

Practical Information

Course venue

European Institute of Public Administration (EIPA)
O.L. Vrouweplein 22
6211 HE, Maastricht
the Netherlands

Programme Organiser

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Fee

Regular fee: € 1000,-
EIPA Members' fee: € 900,-

The fee includes documentation and refreshments. Lunches, a reception or dinner are included if mentioned in the programme. Accommodation and travel costs are at the expense of the participants or their administration.

Discounts

EIPA offers a 10% discount to all civil servants working for one of EIPA's supporting countries, and civil servants working for an EU institution, body or agency.

Who are the supporting countries?

Civil servants coming from the following EIPA supporting countries are entitled to get the reduced fee: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Lithuania, Luxembourg, Malta, the Netherlands, Norway, Poland, Portugal, Spain, Sweden, United Kingdom.

For all other participants, the regular fee applies.

Meals

Lunches and the reception will be served at a restaurant in town. Special dietary requirements (e.g. vegetarian, diabetic) can be indicated once you receive the confirmation of the seminar.

Hotel reservations

EIPA has special price arrangements with a number of hotels. All hotels are within 10 minutes walking distance from EIPA. Should you wish to make use of this possibility, please book directly via the links below. Payment is to be made directly and personally to the hotel upon checking out. At the time of booking, please mention in the requested field the EIPA project number for your course.

- Townhouse Hotel
- Hotel Derlon
- Designhotel Maastricht
- Bastion Hotel

Confirmation

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

Payment

Prior payment is a condition for participation.

Cancellation policy

For administrative reasons you will be charged €150 for cancellations received within 15 days before the activity begins. There is no charge for qualified substitute participants. EIPA reserves the right to cancel the activity up to 2 weeks before the starting date. In that case, registration fees received will be fully reimbursed. EIPA accepts no responsibility for any costs incurred (travel, accommodation, etc.).



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Seminar

Working with Impact Assessment at the EU Level

Maastricht (NL), 15 - 16 November 2018



Description

This two-day course is an intensive practical introduction to impact assessment in EU decision-making. It will show you why impact assessment has become an increasingly important part of the policy-making and legislative processes in the EU.

How will it help you?

You will discuss the key analytical steps followed by the European Commission in preparing an impact assessment, and you will become familiar with the main quantitative and qualitative tools available. Finally, it gives you a forum for considering the opportunities for stakeholder and Member State input into the preparation of European Commission impact assessments, as well as the inter-institutional dimensions and challenges.

THURSDAY 15 NOVEMBER 2018

- 08.45 **Registration of participants**
- 09.00 **Welcome and introduction**
Presentation of the lecturers and the seminar objectives
Dr Theo Jans, Associate Professor, EIPA Maastricht
- 09.15 **Better Regulation and Impact Assessments in comparative perspective**
A brief presentation of the European Better Regulation strategy and the role of Impact Assessments in these efforts to improve the quality of the regulatory environment.
- 10.45 Coffee break
- 11.00 **The analytical steps in a European Commission (EC) Impact Assessment**
Presentation of the key features of the EC Impact Assessments and a thorough discussion of the key analytical steps in Impact Assessments: problem definition, objectives, policy options, impact analysis, selection and ranking, monitoring and evaluation.
- 12.00 **The organisational and procedural features of the EC Impact Assessment system**
The procedures, documents, actors, deadlines and quality control involved in EC Impact Assessments are discussed. The presentation concentrates on a number of practical features of the process (e.g. interservice groups, Regulatory Scrutiny board, translation, types of IA documents, etc.), which should help national officials in identifying and understanding the key features of an IA.
- 13.00 Lunch break
- 14.00 **Introduction to the exercises and case studies**
The exercises are modeled on two different EC Impact Assessments: one primarily contains qualitative analysis; the other provides elaborate quantitative analysis and monetisation. Both cases are presented by the lecturer and the participants are asked to study a number of documents in preparation of the exercises.
- 14.30 **Group exercise 1 – Analytical steps of an EC IA: problem definition, objectives, policy options**
The participants are divided into separate groups and, based on a number of documents and data, they are asked to develop the first steps of an IA. They will need to describe a problem definition, objectives and at least three policy options. While conducting the group work, participants will be guided and assisted by the lecturer who will monitor the work progress.

Programme

- 15.30 Coffee break
- 16.00 **Debriefing group exercise 1 – Presentation and discussion of problem definition, objectives and policy options**
The “rapporteur” of each group presents their group’s work and the first steps of the Impact Assessments. The different results are discussed and commented on by the participants and by the lecturer. Following the discussion of the different group contributions, the actual IAs as drafted by the EC will be presented by the lecturer.
- 17.00 End of the first day
- 17.15 Reception
- FRIDAY 16 NOVEMBER 2018
- 09.15 **Defining and reducing administrative burdens: the standard cost model**
A discussion of compliance and administrative costs in EC legislative proposals and implementing measures. The Standard Cost Model is introduced with a succinct analysis of the tool’s strengths and weaknesses.
- 10.00 **Group exercise 2 and debriefing – Determining administrative costs in legislation**
The participants receive a piece of legislation and are asked to calculate the administrative costs involved. Following their calculations, they are asked to develop an administrative burden reduction proposal. The group work is followed by a plenary debriefing during which the real calculations and reductions are unveiled.
- 11.00 Coffee break
- 11.30 **Quantitative tools and techniques for Impact Assessments**
An overview of the main tools used to conduct a quantitative analysis in the framework of an IA. The logic and appropriateness of the different tools are discussed and the participants receive guidance on which techniques can best be used for certain purposes. Based on case study materials, the quantitative techniques used for the analysis of different policy options are discussed.
Dr Wim Marneffe, UHasselt, Belgium
- 12.45 Lunch break
- 14.00 **Group exercise 3 – Cost-benefit analysis: assessing costs and option selection**
A case-study regarding emissions of cars, will constitute the basis for an exercise on cost-benefit reasoning and selection. The participants carry out a working group assignment, followed by a collective debriefing guided by the lecturer. Finally, the participants will be asked to present the quantitative techniques they consider using for the case-study developed in their respective workings groups (see day 1).
Dr Wim Marneffe
- 16.00 **Evaluation and end of the seminar**