



The
Federal Government

Administrative Costs: The Effort to Identify, Measure and Reduce Them



The 2007 Federal Government Report on the Use of
the Standard Cost Model



Administrative Costs: The Effort to Identify, Measure and Reduce Them

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Foreword

Dr. Hans Bernhard Beus

State Secretary in the Federal Chancellery



Dear fellow citizens,

bureaucracy affects us all: enterprises, citizens and public administrations themselves. At the same time, we all take bureaucracy reduction to mean something different: acceleration in the handling of applications, reduction in obligations concerning accountability, renouncement of government demands. And we all know that we could not live together without regulations for many domains.

The aim therefore is to confine bureaucracy to the necessary degree. Achieving this has been a goal for a long time now. Under the Bureaucracy Reduction and Better Legislation programme the Federal Government adopted on 25 April 2006, the Standard Cost Model has been introduced, meaning that a new approach towards cutting red tape has been chosen. This approach features two aspects. It entails looking at those regulations that contain information, certification and documentation obligations for industry, citizens and public administrations themselves. These obligations are measured with the aid of the international Standard Cost Model to establish how much time they take to be complied with and what costs arise from this. The requirement to comply with information obligations creates costs for industry in particular. If we reduce the time and effort spent on bureaucracy in that sector, we will relieve the burden on enterprises and improve conditions in Germany for growth and jobs. Measuring the costs incurred by information obligations renders the burden transparent; it becomes possible to set quantitative targets and to verify the degree to which these targets are achieved.

The first results obtained from the process are presented in this report. The federal ministries have identified around 10,900 information obligations incumbent on industry that originate in national and EU law. In a first step, the most costly obligations are being described and measured using an internationally tried and tested method. The intermediate result

is that industry incurs costs of around 27 billion euros due to its requirement to comply with some 2,100 information obligations. The measurement process is serving as a foundation for further simplifying national law and is a step along the road towards making government more efficient.

The federal ministries and business associations have tabled proposals for simplifications while the information obligations are still being described and measured, and some of them have already been implemented. We express our thanks both to the associations and individual enterprises that have put so much work into the project and ask them to continue doing so. The project cannot be a success without this good cooperation.

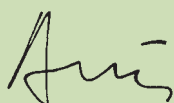
The next step will be to finish the measurement process and to draw conclusions from the results obtained, answering questions such as these: What information obligations can be removed? Which ones must remain in force, and where can procedures be simplified, for instance by making improved use of information technology?

The measurements will in future allow the effect of these simplification measures to be quantified. The Federal Government has set itself the target of not only reviewing the measured total of administrative costs resulting from information obligations, but also of identifying and eliminating unnecessary administrative costs by the end of 2011. The Federal Government aims to reduce the present administrative cost burden by 25 percent. This target calls for stages to be established so that it can be reached halfway by the end of 2009.

Alongside this, the Federal Government has integrated the assessment of administrative costs into the legislative procedure: The federal ministries take account of the administrative costs that will arise for industry, public administrations and citizens from new regulations as they work on them. The independ-

ent National Council for the Review of Legal Norms examines these ministerial assessments with a view to determining the administrative costs that must be anticipated. It can submit proposals for amendments. This means that even while regulations are evolving, steps are taken to ensure that any entailing excessive bureaucracy are avoided and attention is guided towards looking for less burdensome alternatives.

The Federal Government has come a long way towards achieving two aims of the Bureaucracy Reduction and Better Legislation programme. The methodical examination of information obligations is rendering openings for reductions in red tape visible and measurable and is leading to the development of a targeted process for cutting administrative costs. The assessment of administrative costs is generating a new cost awareness among all those involved in the legislative procedure. The concern now must be to consistently cut administrative cost and enable the planned intermediate target to be reached by the end of 2009.



Dr. Hans Bernhard Beus
Federal Government Coordinator for Bureaucracy
Reduction and Better Legislation

A Introduction

A.1 The Foundations

Pursuant to § 7 of the Act on the Establishment of a National Regulatory Control Council¹ of 14 August 2006, the Federal Government reports annually to the Bundestag concerning

1. the lessons learned with the applied methodology of standardised administrative cost measurement (Standard Cost Model, SCM),
2. the progress made to date in administrative cost reduction in the individual ministries and the current forecast on whether the targets set by the Federal Government regarding the measurement of administrative costs will be achieved within the given period of time.

Foundations for the introduction of the so-called Standard Cost Model in Germany are the Coalition Agreement between the CDU, CSU and SPD of 11 November 2005 – “Working together for Germany – With courage and compassion”² – and the “Programme for the Reduction of Bureaucracy and Better Legislation” adopted by the Federal Cabinet on 25 April 2006³.

Starting out from the lessons learned from numerous previous initiatives aimed at reducing bureaucracy in Germany and abroad, the Coalition Agreement documents the political will to make headway in reducing bureaucracy within federal authorities. The foundations for this are the Standard Cost Model applied in several European countries and the setting of a specific goal for reducing the costs of bureaucracy.

The Coalition Agreement additionally provides for support to be given to the SCM process by an independent body of experts (National Regulatory Control Council) as well as immediate measures to be taken to reduce the burden imposed on enterprises by partic-

ularly growth-inhibiting over-regulation (“Small Companies Act”).

The essential elements of the overall concept are:

- the regular involvement of a legally established National Regulatory Control Council as an independent review and advisory body,
- the introduction of a method, based on the so-called Standard Cost Model, to identify and measure certain administrative costs,
- the establishment of the function of a Federal Government Coordinator for Bureaucracy Reduction and Better Legislation and
- the adoption of legislation to reduce the administrative cost burden on small and medium-sized enterprises as the first step, referred to in the Coalition Agreement of 11 November 2005 as the “Small Companies Act”.

The present report, produced pursuant to § 7 of the Act to Institute a National Regulatory Control Council, encompasses the period since the start of the current 16th electoral term.

The present report goes beyond addressing the SCM and lists additional measures for reducing bureaucracy.

A.2 The Standard Cost Model

A.2.1 The Method

The introduction of the internationally applied Standard Cost Model (SCM) makes it possible for the first time to support the reduction of bureaucracy at federal level by means of a systematic, standardised method. While successes or even failures of previous initiatives aimed at reducing bureaucracy have depended mainly on subjective perceptions and assessments, the Standard Cost Model allows a

¹ Federal Law Gazette I p. 1866, of 17 August 2006

² See Annex 1 for excerpt, page 90

³ See Annex 2, page 92

monetary evaluation to be made of observable facts with the aid of uniform standards. The necessity for appropriate rules and regulations as a basis for a community that is efficient and founded on the rule of law is not being questioned. The administrative costs incurred as a result of certain, objectively observable elements of legal regulations, and therefore also ways of reducing them, can be determined pragmatically and rendered visible with the aid of this method. The Federal Government thus also has the possibility to formulate quantitative goals, regularly determine the degree to which they have been achieved, and present them in a comprehensible manner.

The starting point for this model, which was developed in the Netherlands, is the systematic assessment of the actual administrative costs arising for the parties concerned as a result of their complying with government-imposed information obligations. Information obligations are obligations existing on the basis of laws, ordinances, by-laws or administrative regulations under which data and other information must be procured or kept available for authorities or third parties or transferred to them (because of application, notification, reporting or statistical obligations, for instance⁴). Using standard activities as a basis, the model is used to describe process steps taken by the norm addressees when complying with information obligations, to determine the time consumed to comply with them, and to quantify the cost burden by

allocating additional parameters (number of parties concerned, frequency with which obligations must be complied with and standard rate or tariff). The formula for this is:

Cost of once-only compliance with an information obligation times the number of cases equals the sum of the administrative costs (see example).

An example featuring industry as a norm addressee:

For instance, the SCM identifies the cost of filling in a tax return or of certifying the installation of a pollution filter, but not the taxes that are due or the cost of installing the filter itself. The sense and purpose of regulations and thus the material will of the legislator to lay down regulations are not the subject under scrutiny with the SCM. It is better to keep the discussion about possibilities of simplification apart from any debate about content or standards. Politicians will know in future, or quickly be able to determine, what administrative costs are incurred due to existing and new information obligations. This is information that has so far been unavailable when evaluating the necessity for, and characteristics of, information obligations, both in existing law and for planned new regulatory proposals.

Government regulation is indispensable for living together in a community. However, there are perhaps alternatives to the information obligations necessary for its actual implementation that ease the administrative burdens while offering the same regulatory

⁴ Cf. § 2, paragraph 1, clause 2 of the Act to Institute a National Council for the Review of Legal Norms, and Methodology Manual of the Federal Government, pp. 7

An example featuring industry as a norm addressee:

Price (tariff x time)	x	Number of cases (parties concerned x frequency)	=	Expense per year (costs)
20.– euros/h x 15 min. = 5.– euros	x	100,000 x 2 = 200,000	=	1 million euros

Explanation of the example (In this case: How to complete an application form)

Tariff	=	gross hourly rate for dealing with the matter (e.g., 20.– euros)
Time	=	duration of the activity (e.g., 15 minutes)
Number	=	how many enterprises carry out this activity annually (e.g., 100,000)
Frequency	=	how often per year the activity is carried out (e.g., twice)

substance. The SCM helps to identify and quantify these potentials. This also applies to regulations that substantially elude any direct federal authority influence, such as in the case of EU or international law.

The application of the SCM as a regulatory impact assessment tool has been binding since the adaptation of the Common Rules of Procedure of the Federal Ministries⁵ on 1 December 2006.

A.2.2 The Intermediate Result of the Baseline Measurement

Following the examination and registration by the Federal Government of the norms in force on the set date of 30 September 2006, the Federal Statistical Office began in January 2007 to determine the time consumed to comply with the roughly 10,900 information obligations identified for industry. In the measurements conducted to date, the Federal Statistical Office has concentrated on those information obligations – the majority stemming from federal law – assumed to incur high administrative costs. This ensures that simplification measures are already being examined at an early stage and can, where appropriate, be adopted for the costly information obligations.

The time consumed to comply with over 3,200 of the approximately 7,600 or so information obligations due for measurement this year was measured by 30 September 2007. The administrative costs have been calculated for 2,100 information obligations. The intermediate result is that the present total burden on German industry as a result of information obligations is 27 billion euros.

A share of the total burden not precisely quantifiable at present is attributable to the influence of international regulations, in particular EU law. The intermediate result ascertained does not yet allow any differentiation to be made in this regard.

A.2.3 The European Bureaucracy Reduction Initiative

The Federal Government vigorously supports the effort being made to identify and reduce administrative costs at European level. At the EU spring summit in March 2007, during Germany's EU Council Presidency, the Federal Government obtained a clear commitment from the member states of the European Union to reduce administrative costs. In a joint effort, an EU Commission action programme to reduce administrative burdens in the European Union was launched. The intention is to reduce the administra-

tive burdens arising from EU legislation by 25 percent by the year 2012.

The European Council has furthermore recommended the member states to set themselves similarly ambitious national goals by 2008 within their areas of responsibility. An initial package of measures adopted is expected to swiftly yield a burden reduction of 1.3 billion euros for industry. All told, the action programme envisages a burden reduction potential of 300 billion euros for the European business sector by 2012. In contrast to the approach taken by the Federal Government, the EU Commission does not intend to conduct a complete baseline measurement. It is concentrating initially on determining the administrative costs in selected areas and sectors (company law, industrial safety, fiscal law, agriculture and statistics, among others). The measurement process is being carried out by external consultants. It has been initiated and is scheduled for completion by 2009. The member states are closely involved in the process.

A.2.4 The National Regulatory Control Council

A National Regulatory Control Council was established by law on 19 September 2006 to assist the Federal Government in its task of reducing existing administrative costs caused by federal authority regulations and avoiding the creation of new ones by applying, observing and evolving a standardised method of administrative cost measurement. The National Regulatory Control Council examines Federal Government regulatory proposals to see whether they comply with the principles of standardised administrative cost measurement, whether the assessments of administrative burdens and burden reductions made are plausible with regard to information obligations and whether there are possibly more efficient regulatory alternatives. The involvement of the National Regulatory Control Council in the legislative process necessary for this purpose has been binding since the adaptation of the Common Rules of Procedure of the Federal Ministries on 1 December 2006.

The National Regulatory Control Council additionally provides support for the overall process of baseline measurement and is involved in the decision-making process for all important questions associated with methodical evolution.

Details concerning the composition and organisation of the National Regulatory Control Council and the work it does are contained in the 2007 National Regulatory Control Council report published on 19 September 2007⁶.

⁵ See www.bmi.bund.de.

⁶ See www.normenkontrollrat.bund.de.

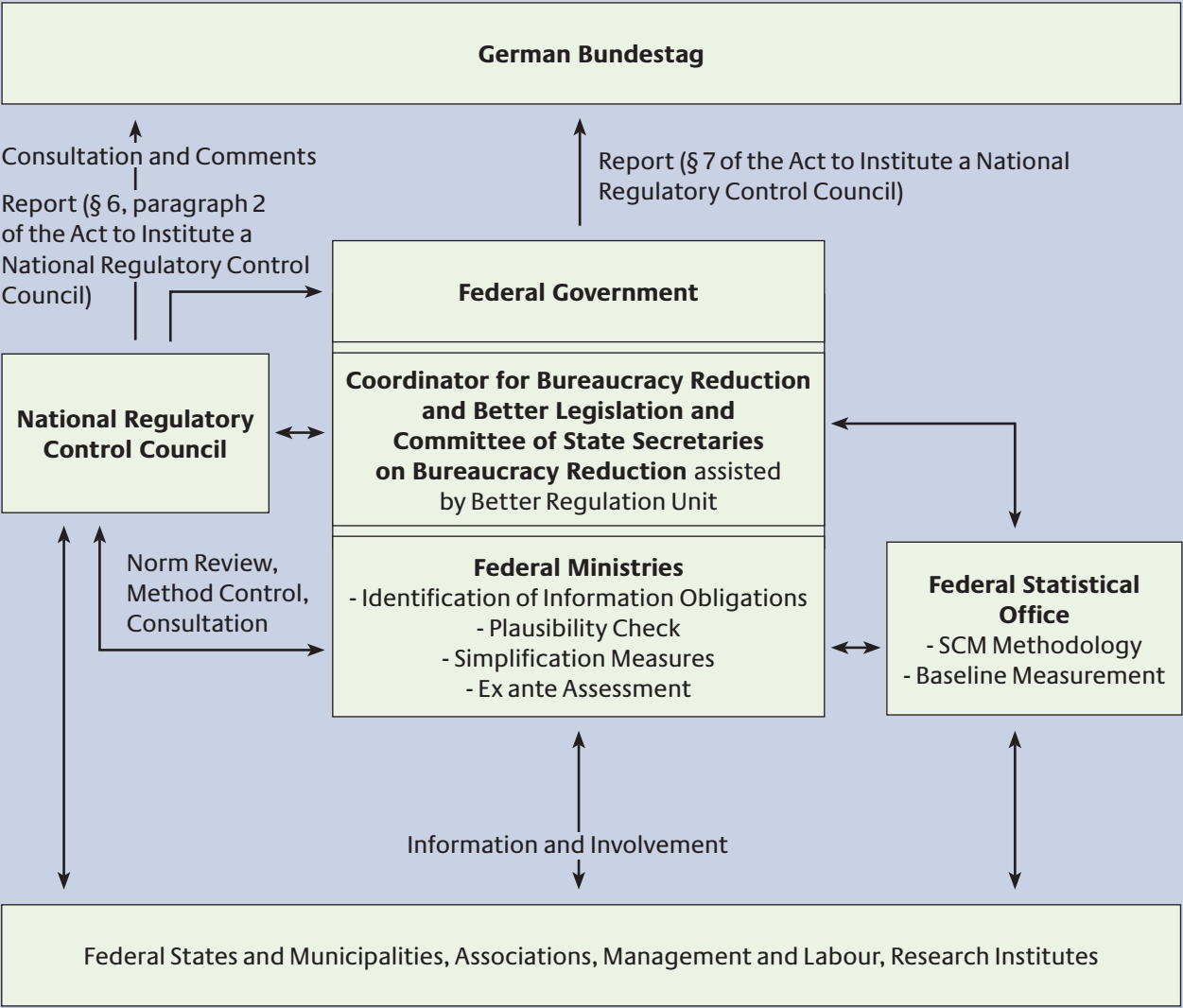
Overview of the introduction of the Standard Cost Model at federal level

25 April 2006	Cabinet decision on the government “Bureaucracy Reduction and Better Legislation” programme
17 August 2006	Publication of the SCM Methodology Manual of the Federal Government
July–December 2006	Identification of information obligations (IO) incumbent on industry as a result of federal and EU legislation (around 10,900 IOs)
19 September 2006	Constitution of the National Regulatory Control Council
1 December 2006	Revision of the Common Rules of Procedure of the Federal Ministries; binding application of the SCM and involvement of the National Regulatory Control Council for regulatory proposals
1 January 2007	Start of baseline measurement for information obligations incumbent on industry
28 February 2007	Cabinet decision on reduction target
8 October 2007	EU state secretary decision to involve the National Regulatory Control Council in the process of assessing administrative costs at EU level

B How the Levels Involved are Organised and Interact

The diagram (Figure 1) illustrates how the levels involved in the SCM process are organised and interact.

Figure 1: How the Levels Involved are Organised and Interact



B.1 Organisation

Steering the overall process for introducing and implementing SCM-based administrative cost measurement is the responsibility of the Federal Government Coordinator for Bureaucracy Reduction and Better Legislation and of the Committee of State Secretaries on Bureaucracy Reduction. Minister of State Hildegard Müller, Member of the Bundestag, has been appointed Coordinator, a function that has been discharged by State Secretary Dr. Hans Bernhard Beus as her stand-in since October 2006. The Committee of State Secretaries on Bureaucracy Reduction comprises the ministries' permanent state secretaries responsible for bureaucracy reduction.

The key tasks of the Coordinator and the Committee of State Secretaries are to:

- implement and coordinate the Bureaucracy Reduction and Better Legislation programme,
- adopt a uniform and binding methodology for the SCM-based surveys,
- set quantitative bureaucracy reduction targets,
- steer, review and update the methodology, and
- mediate in any disputes between the federal ministries and the National Regulatory Control Council.

The Better Regulation Unit, which has its offices at the Federal Chancellery, serves as a link in the relationship between the Coordinator, the Committee of State Secretaries on Bureaucracy Reduction, the National Regulatory Control Council and the points of contact for the SCM and bureaucracy reduction at the ministries. This ensures that a uniform approach is pursued.

The Federal Statistical Office is closely involved in matters of methodology, such as the development, updating and implementation of the SCM. It is also especially responsible for determining time consumption, in cooperation with the enterprises and associations concerned, and for setting up and maintaining the databases.

B.2 Cooperation with Associations, Management and Labour and Research Institutes

Key success factors for the government Bureaucracy Reduction and Better Legislation programme are maximum transparency regarding the SCM baseline measurement process steps and intensive involvement of those concerned both in the ascertainment of administrative costs arising from information obligations and in the development of simplification measures. There is a continuous exchange of views and sharing of experience with associations, management and labour and research institutes

The participating business associations have been supporting the SCM baseline measurements by, among other things, designating over 1,200 enterprises to help in determining time consumption, carrying out additional research into numbers of cases for the calculation of administrative costs, and appointing experts for over 70 expert panels and over 800 expert meetings.

Transparency and early involvement are also of interest to enterprises and associations from a different angle. For industry is not only burdened by information obligations, but may also be reliant on certain government-collected information and data series, for instance from official statistics, for specific business processes. As has emerged in the course of the measurements, enterprises would also undertake a number of bureaucratic activities even without any government-imposed obligation (so-called "business as usual-costs").

A purpose-developed user database enables interested associations to record additional data via pre-defined entry fields (e.g., missing indications of quantity relating to specific information obligations and proposals regarding simplification possibilities) and to transmit them to the Federal Statistical Office. The entire process is thus comprehensively documented.

B.3 Cooperation with Federal States and Municipalities

Pilot projects in several federal states¹ have confirmed that the SCM is also a suitable tool for determining administrative costs in the federal system of the Federal Republic of Germany. The federal authorities have therefore quickly followed up the introduction of the SCM at federal level and initiated a process by which information and experience are shared with the federal states and Federal Statistical Office and which also involves the municipal umbrella associations.

Questions regarding the cooperation between the federal authorities and federal states have been discussed in several rounds of talks. There are plans to continue and, if necessary, intensify these talks. This applies, for example, in the short term to federal state activities that are based on measurement data from the Federal Statistical Office as well as in the medium to long term to the identification and realisation of simplification potentials. In a joint decision issued on 10 May 2007, the federal and federal state authorities expressly emphasized the necessity for collective efforts to be made, particularly in the case of burdens ensuing from the interplay of federal and federal state law.

¹ For example, measurement of administrative costs relating to state building regulations in six federal states; "quick scan" of federal state law in Brandenburg

C How Administrative Costs are Determined According to the Standard Cost Model

C.1 The Baseline Measurement

In opting for the baseline measurement, the Federal Government has initially concentrated on the information obligations incumbent on industry, since cost burden reductions achieved in this sector can lead directly to investments in more growth and jobs. The administrative costs ensuing from information obligations incumbent on private citizens and public administrations will be considered in later steps.

C.1.1 Preparatory Measures

C.1.1.1 Methodology

The Methodology Manual of the Federal Government was published on 17 August 2006¹ and is being updated in the course of the process. It is modelled on the manuals that already exist at international level, in particular on the International SCM Manual².

Account has also been taken of special features for the German SCM method. These chiefly include revisions of conceptual aspects such as the definition of the term “economy”, and the development of the measurement sequence on the basis of a method evolved by the Federal Statistical Office. In addition, no flat-rate overhead percentage is included in the calculations (cost of rent, telephone, heating, electricity, etc.) as it is in other SCM user states, where it accounts for between 25 and 30 percent of the total measured cost.

The Methodology Manual contains binding definitions and explains the process steps involved, from the identification and registration of the information obligations to the determination of time consumption and the calculation of costs. It also stipulates that “business

as usual-costs” are not to be excluded from the measurement. “business as usual-costs” are costs incurred for administrative activities that an enterprise would conduct even if there were no legal information obligation requiring it to do so. The manual also provides information about possibilities for reducing costs and outlines the method for assessing administrative costs for new regulatory proposals.

The de jure database³ (database for current federal law) has been updated during the process of identifying the information obligations under federal law. Over 100 regulations originating from the period before Germany had a constitution or in which it was under occupation have been identified as having no current application and since been rescinded in the course of the law revision process.

Federal ministry staff at all levels underwent training in the summer of 2006 in preparation for the introduction of the SCM.

C.1.1.2 The Data Collection Process

Based on the methodology laid down in the manual, the Federal Government in the second half of 2006 examined federal and international law for information obligations incumbent on industry and collected them online using a purpose-developed IDEV⁴ data entry mask of the Federal Statistical Office. All told, the Federal Government reviewed around 4,500 federal level and EU laws and ordinances for information obligations incumbent on industry.

The federal ministries provided additional data on the relevant information obligations according to preset criteria as part of the identification and IDEV collection process, in particular on complexity, frequency (or periodicity) and – if available – the number of cases concerned (or number of parties concerned). The data were then examined in a process which included a check being made through cross-validation with juris,

¹ It can be downloaded both via the Internet site of the Federal Government (www.bundesregierung.de/buerokratieabbau) and via the Internet site of the Federal Statistical Office (www.destatis.de).

² Cf. The Standard Cost Model – Concept for defining and quantifying the administrative costs for enterprises as a result of government regulation, Charité, D. et al. (international working group); last updated: May 2000

³ See www.gesetze-im-internet.de

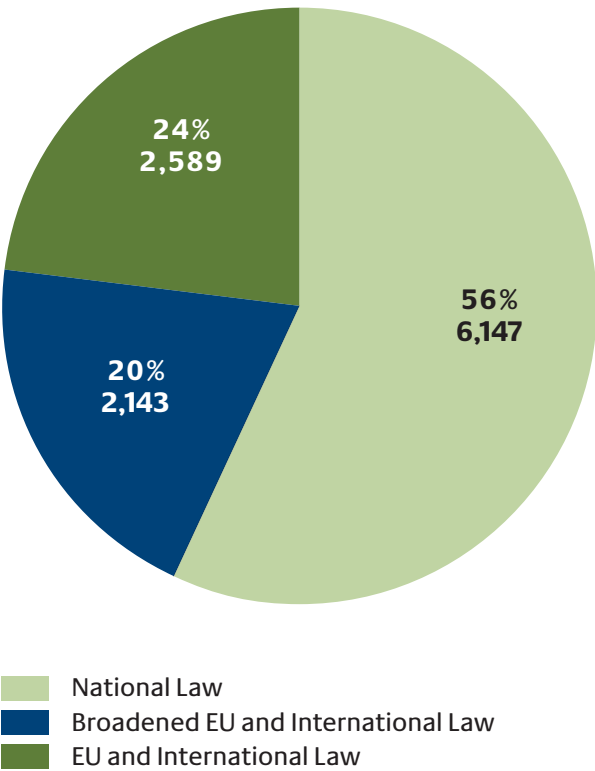
⁴ Internet-Daten-Erhebung im Verbund (Cooperative Internet Data Collection).

plausibility checks being carried out on laws that do not feature information obligations, duplicate notifications being filtered out, and a check being made to ensure that all the features have been considered.

C.1.1.3 Legislative Levels of the Information Obligations Incumbent on Industry

Of the 10,900 or so information obligations identified, some 6,150 of them are based on federal law. Another 2,150 or so obligations are the result of international or EU law, but have been broadened during their translation into national law (so-called broadened EU and international law, e.g., supplementary specification of intervals for the transmission of information, of certain addresses and data requirements). Just under a quarter (around 2,600) of the information obligations derive from EU legal norms (as a rule, EU ordinances) or other international legal sources. Figures 2 and 3 show the information obligations, classified by legislative levels altogether and by ministries.

