

Measuring administrative costs imposed by EU legislation



SG C3 support activities to other Commission services

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The Administrative Burden Help desk



- n A team of 7 administrators and 2 external contractors
- n More than 20 requests in 2010
- n Most frequently asked questions:
 - n How to apply the EU SCM (e.g. definition of administrative vs. compliance costs, tariffs used for the calculations, sources of information)
 - n How to report on administrative costs and burdens in draft impact assessments
 - n How to prepare external studies (e.g. drafting of terms of reference)
- n New internal communication campaign underway to promote the service

Internal training



- n Course included in basic curriculum for administrators working on impact assessments
- n 7 half-day training sessions with almost 100 participants took place in 2010
- n Content covered:
 - n Political / economic background and relevance of administrative burden reduction
 - n Application of the EU SCM step by step in line with Commission Impact Assessment Guidelines (incl. practical examples)
 - n Reporting on administrative costs and burdens in impact assessments


The Administrative Burden Calculator



- n A user friendly web tool accessible to all Commission officials since January 2011
- n Designed to help colleagues apply the Impact Assessment Guidelines and the EU SCM (step by step approach)
- n Functionalities:
 - n Predefined fields, automatic calculations and numerous help buttons to simplify the process and minimise mistakes (i.e. information obligations, administrative activities, salary tariffs)
 - n Possibility to export the data in an Excel sheet that can be annexed to the impact assessment report
 - n Possibility to share and compare calculations with colleagues within the DGs
 - n Library of reference documents

The welcome page

Cutting Red Tape for Europe



Administrative Burden Calculator

This Site: Administrative Burden


View site content

AC/AB Calculator

- Businesses
- Public authorities

EU Database

- User Interface
- Manuals & documentation

 Recycle Bin

AC/AB Calculator

Welcome to the Administrative Burden Calculator

The impact assessment guidelines (see [Annex 10](#) in particular) specify that when the measure envisaged by Commission services is likely to trigger a significant change in administrative burden, its effects should be quantified using the EU Standard Cost Model.

The Administrative Burden Calculator available on this page helps you quantify these burdens step by step. As such, the Calculator offers a simple way for Commission services to use the EU Standard Cost Model and estimate the administrative burdens for businesses or public authorities. It functions in the following way:

- users are invited to enter all relevant qualitative and quantitative information step by step
- draft versions of the calculation can be saved online and shared with colleagues in the same DG
- results of the calculation can be exported to the standard Excel file that services are requested to fill in following the impact assessment guidelines

The calculations should be done separately for businesses and for public authorities. **To start a new calculation, users are invited to select one of those two categories in the menu presented on the left side of this page, and then click on "Start new administrative burden calculation".**

Please note that the standard value included in the AC/AB Calculator is an average EU tariff corresponding to the selected employee type. It covers both wages and non-wage labour costs, as well as a standard proportion of so-called overheads costs (i.e. 25%) linked with individual employees and borne by businesses but not included in their salaries (i.e. fixed administration costs such as premises, telephone, heating, electricity and IT equipment). Please note that this value can be changed manually, for example when the Calculator is used to measure AC/AB in a specific Member States. The help desk can provide a list of national tariffs for all employee types upon request.

On this page, Commission services can also access the Administrative Burden Database containing results of the measurement of 42 acts quantified in the context of the Action Programme on Administrative Burdens launched by the Commission in January 2007. These results can be useful for colleagues assessing the impact of information obligations similar to those included in the 42 acts.

Questions or problems related to the Administrative Burden Calculator and the Administrative Burden Database can be addressed to the support team in SG C3 through the following address: SG-ADMIN-BURDEN-HELP-DESK@ec.europa.eu

Useful links

- SG website on Better Regulation
- Impact Assessment guidelines - main text
- Impact Assessment guidelines - Annexes
- EU Standard Cost Model reporting sheet
- Eur-lex

[Add new link](#)

News


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Contact

SG ADMIN BURDEN HELP DESK

Businesses

Type	Name	Modified	Modified By	Checked Out To
	SG	6/01/2011 11:38	System Account	

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Calculator of Administrative Costs (AC) & Administrative Burdens (AB) on Businesses

For more information on the different steps of the AC/AB calculation, please refer to Annex 10 to the Impact Assessment Guidelines.

1 Identification of EU Act

What is the EU legislation you would like to measure the AC-AB of?

What is the policy area related to this legislation?

What businesses are affected by the identified information obligations?

To proceed with the AC/AB calculation, please insert as many information obligations as necessary.

Information obligations

2 Identification of Information Obligation (IO) and calculation of AB deriving from it

From what article(s) in the legislation does the information obligation stem?

Does this information obligation derive from an international agreement? If so, which one? Check if yes

What is the type of this information obligation?

Please describe the information obligation briefly?

What businesses are affected by this information obligation?

Total administrative cost of all segments for this information obligation

Total administrative burdens of all segments for this information obligation

2.1 Segment of businesses

This calculator allows you to measure separately the AB/AC falling on different kinds of businesses (if relevant). To do so, please click a "new segment of business" for each category identified. Conversely, if you do not wish to distinguish between different kinds of businesses, you are invited to create only one "segment".

Segment name	Number of businesses impacted
	1

Internal AC / Entity

Please choose from the above list what activity businesses in the relevant segment have to perform to comply with the information obligation and specify what type of employees usually perform the activity, how often, and how long it takes them.

	Activity name	Employee type	Employee Tariff	Frequency	No. of minutes	AC for activity
<input type="checkbox"/>	1. Familiarizing with the information obligation		0	0	0	0.00
<input type="checkbox"/>	2. Training employees about the information obligations		0	0	0	0.00
<input type="checkbox"/>	3. Retrieving relevant information from existing data		0	0	0	0.00
<input type="checkbox"/>	4. Adjusting existing data		0	0	0	0.00

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<input type="checkbox"/>	7. Filling in forms and tables, including recordkeeping		0	0	0	0.00
<input type="checkbox"/>	8. Holding meetings		0	0	0	0.00
<input type="checkbox"/>	9. Inspecting and checking		0	0	0	0.00
<input type="checkbox"/>	10. Copying		0	0	0	0.00
<input type="checkbox"/>	11. Submitting the information		0	0	0	0.00
<input type="checkbox"/>	12. Filing the information		0	0	0	0.00
<input type="checkbox"/>	13. Buying (IT) equipment & supplies		0	0	0	0.00
<input type="checkbox"/>	Other		0	0	0	0.00

External AC / Entity

In order to comply with this information obligation, do businesses in this segment have to buy specific equipments? Yes No

In order to comply with this information obligation, do businesses in this segment have to outsource specific activities to contractors? Yes No

Business as usual

Overall, what part of the activities required for this information obligation can be identified as "business as usual"? 00 %

Totals at Entity level

Total internal AC	0.00
Total external AC	0.00
Total AC	0.00
Business as usual costs	0.00
Total AB	0.00

Totals at Segment level

Total AC	0.00
Total AB	0.00

Insert new Segment of business

Insert new Information obligation

Notes

Generate Excel

Click here to attach a file