



**PUBLIC MANAGEMENT SERVICE  
PUBLIC MANAGEMENT COMMITTEE**

**Administrative Simplification – Best Practices in OECD Countries**

***“Methods to Estimate Administrative Burdens?”***

**Introductory presentation**

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## Methods to estimate administrative burdens

### I.

- Complaints about administrative costs and delays are not just a recent problem
- Since the early eighties Germany has established several expert groups  
= “*Top-Down-Method*”
- long and detailed reports
- *Example*: licensing procedure acceleration law.

But: effect was more or less modest.

Main reason: no analyse of the relevance of the provisions for enterprises and start-ups.

### II. Four main “administrative burdens” for SME’s & Start-ups:

1. The relocation of administrative burdens towards firms.
2. The handling of licensing procedures.
3. The local administration as service provider.
4. Special situation of business start-ups.

### III. Project Team “removing bureaucratic obstacles”:

- SME’s and start-ups suffer more than large companies under administrative burdens.
- 1999 a project team for „removing bureaucratic obstacles“ was set up in the Federal Ministry of Economics and Technology.
- The aim of this project team is to reduce administrative burdens with regard to small and midsize companies and founders.

*Examples:*

### 1. “*Bottom-Up-approach*”:

- direct contact to business firms, unions, federations and founders.
- Analyses of concrete cases.
- Example: Mailbox (buerokratie@bmwi.bund.de)

= Since 1999 more than 80 concrete measures have been taken to remove administrative burdens.

### 2. We want to strengthen the idea of the **public administration as a service provider**.

*Example:* Study „Good Practices for improving the relationship between enterprises and administration“ („an der Schnittstelle zwischen Unternehmen und Kommunen“).

- almost 150 examples (For example: One-Stop-Shops for licensing procedures, a newsletter or information service about how to get a license or a financial support)
- Transfer of these ideas: publication and presentations.

### 3. **Modern technologies:**

= modern technologies will improve the communication between administration and users.

- *Example:* Signature card.

= employers can register directly the relevant information and if one day these information are needed the authorities can get them directly from the chip card with the approval of the employee.

- *Example:* data-base – called BIT –

= will contain all relevant information for a founder.

(legal forms, employees, rooms or machines a.s.o).

#### IV. Summary

- no quantitative targets and no expert commissions
- direct contact to entrepreneurs, founders, federations and unions.
- analyses and evaluation – sometimes with experts – of the burdens (economic and juridical evaluation).