Figure 2: Number of Information Obligations Incumbent on Industry, Classified by Legislative Level



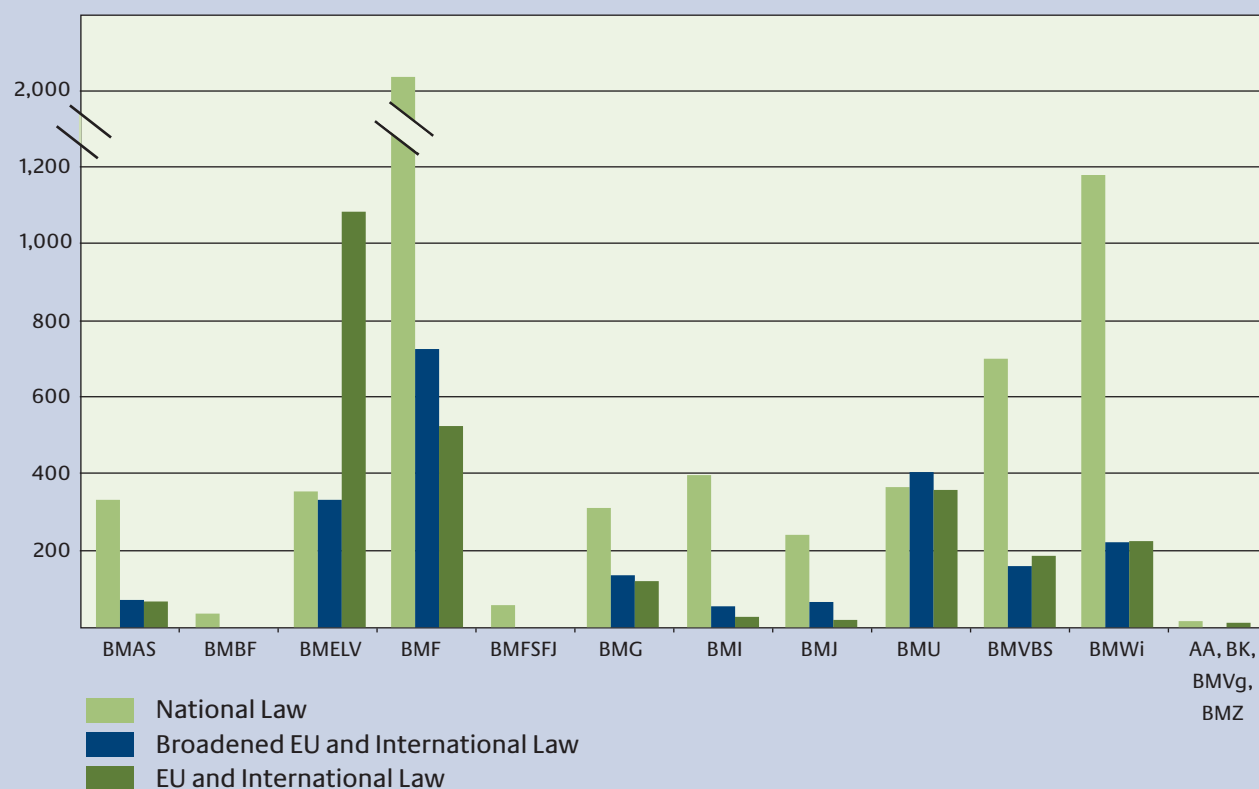
All told, 43 percent of the information obligations incumbent on industry originate in international law, notably in European law. Only after the current measuring process has been completed will it be possible to say how high the true burden is on industry on account of information obligations deriving from European law.

The information obligations that are determined directly or indirectly by international and EU specifications vary immensely in the way they are divided among the federal ministries. It is already clear to see that EU law has a huge influence on agriculture, the environment and tax law.

As regards the matter of determining time consumption, the Federal Government has concentrated on information obligations that lie entirely or partly within the competence of federal authorities because it bears the responsibility in that area for work done to achieve simplifications. Information obligations incumbent on industry that derive from international and EU law will essentially be examined when the ongoing measurements have been finished.

International standards and the Federal Government manual require information obligations to normally have been in force for two years before they are measured, so that the surveys conducted to determine time consumption reflect the amount of time they typically take to comply with the obligations and are not distorted due to consideration of conversion and induction activities. So automatic and full account is taken of information obligations in the baseline measurement as soon as they have been in force for two years. This applies to around 10,100 of the 10,900 or so identified information obligations incumbent on industry, 7,600 of which are due for measurement this year.

Figure 3: Number of Identified Information Obligations Incumbent on Industry, Classified by Ministry and Legislative Level



	BMAS	BMBF	BMELV	BMF	BMFSFJ	BMG	BMI	BMJ	BMU	BMVBS	BMWi	AA, BK, BMVg, BMZ	Total
National Law	307	30	349	2,229	56	301	396	236	362	697	1,171	13	6,147
Broadened EU and International Law	72	0	326	723	0	131	52	61	401	154	220	3	2,143
EU and International Law	67	0	1,083	521	0	115	22	16	354	183	221	7	2,589
	446	30	1,758	3,473	56	547	470	313	1,117	1,034	1,612	23	10,879

See Abbreviations for translations of the ministries

C.1.2 How the Measurements are Conducted

The administrative costs ascertained are the result of well-founded assessments – even if the process is called “measurement”. This is sufficient for the aim concerned, which is to obtain an overview of the administrative costs arising from information obligations and to define openings for cutting these costs.

The responsibility for steering and conducting surveys to determine time consumption rests with the Federal Statistical Office. A quantity of the information required for the SCM procedure is kept there: structural features from the business register for all the branches of economic activity and data from the wage and salary statistics. The centralized steering of the measuring process ensures that the method is implemented neutrally and economically and is applied uniformly.

C.1.2.1 The Measurement Sequence and Procedure for Determining Time Consumption

The experience of other SCM user states shows that just a relatively small share of the information obligations are the cause of a large share of the total costs. In view of this, the Federal Statistical Office has used the data provided by the federal ministries (complexity, frequency, quantity) to prioritise the information obligations according to their anticipated cost relevance. The prioritisation provides a key pointer for deciding on which information obligations should be the first to be put through the “measurement process” (that is to say, the time consumption procedure) in order to obtain meaningful intermediate results as soon as possible.

To specify the measurement sequence, the quantity component, which depends on the number of parties under obligation to provide information and the frequency with which they are required to transmit it, is weighted on the basis of the complexity factor (low – medium – high). Firm data on the quantity component were already available for around 3,000 information obligations. In other cases, a rough assessment was made of the “reach” (for each branch of economic activity concerned)

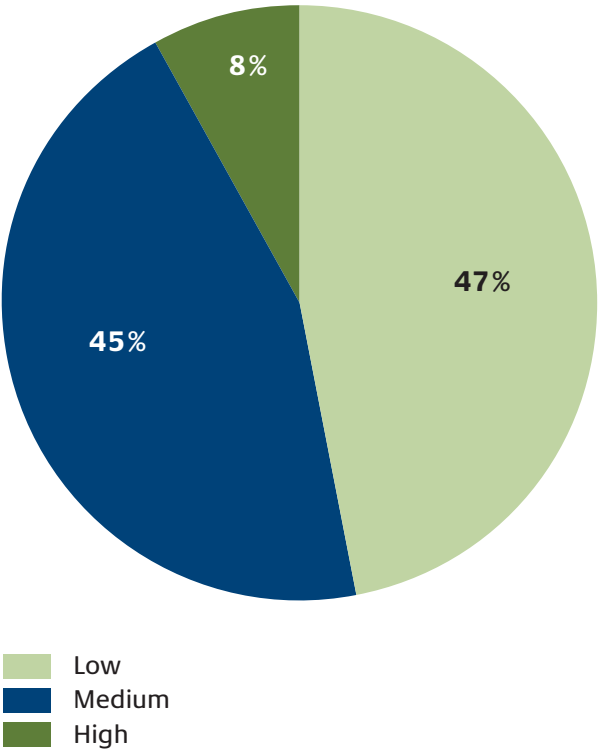
Account has also been taken of flexibility aspects in the specification of the measurement sequence. It was therefore possible for regulations that allowed simplification to be achieved in the short term to be covered in the surveys at an early stage. Advice and recommendations from associations have also been paid consideration. Attention was furthermore given to ensuring that information obligations were placed sensibly in packages put together on the basis of their content.

A number of methods were available for determining the time consumed to comply with an information obligation. The question as to which one is appropriate depends essentially on the complexity of the information obligation concerned and the number of parties affected. It is also possible to combine a variety of data collection tools so as to draw a more sophisticated picture.

The federal ministries assessed the complexity of information obligations while they identified them and rated it as high for just under 10 percent of them. The complexity of the remaining information obligations was classified as low and medium, the shares being virtually equal (cf. Figure 4).

Some enterprises and self-employed people also submitted their assessments of the complexity of information obligations during the process of determining the time consumed to comply with them. The analysis of the 4,000 or so replies to this question confirms the

Figure 4: Information Obligations by Level of Complexity



federal ministry estimates. A high degree of conformance was revealed.

C.1.2.2 Methodology

A variety of data collection methods (telephone, personal and written interviews, expert panels, simulations) are used to assess the time consumed to comply with information obligations. The method chosen in each case depends on the nature of the information obligation in question. The higher the complexity of the information obligation, the more complicated, as a rule, the data collection tool chosen.

Data on simple information obligations are chiefly obtained through expert assessments. Expert panels and personal interviews are mainly used for complex information obligations. Otherwise, telephone interviews and questionnaires dominate.

The so-called expert panels have delivered a major share of the measurements in the Netherlands and the UK. This method is primarily used when a package of homogeneous information obligations – that are closely associated with each other – has to be scrutinized or when complex information obligations that also affect a large number of norm addressees are concerned.

The main idea behind this method is that of interviewing a group of people who have specialist and branch

knowledge of the subject under examination and can bring in their experience on behalf of another group of people who are affected by the obligation concerned. Such a panel consists of four to six experts, with normally two thirds of them coming from industry and the other third coming from a public administration.

Assuming that the vast majority of complex and most costly information obligations have already been measured, the question now being looked into is that of how the measuring procedure can be simplified. One way, for instance, would be to use standardized times for certain jobs or even simulations.

A decision must also be taken on the scope on which EU information obligations are to be measured, with consideration being paid here to the ongoing process within the EU.

C.1.2.3 The Result

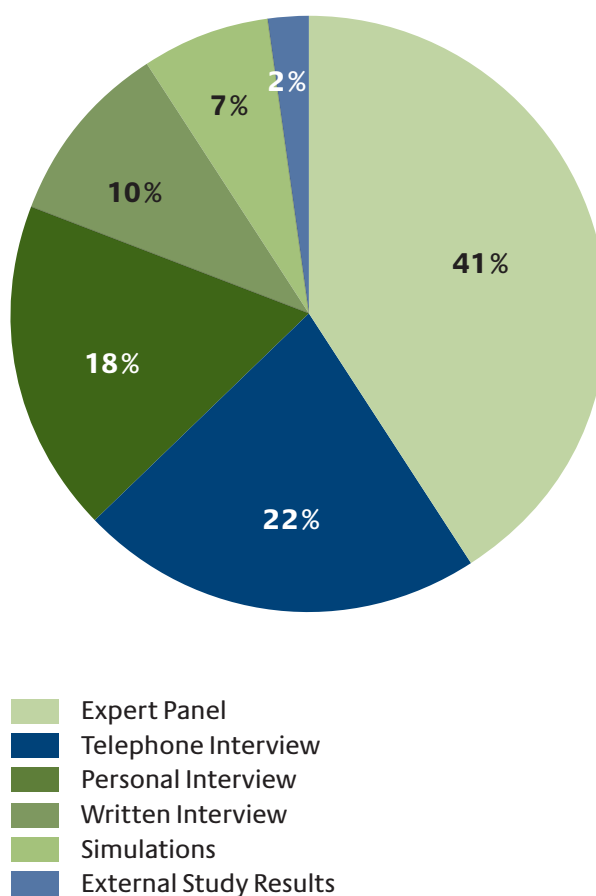
Figure 5 shows the use that has been made of the data collection tools in the measuring process to date. Some tools have been used in combination (for example, telephone interviews plus personal interviews). This is not taken into account in the percentages stated in the figure. The tool mainly used for each information obligation has been counted.

The expert panel is the most used tool in the surveys conducted to date, accounting for a share of 41 per cent. This is notably due to the fact that predominantly complex information obligations were measured in the first survey phase. Besides this, the personal interview was the tool used to determine time consumption for almost a fifth of the information obligations. In contrast, frequent use (22 percent) was made of telephone interviews for less complex information obligations. Simple information obligations were mostly surveyed in written form and/or measured by simulation procedures. In isolated cases, results and data from external studies were included in the calculations, after having been methodically examined and adapted as required by the Federal Statistical Office.

The wage cost per working hour forms the basis for specifying the tariff needed to calculate the overall cost of an information obligation. If appropriate, a distinction is made in the wage cost on the basis of the levels of qualification of employees, branches of economic activity and sizes of enterprises. The tariffs are assigned to the standard times – the foundation on which this is done being the official wage and salary statistics.

The entire measuring process is documented. The plausibility of the calculation of the overall cost of an information obligation is finally checked by the federal ministries. This procedure minimizes misin-

Figure 5: Data collection tools used in the measuring process to date



terpretations of what in some cases are very complex information obligations.

C.1.3 The Timetable

The information obligations imposed on industry by federal and international law were identified and registered by late 2006, so that work on the surveys was able to start in January 2007. The surveys conducted to determine the time consumed to comply with what were supposedly the most costly information obligations were able to be completed, with a slight delay, by the autumn of 2007.

The measuring process for the remaining information obligations based on federal law, including the broadened information obligations originating in international and EU law, is planned to be largely completed by late 2007. The idea is for information obligations that allegedly incur less administrative costs to be measured by means of a simplified procedure in order to avoid burdening industry with unnecessary time-consuming on-site interviews. The surveys are planned to be completed by mid-2008.

C.1.4 The Initial Results of the Ongoing Baseline Measurement

C.1.4.1 The Number of Information Obligations

On the set date of 30 September 2006⁵ industry in Germany had to comply with around 10,900 information obligations resulting from federal, EU and international law. The number of information obligations does not allow conclusions to be drawn about the severity of the actual burden and how it is distributed. They can only be seen from the survey results. Of the 10,900 or so information obligations, around 10,100 of them have been in force for at least two years and some 7,600 of these are due for measurement this year.

By the end of September 2007, it had been possible to determine the time consumed to comply with over 3,200 information obligations. The administrative costs for around 2,100 information obligations were calculated from the survey data, the wage rates and the case numbers. This means that the time consump-

⁵ Cf. also: www.bundesregierung.de/informationspflichten

tion has been determined for 43 percent of the information obligations due for measurement in 2007 and the administrative costs calculated for 27 percent of them (see Figure 6).

C.1.4.2 Administrative Costs Incurred Due to Information Obligations

The overall burden on industry will only be able to be calculated at the end of the ongoing baseline measurement. In the results obtained by the end of September 2007, the ongoing baseline measurement has revealed that the administrative costs for industry will add up to around 27 billion euros per year. Of this total, some 7.6 billion euros per year are incurred for information obligations resulting from national law, around 14.9 billion euros per year for those resulting from broadened EU and international law and about 4.5 billion euros per year for those resulting from EU and international law (see Figure 7). The administrative costs resulting from broadened EU and international law will be divided appropriately among the levels at a later date.

The division of the measured burden purely on the basis of the amount concerned and of the origin

Figure 6: Information Obligations by Legislative Level and Measurement Sequence

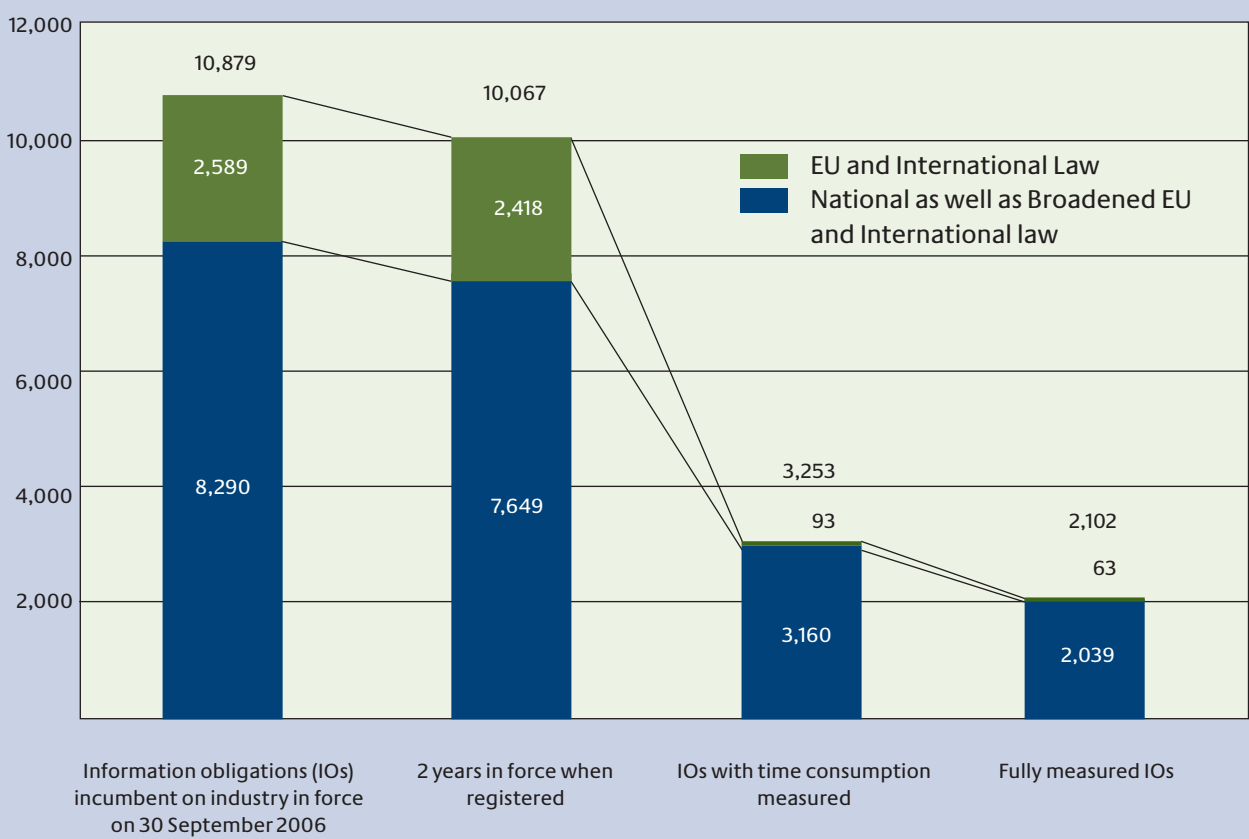
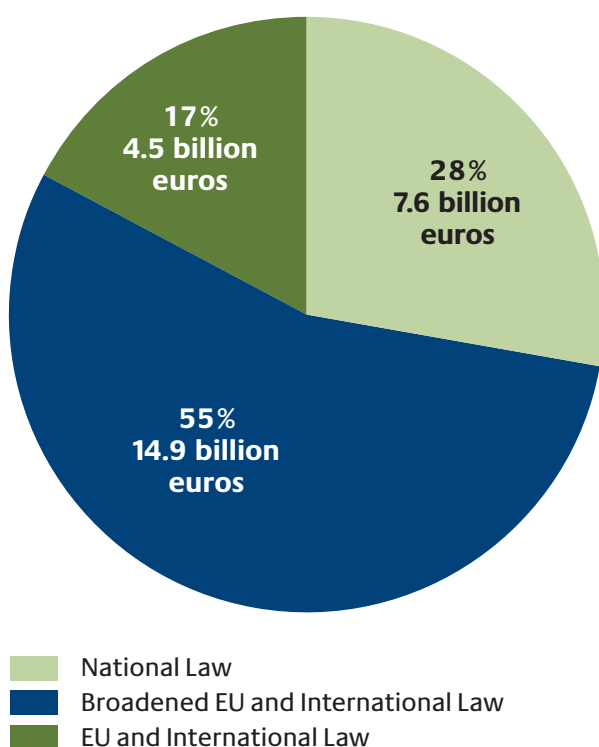


Figure 7: Sum of Administrative Costs by Legislative Level



of the regulation, however, says nothing about the simplification potential that exists. A considerable simplification potential may also exist for an information obligation based on EU law and can be exploited, for instance, by introducing IT-assisted procedures.

The costs of around 19 billion euros per year incurred for the ongoing bookkeeping are not contained in the present result. It provides the company data for business activities and is at the same time the basis for complying with a number of legal information obligations from a variety of branches of law. It cannot therefore count as an information obligation in itself and so is not considered. The costs resulting from the ongoing bookkeeping must be viewed in connection with the practice of complying with other information obligations that build on them. Account must be taken of the fact that these costs also contain a share of “business as usual-costs”, the total of which yet has to be determined. Research must be done later to clarify how the remaining costs can be assigned appropriately and without overlaps.

Figure 8 shows how the annual burden calculated to date is distributed among the federal ministries.

The present results have not confirmed the administrative costs of an information obligation in every instance. So there is no ruling out the possibility of further, especially costly information obligations

being identified in the ongoing measurement process. No conclusion can therefore yet be drawn about the overall costs.

When it comes to examining simplification measures, the focus will not only be on the particularly costly information obligations. Some of the burdens that are of great relevance for industry as a whole on account of the large numbers of cases in which they arise prove to be less burdensome in the everyday running of businesses. In contrast, information obligations that have to be complied with less frequently and that affect fewer parties may constitute a large concrete burden in specific cases.

As the Federal Government has undertaken to bring about a significant reduction in bureaucracy, examinations are being conducted to ascertain the simplification potential both of information obligations that place a heavy burden on industry as a whole and of information obligations that “only” put a strain on certain branches, types of enterprises or situations.

The potential for decreasing the burden posed by information obligations that are particularly costly for industry as a whole is not necessarily higher than that of information obligations which generate a lighter overall burden. Heavy overall burdens frequently result from very high numbers of cases in which the time burden is light. So, under certain circumstances, simplifications to these obligations will not be felt to be significant in practice. Concrete effects of burden reduction measures are only noticed by certain target groups when the information obligations that affect them in one particular way or another are modified.

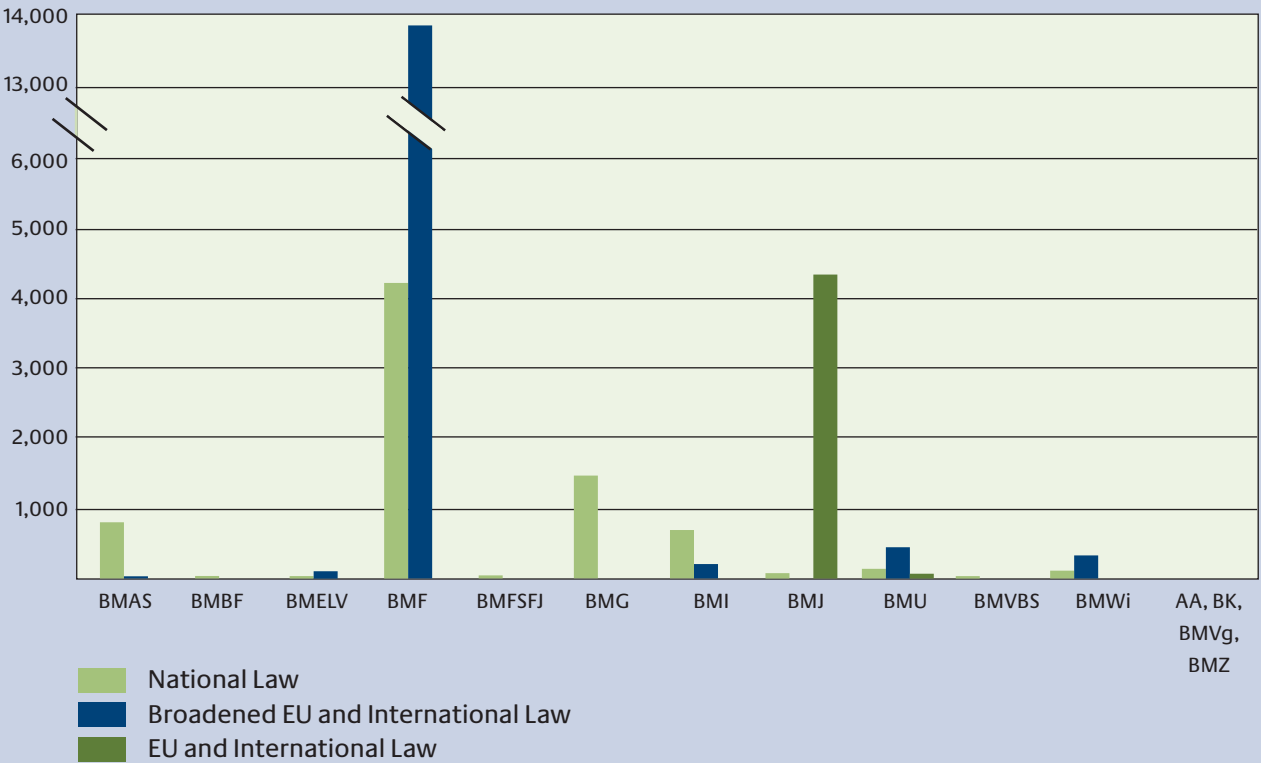
The examples presented show the various effects on costs in each case.

Examples:

Accounting for drugs by pharmacists (§ 300, paragraph (1) of Penal Code V) costs 445 million euros and so is one of the ten most expensive information obligations in Germany. This is not due to the complicated forms the pharmacist has to fill in. It only takes a minute to produce the account, send it off and save it. The cost is no more than 0.75 euros in each specific case. It is the large number of cases that explains the large sum. Every year, 590 million drugs are accounted for in this way.

Imposing the obligation on public limited companies to issue information on the examination of their financial statements (§ 370 paragraph 4, of the German Securities Trading Act) costs 448,000 euros each year. This information obligation hardly makes any difference to the overall result. However, the measure-

Figure 8: Administrative Costs by Federal Ministry in Millions of Euros



	BMAS	BMBF	BMELV	BMF	BMFSFJ	BMG	BMI	BMJ	BMU	BMVBS	BMWi	AA, BK, BMVg, BMZ	Total
nationales Recht	745	29	36	4,149	44	1,491	699	67	131	50	175	0.3	7,616
erweitertes EU- und internationales Recht	26	0	99	13,754	0	1	213	0,01	441	5	331	0	14,870
EU- und internationales Recht	0	0	17	2	0	8	0	4,402	61	0	0	0	4,490
	772	29	152	17,905	44	1,500	912	4,469	633	55	505	0.3	26,976

Differences in sums due to rounding up or down

ments show that the obligation to provide information can generate a substantial burden for some enterprises. On average, only 18 public limited companies a year have to issue the Federal Financial Supervisory Authority information or submit it their records under this regulation. This means costs of up to 25,000 euros for the enterprises concerned.

The table in Appendix 1 (page 36) contains a list of the 100 most costly information obligations, classified by legislative levels, that have already undergone the plausibility check referred to in Section C.I.2.

Compared with the EU neighbours who have already conducted SCM baseline measurements, the intermediate result suggests that German industry is burdened by reporting and information obligations to a degree of intensity similar to that weighing on industry in the Netherlands, in Denmark and in the UK.

When such a comparison is made, account must be taken of differences in the procedures and methods used for conducting the measurements, for instance, in the overhead percentage or the “business as usual costs” (costs that enterprises also incur in their own

interest) and of differences in the way a state is structured and sees government tasks.

C.1.5 Documentation

Documents and information are exchanged with the programme users above all via the federal authority electronic information platform CIRCA⁶. In the constantly updated user databases on offer there, the federal states and municipalities, interested associations, management and labour and research institutes have a tool with which they can analyse data and assist in the baseline measurement.

The public is also informed continuously via the websites of the Federal Government (www.bundesregierung.de/buerokratieabbau) and the Federal Statistical Office (www.destatis.de) on the methods used in the programme, on the progress made to date in implementing it and on key intermediate results.

In late June 2007, a list of the information obligations industry has to comply with was also published on the Federal Government website. It is directly accessible under www.bundesregierung.de/informationspflichten.

So all in all, the Federal Government has established a degree of transparency greater than in any other SCM user state.

C.1.6 Lessons Learned

The early development and trial of the data infrastructure and data collection tools and the provision of a centralized database by the Federal Statistical Office are a key basis for the baseline measurement. They guarantee uniformity and transparency in the collection and presentation of data.

The use of ministerial expertise in the preparation and follow-up phases of the measurement process and the intensive cooperation between all the parties involved in the SCM process have proved indispensable for ensuring that the processes run smoothly.

The use of a variety of data collection tools, either separately or in combination, has been a success. And it has become clear that there is no such thing as an “ideal” method of collection. Every tool has its specific pros and cons. In view of this, it would have been right to specify the use of a particular method before work started on collecting data.

It will not be possible to issue a final statement on the degree to which, given the measurement sequence

set, success has actually been achieved in registering the most costly information obligations until after the measurements have been completed.

