

**GENERAL INFORMATION CIRCULAR**

**BCG Symposium:**

**APEC Best Practices for Green and Innovative MSMEs by using the BCG Economy Model**

20 May 2022

Bangkok, Thailand

**\* Date in Thailand time.** Please check page 2 for the date and time for your location.

**Host:** Ministry of Commerce, Royal Thai Government

**Organizer:** The Department of International Trade Promotion (DITP)

**Event held under APEC Project:** BCG symposium: APEC Best Practices for Green and Innovative MSMEs by using the BCG Economy Model (CTI 04 2021A)

**Sponsoring Economy / Project Overseer:** Thailand / Pornvit Sila-On

**Co-sponsoring APEC economies:** Australia, Japan, Philippines, Singapore, Chinese Taipei, Russia, United States, Viet Nam

**Funded by** ASF Sub-Fund on Micro, Small and Medium Enterprises (MSMEs)

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# BACKGROUND

The Bio-Circular-Green Economy Model or the BCG Economy Model was conceptualized by the Thai Government in 2021 as a strategy to drive its post-pandemic economic recovery and achieve sustainable development in every dimension. The initiative conforms to the United Nations Sustainable Development Goals (SDGs), a blueprint designed to achieve a sustainable future.

The BCG Economy Model is an integration of 3 strategic economies, namely, bioeconomy, circular economy and green economy.

• Bioeconomy involves the production of renewable biological resources and the conversion of these resources into value added products.

• Circular economy aims at reusing and recycling materials to maximize the value of limited re-sources and using technology to adjust the production process to reduce greenhouse gas emissions and carbon footprint.

• Green economy determines to keep economy, society and the environment in balance and reduce the impact on the environment i.e. by reducing the use of chemicals or replacing them with more sustainable alternatives, leading to sustainable development.

Thailand recognizes the benefits of the BCG Economy Model on the global economy, and would like to encourage all APEC economies partners to exchange technological and scientific resources to activate the BCG model for post COVID-19 recovery. This project symposium is in line with global actions to tackle climate change and its impacts by focusing on promoting the cost-effective use of natural resources, the use of innovation and technologies, the shift from fossil fuels to-ward cleaner energy, and more while maintaining business competitiveness in the world market which sees all stakeholders increasingly influenced by Environment, Social and Corporate Governance (ESG) aspects, besides propelling the economic growth.

Once the BCG Economy Model is applied, we can expect increasing sustainable trade and investment both within and outside APEC economies. In particular, the BCG Economy Model will help boost MSMEs competitiveness in both local and global markets by increasing their business opportunities.

For more information about the BCG Economy Model including the concept, benefits, action plan, etc. please refer to [www.bcg.in.th/bcg-booklet/](file:///C:\Users\ET\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\CWG90EX5\www.bcg.in.th\bcg-booklet\). Examples of Thai businesses adopting the BCG model can be found at [www.thaigroove.com/bcgheroes](file:///C:\Users\ET\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\CWG90EX5\www.thaigroove.com\bcgheroes).

# OBJECTIVES

The BCG Symposium will:

1. Promote the concept and the consideration of Thailand’s BCG Economy Model amongst MSMEs in APEC economies, support economic growth, and increase trade and investment based on sustainable and innovative economic policies.
2. Promote and elevate capacity of entrepreneurs/MSMEs with the BCG Economy Model by creating an enabling environment for entrepreneurs/MSMEs to access business opportunities through applying technologies and innovation to create value-added and eco-friendly products as well as develop product selections in the right market.
3. Provide guidance on how the governmental organisations should implement relevant policy or incentives to enhance the private sector’s competitiveness efficiently.
4. Provide the opportunities for APEC economies to share their BCG success stories/ best practices/ product champions.

