

SME Export Hubs Initiative - Statement of Activities

The Statement of Activities is a public document that provides an overview of your proposed project. This statement is required to be updated with your annual report

Grantee name	Agribusiness Regional Development Association
Project title	Capital Regions Export Hub
Project number	SMEXB000031
Project period	31 March 2019 – 28 February 2021

1. Public description

The project will establish the Capital Regions Export Hub at offices in Canberra, ACT The hub will focus on the food industry sector and will provide the following services to SMEs: a business assessment program to understand capacity to export, provide general and tailored advice, and develop products and services for businesses considering exporting, deliver seminars and workshops to provided business with relevant skills and knowledge.

2. Proposed activities

- a. List key activities that your export hub has proposed to undertake and provide a brief overview

Activity title	Activity overview	Start date:	End date:
MS-1	<p>Export strategy for the Export Hub complete. Completed SME Export Hubs Statement of Activities (template to be provided) provided to the department. Plan published on appropriate Hub related website. Updated Project Plan provided to the department. Plan must include: confirmation of the project implementation timeline; information on key standing appointments (appointee, role and percentage of time spent on the project). Representatives of the Export Hub attend the SME Export Hubs On-boarding Forum in Canberra. Hub Manager to be appointed. New office locations operational. Training and workshop/seminar content initiated. Hub launch event conducted.</p>	31/03/19	28/02/20
MS-2	<p>Export Consultants agreed and contracted. Marketing material finalised and distribution started. Training and workshops delivery commenced. Activities associated with developing collaboration within SME businesses initiated. Database and CRM build commences.</p>	31/03/19	28/02/20
MS-3	<p>Database and CRM build completed and operational</p>	31/03/19	28/02/20
MS-4	<p>Two case studies demonstrating the hub's impact complete. Training and workshops delivery continuing. Overseas trip to be undertaken. (Details to be provided by grantee. Export training noted in budget. OS visit and follow up with consumers noted in project timeline. Detail of OS travel and training not included in application.)</p>	31/03/19	28/02/20

Activity title	Activity overview	Start date:	End date:
MS-5	Provide a final report which demonstrates successful completion of the project with reference to the agreed project outcomes	01/01/21	28/02/2031

- a. Provide an overview of how the proposed activities align with the Industry Growth Centres Initiative and other government programs

The Capital region Export Hub is an end-to-end service will help small and medium food producers across the Monaro, Bega, Albury, Wagga, Goulburn and Cootamundra electorates make their businesses export-ready through educational programs, stewardship and holistic export plans.

The Hub is funded by the Australian Government's SME Export Hubs grant program and will complement and collaborate with existing services such as Food Innovation Australia Limited (FIAL), Austrade, TradeStart, and the new RDA AgriFood Hub, as well as regional councils, and state and federal programs.

3. Key performance indicators

- a. Provide an overview of your export hub's key performance indicators (KPIs) and progress against.

- 7 export workshops conducted
- 105 participants in export training
- 50 business engaged in export training
- 1 product development workshops conducted
- 15 participants in product development workshops
- 15 business achieve significant export outcomes

- b. Participant statistics

	2018-19	2019-20	2020-21
Current number of participants:			
Number of participants currently exporting:			
Average employees (FTE)* of participants:	2	3	3

*FTE denotes Full-time equivalent