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## The Swiss Innovation Agency's implementing provisions for coaching vouchers (Implementing provisions for coaching)

of 2 September 2022

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*The Innovation Council of the Swiss Innovation Agency (Innosuisse),*

based on Article 10 Section 1 letter f of the Federal Act of 17 June 2016<sup>1</sup> on the Swiss Innovation Agency (Innosuisse Act; SIAA),  
and Article 30 Section 2 and Article 32 Section 4 of the Innosuisse Funding Ordinance of 4 July 2022<sup>2</sup>,

*sets out the following:*

### **Art. 1** Subject matter

These implementing provisions govern the following aspects of coaching vouchers:

- a. the requirements for submitting an application;
- b. specification of individual assessment criteria in accordance with Article 31 of the Innosuisse Funding Ordinance;<sup>3</sup>
- c. the eligible costs;
- d. the procedures;
- e. the selection and duties of the lead coach;
- f. the duration of the support services.

### **Art. 2** Applicant requirements

<sup>1</sup> If the company has a Swiss company identification number, this is generally considered evidence of its headquarters in Switzerland as defined by Article 30 Section 1 letter a of the Innosuisse Funding Ordinance<sup>4</sup>.

<sup>2</sup> Applications for vouchers for scale-up coaching in accordance with Article 29 letter c of the Innosuisse Funding Ordinance can be submitted by start-up companies founded no more than 10 years ago.

### **Art. 3** Form and content of the application

<sup>1</sup> Applications must be submitted electronically to Innosuisse using the form provided.

<sup>2</sup> The application form must be completed in full and its content must be comprehensible. In particular, the application must contain all the information necessary for assessing the eligibility for support and the scope of the support offered.

<sup>3</sup> In addition to their written application, applicants may be required to attend a personal discussion or to present their business model orally to a jury in accordance with Innosuisse's instructions.

<sup>4</sup> The application can be submitted in German, French, Italian or English. The language in which the application is submitted shall be the language of the proceedings. In justified cases, Innosuisse can stipulate a change in the language of the proceedings, either at its own initiative or upon request.

<sup>5</sup> Applications can be submitted at any time. This does not apply to applications for scale-up coaching (Article 29 letter c of the Innosuisse Funding Ordinance<sup>5</sup>), which can normally only be submitted in response to calls for proposals within the deadlines specified in the call.

<sup>1</sup> SR 420.2

<sup>2</sup> SR 420.231

<sup>3</sup> Amended by No I of the Implementing provisions for coaching of 22 May 2019, in force since 1 July 2019.

<sup>4</sup> SR 420.231

<sup>5</sup> SR 420.231

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**Art. 4** Specification of assessment criteria

<sup>1</sup> As part of the assessment of the potential of the founders and their teams to implement the business model in accordance with Article 31 Section 1 letter c of the Innosuisse Funding Ordinance<sup>6</sup>, Innosuisse requires that they demonstrate the willingness to accept advice.

<sup>2</sup> Within the scope of assessing competitiveness as defined by Article 31 Section 1 letter e of the Innosuisse Funding Ordinance, an assessment is carried out to determine whether the product, the service or the business model can be defended in the face of competition, for example because it is difficult to imitate or can be protected.

<sup>3</sup> In the case of applications for initial or core coaching (Article 29 letters a or b of the Innosuisse Funding Ordinance), Innosuisse requires when assessing the development status in accordance with Article 31 Section 1 letter d of the Innosuisse Funding Ordinance that the applicants can provide a proof of concept or be able to provide one in the very near future.

<sup>4</sup> In the case of applications for scale-up coaching (Article 29 letter c of the Innosuisse Funding Ordinance), Innosuisse requires when assessing the performance and ambitions of the founders and their teams in accordance with Article 31 Section 1 letter h of the Innosuisse Funding Ordinance that they strive to achieve strong growth and have the ambition of taking a leading role in the relevant market segment.

**Art. 5** Innosuisse's decision

<sup>1</sup> Innosuisse shall decide on the application in the form of a contestable decision.

<sup>2</sup> Vouchers for scale-up coaching (Article 29 letter c of the Innosuisse Funding Ordinance<sup>7</sup>) are granted by means of two separate decisions for two phases of coaching. Once the first phase is complete, Innosuisse decides on the basis of a presentation of the business model by the recipients of the voucher and based on the criteria in accordance with Article 31 of the Innosuisse Funding Ordinance whether they will be admitted to the second phase.

<sup>3</sup> If Innosuisse approves the application, its decision shall in particular determine the following:

- a. the subject and maximum amount of the voucher, specifying the type of coaching for which the voucher may be used;
- b. the objective of the coaching;
- c. the expiry date of the voucher;
- d. the reporting requirements and deadlines;
- e. other rights and obligations of the applicants.

