

## Eligible Activities Based on the PAD.

No	Broad Activity	Specific Activities	Expected Deliverables
1.	Management training	<ul style="list-style-type: none"> <li>• Staff training</li> <li>• Conferences / Seminars /Workshops</li> <li>• Study tours</li> <li>• Records management</li> <li>• Human resource management</li> </ul>	<ul style="list-style-type: none"> <li>• Activity Report (training / conference/workshop/study tour)</li> <li>• Proof of payments (Copies of cheques/bank statement/RTGS/EFT &amp; Authentic Receipts.)</li> <li>• Daily Attendance (Signed by participants) &amp; Photos</li> <li>• Certificates/Travel documents</li> </ul>
2.	Acquisition of quality certification systems	<ul style="list-style-type: none"> <li>• ISO certifications</li> <li>• Industry professional certifications.</li> <li>• UNBS certification</li> <li>• Patent / copyrights acquisition.</li> <li>• Trademark</li> <li>• Quality control systems.</li> <li>• Implementation of improved quality control procedures.</li> <li>• Installation of Quality Management Systems.</li> <li>• Transport of products to and from testing institute</li> </ul>	<ul style="list-style-type: none"> <li>• ISO compliance audit report.</li> <li>• ISO certificate.</li> <li>• Professional certificates.</li> <li>• UNBS certificate.</li> <li>• Patent / copyrights certificate.</li> <li>• Trademark registered at URSB</li> <li>• Proof of payments (Invoices/copy of cheque/bank statement/RTGS/EFT, Acknowledgement receipts copy</li> <li>• Signed Attendance lists</li> <li>• Travel documents/photos</li> <li>• Activity Completion report</li> </ul>
3.	Business plan preparation,	<ul style="list-style-type: none"> <li>• Company diagnostics and planning</li> <li>• Strategic and Marketing Plans</li> </ul>	<ul style="list-style-type: none"> <li>• A detailed Business Plan</li> <li>• Proof of bank financing OR intent to fund</li> <li>• Proof of payments (copies of</li> </ul>

		<ul style="list-style-type: none"> <li>• Feasibility study (for upgrade or expansion.)</li> </ul>	<p>cheque/bank statement/RTGS/EFT /, Acknowledgement receipts)</p> <ul style="list-style-type: none"> <li>• Investment plan</li> </ul>
4.	Marketing,	<ul style="list-style-type: none"> <li>• Advertising and promotion</li> <li>• Branding</li> <li>• Market research and concept testing.</li> <li>• Prototype design</li> <li>• Design origination, Artwork and photography.</li> <li>• Translation</li> <li>• Trade fares and exhibitions.</li> <li>• Website Development</li> <li>• Market investigations</li> </ul>	<ul style="list-style-type: none"> <li>• Samples of promotion materials developed.</li> <li>• Research /Activity reports</li> <li>• Copies of developed prototype designs.</li> <li>• Active Website URL and screenshots.</li> <li>• Proof of payments (Invoices, copies of cheque payment/bank statement/RTGS/EFT, acknowledgement receipts.)</li> <li>• Travel documents/activity photos</li> </ul>
5.	Record keeping,	<ul style="list-style-type: none"> <li>• Records Management Systems.</li> <li>• Management Information Systems</li> <li>• Enterprise Resource Planning</li> </ul>	<ul style="list-style-type: none"> <li>• An installed and functional record management System Completion certificate</li> <li>• Proof of payments (Invoices, copy of cheque payments/bank statement/RTGS/EFT &amp; acknowledgement receipts</li> <li>• Travel documents</li> <li>• Activity photos</li> </ul>
6.	Finance,	<ul style="list-style-type: none"> <li>• Acquisition of finance management system</li> <li>• Financial management training (short courses).</li> <li>• Development of financial products.</li> </ul>	<ul style="list-style-type: none"> <li>• Training reports, certificates, attendance list, photos etc.</li> <li>• Financial products</li> <li>• Financial manuals</li> <li>• Proof of payments (Invoices, copies of cheque payments/ bank statement/RTGS/EFT , Acknowledgement receipts</li> </ul>

		<ul style="list-style-type: none"> <li>• Development of financial manuals.</li> </ul>	<ul style="list-style-type: none"> <li>• Travel documents/photos etc.)</li> <li>• Attendance list</li> <li>• Particulars of Users</li> </ul>
7.	Production techniques	<ul style="list-style-type: none"> <li>• Product development and testing of product concepts.</li> <li>• Prototype development</li> <li>• Specialized business process outsourcing software.</li> <li>• Diagnosing production/ efficiency problems.</li> <li>• Efficient production techniques.</li> </ul>	<ul style="list-style-type: none"> <li>• Proof of payments (Invoices, copies of cheque payments/bank statement/RTGS/EFT, acknowledgment receipts</li> <li>• Travel documents/Activity photos</li> <li>• Activity report</li> </ul>