



# GOOD PRACTICE INVENTORY

Exploiting Potentials of

Social Enterprises through Standardized

European Evaluation

and Development System

# SOCIAL SEEDS

Interreg Europe



SME competitiveness



European Union  
European Regional  
Development Fund

## TABLE OF CONTENT

I.	FOREWORD.....	3
II.	INTRODUCTION.....	4
1.	Good practices guide – what is this? .....	4
2.	Who is this guide for? .....	4
3.	What we were looking for while preparing the inventory? .....	4
4.	How did we find them?.....	5
III.	WHAT IS “SOCIAL ENTREPRENEURSHIP”?.....	5
IV.	GOOD PRACTICE DESCRIPTION .....	6
V.	GOOD PRACTICE COLLECTION .....	7
VI.	PEER REVIEW & BENCHMARKING.....	13
6.1	Introduction .....	13
6.2	Key objectives of the project .....	13
6.3	Experiences with a social responsive process in planning and implementing entrepreneurial activities.....	13
6.4	Assessing practices: lessons for the future .....	14
VII.	MONITORING.....	15
7.1.	Define and show the monitoring system of the project using indicators made for the main objectives and outputs .....	16
7.2	How to use the tool .....	16
7.3	Scoring .....	17

## I. FOREWORD

Recent years have seen a burgeoning interest in social enterprises (SEs) across Europe, strongly driven by a growing recognition of the role social enterprises can play in tackling emerging challenges. Particularly in the current period of economic and social recovery, social enterprises are able to bring innovative solutions for social cohesion and inclusion, job creation, growth and the promotion of active citizenship.

Social enterprises contribute to smart growth by responding with social innovation to needs that have not yet been met. For instance, many social enterprises take it for granted to encourage workers to learn and update their skills. They also create sustainable growth by taking into account their environmental impact and by their long-term vision. For example, social enterprises often develop efficient ways to reduce emissions and waste or use natural resources. In addition, social enterprises are at the heart of inclusive growth due to their emphasis on people and social cohesion: they create sustainable jobs for women, young people and the elderly. It is precisely the positive impact of social enterprises on society, the environment and communities which can contribute to implementing the Europe 2020 Strategy and the aim of the Single Market Act for a 'highly competitive social market economy'.

Yet, despite interest in and the emergence of examples of inspirational and 'disruptive' social enterprises, relatively little is known about the scale as well as the ecosystems of the emerging social enterprise 'sector' of Europe as a whole. Best practices across Europe show that social enterprises are effective & efficient policy tools at policymakers' hands to reduce territorial disparities, bridge the public private sphere and to boost economic growth, employability of vulnerable social groups by improving the performance of regional development policies and programmes.

Despite most social enterprises lack adequate resources (access to finance, markets, skilled workforce, supportive policy measures, entrepreneurial skillsets), yet, only eight countries (Bulgaria, Greece, France, Italy, Luxembourg, Slovenia, Sweden, and United Kingdom) have a policy framework in place to encourage the development of such enterprises via legal, administrative and financial instruments. Motivated by the above fact, SOCIAL SEEDS seeks policy alternatives to improve social entrepreneurship and social innovation landscape in Europe.

We believe that more countries and regions will improve their policy instruments and apply the SOCIAL SEEDS policy diagnostic tool in practice for the more efficient use of ESIF European Structural and Investment Funds in the coming years. However, there is still a long way to go before such good practices are transferred and implemented Europe-wide, and the practical implementation of the policy improvements on the part of national and regional authorities will be needed to enable us to reach our goal.

**Mária Baracsi**  
Coordinator

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## II. INTRODUCTION

This good practice inventory aims at providing the SOCIAL SEEDS project with a methodological tool for the quantitative and qualitative analysis of social entrepreneurship and social innovation, as well as the policy recommendations for improved policies in Europe.