C.2 Federal Government Legislative Proposals (Ex-ante Method)

C.2.1 Involvement of the National Regulatory Control Council

Pursuant to § 4, paragraph 2 in association with § 1, paragraph 2 of the Act to Institute a National Regulatory Control Council, the Federal Government undertakes to involve the National Regulatory Control Council in the examination of bills before they are referred to the cabinet. The Common Rules of Procedure of the Federal Ministries were appropriately amended with effect from 1 December 2006.

This means that the National Regulatory Control Council must be involved by the beginning of the interministerial coordination process at the latest. To allow the National Regulatory Control Council to examine whether the policy governing the measurement of administrative costs has been observed, the administrative costs resulting from information obligations must be assessed with the aid of the SCM during the regulatory impact assessment process and presented both on the cover page and with the reasons for a bill. The same applies to the preparation of ordinances and general administrative provisions. When the National Regulatory Control Council submits its comment on a draft regulation, the proponent federal ministry examines whether there is reason for the Federal Government to issue a comment. Both the comment of the National Regulatory Control Council and the possible comment of the Federal Government on the matter must finally be attached to the bill when it is tabled in parliament. This ensures that the documents of relevance for decisions on the matter of administrative costs are also available when the cabinet comes to make its decision.

The responsibilities of the National Regulatory Control Council include that of examining preliminary work done on EU guidelines and ordinances (§ 4, paragraph 1, No. 4 of the Act to Institute a National Regulatory Control Council). By means of the EU state secretary decision of 8 October 2007, the Federal Government created a review mechanism designed to ensure that new administrative burdens in planned EU regulations are revealed at as early a stage as possible and minimised.⁷

⁶ CIRCA = Communication & Information Resource Centre Administrator, issued by the KBSt.

⁷ See the „Guidelines for Assessing Administrative Costs with Respect to EU Legislation“ in Annex 4, page 97

C.2.2 Development of the Ex-Ante Assessment Guide

Unlike the baseline measurement, application of the ex-ante method for assessing the administrative costs that will probably be incurred calls for a modified approach to be adopted. Essential features of the ex-ante method:

- Forecasts are made about the likely burdens, numbers of cases and other cost-related parameters, such as tariffs and time consumption;
- the ex-ante assessment is a method that the federal ministries apply continuously and is intended to heighten awareness among the parties involved in the preparation of legislative proposals for the implications that new legislation has in terms of costs due to information obligations;
- the ex-ante assessment offers the chance of gaining an idea of the extent of the changes in administrative costs that would be brought about by information obligations associated with legislative proposals;
- the ex-ante assessment allows consideration to be given to alternatives (a comparison to be made of administrative costs) – since the regulations are still in draft form.

To this end, the National Regulatory Control Council and the Better Regulation Unit worked closely together with the federal ministries in late 2006 to develop a “guide for the ex-ante assessment of administrative costs in accordance with the Standard Cost Model (SCM)”⁸ and tested the method in a pilot project. The aim of the guide is to ensure that the new targets set by the Act to Institute a National Regulatory Control Council and the Common Rules of Procedure of the Federal Ministries are met owing to the application of a standard procedure and therefore that systematic reviews can be made by the National Regulatory Control Council.

Greater use is made with the ex-ante method of standardised empirical data such as the CASH table⁹, a simplified tariff table and expert reports. The baseline measurement results constitute a key foundation for future ex-ante assessments and can be used in comparative calculations for new and amended information obligations. Finally, the assessment will be evaluated in a later measurement, two years or so after the rule has come into force, when empirical data from its application exist.

Unlike the baseline measurement, which for the time being is focused on the information obligations incumbent on industry, the ex-ante assessment also covers information obligations incumbent upon citizens and public administrations. A quantified presentation of administrative costs is required for information obligations incumbent on industry. As no detailed method is yet available for citizens and public administrations that is comparable with the SCM method for industry, the Federal Government and the National Regulatory Control Council have reached agreement on a graded method. According to that, it is sufficient at the moment for such information obligations to be identified (named and described qualitatively). The question as to whether there are less burdensome alternatives to the legislation proposed, however, is an integral element of the ex-ante method for all information obligations, irrespective of the norm addressees concerned.

C.2.3 Lessons Learned

Developing and testing the ex-ante guide with all the parties involved has proved an advantage. The difficulties in assessing the implications of administrative costs ease as the people involved acquire more and more experience and more and more comparable baseline measurement data become available.

The National Regulatory Control Council had reviewed a total of 190 draft regulations by 19 September 2007. Account must be taken in this of the fact that the administrative cost assessment is a reflection of the situation at a time before the matter is referred to the cabinet and does not prejudice the outcome of the parliamentary deliberations. Further details can be found in the 2007 National Regulatory Control Council annual report published on 19 September 2007¹⁰.

To make beneficial use of the increase in experience with the method, it is recommendable for the guide to be evaluated and updated at regular intervals on the basis of the lessons learned. This also goes for the CASH table attached to the guide, the systematic updating of which would allow the likely administrative costs of an information obligation to be assessed more precisely as it would then reflect the empirical data obtained from the ongoing baseline measurement.

⁸ See www.bundesregierung.de/informationspflichten

⁹ CASH is a Dutch acronym that stands for Classification of Standard Administrative Activities.

¹⁰ See www.normenkontrollrat.bund.de.

D The Reduction of Administrative Burdens

D.1 The Reduction Target

D.1.1 The Federal Government Decisions of April 2006 and February 2007

In its cabinet decision of 25 April 2006, the Federal Government undertook to measurably lower administrative costs – notably those that are caused by information obligations incumbent on enterprises, citizens and public administrations by law – and to avoid the imposition of new information obligations – whenever possible.

It reiterated this undertaking on 28 February 2007 on the basis of the government Bureaucracy Reduction and Better Legislation programme and the associated Standard Cost Model measuring process and linked it with the ambition not only to review the measured total of administrative costs resulting from information obligations, but also to identify and eliminate unnecessary administrative costs by the end of 2011. The Federal Government aims to reduce the present administrative cost burden by 25 percent.

D.1.2 The Reduction of Administrative Costs by 2009

The target of identifying and eliminating unnecessary administrative costs and thus of reducing administrative costs by 25 percent by 2011 calls for stages to be established so that the target can be reached around halfway by the end of 2009. As a large proportion of administrative costs are caused by just a small number of information obligations, it is obvious that they should be reviewed first. The Federal Government has therefore set itself the target of first reviewing the 50 or so most costly information obligations, which cause around 80 percent of the total administrative costs in Germany, in a dialogue with enterprises and associations to see what openings exist for simplifications and to implement simplification measures as appropriate. At the same time, it must be borne in mind that the results must not only be presented from the economic

angle, but in a way that renders them perceptible for each enterprise. Besides these costly information obligations, the federal ministries will be working until the end of 2009 to similarly review the key information obligations in their areas of responsibility in the light of the SCM measurements.

The Federal Government is guided by the consideration that the reduction of administrative costs is not an end in itself, but is aimed at promoting growth and employment. To achieve the target set, it is necessary for all the federal ministries to adopt the reduction target and contribute towards its attainment.

A further step must then be taken to also analyse the information obligations incumbent on citizens and to work with all public institutions on the development of a strategy for reducing the burdens resulting from them. The same will apply later to the bureaucratic burden weighing on public administrations.

D.1.3 Observance of the Reduction Target in New Proposals

In order to sustain the envisaged reduction in costs, the Federal Government will prepare an annual report on the burden for the Federal Government as a whole and the reduction achieved. Its contents will include the ministerial assessments of the administrative costs associated with new regulatory proposals, the subsequent SCM measurement of these costs and a reference to the reduction achieved in the administrative costs incurred by existing information obligations. This consideration of new regulatory proposals will also be of assistance in attaining the target of cutting administrative costs.

D.1.4 The 2008 Interim Report

The Committee of State Secretaries on Bureaucracy Reduction will report to the Federal Government in the spring of 2008 on the progress made with the programme.

D.2 Openings for Simplification

Administrative costs can even be reduced if the substance and purpose of regulations remain unchanged, the openings that exist to achieve this being to simplify specific information obligations (e.g., by reducing the number of parties concerned, the frequency, time consumption, etc.) and to simplify the processes involved (e.g., by avoiding duplicate assessments by different government institutions). Administrative costs can also be reduced by improving communication about the substance and scope of an information obligation. The same applies to improvements in administrative processes; they can often be achieved without changes having to be made to laws. So potential for simplification can also be developed regardless of the legislative level concerned (national law, broadened EU and international law or EU and international law).

Considerable potential for simplification lies in the use of modern information technology. The Federal Government will be examining the openings that exist for using SCM process results for ongoing and planned projects in support of its “eGovernment 2.0” programme.

For the process to be a success, it is important from the very beginning that steps are taken to verify potential for simplification as soon as information obligations are registered. This checklist from the methodology manual provides an overview for identifying simplification measures.

In addition to the calculation of the costs, the Federal Government is also analysing the simplification proposals submitted by affected enterprises, the federal states, municipalities, business associations and management and labour during the data collection phase and bearing them in mind in its thoughts on how to reduce bureaucracy.

Checklist to identify simplification measures

Measure	Measure already introduced	Implementation planned	Implementation not possible
1. Simplification of the law			
Removal of the information obligation			
Reduction of the number of enterprises or sectors affected by the regulation, exceptions for small and medium-sized enterprises			
Reduction of the frequency of information transmission, increase in the intervals between individual information transmissions (transmission on special request instead of on a regular basis; quarterly instead of monthly, semi-annually instead of quarterly)			
Existing information obligation can also be fulfilled entirely or in part by utilising data already available elsewhere (utilisation of public administration data, for instance)			
2. Simplification of administrative processes			
Identification and exclusion of duplicate assessments: Is the information already available at another government institution? Can the information be shared?			
Simplification of forms: Shortening of forms and simplification of their wording			
3. eGovernment			
Forms are available online			
Data are already pre-entered by government bodies to the greatest extent possible			
Information can be transmitted electronically to government bodies			
4. Improvement of communication			
Steps to ensure that regulations are comprehensible			
Advice and guidance from competent government bodies when new regulations are introduced			

The simplification of information obligations due to the SCM is a long-term process and still at an early stage. How it develops also depends on the measurements made, and so it is not possible at the moment to issue a forecast on the total scope of the reduction measures and the time it will take to implement them. Looking at the analysis of the simplification plans devised by other SCM user states, it is clear that simplification measures other states have adopted cannot simply be copied. For example, other states have in many cases achieved success in their simplification efforts by implementing measures that were elements of previous government programmes in Germany aimed at reducing bureaucracy and modernising administration (for instance, the number and scope of IT-assisted administrative services provided for industry) or that referred to regulations of a specifically national character.

D.3 Progress Made to Date in Reducing Bureaucracy at the Federal Ministries

The task of identifying potential for simplification and planning relevant measures is performed by the federal ministry responsible for the area to which the regulation in question refers or for the information obligation(s). The Better Regulation Unit takes stock of how the measures are implemented.

A detailed survey of the bureaucracy reduction measures implemented and planned by the federal ministries to date is attached as Appendix 2 (page 42).

D.3.1 The Federal Foreign Office

Owing to its terms of reference, the Federal Foreign Office is affected by a mere seven information obligations incumbent on industry, and they are only expected to cause marginal costs on account of the small number of cases that arise.

Furthermore, these information obligations are based on international treaties and agreements that cannot be changed unilaterally. The information obligations within the area of responsibility of the Federal Foreign Office have therefore not been the subject of measurements so far.

Due to the adoption of electronic methods for internal processes and the establishment of online interfaces, however, the Federal Foreign Office is anxious to reduce bureaucratic obstacles for citizens and public administrations. For example, inquiries under the Act Regulating Access to Federal Information (Freedom of Information Act) can be submitted and answered electronically. The application procedures for posts in the intermediate-level, higher intermediate-level and

higher-level foreign service and for internships have been successively converted in recent years to allow online applications to be submitted.

D.3.2 The Federal Government Commissioner for Culture and the Media

With respect to the area of responsibility of the Federal Government Commissioner for Culture and the Media, ten information obligations incumbent on industry have been identified to date under the ordinance relating to the compulsory delivery of documents to the German National Library and under the German Film Promotion Act.

One information obligation has so far been measured (the compulsory delivery of media products to the German National Library); the results of further measurements are expected soon.

When the measurements for all the information obligations in his area of responsibility are available, the Federal Government Commissioner for Culture and the Media will in the autumn of 2007 examine the possibilities for cutting administrative costs jointly with the institutions affected, consulting the associations as appropriate.

D.3.3 The Federal Ministry of Labour and Social Affairs

The hitherto largely paper-based procedure in Germany for transmitting social security data and contribution records was converted to a fully automated transmission procedure under the 2005 Administration Simplification Act. One result of this was that around 99.6 percent of the 120 million or so reports, some 48 percent of which had still been sent on paper, and the likewise 120 million or so contribution records, most of which had still been sent in paper form, were submitted by data transmission in late 2006. Another was that the rate of error of the data submitted, which was around 34 percent until 2006, was able to be lowered to around one percent. Furthermore, the date for submitting the reports has been synchronised with the electronic remuneration settlement rhythm, which means that further gains are expected in procedure costs. An ex-ante assessment has shown that savings totalling around 812 million euros can be expected for industry. The savings that could be made in the social security insurance sector have not yet been able to be calculated, but they are anticipated to be similar in scale.

A motion for an amendment to the First Small Companies Act (MEG I) brought about the introduction of a simplification concerning the new due date for social

security contributions, which as from 1 January 2006 provides for them to be due at the end of the current month and on the basis of an assessment. This new rule has yielded savings of around 650 million euros per year for the enterprises concerned.

Plans are to ease the burden on industry still further by transferring the responsibility for employer audits in the accident insurance sector to the pension insurance institutes. The aim of merging the audits into one is to reduce the loss of working hours in enterprises caused by the visit of auditors. Given that the accident insurance institutes conduct around 170,000 audits a year, it can be assumed that savings of around 23 million euros will be achieved.

D.3.4 The Federal Ministry of Education and Research

The primary responsibility of the Federal Ministry of Education and Research is to promote education and research on an institutional and project basis. Legislation is not the central tool. Accordingly, a mere 30 information obligations incumbent on industry have been identified among the Federal Ministry of Education and Research's laws. A large proportion is based on the Vocational Training Act and concerns enterprises and institutions that offer training. Recently passed, the act already takes account, in high measure, both of the interest of enterprises in having only light bureaucratic burdens and of the need for information to secure the quality of vocational training and the scale upon which it is offered, also by making use of information and communication technology in the transmission of information. Talks with the parties involved on further potential for simplification on the basis of the SCM results have been assumed. Information obligations related to education and training assistance notably concern citizens. Two information obligations will cease to apply due to the further merging of benefits provided for in the 22nd Law amending the Federal Training Assistance Act.

In the *profi* project management system, the Federal Ministry of Education and Research has established a procedure for the assistance it provides for education and research that simplifies and speeds up substantially the process by which business people and academics who are interested in receiving assistance submit their applications and by which these applications are then processed. Since the Federal Office of Administration joined the pool of *profi* users on 1 January 2006, the system is meanwhile used by eleven federal ministries either directly or via the Federal Office of Administration. *profi-online* is about to make the transition from a being a pilot project to being a broadly used tool. The creditor beneficiaries will then have an internet portal that offers them a quick and secure communication channel for exchanging electronic

data with the credit institutions. In addition, new and simplified development tools have been introduced under the High-Tech Strategy, among them a new research grant and the *KMU-innovativ* development initiative. The *KMU-innovativ* initiative, for example, has helped to simplify and speed up the application for and appropriation of development funds for small and medium-sized enterprises engaged in top-level research.

D.3.5 The Federal Ministry of Food, Agriculture and Consumer Protection

The Federal Ministry of Food, Agriculture and Consumer Protection worked in 2006 with politicians from the coalition parliamentary parties responsible for agriculture, with the federal states and the cognisant associations to draw up an "action plan for the reduction of bureaucratic obstacles in agriculture, forestry and the food industry". This action plan contains the bureaucracy reduction measures planned and, besides the removal of standards and substantive regulations, also covers the simplification of information obligations that have not yet been measured in the SCM process. The federal states and associations had the opportunity to propose simplification measures of their own during the elaboration of the action plan. The action plan agreed upon in June 2006 by a steering group composed of representatives from the Federal Government and the federal states and chaired by Federal Minister Seehofer contained 27 measures, another 14 having been added in February 2007¹.

Of the measures that have already entered into force, it is notably the removal of the obligation for cattle passports to be carried when cattle are moved within a country and simplifications in the process of recording the use of animal health products that have eased the burden on businesses. The legal prerequisites have also been established for reducing or simplifying information obligations incumbent on farmers and enterprises by making multiple use of statistical data.

Among the measures undergoing implementation, the amendment of the Livestock and Meat Act will cut the administrative costs of the branches of the industry concerned. In addition, online procedures are being introduced continuously (electronic plant file, online application form and electronic application processing for the registration of agricultural pesticides).

An effective and sustainable reduction in unnecessary bureaucracy in the area of responsibility of the Federal Ministry of Food, Agriculture and Consumer Protection is inconceivable without the involvement

¹ See www.bmelv.de, Landwirtschaft/Bürokratieabbau

of the EU level, as around 80 percent of the information obligations incumbent on industry are based on EU law. The Federal Ministry of Food, Agriculture and Consumer Protection achieved great progress in the reduction of bureaucracy at EU level during Germany's presidency of the European Council in the first half-year of 2007 by adopting the Single Common Market Organisation and by agreeing on simplifications in cross compliance. The ministry will participate in the deliberations on the so-called EU Common Agricultural Policy health check scheduled for 2008 by tabling a work programme featuring proposals of its own for simplifying EU law, these notably applying to direct payments and the implementation of development programmes.

D.3.6 The Federal Ministry of Finance

The Federal Ministry of Finance has been reducing bureaucracy significantly for almost ten years now. It brought about key simplifications for enterprises, citizens and public administrations when it introduced the ELSTER electronic tax declaration and the ATLAS automated tariff and local customs system. It was therefore early in adopting measures that other European countries were late in initiating in bureaucracy reduction programmes. These first measures have been consistently followed up by others.

As part of the ElsterLohn II project, the present tax card is planned to be replaced completely by an electronic data storage system, the so-called virtual tax card. ElsterLohn II continues the modernization achieved by ElsterLohn I by reforming the procedure from the point at which the tax card is issued by the local authorities to the point at which it is handed to the employee or employer. The entire present tax card procedure will be replaced by a modern electronic procedure. The fact that the data will also be available in electronic form will make it easier to conduct statistical analyses. On account of the centralised management of the virtual tax data (that was previously the responsibility of municipalities, citizens and enterprises), the project will be a great help in reducing bureaucracy for industry, citizens and public administrations.

Abolition of the annual statement under Section 24c of the German Income Tax Law: Under current law, credit or financial service institutes are required to issue their customers annual statements on income on investments and capital gains from financial investments. The regulation will be lifted entirely upon the introduction in 2009 of the Capital Gains Compensation Tax ("Abgeltungssteuer"), as no assessment will normally be made of capital gains in the future. If an assessment is made, all the data that the taxpayer or the tax office needs if the compensation tax demand

has to be corrected will be contained in the new-style tax certificate issued under Section 45a (2) and (3) of the German Income Tax Law.

The gratuitous online customs tariff dialogue application provides small and medium-sized enterprises that only have a small volume of import trade (savings in action costs for these enterprises) the opportunity to submit and copy import licences and monitoring documents issued by the Federal Office of Economics and Export Control if the bill of entry is likewise sent electronically. The elimination of the need to use different media spares the parties involved having to hand in the document at a customs office and so saves them time and money. A similar interface is planned to come into operation with the next version of ATLAS, in this case concerning import licences for agricultural products and the Federal Agency for Agriculture and Food (online submission and copying of import licences, the potential for simplification and savings being the same as with the import licences).

One feature of the Family Maintenance Organization Online project (*Familienkasse Online*), which is being conducted by the Federal Central Tax Authority in collaboration with the Federal Office for Central Services and Unresolved Property Issues and the Centre for Information Processing and Technology, is the elaboration of an IT procedure for assessing and paying children's allowances, initially for federal authorities, the federal states and the municipalities. The procedure is meant to help optimise the business processes within the family maintenance organizations. The project is planned to be completed in 2009.

D.3.7 The Federal Ministry for Family Affairs, Senior Citizens, Women and Youth

The Federal Ministry for Family Affairs, Senior Citizens, Women and Youth has identified 56 information obligations incumbent on industry in its area of responsibility. 26 information obligations have been measured to date, and the burden amounts to around 45 million euros, some 40 million euros being accounted for by the following two information obligations:

- the obligation of employers to provide information (§ 2 of the Maternity Protection Ordinance)
- the obligation to report abortions (§ 18 of the Pregnancy Conflict Act)

A further ten information obligations lie above the 100,000 euro burden limit, while fourteen information obligations are below it.

The Federal Ministry for Family Affairs, Senior Citizens, Women and Youth will take a close look at the openings that exist for reducing administrative costs once the measurements for the remaining information obligations are available.

Another essential responsibility of the Federal Ministry for Family Affairs, Senior Citizens, Women and Youth is that of assisting non-profit-making institutions engaged in family, senior citizen, child, youth and welfare work on an institutional and project basis. Work has been done in consultation with the Federal Ministry of Finance and the Federal Audit Office, and will be continued in the future, to seek out the possibilities for reducing administrative costs in the guidelines governing this assistance. Substantial savings have already been achieved by simplifying procedures and merging benefits.

The introduction of the *profi* project promotion information system has allowed the application and payment procedure for benefits to be simplified and sped up decisively. The planned implementation of *profi-online* is expected to yield further savings for the institutions we support and cooperation partners.

D.3.8 The Federal Ministry for Health

The Federal Ministry for Health convened a working group to look into the subject of reducing bureaucracy in the health system at the very beginning of the electoral period, the group being chaired by Parliamentary State Secretary Caspers-Merk. It met with a total of 25 representatives from the interest groups of doctors and health insurance companies to discuss which bureaucratic demands within the health system were dispensable or lowerable. The working group made twenty decisions on 31 May 2006. A large number of them have already been implemented.

Acts were passed to establish the legal foundations needed to implement those decisions that did not solely refer to self-administration, notably the Statutory Health Insurance Competition Strengthening Act. This act came into force on 1 April 2007 and provides for quite a number of measures, including:

- simplification in the implementation of the structured treatment programmes for chronic illnesses (Disease Management Programme – DMP);
- avoidance of a duplicate collection of data in hospitals by offering the possibility of using certain DRG data for quality assurance purposes;
- a reduction in the amount of time consumed to collect and analyse the results obtained during

the early diagnosis of illnesses by commissioning a Joint Federal Committee to set firm targets.

Changes have also been made in the law on medical devices with a view to reducing bureaucracy and simplifying the legal situation. The aim is to create a web-based information system for the entire notification and reporting procedure in the medical device sector, to cancel dispensable obligations to give notification with regard to clinical tests and to abolish three TSE ordinances relating to the Medical Device Act.

In supporting the government Bureaucracy Reduction and Better Legislation programme, the Federal Ministry for Health has identified around 560 information obligations of varying quality for industry. The information obligations measured are assessed to have imposed a financial burden of some 1.5 billion euros by 30 September 2007. It must be said, however, that alone the invoices submitted by doctors to the health insurance companies (453 million euros) and invoices submitted by pharmacists for pharmaceutical and medical products (445 million euros) account for almost a billion euros. The question of the extent to which the costs incurred by doctors and pharmacists for issuing invoices for services, pharmaceutical and medical products must indeed be considered administrative costs and be taken into account in the overall assessment of the Standard Cost Model measurement of administrative costs must be examined later in the process.

Irrespective of this, it must be noted that in view of the large numbers of cases – doctors, for example, issue 581 million invoices or 591 prescriptions per year – the concrete financial burden per case is low (0.78 euros per invoice; 0.75 euros per prescription).

The Federal Ministry of Health furthermore assumes that the planned introduction of the electronic health card can bring about considerable improvements in processes, which in turn will yield substantial cuts in costs for all concerned. The amendments in the law on narcotics also planned likewise aim at reducing the administrative cost burden not only on doctors and pharmacists, but also on the pharmaceutical industry, especially the wholesale trade.

D.3.9 The Federal Ministry of the Interior

The Federal Ministry of the Interior has identified 470 information obligations incumbent on industry in its area of responsibility. The cost of the administrative burden caused by the 130 information obligations measured is currently around 900 million euros.

According to the current appraisal, the burden is mainly produced by the reporting system, the law on

money laundering and the law on data protection. So these areas in particular are to be examined to see what potential they offer for reducing bureaucracy. Working groups are being set up for this purpose. They will be composed of representatives of the ministerial branches responsible for legislation and of industry, with representatives of the federal states being brought in as required.

One example of how potential for simplification is developed is shown by the procedure adopted to amend the integration course ordinance. Following a full evaluation of the law, recommendations on how the administrative burden on the institutions offering the integration courses can be reduced have been elaborated, assessed and added to the draft amendment. The amendments provided for in the draft will save these institutions over 6 million euros per year.

Other projects aimed at cutting administrative costs have been initiated. One of them is the amendment of the aviation security reliability check ordinance. The extension of the intervals at which the check has to be repeated will save industry an estimated 3.75 million euros per year.

A further project is the reform of the law on civil status. The civil status register will in future be kept electronically, and in conjunction with this change, electronic data exchange procedures will be introduced for a variety of registry office duties. The objective of the “Electronic Notice of Suspicion” project is to enable data on financial service providers to be transmitted to the Federal Criminal Police Office and other authorities as part of the effort to fight money laundering.

Of all the projects launched, the last two mentioned show that IT solutions will constitute a basic element of the simplification strategy. It is already clear that the SCM process will enhance a variety of measures contained in the “Focused on the Future: Innovations for Administration” programme.

The Federal Ministry of the Interior has commissioned a study to identify concrete potential for eGovernment services and develop a model for further action. The study is being conducted in close consultation with the Federal Chancellery and the results are expected in October 2007.

The avoidance of new bureaucracy is one more priority for the Federal Ministry of the Interior. To enhance their competence, staff are being trained in the application of the ex-ante assessment method. Moderated talks on subjects such as the identification of information obligations and alternatives and cost assessment have helped acceptance of the process to be achieved and cost awareness to be raised among the staff in the appropriate legislation branches of the ministry.

D.3.10 The Federal Ministry of Justice

Apart from the Standard Cost Model measurement process, the Federal Ministry of Justice is taking account of the necessity to reduce bureaucracy administration and achieve better legislation in a variety of measures and programmes.

The bill to provide debt relief for people without means, to strengthen creditor rights and to regulate the matter of insolvency and licences will reform the exemption procedure for outstanding debt in cases of consumer insolvency. Under the present law, regular insolvency proceedings have to be conducted to achieve exemption from the payment of outstanding debt. This also applies whenever it is clear from the outset – when, for instance, the debtor cannot even pay the cost of the proceedings – that insolvency proceedings will not yield any returns for the creditors. As the present insolvency proceedings are extremely time-consuming and cause considerable material and personnel costs for the insolvency courts on account of the numerous public announcements, services and appointments that have to be made, they are to be reformed in such a way that a fair balance is struck between the protection of creditors and efficiency in the granting of exemption from the payment of outstanding debt. The idea is that in future, after the submission of an insolvency application and, in the case of people without means, an application for exemption from the payment of outstanding debt, a provisional trustee – instead of an expert – will initially examine whether the applicant has assets. This examination will be significantly easier to conduct and will not take as long as the present examination in insolvency proceedings. If the examination by the provisional trustee reveals that there are not enough assets to implement the insolvency proceedings, the court will disallow the insolvency application for lack of assets and initiate debt relief proceedings.

