

Project Proposal

Project Proposal Number	IPEG_101_2025A		
Current Status	Satisfactory		
Project Title 2	Workshop on IP Strategies to foster women-led innovative MSMEs’ internationalization within APEC economies		
Fund Source	APEC Support Fund (ASF)		
Sub-Fund	ASF: Digital Innovation (Digital)		
APEC Forum	Intellectual Property Rights Experts Group (IPEG)		
Co-Proposing Forum			
Proposing APEC Economy	Chile;		
Co-Proposing Economy			
Co-Sponsoring APEC Economy(ies) if any	Canada; Japan; Korea; Mexico; Peru; Chinese Taipei;		
Expected Start Date	02-11-2025		
Project Completion Date	31-12-2026		
Project Summary	This project proposes the organization of a workshop bringing together representatives from APEC economies and policymakers involved in policy development for innovation, intellectual property, MSMEs, and the economic empowerment of women in the digital economy. Through this project, women entrepreneurs in innovation will gain awareness of the benefits of intellectual property tools, enabling them to leverage digital technologies more effectively for their internationalization. The two day workshop will provide women entrepreneurs in innovation, policymakers across the APEC region and experts with valuable exchange of knowledge, experiences and information. The discussions held during the workshop held at SOM3 2026 will contribute to identifying key challenges and proposing policy recommendations. This will support policymakers across the APEC region in formulating and implementing more effective policies to foster inclusive innovation and international growth.		
Project Topic(s)	Intellectual Property; Digital Technology and Innovation; Women's Economic Empowerment;		
Project Outputs	1. Workshop 2.Final Report		
Project Alignment to APEC's Putrajaya Vision 2040 and Aotearoa Plan of Action			
Primary Driver	2 Innovation and Digitalisation	Primary Objective	2.2 Digital economy and global interconnectedness
Secondary Driver (Optional)		Secondary Objective (Optional)	

Summary of Proposed Budget	APEC Funding (USD) 1	Self-Funding (USD) 1	Total (USD) 1
	97,285.00	0.00	97,285.00

Main Project Overseers Information	
Name	Viviana Lobos

Job Title	Intellectual Property Department Advisor
PO Organization	Undersecretariat of International Economic Affairs
Primary Contact No (Economy Code/Area Code + Telephone No)	56228275485
Primary E-mail	vlobos@subrei.gob.cl
Please provide a brief profile of the PO	

Alternate Project Overseer Information						
☐	SN	Alternate PO	Job Title	PO Organization	Contact No	Email
☐	1	Felipe Ferreira	Head Intellectual Property Department	Undersecretariat of International Economic Affairs		fferreira@subrei.gob.cl

Section A: Overview and Relevance	
SECTION A: Project Relevance	
1a. Benefits to Region	According to the 2023 APEC Women and the Economy Dashboard, available data shows that women remain a minority in STEM, R&D, and research and innovation in many APEC economies. However, significant data gaps in these areas persist, preventing informed policy interventions that could effectively address the low participation of women in these fields. Additionally, organizations like the World Intellectual Property Organization (WIPO) have highlighted that the unequal participation of women and men in the IP system potentially results in missed opportunities to address pressing global concerns from women innovators and creators. This imbalance not only limits innovation but can also negatively impact economic productivity, hindering overall economic growth. Considering these challenges, it is essential to examine the barriers that hinder women's participation in innovation, both in the broader ecosystem and within the entrepreneurial sector. Strengthening women's understanding of intellectual property rights and improving access to IP tools can empower women-led MSMEs to leverage digital technologies more effectively, thus enhancing their prospects for international expansion.
1b. Eligibility and Fund Priorities	This project meets the eligibility criteria for the ASF Digital Innovation, and clearly aligns with: (1) regarding the Roadmap for the Internet and Digital Economy, the project contributes to Promoting innovation and adoption of enabling technologies and services; women-led MSMEs can leverage digital technologies to spur the internationalization of their innovative products and/or services by means of a proper use of intellectual property tools; (2) it also contributes to APEC's Cross-border E-commerce Facilitation Framework, specifically to "Encouraging and facilitating greater participation of businesses in global commerce, in particular MSMEs;" the project contributes to addressing emerging and cross-cutting issues in cross border e-commerce, such as Intellectual Property Rights, which is one of the issues considered to be of particular importance for businesses participating in cross-border e-commerce.
1c. Capacity Building	This project will address the knowledge gaps faced by women-led innovative MSMEs regarding intellectual property tools and their connection with digital technologies. By sharing best practices and key insights, the workshop seeks to enhance their understanding of how IP can support their internationalization efforts. The workshop will serve as a capacity building instance, fostering an exchange of information and experiences between policymakers and the private sector. This engagement will strengthen the opportunities and unlock the untapped potential of women-led innovative MSMEs. Additionally, the project will produce a final report summarizing key takeaways from the discussions and providing policy recommendations. The capacity building will be particularly beneficial for developing economies, where innovative MSMEs led by women face greater digital gaps and obstacles to growth.
2. Objective	The main objective of the project is to enhance understanding of the extent to which women-led innovative MSMEs are aware of and utilize intellectual property rights

