and opportunities to women provided by a development policy, project or program
- Gender gaps and inequalities that need to be addressed.

# What are gender roles and the gender division of labor?

Gender roles are culturally defined behaviours, values, attitudes and beliefs associated with being a woman or a man, feminine or masculine.

The gender division of labour pertains to how, within a particular time and society, the roles of women and men are defined. According to Moser (1993), men and women, especially in developing nations, have multiple roles (also in ILO 2009):

 Reproductive role, or tasks and activities associated with women's domestic responsibilities and household food production for the maintenance and reproduction of the workforce (working adults and youth) and the future workforce (infants and children of school age);

- Productive role, or work done by women and men for remuneration in cash or kind. It includes both market production with an exchange-value, and subsistence/home production with actual use-value, and also potential exchange-value;
- Community management role, or forms of work typically done by women that supports collective consumption and the maintenance of community resources. Such activities are usually unpaid or voluntary work, such as community health care, child care, water and food collection and exchange.
- Community politics role, or activities associated with the exercise of authority and use of power to manage community life. It is often undertaken by men, in the context of informal (or tradtional) or formal governance mechanisms, and are usually paid work.

## What are gender interests and gender needs?

Maxine Molyneux (1985) differentiates between women's interests as strategic and practical gender interests.

- Women's strategic interests are derived from an analysis of their subordination and the formulation of strategic objectives to overcome this situation.
- Practical gender interests arise from women's position in the gender division of labor, are responses to immediately perceived needs and do not necessarily lead to gender equality.

Gender interests translate into *gender needs*, or aspirations to improve the situation and status of women (Moser 1993).

- Practical gender needs describe women's requirements to enable them to fulfil their multiple roles in an unequal society. Policies, programs and projects that address practical gender needs enhance women's situation in the context of their multiple roles.
- Strategic gender needs pertain to women's aspirations for equality in entitlements, rights and benefits within society. Development plans and programs that address strategic gender needs advance the position of women towards attaining empowerment.

# What are gender differences in access, participation and control over assets, resources and benefits?

Research and experience demonstrate that, because of gender roles and the division of labour, women often do not enjoy the same entitlement to productive and other assets essential to individual security, development and well-being. This gender-based inequality stems from social and cultural stereotypes about gender which find their way into formal institutions, such as in the family, economy, education and governance.

Below are some of the observed forms of gender inequalities in assets and resources:

- In many societies, women do not enjoy the same rights to education and training, to property and other productive assets, or to credit and technology.
- There tends to be continuity in the types of work associated with women's reproductive and productive roles, such that women's work in social reproduction is undervalued, or considered as voluntary work or as temporary careers to be abandoned upon marriage.
- The gender division of labour in productive work is represented by occupational segregation, or the tendency for women and men to be deemed suitable for different types of occupations, with unequal opportunities and benefits discriminating against women.
- Women's work tends to be viewed as "additional income' in households where men are supposedly the economic providers. Thus, it is often lowly-paid, temporary and insecure.
- Women workers, especially rural women and those in the informal sector, often have no access to social protection.
- In many cases, women's labour for social production and reproduction is unpaid labour, or lumped together with the remuneration given to men.
- According to a study of 1,200 executives in eight countries, including the U.S., Australia and the Philippines, around 70% of women and 57% of men believe an invisible barrier--a glass ceiling--prevents women from getting ahead in business (Clark 2006).

# How do we identify the opportunities and constraints to gender equality in development programs?

According to Kabeer (1994), apart from the household, gender inequalities may be reproduced in the international community, the state and the market. She emphasizes that "all planning, whether concerned with general macroeconomic policy or with specific micro-level interventions, has to be informed by these broader set of social relations through which production is organized and human needs are met." (Kabeer 1994:285).

Using Kabeer's framework, five interrelated dimensions within development institutions are significant to the analysis of gender inequality (1994: 281-282):

- Rules: how things get done
- Resources: what is used, what is produced
- People: who is in, who is out, who does what
- Activities: what is done
- Power: who decides what, whose interests are served.

Through gender analysis, we can examine the gender issues associated with macro-economic policies and programs and study their real or potential effects on the situation of women at the micro-level (in workplaces, communities, sectors, households or as individuals).

- Development policies and programs are "gender-blind" if they do not recognize the differences in the needs and interests of women because of their gender roles.
- They are "gender-aware' to the extent that they address the practical or strategic needs of women.

Gender analysis of development plans, policies, programs and projects can facilitate the following:

- Describe effective strategies to strengthen equal economic opportunities for and participation of both women and men in the future growth and prosperity of APEC economies;
- Describe how policies and programs can transform gender relations;
- Describe the finer features of labour participation, income generation and equity, and the impacts of investments and economic goals on women's entitlements, roles and capacities;
- Provide important insights on good practices for poverty reduction;
- Help predict whether or not economic growth will redound to the increased efficacy of women, given their multiple roles.

Figure I describe the inter-related links between gender roles and the division of labor, gender interests and needs, access, control and participation factors. It also illustrates how these elements influence the outcomes of development programs, and the fact that development can also lead to changes in gender dynamics.

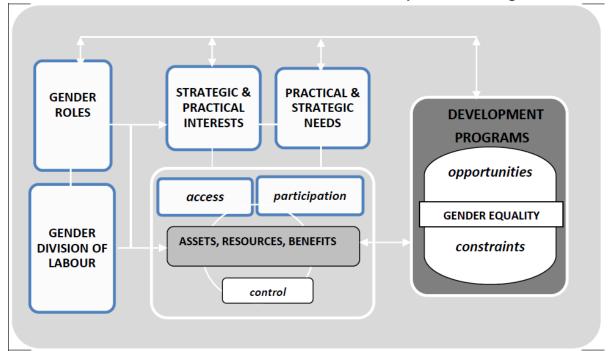


FIGURE I: Gender Relations in Development Planning

#### How does gender analysis add value to APEC's concerns?

Gender analysis enables APEC to develop policies, programs and projects that advance the situation and position of women. Applying gender analysis in the planning, monitoring and assessment of APEC's activities result in the following gains:

- More comprehensive knowledge and awareness of the different realities of the lives of women and men;
- Informed decision-making leading to the achievement of the goals of APEC and gender equality;
- Increased effectiveness and improvements in the design, implementation, monitoring, evaluation and communication of policies and projects;
- Recognition that different strategies and measures may be necessary to achieve intended results and equitable outcomes for women and men;
- More effective APEC processes and mechanisms for coordinating, implementing and monitoring the *Framework for the Integration of Women in APEC*.

#### Why is sex-disaggregated data important in gender analysis?

Differentiating between the characteristics of women and men on specific indicators provides a clearer understanding of how similar or different women's and men's entitlements are, to what extent each sex avails of social, political and economic opportunities, and where the most marked areas of discrimination lie.

Sex-disaggregated data can take many forms. Among these are the following (adapted from GFPN 1999):

- Gender indicators: statistics that describe the relative positions of women and men on an attribute.
  - Male-female differences in labor participation, employment and unemployment;
  - Enrollment in various college courses by sex;
  - Land ownership rights of women and men;
  - Use of ICT;
  - The statistical information could be presented as comparative proportions or rates of incidence by sex.
- <u>Cross-sectional data</u>: measures the situation of different groups on a given variable at a particular point in time.
  - Statistics on school participation rates of rural vs. urban women;
  - Employment rates of singles versus married women;
  - Comparative data across geographic regions or nationalities of women's political or economic participation.
- <u>Time-series data</u>: presents the characteristics of women and men on specified variables as measured at different points in time.
  - Changing patterns of migration by Asian women and men across the years;
  - Nutritional changes in young boys and girls in relation to the shifting prices of food basket items;
  - Age at first marriage of women from the "40s to the 21<sup>st</sup> century, maternal mortality and parity data.
- <u>Longitudinal data</u>: Changes in the situation of the same units of the population as a result of social or economic programs can be described through repeated measurements taken on the same samples.
  - The impact of access to credit on the incomes of male and female beneficiaries across different project phases;
  - The decision of women and men to participate in paid work in relation to the number of their children;
  - Savings and expenditure patterns in relation to marital status or age.
- Qualitative data: Gender differences can also be obtained through qualitative methods.
  - The Time-Use Matrix can describe the extent to which women and men engage in either productive, reproductive, community management or community political activities.

- A seasonal calendar can identify when, how many jobs, and with what intensity women and men engage in production at different times of the year.
- o Key informant interviews, biographies, and focus-group discussions elicit male and female opinions, perceptions, needs and interests.

Sex-disaggregated data, while useful by themselves, are best used in the context of gender analysis. For example-

- What do labor differentials between the sexes tell us about gender stereotypes, women's efficacy and control over her economic situation?
- How is discrimination against women illustrated by comparative data on property ownership?
- Have projects or interventions improved women's skills, provided critical information to women and men about gender roles, and empowered them?
- How do we use information that illustrates women's multiple burdens in development planning?

#### How can more women be involved in APEC?

Women's involvement in APEC refers to their full participation in APEC fora, activities and projects. The following steps could help improve women's participation in APEC fora (GFPN 1999):

- Encourage economies and all APEC fora to increase women's presence and participation in its activities and projects, especially as decisionmakers;
- Include more women in delegations of member-economies to meetings and other fora, particularly to high level meetings such as those of Senior Officials, Ministers and Leaders:
- Analyze "with gender lenses' the current involvement of women in APEC and address factors that may constrain women's participation;
- Promote an environment within APEC and its member-economies that will be conducive to greater women's participation through the implementation of the *Framework*.

# III. Illustration: Gender Analysis of the Links between Trade Policies and Women in Small Businesses

An example of how to understand the links between trade policies and women's entrepreneurship through gender analysis is reproduced below.<sup>2</sup>

The Links between Trade Policies and Women's Empowerment and Gender Equality

Trade Liberalization and Small Business

Women entrepreneurship has been recognised as an important source of economic growth. They create new jobs for themselves and others and they provide the society with different solutions to management, organisation and business problems as well as to the exploitation of entrepreneurial opportunities. Studies indicate that up to 40-50% of enterprises in developing countries are owned and run by women.

Today, women entrepreneurs represent a potent economic force as employers, customers, suppliers and competitors in the world marketplace. Their importance and role in contributing to economic development is evidenced by the growing number of women in entrepreneurship across the globe.

Women have lower participation rates in entrepreneurship than men and generally engage themselves in different areas of enterprise from that of men. They are mainly involved in industries perceived as being less important to economic development and growth (such as retail, education, and other service industries) than the high technology and manufacturing. For very long, equal opportunity between men and women, from the perspective of entrepreneurship, has not been a reality. The larger the difference between men and women in a society, the larger we can expect the difference to be between men and women entrepreneurs and the more different we can expect their relative contribution to economic development to be. Furthermore, until recently, women in entrepreneurship have been a neglected resource of development and growth. Women's labour is efficient and generally cheap. This makes them the workforce of choice for many export industries which represent the substrate for trade liberalisation.

The consequence of economies trading with one another under the conditions of trade liberalisation is that women in different countries are made to compete against each other. This drives down wages in one country (where labour-cost is higher) and disproportionately drives up wages in others (where labour-costs are cheap).

Export Competition and Women's Labour

According to UNCTAD reports, 80% of the approximately two million workers employed in about 200 export processing zones in some 50 countries are

<sup>&</sup>lt;sup>2</sup> Excerpted from an article by Owanari B. Duke (2009). The Links between Trade Policies and Women's Empowerment and Gender Equality. *Expert Meeting on Mainstreaming Gender in Trade Policy*. UNCTAD, Geneva, 10-11 March.

women. They work hours that are 25 percent longer than schedules prevailing in other firms, and are paid 20 to 50 percent less than men working in the same zones (World Investment Report, United Nations Centre on Transnational Corporations). Currently, from available studies, five significant trends can be observed as underlying women's employment in developing countries (UNIFEM):

- Increasing feminisation of employment, especially in export-oriented manufacturing production but also in several other sub-sectors in services,
- Sex-segregation of jobs, not only in traditional occupations but also, and particularly, in the newer industries which need not be segmented in this manner,
- Discrimination between women workers because of age and marital status,
- Deterioration in the status of women workers,
- Unemployment and underemployment of women.

Trade in Services & Women's Employment

The WTO established the General Agreement on Trade in Services (GATS) which requires every government to "treat services and service suppliers of other members no less favourably than its own like services and service suppliers."

Services include but are not limited to advertising, audio-visual services, banking and finance, communications, construction, data processing, education, environmental services, health care services, insurance, professional services, retail and wholesale trade, transportation, and tourism. For developing economies, GATS directly reverses the development of national resources and this will impact significantly on women's opportunities for employment and entrepreneurship. Through the liberalisation of services, women's disadvantaged position is likely to worsen by an increase in the number of competitors for scarce and desirable jobs. Many women entrepreneurship have small and medium enterprises in the service sector; they are likely to be disadvantaged on a level playing field for all service suppliers – big and small, local and foreign.

The reform of trade liberalisation as a tool of international trade is long overdue. The Agreements in their present form tend to stifle growth of small enterprises especially those run by women. Most women seem to pursue self-employment because they actually have no better alternative; if women can get a good pay from a job they will, most likely, not see entrepreneurship as a better choice for their livelihood.

# IV Application: Analysis of Gender Issues in APEC

Now that we have described the basic elements of gender analysis, we will use them as tools in the analysis of the gender issues associated with APEC's concerns. The key concepts will first be summarized, to be followed by suggested sets of questions to answer in the analysis.

The gender analysis tool we will apply will consist of four (4) phases:

- 1. Analysis of roles and the gender division of labor
- 2. Identification of entitlements (assets, resources and benefits) associated with TILF and ECOTECH and the capacities women and men exercise in relation to these (access, participation, control)
- 3. Analysis of the improved/ enhanced opportunities for gender equality which can result from APEC policies or projects, as well as continuing constraints that may result from them.
- 4. Analysis of how projects can address gender interests and needs.

#### Analysis of Roles and the Gender Division of Labor

Ideally, information on these concepts should be derived directly from the population or sample affected by a project. Research reports and other documents that deal with gender roles in a member-economy will also be useful.

In lieu of that, in this workshop, information contained in the case studies or project proposals will be used to practice and develop capacities to do gender analysis.

#### A. Summary of Concepts

Table 1. Gender Roles and the Division of Labor

Concepts	Definitions and Categories	
Gender	Social, cultural and psychological aspects of traits, roles, norms and stereotypes associated with masculine and feminine behavior	
Gender Roles	Culturally defined behaviors, values, attitudes and beliefs associated with being a woman or a man, feminine or masculine	
	<ul> <li>Varies across time and place</li> <li>Historically defined and influenced by other factors in the economy, society and culture</li> </ul>	
Gender	Roles associated with being masculine or feminine	
Division of	within a given historical period. Can be classified as	
Labor	follows:	
	<ul> <li>Reproductive role: domestic responsibilities and household food production for the maintenance and reproduction of the workforce</li> </ul>	

	·
	<ul> <li>Productive role: work for market production with an exchange-value, and subsistence/home production with use-value</li> <li>Community management role: work that supports collective consumption and the maintenance of community resources.</li> <li>Community politics role: associated with the exercise of authority and use of power to manage community life.</li> </ul>
Forms of	Unequal position of women resulting from the gender
Gender	division of labor. May be manifested in the following
Inequality	ways:
	<ul> <li>Multiple burdens: the expectation that women involved in activities outside the domestic domain (as in the economy or community) will continue to be responsible for reproductive roles</li> <li>Stereotyping: oversimplified conception, opinion, or image of masculinity and femininity, including those of gender-linked traits, role behaviours, occupations and physical appearance</li> <li>Subordination: behaviours, attitudes and values that situate women's entitlements and roles beneath those of men in terms of power, authority and privilege</li> <li>Marginalization: de-valuation or trivialization of women's roles and contributions, especially in relation to decision-making, work, politics and other aspects of public life (NCRFW 1995).</li> </ul>

#### **B.** Procedure

- 1. Divide yourselves into small groups. Assign a Moderator and a Rapporteur.
- Read and discuss the case study to be assigned to your group. Supplement the information provided with your own experiences and prior knowledge of gender relations.
- 3. Description of Gender Roles and the Division of Labour
  - Use the following guide questions in your discussion.
    - o Who does household reproductive activities?
    - What are the usual economic activities of women, men, girls and boys?
    - o What types of work done by women/ men are paid?
    - O What types of work by women/men are unpaid?
    - How long does it take to finish economic productive work? Is the work done seasonally, monthly, weekly, or daily?

- Where is the work carried out: at home/ farm/ city office/ factory/ elsewhere?
- 3. What are the effects of the gender division of labor on gender relations? Describe as forms of inequality [multiple burdens, stereotyping, subordination or marginalization], "gender equality' or "no effect."
- 4. Matrix I (Activity Profile) may be used for this purpose (see section on Workshop Resources).

# **Analysis of Entitlements and Capabilities**

Gender roles affect the way that individuals, women and men across all ages, nationalities, race and class, are capable of using their various freedoms and entitlements, classified here as assets, resources and benefits. In this part of gender analysis, the goal is to be able to describe capabilities available to women and men before a project is introduced, and to compare it with the potential changes that may ensue after the project.

## A. Summary of Concepts

**Table 2. Entitlements and Capabilities** 

Concepts	Definitions and Categories	
Entitlements	An individual's endowment or initial resource bundle, which is transformed via production and trade into food or commodities, which can be exchanged for food (Sen 1981).	
	<ul> <li>Asset: any item of economic value, such as capital, securities, land and other properties;</li> </ul>	
	<ul> <li>Resource: a person, thing, or action needed for living or to improve the quality of life, such as education, skills, technology, communication, public services and labor</li> <li>Benefit: anything that promotes self-development &amp; well-being, including payments for work, insurance and other forms of social protection, training and capacity building, leisure and recreation.</li> </ul>	
Capabilities	The power to do; "the substantive freedoms a person enjoys to lead the kind of life he or she has reason to value" (Sen 1999).  Access: freedom to make use of something Participation: freedom to take part in different spheres of societal life, including	

in the political, economic, social, and
cultural spheres
<ul> <li>Control: the ability to exercise influence, authority or power over a group, a</li> </ul>
function or action.

#### **B.** Procedure

- 1. Continue working in your small group. Use Matrix 2 (Entitlements and Capabilities Matrix) as a template for this task.
- 2. Identify the freedoms and entitlements available to women and men in the selected group or population.
- 3. Determine whether they are available to women, men, or both, specifying their characteristics as much as possible (e.g. women entrepreneurs, service providers, etc).
- 4. Discuss how these entitlements are used by the population.
  - How are assets, resources and benefits made available to them?
  - In what ways do women or men (or both) access, participate in their use, control or influence processes related to these rights?
- 5. How will the project enhance or aggravate capabilities of women and men in relation to assets, resources and benefits?

#### **Analysis of Practical Need and Strategic Gender Needs in Projects**

The gender division of labor, which differentiates between the ability of women and men (to access, participate in their use, and control freedoms and entitlements), affects gender interests and needs: the aspirations to improve one's situation in the context of gender roles, or the status of gender equality. Gender-responsive development policies and projects need to address these needs and interests.

In this step, the planned components of a project will be analyzed in terms of practical needs and strategic interests. This stage of the analysis can be facilitated by making use of the conclusions previously drawn from the analysis of Entitlements and Capabilities.

# A. Summary of Concepts

Table 3. Practical Needs and Strategic Interests<sup>3</sup>

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Practical Needs	Strategic Interests
Are immediate and short term needs that focus on basic needs (food, shelter, etc.)	<ul> <li>Contribute to long term structural change that foster increased gender equality</li> </ul>
<ul> <li>Are unique to particular groups of women and men</li> </ul>	<ul> <li>Are common to all women and to specific groups of disadvantage men</li> </ul>
Are easily identifiable	<ul> <li>Relate to women and men's disadvantaged position, their subordination to other groups, their lack of resources and education, their vulnerability and poverty and the impact of violence on their lives</li> </ul>
	<ul> <li>Analyze the root causes of these disadvantages which are not always easily identifiable by the groups concerned</li> </ul>
Are addressed by providing specific inputs such as food, hand-pumps, clinics, credit, skills training, etc.	<ul> <li>Are addressed through discussions and analysis, the promotion and strengthening of civil society organizations that target the issues in question and by lobbying for legal and policy changes</li> </ul>
Tend to involve women and men as beneficiaries and only sometimes as participants	<ul> <li>Involve women and disadvantage men as key agents of change and actively seeks ways to enable them to become change agents</li> </ul>
Use inputs to improve the condition of women and men's lives	Can improve the position and status of women and men
Focus on improving living conditions, but do not actively work to alter traditional gender roles and relationships	Can lead to a change in women and men's positions relative to each other as well as in their respective gender roles
Can enable women & men to improve their condition in life   B. Broodure <sup>4</sup>	<ul> <li>Can empower women and men to transform their relationships with each other</li> </ul>

# B. Procedure<sup>4</sup>

 $^3$  Adapted from APEC (2008). *Gender Analysis, Concepts and Practice: Training Manual.* Gender Focal Point Network Workshop, Arequipa, Peru, May.

- 1. In your small group, identify the various components or features of the project.
- 2. Link these components to practical needs and strategic needs. The following questions may serve as initial guidelines in your discussion:
  - Will it improve the capabilities of women and men to make full use of their potentials in economic activities? (practical need)
  - Will there be a full consultation with and involvement of the women and men to be affected by the program, project or policy?
    - This includes their involvement as managers and planners, in education and training, and their long term access to resources and decision-making processes (strategic interests)
  - Will the project lead to increased sharing of responsibility for reproductive work that is traditionally done by women? (strategic interests & practical needs)
  - Will it foster the organization of groups to support networking, advocacy and action in the sector concerned? (strategic interests)
  - Will it help build linkages and alliances with advocacy and interest groups in the development mainstream? (Strategic interests)
- 3. Use Matrix 3 (Gender Needs and Interests in Projects) to describe the practical needs and strategic interests addressed by project components.

## **Analysis of Opportunities and Constraints**

In the final phase of gender analysis, outside influences over the project's ability to enhance or retard the goals of gender integration and the attainment of gender equality will be assessed.

# A. Summary of Concepts

Table 4. Opportunities and Constraints to Gender Equality

Concepts	Definitions and Examples	
Opportunities	Pefinitions and Examples  Favourable circumstances in the external environment that may help to achieve a project's objectives to promote gender equality; may include -  commitments from Minsters, APEC fora or members to promote gender equality  new areas for work that need project development, and where gender analysis can be applied  Good practices for gender	

<sup>&</sup>lt;sup>4</sup> Ibid.

	mainstreaming in the economy which are adapted to APEC's goals.
Constraints	Factors that lie outside - but have a direct impact on - the project; such as laws and regulations; economic, technological, sociopolitical, financial, or operational factors that negatively influence gender mainstreaming efforts.
Gender Equality	Ability by women and men to enjoy – without discrimination or socio-cultural restrictions – the entitlements, freedoms, opportunities and choices that enhance our individual lives and well-being.

#### **B. Procedure**

- 1. Continue working in your small group. You may use Matrix 4 (Opportunities and Constraints to Gender Equality) to answer this portion. Discuss the following questions:
  - What are the external factors that influence the outcomes of a project?
     Where do they come from?
  - Will these factors provide favourable circumstances (opportunities) or unfavourable influences (constraints) to the promotion of gender equality?
  - How can the analysis of opportunities and constraints be linked to your analysis of roles, entitlements and capabilities, practical needs and strategic interests (Matrices 1- 3), in order to improve the design and implementation of the project?

