

MINISTRY OF ECONOMY

# INSTRUMENTS FOR INTERNATIONALIZATION OF BUSINESS ACTIVITY



Support Instruments Department

Warsaw, 2009



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INTERNATIONALIZATION  
OF BUSINESS ACTIVITY**

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Ministry of Economy  
**Instruments for internationalization of business activity**

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## TABLE OF CONTENTS

Introduction by the Vice President of the Council of Ministers Minister of Economy Waldemar Pawlak.....	5
Summary .....	7
I. Instruments for supporting the activity of Polish entrepreneurs abroad.....	9
I.1. Direct instruments .....	9
I.1.1. Industry promotion projects concerning export.....	9
I.1.2. Export certificates.....	9
I.1.3. Promotion projects and projects supporting export.....	10
I.1.4. Publishing projects promoting export .....	10
I.1.5. Passport to export .....	11
I.1.6. Industry promotion programmes .....	11
I.1.7. General promotion programmes .....	12
I.2. Indirect instruments – institutions supporting entrepreneurs.....	13
I.2.1. Trade and Investment Promotion Sections and Portal .....	13
I.2.2. Export Promotion Portal.....	14
I.2.3. Investor and Exporter Assistance Centres (IEACs) .....	14
I.2.4. Eulex database containing EU legal acts referring to the SME sector .....	15
I.2.5. Consultancy services for entrepreneurs .....	15
I.3. Instruments for supporting business environment institutions.....	16
I.3.1. Support for participation of entrepreneur organizations in works of international industry groups or organizations.....	16
I.3.2. Support for networks of Investor and Exporter Assistance Centres .....	16
I.3.3. General promotion of Polish export specialties.....	17
I.3.4. Swiss-Polish Cooperation Programme – so-called Swiss Instrument.....	17
II. Instruments for supporting entrepreneurs investing in innovations.....	18
II.1. Direct instruments .....	18
II.1.1. Innovation vouchers .....	18
II.1.2. Loan for the implementation of innovative investments.....	18
II.1.3. Technology credit – technology bonus .....	19
II.1.4. Support for research and development works and implementation of results of these works.....	19
II.1.5. Stimulation of the R&D activity of enterprises and support with regard to industrial design.....	19
II.1.6. New investments of high innovative potential .....	20
II.1.7. Support for investments in the production sector.....	21
II.1.8. Support for investments in the modern service sector .....	23
II.1.9. Intellectual property management.....	25
II.1.10. Supporting the business activity in the field of the electronic commerce.....	25
II.1.11. Supporting the implementation of B2B electronic business.....	26
II.2. Indirect instruments - institutions supporting entrepreneurs .....	27
II.2.1. Academic Enterprise Incubators .....	27
II.2.2. Technology incubators .....	27
II.2.3. Technology parks .....	28
II.2.4. Industrial parks .....	28
II.2.5. Clusters .....	28
II.2.6. Seed capital funds.....	29
II.2.7. Loan funds .....	29
II.2.8. Guarantee funds .....	30

II.2.9. Business angels .....	30
II.2.10. National System of Services for Small and Medium (NSS).....	30
II.2.11. National Network of Innovations (NNI) .....	31
II.2.12. European network <i>Enterprise Europe Network</i> .....	31
II.3. Instruments for supporting business environment institutions.....	33
II.3.1. Support for Academic Enterprise Incubators.....	33
II.3.2. Initiating the innovative activity .....	33
II.3.3. Supporting venture capital funds.....	34
II.3.4. Financing the activity of national contact points for the CIP Programme and financial support for the activity of Polish consortiums forming the European network <i>Enterprise Europe Network</i> .....	34
II.3.5. Supporting business environment institutions providing pro-innovative services and their networks of supraregional importance .....	34
II.3.6. Supporting study and concept activities as part of preparation of investment sites for investment projects.....	35
II.3.7. Creating the system facilitating investing in SMEs .....	36
II.3.8. Supporting the development of cooperative relations of supraregional importance .....	37
II.3.9. Programme supporting international cooperation of clusters with regard to research, technological development or innovations - „ <i>Innovation Express</i> ”.....	37

*Ladies and Gentlemen,*

I am pleased to announce that a *Guidebook* entitled “*Instruments for Internationalisation for Business Activity*” is now available. The *Guidebook* has been prepared by the Ministry of Economy and is a compendium of knowledge about available instruments for providing support to business operators and supporting institutions in Poland.

In the age of globalisation, securing conditions for internationalisation of business operators is a key factor in the economic development of a country. This should take a form of support provided for export activities, cooperation with international partners, and for Polish investments abroad.

Being competitive in a globalised economy requires Polish enterprises to be innovative. In order to support this process, new conditions and instruments are created to facilitate the implementation of new technologies and the development of enterprises based on innovative ideas.

A business operator seeking interesting and comprehensive information can be overwhelmed by the amount available. The *Guidebook* provides a solution to these problems and in a clear manner, by use of appropriate subject division and graphical layout, presents successive support instruments. In order to provide access to up-to-date information, each of the presented instruments has been assigned a website address on which readers will find newest information.

I sincerely hope that the “*Instruments for Internationalisation for Business Activity*” will become a valuable guide on available support instruments and will assist you in becoming competitive on the global market.

*Yours sincerely,*



Waldemar Pawlak

Vice President of the Council of Ministers  
Minister of Economy



## Summary

This *Guidebook* has been prepared for entrepreneurs, mainly those from the SME sector, who are interested in the presence in foreign markets (exporters and investors). It provides some information on support instruments, both available and planned to be initiated in the nearest time, which are aimed at facilitating the operation and competition in the global market. The *Guidebook* may also be a useful tool for business environment institutions in supporting entrepreneurs.

The *Guidebook* has been divided into two parts. The first part presents instruments aimed at the promotion of Polish products and investments abroad whereas the other part presents instruments affecting the creation of competitive products in Poland. Without any improvement in the competitiveness and innovativeness of the product offer of Polish enterprises, it will be difficult to increase their presence in the global market.

Available instruments have been divided into three groups: direct support for entrepreneurs – aid addressed directly to entrepreneurs (pages marked with a violet stripe), indirect instruments – support coming from widely understood business environment institutions (BEIs) (pages marked with a green stripe). The third group covers support offered to BEIs (pages marked with a blue stripe).

Owing to this division, it is easy to find available support addressed to entrepreneurs directly from implementing authorities, support which entrepreneurs may receive from BEIs, as well as to get to know support for these institutions.

Of particular usefulness is presentation in the *Guidebook* of websites on which entrepreneurs will find the complete and up-to-date information on individual instruments.

**The first part of the *Guidebook*** presents the instruments for supporting activity of Polish entrepreneurs abroad (first of all, of sellers and investors).

*Direct instruments* offer co-financing of: organization of various industry promotion undertakings (shows, tastings, exhibitions, trainings and workshops), obtainment of certificates and attestations required in foreign markets, organization of seminars and conferences, publications and materials promoting export. One of the most recent instruments is the “*passport to export*” addressed to enterprises from the SME sector, starting their export activity, or to potential exporters. The new instruments that are planned will facilitate support for general and industry promotion programmes.

*Indirect instruments* include, *inter alia*: portals informing about the requirements and possibilities of export to various markets, and about the possibilities of support by Trade and Investment Promotion Sections at Embassies and Consulates of the Republic of Poland (46 Sections), operating in 42 countries as well as by Investor and Exporter Assistance Centres which will commence their operation soon (in 16 regions).

As part of supporting the activity of Polish entrepreneurs abroad, support may also be granted to business environment institutions acting for their benefit, through such instruments as support for participation of entrepreneur organizations in works of international industry groups or organizations, support for networks of Investor and Exporter Assistance Centres, general promotion of Polish export specialties and the so-called Swiss Instrument.

**The second part of the *Guidebook*** includes the instruments for supporting the innovativeness of entrepreneurs.

*Direct instruments* include: incentives for entrepreneurs to start cooperation with scientific institutions (innovation vouchers), loans to be used for purchase and implementation of results of research works, technology credit, support for research and development projects for entrepreneurs and for implementation of such projects, support for industrial design projects, as well as instruments supporting investments of high innovative potential, in both production and modern service sectors. Moreover, direct support covers intellectual property management, and electronic commerce activity.

As part of *indirect instruments*, institutions and networks of institutions offering various types of support to entrepreneurs have been presented. They include: academic enterprise incubators, incubators and technology parks, industrial parks, clusters, seed capital funds, loan funds, guarantee funds, business angels, National System of Services for SMEs bringing together more than 200 institutions supporting entrepreneurs, also those operating in the innovation area (NNI), and the European network called *Enterprise Europe Network*.

The activity of the above-mentioned institutions is supported under several measures, such as: AEI support – a project launched by the Ministry of Economy; initiating the innovative activity; supporting venture capital funds; financing the activity of national contact points for the CIP Programme and financial support for the activity of Polish consortiums forming the *Enterprise Europe Network*; supporting preparation of project studies and concepts for investment sites; supporting business environment institutions providing pro-innovative services and their networks of supra-regional importance; supporting supra-regional cooperation links; „*Innovation Express*” - programme supporting international cooperation of clusters.

## I. Instruments for supporting the activity of Polish entrepreneurs abroad

### I.1. Direct instruments

#### I.1.1. Industry promotion projects concerning export

**Legal basis:** ordinance of the Council of Ministers of 31 October 2007 on granting *de minimis* aid for the implementation of industry promotion projects with regard to export or sale in the Single European Market (Dz. U. of 2007 No. 211, item 1542.).

**Goal:** support for projects implemented within one calendar year which include at least two out of the following promotion activities: shows, tastings, exhibitions, presentations, demonstrations, industry meetings, trainings and workshops at home and abroad, foreign market surveys.

**Budget:** PLN 1,800,000 for 2009, the application round for 2009 have been completed (the information on the next application round will be available on the website).

**Who may apply for support:** entrepreneurs running business activity in the territory of the Republic of Poland, forming a group of at least 4 entrepreneurs participating in the project.

**Amount of support for one entrepreneur:** no more than PLN 50,000. **The amount of support for one entrepreneur** participating in the project: **no more than** PLN 8,000.

**Eligible expenditure:** the only eligible expenditure is that incurred for:

- a) transport of exhibits, their insurance, customs clearance and shipping,
- b) lease of exhibition space or rooms,
- c) space development, assembly, decorations,
- d) technical service,
- e) preparation and printing of invitations, information and advertising materials,
- f) travel and accommodation of one representative of the entrepreneur participating in the project,
- g) conduction of a foreign market survey.

