STANDARD SUMMARY PROJECT FICHE

1. Basic Information

1.1. CRIS Number: 2003/004-938-13

1.2. Title: ESTABLISHMENT OF ONE-STOP-SHOPS SYSTEM (Slovene acronym VEM)

1.3. Sector: Economic and Social Cohesion

1.4. Location: Republic of Slovenia

2. Objectives

2.1. **Overall Objective:**

Increase the efficiency of public administration to foster national competitiveness and to provide legal framework to support start-ups and faster growth of existing SMEs.

2.2. **Project purpose:**

Establishment of one stop-shop system, based on Information-Communication-Technology (ICT) in order to connect up to 40 entrepreneurial info points, that will enable entrepreneurs to register on one point and more, provide related information to their business.

The VEM System will ensure the ICT-connection between different public administration bodies and between different data bases and registers needed for getting the one-stop-shops information.

2.3. **Accession Partnership and NPAA priority**

The objectives of the projects are in line with the short-and medium-term objectives of the Accession Partnership, chapter on Economic criteria, promote competitiveness through marked based enterprise restructuring; stimulate domestic and the fulfilment of the Copenhagen criteria, development of a capacity to cope with competitive pressure.

At the NPAA the project supports the main economic policy priorities, especially “strengthening development factors” in a long-term perspective: restructure public expenditure with a view to increasing accumulation of capital, both physical and human, support research and development, innovation and information technologies and inward investment by improving the business environment and increase the efficiency of public administration, which is an important factor of national competitiveness.

2.4. **Contribution to the National Development Plan**

The proposed Grant scheme is in line with the National Development Plan (December 2001) and especially with the Development Priority I: Promotion of the corporate sector and competitiveness and the Programme 3: Promotion of entrepreneurship and seizing of business opportunities; measure: promotion of entrepreneurship and development of business support environment. In the framework of this measure, development projects will be implemented in entrepreneurship promotion, training, voucher system advising, development of the Euro Info Centres information system and its functioning, functioning and development of small business promotion network (regional and local business support centres). Projects aiming to promote entrepreneurship in specific target groups are also foreseen – promotion of entrepreneurship among young people, stimulation of professional promotion of women and promotion of work at home and teleworking. The programme will be implemented in cooperation with the Small Business Development Centre, Chamber of Crafts and Chamber of Trade and Industry together with other partners. Activities
related to the “everything in one place” system, other activities for lifting administrative barriers and adapting system conditions for establishment and development of SMEs would be part of the measure. The proposed project will achieve the following goals of the programme: Eliminate obstacles for development of entrepreneurship; establish and encourage growth of small and medium-sized companies as well as improve their access to information and services and improve corporate culture.

2.5. **Cross Border Impact**

Not applicable.

3. **Description**

3.1 **Background and justification**

Small businesses are placed at a competitive disadvantage to larger businesses due to market deficiencies – barriers to entry, access to finance, access to business support services, access to research and development, and higher transaction costs. This results in high failure rates for SMEs, which Governments seek to reduce through its support policies and programmes.

As described in the SWOT analysis of the NDP the fast track establishment of start up SMEs and the growth and expansion of existing companies are hindered by an ineffective public administration, a non-stimulate entrepreneurial environment and administrative obstacles. More, SMEs lack the human resources to cope with the demands of a complex regulatory and administrative environment and cannot afford to pay for outside assistance.

In order to enhance entrepreneurship, the Slovenian Government appointed in April 2001 a Governmental Commission for the abolishment of administrative barriers and to introduce simplified administrative procedure in order to create more dynamic environment for micro, small and medium sized companies. To achieve this task, the PCMG (Small Business Development Centre) is in the process of developing an ICT-based system that directly links Governmental Institutions with entrepreneurs, thus enabling them to obtain information and process files electronically. This is expected to have the following impacts:

- Reduction of costs in establishing a company;
- Reduction of time to establish a company;
- Reduction of obstacles to expand existing SMEs;
- Creation of favourable conditions for new employment.

The time necessary for founding a company has been reduced from three months to one month and the cost reduce by 50%. However, the progress made cannot yet compare to best practice in individual EU countries where one-stop-shops provide a single point, where the company founder is able to arrange all the formalities regarding the registration of the company and obtain all permits necessary for carrying out entrepreneurial activity. Within the PCMG the Ministry of the Economy has already established an Internet platform as pre-condition for digital communication between involved administrative institutions. The platform is only a first step for connecting Local business centres with a single registration point, through which a company’s founder will be able to undertake all required formalities regarding the establishment of the company and obtain all the permits necessary for carrying out such entrepreneurial activity.