# V Presentation of the Results of Gender Analysis

After completing the four steps of the gender analysis, please go over your report and summarize the mains discussion points. Decide how you intend to present the results in a plenary session.

- You can report the results as a summary of your discussions for Matrices 1 to 3.
- You can also opt to provide a more visually stimulating presentation, including the use of the PowerPoint, drawings/ clip art, or any other creative presentation preferred by the small group.
- Present your gender analysis to the large group in 8-10 minutes.
- Comments, questions and suggestions will be entertained after all small group reports have been presented.
- General discussion and clarification of remaining issues will complete the plenary session.

#### MODULE THREE: GENDER IMPACT ASSESSMENT

# **Objectives**

By the end of this module, participants should have attained the following:

- 1. Enhanced their understanding of gender mainstreaming as a strategy for the integration of women's needs and interests in APEC;
- 2. Gained knowledge of the purposes and features of Gender Impact Assessment as a tool that facilitates gender mainstreaming;
- 3. Understood how to apply the elements of Gender Impact Assessment to policy and project analysis;
- 4. Applied Gender Impact Assessment in the analysis of selected APEC policies or programs.

# **Key Learning Points**

Gender mainstreaming

Gender impact assessment

Gender equality

Gender situation analysis

Future trends in the gender situation

Gendered structures, processes, norms and values

**Gender Impacts** 

Gender sensitive indicators

Sex-disaggregated data

## I Gender Mainstreaming through Gender Impact Assessment

# What is gender mainstreaming?

Mainstreaming gender in development refers to various approaches for achieving the integration of gender equality goals in development planning and practice. It involves the transformation of development perspectives such that gender equality and empowerment become part of the philosophical bases of plans, policies and programs, intersecting thereat with concerns for economic growth, equity in income distribution, sustainability, good governance and other goals of human progress (Torres 2009).

It is composed of a set of strategies to make women's as well as men's concerns and experiences an integral dimension of the design, implementation, monitoring and evaluation of policies and programs in all political, economic, and societal spheres so that women and men benefit equally (SIDA 2003).

- Gender mainstreaming makes use of information about the gender division of labour, multiple roles, gender interests and needs as the bases for planning and programming. These concepts are the same ones we discussed in Module 2 (Gender Analysis).
- The Framework for the Integration of Women in APEC is a blueprint for gender mainstreaming. It recognizes that gender is a cross-cutting issue, and is inextricably linked to all the activities and pursuits of APEC.
- To mainstream gender in APEC is to accept that all projects and plans affect and are affected by gender relations, and that gender issues need to be addressed in order to achieve gender equality in APEC'S three pillars: Trade and Investment Liberalization, Business Facilitation, Economic and Technical Cooperation (see also Figure I, page 12).
- With gender mainstreaming, issues affecting women are no longer dealt with by only one committee (such as the Gender Focal Point Network) but become the concern of all APEC fora and committees.

# What are the entry points for transforming the development mainstream into one that works for gender equality?

There are four essential entry points for mainstreaming gender in development (Figure II): policies, enabling mechanisms, people, programs and projects.

Monitoring

and Evaluation

People

Implementation

Enabling

Mechanisms

Programming

and Budgeting

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# 1. En-gender Policy

The Framework for the Integration of Women in APEC is the basic document which defines how APEC can directly contribute to gender equality. It includes the following strategic directions (APEC 1999:2; APEC 2002):

- o Incorporation of a gender perspectives into the goals, structures, priorities, policies, decisions, processes, practices, and activities of APEC;
- o Resource allocation for the design, implementation and evaluation of gender-responsive programs and projects; and
- Participation of women at all levels of decision-making in APEC.

Using the elements of the Framework, along with the other components of gender mainstreaming, all activities in APEC can be planned within a gender perspective.

# 2. Provide enabling mechanisms

The Gender Focal Point Network (GFPN) was developed to act as a sustainable and effective mechanism to integrate gender considerations in APEC.

- It serves as the vehicle for SOM to work on issues that affect the economic circumstances of women in the APEC region;
- o It promotes the full and equal participation of women in APEC economies through the Trade and Investment Liberalization and Facilitation (TILF) and Economic And Technical Cooperation (ECOTECH) agendas.

<sup>5</sup> From National Commission on the Role of Filipino Women (NCRFW). *Mainstreaming GAD in the Development* Planning Cycle: the Philippine Experience. Available from PhilGAD Portal http://www.ncrfw.gov.ph. Last accessed July 2009.

The development of a sex-disaggregated data base in APEC is another mechanism vital to successful gender mainstreaming. It facilitates understanding the sources and forms of gender inequality in economic life (APEC 2002):

- Identifies the different situations of women and men, including changes over time;
- Considers the impacts that APEC activities will have on both women and men, and tracks the realized impacts;
- Identifies and defines problems, develops options and chooses the option which will be most effective and beneficial for both women and men;
- Facilitates fuller understanding of the impact on women of critical events, such as the regional economic crisis, so that appropriate response can be made;
- Allocates resources and efforts for promoting women's fuller participation in the economy in a more equitable fashion;
- Evaluates and monitors results and outcomes by sex;
- Shows progress or lack thereof in promoting women's economic participation, using indicators and regular data publications.

## 3. Develop Capacities for Gender Mainstreaming (People Factor)

It is action by people that moves policy and programs into directions that lead to progress on gender equality.

Capacity and human resources for gender mainstreaming in APEC is facilitated by the following strategies:

- Developing awareness and gender sensitivity to concepts and dimensions of gender inequality in the context of Trade and Investment Liberalization and Facilitation (TILF) and Economic and Technical Cooperation (ECOTECH);
- Obtaining new knowledge and skills to analyze the impacts of development on gender roles and relationships, such as through gender analysis and gender impact assessment workshops;
- Providing technical guidance to APEC committees for the incorporation of gender perspectives in policies and projects.

# 4. Design, implement and evaluate gender- sensitive programs and projects

The *Framework* provides the strategies for gender mainstreaming in APEC. Training on gender analysis, the availability of sex-disaggregated information, and technical assistance from the GFPN facilitate the development, implementation and evaluation of policies and projects that promote the full participation of women and men in the economy.

Towards facilitating the process of gender mainstreaming, gender criteria are now part of the project approval process in APEC. Submitted project proposals must satisfactorily answer two questions with gender considerations:

- What steps does this project take to ensure that it benefits both groups, and in particular does not disadvantage women?
- Show how the objectives of the project provide benefits for women.

The application of a Gender Impact Assessment on policies and projects in the offing is another useful approach to mainstream a gender perspective in the APEC agenda.

# What is gender impact assessment?

Gender Impact Assessment (GIA) is a tool that aims to estimate the different effects of a policy or activity on gender equality. It is useful for the gender mainstreaming of policies, programs and projects.

GIA can be carried out at any phase of program implementation:

- As a planning tool in policy development or program design,
- To measure the progressive effects of an ongoing project, or
- To assess the impacts of enforced policies and completed projects on gender equality.

GIA is best carried out during the early stages in the decision-making process for policy development, so that the planned policy can be adapted or reoriented to better achieve the goals of gender integration and gender equality.

#### What are the elements of a gender impact assessment?

GIA is founded on a gender analysis of the situation of women and men, as a way of predicting or measuring the potential impacts of a policy or project on gender equality. Important processes in GIA include -

- Analysis of the gender situation of the women and men in the population or sector to be affected by a policy, program or project;
- Anticipating the gendered effects of an activity on women's access, participation and control over resources, benefits and opportunities;
- Identifying potential opportunities and constraints to attaining gender equality resulting from the design, objectives and implementation of a policy or program;
- Addressing gender gaps in the policy or project so that these will enhance rather than retard the attainment of gender equality.

#### What are the steps in a GIA?

Gender Impact Assessment is a complex and multidimensional process.

- Each element involves different steps, different approaches and methodologies (EVALDED 2003);
- GIA is a form of gender analysis: it enables us to assess how policies, programs or projects may impact differently on women and men, girls and boys;
- GIA makes use of sex-disaggregated data and gender-sensitive monitoring and evaluation indicators.

Verloo and Roggeband, Dutch political scientists, developed the GIA as an instrument to analyze the potential effects of new government policies on gender relations in Dutch society (Verloo and Roggeband 1996). They identified five steps for completing a gender impact assessment:

- 1. Description of current gender relations,
- 2. Description of probable development without the new policy,
- 3. Description and analysis of the new policy plan,
- 4. Description of potential effects on gender relations,
- 5. Evaluation of the positive and negative potential effects of a policy on gender relations.

The Council of Europe refined this procedure to include eight steps, as follows (EVALSED 2003):

- 1. Analysis of the *current situation* of gender equality or inequality in the population to be affected by a policy;
- 2. Analysis of *future trends* in the gender situation;
- 3. Identification of *priorities* in policy development, in order to actively promote gender equality and to increase their positive impacts on women and men;
- 4. Assessment of the *general gender impacts* of a policy on desired gender equality goals, using a set of pre-selected indicators;
- 5. Assessment of the *specific and direct impacts* of a policy on a particular group of women and men;
- 6. Assessment of the *indirect impacts* of a policy on gender equality, and the impacts of gender relations on the policy;
- 7. Determination of the ways in which a policy might be *redesigned* to promote gender equality;
- 8. Development of a set of appropriate *gender-sensitive indicators* to be used in the comparison of potential and effective impacts of policy.

The final form and elements of the Gender Impact Assessment depends on the features and complexity of the situation to be affected by a policy. For this Workshop, the eight steps proposed by the Council of Europe will be described further, so that the range of options for undertaking GIA can be presented.

## What are the ways to analyze the current situation of gender relations?

Verloo and Roggeband (1996) suggest that the gender situation analysis focus on three elements that may describe gender (in)-equality: structures, processes, and norms.

- Structures refer to social or cultural systems that reproduce unequal gender relations, such as the gender division of labour and gender identity;
  - In many economies, the gender situation can be derived from country reports that deal with gender, statistical profiles, and gender research.
  - Cross-national studies are also available, which can be used as starting points for understanding the gender situation.
- Processes that affect gender equality include mechanisms that produce and reproduce gender relations, such as -
  - Customary and formal laws or practices that differentiate between the entitlements of women and men;
  - Cultural and social constraints on women's mobility and visibility in economic life;
  - Constraints to women's access to education and training;
  - Gender discrimination in employment;
  - Socio-cultural factors affecting participation in decision-making mechanisms.
  - The Ministerial Meeting on Women (1998) identified a number of barriers experienced disproportionately by women-owned businesses, in the areas of access to financing, markets, technology and training.
  - The APEC Guide to Gender Analysis (APEC Secretariat 2002; 2007) also provides useful suggestions for understanding the gender factors that influence policy-making.
- Norms and values include attitudes, practices and behaviours that affect gender roles and the gender division of labour. Examples include:
  - Social expectations that women are caregivers and homemakers, which affect their opportunity to enter the formal labour force;
  - Masculine values of dominance and power over women's lives;

Gender Analysis Workshop

 Women's fulfilment of multiple gender roles: reproduction, production and community management.

## How do we analyze future trends in the situation of women and men?

Possible threats to, as well as opportunities for the advancement of gender equality in an economy need to be studied, independent of specific policies. For instance, policymakers may try to anticipate the following:

- Future risks to women's economic security as a result of the continuing global recession;
- The potential for women's increased participation in small and medium industries because of ICT;
- The effects of price volatility in fuel products on women in SMEs;
- The impact of a Country Plan for Gender Equality on women's economic empowerment.

## How do we prioritize policies and measure their potential impacts?

The assessment of current and future trends in gender equality may be used to determine which priorities should be considered to actively promote gender equality and increase the positive impact of policies on women and men.

Global agreements on gender-sensitive priorities, such as those included in the Beijing Platform for Action and the Millennium Development Goals, as well as country-level goals for Gender Equality, provide useful criteria and directions for improving the integration of women in business, trade and investment policies, economic and technical cooperation.

At the APEC Second Ministerial Meeting on Women in 2002, the ministers drew up a blueprint for *Advancing Women's Economic Interests and Opportunities in the New Economy* (APEC 2006). Among the stated gender mainstreaming goals of APEC are the following:

- Eliminate gender inequalities in all aspects of social and economic life, recognising the value of the multiple roles that women play in the economy, as well as recognising the double burden of paid and unpaid work;
- Support women's participation in various economic activities and entrepreneurial development in the economic policies and programs of APEC members;
- Assist people engaged in microenterprises to reap the benefits of open markets and globalisation;
- Ensure that women reap the benefits of trade liberalisation and, particularly, that rural women and women working in traditional industries

have access to the improvements in standard of living which flow from responsible, comprehensive liberalisation policies;

- Design policies and programs so that trade liberalisation truly contributes to "shared prosperity for all," by ensuring that women do not bear a disproportionate share of the costs of trade liberalisation, such as job losses and inferior work conditions, in addition to exacerbating existing gender inequalities;
- Devise and implement policies and projects to ensure that women gain quality access to ICT and enjoy its benefits;
- Recommended that all APEC members and fora consider gender perspectives and work actively to eliminate barriers to the participation of women in new technologies and the new economy.

## How can we measure the potential and realized impacts of policies?

Indicators of gender equality and other circumstances that advance the status and position of women need to be developed in order to analyze the potential gender impacts of policies, both in general and specific terms.

- National statistics, as well as data from chambers of commerce and other specialized agencies, can be sources of indicators, especially if these are sex-disaggregated;
- APEC's Guide on the collection and use of sex-disaggregated data include indicators that may be used in a GIA.
- Some useful sex-disaggregated indicators are included in Module Two, pages 13-14.

What are some of the considerations that may be taken in re-designing policies and programs, so that these will be more responsive to the goal of mainstreaming gender in APEC policies, processes and directions?

In general terms, policies have to be designed in ways that will promote equality of opportunity and minimize discrimination between women and men in trade and investment liberalization, business facilitation, economic and technical cooperation.

- The extent to which a policy or project can mitigate or minimize adverse impacts on gender relations can also be a basis for their formulation and improvement.
- The following considerations can be taken in selecting strategic options that can diminish adverse impacts (adapted from EVALSED 2003:5):
  - How a policy can facilitate or hinder equality of opportunity;
  - Options that challenge rather than reinforce gender stereotypes;

- The consequences of not adopting an option more favourable to the promotion of equality of opportunity - for the group concerned and for the APEC;
- o The costs of implementing each option;
- Whether international obligations, including commitment to APEC's framework for women's integration, would be furthered by each of the options.

# II Illustration: Gender Impact Assessment of the Policy of Promotion and Support for the Culture & Arts Education Programs in Society, Republic of Korea<sup>6</sup>

An example of how to apply the procedures of a GIA in the analysis of the impacts of a government policy and program on women and men, is summarized below.

Policy of Promotion and Support for the Culture & Arts Education Programs in Society: A Gender Impact Assessment

A gender impact assessment was undertaken by the Ministry of Culture and Tourism, Republic of Korea, on the *Policy of Promotion and Support for the Culture & Arts Education Programs in Society* (the Programs, hereafter). The goals of the Programs were as follows: first, to provide local inhabitants, who are regarded as culturally disadvantaged, with chances to participate in diverse cultural activities; and second, to enhance community consciousness through these activities.

The study employed the following procedures:

- 1. It explored gender issues in cultural and artistic aspects of related social policies, and elaborated an Index for Gender Impact Assessment.
- 2. It evaluated gender impacts on the design and decision-making processes of the policy.
- 3. This study analyzed the delivery process of the policy, focusing on programs for senior citizens, physically challenged people, foreign brides, teenagers, and North Korean migrants (Saeteomin).
- 4. The evaluation process placed great emphasis on practical application of the gender impact assessment for the future programs.

The results of this study were as follows:

- Managers in charge of designing and decision-making in the Programs showed lack of gender sensitivity, even though they acknowledged that the Programs needed to consider the situation of minorities in society. However, they later recognized gender sensitivity as a necessary condition for future Programs.
- Only about 30% of the members of the advisory committees involved in the
  consulting, screening or evaluating processes were women, and the majority
  of these members also showed little of gender sensitivity as they regarded the
  'gender factor' in culture and arts as something very secondary.
- Most of the operating organizations of the Programs did not have gendersegregated statistics, and they did not seem to have considered gender factors when operating the policy.
- 59.5% of the participants in the Programs were women, while men consisted of 40.5%.

<sup>&</sup>lt;sup>6</sup> Summarized from Kim Young Ok, et.al. (2005). Gender Impact Assessment on "the Policy of Promotion and Support for the Culture & Arts Education Programs in Society." Ministry of Gender Equality & Family, Republic of Korea.

 Women's participation rates were higher than men's in all age groups, except for the teenage groups where female and male participants showed similar rates.

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- 16.1% of the whole policy was offered only to women, the majority of which were programs for foreign brides or ex-prostitutes.
- The budget for the programs offered only to women officially took 19.5% of the whole budget of the Programs.

The following were the results of the evaluation of the major target groups:

- Most of the culture and arts education programs for senior citizens assumed male senior citizens as their target groups, and the effect of the programs differed between women and men senior citizens.
- There was an absolute shortage of policy for physically-challenged women, and most of these tended to regard these people as gender-less. Even when gender was considered, the issues of disability were given priority.
- Programs for foreign brides lacked prior information on those foreign brides.
- The low participation rates of the foreign brides in the programs could be the result of the stereotypical perspective that saw these foreign brides only as victims.
- The 'Korean culture' programs put excessive emphasis on the need of adaptation of the brides to the Korean culture, rather than on cultural diversities and tolerance.
- Not enough programs for teenage women were offered. The programs lacked consideration on the differences in cultural and artistic activities between girls and boys, resulting in more gender-biased programs.
- North Korean migrants (Saeteomin) had not offered any women-only programs. While programs operated by Saeteomin mainly involved direct, inperson experiences, many of these programs tended to reproduce existing gender stereotypes.

Based on those results above, this study made several propositions for gender-sensitive culture and arts education programs for each targets group as well as for the promotion and support of the Programs as a whole. We also suggested that staff-members and managers in Ministry of Culture and Tourism, as well as in the various operating organizations, should take gender-sensitivity education themselves; that more gender-specific considerations should be taken in order to better understand the program participants; and that more gender-sensitive programs should be developed and implemented.

## III Application of Gender Impact Assessment to APEC Projects

As stated earlier, the actual set of steps to be followed in a GIA depends on several factors.

An abbreviated version of the GIA framework employed by the Council of Europe is presented in this Workshop. They can be revised or expanded, depending on the matter at hand, and the availability of gender-sensitive data:

- Analysis of the current situation of women and men in population or sector to be affected by a policy or project
- Projections of future trends in the gender situation
- Prioritization of policy options or project strategies vis-à-vis gender goals
- Re-design of the policy or project to enhance gender equality.

## **Analysis of the Gender Situation**

The first step taken in a GIA is to describe the context or environment where a policy is to be enforced or a project implemented. This procedure provides the framework and information needed to ascertain the nature of gender relations in society, or a specific group in the population.

## A. Summary of Concepts

**Table 5. Gender Situation Analysis** 

Concepts	Definitions and Categories	
Gender Situation Analysis		
	Three elements of gender relations are examined:	
	<ul> <li>Structures: social or cultural systems that reproduce unequal gender relations</li> <li>Processes: mechanisms that produce and reproduce gender relations</li> <li>Norms &amp; Values: attitudes, practices and behaviours that affect gender roles and the gender division of labour.</li> </ul>	
	Information can be obtained from national statistical data bases [sex-disaggregated], gender studies, cross-national or regional comparisons of gender in business and trade liberalization.	

#### B. Procedure

- 1. Divide yourselves into small groups. Assign a Moderator and a Rapporteur.
- 2. Read and discuss the case study assigned to your group (see section on Workshop Resources in this manual). Supplement the information provided with your own experiences and prior knowledge of gender relations.
- 3. Analysis of the Situation of Gender Relations
  - Use Matrix 5 (Analysis of the Situation of Gender Relations) for this phase of the GIA. List all the characteristics of women and men that are apparent or may be inferred from the case study. Classify them according to the categories presented here.
  - Which group/s of women and/or men are to be affected by the policy or project? Which policy area of APEC is involved?
    - What are the types of information available on the situation of women and men in this group/ these groups?
    - Are there differences in the situation of women and men which have led to discrimination and other forms of gender inequality?
    - Compare the range of their entitlements (assets, resources, benefits) and the nature of capabilities (access, participation, control) used in relation to these. Refer to Module Two, pp. 19-20 for definitions.
- 4. After determining the situation of women and men, look into the future and try to project how these circumstances will look after 5-10 years. Discuss their potential effects on the state of gender equality. List these possible changes in Matrix 5.
  - What are some likely future trends in the region and in the membereconomy that will influence (and be influenced by) gender relations?
  - Is the actual situation of gender relations stable or changing? Is it moving towards gender equality?

## **Analysis of Project Components**

Goals and strategies that actively promote gender equality and increase the positive impact of policies on women and men need to be given greater value than others.

- More specifically, a gender framework applied to any policy or project option in APEC requires that these contribute to accelerating the progress of integrating women in the mainstream of APEC processes and activities.
- The gender mainstreaming goals defined in APEC (see pp. 32-33) can be used to define the directions for the fuller integration of women into economic activities.

## A. Summary of Concepts

**Table 6. Gender Mainstreaming in Policies and Projects** 

Concept	Definition and Categories
Gender mainstreaming	The incorporation of a gender equality framework in all policies and projects, and at all levels and stages of the development planning cycle.
	Transforming APEC policy towards advancing gender equality entails –
	<ul> <li>Incorporation of a gender perspective into all activities of APEC</li> <li>Allocation of human, technical and financial resources</li> <li>Participation of women at all levels.</li> </ul>

#### **B.** Procedure

- 1. In your small group, identify the various components of the policy or project. List them in Matrix 6 (Analysis of project Impacts).
- Select appropriate criteria to use in judging whether or not a particular feature or component of a project promotes or hinders gender equality. The APEC gender mainstreaming goals (pp. 32-33) can serve as your guideposts.
- 3. Assess whether or not a particular feature or component of the policy or project contributes negatively or positively to your gender equality criteria.
- 4. Using the criteria on p. 34, discuss how to reduce or remove potential adverse impacts of the proposal under review.
- 5. Make final recommendations in your group regarding the policy/ project being subjected to GIA.

## IV Presentation of the Results of the Gender Impact Assessment

After completing the four steps of the GIA, please go over your report and summarize the mains discussion points.

- You can report the results as a summary of your discussions for Matrices 5 and 6.
- You can also opt to provide a more visually stimulating presentation, including the use of the PowerPoint, drawings/ clip art, or any other creative presentation preferred by the small group.
- Present your gender impact assessment to the large group in 8-10 minutes.
- Comments, questions and suggestions will be entertained after all small group reports have been presented.
- General discussion and clarification of remaining issues will complete the plenary session.