	when using digital technologies to support their internationalization efforts. In this sense, the project will enable a significant exchange of information and knowledge regarding the role that IP plays to ensure effective use of digital technologies when internationalizing their businesses.
3a. APEC	This project aligns with APEC major initiatives such as the APEC Putrajaya Vision 2040, particularly the "Innovation and Digitalisation" which seeks "to empower all our people and businesses to participate and grow in an interconnected global economy, we will foster an enabling environment that is, among others, market-driven and supported by digital economy and innovation"; the Aotearoa Plan of Action, specifically "Innovation and Digitalization" pillar, by promoting ecosystems that support MSMEs to take advantage of the digital economy as well as promoting the use of digital technologies to facilitate trade and investment, emphasizing the critical role of effectively utilizing intellectual property tools to drive growth and innovation. It will also contribute to the implementation of the La Serena Roadmap for Women and Inclusive Growth (2019-2030), advancing key areas such as "Empowering women through access to capital and markets," "Support women's education, training and skills development and access in a changing world of work"; as well as the APEC Internet and Digital Economy Roadmap (AIDER), through Key Focus Area 10: "Enhancing inclusiveness of Internet and Digital Economy", by addressing the knowledge and access of women-led innovative MSMEs' to intellectual property tools and exploring how this impacts their use of digital technologies and internationalization opportunities. Furthermore, it aligns with the Joint Statement of APEC Ministers Responsible for Women and Ministers Responsible for Trade (2024), the project specifically aligns with the key action on "Sharing best practices to enable women to utilize digital technologies to enhance their participation in trade, including by leveraging cross-border e-commerce opportunities, and measures to address digital challenges faced by women-led and women-owned MSMEs."
3b. Forum	Intellectual property plays a significant role in economic development by creating employment, encouraging innovation, promoting critical thinking, and fostering a dynamic ecosystem where MSMEs and companies can thrive. The project aligns with IPEG's 2025-2026 Workplan, specifically to Pillar 2 "Driving Innovation through IP", aiming at supporting SMEs in creating and managing IP portfolios to enhance their innovation and growth capabilities. The project also contributes to Pillar 3 "Fostering Prosperity through IP", encouraging innovation and IP engagement among youth, women, and vulnerable groups, fostering equitable access to IP resources by means of sharing best practices on how to empower these groups to engage with IP systems.

SECTION B: Project Impact

	SN	Output Name	Description
☐	1	Preliminary Workshop Survey	Purpose:The workshop's preliminary survey aims to gather baseline data to understand the knowledge, use, and perception of intellectual property (IP) rights among innovative women-led micro, small, and medium-sized enterprises (MSMEs) that are using digital technologies to drive their internationalization. The information gathered will inform the structure and content of the upcoming workshop and the recommendations in the final report. Research Scope: The tentative scope of the preliminary survey will focus on the following key thematic areas 1.Profile of Respondents and Enterprises 2.Awareness and Understanding of IP Rights 3.Use of IP in Business Operations 4.IP and Digitalization 5.Barriers and Support Needs 6.Expectations from the Workshop Research Method: Online Questionnaire The data collection method will be an online questionnaire, selected for its wide reach, ease of access, and suitability for targeting dispersed participants across regions and sectors. Dissemination of the Findings: They will inform the Workshop agenda and the highlights will be incorporated in the Final Report.