# EVENT DATE / EVENT FORMAT

**Event Date:** 20 May 2022

The Symposium will be held in **hybrid format** (onsite and remote-access/online participation) in accordance with COVID-19 guidelines in Thailand as well as APEC member economies which face restrictions on international travel at the time of the event.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Time Zone** | **Economy** | **Opening Session**  **& Plenary Session** | | | **Breakout Session** | | |
| **Date** | **Start time** | **End time** | **Date** | **Start time** | **End time** |
| CDT | Mexico | 19-20 May 2022 | 20:30 | 24:00 | 20 May 2022 | 01:30 | 05:30 |
| EDT | Canada; Peru; United States | 19-20 May 2022 | 21:30 | 01:00 | 20 May 2022 | 02:30 | 06:30 |
| CLST | Chile | 19-20 May 2022 | 22:30 | 02:00 | 20 May 2022 | 03:30 | 06:30 |
| MSK | Russia | 20 May 2022 | 04:30 | 08:00 | 20 May 2022 | 09:30 | 13:30 |
| ICT | Indonesia; Thailand; Viet Nam | 20 May 2022 | 08:30 | 12:00 | 20 May 2022 | 13:30 | 17:30 |
| SGT | Brunei Darussalam; China; Hong Kong, China; Malaysia; The Philippines; Singapore; Chinese Taipei | 20 May 2022 | 09:30 | 13:00 | 20 May 2022 | 14:30 | 18:30 |
| JST | Japan; Korea | 20 May 2022 | 10:30 | 14:00 | 20 May 2022 | 15:30 | 19:30 |
| PGT | Papua New Guinea | 20 May 2022 | 11:30 | 15:00 | 20 May 2022 | 16:30 | 20:30 |
| AEST | Australia | 20 May 2022 | 11:30 | 15:00 | 20 May 2022 | 16:30 | 20:30 |
| NZST | New Zealand | 20 May 2022 | 13:30 | 17:00 | 20 May 2022 | 18:30 | 22:30 |

# VENUE

**Venue:** Centara Grand and Bangkok Convention Centre @ CentralWorld, Bangkok, Thailand

**Detailed Address:** Centara Grand at CentralWorld. 999/99 Rama 1 Road, Pathumwan Bangkok 10330, Thailand

**Tel:** +66 2100-1234

**Website**: <https://www.centarahotelsresorts.com/centaragrand/CGCW/contact>

# TECHNICAL SPECIFICATIONS

To ensure the safety and health of all event participants, the event will be held in hybrid format through the platform of Microsoft Team. Participants can get involved in the event from anywhere via aforementioned platform. To ensure that participants will be able to efficiently interact with speakers, and other participants, we recommend the following hardware minimum requirements:

|  |  |
| --- | --- |
| **Operating system** | macOS X with macOS 10.9 or later  Windows 8.1 or 10  Ubuntu 12.04 or higher  Red Hat Enterprise Linux 6.4 or higher  CentOS 6.4 or higher  OpenSUSE 13.2 or higher  [Surface PRO 2 or higher and running Win 8.1 or higher](http://www.microsoft.com/surface/en-us/products/surface-pro-2)  [iOS and Android devices](https://support.zoom.us/hc/en-us/articles/201179966)  iPhones/iPads require iOS 11-14 or the future newest iOS version  Android smartphones/tablets require one of the four latest operating systems iOS 8.0 or later:  Blackberry devices |
| **Web browser** | Edge 12+, Firefox 27+, Chrome 30+  macOS: Safari 14+, Firefox 27+, Chrome 30+  Linux: Firefox 27+, Chrome 30+  iOS/iPadOS: Safari5+, Chrome  Android: Webkit (default), Chrome |

For participants joining the Symposium via remote access (online), they will be required to download either desktop or mobile Microsoft Team application. Before the symposium date, please download the application or join with a web browser. If participants cannot use the software, or for any other technical problems, please contact Ms. Nalinrat Ananamnuaylap (nalinrat@nccinternationalevents.com) for instructions.

# PARTICIPANTS AND SPEAKERS

All 21 APEC member economies are welcome and invited to attend and actively participate in the Symposium.

Nominations for this event are being sought from CTI representatives.

APEC-funded participants: Up to **2** active expert participants from each APEC travel-eligible economy will be funded by APEC. The APEC travel eligible economies are Chile, the People’s Republic of China, Indonesia, Malaysia, Mexico, Papua New Guinea, Philippines, Peru, the Russian Federation, Thailand, and Viet Nam. Representatives from non-travel eligible economies are very much encouraged to attend the Symposium on a self-funded basis.

Self-funded participants: Up to **13** active expert participants from each APEC economy, consisting of 3 participants attending onsite and 10 participants attending online.

Appropriate expert speakers from the government sector are nominated by CTI members for the Project Overseer’s consideration.

Nominations of qualified female speakers and participants are particularly encouraged.

1. AGENDA

The provisional **agenda** of the Symposium is attached as **ANNEX I**.

