

Project profile

The aim underlying the overall strategy of the Initiative to Reduce Bureaucracy is to enhance the competitiveness of Germany as a place to do business, to foster innovation and investment and to reduce or even abolish unnecessary administrative duties for citizens. The Initiative is a dynamic process, into which new projects are incorporated in an ongoing and targeted manner. This is achieved by what is referred to as project waves. Projects of the Ministries will become a project under the Initiative to Reduce Bureaucracy if the project in question reduces bureaucracy – either as a primary target or as a side-effect.

This project profile (outlined with the help of a form for project registration and controlling) is to support the Ministries in identifying other potentials of bureaucracy reduction and in selecting new projects for the Initiative to Reduce Bureaucracy.

One guiding principle of the initiative is to set priorities instead of wasting time and energy by cutting red tape indiscriminately. For this reason, projects will be developed in one of the following five strategic areas of action:

- Labour market and assistance for people to set up their own business (self-employment),
- Economy as a whole and small and medium-sized enterprises,
- Research and technology,
- Civil society and voluntary work,
- Services for businesses and individuals.

The second guiding principle is to reduce burdens comprehensively for as many businesses and citizens as possible. This is why the focus is on the use and benefit of the relevant projects for those who are affected by the selected projects. Such use and benefit must also be conveyed to the general public. Indicators which help measure the extent of bureaucracy reduced by the projects serve this purpose. For instance, the measuring units for the indicators can be determined by estimating the reduced efforts needed by citizens and businesses compared with the previous regulation or by estimating enhanced participation options.

Reduced bureaucracy enhances the competitiveness of businesses and fosters innovation. By reducing administrative burdens for citizens, the acceptance of administrative action is increased; more transparent administrative processes lead to greater citizen-friendliness and greater satisfaction among citizens. Enhanced options of participation increase the transparency of political processes as well as the acceptance of political decisions (reduced frustration). At the same time, the reduction of bureaucracy also improves internal administrative processes.

Form for project registration and controlling

Registration criteria	Project description
Project title	
Contact	Ministry _____ Organisational unit _____ Name _____ Tel. _____ Fax _____ Mail _____
1. Project description incl. intended improvement in terms of bureaucracy reduction	The brief project description also specifies the project aims, in particular with regard to the reduction of bureaucracy (outside effects), as clearly as possible. A concrete target definition is a prerequisite for any success.
2. Target groups	The projects are situated at the interface between the administration and businesses (A2B) and/or between the administration and citizens (A2C): ☐ Businesses ☐ Citizens These references will be specified further, if possible (e.g. SMEs, craft, agriculture, research institutes, job-seekers, parents, clubs, non-profit organisations): ☐ _____ ☐ _____ ☐ _____
3. Strategic area of action	The projects will be developed in <u>one</u> of the five strategic areas of action: ☐ Labour market and assistance for people to set up their own business ☐ Economy as a whole and SMEs ☐ Research and technology ☐ Civil society and voluntary work ☐ Services for businesses and individuals

4. Measures	A project not only consists of legal amendments that may be required for its implementation (e.g. amendment of laws, ordinances having the force of law), but also and invariably of specific implementation measures (e.g. optimisation of business processes, reorganisation of the structures of authorities, introduction of e-government). As a consequence, a project is not completed after a law has been adopted, but only after it has been implemented. For it is only at this moment that the reduction of bureaucracy can really be felt by citizens and businesses! If the Länder or local authorities are responsible for executing relevant laws, or if laws of the Bundesländer have to be amended for this purpose, the steps necessary for their initiation must also be listed. <u>Possibly</u> required legal amendments: Implementation measures:
5. Measuring the reduction of bureaucracy with the help of indicators	The aim of the Initiative to Reduce Bureaucracy is to reduce bureaucratic burdens for citizens and businesses in a tangible manner. Such reduction will be measured with the help of the following indicators. Please refer to all relevant (at least two) indicators, and provide a realistic target estimate for them (measuring unit): ☐ Reduction of avoidable, direct administrative contacts • by a reduced number of applications to be filed • by a reduced number of contacts with authorities (e.g. by setting up a one-stop-agency) • by ____ (number) → ____ % ☐ Reduction of processing efforts (time, costs, etc.) by citizens and enterprises • By a simplified processing of applications (e.g. through better forms) • By simplified / standardised information duties • By electronic filing of applications, etc. • by ____ (please refer to time/costs) → ____ % ☐ Reduction of processing times within the administration

	• By a reduced number of authorities • By a reduced number of reorganized, optimised processes (e.g. by avoiding media discontinuities) • By reducing enquiries (e.g. by better advice and counselling) • by ____ (please refer to time) → ____ % ☐ Enhancing citizen-friendliness • By an increased number of easier accesses to administrative information (e.g. electronically) • By an increased number of easier contacts with the administration (e.g. electronically) • By an increased number of better counselling services of the administration • By an increased number of uniform contact partners (one stop agencies) • by ____ (please insert figure) ☐ Enhancing the number of participation options • By an increased number of participation options, such as Internet forums, hearings or round tables (number of political processes or political areas opened up for participation) • By an increased number of easier participation options (faster, simpler) • By an increased number of participation options with greater political influence/impact • By an increased number of groups involved • by ____ (insert number) ☐ Optimising the “pool of regulations” • By a reduced number of regulations • By an increased number of simplified/combined regulations • By an increased number of regulations improved through regulatory review • by ____ (insert number) Please refer to other indicators, if appropriate: ☐ _____ by ____ (number, ..., %) ☐ _____ by ____ (number, ..., %) ☐ _____ by ____ (number, ..., %)
6. Internal administrative side-effects	These administrative internal side-effects do not constitute the focus of the Initiative to Reduce Bureaucracy, but are required, e.g. in order to answer parliamentary enquiries

	☐ Budget savings by ____ € ☐ Additional costs by ____ € ☐ Staff resources released by ____ posts ☐ Additional staff costs by ____ posts
7. Evaluation/Controlling	Has project controlling been set up in the Ministry? Is the progress of the project reviewed in a simultaneous evaluation project? ☐ No ☐ Yes by whom? How?: _____
8. Project history	Is there/are there one/several previous projects on this topic? Are pre-studies available?
9. Public interest	Is the public likely to be especially interested in the project? ☐ Yes ☐ No Who has initiated the project? _____ Who is likely to support the project in a special manner? _____ Which side or group could oppose the project? _____
10. Presentation of the project in the public	Have you planned a special presentation of the project in public? ☐ No ☐ Yes which one: _____

Timetable	The timetable serves to plan and document the development of the project. It defines the start, mile stones (interim steps) and the end of the project (if possible, by the autumn of 2006). When you plan the project, please make sure that the milestones are spread evenly over the project term so that the project's progress is transparent right from the start, and that possible delays in achieving milestones can serve as indicators for early-warning purposes.			
Project starts on : _____ Project ends on: _____				
Mile stones (interim steps):				
Date:	Measure: What will have been achieved by then?	Status:	Implementation status of the project:	Partial success of the Initiative to Reduce Bureaucracy Measuring units for the indicators referred to under No 5.
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Requests:

Federal Ministry of the Interior

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