Regulations Governing Regulatory Impact Assessment

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Regulatory Impact Assessment Methodology

Pursuant to article 20, paragraph 5 of the Rules of Procedures of the Government of the Republic of Macedonia ("Official Gazette of the Republic of Macedonia" issues 38/01, 98/02, 9/03, 47/03, 64/03, 67/03, 51/06, 5/07, 15/07, 26/07, 30/07, 58/07, 105/07, 116/07, 129/07, 157/07, 29/08, 51/08, 86/08, 114/08, 42/09, 62/09, 141/09, 162/09, 40/10, 83/10, 166/10, 172/10, 95/11, 151/11, 170/11 и 67/13), the Government of the Republic of Macedonia, on its session held on 23.07.2013, has adopted the following

1. INTRODUCTION

The regulatory impact assessment methodology (furtherin referred to as RIA) has been fully harmonised to the existing ministerial system for strategic planning and to the procedures for policy coordination and decision-making of the Government of the Republic of Macedonia thus representing an improvement to the existing practices adopted in 2009, as well as harmonisation with the positive practices in the EU and the OECD member-countries.

The strategic priority of the Government of the Republic of Macedonia is further economic growth and employment with economic reform programs aimed at improving the business climate and strengthening the national and international competitiveness of Macedonian economy. For this purpose, the Government of the Republic of Macedonia has been implementing a series of measures focused on decreasing administrative burdens and on procedural simplification, as well as on improving regulatory quality. Those measures have been particularly focused on the small and medium size enterprises because they represent the
drivers of economic development in the Republic of Macedonia. Measures aimed at decreasing administrative burdens through improving the quality of regulation, will contribute to their competitiveness. The RIA process directly contributes to the realization of the aims of such measures and policies.

The commitment by the Macedonian Government in improving the regulatory quality has been confirmed by the Public Administration Reform Strategy and by the Action Plan that stipulate measures and activities aimed at improving the regulatory quality under the RIA. Under this process, the Government of the Republic of Macedonia and its Ministries ensure compliance to the basic principles of good governance, such as:

→ **Transparency and openness** – Through communication and involvement of parties concerned in the entire process, from concept-building, regulation, all through to implementation of policies and legislation;

→ **Efficiency and effectiveness** – achievement of desired purpose through comprehensive analysis and assessment of impact by the potential problem-solving methods, and seeking solutions that would accomplish the purpose with least cost on budgets, organizations and on the citizens;

→ **Harmonisation** – ensuring synchronised regulatory framework in the relevant and affiliated areas, as well as harmonisation with EU legislation;

→ **Accountability** – the transparency and assessment of effectiveness of the implemented and adopted policies and legislation, contribute to the overall rise in accountability of the work carried out by the Government of the Republic of Macedonia.

The RIA process is especially important in the context of Macedonia’s priority for accession to the EU and the NATO. In the pre-accession period, the process of harmonisation of Macedonia’s legislation to the one of the EU and the NATO member-countries, assumed an analysis of the EU legal acts and their appropriate transposition to the national legislation. RIA has been used as a tool that measured the impact caused by the implementation of the transposed legal acts. With the start of Macedonia’s accession negotiations with the EU, the RIA process will gain further momentum as it ensures a structured definition of the short-term and long-term impact by the EU legislation on the national legal system and the obligations arising thereof. This supports the creation of national positions on the negotiation process as well as the identification and appropriate reduction of eventual negative impact on the Republic of Macedonia.
1.1. The purpose of the Regulatory Impact Assessment methodology

The purpose of this methodology is to lay down:

- The implementation process of the RIA and the expected results thereof;
- The process of involvement of parties concerned;
- The organisation and the management of the RIA process, and
- The roles and responsibilities of all participants in the process.

The application of this methodology has been supported by the IT system especially by the e-sessions of the Government of the Republic of Macedonia and by the Single National Electronic Register of Regulations (furtherin referred to as the SNERR).