The Electronic Commercial Register, Cooperative Society Register and Company Register Act has helped to cut costs for industry considerably. Industry is making significant savings due to the far lower fees charged for the online retrieval of data from the registers and the electronic disclosure of register entries. This is especially beneficial for new companies starting up.

The limited company reform is a further key step towards reducing bureaucracy. For example, only 10,000 euros will be required as the minimum amount of the nominal capital of such a company. Entering a limited company will therefore be cheaper and quicker and involve less red tape.

With the “eCertificate of Good Conduct” project, the Federal Office of Justice is working with the federal state registry authorities in pursuit of the aim of

enabling private individuals to apply for certificates of good conduct electronically. The idea is for information to be issued more quickly.

The fact that all the federal courts can now correspond with each other electronically allows the parties involved in court proceedings to communicate with the federal courts solely by electronic means, enhancing process effectiveness. The result is that proceedings can be conducted more efficiently and more quickly and, in addition, that costs can be cut. Electronic court files are planned to be introduced in a further step.

The German Patent and Trade Mark Office has already had an electronic mail search tool at its disposal for quite some time and offers the possibility both of patents to be applied for electronically and trade mark complaints to be received electronically. Since October 2006, it has also been possible for objections to be raised and complaints to be made against decisions on trade marks and patents and for trade mark and utility models to be registered electronically.

Above and beyond this, the Justice Ministry's law revision concept is aimed at minimising the norms in force by first removing, quite formally, all the provisions that are no longer of practical significance from the federal law stock. This formal revision of the law is a continuous task, the focus of which will in time shift from the collective revision of the existing law on the basis of law revision acts to the revision of legislative proposals. Each ministry will be responsible for revising the law in its area of responsibility. The Federal Ministry of Justice will issue the necessary guidance – for example, by specifying certain priority areas in which the law is to be revised and by stipulating criteria or by issuing recommendations on legislative techniques – and assist the ministries by providing both information from the federal law database and, in specific cases, advice.

In the 16th electoral term, 9 law revision acts have been promulgated in the Federal Law Gazette, with the aid of which 618 statutory provisions have been removed from the law, and in the areas of responsibility of the Federal Ministries of Justice and the Interior, there has been a large-scale revision of interim laws attributable to the reunification of Germany. Numerous statutory provisions have also been revised in association with other legislative proposals.

Another Justice Ministry law revision bill is due for final deliberation in the Bundestag after the summer recess; it provides for the revision of a further 198 statutory provisions, the entire occupation law and other interim regulations attributable to reunification. The Federal Ministry of Justice will push ahead with a third law revision bill this year and also the

Federal Ministry of Finance is currently working on a further law revision bill.

D.3.11 The Federal Ministry for the Environment, Nature Conservation and Reactor Safety

The possibilities the Federal Ministry for the Environment, Nature Conservation and Reactor Safety has for implementing simplification measures are influenced to a considerable degree by European law, as the law on the environment is one of those areas of the law which is impacted by European law to an above-average degree. National level simplifications are as a rule implemented during comprehensive amendments.

Examples of a simplification measure of this kind are the Act and Ordinance on the Simplification of Waste Management Monitoring that entered into force on 1 February 2007.

The aim of this measure is to relieve the waste management authorities and the respective branch of industry of unnecessary bureaucracy and at the same time to enhance the efficiency of waste management monitoring. To achieve this aim, a simplification concept has been devised, based on three pillars:

- Adaptation of structures in compliance with European law
- Specific simplification in sectors, such as abandonment of the obligations pertaining to the submission of company concepts and balance sheets
- Establishment of an electronic waste management verification procedure.

The verification procedure will be opened to modern communication technology by April 2010. At present, the monitoring authorities still have to examine some 125,000 disposal records and 2.5 million certificates per year submitted with forms.

A document that is of special relevance for the further activities of the Federal Ministry for the Environment, Nature Conservation and Reactor Safety is the Environmental Code.

Environmental provisions currently show major differences in their regulatory character that are not justified in terms of substance. The Environmental Code is intended to combine and harmonise the subject-specific provisions. The reduction in bureaucracy and simplification will benefit both industry and the authorities.

The key effects will be:

- the replacement of diverse subject-specific provisions by uniform general provisions, especially in procedural law;
- a considerable reduction in the number and diversity of environmental provisions;
- an increase in the clarity of environmental law and a rise in the ease of its applicability;
- a decline in error in the implementation of provisions.

Under the Environmental Code, industrial installations and other projects of relevance to the environment for which several licencing procedures have to be conducted in parallel at present (including the immission control procedure, the water legislation procedure) will only require one project licence, and it will cover all the environmental aspects. This will mean less work for the applicants – there will be only one authority as the point of contact, while the procedure requirements and application documents will be uniform – and simplify the examination and harmonisation process for the authorities.

D.3.12 The Federal Ministry of Transport, Building and Urban Affairs

The Federal Ministry of Transport, Building and Urban Affairs has identified no fewer than 1,000 information obligations incumbent on industry among its norms. Most concern road traffic law, the overwhelming majority of them serving traffic safety, as in the case of the other forms of transport. The main purpose of the information obligations associated with urban development law is to ensure sustainable urban development; they especially help in implementing urban development plans.

Irrespective of this sensitive environment, the Federal Ministry of Transport, Building and Urban Affairs has been able to bring about cuts in costs for industry in some instances by abolishing or amending information obligations. One example is the simplification of traffic statistics, a multi-step measure that has also affected the 2nd Small Companies Act (MEG II): Periods have been extended, random checks have been reduced in scope and dispensable data collection features have been scrapped.

The focus of the Federal Ministry of Transport, Building and Urban Affairs' bureaucracy reduction activities has so far been on areas outside the SCM process. Measures concerning planning law are helping to cut

red tape considerably. Since late 2006, the Infrastructure Planning Acceleration Act has been providing the opportunity, nation-wide, for planning processes regarding traffic routes and energy and supply lines to be streamlined, simplified and shortened. An accelerated procedure for handling inner-city building plans was introduced when an act that facilitates planning for inner-city development entered into force in early 2007, and steps have been implemented to facilitate the conclusion of redevelopment procedures.

Even if the extent to which the two measures contribute towards the reduction of bureaucracy cannot be assessed by the SCM process, they create incentives for investment and strengthen Germany's position as a business location.

The Federal Ministry of Transport, Building and Urban Affairs in August 2007 submitted an ordinance to the Bundesrat, Germany's upper house, on the amendment of provisions on drivers. This ordinance will particularly save craft businesses an estimated 36.5 million euros per year due to the abolition of information obligations, as it provides for obligations to record the times during which certain 2.8 to 3.5 ton vehicles are in motion or parked to be lifted.

The Federal Ministry of Transport, Building and Urban Affairs is planning to reform the law on driving instructors in 2008. This is expected to yield a reduction in the burden on the branch caused by information obligations and hence a reduction in the costs they incur.

A Federal Ministry of Transport, Building and Urban Affairs bill to revise the law on housing allowances and to amend housing provisions is designed to simplify two information obligations incumbent on industry as from 2008.

Finally, the Federal Ministry of Transport, Building and Urban Affairs presumes that the ongoing work to simplify and streamline the Public Works Contracts Regulations (VOB/A) can at any rate have an indirect cost-cutting effect for enterprises.

D.3.13 The Federal Ministry of Defence

In comparison with the other federal ministries, the Federal Ministry of Defence only has an extremely small share of the information obligations incumbent on industry, eleven in all. The three information obligations measured to date have been revealed to cause a total cost of 337,000 euros. The potential for reductions in this area is being examined, but none is expected to be found in the information obligation that creates the greatest cost burden (324,000 euros).

In addition to identifying information obligations in acts and ordinances, the Federal Ministry of Defence intends to have the costs incurred by its administrative provisions in the “Federal Government Administrative Provision Database” measured by the Federal Statistical Office in order to determine the potential they may offer for savings. Work on the internal identification of information obligations has begun.

As part of its own bureaucracy reduction programme, the Federal Ministry of Defence is looking into concrete proposals that originate from internal working groups and workshops, have come through the suggestion system and are contained in inputs from members of staff. The improvement of mission accomplishment in operations is the focal point.

D.3.14 The Federal Ministry of Economics and Technology

The Federal Ministry of Economics and Technology has identified a good 1,600 information obligations in its 900 norms. In view of the fact that these provisions are detailed and refer to a high degree to specific branches, the Federal Ministry of Economics and Technology has commissioned a study aimed at identifying significant potential for cutting the costs incurred by information obligations; results are expected in the spring of 2008.

So far, the Federal Ministry of Economics and Technology has achieved significant savings in areas such as the law on external economic affairs and commercial law due to the First and Second Small Companies Acts. Simplifications have already been implemented in the law on external economic affairs and vocational supervision. The Federal Ministry of Economics and Technology is going beyond that and planning further measures that will yield savings for industry, such as the abolition of the quarterly collection of statistics on trade, the amendment of the Public Services and Public Supply Contracts Regulations and Liberal Profession Services Contracts Regulations (VOL/VOF) and the introduction of the ELENA electronic income tax return. ELENA is intended to replace the hitherto mandatory paper income tax returns submitted for the purpose of applying for welfare benefits by allowing employers to send income data monthly to a central database by electronic means.

Furthermore, work is scheduled to begin before the year is out on a Third Small Companies Act (MEG III). In the light of findings (expert reports, branch dialogues), there are plans to also abolish or modify specific information obligations in the Federal Ministry of Economics and Technology’s norms that would otherwise be handled at a later date during work on (large-scale) subject-specific amendment proposals.

The Third Small Companies Act is also intended to contain law revision elements (abolition of norms).

D.3.15 The Federal Ministry for Economic Cooperation and Development

Only three information obligations resulting from the Development Aid Worker Act concern the Federal Ministry for Economic Cooperation and Development, and they probably cause little in the way of costs for industry due to the very small number of cases involved. The information obligations within the area of responsibility of the Federal Ministry for Economic Cooperation and Development have not yet been taken into consideration in the measurements.

Appendix 1

Survey of the 100 most costly information obligations (last update: 30 september 2007)

Rank	Ministry	Overall Burden in 1,000 Euros per Year	Description of Information Obligation	Law	Legislative Level*
1	BMF	6,197,445	Preservation of accounts	Turnover Tax Law (UStG)	DI
2	BMF	3,650,121	Submission of a tax declaration	Turnover Tax Law (UStG)	DI
3	BMJ	3,539,924	Obligation to prepare the annual and group accounts, auditing and disclosure for all companies limited by shares (auditing only for medium-scale and large-scale enterprises)	Commercial Code (HGB)	I
4	BMF	3,487,975	Tax declaration obligation	Corporation Tax Law (KStG) 1977	D
5	BMF	1,612,741	Trade tax declaration obligation	Trade Tax Law (GewStG)	DI
6	BMF	854,365	Separate declaration for intra-Community deliveries in the taxation procedure	Turnover Tax Law (UStG)	DI
7	BMJ	696,124	Obligation to prepare, audit and disclose annual and group accounts and issue reports on the situation for credit institutes and financial service providers	Commercial Code (HGB)	I
8**	BMF	540,800	Provision of consumer information during the term of an insurance contract	Insurance Supervision Law (VAG)	DI
9	BMF	473,106	Preliminary turnover tax return	Turnover Tax Law (UStG)	DI
10	BMG	453,165	Accounting for medical services	Social Code (SGB) V	D
11	BMG	445,706	Accounting for pharmaceutical products by pharmacists	Social Code (SGB) V	D
12	BMI	377,653	Provision of information on the particular notification obligation of hospitals, nursing homes and similar institutions	Registration Law (MRRG)	D
13**	BMF	322,920	Provision of consumer information before the conclusion of an insurance contract or at the beginning of a pension relationship	Insurance Supervision Law (VAG)	DI
14	BMU	235,000	Certification that the distributors of sales packaging take back and recycle the packaging as required	Packaging Ordinance (VerpackV) 1998	DI
15	BMAS	186,227	Due dates of contributions	Social Code (SGB) IV	D
16	BMG	166,725	Notification of the dispensing of a narcotic in accordance with § 12 of the Narcotics Law	Narcotics Law (BtMG) 1981	D
17	BMJ	165,772	Obligation to prepare, audit and disclose annual and group accounts and issue reports on the situation for insurance companies and pension funds	Commercial Code (HGB)	I

Rank	Ministry	Overall Burden in 1,000 Euros per Year	Description of Information Obligation	Law	Legislative Level*
18	BMU	131,941	Application for a licence to construct and operate installations subject to licencing (licence application)	Law Concerning the Protection against Harmful Effects on the Environment through Air Pollution, Noise, Vibrations, and Similar Factors (BImSchG)	DI
19	BMAS	129,240	Certification of contribution payment	Social Code (SGB) IV	D
20	BMF	124,021	Concept of profit in general	Income Tax Law (EStG)	D
21	BMI	118,013	Safe keeping and – if required – transmission of completed registration forms in hotels, on camp sites and passenger ships	Registration Law (MRRG)	D
22	BMU	108,861	Field-specific documentation on the use of fertilizers and plant protecting agents	Federal Nature Conservation Law (BNatSchG) 2002	D
23	BMF	108,563	Obligation to preserve employee tax deduction cards	Income Tax Law (EStG)	D
24	BMG	107,229	Accounting of medical services	Scale of Medical Fees (GOÄ) 1982	D
25*** A105	BMW	98,034	Intra-Community trade (movement of goods between EC member states) – incoming goods	Act on Statistics of International Cargo Shipments (AHStatGes)	DI
26	BMAS	92,733	Employer report	Social Code (SGB) IV	D
27	BMI	83,404	Registration on the particular notification obligation of hospitals, nursing homes and similar institutions	Registration Law (MRRG)	D
28	BMG	83,079	Accounting of dental services	Scale of Dental Fees (GOZ) 1987	D
29	BMAS	76,874	Reporting obligation	Social Code (SGB) IV	D
30	BMF	70,560	Information obligation in case of financial futures	Law on Securities and Stock Trading (WpHG)	D
31	BMAS	69,944	Accountability	Social Code (SGB) IV	D
32	BMW	66,251	Posting of name and company name	Industrial Code (GewO)	D
33	BMG	62,775	Confirmation issued by the acquirer to the dispenser regarding the receipt of narcotics	Narcotics Law (BtMG) 1981	D
34	BMF	59,643	Tax declaration obligation for the reallocation of the trade tax base	Trade Tax Law (GewStG)	DI
35	BMI	58,243	Obligation to issue warning	Federal Data Protection Act (BDSG) 1990	DI
36	BMI	56,495	Particular notification obligation of hospitals, nursing homes and similar institutions	Registration Law (MRRG)	D
37	BMI	49,817	Obligation to inform; informing of the Commissioner for Data Protection on automatic data processing projects	Federal Data Protection Act (BDSG) 1990	DI
38	BMF	47,202	Submission of the tax declaration to the licensing office; issue of notification of the trailer surcharge provided for in § 4, p. 1 of the Motor Vehicle Tax Executive Order can be combined with this	Motor Vehicle Tax Executive Order (KraftStDV) 1979	D
39	BMW	46,800	Prescription data	Drug Price Ordinance (AMPreisV)	D
40	BMI	45,287	Information on the right to object, the responsible agency and the origin of data, as required	Federal Data Protection Act (BDSG) 1990	DI

Rank	Ministry	Overall Burden in 1,000 Euros per Year	Description of Information Obligation	Law	Legislative Level*
41	BMAS	44,769	Certificate of employment	Social Code (SGB) III	D
42	BMJ	43,986	Inspection of the land register – provision of proof of a legitimate interest	Land Register Code (GBO)	D
43	BMF	37,510	Tax declaration obligation	Ordinance Regulating the Income Tax Act (EStDV) 1955	D
44	BMWi	36,439	Provision of proof of specialized knowledge, qualification and efficiency	Public Services/Public Supply Contracts Regulations (VOL/A) Sect 1-3	DI
45	BMI	34,560	Obligation to provide information on the circumstances surrounding the collection of data	Federal Data Protection Act (BDSG) 1990	DI
46	BMELV	34,205	Livestock population register	Animal Movements Order (ViehVerkV)	DI
47	BMU	30,138	Provision of proof of the quantity of packaging registered and of the recycling of its material/recovery of its energy, arranged according to federal states and the requirements specified in No. 2, para 2 of Annex I.	Packaging Ordinance (VerpackV) 1998	DI
48	BMG	29,104	General obligation to provide information to the Health Office and the responsible federal state authority	Protection against Infection Act (IfSG)	D
49	BMAS	27,597	Obligation to register	Social Code (SGB) IV	D
50	BMF	26,678	Extension of deadlines for advance turnover tax declarations	Turnover Tax Executive Order (UStDV)	D
51	BMG	25,912	Documentation of accounting for care services	Social Code (SGB) XI	D
52	BMAS	25,257	Notification of compliance with employer's obligation to give work	Social Code (SGB) IX	D
53	BMU	24,765	Notification of an alteration to an installation subject to licencing (notification of alteration)	Law Concerning the Protection against Harmful Effects on the Environment through Air Pollution, Noise, Vibrations, and Similar Factors (BImSchG)	I
54	BMFSFJ	24,552	Employer's obligation to inform employees	Maternity Protection Ordinance (MuSchArbV)	D
55	BMI	24,211	Examination and approval of firearms, fireworks and items subject to maximum load (proof firing obligation)	Proof Testing Act (BeschG)	D
56	BMAS	23,781	Notification of the insured person of accident insurance institute responsible	Social Code (SGB) VII	D
57	BMG	23,708	Preparation and forwarding of Annex 1 of German Hospital Reimbursement Law, Sections E1 to E3 and B2, in order to prepare the negotiation of the hospital budget and the specific value for each individual hospital	German Hospital Reimbursement Law (KHEntgG)	D
58	BMF	22,684	Insurer's obligation to give notification of the sum of the conclusion and marketing costs to be borne by the contracting party and the period over which they will be spread, as well as the costs for the administration of the accumulated capital etc. before the contract is concluded	Pension Contract Certification Law (AltZertG)	D

Rank	Ministry	Overall Burden in 1,000 Euros per Year	Description of Information Obligation	Law	Legislative Level*
59	BMU	22,197	Obligation keep a company diary	Ordinance on Waste Deposits (DepV)	DI
60	BMU	22,096	Application for a licence to make a major alteration to an installation subject to licensing (alteration application)	Law Concerning the Protection against Harmful Effects on the Environment through Air Pollution, Noise, Vibrations, and Similar Factors (BImSchG)	I
61	BMF	21,645	General concept of profit	Income Tax Law (EStG)	D
62	BMG	21,600	Preservation of the acknowledgements of receipt and delivery notes in case of a purchase in accordance with § 12 of the Narcotics Law	Narcotics Law (BtMG) 1981	D
63	BMWi	21,435	Monthly report including a survey on incoming orders for companies in the manufacturing sector, mining and non-metallic mineral industry	Law on Statistics in Producing Industries (ProdGewStatG)	DI
64	BMF	20,534	Comparison of actuarial reserves with the assets	Corporation Tax Law (KStG) 1977	D
65	BMF	19,986	Provision of all relevant documents for trustees or their deputies on part of the insurer or pension fund	Insurance Supervision Law (VAG)	D
66	BMAS	19,300	Preservation of test certificates and records of the test results for installations subject to monitoring	Ordinance on Industrial Safety and Health (BetrSichV)	DI
67	BMF	18,468	Deduction of input tax for low-value invoices and transport tickets	Turnover Tax Executive Order (UStDV)	D
68	BMWi	17,934	Production survey in the manufacturing sector, mining and non-metallic mineral industry	Law on statistics in producing industries (ProdGewStatG)	DI
69	BMF	17,441	Continuous determination of the corporation income tax balance	Corporation Tax Law (KStG) 1977	D
70	BMF	17,344	Insurers, authorized representatives and persons as specified in § 2, para. 1 of the Insurance Tax Law shall make records on the basis of taxation	Insurance Tax Law (VersStG)	D
71	BMAS	17,000	Obligation of a financial institute to return excess premiums after the death of a beneficiary and to inform the social security insurance authority of the name and address of the recipient or the person entitled to dispose of them	Social Code (SGB) XI	D
72	BMVBS	16,945	Certification of car and car owner data for vehicle registration purposes	Traffic Law (StVG)	D
73	BMELV	16,183	Settlement of accounts for livestock traded outside markets	Livestock and Meat Act (ViehFIG)	D
74	BMF	16,095	Rules of procedure	Division of Taxes Act (ZerlG) 1998	D
75	BMELV	16,027	Livestock passport	Animal Movements Order (ViehVerkV)	DI
76	BMWi	15,549	Reporting obligation for payments made by residents to non-residents or to residents for the account of non-residents	Foreign Trade and Payments Ordinance (AWV 1986)	DI
77	BMFSFJ	15,437	Notification of abortions conducted	Pregnancy Conflict Act (SchKG)	D

Rank	Ministry	Overall Burden in 1,000 Euros per Year	Description of Information Obligation	Law	Legislative Level*
78	BMJ	15,368	Obligation to draw up accounts and reports on the situation including the publication for registered cooperative societies	Commercial Code (HGB)	D
79	BMELV	15,216	Labelling of material for shoe products	Ordinance on Articles of Daily Use (BedGgstV)	I
80	BMELV	14,807	Notification of inventory changes	Animal Movements Order (ViehVerkV)	DI
81	BMELV	14,339	Instruction of a veterinary surgeon regarding the application of veterinary medicine	Veterinarian House Dispensary Ordinance (TÄHAV)	D
82	BMAS	14,147	Employer's notice of accident	Social Code (SGB) VII	D
83	BMI	13,575	Notification of a death	Law on Civil Status (PersStdG)	D
84	BMF	12,528	Obligation to keep a tax deposit account	Corporation Tax Law (KStG) 1977	D
85	BMW i	12,500	Obligation to give notification of cooperation with other enterprises	Liberal Profession Services Contracts Regulations (VOF)	DI
86	BMF	12,312	Input tax deduction for low-value invoices and transport tickets	Turnover Tax Executive Order (UStDV)	D
87	BMW i	12,304	Provision of proof of specialized knowledge, economic efficiency and financial strength	Public Services/Public Supply Contracts Regulations (VOL/A) Sect 4	DI
88	BMELV	11,971	Marking of dispensed drugs by veterinary surgeons	Veterinarian House Dispensary Ordinance (TÄHAV)	DI
89	BMG	11,835	Preservation of part I of the prescription and a ward prescription	Narcotics Prescription Ordinance (BtMVV) 1998	D
90	BMW i	11,814	Reporting obligation for payments received by residents from non-residents or from residents for the account of non-residents	Foreign Trade and Payments Ordinance (AWV 1986)	DI
91	BMI	11,651	Registration of a birth	Law on Civil Status (PersStdG)	D
92	BMW i	11,192	Obligation to report receivables and liabilities of resident non-banks to non-residents	Foreign Trade and Payments Ordinance (AWV) 1986	DI
93	BMVBS	11,044	Licence for large-capacity and heavy-goods traffic	Road Traffic Regulations (StVO)	D
94	BMI	9,963	Provision of information derived from the reporting obligation (cf. 4 e clause 1) and information on persons with authorized access	Federal Data Protection Act (BDSG) 1990	DI
95	BMW i	9,790	Monthly survey in the tourist trade (accommodation statistics)	Accommodation Statistics Act (BeherbStatG) 2003	DI
96	BMW i	9,586	Provision of financial, economic and technical proof of specialized knowledge, qualification and capability	Public Services/Public Supply Contracts Regulations (VOL/A) Sect 1-3	DI
97	BMW i	9,338	Monthly survey in trade and hotel and restaurant business	Trade Statistics Act (HdlStatG) 2001	DI

Rank	Ministry	Overall Burden in 1,000 Euros per Year	Description of Information Obligation	Law	Legis- lative Level*
98	BMWi	9,295	annual survey in the service industry	Service Statistics Act (DStatG)	DI
99	BMG	9,270	Reports on the production and use of narcotics	Narcotics Law (BtMG) 1981	D
100	BMU	8,928	Submission of a company diary to allow verification of the proper disposal of wood waste in accordance with the regulations of the Wood Waste Ordinance (AltholzV) on the request of the responsible authority and preservation of the diary for 5 years	Wood Waste Ordinance (AltholzV)	D

* D = National law, DI = Broadened EU and international law, I = EU and international law

** These information obligations are to be transferred to the Federal Ministry of Justice

*** This result is the combination of two information obligations

Appendix 2

**Federal Ministry simplification measures
(last update: 30 September 2007)**

Proposal or measure	Brief description	Norm	Burden reduction (as far as quantifiable at present)	Completion/ schedule	Measure contained in
Federal Ministry of Labour and Social Affairs					
Bureaucracy reduction measures concerning information obligations already implemented					
Introduction/improvement of online procedures					
1	Obligation for automated registration within the social security system	Social Code (SGB) IV	404.9 million euros	In force since 1 January 2006; transition period until 30 May 2006	
2	Obligation for automated submission of social security contribution records	Social Code (SGB) IV	407.1 million euros	In force since 1 January 2006; transition period until 30 May 2006	
3	Option of an electronic certificate for social indemnities	Social Code (SGB) IV	9 million euros	Entry into force on 1 January 2008	Small Companies Act (MEG) II
Removal/simplification of registration, submission and labelling obligations					
1	Adaptation of the registration obligations under the Act on the Posting of Workers to the newly incorporated building cleaning industry and simplification	Act on the Posting of Workers (AEntG)		In force since 20 July 2007	Act on the Posting of Workers Registration Ordinance (AEntGMeldV)
2	Synchronisation of the registration period for all social security registrations with the remuneration statement	Ordinance on the Collection and Transmission of Data for Social Security Institutions (DEÜV)		In force since 1 January 2006	
3	Simplification regulation for calculating the preliminary social contribution debt	Social Code (SGB) IV	650 million euros	In force since 23 August 2006	Small Companies Act (MEG) I
4	Replacement of extracts from the Central Trade and Industry Register by a personal statement of the bidder during the award of public contracts	Act on the Posting of Workers		In force since 14 September 2007	Small Companies Act (MEG) II

Proposal or measure	Brief description	Norm	Burden reduction (as far as quantifiable at present)	Completion/ schedule	Measure contained in
Removal/simplification of information or accountability obligations					
1	Simplification of reports on the practical implementation of EU Occupational Safety and Health Directives	EU directive "Simplification of Reports on the Practical Implementation of EU Occupational Safety and Health Directives"		EU directive came into force on 28 June 2007	
2	Modification of the statistic information obligation concerning the receipt of short-time allowance	If employees are on short-time work, employers must give the employment office statistic information on the receipt of short-time allowance. Conversion of monthly information to quarterly information.		In force since 1 November 2006	Act to Promote Year-Round Employment
Other measures					
1	Accident prevention regulations concerning the Occupational Safety Act (ASiG)	Modification of the accident prevention regulations concerning the Occupational Safety Act (ASiG), i.e. simplification and increase in flexibility of treatment provided by company doctors and occupational safety experts.	Accident Prevention Provision for Company Doctors and Occupational Safety Experts (BGV A 2)	Overall reform is to be completed by the end of 2008	Key issues paper on the Small Companies Act (MEG) (catalogue of measures no. 22)
2	Adaptation of the benefits in kind in the new/old federal states	Uniform benefits in Germany from 1 January 2008 (harmonisation of benefits)	Ordinance on the Social Security Assessment of Benefits Paid by the Employer as Remuneration	In force since 1 January 2007	Key issues paper on the Small Companies Act (MEG) (catalogue of measures no. 23)
3	Replacement of the certificate specified in § 194 of Social Code (SGB) VI	From 1 January 2008, a separate notification will be created with the following remuneration statement upon request by the employee, instead of a certificate (transfer of the calculation obligations to the benefit paying agency; abolition of the certificate).	Social Codes (SGB) IV + VI	Entry into force on 1 January 2008	Small Companies Act (MEG) II (catalogue of measures no. 19)
4	Transfer of the wage bill audit in the accident insurance sector to the pension insurance audit	From 1 January 2010, only one audit will be conducted in the overall social security system (§ 28p of Social Code (SGB) IV and § 166 of Social Code (SGB) VII).	Social Codes (SGB) IV + VII	Entry into force on 1 January 2010	Small Companies Act (MEG) II
Planned bureaucracy reduction measures concerning information obligations					
Introduction/improvement of online procedures					
1	Introduction of an automated procedure for agencies paying pensions and benefits	Option for employers to introduce an automated procedure for agencies paying pensions and benefits	Social Code (SGB) V	7 million euros	