**Institution granting support:** Ministry of Economy

**Detailed information:**

<http://www.exporter.gov.pl/ppe/information/podglad?akcja=wyswietl&idWersjiJezykowej=36080>

#### I.1.2. Export certificates

**Legal basis:** ordinance of the Council of Ministers of 31 October 2007 on granting *de minimis* aid for obtainment of a product certificate required in foreign markets (Dz. U. of 2007 No. 210, item 1552).

**Goal:** obtainment of a product certificate or prolongation of the validity of product certificates and attestations required for trade in foreign markets, excluding certificates and attestations of compliance with the standards of the Single European Market and other certificates required in trade in the territory of the Republic of Poland.

**Budget:** PLN 750,000 for 2009.

**Who may apply for support:** entrepreneurs running the business activity in the territory of the Republic of Poland included in the sector of small and medium enterprises.

**Amount of support for one entrepreneur:** an annual aid limit may not exceed an amount of PLN 50,000.

**Eligible expenditure:** the only eligible expenditure is that incurred for:

- a) required consultancy services,
- b) preparation and translation of technical documentation,
- c) transport and insurance of product samples and technical documentation sent for certification tests,

- d) conduction of certification tests,
- e) issuance and release of a product certificate.

**Institution granting support:** Ministry of Economy

**Detailed information:**

<http://www.exporter.gov.pl/ppe/information/podglad?akcja=wyswietl&idWersjiJezykowej=36214>

### I.1.3. Promotion projects and projects supporting export

**Legal basis:** ordinance of the Council of Ministers of 31 October 2007 on granting *de minimis* aid for the implementation of certain projects with regard to the promotion and support for export and sale in the Single European Market (Dz. U. of 2007 No. 211, item 1544).

**Goal:** organization of seminars, conferences, collective shows and presentations of **defence industry products**.

**Budget:** PLN 450,000 for 2009, application round for 2009 has been completed (the information on the next application round will be available on the website).

**Who may apply for support:** entrepreneurs running the business activity in the territory of the Republic of Poland.

**Amount of support for one entrepreneur: an amount of aid may not exceed** 50% of net costs eligible for support.

**Eligible expenses:** expenses on:

- a) lease of a room,
- b) sound system,
- c) technical service,
- d) printing of information materials,
- e) translations,
- f) other costs arising from the specific nature of a promotion undertaking.

**Institution granting support:** Ministry of Economy

**Detailed information:**

<http://www.exporter.gov.pl/ppe/information/podglad?akcja=wyswietl&idWersjiJezykowej=36083>

### I.1.4. Publishing projects promoting export

**Legal basis:** ordinance of the Council of Ministers of 31 October 2007 on granting *de minimis* aid for the implementation of publishing projects promoting export or sale in the Single European Market (Dz. U. of 2007 No. 211, item 1543).

**Goal:** promotion of publishing projects: catalogues, guidebooks (industry and regional), brochures, foreign language versions of magazines, books as well as promotion and information materials on electronic media promoting export or sale in the Single European Market. Aid may not be granted on publishing advertising materials of the individual entrepreneur.

**Budget:** PLN 280,000 for 2009.

**Who may apply for support:** entrepreneurs running the business activity in the territory of the Republic of Poland.

**Amount of support for one entrepreneur: an amount of aid may not exceed** 50% of net costs eligible for support.

**Eligible expenditure:** expenses on:

- a) purchase of paper,
- b) printing,
- c) typesetting,
- d) text makeup and imagesetting,

- e) CD pressing,
- f) binding.

**Institution granting support:** Ministry of Economy

**Detailed information:**

<http://www.exporter.gov.pl/ppe/information/podglad?akcja=wyswietl&idWersjiJezykowej=36078>

### I.1.5. Passport to export

**Legal basis:** ordinance of the Minister of Regional Development of 7 April 2008 on granting financial aid by the Polish Agency for Enterprise Development under the Operational Programme Innovative Economy, 2007-2013 (Dz. U. of 2008 No. 68, item 414 as amended). Measure 6.1 OPIE.

**Goal:** strengthening the position of Polish economy through: promoting Poland as an attractive business partner and place where valuable business contacts may be established, increase in the volume of Polish export, and increase in the number of enterprises engaged in export activity.

**Budget:** EUR 121,840,000 in the years 2007–2013.

**Who may apply for support:** entrepreneurs from the sector of micro-, small and medium enterprises (SMEs), running the business activity and having registered offices, and in case of a natural person running business activity – a place of residence in the territory of the Republic of Poland, whose export share in overall sale, in a financial year preceding the year in which they apply for support, does not exceed 30% of total revenue.

**Amount of support for one entrepreneur:** co-financing may cover projects implemented in two consecutive stages:

**Stage I** covers preparation of the Export Development Plan (EDP) through purchase of external consultancy services. The implementation of this stage may not last longer than 6 months. The maximum amount of co-financing for one entrepreneur is PLN 10,000 (up to 80% of total expenses on purchase of consultancy services).

**Stage II** consists in the implementation of EDP using selectable pro-export instruments (maximum duration is 24 months). The maximum amount of co-financing envisaged at this stage is PLN 200,000 (up to 50% of total expenses eligible for support).

**Eligible expenditure:**

**Stage I** – expenses related to purchase of external consultancy services involved in preparation of EDP.

**Stage II - expenses** related to participation in foreign fair and exhibition events, missions abroad, seeking and selecting partners in the target market, to obtainment of required documents authorizing to place products/services of entrepreneurs on the selected foreign market, consultancy with regard to the financing strategy for export projects and export activity or consultancy with regard to preparation of a concept of the entrepreneur's image in the selected foreign market.

Applications are submitted within the framework of application rounds announced by PAED. Applications for co-financing of projects should be submitted at Regional Financing Institutions (RFIs) competent for the applicant's seat.

**Institution granting support:** Polish Agency for Enterprise Development

**Detailed information:** [www.parp.gov.pl/index/more/3381](http://www.parp.gov.pl/index/more/3381)

### I.1.6. Industry promotion programmes

**Legal basis:** resolution of the Council of Ministers of 30 October 2007 No. 267 on adoption of the Operational Programme Innovative Economy, 2007-2013, Measure 6.5 – Promotion of Polish economy.

**Goal:** promoting commodity groups, services and modern technologies representing selected industries according to established criteria. Support for entrepreneurs representing selected industries which, thanks to the potential of national production and possibilities to create positive connotations with the product's country of origin, may become Polish export specialties.

**Budget:** PLN 150,272,000 in the years 2009–2015.

**Who may apply for support:** entrepreneurs running business activity, having registered offices in the territory of Poland, or - in case of natural persons – the place of residence in Poland, regardless of the size of enterprise.

**Amount of support and eligible expenditure for one entrepreneur:** to be fixed after final approval of the project.

**Institution responsible for the implementation of the measure:** Ministry of Economy

**Detailed information:**

<http://www.mg.gov.pl/Kontakt/DIW/Wydzial+Promocji+Gospodarki/Realizowanie+projektu+systemowego+POIG+dzialanie+65+Promocja+polskiej+gospodarki.htm>

### I.1.7. General promotion programmes

**Legal basis:** resolution of the Council of Ministers of 30 October 2007 no. 267 on adoption of the Operational Programme Innovative Economy, 2007–2013, Measure 6.5 – Promotion of Polish economy.

**Goal:** promoting participation of entrepreneurs in promotion events (industry and general), at home and abroad, which increase the level of Poland's recognition worldwide and promote Poland as a country of innovative production potential.

**Budget:** PLN 17,000,000 in the years 2009–2015.

**Who may apply for support:** entrepreneurs running the business activity, having registered offices in the territory of Poland and in case of natural persons – places of residence in Poland, regardless of their size.

**Amount of support and eligible expenditure for one entrepreneur:** to be fixed after final approval of the project.

**Institution responsible for the implementation of the measure:** Ministry of Economy

**Detailed information:**

<http://www.mg.gov.pl/Kontakt/DIW/Wydzial+Promocji+Gospodarki/Realizowanie+projektu+systemowego+POIG+dzialanie+65+Promocja+polskiej+gospodarki.htm>

## I.2. Indirect instruments – institutions supporting entrepreneurs

### I.2.1 Trade and Investment Promotion Sections and Portal

**Legal basis:** Trade and Investment Promotion Sections (TIPSS) are established by the Minister of Economy by way of ordinance.

**Goal:** TIPSS are the Minister of Economy's foreign establishments operating within Embassies and Consulates of the Republic of Poland, whose basic goal is to support Polish entrepreneurs in the internationalization process. The activity of TIPSS covers the promotion instruments at two levels – on a macro scale – the promotion of widely understood business cooperation and on a micro scale – the promotion of Polish enterprises.

**Who may apply for support:** TIPSS do not grant financial support, the scope of recipients is not confined by anything.

**Support offered to entrepreneurs:** TIPSS run the information activity for Polish entrepreneurs and entrepreneurs from a host country with regard to:

promotion of Poland's business cooperation with the host country through:

- a) evaluation of trade and investment development prospects,
- b) update of macroeconomic information on Poland for recipients from the host country,
- c) implementation of promotion projects: information stands, seminars, conferences,
- d) promoting Poland in the host country's massmedia,
- e) promoting business cooperation of self-government organizations,
- f) suggesting subjects to be considered during bilateral business meetings,
- g) informing of changes in business cooperation conditions in the host country's market.

supporting the development of cooperation (internationalization) of enterprises through:

- a) preparation of information on conditions of the entry of Polish entrepreneurs into the host country's market,
- b) identification of risks resulting from unfair competition practices in the host country's market,
- c) *match-making* for Polish enterprises,
- d) assistance in organization of economic missions, national exhibitions, study visits,
- e) monitoring of investment projects by Polish business entities in the host country's market,
- f) cooperation with Polish community business environments,
- g) providing the Promotion Portal with the information on business cooperation possibilities between Polish business entities,
- h) identification of barriers and restrictions in access of Polish commodities and services to the host country's market,
- i) undertaking intervention measures in case of hindrances in the operation of enterprises in the Single European Market.

**Geographical range:** 46 TIPSS operate in 42 countries.

**Detailed information:** <http://www.mg.gov.pl/>, <http://polska.trade.gov.pl/pl>

#### I.2.1.1. Trade and Investment Promotion Sections' Portal

**Goal:** support for Polish and foreign entrepreneurs interested in developing business cooperation, establishing business contacts and investing, through informing of:

- a) conditions for running business activity in Poland and in the host country,
- b) principles of establishing companies, legal regulations on running the activity, available investment incentives, export and import regulations,
- c) events organized by TIPSS – fairs, exhibitions, seminars, conferences,
- d) business practices, offers of Polish and foreign entrepreneurs,
- e) tips for abroad travel: visa requirements, working hours of offices and shops,
- f) important addresses and website links.

