Annex 13: The Administrative Burden Reduction Starter Kit

➢ Background and Objectives:

Different Member States have different needs when applying the Standard Cost Model (SCM). While some countries are already conducting large scale measurement exercises, others wish first to test the instruments on a particular field of regulation to become accustomed to its benefits. The Administrative Burden Reduction starter kit is meant to support this latter group in setting up their own Administrative Burden Reduction programmes. This is done by leading them through the different steps of setting up such a programme and providing the experience and lessons learned in the ongoing larger programmes on Commission and Member State level.

➢ Questions addressed:

Many challenges face those responsible for Administrative Burdens Reduction Programmes, both in terms of organisation and methodology. A few examples:

- Which regulations and information obligations should be examined by priority?
- How to set-up the project organisation?
- If and how to contract out part of the work?
- How to ensure that sectoral teams work in a consistent manner?
- How to prepare and conduct interviews with businesses?
- How to standardize, analyse and store the data collected?
- How to measure administrative costs imposed by these rules?
- How to set reduction targets?
- Whom to contact to draw on experiences from other countries?

➢ Content:

The starter kit helps to address these challenges efficiently by providing step-by-step best practices and lessons learned from the EU Administrative Burden Reduction Programme and other national programmes in simple language, along with ready to use templates for interview guides, planning sheets, reporting templates, simplification roadmaps, other support material, and in particular the Administrative Burden Calculator, an application to register information obligations and calculate the costs they impose. For the development of the starter kit, the Commission will draw to a maximum on existing material and experiences already available through the Consortium, the Commission and the SCM Network - resources, knowledge and experience is at hand and should be used as widely as possible.

➢ Availability:

The starter kit is meant to be a user-friendly, low threshold initiative. It will be made easily available for the Member States on the Administrative Burden Reduction Portal of DG Enterprise. Users will be led through a step-by-step approach in easy-to-understand, non-technical language, along with examples, checklists and contact people to ask should

questions arise. With ready-made tools at hand, they will be in a position to self-design their own programme and achieve results in a short timeframe.

Preview of the Administrative Burden Calculator prototype:

AB Calculator

AB Calculator

Calculation Name	Exemption for certain SME
Priority Area	Cohesion policy
Priority Area	Regulation 1260/1999 of June 1999, la
National IO	Intermediate Payment Request
Segment	Small Businesses

Employee Type	legislators, senior officials, manage ▼
Average Cost per Hour:	30,00

Activities	Minutes	Costs
Familiarising with the information obligation	-120,00	-60,00
Training members and employees about the information obligations	0,00	0,00
Retrieving relevant information from existing data	0,00	0,00
Adjusting existing data	0,00	0,00
Producing new data	0,00	0,00
Designing information material (leaflet conception...)	-60,00	-30,00
Filling forms and tables, including recordkeeping	0,00	0,00
Holding meetings	-70,00	-35,00
Inspecting and checking	0,00	0,00
Copying (reproducing reports, producing labels or leaflets)	-50,00	-25,00
Submitting the information (sending it to the relevant authority, etc.)	0,00	0,00
Filing the information	-10,00	-5,00
Buying (IT) equipment _supplies (e.g. labelling machines, ...)	0,00	0,00
Other	0,00	0,00

Consultancy Cost	Equipment Cost
500	80

Author

Rationale Comment

Rationale: Exemption – SME ▼

Frequency	1
Population Number	70.000
Population Type	Business ▼

Administrative Costs	-10.849.420,00
Business as Usual (%)	65
New Administrative Burdens	-3.797.297,00
Old Administrative Burdens	0,00

Save   Reset

Calculate