



GOBIERNO
DE ESPAÑA

MINISTERIO
DE HACIENDA
Y FUNCIÓN PÚBLICA

SECRETARIA DE ESTADO DE FUNCIÓN PÚBLICA
DIRECCIÓN GENERAL DE GOBERNANZA PÚBLICA

Analysis of the identification and calculation of the administrative burdens for citizens and companies in Spain



GOBIERNO
DE ESPAÑA

MINISTERIO
DE HACIENDA
Y FUNCIÓN PÚBLICA

SECRETARIA DE ESTADO DE FUNCIÓN PÚBLICA
DIRECCIÓN GENERAL DE GOBERNANZA PÚBLICA

INDEX

1. **START OF THE ANALYSIS OF ADMINISTRATIVE BURDENS IN SPAIN**
2. **CURRENT SITUATION OF ADMINISTRATIVE BURDENS**
3. **ESTIMATION OF ADMINISTRATIVE BURDENS ON RIA IN SPAIN
-Simplified Method**
4. **PLANS FOR THE SIMPLIFICATION OF ADMINISTRATIVE BURDENS**
5. **COLLABORATION AGREEMENTS WITH ENTITIES**
6. **ONE IN – ONE OUT**
7. **OFFICE FOR THE COORDINATION AND REGULATORY QUALITY**



GOBIERNO
DE ESPAÑA

MINISTERIO
DE HACIENDA
Y FUNCIÓN PÚBLICA

SECRETARIA DE ESTADO DE FUNCIÓN PÚBLICA
DIRECCIÓN GENERAL DE GOBERNANZA PÚBLICA

1. START OF THE ANALYSIS OF ADMINISTRATIVE BURDENS IN SPAIN



GOBIERNO DE ESPAÑA

MINISTERIO DE HACIENDA Y FUNCIÓN PÚBLICA

SECRETARIA DE ESTADO DE FUNCIÓN PÚBLICA
DIRECCIÓN GENERAL DE GOBERNANZA PÚBLICA

At the 2007 Spring European Council: administrative simplification became one of the priority lines of action in the European economic policy.

“Better Regulation” Initiative included

Promoting instruments to design and implement better legislation, especially the simplification, reduction of administrative burdens and impact assessments.

Reinforcing the constructive dialogue between the parties concerned and legislators.

Ensuring that the principles of improvement of legislation are applied by the legislators.



BURDENS REDUCTION TARGET

25% of administrative burdens in 2012

The European Commission urges countries to take commitments to reduce administrative burdens

Launch of the Action Plan of reduction of administrative burdens (2008)

THE SPANISH GOVERNMENT REDUCTION BURDENS TARGET: 30%



GOBIERNO
DE ESPAÑA

MINISTERIO
DE HACIENDA
Y FUNCIÓN PÚBLICA

SECRETARIA DE ESTADO DE FUNCIÓN PÚBLICA
DIRECCIÓN GENERAL DE GOBERNANZA PÚBLICA

¿What is an administrative burden?

An administrative burden is the activity of an administrative nature that must carry out the companies or citizens to comply with the obligations arising from the regulations, such as:

- applications
- data communication.
- conservation of documents.

The reduction of repetitive obligations unnecessary and obsolete, provides businesses with longer time than can be employed in their productive activity, reducing production costs, allowing additional innovations and investments, in addition improving the productivity and competitiveness of the economy.



GOBIERNO
DE ESPAÑA

MINISTERIO
DE HACIENDA
Y FUNCIÓN PÚBLICA

SECRETARIA DE ESTADO DE FUNCIÓN PÚBLICA
DIRECCIÓN GENERAL DE GOBERNANZA PÚBLICA

Methods for identification of administrative burdens

- Memories of regulatory impact analysis report (RIA)
- plans for the simplification of administrative burdens
- agreements with stakeholders
- One in – one out