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#### WORKSHOP RESOURCES

## Forms for Training Workshops

## 1. Analysis of Gender Issues in APEC

- Matrix 1. Activity Profile (Gender Division of Labour)
- Matrix 2. Entitlements and Capabilities Matrix
- Matrix 3. Gender Needs and Interests in Projects
- Matrix 4. Opportunities and Constraints to Gender Equality

## 2. Application of Gender Impact Assessment to APEC Projects

- Matrix 5. Analysis of the Situation of Gender Relations
- Matrix 6. Analysis of Project Impacts

## Case Studies for Gender Analysis

- GS. APEC Seminar on Trade in Health Services
- ❖ ISTWG. APEC Workshop on Participation of Women and Ethnic Communities in the S&T Workforce
- SMEWG and GFPN. APEC Workshops on Best Practices in Micro-Finance / Micro-Credit

#### Case Studies for Gender Impact Assessment

- ❖ GFPN. Public Policies to Promote Women Entrepreneurs
- SMEWG. APEC Symposium on SME Strategies to Manage the Impacts of the Global Financial Crisis
- ❖ TFEP. Workshop on the Framework of Long-term Capacity Building for Disaster Risk Reduction in APEC

## **Gender Analysis**

## **Matrix 1. Activity Profile (Gender Division of Labour)**

Gender Division of	What are the activities or by women	tasks done principally or men?	Where does the activity occur?	What is the effect of the GDL on gender
Labour	Women's work	Men's work		relations?
Production				
Reproduction				
Community management				
Community politics				

## **Gender Analysis**

## **Matrix 2. Entitlements and Capabilities Matrix**

Capabilities	Before the Project: Who is able to make use of these entitlements? [women, men, or both?]		With the Project: Who is able t of these entitlements? [wome both?]		to make use en, men, or	
Entitlements	Access	Participation	Control	Access	Participation	Control
Assets						
Resources						
Benefits						

Before and after the project:

o Which freedoms and entitlements are available to women and men?

o How are assets, resources and benefits made available to them?

## **Gender Analysis**

Matrix 3. Gender Needs and Interests in Projects

Project Name	Gender Interests and Needs			Project Re-design	
	Does the strategy/ component address practical gender needs? Which ones?  Does the strategy/ component address strategic gender interests? Which ones?		How can the project be enhanced or improved to respond to gender		
Components	Women	Men	Women	Men	needs and interests?

## **Gender Analysis**

## Matrix 4. Opportunities and Constraints to Gender Equality

External Influences on a Project	Where do these factors come from?	How can the project be enhanced or improved to attain gender equality?
Opportunities		
Constraints		-

What are the external factors that influence the outcomes of a project? Where do they come from? (e.g. Ministerial Statements linked to gender mainstreaming, progress in the integration of gender within APEC fora, and the demonstrated efficiency of gender-mainstreamed programs constitute opportunities; the global economic crisis, restrictions on mobility of people, and large scale unexpected natural disasters may serve as constraints).

O How can the design and implementation of the project be improved to more adequately address gender inequality? (in terms of equality in entitlements or capabilities, or in relation to gender needs and interests)

## **Gender Impact Assessment**

## Matrix 5. Analysis of the Situation of Gender Relations

Which group/s of women and/or men are affected by the policy or project?	What entitlements will they enjoy? Classify as assets, resources, or benefits	What changes in aspects of the gender situation may happen in the future and affect gender equality?
Group/s	Assets	
What types of data is available that describes their gender situation? Structures:	Resources	
Processes:	Benefits	
Norms:		

## **Gender Impact Assessment**

**Matrix 6. Analysis of Project Impacts** 

Project Components	Anticipated Impacts		How can you reverse potential adverse	
	<b>√</b>	×	impacts of the component?	

What are your final recommendations regarding this proposal to best meet the goals of gender mainstreaming in APEC?

Case Study: APEC SEMINAR ON TRADE IN HEALTH SERVICES

**Proposing APEC Economy: PHILIPPINES**<sup>1</sup>

Name of Committee/Working Group: GROUP ON SERVICES

**Details of the Project Proposal** 

#### A. Project Design

#### **PROJECT OBJECTIVES**

1. Describe briefly how this project directly responds to the priorities set by APEC Leaders and Ministers and/or the vision of the host economy. Please make reference to the relevant parts of APEC documents.

The project directly responds to APEC's work on Trade and Investment Liberalization and Facilitation (TILF), as impediments to trade in health services are aspired to be reduced. The project is in line with the TILF tasks in the area of services as mandated in the Osaka Action Agenda and instructed by Leaders, Ministers, SOM and CTI.

With regard to TILF, Leaders in their 2008 Summit meeting tasked APEC officials to undertake initiatives designed to promote greater convergence among economies in key areas of APEC's trade and investment portfolio, including areas such as trade facilitation." The Regional Economic Integration Agenda, which the Leaders endorsed in their 2008 Summit meeting, likewise notes APEC's determination—to improve further the investment climate ... by reducing major impediments to investment (by giving) high priority to capacity building activities to assist investment climate reform and promote investment liberalization and facilitation." The project hopes to contribute to these objectives set forth by the Leaders by facilitating trade and investment in health services through the conduct of a review of trade in health services, factors that facilitate or inhibit health services trade, and a discussion of the actions and policies necessary for the development of competitive health sectors.

Furthermore, Health Security has been a high priority concern in APEC. In Lima last November, APEC Ministers agreed that -there was a strong nexus between health, economic development and security and endorsed aspirations and efforts to strengthen the region's capacity to address public health challenges." In 2003, the Leaders "acknowledged that investing in health will benefit economic growth". Indeed, APEC Health Ministers declared in their 2007 Meeting in Sydney that -healthy populations contribute to economic growth and development".

The Life Sciences Innovation Forum also affirms APEC's commitment to health issues. This Forum appropriately views a successful Life Sciences industry as requiring —. the proper policy environment, public-private partnership, human capacity, and efficient and effective delivery of patient focused products and services."

Describe the key objectives of the project – usually no more than three

The project seeks to:

(1) facilitate trade and investment in health services by conducting a review of trade in health services (types of services and modes of supply); factors that facilitate or inhibit health services trade (including sound regulation); and a discussion of the actions and policies necessary for the development of competitive health sectors

(2) deepen the understanding of the implications of trade liberalization in health services by discussing the potential impact of trade in health services,

<sup>1</sup> The original proposal from the Philippines has been modified for purposes of this Workshop.

including the possible contribution to employment and investment, but also the possible danger of the creation of -two-tier" health systems.

2. Assessment. With reference to each objective in paragraph 2), provide the current status and expected end-of-project target, so that the success of the project can be measured over the short and medium term. The targets should be quantitative but if this is not possible then a precise description of the change aimed at should be given. Where appropriate, sex disaggregated data should be used for assessment in order to detect any differential impact of the project on men and women.

There is much room for improvement in the current levels of trade in health services. It is also the case that there are low level of GATS commitments in health. According to the WHO, apart from education, no service sector has fewer GATS commitments than health.

Much of the increase in service related trade has resulted from recent changes in technology, which makes services like telemedicine possible, and from easier travel and border restrictions, which make the temporary movement of patients and professionals feasible. Relevant work on this issue, which has been undertaken in the past, can be updated and built upon.

Concerns have been raised that the spread of globalization threatens to outpace the ability of economies to adjust to new commitments. In this respect, the potential risk associated with trade in health services is further increased with the added complications of conflicts and misunderstandings between the trade and health sectors. This causes further confusion in estimating the potential benefits and risks of trade liberalization in health services.

The end-of-project target is an increase in awareness of factors that facilitate and inhibit levels of trade and investment in health services. Moreover, it is hoped that participants will be able to identify policy measures that would harness the benefits from trade in health services and address potential pitfalls that liberalization may bring about.

- 3. Explain who the intended beneficiaries of this project are.
  - Public officials in health
  - Public officials in services trade negotiations
  - Consumers (local and medical travelers) who avail of medical services
  - Providers of medical services
  - Representatives of associations or federations relating to health services.
- 4. Describe precisely the expected project outputs. Describe how these outputs will benefit the targeted beneficiaries.

Public health officials would deepen their understanding of the implications of trade liberalization in health services and learn from the experiences and policy responses made by their colleagues in the Asia-Pacific region. Among others, participants could make use of the WHO's Diagnostic Tool on Trade and Health to review the current status of trade in health services among APEC economies. The Tool is comprised of a matrix of questions in five components, which includes trade in health services, to help economies develop a national assessment/strategy on impact of trade on health.

Trade negotiators would have access to the best evidence on the potential benefits and costs to their respective economies of any commitments to opening up selected service sectors.

The proposed Seminar aims to equip the participants with the capability to develop National Action Plans on a voluntary basis for their respective economies. Such National Action Plans could serve as a roadmap for the liberalization of trade and investment in health services.

In the long run, it is hoped that consumers of medical services will benefit from better healthcare resulting from policy measures put into place by enlightened public health officials. Furthermore, providers of medical services would realize gains in revenues from increased trade and investment.

Concretely, the Seminar would include presentations and discussions of trade policy in health services from the APEC region, the concept of international trade in health services and a review of the patterns of existing trade in the region, the gains that further trade liberalization could offer and the possible pitfalls that expanded trade may hold, and policy implications and recommendations for policy initiatives that APEC economies could pursue.

The Seminar's presentations, papers and recommendations will be compiled in a monograph and CD. This monograph/CD is intended to be used in capacity-building activities of the APEC member economies. In the longer term, the work generated by the Seminar is intended to stimulate further research on this important, yet underexplored area of policy.

5. For applications under the TILF Special Account: Describe briefly how this project will contribute to the APEC Trade and Investment Liberalization and Facilitation (e.g. relevance to specific parts of the Osaka Action Agenda).

One of the main objectives of the Seminar is to facilitate trade and investment in health services. It is hoped that participating economies that will benefit from this project will be able to recognize obstacles to trade in health services growth and formulate strategies that will improve trade in health services movements and investment in the Asia-Pacific region.

#### **LINKAGES**

**6.** Which other APEC fora have been consulted about this project and what were the results?

Consultations were made with the APEC Health Working Group in their meeting last August 12 in Lima. There was an enthusiastic positive response from that body, with expressions of support made by representatives from the Republic of Korea, New Zealand, Chinese Taipei and Singapore. The latter signified its intention to act as cosponsor, along with previous commitments made by Thailand and Indonesia.

**7.** Active Participation Describe how the intended beneficiaries among APEC stakeholders – APEC fora, governments, private sector and civil society, men/women- will participate in the planning, implementation and evaluation of the project.

Public officials from the health, trade and foreign ministries will be involved in planning the project including the draft of the program, identification and invitation of resource persons and other administrative aspects. This will be done in close coordination with the APEC Health Working Group.

Experts from the government, academe, civil society, and providers of medical services will participate in the implementation of the project, as they will be asked to contribute to the presentation and discussion of specific aspects of health services, public health and development issues, trade, and GATS.

Women health organizations will be engaged (eg gender department of WHO) and women health service provider specialists as speakers at the Seminar will be included.

The evaluation of the project will be undertaken by the lead agencies concerned, the Department of Foreign Affairs and Department of Health. Inputs will be solicited from those who took part in the project.

**8.** Project influence Describe how this project might contribute to any current or completed projects or activities in APEC or elsewhere. Why is APEC the most appropriate institution to fund the project?

This project will build upon the APEC Seminar on Trade in Health Services held in Phuket, Thailand on August 16, 2003. That activity was just a half-day affair, conducted along the margins of the APEC SOM 1 that year.

Showing the importance placed on the issue of health in APEC, the abovementioned Seminar was preceded by the first meeting of the APEC Health Ministers in June and the creation of the Life Science Innovation Forum. The Health Ministers met again in Sydney in 2007.

-APEC's leadership in the region and its wide-ranging economic work program make it uniquely suited to address the multi-sectoral impact of today's health threats." (www.apec.org).

#### **METHODOLOGY**

**9. Describe the project's methodology**. Break down the project implementation into discrete functional steps over time with the associated outputs clearly specified. Identify the principal risks involved in each step if any, and explain how they will be managed. *Risks may include major delays and failures, expected cooperation not materializing, etc.* 

Agreement from participating APEC economies will be sought to conduct the project within the following proposed guidelines:

1. Philippines to identify key personnel involved in the project from the lead agency and specify their duties and responsibilities.

Implementation Plan Steps:

Step 1	Agreement of possible program and topics	April 2009
Step 2	Identification of resource persons to serve as experts, consisting of both public* and private sector representatives from the fields of public health, medicine and other allied health professions, economic and human development, and international trade	May 2009
Step 3	Conduct of the 3-day Seminar	October 2009

(Dates to be adjusted, depending when funds will be made available.)

\* In this regard, waiver is being sought for funding of speakers/participants from government agencies.

The major risk is in steering committee meetings not progressing the project objectives in a timely manner. Papers will be circulated well in advance of meetings. A competent, well qualified and committed Project Overseer to take forward the project intersessionally should mitigate this risk.

10. Which APEC member economies will participate in each component of this project and what contribution are they expected to make?

All APEC Member Economies will be invited to participate.

Certain APEC member economies can share their experiences in the different types of health services, which occur via the four modes of supply (per GATS definition).

Among these health services are tele-health services (Mode 1), medical travel (Mode 2), establishment of hospitals and clinics using foreign capital (Mode 3), and movement of health personnel (Mode 4).

### **DISSEMINATION OF PROJECT OUTPUT**

- 11. Please include a plan for the publication and dissemination of the results of the project, including:
  - a. the nature of the target audience;

The target audiences of the project are public officials in health, trade, foreign affairs and tourism and those from the private sector representing medical service providers.

b. the form and content;

APEC basic documents, published documents, electronic documents

c. format (e.g. hard copies, floppy discs, internet uploading); Monographs with CDs, internet uploading

The printed report and CD-ROMs shall comply with APEC publication guidelines. Moreover, it is understood that the copyrights of the work belong to APEC.

- d. number of copies for the publication; 1,000
- e. a publicity plan for:
  - i) briefing the general or specialist media about key components of the project;
  - ii) the promotion of sales or other dissemination of the final product; and

Major accomplishments of the project will be provided to the APEC Secretariat for consideration for release by the Secretariat's media officer to specialist media.

This shall take place around the 4<sup>th</sup> guarter of 2009.

f. a budget for publication and dissemination, to form part of the itemized budget.

#### **GENDER CONCERNS**

12. Many projects have the potential to affect men and women differently because of their different roles and positions in many societies. What steps does this project take to ensure that it benefits both groups and in particular does not disadvantage women? (Common responses include: using gender analysis to design project methodologies and inputs (e.g. surveys); including women in the planning, management, allocation of resources and implementation of a project; taking steps to ensure equitable participation by men and women; making special efforts to disseminate project results to women; and using sex-disaggregated data for project assessment.)

There are differences experienced by men and women in accessing health services. Changes in the availability, accessibility and affordability of health services will impact differently on men and women for a range of reasons including the predominance of women as the primary caregivers for children and the elderly, the specific needs of women for maternity and related health services. Approximately 70% of the world's poor are women and children who have limited or no access to appropriate health care.

**13.** Show how the objectives of the project provide benefits for women. APEC Ministers have indicated (*Framework for the Integration of Women in APEC*) that benefits might include: increasing the involvement of women in the economy and economic institutions; integrating women into the global economy; strengthening small and medium sized enterprises; andreducing gender inequalities, including through education and training.

The project will address potential issues affecting women, specifically to identify the negative and positive impacts on women of increased trade in health services. As part of the second objective, an examination on the advantages and implications of trade liberalization in health services with regard to women and men as health consumers and health-care providers will be included. These would hopefully increase women's access to health services and reduce gender inequalities.

Name of Committee/Working Group: Group on Services		
Title of Project: APEC Seminar on Trade in Health Services		
Proposing APEC Economy: Philippines		
Co-sponsoring APEC economies: Thailand, Indonesia, Singapore		
Project start date: 01 April 2009 Project end date: 15 October 2009		

Case Study: APEC WORKSHOP ON PARTICIPATION OF WOMEN AND ETHNIC COMMUNITIES IN THE S&T WORKFORCE

Proposing APEC Economy: REPUBLIC OF KOREA<sup>2</sup>

Name of Committee/Working Group: INVESTMENTS EXPERTS GROUP

## **Project Proposal**

### A. Project Design

#### **PROJECT OBJECTIVES**

 Describe briefly how this project directly responds to the priorities S&T by APEC Leaders and Ministers and/or the vision of the host economy. Please make reference to the relevant parts of APEC documents.

This project responds to the priorities S&T by the 4<sup>th</sup> APEC Science and Technology Ministers Meeting (STMM) held in Christchurch NZ, in March 2004. The main point described in the communiqué is:

To ensure that their S&T workforce reflects the demography of each economy and makes best use of the range of skills available, ISTWG, HRDWG and other relevant APEC fora should consider the need for programs that promote the active participation of women, ethnic communities and other under-represented groups in science and research."

In response, at the 27th ISTWG in September 2004, the Lead Shepherd agreed to invite a representative from the HRDWG to the next meeting to discuss how to follow up. At the 28th ISTWG, the HRDWG representative was formally invited and proposed to initiate a joint ISTWG/HRDWG project. ISTWG received the proposal. Korea, Chair of Sub-group A, launched a self-funded pilot study to figure out the general situation of women and ethnic communities in S&T. It examined most of the related database constructed by most major organizations like OECD, UNDP, Gold Bank as well as those by the governments of member economies. With the result of the pilot project, Korea launched a new 3-year project June 2006. This new project has a plan to hold a workshop to test the validity of the overture framework suggested as the result of the first year's research. To invite as many economies as possible, there should be an additional fund from APEC central fund.

# 2) Describe the key objectives of the project – usually no more than three Key objectives are

- To hold an APEC-wide workshop in 2007 in Seoul to collect policies and data for promotion of women's and ethnic communities' participation in science and technology
- b. To discuss and to determine the overture framework for increasing women and ethnic communities in science and technology
- c. To S&T up the action plan of each economy
- 3) Assessment. With reference to each objective in paragraph 2), provide the current status and expected end-of-project target, so that the success of the project can be measured over the short and medium term. The targets should be quantitative but if this is not possible then a precise description of the change aimed at should be given. Where appropriate, sex-disaggregated data should be used for assessment in order to detect any differential impact of the project on men and women.

<sup>2</sup> The original proposal from the Republic of Korea has been modified for purposes of this Workshop.

- a. To hold the Workshop successfully (how many member economies present their own situation and experiences?)
- b. To publish the workshop proceedings containing policies and statistics on women and communities in science and technology. It will be the first of such things in the APEC-wide region.
- c. How many member economies S&T up their tentative action plan or revise the old one?

### 4) Explain who the intended beneficiaries of this project are.

The ultimate beneficiaries will be both women and communities who want to enter careers in the S&T workforce in the Asia-Pacific region. With data S&T, successful examples, and policy insight, the Workshop in 2007 can accelerate to make reliable policies to get rid of barriers in the S&T education and job training, career development for women and communities. Those policies will finally supplement the existing lack of education and training to get S&T jobs of women and communities and help them to get S&T careers.

In a sense, however, those who are in charge of designing and implementing any type of S&T education and training programs for women and communities can be beneficiaries of the Workshop. Although they are not supposed to be beneficiaries of the Workshop in direct sense, they can get the rationale and data necessary for new policy making on women and communities in S&T.

The types of businesses that are likely to benefit from the project will be S&T-related government ministries and/or agencies, education and training institutes, and R&D institutes. In addition, S&T-related enterprises can also be the beneficiaries with higher availability of a qualified S&T workforce

## 5) Describe precisely the expected project outputs. Describe how these outputs will benefit the targeted beneficiaries.

The output of the workshop would be the proceedings themselves. It will contain

- the first APEC-wide report on policies and statistics of member economies with one format
- 2) the determination of the standard framework for further data collection on women and communities in S&T at the APEC level.
  - → 1) & 2) will help the workshop participants(policy makers, policy researchers, educators etc.) do their jobs by providing with useful statistics and foreign experiences
- 3) the prototype action plans for each participating economy. The action plans aims to encourage women and communities into S&T and to help them get a job in S&T. Government ministries, R&D or education institutes, and enterprises can utilize women and communities workforce who are well-educated.

#### **LINKAGES**

6) Which other APEC fora have been consulted about this project and what were the results?

At the 28<sup>th</sup> ISTWG, HRDWG representative proposed to initiate a joint ISTWG/HRDWG project. ISTWG accepted the proposal. And as the Chair of Sub-group A, Korea proposes this project.

7) Active Participation Describe how the intended beneficiaries among APEC stakeholders –APEC fora, governments, private sector and civil society, men/women- will participate in the planning, implementation and evaluation of the project. The Workshop will hold a session devoted for the promotion of women and communities into S&T in the private sector because it is a key user of the S&T workforce. At the session, main obstacles in the private sector, which vary from economy to economy, will be identified and discussed about how to determine how they can be. To gather information concerning the private sector, the overture framework will include items on major obstacles for women and communities to get a job or job promotion in the private sector. For more future cooperation with and contribution from the private sector, participants from the private sector will be invited as much as is possible to share their ideas if the Workshop. Especially, participants from leading companies employing women and communities will be sought out and invited to present their own experiences for benchmarking.

8) Project influence. Describe how this project might contribute to any current or completed projects or activities in APEC or elsewhere. Why is APEC the most appropriate institution to fund the project?

This project might contribute to strengthening cooperation and synergy between various APEC and national projects, which would greatly help facilitate a move towards synergy.

This project will build upon existing women and minority S&T-related programs and systems, including those of the APEC Women's Leaders Network (WLN) and such regional entities as the Asia-Pacific Network (APN) and Association of South-East Asian Nations (ASEAN). This project will be complemented by and interact with existing related activities and will include the holding of seminars/ symposiums in cooperation with these programs and entities.

This project is not restricted to any specific member economy. It is to collect data and to form a common framework APEC-widely. That's why APEC is the most appropriate to fund the project.

#### **METHODOLOGY**

9) Describe the project's methodology. Break down the project implementation into discrete functional steps over time with the associated outputs clearly specified. Identify the principal risks involved in each step if any, and explain how they will be managed. Risks may include major delays and failures, expected cooperation not materializing, etc.

The Workshop is to produce a report of policies and statistics with the same format of the overture framework on women and communities in the S&T workforce for Asia-Pacific region; it is the first of that kind and useful for the analysis of problems, the comparison and cooperation among member economies, and the development of a tailored education/training program.

To facilitate data exchange and international cooperation on the issue, this project has gone through self-funded projects under the sponsorship of MOST, and proceeded with exchanges of Information and ideas at Side-A meetings, ISTWG.

Methodology and schedule is as follow so.

- A. Determination of whom to invite by April, 2007 at the latest
  - offering to candidates to be recommended by contact points of ISTWG and HRDWG
  - > determining whom to invite to by the permission from the candidates
  - <u>risk</u>: in case of not finding proper person for some economies → trying to find proper person in other ways like using the personal academic network → if failed, then giving up for those economies,
  - how to manage: including at least more than one economy out of each

category divided on the basis of the development of related policies and programs(advanced, developing, at the very beginning) + keep trying to find proper person for the final project of the self-funded project

#### B. How to collect data:

An overture framework for policies and statistics on the issue will be distributed to invited participants by the end of April 2007. They are asked to present their own situation according to the framework, which is to make the collected data comparable (the overture framework will be examined and revised at the Workshop for further usage.)

