



Evaluation of administrative burden

an attempted measurement

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Statutory environment

- ⇒ Promotion of Entrepreneurship Act (February 10th 1998)
- ⇒ Mission consigned to the AAS
- ⇒ Long-term strategic plan
- ⇒ Annual working program 2000-2001

Political environment

- ⇒ Governmental declarations 1999**
- ⇒ Cutback of global burden of 10% within two years and of 25% by the end of legislative power (2003)**
- ⇒ Decisions of the federal Council of Ministers of July 2000:**
 - macroeconomic study on administrative burden by poll of enterprises**
 - developing a microeconomic method of measuring administrative procedures**

Macroeconomic measurement

- ⇒ Precedent: OECD-poll 1998
- ⇒ Belgian poll 2000 ® Federal Planning Bureau
- ⇒ Principles:
 - scientific method
 - repetitive
 - representatif sample ® extrapolation



➔ Result = starting point

➔ Plus-points:

- inexpensive
- first line information
- variability of the questions
- measurement of quantitative burden and qualitative aspects
- possible electronic exchange
- representative results
- distinction between different areas, ...



⇒ Inconveniences

- inquiry form is a burden in itself
- subjective answers
- no distinction between the sources of the obligations
- amalgamation between public and private sources of burden
- rigidity in time in relation to changes

Microeconomic measurement Logbook

⇒ Principle

- each administrative procedure is evaluated:
 - on a moment "t"
 - in accordance with predetermined and well-balanced parameters

⇒ Target

- to create an index of administrative burden
 - consensual demand
 - in another way than measuring labour costs or procedure time



⇒ Method

- Each part of an administrative procedure is represented by an indicator
- The pertinence of these indicators is acknowledged by the target groups (consultation)
- The indicators include several possibilities in fulfilling the formality
- Each procedure gets an index value



⇒ Indicator groups

- nature of the procedure
- initiators:
 - administrations
 - private individuals
- information requirements
- procedure itself
- required data and certificates



Nature of the procedure

- ⇒ Types of procedure:
 - storage of the document
 - registration
 - subsidy
 - notification
 - statistics
 - ...



Information requirements

⇒ Accessibility to the information:

- internet
- local visit
- file-transfer
- e-mail
- fax
- mail
- registered mail
- automatic
- ...



⇒ Nature of the informations

- legal text
- practical instructions
- brochure
- to do-checklist
- ...

⇒ Comprehension of the information ("readability")



Administrative procedures

- modes of application (access to the procedure)
- level of comprehension or readability
- modes of transmissions to the administration
- methods of payment
 - stamp duty
 - cheque
 - credit card
 - electronic
 - ...
- number of forms
- proceeding time

Required information and complementary certificates

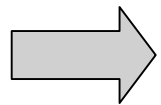
- ⇒ Index-value to each:
 - information according to its complexity
 - certificat according to its holder

- ⇒ Annual frequency of the procedure

- ⇒ Number of persons (entreprise or private person) liable to the procedure

Index-values

- ⇒ Attributed to each indicator in relation to the goal of the administrative obligation
- ⇒ Considering the peculiar factors of the target
- ⇒ Multiplied by the number of times the formality is fulfilled / year



Objective value by means of comparison

Formula

The sum of all index-values per indicator =
index of burden per formality

X frequency of the formality

X number of concerned persons =
index of global burden



Example: registration of cars

- ⇒ Frequent registration procedure requiring now transmission of:
 - ± 90 details
 - 38 certificates
- ⇒ Value index of the actual procedure: 197

Indicators	Modalities	Index
Nature	Registration	8
Initiative	Concerned person	10
Access to information	Internet	16
Kind of information	Practical instructions	4
Application mode	Automatic	1
Submission mode	Fax – Lettre	17
Payment mode	Stamp duty	10
Number of copies		1
Length of procedure		2
Sum of required certificates		38
Sum of required information		90
Total		197
Annual frequency: 1		
Number of registered cars: 1.450.000		285.650.000 = 100%



⇒ Modification 1:

- use of deposit instead of stamp duty

Indicators	Modalities	Index
Nature	Registration	8
Initiative	Concerned person	10
Access to information	Internet	16
Kind of information	Practical instructions	4
Application mode	Automatic	1
Submission mode	Fax – Lettre	17
Payment mode	Stamp duty	3
Number of copies		1
Length of procedure		2
Sum of required certificates		38
Sum of required information		90
Total		190
Annual frequency: 1		
Number of registered cars: 1.450.000		275.500.000 = 96,45%



⇒ Modification 2:

- electronic registration
- use of deposit instead of stamp duty
- withdrawal of certificates

(technical control – VAT sticker – insurance – clearance certificate ...)