GOBIERNO
DE ESPAÑA

MINISTERIO
DE HACIENDA
Y FUNCIÓN PÚBLICA

SECRETARIA DE ESTADO DE FUNCIÓN PÚBLICA
DIRECCIÓN GENERAL DE GOBERNANZA PÚBLICA

2.- CURRENT SITUATION OF ADMINISTRATIVE BURDENS



GOBIERNO
DE ESPAÑA

MINISTERIO
DE HACIENDA
Y FUNCIÓN PÚBLICA

SECRETARIA DE ESTADO DE FUNCIÓN PÚBLICA

DIRECCIÓN GENERAL DE GOBERNANZA PÚBLICA

Current regulatory framework. Recent change

- Law 50/1997, of 27 November, of the Government (has been recently amended by Law 40/2015). Giving more importance to the calculation of administrative burdens
- RD 391/2017, on 27 October, which regulates the regulatory impact analysis report (RIA)
 - Specific section in the RIA : memory will be dedicated to the detection and measurement of administrative burdens resulting from the proposal, quantifying the cost of compliance for the Administration and for the forced to bear them, with special reference to the small and medium-sized enterprises. In application of the principle of efficiency, the rule which is drawn up should avoid unnecessary administrative burdens
- Principle of compensation of administrative burdens included in Law 14/2013, of 27 September, of support for entrepreneurs and its internationalization. Contains “One in/one out” principle.
- Law 39/2015, of 1 October, of the common administrative procedure of the public administrations, provides that electronic processing should constitute the usual performance of administrations.



GOBIERNO
DE ESPAÑA

MINISTERIO
DE HACIENDA
Y FUNCIÓN PÚBLICA

SECRETARIA DE ESTADO DE FUNCIÓN PÚBLICA
DIRECCIÓN GENERAL DE GOBERNANZA PÚBLICA

Procedure for preparation of regulatory impact analysis report (RIA)

- Who does the RIA? Competent management center
- Types of rules:
 - draft bills
 - Royal Legislative Decree projects
 - Regulatory standards
- Analysis of burdens are made at the standard proponent Center
- Monitoring of loads on RIA is a competence of the General Subdirectorate of Organisation and Procedures of the Directorate-General of Public Governance, we make assessment and corrections where appropriate



GOBIERNO
DE ESPAÑA

MINISTERIO
DE HACIENDA
Y FUNCIÓN PÚBLICA

SECRETARIA DE ESTADO DE FUNCIÓN PÚBLICA
DIRECCIÓN GENERAL DE GOBERNANZA PÚBLICA

3.- ESTIMATION OF ADMINISTRATIVE BURDENS ON RIA IN SPAIN



GOBIERNO
DE ESPAÑA

MINISTERIO
DE HACIENDA
Y FUNCIÓN PÚBLICA

SECRETARIA DE ESTADO DE FUNCIÓN PÚBLICA
DIRECCIÓN GENERAL DE GOBERNANZA PÚBLICA

Simplified measurement method for the reduction of administrative burdens

- It is based on the standard cost model and adapted to the Spanish territorial model
- Method agreed with all administrations.
- It facilitates identification and uniform measurement of administrative burdens by all public administrations.
- It provides mechanisms to remove or reduce the burdens.
- It is based on the experience.
- It is a didactic guide for public employees.
- Justification of the simplified methodology:
 - Difficulty of measuring with the SCM reduction deadlines and opportunity costs
 - Saturation of entrepreneurs to answer surveys about cost of loads



GOBIERNO
DE ESPAÑA

MINISTERIO
DE HACIENDA
Y FUNCIÓN PÚBLICA

SECRETARIA DE ESTADO DE FUNCIÓN PÚBLICA
DIRECCIÓN GENERAL DE GOBERNANZA PÚBLICA

Measurement of administrative burdens with the simplified method

The amount of the administrative burden, expressed in EUROS and in annual terms, is the result of multiplying the three values:

Burden's unit cost by population by frequency

If instead of population and frequency we use the number of files:

Burden's unit cost by number of files

- The unit cost for complying the load figures in the next tables. It has been calculated on the basis of "time and price" parameters of the SCM.
- The population. Number of companies or citizens that must comply with the load.
- The frequency. Number of times per year that the procedure must be complied

Population and frequency can be replaced by the number of files



GOBIERNO
DE ESPAÑA

MINISTERIO
DE HACIENDA
Y FUNCIÓN PÚBLICA

SECRETARIA DE ESTADO DE FUNCIÓN PÚBLICA
DIRECCIÓN GENERAL DE GOBERNANZA PÚBLICA

TABLE I: THE DIRECT COST MEASUREMENT OF ADMINISTRATIVE BURDENS

Nº of category	Definition of the load	Unit Cost (€)
1	Submit an electronic application	5
2	Submission of a communication electronically	2
3	Electronic submission of documents, bills or requirements	4*
4	Electronic inscription in a register	50
5	Keeping books electronically	150
6	Submit an application in person	80
7	Submission of a communication in person	30
8	Conventional submission of documents, bills or requirements	5*
9	Conventional inscription in a register	110
10	Bookkeeping	300
11	Data input	2*
12	Processing through intermediaries (banks, doctors,...)	35
13	Submission of a report and memory	500
14	Obligation to keep documents	20
15	Audits or controls by external organizations or professionals	1.500
16	Information to third parties	100
17	Obligation to communicate or publish	100
18	Formalization in public documents of facts or documents	500