**Sources of information:** own documents of Trade and Investment Promotion Sections, materials from the Ministry of Economy and other public institutions.

**Portal users:** potential exporters, foreign importers as well as Polish and foreign investors.

**Address:** <http://www.trade.gov.pl/>

### 1.2.2. Export Promotion Portal

**Goal:** supporting Polish export, as well as Polish entrepreneurs planning to export their commodities/services to foreign markets through:

- a) integration of dispersed Internet business resources, relevant to the Polish exporter,
- b) enabling Polish exporters and foreign customers to access freely the reliable, up-to-date and easily available business information concerning both foreign markets and Poland,
- c) easier establishing of business contacts with foreign importers for Polish entrepreneurs,
- d) promoting Polish export offers,
- e) access to the up-to-date information on foreign markets and instruments for supporting Polish export,
- f) establishing business contacts with foreign customers,
- g) free promotion of the enterprise and its export offers,
- h) access to macroeconomic information on:
  - foreign markets for Polish exporters (in Polish) covering, inter alia, the following issues: basic information on the country, economic development, foreign trade, business cooperation with Poland, administrative and legal regulations concerning access to the market, industry and commodity markets, fairs and exhibitions,
  - Poland for foreign entrepreneurs,
  - forms of support for export in Poland,
- i) access to offer related information on:
  - profiles of Polish exporters with full contact data,
  - export offers of Polish enterprises,
  - product inquiries of foreign companies (foreign purchase offers only)

**Sources of information:** the main source of information for the Portal are reports and foreign inquiries delivered by Trade and Investment Promotion Sections of Polish diplomatic establishments, as well as materials from the Ministry of Economy and other public institutions.

**Portal users:** mainly exporters from small and medium enterprises, potential exporters and foreign companies interested in importing commodities and services from Poland.

**Address:** <http://www.eksporter.gov.pl/>

As part of the Measure 6.5 Promotion of Polish economy, it is planned to consolidate the portals [www.trade.gov.pl](http://www.trade.gov.pl) and [www.eksporter.gov.pl](http://www.eksporter.gov.pl). The new portal will gather services concerning the promotion of export and establishment of business contacts with foreign customers, will integrate available offer systems at home and abroad to increase the impact range of business offers submitted by enterprises, and will enable exchange of the information between producers, distributors and consumers of products and services. In addition, the portal will allow exporters and foreign customers to access the business information concerning both foreign markets and Poland.

### 1.2.3. Investor and Exporter Assistance Centres (IEACs)

**Goal:** increase in the level of internationalization of Polish companies through facilitating entrepreneurs to access comprehensive, high quality and free information services in the scope required for planning, organization and implementation of export and/or investments outside Poland. This goal also includes the activity for increasing the level of foreign investments in Poland through facilitating potential foreign investors to access the information on conditions of starting the business activity in Poland and instruments for supporting the enterprise development, including investment incentives.

**Support offered to entrepreneurs:**

- a) free information services with regard to running the export and investment activity outside the country (called the pro-export service), available for all entrepreneurs representing various industries, having registered offices in Poland and in case of natural persons, having places of residence in the territory of the Republic of Poland,
- b) free information services on attracting Polish investors to Poland (called the pro-biz service), available for all foreign investors interested in running the business activity in Poland.

**Entrepreneurs interested in using information services will be able to select the IEAC freely, regardless of the place of running the business activity.**

**Detailed information:** <http://www.mg.gov.pl/Przedsiębiorcy/Poradnik+przedsiębiorcy/Wsparcie+dla+MSP/podzialanie621.htm>

#### **I.2.4. Eulex database containing EU legal acts referring to the SME sector**

**Goal:** facilitating entrepreneurs to search for selected legal regulations of the European Union relevant to running the business activity without a necessity to go through full texts of legal acts.

**Database functionality:** possibility to search the European Union legislation in a Polish language version in a form of syntheses of legal acts. Each valid UE legal act if it pertains to enterprises from the SME sector is included in the database and described by means of: identifiers which are unequivocal and compliant with those valid in EU (Celex no.); name of a legal act in English and Polish; abridged description (synthesis) of a regulation subject in Polish. In addition, each description of a legal act is accompanied by the full text of a legal act in English and, as translation progresses, in Polish – together with annexes if they exist.

**Detailed information:** [www.eulex.parp.gov.pl](http://www.eulex.parp.gov.pl)

#### **I.2.5. Consultancy services for entrepreneurs**

**Legal basis:** resolution of the Council of Ministers of 30 October 2007 no. 267 on adoption of the Operational Programme Innovative Economy, 2007–2013, Measure 6.5 – Promotion of Polish economy.

**Goal:** increase in the competitiveness of the offer by national exporters, enabling entrepreneurs to participate in foreign fairs, exhibitions, industry meetings, etc., using consultancy services offered by specialized entities. These entities will be provided with various documents, analyses, studies, legal opinions, market expertises, etc. Purchase of the above-mentioned documents will enable entrepreneurs to access the detailed information on markets, industries, potential customers, legal conditions of the operation.

**Budget:** PLN 10,700,000 in the years 2009–2015.

**Institution responsible for the implementation of the measure:** Ministry of Economy

**Detailed information:** <http://www.mg.gov.pl/Kontakt/DIW/Wydzial+Promocji+Gospodarki/Realizowanie+projektu+systemowego+POIG+dzialanie+65+Promocja+polskiej+gospodarki.htm>

### I.3. Instruments for supporting business environment institutions

#### I.3.1. Support for participation of entrepreneur organizations in works of international industry groups or organizations

**Legal basis:** material and financial plan by the MoE

**Goal:** supporting integration of companies in the Single European Market, assurance of the stronger and more efficient representation of interests of Polish small and medium entrepreneurs internationally and popularization of Polish achievements and experiences abroad.

**Budget:** PLN 2,000,000 for 2009.

**Who may apply for support:** organization bringing together entrepreneurs, which:

- a) according to the statute, is a non-profit organization or appropriates its profit for statutory purposes,
- b) knows the issues of the SME sector,
- c) brings together entrepreneurs classified as small or medium enterprises (min. 60% of members),
- d) has operated in the market for 2 years at a minimum (in case of new organizations, formed as a result of separation from an existing organization of a part of members who, at least partially, take over the property and continue the activity of a parent company, a period of the operation in the market shorter than 2 years is accepted).

**Amount of support for organizations:** PLN 45,000 (gross) in 2009, whereas for organizations of employers, pursuant to the act of 6 July 2001 on the Trilateral Committee for Social and Economic Affairs and regional committees of social dialogue (Dz. U. of 2001r. no. 100, item 1080 as amended) – double maximum amount of a subsidy.

Additional support – in an amount not exceeding PLN 25,000 – for organizations paying two or more fees and whose total fees exceed the maximum amount of the subsidy.

**Eligible expenditure:** the subsidy is designed for coverage of membership fees resulting from membership in international industry groups or organizations.

**Institution granting support:** Ministry of Economy

**Detailed information:**

<http://www.mg.gov.pl/Wiadomosci/Strona+glowna/Wsparcie+MG+dla+organizacji+MSP.htm>

#### I.3.2. Support for networks of Investor and Exporter Assistance Centres

**Legal basis:** resolution of the Council of Ministers of 30 October 2007 no. 267 on adoption of the Operational Programme Innovative Economy, 2007–2013, Submeasure 6.2.1. Network of Investor and Exporter Assistance Centres (IEACs), systemic project by the Minister of Economy.

**Goal:** increase in the level of internationalization of Polish companies through facilitating entrepreneurs to access the comprehensive, high quality and free information services in the scope required for planning, organization and implementation of export and/or investments outside Poland, called “pro-export services”. This goal also includes the activity for increasing the level of foreign investments in Poland through facilitating potential foreign investors to access the information on conditions of starting the business activity in Poland and instruments for support of the enterprise development, including investment incentives, hereinafter referred to as the “pro-biz” service.

**Budget:** EUR 17,750,588 for the years 2009–2015.

**Who may apply for support:** Investor and Exporter Assistance Centres (IEACs) created within the structures of Marshal’s Offices (MO) or other units selected by MO to implement tasks pursuant to valid legal regulations.

The final target group of the project are:

- a) in the area of the pro-export service: all entrepreneurs having registered offices in Poland and in case of natural persons, having places of residence in the territory of the Republic of Poland,

- b) in the area of the pro-biz service: all foreign investors interested in running business activity in Poland.

The initiation of the Submeasure 6.2.1 is planned for September 2009.

**Amount of support for one entrepreneur: pro-export and pro-biz services are free of charge.**

**Institution granting support:** Ministry of Economy

**Detailed information:**

<http://www.mg.gov.pl/Przedsiębiorcy/Poradnik+przedsiębiorcy/Wsparcie+dla+MSP/podzialanie621.htm>

### I.3.3. General promotion of Polish export specialties

**Legal basis:** resolution of the Council of Ministers of 30 October 2007 no. 267 on adoption of the Operational Programme Innovative Economy, 2007–2013, Measure 6.5 – Polish economy in international markets.

**Goal:** promotion of individual industries and promotion of selected modern technologies and devices of high competitive potential. Support will cover promotion activities organized during various industry events, both at home and abroad. The promotion component is of complementary nature only against industry promotion programmes as it will be only the implementation of solutions worked out during the implementation of industry promotion programmes.

**Budget:** PLN 64,485,000 in the years 2009–2015.

**Who may apply for support:** to be fixed after final approval of the project.

**Amount of support and Eligible expenditure for one entrepreneur:** to be fixed after final approval of the project.

**Institution responsible for the implementation of the measure:** Ministry of Economy

**Detailed information:**

<http://www.mg.gov.pl/Kontakt/DIW/Wydzial+Promocji+Gospodarki/Realizowanie+projektu+systemowego+POIG+dzialanie+65+Promocja+polskiej+gospodarki.htm>

### I.3.4. Swiss-Polish Cooperation Programme – so-called Swiss Instrument

**Legal basis:** framework agreement on the implementation of the Swiss-Polish Cooperation Programme concluded on 20 December 2007 in Bern/Memorandum of Understanding of 27 February 2006 (EC – Switzerland). Measure 3.6 Development of the private sector and promotion of export of small and medium enterprises .

**Goal:** improvement in the business environment and access to capital for small and medium enterprises. The measure is composed of two partial projects: I and II.

Project I concerns export issues, it is planned to build the substantive potential of a network made of 16 Investor and Exporter Assistance Centres (IEACs).

Project II covers issues of the corporate social responsibility (CSR). It is composed of 3 parts: building the IEAC potential with regard to CSR, financial support for SMEs for CSR projects, popularization of good practices and communication.