	2	Workshop	A two day workshop will be held on the margins of SOM3 in August 2026, bringing together representatives from APEC economies, including policymakers engaged in innovation, intellectual property (IP), micro, small and medium enterprises (MSMEs), and the economic empowerment of women in the digital economy. The workshop aims to raise awareness among women entrepreneurs on the strategic value of IP tools and to build their capacity to use digital technologies for international growth and innovation. This workshop is part of a broader, structured, multi-phase workplan that begins in late 2025 with the engagement of co-sponsoring economies, the development of terms of reference, and the procurement of a contractor. In early 2026, preparatory activities will include the design and dissemination of a preliminary workshop survey across APEC economies. This survey will seek to collect input from government agencies, and IP offices on existing barriers and opportunities related to the use of IP and digital tools. The survey findings will inform the workshop design and will be included in the final report. The agenda will be developed in tandem with the survey and in consultation with co-sponsoring economies, with efforts focused on securing expert speakers. Invitations to participants and speakers will be sent during the first trimester of 2026. A Monitoring Report will be submitted to the APEC Secretariat by April 2026. Between May and July 2026, the focus will shift to finalizing logistics, promoting the event, confirming speaker's participation, distributing pre-reading materials, and developing evaluation and feedback tools. The two day workshop will feature a full-day program on Day 1, including keynote presentations, panel discussions, and interactive breakout sessions. Day 2 will be dedicated to collaborative group discussions. The tentative agenda will include sessions on: Day 1 - Setting the Stage & Understanding the Landscape: Welcome remarks and setting the context - Keynote Address: "The Role of Intellectual Property in Empowering Women Entrepreneurs in the Digital Economy" - Presentation of APEC Economies' Preliminary Survey Results - Understanding the IP Landscape and Tools Available to MSMEs in the Digital Economy - Women Entrepreneurs' Challenges in Leveraging IP for Global Market Access - Regional and Global IP Frameworks Supporting Innovation and Digital Trade - Panel Discussion: Analyzing Policy Frameworks Affecting Women-Led Innovative MSMEs' Internationalization - Wrap-Up of Day 1 Day 2 - Recap of Day 1 & Setting the Stage for Group Work - Group Work: Identifying Gaps and Co-Developing Policy Recommendations - Group work on identifying gaps and co-developing policy recommendations - Group Presentations: Sharing Key Findings - Closing Remarks and Workshop Conclusion To ensure efficient use of APEC funding and meet per diem requirements, a full-day agenda will be maintained for each day of the two-day workshop. Following the workshop, participants will be asked to complete a Workshop Satisfaction Survey. This feedback will be analyzed alongside the session's outcomes to develop a final report, including recommendations and best practices. This workshop is designed not only to enhance the capacity of women entrepreneurs but also to provide policymakers with actionable recommendations to foster more inclusive innovation ecosystems throughout APEC.
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☐	3	Final Report	A final report, with a minimum of 20 (twenty) pages (excluding annexes), will be submitted to evaluate the implementation of the workshop. The report will include, but not be limited to, the following sections: - Introduction to the project - Summary of speakers' presentations - Key findings from workshop discussions - Recommendations The Final Report will be submitted to the Secretariat for review and approval and to IPEG members' for endorsement. After endorsement, the final report will be published on the APEC Publications Website. It will also be circulated to DESG, SMEWG, and PPWE, for information purposes.
☐	SN	Outcome Description	
☐	1	Raise Awareness: Help women-led innovative MSMEs understand how intellectual property (IP) can protect their digital tools and support their efforts to go international.	
☐	2	Understand Gender Gaps in IP: Explore why fewer women participate in the IP system, what opportunities are being missed, and how to improve access and involvement.	
☐	3	Enhanced Awareness and Recognition of the Role of Inclusive IP Policies in Empowering Women-led MSMEs.	