# METHODOLOGY

(8.1) Organization of Program

Target audiences of this project are:

* High and working level government officials from relevant ministries i.e. trade and economic, industry, science, technology and innovation, environmental and MSME business promotion, etc.
* Private sector representatives from all industries (i.e. chambers of commerce and industry, MSME industry groups, entrepreneurs in the BCG space, etc.).
* Academics and researchers (in the areas of economics, trade and logistics, environment, science and innovation, etc.).
* Participant nominations from SMEWG through CTI are highly expected.

Economies are strongly encouraged to consider qualified female participants in their nominations.

(8.2) Evaluation

Participants are required to complete and return an Evaluation Form by the end of the Symposium. In this form, each participant is encouraged to share their views and advice on the Symposium’s impact and efficiency as well as possible suggestions and policy implications for future APEC related cooperation programs and activities.

(8.3) Language

The Symposium will be conducted in English.

(8.4) Recording

The Symposium will be recorded in accordance with the APEC Project Event Recording Policy for purposes of notetaking by the PO and public dissemination.

# INSTITUTION

The Symposium will be hosted by The Department of International Trade Promotion (DITP), Ministry of Commerce, Royal Thai Government.

Mr. Pornvit Sila-On

Project Overseer

Email: [pornvits@ditp.go.th](mailto:pornvits@ditp.go.th)

For all substantive and logistics matters including APEC-funded participants, please directly contact DITP’s event coordinator, Ms. Nalinrat Ananamnuaylap,

Email: [nalinrat@nccinternationalevents.com](mailto:nalinrat@nccinternationalevents.com), copied to [ditp.bcgsym@gmail.com](https://d.docs.live.net/a141a248e311bab2/เอกสาร/ditp.bcgsym@gmail.com).

APEC-funded participants should directly contact the APEC Secretariat for financial and related arrangements. Contacts are as follows

Primary contact:

Ms. Eileen Tan Mr. Benjamin Tan

Program Executive Program Director

APEC Secretariat APEC Secretariat

Email: et@apec.org Email: bt@apec.org

# APPLICATION PROCEDURES

Focal points of respective Governments of the APEC member economies in CTI will nominate their proposed expert participants to attend the symposium through the following procedures:

* APEC CTI focal points need to provide details of nominated participants by filling out the online registration form by **11 April 2022**, 11:00 (UTC+7 Thailand Time) using the link below:

**<http://apecmrt2022.dtn.go.th/BCG>**

Upon successful registration, participants will be sent a confirmation email containing a unique QR code and instructions on how to join the Symposium.

* Nominations for speakers are already in process. After the selection and invitation process is complete, the Project Overseer will provide a finalised list of speakers in the final agenda.
* Speakers approved by the Project Overseer should submit their presentations to the **event’s coordinator (Ms. Nalinrat Ananamnuaylap) via email** [nalinrat@nccinternationalevents.com](file:///C:\Users\ET\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\CWG90EX5\nalinrat@nccinternationalevents.com), copied to [ditp@bcgsym@gmail.com](file:///C:\Users\ET\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\CWG90EX5\ditp@bcgsym@gmail.com) **and apecdeskdtn@gmail.com**by ***13 May 2022* at the latest.**

# TRAVEL SPECIFICATIONS

**Pre-entry: COVID-19 Regulations, Vaccination, Visas and Immigration**

(1)Travel Regulations

Thailand has announced the latest entry scheme into Thailand through Test & Go effective from 1 March 2022. Please visit <https://tp.consular.go.th/en/plan> for the details of full scheme. The simplified explanation provided in this section is intended for participants and speakers traveling to Bangkok. Please also visit <https://www.tatnews.org> for the latest travel information and regulations.

(2) Vaccination

Travelers from all member economies must be fully vaccinated with vaccines registered by the Food and Drug Administration of Thailand or approved by the Ministry of Public Health of Thailand or the WHO at least 14 days prior to departure. The vaccines approved by Thailand are as follows:

* Sinovac/CoronaVac
* Sinopharm
* Oxford/AstraZeneca
* Moderna
* Pfizer/BioNTech
* Janssen (Johnson&Johnson)
* Sputnik V; Covaxin; Medigen (for Sandbox only)
* Sputnik Light (for Sandbox only)

(3) Before departure

(3.1) All participants and speakers are strongly advised to plan ahead and submit the registration for Thailand Pass at https://tp.consular.go.th at least seven (7) days prior to departure. Documents required for registration as follows:

* Passport and Visa (if required);
* Certificate of Vaccination;
* For APEC delegates, an official note providing assurance that your government will cover any health-related COVID-19 contingency (this is in lieu of a requirement for a minimum USD 20,000 insurance coverage required for normal international travelers);
* Paid reservation confirmation from SHA Extra+ or AQ Hotel. The price must include the fee for 1 RT-PCR test, 1 ATK self-test kit and airport transfer.
* The Thailand Pass approval QR code will be sent to you by the registered email.