Proposal or measure	Brief description	Norm	Burden reduction (as far as quantifiable at present)	Completion/ schedule	Measure contained in
2	Introduction of an automated registration and contribution procedure for members of occupational provision institutes	sub-ordinate law	45.36 million euros		
Raising of registration limits or thresholds					
1	Introduction of a de minimis limit for net calculation specified in § 23c of Social Code (SGB) IV	Social Code (SGB) IV	32.4 million euros		
Removal/simplification of registration, submission and labelling obligations					
1	Uniform date for submitting the social security contribution records	Social Code (SGB) IV	96 million euros		
Federal Ministry of Education and Research					
Bureaucracy reduction measures concerning information obligations already implemented					
Removal/simplification of application or authorisation obligations					
1	Simplification of the application for registration of an apprenticeship	Vocational Training Act (BBiG)		Immediately; besides, discussion in the respective committees with the aim of reaching an agreement by December 2007	
Other measures					
1	Abolition of the partial remission because of children, lump-sum refunding of travel expenses	Federal Training Assistance Act (BAföG)		Will probably enter into force at the beginning of winter 2008/2009	
Other bureaucracy reduction measures					
Introduction/improvement of online procedures					
1	profi-online	sub-ordinate law		Second half-year of 2007	
Other measures					

	Proposal or measure	Brief description	Norm	Burden reduction (as far as quantifiable at present)	Completion/ schedule	Measure contained in
1	Development tools	Introduction of new, simplified development tools (e. g. research grant, KMU innovativ development initiative) under the High-Tech Strategy	sub-ordinate law		Successively since February 2007	
Federal Ministry of Food, Agriculture and Consumer Protection						
Bureaucracy reduction measures concerning information obligations already implemented						
Introduction/improvement of online procedures						
1	Declaration procedure for testing plant protection equipment	Online application procedure via the portal	Plant Protection Act (PflSchG); Plant Protection Products Ordinance (PflSchMV)		In force since autumn 2005	
2	Registration of agricultural pesticides	Online application form and electronic application processing	Plant Protection Act (PflSchG)		December 2005 (in part pilot e-file) July 2007 (in part e-file operations) December 2010 (e-file completion)	
3	Electronic plant file	Online application form and electronic application processing	Seed Trade Act (SaatVerkG), Ordinance on Application Procedures before the Federal Office of Plant Varieties (BSAVfV)		January 2006 (pilot application maize) January 2007 (e-application operations) January 2009 (e-file operations)	
4	Food Industry Registration Ordinance (EWMV) (14 information obligations)	Online registration possible	Food Industry Registration Ordinance (EWMV)		In force since 16 October 2006	
5	Accountability obligations for owners of food producing animals regarding the supply of health products	Electronic verification possible	Accountability Ordinance for Owners on Animal Health Products		In force since 31 December 2006	
Raising of registration limits or thresholds						
1	Food Industry Registration Ordinance (EWMV) (3 information obligations)	Rise from 6 to 8 employees (2 information obligations) and introduction of a lower registration limit (1 information obligation)	Food Industry Registration Ordinance (EWMV)		In force since 16 October 2006	
2	Collection of charges for the Timber Sales Promotion Fund (HafV)	Rise in the threshold for collecting charges twice a year from 100 euros to 500 euros	Timber Sales Promotion Fund Ordinance (HafV)	0.05 million euros	In force since June 2007	

	Proposal or measure	Brief description	Norm	Burden reduction (as far as quantifiable at present)	Completion/ schedule	Measure contained in
	Removal/simplification of registration, submission and labelling obligations					
1	Carrying of the cattle passport	Removal of the obligation for cattle passports to be carried when cattle are moved within a country	Animal Movements Order (ViehVerkV)	16.03 million euros	In force since 14 July 2007	
2	Handover of the cattle passport	Removal of the obligation for cattle passports to be handed over to the deadstock collector after cattle has died or been killed	Animal Movements Order (ViehVerkV)	1.09 million euros	In force since 14 July 2007	
3	Sending of the cattle passport to the authority	Removal of the obligation for cattle passports to be sent to the authority after cattle has died or been killed	Animal Movements Order (ViehVerkV)	0.87 million euros	In force since 14 July 2007	
4	Food Industry Registration Ordinance (EWMV)	Removal of the registration obligation for confectionery manufacturers	Food Industry Registration Ordinance (EWMV)		In force since 16 October 2006	
5	Dispensing of animal vaccines to farmers	Replacement of the licensing obligation for dispensing animal vaccines to farmers by an obligation to give notification	Animal Vaccine Ordinance		In force since 31 October 2006	Key issues paper on the Small Companies Act (MEG) (catalogue of measures no. 33)
6	Accountability obligations for owners of food producing animals regarding the application of health products	Abolition of the formal guidance, reduction of data, abolition of the monthly printout when verification is electronic	Accountability Ordinance for Owners on Animal Health Products		In force since 31 December 2006	
7	Storage of certificates on the application of health products by owners of food producing animals; submission upon request of the authority	Submission only to the authority, no longer to the veterinarian	Accountability Ordinance for Owners on Animal Health Products		In force since 31 December 2006	
8	Marking of veterinarian house dispensary facilities	Removal	Veterinarian House Dispensary Ordinance (TÄHAV)	0.01 million euros	In force since 31 December 2006	
9	Amendment of the BSE Testing Ordinance (BSEUntersV)	BSE tests are now to be conducted on cattle aged over 30 months	BSE Testing Ordinance (BSEUntersV)	5 million euros	In force since 27 June 2006	

	Proposal or measure	Brief description	Norm	Burden reduction (as far as quantifiable at present)	Completion/ schedule	Measure contained in
10	Abolition of the manufacturing order procedure for medicated feed (6 information obligations)	Abolition of: – notification of the authority by the veterinarian regarding the acceptance of responsibility for the separate facilities used for storing premixtures for medicated feed – authorisation/approval for manufacturing medicated feed – manufacturing order by the veterinarian – supplement to the manufacturing order (medicated feed) by the manufacturer + transmission of a copy to the veterinarian/owner/authority – supplementary prescription (medicated feed) by the manufacturer + transmission of the document to the veterinarian/owner/authority – storage of the supplemented manufacturing order (medicated feed) by the manufacturer; submission upon request of the authority	Veterinarian House Dispensary Ordinance (TÄHAV)		In force since 10 November 2006	
11	Labelling of storage containers in the veterinarian house dispensary	Partial abolition of guidance on labelling	Veterinarian House Dispensary Ordinance (TÄHAV)		In force since 31 December 2006	
12	Certification by the veterinarian on the acquisition, testing and manufacturing of over-the-counter medicines (3 information obligations)	Removal	Veterinarian House Dispensary Ordinance (TÄHAV)		In force since 31 December 2006	
13	Recording of stocks of medicines by the veterinarian	Abolition of the formal guidance on application and dispensing for food producing animals; abolition of the preparation of the duplicate by the veterinarian; electronic verification possible	Veterinarian House Dispensary Ordinance (TÄHAV)		In force since 31 December 2006	
14	Inclusion of landscape elements in the whole eligible parcel of land of an agricultural area	Abolition of the separate area declaration for decoupled and coupled payments	Ordinance on Implementing Support Systems and Joint Agreements for Direct Payments according to Commission Regulation (EC) No 1782/2003 under the Integrated Administration and Control System		In force since 1 January 2007	
15	Labelling of unpacked ice cream	Removal	Ordinance on Ice Cream		In force since 15 August 2007	

	Proposal or measure	Brief description	Norm	Burden reduction (as far as quantifiable at present)	Completion/ schedule	Measure contained in
16	Commercial grades for fruits and vegetables	Abolition of the national grading ordinance for fruits and vegetables	Ordinance on Legal Commercial Grades for Fresh Fruits and Vegetables		In force since 1 January 2007	
17	Removal of the Ordinance on the Prohibition of Using Cattle Products in Manufacturing Food or Cosmetic Products (2 information obligations)	Removal of obligations for certificates to be supplied by the importer to the appropriate authority	Ordinance on the Prohibition of Using Cattle Products in Manufacturing Food or Cosmetic Products		In force since 11 October 2006	
18	Marking of animals	Increase of flexibility in the subsequent marking of animals	Animal Movements Order (ViehVerkV)		In force since 14 July 2007	
Removal/simplification of application or authorisation obligations						
1	Application for authorisation to operate an embryo transfer facility	Summary of the authorisation for operation and intra-community trade	Animal Breeding Act (TierZG)		In force since 28 December 2006	
2	Application for authorisation to operate a semen collection centre	Summary of the authorisation for operation and intra-community trade	Animal Breeding Act (TierZG)		In force since 28 December 2006	
3	Requirement to apply for authorisation to practice insemination	Removal	Animal Breeding Act (TierZG)	0.61 million euros	In force since 28 December 2006	
4	Application of the exporter to use the customs warehouse procedure	Removal	Commission Regulation (EC) No. 800/1999 of 15 April 1999 on Common Detailed Rules for the Application of the System of Export Refunds on Agricultural Products		In force since 1 January 2007	
Removal/simplification of information or accountability obligations						
1	Livestock census/livestock documentation	Relief of farmers of information obligations by using alternative data (animal origin security and information system, animal disease fund)	Agricultural Statistics Act (AgrStatG), Executive Act on the Registration of Cattle (RiRegDG)	0.5 million euros	In force since 19 July 2006	

Proposal or measure	Brief description	Norm	Burden reduction (as far as quantifiable at present)	Completion/ schedule	Measure contained in
2	Simplification of agricultural statistics (8 information obligations)	Agricultural Statistics Act (AgrStatG)		In force since 25 July 2006 (nos. 1 and 2) or 17 April 2007 (nos. 3 to 7)	
3	Area survey – survey according to the planned use	Agricultural Statistics Act (AgrStatG)		In force since 25 July 2006	
Other measures					
1	Food Industry Registration Ordinance (EWMV)	Food Industry Registration Ordinance (EWMV)		In force since 16 October 2006	
Planned bureaucracy reduction measures concerning information obligations					
Introduction/improvement of online procedures					
1	Electronic food and feed inspection procedures	Uniform food coding; central online food inspection procedures	sub-ordinate law (General Administrative Regulation on the Transmission of Data from Food Inspections – AVV DÜb)	Entry into force planned for autumn 2008	
2	Single farm payment: electronic application/data transmission by farmers	Nationwide electronic application/data transmission; thus renouncement of parallel supply of data in hard copy	Single Payment Scheme (EC) No. 1782/2003; Ordinance on Implementing Support Systems and Joint Agreements for Direct Payments according to Commission Regulation (EC) No 1782/2003 under the Integrated Administration and Control System (InVeKoS ordinance)	Aim nationwide (in all federal states): 2008; in some federal states electronic application was already possible (completely or in part) in 2007 or earlier	

Proposal or measure	Brief description	Norm	Burden reduction (as far as quantifiable at present)	Completion/ schedule	Measure contained in
Raising of registration limits or thresholds					
1 Registration obligations for goods subject to market regulation: simplification of diverse statistic obligations incumbent on cereal, feed, sugar and fat industry (19 information obligations)	Abolition of survey or reduction of scope	Registration Ordinance for Goods Subject to Market Regulation (MarktOVMeldV)		Entry into force planned for July 2008	
2 Simplification of agricultural statistics in – livestock censuses (10 information obligations) – main surveys of land use (4 information obligations) – agricultural structure surveys (8 information obligations) – main surveys of agricultural censuses (3 information obligations) – viticultural surveys (1 information obligations)	– Reduction of the number of agricultural structure surveys – Reduction of the sample scope of representative surveys – Raising of the lower registration limits	Agricultural Statistics Act (AgrStatG)		Entry into force planned for autumn 2008	
3 Agricultural Statistics Act (AgrStatG): main survey of agricultural censuses (3 information obligations)	Removal	Agricultural Statistics Act (AgrStatG)	0.03 million euros	Entry into force planned for autumn 2008	
Removal/simplification of registration, submission and labelling obligations					
1 Trade of slaughter cattle at livestock markets	Abolition of all provisions contained in the Livestock and Meat Act (ViehFIG) (e. g. preparation of market closing documents; official quotation of slaughter cattle prices)	Livestock and Meat Act (ViehFIG)		Entry into force planned for the beginning of 2008	Key issues paper on the Small Companies Act (MEG) (catalogue of measures no. 32)
2 Trade at wholesale and retail meat markets	Removal of the official quotation of meat prices	Livestock and Meat Act (ViehFIG)		Entry into force planned for the beginning of 2008	Key issues paper on the Small Companies Act (MEG) (catalogue of measures no. 32)

Proposal or measure	Brief description	Norm	Burden reduction (as far as quantifiable at present)	Completion/ schedule	Measure contained in
3	Legal requirements regarding the contents of the slaughter list for slaughter cattle not traded at markets	Livestock and Meat Act (ViehFIC)	16.2 million euros	Entry into force planned for the beginning of 2008	Key issues paper on the Small Companies Act (MEG) (catalogue of measures no. 32)
4	Indication of the caffeine content on advertisements for lemonades containing caffeine	Ordinance on Soft Drinks Containing Caffeine (KoffeinV)		Entry into force planned for the end of 2007	
5	Marking/indication of sulphur dioxide or sulphites	Additives Authorisation Ordinance (ZZuV); Food Labelling Ordinance (LMKV)		Entry into force planned for the end of 2007	
6	Animal breeding legislation: documentation obligations regarding the production, dispensing and use of semen (3 information obligations)	Animal Breeding Act (TierZG)		Entry into force planned for the fourth quarter of 2007	
Removal/simplification of application or authorisation obligations					
1	Food legislation: authorisation of marketing of specific soft drinks containing caffeine (energy drinks)	Food and Feed Code (LFGB)		Entry into force planned for the end of 2007	
2	Food legislation: authorisation of using specific carrier substances for colorants used to paint eggshells	Additives Authorisation Ordinance (ZZuV); Food Labelling Ordinance (LMKV)		Entry into force planned for the end of 2007	
3	Animal breeding legislation: application for participation in breeding programmes	Ordinance on the Participation of Semen Collection Centres in Breeding Programmes (BsZpBetV)		Implementation by new ordinance probably in the fourth quarter of 2007	
4	Animal breeding legislation: application for exemption from participation obligations	Ordinance on the Participation of Semen Collection Centres in Breeding Programmes (BsZpBetV)		Implementation by new ordinance probably in the fourth quarter of 2007	

Proposal or measure	Brief description	Norm	Burden reduction (as far as quantifiable at present)	Completion/ schedule	Measure contained in
5	Animal breeding legislation: additional authorisation requirements for horse and cattle breeding organisations (2 information obligations)	Ordinance on Breeding Organisations (TierZOV)		Implementation by amendment of the ordinance probably in the first quarter of 2008	
Other measures					
1	Concentration of the reporting system of the Federal Ministry of Food, Agriculture and Consumer Protection	Agriculture Act (LWG); Animal Welfare Act (TSchG)		Entry into force planned for autumn 2007	
Other bureaucracy reduction measures					
Other measures					
1	Removal of the BSE Testing Ordinance (BSEUntersV)	BSE Testing Ordinance (BSEUntersV)		In force since 11 October 2006	
2	Removal of the Ordinance on the Prohibition on the Use of Cattle, Sheep or Goat Products in the Manufacture of Food or Cosmetic Products	Ordinance on the Prohibition on the Use of Cattle, Sheep or Goat Products in the Manufacture of Food or Cosmetic Products		In force since 11 October 2006	
3	Fundamental restructuring of the national Food Act (LMBG), of the Law on Cattle and Meat (ViehFIG) and of the Poultry Meat Hygiene Act (GFHIC)	Ordinance on the Implementation of Regulations regarding the Community Food Hygiene Legislation		In force since 15 August 2007	
4	Amendment of the Livestock and Meat Act (ViehFIG)	Livestock and Meat Act (ViehFIG)		Entry into force planned for spring 2008	Key issues paper on the Small Companies Act (MEG) (catalogue of measures no. 32)
5	Plant protection legislation	Ordinance on the Plant Protection Act		2007	Key issues paper on the Small Companies Act (MEG) (catalogue of measures no. 29)

Proposal or measure	Brief description	Norm	Burden reduction (as far as quantifiable at present)	Completion/ schedule	Measure contained in
6	Act on Milk and Margarine (MilchMargG)	Act on Milk and Margarine (MilchMargG)		In preparation	
7	EU agricultural policy	Cross compliance (simplification measures passed under the German presidency are to be enacted before the end of 2007). Single common market organisation (standardisation and streamlining of market instruments; merging of about 50 ordinances into a single ordinance; reduction of number of articles from more than 600 to only 200; political agreement in June 2007, final passing in autumn 2007). Direct payments (simplification regarding the assertion and transfer of payment entitlements)			
Federal Ministry of Finance					
Bureaucracy reduction measures concerning information obligations already implemented					
Introduction/improvement of online procedures					
1	Electronic customs tariff (ECT-online)	Conversion from paper with its costly correction methods to online procedures (subsystem of ATLAS)	subordinate law	In regular operation since 2006	
2	Abolition of tax cards; introduction of a procedure allowing the electronic retrieval of data for income tax deduction features	ELSTERLohn II	Income Tax Law (EStG)	Draft of the Federal Government of 10 August 2007	Annual Tax Act 2008 (catalogue of measures no. 30)
3	Transition to the exclusively electronic registration for capital gains tax	Conversion to electronic transmission	Income Tax Law (EStG)	Federal Government bill of 10 August 2007	Annual Tax Act 2008
4	Removal of unregistered long-term manufacturer declarations for non-Annex I goods	Elimination of the distinction between registered and unregistered long-term manufacturer declarations. For export declarations, industry and trade only have to refer to the registration code. The export refund is calculated automatically at the Main Customs Office in Hamburg-Jonas.	Regulation (EC) No. 1043/2005	In force since 16 October 2006	
5	Revision of forms as part of the Common Market Organisation for Sugar	Conversion from paper forms to electronic processing and calculation	Ordinance Fixing the Production Levies in the Sugar Sector (Zucker-Produktionsabgaben-Verordnung)	In force since 15 March 2007	

	Proposal or measure	Brief description	Norm	Burden reduction (as far as quantifiable at present)	Completion/ schedule	Measure contained in
6	Simplification of forms as part of Customs Online (forms centre) (16 information obligations)	Acquisition and completion of forms, manual calculation (applies to forms nos. 0900, 0901, 0902, 0917, 0918, 0922, 0923, 0924, 0926, 0932, 0933, 0937, 0938, 0941, 0942 and 0943)	Regulation (EC) No. 1973/2004 Regulation (EC) No. 796/2004 Regulation (EC) No. 1782/2003 Regulation (EC) No. 2201/96 Export Refund Regulation Implementing regulation on the sale of milk fat at reduced prices Implementing regulation on the production refund for starch and sugar		In force since 2006	
7	Project entitled "Reorganisation of public procurement within the area of responsibility of the Federal Ministry of Finance", 1st level of the customs administration	In the area of responsibility of the Federal Ministry of Finance, public procurement is intended to be optimised by means of the centralisation of formal contracting procedures in one place using IT support without a change in media. In view of the integrated approach adopted towards the IT solution, all areas related to a procurement (requirement forecast, requirement notice, material management, purchasing, budget, cost and performance accounting, assets accounting, among other things) are intended to be integrated in the future.	WTO-GPA; EU directives; ARC; Ordinance on the Award of Public Contracts; Budgetary Principles Law; Federal Budget Law, Federal Budget Code, Public Works Contracts Regulations – Part A, Public Services and Public Supply Contracts Regulations, Liberal Profession Services Contracts Regulations, among others		Work is expected to be completed by December 2009	Government "Focused on the Future: Innovations for Administration" programme
8	Online procedures for obtaining child benefit	Conversion from paper forms to electronic forms; automated procedure for the determination and payment of child benefit; process optimisation of the family allowance scheme (initially only within federal, federal state and municipal authorities)	subordinate law		Completion planned for 2009	

Proposal or measure	Brief description	Norm	Burden reduction (as far as quantifiable at present)	Completion/ schedule	Measure contained in
9	Electronic processing of allowances for civil servants	Federal Civil Service Act; Federal Regulations on Allowances		Work is expected to be completed in 2008	Government "Focused on the Future: Innovations for Administration" programme
10	Form 0853 (permission under the local clearance procedure for the export of goods)	Regulation (EC) No. 2913/92 and Regulation (EC) No. 2454/93	0.02 million euros	In force since 1 July 2007	
11	Simplification of import licences and control declarations (Form E4)	Foreign Trade and Payments Ordinance	0.12 million euros	In force since 1 July 2007	
12	Licensed exporter IT application (Form 0850 IT) and additional form (0501 IT)	Regulation (EC) No. 2454/93	0.1 million euros	In force since 1 August 2006 (commencement); in full operation by 1 July 2009	
Raising of registration limits or thresholds					
1	Raising of the turnover threshold for the obligation to keep accounts	Tax Code (AO)	Rise from previously 350,000 euros to 500,000 euros	In force since 23 August 2006	Small Companies Act (MEG) I
2	Simplification in the consideration of input tax deduction	Turnover Tax Law (UStG)	Combined accounting possible	In force since 23 August 2006	Small Companies Act (MEG) I
3	Raising of the limit for the simplified declaration of invoices	Ordinance Regulating the Turnover Tax Law (UStDV)	Rise in the limit from previously 100 euros to 150 euros	In force since 23 August 2006	Small Companies Act (MEG) I
4	Raising of the profit limit for the requirement to keep accounts	Tax Code (AO)	Rise from previously 30,000 euros to 50,000 euros	In force since 14 September 2007	Small Companies Act (MEG) II
5	Raising of the limit for the turnover tax which is due only after reception of the money for the service provided by the taxpayer (Ist-Versteuerung)	Turnover Tax Law (UStG)	Rise in the limit for the Ist-Versteuerung to an annual turnover of 250,000 euros in the old federal states and extension of the special regulation for the new federal states (annual turnover of 500,000 euros) beyond 31 December 2006 until the end of 2009	In force since 26 April 2006	Small Companies Act (MEG) I (catalogues of measures nos. 2 and 3)

Proposal or measure	Brief description	Norm	Burden reduction (as far as quantifiable at present)	Completion/ schedule	Measure contained in
6	Abandonment of requirement for an IT research system in smaller institutes	Under certain conditions, the Federal Financial Supervisory Authority (Bundesanstalt für Finanzdienstleistungsaufsicht – BAFin) abandons the requirement for smaller institutes with a balance sheet total below 250 million euros to install an IT research system for the performance of active research measures.	Letter GW1-B 590 of 8 November 2005, "Implementation of money laundering prevention measures as defined in § 25a, para 1, no. 6 of the Banking Act"	In force since November 2005	
Removal/simplification of registration, submission and labelling obligations					
1	Replacement of the obligation incumbent on bidders for a construction contract to submit a record from the Central Trade and Industry Register by the obligation for them to submit certification of their own	Records from the Central Trade and Industry Register are no longer required to be attached to applications for public construction contracts. Instead, bidders submit only certification of their own in which they affirm that the conditions specified in § 21, para 1, clauses 1 and 2 of the Act to Combat Illegal Employment (SchwarzArbG) for the exclusion from the awarding procedure do not apply. If, however, a contract is worth more than 30,000 euros, the public customers are obliged to obtain information from the Central Trade and Industry Register about the bidder earmarked to be awarded the contract. Furthermore, public customers are free to obtain information about one or more bidders from the Central Trade and Industry Register for contracts worth below 30,000 euros in order to verify the bidders' certification.	Act to Combat Illegal Employment (SchwarzArbG)	In force since 14 September 2007	Small Companies Act (MEG) II
2	Annual statements on return on investments	Removal of the obligation of banks and insurance companies to issue annual statements on return on investment	Income Tax Law (EStG)	In force since 14 August 2007; effective as from 1 January 2009	Corporate Tax Reform Act 2008
3	Streamlining of regulatory reporting of insurance companies	Streamlining of regulatory reporting, i.e. reports only about complex and/or transparent assets, assets involving high risks and single assets which constitute a large part of the entire financial assets; streamlining of documentation and removal of some requirements.	Ordinance on Insurance Refunds	In force since 29 March 2006	
Removal/simplification of application or authorisation obligations					
1	Facilitation for operators of manufacturing companies and storage facilities as well as authorised recipients or buyers of brandy, alcopops, wine, coffee, beer, sparkling wine and intermediate products (63 information obligations)	Standardisation and simplification of the application procedure; abolition of the permit; removal of disclosure and application obligations	Several excise duty ordinances	In force since 1 January 2007	

Proposal or measure	Brief description	Norm	Burden reduction (as far as quantifiable at present)	Completion/ schedule	Measure contained in
Removal/simplification of information or accountability obligations					
1	Change in the examination procedure for manufacturer declarations for non-Annex I goods	Introduction of risk analysis in the selection of the manufacturer declarations to be examined. From 1 January 2007, only companies which have been granted more than 10,000 euros in export refunds per year will be examined.	Regulation (EC) No. 1043/2005	In force since 1 January 2007	
2	Removal of the multiple presentation of the shipping document to the Main Customs Office Hamburg-Jonas and to other agencies involved in the export procedure	Removal of the obligation to submit multiple copies of the same documents to several customs offices. Since early April 2007, one copy of the shipping document, which will be presented to the office of exit, has been sufficient. This office then sends the document to the Main Customs Office in Hamburg-Jonas.	Regulation (EC) No. 800/1999	In force since April 2007	
3	Minimisation of bureaucracy for the licencing of enterprises to simplification of procedures for non-Annex I goods when export refunds differ	After the introduction of the differentiated export refund, EU targets are to be achieved with a minimum of additional bureaucracy for trade and industry (use of simplifications for the provision of the evidence of arrival).	Regulation (EC) No. 1043/2005, Regulation (EC) No. 800/1999	In force since 1 January 2007	
Other measures					
1	Introduction of binding rulings	Introduction of the opportunity to obtain a binding ruling	Tax Code	In force since 5 September 2006	Concomitant Act on the Federalism Reform (Catalogue of measures no. 7)
2	Introduction of a pool solution for low-value assets	Assets whose original costs range between 151 and 999 euros will in future be allocated to a pool which is depreciated linearly over a period of five years.	Income Tax Law (EStG)	In force since 14 August 2007	Corporate Tax Reform Act 2008 (Catalogue of measures no. 8)
3	Abolition of Federal Ministry of Finance letters	Abolition of approx. 2,500 Federal Ministry of Finance letters with effect for the future		2007/2008	
4	Raising and standardisation of the maximum amount for donations (2 information obligations)	Standardised maximum amount of 20 percent of the total amount of income or, alternatively, 4 per thousand of the sum of turnover and wages and salaries; raising of the maximum amount for donations to the fund of a foundation to 1 million euros	Income Tax Law (EStG) Corporation Tax Law (KStG) Trade Tax Law (GewStG)	Legislation is anticipated to be completed in September 2007	Act on the Further Promotion of Civic Involvement
5	Annual adjustment of wage tax for employers	Removal	Income Tax Law (EStG)	Federal Government bill of 10 August 2007	Annual Tax Act 2008