6. Beneficiaries	Primary Beneficiaries Policymakers: Policymakers from institutions such as the Ministry of Women and Gender Equity; the Ministry of Economy, Development and Tourism; the Ministry of Foreign Affairs; the Ministry of Science, Technology, Knowledge and Innovation; and the National Institute of Industrial Property, will be able to leverage best practices and insights from other economies' experiences to design and implement effective policies that address the specific needs of women-led innovative businesses. These policies will focus on improving knowledge of intellectual property rights and utilizing this information to support their internationalization, particularly through digital technologies. Women Entrepreneurs: Women entrepreneurs in the innovation sector, particularly those seeking to enhance their understanding of managing intellectual property rights for international expansion, will benefit from the knowledge gained through the project outcomes. To identify potential women entrepreneurs, we will engage with a range of organizations and established networks of women entrepreneurs within the innovation sector. Additionally, we may reach out to chambers of commerce and business associations to further expand our search. We will also leverage several prestigious awards that celebrate female innovators. For example, the Avonni National Innovation Award in Chile includes a dedicated category for women in innovation. Other noteworthy initiatives include the InspiraTEC Award, which honors women in STEM (Science, Technology, Engineering, and Mathematics); the Innovators in Health Award, organized by the Chamber of Pharmaceutical Innovation (CIF) and Women Entrepreneurs, which recognizes women driving transformation in healthcare; and the Women Impact Award, which highlights exceptional women with distinguished careers in entrepreneurship and innovation. Secondary beneficiaries APEC stakeholders: Academic experts and researchers from a variety of relevant fields such as innovation and entrepreneurship; intellectual property law and policy; international business and trade; gender studies and inclusive economic development; digital transformation and technology adoption, will benefit from the discussions, exchanges of best practices and the key findings identified in the final report. Participants will be selected based on their roles and expertise in the areas of women and intellectual property; internationalization of innovative products and services; promoting internationalization of women-led MSMEs; and women related policies and practices, among others. Priority will be given to policymakers with experience in the subject matter. Also, female representatives from the private sector related to innovation will be invited to partake in the project.
	7. Dissemination The final report with a minimum of 20 pages excluding annexes, will be published on the APEC Publication website and the presentations will be shared with participants and co-sponsoring APEC economies via email. The documents will be prepared by an appointed contractor with close monitoring and steering direction by the PO. The documents would be shared with the APEC Secretariat to be circulated and reviewed by APEC economies. The target audience is a combination of entrepreneurs/innovators and policymakers. Participants will be encouraged to share the information gained at the workshop with

their colleagues, and the Project Overseer will ensure the materials are available to attendees to share.

8. Gender

1. Description of Gender Inclusion in the Project

PO is committed to collecting sex disaggregated data for all speakers and participants (not only those funded by APEC) at the project event. This data will be included when submitting a Completion Report to the Secretariat upon completion of the project, as well as providing guidance to future POs on their own gender parity targets.

2. Gender Participation Target Goals	As Participants (%)	As Speakers/Experts (%)
Male	40	40
Female	60	60
☐ Check this box if no event is proposed in the project		

Five Pillars of the Gender Criteria

- ☐ Access to Capital and Assets
- ☐ Access to Markets
- ☒ Skills, Capacity Building, and Health
- ☒ Leadership, Voice and Agency
- ☒ Innovation and Technology

Section C: Effectiveness

9. Work Plan

☐	SN	Start From	Finish By	Description of Tasks	Deliverables
☐	1	02-11-2025	02-12-2025	Draft TOR for contractor: Develop terms of reference and selection criteria	TOR for contractor
☐	2	02-11-2025	01-01-2026	Engage co-sponsoring economies: Coordinate support and initial feedback, align priorities	Initial engagement report
☐	3	02-12-2025	01-02-2026	Contractor procurement process: Issue TOR, select and onboard contractor (to support workshop logistics, content, and reporting)	Signed contract
☐	4	02-02-2026	01-03-2026	Send out preliminary survey forms: Distribute and collect preliminary survey forms	Preliminary Survey responses
☐	5	02-02-2026	01-03-2026	Initial outreach to stakeholders: Contact co-sponsoring economies, to identify potential speakers, and partners; begin awareness building	Outreach record
☐	6	02-03-2026	01-04-2026	Draft workshop agenda: Draft workshop structure, topics, panels and roles, draft the General Information Circular	Draft Workshop Agenda
☐	7	02-04-2026	02-04-2026	Submit Monitoring Report: Submit progress and financial status update to APEC Secretariat	Monitoring Report (April 2026)
☐	8	02-04-2026	02-06-2026	Confirm speakers: Secure high-quality and diverse speakers in coordination with co-sponsoring economies	Draft Speaker List
☐	9	02-04-2026	02-06-2026	Begin call for participants: Send invitations to APEC economies with travel eligibility guidelines	Draft Participant List
☐	10	02-05-2026	02-06-2026	Finalize workshop agenda, the General Information Circular and speaker list: Incorporate confirmations and changes into final versions	Final Workshop Agenda and Final Speaker List
☐	11	02-05-2026	02-06-2026	Begin logistics coordination: Venue, travel arrangements, accommodations, materials printing, etc.	Logistics checklist
☐	12	03-06-2026	02-07-2026	Workshop promotional campaign: Share event details via APEC channels and stakeholders to boost participation	Comms materials