At present, the concept is being developed in a co-ordinated manner between the various involved institutions and is divided into three phases and is expected to be fully operational by the end of 2006:

- 1\textsuperscript{st} phase covers activities to establish the network registration points;
- 2\textsuperscript{nd} phase implements activities to access the information and services for SMEs;
- and the 3\textsuperscript{rd} phase will implement the activities to simplify the access to funds.

The implementation of 1\textsuperscript{st} phase (registration points) is the subject of co-financing of this project. Based upon the integrated activities of the Government of the Republic of Slovenia and the
respective ministries, the procedures for registration of companies became shorter and cheaper. But these have been made on the national level, inside of administrative institutions and this still cannot yet be compared to the best practices of some EU countries. Therefore a basis project of One-stop-shop system was designed, which should provide the Republic of Slovenia with a single spot on the local level, where the company founder will be able to arrange all the formalities regarding the establishment of the company and obtaining all the permits necessary for carrying out the entrepreneurial activities at one place. The system will base upon the standardized registration platform at central registration point (ICT connection of different registers and public institutions) and will be implemented on the local level through establishment of registration - information points (entry points).

3.2 Linked activities

Below, we summarise ongoing support activities that complement the project:
- Phare PPF SL9914-Škofil 22 “Operating Aid schemes of intervention in conformity with National Development Plan 2001-2006”
- Project “Establishment of information points VEM”

3.3 Results

The following quantifiable results will be achieved:
- Standardized Information System connected to single registration platform;
- Operating and adequately equipped ICT network connection between up to 40 Information points;
- At least 100 trained advisers for provision of direct information about public administrative procedures;
- Transparent access extended consulting services and administrative support for promotion of entrepreneurship through VEM system.

3.4 Activities

The foreseen results will be achieved through the establishment of a grant scheme supported by Phare, national and local funds.

3.4.1 The eligible activities covered under the Grant Scheme are:

- Activities that support establishment of registration - information points
  - Supply, adoption and instalment of application software for standardized Information system to link up to 40 registration - information points with the single platform for registration purposes;
  - Establishment including provision of equipment for selected registration - information points;
  - Provision of needed equipment for ICT networks
  - Monitoring, co-ordination and further development of the system (maintenance for the period of at least 3 years)

- Activities that support the training and performance of advisers direct to beneficiaries
  - Training of advisers for provision of activities within registration - information points

- Activities that support access to services
  - Promotion of entrepreneurship and VEM system

Indicators of achievement will be as follows:
- Standardized Information system at registration - information points linked to single registration platform
- Network of up to 40 registration – information points for start-ups and entrepreneurs connected and operating
- At least 100 adequately trained staff for provision of standardized activities
- Appropriate ICT systems adopted by advisers at registration-information points
- Adequate equipment in place at registration - information points
- No. of promotion campaigns, round tables, conferences, leaflets, brochures, and presentations through media.

Grant Scheme will be established on the principle of the future financing mechanisms of Single Programming Document, introducing the principles of programming, implementation, monitoring, evaluation and financial control and taking fully into account the principle of additionality. Phare shall contribute to the objectives of the programme by co-financing the above-mentioned Grant Scheme. Non-refundable grants provided by the Grant Scheme shall be co-financed also by national contribution and local resources of the beneficiary.

3.4.2. Eligibility and selection criteria

The eligibility and selection criteria will be in detail specified in the Guidelines for Applicants to Call for proposals according to the standard templates given in the practical Guide to Phare, Ispa and Sapard contract procedures. The specific Criteria for this grant scheme are incorporated in the standard template in order to have a more comprehensive picture and enhance the understanding.

This project includes a training element. It is pointed out that though this is eligible within the framework of a Phare project, that inside the future Single Programming Document (SPD) whereas the main element of the project will be financed by the ERDF, the training element would be included in a separate measure, financed by the ESF.