- <u>risk</u>: in case of lack of proper ready-made data asked by the overture framework
- how to manage: checking the propriety or redundancy of the indicator(s) at the workshop and determining of abolishing or encouraging economies to produce later
- C. Data asked by the overture framework (subject to change according to the result of the ongoing project)
  - decision-making system in relevant policies: ex) legislation concerning women and communities in the S&T workforce, major agent or organization
  - existing policies to promote women and communities
  - education system in S&T (from elementary to tertiary and vocational)
  - S&T education statistics sex/ethnicity disaggregated data by degree, by specialty
  - S&T workforce in R&D sex/ethnicity disaggregated data by degree, by user, by specialty, by position, by age
  - S&T workforce sex/ethnicity disaggregated data by degrees, by user, by s specialty, by position, by age
  - data on the general awareness of the issue (if any)
  - specific barriers investigated (if any)
  - major problems of each economy
- D. Data collected by the end of June, 2007
  - risk: failing to get reports by the workshop
  - how to manage: reminding them of their responsibility by e-mail more than 3 times before the workshop and by the notice from the contact point of ISTWG of his/her economy
- E. Workshop in July, 2007:
  - separate sessions by themes: policy-making system, education, existing policies, employment, future plan and cooperation in APEC region
  - examination and revision of the overture framework into a prototype
  - follow-up measures to build statistics for all member economies
    - <u>risk</u>: disagreement on how many or what kind of sessions of the workshop among participants
    - how to manage: according to the contents of all reports, details of

workshop being flexible

F. Proceedings containing collected policies and statistics and the result(s) of the discussion

Distribution of proceedings to relevant institutions and uploading to the internet for the public access

10) Which APEC member economies will participate in each component of this project and what contribution are they expected to make?

#### IST Working Group

All of the twenty-one member economies will be invited to participate in the IST Working Group; Australia, Brunei, Canada, Chile, China, Hong Kong China, Indonesia, Japan, Korea, Malaysia, Mexico, New Zealand, Papua New Guinea, Peru, Philippines, Russia, Singapore, Chinese Taipei, Thailand, U.S.A., and Vietnam

- a. Participants of 21 member economies will collect policies and statistics according to the overture framework and make presentation at the workshop
- b. Participants will be asked to make prototype action plans for their economies after the discussion.

#### **DISSEMINATION OF PROJECT OUTPUT**

- 11) Please include a plan for the publication and dissemination of the results of the project, including:
  - a. The nature of the target audience, and, based on that audience.

The target audience includes participants of the project responsible for designing and implementing the National Women and Minority

Science • Engineering • Technology Workforce Development Program, and endusers of the project output, such as women and ethnic communities.

b. the form and content,

The form and content of materials will include presentations prepared by individual participating members and discussions on current status of as well as the future task of women · ethnic minority science · engineering · technology workforce development in Asia and the Pacific. Supply and demand information on the workforce will also be included, together with guidelines on how to apply the designed strategies to one's own circumstances for the sake of end-users.

c. format (e.g. hard copies, floppy discs, internet uploading);

The format will involve hard copies of materials. Various documents will also be placed on the ASTWeb-site.

d. number of copies for the publication;

100 copies will be published. The number of additional copies for publication will depend on the number of participants.

- e. publicity plan for:
  - i) briefing the general or specialist media about key components of the project; press release prior to the Workshop
  - ii) the promotion of sales or other dissemination of the final product;
     Publications will be distributed to national governments and R&D institutes within APEC. The result will also be reported to the ISTWG, ECOTECH, and SOM

f. a budget for publication and dissemination, to form part of the itemized budget. \$1,500 has been budgeted.

#### **GENDER CONCERNS**

12) Many projects have the potential to affect men and women differently because of their different roles and positions in many societies. What steps does this project take to ensure that it benefits both groups and in particular does not disadvantage women? (Common responses include: using gender analysis to design project methodologies and inputs (e.g. surveys); including women in the planning, management, allocation of resources and implementation of a project; taking steps to ensure equitable participation by men and women; making special efforts to disseminate project results to women; and using sex-disaggregated data for project assessment.)

The short term purpose of the project is to produce a comprehensive report (or workshop proceedings) to understand the whole situation of women and ethnic communities in S&T. By keeping the report updated and widely distributing to policy makers and opinion, for the long term, it will contribute to get rid of obstacles and barriers for women and ethnic communities in S&T. The focused group will benefit from more opportunities for education and jobs in S&T.

For the presentation at the workshop, S&T related policies will be analyzed in terms of sex-related barriers or sex-related stimulation. Also it will examined that sex/ethnicity disaggregated statistics in S&T is produced in aspect of education, R&D, job-training and, if any, it will be collected and presented at the workshop. For example, the ratio of women and ethnic communities in S&T education, R&D personnel, S&T workforce in industries in detail are considered primarily. For qualitative analysis of the situation of the focused group, whether if there is statistics by positions, tasks, job-duration, income level, and etc. or not is also examined.

With the result of the workshop, economies which do not produce such statistics will be strongly recommended to produce more comprehensive statistics in terms of sex and ethnicity. Economies which do produce such statistics will be encouraged to keep it, to establish more comprehensive policies for further improvement and to transfer their experiences to economies.

Finally, the workshop will distribute to shape better societies where nothing hinders women and ethnic communities entering into S&T.

13) Show how the objectives of the project provide benefits for women. APEC Ministers have indicated (*Framework for the Integration of Women in APEC*) that benefits might include: increasing the involvement of women in the economy and economic institutions; integrating women into the global economy; strengthening small and medium sized enterprises; and reducing gender inequalities, including through education and training.

The project seeks systematic support for more women to participate in S&T. S&T is a fast growing sector in industry, which means there are lots of opportunities and jobs, but it requires employees to be educated or trained professionally. By providing women-friendly designed education, women are finally able to take S&T careers and get better social and economical status.

The project also contributes to correct distorted and negative imagery of women and S&T. Women do not like S&T and women are not smart enough to study S&T. For example, statistics of S&T education and employment in S&T could show that there is a big gap between the numbers of educated women in S&T and working women in S&T.

This project responds to the priorities S&T by the 4<sup>th</sup> APEC Science and Technology Ministers Meeting (STMM) held in March 2004. It states that ISTWG and relevant fora

should work together to promote the participation of women and ethnic communities in science and research. At the 28<sup>th</sup> ISTWG, the HRDWG representative was formally invited and proposed to initiate a joint ISTWG/HRDWG project. ISTWG received the proposal. Korea launched the 2005 self-funded project and is now seeking APEC fund.

14) NOT required for projects for consideration at BMC II (July/August meeting) or for ASF projects but required for all others. Give reasons for the urgency of the project. (These projects should relate to previous APEC Ministers' or Leaders' Declarations or current host economy's priorities. Reasons may include the project output as contributing to one of the major deliverables for the year).

This project responds to the priorities S&T by the 4<sup>th</sup> APEC Science and Technology Ministers Meeting (STMM) held in March 2004. It states that ISTWG and relevant fora should work together to promote the participation of women and ethnic communities in science and research. At the 28<sup>th</sup> ISTWG, the HRDWG representative was formally invited and proposed to initiate a joint ISTWG/HRDWG project. ISTWG received the proposal. Korea launched the 2005 self-funded project and is now seeking APEC fund.

Name of Committee/Working Group: Industrial Science and Technology Working Group (ISTWG)

Title of Project: APEC Workshop on Participation of Women and Ethnic Communities in the S&T Workforce

Proposing APEC Economy: 1) Republic of Korea

Co-sponsoring APEC Economies: USA, New Zealand, Peru, Taiwan, Thailand, The Philippines, Brunei, Russia

Project start date: March 2007 Project end date: February 2008

Case Study: APEC WORKSHOPS ON BEST PRACTICES IN MICRO-FINANCE / MICRO-CREDIT

Proposing APEC Economy: UNITED STATES<sup>3</sup>

Name of Committee/Working Group: APEC SMALL AND MEDIUM ENTERPRISE WORKING GROUP and APEC GENDER FOCAL POINT NETWORK

## **Details of the Project Proposal**

#### A. Project Design

#### **PROJECT OBJECTIVES**

1) Describe briefly how this project directly responds to the priorities set by APEC Leaders and Ministers and/or the vision of the host economy. Please make reference to the relevant parts of APEC documents.

### SME Development and Gender Equity are Longstanding APEC Policy Priorities

In the November 2009 Lima APEC Leaders' Statement on the Global Economy, Leaders declared that, —we will also support efforts by export credit agencies, international financial institutions (IFIs) and private banks to ensure that adequate finance is available to business, including small and medium-sized enterprises, and to keep trade and investment flowing in the region." Leaders also stated that, —the current situation highlights the importance of ongoing financial sector reform in our economies and the valuable role played by APEC's financial sector capacity building work." Leaders also recognized the ongoing need to address gender issues by stating, —We are concerned that gender discrimination continues to have a significant impact on our economies. We committed to strengthening the capacity of APEC members to ensure that gender considerations are taken into account in the development of trade and economic policy, and to ensuring that the region's women are better able to participate in and benefit from regional and global trade.—

The 2008 Joint Ministerial statement declared that, APEC economies are committed to implementing all necessary measures to bolster the real economy and boost investment and consumption levels in the region. We recognized the importance of ensuring that Small and Medium-Sized Enterprises (SMEs) are able to access finance to continue to trade and expand their businesses."

## Key Ministerial Statements Endorse Shared Work Program between SMEWG, GFPN and WLN

The statements above by Leaders and Ministers support longstanding APEC support for development of SMEs and for programs to address gender equity issues. Senior APEC leaders have also expressed support for coordination on SME and gender issues between relevant APEC groups as stated at the 15<sup>th</sup> APEC SME Ministerial held in Peru in August 2008 where, -Ministers welcomed the participation of the GFPN, APEC Business Advisory Council (ABAC), and the Women's Leaders Network (WLN), and noted their role in advancing APEC's SME agenda and encouraged wider collaboration in areas of mutual interest.—SME Ministers went on to endorse six action areas for SMEWG for 2009 – 2012, including -promoting" entrepreneurship" and -financing." APEC Senior Officials during their February 2009 meetings in Singapore included addressing the economic crisis as a priority for work this year. During the SOM dialogue with Senior Finance Officials the SOM/SFOM also identified the need to facilitate trade financing as well as financing to support other activities as a critical element in any response by APEC and its members to the economic crisis.

<sup>3</sup> The original proposal from the United States has been modified for purposes of this Workshop.

The Second APEC Ministerial on Women held in 2002 in Mexico reaffirmed APEC's commitment to address gender equity, in part, by seeking enhanced economic opportunity for women. The Ministerial statement declared, -We recognise the pioneering role played by the Women Leaders' Network (WLN) in introducing gender issues into APEC's work. We look forward to WLN's contribution to and support for the Gender Focal Point Network." Ministers also stated, -Microenterprise development is a key part of making progress towards APEC objectives in terms of gender equity, poverty alleviation, and economic growth. Thus we welcome the creation of a subgroup within the SMEWG to address microenterprise development and encourage the sub-group to recognize the unique challenges faced by women."

Furthermore, the 2007 Strengthening Regional Economic Integration Report, endorsed by Leaders, called for –Small and Medium–Sized Enterprises (SMEs) — [to] Promote the appropriate economic environment to foster the establishment, growth and development of micro, small and medium–sized enterprises and develop strategies to increase their competitiveness in the global trading system." In the same report, Leaders –also instruct officials to explore new work in APEC on issues expected to impact on the region's economic growth and development over the longer term, and their implications for regional economic integration." Microcredit is well established as an enabler of economic development, especially for the poor and women in developing economies, but it is a relatively new area of emphasis for APEC.

In their 2008 Declaration, Leaders -ealled for an active participation of small and medium enterprises (SMEs) in the REI agenda," and noted -We are concerned that gender discrimination continues to have a significant impact on our economies. We committed to strengthening the capacity of APEC members to ensure that gender considerations are taken into account in the development of trade and economic policy, and to ensuring that the region's women are better able to participate in and benefit from regional and global trade."

As many of the micro, small and medium sized enterprises in the APEC region are owned by women, the APEC Small and Medium Enterprise Working Group (SMEWG) Strategic Plan for 2009-2012 includes empowering women, youth and minorities as key cross-cutting priorities. These workshops promote the objectives of the SMEWG Strategic Plan by placing emphasis on the role of micro-credit in micro and SME development and the positive externalities it generates, including empowering women entrepreneurs by providing them with an economic means to elevate their socioeconomic status.

The Gender Focal Point Network (GFPN) provides a mechanism to integrate gender considerations into APEC activities. It promotes issues that support gender equality where relevant to the APEC process. To achieve full and equal participation of women and men the GFPN provides policy advice on gender issues to APEC fora. The GFPN is comprised of focal points that represent economies and fora. ABAC (APEC Business Advisory Council) and the WLN (Women Leader's Network) serve as advisory bodies -- one of the key reasons why it is proposed that the initial workshop be held during the WLN meeting. GFPN operates on the basis of endorsement by Senior Officials, and Leaders, who in their 1998 Declaration stated, -We support continued efforts to further the role of women in the APEC process." This program to promote micro-credit is aimed at advancing this longstanding Leaders' policy priority.

As demonstrated above, APEC Leaders have repeatedly underscored the importance of MSME development, gender equity issues and the role of microfinance for sustainable growth and development in the APEC region, particularly for developing economies. This proposed project is fully consistent with declarations at all key policy levels – Leaders, Ministers, SME Ministers, SOM/SFOM, and sub-fora. Moreover, this project will bring together the key groups (SMEWG, GFPN, WLN) that have been

identified by senior APEC leaders as those that should be collaborating to address the inter-related challenges of ensuring access to capital for MSMEs and women entrepreneurs.

### 2) Describe the key objectives of the project – usually no more than three

- 1. To explore the financial resources available and respond to the challenges faced by micro and SME business owners, with an emphasis on women business owners, to become more resilient and recover from the current economic/financial crisis;
- 2. To showcase best practices for micro-credit facilities; and
- 3. To develop recommendations and new strategies for increasing microenterprise and SME business owners' access to microfinance.
- 3) Assessment. With reference to each objective in paragraph 2), provide the current status and expected end-of-project target, so that the success of the project can be measured over the short and medium term.
  - 1) To explore the financial resources available and respond to the challenges faced by micro and SME business owners, with an emphasis on women business owners, to become more resilient and recover from the current economic/financial crisis;
    - Current Status There is some related work contemplated in a program being hosted by Chinese Taipei on June 8-9, however, there has not in recent years been an APEC event solely targeted at uncovering the resources available in the APEC region devoted to micro-finance, especially for women entrepreneurs.
    - End of project target Clear understanding of resources available in the APEC region to unlock the potential of micro-credit as a tool for economic and social development, and development of a list of top 10 best practices in micro-financing.
  - 2) To showcase best practices for micro-credit facilities;
    - Current Status no clear guidance has been developed in APEC on micro-credit facilities, especially best practices aimed at micro-credit facilities for women entrepreneurs
    - End of project target clear guidance on best practices for micro-credit in APEC to be published on APEC's website and other appropriate mechanisms.
  - 3) To develop recommendations and new strategies for increasing micro and SME business owners' access to microfinance.
    - Current Status No specific program for APEC region to address this need.
    - End of project target recommendations and strategies developed and endorsed by relevant experts and APEC economy officials that are aimed at increasing the availability of micro-credit to entrepreneurs, including women, in the APEC region. Recommendations and strategies to be shared with GFPN, WLN, SMEWG and other relevant APEC fora.
- 4) Explain who the intended beneficiaries of this project are.

Specific beneficiaries are described below, however, we wish to reaffirm that this project is envisioned to be part of a multi-year program that is strategic in its approach. The best practices, case studies, resources, recommendations and/or strategies developed from the August WLN workshop will both be an outcome in and of itself, and also inform the development of and be an input to the October workshop. Both the August and October workshops will be used to develop the next topic to be addressed at a future microfinance workshop we plan to propose for 2010. All of this work and network of contacts and resources identified will be leveraged to develop the program for the Private Sector Development Agenda / Ease of Doing Business Women Entrepreneurs Seminar

to be scheduled on the margins of the APEC SME Ministerial and related meetings to be held in 2011 in the United States.

It is worth noting at the outset that SMEs form the economic backbone of the APEC member economies. According to the *Profile of SMEs and SME Issues in APEC 1990-2000* which was published in 2003, they account for over 98% of all enterprises and employ as much as 60% of the work force. They make a very important contribution to GDP growth and socio-economic development. The specific beneficiaries of these two proposed workshops are: APEC member economy officials (e.g., SME Agencies and Trade, Economic and/or Finance Ministries), NGO and entrepreneurial group representatives, relevant financial institutions and ultimately microenterprises operating in (primarily) developing APEC member economies and SMEs in both developed and developing APEC member economies.

# 5) Describe precisely the expected project outputs. Describe how these outputs will benefit the targeted beneficiaries.

The first Workshop will include discussions on best practices in microfinance as part of a specific component of the August 2009 Women Leaders Network meeting. The project team would work with the WLN organizers to incorporate into the WLN Meeting Agenda a separate discussion to be held during a half-day workshop format during either the timeslot set aside for the August 5th morning panel discussion entitled -Weathering the Storm: Advancing Women's Economic Opportunities in the Current Financial Crisis," or at another point during the three days of WLN meetings.

1st Workshop Output from WLN Meeting: A short document identifying the top 10 best practices discussed would be drafted for use by the WLN and APEC groups, such as the GFPN and SMEWG. This document will be a core component of the second workshop to be aimed at APEC economy policy makers, among others, to promote these best practices for micro-credit in the APEC region.

In addition to exploring the WLN document as described above, the proposed follow-on Workshop in October 2009 will examine successful experiences of other national or international organizations, inter alia the Grameen Bank, Bank Rakyat, and USAID, which have championed successful micro-credit projects that target the very poor. The workshop will target relevant APEC member economy officials to showcase best practices for micro-credit facilities with the goal of:

- Exposing participants to the role of micro-credit in micro and SME development and in empowering women entrepreneurs;
- Outlining current programs and best practice methods and strategies for micro-credit schemes;
- Highlighting selected examples of successful micro-credit schemes, such as the Bank Rakvat Indonesia micro-banking system, or the Grameen Bank:
- Emphasizing the role of non-governmental organizations in promoting micro-credit initiatives and providing examples of NGOs in the region that have transformed into licensed financial intermediaries;
- Encouraging interaction between participants to share experiences related to microcredit initiatives in member economies; and
- Examine cultural traditions with repayment protocols, interest rates, legal frameworks and enforcement, including social pressures, risk assessments and regulation that may need to be put in place.

**2<sup>nd</sup> Workshop Output**: This workshop will provide participants with materials to include the list of best practices as identified by WLN and case studies of best practices from other international experiences and identify resources in APEC for further cooperation on

how member economies can develop or enhance micro-credit facilities to provide economic opportunity to women and other entrepreneurs.

<u>Workshops Output</u>: At the conclusion of the second workshop, a compendium of best practices, case studies and a short list of recommendations will be drafted and distributed electronically to the APEC SMEWG, APEC GFPN, WLN and made available to other relevant entrepreneurial organizations.

The recommendations will be considered by the GFPN and SMEWG to determine the next topic for further exploration in the area of microfinance. The outcomes of the 2009-2010 workshops will be used to inform the agenda of the Seminar on Women's Entrepreneurship scheduled to be held on the margins of the APEC SME Ministerial meeting in 2011 in the United States.

#### **LINKAGES**

6) Which other APEC fora have been consulted about this project and what were the results?

We are in the process of consulting with WLN, GFPN and SMEWG and will consult with other fora as needed and appropriate. The project team will include representatives to the WLN, APEC SMEWG and Economic Committee to ensure that key stakeholders are involved in project development, implementation, disseminating results and any follow-on work that may take place.

7) Active Participation Describe how the intended beneficiaries among APEC stakeholders -APEC fora, governments, private sector and civil society, men/women- will participate in the planning, implementation and evaluation of the project.

With a focus on developing economies and women entrepreneurs, the beneficiaries of the workshops are: APEC member economy officials (e.g., SME Agencies and Trade, Economic and/or Finance Ministries), NGO and entrepreneurial groups' representatives, relevant financial institutions and micro and SMEs' business owners.

A project team including U.S. public and private sector officials will ensure that all project beneficiaries are included in the various stages of project development from design to execution. We will ensure that evaluation of the project follows APEC Project Guidelines and recommendations are objectively reviewed by the WLN and relevant APEC fora including SMEWG and GFPN.

## **PROJECT INFLUENCE**

8) Describe how this project might contribute to any current or completed projects or activities in APEC or elsewhere. Why is APEC the most appropriate institution to fund the project?

This project can build on aspects of a variety of other activities in the fields of women's entrepreneurship and financing. In addition to being timely, the two workshops will specifically target microfinance/microcredit, highlighting the best practices that have not been addressed for several years and/or will likely not be addressed in some of the other activities being held elsewhere.

For example, in 1998 the OECD issued a report on —Enterprise Development: Microcredit and Equality between Men and Women." In 2002, U.S. Treasury Secretary Paul O'Neill provided a keynote address to the —Microcredit Summit" in New York. The United Nations declared 2005 the —Year of Micro-Credit" and held the First UN International Forum to Build Inclusive Financial Sectors.

In 2009, the 6<sup>th</sup> International Conference: Woman – A Creative Personality of the Third Millennium, How Can Women's Entrepreneurship Help Us Face the Global Crisis" will be held on May 21-22, 2009 in New York, N.Y., USA. One of its panels will address how women small businesses are navigating the current economic crisis.

Very few prior APEC projects have addressed micro-credit directly, nor has APEC addressed specific issues in microfinance faced by women owned enterprises. However, with its coverage of both trade and finance issues, APEC offers an excellent platform to bring officials, businesses, financial institutions and other interested parties together to share best practices.

In 1999, Korea completed a study and workshop on Women Entrepreneurs in the APEC Region," but the final materials are no longer available to use as information or as comparative tools.

In 2002, Mexico hosted an APEC High Level Meeting on Microenterprises and in the same year, the WLN was instrumental in the creation of the Microenterprise Sub Group of the SMEWG and subsequently maintaining micro-enterprise issues on the APEC SME Ministerial agenda.

This project will build on the 8-year old research conducted by APEC in a related area: the APEC (2002) Microbanking Development, Regulation and Supervision', Chapter 2 of the 2002 APEC Economic Outlook, concluded:

-As seen in this study, experiences of APEC member economies with microbanking are rather heterogeneous, especially in terms of the complexity and outreach of existing intermediaries, the regulatory and supervisory frameworks in place, and the current issues facing the business in each economy.

However, for all economies considered, regardless of how developed they are, microbanking activities are or have been significant, whether as part of an integral national strategy for poverty reduction and social safety net building (China, Indonesia, Mexico, Peru, Philippines, and Thailand), or as a mechanism to address the needs of specific economic or social sectors of the population (Korea, Malaysia, Papua New Guinea, and United States). In most APEC industrialized economies, microbanking has evolved over time and it is now a substantial

component of the domestic financial system (Australia, Canada, Chinese Taipei, New Zealand and the United States). However, the financial exclusion resulted from the withdrawal of conventional banking services from some geographic areas or social groups in developed member economies calls for the application of some of the well-established models of microbanking to improve the situation.

In many of the less-developed APEC economies, microbanking has truly gained relevance in recent years as a tool to abate poverty. The number of governmental agencies and institutions engaged in microbanking activities across the region has grown steadily over the past few years, coupled with increased activity by the non-governmental development community. ...

In sum, the experience reviewed in this study shows that the APEC region is at the forefront of the microbanking industry. Whether as an integral part of the financial system in the most industrialized economies, or as an incipient industry with great potential among the less developed economies, the vast array of microbanking experiences in the APEC region offer a formidable lesson of how relevant the industry has become for economic development, and ultimately for improving living standards in our societies."