Proposal or measure	Brief description	Norm	Burden reduction (as far as quantifiable at present)	Completion/ schedule	Measure contained in
6	Introduction of a capital gains compensation tax	Income Tax Law (EStG)		Federal Government bill of 10 August 2007; entry into force in 2009	Annual Tax Act 2008
7	Reorganisation of the administration of the Equalization of Burdens Act	Equalization of Burdens Act (LAC)		Implementation by the end of 2007	
8	Removal of the Occupation Damages Act	Occupation Damages Act		Legislative procedure is anticipated to be completed by the end of 2008	
9	Removal of the function of the financial interest representative	subordinate law		Completed	
10	Tax Information Centre of the Federal Central Tax Office	subordinate law		Operational since 2006	
Planned bureaucracy reduction measures concerning information obligations					
1	Amendment of the Investment Act	Investment Act	8 million euros	Currently in the process of coordination	
Federal Ministry of Health					
Bureaucracy reduction measures concerning information obligations already implemented					
Introduction/improvement of online procedures					
1	Simplification of the structured treatment programmes for chronic illnesses (Disease Management Programme – DMP)	Risk Structure Compensation Ordinance (RSAV)		In force since 1 April 2007; full implementation scheduled for 1 April 2008	Statutory Health Insurance Competition Strengthening Act (GKV-WSG)
2	Creation of a web-based information system for the entire notification system for medical devices	Medical Device Act and DIMDI (German Institute for Medical Documentation and Information) Ordinance		Step-by-step introduction since the end of 2003 – last step on 30 June 2007	

Proposal or measure	Brief description	Norm	Burden reduction (as far as quantifiable at present)	Completion/ schedule	Measure contained in
Removal/simplification of registration, submission and labelling obligations					
1	Revision of the regulations regarding the health aid catalogue	In principle, the CE label is recognized as proof that a device is in working order and safety. Reduction of the decision period in the acceptance procedure.	Social Code (SGB) V	In force since 1 April 2007	Statutory Health Insurance Competition Strengthening Act (GKV-WSG)
2	Renouncement of notification obligations (medical devices)	Renouncement of the obligation to provide notification of test facilities for clinical tests, reduction in the number of persons required to comply with notification obligation within the framework of professional processing, abolition of the notification obligation for producers of special medical devices.	Medical Device Act	In force since 30 June 2007	
3	Centralization of European-wide notifications (medical device sector)	In place of producers, stated agencies and authorities, the DIMDI executes all notifications in connection with the European Database on Medical Devices (EUDAMED). DIMDI can transmit the notifications in German databases (electronically) to EUDAMED as required.	Medical Device Act	Step-by-step introduction – last step on 30 June 2007	
4	Renunciation of the nationwide collection of records produced during the early diagnosis of illnesses (revision of § 92, para 4, clauses 2 and 3 of Social Code (SGB) V)	Obligation of the Joint Federal Committee (GB-A) to set a firm target for an adequate analysis of the records and for a targeted evaluation of the above-mentioned measures with respect to their quality, effectiveness and efficiency.	Social Code (SGB) V	In force since 1 April 2007; implementation by the Joint Federal Committee (G-BA) still pending	Statutory Health Insurance Competition Strengthening Act (GKV-WSG)
5	Reduction of the documentation work required for inpatient and outpatient quality assurance	Documentation work will be minimized.	Social Code (SGB) V	In force since 1 April 2007; implementation by the Joint Federal Committee (G-BA) still pending	Statutory Health Insurance Competition Strengthening Act (GKV-WSG)
Removal/simplification of application and authorisation obligations					
1	Simplification of the structured treatment programmes for chronic illnesses (Disease Management Programme – DMP)	Simplification of the registration and monitoring of the active participation of persons insured as criterion for the invitation for bids	Risk Structure Compensation Ordinance (RSAV)	In force since 1 April 2007	Statutory Health Insurance Competition Strengthening Act (GKV-WSG)

Proposal or measure	Brief description	Norm	Burden reduction (as far as quantifiable at present)	Completion/ schedule	Measure contained in
2	Simplification of the structured treatment programmes for chronic illnesses (Disease Management Programme – DMP)	Risk Structure Compensation Ordinance (RSAV)		In force since 1 April 2007	Statutory Health Insurance Competition Strengthening Act (GKV-WSG)
3	Simplification of the structured treatment programmes for chronic illnesses (Disease Management Programme – DMP)	Risk Structure Compensation Ordinance (RSAV)		In force since 1 April 2007	Statutory Health Insurance Competition Strengthening Act (GKV-WSG)
Other measures					
1	Simplification of the structured treatment programmes for chronic illnesses (Disease Management Programme – DMP)	Social Code (SGB) V		In force since 1 April 2007	Statutory Health Insurance Competition Strengthening Act (GKV-WSG)
2	Use of DRG data for quality assurance purposes (amendment of § 21 of the Hospital Payment Act (KHEntG))	Social Code (SGB) V		In force since 1 April 2007	Statutory Health Insurance Competition Strengthening Act (GKV-WSG)
3	Amended version of § 4 of the Drug Prescription Ordinance (AMVV)	Drug Prescription Ordinance (AMVV)		In force since 1 July 2006	
Planned bureaucracy reduction measures concerning information obligations					
Removal/simplification of application and authorisation obligations					
1	Review and simplification of the statutory health insurance scheme paperwork by the National Association of Statutory Health Insurance Physicians (KBV), the leading associations of health insurance companies and the Joint Federal Commission of physicians and health insurance companies	subordinate law		Result scheduled to be submitted to the Federal Ministry of Health by the beginning of October 2007	

	Proposal or measure	Brief description	Norm	Burden reduction (as far as quantifiable at present)	Completion/ schedule	Measure contained in
	Removal/simplification of information or accountability obligations					
1	Planned amendment of the Risk Structure Compensation Ordinance (RSAV)	Simplification of documentation sheets	Risk Structure Compensation Ordinance (RSAV)		The necessary preparations of the self-administration (Joint Federal Commission) are well advanced, but have not yet been completed. Only then can the Federal Ministry for Health integrate the measures into the Risk Structure Compensation Ordinance.	Statutory Health Insurance Competition Strengthening Act (GKV-WSG)

	Proposal or measure	Brief description	Norm	Burden reduction (as far as quantifiable at present)	Completion/ schedule	Measure contained in
2	Introduction of the electronic health card and establishment of a telematic infrastructure	Conversion of the previous health insurance card into an electronic health card that contains not only administrative data on the holder and electronic prescriptions but also important medical data on the holder	Social Code (SGB) V		The introduction of the health card is embodied in law (Statutory Health Insurance Modernization Act (GKV-Modernisierungsgesetz/ GMG)). The card will be implemented by the "Gesellschaft für Telematik (gematik)", which was founded by the statutory health insurance scheme joint self-administration body. The test phase was initiated in December 2005; since December 2006 tests with benchmark figures have been conducted in selected test regions. At present, these tests are being evaluated by function and region.	

	Proposal or measure	Brief description	Norm	Burden reduction (as far as quantifiable at present)	Completion/ schedule	Measure contained in
3	Electronic prescription for narcotics	Implementation of electronic prescription for narcotics within the framework of the structures of the electronic health card.	Narcotics Prescription Ordinance (BtMVV)		The 1st working draft has been submitted; enactment in summer 2008; implementation of the bureaucracy reduction measure scheduled for 2009/2010	
4	Amendment of the Order concerning the Domestic Trade in Narcotics	Complementation of the previous dispense slip procedure by an electronic variant	Order concerning the Domestic Trade in Narcotics		The 1st working draft has been submitted; enactment in summer 2008; implementation of the bureaucracy reduction measure scheduled for mid-2008	
Other bureaucracy reduction measures						
Raising of registration limits or thresholds						
1	Examination of proposals for precautionary and rehabilitation measures by the Health Insurance Medical Service (MDK) as specified in § 275, para. 2 clause 1 of Social Code (SGB) V	In order to reduce the amount of work involved in examination, the Health Insurance Medical Service shall examine only samples of precautionary and rehabilitation measures before issuing approval.	Social Code (SGB) V		Implemented by the Statutory Health Insurance Competition Strengthening Act (GKV-WSG). Additional step: Concretization of the sampling method by regulations issued by the National Federation of Health Insurance Societies as the umbrella association from 1 July 2008 on.	

	Proposal or measure	Brief description	Norm	Burden reduction (as far as quantifiable at present)	Completion/ schedule	Measure contained in
	Other measures					
1	Abolition of ordinances (medical device sector)	Abolition of three ordinances on fundamental demands on medical devices to prevent TSE (MPG-TSE) and the Breast Implant Ordinance	Amended Medical Device Ordinance (MPV-ÄndV)		In force since 17 February 2007	
2	Cost effectiveness control in the medical care provided by panel doctors in accordance with § 106 of Social Code (SGB) V	Streamlining of the control procedure by means of: <ul style="list-style-type: none"> – Renunciation of the preliminary audit in case of insufficient data (para 2c, clause 2) – Merging of the audit committee and branch office into an auditing agency (para 4f) – Exclusion of preliminary proceedings before the complaints committee (para 5 clause 8) – Acceleration of the prescription limit examinations by acknowledging a lump-sum for specific drugs as particularities of the respective practice for the deduction in advance of control-relevant prescription costs – Reduction of the scope of the control (para 2 clause 9) – Restriction of the number of prescription limit examination to generally 5 % of the parties involved and thus to the particularly uneconomic medical practitioners (para 2 clause 7, 1st semi-clause) – Restriction of the period between prescription and completion of the examination (para 2 clause 7, 2nd semi-clause) 	Social Code (SGB) V		Implemented by the Statutory Health Insurance Competition Strengthening Act (GKV-WSG) with effect from January 2008	Statutory Health Insurance Competition Strengthening Act (GKV-WSG)
3	Expense allowance and time allowance for the examination of in-patient treatment by the Health Insurance Medical Service (MDK) (revision of § 275, para 1c of Social Code (SGB) V in the Statutory Health Insurance Competition Strengthening Act (GKV-WSG))	Stipulation that the examination specified in § 275, para 1, no. 1 of Social Code (SGB) V for in-patient treatment in accordance with § 39 of Social Code (SGB) V shall be conducted soon after the treatment has been administered. The examination shall be initiated at the latest when the health insurance company has received the statement of accounts; it shall be announced by the Health Insurance Medical Service (MDK). If the examination does not lead to a reduction in the amount charged, the health insurance company shall pay a lump-sum expense allowance of 100 €.	Social Code (SGB) V		In force since 1 April 2007	Statutory Health Insurance Competition Strengthening Act (GKV-WSG)

Proposal or measure	Brief description	Norm	Burden reduction (as far as quantifiable at present)	Completion/ schedule	Measure contained in
Federal Ministry of the Interior					
Bureaucracy reduction measures concerning information obligations already implemented					
Raising of registration limits or thresholds					
1	Aviation Security Reliability Check Ordinance (LuftSiZÜV)	In accordance with § 17, para 1 of the Act on Aviation Security, the reliability check procedure has been concretized with consent of the Bundesrat. The intervals at which the check has to be repeated shall at first be extended from 1 year to 2 years and from 2009 on to 5 years.	Aviation Security Reliability Check Ordinance (LuftSiZÜV)	3.75 million euros	1st phase: Aviation Security Reliability Check Ordinance (LuftSiZÜV) in force since 2 June 2007 2nd phase will enter into force on 1 January 2009
2	Amendment of the Federal Data Protection Act (BDSG)	In accordance with the previous legal situation, nonpublic agencies which processed personal data automatically were discharged from the liability to appoint a company data protection commissioner and the liability to report the automatic data processing procedures to the supervising authority if a maximum of 4 employees were involved in the automatic processing of personal data. The amendment in the law increases the decisive number of persons from “four” to “nine”.	Federal Data Protection Act (BDSG)	In force since 26 August 2006	Small Companies Act (MEG) I
Other measures					
1	2nd amendment to the 1st amendment of the Federal Border Guard Act	Abolition of the time limit for the authority to control railway installations and airports in response to the situation and of the associated legal evaluation obligation. Abolition of statistic letters, surveys, and analyses.	1st amendment of the Federal Border Guard Act	In force since 30 June 2007	
2	Abolition of the assent procedure	The participation of the federal states in the written admission and involvement procedure in accordance with § 28, para 2 of the Federal Displaced Persons Act (BVFG) as amended was abolished by the 7th amendment to Federal Displaced Persons Act (BVFG). In future the Federal Office of Administration (BVA) will be able to give the respective decision without consent of a Land. The double examination of the granting prerequisites by the Federal Office of Administration (BVA) and a federal state will be abolished. This leads to a significant streamlining of the procedure.	Federal Displaced Persons Act (BVFG)	In force since 24 May 2007	

Proposal or measure	Brief description	Norm	Burden reduction (as far as quantifiable at present)	Completion/ schedule	Measure contained in
3	Delegation of the responsibility for granting integration benefits	Federal Displaced Persons Act (BVFG)		In force since 24 May 2007	
Planned bureaucracy reduction measures concerning information obligations					
Introduction/improvement of online procedures					
1	Electronic notification in case of suspicion of money laundering	In order to fight money laundering, notices of suspicion shall in future be transmitted to the Federal Criminal Police Office (BKA) <ul style="list-style-type: none"> – automatically by the monitoring software of the financial service providers or – alternatively by means of an electronic form. The Federal Criminal Police Office will forward the notices of suspicion to the responsible authorities of the federal state concerned and to the prosecuting authorities.	Law on Money Laundering	Implementation of the pilot by the end of 2007 (XML interface for financial services providers with many cases + forms for financial services providers with few cases)	
2	Electronic administration of the civil status registers	By the law to reform the law of civil status, dated 19 February 2007, the electronic administration of the marital status registers will be introduced on 1 January 2009 and mandatory by 1 January 2014. In conjunction with this change, electronic data exchange procedures will successively be introduced for the information and notification obligations between the registry offices and between the registry offices and third parties.	Law to Reform the Law of Civil Status	In force since 19 February 2007; introduction on 1 January 2009, mandatory from 1 January 2014	"Germany Online" action plan

	Proposal or measure	Brief description	Norm	Burden reduction (as far as quantifiable at present)	Completion/ schedule	Measure contained in
	Action plan					
1	Abolition of the obligation to report quarterly to the Federal Office of Migration and Refugees (BAMV)	<p>The abolition of the obligation to report quarterly to the Federal Office of Migration and Refugees (BAMV) will lead to a considerable reduction in the administrative burden on the institutions offering integration courses.</p> <p>The evaluation of integration courses has shown that the quarterly report is not required for effective process control. Instead the system will be based increasingly on the obligation of the persons entitled to attend an integration course to cooperate.</p>	Ordinance on the Conduct of Integration Courses for Foreigners and Repatriates		Ministerial coordination in the autumn of 2007	
	Removal/simplification of registration, submission and labelling obligations					
1	Abolition of the proper participation certificate	<p>The abolition of the obligation to issue a proper participation certificate after each course module will also lead to a considerable reduction in the administrative burden on the institutions offering integration courses. The institutions offering integration courses are only required to cooperate on request in the effort to determine whether the persons obliged to attend an integration course have participated in it properly.</p>	Ordinance on the Conduct of Integration Courses for Foreigners and Repatriates		Ministerial coordination in the autumn of 2007	
	Removal/simplification of application and authorisation obligations					
1	Amendment to the Law on Arms and other regulations	Abolition of three directory provisions (6 information obligations) to give criminal info centres a share in certain cases of the safekeeping of weapons	General Ordinance on the Law of Arms		Ministerial coordination initiated on 2 July 2007; implementation scheduled for 1 April 2008	
	Removal/simplification of information or accountability obligations					
1	Formulation aid for the bill on spell miles for federal constitutional of the coalition parliamentary parties	Up to now, the Federal Ministry of the Interior has been obliged to submit a report on experience with the procedure for approving assemblies in spell miles to the German Bundestag within a year of the constituent assembly. The obligation to submit this report has been removed. The obligation to show the spell miles on a map has also been removed.	Act on Spell Miles for Federal Constitutional Bodies (BefBezG)	1.9 million euros	Submission of the formulation aid to the coalition; implementation scheduled for December 2007	

	Proposal or measure	Brief description	Norm	Burden reduction (as far as quantifiable at present)	Completion/ schedule	Measure contained in
	Other measures					
1	Joint Citizen Service Center in the area of responsibility of the Federal Ministry of the Interior	The advantage of a Joint Citizen Service Center being in the area of responsibility the Federal Ministry of the Interior is that high-quality comprehensive consultation can be ensured and a competent citizen/customer service can be operated, with a simultaneous reduction in the burden on specialist sections of the participating agencies.	subordinate law		The Federal Office of Administration has prepared a comprehensive preliminary study which was used as basis for the establishment of a Project Team. Pilot operation of communication center 2008; conversion into a Citizen Service Center by 2009.	

	Proposal or measure	Brief description	Norm	Burden reduction (as far as quantifiable at present)	Completion/ schedule	Measure contained in
2	D115 – Uniform telephone number for authorities	The telephone number 115 is intended to be introduced as the uniform national service number that citizens use to contact the authorities. Administration services are intended to be transparent and readily requestable at joint, decentralized service centers. A uniform service promise and quality management are intended to ensure that the services will be provided at a uniform high level.	subordinate law		Initiation of the expression of interest procedure for selected regions by the Federal Republic of Germany and the Federal State of Hesse, July 2007; preparation of the concept in December 2007; decision on the prioritization as Germany Online Project on the Conference of Minister Presidents (MPK) in December 2007. Piloting in selected regions until the end of 2008; from 2009 on, step-by-step development of contents and introduction over larger areas.	Government “Focused on the Future: Innovations for Administration” programme
3	Centralization of Federal Police agencies	Within the framework of the reorganization of the Federal Police, the 5 recruitment offices and examination offices and the overall training structure will be centralized. This will lead to a streamlining of information chains and a reduction in information obligations.	Ordinance on Training and Examinations for the Intermediate-Level Executive Police Service in the Federal Police (AP-mDBPOL) – Ministerial ordinance		Submission of formulation aid to the coalition; entry into force scheduled for December 2007	Detailed concept for the reorganization of the Federal Police.

Proposal or measure	Brief description	Norm	Burden reduction (as far as quantifiable at present)	Completion/ schedule	Measure contained in
4	14th amendment to the Federal Police Career Regulation	Federal Police Career Regulation		At present, participation of the associations	
5	Support of the federal state disaster control agencies by the provision of proper equipment – simplification of the administrative work involved in accounting	subordinate law		Decision made by the Standing Conference of the Ministers and Senators of the Interior (IMK) on 31 May/01 June 07	
6	Withdrawal from the public protective shelter programme	subordinate law		1st step towards withdrawal: by 2012	
Other bureaucracy reduction measures					
Introduction/improvement of online procedures					
1	Improvement of the federal authority IFB (invitation for bids) platform (e-contracting)		In the Version 3.3, the Procurement Agency provided a new version of the contracting platform in August 2007. Building on the solution that is already being used, the IFB platform has been considerably improved and extended in order to increase the number of IFB procedures conducted electronically and reach a greater number of enterprises.	In force since August 2007	2007 implementation plan for the “E-Government 2.0” programme (catalogue of measures no. 36)
2	Electronic transaction management/document management		Based on adjusted business processes, document management/electronic transaction management create the prerequisites for providing IT support for inter-agency procedures and processes, including also citizens and industry. In addition, it will be possible to provide services in a more economic manner since the procedures will be accelerated and redundant processes will be eliminated.		Implementation plan for the government “Focused on the Future: Innovations for Administration” programme
3	Integration of statistics into eBusiness and XML-based standardised data exchange formats for public administrations (eStatistics.Integration)		The adequate development of online procedures for data collection by statistics reporters includes the automation of the data transmission to the statistical offices and the creation of an advanced recording portal, particularly for the companies obliged to submit reports, the aim here also being to improve the participation significantly by increasing the benefit.		2007 implementation plan for the “E-Government 2.0” programme (catalogue of measures no. 36)

	Proposal or measure	Brief description	Norm	Burden reduction (as far as quantifiable at present)	Completion/ schedule	Measure contained in
	Removal/simplification of registration, submission and labelling obligations					
1	Streamlining of registration procedures	A streamlining of procedures can limit the administrative effort required for the implementation of integration courses for the participants to the necessary minimum. According to the draft of the ordinance, all reporting channels will run centrally through the Federal Office of Migration and Refugees (BAMV).	Ordinance on the Conduct of Integration Courses for Foreigners and Repatriates		Entry into force scheduled for 2007	
	Other measures					
1	Abolition of the reimbursement of participants' own contribution when they are absent with leave	The abolition of the reimbursement of participants' own contribution when they are absent with leave will lead to a considerable reduction in the financial and administrative burden on the institutions offering integration courses; the administrative work that has to be done by institutions offering integration courses will be reduced by an average of 9 hours per course.	Ordinance on the Conduct of Integration Courses for Foreigners and Repatriates		Entry into force scheduled for 2007	
2	Flexibilization of lesson contingents	Renouncement of strict governmental standards regarding lessons per week. This will provide the institutions offering integration courses a new freedom for developing the courses they conduct.	Ordinance on the Conduct of Integration Courses for Foreigners and Repatriates		Entry into force scheduled for 2007	
3	Establishment and development of competence and service centers	By 31 December 2009 at the latest, all the federal ministries and the agencies in their areas of responsibility are intended to have the possibility to acquire cost-effective, competitive, customer-oriented and quality-oriented services from service centers for their common functions (particularly personnel management, budget planning, procurement, IT, organization, internal services) if these functions include supporting activities and no decision competences. Lead ministries: Federal Ministry of Finance, Federal Ministry of the Interior. Participating ministries: Federal Ministry of Transport, Building and Urban Affairs, Federal Ministry of Defence and Federal Ministry of Economics and Technology	subordinate law			Government "Focused on the Future: Innovations for Administration" programme

	Proposal or measure	Brief description	Norm	Burden reduction (as far as quantifiable at present)	Completion/ schedule	Measure contained in
4	Systematic workplace health promotion in government agencies	The systematic workplace health promotion project is intended to ensure fitness and employability of federal administration staff and to maintain the attractiveness of the federal administration as an employer. In view of the relatively high sickness figure as compared to the overall working population, the workplace health promotion project is also intended to reduce costs. Within the framework of this project, the Federal Ministry of the Interior will intensify its initiatives for the introduction of a systematic, long-term and evaluable ministerial workplace health promotion scheme as an important element of personnel and organization development. Lead ministry: Federal Ministry of the Interior. Participating ministries: all.	subordinate law			Government “Focused on the Future: Innovations for Administration” programme
5	Strategic control	This project is intended to optimize strategic and political control in the federal administration by setting transparent objectives for the organizational units and administration staff. The communication between the political executive group and administration is intended to be improved, and the provision of adequate strategic information for the political executive group is intended to be optimised. Experience with strategic control to date is to be reviewed, and practice-oriented concepts are to be modified or developed and tested. Lead ministry: Federal Ministry of the Interior. Participating ministries: Federal Foreign Office, Federal Ministry of Labour and Social Affairs, Federal Ministry of Education and Research, Federal Ministry of Finance, Federal Ministry of Transport, Building and Urban Affairs, Federal Ministry of Food, Agriculture and Consumer Protection, Federal Ministry for Health, Federal Ministry of Justice, Federal Ministry for the Environment, Nature Conservation and Reactor Safety, Federal Ministry of Defence, Federal Ministry of Economics and Technology, Federal Ministry for Economic Cooperation and Development	subordinate law			Government “Focused on the Future: Innovations for Administration” programme

	Proposal or measure	Brief description	Norm	Burden reduction (as far as quantifiable at present)	Completion/ schedule	Measure contained in
6	Advance development of the federal authority Intranet	Optimization and extension of the Federal Intranet as uniform information platform for the employees of the federal administration. This project is intended to provide requirement-oriented information, which will lead to synergies with the existing internet and intranet systems of the federal administration. Lead ministry: Federal Ministry of the Interior. Participating ministries: all.	subordinate law			Government “Focused on the Future: Innovations for Administration” programme
7	Federal authority concept management	Concept management is intended to make greater use of the creative capacity of the federal authority staff in order to improve federal administration procedures and services. If used properly, concept management is a means for promoting innovation, motivating staff and reducing costs. Within the framework of the project, the ministries are intended to exchange their experiences in the field of concept management, reduce procedural bureaucracy and promote the use of this instrument. Lead ministry: Federal Ministry of the Interior. Participating ministries: all.	subordinate law			Government “Focused on the Future: Innovations for Administration” programme
8	Advance development of the system of registration	Development of adequate register structures which ensure the availability and up-to-dateness of the registration data for the performance of municipal tasks, guarantee that the users at federal authority and federal state level have direct access to the registration data required for their purposes, permit the rapid and cost-effective furnishing of information to public authorities and private persons and make the registration procedure more citizen-friendly in general.	Registration Law (MRRG)		Promulgation of a federal registration law scheduled for 2008. Development of a federal residential register by 2010	
9	Regulatory impact assessment tool	The regulatory impact assessment tool is intended to assist the legislation branches. The requirements and standards set forth in the Common Rules of Procedure of the Federal Ministries will be presented in a clear and user-friendly manner and illustrated by examples.	subordinate law			Government “Focused on the Future: Innovations for Administration” programme

	Proposal or measure	Brief description	Norm	Burden reduction (as far as quantifiable at present)	Completion/ schedule	Measure contained in
	Federal Ministry of Justice					
	Bureaucracy reduction measures concerning information obligations already implemented					
	Introduction/improvement of online procedures					
1	Simplification of registration procedures	Introduction of an electronic registration procedure and updating of the publicity regulations for companies	Electronic Commercial Register, Cooperative Society Register and Company Register Act (EHUG)		In force since 1 January 2007	Key issues paper on the Small Companies Act (MEG) (contained in measure no. 1)
	Other measures					
1	Simplification of insolvency law (7 information obligations)	Conduct of the procedure in writing, publication on the internet, specification of the details in the judgement opening insolvency proceedings, declarations of the liquidator for debtors who have authorisation to do self-employed work, specification of details on the keeping of a liquidator list, simplification of notification, simplification of procedure to obtain consent of creditors	Insolvency Statute (InsO)		In force since 2007	
2	Simplification of insolvency law	Specification of the assessment basis for calculating the remuneration of the preliminary liquidator (simplification of remuneration applications and other decisions)	Insolvency Remuneration Order (InsVV)		In force since 2006	

Proposal or measure	Brief description	Norm	Burden reduction (as far as quantifiable at present)	Completion/ schedule	Measure contained in
Federal Ministry for the Environment, Nature Conservation and Nuclear Safety					
Bureaucracy reduction measures concerning information obligations already implemented					
Introduction/improvement of online procedures					
1	Act and Ordinance on the Simplification of Waste Management Monitoring	Act and Ordinance on the Simplification of Waste Management Monitoring		The legislation procedure has been completed. Electronic verification will be introduced by 1 April 2010. The data interfaces required for this purpose were disclosed by the Federal Ministry for the Environment, Nature Conservation and Nuclear Safety in March 2007.	Key issues paper on the Small Companies Act (MEG) (measure no. 16)
Removal/simplification of registration, submission and labelling obligations					
1	Amendment of the 11th Federal Immission Control Ordinance (BImSchV)	11th Federal Immission Control Ordinance (BImSchV) – Ordinance on Emission Statements and Emission Reports		In force since 5 March 2007	
Other measures					
1	Allocation Ordinance (ZuV) 2012	The Allocation Ordinance (ZuV) 2012 primarily defines the calculation methods for the allocation regulations in the Allocation Act (ZuG) 2012. Apart from that, it specifies the necessary information, documents and requirements for the allocation application.	5.2 million euros	In force since 18 August 2007	