Eligibility criteria:

<table>
<thead>
<tr>
<th>ELIGIBILITY OF AREA, APPLICANTS AND PARTNERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The grant scheme is applicable national wide.</td>
</tr>
<tr>
<td>2. Who can apply: Non-profit making organisations, non-governmental organisations, SMEs which do not make profits from the grant scheme, local and regional level organisations based in Republic of Slovenia</td>
</tr>
<tr>
<td>3 The project partners can be profit or non profit making governmental or non-governmental institutions eligible for Phare support.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>ELIGIBILITY OF PROJECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Size of the project: co-financing from the grant scheme in the amount of EUR 50,000 to EUR 300,000 from Phare funds.</td>
</tr>
<tr>
<td>2. Duration of the project: The expiry date of the project should be at least three months before the expiry date of the programme as indicated in the Financing Memorandum.</td>
</tr>
<tr>
<td>3. The max. duration of the project will be 24 months.</td>
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<tr>
<td>4. The same project proposal must not receive more then one EC-funded grant.</td>
</tr>
<tr>
<td>5. Eligible activities: The project must relate to the following themes:</td>
</tr>
<tr>
<td>• Activities that supports establishment of registration - information points</td>
</tr>
<tr>
<td>• Activities that supports the training and performance of advisers direct to beneficiaries</td>
</tr>
<tr>
<td>• Activities that supports access to registration services</td>
</tr>
<tr>
<td>6. Eligible costs: the costs of non-material investments (licence fees, adoption costs for application software); the costs of supply of equipment necessary to reach the project purpose (justification must be available in the application); the costs of supplies/works for modernisation of the closely related infrastructure such as Information point office and the related public utilities; the costs of training and performance of advisers; the costs of the promotion of the VEM system and entrepreneurship; The supply/works component cannot exceed 50% of total eligible costs.</td>
</tr>
<tr>
<td>7. In case of SMEs, no hard investments are eligible in the projects.</td>
</tr>
</tbody>
</table>
3.5. Lessons Learned

The Anti-bureaucracy Programme and the Action Plan within the Ministry of Economy was launched in 2001. It showed, that there is still a gap between the legislation; the entrepreneurial support provided by the different Institutions and the actual needs of SMEs. The “one-stop-shop” mechanism as introduced in the EU countries is one of the most efficient systems that enables sustainable growth rate of SMEs and brings the Governmental framework for business communications closer to the target groups as mentioned before.

4. Institutional Framework

Implementing Authority with the overall responsibility for the program implementation will be the National Agency for Regional Development.

NARD as a co-coordinator for Social and Economic Cohesion program is obliged to monitor physical and financial implementation of this project including Phare and co-financing payments and report to the EC in regularly reports.

Implementing Agency will be MF, Central Finance and Contract Unit (CFCU).

Contracting Authority will be Ministry of the Economy. The ME will be responsible for the appropriate administrative, technical and financial implementation of the Service Contract. ME will report to the Implementing Authority on the project physical and financial implementation (Phare, public co-financing) on the monthly basis for the whole project duration.

The ME will ensure the necessary human resources for the technical secretariat (TS) of the Grant Scheme.

ME will nominate SC in order to monitor and evaluate the progress of the proposed projects. SC will be composed of:

Voting members: Ministry of the Economy and SBDC (2), Government Centre for Informatics (1), Ministry of Labour, the Family and Social Affairs(1), Agency for public-legal evidences and services (1), observers: NARD, GOEA, ECD Slovenia and MF, CFCU.

The CA will nominate Evaluation Committee.

Assessors: CA-s may nominate the assessors in order to assure the independent appraisal of the project proposals.

The project applicants will become the final beneficiaries of the results achieved.

5. Detailed Budget

<table>
<thead>
<tr>
<th>Phare Support</th>
<th>Support</th>
<th>Total Phare (=I+IB)</th>
<th>National Co-financing*</th>
<th>IFI*</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investment Support</td>
<td>Institution Building</td>
<td>2.0</td>
<td>2.0</td>
<td>0.67</td>
<td>0</td>
</tr>
<tr>
<td>Technical support - service contract</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>2.0</td>
<td>2.0</td>
<td>0.67</td>
<td>0</td>
<td>2.67</td>
</tr>
</tbody>
</table>

* In cases of co-financing only
Note: expenditure on equipment should be put under Investment
ME will co-finance the Grant Scheme in the amount of 0.67 M€.
6. Implementation Arrangements

6.1. Implementing Agency
Ministry of Finance - CFCU
Mr. Peter Škofic, PAO
Address: Beethovnova 11, 1502 Ljubljana, Slovenia
Tel: +386.1.478.63.05
Fax: +386.1.478.62.04