☐	13	03-06-2026	02-07-2026	Collect participant confirmations: Finalize all travel eligible nominations and non-travel economy confirmations	Final Participant List
☐	14	03-06-2026	02-07-2026	Distribute pre-event materials: Send agenda, speaker bios, circulate guiding questions with speakers, workshop objectives, and discussion themes to participants.	Participant briefing pack
☐	15	03-07-2026	02-08-2026	Final prep and contingency planning: Confirm backup speakers, venue walkthrough, and finalize all logistics	Final logistics plan
☐	16	03-07-2026	02-08-2026	Prepare workshop evaluation: Develop workshop satisfaction survey	Workshop Satisfaction Survey
☐	17	03-08-2026	02-09-2026	SOM3 side workshop to be hosted: A two day event with discussions, presentations, and recommendations	Workshop: Final Agenda, APEC Event Attendance List
☐	18	02-09-2026	02-10-2026	Send out and collect workshop satisfaction survey	Workshop Satisfaction Survey responses
☐	19	02-09-2026	13-10-2026	Draft Final Report: Analyze workshop outcomes, Review discussions, findings, and evaluation data. Prepare content including intro, presentations summary, findings, recommendations, workshop satisfaction survey results	Draft Final Report
☐	20	14-10-2026	01-11-2026	Completion with contractor: Review and provide formal acceptance of the final report proposal.	Final Report Proposal Approval by PO
☐	21	02-11-2026	02-11-2026	Submit Final Report: to the Secretariat for review and approval and to IPEG for members endorsement	First Round of Comments
☐	22	01-01-2027	01-01-2027	Final Report for publication: Once the Final Report is endorsed by IPEG members, it will be ready for publication by the Secretariat at APEC's website	Publication of Final Report on APEC website
☐	23	03-01-2027	02-02-2027	Circulate the Final Report with DESG, SMEWG and PPWE for their information	Presentation Deck
☐	24	03-01-2027	01-03-2027	Submit Completion Report: Submit project completion form and report to APEC Secretariat	Completion Report
☐	25	01-07-2027	01-01-2028	Participation in the Long Term Evaluation of APEC Projects (LTEAP) survey;	LTEAP survey

10. Risks

☐	SN	Describe the Risk	Mitigation
☐	1	Low participation	The Project Overseer will oversee the contractor's outreach to participants and speakers, which will begin early on. This includes the contractor's distribution of invitations to contact points of APEC economies to encourage participation and ensure timely flight arrangements. Invitations to speakers and participants will be delivered at least two months prior to the workshop, to make sure that any conflicts of engagement are minimized. Furthermore, PO and contractor will be in close contact with participants throughout the process to minimize any last-minute cancellations. If there are any cancellations, the PO will seek advice from the APEC Secretariat to offer to other travel eligible economies to send a third participant.

☐	2	Confusion of the Project objective	The PO will ensure that each participant, speaker, and economy understands the program outline and the debates it intends to promote, ensuring a rich exchange of information, knowledge, and experience on the subject. The PO will include this information in their communication materials before the workshop.
☐	3	Right speakers are not secured	Good speakers will be essential for the event to be both interesting,engaging and relevant. The PO will work closely with the contractor and co-sponsoring economies to invite the most suitable speakers for the workshop. If a speaker cancels one month before the workshop, a substitute speaker may be sought as a replacement. The cancelled speaker should refund his/her advanced payment to APEC Secretariat.
☐	4	Gender/diversity imbalance:	Encourage economies to nominate speakers and participants with a focus on gender balance, aiming for women to constitute the majority of participants. Since the main objective of the project is to enhance understanding of the extent to which women-led innovative MSMEs are aware of and utilize intellectual property tools when using digital technologies to support their internationalization efforts, the exchange of information and knowledge from other women-led innovative MSMEs is crucial.