<sup>4</sup> The voucher recipients shall govern the legal relationship with the coaches whose support they use.

**Art. 6** Lead coach

The voucher recipients shall select a lead coach. The lead coach is the first point of contact and bears primary responsibility for guiding the coaching process. In the coaching relationship in question, the lead coach may not simultaneously act as a special coach in accordance with Article 62 Section 4 of the Innosuisse Funding Ordinance<sup>8</sup>.

**Art. 7** Defining milestones and assessing progress

<sup>1</sup> To achieve the objective set out in the decision, Innosuisse can define milestones and deadlines. Innosuisse can assess attainment of the milestones at the latest after the set deadlines have expired. In such an assessment, existing milestones can be modified or additional milestones can be set.

<sup>2</sup> Innosuisse can revoke the voucher if it seems likely to a reasonable degree of certainty that it will no longer be possible to achieve the objectives of the coaching or the requirements for awarding coaching are no longer met.

**Art. 8** Duration of the support services

<sup>1</sup> The voucher recipients may use services provided by coaches for as long as this is reasonable and necessary to achieve the objective specified in the decision and provided that the voucher has not been exhausted, but for no longer than:

- a. one year for a voucher for initial coaching (Article 29 letter a of the Innosuisse Funding Ordinance<sup>9</sup>);
- b. three years for a voucher for core coaching (Article 29 letter b of the Innosuisse Funding Ordinance);
- c. a total of two years for a voucher for scale-up coaching (Article 29 letter c of the Innosuisse Funding Ordinance); whereby the first phase may not last more than six months.

<sup>2</sup> The duration specified in Section 1 may, at the request of the voucher recipients, be extended in justified cases by a maximum of one year and once per voucher. No extensions are possible for vouchers for the first phase of scale-up coaching in accordance with Article 5 Section 2.

<sup>3</sup> Innosuisse may also extend vouchers at its own initiative if this is necessary to ensure the participation of coaches in oral presentations held within the context of the application procedure for core coaching (Article 29 letter b of the Innosuisse Funding Ordinance) or within the context of the procedure to obtain a confirmation in accordance with Article 33 of the Innosuisse Funding Ordinance. The extension in such cases shall last until the oral presentation.

<sup>6</sup> SR 420.231

<sup>7</sup> SR 420.231

<sup>8</sup> SR 420.231

<sup>9</sup> SR 420.231

**Art. 9** Maximum amounts, use of vouchers and compensation of coaches

<sup>1</sup> The maximum amount for the first phase of scale-up coaching is CHF 15 000. In all other respects, the maximum amounts in accordance with Article 32 Section 2 of the Innosuisse Funding Ordinance<sup>10</sup> shall apply.

<sup>2</sup> The voucher recipients can use coaching services up to the maximum amount specified on the voucher. The voucher may only be used for services that are actually provided, are expedient and are in line with the legal requirements for the corresponding services.

<sup>3</sup> The voucher recipients can use services provided by the same special coach in accordance with Article 62 Section 4 of the Innosuisse Funding Ordinance up to a maximum amount of CHF 10 000.

<sup>4</sup> Innosuisse reimburses the services provided by coaches based on the following flat rates:

- a. for general coaching services: CHF 200 per hour
- b. for an in-depth analysis performed by a special coach: CHF 2 500
- c. for an individual workshop or an ordinary analysis performed by a special coach: CHF 2 000
- d. for a specialised learning programme performed by a special coach: CHF 1 600
- e. for a brief consultation performed by a special coach: CHF 200

<sup>5</sup> If only parts of the services specified in Section 4 are provided, Innosuisse may reduce the compensation.

<sup>6</sup> The amounts specified in Section 4 include any applicable value added tax and exclude any further compensation.

**Art. 10** Payment of compensation

<sup>1</sup> The coaches shall provide each voucher recipient with an account for the services provided in accordance with Article 29 of the Innosuisse Funding Ordinance<sup>11</sup>. The voucher recipients shall provide a statement on the list of hours worked by the coaches or the services provided by the coaches, which are compensated at a flat rate, and release it for payment.

<sup>2</sup> The account is to be submitted and released using the electronic submission system provided by Innosuisse.

<sup>3</sup> The compensation will be paid by Innosuisse after assessing the submission.

**Art. 11** Transitional provision

The extension option in accordance with Article 8 Section 3 and the maximum amount specified in Article 9 Section 3 shall also apply to vouchers already in progress as at 1 January 2023 as well as to applications submitted prior to 1 January 2023.

**Art. 12** Repeal of other legislation

The implementing provisions for coaching of 16 November 2017 are repealed.

**Art. 13** Entry into force

These provisions enter into force on 1 January 2023.

<sup>10</sup> SR 420.231

<sup>11</sup> SR 420.231