Contracting Authority
Ministry of Economy
Ms. Mateja Mešl, State Secretary
Address: Kotnikova 5,1000 Ljubljana, Slovenia
Tel.: +386 1 478 3200
Fax: +386 1 478 3262

Implementing Authority NARD
National Agency for Regional Development
Mr Bojan Suvorov, Deputy Director
Address: Kotnikova 28, 1000 Ljubljana, Slovenia
Tel.: +38614783670
Fax. +38614313360

6.2. Twinning
Not applicable.

6.3 Non-standard Aspects
Not applicable.

6.4 Contracts
1. Grant Scheme:
The number of contracts foreseen is up to 40. The minimum Phare contribution is 50,000€ and the maximum is 300,000€.

7. Implementation schedule

<table>
<thead>
<tr>
<th>Component</th>
<th>Start of tendering</th>
<th>Start of project implementation</th>
<th>Completion of project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service contract</td>
<td>2003 July</td>
<td>2003 September</td>
<td>2006 February</td>
</tr>
</tbody>
</table>

7.1. Start of tendering:
2 months after signature of the FM

7.2. Start of project activities:
4 months after the signature of the FM

7.3. Project Completion:
Not later then 3 months before the expiry date of the programme as stated in FM
8. Equal Opportunity

The proposed project will stimulate and support the initiatives that will promote the equality in terms of promoting and assuring equal opportunities by providing equal standards and physical infrastructure for business activities and will be in no way discriminatory in terms of gender, life style, religion or politics.

9. Environment

It is expected, that projects will have no negative impacts on the environment. All investments linked to this project will have to comply with environmental legislation.

10. Rates of return

Not applicable.

11. Investment criteria

11.1. Catalytic effect

SMEs and start-ups are facing difficulties in relation to legal administration. (Time needed, costs, different institution…). The project will have a catalytic effect on improvement of business legal administration through organised and e-linked registration points.

11.2. Co-financing

The Ministry of Economy will provide national Co-financing in the amount of 670,000 EUR for the Grant scheme.

The beneficiaries must participate with a 10% minimum own-financing. Phare and Slovene public authorities shall finance the public grant, which accordingly may not exceed 90% of the project costs. The Phare contribution will not exceed 75% of the eligible public grant.

No part of the eligible public grant, be it financed by Phare or by the Slovene public authorities, may cover payments towards or be offset against customs duties, import duties, taxes or fiscal charges having equivalent effect.

11.3. Additionality

The Phare funds will contribute and stimulate the positive administrative environment for entrepreneurship and will provide additionally funds to the existing national instruments in order to prepare the applicants on Structural funds.

11.4. Project readiness and size

The TD will be provided at latest 2 months after signature of the FM.

11.5. Sustainability

Long-term sustainability will be one of the selection criteria for projects. Only organisations being able to provide the sustainability of projects proposed will be supported. The sustainability will be provided also by the SBDC.

11.6. Compliance with state aids provisions

Each state grant allocated by Slovenia, as stipulated in Article 65(4) of the European Treaty, is to be taken into account in the first four years of the treaty validity that Slovenia is to be considered as an
area which is equal to Community areas, described in item 92/3) a of the Treaty on the European Union. All actions financed by Phare will be carried out in line with the Practical guide for Ispa, Sapard and Phare and will respect the state aid and competition provisions of the Europe Agreement.

11.7. Contribution to the National Development Plan

The proposed project, its objectives and activities foreseen are in line with the general streamlines of the National Development Plan (December 2001). See point 2.4. for detailed explanation.

12. Conditionality and sequencing

Main milestones in the implementation of the project are:
- Steering committee nomination
- Approval of TD for SC
- Short listing
- Nomination of Evaluation committee
- Evaluation
- Approval of evaluation report
- Contracting
- Implementation
- Call for Proposals for GS
- Selection of projects
- Contracting
- Implementation of projects by beneficiaries
- Monitoring of the implementation
- Reporting
ANNEXES TO PROJECT FICHE

1. Logical framework matrix in standard format (compulsory)
2. Detailed implementation chart (compulsory)
3. Contracting and disbursement schedule by quarter for full duration of programme (including disbursement period) (compulsory)
4. Reference to feasibility/pre-feasibility studies. For all investment projects, the executive summary of the economic and financial appraisals, and the environmental impact assessment should be attached (compulsory)
5. List of relevant Laws and Regulations (optional)
6. Reference to relevant Government Strategic plans and studies (may include Institution Development Plan, Business plans, Sector studies etc) (optional)
## LOGFRAME PLANNING MATRIX FOR