In 2004 an APEC Seminar on Credit Management and Security Practices in International Business was held. In 2005, APEC published Policies and Program for Micro-credit and Micro-enterprises – Stocktaking and Future Initiatives. Also in 2005. Peru championed a project - Micro and Small Enterprise Financing: A Tool for Mainstreaming the Informal Sector" which analyzed the different aspects of formalization, including the regulatory framework, and how they affect the financing of micro, small and medium enterprises in APEC economies.

For 2009, the APEC Secretariat SPAP has recommended approval at 2009 BMC Project Approvals Session 1 of the APEC SMEWG Project Proposal for Chinese Taipei to host APEC Symposium on SME Strategies to Manage the Impacts of the Global Financial Crisis, June 8-10, 2009 in Taipei. There will be a session on The Role of Financial Institutions on Assisting SMEs in Overcoming the Crisis" and on Women-Owned Enterprises and the Financial Crisis," both featuring speakers from Chinese Taipei and an official from Thailand's Kasikornbank.

As part of its participation in APEC, the Women Leaders Network is required to build partnerships within the 21 member economies. In doing so, the WLN has developed partnerships with a variety of organizations, such as government agencies, universities, multilateral development banks, commercial banks, multinational corporations, international aid organizations, and NGOs. At the foundation of these partnerships is a belief that policy makers cannot work in isolation and that a multi-sectoral approach will ensure that balanced perspectives underlie the development of sound public policy. WLN's role as an independent advisory body and its existing relationship with APEC, make collaboration at one of the WLN meetings a natural choice, as the audience for the first workshop will be -built in" based on their expected attendance from across the Asia Pacific. Hence, seeking APEC funding for this project also makes sense.

Additionally, the second workshop proposed for early October will include issue areas that directly correspond with priorities in the APEC SME Strategic Plan 2009-2012. The outcomes of both workshops will be forwarded to the APEC SME Ministerial Meeting, scheduled for October 8-9, 2009 in Singapore.

### **METHODOLOGY**

Describe the project's methodology. Break down the project implementation into 9) discrete functional steps over time with the associated outputs clearly specified. Identify the principal risks involved in each step if any, and explain how they will be managed.

April – May 2009: Develop Project Proposal and Concept Papers for WLN Workshop.

Risks: Delays in project approval process.

Managed by: The Project Overseers working with relevant APEC member economy and Secretariat officials to answer any questions that they may have about the proposed project.

May 2009-July 2009: Work with WLN organizers regarding time on the agenda or margins of the meeting, and other administrative/logistics arrangements required. Draft Agenda for Microfinance Panel and identify speakers.

Risks: Inability to secure assistance of WLN organizers. Inability to fund speakers.

Managed by: Project Overseers, in conjunction with U.S. Focal Point to the WLN, and other officials as appropriate will form a Microfinance Program Team. The Team will ensure that funding is available through either APEC co-funding, or via the APEC Technical Assistance and Training Facility.

<u>August 2009</u>: Hold first Workshop during WLN Meeting in Singapore; draft top 10 best practices in microfinance document.

Risks: Not able to complete the outcomes document during the WLN meeting itself.

Managed by: U.S. Focal Point to the WLN and with WLN leadership to ensure recognition of development of the 40 best practices" as a priority task of the August 2009 meetings. If WLN cannot finalize the 40 best practices" during the August 2009 workshop, Project Overseer will work with WLN leadership to distribute via email to come to agreement on the document intersessionally before the October workshop.

<u>For Second Workshop</u>: Work on administrative and logistics arrangements, draft agenda, identify speakers, promote event and invite attendees,

Risks: Unforeseen circumstances interfere with management of the project.

Managed by: Project Overseers and Microfinance Program Team will ensure smooth implementation of the second workshop by identifying venue and making arrangements well in advance. The APEC Technical Assistance and Training Facility, based in the APEC Secretariat, has already indicated that it will provide support with logistics and program development, thereby ensuring at the outset that adequate resources are available to ensure a fully successful program.

<u>September – October 2009</u>: Develop materials and identify resources for further research in the subject matter. Finalize arrangements for second workshop and stage it in an ASEAN APEC member economy.

Managed by: The Project Overseers, Microfinance Program Team and the APEC Technical Assistance and Training Facility will begin development of program materials immediately following the August 2009 WLN meeting to ensure timely delivery in advance of the October workshop;

Note: Every effort will be made to hold the second workshop before October 8, so that at the conclusion of the second workshop, we will report outcomes to the APEC SME Ministerial Meeting, which is set for October 8-9 in Singapore.

October-December 2009: Draft the compendium of best practices, case studies and a short list of recommendations and distribute it electronically to the APEC SMEWG, APEC GFPN, WLN and make it available to other relevant entrepreneurial organizations.

Risks: Delay in completion of work.

Managed by Project Overseers, Microfinance Program Team and APEC TATF as a key output to inform development of next stage proposal(s) for work in 2010-2011.

## 10) Which APEC member economies will participate in each component of this project and what contribution are they expected to make?

All APEC member economies are welcomed to participate in this project from design to implementation to considering recommendations from the workshops. Financial contributions to support staging both events are also welcomed. Ideas for the agendas' topics, nominations of speakers, promotion of the workshops, and active participation from attendees from member economies are also welcomed. Economies may express the level of interest and contributions to these workshops to the project overseer(s).

#### **DISSEMINATION OF PROJECT OUTPUT**

11) Please include a plan for the publication and dissemination of the results of the project,

Workshop presentations, materials and final reports will be made available electronically through the APEC Meeting Document Database. No hard-copy publication(s) is envisioned. Project overseer(s) welcome support of APEC Secretariat in developing a publicity plan, but will work with WLN organizers and host economies to seek media attention. No budget required for dissemination of project output, though we will seek modest funding for copying requirements to support the two workshops.

#### **GENDER CONCERNS**

12) Many projects have the potential to affect men and women differently because of their different roles and positions in many societies. What steps does this project take to ensure that it benefits both groups and in particular does not disadvantage women? (Common responses include: using gender analysis to design project methodologies and inputs (e.g. surveys); including women in the planning, management, allocation of resources and implementation of a project; taking steps to ensure equitable participation by men and women; making special efforts to disseminate project results to women; and using sexdisaggregated data for project assessment.)

The focus of the proposed activities is to ensure that women micro-, small- and medium-sized enterprises are not disadvantaged to respond to and recover from the global economic/financial crisis. A team of 10 women and several men conceived and developed this project proposal and will continue to be involved in the planning, management, and implementation of the two activities in this project. We plan to coordinate program development and implementation with the APEC Women's Leadership Network and the APEC Gender Focal Point Network, which will permit us to best tailor these workshops to address issues related to gender inequality. Additionally, efforts will be made to identify women business leaders from any interested APEC member economy to participate in the activities to ensure direct benefits of these programs are delivered to women in the APEC region. Sex-disaggregated data will be collected for the project assessment. The team will strive to ensure equitable participation by men and women in this project.

13) Show how the objectives of the project provide benefits for women. APEC Ministers have indicated (*Framework for the Integration of Women in APEC*) that benefits might include: increasing the involvement of women in the economy and economic institutions; integrating women into the global economy; strengthening small and medium sized enterprises; and reducing gender inequalities, including through education and training.

The objectives of this project target women owned businesses – increasing their involvement in the economy, integrating women into the global economy, strengthening micro, small and medium sized enterprises, and reducing gender inequities. Women investors in small enterprises tend to be those who use the profits to support family needs, including healthcare and education. By assisting women small business owners to better understand micro-credit and other financial instruments available, all segments of the society will benefit.

Name of Committee/Working Group: APEC SMALL AND MEDIUM ENTERPRISE WORKING GROUP and APEC GENDER FOCAL POINT NETWORK Title of Project: APEC WORKSHOPS ON BEST PRACTICES IN MICRO-FINANCE / MICRO-CREDIT Proposing APEC Economy: 1) UNITED STATES Co-sponsoring APEC Economies: 2) PERU; 3) INDONESIA Project start date: MAY 2009

Project end date: DECEMBER 2009

Case Study: PUBLIC POLICIES TO PROMOTE WOMEN ENTREPRENEURS

Proposing APEC Economy: PERU4

Name of Committee/Working Group: GENDER FOCAL POINT NETWORK

## **Details of the Project Proposal**

## A. Project Design

#### **PROJECT OBJECTIVES**

1) Describe briefly how this project directly responds to the priorities set by APEC Leaders and Ministers and/or the vision of the host economy. Please make reference to the relevant parts of APEC documents.

15th APEC Economic Leaders' Meeting 2007 recognized benefits sharing experiences generates among several economies in the region and how the provision of economic and technical assistance contributes to the implementation of commitments from APEC.

At 19th APEC Ministerial Meeting, held in Sydney, Australia, on September 2007, under the theme of "Strengthening our community, Building a sustainable future", Ministers reaffirmed their commitment to the APEC's goal of gender mainstreaming and increasing participation of women in APEC.

The 6<sup>th</sup> GFPN meeting from 17 to 18 May, 2008 held in Tacna, Peru, recommended the following actions in order to SCE to submit it to SOM: +to strengthen gender capability on APEC Secretariat", -To support at APEC level and at the Economy level to help in building capabilities in commerce for women across APEC region, especially in developing economies to help women to access to the market and to benefit of free commerce and globalization" and -the inclusion of gender implications in commerce area as key issue of policy to be considered by Economic Ministers and Leaders of APEC".

For these reasons, this project aims +e obtain a diagnosis of current public policies which help women entrepreneurs to ensure in e-commerce, through ICTs (e-commerce), and to propose guidelines to make a GUIDE which allows to implement the best practices of public policies across APEC economies.

## 2) Describe the key objectives of the project – usually no more than three

- 2.1 To prepare a diagnosis of current public policies which help women entrepreneurs to develop their enterprises and to take part in international trade, by using information technology and e-commerce in four economies (Australia, Chile, Peru and Canada) considering the Framework for Integration of Women through a Seminar Workshop where such experiences and ideas will be explained and shared.
- 2.2 To propose guidelines based on best practices on current public policies that support women entrepreneurs in APEC region to strengthen their enterprises by engaging in international trade, based on Workshop outcomes.

## 3) Assessment.

With reference to each objective in paragraph 2), current status and expected end-of-project target, so that the success of the project can be measured over the short and medium term. The targets should be quantitative but if this is not possible then a precise description of the change aimed at should be given.

<sup>&</sup>lt;sup>4</sup> The original proposal from Peru has been modified for purposes of this Workshop.

## Where appropriate, sex-disaggregated data should be used for assessment in order to detect any differential impact of the project on men and women.

There are international standards (including ILO Conventions and the Convention on the Elimination of All Forms of Discrimination against Women, which provides gender equality relating to employment access, the right to equal salary, and prohibition of sexual harassment, among others.

In a report on employment in the world "Life at Work in the Information Economy" prepared by the ILO, 2001, it noted that "the development of information and communication technologies (ICT) provides a large number of new opportunities for women. But, unless these possibilities are backed by the formulation of policies able to ensure participation, assumption of responsibilities, education and training in ICT for women, as well as policies to support families in the workplaces where information economy is developed, the old biases related to gender will persist".

It also recognizes the need to enact specific laws and to develop policies to strengthen the executive and professional skills of women, in particular to help them run their own businesses. For that, governments have developed policies and projects that use local, national and international networks, efforts to provide information, technology, credit and training to entrepreneurs, as well as programs to improve women's education.

As examples of trade and gender relationship we can mention:

- In 1999, Republic of Korea enacted a law that provided for the formation of the Association of Korean businessmen and urged the government to support them.
- The United States has taken steps to strengthen financial capacity of small businesses belonging to women and granting microcredit and loans
- The Russian Federation had undertaken a comprehensive program of training and recycle to improve the employment prospects of women.
- In Australia, there is a network of counseling as a result of the project of advising women working in small businesses

Regarding to goal 1: It will be identified Public policies to support women entrepreneurs taking as sample four economies: Australia, Canada, Chile and Peru. Four documents will be produced (one per economy) showing current public policies in these economies.

In relation to objective 2: With the completion of the seminar workshop, experiences will be shared to learn and promote best practices in developing public policies to support women to develop their enterprises by engaging in international trade.

As a result of this, it will be made a proposal for a Guide that allows to implement best practices in public policies that promote women entrepreneurs among the member economies of the Forum. It is also expected to strengthen business networks of women in the APEC region.

#### 4) Explain who the intended beneficiaries of this project are.

ICTs can play several roles in the promotion of gender equality at the economic and social levels in developing countries. Awareness of gender issues in developing countries' endeavour to participate in and benefit from the information society may be addressed and promoted through ICTs. In addition, policy-makers may integrate ICTs as enablers and strategic components of national development and trade

policies, in the context of which focused attention may be given to the advancement of women.<sup>5</sup>

In general, ICTs can be instrumental in reducing poverty as part of national development policies that include a gender perspective, thereby contributing to the first Millennium Development Goal (MDG) of poverty eradication. ICTs can contribute towards the third Millennium Development Goal of promoting gender equality and empowering women insofar as they offer women opportunities for work and for entrepreneurship, thus enhancing their economic autonomy, social participation and political influence (World Bank Group, 2003b). ICTs help women in trade and in business to overcome time constraints, social limitations and limited access to information resources and networks. ICT applications can provide the basis for leapfrogging initiatives, and could have a direct impact on alleviating the situation of poor women and promoting sustainable, gender-equitable development. In terms of enhanced working opportunities, ICT-enabled services are areas in which women are most likely to thrive, provided that they receive adequate support within the framework of national e-strategies, as explained below.

Therefore, as a result of the implementation of proposed guidelines on best practices for the development of public policies, the project will provide an immediate benefit to women entrepreneurs (short term beneficiaries) to promote the development of their enterprises and their participation in international trade through the use of ICTs and e-commerce. The improvement of conditions for development of business activities and trade of women affected by increasing their contribution to their economies, regarding the later recognized in the various APEC fora, whose economies become members in medium term beneficiaries of the results of project.

# 5) Describe precisely the expected project outputs. Describe how these outputs will benefit the targeted beneficiaries.

- Four diagnosis documents about current public policies supporting women entrepreneurs to develop their businesses and to engage in international trade, through the use of information technology and e-commerce in Australia, Canada, Chile and Peru;
- A report about Seminar Workshop including presentations of experts in public policies supporting women entrepreneurs, from developing and developed economies and the outcomes of the workshop for formulating guidelines proposals of Public Policies about best practices for implementing them in the APEC economies;
- Guidelines proposal about Best Practices for the Development of Public Policies that support women to develop their businesses and to engage in international trade through the use of information technologies and e-commerce.

#### **LINKAGES**

6) Which other APEC for have been consulted about this project and what were the results?

This project was presented at the 6th Meeting GFPN in Tacna, Peru (17-18, May 2008).

The GFPN in Tacna identified the following key challenges in promoting gender

<sup>&</sup>lt;sup>5</sup> UNCTAD United Nations Conference on Trade and Development (2004). UN Inter-Agency Network on Women and Gender Equality:Task Force on Gender and Trade. *Trade and Gender Opportunities and Challenges for Developing Countries*. UN: New York and Geneva.

mainstreaming in APEC: the need of closer collaboration with all APEC fora to ensure that the conditions of gender are central to all APEC relevant processes, including development of reforms, policies, projects and reports. One of the steps to achieve this GFPN's challenges was to provide a supported report for new project proposals guiding the critical issues related to economic integration and to empowerment of women including:

- Public Policies to promote Women Entrepreneurs (Peru).
- Development of a Gender Checklist for APEC Fora (Indonesia).
- The Economic Empowerment of Women in APEC region through commerce (U.S., Philippines)

Likewise, it is been presented to the SMEWG because it complements the project "Models for Supporting Women's Micro-Enterprise Development: Best Practices and Guidelines Assessment and Recommendations" led by Canada.

7) Active Participation Describe how the intended beneficiaries among APEC stakeholders –APEC fora, governments, private sector and civil society, men/women- will participate in the planning, implementation and evaluation of the project.

<u>Phase I</u>: The project starts by recruiting and hiring a consultant to undertake the diagnosis of the application of public policies in four APEC economies (Australia, Canada, Chile and Peru). For this, it is necessary to prepare tools to be circulated to each focal point with the required information, so it could be closer to government officials and SME women's work and how the information technology and e-commerce have influence into the economic development of women. <sup>6</sup>

<u>Phase II</u>: A seminar workshop opened to all member Economies and their women organizations, especially entrepreneurs and government officials, to share experiences and to obtain a consensus on best practices for developing public policies to support women entrepreneurs.

8) Project influence Describe how this project might contribute to any current or completed projects or activities in APEC or elsewhere. Why is APEC the most appropriate institution to fund the project? The Public Policies to Promote Women Entrepreneurs project also builds directly on the basis established by the "Models for Supporting Women's Micro-Enterprise Development: Best Practices and Guidelines Assessment and Recommendations" project completed in May 2008 by Whiteduck Resources with APEC funding. One of the top three women's enterprise support models identified by women micro-entrepreneurs in the consultative process in the Models project was "Public Policy Measures and Programs."

The Public Policies to Promote Women Entrepreneurs project proposes to explore this public policy model in much greater depth through the use of case studies in Chile, Peru, Australia and Canada and by expanding the scope of their inquiry to include all women entrepreneurs as opposite to a primary focus on women's micro-enterprises. The findings of this best practices review would also complement the implementation of Phase IV of the Models project in which several APEC economies will implement the micro-enterprise and women's entrepreneur support models identified in the Guidelines and Recommendations produced in its Phase III.

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<sup>&</sup>lt;sup>6</sup> To select the consultant, a proposal from the four economies will be required based on terms of reference done by the Project Oversee who will have the responsibility of selecting the consultant. This consultant will act as the expert from his/her economy in the Seminar Workshop.

The findings could be used to further inform the second stage of implementation of Phase IV of the Models project for those economies planning on implementing the public policy and program measures model. In the interim, the first stage of Phase IV of the Models project is laying the groundwork for the implementation of diverse types of women's micro-enterprise support programs, which would be public, private, civil society directed, with the proposed development of a Women's Micro-enterprises Supply Movement Framework to be developed/implemented in Chile, Peru, Canada and Vietnam so the timing of these two projects is complementary.

This project will contribute to the implementation of public policies to support women entrepreneurs to develop their businesses and engage in international trade. This is within the principles set out in the GFPN fora, consisting of facilitating and promoting gender criteria as a crosscutting theme in APEC economies and facilitating business in the APEC region.

#### **METHODOLOGY**

Describe the project's methodology. Break down the project implementation into discrete functional steps over time with the associated outputs clearly specified. Identify the principal risks involved in each step if any, and explain how they will be managed. Risks may include major delays and failures, expected cooperation not materializing, etc.

Research Phase: Development of four studies on local public policies to support women entrepreneurs to develop their businesses and engage in international trade, by using information technology and e-commerce (support projects will be identified on ICTs as the ADOC project in Peru) in Australia, Canada, Chile and Peru. Likewise, this research will enable the identification of organizations or women entrepreneurs' networks.

The consultant will be selected by the Overseer Project through an evaluation process, after receiving proposals of candidates from each of the four economies this project involves. The deadline of the study will be three months. In case of delay in delivery of work, the project has considered to leave a space (one and a half month) between the date of final delivery of diagnosis and the start of the workshop seminar.

The proponent Economy will coordinate the project and will establish virtual meetings between the consultant/expert and the gender focal points of the involved economies.

II. Workshop on "Public Policies to promote women entrepreneurs in APEC region", representatives of women's organizations and especially entrepreneurs will take part. It will last 2-day length on mid-July 2009 in Lima - Peru.

This workshop will have two phases.

- a. First day: Seminar for presenting diagnosis and expositions from economies.
- b. Second day: Workshops

## **Draft Program**

Session 1: 1st day - Morning

Topic: Public Policies to Promote Women Entrepreneurs in Developed Economies

- Opening ceremony
- Speeches of Consultant (outcomes of research).
- Speech

Session 2: 1st day - Afternoon.

Topic: Public Policies to Promote Women Entrepreneurs in Developing Economies

- · Speeches of Chile and Peru
- Comments from the audience with a Chairperson
- Conclusions of the afternoon session
- · Conclusions of the day

Session 3: 2nd day

Workshops. Division in 2 mixed working groups among developed and developing economies integrated by local government officials from local governments and women entrepreneurs.

- Agenda: Preparation of proposals of Guidelines on Best Practices for using in the APEC region economies on public policies supporting women entrepreneurs.
- Workshops outcomes presentation.
- Closing ceremony

An associated risk is that there could be a lack of interest among fora and APEC economies and that the best practical guidelines could not be used. Project coordination will develop an appropriate strategy of dissemination that engages gender focal points of SMEWG and TEL for a and the gender focal point to promote the importance of these guidelines.

After the Seminar Workshop, the coordination of the project will track and monitor the results, and also will promote virtual discussion groups among participants.

Activity and associated risks to project implementation	Outputs	Timing
Step 1. Survey		
Project approval process, establishment of project team and appointment of a consultant.  Risks: Failure to find an appropriate consultant that has knowledge on project issue  Risk Management: Failure to find an appropriate consultant is a medium risk. For this reason, it is important to request 4 involved economies make suggestions for suitable candidates.	Consultant chosen	January- February 2009
Development of 4 researches on public policies to support women entrepreneurs for their enterprise development and participation in the international trade: Australia, Canada, Chile and Peru.  **Risks:* drawbacks in the development of studies due to non expected problems, which do not allow the completion of them at the time expected.  **Risk Management:* We will establish virtual meetings with the consultant and with the focal points of the 4 economies.	Studies finalized	March-June 2009
Step 2. Seminar		
Project team to agree on format for workshop, and decide speakers and other invited participants.	Program done	March-April 2009
Invitations to be issued to invited participants. Enrolment forms and supporting information to be prepared by project team and distributed to potential participants via <i>inter alia</i> the GFPN and associated networks.  **Risks: Participation by a broadly representative group of appropriate speakers and participants unable to be secured.  **Risk management: Hosting of the workshop in the margins of the meeting should ensure broad participation by the early identification of potential speakers who should ensure quality presentations as well as close monitoring of status of registrations by project team.	Invitations and enrollment material prepared and distributed	April 2009
Final arrangements for the seminar to be completed based on registered attendees and input from participants. Further information on meeting distributed to participants	List of participants finalized.  Supplementary information distributed.	July (first week) 2009
Seminar- workshop —Public policies to promote women entrepreneurs of APEC region" for submitting results of research in 4 economies. **Risk**: The report project is not ready on time to be submitted at the Seminar. **Risk Management**: OP will ask consultant advance of reports. It will consider one month and a half, between the dateline of the study and the start of the seminar workshop.	Workshop successfully hosted	July 2009
Step 3. Project completion and information dissemination	on	I
Final of Seminar Workshop, of presentation and discussion of study reports as well as policy	Research Study	July 2009

## 10) What APEC member economies will participate in each component of this project and what contribution is expected?

From the beginning, Australia, Canada, Chile and Peru are part of this project. They will provide required information by the consultant in order to prepare studies on public policies to support women entrepreneurs to develop their businesses and engage in international trade, by using information technology and e-commerce in the APEC Region. Invitations for the seminar workshop will be sent to women entrepreneurs, academics and officials from each member economy. Furthermore, the speakers of this seminar workshop will be experts from Australia, Canada, Chile and Peru.