### 1. Good practices guide – what is this?

The good practice inventory which you are about to read presents 20 examples of social economy initiatives from different European countries. Descriptions of the examples include a factual overview for each initiative, with background information and aims, the target group for its work, its structure and activities. Additionally, there is information about the initiative's partnerships and about the promotion tools it uses. Each description has also been enhanced with reflections on the successes and challenges as well as lessons learned by these enterprises.

In a separate chapter, "Tips for success" are gathered as conclusions drawn from the experience of the presented social economy initiatives. These have been enriched by the comments and reflections of experts specialising in human resources issues, business development and support for social economy.

This guide brings together the practical experience of the social entrepreneurs and the expertise of people experienced in developing and supporting social and commercial business. This combination makes the publication comprehensive and useful for different groups of readers interested in various aspects of social economy.

### 2. Who is this guide for?

This good practice inventory has been prepared for regional and / or national policymakers who want to launch new or improved policy instruments within the current and / or the forthcoming programming period of the European Union on social entrepreneurs and social economy. The primary target group is the ESIF European Structural and Investment Funds Managing Authorities. However, the good practices as well as the methodical frame can also be useful for regional and local policymakers too who support future social entrepreneurs, for example institutions and organisations promoting social economy, facilitating the economic activation of unemployed and the integration of other vulnerable groups into the labour market. Finally, the inventory is addressed to all who want to find out how social economy enterprises and innovations works in different countries and regions. It is aimed at providing readers with information, inspiration as well as tips for success.

### 3. What we were looking for while preparing the inventory?

The aim of the inventory is to present a variety of social enterprise initiatives functioning in Europe. Therefore, the selection of good practices described in the publication covers examples from a number of European countries and includes different social economy models, from the Italian system based on cooperatives to the Central and Eastern European model focusing on non-profit organisations and community interested companies. The inventory contains quite a few examples from Hungary, Slovenia, Poland, Czech Republic where the social economy sector is still being shaped. Because of the similarities between Central European countries and Estonia, it seemed logical to share the experience of these

enterprises. The inventory includes presentations of initiatives established with various aims, among them enterprises focusing on sustainable development and protection of the environment as well as social cooperatives providing jobs for vulnerable groups.

The described initiatives have different structures and different areas of work. They are producers as well as providers of services. They build partnerships with various actors, including businesses and local communities. The presented initiatives answer to a variety of needs and have different backgrounds. Some of them have been created by individuals, and other by groups of people. Some are implementing an innovative vision for socially responsible business, while others were established by employees of bankrupted companies who wanted to continue working in their field. All together, the examples gathered in this inventory reflect a diversity in the world of social enterprise initiatives. The selection was made with the aim of presenting examples suitable for duplication in the emerging SOCIAL SEEDS context, as well as describing those more developed initiatives in order to illustrate the possibilities for social enterprise enhancement in the longer perspective.

#### 4. How did we find them?

This inventory has been prepared based on information gathered through desk research as well as through interviews with representatives of the presented social enterprise initiatives, NGOs, intermediaries, social enterprise catalysts and experts in related fields. Most of the enterprises and initiatives described in the inventory have been presented in directories or publications showcasing best practice and have significant contribution to local economies. Many of the cases showcased are being promoted as good examples of social entrepreneurship by various organisations or institutions in their countries. Similarly, unique business models and social innovation practices are utilising a systemic approach aimed at increasing employment, especially among professionally inactive groups.

### III. WHAT IS “SOCIAL ENTREPRENEURSHIP”?

These terms are difficult to specify and the legal regulations vary from country to country. These are definitions as they are being used in the frame of SOCIAL SEEDS.

**Social entrepreneurship:** The practice of responding to market failures with transformative, financially sustainable innovations aimed at solving social problems. The social enterprise sector is becoming recognized as key to building healthy communities. In addition to creating new jobs and enabling non-profits to sustain their services, there are many areas where they are helping to increase the sustainability of communities:

- Stimulating Economic Revitalization by funding and supporting start-up and expansion initiatives,
- Reducing Poverty by providing jobs, training, resources,
- Addressing Environmental Issues: i.e. recycling, alternative transportation, energy, innovation, ecotourism,
- Providing Accessible Services: housing, health care, daycare, recreation, culture,
- Integrating Immigrants and Marginalized Populations into the economic, cultural and social fabric of the community.

