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on Trade and Development**

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Trade and Development Board

Fifty-seventh executive session

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Item 4 of the provisional agenda

**Designation of non-governmental organizations and intergovernmental bodies
for the purposes of rules 76 and 77 of the rules of procedure of the Board**

**Designation of non-governmental organizations
for the purposes of rule 77 of the rules of
procedure of the Board**

Application from the Business Development Center

Note by the UNCTAD secretariat

Executive summary

The UNCTAD secretariat has received an application from the Business Development Center (BDC) requesting the inclusion of that organization by the Trade and Development Board in the list provided for in rule 77 of the rules of procedure of the Board.

Having reviewed the information provided, the secretariat is of the opinion that, subject to the concurrence of the Bureau of the Board, BDC may be classified in the special category under the provisions of paragraph 12 (b) of the Board decision 43 (VII).

The Board may wish to take action on the above-mentioned application at its fifty-seventh executive session.

Information concerning the Business Development Center is annexed to this note.

Annex

Background information on the Business Development Center

History

1. BDC was officially registered in Amman, Jordan, in 2004 as a non-profit service organization with a deep belief in the power of its young people, entrepreneurs and small and medium-sized businesses in unleashing their potential for economic and social transformation. In the following years, BDC initiated successful projects and worked with numerous partners and contributors, including business service providers, government entities, universities and international partners.
2. The Organization has established itself as a benchmark in the region for learning, and developing and designing techniques that meet the needs of local entrepreneurs and youth with regard to international best practices. It has designed demand-driven development programmes attracting a wide range of international organizations and donors.

Aims and objectives

3. The main objective of BDC is to foster economic development and public reform in Jordan and the Middle East by assisting small and medium-sized enterprises (SMEs) in Jordan to develop their capacity to compete successfully in regional and international markets.
4. BDC's projects and initiatives are designed to enhance job creation and accelerate regional economic progress by cultivating the potential employability and entrepreneurship of women and youth, expanding public-private partnerships, building sustainable capacity of SMEs, promoting export development and delivering career and entrepreneurial training.
5. Its main programme areas are youth, entrepreneurship, women's empowerment, SME support, local economic development and training of trainers.

Structure

6. The Board of Directors consists of five members who are prominent business people from the different national private sectors with experience in managing non-for-profit and/or developmental entities. Board meetings are required to follow Jordanian Government procedures.
7. A minimum of four meetings are held on an annual basis, one every quarter. The minutes are recorded by the vice-president and are made available for reference. A copy is filed with the Ministry of Trade and Industry. The chairman of the Board runs the meetings, and approval is granted with a majority vote. The president and chief executive officer calls Board meetings, oversees week-to-week business matters, sets meeting agendas and provides leadership during each meeting. He or she also approves departmental annual work plans, budgets, systems and procedures.
8. A Board meeting on 19 July 2012 approved the new amendments to the by-laws, elected a new Board of Directors, adopted the annual financial report for the period ending

December 2011, and renewed the contracts of the president/chief executive officer and vice-president.

9. Each Board of Directors serves for four years, after which three board members give up their shares in BDC without any financial returns, to be replaced by new board members during an extraordinary meeting of the General Assembly. The two remaining Board members will serve one more year, and will in turn give up their shares to new Board members without any financial returns or benefits.

10. BDC is an autonomous body and has no constitutional, administrative or financial relations with any other organizations. The monitoring and evaluation approach adopted by BDC applies to all departments.

11. BDC has the following departments and directorates:

(a) Administration and Finance Department: responsible for developing BDC's compensation and training plan, as well as maintaining staff attendance, payroll information, the company charter, employee manual and licences. It is also responsible for financial planning and budgeting; keeping accurate records, bank accounts, sales tax records, financial records and bookkeeping systems; and monitoring BDC's progress towards achieving financial sustainability. Company staff must read and accept the by-laws and the employee manual regulations;

(b) Public Relations and Marketing Department: its main task is retaining and attracting supporters and stakeholders. In addition, it is in charge of developing and carrying out the Organization's marketing and outreach strategy (advertising and publicity campaigns, social media campaigns, sponsorship packages, and marketing and branding materials);

(c) The Business Development Directorate focuses on designing and developing new programmes based on BDC's areas of expertise and core capabilities. The Directorate is responsible for generating business opportunities for BDC by drafting proposals and responding to requests for proposals. It is also tasked with identifying partnerships and affiliations with local and international organizations, and conducting market intelligence. Monitoring and evaluation is a core pillar of the Directorate's scope, as it works closely with other operational departments to compile, review, and complete performance indicators for each programme and follow up on impact assessment. It must also ensure that all BDC teams abide by the quality management system and take corrective actions as needed;

(d) Youth, Learning and Gender Programmes Department: As a core department of BDC, it is in charge of setting forth strategies that empower youth and women through capacity-building and learning programmes. It designs learning programmes based on market demand and international best practices;

(e) Entrepreneurship and Small, Medium and Micro Enterprises Support Directorate: focuses on providing entrepreneurs with BDC programmes and services; liaising with related organizations in local, regional and international markets; spreading awareness of entrepreneurship services and conducting entrepreneurship training workshops aiming at building the capacity of business owners. The Directorate provides consultation services through partnerships with national and international organizations such as the BiD Network, the International Trade Centre and UNCTAD.

Membership

12. The Organization does not have a membership.

Financial resources

13. BDC has received financial contributions from the following donors:
- (a) United States Agency for International Development;
 - (b) World Bank Group;
 - (c) United Nations Relief and Works Agency for Palestine Refugees in the Near East;
 - (d) BOEING Company;
 - (e) Canadian International Development Agency;
 - (f) Government of Jordan.

14. The tables below show the revenue and expenditure of BDC for the fiscal years 2010–2011 (in Jordanian dinar¹).

	<i>2011</i>	<i>2010</i>
<i>Assets</i>	<i>(dinars)</i>	<i>(dinars)</i>
Non-current assets		
Property and equipment	41,777	41,176
Current assets		
Accounts receivable and other current assets	105,622	6,209
Cash and cash equivalents	1,172,021	1,239,952
Total current assets	1,277,643	1246,161
Total assets	1,319,420	1,287,337
Equity and liabilities		
Capital	30,000	30,000
Statutory reserve	30,000	17,342
Accumulated surplus	932,062	30,089
Total equity	992,062	77,431
Current liabilities		
Accounts payable and other current liabilities	4,931	5,500
Deferred grants income	322,427	1,204,406
Total current liabilities	327,358	1,209,906
Total equity and liabilities	1,319,420	1,287,337

¹ 1 Jordanian dinar = 1.41 United States dollars (CoinMill.com 07.02.2013).

Relations with other international organizations

15. BDC works closely with the United Nations Global Compact.

Publications

16. BDC publishes a monthly newsletter, which is available upon subscription.

Liaison

17. Liaison with UNCTAD will be maintained by Mr. Naef Zakariya Stetieh, President and Chief Executive Officer.

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Language

19. The Organization's working languages are Arabic and English.
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