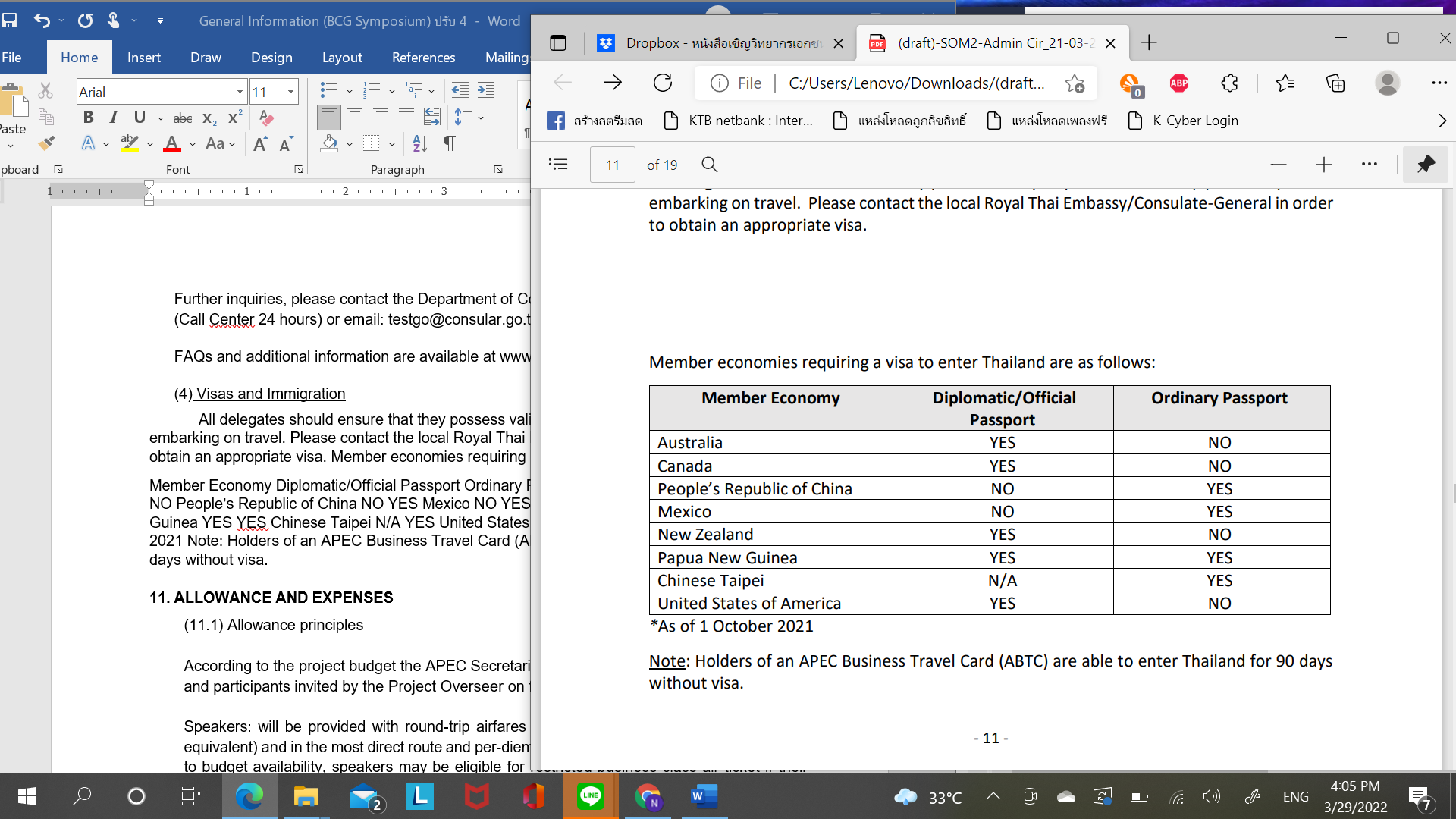
# (3.2) You will need to present the certificate of COVID-19 test (RT- PCR only) 72 hours before departure, with a “negative” result, at the check-in counter. Please be aware of additional requirements from the respective airlines.

