

## 1 Purpose

Lebanon continues to suffer from a lack of data on SMEs and the **purpose of this document is to present guidelines** for the **voluntary disclosure of SME related indicators** by stakeholders in the ecosystem. The aim will be to collect and harmonize such data in order to publish regular reports on the subject. For any questions or suggestions, contact [sme@economy.gov.lb](mailto:sme@economy.gov.lb).

## 2 Data collection

Stakeholders are encouraged, to the extent possible, to **collect the information listed in table 1** within a **reporting format suggested in table 2**. Further suggestions and restrictions include:

1. Contributing organizations shall implicitly consent for their shared data to become part of reports that **will be made publicly available**. Any shared information that must remain confidential must be explicitly marked as such.
  - a. **First report submission shall cover the last three calendar years** (2016, 2017, and 2018 at the time of writing this document) and a forecast for the coming year (2019) if possible.
  - b. The intention is for **reporting to occur on a bi-annually or quarterly basis<sup>i</sup>**.
  - c. Organizations are expected to share data with as much granularity as possible, as suggested in table 2; however, in the absence of detailed data, then reporting any data available is welcome and encouraged.
2. Data should preferentially be shared in **Excel format**.
3. **Privacy of data related to individual persons and companies shall be upheld at all times**. Only **aggregate data shall be submitted**, and no particular individual or company shall be identifiable from submitted data.
4. **Responsibility of accuracy and privacy** of submitted data sets **shall rest in the hands of the submitting organizations**.

Data Category	Details
<b>SME/startup support (training, mentorship, grants etc.)</b>	# of SMEs/startups <sup>ii</sup> supported <sup>iii</sup> Grants given to SMEs/startups # of SMEs/startups supported by size <sup>iv</sup> # of SMEs/startups supported by sector <sup>v</sup> # of SMEs/startups supported by region # of jobs created Breakdown of beneficiaries by gender Breakdown of beneficiaries by nationality
<b>SME/startup support (equity investments)</b>	Amount invested in SMEs/startups Amount invested in SMEs/startups by size Amount invested in SMEs/startups by sector Amount invested in SMEs/startups by region # of jobs created Breakdown of beneficiaries by gender Breakdown of beneficiaries by nationality
<b>SME/startup support (loans)</b>	Number of loans and amount lent to SMEs/startups Number of loans and amount lent to SMEs/startups by size Number of loans and amount lent to SMEs/startups by sector Number of loans and amount lent to SMEs/startups by region # of jobs created Breakdown of beneficiaries by gender Breakdown of beneficiaries by nationality