**Social Financing:** An approach in which Social Entrepreneurs/Enterprises are able to get access to capital from government or investors in order to take their idea from the conception phase to development phase or to grow their enterprise further. It uses various tools & options to provide financing and is a way of mobilizing capital make a positive impact on the community and on the common good.

**Social Impact Investor:** Investors who direct their capital investments toward enterprises that deliver a social return and strive to make a positive impact on the community, society and environment. They may be foundations, corporations, government, or individuals.

**Social Return on Investment:** SROI is a measure of the value received in terms the kind of social difference made by an investment. It is a tool for measuring more than just the financial return as it also takes into account the value of the social, community and environmental impact.

**Triple Bottom Line:** Approach to the bottom line in which People, Profit and Planet are taken into consideration.

**Corporate Social Responsibility:** CSR refers to the voluntary actions of a business that goes a step beyond the traditional practices of generating profit to involve themselves in social/ moral responsibilities such as community and social development and sustainable, environmental practices.

**Crowdfunding:** A method in which small amount of capital is raised by entrepreneurs through small amounts donated by many individuals usually through various specialized Internet platforms such as Indiegogo. Entrepreneurs using this platform may give gifts/rewards for donations at different levels of funding.

## IV. GOOD PRACTICE DESCRIPTION

There are more than 160 thousand cooperative enterprises around Europe, which provide 5.4 million jobs to European citizens” (Social economy and social entrepreneurship), apart from the so-called social return on investment (SROI) – the monetary value of social, community and environmental impact of their work. These good practices of champion social entrepreneurs prepare ground for policymakers’ actions and policy instruments

Good practices identified, collected and selected finally within the SOCIAL SEEDS good practice inventory will showcase various policy intervention areas for the better enhancement of the social enterprise landscape in Europe. In doing so, good practices are classified into sub-categories. These categories are addressed to emerging grassroots innovation practices for promoting entrepreneurship and tackle grand societal challenges at the same time. The applicable categories are the following:

- Social innovation and services (marked with red)
- New(ly) established social enterprise model (marked with blue)
- Support to disadvantaged social groups (marked with yellow)
- Cooperation atmosphere (PPP public-private partnerships or profit/not-for-profit partnerships enabling social enterprises (marked with grey)
- Regulatory frameworks and initiatives (marked with purple)
- Access to finance (including external funding and crowdfunding) (marked with pink)
- Access to market(s) (including the internationalization approach) (marked with black)
- Social impact (marked with orange)

- Social entrepreneurial skills and competences (marked with green)

## V. GOOD PRACTICE COLLECTION

### 1. Name of the good practice (100 characters)

**Professional Activity Establishment in Nowa Sarzyna- Profesional and Social Activation of Disabled People – CENTRE FOR INDEPENDENT LIVING, PODKARPACKIE REGION, POLAND**

### 2. Overview (2000 characters)

The main idea around which Professional Activity Establishment (also called ZAZ) works from the beginig is multi-level support of disabled people under the Center of Independent Living where the ZAZ is an element of the supportive system. ZAZ aimed at activation of disabled in various dimensions: profesional and work ability development, workplace creation and rehabilitation support. The ZAZ status is given to autonomous units (not legally separated organisations) of local authorities, NGOs or social cooperatives: Their primary objective is rehabilitation of disabled, especially with severe disabilities. ZAZ carry out rehabilitation activities along with economic activity. In this case Professional Activity Establishment created assotiation “GOOD HOME” (“Dobry Dom” orginal in Polish).

