

Seminar

Working with Impact Assessment in the European Union

24-26 September 2008,
to be repeated on 3-5 December 2008
Brussels (BE)



Organised by the
European Institute of Public Administration (EIPA)

O.L. Vrouweplein 22,
NL-6211 HE Maastricht

www.eipa.eu



Working with Impact Assessment in the European Union

INTRODUCTION

This three-day course offers participants an intensive introduction to integrated (social, environmental and economic) Impact Assessment. This key tool for Better Regulation is becoming increasingly central to the policy-making and legislative processes of the European Union.

By the end of the seminar, participants will understand:

- why impact assessment has become an ever more important part of the policy-making and legislative processes in the European Union;
- how to identify which Commission proposals will be subject to an impact assessment;
- the timetable for preparing Commission impact assessments;
- the key analytical steps followed by the Commission in preparing an impact assessment;
- the opportunities for stakeholder and Member State input into the preparation of the Commission impact assessment;
- the responsibilities and commitments made by Council and the European Parliament to work with Commission impact assessments, and to elaborate their own impact assessments on substantive amendments.

The emphasis of the seminar is very much directed towards offering participants a practical understanding of this increasingly important policy-development tool.

Given the wide range of policy areas for which the European Commission is now applying its approach to Impact Assessment, attendance at the seminar will be important for officials from most Ministries and agencies who have responsibility for following policy dossiers at the EU level.

This course is led by Craig Robertson (Senior Lecturer) who was seconded from the UK civil service to the European Commission's Better Regulation & Impact Assessment Unit from 2003 to 2007, during which time he was responsible for further developing and implementing the integrated approach to impact assessment in the European Commission.

GENERAL INFORMATION

Programme

The programme in Brussels will commence on Wednesday at 08.45 and will finish on Friday around 16.00.

Seminar Venue

The seminar will take place at the Scotland House, Rond-Point Schuman 6, BE - 1040 Brussels, Belgium, tel.: +32 (0)2 282 8304, fax: +32 (0)2 282 8300.

Working language

The seminar will be conducted in English.

Fee

The participation fee is € 950 and includes documentation, 3 lunches and refreshments. Accommodation and travel costs are at the expense of the participants or their administration.

Hotel

If overnight stay at a hotel is required we kindly request you or your organisation to make the necessary hotel arrangements.

Meals

2 lunches will take place at the Scotland House, 1 lunch will be at a restaurant nearby the venue. Should you require a special menu (e.g. vegetarian, diabetic), please inform the Programme Organiser so that this can be arranged.

Registration

Kindly complete the registration form and return it **before the closing date** to Ms Esther Haenen, Programme Organiser, European Institute of Public Administration, P.O. Box 1229, NL-6201 BE Maastricht. Tel.: +31.43.3296246; fax: +31.43.3296296; e-mail: e.haenen@eipa.eu. You can also submit the online registration form: go to www.eipa.eu and scroll down to *Forthcoming Seminars and Training Courses*.

Confirmation

Confirmation of registration will be forwarded to participants on receipt of the completed registration form.

Payment

Prior payment is a condition for participation. Please indicate the method of payment on the registration form. For cancellations received after the closing date indicated on the registration form we will have to charge an administration fee of € 150 unless a replacement participant is found.



Institut Européen
d'Administration Publique
European Institute
of Public Administration

**Brussels (BE),
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PROVISIONAL PROGRAMME

DAY ONE

WELCOME AND INTRODUCTIONS

08.45 Registration of Participants

09.00 **Welcome & Introductions**
Craig Robertson,
Senior Lecturer, EIPA, Maastricht (NL)

BACKGROUND AND CONTEXT

09.30 **Governance, Better Regulation and the Role of Impact Assessment**
Craig Robertson

10.30 Coffee break

THINKING ABOUT IMPACT ASSESSMENT

11.00 **Group Exercise 1 – Why do we do Impact Assessment and what challenges does it set?**

IMPACT ASSESSMENT IN THE EUROPEAN COMMISSION

12.00 **Impact Assessment Procedures – Part 1**
Craig Robertson

12.30 Lunch break

14.00 **Impact Assessment Procedures – Part 2**
Craig Robertson

14.45 **Analytical Steps of a European Commission Impact Assessment**
Craig Robertson