1.2. The Scope of the Methodology

As per the Rules of procedure of the Government of the Republic of Macedonia, the RIA has been implemented on proposals to pass law submitted to the Government of the Republic of Macedonia, for perusal and for adoption. Exception to this is the legislation adopted under a priority procedure, namely the legislation on ratification of international agreements, the laws harmonising the terminology across legislation, the proposed budget of Government of the Republic of Macedonia, and the law on adoption of the Budget of Government of the Republic of Macedonia.

2. The Regulatory Impact Assessment Implementation Process

The underlying principle of the RIA is to ensure gathering of relevant and accurate information on the positive and negative impact from the potential methods of problem-solving, and on the proposed methods of achieving the purpose of the proposal to pass the law. Quality implementation of the RIA contributes to effective and efficient implementation of laws, thus ensuring implementation of Government policies.

The regulations guarantee the basic principles of the democratic society, the respect of basic freedoms and rights, at the same time ensuring implementation of reforms in societies. Nonetheless, regulations are not always the only way of achieving desired results. In certain circumstances, other measures would
be more appropriate in ensuring results, such as information campaigns and trainings, self-regulation of certain areas and other measures known as non-regulatory measures. The RIA process provides a realistic view on the need for regulatory and non-regulatory solutions of problems.

The RIA process ensures involvement of all parties concerned and the relevant information they possess can make a significant contribution to improving the quality of regulations. The involvement of all parties concerned ensures the possibility of an enhanced implementation and observance of regulations, whereas the publication of RIA results contributes to the transparency of both the regulatory process and the work by the Government of the Republic of Macedonia.

The RIA represents a component of the process of planning, preparation, monitoring and the evaluation of policies and regulations in ministries. The RIA process starts at the strategic planning phase and is implemented before the preparation of proposed regulations. A figure below gives a schematic outline of the RIA process.
Figure 1. Outline of stages of the RIA process

RIA Implementation process

Strategic Planning

- SITUATIONAL ANALYSIS
  - DEFINITION OF ISSUES
  - IMPACT ANALYSIS
- RIA INITIATIVE - REGULATORY INSTRUMENTS
- GOVERNMENT ANNUAL PROGRAMME
- ANNUAL PLAN FOR IMPLEMENTATION OF RIA
- NO NEED FOR INTERVENTION NON-REGULATORY MEASURES FOR CONSISTENT IMPLEMENTATION
- PUBLICATION ON THE SNERR

Implementation of RIA

- COMMUNICATION OF THE START OF PROCESS FOR PARTIES
- SITUATIONAL ANALYSIS
  - DEFINITION OF AIMS
- DEFINITION OF POTENTIAL SOLUTIONS
- IMPACT ANALYSIS ON EACH OPTION, DEFINITION OF BEST SOLUTIONS
- CONSULTATIONS WITH PARTIES CONCERNED
- WITHDRAWAL OF INITIATIVE IF NO NEED FOR REGULATORY MEASURES
- CONSULTATIONS WITH PARTIES CONCERNED
- PREPARATION OF PROPOSED LEGISLATION, PLANNING FOR IMPLEMENTATION, MONITORING AND EVALUATION
- PREPARATION OF DRAFT RIA REPORT
- PUBLICATION ON THE SNERR, CONSULTATIONS WITH PARTIES CONCERNED
- SUBMISSION OF DRAFT RIA REPORT TO MISA PROVISION OF MISA, COMMENTS
- PREPARATION OF PROPOSAL RIA REPORT
  - PROPOSAL RIA REPORT SIGNED BY RELEVANT MINISTER
- PUBLICATION OF PROPOSED LEGISLATION AND PROPOSAL RIA REPORT TO SECRETARIAT GENERAL
- DEFINITION OF PROPOSED LAW BY THE GOVERNMENT
- PUBLICATION OF PROPOSED LAW AND RIA REPORT ON THE SNERR

Decision-making

- IMPLEMENTATION, MONITORING AND EVALUATION OF LAW POST ADOPTION AS PER PLAN
2.1 Planning of the Regulatory Impact Assessment implementation process

