



COMMUNITY OF PRACTICE ON INCLUSIVE ENTREPRENEURSHIP WORKGROUP QUALITY MANAGEMENT

PREPATORY QUESTIONNAIRE FOR REGIONAL VISITS IN IMPLEMENTING REGIONS

1 DETAILED COORDINATES OF THE MANAGING AUTHORITY AND THE REGIONAL EXPERT

1.1 Details for ESF Managing authority	
Name of Ministry/ department	
Address	
Postal code	
Town/ City	
Region	
Country	
Website address	

1.2 Details of central contact Person within the Managing Authority	
Name	
Phone	
Fax	
E-Mail	
Area of responsibility	

1.3 Details of the Regional Expert	
Name	
Name of organisation	
Address	
Postal code	
Town/ City	



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Region	
Country	
Phone	
Fax	
Email	
Website address	

1.4 Brief description of regional political administration structure¹

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2 OVERVIEW OF YOUR REGION

2.1 Please provide a short description of your region, highlighting the key characteristics²

2.1.1 Location/ population size and recent developments (migration, age distribution etc.)

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2.1.2 Strategic importance of the region

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2.1.3 Key business and employment sectors

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¹ please provide a short description of the structure. Please briefly mention the number of departments, their key responsibilities and insert an organisation chart if possible

² we have suggested some sub-headings to help guide you



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2.1.4 Short historic & economic overview (e.g. is the region through a period of economic growth or decline; tradition of business start-up promotion)

2.2 Governance: briefly explain the decision-making and regulatory framework concerning the development and delivery of inclusive entrepreneurship promotion in your region³

2.2.1 Overview

2.2.2 Role of regional government in promoting start-up support

2.2.3 Role of the municipal governments incl. local development agencies in promoting start-up support

2.2.4 Role of the ESF Managing Authority in promoting start-up support

2.2.5 Other⁴

³ please identify the different levels of governance using the sub-headings provided

⁴ please add description for any other relevant bodies, e.g. planning authority if separate powers from region/ municipality; community and voluntary groups/ boards



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3 LINKS TO YOUR OPERATIONAL PROGRAMME

3.1 In which way do the ESF/ ERDF Operational Programs cover projects of inclusive entrepreneurship promotion? Which are the topics and elements covered by this program⁵?

3.2 How much ESF/EFRE funding is available for these areas?

3.3 What are your expectations regarding the outcomes of ESF-/ ERDF-funded projects in the field of start-up promotion for your region?

3.4 Where do you see the central challenges in successful implementation of new start-up support schemes?

3.5 Please describe your previous experience with ESF-/ ERDF-funded projects in start-up support promotion (e.g. regional ESF, EQUAL etc.).

4 APPROACHES TO QUALITY ASSURANCE SCHEMES

4.1 Why is quality assurance in business start-up support important for your region?

⁵ e.g. support for individual target groups, microfinance, integrated support...



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4.2 Which conditions do service providers have to fulfill when tendering for a public contract to provide business start-up support?

4.3 Is there an accredited quality standard (e.g. a norm, a professional profile, a quality mark) for business start-up support in place in your region?

4.4 Are there any training or educational programs for business start-up advisors or other persons providing any kind of support service to business starters (e.g. business informers)?

5 DETAILS OF REGIONAL TEAM WHO WILL BE INVOLVED IN THE DISCUSSION OF THE EXPERT'S INTAKE VISIT

5.1 Please provide your recommendations and contact details of the persons to be involved in the meetings during the expert's Intake Visit to your region using the table below.

5.1.1 Person A

Name	
Function	
Organization/ department	
E-Mail	
Tel.	
Languages	

5.1.2 Person B

Name	
Function	





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Organiza- tion/ de- partment	
E-Mail	
Tel.	
Languages	
5.1.3 Person C	
Name	
Function	
Organiza- tion/ de- partment	
E-Mail	
Tel	
Languages	
5.1.4 Person D	
Name	
Function	
Organiza- tion/ de- partment	
E-Mail	
Tel	
Languages	
5.1.5 Person E	
Name	
Function	
Organiza- tion/ de- partment	
E-Mail	
Tel	
Languages	



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5.1.6 Person F	
Name	
Function	
Organization/ department	
E-Mail	
Tel	
Languages	
<i>Please add more if necessary..</i>	