11. Monitoring and Evaluation

Output

☐	SN	Outputs	Indicators	Target Goals	Evaluation Method	Reporting
☐	1	Wokshop	Percentage of workshop satisfaction surveys answered by APEC member economies received by the PO.	Quantitative Goal: At least 60% of APEC member economies complete and return the workshop satisfaction survey.	(Number of economies that answered workshop satisfaction survey/Total APEC economies) × 100.	Submit as part of the final workshop documentation to the APEC Secretariat.
☐	2	Workshop	Percentage of female attendants to the workshop.	Minimum Representation Goal: At least 50% of workshop participants are female.	(Number of female attendants/Total number of attendants)×100.	Completion Report
☐	3	Workshop	Percentage of participants from APEC economies, funded as well as non-funded.	Overall Participation Target: At least 50% of participants should be from APEC economies.	(Number of APEC Economies attendants to the workshop/ Number of APEC Economies) x100	Completion Report

☐	4	Final Report	- min. number of pages excluding annexes - date of submission to the Secretariat	- 20 pages - 13 October 2026	Submission of the Final Report to the Secretariat	Submission of the Final Report to the Secretariat
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Outcome						
☐	SN	Outcomes	Indicators	Target Goals	Evaluation Method	Reporting
☐	1	Raise Awareness: Help women-led innovative MSMEs understand how intellectual property (IP) can protect their digital tools and support their efforts to go international.	Percentage increase in the number of women-led innovative MSMEs demonstrating knowledge of IP protection and internationalization strategies through participation in relevant training, outreach, or engagement activities.	70% of attendees who participated in the workshop will report an increased understanding of IP protection and internationalization strategies.	Workshop Satisfaction Survey/Questionnaire: Administer workshop preliminary and satisfaction survey/questionnaire to evaluate the knowledge levels before and after participation.	Completion Report
☐	2	Understand Gender Gaps in IP: Explore why fewer women participate in the IP system, what opportunities are being missed, and how to improve access and involvement.	Percentage increase in the number of workshop participants who identify the main barriers to entry encountered by innovative MSMEs led by women when interacting with the intellectual property system.	70% of attendees who participated in the workshop demonstrated improved knowledge (preliminary/satisfaction survey) on causes and consequences of gender disparities and strategies to address them.	Workshop Satisfaction Survey/Questionnaire: Administer workshop satisfaction survey/questionnaire to evaluate the understanding of gender disparities in the IP ecosystem and the strategies to address.	Completion Report
☐	3	Enhanced awareness and recognition of the role of Inclusive IP policies in empowering women-led MSMEs.	Workshop attendees perceptions on the Impact of Inclusive IP Policies on Women-led MSMEs.	70% of workshop attendees can demonstrate an understanding of inclusive IP policies and their relevance to women-led MSMEs by the end of the session.	Workshop Satisfaction Surveys/Questionnaires: Administer workshop satisfaction survey/questionnaire to evaluate the knowledge levels before and after participation.	Completion Report

Others

12. Linkages	This project will seek to promote collaboration within APEC, among the working groups SMEWG (Small and Medium Enterprises Working Group), PPWE (Policy Partnership on Women and the Economy), and DESG (Digital Economy Steering Group), by requesting their comments and involvement during the different phases of the project. If possible, this may entail circulating the draft preliminary survey for their feedback (before circulating it with IPEG members); circulating the draft agenda for their feedback; and/or inviting members of those groups to the workshop to participate as moderators or panelists (if appropriate). Additionally, it will aim to work and collaborate with APEC stakeholders, including ABAC; as well as with international
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organizations such as WIPO, linked to the promotion of the use of IP tools in the digital ecosystem, internationalization initiatives, and the promotion of women-led MSMEs in innovation.

SECTION D: Project Sustainability

13. Sustainability

It is expected to obtain a fruitful discussion during the workshop and after the conclusion of APEC funding, the project will continue to generate impact through a multi-pronged strategy that ensures sustainability, facilitates follow-up actions, and empowers beneficiaries to carry forward the results and lessons learned.