Proposal or measure	Brief description	Norm	Burden reduction (as far as quantifiable at present)	Completion/ schedule	Measure contained in
2	Reduction in scope and acceleration of authorisation procedures under the Federal Immission Control Act (BImSchG)	Act on the Reduction in Scope and Acceleration of Licencing Procedures under the Federal Immission Control Act (BImSchG)		Bundesrat (upper house) consent obtained on 21 September 2007	Key issues paper on the Small Companies Act (MEG) (measure no. 14)
Planned bureaucracy reduction measures concerning information obligations					
Removal/simplification of application or authorisation obligations					
1	Integrated project authorisation	The introduction of a uniform (integrated) project authorisation procedure is an important element of Part 1 of the Environmental Code (UGB). In future decisions on the authorisation of industrial installations and other important projects which have so far been subject to authorisation under the Federal Immission Control Act (BImSchG) and under the Water Act are to be made in a single procedure that fully covers the environmental requirements. The aim is to increase the transparency of authorisation procedures and to render administrative procedures more efficient and to make procedures easier for investors.	Environmental Code (UGB)	Ministry draft: 11/2007	Key issues paper on the Small Companies Act (MEG) (measure no. 13)
Other measures					
1	Merging of functions of different company environmental protection officers and introduction of the post of a single environmental protection officer	Merging of the functions of the officers responsible for immission control, accident prevention, waste management and water and introduction of the post of a single environmental protection officer.	Environmental Code (UGB)	Ministry draft: 11/2007	Key issues paper on the Small Companies Act (MEG) (measure no. 13)
2	Updating of water legislation	Conversion of the applicable federal legislation into a full regulation with partial replacement of 16 federal state regulations. Systematisation and updating of the water legislation and exploitation of considerable simplification potential.	Environmental Code (UGB)	Ministry draft: 11/2007	Key issues paper on the Small Companies Act (MEG) (measures nos. 13 + 18)
3	Updating of nature conservation legislation	After the federalism reform the nature conservation legislation is subject to the competing legislative competence of the Federal Government. That is why the hitherto existing framework legislation of the Federal Government is converted into full regulation taking specific variations in the different states into consideration.	Environmental Code (UGB)	Ministry draft: 10/2007	Key issues paper on the Small Companies Act (MEG) (measure no. 13)

	Proposal or measure	Brief description	Norm	Burden reduction (as far as quantifiable at present)	Completion/ schedule	Measure contained in
4	5th Amending Ordinance on the Packaging Ordinance	Aim: to promote fair competition in disposal of packaging; key issues: obligation to participate in residential collection systems for sales packaging from private households, obligation to provide declarations that packaging has been disposed on completely.	Packaging Ordinance (VerpackV)	199 million euros (182.5 million euros when information flows within the private sector are taken into consideration)	Cabinet decision on 19 September 2007	
5	Integrated Ordinance on Landfills	Merging of the Ordinance on Landfills and Long-Term Storage Facilities (DepV), Ordinance on Environmentally Compatible Storage of Waste from Human Settlements (AbfAbIV), Ordinance on the Recovery of Waste at Surface Landfills (DepVerwV) and implementation of the Mining Waste Directive for companies which are not subject to mining law. Harmonisation and unravelling of existing requirements, creation of scope for action and decision-making if necessary and justifiable. Generation of impulses for the further development of technologies.	Ordinance on Landfills and Long-Term Storage Facilities (DepV), Ordinance on Environmentally Compatible Storage of Waste from Human Settlements (AbfAbIV), Ordinance on the Recovery of Waste at Surface Landfills (DepVerwV), Mining Waste Directive		Ministry draft: autumn 2007 completion: winter 2008/2009	Key issues paper on the Small Companies Act (MEG) (measure no 15)
Federal Ministry of Transport, Building and Urban Affairs						
Bureaucracy reduction measures concerning information obligations already implemented						
Introduction/improvement of online procedures						
1	Improvement of the use of IT in the field of aeronautical administration	- Introduction of an online registration option for flying personnel theory tests - Introduction of an online procedure for distributing newsletters to manufacturing and maintenance/repair companies	subordinate law		Introduction within the scope of Bund-online in summer 2006	
2	Introduction of the internet questionnaire for road freight transport statistics	Online transmission of data to the Federal Office for Motor Traffic is now possible.	subordinate law		Released for use since autumn 2006	
3	Simplification of vehicle licensing	Introduction of online communication with direct posting of the licensing data in the Central Vehicle Register by the licensing authorities from September 2008. Creation of an electronic proof of insurance from the end of 2008. The federal states may arrange that a new licence plate is not necessary in case of a move. Removal of the previous four ordinances.	Vehicle Licensing Regulations (FZV)		In force since 26 April 2006	

Proposal or measure	Brief description	Norm	Burden reduction (as far as quantifiable at present)	Completion/schedule	Measure contained in
Increase of registration limits or thresholds					
1	Streamlining of the business statistics in freight transport <ul style="list-style-type: none"> – Reduction of the periodicity from once a year to once every five years – Reduction of random samples from 15% to 10% – Renouncement of three survey features 	Transport Statistics Act (VerkStatG)	0.6 million euros	Entry into force on 1 January 2008	Key issues paper on the Small Companies Act (MEG) II (catalogue of measures no. 26)
Removal/simplification of registration, submission and labelling obligations					
1	Deletion of §§ 41 and 42 of the Housing Assistance Act (WoFG)	Housing Assistance Act (WoFG)		In force since 1 September 2006	Concomitant Act on the Federalism Reform
2	Simplification of the Air Traffic Licensing Regulations (LuftVZO) <ul style="list-style-type: none"> – Removal of the obligation to report the commencement of flight training by an applicant for the purpose of acquiring a flying licence – Transfer of the decision on the medical fitness of flying personnel from the Federal Office of Civil Aviation to aeromedical experts and centres 	Air Traffic Licensing Regulations (LuftVZO)		In force since 1 July 2007	
Removal/simplification of information or accountability obligations					
1	Prequalification in the building industry <p>Prequalification for the participation in contracting for public works and removal of the obligation to submit proof of competence and reliability demonstration documents in specific cases.</p>	Public Works Contract Regulations – Part A (VOB/A)		Included in the Public Works Contract Regulations – Part A (VOB/A) in 2006	
2	2nd step of the amendment of contracting legislation <p>Simplification and streamlining of the Public Works Contract Regulations – Part A (VOB/A), development of contracting regulations with account being taken of needs of small and medium-sized enterprises.</p>	Public Works Contract Regulations – Part A (VOB/A)		Completion anticipated in 2008	
3	Simplification of acquisition of information from the Central Vehicle Register <p>Simplification of the pursuance of legal claims</p>	Road Traffic Act (StVG)		In force since 14 September 2007	Small Companies Act (MEG) II
4	Amendment of the Construction Claims Enforcement Act <p>Removal of the obligation to keep a construction accounting book</p>	Construction Claims Enforcement Act		Completion before the end of 2007	

Proposal or measure	Brief description	Norm	Burden reduction (as far as quantifiable at present)	Completion/ schedule	Measure contained in
Other measures					
1	Administrative Agreement on Urban Development Assistance 2007	subordinate law	- Reduction in the administrative burden due to the granting of allowances instead of advance payments - Reduction in reporting obligations - Provision of the option for IT-based data entry	Partially completed; at present, a simplification concept is being elaborated	
2	Extension of the validity period and simplification of the licensing procedure for occasional coach and bus services	Act Amending Provisions Regulating Passenger Transport and Working Time for Mobile Workers	Extension of the validity period from four to five years (since 18 August 2006) and renouncement of the issue of individual licences for holiday traffic and hired bus services (since 1 September 2007). Only one licence for occasional coach and bus services is issued.	In force since 18 August 2006 or 1 September 2007	
3	Option for the licencing authority to simplify the hearing procedure in specific cases	Passenger Transport Act (PBefG)	The approval authority may refrain from conducting a hearing procedure if it does not want to allow the application from its knowledge of the circumstances or – in specific cases – if conducting a hearing procedure is not necessary to clarify the circumstances.	In force since 26 August 2006	Small Companies Act (MEG) I
4	Simplification of the approval of timetables for regular tram and bus services	Passenger Transport Act (PBefG)	The transport company must no longer apply for permission to make minor changes to the timetable, but must merely announce changes. They may enter into force after two weeks if the licencing authority has no objections.	In force since 14 September 2007	Small Companies Act (MEG) II
Planned bureaucracy reduction measures concerning information obligations					
Removal/simplification of information or accountability obligations					
1	Reform of the Driving Instructors Act (FahrIG)	Driving Instructors Act (FahrIG)	Simplification of the form system by merging and reducing the existing notification and documentation obligations	Legislative proposal in 2008	Key issues paper on the Small Companies Act (MEG) (catalogue of measures no 35)
2	Amendment of the Regulation on Driving Personnel (FPersV)	Regulation on Driving Personnel (FPersV)	Abolition of recording obligations concerning the driving and rest periods for specific vehicles between 2.8 and 3.5 tons (this in particular concerns vehicles of handicraft businesses and sales vehicles)	Regulation was forwarded to the Bundesrat in August 2007; completion anticipated in November 2007	

Proposal or measure	Brief description	Norm	Burden reduction (as far as quantifiable at present)	Completion/ schedule	Measure contained in
Other measures					
1	Concentration of tasks associated with the preparation of freight traffic statistics at the Federal Office for Motor Traffic	At present the questionnaires for the road freight transport statistics are collected at the Federal Office for Motor Traffic for own-account transport operations and at the Federal Office for Goods Transport for commercial transport operations. The aim of concentrating the tasks at the Federal Office for Motor Traffic is to develop synergies in the preparation of statistics and to enable commercial road freight transport companies to participate in the online survey procedure. – Reduction of work involved in execution legislation (e. g. reduction in specific information obligations concerning the calculation of housing benefits) – Simplifications at interfaces with transfer payment systems that provide accommodation allowances (e. g. long-term unemployment benefit – ALG II) – Further development of the Housing Benefit Act (WoGG)	Transport Statistics Act (VerkStatG)	Ministry draft (completion planned in April 2008)	
2	Revision of housing benefit legislation and amendment of other housing provisions	Bill on the Revision of the Housing Benefit Legislation and on the Amendment of other Housing Provisions	0.3 million euros	Cabinet decision on 8 August 2007	
Other bureaucracy reduction measures					
1	Facilitation of planning projects for inner urban development	– Introduction of an accelerated procedure for specific building development plans – Assurance of the practicability of the project and infrastructure plan – Increase in legal certainty – Facilitation of completion of redevelopment procedures	Act Facilitating Planning Projects for Inner Urban Development	In force since 1 January 2007	Key issues paper on the Small Companies Act (MEG) (catalogue of measures no. 25)
2	Acceleration of planning procedures for infrastructure projects	Uniform streamlined, simplified and shortened planning procedures for constructing transport infrastructure, energy lines and supply lines nationwide.	Infrastructure Planning Acceleration Act	In force since 17 December 2006	Key issues paper on the Small Companies Act (MEG) (catalogue of measures no. 12)
3	Merging of legal provisions on maritime pleasure boating	More transparency and clarity due to merging of provisions	Ordinance on Pleasure Craft Skipper Licenses (Maritime), Ordinance on Pleasure Crafts (Maritime), Ordinance on Pleasure Craft Skipper Certificates	Has begun	

Proposal or measure	Brief description	Norm	Burden reduction (as far as quantifiable at present)	Completion/ schedule	Measure contained in
Federal Ministry of Defence					
Bureaucracy reduction measures concerning information obligations already implemented					
Removal/simplification of registration, submission and labelling obligations					
1	Removal of the Ordinance on the Transfer of Military Recruiting Agency Responsibilities concerning the Control of Persons Liable to Military Service to the Marine Insurance and Safety Association (Verordnung über die Übertragung von Aufgaben der Wehrersatzbehörde bei der Wehrüberwachung von Wehrpflichtigen auf die See-Berufsgenossenschaft)	Ordinance on the Transfer of Military Recruiting Agency Responsibilities concerning the Control of Persons Liable to Military Service to the Marine Insurance and Safety Association (SCBWehrPfIV)		Entry into effect is planned for late 2007/early 2008	
Other measures					
1	Basic revision of the Ordinance on the Right to Wear Uniforms for Persons Who Have Retired from Military Service (Uniformverordnung – UnifV)	Ordinance on the Right to Wear Uniforms for Persons Who Have Retired from Military Service (UnifV)		Entry into effect is planned for late 2007/early 2008	
2	Implementing regulations on order of the Federal President concerning the appointment and dismissal of soldiers of 21 June 2007	subordinate law		In force since 1 August 2007	
Other bureaucracy reduction measures					
Introduction/improvement of online procedures					
1	Implementation of an HRS Bw (Bundeswehr Hotel Reservation Service) portal on the intranet of the Bundeswehr	subordinate law		Activated since 1 August 2007; introduction will be finished in late 2007	
2	Introduction of a corporate card for TDY travellers	subordinate law		Part of the utilisation of the Bundeswehr Travel Management Systems (TMS Bw) throughout the Bundeswehr, planned for 2010	

Proposal or measure	Brief description	Norm	Burden reduction (as far as quantifiable at present)	Completion/ schedule	Measure contained in
Federal Ministry of Economics and Technology					
Bureaucracy reduction measures concerning information obligations already implemented					
Introduction/improvement of online procedures					
1	Simplifications of the profession register	Public Accountant Act (WPO)		In force since 6 September 2007	
2	Simplifications of the profession register	Public Accountant Act (WPO)		In force since 6 September 2007	
3	Industrial Code (GewO)	Industrial Code (GewO)	42.1 million euros	In force since 14 September 2007	Small Companies Act (MEG) II
4	Facilitation measures in the goods transport sector	Foreign Trade and Payments Ordinance (AWV)	0.3 million euros		
5	Application procedure for the assumption of investment guarantees	Budget Law 2007			
Raising of registration limits or thresholds					
1	Survey on earnings in agriculture	Wages and Salaries Statistics Act	0.01 million euros	In force since 1 January 2007	Key issues paper on the Small Companies Act (catalogue of measures no. 11)
2	Survey on earning in trade	Wages and Salaries Statistics Act	0.78 million euros	in force since 1 January 2007	Key issues paper on the Small Companies Act (catalogue of measures no. 11)
3	Continuous survey on earnings (annual declaration)	Wages and Salaries Statistics Act	1.91 million euros	In force since 1 January 2007	Key issues paper on the Small Companies Act (catalogue of measures no. 11)
4	Public Accountant Act (WPO)	Public Accountant Act (WPO)		In force since 6 September 2007	

	Proposal or measure	Brief description	Norm	Burden reduction (as far as quantifiable at present)	Completion/ schedule	Measure contained in
5	Surveys conducted for federal statistics	Exemption of people setting up in businesses from statistical obligations in the first three years	Law on Cost Structure Statistics (KoStrukStatG); Law on Statistical Surveys on Business Activity in Certain Service Sectors (DIKonjStatG); Law on Statistics in Producing Industries (ProdGewStatG); Law on the Reorganisation of Statistics of Raw Material and Production Management in Certain Branches of Industry (RohStoffStatG); Law on Statistics in Trade (HwStatG); Trade Statistics Act (HdlStatG); Act on the Reorganisation of Statistics on Accommodation for Holiday Traffic (BeherbStatG); Law on Price Statistics (PreisStatG); Law on Statistics of Earnings and Labour Costs (VerdStatG)	1.2 million euros	In force since 14 September 2007	Small Companies Act (MEG) II
6	Surveys conducted for federal statistics	Limitation of random examinations to a maximum of three per year for enterprises with less than 50 employees	Federal Statistics Act (BStatG)	0.14 million euros	In force since 14 September 2007	Small Companies Act (MEG) II
Removal/simplification of registration, submission and labelling obligations						
1	Ordinance on the Examination of Chartered Accountants (WiPrüfV)	Removal of documents that have to be provided	Ordinance on the Examination of Chartered Accountants (WiPrüfV)		In force since 6 September 2007	

Proposal or measure	Brief description	Norm	Burden reduction (as far as quantifiable at present)	Completion/ schedule	Measure contained in
2	Royalties for foreign films	Ordinance on the Implementation of the Foreign Trade and Payments Act (AWV)	0.01 million euros	In force since 4 February 2007	
3	Simplifications in trading with foreign beer	Ordinance on the Implementation of the Foreign Trade and Payments Act (AWV)		In force since 4 February 2007	
4	Simplifications in trading with foreign beer	Ordinance on the Implementation of the Foreign Trade and Payments Act (AWV)		In force since 4 February 2007	
5	Quality reporting	Telecommunications Customer Protection Ordinance (TKV)	2 million euros	In force since 24 February 2007	Article 2 of the Act Amending the Telecommunications Act
6	Quality reporting	Telecommunications Customer Protection Ordinance (TKV)		In force since 24 February 2007	Article 2 of the Act Amending the Telecommunications Act
7	Access restrictions	Telecommunications Customer Protection Ordinance (TKV)		In force since 24 February 2007	Article 2 of the Act Amending the Telecommunications Act
8	Reporting of economic data of an enterprise	Law on Statistical Surveys on Business Activity in Certain Service Sectors (DIKonjStatG)	3.5 million euros	In force since 14 September 2007	Small Companies Act (MEG) II

Proposal or measure	Brief description	Norm	Burden reduction (as far as quantifiable at present)	Completion/ schedule	Measure contained in
Removal/simplification of application and authorisation obligations					
1	Industrial Code (GewO) Requests to the Central Trade and Industry Register: basic data are in public domain; application to obtain information no longer necessary	Industrial Code (GewO)	5.1 million euros	In force since 14 September 2007	Small Companies Act (MEG) II
2	Industrial Code (GewO) Obligation to hold a certificate for traders with no fixed place of business: removal for employees and in cases in which a permit for trade at a fixed place of business already exists	Industrial Code (GewO)	1 million euros	In force since 14 September 2007	Small Companies Act (MEG) II
3	Restaurant Act (GastG) Removal of the requirement to obtain a permit for restaurants operated by traders with no fixed place of business	Restaurant Act (GastG)		In force since 14 September 2007	Small Companies Act (MEG) II
4	Simplifications in sea or inland waterway transportation (7 information obligations) Removal of the authorisation requirement necessary in the case of the participation in freight, lease and other contracts in which foreign shipping companies are involved or which involve foreign sea or inland waterway vessels	Ordinance on the Implementation of the Foreign Trade and Payments Act (AWV)		In force since 4 February 2007	
5	Insurance payments in the case of the participation of third countries Removal of the authorisation requirement for transactions with insurance companies of third countries concerning physical damage insurances and third party liability insurances of vessels as well as aviation insurances	Ordinance on the Implementation of the Foreign Trade and Payments Act (AWV)		In force since 22 December 2006	
6	International import certificate Introduction of an online application system	Ordinance on the Implementation of the Foreign Trade and Payments Act (AWV)	0.01 million euros		
Removal/simplification of information or accountability obligations					
1	Property owner declaration Counterstatement of the network operator to citizens	Telecommunications Customer Protection Ordinance (TKV)		In force since 24 February 2007	
2	Discontinuation of offers Obligation of providers to inform the Federal Network Agency for Electricity, Gas, Telecommunications, Post and Railway (BNetzA) about the discontinuation of services	Telecommunications Customer Protection Ordinance (TKV)		In force since 24 February 2007	
3	Publication of customer information The Federal Network Agency for Electricity, Gas, Telecommunications, Post and Railway (BNetzA) publishes diverging location at which information can be found in the official gazette	Telecommunications Customer Protection Ordinance (TKV)	0.01 million euros	In force since 24 February 2007	
Other measures					
1	Implementing Ordinance on Article 6 of the Accounting Directives Law Removal of the examination regulations for sworn certified accountants	Implementing Ordinance on Article 6 of the Accounting Directives Law		In force since 1 January 2007	

	Proposal or measure	Brief description	Norm	Burden reduction (as far as quantifiable at present)	Completion/ schedule	Measure contained in
2	Professional indemnity insurance for chartered accountants	Removal of the professional indemnity insurance for this profession	Ordinance on the Professional Indemnity Insurance of Auditors and Chartered Accountants (WPBHV)		Has ceased to be in effect since 6 September 2007	
3	Seal Ordinance (SiegelVO)	Removal	Seal Ordinance (SiegelVO)		Has ceased to be in effect since 6 September 2007	
4	Simplifications for goods produced by blind people	Removal	Act on the Placement of Goods Produced by Blind People on the Market and corresponding implementing ordinance		Has ceased to be in effect since 14 September 2007	Small Companies Act (MEG) II
5	Price Clause Ordinance (PrKV)	Removal	Price Clause Ordinance (PrKV)		Has ceased to be in effect since 14 September 2007	Small Companies Act (MEG) II
Planned bureaucracy reduction measures concerning information obligations incumbent on industry						
Raising of registration limits or thresholds						
1	Quarterly survey of the crafts trade with the aim of compiling business cycle statistics	Removal	Law on Statistics on Trade (HwStatG)	3.34 million euros	An act on the simplification and adaptation of legal provisions on statistics is being prepared at the moment	Key issues paper on the Small Companies Act (catalogue of measures no. 11)
Other measures						
1	Revision of the Act to Ensure the Postal Service and Telecommunications (PTSG)	Revision and simplification of rules of procedure for ensuring the provision of post and telecommunication services in the event of disasters, serious accidents or similar events	Law Ensuring the Provision of Posts and Telecommunications Services and corresponding ordinances (PTSG)		Working draft currently undergoing ministerial coordination	

	Proposal or measure	Brief description	Norm	Burden reduction (as far as quantifiable at present)	Completion/ schedule	Measure contained in
2	Introduction of the Electronic Income Tax Return (Elektronischer Einkommensnachweis – ELENA)	Replacement of the employer's obligation to issue written certificates by the obligation to submit a monthly report on data on income to a central database (replacement of paper-based income statements in the application procedure for social security benefits)	Bill on the establishment of the procedure for the Electronic Income Tax Return (ELENA)	55 million euros	Working draft currently undergoing ministerial coordination	Key issues paper on the Small Companies Act (catalogue of measures no. 20)
3	Amendment of the Public Services and Public Supply Contracts Regulations (VOL) and the Liberal Profession Services Contracts Regulations (VOF)	Reduction of costs when awarding public contracts, including the reduction of the number of proofs of suitability to be submitted by enterprises in bidding procedures	Procedures for the Public Services and Public Supply Contracts Regulations (VOL) and Liberal Profession Services Contracts Regulations (VOF)		Working draft currently undergoing ministerial coordination	Key issues paper on the public procurement law reform
Federal Ministry for Economic Cooperation and Development						
– No entries –						

TOTAL: 2,594.05 mn euros

Annex 1

Excerpt
Coalition Agreement between the CDU, CSU and SPD
dated 11 November 2005

Working together for Germany – with courage and compassion.

9. Better regulation

9.1 Reducing the costs of regulation for the public and for industry

The desire to ease the burden on individuals, businesses and the administration alike of the strains caused by overregulation and the attendant burdens of regulatory requirements and costs is an important concern of the coalition.

To this end, the new Federal Government will introduce the Small Companies Act as an immediate measure to amend current legislation. This Act will free companies from excessive regulation which is especially growth-inhibiting and will afford SMEs, and start-ups in particular, more breathing space. The most pressing issues here include reducing obligations with regard to statistics, certification, documentation and accounting; simplifying and accelerating planning and approval procedures; reducing double and multi-audits; harmonising thresholds such as those in tax and accounting rules; limiting the obligation of businesses to appoint officers for certain areas; simplifying the requirements on small businesses as regards company medical service and security; and easing the regulatory requirements in existing support programmes.

The past has shown that any attempt at regulatory reform by abolishing individual legislative provisions alone is not enough to eliminate red tape and ease the resulting financial burdens on SMEs in particular. In this, the fact that no method has as yet been adopted in Germany by which present costs of regulation can be measured reliably and the impact of any new

regulation assessed with certainty has proven to be a significant obstacle.

However, experiences in other countries, particularly in the Netherlands, have shown that such an assessment is possible. Only once this information is in place can the reduction in the costs of regulation be measured. The Federal Government will implement the recommendations of the European Union and of the OECD, and introduce without delay the Standard Cost Model, which has enabled many European countries to provide an objective analysis of the effect of regulation on business. The Federal Government will then arrange for such an impact assessment of existing federal laws to be carried out. Once the results have been obtained, the Federal Government will define a specific goal in terms of reducing regulatory costs by the end of the electoral term.

This process will be accompanied by the appointment of a Council for the Review of Legal Norms (Normenkontroll-Rat), a panel of independent experts advising the Federal Chancellery and tasked, inter alia, with assessing legislative proposals of the Federal Government and the coalition parliamentary groups in terms of their necessity and with respect to the related cost. In addition, the Council has the right to single out laws which, in its view, are superfluous or run contrary to other principles of good regulation, and to submit a reasoned opinion on the issue to the Cabinet. The chair of the Council may present this body's views directly to the Federal Chancellor or, alternatively, to the Head of the Federal Chancellery.

In line with the recommendations of the European Commission's „Mandelkern Report“, the Federal Government will monitor legislation at the European level from the earliest stages of its preparation with the same attentiveness it applies to the transposition of European legislation into national law. In future, the introductory page to every bill transposing European law into national law will set out in detail the relation between the individual provisions and EU rules, and provide information on the extent to which other Member States have transposed the relevant provisions into national law.

9.2. Accelerating and deregulating planning procedures

We intend to facilitate and speed up the planning and construction of infrastructure.

We will introduce an act to speed up planning procedures, thereby laying the foundations for streamlining, simplifying and shortening planning procedures in a uniform manner throughout the country. Our experience of speeding up planning procedures in the new Länder has been positive, and we will draw on this experience for the whole of Germany. The lessons we have learned show that simplifying planning is not detrimental to environment protection and public participation. We want to include suggestions made by the Länder.

Plan approvals will be granted for 10 years, with the option of extending them once for a further five years. We want the Federal Administrative Court to be the only court that hears appeals against priority federal projects, on the basis of the bill submitted by the Federal Government. The new planning legislation is due to come into force early in 2006. To ensure that this does not lead to regulatory gaps with regard to the existing legislation to speed up transport infrastructure planning procedures, the present act is to be extended until the successor act enters into force.

Annex 2

Cabinet decision of 25 April 2006

Bureaucracy Reduction and Better Legislation Programme

Increasing importance is being attached both nationally and at European level to the systematic removal of unnecessary bureaucracy. Successful reduction of bureaucracy not only includes the removal of existing obstacles, but in particular aims to prevent the creation of new bureaucracy at an early stage. Since legal rules are a prime source of bureaucracy, targeted measures to improve legislation contribute to the elimination of existing and the avoidance of new bureaucracy.

With its Bureaucracy Reduction and Better Legislation Programme, the Federal Government is taking account of these requirements for the modern reduction of bureaucracy. Above all, the programme alleviates the administrative burden on enterprises and helps increase the citizens' acceptance of government action. Small and medium-sized enterprises in particular will benefit from the measures, thus opening up new opportunities for more growth and employment.