ZAZ carry on its professional activities in 3 fields:

- Carpenter’s workshop (Manufacture of wooden goods and furniture boards including wood logs, canvas, special furniture orders like: kitchen, wardrobes, beds ect.)
- Wickery workshop ( wicker furniture, fences, baskets)
- Handcraft and other kinds of craftsmanship and services: recycling of paper and documents ect.)

Professional Activity Establishment of Nowa Sarzyna employs 72 people including 52 with disabilities (as beneficiaries in economic activity) and 20 people in services- rehabilitation activities (including also 2 disabled but without having beneficiary status).

ZAZ of Nowa Sarzyna develops its activities and experiences from 10 years already and its very constant process having in consideration the changes in policies and socio-economic conditions. ZAZ was establish and officially titled as Professional Activity Establishment with the decision of the Governor of the Province no ZAZ/01/2005 dated 20.12.2005. This form of assistance is directed only to those with the most difficult status not only on the labour market but also excluded from the society and social life because of disabilities: severe physical disabilities, autism, mental illnesses and mental disabilities. Through the over 10 years of activity ZAZ Nowa Sarzyna has been awarded in various contest and fair trades as a company with great impact on society and reduction of inequalities as well as for a great quality of producted goods.

### 3. Abstract (500 characters)

#### **Professional Activity Establishment in Nowa Sarzyna**

20 December 2005 in Nowa Sarzyna began operations Establishment of Professional Activity.

It works on the basis of the Law of 27 August 1997 on vocational and social rehabilitation and employment of persons with disabilities and the Regulation of the Minister of Labor and Social Policy of 21 January 2000 on Establishment of Professional Activity as amended.

The Establishment of Professional Activity was created and is run by the Association "Good Home" acting on behalf of people with disabilities.

The Establishment of Professional Activity was founded as the second entity of such profile in Podkarpacie while inspiring other organizations to create the next establishments. (currently six).

They currently employs 53, of which 36 disabled persons with severe and moderate disability, and 17 service people.

By taking the work in the three studios of: carpentry, wickerwork and crafts different - people with disabilities have the opportunity to realize a professional, which would be impossible in the current situation on the labor market.

Working in the Establishment of Professional Activity also has a great social significance, because people with disabilities do not feel assimilated from public life, and find themselves once again in spite of their disability feel useful.

” In Poland there are about 5 million people are affected by the problem of disability.

Disability changing and shaping their lives.

Everyday activities become a challenge.

You have to remind yourself and others that disabled person is a person full of dreams, hopes and desires.

And his hidden talents often outperform other.

Let's give them a chance to develop.”

### 4. Coherence with the Dimension of the Social Enterprise Inventory

- Support to disadvantaged social groups

### 5. Policy Instrument connected with the good practice

For this kind of establishments the great policy influence comes from the national and self governments regulations. Activities of ZAZ are regulated with two main acts of law:

Law of 27 August 1997 on vocational and social rehabilitation and employment of persons with disabilities and the Regulation of the Minister of Labor and Social Policy of 17 July 2012 on the establishments of Professional Activity Establishments . Mentioned acts of law describe in detail the rules of carry on the ZAZ activity. The contract of establishing ZAZ is signed by Marshall of Podkarpackie Region.

Financial instruments:

- For the Services- Rehabilitation Activities
  - State Fund for Rehabilitation of Disabled (PFRON) 90%
  - Different Funds (among them the regional funds form the Regional Authorities of the Region of Podkarpackie)
- Economic aActivity of ZAZ:
  - Incomes from selling goods
  - State Fund for Rehabilitation of Disabled (PFRON): Refunds of salaries of disabled employees (the salaries of disabled can allocate funds obtained in the operational and rehabilitation activity and from the economic activity but th PFRON funds cannot exceed 90%.