GOBIERNO
DE ESPAÑA

MINISTERIO
DE HACIENDA
Y FUNCIÓN PÚBLICA

SECRETARIA DE ESTADO DE FUNCIÓN PÚBLICA
DIRECCIÓN GENERAL DE GOBERNANZA PÚBLICA

TABLA II: DIRECT SAVINGS (only when is not possible to measure the concept with the table I)

Nº of category	Good practices (direct savings)	Save (€)	
1	Automatic renewal of authorizations and licenses	175	
2	Implantation of proactive processing	100	
3	Establishment of immediate response in a procedure	200	
4	Reduction of deadlines for management response (values based on the reduced time scale)	Del 1 al 25%	20
		Del 26 al 50%	60
		Del 51 al 75%	110
		Del 76 al 99%	180
5	Establishment of specific help systems to filling	30	
6	Implementation of information campaigns to interested parties	15	



GOBIERNO
DE ESPAÑA

MINISTERIO
DE HACIENDA
Y FUNCIÓN PÚBLICA

SECRETARIA DE ESTADO DE FUNCIÓN PÚBLICA
DIRECCIÓN GENERAL DE GOBERNANZA PÚBLICA

Example. Saving loads by administrations interoperability and electronic processing

Administrative burdens (previous legislation)	Unit Cost €	Quantity	Frequency	Population	Total Cost €
Filing of application in person	80	1	1	100.000	8.000.000 €
SS certificate request	80	1	1	100.000	8.000.000 €
AEAT certificate request	80	1	1	100.000	8.000.000 €
Documents	5	2	1	100.000	1.000.000 €
TOTAL					25.000.000 €
Administrative burdens (current legislation)	Unit Cost €	Quantity	Frequency	Population	Total Cost €
Filing the application <u>electronically</u>	5	1	1	100.000	500.000 €
TOTAL					500.000 €
<u>TOTAL REDUCTION</u>					<u>24.500.000 €</u>



GOBIERNO
DE ESPAÑA

MINISTERIO
DE HACIENDA
Y FUNCIÓN PÚBLICA

SECRETARIA DE ESTADO DE FUNCIÓN PÚBLICA
DIRECCIÓN GENERAL DE GOBERNANZA PÚBLICA

4.- PLANS FOR THE SIMPLIFICATION OF ADMINISTRATIVE BURDENS



GOBIERNO
DE ESPAÑA

MINISTERIO
DE HACIENDA
Y FUNCIÓN PÚBLICA

SECRETARIA DE ESTADO DE FUNCIÓN PÚBLICA

DIRECCIÓN GENERAL DE GOBERNANZA PÚBLICA

Plans of the simplification of administrative burdens

- Administrative simplification means all activity aimed at making simpler, easier and less complicated the performance of the public administrations in administrative procedures, processes and sequences of steps and actions. This results in a reduction of the administrative burden for citizens and businesses in their dealings with the administrations.
- A Manual of administrative simplification and reduction of burdens, which establishes guidelines and methodological criteria to be applied by the various ministerial departments and public organizations, in the process of administrative simplification was developed in 2014.
- From 2015 the ministerial departments must make annual plans for simplification of administrative procedures and reducing burdens in their ministerial field, which will be launched throughout the year



GOBIERNO
DE ESPAÑA

MINISTERIO
DE HACIENDA
Y FUNCIÓN PÚBLICA

SECRETARIA DE ESTADO DE FUNCIÓN PÚBLICA

DIRECCIÓN GENERAL DE GOBERNANZA PÚBLICA

Plans of the simplification of administrative burdens

- Types of procedures submitted to simplification:
 - inter-administrative cooperation
 - Statistics and provision of information to the Public Administrations
 - concessions, authorizations and licenses
 - staff management
 - Public registration and inscriptions, certifications and consultations (10 %).
- The procedures to simplify affect both citizens and businesses (2/3) as to the internal procedures of the Administration itself (1/3).
- Importance of e-Government



GOBIERNO
DE ESPAÑA

MINISTERIO
DE HACIENDA
Y FUNCIÓN PÚBLICA

SECRETARIA DE ESTADO DE FUNCIÓN PÚBLICA
DIRECCIÓN GENERAL DE GOBERNANZA PÚBLICA

5-COLLABORATION AGREEMENTS WITH STAKEHOLDERS



GOBIERNO
DE ESPAÑA

MINISTERIO
DE HACIENDA
Y FUNCIÓN PÚBLICA

SECRETARIA DE ESTADO DE FUNCIÓN PÚBLICA

DIRECCIÓN GENERAL DE GOBERNANZA PÚBLICA

Collaboration agreements with entities

- The task of simplifying and eliminating administrative burdens would not be fully effective if it was addressed exclusively by the ministerial departments of the General State Administration . The administrative vision must be completed with the knowledge and practice of the recipients of the rules (citizens and businesses).
- Just like that at the international level, the participation of those interested in the reduction of loads must be integrated in the broader process of elaboration and normative evaluation, in accordance with the recently passed national regulations, and looking for the efficiency and effectiveness in the actions that are undertaken
- Since the launch in 2008 of the Plan of action for the reduction of administrative burdens, the General Administration of the State has promoted the active participation of the business sector in the policy of reducing administrative burdens through the signing of collaboration agreements with business organizations and associations, through which they have detected burdens in procedures dealt with by the various ministerial departments, that could be reduced.