By adopting this decision, the Federal Government undertakes to cut measurably administrative costs, notably those that arise for enterprises, citizens and public administrations from legislated information obligations, and to avoid the imposition of new information obligations. Deviations from this self-imposed undertaking in response to higher decisions (e.g. regulations at EU level) are possible only with an explicit decision by the Federal Cabinet.

At European level too, the Federal Government will determinedly seek to avoid the creation of new information obligations as far as possible and to reduce existing information obligations.

In order to realize these goals, the Federal Government will rapidly implement in joint responsibility the instruments envisaged in the Coalition Agreement of

11 November 2005 for the reduction of bureaucracy. The Federal Government's programme has the following focuses:

- the regular involvement of a Regulatory Control Council, to be established by law as an independent review and advisory body;
- the introduction of a procedure to identify and measure certain administrative costs using the so-called Standard Cost Model;
- the establishment of the function of a Federal Government Coordinator for Bureaucracy Reduction and Better Legislation;
- the adoption of legislation to reduce the administrative cost burden on small and medium-sized enterprises as a first step, referred to in the Coalition Agreement of 11 November 2005 as the "Small Companies Act" (note: a separate Cabinet submission will be prepared by the Federal Ministry of Economics and Technology).

I. The regular involvement of a Regulatory Control Council, to be established by law as an independent review and advisory body

The Federal Government supports the institution of a Regulatory Control Council on a legislative basis. The Federal Government will regularly consult the Council following its establishment. The aim is to involve the Regulatory Control Council to the extent that it examines the Federal Government's regulatory proposals and the existing norms on the basis of the administrative costs determined by the federal ministries in particular for information obligations.

One aspect of sensible cooperation between the Federal Government and the Regulatory Control Council will be to agree on findings of the Council on better legislation and their consideration in the legislative process; the Council can submit reports on these findings in accordance with the Coalition Agreement.

Immediately after the entry into force of the act to institute a Regulatory Control Council, the Federal Government will take the measures required and regulate the procedure for involving the Regulatory Control Council under the Common Rules of Procedure of the Federal Ministries. In particular it should be stipulated that the Council is to be involved at the earliest possible juncture, at the latest at the inter-ministerial coordination stage.

II. The introduction of a procedure to identify and measure administrative costs incurred due to information obligations using the Standard Cost Model

Experience in other countries, notably the Netherlands and the United Kingdom, has shown that the systematic measurement of individual administrative costs, e.g. of information obligations, is possible. It will be feasible to monitor the reduction of administrative costs in these areas on such a well-founded basis.

The Standard Cost Model is a methodological approach which allows a substantial proportion of existing bureaucratic burdens to be systematically measured: the burdens on enterprises and citizens resulting from information and reporting obligations prescribed in law (applications, forms, statistics, certificates, etc.) – and thus caused by the state – are measured.

The Standard Cost Model in particular helps to alleviate the cost burden on industry by identifying and reducing costly and time-consuming information obligations. Duplicated information obligations can be eliminated, procedures simplified and new information obligations restricted to the necessary minimum, weighing up the relief for companies and citizens on the one hand and the purpose and rationale of the intended regulation on the other hand. A further advantage of a systematic measurement of administrative costs is the introduction of a steered quantitative reduction of administrative costs. It becomes possible to give a comprehensible and credible presentation of the reduction of bureaucracy.

In addition, responsibilities for administrative costs become clearer (e.g. differentiation between burdens due to national or European law), and the possibilities for international and national benchmarking are improved.

The prerequisite for a systematic measurement of administrative costs is a uniform, binding methodology. Following the example of the Netherlands, therefore, a Federal Government methodology manual is being drawn up quickly on the basis of preliminary work carried out by the Federal Statistical Office. The manual will set forth uniform procedures, criteria and definitions as the basis for measurements using the Standard Cost Model.

Using the stipulated methodology, existing federal laws and ordinances will be assessed in terms of administrative costs caused by information obligations. Administrative regulations should be included if they manifestly entail high administrative costs. In the first stage, the baseline measurement will be concentrated on the information obligations for business in order to increase the chances of more growth and employment. In a second stage, the information obligations incumbent on citizens and public administrations will be assessed. In new regulatory proposals, the federal ministries will in future have to state the administrative costs of information obligations. In this context, the experience gained with previous measurements using the Standard Cost Model is to be taken into account where available.

EU law will be included in the assessment of administrative costs to the extent that it has been transposed into national law through a legislative act by the federal legislature. The European Commission will be supported in its endeavours to determine the administrative burden of EU law in Germany. Therefore, administrative costs should be measured as far as possible back at the stage when new EU law is being negotiated and the results made available to the Commission.

III. Coordinator for Bureaucracy Reduction and Better Legislation and Committee of State Secretaries on Bureaucracy Reduction

The steering of the entire process of introducing measurements of administrative costs is in the hands of the Federal Government Coordinator for Bureaucracy Reduction and Better Legislation and the Committee of State Secretaries on Bureaucracy Reduction. Together with the Federal Statistical Office, the Committee will ensure the introduction and implementation of administrative costs measurement on the basis of the Standard Cost Model.

The function of a Federal Government Coordinator for Bureaucracy Reduction and Better Legislation will be established at the Federal Chancellery. The coordinator will steer the complex tasks and measures and act as a point of contact at both national – also in relation to the federal states – and international level.

Minister of State Hildegard Müller is appointed Federal Government Coordinator for Bureaucracy Reduction and Better Legislation.

The group of non-parliamentary state secretaries will be the steering body for the bureaucracy reduction programme; it will bear the title Committee of State Secretaries on Bureaucracy Reduction and will be chaired by the Coordinator for Bureaucracy Reduction and Better Legislation. It will be the link to the federal ministries and will coordinate and implement the measures under the Bureaucracy Reduction and Better Legislation Programme and will meet as required. It will report to the Federal Cabinet on the progress made with the programme after two years at the latest.

The Committee comprises the non-parliamentary state secretaries from the federal ministries responsible for bureaucracy reduction and, as the chairperson, the Federal Government Coordinator for Bureaucracy Reduction and Better Legislation. The Committee will appoint a deputy chairperson. The Federal Government Coordinator is charged, in cooperation with the Federal Ministry of the Interior, to propose the

changes to the Common Rules of Procedure of the Federal Ministries required to implement the Bureaucracy Reduction and Better Legislation Programme.

1. Tasks

The tasks of the Coordinator and of the Committee of State Secretaries include in particular:

- implementation and coordination of the Bureaucracy Reduction and Better Legislation Programme decided upon by the Federal Government;
- decisions on
 - a uniform and binding method of measurement using the Standard Cost Model (in particular, elaboration of a methodology manual);
 - the stipulation of quantitative targets for reducing bureaucracy (following a baseline assessment) to be submitted to the Federal Cabinet;
 - the steering, reviewing and updating of the methodology, and
 - a checklist to be submitted to the Cabinet with future bills and Cabinet submissions. This checklist will summarize in comprehensible form the results to be presented by the federal ministries (e.g. from the regulatory impact assessment, cost impact assessment, legal assessment, measurement of administrative costs, etc.) and the way in which they are to be taken into account.
- if necessary, mediation in any disputes between the federal ministries and the future Regulatory Control Council.
- regular review and evaluation of the statements of the future Regulatory Control Council, if necessary decisions regarding possible recommendations for action to the federal ministries;
- monitoring of the development and swift conclusion of ongoing projects to reduce bureaucracy

(simplification of law, manuals for regulatory impact assessment, comprehensive database of federal administrative regulations);

- review of further possibilities and new instruments as well as initiation of new projects to remove avoidable bureaucracy and improve legal regulation (e.g. projects to reduce bureaucracy for citizens and public administrations, reduction of bureaucracy through the use of IT);
- discussion of initiatives for the in-house review of administrative provisions by the federal ministries with a view to simplifying procedures and removing bureaucratic obstacles;
- formulation of a mandate for the review of technical standards in terms of purpose, appropriateness and administrative impact;
- maintenance of contacts and exchange of experience on issues relating to the reduction of bureaucracy and better legislation, in particular with the federal states, the EU Commission and the other EU member states.

2. Organisation

A Better Regulation Unit will be set up at the Federal Chancellery. At the request of the Coordinator, the Federal Chancellery, the federal ministries and the Press and Information Office of the Federal Government will provide staff for it (probably a total of approximately 10). Details of the personnel support to be provided by the federal ministries will be stipulated by the Committee of State Secretaries on Bureaucracy Reduction. The Unit will be assisted in technical matters relating to the introduction and implementation of the Standard Cost Model by a work unit at the Federal Statistical Office.

In order to guarantee the implementation of the bureaucracy reduction programme, in particular the introduction of the Standard Cost Model, points of contact are to be appointed in each federal ministry. They will support their respective areas with the nec-

essary know-how, act as points of contact for the Unit and ensure proper implementation in their own area.

3. Procedure

The Committee of State Secretaries will in principle adhere to the following procedure for the implementation of the measurements under the Standard Cost Model:

Each federal ministry will assess its pieces of legislation independently for existing information obligations and will conduct a baseline assessment on the basis of the Standard Cost Model. In this connection, the Federal Ministry of Justice will document the ministries' responsibilities for all valid laws and ordinances of the Federal Republic of Germany in the database of applicable federal law. It will complete and update the entries in coordination with the federal ministries.

Details of the procedure will be stipulated by the Committee of State Secretaries on Bureaucracy Reduction, which will also propose binding targets for administrative cost reductions. After measuring those information obligations which entail particularly high administrative costs, the Committee of State Secretaries on Bureaucracy Reduction will propose measures to reduce them to the Federal Cabinet.

The Better Regulation Unit will provide methodological help (among other things, organisation of training courses) through the Federal Statistical Office and will monitor the federal ministries' progress in attaining the binding targets decided upon by the Federal Government.

In new regulatory proposals, the federal ministries will in future have to detail the administrative costs of information obligations. In this context, experience with previous measurements made using the Standard Cost Model as a comparison must be taken into account as far as possible. To this end, the data obtained from these measurements will be made available to the future Regulatory Control Council and to the federal ministries by the Better Regulation Unit (transmission by the Federal Statistical Office).

Annex 3

Cabinet decision of 28 February 2007

With the Bureaucracy Reduction and Better Legislation Programme, the Federal Government on 25 April 2006 decided to measurably lower administrative costs caused by federal information obligations, to avoid the imposition of new information obligations and to vigorously work for the reduction of existing information obligations at European level.

The identification of existing information obligations incumbent on industry by virtue of federal law has been completed. The measuring process has begun. Taking this as the basis, the Federal Government aims to reduce unnecessary bureaucracy significantly and quickly and sets itself the target of reviewing the measured sum of administrative costs resulting from information obligations, while identifying and eliminating unnecessary costs of this kind by the end of 2011. The Federal Government aims to reduce the present administrative cost burden by 25 %.

The connection to the impact of a reduction of the administrative burdens related to EU legislation is to be maintained.

The Committee of State Secretaries on Bureaucracy Reduction will inform the Federal Government in October 2007 on the progress made by then and on the first implementation steps. The Federal Government will then decide on what further steps are to be taken until the end of the electoral term.

Annex 4

EU State Secretary Decision of 8 October 2007 on the Assessment of Administrative Costs at EU Level

Guidelines for Assessing Administrative Costs with Respect to EU Legislation

1. Preliminary Remark

Assessing the administrative costs of European Commission proposals for EU legislative acts is an integral part of better legislation. Only it can guarantee that the reduction of administrative burdens caused by EU provisions, which was decided at the spring summit of the EU Council under the German presidency in March 2007, yields sustainable relief.

The European Commission undertook in March 2006 to assess administrative costs for all proposals which are probably associated with significant administrative burdens (Section 10 of the Annex of the “Commission Guidelines on Impact Assessment”) as part of its impact assessments. So far, however, it has not sufficiently met this obligation in all cases.

Given these deficits and in view of the importance of administrative costs for both national and EU legislation, all federal ministries concerned with legislative proposals must systematically review this aspect and incorporate it into negotiations in Brussels.¹

This is intended to be ensured by the measures stated in the decision proposal.

2. The Decision Proposal

1. The lead federal ministry shall use the possibilities it has prior to the submission of a legislative proposal by the Commission (e.g. through consultations, participation in impact assessments) to get the Commission to review the administrative costs and to assess them in all appropriate cases.

2. The lead federal ministry shall review Commission legislative proposals to determine whether a plausible and verifiable assessment of administrative costs has been conducted. In extension to the review pursuant to § 74, paragraph 3 of the Common Rules of Procedure of the Federal Ministries, it shall take account of the result of the review, which shall involve the Council for the Review of Legal Norms, in the comprehensive assessment that has to be conducted for the German Bundestag pursuant to I.5 of the Bundestag – Federal Government Agreement.² A comment of the National Council for the Review of Legal Norms shall be attached to the comprehensive assessment by the federal ministry.

3. If administrative cost assessments have not been conducted or are inadequate, the Council bodies (Council working groups, Committee of Permanent Representatives) shall insist that the Commission conducts them as appropriate. This item shall be given special consideration in Committee of Permanent Representatives instructions.

4. The lead federal ministry shall canvass for support from other EU member states in the demand for a plausible and verifiable assessment of administrative costs.

5. In cases in which administrative burdens are expected to be significant and in which the Com-

¹ Cf. Cabinet decision of 25 April 2006: „Administrative costs should be measured as far as possible back at the stage when new EU law is being negotiated and the results made available to the Commission“.

² Cf. § 4, paragraph 1 of the Act to Institute a National Council for the Review of Legal Norms of 14 August 2006: „Compliance to the principles of the standardised assessment of administrative costs pursuant to § 2, paragraph 2 may be reviewed for: [...] 4. preparatory work for legislative acts (framework decisions, decisions, agreements and their corresponding implementing measures) of the European Union, and for ordinances, directives and decisions of the European Community, ...“

mission has not conducted a plausible and verifiable assessment of administrative costs and does not comply with demands from the Council bodies, the lead federal ministry shall use all the means at its disposal to conduct its own assessment of the administrative costs that are relevant for Germany. The federal ministry shall be incorporate the result into the further deliberations on the legislative proposal in order to underline and to pursue further the demand for a comprehensive assessment of administrative costs in the EU by the Commission.

The targets in the “Guide for the Ex-ante Assessment of Administrative Costs in Accordance with the Standard Cost Model (SCM)” of the Federal Government shall apply accordingly. The lead federal ministry shall transmit the result and the calculation basis for the assessment of administrative cost to the National Council for the Review of Legal Norms.

6. The Federal Ministry of Economics and Technology shall follow developments on the basis of reports to the German Bundestag. The Better Regulation Unit and the Federal Ministry of Economics and Technology shall report the results to the EU state secretaries and the National Council for the Review of Legal Norms on a biannual basis.

Additional Reading and Links

Additional Reading

Federal Government Manual for the Identification and Reduction of Administrative Burdens Created by Federal Information Obligations (Methodology Manual), Version 1, August 2006

Guide for the Ex-ante Assessment of Administrative Costs in accordance with the Standard Cost Model (SCM), May 2007

Charité, D. et al. (international working group): The Standard Cost Model – Concept for Defining and Quantifying the Administrative Costs for Enterprises as a Result of Government Regulation. Last updated: May 2000

“Strengthening Cost Consciousness – For Better Regulation”, Annual Report of the National Regulatory Control Council, pursuant to Section 6 (2) of the Act on the Establishment of the National Regulatory Control Council, September 2007

“Enhancing Cost Awareness – For Better Legislation”, Annual Report of the National Regulatory Control Council, as specified in § 6, paragraph 2 of the Act on the Establishment of a National Regulatory Control Council, September 2007

Coalition Agreement between the CDU, CSU and SPD – “Working together for Germany – With courage and compassion”, 11 November 2005

Bureaucracy Reduction and Better Legislation Programme adopted by the Federal Cabinet on 25 April 2006

Guidelines for Assessing Administrative Costs with Respect to EU Legislation, as amended by the EU State Secretaries on 8 October 2007

Additional Links:

www.bundesregierung.de/buerokratieabbau

www.bundesregierung.de/informationspflichten

www.normenkontrollrat.bund.de

www.gesetze-im-internet.de

List of Abbreviations

Abbreviations

AA	Federal Foreign Office	BReg	Federal Government
ABBA	Automated medical allowance application processing with workstations	BSE	Bovine spongiform encephalopathy
AES	Automated Export System	BT	German Bundestag
ALG II	Unemployment benefit II	BVA	Federal Office of Administration
AStV	Permanent Representatives Committee	CASH	Classificatiesysteem administratieve standaard handelingen (Classification system of Administrative Activities)
ATLAS	Automated tariff and local customs system	CE	Communautés Européennes
BAA	Federal Compensation Office	ChefBK	Head of the Federal Chancellery
BAFin	German Financial Supervisory Authority	CIRCA	Communication & Information Resource Administrator
BAG	Federal Office of Goods Transport	DMP	Disease Management Programme
BAMF	Federal Office of Migration and Refugees	DPMA	German Patent and Trade Mark Office
BBV	Bundestag – Federal Government Agreement	DRG	Diagnosis Related Group
BK	Federal Chancellery	EDV	Electronic data processing
BKA	Federal Criminal Police Office	EG	European Community
BKM	Federal Government Commissioner for Culture and the Media	ELENA	Electronic income tax return
BMAS	Federal Ministry of Labour and Social Affairs	ELSTER	Electronic tax declaration
BMBF	Federal Ministry of Education and Research	EU	European Union
BMELV	Federal Ministry of Food, Agriculture and Consumer Protection	EUDAMED	European Database on Medical Devices
BMF	Federal Ministry of Finance	EWG	European Economic Community
BMFSFJ	Federal Ministry for Family Affairs, Senior Citizens, Women and Youth	EZT	Electronic customs tariff
BMG	Federal Ministry for Health	G-BA	Joint Federal Committee
BMI	Federal Ministry of the Interior	GGO	Common Rules of Procedure of the Federal Ministries
BMJ	Federal Ministry of Justice	GKV	Statutory health insurance
BMU	Federal Ministry for the Environment, Nature Conservation and Reactor Safety	GmbH	Limited company
BMVBS	Federal Ministry of Transport, Building and Urban Affairs	HIT-Datenbank	Animal origin security and information system
BMVg	Federal Ministry of Defence	HRS Bw	Bundeswehr Hotel Reservation Service
BMWl	Federal Ministry of Economics and Technology	HZA	Main Customs Office
BMZ	Federal Ministry for Economic Cooperation and Development	IDEV	Internet Data Collection System
BNetzA	Federal Network Agency for Electricity, Gas, Telecommunications, Post and Railway	IMK	Standing Conference of the Ministers and Senators of the Interior
BPA	Federal Government Press and Information Office	InVeKoS	Integrated Administration and Control System
		IP	Information obligation
		IT	Information technology
		KBA	Federal Office for Motor Traffic-Bundesamt
		KBSt	Federal Government Coordination and Advisory Agency for Information Technology in the Federal Administration at the Federal Ministry of the Interior
		KBV	National Association of Statutory Health Insurance Physicians

KLR	Cost and performance accounting	BBiG	Vocational Training Act
KMU	Small and medium-sized enterprises	BDSG	Federal Data Protection Act
LBA	Federal Office of Civil Aviation	BedGgstV	Ordinance on Articles of Daily Use
MdB	Member of the Bundestag	BefBezG	Act on Spell Miles for Federal Constitutional Bodies
MDK	Health Insurance Medical Service	BeherbStatG	Act on the Reorganisation of Statistics on Accommodation for Holiday Traffic (Accommodation Statistics Act)
Mio.	Million	BeschG	Proof Testing Act
MPK	Conference of Minister Presidents	BetrSichV	Ordinance on Safety and Health Protection for the Provision of Tools and Their Use at Work, on Safety for the Operation of Installations Subject to Monitoring and on the Organisation of Industrial Safety (Ordinance on Industrial Health and Safety)
Mrd.	Billion	BGGG	Federal Border Guard Act
NKR	National Regulatory Control Council	BGV A2	Accident Prevention Provision for Company Doctors and Occupational Safety Advisers
OECD	Organisation for Economic Co-operation and Development	BHO	Federal Budget Code
PE Stärke	Production refund for starch	BlmSchG	Act on the Prevention of Harmful Effects on the Environment caused by Air Pollution, Noise, Vibration and Similar Phenomena (Federal Immission Control Act)
profi	Project Promotion Information System	BlmSchV	Ordinance on the Implementation of the Federal Immission Control Act (Emission Declaration Ordinance)
SKM	Standard Cost Model	BNatSchG	Law on Nature Conservation and Landscape Care (Federal Nature Conservation Law)
TMS Bw	Bundeswehr Travel Management Systems	BtMG	Law to Regulate the Traffic in Narcotics (Narcotics Law)
VdF	Financial interest representative	BtMvV	Ordinance on the Prescription, Dispensing and the Recording of Stocks of Narcotics (Narcotics Prescription Ordinance)
V-Fall	State of defence	BVFG	Act on the Affairs of Displaced Persons and Refugees (Federal Displaced Persons Act)
WTO/GPA	World Trade Organization/Government Procurement Agreement	DepV	Ordinance on Landfills and Long-Term Storage Sites (Landfill Ordinance)
XML	Extensible Markup Language	DepVerwV	Ordinance on the Recovery of Waste at Surface Landfills (Landfill Recovery Ordinance)
XÖV-Prozesse	XML-based standardised data exchange formats for public administrations	DEÜV	Ordinance on the Collection and Transmission of Data for the Social Insurance Institutions (Data Collection and Transmission Ordinance)
ZA	Licensed exporter	DIKonjStatG	Law on Statistical Surveys on Business Activity in Certain Service Sectors (Service Business Activity Statistics Law)

Abbreviations of Legal Norms

AbfAbIV	Ordinance on Environmentally Compatible Storage of Waste from Human Settlements (Waste Storage Ordinance)	DIMDI-Verordnung	Ordinance on the Database Information System for Medical Devices of the German Institute of Medical Documentation and Information (DIMDI) (DIMDI Ordinance)
AEntGMeldV	Ordinance on Registration Obligations under the Act on the Posting of Workers (Act on the Posting of Workers Registration Ordinance)	DIStatG	Law on Statistics in the Service Sector (Service Statistics Law)
AHStatGes	Act on Statistics of International Cargo Shipments (International Cargo Shipments Statistics Act)	DV	Implementing ordinance
AltholzV	Ordinance on Requirements for the Use and Disposal of Wood Waste (Wood Waste Ordinance)		
AltZertG	Law on the Certification of Pension Contracts (Pension Contract Certification Law)		
AMPreisV	Drug Price Ordinance		
AMVV	Ordinance on the Prescription Obligation for Drugs (Drug Prescription Ordinance)		
ÄndG	Amending law		
AP-mDBPOL	Ordinance on Training and Examinations for the Intermediate-Level Executive Police Service in the Federal Police		
ASiG	Act on Company Doctors, Safety Engineers and other Occupational Safety Advisers		
AVVDüB	General Administrative Provision for the Transmission of Data on Food Monitoring		
AWV 1986	Ordinance on the Implementation of the Foreign Trade and Payments Act (Foreign Trade and Payments Ordinance)		
BAföG	Federal Training Assistance Act		

EHUG	Electronic Commercial Register, Cooperative Society Register and Company Register Act		Management in Certain Branches of Industry (Raw Material Statistics Law)
EstDV 1955	Ordinance Regulating the Income Tax Law	RSAV	Ordinance on the Procedures for Compensating the Risk Structure in the Statutory Health Insurance System (Risk Structure Compensation Ordinance)
EstG	Income Tax Law		
GastG	Restaurant Act		
G-BA	Joint Federal Committee	SchKG	Pregnancy Conflict Law
GBO	Land Registration Code	SchwarzArbG	Act to Combat Illegal Employment
GewO	Trade Regulation Act	SGB	Social Code
GewStG	Trade Tax Law	SGBWehrPflV	Ordinance on the Transfer of Military Recruiting Agency Responsibilities concerning the Control of Persons Liable to Military Service to the Marine Insurance and Safety Association
GKV-WSG	Statutory Health Insurance Competition Strengthening Act		
GOÄ	Scale of Medical Fees		
GOZ	Scale of Dental Fees		
GWB	Act against Restraints of Competition	StVG	Road Traffic Act
HdlStatG	Act on Statistics in Trade (Trade Statistics Act)	StVO	Road Traffic Regulations
HG	Federal Budget Law	TÄHAV	Veterinary House Dispensary Ordinance
HGB	Commercial Code	UGB	Environmental Code
HGrG	Law on Budgetary Principles for the Federation and Federal States (Budgetary Principles Law)	UmwStG	Reorganisation Tax Act
HwStatG	Law on Statistics in Trade (Trade Statistics Law)	UStDV	Ordinance Regulating the Turnover Tax Law
IFG	Act Governing Access to Information held by the Federal Government	UStG	Turnover Tax Law
IfSG	Act on the Prevention and Control of Infectious Diseases in Man (Protection against Infection Act)	VAG	Law on the Supervision of Insurance Companies (Insurance Supervision Law)
IntV	Ordinance on the Implementation of Integration Courses for Foreigners and Repatriates (Integration Course Ordinance)	VerdStatG	Law on Statistics of Earnings and Labour Costs (Earnings Statistics Law)
KHEntgG	Law on Payment for Fully and Partly In-Patient Hospital Services (Hospital Payment Act)	VerpackV	Ordinance on the Avoidance and Utilization of Packaging Waste (Packaging Ordinance)
KoStrukStatG	Law on Cost Structure Statistics	VersStG	Insurance Tax Law
KraftStDV	Motor Vehicle Tax Executive Order	VgV	Ordinance on the Award of Public Contracts (Award Ordinance)
KStG	Corporation Tax Law	ViehFIG	Law on the Traffic with Cattle and Mean (Cattle and Meat Law)
LFGB	Food, Articles of Daily Use and Feed Code (Food and Feed Code)	ViehVerkV	Ordinance on the Prevention of the Transmission of Animal Epidemics in Cattle Traffic (Cattle Traffic Ordinance)
LuftSiZÜV	Aviation Security Reliability Check Ordinance	VOB/A	Public Works Contracts Regulations – Part A
MEG	Small Companies Act	VOL/VOF	Public Services and Public Supply Contracts Regulations / Liberal Profession Services Contracts Regulations
MPG-TSE-VO	Ordinance on Fundamental Demands on Medical Devices to Prevent TSE	VSF	Federal Revenue Administration Regulation Collection
MRRG	Registration Law	WPBHV	Ordinance on the Professional Indemnity Insurance of Auditors and Chartered Accountants (Auditor Professional Indemnity Insurance Ordinance)
MuSchArbV	Maternity Protection Ordinance		
NKRG	Act on the Establishment of a National Regulatory Control Council	WpHG	Securities Trading Act
PersStdG	Law on Civil Status	ZerlG	Disaggregation Law
PreisStatG	Law on Price Statistics	ZuV 2012	Ordinance on the Allocation of Greenhouse Gas Emission Permits in the Allocation Period 2008 to 2012 (Allocation Ordinance 2012)
ProdGewStatG	Law on Statistics in Producing Industries		
PTSG	Act to Ensure the Postal Service and Telecommunications (Post and Telecommunication Ensuring Act)		
RL	Guideline		
RohStoffStatG	Law on the Reorganisation of Statistics of Raw Material and Production		

Imprint

Published by

Presse- und Informationsamt der Bundesregierung/
Press and Information Office of the Federal Government
11044 Berlin

October 2007

Printed by

Bonifatius GmbH, Paderborn

Layout

MEDIA CONSULTA Deutschland GmbH, Berlin

Photo credits

imagesource; Bundespresseamt/Stutterheim

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It is not intended for commercial sale.