#### **DISSEMINATION OF PROJECT OUTPUT**

# 12) Please include a plan for the publication and dissemination of the results of the project, including:

## A. the nature of the target audience;

Target audience is women leaders of small and medium enterprises, academia, representatives of women's organizations and local governments' officials.

#### B. the form and content;

## • First day:

## Session 1: Morning

Presentation of Research outcomes in four economies Seminar "Public Policy to promote women entrepreneurs in Developed Economies". An Application of Information Technology and E-Commerce.

- · Expert case from Australia.
- · Expert case from Canada
- · Comments from the audience.

### Session 2: Afternoon.

Seminar "Public Policy to promote women entrepreneurs in Developing Economies.". An Application of Information technology and E-Commerce.

- Expert case from Chile.
- Expert case from Peru.
- · Comments from the audience.

Conclusions of the day

#### Second day:

## Session 3:

Workshops. There will be 2 mixed work groups among developed and developing economies, integrated by local government officials, women entrepreneurs and academics.

- Agenda: Production of proposals of Guidelines on Best Practices to be used in APEC economies on Public Policies supporting women entrepreneurs.
- Workshops outcomes.

#### C. Format (for example, prints, floppy disks, downloading Internet);

Printed documents and CDs for attendants. CDs of speakers' speeches

 The conclusions of the workshop will be placed on MIMDES and APEC website.

## i) Inform media in general and specialized about the key components of the project.

The project will be disseminated through electronic media (e-mail and Web site) of APEC Secretariat and via Gender Focal Points of APEC economies in GFPN, SMEWG and TEL. There will be requested to place the invitation in women institutions or organizations from APEC and WLN members.

## ii) Documents will be delivered free in APEC.

The final documents will be placed at the official website of APEC and sent by email to the representatives of the economies attending the seminar workshop.

#### **GENDER CONCERNS**

13 Many projects have the potential to affect men and women differently because of their different roles and positions in many societies. What steps does this project take to ensure that it benefits both groups and in particular does not disadvantage women? (Common responses include: using gender analysis to design project methodologies and inputs (e.g. surveys); including women in the planning, management, allocation of resources and implementation of a project; taking steps to ensure equitable participation by men and women; making special efforts to disseminate project results to women; and using sex-disaggregated data for project assessment.)

This project seeks to promote public policies to support women entrepreneurs and their access into international trade. A raise in participation of women entrepreneurs into international trade has been predicted when the outcomes of diagnosis be disseminated and proposals be assumed as public policies. This is addressed exclusively to women entrepreneurs because it is necessary to increase their participation in international trade and the access to information technology starting by an disaggregated by sex analysis of the total entrepreneurs.

Women entrepreneurs will take part, as well as academics from universities or from women NGO, and officials from governments responsible of economic and gender development policies.

The project will conduct a gender analysis and will use gender-disaggregated data where possible, in order to identify areas that could have a negative impact on man and / or women.

14) Show how the objectives of the project provide benefits for women. APEC Ministers have indicated (Framework for the Integration of Women in APEC) that benefits might include: increasing the involvement of women in the economy and economic institutions; integrating women into the global economy; strengthening small and medium sized enterprises; and reducing gender inequalities, including through education and training.

The objectives of this project are addressed to increase participation of women entrepreneurs in exportation. This will benefit directly to increase incomes in order to benefit woman and her family and will enable her incorporation into global economy. Likewise, diagnosis outcomes will enable to establish guidelines of public policies for women entrepreneurs having impact into APEC economies.

#### **Budget**

15) Please attach an itemized budget for the project in the format at Annex A. Where appropriate, provide details of the project's budget that are allocated to activities that address the specific needs of women. The budget should illustrate the assumptions adopted (e.g. unit costs) for the computations. *Remember to* 

include all self-funding and to consult the list of eligible expenses in the Guidebook to APEC Projects. Advice on budget formulation, including acceptable unit costs, can be sought from the APEC Secretariat

In 2009 with IDB support, Peru will conduct studies on indicators to monitor the integration of gender perspectives in State sectors and Development of a Socio Economic Agenda for women. This will help as a counterpart to Peruvian intervention and to monitor the public policies project to promote women entrepreneurs and in this way to establish validated guidelines that could serve as a model for the other APEC economies. The counterpart is reflected in the participation of staff in the office along 12 months of 2009, and is valued at U.S. \$ 48000.00 which will support to systematize the experience of the workshop to be conducted in July 2008 and the respective communications with all participating APEC economies.

It also will fund the participation of local Peruvian leaders at the seminar workshop in July 2009.

Name of Committee/Working Group: Gender Focal Point Network		
Title of Project: Public Policies to Promote Women Entrepreneurs		
Proposing APEC Economy: 1) Peru		
Co-sponsoring APEC Economies: 2) Australia 3) Chile 4) Canada		
Project start date: January 2009	Project end date: December 2009	

Case Study: APEC SYMPOSIUM ON SME STRATEGIES TO MANAGE THE IMPACTS
OF THE GLOBAL FINANCIAL CRISIS

Proposing APEC Economy: CHINESE TAIPEI<sup>7</sup>

Name of Committee/Working Group: SME WORKING GROUP

**Details of the Project Proposal** 

## A. Project Design

#### **PROJECT OBJECTIVES**

1) Describe briefly how this project directly responds to the priorities set by APEC Leaders and Ministers and/ or the vision of the host economy. Please make reference to the relevant parts of APEC documents.

This project directly responds to 2008 APEC Leader Declaration and 2008 Annual Ministerial Joint Statement, and addresses the priority theme "Encouraging the Growth of Small and Medium Enterprises" in the Manila Declaration. It also responds to the financing and innovation priorities set by the SMEWG Strategic Plan, 2009-2012.

a. The priority set by 2008 APEC Leader Declaration

In the Leader declaration of 2008 (Lima APEC Leaders' Statement on the Global Economy), the financial crisis was deemed as the highest priority with an urgency to overcome it. Leaders —are convinced that we can overcome this crisis in a period of eighteen months. We have already taken urgent and extraordinary steps to stabilize our financial sectors and strengthen economic growth and promote investment and consumption. We will continue to take such steps, and work closely, in a coordinated and comprehensive manner, to implement future actions to address this crisis. We will also support efforts by export credit agencies, international financial institutions (IFIs) and private banks to ensure that adequate finance is available to business, including small and medium-sized enterprises, and to keep trade and investment flowing in the region." In the declaration, SMEs were especially identified as a target, and governments should provide assistance to them. This symposium contains a number of critical topics directly addressing the difficulties facing SMEs and focuses on the enhancement of SME capacity to cope with the crisis.

b. The priority set by 2008 Annual Ministerial Joint Statement

In the Annual Ministerial Joint Statement of 2008, Ministers considered coping with the global financial crisis the most urgent tasks and highest priority that APEC should immediately address. It also pinpointed the urgent need of SMEs to access to finance. According to the statement, —Ensuring a rapid, coordinated and effective response to the current global financial crisis is the highest priority for APEC economies and will be the focus of attention when APEC Economic Leaders meet later this week.....APEC economies are committed to implementing all necessary measures to bolster the real economy and boost investment and consumption levels in the region. We recognized the importance of ensuring that Small and Medium-Sized Enterprises (SMEs) are able to access finance to continue to trade and expand their businesses."

c. The Priority in the Manila Declaration: -Develop and Strengthen the Dynamism of Small and Medium Enterprises"

This project aims to increase the capacity of SMEs on managing the crisis and provide SMEs with tools and measures to overcome financial difficulties and economic recession. In the symposium SMEs are able to obtain invaluable experience from successful companies and will learn suggestions and advices from experts. The capacity of SMEs on

<sup>7</sup> The original proposal from Chinese Taipei has been modified for purposes of this Workshop.

managing the crisis is directly relevant to their very survival and the possibility of SME growth. This symposium will explore the ways to help SMEs to cope with global challenges and make them have a chance to survive and continuously grow. Therefore, this project addresses the priority theme —Develop and Strengthen the Dynamism of Small and Medium Enterprises" in the Manila Declaration because it makes efforts to help SMEs respond more efficiently and effectively to market and economic turmoil to pursue a sustainable and dynamic SME growth.

## d. The Priority in the SMEWG Strategic Plan

The SMEWG Strategic Plan 2009-2012 identifies —Financing" as a top priority and selects —encourage banks and financial institutions to develop policies that assist SMEs and MEs to access appropriate finance on mutually acceptable terms" as an immediate action APEC economies should take. In addition, this project also echoes —innovation" and —etrepreneurship" priorities in the Strategic Plan that are considered important mechanisms helping SMEs survive the global financial crisis.

## 2) Describe the key objectives of the project – usually no more than three

The key objectives of this project would be:

- (1) To provide knowledge and information about the ways in which SMEs manage the impacts of the global financial crisis through the presentation of research reports and the sharing of best practices.
- (2) To identify policy tools that can be adopted in response to the financial crisis, and formulate innovative strategies to help SMEs survive the crisis.
- (3) To stimulate cross-border cooperation on managing the impacts of the global financial crisis between related stakeholders of the APEC region through constructive communication in the symposium.
- 3) Assessment. With reference to each objective in paragraph 2), provide the current status and expected end-of-project target, so that the success of the project can be measured over the short and medium term. The targets should be quantitative but if this is not possible then a precise description of the change aimed at should be given. Where appropriate, sex-disaggregated data should be used for assessment in order to detect any differential impact of the project on men and women.

Objectives	Current Status	End-of-project Target
Objective 1: To provide knowledge and information about the ways in which SMEs manage the impacts of the global financial crisis through the presentation of research reports and the sharing	Currently, SMEs in the APEC region are facing serious challenges from the global financial crisis and are suffering the shrink of both global and domestic markets. A number of difficulties in financing, human resource, and supply chains are emerging from the impacts of the crisis, many of which threaten the very survival of SMEs.	One of the end-of- project targets is to draw useful guidelines for SMEsPrinciples and Checklist of Financial Crisis Management for APEC SMEs," and increase SMEs' knowledge about how to meet these challenges brought upon by the global financial crisis.
of best practices.	The declarations of both the 2008 APEC Economic Leaders' Meeting and the 2008 APEC Ministerial Meeting recognized that the	The symposium will provide participants with opportunities to share their views and experiences on the management of the financial crisis, and will especially

global financial crisis would have a severe impact on SMEs in the APEC member economies, and that priority should be given to ensuring that SMEs throughout the APEC region can secure financing and other assistance they need to stay in business.

The SMEWG Strategic Plan 2009-2012 identifies
-Financing as a top priority and selects -Encourage banks and financial institutions to develop policies that assist SMEs and MEs to access appropriate finance on mutually acceptable terms" as an immediate action APEC economies should take.

address SME strategies to deal with liquidity problems and credit crunch, the role of financial institutions on assisting SMEs in overcoming the crisis, innovation and SMEs' ability to cope with the crisis, entrepreneurship as a strategy to manage the crisis, market strategies for coping with a reduced consumer demand, etc.

To measure this achievement, we will collect the responses from participants on how useful is the knowledge they obtain from the symposium through a questionnaire we will distribute during the meeting.

Objective 2: To identify policy tools that can be adopted in response to the financial crisis, and formulate innovative strategies to help SMEs survive the crisis.

APEC economies have launched a variety of policies to overcome the challenges of the global financial crisis. However, the effects were generally not as expected, mainly due to the extreme seriousness, complexity and wide-range of damages brought upon by the crisis.

The ever changing international economic environment makes government difficult to draw SME policy during the financial crisis. They need to frequently modify and improve SME policy to help SME survive the crisis.

In the —Principles and Checklist of Financial Crisis Management for APEC SMEs," policy recommendations and practical guidelines will be provided. These recommendations and guidelines will be based on the presentations, discussions and conclusions reached in the symposium.

The proceedings of the symposium, including research results and best practices provided by the speakers, will be collected as references for the policy formulation of APEC government officials.

The other concrete target is to increase government officials' knowledge about the international environment and the

ways to assist SMEs during the crisis. Questionnaires will be distributed to the officials attending the meeting to measure the achievement Objective 3: Stimulating SMEs lack a channel to The symposium will invite a cross-border variety of stakeholders related approach foreign information cooperation on coping and to search for cooperation to SME development such as with the global financial with foreign actors. SMES, financial institutes, crisis between related International cooperation has and consulting service units. stakeholders of the an important role to play in Through interactions in the APEC region through coping with the challenges meeting, it will increase the experience sharing and posed by the crisis. The crisis opportunity to foster constructive is global in scope. At a time cooperation between different when APEC SMEs are actors. SMEs even can look communication in the increasing their international for external resources for symposium linkages, international increasing their capacity to collaboration will be an manage the crisis. indispensable part of any thorough solution to the threats that menace SMEs today.

## 4) Explain who the intended beneficiaries of this project are.

Four kinds of institutions and businesses will benefit from the project.

First, the government agencies taking responsibility for providing guidance and assistance on enhancing SME capacity of managing the global financial crisis will learn how to create strategies and immediate solutions for SMEs to meet the challenges posed by the global financial crisis.

Second, SMEs and micro-enterprises tremendously and directly benefit from the project. In addition to experience sharing and learning best practices and knowledge, they can directly express their requests and needs to the officials, bankers and experts in the meeting, and will receive feedbacks for their needs. In the long term, they will benefit from a better understanding about the financial crisis and obtain better public services.

Third, people in local communities will also benefit because the damage brought upon by the crisis has already extended to the local businesses and have been causing serious unemployment problems. The meeting might help local communities obtain knowledge to increase local employment.

Fourth, associations and institutions related to SMEs development in various areas can learn knowledge and strategies to manage the impacts of the global financial crisis, thereby strengthening their capacity to assist SMEs. In the meeting, they can build cooperative relationship between each others and between them and other businesses and public agencies. They can also benefit from exchanging experiences and best practices.

# 5) Describe precisely the expected project outputs. Describe how these outputs will benefit the targeted beneficiaries.

#### (1) The outputs

The project outputs of this project include:

• Principles and Checklist of Financial Crisis Management for APEC SMEs"

This document, which will be based on the presentations, discussions and conclusions in the meeting, will address two parts of concerns from SMEs, government officials, and related associations. First, it will point out SME strategies to cope with the financial crisis on financing, market, human resource, innovation, etc. Second, it will provide policy recommendations on dealing with the damages brought upon by the financial crisis such as unemployment and credit crunch, and identify policy tools that can be adopted to help SMEs survive the crisis. This document will benefit public agencies, SMEs, and related associations and institutions. To public agencies, they can obtain practical policy recommendations for improving the ways to assist SMEs in meeting the challenges from the crisis. In addition to learning strategies and knowledge to improve their capacity, SMEs can follow the mechanisms laid out in the document to build their partnership with the actors in other APEC economies. To related associations and organizations, they can learn strategies identified in the document to assist their members.

Outputs will be produced from materials presented at the proposed Symposium. It will be important to ensure that these materials are of a high quality and provide strategies/information that can be applied across APEC economies. Qualified experts will be appointed to carefully screen materials for the presentation and for the checklist to be published.

• The collection of meeting materials

The presentation materials, reports, and paper submitted by the speakers will be collected and be distributed in the meeting both in the forms of hard and soft copies for the convenience of participants. The collection should include a variety of research results, best practices, policy recommendations, sex-disaggregated data, etc. Some additional copies will also be produced for the needs of related associations and institutes that are unable to be present in the meeting. This collection will especially benefit SMEs and government agencies because it will show them the know-how and best examples about the ways to meet the challenge of the crisis.

## (2) The plan for making project benefit sustainable

Principles and Checklist of Financial Crisis Management for APEC SMEs" and the meeting materials will be uploaded onto the meeting website, and will be maintained for a long time. Chinese Taipei will be fully responsible for the maintenance. The project output will also be uploaded to the APEC website. We will also incorporate the project output into other publication concerning SME development, if any. This document will also become an official document of APEC SME meetings, which can also be accessed and retained for a long time. It will be regularly updated, if possible, to reflect the changes of the environments. We will also provide help if any member economies intend to translate it into their local languages. All these measures can assure the project benefits sustainable.

#### **LINKAGES**

## 6) Which other APEC for have been consulted about this project and what were the results?

We have consulted Chinese Taipei's representatives of other related APEC fora such as <u>Finance Ministers' Process</u>, on how to create a better financing environment for SMEs; HRDWG, on how to resolve unemployment problems during the crisis; and ISTWG, on how to promote technological innovation to increase SMEs' capacity in coping with the crisis; <u>Gender Focal Point Network</u>, on how to assist women-run enterprises to survive the crisis. They gave us invaluable advices and strongly encourage us to conduct this project.

In addition, this project will be also be sent to <u>Finance Ministers' Process</u> via APEC secretariat, and other forums deemed proper for consultation.

7) Active Participation Describe how the intended beneficiaries among APEC stakeholders-APEC fora, governments, private sector and civil society, men/women-will participate in the planning, implementation and evaluation of the project.

Stakeholders from both public and private sectors will be involved in the organization and participation of the symposium. The project is actually a response to the request of SMEs in Chinese Taipei and other APEC economies on helping them to survive the crisis. The formation of the project was also assisted by the private sector and non-governmental organizations. More inputs from APEC economies will be planed to seek.

The private sector will be asked to participate in the meeting where they can express their concerns. Most participants of the meeting will also come from the private sector and civil society. They will participate in presentations, discussions, and the build-up of a cooperative relationship. The consultation with non-governmental organizations and businesses will be also sought, especially on the scope and the topics of the meeting.

Officials from SME sectors of APEC economies will constitute the basic group of participants. Participation by the officials from other APEC fora (ABAC, GFPN, <u>Finance Ministers' Process</u>, CTI, EC, SOM) will also be encouraged. Speakers will be invited from both the public and private sectors, and will present developing and developed economies' perspectives.

This project will be supervised by government officials, and the implementation of the project will be undertaken by the private sector or non-government organizations through an open biding process. Firms and related NGOs will certainly participate in the organizing committee. We will also ask for the comments and opinions from all APEC economies.

The inputs of the beneficiaries will be channeled into the each stage of the project planning and implementation. In the stage of planning, the beneficiaries will be invited as the members of the organizing committee whose opinions about the formation of meeting agenda will be seriously taken into account. In fact, the topics selected in this project proposal are a reflection of the beneficiaries' inputs. In the stage of implementation, the representatives of beneficiaries will supervise the implementation of the project, and actively participate in the discussions of the meeting. In the evaluation stage, it is a regular procedure in Chinese Taipei that each government project should finally be evaluated by an evaluation committee where representatives of the beneficiaries will be the members.

8) Project influence Describe how this project might contribute to any current or completed projects or activities in APEC or elsewhere. Why is APEC the most appropriate institution to fund the project?

This project directly responds to APEC Leaders and Ministerial declarations of 2008. It will systematically explore the impacts of the global financial crisis and strategies of SMEs to manage the impacts. This project provides a unique opportunity on enhancing SME capacity to cope with financial crises and will contribute to other projects either on financing, human resource development, innovation, marketing, etc. It puts all above aspects into a global context of crisis and deal with an extreme difficult economic situation, which can also link to the mega trend of globalization.

Many APEC projects aiming to promote business operation of SMEs usually focus on economies' level with an assumed stable global economic environment, lacking insight into the crisis situation that could generate serious impacts and damages to the very survival of SMEs. This project explores this condition and seeks the solutions for SMEs when facing global crises.

Actually, APEC SME forum did appear on a number of projects focusing on crisis situations, such as projects on tsunami and pandemic influenza. This project will contribute to above projects on further enhancing SMEs' capacity building on the management of crises.

Through a mutually learning process, a positive effect of mutually strengthening is bound to emerge among these projects. Though different in the context, tsunami, pandemic influenza, and financial crises all produced sudden damages on SMEs and gave SMEs very limited time to respond. Therefore, these crises require same capacity of acting quickly and effectively. An emergency mechanism that incorporates a variety of crisis situations may need to create and this project on the financial crisis may help complete the construction of the mechanism.

This project also contributes to the projects of SME financing. Since most SME financing projects focus on skills of access to finance in regular times and in normal economic environment. The skills SMEs need in normal situation is quite different from the skills required in the crisis. This is the reason why APEC recently heavily emphasized on crisis and disaster preparedness. Therefore, this project provides skills and knowledge different from most SME financing projects and offers a new angle for them. In addition, this project not only deals with financial aspect, but also a variety of impacts brought upon by the crisis such as market shrink, recession, human resources development, employment, innovation and entrepreneurship that all were different from most SME financing projects.

It also contributes to a number of projects in APEC and other international organizations such as the World Bank, IMF, and OECD on the global financial crisis with a special focus on SMEs. This project also responds to a variety of calls from APEC fora to deal with the global financial crisis.

For the future, this project will be a basis for future projects about financial crisis prevention. It is an initial exploration of this new international situation in APEC and its outcomes can provide important guidance for APEC economies for future collective actions, such as the build-up of long term mechanisms to monitor crises for SMEs.

We will consult with other international organizations that have recently addressed the issues of the financial crisis to see if there are any outcomes that could feed into this proposed symposium. We will also consult with other relevant APEC projects and refer the outcomes of these projects as a means to accumulate knowledge.

#### **METHODOLOGY**

- 9) Describe the project's methodology. Break down the project implementation into discrete functional steps over time with the associated outputs clearly specified. Identify the principal risks involved in each step if any, and explain how they will be managed. Risks may include major delays and failures, expected cooperation not materializing, etc.
  - a. Time and Venue: June 2009, Taipei (a 2-day meeting)
  - b. Possible topics:
    - The impacts of the global financial crisis on SMEs
    - SME easy-to-follow and adopt strategies to manage problems caused by the crisis (liquidity, credit crunch, shrink of market demand, shrink of exports).
    - The role of financial institutions on assisting SMEs in overcoming the crisis
    - Government policy to enhance SMEs capacity to manage the impacts of the crisis
    - Women-run enterprises and the global financial crisis
    - Market strategies for coping with reduced consumer demand
    - Responding to the chain effects of the global crisis

- Entrepreneurship as a strategy to manage the crisis
- Innovation and SMEs' ability to cope with the crisis
- International collaboration and crisis prevention

## c. Participation:

Speakers: The symposium will invite leading scholars, experts, government officials with extensive knowledge of the global financial crisis; business leaders (including representatives of the financial sector) will be invited to share their experience in coping with the crisis. The speakers will not only deliver a speech, but will also participate in discussion and exchange experience and best practices during the whole meeting period.

Participants: The meeting will invite officials, distinguished scholars and experts, SMEs, and industry associations with an emphasis on micro-enterprises from interested economies. This project will fund 11 travel eligible economies each for one delegate. Since this symposium is planned to be held back to back with the 28<sup>th</sup> SMEWG meeting, it is expected that many more delegates from travel eligible economies will attend the symposium and be benefited from it.