6. Location

Regional and National Level

Location: The Town of Nowa Sarzyna (6,187 inhabitants), District of Lezajsk, Podkarpackie Region, Poland

7. Start date (tentative)

20.12.2005

8. Total revenue / income created / personnel employed by the good practice (EUR)

TOTAL REVENUE: approx. 90 000 EUR

Professional Activity Establishment of Nowa Sarzyna employs 72 people including 52 with disabilities (as beneficiaries in economic activity) and 20 people in services- rehabilitation activities (including also 2 disabled but without having beneficiary status).

9. Challenges

In the area, before ZAZ was opened, it was impossible to find any workplace for people with disabilities. Private and public insitutions still have some limitations to hired and adjusted their work environment to people with fisical problems or other illnesses. This is due to the variety of reasons not only from the employer side but also law regulating employment as well as from the disabled perspective who are mostly too shy and not believing in their own abilities. Therefore, people with disabilities after finishing any kind of education had very limited opportunities to check themselves in the workplace and gain professional experience. It is worth to mentioned that creation of „Good Home” ZAZ of Nowa Sarzyna reduced this problem to the minimum. The chance created there is based on gaining social and profesional development. The workers also imprrove their financial situation and having salaries without loosing the right of obtaining the disabled- pension. Also the wide local society raised its awareness that people with disabilities deliver an exelent, perfect products and they are valuable part of the society.

## 10. Would this programme work well in another European context?

YES- High potential for transferability: Through the awareness rising and including disabled people while planning a business or planning new business development including to it the disabled employment preferences

## 11. Activities (2000 characters)

Disabled people living in the areas of Podkarpackie Region, especially those with a severe, deep disabilities and diseases are among those most frequently excluded from the labour market and what is even more sad and dangerous- from the society, The goals and aims of „Good Home” ZAZ Nowa Sarzyna shows the society on the local, national and even national level that working and giving chances to disabled is a great chance to generate tangible and intangible values: economic and operational success, positive attitude and image of disabled among locals, and increased self confidence of disabled workers who feel that they are needed and they are important part of the society. ZAZ is a frequent example for other companies how to adjust the workplace for the disabled needs.

## 12. Achievements so far

Quantitative and qualitative results which are special achievements:

- increase employment in the production department: from 30 to 52 people with disabilities and people in the business servicing and rehabilitation from 11 to 21 job positions
- increasing the production capacity and quality of manufactured products (from feeders and nesting boxes for birds to high-quality products of daily use: furniture, full furniture equipments ect.),
- increasing the base premises to 2 additional buildings,
- machine park creation,
- 10 people found employment in the open labour market after being trained and worked in ZAZ
- 4 marriages – people got to know each other in the working space

## 13. Strengths, weaknesses, difficulties and lessons learned

Strengths:

- many years of experience in the market,
- good opinion about products and activities of the establishment,
- subsidies for the employment of people with disabilities,
- machine park, production of unique (including disappearing handicraft wickerwork) the possibility of mutual supplement between the production studios, depending on the situation,
- employee involvement in the development of the establishment,
- a wide range of support for disabled employees,

- supporting the deduction for the purchase of relief goods Establishment of Professional Activity for employers paying contributions to PFRON

**Weaknesses:**

- the possibility of employing in the production only people with severe disabilities and moderate diagnosed with autism, mental retardation or mental illness, including a percentage of employment,
- high sickness absence and increased vacation time people with disabilities affecting the reduction of productivity and disorganization in the planning and production,
- short-time working person with a disability,
- low qualified workers with disabilities,
- a large range of conditions hindering the organization of production (including limitations on psychophysical, which make it difficult or impossible for flexible shifts between positions),
- system of financing for working disabled person, not taking into account individual differences in conditions that influence the performance people with disabilities,
- individual disease factors affect the functioning of the employee group,
- limited flexibility to change production,
- limited productivity people with disabilities,
- regulations that limit the operation of the establishment,
- small production area of the establishment,
- low financial resources and reduce their spending by regulations