**Budget:** CHF 489 000 000 in the 5-year-long period of assumption of obligations and 10-year-long disbursement period.

**Institution responsible for the implementation of the measure:** Ministry of Economy

**Detailed information:** to be fixed after final approval of the Measure.

<http://www.programszwajcarski.gov.pl>

## II. Instruments for supporting entrepreneurs investing in innovations

### II.1. Direct instruments

#### II.1.1. Innovation vouchers

**Legal basis:** ordinance of the Minister of Economy of 2 December 2006 on granting financial aid not related to operational programmes by the Polish Agency for Enterprise Development (Dz. U. of 2006 No. 226, item 1651 as amended).

**Goal:** initiation of contacts between entrepreneurs who, until now, have not ordered any external research and development works and scientific institutions running continuous scientific research or development works.

**Budget:** PLN 7,650,000 for 2009.

**Who may apply for support:** micro- and small entrepreneurs

**Amount of support for one entrepreneur:** may not exceed PLN 15,000.

**Eligible expenditure:** purchase of a service concerning the implementation or development of a product or technology implemented by a scientific unit, aimed at, e.g., development of new or improvement of existing technologies or products of a given enterprise.

**Institution granting support:** Polish Agency for Enterprise Development

**Detailed information:** <http://www.parp.gov.pl/index/more/9128>

#### II.1.2. Loan for the implementation of innovative investments

**Legal basis:** ordinance of the Minister of Economy of 2 December 2006 on granting financial aid not related to operational programmes by the Polish Agency for Enterprise Development (Dz. U. of 2006 No. 226, item 1651 as amended).

**Goal:** improvement in the level of the innovativeness of enterprises through innovative investments.

**Budget:** PLN 1,000,000 for 2009.

**Who may apply for support:** micro-, small and medium entrepreneurs.

**Amount of support for one entrepreneur:** an amount of a loan may not exceed 75% of expenses eligible for loan or an amount of PLN 2,000,000.

**Expenses eligible for support:**

- a) purchase and implementation of results of research and development works,
- b) purchase of national or foreign licenses concerning acquisition of rights to use scientific and technical solutions and production experiences, purchase and installation of machines and devices,
- c) construction, development or modernization of buildings or installations necessary for the introduction of an innovative solution,
- d) purchase of consultancy services with regard to investment planning and implementation of innovations or new technologies.

**Institution granting support:** Polish Agency for Enterprise Development

**Detailed information:** [www.parp.gov.pl/index/index/153](http://www.parp.gov.pl/index/index/153)

### II.1.3. Technology credit – technology bonus

**Legal basis:** act of 30 May 2008 on certain forms of supporting the innovative activity (Dz. U. of 2008 No. 116, item 730). Measure 4.3 OPIE.

**Goal:** support for investments with regard to the implementation of new technologies through granting SMEs a technology credit with a possibility of its partial repayment from the funds of the Technology Credit Fund in a form of a technology bonus.

**Budget:** EUR 409,850,588 for the years 2007–2013

**Who may apply for support:** micro-, small and medium entrepreneurs.

**Amount of support for one entrepreneur:** up to PLN 4,000,000.

**Eligible expenditure:**

- a) purchase of new or used fixed assets, under market conditions,
- b) hire, rent or lease of fixed assets,
- c) development of existing structures, buildings, machines and devices,
- d) installation and activation of machines and devices,
- e) purchase or lease of intangible assets.

**Institution granting support:** National Economy Bank (technology bonus), commercial banks granting technology credits

**Detailed information:** <http://www.bgk.pl/index.php?module=site&catId=395&pl>

### II.1.4. Support for research and development works and implementation of results of these works

**Legal basis:** ordinance of the Minister of Regional Development of 7 April 2008 on granting financial aid under the Operational Programme Innovative Economy, 2007 – 2013 by the Polish Agency for Enterprise Development (Dz. U. of 2008 No. 68, item 414, as amended). Measure 1.4 – 4.1 OPIE.

**Goal:** improvement in the level of the innovativeness of enterprises through the use of results of R&D works and supporting the implementations of R&D works.

**Budget:** for the measure 1.4 amounts to: EUR 390,352,176 for the years 2007–2013  
for the measure 4.1 amounts to: EUR 390,000,000 for the years 2007–2013

**Who may apply for support:** entrepreneurs

**Amount of support for one entrepreneur:** a total value of the whole targeted project may not exceed the PLN equivalent of an amount of EUR 50,000,000. An amount of support for research and development works must be lower than the PLN equivalent of an amount of EUR 7,500,000 for one entrepreneur per one project. An amount of support for the implementation of results of research and development works may not exceed PLN 20,000,000 for one entrepreneur per one project.

**Expenses eligible for support:** expenses incurred in connection with conduction by entrepreneurs of targeted projects composed of a research part (industrial research and/or development works) and implementation part (implementation of results of these researches or works in the business activity of entrepreneurs).

**Institution granting support:** Polish Agency for Enterprise Development

**Detailed information:** [www.parp.gov.pl/index/index/739](http://www.parp.gov.pl/index/index/739)

### II.1.5. Stimulation of the R&D activity of enterprises and support with regard to industrial design

**Legal basis:** ordinance of the Minister of Regional Development of 7 April 2008 on granting financial aid under the Operational Programme Innovative Economy, 2007–2013 by the Polish Agency for Enterprise Development (Dz. U. of 2008 No. 68, item 414 as amended). Measure 4.2 OPIE.

**Goal:** support for projects stimulating the R&D activity of enterprises and industrial design. Support covers:

- a) development of the R&D activity in enterprises including transformations of an entrepreneur into the Research and Development Centre covering purchase of consultancy and training services and purchase of fixed and intangible assets related to conduction of works with regard to R&D in enterprises,
- b) development of an industrial or utility model and its implementation into production, covering purchase of training services with regard to methods of implementing new design products as well as of consultancy services related to development of a documentation of a concept project, design and technical and technological documentation, in-house design project, preparation of a final project; necessary trainings and purchase of fixed or intangible assets required for preparation of a test batch and implementation of a model into batch production.

**Budget:** EUR 186,000,000 for the years 2007–2013.

**Who may apply for support:**

**(Maximum) amount of support for one entrepreneur:**

- a) for projects with regard to the development of R&D
  - for the investment part of a project – PLN 1,400,000,
  - for the training part – PLN 1,000,000,
  - for the consultancy part – PLN 100,000.
- b) for projects with regard to industrial design:
  - for the investment part of a project – PLN 21,000,000,
  - for the training part – PLN 1,000,000,
  - for the consultancy part – PLN 600,000.

**Expenses eligible for support:**

- a) for projects regarding R&D – expenses related to the extension and development of the research activity (infrastructural investments, purchase of equipment used in the research activity, consultancy and training activities),
- b) for projects with regard to industrial design – expenses incurred on consultancy and training activities related to the development of a model, investments related to the initiation of production according to a newly developed model.

**Institution granting support:** Polish Agency for Enterprise Development

**Detailed information:** <http://www.parp.gov.pl/index/index/591>

### II.1.6. New investments of high innovative potential

**Legal basis:** ordinance of the Minister of Regional Development of 7 April 2008 on granting financial aid under the Operational Programme Innovative Economy, 2007–2013 by the Polish Agency for Enterprise Development (Dz. U. of 2008 No. 68, item 414 as amended) Measure 4.4 OPIE.

**Goal:** Support for production and service enterprises making new investments and for consultancy and training projects required for their implementation, covering purchase of innovative technological solutions.

**Budget:** EUR 1,420,000,000 for the years 2007–2013.

**Who may apply for support:** entrepreneurs

**Amount of support for one entrepreneur:** a minimum amount of support for investments of high innovative potential is PLN 2,400,000, a maximum amount of support for one entrepreneur per one project is:

- a) for the investment part of a project - PLN 40,000,000,
- b) for the training part - PLN 1,000,000,
- c) for the consultancy part - PLN 1,000,000.

**Purpose of support:** investments of high innovative potential with regard to purchase or implementation of new technological solutions in production and services, applied worldwide

no longer than 3 years or a technology which is applied longer than 3 years provided that the level of distribution of this technology worldwide in a given industry does not exceed 15%.

**Institution granting support:** Polish Agency for Enterprise Development

**Detailed information:** <http://www.parp.gov.pl/index/index/592>

## II.1.7. Support for investments in the production sector

### II.1.7.1. System of supporting investments of high importance to the Polish economy

**Legal basis:** system of supporting investments of high importance to the Polish economy, adopted by the Council of Ministers on 23 September 2008 and art. 117 of the act of 30 June 2005 on public finance (Dz. U. of 2005 No. 249, item 2104 as amended).

**Goal:** economic development and increase in employment in a given region through supporting the implementation of investment projects.

**Budget:** ca. PLN 180,000,000 – an annual support pool for the creation of new workplaces and the implementation of new investments.

**Who may apply for support:** entrepreneurs planning investments in the following priority sectors:

- a) **automotive sector** – in particular production of: vehicles, car bodies, trailers and semi-trailers, parts and accessories for vehicles and their engines,
- b) **electronic sector** – in particular production of: computers, radio, TV and telecommunication equipment and apparatus, circuits and subassemblies (in particular for the automotive, power, household appliances and military industries),
- c) **air sector** – in particular production of: aircraft, parts and accessories for aircraft and their motors, service activity with regard to repair, maintenance and overhauls of aircraft and aircraft engines,
- d) **biotechnology** - in particular production: with regard to white biotechnology applied in industrial processes and red biotechnology related to medicine and health protection (e.g. creation of new medicinal products).

Also those entrepreneurs who implement significant investment projects, regardless of the sector in which they operate, may apply for support.

In evaluation of innovative projects, additional points are granted which increase an amount of support.

There are no limitations as for the form or size of entrepreneurs.

The following give a right to apply for support due to the creation of new workplaces:

- a) implementation of a new production investment in priority sectors, creating at least 250 new workplaces with minimum total investment costs amounting to PLN 40,000,000,
- b) implementation of a „major” new production investment, creating at least 500 new workplaces with minimum total investment costs amounting to PLN 1,000,000,000.

The following give a right to apply for support due to new investment:

- a) implementation of a new investment in priority sectors with eligible costs of a new investment amounting to at least PLN 160,000,000 and creating at least 50 new workplaces,
- b) implementation of a „major” new production investment with eligible costs of a new investment amounting to at least PLN 1,000,000,000 and creating at least 500 new workplaces.

**Amount of support for one entrepreneur:** maximum support for projects implemented in the territory of special economic zones may not exceed 15% of eligible investment costs and 30% in case of projects implemented outside these zones.