- d. Main Output: —Principles and Checklist of Financial Crisis Management for APEC SMEs"
- e. Implementation steps and associated risks

Activity and associated risks to project implementation	Outputs	Timing
Step 1: Determine time and venue of the meeting		March,
The venue will be selected from hotels with international convention rooms or from international conventional centers in Taipei. The times will be around June to make sure sufficient preparation.		2009
Risks: all hotels might be booked for that date.		
Resolution: look for a different venue, for example a club or a convention center.		
Step 2: Select meeting topics and speakers, and draft agenda	Meeting agenda	March,
Based on primary research, some topics were selected and listed above. Intensive discussions will be made to finalize the meeting topics and agenda. APEC economies will also be requested to provide comments and suggestions.		2009
Risks: the topics selected do not meet the needs of APEC economies.		
Resolution: Intensively consult with APEC economies, especially with sponsor economies and the economies that suffer seriously damage from the crisis.		
Step 3: Survey	Survey Results	March-
A short survey of members on efforts in helping their SMEs cope with the crisis will be issued. Survey		

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questionnaire will be distributed to member economies via SMEWG network. Selected economies will also be invited to share their experiences at the symposium.		April 2009
The response to the survey to be sent out prior to the symposium plays a critical role in shaping the content of the event. Hence, it is important to ensure that a fair representation of the SMEWG members respond to the survey.		
Risks: limited number of survey results received from member economies.		
Resolution: Provide incentives to member economies to fill out the survey such as the survey results will be an important reference for APEC meetings to discuss, and for member economies to draw policy.		
Step 4: Invite speakers and participants:	Invitations and	March-
Speakers: The symposium will invite leading scholars, experts, government officials with extensive knowledge of the global financial crisis as the	enrolled material	April, 2009
speakers; business leaders (including representatives	prepared and	
of the financial sector) will be invited to share their experience in coping with the crisis. The speakers will not only deliver a speech, but will also participate in discussion and experience exchange during the whole meeting period.	distributed	
Participants: The meeting will invite officials, distinguished scholars and experts, firms, and related associations.		
Risks: Failure to secure qualified speakers		
Resolution: Search and invite high qualified speakers through networks established with international SME experts.		
Step 5: Meeting Arrangements and logistics		March-
This step includes preparing for meeting logistics, including all equipments and supplies that require for holding an international conference.		June 2009
Step 6: Collect meeting materials All speakers will be requested to hand in materials 2 weeks before meeting.	Meeting materials	May-June, 2009
Risks: fail to collect the materials on time		
Resolution: frequently communicate and remind speakers to prepare presentation materials.		
Step 7: Travel arrangement for speakers and participants		May-June,
According to APEC rules, all participants funded by APEC should meet the travel requirements. We will also help them to arrangement their accommodations and make them safely arrive at their hotels.		2009

Step 8: Hold the meeting		June, 2009
This step includes that all software and hardware for the meeting should be in place, and all the meeting procedure should be under control.		
Step 9: Draft —Principles and Checklist of Financial Crisis Management for APEC SMEs"	Principles and	June-
According to meeting discussions, materials and	Checklist of	August,
conclusions, we will draft the meeting output. The output will focus on how SMEs can increase their	Financial Crisis	2009
capacity of crisis management, and how government can draw suitable policies to help SMEs build	Management for	
capacity.	APEC SMEs	

## 10) Which APEC member economies will participate in each component of this project and what contribution are they expected to make?

All APEC member economies are encouraged to participate in all the activities of the meeting.

- Speakers and presenters of the meeting will be selected from all APEC member economies.
- Representatives of the public sector, business sectors, and private associations from all member economies will be invited to participate in the meeting.
- SMEs from all APEC economies, especially the SMEs with the experience of coping with financial crises will be invited to share their experience.
- Related APEC fora (ABAC, GFPN, <u>Finance Ministers' Process</u>, CTI, EC, SOM) will also be invited.

The organization of the symposium will be mainly the responsibility of Chinese Taipei. Cosponsors (Indonesia, Peru, and Singapore) will participate in drafting the agenda, helping with meeting arrangements and recommending speakers. They will be asked to dispatch delegates as speakers and discussants to share their experience about dealing with the crisis. Their opinions will be one of the major inputs for drafting the final meeting output. As the economies of SMEWG chair and vice chair of this year, Singapore and Peru will help incorporate the meeting output into overall agenda of the APEC SME meeting this year.

#### **DISSEMINATION OF PROJECT OUTPUT**

# 11) Please include a plan for the publication and dissemination of the results of the project, including:

a. the nature of the target audience:

The target audience includes businesses (SMEs and micro-enterprises), governments, academia, business associations, civil society, and women.

b. the form and content;

Principles and Checklist of Financial Crisis Management for APEC SMEs" will be formulated based on the discussions, findings, recommendations, conclusions, case descriptions, and other related materials with speakers' expositions. The conference proceeding will collect presentations, research papers, case studies and best practices the speakers provided, and would be distributed to the participants in the

meeting and to other related institutes. As this is an APEC project, the publication will comply with the APEC publication guidelines and copyright requirements.

c. format (e.g. hard copies, floppy discs, internet uploading);

For the convenience of meeting participants, both soft and hard copies of conference proceeding will be prepared and distributed. Soft copies will be in the CD format and be distributed to the participants, as well as to be uploaded into the meeting's official website as well as be placed on the APEC website.

d. number of copies for the publication;

Around 300 copies for each kind of publication.

- e. a publicity plan for:
  - i) briefing the general or specialist media about key components of the project;
    - The information about the key components of the project will be announced in the websites of the Small and Medium Enterprise Administration in Chinese Taipei and the APEC Secretariat, and will also be published on newspapers. The related private associations of the member economies are also asked to release the information either in their websites or in other available media.
  - ii) the promotion of sales or other dissemination of the final product; and
    - The project outputs, especially the Principles and Checklist of Financial Crisis Management for APEC SMEs" will be disseminated through the available APEC networks and other Chinese Taipei channels concerning SMEs and the global financial crisis to the audience in the business, associations and academia.
- f. a budget for publication and dissemination, to form part of the itemized budget.

#### **GENDER CONCERNS**

12) Many projects have the potential to affect men and women differently because of their different roles and positions in many societies. What steps does this project take to ensure that it benefits both groups and in particular does not disadvantage women? (Common responses include: using gender analysis to design project methodologies and inputs (e.g. surveys); including women in the planning, management, allocation of resources and implementation of a project; taking steps to ensure equitable participation by men and women; making special efforts to disseminate project results to women; and using sex-disaggregated data for project assessment.)

This project will develop a plan to promote the active participation of women. A series of measures are planned to be taken to ensure women involvement:

- Women will participate in the organizing committee of the symposium. The key members in the organizing committee will be women. Women will constitute at least 60% of the members of the organizing committee.
- Women experts will enjoy a priority to participate in agenda setting. The draft agenda will fully include the opinions of women to assure that it will reflect the need of women.
- Women-run enterprises and the global financial crisis" will be selected as one of the meeting topics. In this session, the impacts of the financial crisis on women-run enterprises will be explored, and the strategies of women-run enterprises to manage the crisis will be identified. Especially, this session will also search for the women-run enterprises that successfully grew and developed under the crisis as best practices. It is expected that the presentations and discussions in this session

will enhance the knowledge and capacity of women-run enterprises to meet the challenge of the crisis.

- In other sessions of the meeting, women experts will be also invited to be speakers to fully reflect the views of women. Therefore, it is expected that gender analysis and sex-disaggregated data will be learned in the symposium.
- The symposium will invite women business leaders, employees, entrepreneurs, and experts. Women organizations and groups will also be invited to attend the symposium.
- The symposium will invite GFPN members to participate in the meeting, and will also ask them to help distribute the invitation to women business leaders.
- A minimum 40% of women will be invited to attend this symposium as experts, speakers, and participants.
- The proceedings of the symposium will be sent to the women representatives of related associations.
- In the questionnaire distributed to the participants attending the meeting, questions to enable sex-disaggregated analysis will be asked in order to measure the achievement of the symposium through a gender analysis.
- 13) Show how the objectives of the project provide benefits for women. APEC Ministers have indicated (*Framework for the Integration of Women in APEC*) that benefits might include: increasing the involvement of women in the economy and economic institutions; integrating women into the global economy; strengthening small and medium sized enterprises; and reducing gender inequalities, including through education and training.

SMEs and micro-enterprises are seriously impacted by the crises partly because they often lack both resources and the ability to respond effectively to sudden changes. In most APEC economies, women-run enterprises are heavy representation in the SME sector; therefore, it is expected that women-run enterprises would be one of the main victims of the crisis. Because this symposium aims to enhance the SMEs' capacity on surviving the crises, women-run SMEs would naturally become ones of the main beneficiaries of the symposium.

As the experience of Chinese Taipei shows, women-run enterprises usually enjoy higher survival rate when facing external challenges and difficulties. Therefore, in this symposium, women-run enterprises can share their successful experience as best practices for all SMEs to learn. In Chinese Taipei, there is a tendency towards the increase of women involvement in business. This means that the needs of women for the enhancement of capacity in response to economic challenges increases, and also means that the input of women is an indispensable part of any strategy formation in response to the crisis. This symposium is one of the best occasions to gather men and women business leaders to join together to find out the best ways to meet the challenge of the crisis.

Women often are discriminated by the financial institutes, and are often misunderstood as inability to deal with crisis situation. These discriminations and misunderstandings would make them more difficult to access to financial resource during the crisis. This special situation is worthy opening a session in the symposium especially for women. Therefore, —Women-run enterprises and the global financial crisis" will be selected as one of our meeting topics.

The implementation of the symposium provides women in APEC economies with:

- Advanced knowledge and information of the financial crisis to keep pace with global change.
- Best practices of preparing, responding to, and managing the crisis.

- Recommendations and strategies to manage liquidity problems, credit crunch, and the impacts on human resource, market shrink, supply chains brought upon by the crisis.
- Skills to identify the start and predict the development of the crisis.
- Opportunities to directly express requests and needs to the officials, bankers and experts in the meeting.

The exchanging of ideas and experiences in the symposium will help identify the special disadvantages and challenges in the crisis facing women-run enterprises and will address the real needs of them. This symposium will encourage all women participants as seeds to empower many other women-run enterprises to survive the crisis. The contribution of gender analysis within the presentations will increase the understanding of the performance of women-run enterprises in the crisis and therefore contribute to the policy formation of women development.

14) NOT required for projects for consideration at BMC II (July/ August meeting) or for ASF projects but required for all others. Give reasons for the urgency of the project. (These projects should relate to previous APEC Ministers' or Leaders' Declarations or current host economy's priorities. Reasons may include the project output as contributing to one of the major deliverables for the year)

This project directly responds to the 2008 APEC Leaders' Declaration and the Joint Statement of the 2008 APEC Annual Ministerial Meeting, and will contribute to the major deliverables for 2009. Both the 2008 APEC Economic Leaders' Meeting and the 2008 APEC Ministerial Meeting recognized that the global financial crisis would have a severe impact on SMEs in the APEC member economies, and that priority should be given to ensuring that SMEs throughout the APEC region can secure the financing and other assistance they need to stay in business. The Joint statement of 2008 Annual Ministerial Meeting even considered—esuring a rapid, coordinated and effective response to the current global financial crisis as -the highest priority for APEC economies."

In the APEC Leader Declaration, leaders —are convinced that we can overcome this crisis in a period of eighteen months. We have already taken urgent and extraordinary steps to stabilize our financial sectors and strengthen economic growth and promote investment and consumption. We will continue to take such steps, and work closely, in a coordinated and comprehensive manner, to implement future actions to address this crisis. We will also support efforts by export credit agencies, international financial institutions (IFIs) and private banks to ensure that adequate finance is available to business, including <u>small and medium-sized enterprises</u>, and to keep trade and investment flowing in the region." In the declaration, SMEs were especially identified as a target that government should provide urgent assistance. This symposium contains a number of critical topics directly addressing the difficulties facing SMEs and focuses on the enhancement of SME capacity to cope with crisis.

In the Annual Ministerial Joint Statement of 2008, ministers considered coping with the global financial crisis the most urgent tasks and highest priority that APEC should immediately address. It also pinpointed the urgent need of SMEs to access to finance. According to the statement, —Ensuring a rapid, coordinated and effective response to the current global financial crisis is *the highest priority for APEC economies* and will be the focus of attention when APEC Economic Leaders meet later this week.....APEC economies are committed to implementing all necessary measures to bolster the real economy and boost investment and consumption levels in the region. We recognized the importance of ensuring that *Small and Medium-Sized Enterprises (SMEs)* are able to access finance to continue to trade and expand their businesses."

Currently, SMEs in APEC region are facing serious challenges from the global financial crisis and are suffering the shrink of both global and domestic markets. A number of serious difficulties in financing, human resource, and supply chain are emerging from the impact of

the crisis, many of which threaten the very survival of SMEs. APEC member economies have launched a variety of policies to overcome the challenges of the global financial crisis. However, the effects were generally not as expected, mainly due to the extreme seriousness, complexity and wide-range of damages brought upon by the crisis. These are also the reasons of the urgency of the project.

Name of Committee/Working Group: Small and Medium Enterprise Working Group		
Title of Project: APEC Symposium on SME Strategies to Manage the Impacts of the Global Financial Crisis		
Proposing APEC Economy: 1) Chinese Taipei		
Co-sponsoring APEC Economies: 2) Indonesia; 3) Peru; 4) Singapore		
Project start date: March 01, 2009	Project end date: December 10, 2009	

Case Study: WORKSHOP ON THE FRAMEWORK OF LONG-TERM CAPACITY **BUILDING FOR DISASTER RISK REDUCTION IN APEC** 

Proposing APEC Economy: CHINESE TAIPEI<sup>8</sup>

Name of Committee/Working Group: Task Force for Emergency Preparedness, TFEP

### **Details of the Project Proposal**

## **Project Design**

## **PROJECT OBJECTIVES**

Describe briefly how this project directly responds to the priorities set by APEC Leaders and Ministers and/or the vision of the host economy. Please make reference to the relevant parts of APEC documents.

In 2008, we all witnessed brutality of natural disasters including sever snow storms, devastating Sichuan Earthquakes in China, and the unprecedented Cyclone Nargis in Myanmar. Hundreds of thousands of families lose their loved ones and suffered from interrupted public services. Our developing society, infrastructures, culture heritages have gone through the horizontal debris and damaged buildings are as reminders of how fragile we are against challenging threats by the nature. APEC, as the leading organization in the Asia Pacific region, expressed not only sincere condolence to victims, but also stepped out solid action by endorsing and supporting The Workshop on Large-Scale Disasters Recovery in APEC", which practically demonstrated the best practices on regional cooperation and collaboration, under APEC framework in respond to the China Earthquake in May, 2008. All the deliverables by APEC TFEP have earned high appraisal and appreciation during Ministerial Meeting and Economic Leaders' Meeting in Lima of APEC 2008 Annual Meeting. The Hong-term project" in capacity building has priority with appropriate facilitation in APEC TFEP.

- The Joint Statement of the 20th APEC Ministerial Meeting stated that -We further welcomed the Task Force's proposal to conduct multi-year projects designed with the aim of facilitating and accelerating the recovery of disaster affected areas of member economies; integrating disaster education into school curricular; and the Gender Focal Point Network's efforts on gender integration in disaster management."
- The Declaration of the 16th APEC Economic Leaders' Meeting concluded that We endorsed the priority APEC has given to promoting risk management, business resilience and public-private sector partnerships, and supported efforts to prepare economies for the recovery phase. We instructed officials to undertake long-term capacity building projects aimed at accelerating recovery in disaster affected areas in APEC economies and supported the inclusion of education on disaster issues in school curricula where appropriate."

This project responds to the following priorities from Leaders regarding emergency preparedness in 2007:

In 2007, the APEC Economic Leaders in Sydney declared that -We recognized that we all face new risks and challenges to people and economies - including from the potential spread across borders of terrorism, pandemics, illicit drugs and contaminated products, and the consequences of natural disasters. ... We agreed on the need to further strengthen APEC's efforts to build community resilience and preparedness for emergencies and natural disasters."

<sup>&</sup>lt;sup>8</sup> The original proposal from Chinese Taipei has been modified for purposes of this Workshop.

With joint efforts and collaboration by TFEP members, several essential documents also strongly pinpoint the importance of long-lasting contributions on disaster risk reduction and emergency preparedness in 2008, which becomes the core value of TFEP. These papers include:

- The Strategy for Disaster Risk Reduction and Emergency Preparedness and Response in the Asia Pacific Region: 2009 to 2015 by Peru: It provides the roadmap for APEC TFEP to carry out and suggests comprehensive viewpoint in coping with disaster risk reduction.
- 2. The APEC Principles on Disaster Response and Coordination by China: It reminds all member economies about importance of cooperation, coordination and collaboration during emergency response and post-disaster recovery.
- 3. The Recommendations of the Workshop on Large-Scale Disaster Recovery in APEC by Chinese Taipei: It emphasizes on the balanced devotion in each stage of disaster management, curriculum at school and multi-year project to support TFEP's mandates.

Furthermore, under the leadership of TFEP Co-Chairs of Australia and Indonesia, the 2009 Work Plan of APEC TFEP also emphasizes importance to undertake long-term capacity building projects aimed at accelerating recovery in disaster-affected areas in APEC economies. In achieving the mandates of TFEP objectives, the Task Force has agreed that: risk should be managed prospectively; disasters should be prepared for jointly; and recovery from disasters should be achieved using a long-term development approach.

## 2) Describe the key objectives of the project – usually no more than three

Due to the diversity and complexity of natural disasters, there is no one-size-fits-all resolution. In order to enhance building capacity and provide possible comprehensive solutions on post-disaster recovery as well as appropriate suggestions on disaster management, the key objectives of the project are to improve disaster risk reduction, preparedness and response in the APEC region by developing framework and guidance for future implementation. The proposed workshop will provide APEC economies with demand-oriented and technology-based capacity building through inviting and coordinating the regional disaster management agencies. To succeed a long-term project, the comprehensive study of demands and collaborative cooperation with regional partners are two essential elements. The proposed project is the initial phase of the long-term capacity building programme. It has been sincerely expected that a systematic and demand-oriented framework can be formulated by practical timetable of implementation.

First, in 2009, the anticipated workshop will be held in October by Chinese Taipei and will invite APEC member economies and major institutions in the Asia Pacific region for identifying the potential sites and fields of research for developing the programme on preparedness, response and recovery from disasters in terms of all-hazard approach strategies and best practices. The conclusion of developing framework for the following stage of integration of training programme will be the one of major deliverable achievements by TFEP, which decently follows the suggestions of 2008 Leaders' declaration and concretely satisfies quality improvement of APEC project. Furthermore, the project's outcomes will initiate a three-year long-term capacity building implementation which will be proposed according to the suggestions and guidelines upon 2009 workshop conclusion.

The second stage, from 2010 to 2012, has been suggested to deliver designated training workshops in APEC region. Finally, a consultation paper or guidelines will be issue to identify areas where the improvement should be made concerning the infrastructure, governance reporting system or managing system to help establish effective disaster management mechanism in developing economies

The key objectives of this project therefore are as follows:

# 1. To fulfill "Strategy for Disaster Risk Reduction and Emergency Preparedness and Response in the Asia Pacific Region from 2009 to 2015":

This APEC Strategy identifies three core objectives for APEC to pursue during the above-mentioned period to 2015, which aligns with the timeframe of the United Nations' Hyogo Framework for Action. First, assist the policy-makers in APEC economies in acknowledged of the economic and social costs of disasters and, equally, the human and economic costs of failing to take action. Second, bridge the gaps in regional disaster risk reduction approaches and identified information sharing to support the delivery of target capacity-building initiatives. Finally, formulating practical mechanisms and strategies to assist APEC economies in business and community resilience capacity building. These objectives can be fulfilled through coordinated interactive APEC fora with information sharing with disaster related external bodies and expertise. Also, to achieve these core objectives, APEC economies should endeavor to: prepare for disasters jointly as the regional collected efforts; manage risk prospectively; and adopt a long-term development approach to recover from disasters. This APEC Strategy suggests a full range of fields in disaster management where cooperation may warrant in terms of taking prompt actions in coordinating the efforts among APEC member economies.

## 2. To develop a long-term and comprehensive capacity building strategy through regional participation:

Considering the demands among APEC members on disaster management from preparedness, response and recovery through research to implementation as well as taking into account of climate change, extreme whether, flash flood, earthquakes, volcanoes, landslide and water management, it clearly pinpoints a well-organized long-term capacity building should base upon a sharing platform of all-hazards approaching and multi-disciplinary collaboration. Especially, some of the emerging issues: such as hydro-metrological disasters are rather in larger scale and scope which directly or indirectly related to global climate change, the severe impacts of natural disasters on mega cities which paralyze the regional economic growth. For example, the number of mega cities, population over 10 million, has reached 10 in the APEC region including Tokyo, Mexico City, Seoul, New York, Osaka-Kobe-Kyoto, Shanghai, Los Angeles, Moscow, Jakarta and Manila. To effectively manage the risk of people living in densely populated areas against potential hazards, a comprehensive capacity building strategy is required to map out the long-term goal to achieve.

# 3. To integrate institutional resources and capacity through collaborating synergy among APEC economies:

Within APEC member economies, lots of prominent institutions with specific expertise on disaster management, disaster risk reduction, emergency response, development of technology and distribution of information can be the best facilitator to enhance the capacity and capability building in disaster management by contributing teaching materials, training facilities, information sharing, technology transferring, best practices adaptation, school curriculum of mitigation and etc. Therefore, the well-organized framework among APEC member economies will provide an appropriate and efficient platform for facilitating knowledge flow and experience sharing to prevent the avoidable mistakes according to the historical experience, to learn from each other and build up the feedback mechanism to formulate a regional learning organization on multilateral benefits. As a consequence, the whole idea of long-term capacity building will create a boundless environment in collaborating and

collecting the institutional capacity of the APEC region. Furthermore, the involvement of PPP; NPO, NGO, Social worker and etc.; from pre-disasters to post-disasters will be widely covered from central to local level on the innovation and development of science and technology of disaster risk reduction; the regional plan for local community; the restoration of social and business service; and the challenges plus solutions for emergency management et cetera.

3) Assessment. With reference to each objective in paragraph 2), provide the current status and expected end-of-project target, so that the success of the project can be measured over the short and medium term.

In facing the severe challenges resulted from natural disasters, the APEC TFEP is designated to build consensus on disaster reduction and a multilateral platform for experience and practice sharing among member economies. Via implementation of the project, TFEP can achieve the goal of experience sharing and long-term capacity building by hosting the training workshops among APEC economies and enhance capacities of APEC members on all-hazard-approach strategy and best practices from preparedness, response to recovery. In the outcomes of the proposed project, the serial tailor-made schemes for capacity building will be delivered to meet the characteristics of each APEC members, particularly those developing countries with frequent disaster occurrence and taking into account of the cultural difference on response, preparedness and recovery in pre-during and post-disaster.