**Opportunities:**

- the increase in demand for handicraft wickerwork in connection with the output of disappearing in the region.,
- introducing a new product in the framework of cooperation with the supplier of accessories for artistic painting,
- the legal changes,
- mobilize additional investment and financial,
- investment in innovation, limiting production costs,
- stabilization of production on several key products (work "tape"),

**Threats:**

- unfavorable changes the legal or lack thereof,
- no regeneration of the system of subsidies or reduction, in spite of changes in the costs of, among other things increase the lowest wages and other costs related to the activities of servicing and rehabilitation,
- reduction or loss of sales market,
- the system certify disability,
- a loss of liquidity,
- conservative attitude of employees,
- increase in the prices of factors of production,
- limited space university premises,

#### 14. Tips for success

According to the words of the director of ZAZ they are still looking for the ready-made receipt for success, but the following factors have helped them to create a quite successful social business:

- selected, competent and qualified staff,
- finding the right business niche,
- legal regulations that support activities,
- good cooperation with the bodies of national administration and local government,
- personalities who created and work in ZAZ: perseverance and patience in pursuit of the goal, resistance to stress, pro-social attitude, altruism

#### 15. Dissemination and sustainability

ZAZ Nowa Sarzyna has to employ 70% people with disabilities. 65 % of them are severely disabled and approx. 35 % with autism, slight mental disabilities or mental illness. With such serious illnesses and proportions of disabled to fully operable ZAZ as an independent economic activity could not exist on the market and compete especially that some employees under the premise of the law are engaged in the professional and social rehabilitation, which excludes them from production activities.

#### 16. Source – URL or Facebook

Source of Information: Interview with the Director of ZAZ

#### 17. Contact person and details

Mr. Tomasz Sienko- Director of ZAZ

Professional Activity Establishment in the Nowa Sarzyna  
Association "Good Home"  
Street: Łukasiewicza 3a  
37-310 Nowa Sarzyna, Podkarpackie, Poland  
biuro@zaznowasarzyna.pl

## VI. PEER REVIEW & BENCHMARKING

### 6.1 Introduction

Background information about:

- a) The social enterprises activities in the area where the project is located (eg. Number of employees in formal and informal sectors, if possible acknowledging the diversity of activities in the area / community)
- b) The mayor players/stakeholders in these activities
- c) How the project relates to social enterprises: highlight the differences in how not-social and social enterprise relate to, use, have access and control the key resources and how differ the business model because the enterprise is social

### 6.2 Key objectives of the project

Describe the key objective(s) of the project indicating how they relate to:

- a) equity, in terms of equal distribution of benefits and costs with the full participation of gender/social diversity groups
- b) efficiency, in terms of optimum utilisation of scarce resources
- c) sustainability so that future needs are not compromised by present demands.

### 6.3 Experiences with a social responsive process in planning and implementing entrepreneurial activities

6.3 is a description of the project's experience in incorporating social dimensions in the stage of planning, strategy formulation, implementation, monitoring and/or evaluation entrepreneurial activities. The project may encompass social responsiveness in all the stages or just a few of them. The experience should be of practical value. The section should pay attention to the following points, amongst others

**How information and expertise was improved**, for example by:

- collecting and storing data in a social disaggregated manner
- involving all stakeholders, taking into account possibilities for competing or conflicting interests / priorities of different social targets within stakeholder groups
- setting project priorities in a participatory manner and taking into consideration how the project impacts on social dimensions
- tapping expertise that was not previously utilised

**How community based social enterprises strategies / initiatives were improved** in decision-making, for example by:

- addressing the goals of the project by clarifying how issue-specific policy options affect social enterprises and social needs
- considering implementation options that maximize people's participation and all available resources, bearing in mind the different roles and needs of special targets and the equal access to and control of resources
- involving all the stakeholders in strategy building (eg how you worked with NGOs, local / national government, tourism boards, industry, trade unions, donors, researchers, etc.).

**How implementation of social enterprises strategies / initiatives was made more effective, for example by:**

- utilizing the full range of implementation capabilities, eg utilizing untapped human resources
- using a participatory and consultative mechanism to agree on action plans for implementation.