# Further inquiries, please contact the Department of Consular Affairs, Tel: (+66) 02 572 8442 (Call Center 24 hours) or email: testgo@consular.go.th.

# FAQs and additional information are available at www.consular.mfa.to.th and <http://tp.consular.go.th>

# (4) Visas and Immigration

All participants and speakers should ensure that they possess valid passports at least six (6) months prior to embarking on travel. Please contact the local Royal Thai Embassy/Consulate-General in order to obtain an appropriate visa. Member economies requiring a visa to enter Thailand are as follows:



Note: Holders of an APEC Business Travel Card (ABTC) are able to enter Thailand for 90 days without visa.

# ALLOWANCE AND EXPENSES

(12.1) Allowance principles

According to the project budget the APEC Secretariat will provide APEC funding for speakers and participants invited by the Project Overseer on following principles:

Speakers: will be provided with round-trip airfares of restricted economy class (Y class or equivalent) and in the most direct route and per-diem (including accommodation fees). Subject to budget availability, speakers may be eligible for restricted business class air ticket if their flight time exceeds 12 hours.

Active participants from travel-eligible APEC member economies: Two participants from each APEC travel-eligible economy will be provided with round-trip airfares of restricted economy class and in the most direct route, and per-diem. Per diem allowance is intended to cover costs such as hotel bills, meals, transportation, transfers, travel insurance, visa and departure taxes.

(12.2) Signing of Undertakings for APEC funded speakers and participants

Once the APEC Secretariat receives the final list of participants and speakers from the organizers, the Secretariat’s Program Executive will contact each APEC-funded participant and speaker regarding travel approvals (see Item 9 for contact).

Once the APEC Secretariat has approved your air-ticket and itinerary, they will send you a travel undertaking for your signature. The undertaking is a contract between you and the APEC Secretariat, in which you agree to perform the Terms of Reference and they commit to reimbursing you for your travel expenses. An undertaking must be signed by each APEC-funded traveler at least 10 working days before their travel commences.

The APEC Secretariat will not reimburse travel or any other expenses which are not supported by the signed undertaking. The undertaking will be based on the quotation of the most direct and economical return trip (including airport and airport taxes, if any) to attend the Symposium. This quotation should be obtained by the APEC-funded travelers from his or her local travel agent. The complete travel itinerary and quotation should be forwarded to the APEC Secretariat for approval before the traveler firms up their travel arrangements. The APEC Secretariat assesses received quotations through Internet searches of travel websites including, where possible, those in the traveler’s home economy.

(12.3) Per-diem

The per diem amounts up to US$ 225 per person per day to cover the participant and the speaker’s accommodation and daily expenses during their stay in Bangkok for a maximum of 2 days (per diem for 2 days and 75% of one day’s per diem to cover miscellaneous expenses). Actual reimbursement is also subject to actual itinerary approved / travelled.

(12.4) Reimbursement/ Advance payment

Airfare and per diem allowance are normally provided on reimbursement basis which will take 20 working days after the Secretariat’s receipt of the claim and necessary documents in good order from the APEC-funded travelers after the symposium

If APEC-funded participants require an advance payment, they must make request to the APEC Secretariat on an individual basis (this request should be made together when you submit your airfare quotation and itinerary). **The deadline for receipt by the Secretariat of the airfare quotation and itinerary in good order, for advance payment is <9 May 2022>, thereafter, all payment will be reimbursed after the event.** The request should be made in consistent with the requirements as mentioned below. If the traveler and/or their department/organization have previously obtained an advance from the APEC Secretariat (any APEC-funded projects) and have not been discharged of the obligations (i.e. obtained the relevant certification and/or submitted your travel documents) under that advance, you will not be able to receive an advance for this symposium until your previous advance has been accounted for.

# MISCELLANEOUS

(1) After confirmation of acceptance, all participants and speakers are required to arrive in Bangkok, Thailand, **before 20 May 2022**;

(2) Participants and speakers funded by APEC will assume responsibility for any other expenses incurred during travel between their economies and Thailand. They will also make their own arrangements for any other financial matters of a personal nature;

(3) APEC highly values collaboration with appropriate external stakeholders. Participation in all APEC events is governed by APEC’s [Guidelines for Managing Co-operation with Non-members](http://mddb.apec.org/Documents/2015/SOM/SOM3/15_som3_005.pdf), and attendance of nominees for this symposium who are not government officials (or part of a government delegation), for instance from the private or academic sectors, may be subject to CTI approval as per the aforementioned Guidelines.