**Eligible expenditure:** investment outlays related directly to an investment minus calculated VAT tax (net outlays).

**Institution granting support:** Ministry of Economy

**Detailed information:** <http://www.mg.gov.pl/NO./rdonlyres/D785AA27-7074-4793-83E2-1DFD-C7187EEB/48874/Systemwspieraniainwestycjioistotnymznaczeniudlagos.pdf>

### II.1.7.2. Special Economic Zones

**Legal basis:** act of 20 October 1994 on special economic zones (Dz. U. of 2007 No. 42, item 274, as amended).

**Goal:** acceleration in the regional development through attracting new investments and supporting the creation of new workplaces.

**Who may apply for support:** entrepreneurs planning new investments with a value no less than EUR 100,000, whereby an investment may not be related to the activity defined in § 2 of the ordinance of the Council of Ministers of 10 December 2008 on public aid granted to entrepreneurs operating pursuant to a permit for running the business activity in the territories of special economic zones. Aid is granted in a form of exemption from income tax with regard to income gained from the activity run within the zone.

**Amount of support for one entrepreneur:** maximum permissible amount of aid is a product of the maximum aid intensity in a given territory and an amount of costs eligible for support. The maximum aid intensity amounts to:

- a) 50 % - in the areas belonging to the following regions: Lubelskie, Podkarpackie, Warmińsko-Mazurskie, Podlaskie, Świętokrzyskie, Opolskie, Małopolskie, Lubuskie, Łódzkie, Kujawsko-Pomorskie,
- b) 40 % - in the areas belonging to the following regions: Pomorskie, Zachodniopomorskie, Dolnośląskie, Wielkopolskie, Śląskie and until 31 December 2010 – in the area belonging to the Mazowieckie region, excluding the capital city of Warsaw,
- c) 30 % - in the area belonging to the capital city of Warsaw and in the period between 1 January 2011 and 31 December 2013 – in the area belonging to the Mazowieckie region.

Small enterprises may increase the aid intensity by 20 percentage points, medium ones – by 10 points.

**Eligible expenditure:** for entrepreneurs who will select aid due to employment, eligible costs are two-year labour costs of newly employed employees. In case of entrepreneurs using aid due to costs of a new investment, costs eligible for support are outlays on fixed and intangible assets minus calculated VAT tax.

**Institution granting support:** heads of tax offices

**Detailed information:** <http://www.mg.gov.pl/Specjalne+strefy+ekonomiczne/>

### II.1.7.3. Support for investments of high importance to the economy

**Legal basis:** ordinance of the Minister of Economy of 8 May 2009 on granting financial aid for investments of high importance to the economy under the Operational Programme Innovative Economy, 2007–2013 Submeasure 4.5.1 (Dz. U. of 2009 No. 75, item 638.).

**Goal:** improvement in the competitiveness and increase in the level of the innovativeness of the economy through supporting production enterprises making new investments of high innovative potential which are of high value and generate a large number of workplaces.

**Budget:** EUR 240,000,000 for 2009.

**Who may apply for support:** entrepreneurs having registered offices in the territory of Poland. Entrepreneurs who implement innovative investments in the production sector, meeting all of the following conditions:

- a) costs of a new investment, eligible for support are not lower than PLN 160,000,000,
- b) the number of new workplaces created in connection with the implementation of a new investment is not smaller than 200,
- c) the period of worldwide application of a technological solution purchased or implemented under a new investment is no longer than 3 years or the value of worldwide sale of products or services produced on a basis of this technology does not exceed 15% of the value of worldwide sale in this industry to which these products or services belong, determined according to three-digit codes contained in regulations on classification of the activity.

**Amount of support for one entrepreneur: may not exceed 25% of eligible costs.**

**Eligible expenditure:** purchasing costs of fixed and intangible assets which are related to the investment implementation or two-year labour costs of newly employed employees including costs of gross salaries of these employees increased by obligatory payments related to their employment, incurred by the employer as from the day of hiring of these employees.

**Institution granting support:** Ministry of Economy

**Detailed information:** <http://www.mg.gov.pl/fundusze/POIG/Dzialania/>

## II.1.8. Support for investments in the modern service sector

### II.1.8.1. System of support for investments of high importance to the Polish economy

**Legal basis:** system of supporting investments of high importance to the Polish economy, adopted by the Council of Ministers on 23 September 2008 and art. 117 of the act of 30 June 2005 on public finance (Dz. U. of 2005r. No. 249, item 2104 as amended).

**Goal:** economic development and increase in employment in a specific region through support for the implementation of investment projects.

**Budget:** ca. PLN 20,000,000 – annual support for the creation of new workplaces.

**Who may apply for support: modern service sector** – in particular services concerning: IT, BPO and telecommunication, **research and development activity.**

There are no limitations as for the form or size of entrepreneurs.

The following give a right to apply for support due to the creation of new workplaces:

- a) implementation of a new investment in the modern service sector, creating at least 250 new workplaces,
- b) implementation of a new investment in the field of the research and development activity, creating at least 35 new workplaces for persons with higher education, with minimum total investment costs amounting to PLN 3,000,000.

**Amount of support for one entrepreneur:** maximum support granted under the System for projects implemented in the territory of special economic zones may not exceed 15% of eligible investment costs, and 30% in case of projects implemented outside these zones.

**Eligible expenditure:** two-year labour costs of newly employed employees, including costs of gross salaries of these employees increased by obligatory payments related to their employment, incurred by the employer as from the day of hiring of these employees.

**Institution granting support:** Ministry of Economy

**Detailed information:** <http://www.mg.gov.pl/NR/rdonlyres/D785AA27-7074-4793-83E2-1DFD-C7187EEB/48874/Systemwspieraniainwestycjioistotnymznaczeniudlagos.pdf>

### II.1.8.2. Special Economic Zones

**Legal basis:** act of 20 October 1994 on special economic zones (Dz. U. of 2007 No. 42, item 274 as amended).

**Goal:** acceleration in the regional development through attracting new investments and supporting the creation of new workplaces.

**Who may apply for support:** entrepreneurs planning new investments with a value not lower than EUR 100,000. Aid is granted in a form of exemption from income tax with regard to income gained from the activity run within the zone.

**Amount of support for one entrepreneur:** the maximum permissible amount of aid is a product of the maximum aid intensity in a given territory and an amount of costs eligible for support. The maximum aid intensity amounts to:

- a) 50% – in the areas belonging to the following regions: Lubelskie, Podkarpackie, Warmińsko-Mazurskie, Podlaskie, Świętokrzyskie, Opolskie, Małopolskie, Lubuskie, Łódzkie, Kujawsko-Pomorskie,
- b) 40% – in the areas belonging to the following regions: Pomorskie, Zachodniopomorskie, Dolnośląskie, Wielkopolskie, Śląskie and until 31 December 2010 – in the area belonging to the Mazowieckie region, excluding the capital city of Warsaw,
- c) 30% – in the area belonging to the capital city of Warsaw and in the period between 1 January 2011 and 31 December 2013 – in the area belonging to the Mazowieckie region.

Small enterprises may increase the aid intensity by 20 percentage points, medium ones – by 10 points.

**Eligible expenditure:** Entrepreneurs who will select aid due to employment include in eligible costs two-year labour costs of newly employed employees while entrepreneurs using aid due to costs of a new investment – outlays on fixed and intangible assets minus calculated VAT tax.

**Institution granting support:** heads of tax offices

**Detailed information:** <http://www.mg.gov.pl/Specjalne+strefy+ekonomiczne/>

### II.1.8.3. Support for investments of high importance to the economy in the modern service sector

**Legal basis:** ordinance of the Minister of Economy of 8 May 2009 on granting financial aid for investments of high importance to the economy under the Operational Programme Innovative Economy, 2007–2013 Submeasure 4.5.2 (Dz. U. of 2009 No. 75, item 638.).

**Goal:** improvement in the competitiveness and increase in the level of the innovativeness of the economy through supporting service enterprises making new investments of high innovative potential which are of high value and generate a large number of workplaces

**Budget:** EUR 240,000,000 for 2009.

**Who may apply for support:** entrepreneurs having registered offices in the territory of Poland.

**Amount of support for one entrepreneur:** may not exceed 30% of eligible costs.

Support may be applied for by entrepreneurs who implement innovative investments in the production sector, meeting all of the following:

As part of the submeasure 4.5.2 – the following investments are supported:

- a) shared services centre – an internal or external unit taking over a part of the enterprise's tasks or processes with regard to finance, accounting, human resources management, administration, logistics, banking and insurance infrastructure (back-office), market surveys, support for IT and communication technologies, characterized by optimization (reduction) of costs and improvement in the quality of a given service of a given enterprise,
- b) IT centre – dealing with the software development, testing and management of applications, database management, designing and implementation of networks, product optimization and supporting innovative activities – in connection with the implementation of which no less than 100 new workplaces shall be created,
- c) research and development centre – an organizational unit or organizationally separated unit which starts running the activity whose main task is conduction of scientific research and development works in rooms separated and adapted to this purpose using the technical infrastructure and skilled personnel, if in connection with the investment implementation at least 10 new workplaces are to be created for the personnel involved in the research and development (R&D) activity.

**Eligible expenditure:** investment costs or two-year labour costs of newly employed employees including costs of gross salaries of these employees increased by obligatory payments related to their employment, incurred by the employer as from the day of hiring of these employees.

**Institution granting support:** Ministry of Economy

**Detailed information:** <http://www.mg.gov.pl/fundusze/POIG/Dzialania/>

### II.1.9. Intellectual property management

**Legal basis:** ordinance of the Minister of Regional Development of 7 April 2008 on granting financial aid under the Operational Programme Innovative Economy, 2007–2013 by the Polish Agency for Enterprise Development (Dz. U. of 2008 No. 68, item 414 as amended). Submeasure 5.4.1 OPIE.

**Goal:** improvement in the effective operation of the innovation market and in a flow of innovative solutions through popularizing application of the intellectual property right, in particularly through obtainment of industrial property protection.

**Budget:** EUR 35,100,000 for the years 2007–2013.

**Who may apply for support:** micro-, small or medium entrepreneurs

**Amount of support for one entrepreneur:** may not be lower than PLN 2,000 or may not exceed PLN 400,000.

Appropriation of support:

- a) coverage of preparatory costs for application of an invention, utility model or industrial model,
- b) coverage of costs of application of an invention, utility model or industrial model to a competent authority in order to obtain the protection and of the conduction of a procedure before competent authorities granting this protection,
- c) coverage of costs related to the initiation and conduction of a procedure with regard to cancellation of a patent, right of protection for a utility model or right in registration or of a procedure with regard to confirmation of termination of a patent, right of protection for a utility model or right in registration.

