

**Policy Advocacy & Research Wing
Exploring Opportunity of
Light Engineering Sector**

Event Management Proposal & Budget

1.0 Introduction

An in-depth study has been conducted on 6 out of primarily selected/identified 11 SME booster sectors including light engineering, electronics, agro-processing, leather goods, plastics, design and fashion ware in 2008. Six separate reports have been received from the Consultant. Comments/remarks of SME executives on each of the study reports have been conveyed to the Consultant for making necessary revision of the reports incorporating the issues/opinions raised by them. SMEF Board has been made aware of these developments. In the mean time, Honourable Industry Minister H.E. Mr. Dilip Barua has expressed his desire to have a clear idea about light engineering sector. Light Engineering Association President is one of the Directors of SMEF Board. In collaboration with the Association, a broad-based consultation meeting is being held to have an insight into the present situation as well as the problems and prospects of this sector.

2.0 Objective

The objectives of this program are as under:

- To gain a clear understanding of the light engineering as one of the booster sectors under SMEF priority list
- Receive opinions and feed back from the different stakeholders of this sector through an interactive session
- Develop a first hand database on light engineering sector that can be used as a reliable source in future

3.0 Participants

About 200 participants will participate. Participants include members of different stakeholders as mentioned below:

1. Representatives from Light Engineering	: 160
2. Representative from ministries	: 05 (MOI, MOF, MOC, BOI, EPB)
4. Civil society members/Researchers	: 05
5. SMEF Board Directors	: 10
6. SMEF executives	: 20
Total	: 200

4.0 Venue, Date, Time

Venue : Zahir Raihan Auditorium, Dhaka

Date : 07-04-2009, Tuesday

Time : 10:00 A.M.-2:00 P.M.

5.0 Guests

Chief Guest : Industry Minister
Special Guests : - Secretary, M/O Industries
- Mr. Farooq Sobhan, Director, SMEF
- President, BEIOA
Chair : Chairman, SMEF

6.0 Program Schedule

10:00 A.M. : Registration
10:30 A.M. : Inauguration of Product Display by the Chief Guest
10:50 A.M. : Participants take seat
11:00 A.M. : Guests take seat
11:05 A.M. : Recitation from the Holy Quran
11:10 A.M. : Introductory Speech by Prof. Dr. Momtaz Uddin Ahmed, MD (Acting),
SMEF
11:15 A.M. : Presentation of key note paper by Prof. Dr. M. Kamal Uddin,
Director, IAT, BUET
11:45 A.M. : Tea break
12:00 A.M. : Presentation by Mr. Abdur Razzaque, President, Bangladesh
Engineering Industry Owners' Association (BEIOA)
12:15 P.M. : Open Discussion moderated by M.D. (Acting), SMEF
01:00 P.M. : Speech by Mr. Farooq Sobhan, Director, SMEF & Former Foreign
Secretary, Government of Bangladesh
01:05 P.M. : Speech by Mr. Dewan Zakir Hussain, Secretary, Ministry of Industries,
Government of Bangladesh
01:10 P.M. : Speech by Chief Guest H.E. Mr. Dilip Barua, Honourable Minister,
Ministry of Industries, Government of Bangl
01:25 P.M. : Presidential address by Mr. Ayub Quadri, Chairperson, SMEF
01:40 P.M. : Cluster visit by the Chief Guest and other Guests

(Budget over leaf)

7.0 Budget

Sl	Items/Activities	Expenditure (BDT)	Remarks
1.	Rent of venue (Inclusive of microphone, light, stage etc)	20,000	Zahir Raihan Cultural Center
2.	Lunch for 200 persons	80,000	200xTk400
3.	Tea, Coffee & snacks	10,000	200xTk50
4.	Backdrop Banner	5,000	One piece, digital
5.	Invitation card, envelop and dispatch	6,000	250 cards
6.	Digital photography including photo wash	3,000	
7.	Video	5,000	
8.	Folder	12,000	Folder, pen, writing paper- 200 setsX60Tk
9.	Communication & Conveyance	5,000	
10	Product Display	30,000	
11	Sofa/chair for VIP line (rented)	5,000	10 seats
12	Others	10,000	
	Total	1,91,000	