**Table 1: Recommended data sets structure.**

Data category		2016			2017			2018			2019 (forecast)		
SME/startup support (equity investments)		# investments	Total Amount	# jobs <sup>vi</sup>	# investments	Total Amount	# jobs	# investments	Total Amount	# jobs	# investments	Total Amount	# jobs
<b>Total</b>		<b>20</b>	<b>\$500k</b>	<b>50</b>									
By size	Startup	3	\$70k	8									
	Micro	4	\$100k	11									
	Small	3	\$80k	9									
	Medium	10	\$250k	22									
By sector	Agriculture, Forestry and Fishing	1	\$30k	5									
	Construction and Real Estate	2	\$35k	7									
	Manufacturing and Industry	1	\$25k	2									
	Jewelry design and crafts	1	\$40k	1									
	Transportation, Electric, Telecom, Oil	2	\$100k	3									
	Tourism	1	\$20k	1									
	Public Administration	3	\$30k	6									
	Finance, and Insurance	2	\$25k	5									
	Services (includes trade)	5	\$165k	14									
	ICT (includes software development)	2	\$30k	6									
By region <sup>vii</sup>	BML <sup>viii</sup>	9	\$230k	21									
	North	2	\$70k	5									
	South	4	\$95k	12									
	Bekaa	5	\$105k	12									
By beneficiary <sup>ix</sup>	Female <sup>x</sup>	8	\$200k	30									
	Male	12	\$300k	20									
	Lebanese	15	\$350k	35									
	Syrian	4	\$130k	14									
	Other	1	\$20k	1									
<b>SME/startup support (loans)</b>		<b># loans</b>	<b>Total Amount</b>	<b># jobs</b>	<b># loans</b>	<b>Total Amount</b>	<b># jobs</b>	<b># loans</b>	<b>Total Amount</b>	<b># jobs</b>	<b># loans</b>	<b>Total Amount</b>	<b># jobs</b>
<b>Total</b>													
By size	Startup												
	Micro												
	Small												
	Medium												
By sector	Agriculture, Forestry and Fishing												
	Construction and Real Estate												
	Manufacturing and Industry												
	Jewelry design and crafts												
	Transportation, Electric, Telecom, Oil												
	Tourism												
	Public Administration												
	Finance, and Insurance												
	Services (includes trade)												
	ICT (includes software development)												
By region <sup>xi</sup>	BML												
	North												
	South												
	Bekaa												
By beneficiary <sup>xii</sup>	Female												
	Male												
	Lebanese												
	Syrian												
	Other												
<b>SME/startup support (training, mentorship, grants, etc.)</b>		<b># supported</b>	<b>Total Grant</b>		<b># supported</b>	<b>Total Grant</b>		<b># supported</b>	<b>Total Grant</b>		<b># supported</b>	<b>Total Grant</b>	
			Cash	In-kind		Cash	In-kind		Cash	In-kind		Cash	In-kind
<b>Total</b>													
By size	Startup												
	Micro												
	Small												
	Medium												
By sector	Agriculture, Forestry and Fishing												
	Construction and Real Estate												
	Manufacturing and Industry												
	Jewelry design and crafts												
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	Tourism												
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	Finance, and Insurance												
	Services (includes trade)												
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By region <sup>xiii</sup>	BML												
	North												
	South												
	Bekaa												
By beneficiary <sup>xiv</sup>	Female												
	Male												
	Lebanese												
	Syrian												
	Other												

This is an example, delete to enter your data.

Table 2: Suggested reporting format with sample figures (in green and italic).

### 3 Target output

The goal is to **publish online** a set of **aggregate** figures that reflect the current state of the SME ecosystem and which can serve as a baseline and reference for comparison and assessment of progress as new versions of the report are released. Although the public report will list the names of organizations that reported data under each category, the detailed breakdown provided by each organization (as illustrated in table 2) will be kept confidential and for internal use within the Ministry of Economy and Trade as well as other Government bodies that the Ministry of Economy and Trade may disclose the information to, at its own discretion, but while highlighting the confidentiality where applicable.

As such, the public report will reflect the structure in table 2 but in aggregate fashion that adds figures reported by all responding organizations, and only provides a list of organizations that have contributed to the content.

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<sup>i</sup> At least on a yearly basis, and if possible on a bi-annually or quarterly basis; to be adjusted as this initiative progresses.

<sup>ii</sup> For the purposes of this document, a startup is defined as an entrepreneurial venture in its early stages of operation and where innovation stands at the core of its product(s) or service(s).

<sup>iii</sup> SME or startup actually supported, excluding program applicants that did not qualify.

<sup>iv</sup> Micro, small, medium or large, as per the definition in the [SME Strategy](#).

<sup>v</sup> Recommended sectors are: Innovation and related (ICT, knowledge economy, etc.), agriculture (and related), industry and services.

<sup>vi</sup> Number of jobs created due to the intervention. Direct jobs only (i.e., do not account for any multiplier effect).

<sup>vii</sup> The region where the SME has the most employees (e.g., a company has 10 employees in the Bekaa and 20 in the South, then it is deemed to be based in the South. Beirut and Mount-Lebanon).

<sup>ix</sup> A female-led enterprise is any organization, for-profit or not, which is either owned by at least 51% by women; or is effectively run by a woman or more on the condition that they collectively own at least 26% of the company; or whose primary goal is women economic empowerment through hiring or benefiting as many women as possible.

<sup>x</sup> Not just founders and co-founders, include all jobs created by the firm.

<sup>xi</sup> The region where the SME has the most employees (e.g., a company has 10 employees in the Bekaa and 20 in the South, then it is deemed to be based in the South.

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