



Training on tools to measure Administrative burdens

Agenda

OECD Headquarters

Conferences Centre Room CC 13

3 November 2009

Paris, France



Why have a training session on the mechanisms to measure administrative burdens?

Arab countries have followed different paths to reduce administrative burdens as part of their efforts to modernise and reform their administration and improve the business environment and the quality of regulation. Tools to measure administrative burdens could help support efforts on administrative simplification and promote the achievement of concrete results. Measurement provides a quantification of the regulatory and administrative costs in an economy, setting concrete targets, and facilitates the monitoring of simplification efforts over time. In addition, it provides a powerful tool to convince stakeholders of the importance of administrative simplification.

The Standard Cost Model (SCM), originally developed in the Netherlands, is the most popular method to assess the cost of red tape, and the benefits of cutting it. Countries benefit from the use of the SCM to measure the administrative costs imposed on business by their central governments regulations. The SCM breaks down legislations into information obligations on the business side, allowing for a high level of detail and facilitates the assessment of the impact of concrete reform efforts on administrative burdens. This method has been introduced as such or adapted by many other countries.

The simplification of administrative burdens consists of a set of activities which must be managed at the same time. We should take into consideration demands from businesses and citizens, turn them into concrete projects, assign them a leader, establish short and medium term planning, be realistic, not overlook any technical or human resources, or opportunity that could boost the project and build networks. Assessments of the current situation, before and after project completion, allow for the gauging of the real impact of the reform in terms of administrative simplification in the target groups. Having already undertaken the impact assessment (Test Kafka Belgium) of the regulatory proposals provides transparency regarding the administrative burdens and avoid a number of overly complex procedures.

This training session is designed to answer the demand from MENA delegates working on administrative simplification and regulatory reform, who have recently emphasized the benefits of training activities for their daily work, placing much emphasis on the advantages of the practical dimension of training.

Expected outcomes

Participants of the training session will have the opportunity to learn and deepen their knowledge about the characteristics of measuring administrative burdens, and in particular analyze what should be measured, how it could be measured and the benefits of doing so.

Context

During the 4th **Special Session of the OECD Working Party on Regulatory Management and Reform** on 20 October 2008, the importance of **Administrative simplification** was highlighted. Participants expressed their interest to strengthen cooperation in this field, to overcome barriers to implementation, and to use adequate tools for administrative simplification such as burden measurement techniques and other innovative approaches.

Recently, two **seminars** were organised, both hosted by the government of Egypt, on administrative simplification issues:

- on **“Administrative Simplification: Overcoming Barriers to Implementation”** in 2008
- on **“Strategies, Tools and capacities for Administrative Simplification”** in 2007

These events, organised in the framework of the Good Governance for Development (GfD) in Arab Countries Initiative, helped to consolidate a network of experts on administrative simplification in the MENA region, who can identify concrete barriers to administrative simplification and solutions that can help overcoming them. Participants confirmed their support to continue work on administrative simplification issues within the framework of the GfD Initiative and concretely on methodologies for administrative burdens measurement from a practical perspective.

Trainers

Herman Schippers is a policy advisor at the Dutch programme on regulatory reform for businesses. He is responsible for the application of the Standard Cost Model and the monitoring of the reduction programme.

Dominique de Vos is the General Deputy Director of the Agency for the Administrative Simplification (ASA) in the Chancellery of the Prime Minister. She also represents Belgium in the OECD Public Governance and Regulatory Policy Committees.

8.45 – 9.00	Registration
Coping with Administrative Burdens – The Standard Cost Model	
Trainer: Mr. Herman Schippers	
9.00 – 10.00	Session 1. Theoretical Framework
<ul style="list-style-type: none"> • Administrative burdens • Information Obligations • Calculation of costs • Theoretical background • Statistical relevance • Why reduce administrative burdens? 	
10.00 – 10.30	<i>Coffee break</i>
10.30 – 11.30	Session 2. Undertaking of a zero base measurement
<ul style="list-style-type: none"> • Pros and cons of complete or partial measurement • From information obligations to total costs for businesses • Exercise: finding Information obligations and calculation of costs 	
11.30 – 12.30	Session 3. Net Reduction Programme
<ul style="list-style-type: none"> • Pros and cons of a net reduction target in relation to a zero base measurement • Problems with rules and regulations as reported by businesses • How to identify opportunities for simplification? • Implementation issues • Exercise: simplification proposals 	
12.30 – 14.00	<i>Lunch</i>
14.00 – 15.00	Session 4. Prevention of new administrative burdens and monitoring
<ul style="list-style-type: none"> • Impact assessment • Pros and cons of an independent watchdog and alternative ways of assessing proposals • Coordinating within government and monitoring the results of the programme • Reporting on the results of simplification programme and communicating progress • Business perceptions about the simplification achievements 	

Large and small strategies of administrative simplification

Trainer: Mrs. Dominique de Vos

15.00 – 17.00

I. Define a framework for multidisciplinary action

- Institutional context
- Mission and mandate of the leader
- Key principles and theoretical tools
- How to activate the leverage?

II. Sample applications for business and citizens

- Single data collection
- Electronic exchanges
- Regulatory review
- Consultations...

III. Evaluation of results

- Self-evaluation using the standard cost model (Kafka)
- Administrative burdens survey for enterprises
- Requalification of priorities
- Macro-economic objective

17.00 – 17.30

Questions and conclusions