Note: An additional amount of Tk. 30,000 may be required for managing alternative venue (Penndel) in case proposed venue is not available

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Ref.: SMEF/Policy Ad-5/MOI-2009

Date: February 23, 2009

H.E. Mr. Dilip Barua
Hon'ble Minister, Ministry of Industries
Government of the People's Republic of Bangladesh
Bangladesh Secretariat, Dhaka

Excellency,

Your Excellency might have been aware that SME Foundation was established under the initiative of Ministry of Industries in 2006 and subsequently registered under Companies Act 1994 as an apex institution aimed at facilitating employment generation and poverty alleviation through implementation of multiple program interventions. These include identifying and solving problems and constraints of SMEs through research and policy advocacy, providing capacity building and business support services to SMEs, credit wholesaling, women entrepreneurship development and gender parity and promoting large-scale use of ICT and so on.

We would like to inform Your Excellency that SME Foundation has undertaken an in-depth study on 6 (six) SME booster sectors which include: **1) light engineering 2) electrical and electronics 3) agro-food processing 4) leather and leather goods 5) plastics and 6) fashion design** for having clear understanding of the sectors, creating better environment for the SMEs and promoting SMEs' interests and their development. It may be mentioned for Your Excellency's kind information that the Consultants have already submitted the reports of the study to SMEF for consideration.

May we bring to your kind attention that SME Foundation is going to organize a workshop on the findings of the study with a view to disseminate the findings, receive feed back from different stakeholders and pave the way for making documentation of the reports as a reliable data source. Detailed presentations on the study findings will be given by the Consultant Team at the Workshop expected to be participated by all relevant stakeholders.

We would, therefore, be highly grateful if Your Excellency would kindly give your consent to attend the workshop as Special Guest. The date and time schedule of the Workshop will be finalized as per convenience of the Chief Guest H.E. Mr. Abul Maal Abdul Muhith, Hon'ble Minister, Ministry of Finance (Expected date: 2nd week of March 2009).

Thanking Your Excellency and with kind regards.

Sincerely yours,

Dr. Momtaz Uddin Ahmed
Managing Director (Acting)

Ref: SMEF/Policy Ad-5/MOI-2009

Date: March 17, 2009

H.E. Mr. Dilip Barua
Hon'ble Minister, Ministry of Industries
Government of the People's Republic of Bangladesh
Bangladesh Secretariat, Dhaka

Subject: Confirmation of Attendance as Chief Guest at Seminar on Light Engineering

Excellency,

Following our earlier request for your kind attendance as the Chief Guest at a **Seminar on Light Engineering at the proposed venue (Zahir Raihan Cultural Centre, Dhaka)** and your subsequent consent regarding the matter, we have the honour to bring to your kind attention that we are going to hold the seminar on 7th April (Tuesday) 2009 at the said Centre with a participation of about 150 stakeholders.

We would, therefore, be highly grateful if Your Excellency would kindly confirm your attendance at the said **Seminar on Light Engineering at the Zahir Raihan Cultural Centre, Dhaka** as the Chief Guest,

Thanking Your Excellency and with kind regards.

Sincerely yours,

Dr. Momtaz Uddin Ahmed
Managing Director (Acting)

Ref.: SMEF/Policy2009

Date: 19 March, 2009

Mr.

Secretary, MoI/Farooq Sobhan, Director, SMEF/Addur Razzaque, President, BEIOA

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Dhaka.....

Subject: Request for Attending SMEF Seminar on Exploring the Potentials of Light Engineering as Special Guest

Dear Sir,

Greetings from Small & Medium Enterprise Foundation!

We would like to bring to your kind attention that SME Foundation is going to organize a seminar on **Exploring the Potentials of Light Engineering** Sector on Tuesday, 07 April 2009 at 10:00 A.M. at the Zahir Raihan Cultural Auditorium, Dhaka. Honourable Minister, Ministry of Industries H.E. Mr. Dilip Barua has kindly consented to attend the Seminar as the Chief Guest.

We shall, therefore, be highly grateful if you would kindly attend the Seminar as a Special Guest.

Thanking you and with kind regards.

Sincerely yours,

Prof. Dr. Momtaz Uddin Ahmed
Managing Director (Acting)