Eventually, the project will contribute to the APEC region in building resilience against disasters by the following implementation:

1. To fulfill "Strategy for Disaster Risk Reduction and Emergency Preparedness and Response in the Asia Pacific Region: 2009 to 2015":

Disaster preparedness and response planning should be based on a comprehensive and integrated approach, recognizing the efforts of governments, relevant organizations, businesses and the community. There are clear synergies and demonstrated benefits associated with developing joint activities for disaster preparedness and response. The APEC Strategy endorsed by participating member economies in 2008, Lima, calls for the joint efforts and contribution in solving the common challenges we face altogether. Through implementation of the proposed project, the core objectives and strategic lines will be the guidance to design the long-term mechanism within APEC TFEP. In reviewing the major natural disasters in the APEC region, approaches, technology transfer, hazard mapping and information dissemination of earthquakes, typhoons, floods are the three primary targets for developing systematic training programs. Nowadays, more evidences show the linkage between climate change and severe weather that will increase the scale of storms and the intensity of precipitation. Under comprehensive considerations of disaster risk reduction, the proposed project will provide the best platform to realize the APEC Strategy through practical implementation. A series of study cases brought by participating member economies from emergency response to short-term and long-term planning will assist practical decision-making for all beneficiaries. Emphasizing learning from disasters, the project will prepare onsite training among APEC economies to demonstrate the designed goals of the projects in practice collecting and experience sharing. APEC Member Economies should recognize the extensive work being undertaken at a global, regional and local level to mitigate the risks of social and economic harm associated with disasters - in particular, work relating to the United Nation's Hyogo Framework for Action (HFA) 2005-2015, which provides the global community with a comprehensive framework for building the resilience of nations and communities to disasters. The HFA provides APEC with important

guidelines and parameters, and all APEC's activities should seek to integrate with and support UN efforts on disaster reduction.

# 2. To develop a long-term and comprehensive capacity through regional participation:

By reviewing and studying the cases in each member economy, we can sketch full dimension of training programme stage by stage. Citing from the documents of the TFEP's Viet Nam Dialogue in April 2008, the TFEP meeting and the second APEC Emergency Management CEOs' Seminar in August 2008, and Workshop on Large-Scale Disaster Recovery in APEC in September 2008, all of TFEP members unanimously support newly proposed project and depict the Consistent with APEC's core trade and long-term roadmap for TFEP. investment liberalization and facilitation agenda, APEC activities should seek to embrace a long-term development approach to ensure business continuity and resilience, and to further develop the resilience capacity at national and local Member economies, developing economies in particular which are frequently affected by natural disasters and are in urgent need of designated training programme covering full stages of disaster management - mitigation, preparedness, response and recovery, in order to better prepare for disasters and reduce their damages to economy. In order to implement the concept of Hearn from disasters", we should collect those invaluable experience and best practices among APEC economies and utilize them to prepare for and respond to the future mega disasters.

# 3. To integrate institutional resources and capacity through collaborating synergy among APEC economies:

A prerequisite for joint activities at regional level is the identification of key gaps in disaster preparedness. The TFEP's 2008 stocktake by Indonesia of best practice and capacity-building needs is a good starting point and reference. The goals of the proposed project are to facilitate close cooperation relationships among economies. With multilateral/bilateral development partners and regional bodies, as well as non-governmental organizations, the common interests within disaster risk reduction and preparedness can be assured by well-structured mechanism to achieve the goal of community resilience. During the consulting phase, the project proponent will broadly collect participation in the APEC region and invite them for joint cooperation to carry out the following training programme to be proposed after the workshop. The workshop will also provide a valuable opportunity for participants to reflect on the current status of emergency preparedness, response, recovery and disaster relief efforts in the region and identify vulnerable fields for targeted and more efficient cooperation in the future. This project presents a substantial and unrivaled opportunity for gathering all levels of administration, academia, regional institutes, NGOs, NPOs, practitioners and communities to share experiences and knowledge. It is essential for the multilateral community to work together and share information and best practices. In addition, participants will benefit from discussions on best practices and lessons learnt covering broad spectrum including procedures and processes of recovery, focal issues like community-based strategy, women's involvement and issues of indigenous people.

## 4) Explain who the intended beneficiaries of this project are.

As a project for capacity building, the direct beneficiaries are member economies in the region, developing members in particular, through targeted cooperation, smooth chain of communications, application of knowledge and expertise. The outcomes of the proposed project will directly benefit the disaster related associates from for all levels of administration,

academia, regional institutes, NGOs, NPOs, practitioners and communities in coordination of all-hazards disaster in each APEC member economy. To pass on the well-developed capabilities for emergency preparedness, this proposed project will target on the need of enhancing the institutional capability and capacity against disasters in all stages with all-hazard approach strategy. The subsequent training programme based on the outcomes of this project will improve the regional capacity of emergency management expertise from technology transfer, successful stories and best practices. The summarized beneficiaries are:

- 1. Governmental officials from emergency disaster risk management agencies at all levels;
- 2. Local residents and communities, whom and where are subject to high risk potential or are suffering aftermath of major disasters;
- 3. Regional research institutes dedicated in innovation and development of technology and policy on disaster reduction;
- 4. Private sectors, non-profit organizations and business partners;
- 5. Experts and senior disaster expertise, coordinators and managers.

The proposed project will reach senior disaster coordinators and managers, government planners and policy developers, as well as emergency services and multi-sectoral agencies. Ultimately, this project will benefit the people who are vulnerable to disasters in member economies.

# 5) Describe precisely the expected project outputs. Describe how these outputs will benefit the targeted beneficiaries.

The expected project outputs is to enhance all level of skills and knowledge in terms of all-hazard approach, including geological and hydro-metrological disasters, in all stages of disaster in terms of strategies and solutions to benefit APEC member economies and population in the disasters prone area. Hence, the best practices and solutions from preparation for, response to, recovery from and resilience for the large-scale natural disasters will be identified, discussed, implemented and shown with case studies by and with member economies. This will assist all beneficiaries within and across the APEC region in practical decision-making. The training is targeted at the areas identified by all members of the workshop held in the second half of 2009 and the following 6 training workshops among APEC economies in the three-year period. An experience sharing mechanism for APEC economies will be built up according to the conclusion of 2009 workshop. The major beneficiaries will benefit directly from the expected project outputs as following:

mies	will	es in the three-year period. An experience sharing mechanism for APEC be built up according to the conclusion of 2009 workshop. The major ll benefit directly from the expected project outputs as following:
1.		vernmental officials from emergency disaster risk management agencies at evels:
		Through the best practices sharing, it will provide references for planning and implementing policies and strategies to prepare for and respond to large scale natural disasters. Training for senior officers to train-the-trainer that allow senior officers to guide the principles of each APEC economy after the completion of the training workshop.
2.	Loc	cal communities and residents officials:
		With assistance in developing specific plan according to locality characteristics, the degree of public awareness and positive perception about natural disaster will be built up.
3.	Re	gional research institutes:
		The workshop will provide an optimum platform to exchange state-of-the-art technologies and communicate the advanced concepts on disaster

reduction and emergency preparedness.

4.	Private sectors, non-profit organizations and business partners:
	☐ Identifying how to get involved by private sectors, the active involvement will be the basis for primary recovery.
5.	Experts and senior disaster expertise, coordinators and managers:
	☐ Pinpointing the major obstacles, challenges and resolutions during introducing international aids into the affected areas, the case study process will offer a comprehensive view to cope with the problems.

#### **LINKAGES**

Which other APEC for have been consulted about this project and what were 6) the results?

The number and severity of these disasters is increasing as a consequence of growing populations, globalization and weather extremes. Climate change, urbanization, poor land-use planning and competition for resources will also increasingly magnify the impact of an event. Considering the interaction between climate change and worsening hydro-metrological disasters, the project proponent would like to invite APEC Climate Center, APCC, for its professionals focusing on the regional circumstances to contribute to mitigating the possible threats. Therefore, the related issues will specifically emphasize on the climate change related disasters. In order to have a whole view of natural disaster we face, during the consulting phase, the project proponent has proposed the ideas of strengthening connection with APCC on disaster risk reduction and receive positive response from APCC.

In addition to TFEP, in the process of preparing and finalizing the program for the workshop, the consultation with Health Working Group, Gender Focal Point Network, Industrial Science and Technology Working Group and APEC Business Advisory Committee on related issues will also be pursued.

Active Participation. Describe how the intended beneficiaries among APEC 7) stakeholders - APEC fora, governments, private sector and civil society, men/women - will participate in the planning, implementation and evaluation of the project.

regional institution to further identify the needy demands.

1. At planning stage: The project proponent will reach member economies and

The project will first invite solid co-sponsors of member economies to participate in the proposed project and discuss the preliminary agenda. For collection the capacity of regional institutions, project proponent will initiate talks with the Pacific Disaster Center (PDC, the US) in Taipei this May. Both sides will identify the collaboration on risk vulnerability analysis in the project. Also in May, the mutual opinion exchange with Mercy Malaysia in Taipei pinpoints the direction to meet the regional needs of emergency preparedness and school education on disaster risk reduction.

In June, the project organizer will also host a discussion session in Taipei to
explore the suggestions from the National Research Institute for Earth
Science and Disaster Prevention (NIED, Japan) and the National Institute for
Disaster Prevention (NIDP, Korea) on application of technology in disaster
management and disaster risk reduction.

At the same time, the project organizer will also invite the APCC to review the
design of mitigating disasters worsened by climate change.

#### 2. At implementation stage:

Agenda des	ign will be	set to mee	t the demand	ls in me	mber eco	nomie	es. Most
threatening	disasters,	required	techniques,	social	impacts	and	gender
concerns wil	l be presen	ted and dis	scussed throu	ıghout tl	he worksh	op.	

All beneficia	ries	will be	requested	l to ir	ıput e	extensive	ly into	this	project	t by
participating	in	a wor	kshop. Th	e wo	orksho	p comi	nittee	will	invite	the
involvement	of	TFEP	members	and	the	private	sector	to	bring	out
comprehensi	ve a	ind cons	structive su	ggesti	ons.					

## 3. At evaluation stage:

☐ The outcomes of the workshop will be reviewed and evaluated by participants from their feedback, thoughts and ideas on how to achieve the proposed objectives and measures put forward at the workshop.

# 8) Project influence. Describe how this project might contribute to any current or completed projects or activities in APEC or elsewhere. Why is APEC the most appropriate institution to fund the project?

Considering diversity of cultural backgrounds, degree of development of economies, humanitarian factors, characteristics of mega disasters, urban and rural areas, population distribution, psychological impacts, tools and methodologies of potential risk assessment, risk communication, fundamental principles to guide disaster management; all member economies should be encouraged to participate in proposing and developing related activities. The APEC TFEP focus on building business/community resilience and public-private sector partnership as a niche to fill the common gap in most of national and regional approaches regarding emergency preparedness can become a core comparative advantage of the APEC forum.

APEC brings together most of the major and dynamic economies in the Asia-Pacific region and constitutes a very useful platform to drive multilateral and regional cooperation. Within APEC, most economies; developing or developed members; are highly vulnerable to multiple disasters such as typhoons, earthquakes, landslide and etc. For long-term sustainability and prosperity, we should encourage collaborative efforts and participation on disaster risk reduction from public sectors to private sectors to balance economic development with human security. Meanwhile, business continuity in post disaster phase will substantially maintain social stability and further accelerate recovery process. The APEC forum also provides a conduit to mainstream disaster risk reduction and disaster management in national planning and budgetary systems. In additions, APEC already has disaster related knowledge, experiences and skills in great deal which can be shared amongst members at cross border level. Several of the most destructive disasters of recent years have occurred in the APEC region. Regional economies can learn valuable lessons from these unfortunate events through close collaborative relationship.

For assisting capacity-building in developing economies and managing business operation interruption due to natural disasters in Asia-Pacific region, APEC should take solid action and support via encouraging disaster risk reduction and emergency preparedness related projects. Through APEC's direct investment in the project with linkage to regional disaster risk reduction, the outcomes of the workshop will effectively benefit the rapid economic growth in the Asia-Pacific region with safer environment. Especially, this project will offer brand-new prospectives on post-disaster recovery with timely response from TFEP, which is designed to strengthen the capacity of APEC member economies in building disaster resilience. By TFEP's contribution and cooperation with relevant fora, APEC can

play a constructive role in enabling the region to better prepare for future disasters of all kinds and address long-term commercial recovery in affected sectors.

With the implementation of this project, it will fully demonstrate cross boarder resolutions and commitments designed by and assigned to TFEP's mandates and APEC's aspiration for improving regional security through regional collaborative efforts to ensure sustainable economic growth and business operation.

#### **METHODOLOGY**

9) Describe the project's methodology. Break down the project implementation into discrete functional steps over time with the associated outputs clearly specified. Identify the principal risks involved in each step if any, and explain how they will be managed. .

The suggested implementation of this project in two phases: one-year period for planning and three-year period for deliver training programme. Details are:

- 1. First Phase: The initial CEO's Workshop and development of the programme.
- 2. Second Phase: A series programme of six workshops on-site rotation. The length of time between the workshops has been designed to allow the workshop attendees to transfer some of their skills and knowledge from each workshop to staff in their domestic agencies.

The project will commence as follows:

Timetable	Work Stage		Expected Outcomes by Stages
	Stage 1:Initial planning	1.	Organize workshop committee including senior emergency planning and disaster management specialists, practitioners at administration levels, international agencies, NGOs and NPOs and academia.
		2.	Circulate project proposal, discussion paper and questionnaire for identifying core issue for the workshop
		3.	Search for venue
July of 2009		4.	Review the collected comments and suggestions from member economies
		Risk	:
		•	Lacking of participation by the regional institution.
			<ul> <li>Countermeasures: Since this May, the project proponent has been extensively exchanging opinions with several regional centers and institutions for inviting their participation in the project.</li> </ul>
	Stage 2 :Preparation works:	1.	Assess current status of disaster management in the region
August of 2009		2.	Contact speakers and coordinate topics of presentations
		3.	Map out the plan of on-site visit

		4.	Finalize agenda to include comments from member economies
		5.	Review data, conduct analysis and identify target issue
		6.	Provide tentative detailed agenda and send out for circulation
		7.	Issue workshop announcement
		Risk	κ:
		•	Not enough publicity to draw attention from targeting participants and member economies.
			<ul> <li>Countermeasures: The project organizer will send invitations through e-mails and personally deliver the invitation during the July's workshop in Indonesia.</li> </ul>
	Stage 3 :Finalizing works:	1.	Finalize the workshop agenda
September of		2.	Confirm speakers and experts attendance
2009		3.	Arrange logistics for the case study
		4.	Draft summary report for TFEP
	Workshop delivery	1.	Finalize results, conclusion and report prepared to be delivered to SCE/SOM/AMM/AELM
			C:
October of 2009		•	If the H1N1 influenza spreads globally and could form a concern of limited travelling.
			<ul> <li>Countermeasures: The workshop will be rescheduled under permission of the APEC Secretariat.</li> </ul>
November of	Finalize report manual	1.	Collect evaluation from participants.
2009 –	outputs for APEC TFEP	2.	Publish all materials on the web-site
September of 2010		3.	Capacity building among APEC developing and developed member economies.
September of 2010 –	Three-year training programme delivering		on-site rotation workshops hosted among EC economies on demand.
September of 2012			

# 10) Which APEC member economies will participate in each component of this project and what contribution are they expected to make?

Chinese Taipei will play a leading role and cooperate with invited co-sponsors to have more constructive inputs in this project. All APEC member economies will be certainly invited to participate in discussion regarding the training programme. The training programme framework will be developed after the workshop. As described above, the workshop is designed to draw participation from all APEC member economies with collaboration with international institutes.

As mentioned in the key objectives, involvement and contribution of APEC members and regional institutes will be the essential elements to succeed the project. We also expect to have the participation of other regional and international organizations following the existing practices of CEO meeting and other recent TFEP activities. Vietnam, Thailand, China, Japan, Australia, and recently disaster affected economies will be invited to share their experiences and observations via all stages in pre-, during and post-disaster. The United States, Indonesia, Peru, Chinese Taipei and other economies will share their practices as well.

Experts financed by co-sponsors will also shed light on disaster management. Moreover, 22 participants from 11 APEC travel eligible economies will be funded by the project in accordance with the APEC project guidelines. A programme consultant will be brought in to develop the workshop programme, and then NCDR of Chinese Taipei will prepare a tentative agenda for circulation among APEC member economies and focal points.

#### **DISSEMINATION OF PROJECT OUTPUT**

# 11) Please include a plan for the publication and dissemination of project results.

As mentioned in Project Objectives of this project proposal, the final outcomes of this project will integrate economies' wisdom and experience against impacts from natural disasters, which will be documented in detail and could be a deliverable at the ministerial level or above. Guidelines and principles of disaster management and disaster risk reduction will be disseminated to conclude each workshop and training programme by hosting economies.

## A. The nature of the target participants

The main target participants including government officials, decision-makers
of concerned agencies, and professionals of academia among APEC member
economies. NGO, the private sector will also benefit from participation, as well
as integrated research institutes.

#### B. The form and content

At the end of the project, a report, or guideline, or principles will be prepared.
It will cover major catastrophe disaster management plan and experience,
development of disaster mitigation technology, and agreed outcomes. It will
also outline the best practices for further disaster management in all-hazard
approach strategy based on socio-economic and cultural difference aspects in
terms of international collaboration and cooperation.

# C. Format (e.g. hard copies, floppy discs, internet uploading)

These materials	will	be	distributed	in	media	instruments	and	published	on
APEC website.									

#### D. Number of copies for the publication

	200 hard copies of each output will be prepared and electronic format will also
	be available on the website of APEC Secretariat and Chinese Taipei website
	(www.ncdr.nat.gov.tw).
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# E. Plan for publicity

Ш	<ul> <li>I) Briefing the general or specialist media about key components of the</li> </ul>
	project: Chinese Taipei will follow the regulations and practices under APEC
	framework to promote importance and outcomes of the project such as holding a press conference.

☐ II) The promotion of sales or other dissemination of the final outputs:

The results will be distributed to the target participants as agreed upon by TEFP.

#### **GENDER CONCERNS**

12) Many projects have the potential to affect men and women differently because of their different roles and positions in many societies. What steps does this project take to ensure that it benefits both groups and in particular does not disadvantage women? (Common responses include: using gender analysis to design project methodologies and inputs (e.g. surveys); including women in the planning, management, allocation of resources and implementation of a project; taking steps to ensure equitable participation by men and women; making special efforts to disseminate project results to women; and using sexdisaggregated data for project assessment.)

From most case study issues related to both disaster and gender, we could easily identify some phenomena needed to be addressed for providing better social status and equal-access to resource distribution, which favor men more. However, women's contribution and role in disaster management usually is the source of social stability. We will carefully design the agenda in terms of gender-equality. Therefore, in the session of discussing social impact and vulnerability assessment, how to enhance the gender-equality will be widely discussed with female participation. The development of training programme will take in to account of high vulnerability of female in all stages of disasters to ensure that all aspects of planning, consultation and implementation under gender-equality.

13) Show how the objectives of the project provide benefits for women. APEC Ministers have indicated (*Framework for the Integration of Women in APEC*) that benefits might include: increasing the involvement of women in the economy and economic institutions; integrating women into the global economy; strengthening small and medium sized enterprises; and reducing gender inequalities, including through education and training.

This project will gather various groups of professionals including government officials, researchers from academia, pioneers of domestic disaster management agencies and relevant active NGO seniors. The advantage of this project is to provide an equal opportunity for both men and women to share and exchange their experience in confronting or coping with disasters. The gender differentiated effects of disasters would be addressed to ensure the development of a comprehensive all-hazard disaster management plan. Moreover, women's role in a community such as informal neighborhood leaders and social activists has forced women to take the first move in organizing community-based activity. Women are often responsible for caring for family members and play an active role in disaster, especially the long-term devoted preparedness and recovery process. This project will gather women's perspectives on how to enhance their role during disaster period. Experience tells us that quite often women and children are the vulnerable groups in disasters. The recent large-scales disasters among APEC economies also present challenging issues of how to cope with the change after the disaster. Insightful discussions will provide a valuable guidance.

Name of Committee/Working Group: Task Force for Emergency Preparedness, TFEP

Title of Project: Workshop on the Framework of Long-Term Capacity Building for Disaster Risk

Reduction in APEC

Proposing APEC Economy: 1) Chinese Taipei

Co-sponsoring APEC Economies: Australia, Indonesia, Peru, Russia, United States, Viet Nam (TBC)

Project start date: September 2009 Project end date: September 2010

### RESUMÉ

#### **AMARYLLIS TIGLAO-TORRES**

Dr. Amaryllis Tiglao-Torres is Dean and Professor of Community Development at the College of Social Work Community Development, University of the Philippines. She also sits as Commissioner (representing academe) in the Board of the National Commission on the Role of Filipino Women (NCRFW), the Philippines.

Dr. Torres has been actively engaged in women's studies and gender equality advocacy, as teacher, researcher, and trainer since the 1980s. Her first work on women's studies was entitled *The Filipino Woman in Focus: A Book of Readings* (1989) for UNESCO Bangkok. In 1991, she was commissioned by the NCRFW to act as principal researcher for a UNIFEM-assisted policy study that undertook organizational analysis of five executive agencies towards enabling them to do gender mainstreaming. As a result of the research, critical factors for gender mainstreaming in government were identified, and became part of the training module on Gender Planning & Mainstreaming, which she used for the institutional development of Philippine government agencies. The results of the research and training were incorporated in the book entitled *Gender and Development: making the bureaucracy gender-responsive* (1994). It has become a useful reference for GAD focal points/groups wishing to begin the process of gender mainstreaming in the Philippines. It was circulated globally by UNIFEM among its partners, and has been translated into their own languages by GAD mainstreaming advocates in Malaysia and Iran.

Working with APEC and its member-economies is not new to her. In 1996, she wrote a monograph entitled *Gender Analysis of Human Resources Development Issues in the APEC,* one of the documents used by the Philippine delegation to the APEC First Ministerial Meeting on Women in Manila (1998). Later, she worked with the Ad Hoc Committee on Gender Integration of the APEC to develop a multi-media material on the integration of gender in APEC processes. The presentation became part of the *Gender Information Sessions* to orient the various committees of APEC and Ministers of member-economies on APEC's Gender Integration Strategy. She is also a member of the APEC Gender Focal Point Network (GFPN), and is listed in its roster of Gender Experts. She was the Philippine Delegate to the GFPN in Viet Nam (2006) and in Australia (2007).

Dr. Torres has been a member of the Philippine Country Delegation to the Commission on the Status of Women (CSW) since 2006, and was invited to join the Experts Panel on "Capacity-building on mainstreaming a gender perspective in the development, implementation and evaluation of national policies and programmes for the elimination of all forms of discrimination and violence against the girl child" at its  $52^{ND}$  Session in 2007. She was a member of the Philippine Delegation which presented the  $5^{th}$  and  $6^{th}$  Country Reports to CEDAW in August 2006, for which she wrote the technical paper for the oral presentation. She was invited by Viet Nam in 2008 as a Gender Expert at its *International Workshop on Effective Strategies for the Implementation of CEDAW,* where she read two papers: "The Philippine Experience: the Implementation of CEDAW and the Concluding Comments on the  $5^{th}$  and  $6^{th}$  Country Reports" and "Ratification and Implementation of the CEDAW Optional Protocol in the Philippines." She has served as consultant to difference UN agencies for their gender

mainstreaming programs, as well as for the European Union, CIDA, Swiss Agency for Development Cooperation and PACAP-AUSAID. She is in the pool of Gender Experts for UNICEF's East Asia and Pacific Regional Office and in the ILO. Nationally, she is constantly called upon by government agencies and local governments to provide training and technical assistance for the planning, design and implementation of GAD Plans and other gender mainstreaming efforts.

Her current activities include completing a technical paper for the UN-APHRD Unit (UNDP Regional Office in Colombo) on "The Political Participation of Women and Gender Minorities in Asia and Pacific" and is the ESCAP Regional Expert for a research under the UN Division on the Advancement of Women on "Strengthening national mechanisms for gender equality and the empowerment of women," which will be part of a global report on *Beijing* + 15 at the 54<sup>th</sup> session of the CSW.



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