<table>
<thead>
<tr>
<th>Programme name and number</th>
<th>Economic and social cohesion</th>
<th>2003/004-938-13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project: Establishment of one-stop-shops system - VEM</td>
<td>Contracting period expires</td>
<td>Disbursement period expires</td>
</tr>
<tr>
<td></td>
<td>30 November 2005</td>
<td>30 November 2006</td>
</tr>
<tr>
<td></td>
<td>Total budget: 2.67M€</td>
<td>Phare budget: 2.0M€</td>
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</tbody>
</table>

### Overall Objective

Increase the efficiency of public administration to foster national competitiveness and to provide legal framework to support start-ups and faster growth of existing SMEs.

### Objectively verifiable Indicators

To decrease administrative barriers for registration of start-ups and existing SMEs.

### Sources of Verification

- Government reports on SME development and support
- Commission evaluation reports
- Commission regular reports
- SME Observatory

### Project Purpose

Establishment of one stop-shop system, based on Information-Communication-Technology (ICT) in order to connect up to 40 entrepreneurial registration-information points, that will enable entrepreneurs to register on one point and more, provide related information to their business. The VEM System will ensure the ICT-connection between different public administration bodies and between different databases and registers needed for getting the one-stop-shops information at the local level.

### Objectively verifiable Indicators

- % of reduction of costs in establishing a company
- % of reduction in time to establish a company

### Sources of Verification

- Performance reports
- Governments report on progress of reducing the administrative obstacles
- Statistical Office

### Assumptions

The sustainability of the project must be encouraged by the involved and partnership institutions.
## Results

<table>
<thead>
<tr>
<th>Objectively verifiable Indicators</th>
<th>Sources of Verification</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>- Standardized Information System connected to single registration platform;</strong></td>
<td><strong>- Regular progress and completion reports of SBDC</strong></td>
<td><strong>- Effective cooperation and networking inside of information points and commitment of all involved institutions</strong></td>
</tr>
<tr>
<td><strong>- Operating and adequately equipped ICT network connection between selected registration-information points;</strong></td>
<td><strong>- Reports on monitoring and implementation of Grant Scheme and selected projects to be prepared by SBDC</strong></td>
<td><strong>- Continuation of the positive administrative business climate</strong></td>
</tr>
<tr>
<td><strong>- Trained advisers for provision of direct information about public administrative procedures and standardized registration activities;</strong></td>
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<tr>
<td><strong>- Transparent access extended consulting services and administrative support for promotion of entrepreneurship through VEM system.</strong></td>
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## Activities

<table>
<thead>
<tr>
<th>Activity</th>
<th>Means</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Activities that supports establishment of Information points</strong></td>
<td>2.0M € of Phare support to be matched by co-finance contribution of 0.67M€ from the national budget.</td>
<td><strong>High quality project management</strong></td>
</tr>
<tr>
<td>- Adoption and instalment of information system to link up to 40 registration-information points with the single platform;</td>
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<td></td>
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<tr>
<td>- Establishment including provision of equipment for selected registration-information points;</td>
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</tr>
<tr>
<td>- Provision of needed equipment for ICT networks (2)</td>
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<tr>
<td>- Monitoring, co-ordination and further development of the system (maintenance for the period of at least 3 years)</td>
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<tr>
<td>- Development of registration-information point standards</td>
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<tr>
<td><strong>Activities that supports the training and performance of advisers direct to beneficiaries</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Training of advisers for provision of activities within registration-information points</td>
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<td></td>
</tr>
<tr>
<td><strong>Activities that supports access to services</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Promotion of entrepreneurship and VEM system</td>
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## Preconditions

Networking and co-operation between the involved institutions, partners and databases.
# Detailed Implementation Chart

**Project:** Establishment of One-Stop-Shop System – VEM

<table>
<thead>
<tr>
<th>All components</th>
<th>2003</th>
<th>2004</th>
<th>2005</th>
<th>2006</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Q1</td>
<td>Q2</td>
<td>Q3</td>
<td>Q4</td>
</tr>
<tr>
<td></td>
<td>D</td>
<td>D</td>
<td>T</td>
<td>I</td>
</tr>
</tbody>
</table>

