Leonardo da Vinci Innovation Transfer Project
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ADAPTYKES - ADAPtation of trainings based up on the Finnish Workplace Development Programme (TYKES)

Research Guideline to the

National Report on SMEs in XXX

AdapTYKES project WP3

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I. Introduction

Please give an approx. 1 page long summary of the local economy in the last two decades with special regard to SMEs.

Please note, that the whole study is written in Cambria 12 pts letters with 1,15 pts line spacing and 6 pts spacing after each paragraph.

Please do not change the decimal titles styles of the study.

If you paste some text from other sources, please use “paste as unformatted text” to avoid different styles.

Please also note that the desired length of this document should 15-20 pages – according to the project proposal.

II. A brief overview of the national economy of XXXX

A. Brief presentation of the national economy

Please use the following indicators:

Table 1: Some main features of the national economy

Variable	2007	2008	2009	2010	2011	Change (%) 2011/07
GDP						
GDP / inh. (PPP)						
Employment rate						
Unemployment rate						
R&D expenditure						

Source: EUROSTAT /National Statistical Office (Please specify)

http://epp.eurostat.ec.europa.eu/portal/page/portal/statistics/search_database

Please provide a brief evaluate on of the above table. Please insert 2012 if available.

i. Share of Sectors

Please write some specifications

Table 2: Share of sectors in economy

Sector	Number of companies		Ratio of companies		Number of employees		Ratio of employees		GDP		GDP/ employees	
	2006	2011	2006	2011	2006	2011	2006	2011	2006	2011	2006	2011
Agriculture												
Industry												
Service and commerce												
Total			**100**	**100**			**100**	**100**				

Source: EUROSTAT /National Statistical Office (Please specify)

Please provide a brief evaluation of the above table.

ii. Size distribution of the whole economy

Please write some specifications of the local economy, based on the data below.

Table 3: Size distribution of enterprises

Variable	Small 10-49		Medium 50-249		SME together		Large 250+		Total	
	2006	2010	2006	2011	2006	2011	2006	2011	2006	2011
No. of enterprises										
No. of employees										
Sales revenues (€)										
Export (€)										
Value added (€)										
R&D expenditures (€)										

Source: EUROSTAT /National Statistical Office (Please specify)

Please provide a brief evaluation of the above table.

III. Overview of the national SME sector

Please provide a brief overview on the SME sector.

A. Size distribution of registered SMEs

Please provide some information on the size of SMEs, some major trends and issues.

Table 4: Role of SMEs by sector of industry (as % share of total employment, 2011)

Variable	Small 10-49	Medium 50-249	SME together	Large 250+	Total
Mining and quarrying					
Manufacturing					
Electricity, gas, steam and air conditioning supply					
Water supply; sewerage, waste management and remediation activities					
Construction					
Wholesale and retail trade					
Transportation and storage					
Accommodation and food service					
Information and communication					
Financial and insurance activities					
Real estate activities					
Professional, scientific and technical activities					
Administrative and support service activities					
Public administration and defence; compulsory social security					
Education					
Human health and social work activities					
Arts, entertainment and recreation					
Other service activities					

Source: EUROSTAT (Please specify)

Please provide a brief evaluation of the above table.

B. Environment of the SME sector

Please specify the overall climate and economical environment issues of your country as follows:

i. General overview of the legal environment of SMEs

Please provide a brief analysis (max. 1-2 pages) of the legal environment regarding to SMEs:

- legal definition of SMEs
- number and costs of market entry procedures – if available (See for instance: Klapper, L. – Laeven, L. – Rajan, R. (2004): *Business Environment and Firms' Entry: Evidence from International Data*. World Bank Policy Research Paper 3232)
- in the evaluation please pay special attention to two issues: complexity and stability of the legal environment
- if you have any national-level evaluation of the administrative burdens of companies, please insert here

C. Competitiveness of the SME sector

Please specify the overall competitiveness of your country.

You may use the Global Competitiveness Report at:

http://www3.weforum.org/docs/WEF_GlobalCompetitivenessReport_2012-13.pdf from 2006 and 2012.

Please identify the total ranking from 2006 and 2012, and the rate of change including the following factors:

- Overall index
- Basic requirements
- Efficiency enhancers
- Innovation and sophistication factors
- Higher education and training
- Labour market efficiency
- Innovation

i. Characteristics of the business environment of SME sector

Please provide some major issues on local business environment regarding to SMEs.

Please provide some basic information on establishing and operating business in your country.

Table 5: Ease of doing some particular issues regarding to business life

Ease of ...	Total Rank			EECA Rank		
			Change (+/-)			Change (+/-)
Doing Business						
Starting a business						
Dealing with Construction Permits						
Employing Workers						
Registering Property						
Getting Credit						
Protecting Investors						
Paying Taxes						
Trading Across Borders						
Enforcing Contracts						
Closing a Business						

Source: The World Bank Group, Doing Business Ranking (Please specify)

http://www.doingbusiness.org/rankings

Please provide a brief evaluation of the above table.

