# **ECCIL Services**

Apart from Advocacy the delivery of services is the other main strategic objective of ECCIL. Some of our services we offer together with trusted and specialised partners, others we offer on our own. In our services we distinguish between general services and individual services. General services mostly consist of information material, updates, mailings, newsletters etc. and are primarily targeted at our members. That is why certain parts of this website are accessible to members only. Although the delivery of these services and the generation of the documents costs resources, these services are free for our members. Non-members who wish to get access to these documents have to contact ECCIL and purchase them for a fee.

Individual services are targeted at individual clients and are open to members as well as non-members. But whereas non-members have to pay the regular fee for the services, members have the benefit of a substantial discount. A list of services which are currently offered by ECCIL is given below. Please check back regularly - we intend to extend our offerings according to market needs. Do not hesitate to contact us in case you would like to benefit from a service which is not (yet) on the list. Most services are tailored to the demands of a



specific client because they should provide a solution to a specific task. So please contact us for details and prices.

Individual Services

## 1. Individual information

Information about custom rates

First information about Lao and and introduction into Lao economy

Preliminary market assessment / market survey (desk research) regarding potential business partners

Applied economic research (field research)

## 2. Advertising

Advertisement on website incl. link to homepage Advertisement in quarterly newsletter Mailing to members (Labelled: "Advertisment", followed by your text) Direct mailing (courier) to companies of target group with Lao cover letter

### 3. Contacts and business matching

Address service (addresses from data banks, directories etc.), each

Contact service (up to ten addresses, advertisement in newsletter, 3 months on website, com pany brochure dissemination)

Finding potential partners, contacting them, providing them with translated short profile, discussing interest of further contact, then feedback

Appointments with businesses or authorities, individual arrangements, each

Business matching, workshop, product presentation

## 4. Training

Management Trainings

## 5. Setting up your business

Enterprise foundation (support and follow-up regarding admin process) Representative office foundation (support and follow-up reg, admin process) Expat package "get started" (support for driving licence, real estate agent, house maid, night guard, P.O. Box, internet access, shopping venues; intro to car purchase)

# 6. Translation / Interpretation

Translation of non-technical documents Translation of technical documents Interpretation (consecutive) Interpretation (simultaneous)

# 7. Recruitment Services

Support developing recruitment strategy Launch vacancy advertisement Pre-selection, screening CVs Organisation of candidate interviews

# 8. Business trips and trade fairs

Organisation of individual business trips in Laos (hotels, transport, meetings, conferences etc.)

### 9. Other services

ISO certification in cooperation with consultants Car rental with English speaking driver Networking events Further services on request

Please contact us for any enquiries.