The planning process is done within the strategic planning process performed by Ministries. As per the Methodology for Strategic Planning and as per preparations of the Annual Plan of the Government of the Republic of Macedonia, the Ministries shall plan their annual programs having in mind Government’s strategic priorities, the situational analysis of the sectors they govern and the results thereof, the obligations arising from strategic documents (The National Development Plan, the Stabilisation and Association Pact, the Accession Partnership, the National Programme on Adoption of the EU legislation, and other documents), as well as the priorities and aims of the relevant Ministry. Based on those analyses, Ministries shall determine possible solutions to problems or situations detected during the situational analysis of areas governed by Ministries. In this phase, Ministries shall discuss the ways of implementing possible solutions and shall make decisions on whether there is a need to produce new regulation or whether to amend existing ones.

If the area already governed by an existing law or a regulation or the existing solutions, do not produce desired results, Ministries shall then peruse options for introducing non-regulatory measures rather than amending or adopting new regulation.

If a decision is made that the most appropriate option for solving the problem would be to adopt new regulation or to amend an existing one, such initiative would be embedded in the proposal on the Annual Programme of the Government of the Republic of Macedonia. Each initiative taken forward would result in Ministries planning appropriate financial and human resources necessary for implementing the regulation.

When defining such initiatives, Ministries shall provisionally determine the level of potential impact by the suggested regulation, and shall determine the parties concerned as well as the data necessary for completion of required analyses and the resources necessary to implement the RIA process.

The planning of RIA implementation is based on the principle of proportionality, i.e. the larger the expected impact on the proposed regulation – the more detailed and comprehensive RIA needs to be undertaken for the respective proposed regulation. Based on the above activities, Ministries shall prepare an Annual plan for RIA implementation which shall be done in parallel to preparations for initiatives related to the draft Annual plan of the Government of the Republic of Macedonia. The annual plan for RIA implementation shall give an outline of activities necessary, the dynamics in RIA implementation as well as the preparations of the proposed legislation, and an overview of parties concerned and involved in
the process. The annual RIA plan shall also provide timely information to the parties concerned on their appropriate involvement in the process. The annual plan for implementation of the RIA shall contain information on:

- The title of proposed legislation;
- Brief summary on the issue;
- The purpose of proposed legislation;
- The month of submission of proposed legislation to the Government of the Republic of Macedonia (as per the Annual Programme of the Government);
- The timeframe for RIA implementation and for the preparation of the proposed legislation;
- Necessary human and financial resources for implementation of the RIA;
- Parties concerned and involved in the process;
- Ways of involvement of parties concerned, and
- The timeframe for implementation of consultations.

The Ministry shall publish the Annual Plan for Implementation of RIA on the SNERR on the 15th day from the day of adoption of the Annual Programme by the Government.

Ministries shall follow the Annual plan for Implementation of RIA and update it depending on the updates on the Annual Programme of the Government of the Republic of Macedonia. Updated versions of the Annual Plan for Implementation of the RIA shall be published on the SNERR on the 15th day latest from the day of adoption of the updated version of the Annual Programme by the Government of the Republic of Macedonia.

2.2. Implementation of the Regulatory Impact Assessment

For the purposes of ensuring timely implementation of the RIA process on each proposed legislation embedded in the Annual Plan for the Implementation of RIA, ministries shall prepare an activity plan with the relevant dynamics.

In order to ensure timely dissemination of information to parties concerned, ministries shall publish, up to 5 days prior to the start of the RIA process, a notice on the start of the process and the preparations for the proposed law. The notice shall be published on the Ministry web-site and on the SNERR web-site, and shall contain the following information:

- Title of ministry;
- Title of the proposed law;
- Brief description of the issue;
- Purpose of proposed law;
- Timeframe for completion of the proposed law;
- Mechanisms for ensuring involvement of parties concerned;
- An announcement for a public review and a public debate that would take place;
- E-addresses of the SNERR and the web-site of the ministry wherefrom parties concerned could download an electronic version of the proposed law and the draft RIA report;
- Postal and/or email address for comments and suggestions by the parties concerned;
- Contact person at the ministry, and
- Other information beneficial for the effective participation of the parties concerned in the preparation process of the proposed legislation.