15.45 Coffee break

16.00 **Introduction to Group Exercise 2 – Analytical Steps of an EC IA: Problem Definition, Objectives, Policy Options/Approaches**

16.15 **Group Exercise 2 – Problem Definition, Objectives, Policy Options/Approaches**

17.15 **Round-up of Day 1 & Distribution of Material for Group Exercise 4**

DAY TWO

09.00 **Group Exercise 2 (continued)**

09.45 **Group Exercise 2 - Reports from Groups**

10.15 Coffee break

10.45 **Introduction to Group Exercise 3 – Analytical Steps of an EC IA: Impact Analysis and Options Comparison**

11.00 **Group Exercise 3 – Analytical Steps of an EC IA: Impact Analysis and Options Comparison**

12.30 Lunch break

14.00 **Group Exercise 3 – Reports from Groups**

THE INTER-INSTITUTIONAL DIMENSION

14.30 **The Inter-Institutional 'Common Approach to Impact Assessment'**
Craig Robertson

15.15 Coffee break

IMPACT ASSESSMENT IN THE EUROPEAN PARLIAMENT

15.30 **European Parliament: Practical Implications of Impact Assessment**
Gian Paolo Meneghini,
Directorate General – Internal Policies of the Union, European Parliament, Brussels (BE)

IMPACT ASSESSMENT IN THE COUNCIL OF MINISTERS

16.30 **The Council of Ministers: Guidance on Impact Assessment for Working Parties**
Craig Robertson

17.30 **Round-up of Day 2**

DAY THREE

09.00 **Introduction to Group Exercise 4 – Examining a European Commission Impact Assessment**

09.15 **Group Exercise 4 – Examining a European Commission Impact Assessment**

10.30 Coffee break

11.00 **Group Exercise 4 - Reports from Groups**

PERSPECTIVES ON IMPACT ASSESSMENT IN THE EU INSTITUTIONS

11.30 **A Member State perspective**
N.N.,
Speaker from a Member State Better Regulation Unit

12.30 Lunch break

14.00 **Stakeholder Perspectives**
Erik Berggren, Senior Adviser, Legal Affairs Department, Business Europe
N.N., Speaker from an environmental organisation
Marc Sapir, Director – HESA, European Trade Union Institute for Research, Education and Health & Safety (ETUC) (*invited*)

15.00 Coffee break

15.30 **Round-up, evaluation and close of seminar**

REGISTRATION FORM

Seminar

Working with Impact Assessment in the European Union

European Institute of Public Administration - EIPA

Brussels (BE), 24-26 September 2008, to be repeated on 3-5 December 2008

Surname: Title:

First name: M / F

Current position:

Organisation:

Department:

Work address:

Postal code & town: Country:

Tel. no. (work) : Fax no.:

E-mail address:

I will attend the seminar on:

24-26 September 2008

Closing date: 10 September 2008

Proj. no.: 0812004

3-5 December 2008

Closing date: 14 November 2008

Proj. no.: 0812005

PAYMENTS

The participation fee includes participation in the seminar, documentation,
3 lunches and beverages

€950

Method of payment

Bank transfer

The participants or their administration will receive an invoice for the payment of the registration fee.

Invoice address (if different from the abovementioned address):

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E-mail:

Credit card

American Express Card

Eurocard/Mastercard

Visa Card

Card no.: Expiry date:/.....

Name Card holder: (in case this differs from above)

Address Card holder: (in case this differs from above)

Postal code: Country: (in case this differs from above)

Card Validation Code: (this refers to the last three digits of the number on the BACK of your card)

(Exempt from VAT by virtue of Article 11, para. 1 (o), subpara. 2 of the Dutch Law on VAT of 1968)

MEALS

To all participants lunch will be served. However, please indicate any special menu if applicable (e.g. vegetarian, diabetic, glutenfree):

Vegetarian: yes -> fish allowed yes no

Other:

As the number of places is limited, please return the completed registration form **before the closing date** to:

Ms Esther Haenen,

European Institute of Public Administration, O.L. Vrouweplein 22, P.O. Box 1229, NL-6201 BE Maastricht

Tel.: +31 43 3296 246; Fax: +31 43 3296 296; E-mail: e.haenen@eipa.eu

Your name and address will be part of EIPA's database for our mailing purpose only.

Please tick if you do not want to be included in our mailing database.