(4) Speakers and participants are required to strictly observe the symposium schedule. Non-attendance of APEC funded travelers would result in financial and potentially other penalties;

(5) The presentations and other documents from the symposium will be collected by the Project Overseer (or their delegate) who will send them to the APEC Secretariat within 2 weeks of the event. The presentations will be made publicly available shortly after through APEC’s [Meeting Document Database](http://mddb.apec.org/Pages/default.aspx) (unless they are indicated to be for restricted circulation only to EWG members). Presenters are reminded that all symposium materials must comply with [APEC Publication Guidelines](http://www.apec.org/~/media/Files/AboutUs/PoliciesandProcedures/Publications/APECPubs_guide_Oct16.pdf). The symposium deliberations also need to comply with the [APEC Hosting Guidelines](http://www.apec.org/~/media/Files/AboutUs/PoliciesandProcedures/Meetings/Guidelines%20for%20Hosting%20APEC%20meetings_Jul2016.pdf). In particular organizers, speakers and participants should ensure compliance with the following IMPORTANT APEC REQUIREMENTS contained in those Guidelines as required by APEC Senior Officials:

**All attendees need to ensure while drafting any workshop documents or making presentations at the meeting to please be mindful of APEC nomenclature. APEC is a grouping of economies. Therefore, it is inappropriate to use anything, such as flags or emblems, which may imply the “political status” of any member economy. Disputed maps should not be included in any presentations or materials distributed at an APEC event. Members of APEC should be referred to as “member economies” or “members” or “economies”. Please do not use in reference to APEC member economies the words “country”, “nation” or “national”.**

**Please also be mindful to use the correct names of the APEC economies: Australia; Brunei Darussalam; Canada; Chile; the People's Republic of China (China also acceptable); Hong Kong, China; Indonesia; Japan; the Republic of Korea; Malaysia; Mexico; New Zealand; Papua New Guinea; Peru; the Republic of the Philippines (the Philippines also acceptable); the Russian Federation (Russia also acceptable); Singapore; Chinese Taipei; Thailand; the United States of America (the USA, the US or the United States also acceptable); Viet Nam.**

# DATA PRIVACY

The APEC Secretariat collects, uses and stores personal data from participants in APEC-funded projects to support our project administration and evaluation processes. APEC Project Overseers transfer participant personal data to the APEC Secretariat for these purposes. APEC Secretariat has in place a Personal Data Protection Policy and collects, uses, stores and disposes of personal data in accordance with Singapore’s Personal Data Privacy Act 2012.

**ANNEX I**

**- Provisional Agenda\* -**

**BCG Symposium**

**Friday 20 May 2022**

**Centara Grand & Bangkok Convention Centre at CentralWorld**

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**- Morning Session –**

**(World Ballroom A-B, 23rd floor)**

08.30 – 09.00 am Registrations

09.00 – 09.30 am - Welcome Remarks

*(Director General of Department of International Trade Promotion)*

- Opening Remarks *(the Minister of Commerce of Thailand)*

- Photo Session

09.30 – 10.00 am. Introduction to Thailand’s BCG Economy Model

*(President of the National Science and Technology Development Agency (NSTDA) \*TBC)*

10.00 – 10.15 am. Coffee Break

10.15 – 11.45 am. Panel Policy Discussion on “How to Make Trade and Environment Policies Work Together in the Next Normal Era” (5 speakers)

*(Senior government officials from Thailand and selected APEC economies)*

11.45 – 12.00 am. Q&A sessions

12.00 – 13.30 pm. Lunch break

**- Afternoon Session –**

**(Lotus Suites 1-7, 22nd floor)**

Breakout sessions (in parallel)

13.30 – 17.00 pm. Panel discussions on “Sharing Sustainable Business Best Practices, Success Stories Among APEC Economies” including 15-min Q&A sessions

*(Private sector representatives from Thailand and APEC economies)*

Room 1 - Food & Agri Products and Services (4 speakers)

Room 2 - Fashion & Lifestyle Products and Services (4 speakers)

Room 3 - Health & Wellness & Others Products and Services (4 speakers)

17.00 – 17.30 pm. Closing Remarks

\* The agenda is subject to change.

As of 24 March 2022