**Institution granting support:** Polish Agency for Enterprise Development

**Detailed information:** <http://www.parp.gov.pl/index/index/595>

### II.1.10. Supporting the business activity in the field of the electronic commerce

**Legal basis:** ordinance of the Minister of Regional Development of 13 August 2008 on granting financial aid for supporting the creation and development of the electronic commerce under the Operational Programme Innovative Economy, 2007-2013 by the Polish Agency for Enterprise Development (Dz. U. of 2008 No. 153, item 956 as amended). Measure 8.1 OPIE.

**Goal:** development of providing services by electronic means or manufacturing digital products necessary for providing these services.

**Budget:** EUR 385,635,294 for the years 2007–2013.

**Who may apply for support:** micro- or small entrepreneurs running the business activity no longer than 1 year from the date of registration.

**Amount of support for one entrepreneur:** up to 85% expenses eligible for support, an amount of Eligible expenditure may not be lower than PLN 20,000 and, simultaneously, may not exceed PLN 1,000,000.

**Expenses eligible for support:**

- a) purchase of IT, technical, consultancy or auxiliary services related to e-service and manufacturing digital products,
- b) purchase of preparatory analyses, remunerations of persons involved in the project implementation,
- c) purchase of intangible assets and of new fixed assets,
- d) promotion and trainings.

**Institution granting support:** Polish Agency for Enterprise Development

**Detailed information:** <http://www.parp.gov.pl/index/index/597>

### II.1.11. Supporting the implementation of B2B electronic business

**Legal basis:** ordinance of the Minister of Regional Development of 13 August 2008 on granting financial aid for supporting the creation and development of the electronic commerce under the Operational Programme Innovative Economy, 2007–2013 by the Polish Agency for Enterprise Development (Dz. U. of 2008 No. 153, item 956 as amended). Measure 8.2 OPIE.

**Goal:** development of technical, IT and organizational projects which lead to the implementation of business processes in an electronic form.

**Budget:** EUR 460,817,882 for the years 2007–2013.

**Who may apply for support:** micro-, small or medium entrepreneurs cooperating pursuant to concluded agreements with at least two other entrepreneurs and planning business cooperation based on electronic solutions.

**Amount of support for one entrepreneur:** may not be lower than PLN 20,000 and, simultaneously, may not exceed PLN 2,000,000.

**Expenses eligible for support:**

- a) purchase of intangible assets,
- b) purchase of new fixed assets,
- c) installments of payments of intangible and fixed assets,
- d) purchase of preparatory analyses,
- e) remunerations and non-payroll labour costs of persons involved in the project implementation,
- f) information activities,
- g) specialized trainings.

**Institution granting support:** Polish Agency for Enterprise Development

**Detailed information:** <http://www.parp.gov.pl/index/index/598>

## II.2. Indirect instruments - institutions supporting entrepreneurs

### II.2.1. Academic Enterprise Incubators

**Definition:** The Academic Enterprise Incubator is a unit managed by an academy for the better use of the intellectual and technical potential of the academy and offering support for the business activity of the academic environment or of academic employees and students being entrepreneurs.

*(Act of 27 July 2005 Law on higher education (Dz. U. No. 164 item 1365 as amended)*

**Goal:** Preincubation – support for the future entrepreneur at the stage from crystallization of an idea through market surveys, business plan, preparatory activities related to the establishment of the company – to the moment of registration of the business activity.

Incubation – support for the newly established company (set up by the student or academic employee) to help it achieve maturity and ability to operate independently in the market.

**Offer for entrepreneurs:**

- lease of office rooms, use of technical facilities,
- consultancy with regard to establishing own company and current consultancy during the incubation period,
- information on acquisition of funds for investments,
- assistance in the promotion and advertising,
- administrative and legal assistance including assistance in preparation of documents related to the business activity,
- subject-related trainings and individual consultancy, *inter alia*, with regard to management, economic law, marketing, acquisition of aid funds,
- assistance in the establishment of business cooperation, in seeking business partners,
- using specialist press and business documents available in the incubator.

**Detailed information:** [http://pi.gov.pl/przedsiębiorczosc\\_akademicka/akademickie\\_inkubatory\\_przedsiębiorczosc](http://pi.gov.pl/przedsiębiorczosc_akademicka/akademickie_inkubatory_przedsiębiorczosc)  
<http://www.inkubatory.pl/>

### II.2.2. Technology incubators

**Definition:** A technology incubator is a unit, separated in terms of organization, budget and premises, which provides beginning entrepreneurs from the SME sector with assistance in the launch and introduction of the company offering a product or service created as a result of the implementation of a new technology.

*(act of 29 August 2003 on the amendment to the act on financial support for investments and to the act on admissibility conditions and supervision of public aid for entrepreneurs (Dz. U. No. 159, item 1537)*

**Goal:** provision of beginning entrepreneurs from the SME sector with assistance in the launch and introduction of the company offering a product or service created as a result of the implementation of a new technology.

**Offer for entrepreneurs:**

- attractive technical infrastructure available at competitive prices,
- consultancy and assistance in dealing with formalities related to investments and the business activity,
- access to libraries and laboratories.

**Detailed information:** [http://pi.gov.pl/instytucja\\_proinnowacyjne/inkubatory\\_tehnologiczne](http://pi.gov.pl/instytucja_proinnowacyjne/inkubatory_tehnologiczne)  
[http://www.arp.com.pl/projekty/dzialanie\\_13\\_tworzenie\\_korzystnych\\_warunkow\\_dla\\_rozwoju\\_firm\\_.aspx](http://www.arp.com.pl/projekty/dzialanie_13_tworzenie_korzystnych_warunkow_dla_rozwoju_firm_.aspx)

### II.2.3. Technology parks

**Definition:** A technology park is a group of separated real properties together with the technical infrastructure, created for the purposes of a flow of knowledge and technologies between scientific units, within the meaning of art.3 item 4 of the act of 12 January 1991 on the State Committee for Scientific Research (Dz. U. of 2001 No. 33, item 389 and of 2003, No. 39, item 335) and entrepreneurs, where entrepreneurs using modern technologies are offered services with regard to consultancy in the creation and development of enterprises, technology transfer and transformation of results of scientific research and development works into technological innovations and where entrepreneurs are able to run the business activity using real properties and the technical infrastructure on a contractual basis.

*(act of 29 August 2003 on the amendment to the act on financial support for investments and to the act on admissibility conditions and supervision of public aid for entrepreneurs (Dz. U. No. 159, item 1537)*

**Goal:** provision of favourable conditions for the development of innovative companies, creation of new workplaces, technology transfer and commercialization, development and putting new products on market basis and creation of clusters.

**Offer for entrepreneurs:**

- technical infrastructure for investments, available at competitive prices,
- consultancy and assistance in dealing with formalities related to investments and the business activity,
- local tax allowances (in selected parks)
- knowledge and technology transfer

**Detailed information:** [http://www.arp.com.pl/projekty/dzialanie\\_13\\_tworzenie\\_korzystnych\\_warunkow\\_dla\\_rozwoju\\_firm\\_.aspx](http://www.arp.com.pl/projekty/dzialanie_13_tworzenie_korzystnych_warunkow_dla_rozwoju_firm_.aspx)

[http://www.pi.gov.pl/instytucja\\_proinnowacyjne/parki\\_technologiczne](http://www.pi.gov.pl/instytucja_proinnowacyjne/parki_technologiczne)

### II.2.4. Industrial parks

**Definition:** An industrial park is a group of separated real properties composed of at least a real property, where the technical infrastructure left after a restructured or liquidated entrepreneur is located, created pursuant to a civil and law agreement one of the parties to which is a territorial self-government unit and offering entrepreneurs, especially small and medium ones, a possibility to run the business activity.

*(act of 29 August 2003 on the amendment to the act on financial support for investments and to the act on admissibility conditions and supervision of public aid for entrepreneurs (Dz. U. No. 159, item 1537)*

**Goal:** provision of favourable conditions for the development of companies, creation of new workplaces, development and putting new products on market basis and creation of clusters.

**Offer for entrepreneurs:**

- technical infrastructure for investments, available at competitive prices,
- consultancy and assistance in dealing with formalities related to investments and the business activity,
- local tax allowances (in selected parks)

**Detailed information:** [http://www.arp.com.pl/projekty/dzialanie\\_13\\_tworzenie\\_korzystnych\\_warunkow\\_dla\\_rozwoju\\_firm\\_.aspx](http://www.arp.com.pl/projekty/dzialanie_13_tworzenie_korzystnych_warunkow_dla_rozwoju_firm_.aspx)

<http://www.forumparkow.pl/>

### II.2.5. Clusters

**Definition:** A cluster is a spatial and sectoral concentration of entities acting for the economic development or innovativeness with participation of at least ten entrepreneurs, including microentrepreneurs, small or medium entrepreneurs, running the business activity

in the territory of one or several neighbouring regions, competing and cooperating in the same or similar industries and linked by means of a network of formal or informal relations, whereby at least half of entities operating within the cluster are microentrepreneurs, small or medium entrepreneurs. Entities forming the cluster must have registered offices, and in case of the entrepreneur being a natural person – a place of residence in the territory of the Republic of Poland.

*(ordinance of the Minister of Economy of 2 December 2006 on granting financial aid not related to operational programmes by the Polish Agency for Enterprise Development (Dz. U. No. 226, item 1651, as amended)*

**Goal:** improving the competitiveness and increasing the innovativeness of enterprises through the establishment of regular cooperation between companies with simultaneous maintenance of their market competition.

**Offer for entrepreneurs:**

- implementation of joint projects to prepare new innovative products,
- joint trainings, seminars and specialized workshops,
- joint organization of exhibitions and implementation of marketing activities promoting and strengthening the brand.

**Detailed information:** <http://pi.gov.pl/klastry>

### II.2.6. Seed capital funds

**Definition:** A seed capital fund is a fund from which shares or stocks in companies being entrepreneurs at the early development stage are acquired.

*(art. 6b section 5 item 3) of the act of 9 November 2000 on the establishment of the Polish Agency for Enterprise Development (Dz. U. of 2007 No. 42, item 275 as amended)*

The entrepreneur being at the early development stage is the entrepreneur who implements the stage of research or development for a product or service or has just completed this stage, however, has not started commercial production and sale of a product or service since the day on which the business activity was commenced.

*(par. 2 section 2 of the ordinance of the Minister of Economy of 13 July 2006 on granting financial aid to seed capital funds (Dz. U. No. 141, item 1000 as amended)*

**Goal:** investments in companies having an innovative project which through investing the fund may achieve the permanent and dynamic development and increase in their market value.