**Key:**
- D: Design
- T: Tendering and Contracting
- I: Implementation
- C: Closure
CUMULATIVE CONTRACTING AND DISBURSEMENTS
SCHEDULE OF EU FUNDING

PROJECT: ESTABLISHMENT OF ONE-STOP-SHOP SYSTEM – VEM

<table>
<thead>
<tr>
<th></th>
<th>2003</th>
<th>2004</th>
<th>2005</th>
<th>2006</th>
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<tbody>
<tr>
<td></td>
<td>Q3</td>
<td>Q4</td>
<td>Q1</td>
<td>Q2</td>
</tr>
<tr>
<td>CONTRACTING</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>DISBURSEMENT</td>
<td>2.0</td>
<td>2.0</td>
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</tbody>
</table>
REFERENCE TO FEASIBILITY / PRE-FEASIBILITY STUDIES

Comparison of different options for establishing the VEM System (PCMG, 2002), Slovene version only.

Short summary of the project:

The analysis of the legislation has been made mainly in the field of founding a company and in the stage before a company starts to operate. The administrative conditions for founding new small enterprises were improved by the change of the Companies’ law, which abolished the requirements of special permits for carrying out the majority of the activities.

Small business development centre, as an implementing institution for the part of the programme for reducing administrative burdens has been carrying out the following activities:
- Analysing the legislation in the field of registration of profitable activities,
- Preparing the expert instructions for registering the profitable activities – for carrying out the procedure and obtaining all the administrative permits,
- Designing a “ONE STOP SHOP” system as a supportive mechanism for faster and easier procedure of founding the small enterprises,
- Creating a Website for making a record of the administrative hindrances in founding or functioning of the company
- Setting up a free phone line for informing and gathering the reports of the administrative hindrances and for ordering consultation services.

Considering the fact that for specific activities special regulations, declared by the competent state bodies, have to be met, a Manual has been made. It describes the procedure of founding a company and obtaining administrative permits for all the activities for which special permit must be obtained in order to carry them out. Instructions have been made, which describe in detail all the procedures of obtaining the applicable permits for business premises, which was published on the Small business development centre’s website and on the website of the Ministry of the economy.

The results:

Based upon the integrated activities of the Government of the Republic of Slovenia, of the respective ministries and of the Supreme Court of the Republic of Slovenia, which manages the register of companies, the procedures for registration of companies became shorter and cheaper. The time needed for founding a
The company was reduced from three months to one month and a half and the prices of the legal taxes have been cut down. The progress has thus been made, but it cannot yet be compared to the best practices of some European countries. Therefore, the basis for the “ONE STOP SHOP” system was designed, which should provide the Republic of Slovenia with a single spot, where the company founder will be able to arrange all the formalities regarding the establishment of the company and obtaining all the permits necessary for carrying out the entrepreneurial activity. The system will base upon the Internet platform and will provide grounds for the digital communication between the respective institutions, which participate in the process of founding a company. At the moment, the idea of the system is in coordinating between the competent institutions. After the formal-legal frame has been agreed upon, the system shall be implemented at the national level in 2003.

However, the part of the consulting support of the “ONE STOP SHOP” system, which takes place in the preliminary stage of founding a company when the entrepreneurial ideas are checked and the business plans are made, has already been implemented and it operates within the network of support environment for the entrepreneurship through the Small business development centre and the Local Business Centres. The potential and the already existent entrepreneurs are provided with the partially free-of-charge and partially subsidised consulting in founding the company. They may obtain or order the basic information and consulting through the toll-free phone-line and the website or by direct visit of the respective Local Business Centre. In the second stage, when the concept of the system is agreed upon on the part of all competent institutions, the “ONE STOP SHOP” system will also allow the registration of the company, which will contribute to additional cut down of the time necessary for founding a company. The “ONE STOP SHOP” system will also allow other procedures to be made through information system. The system “ONE STOP SHOP” will be located in already established or existing institutions (Local Business centre, regional business centre, Commercial chamber, Craft Chamber) so no additional costs are expected.