1. Embedding Knowledge Through Tangible Resources

The final report and its actionable recommendations will serve as a foundational tool for participants and policymakers. These resources will be disseminated broadly across relevant APEC fora, MSME networks, women entrepreneur associations, IP offices, and policy institutions. The recommendations will support continued learning and application of intellectual property (IP) strategies in digital internationalization efforts.

2. Empowering Beneficiaries to Act as Multipliers

Participants, particularly women entrepreneurs and ecosystem stakeholders, will be encouraged to act as multipliers of knowledge. By sharing insights and recommendations within their professional and community networks, they can influence broader change and extend the project's impact. Where feasible, train-the-trainer models or peer knowledge-sharing sessions will be encouraged at the domestic level.

3. Informing Future Capacity Building and Policy Design

The project's outcomes will inform APEC's future work, particularly in relevant fora such as the APEC Small and Medium Enterprises Working Group (SMEWG), Policy Partnership on Women and the Economy (PPWE), and Intellectual Property Experts Group (IPEG). The recommendations can serve as a basis for designing targeted capacity-building initiatives, policy dialogues, and gender-responsive IP policy interventions. These may include technical assistance, mentorship programs, or digital tools to support IP use among women-led MSMEs.

4. Tracking Progress and Measuring Outcomes

Follow-up surveys or check-in mechanisms will be explored 6–12 months post-project to assess how beneficiaries have used the insights and whether they have implemented recommended actions. These surveys can gather data on:

- Increased awareness and use of IP tools among women-led MSMEs.
- Integration of IP strategies in digital internationalization efforts.
- New partnerships or initiatives launched based on the project findings.

5. Promoting Cross-Fora Collaboration

The project will encourage continued collaboration among APEC sub-fora to reinforce synergies across gender, innovation, and trade initiatives. Through ongoing dialogue, participating in fora can monitor implementation and identify gaps for further programming.

6. Next Steps and Future Actions

Possible next steps include:

- Developing follow-up capacity-building projects focused on practical IP use in digital markets.
- Piloting IP diagnostic tools tailored for women-led MSMEs.
- Creating a digital knowledge hub or community of practice to share tools, experiences, and best practices.
- Supporting regional mentorship programs linking experienced women entrepreneurs with peers seeking internationalization.

SECTION E: Project Efficiency

14. Budget

Part A : Project Budget Plan

Event Number	1
Number of event days	2
Location (city) of the event	Shanghai

Cost Items	Details	Notes	APEC Funding (USD)
Experts to receive APEC funding	5		
Honorarium Type 1	\$800 X 5	Speakers	4,000.00
Honorarium Type 2	\$700 X 5	Speakers	3,500.00
Honorarium Type 3	\$0 X 0		0.00
Per diem	5 X 3.75	\$257 per day	4,818.75
Airfare Type 1 - International Economy	\$2500 X 5	5	12,500.00
Airfare Type 2 - International Business	\$0 X 0		0.00
Airfare Type 3 - Domestic or others	\$0 X 0		0.00
Participants to receive APEC funding	22		
Per Diem	22 X 3.75	\$257 per day	21,202.50
Airfare Type 1 - International Economy (Short Distance)	\$900 X 14	14	12,600.00
Airfare Type 2 - International Economy (Long Distance)	\$2500 X 6	6	15,000.00
Airfare Type 3 - Domestic or others	\$600 X 2	2	1,200.00
Hosting	\$10000	Duration: 2 days Event Type: workshop Location: Convention Center chosen by the host for SOM3 Cost Breakdown: 1) Venue Rental: \$7.000 USD 2) Audio/Visual Equipment: \$3.000 USD	10,000.00
Specialized equipment or materials	\$0		
Communications	\$0		
Photocopying	\$0		
Publication/distribution of report	0		
Contractor 1			12,463.75
Total APEC Funding			97,285.00
Total Self Funding			0.00
Total Project			97,285.00

Part B : Contractors

Direct Labor Contractor 1

The contractor will serve the role of a consultant, supporting the implementation of the project through a combination of research, content development, as well as preparatory and post workshop tasks.

The Consultant will prepare a preliminary survey to assess how economies are engaging and informing women-led innovative MSMEs in the use of intellectual property tools and their connection with digital technologies.