! VAT number required

Indicators	Modalities	Index
Nature	Registration	8
Initiative	Concerned person	10
Access to information	Internet	16
Kind of information	Practical instructions	4
Application mode	Automatic	1
Submission mode	Fax – Lettre	8
Payment mode	Stamp duty	3
Number of copies		1
Length of procedure		2
Sum of required certificates		0
Sum of required information		93
Total		146
Annual frequency: 1		
Number of registered cars: 1.450.000		211.700.000 =74,11%

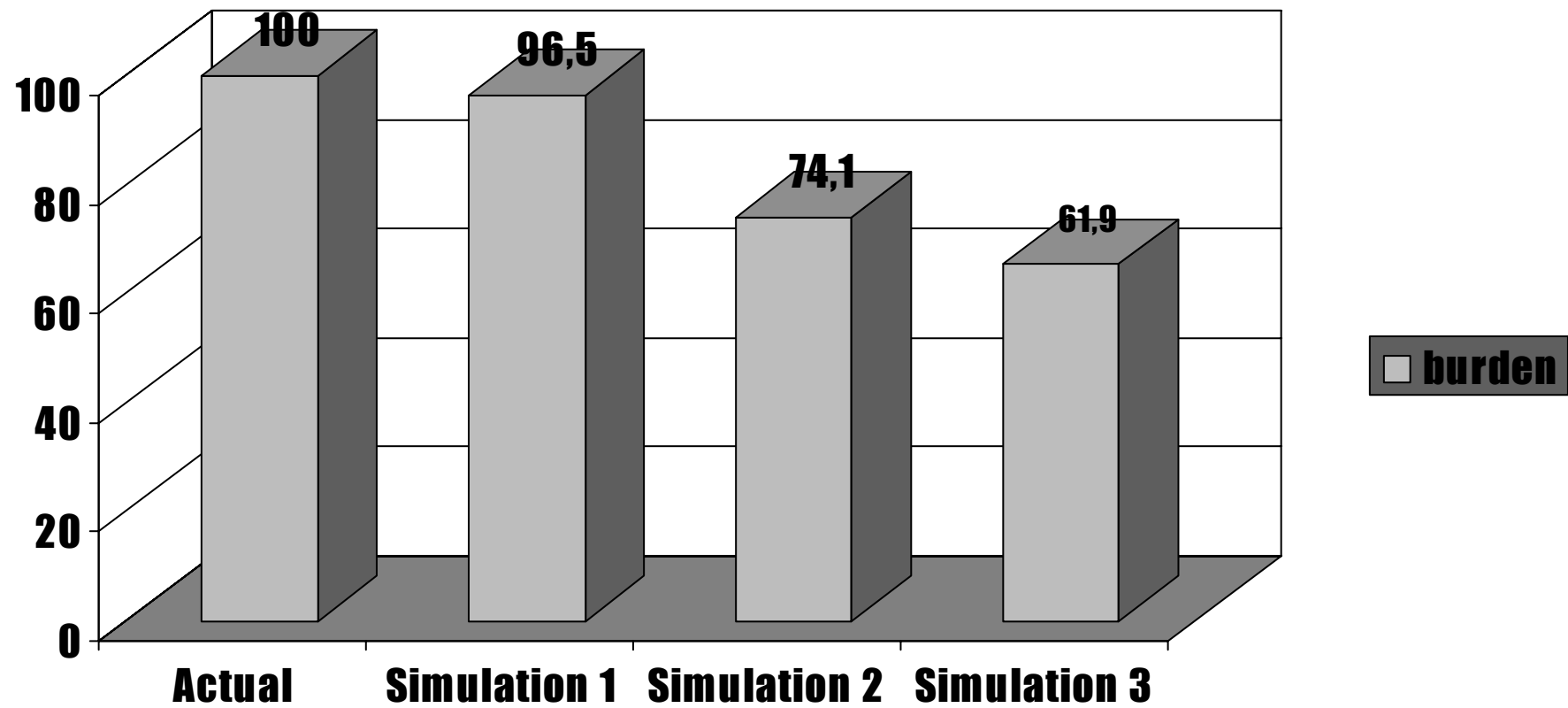


⇒ Modification 3:

- registration application and electronic documents
- use of deposit instead of stamp duty
- withdrawal of certificates
- withdrawal of several identification data

Indicators	Modalities	Index
Nature	Registration	8
Initiative	Concerned person	10
Access to information	Internet	16
Kind of information	Practical instructions	4
Application mode	Automatic	1
Submission mode	Fax – Lettre	6
Payment mode	Stamp duty	3
Number of copies		1
Length of procedure		2
Sum of required certificates		0
Sum of required information		71
Total		122
Annual frequency: 1		
Number of registered cars: 1.450.000		176.900.000 =61,9%

Evolution of burden



Advantages and difficulties

Advantages:

- construction of the system according to its use
- use by administrations and decentralized
- easy application
- secured management
- centralised monitoring
- low-cost system

Difficulties:

- must be used by all the administrations
- based on adoption of initial indexes
- its representativeness requires regular use



Application of the logbook

- ⇒ Permanent follow-up of burden during modifications
- ⇒ Deduction of impact of modification (a posteriori)
- ⇒ Simulation of impact of intended modification (a priori)
- ⇒ Help in decision-process: contribution in impact-analysis
- ⇒ Possible detection-tool for simplifications
- ⇒ Statistics
- ⇒ Evaluation-basis for global formality-burden