



**UEAPME Study Unit: Questionnaire for national / regional / branch associations - English**

**Part I: UEAPME – Think Small Test**

**Part II: UEAPME – Scoreboard on the implementation of the SBA at national level**

General information about the person, who responds:					Date:	
Name of your organisation:					country code*:	
Type of your organisation:	national organisation		regional organisation		branch association	
Your area of activity:	general policy		economic / fiscal policy		labour market social policy	
	enterprise policy		environment policy		support services	

\* Country codes: BE, BG, CZ, DA, DE, EE; IE, EL, ES, FR, IT, CY, LV, LT, LU, HU, MT, NL, AT, PL, PT, RO, SI, SK, FI, SE, UK

**Please send the completed questionnaire by electronic mail to [UEAPME Study Unit g.huemer@ueapme.com](mailto:g.huemer@ueapme.com)**

## Part I

### UEAPME – Think Small Test

UEAPME has demanded for years to respect the “Think Small First” principles as regards legislation, public administration and business support services. Policy decisions should be targeted to the majority of enterprises (99.8% of all enterprises are SMEs, 91.4% are micro enterprises) and not to few large companies.

With the European Small Business Act (SBA) presented by the European Commission in June 2008 and endorsed by the Competitiveness Council in December 2008, the European Institutions gave for the first time a strong commitment to implement the “Think Small First” principle at European **and** national / regional / local level.

The **UEAPME – Think Small Test** aims to assess regularly to which degree the commitments to use the “Think Small First” principles have been fulfilled by policymaker at all levels.

**Therefore, UEAPME would like to invite as many persons working for Craft and SME organisations (including regional and branch associations) in all Member States to fill in this questionnaire once a year (each January), which will provide us with the necessary information to assess the degree of compliance with the “Think Small First” commitments of policy maker all over the European Union.**

Please follow these rules, if you answer the questionnaire:

- The questionnaire should be only answered by people, who **represents or works for a Craft or SME association** in one of the 27 Member State of the EU.
- One person may answer **only one questionnaire**.
- Please fill-in **all fields marked in colour**.
- The questions should be answered in January and the answers should relate to the **current situation** and the **measures take during the past year**.
- **Please answer all questions**, but fill-in or tick “N/A” (no answer, not applicable, don’t know) for issues on which you have no experience or knowledge.
- Please send the questionnaire back b e-mail to [g.huemer@ueapme.com](mailto:g.huemer@ueapme.com)

# I. Questions to test the respect of the “Think Small First” principles

\* Please score for Situation: **-2 / -1 / 0 / +1 / +2**  
 from **-2 (for very bad)** to **+2 (for excellent)**  
 or **N/A** (for not applicable, no answer, don't know)

**Situation \***  
 Please score  
 -2/-1/0/+1/+2

Have any **policy measures** been taken in this area during the last year?

**Tick a box**

Yes	No	N/A
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**Results** of these measures?

Pos = situation has improved  
 0 = situation is unchanged  
 Neg = situation got worse

**Tick a box**

Pos	0	Neg	N/A
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## 1. “Think Small First” principles in the legislative process

Effective and independent impact assessment on the effects of new legislation on enterprises in general	
Specific impact assessment on Crafts / SMEs	
Consultation of Craft/SME associations on new legislative proposals	
Influence of comments and proposals from Craft/SME associations in the legislative process?	
Implementation of the “only once principle” (businesses have to provide the same information only once to the administration)?	
Exemption from administrative or compliance requirements for SMEs	



## 2. “Think Small First” principles in administration

Existence and accessibility of “e-government solutions” for SMEs	
Existence of offer one-stop-shops to simplify administration for SMEs	



## 3. “Think Small First” principles in business support services:

Existence of SME friendly start-up services	
Existence of SME friendly training offers	
Existence of SME friendly labour market services	
SME friendly support measures to get access to finance	
SME friendly support measures to get access to standards	



## Part II

### UEAPME – Scoreboard on the implementation of the SBA at national level

The European Small Business Act (SBA), presented by the European Commission in June 2008 and endorsed by the Competitiveness Council in December 2008, set out 10 principles and priority areas, which aim to improve significantly the business environment for Crafts and SMEs in Europe.