GOBIERNO
DE ESPAÑA

MINISTERIO
DE HACIENDA
Y FUNCIÓN PÚBLICA

SECRETARIA DE ESTADO DE FUNCIÓN PÚBLICA
DIRECCIÓN GENERAL DE GOBERNANZA PÚBLICA

Collaboration agreements with entities

The business and social organizations that have been signed collaboration agreements for the reduction of administrative burdens since 2008 are:

- Spanish Confederation of business organizations (CEOE) and the Spanish Confederation of the small and medium-sized enterprises (CEPYME) - 9 agreements
- Chamber of Commerce of Spain - 9 agreements
- National Federation of associations of entrepreneurs and self-employed (ATA) - 4 agreements
- The Spanish Committee of representatives of people with disabilities (CERMI) - 4 agreements
- General Council of official colleges of administrative managers of Spain - 3 agreements

There is financial contribution of both parties to finance activities and proposals.



GOBIERNO
DE ESPAÑA

MINISTERIO
DE HACIENDA
Y FUNCIÓN PÚBLICA

SECRETARIA DE ESTADO DE FUNCIÓN PÚBLICA
DIRECCIÓN GENERAL DE GOBERNANZA PÚBLICA

6.- ONE IN – ONE OUT



GOBIERNO
DE ESPAÑA

MINISTERIO
DE HACIENDA
Y FUNCIÓN PÚBLICA

SECRETARIA DE ESTADO DE FUNCIÓN PÚBLICA
DIRECCIÓN GENERAL DE GOBERNANZA PÚBLICA

One in – one out

- Principle of compensation of administrative burdens. Law 14/2013, of 27 September, of support for entrepreneurs and its internationalization. It contains “One in - one out” principle.

Article 37 provides that, when public administrations create new administrative burdens for companies, will eliminate at least one existing burden of equivalent cost.

- Agreement of the Council of Ministers of 30 January 2015, laying down measures to strengthen monitoring of the principle of compensation of administrative burdens, precise actions in this sense.
- At the RIA should be expressly stated if a draft standard affects directly just to companies or companies and citizens, and then will be when the principle of compensation of administrative burdens will be applied.
- Not subject to loads compensation rules that:
 - Derived from European legislation or international agreements
 - Regulate civil emergencies
 - Content measures to prevent financial risk, contain inflation, regulate taxes and fees, fines and penalties, social security contributions
 - Have temporary validity (especially those of annual term)



GOBIERNO
DE ESPAÑA

MINISTERIO
DE HACIENDA
Y FUNCIÓN PÚBLICA

SECRETARIA DE ESTADO DE FUNCIÓN PÚBLICA
DIRECCIÓN GENERAL DE GOBERNANZA PÚBLICA

7.- OFFICE FOR THE COORDINATION AND REGULATORY QUALITY



GOBIERNO
DE ESPAÑA

MINISTERIO
DE HACIENDA
Y FUNCIÓN PÚBLICA

SECRETARIA DE ESTADO DE FUNCIÓN PÚBLICA

DIRECCIÓN GENERAL DE GOBERNANZA PÚBLICA

Office of coordination and regulatory quality

- Dependency of the Ministry of the Presidency and for territorial administrations
- It is our *watchdog*
- Are specified in the RIA the rules submitted to ex-post evaluation
- Rules that have to undergo analysis of results are among others:
 - Cost, savings, **administrative burdens**

Analysis Content:

- Effectiveness. If it has achieved the intended purposes
- Efficiency. **Identifying loads which could not have been necessary**
- Sustainability. Unanticipated effects and can compromise future viability
- Results



GOBIERNO
DE ESPAÑA

MINISTERIO
DE HACIENDA
Y FUNCIÓN PÚBLICA

SECRETARIA DE ESTADO DE FUNCIÓN PÚBLICA
DIRECCIÓN GENERAL DE GOBERNANZA PÚBLICA

“You should do everything as simple as possible, but not simpler.”

ALBERT EINSTEIN

Thank you!