In the process of implementing the measures for improving the entrepreneurial environment, the most advanced information technology has been used for the purpose of:

- Activating a website, which provides information regarding the foundation of the company and which will allow ordering consulting services (http://www.antibirokrat.com, http://www.gov.si/mg).
- Introducing a free phone-line which provides the entrepreneurs and the potential entrepreneurs with basic information and which at the same time assures that their problems will be passed on to the nearest business centre and provide them with the consulting support; over 6000 connections were made either over free phone or by existing websites.
- Designing a “ONE STOP SHOP” system, which will use the state-of-the-art technologies to provide for a considerable reduction in time and complexity in the procedures for registering a company.

Regarding the recommendations of the European Union on improving and simplifying the conditions for carrying out the activities in the field of the entrepreneurship, we estimate to have achieved positive changes by having initiated the process of simplifying the legislation and implementing the partial “ONE STOP SHOP” system and the designed integrated “ONE STOP SHOP” system, providing that it shall be implemented in a
relative short time after the procedure of coordination is finished. There are several individual changes of legislation necessary, mainly in the field of taxes and social contributions, which will be coordinated throughout this year.

One of the basic programme goals of the Slovenian government in running a stable, development oriented macro fiscal policy, is more efficient, more people friendly state administration. Therefore on April 19th 2001, the Slovenian government appointed a Government Commission for the abolishment of the administrative barriers, which is an inter ministerial co-ordination body, established by the Government of the Republic of Slovenia. Ministerial Counselor has been responsible for the programme of the simplifying and reducing of the administrative barriers and also for the coordination of the whole modernisation of the public administration. At its 30th session on 31 May 2001 it adopted Starting Points for the Preparation of a Programme for Ministries and an Action Plan for the Removal of Administrative Obstacles. It needs to be mentioned that reducing the administrative barriers and also the coordination of the whole modernisation of the public administration is making progress only because of the horizontal policy making of the programme at the governmental level as well as the strong political support and consensus among the coalition parties to work towards «liberalising the economy and reforming the state to make its work transparent and free of unnecessary administrative barriers, so that services will be accessible and administration effective, with cooperation of non-governmental organizations in managing public matters being the rule and not the exception«.

The main projects of the whole modernization of public administration are:

- The legislative changes in the area of organisation and work of the administration;
- The introduction of new tools in the administration's work, i.e. the e-government project;
- The introduction of quality in the administration’s work;
- The employee training and education and
- The removal of administrative barriers and simplification of legislation and procedures.

Our state on one hand has built up many requirements and regulations that put some pressure on companies and particularly on small and medium-sized ones. The programme to remove administrative barriers is thus intended not only for the citizens, but also for the commercial sector, to eliminate the bureaucratic barriers. In this aspect, a good cooperation has been achieved especially among the Ministry of the Economy, the Ministry of the Interior and the two main bodies, responsible for the introduction of e-government: the Ministry of the Information Society and the Government Center for Informatics (CVI).

As for further goals as far as the establishment of the business is concerned, we should point out here in particular the desire to ensure that companies are set up as cheaply and as quickly as possible, which is the purpose and the guideline of the i.e. a "ONE-STOP-SHOP" for setting up a company. »ONE-STOP SHOP« as a single spot will provide an electronic connection of respective institutions, that participate in the process of founding a company as well as make a changes. There is also necessarily to add that the »ONE STOP SHOP« system will be located in the already established or existing institutions (Local Business
centre, regional business centre, Commercial chamber, Craft Chamber) so there are not any other costs expected. The single spot will provide all the necessary information for the entrepreneurs and the potential ones as well as provide the possibility of consulting through the voucher system.

With the system of “ONE STOP SHOP” we would like to:

- Reduce the costs of formalities for setting up new business
- Shorten the time for setting up a new company
- Adopt legal basis to enable simplification of the procedures required for setting up of new business
- Reduce administrative burdens that prevent faster growth of SMEs.

It is planned that »ONE-STOP-SHOPS« system in the phase of registration at the national level institutions will be implemented in 2003.

The setting-up of the »ONE STOP SHOP« project (for which the Ministry of the Economy is responsible) and the simplification of procedures for public procurement and a reduction in commercial entities documentary transaction with the state administration is one of the Commission’s activities. Furthermore, another one of these activities is paperless procedure, which has already been implemented in one part by the Government. In the future the ambition of the Commission is to carry out all the procedures through the e-government.
# ANNEX V

## LIST OF RELEVANT LAWS AND REGULATIONS

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ANNEX VI

REFERENCE TO RELEVANT GOVERNMENT STRATEGIC PLANS AND STUDIES

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