

## Invitation Letter

30 April 2016

Subject: Invitation to the 3rd ASEM Working Group Seminar on SMEs Eco-Innovation Competence, 31 May – 2 June 2016, Imperial Palace Hotel, Seoul, Republic of Korea

Dear Sir/Madam,

ASEM SMEs Eco-Innovation Center (ASEIC) and Small & Medium Business Administration (SMBA) of the Republic of Korea would like to cordially invite you to the 3rd ASEM Working Group Seminar on SMEs Eco-Innovation Competence, which will be held on May 31 – June 2, 2016 in Seoul, Korea.

In order to carry out our mandate of SMEs eco-innovation competence which is aimed at strengthening the common ground to support SMEs among participating countries toward sustainable growth, the 2nd WG Seminar was held with the participation of the delegates from 15 member states on 9-10 March 2016 in Bratislava, Slovakia followed by the first WG Seminar on 9-10 November in Seoul.

The delegates have elaborated on topics of collaboration for facilitating eco-innovation in the context of ASEM. Following the consecutive roundtable discussions and constant analysis of needs and expectations of the member countries throughout the prior WG Seminars, 7 project ideas under three main topics were generated:

- Developing Training on Eco-Innovation for SMEs;
- Eco-Innovation Advisory Services for SMEs Cooperation;
- Eco-Innovation Capacity Building for the Governments.

These WG-driven projects will be discussed in-depth in the 3rd Working Group Seminar and outcomes and concrete plans at the Seminar will be drafted as a proposal in the 11th ASEM Summit which will be held in Mongolia in July 2016.

The WG Seminar is open to all the ASEM member states maintaining keen interest in facilitating SMEs' eco-innovation. I would like to take this opportunity to note that any ASEM member states are more than welcome to contribute to this progressing Working Group. Sponsorship will be provided to one delegate from each member state that is considered to be actively participating in the current and future collaboration of ASEM member states.

We are looking forward to seeing you in Seoul.

Yours sincerely,

A handwritten signature in black ink, appearing to read '이규대' (Lee Kyu-dae), written in a cursive style.

Kyu Dae, Lee,  
Chairman of ASEIC

Encls.:

1. *Concept paper and agenda*
2. *Administrative Circular*
3. *Registration Form*