**How social responsiveness toward social enterprises was institutionalised, for example by:**

- building capacities for social enterprises sensitivity / responsiveness
- incorporating specific measures in the institutionalisation of broad-based participatory approaches to decision-making including problem identification, priority setting, conflict resolution, strategy building, action planning and implementation
- continuously monitoring, evaluating and adjusting the process to respond to emerging roles and needs
- incorporating social enterprise responsiveness indicators.

**How your project mobilized and used resources in a focused way to effect changes in the regulatory framework for social enterprises, for example by:**

- utilizing special opportunities such as radical change in policy or political structure
- promoting networking between communities / areas and between community groups, eg women's groups, in order to share experiences and/or swap expertise
- making strategic use of external support, particularly in the area of social needs.

## 6.4 Assessing practices: lessons for the future

6.4 is further assessed to identify and understand the factors and approaches which promoted - or inhibited - success. This part aims at understanding the things that made the project work better and more effectively, and the things which held it back and limited its effectiveness. The documentation of lessons learned should be restricted to those that relate to the key dimensions of the Social Enterprise Inventory. The details may vary from one case study to another but all should try to deal with the following points

### CHANGES COMPARED TO PREVIOUS EXPERIENCES

In what ways was the project as shown in the case study different from previous experiences or situations in the community / area? What changes were a result of the project and which were due to events or forces outside the project? Which changes were deliberately introduced and which evolved independently? You may look at changes in relation to:

- the range of actors or stakeholders involved (disaggregated by gender) and the nature of involvement
- the methods and procedures for public participation
- the formal structure of institutions and administrative arrangements
- interaction / collaboration between the different stakeholders
- the relationship with broader national or regional policies and programmes
- the nature and use of information and/or expertise

#### FACTORS WHICH INFLUENCED THE OUTCOME OF THE PROCESS

Were the objectives of your project achieved? What factors explain the way the social enterprise strategy / initiative worked out in practice? What factors influenced the outcome of your initiative overall, and with respect to which particular aspects? To what degree are these factors amenable to control and modification, and how? All of the relevant factors should be explored, both the positive and the negative, so that the dynamics of the process can be properly understood. This will require looking at factors such as:

- sustainable political support
- dealing with opposition, eg struggles working with bodies which have a vested interest in the tourism activities
- degree of simplicity or complexity of the process
- new sources and/or use of information
- training, sensitization education and awareness
- attitudes and understanding of the principal actors
- the roles of community groups, NGOs and other key players
- financial incentives and clear understanding of potential benefits
- the impact and influence of external development assistance and support

#### LESSONS TO BE LEARNED AND RECOMMENDATIONS TO BE MADE

Based on the analysis, what are the important general points to be made - the lessons to be learned - additional to those discussed above? Lessons learned should relate to key dimensions for the Social Enterprise Inventory. In particular, what can be said in relation to:

- replicability - the potential for repeating successes in other communities, areas, regions, countries?
- requirements for institutional capacity building and strengthening to incorporate the success factors of the project
- requirements of capacity building for the various stakeholders
- requirements for further research
- any significant changes in strategy proposed, based on the experience of documenting the case study.

## VII. MONITORING

### 7.1. Define and show the monitoring system of the project using indicators made for the main objectives and outputs

The results of the good practice collection could be further assessed in a monitoring table in order to provide inputs for policy improvements envisaged under SOCIAL SEEDS.

Chart 1. Assessment table

Project objective or Good Practice statement	Indicator	Means of verification	Level
LAW, GOVERNMENTAL STRATEGY OR REGULATIONS ARE IN PLACE TO GOVERN THE ESTABLISHMENT, IMPROVEMENT OR MANAGEMENT OF SOCIAL ENTREPRISES	There is a legal mandate/policy to be followed in establishment, improvement or management of social enterprises	Legal mandate or government-endorsed policy for establishment, improvement or management of social enterprises	A,B,C.or D

*Source: adopted from International Records Management Trust: Good Practice Indicators*

Level A: All connecting and necessary law, policy, strategy and action plan are in place and well-known. The strategies, policies, laws and action plans are regularly reviewed and actualized based on written program.