Please also provide some other significant problematic issues (that seems to be problematic) regarding to the operation of SMEs on national level.

ii. Human resources

a) Education and training

Please write some specifications based on the following indicators (fill in only the relevant years)

Table 6: Education statistics

Variable	2006	2007	2008	2009	2010	2011	Change (%) 2006/11
Participation in lifelong learning by age and education							
Adult participation in education and training							
Distribution of job-formal education and training							
Distribution of non-related education and training							

Source: EUROSTAT (Please specify)

Please provide a brief evaluation of the above table. Please use: Eurostat/Population and social conditions/Lifelong learning – detailed LFS data and Eurostat/Population and social conditions/Adult education survey at:

http://epp.eurostat.ec.europa.eu/portal/page/portal/statistics/search_database

iii. Access to finance

Please evaluate very briefly the following issues in SME context:

- How easy or hard to obtain financial sources in your country (you may use the Eurostat: Industry, trade and services/Structural business statistics/Access to finances at: http://epp.eurostat.ec.europa.eu/portal/page/portal/statistics/search_database)

Please evaluate the local tax system regarding to the operation of SMEs.

Table 7: Tax rates

Tax type	2008 nominal tax rate	2012 nominal tax rate	Change (%) 2012/08
Tax on labour			
Indirect taxes (VAT)			
Corporate income tax			
Other 1			

Other 2			
Other 3			
Other 4			

Source: Local Tax Office (Please specify)

Please fill in other taxes (if there is any) associated with the operation of SMEs or tax burden of SMEs.

Please provide a brief evaluation of the above table.

iv. Access to international markets

Please provide a detailed overview of opportunities and possibilities of SMEs of getting to international markets from local markets.

Table 8: Export rates (2010)

	Small 10-49	Medium 50-249	SME together	Large 250+	Total
Export to EU (% of GDP)					
Export out of EU (% of GDP)					
Export market share (Percentage of world total)					

Source: EUROSTAT (Please specify)

Please evaluation the above table very briefly.

IV. Knowledge use and innovation in the SME sector

A. Training and knowledge use practices

Please provide a brief evaluation of national training and knowledge specialties regarding to enterprises.

Table 9: Trainings of enterprises (2010)

	Small 10-49	Medium 50-249	SME together	Large 250+	Total
Percentage of enterprises which have continuing vocational training courses					
Percentage of enterprises which have any type of vocational training					
Percentage of enterprises which have any type of other forms of continuing vocational training					
Percentage of enterprises having a training planning and/or budget					
Distribution of forms of trainings					
Percentage of employees (only enterprises with CVT courses) participating in CVT courses					

Source: EUROSTAT (Please specify)

Please provide a brief evaluation of the above table.

B. Innovation activities, product and process innovation of SMEs

Table 10: Innovative activities of enterprises in % of all enterprises

	Small 10-49		Medium 50-249		SME together		Large 250+		Total	
	2006	2010	2006	2010	2006	2010	2006	2010	2006	2010
Share of enterprises that introduced product innovation										
Share of enterprises that introduced process innovation										
Share of enterprises that										

introduced marketing innovation										
Share of enterprises that introduced organisational innovation										
Enterprises that introduced new business practices for organising procedures										
Enterprises that introduced new methods of organising work responsibilities and decision making										
Enterprises that introduced new methods of organising external relations										

Source: http://epp.eurostat.ec.europa.eu/portal/page/portal/science_technology_innovation/data/database

Please provide a brief evaluation of the above table.

V. Conclusions

Please provide an evaluative summary of the issues investigated above with a special regards of the most important problematic issues on the SME sector, Please pay particular attention to the drivers and inhibitors of innovation activities reflecting on such issues, like cultural, historical, political, legal, administrative, technical, skill-related, infrastructure-related, etc. barriers and drivers.

VI. References

Please insert here all the literatures and data sources used in the study in this stile:

Alasoini, T. (2011) Workplace Development as Part of Broad-based Innovation Policy: Exploiting and Exploring Three Types of Knowledge, *Nordic Journal of Working Life Studies*, Vol 1, No , pp. 23-43

Nonaka, I. and Takeuchi, H.(1995). *The Knowledge Creating Company*. New York: Oxford University Press.

OECD (2005) Science, Technology and Industry (STI) Scoreboard. Paris: OECD

Please provide some relevant and available English literature of these topics regarding to SMEs in your country.

Lifelong Learning Programme

Az Európai Bizottság támogatást nyújtott ennek a projektnek a költségeihez. Ez a kiadvány (közlemény) a szerző nézeteit tükrözi, és az Európai Bizottság nem tehető felelőssé az abban foglaltak bárminemű felhasználásért.

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