The Consultant will then consolidate and analyze the responses, draft the agenda, draft the General Information Circular for the Workshop, and serve as coordinator in all substantive matters, including supporting the selection of speakers, participants, as well as managing invitations. Additionally, the consultant will be responsible for requesting and compiling the speakers' presentations.

Finally, the Consultant will prepare and finalize the Summary Report of the Workshop, including key recommendations.

Position to be funded (Short-Term Clerical, Consultant, Researcher, Event Logistics Provider, etc.):	Consultant
If travel is involved, indicate total airfare cost	4,500.00
Provide details of the airfare cost (number of people, where, whether it is included the total contract fee)	The airfare cost for the contractor has been estimated using the route from economies in the Americas region to Shanghai as reference. The estimation is based on current publicly available airfare data for economy round-trip travel from the Americas to Shanghai, particularly from Santiago (SCL) to Shanghai.
If travel is involved, indicate total per diem	963.75
Provide details of the per diem total (number of people, where, number of days)	1 person x 3.75 days x \$257 = \$963.75
Contractor Fee (Tasks Table)	7,000.00
Total Contract Cost (Tasks Table + Travel)	12,463.75

SN	Specific and Actual Tasks	Work Hours	Work Hourly Rate	Notes
1	Preliminary Survey	20.00	40.00	Drafting the survey, coordinating distribution, compiling and assessing responses.
2	Preparing the draft agenda	20.00	40.00	Drafting and revising the agenda, aligning with project outcomes and economies responses to the survey.
3	Call for speakers and Workshop organization	30.00	20.00	Draft and finalize the General Information Circular, selecting speakers, sending invitations to Speakers and participants, confirming attendance, coordinating logistics and substantive content (requesting and compiling speakers' presentations, among others).
4	Workshop satisfaction survey	30.00	40.00	Manage sign-in attendance sheets; ensure presentation files and materials are submitted, preloaded/tested; attend all workshop sessions; take detailed notes (on opening and closing remarks, presentations, Q&A sessions and audience interactions; panel key takeaways); note no-shows for post-event reporting; distribute, collect workshop satisfaction surveys and organize results for analysis; coordinate last-minute updates with event venue, IT/tech staff, and facilitators; ensure materials (badges, folders, programs) are available and distributed; provide real-time support to the PO, speakers or participants with scheduling or document issues; assist with packing up documents, equipment, and remaining materials.
5	Presentations of the Findings, Recommendations, etc and Drafting/Finalising the Final Report	45.00	80.00	Assess responses from the preliminary workshop satisfaction survey, prepare presentations and to present the findings, key takeaways summary, and formulate recommendations. Incorporate feedback from the PO and the Secretariat. Submit the Final Report.

Part C : Self-Funding

Budget Item	Subtotal (\$)	Note
Experts' Honorarium		
Experts' Per Diem		
Experts' Airfare		
Participants' Per Diem		
Participants' Airfare		
Hosting		
Specialized equipment or materials		
Communications		
Photocopying		
Publication/distribution of report		
Contractor Work		
Contractor Travel		
Total Self-Funding Amount:	0.00	

Part D : Waivers

Please indicate any waivers from the normal APEC financial rules and provide a detailed explanation for each request. Example of waivers may include funding for project site visits, and for open tendering processes.

Project Overseer Declaration	☒ I agree to the declaration stated below	Date	14-10-2025
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As Project Overseer and on behalf of the above said Organization, I declare that this submission was prepared in accordance with the Guidebook on APEC Projects (the Guidebook) and any ensuing project will comply with said Guidebook. Failure to do so may result in the BMC denying or revoking funding and/or project approval. I understand that any funds approved are granted on the basis of the information in the document's budget table, in the case of any inconsistencies within the document. By submitting this APEC Concept Note to the APEC Secretariat, you (each Project Overseer or point of contact) agree that the APEC Secretariat will collect, use, disclose, and transmit the data contained in the APEC Concept Note, which you have provided to the APEC Secretariat, in accordance with the Singapore's Personal Data Protection Act 2012 and the APEC Secretariat's data protection policy (<https://www.apec.org/PrivacyPolicy>). The APEC Secretariat will transfer any data provided in this form, which may contain personal data of Project Overseer(s), to APEC member economies overseas via the APEC Secretariat.