**Offer for entrepreneurs:**

- capital for the development of new, dynamically growing companies

**Detailed information:** [http://www.pi.gov.pl/osrodki\\_innowacji/fundusze\\_kapitalu\\_zalazkowego](http://www.pi.gov.pl/osrodki_innowacji/fundusze_kapitalu_zalazkowego)

### II.2.7. Loan funds

**Definition:** A loan fund is a fund, separated in accounting terms, from which either entrepreneurs or entities starting the business activity are granted loans.

*(art. 6b section 5 item 1) of the act of 9 November 2000 on the establishment of the Polish Agency for Enterprise Development (Dz. U. of 2007 No. 42, item 275 as amended); par. 2 item 3) of the ordinance of the Minister of Economy of 27 January 2005 on the National System of Services for Small and Medium Enterprises (Dz. U. No. 27, item 221)*

**Goal:** provision of external financing, first of all for micro- and small entrepreneurs and persons starting the business activity, having difficulties in obtaining commercial financing (e.g. a bank credit) due to a lack of required collaterals or credit history.

**Offer for entrepreneurs:**

- loans designed for purposes related to starting, running and developing the business activity, *inter alia*, for: investment financing, implementation of new technical or technological solutions, purchase of machines and devices, development, adap-

tation or modernization of production, commercial, service facilities, purchase of materials and raw materials necessary for the implementation of an intended business undertaking.

**Detailed information:** [www.psfp.org.pl](http://www.psfp.org.pl)

### II.2.8. Guarantee funds

**Definition:** A guarantee fund is a fund, separated in accounting terms, from which either entrepreneurs or entities starting the business activity are granted guarantees.

*(art. 6b section 5 item 2) of the act of 9 November 2000 on the establishment of the Polish Agency for Enterprise Development (Dz. U. of 2007 No. 42, item 275 as amended); par. 2 item 2) of the ordinance of the Minister of Economy of 27 January 2005 on the National System of Services for Small and Medium Enterprises (Dz. U. No. 27, item 221)*

**Goal:** facilitating entrepreneurs and persons starting the business activity to access external financing in a form of bank credits and loans for running the business activity.

**Offer for entrepreneurs:**

- guarantees for financial obligations of entrepreneurs, who are creditworthy but have no collaterals required by a financing institution.

**Detailed information:** [www.ksfp.org.pl](http://www.ksfp.org.pl)

### II.2.9. Business angels

**Definition:** Business angels are natural persons or groups of persons running the regular venture capital investment activity who invest equity in unquoted enterprises.

*(art. 3 section 2 letter a) of the Annex to the Commission Recommendation of 6 May 2003 on the definition of microenterprises and small and medium enterprises (2003/361/EC)).*

**Goal:** assistance in the creation of new companies or companies being at the early development stage through providing them with necessary capital and substantive support.

**Offer for entrepreneurs:**

- capital for companies with high development potential, at early development stages

**Detailed information:**

[http://www.lba.pl/anioly\\_biznesu/](http://www.lba.pl/anioly_biznesu/); [www.polban.pl](http://www.polban.pl); [www.eban.org](http://www.eban.org)

### II.2.10. National System of Services for Small and Medium (NSS)

**Definition:** The National System of Services for Small and Medium Enterprises is a group of entities which guarantee due provision of consultancy, training, information or financial services for microentrepreneurs, small and medium entrepreneurs and persons starting the business activity and are either non-profit entities or appropriate their profit for purposes related to tasks implemented by the Polish Agency for Enterprise Development.

*(the act of 9 November 2000 on the establishment of the Polish Agency for Enterprise Development (Dz. U. of 2007 No. 42, item 275 as amended)); ordinance of the Minister of Economy of 27 January 2005 on the National System of Services for Small and Medium Enterprises (Dz. U. No. 27, item 221)*

**Goal:** development of enterprise through provision of the best quality services in key areas requiring state aid (specified in the NSS Development Strategy).

**Offer for entrepreneurs:**

- a) information services consisting in giving information: on administrative and legal aspects of running the business activity, on available public aid programmes and other available sources of activity financing, on fairs, exhibitions and other business events, on rules of investing in European Union countries, on rules of preparing applications for public aid; entering the information on

the business offer in databases; finding potential business partners in available databases.

- b) general consultancy services
- c) proinnovative consultancy services
- d) financial services consisting in granting loans, guarantees.

**Detailed information:** <http://ksu.parp.gov.pl/pl>

### II.2.11. National Network of Innovations (NNI)

**Definition:** The National Network of Innovations is a group of entities acting for the innovativeness, providing proinnovative consultancy services, in line with the specified and reviewed standard.

*(the act of 9 November 2000 on the establishment of the Polish Agency for Enterprise Development (Dz. U. of 2007 No. 42, item 275 as amended)); ordinance of the Minister of Economy of 27 January 2005 on the National System of Services for Small and Medium Enterprises (Dz. U. No. 27, item 221)*

**Goal:** supporting the development of the innovativeness of enterprises.

#### Offer for entrepreneurs:

- a) proinnovative consultancy services for the development of the enterprise through improving an existing or implementing a new technological process, product or service, related particularly to evaluation of technological needs, promotion of technologies and new solutions, implementation of new technologies (e.g. performance of a technological audit),
- b) service of a technology transfer process covering: preparation of an offer or request for technology, review of profiles of technology suppliers or customers, establishment of contact with a technology supplier or customer, consultancy assistance in the implementation of a technology or during negotiations and conclusion of an agreement between a technology supplier and customer, monitoring of the implementation of a technology or agreement and other aspects of post-implementation assistance).

**Detailed information:** <http://ksu.parp.gov.pl/pl/ksi/ksi>

### II.2.12. European network *Enterprise Europe Network*

**Definition:** Enterprise Europe Network are network partners providing services, particularly related to: information, feedback, cooperation of business entities; innovation, technology and knowledge transfer; encouraging SMEs to participate in the Community framework programme on technology research and development.

*(DECISION No 1639/2006/EC of the European Parliament and of the Council of 24 October 2006 establishing a Competitiveness and Innovation Framework Programme 2007–2013 (OJ L 310/15 of 2006))*

**Goal:** offering comprehensive services, mainly for small and medium entrepreneurs, so as to help him fully develop their potential and innovative abilities and, *ipso facto*, to contribute to an increase in their competitiveness.

#### Offer for entrepreneurs:

- a) information and consultancy activities with regard to law and policies of the European Union, running the business activity abroad, access to sources of financing, technology transfer and participation in EU framework programmes,
- b) assistance in finding partners for business cooperation and technology transfer,
- c) organization of trips of Polish companies to cooperation events (fairs and missions), co-financed by the European Commission and aimed at revival of cooperation between regions and countries,
- d) giving answers to questions asked by means of the network by entrepreneurs from European Union countries on formal and legal terms of the business activity in Poland and on possibilities of cooperation with Polish enterprises and institutions,

- e) organization of trainings, workshops and seminars,
- f) services with regard to technology transfer, including technological audits, exchange of technological offers, assistance in finding technological partners and matching entrepreneurs with scientific units,
- g) supporting participation of SMEs in the 7<sup>th</sup> Framework Programme for research and technological development.

**Detailed information:** <http://www.een.org.pl/>

## II.3. Instruments for supporting business environment institutions

### II.3.1. Support for Academic Enterprise Incubators

**Legal basis:** „Strategy for increasing the innovativeness of the economy in the years 2007–2013”, the document adopted by The Council of Ministers on 4 September 2006.

**Goal:** supporting the creation of new and development of existing Academic Enterprise Incubators which create conditions for the enterprise development and enable the creation of new attractive workplaces for graduates, students and academic employees.

**Budget:** PLN 100,000 for 2009.

**Who may apply for support:** public and private academies and academic enterprise incubators within the meaning of the act of 27 July 2005 Law on higher education (Dz. U. of 2005 No. 164, item 1365).

**Expenses eligible for support:**

- a) those related to the establishment of an incubator,
- b) on trainings,
- c) on preparation and printing of materials promoting the incubator,
- d) on purchase of software and hardware,
- e) on purchase of the basic office equipment.

**Institution granting support:** Ministry of Economy

**Detailed information:** [www.mg.gov.pl](http://www.mg.gov.pl)

### II.3.2. Initiating the innovative activity

**Legal basis:** ordinance of the Minister of Regional Development of 7 April 2008 on granting financial aid under the Operational Programme Innovative Economy, 2007-2013 by the Polish Agency for Enterprise Development (Dz. U. of 2008 No. 68, item 414 as amended). Measure 3.1 OPIE.

**Goal:** increase in the number of enterprises operating on a basis of innovative solutions – a subsidy for incubation and for investing in the newly created innovative enterprise (in a form of acquisition of shares).

**Budget:** EUR 110,000,000 for the years 2007–2013.

**Who may apply for support:** institutions supporting the creation of new innovative companies, e.g. academic enterprise incubators, technology and innovation transfer centres, technology accelerators, scientific and technology parks.

**Amount of support for one entrepreneur:** pre-incubation stage – not applicable, capital entry in the newly created enterprise – less than 50% of shares and no more than EUR 200,000 according to an exchange rate as of the day on which aid was granted.

**Expenses eligible for support:**

- a) remunerations together with non-payroll labour costs, business trips,
- b) purchase of the new equipment for the company created as a result of pre-incubation,
- c) purchase of software, licences and other intangible assets,
- d) purchase of services, lease and use of rooms,
- e) promotion and information activities,
- f) accounting service, legal, consultancy and expert services,
- g) acquisition of shares or stocks in the company created as a result of pre-incubation, in a quantity of < 50 % of shares or stocks of this company.

**Institution granting support:** Polish Agency for Enterprise Development

**Detailed information:** <http://www.parp.gov.pl/index/index/589>

### II.3.3. Supporting venture capital funds

**Legal basis:** act of 15 June 2005 on the National Capital Fund (Dz. U. of 2005 No. 57 item 491), ordinance of the Minister of Economy of 15 June 2007 on financial support granted by the National Capital Fund (Dz. U. of 2007 No. 115 item 796). Measure 3.2 OPIE.

**Goal:** increase in access to external sources of financing for SMEs being at early development stages, with particular consideration given to innovative SMEs or SMEs running the R&D activity.

Support of the National Capital Fund (NCF) is implemented through:

- a) investments in capital, quasi-capital and debt instruments of venture capital funds, created for investing in SMEs, particularly in SMEs being at early development stages, with particular consideration given to innovative SMEs or SMEs running the R&D activity,
- b) reimbursement of partial costs of managing venture capital funds (employment of the personnel and experts and costs of investment preparation and monitoring, especially costs of analyses, investment *due diligence*, market survey, etc.)