This **UEAPME – Scoreboard on the implementation of the SBA at national level** aims to assess on an annual base the degree to which the commitments and promises included in the SBA have been implemented in the Member States of the European Union. Furthermore, this SBA scoreboard together with the Think Small Test will be an important policy tool also for national associations to keep pressure on politicians to improve the situation for Crafts and SMEs in their countries.

**Therefore, UEAPME would like to invite as many persons working for Craft and SME organisations (including regional and branch associations) in all Member States to fill in this questionnaire once a year (each January), which will provide us with the necessary information to assess the degree of compliance with the TSF commitments of policy maker all over the European Union.**

Please follow these rules, if you answer the questionnaire:

- The questionnaire should be only answered by people, who **represents or works for a Craft or SME association** in one of the 27 Member State of the EU.
- One person may answer **only one questionnaire**.
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- Please send the questionnaire back b e-mail to [g.huemer@ueapme.com](mailto:g.huemer@ueapme.com)

## II. Questions on the different priority areas in the Small Business Act

\* Please score for Situation: **-2 / -1 / 0 / +1 / +2**  
 from **-2 (for very bad)** to **+2 (for excellent)**  
 or **N/A** (for not applicable, no answer, don't know)

**Situation \***  
 Please score  
 -2/-1/0/+1/+2

Have any **policy measures** been taken in this area during the last year?

**Tick a box**

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**Results of these measures?**

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**Tick a box**

Pos	0	Neg	N/A
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### 1. Promoting of entrepreneurship

Entrepreneurship is a key principle in school curricula	
Cooperation between the business community and schools	
Taxation systems support the transfer of businesses	
Support measures for business transfers	



### 2. Second chances after bankruptcy

Efficient procedures to wind up businesses quickly in case of non-fraudulent bankruptcy	
Re-starters treated in the same way than fresh starters	



### 3. Better regulation

The existence of national targets for the reduction of administrative burdens on businesses	
The existence of a common commencement date and an annual statement of new legislation and rules affecting businesses	
The sufficiency of the threshold for VAT registration in your country (EU allows up to € 100.000)	
The use of the possibility for reduced VAT rates on labour intensive services	



## Questions on the different priority areas in the Small Business Act

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<b>Situation *</b> Please score -2/-1/0/+1/+2
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Results of these measures?			
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Tick a box			
Pos	0	Neg	N/A

### 4. Public administration responsive to business needs

The fees and the time required to register a business	
The length of time and reasonableness of business licences and permits	
The rules to protect micro enterprises from unnecessary burden (i.e. statistics)	



### 5. Access to public procurement

Availability of information on Public procurement opportunities below the EU threshold in an effective manner (i.e. electronic portals)	
The existence of public programmes to facilitate the participation of small enterprises in public procurement procedures	
The existence of specific measures to support or protect subcontractors of public contracts	



### 6. Availability of State Aid

The sufficiency and accessibility of State aid measures in favour of Crafts / SMEs	
The existence of State aid measures supporting innovation in Crafts / SMEs	
The existence of State aid measures supporting energy saving in Crafts / SMEs	



## Questions on the different priority areas in the Small Business Act

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**Situation \***  
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### 7. Supporting access to finance

The existence of sufficient guarantee schemes for credits and loans	
The existence of public support for equity and mezzanine finance products	
The support of the taxation system for private investors	
The support of SME finance by money from European Funds (structural or agricultural funds)	
The protection of Crafts / SMEs against late payment by their costumers	



### 8. Access to internal market

The implementation of internal market rules to allow access to other EU-markets?	
Support services helping business to access the internal market	
Affordable prices of European and international standards	
Support services to defend intellectual property rights	
Support services helping to defend Crafts / SMEs against unfair commercial practices	
The quality of the new Enterprise Europe Network (former EIC	



## Questions on the different priority areas in the Small Business Act

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### 9. Support of innovation

Support measures to increase the innovation capacity of Crafts / SMEs (access to technology, qualified personal, support of cluster)	
Support measures for the participation in European and international research programmes	
Support measures for non-technological innovation	
The accessibility of e-invoicing, e-government and e-payment systems for small enterprises	
Incentives and / or support programmes for eco-efficient businesses and products	



### 10. Support of internationalisation

Promotion programmes for Crafts / SMEs to encourage them to do cross border business	
Support measures to find international partners (fairs, electronic portals, partnership programmes ...)	
The quality of the new Enterprise Europe Network (former EIC)	