Level B: The necessary law, strategy, policy and action plan is in place and known. The strategies, programs and action plans are more-or less regularly reviewed and actualised.

Level C: Some of the necessary laws, strategies, programs and action plans are in place and more or less known. The strategies, programs and action plans are reviewed and actualised in ad-hoc.

Level D: Only the just compiled strategy or program or plan is up-to-date and usable from the few ones that are in place. No review or actualisation.

### 7.2 How to use the tool

This tool includes a set of indicators that organisations can use to assess the extent to which good practices in social entrepreneurship are applicable for policy improvements. The tool does not attempt to assess whether every good practice is in place. Rather, indicators have been selectively drawn from the good practice statements so that users of the tool can carry out an assessment within a reasonably short period of time and with limited manpower resources.

Each good practice statement is numbered individually and this number is used to identify the statements. Because the table does not include all good practice statements, users of this tool will note that there are gaps in the numbering system. Users who wish to conduct a more extensive assessment using more good practice statements can design additional indicators and means of

verification as needed. It is recommended that additional indicators are designed with the help of social enterprise catalyst organization (e.g. NESST Europe or Ashoka).

The tool is organised as a four-column table as follows.

Good practice statemt	Indicator	Means of Verification	Level
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Each good practice statement has a corresponding indicator, a means of verifying that the good practice is in place, and a level (A, B or C) which enables a simple scoring system to be applied. The scoring system provides a means of making comparisons between systems within the same organisation and between organisations.

The set of indicators used is intended to provide a comprehensive assessment that covers all the main components of social entrepreneurship. All the indicators and their means of verification have been designed to be easy to assess and measure. Though simplified in some cases so that they can be understood by users who are not policymakers in the field of SME developmet, social enterprise enhancement and innovation, the indicators are consistent with EU regulations and reports on social economy, social entrepreneurship and social innovation.

The indicators have been designed to be robust, objective and difficult to manipulate. The same results should be found by any two assessors. The indicators have been developed following the 'SMART' methodology; the indicators are:

- S**pecific
- M**easurable
- A**chievable
- R**elevant
- T**ime-bound.

The aim in measuring champion social entrepreneurs and mainstream social enterprise acceleration practices is not to conduct an audit at the good practice, but to assess the extent to which necessary policies and practices are in place. By assessing strengths and weaknesses against the statements of good practice, those areas that need improvement can be identified. This will help guide future planning so that supporting social entrepreneurship can be better integrated into policy design through a process of targeted improvements over time.

### 7.3 Scoring

A simple scoring system is applied to the indicators so that overall performance in particular areas can be assessed. Each indicator has been assigned a level of A, B or C in the far right column of the table. These three letters represent different levels of achievement:

- 'A' is the highest level and indicates that the most demanding and rigorous good practice requirements are met
- 'B' represents attainment of an intermediate level of good practice requirements

'C' indicates that the basic good practice requirements are achieved.

Total scores for each indicator category should be compared with the Scoring Table to determine which level overall (A, B, C or D) has been achieved for each of the three indicator categories. The overall level may then be checked against Performance Statements in Appendix B to provide a statement of the current state of records management integration. The Performance Statements may be used as a basis for reporting on an assessment exercise using this tool.

**THE COMPLETE CASE STUDY SHOULD BE A DOCUMENT OF NO MORE THAN 10 PAGES.**

**ANNEXES:** Any statistics, tables, graphs, maps, charts and other such materials should be included only as an annex. The quantity of such material should be kept at a minimum necessary to support key points in the text. **HOWEVER:** If possible, please send us **PHOTOGRAPHS** or other graphic material which can be used to illustrate the project.