**Budget:** EUR 180,000,000 for the years 2007-2013.

**Who may apply for support:** venture capital funds or entities managing funds.

**Institution granting support:** National Capital Fund Joint-Stock Company.

**Detailed information:** [www.kfk.org.pl](http://www.kfk.org.pl)

### II.3.4. Financing the activity of national contact points for the CIP Programme and financial support for the activity of Polish consortiums forming the European network *Enterprise Europe Network*

**Legal basis:** decision No 1639/2006/EC of the European Parliament and of the Council of 24 October 2006 establishing a Competitiveness and Innovation Framework Programme 2007–2013 (OJ L 310/15 of 2006) and resolution of the Council of Ministers No. 313/2007 of 31 December 2007 establishing a long-term programme entitled „Participation of Poland in the Competitiveness and Innovation Framework Programme, in the years 2008–2013”.

**Goal:** assurance of more active participation of Polish institutions and business entities in the Competitiveness and Innovation Framework Programme; provision of access to information on undertakings made as part of the CIP programme and on possibilities to use offered instruments as well as assistance in submission of projects; providing entrepreneurs with access to services with regard to information on the law, policies and programmes of the European Union, development of cooperation, including international cooperation, stimulation of innovative potential of enterprises and technology and knowledge transfer.

**Budget:** PLN 126,450 000 for the years 2007–2013.

**Who may apply for support:** National Contact Points for 3 specific programmes and financial instruments of the CIP Programme as well as consortiums implementing network partnership tasks pursuant to an agreement with the EC.

**Institution granting support:** Polish Agency for Enterprise Development

**Detailed information:** [www.cip.gov.pl](http://www.cip.gov.pl) , [www.een.org.pl](http://www.een.org.pl)

### II.3.5. Supporting business environment institutions providing pro-innovative services and their networks of supraregional importance

**Legal basis:** ordinance of the Minister of Regional Development of 7 April 2008 on granting financial aid under the Operational Programme Innovative Economy, 2007–2013 by the Polish Agency for Enterprise Development (Dz. U. of 2007 No. 68, item 414 as amended). Measure 5.2. OPIE

**Goal:** facilitating entrepreneurs in the territory of the whole country to access comprehensive, high quality business services necessary in terms of running the innovative activity.

**Budget:** EUR 32,100,000 for the years 2007–2013.

**Who may apply for support:** business environment institutions operating in networks and BEI networks providing services covered by support for entrepreneurs.

**Amount of support:** up to 100% of expenses eligible for support, whereby at least 40% of an amount of support are equal to an amount of *de minimis* aid granted by an entity granting aid due to provision of services under the implemented project.

Appropriation of support:

- a) preparation and implementation of a service which is new for the applicant or of a new range of proinnovative services, including performance of a market survey in terms of entrepreneurs' demand for the designed service,
- b) preparation of assumptions of the service implementation, implementation and provision of the service,
- c) making joint undertakings by institutions gathered in networks,
- d) co-financing the building and development of the IT system covering the information on innovations, supporting the unit coordinating the network activity.

**Eligible expenditure:**

- a) remunerations together with non-payroll labour costs,
- b) business trips of persons participating in the project implementation,
- c) purchase of office materials,
- d) lease and use of rooms,
- e) costs of building depreciation,
- f) overhauls, repairs, adaptation of rooms,
- g) translations, printing and publishing of materials,
- h) promotion and information activities,
- i) accounting, legal, consultancy and expert services,
- j) coverage of costs of participation in international networks of business environment institutions,
- k) coverage of costs of securities related to the proper implementation of an agreement for granting support,
- l) coverage of costs related to the account or sub-account management,
- m) installments of payment of the initial value of fixed and intangible assets,
- n) coverage of costs of employee trainings (up to 10% of total costs eligible for support),
- o) financial audit of expenses related to the project, carried out by expert auditors.

**Institution granting support:** Polish Agency for Enterprise Development,

**Detailed information:** <http://www.parp.gov.pl/index/index/632>

### II.3.6. Supporting study and concept activities as part of preparation of investment sites for investment projects

**Legal basis:** act of 6 December 2006 on the rules of pursuing the development policy (Dz. U. of 2006 No. 227, item 1658 as amended) of the Operational Programme Innovative Economy, Submeasure 6.2.2.

**Goal:** supporting territorial self-government units with regard to preparation of attractive sites for investments (with an area of at least 40 ha).

**Budget:** ca. EUR 25,000,000 in the years 2007–2013.

**Who may apply for support:** territorial self-government units.

**Amount of support:** The maximum amount of co-financing may not exceed 85% of eligible costs and, simultaneously, may not exceed PLN 650,000.

Financial support may be received by territorial self-government units which take actions for preparation of large, attractive investment sites. Support is granted for projects covering the initial stage of preparation of sites for investments, e.g. preparation (according to demand) of documents related to:

- a) land development concept, including evaluation of the technical infrastructure, cost analysis of utilities,
  - b) comprehensive geotechnical investigations, including determination of geological layers, soil bearing capacity, level of ground water table,
  - c) feasibility study, including a report on investment barriers,
  - d) investment climate for a given location,
  - e) schedules of the investment process,
  - f) formal and legal analysis of a real property,
  - g) cost analysis of macrolevelling,
  - h) impact on the natural environment,
- as well as consultancy and promotion projects, including exploratory activities related to evaluation of a possibility to create an investment site for a given location and preparation of the information on the created investment site.

**Eligible expenditure:** costs of preparation of the above-mentioned documentation, analyses and costs of consultancy and promotion activities.

**Institution granting support:** Ministry of Economy

**Detailed information:** <http://www.mg.gov.pl/fundusze/POIG/Dzialania/Dzialanie+622/>

### II.3.7. Creating the system facilitating investing in SMEs

**Legal basis:** ordinance of the Minister of Regional Development of 7 April 2008 on granting financial aid under the Operational Programme Innovative Economy, 2007-2013 by the Polish Agency for Enterprise Development (Dz. U. of 2008 No. 68 item 414 as amended). Measure 3.3 OPIE

**Goal:** activation of the private investors market through the creation of convenient conditions for initiating cooperation of investors with entrepreneurs seeking financial funds for the implementation of innovative undertakings.

**Budget:** EUR 50,000,000 for the years 2007–2013.

**Who may apply for support:** business environment institutions (including existing and newly created networks of investors, entities providing consultancy services for enterprises)

**Amount of support:** support intensity – up to 100% of eligible costs

Support may be appropriated for:

- a) preparation of entrepreneurs for acquisition of external sources of activity financing
- b) supporting the creation and development of private investors networks and business environment institutions,
- c) supporting and promoting cooperation between networks,
- d) organization, development and support of platforms for matching investors with entrepreneurs,
- e) information and promotion of services offered by private investors networks,
- f) organization of trainings regarding investing in entrepreneurs for private investors and their networks.

**Eligible expenditure:**

- a) remunerations together with non-payroll labour costs,
- b) purchase of office materials and consumables,
- c) business trips of persons participating in the project implementation,
- d) purchase of transport, telecommunication, post services,
- e) lease and use of rooms,
- f) costs of building depreciation,
- g) overhauls, repairs, adaptation of rooms,
- h) translations, printing and publishing of materials,
- i) promotion and information activities,
- j) accounting, legal, consultancy and expert services,

- k) participation in conferences, seminars
- l) purchase of services with regard to the creation of portals and Internet platforms
- m) installments of payment of the initial value of fixed and intangible assets
- n) organization of trainings for private investors and entrepreneurs,
- o) service of instruments securing the implementation of an agreement for granting support,
- p) coverage of costs related to the account or sub-account management.

**Institution granting support:** Polish Agency for Enterprise Development

**Detailed information:** <http://www.parp.gov.pl/index/index/590>

### II.3.8. Supporting the development of cooperative relations of supraregional importance

**Legal basis:** ordinance of the Minister of Regional Development of 7 April 2008 on granting financial aid under the Operational Programme Innovative Economy, 2007–2013 by the Polish Agency for Enterprise Development (Dz. U. of 2008 No. 68 item 414 as amended). Measure 5.1 OPIE.

**Goal:** support for joint undertakings of groups of entities aimed at preparation of a joint innovative product and/or service and its introduction on the market.

**Budget:** EUR 104,300,000 for the years 2007–2013.

**Who may apply for support:** legal person running a cooperative relation.

#### Amounts of support:

- a) PLN 20,000,000 in the part related to investment expenses,
- b) PLN 400,000 in the part related to consultancy expenses,
- c) PLN 1,000,000 in the part related to training expenses,
- d) PLN 600,000 in the part related to the market expansion of the relation.

Appropriation of support: *inter alia*:

- a) purchase of fixed and intangible assets related to a new investment,
- b) consultancy with regard to preparation of plans of the relation development and expansion,
- c) purchase of the widely available research infrastructure,
- d) promotion activities related to acquisition of new enterprises for participation in the relation, management of the widely available technical facilities,
- e) organization of training programmes for supporting the process of knowledge sharing provided that they are not a separate project and are of specialist nature,
- f) organization and participation in national and international workshops and conferences on the activity of the cooperative relation with participation of experts,
- g) organization of a programme of practices and internships for scientific employees and students, completed in entrepreneurs operating within the cooperative relation

**Institution granting support:** Polish Agency for Enterprise Development

**Detailed information:** <http://www.parp.gov.pl/index/index/629>

### II.3.9. Programme supporting international cooperation of clusters with regard to research, technological development or innovations – „Innovation Express”.

**Legal basis:** ordinance of the Minister of Economy of 2 December 2006 on granting financial aid not related to operational programmes by the Polish Agency for Enterprise Development (Dz. U. of 2006 No. 226, item 1651 as amended)

**Goal:** developing and strengthening the competitiveness of cluster structures in Poland through supporting international cooperation with regard to BRI with clusters or SME groups in clusters.

**Budget:** PLN 3,150,000 for 2009.

**Who may apply for support:** cluster coordinators.

**Amount of support:** may not be lower than PLN 120,000 and may not exceed an amount of PLN 600,000.

**Eligible expenditure:**

- a) purchase of services, including consultancy services with regard to transfer and implementation of technologies and creation of networks of international cooperation links,
- b) recruitment and employment of foreign specialists,
- c) organization or participation in international seminars, trainings, meetings etc.,
- d) remunerations together with non-payroll labour costs of persons involved in the project implementation and management,
- e) charges and fees related to participation in international industry networks,
- f) coverage of administration and office costs (up to PLN 5,000 per month).

**Institution granting support:** Polish Agency for Enterprise Development

**Detailed information:** <http://www.parp.gov.pl/index/index/780>



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