On the side of Ministries, the following steps shall be taken in the course of the RIA process:

2.2.1 Situational analysis, definition of issues and goals

Based on findings from the situational analysis within the strategic planning process, ministries shall perform a detailed situational analysis in order to define the essence, the nature and the range of issues. This analysis shall determine the reasons contributing to the existence of the issue, the current regulations affecting the issue and the linkages to international agreements ratified in accordance to the Constitution of the Republic of Macedonia. The analysis shall be done based on the data collated or based on reports by the ministry or by other state body, or based on data obtained from local municipalities, statistical data or via contacts and consultations with parties concerned, the overall aim being to determine available evidence supporting the defined issue.

Based on the situational analysis, the goals or the effects of implementation of the proposed legislation shall be laid down. The goals shall be realistic and linked to Government policies and priorities, and also laid down clearly and measurably. Such defined goals represent the foundation for future analyses to be used in determining possible solutions and measures for their achievement.

2.2.2 Definition of possible solutions (options)

Once the goals and the effects of the proposed laws are laid down, ministries shall determine possible solutions (options) and instruments that would contribute to realization of such goals. During the definition of possible solutions, any potential opportunities shall be perused for introducing additional or non-regulatory measures (instruments) that would contribute to an efficient implementation of the proposed legislation and to an appropriate achievement of defined goals.
Ministries shall proscribe at least three possible solutions (options), one of them being ‘do nothing’. When the proposed regulation aims to solve more serious problems, or when major changes are being introduced in a particular area, or when changes span across several areas, in such cases several possible solutions (options) need to be perused with a combination of regulatory and non-regulatory measures (instruments).

The starting point in defining possible solutions (options) shall be the “do nothing” option. The analysis of this option aims at showing how existing regulation would develop if the Government of the Republic of Macedonia not adopt an appropriate regulation or if it not introduce other measures. This measure shall ensure the basis for comparison with other possible solutions (options).

In cases when the analysis of the “do nothing” option concludes that a previously defined issue could be resolved by a consistent implementation of existing regulations or by introduction of non-regulatory measures, ministries shall then prepare a notice of withdrawal of the respective initiative from the Annual programme of the Government of the Republic of Macedonia and shall duly explain the reasons behind withdrawal while proposing another set of measures necessary to achieve desired goals.

2.2.3. Analysis of costs, impact and benefits from defined possible solutions (options) and their comparison

In analyzing the defined possible solutions (options), several methods and analytical tools shall be used, such as the cost and benefit analysis, the cost and efficacy analysis, the multi-criteria analysis, risk analysis, the standard costing model, and other relevant analyses. The defined possible solutions should be analyzed by using the same methods and analytical tools, for reasons of comparison. The purpose of such analyses shall be to obtain a clear picture of costs, positive and negative impact and the benefits arising from each individual potential solution thus determine the option that would produce desired goals with minimum cost (on the budget, organizations and on citizens) as well as clarify unwanted effects.

Each of these potential solutions could cause different type and level of costs and effects that shall then be defined as precisely as possible. The analysis shall define:

- Costs/benefits on the budget;
- Costs on organizations, especially SMEs, other groups and citizens (depending on whom the proposed legislation refers to);
- Impact on the economy, the social life, the environment, the public health and other types of impact in respective areas;
- Costs and resources needed to implement, monitor, evaluate and control each potential solution;
- Acceptance/resistance during implementation, and
- The negative or undesired effects and impact.

Based on the comparison of defined potential solutions (options), ministries shall put forward solutions that most effectively contribute to achieving the goals of the proposed legislation, and produce benefits with minimum cost and unwanted effects. Based on the proposed solution, the text of the proposed legislation shall be prepared.

2.2.4. Planning the methods of implementation, monitoring and evaluation

After completion of the analysis of options, the consultations held with parties concerned as per paragraph 4 of this methodology and after the preparation of proposed legislation, the ministries shall initially analyze all aspects relating to implementation of the proposed potential solution.

The aim is to produce a general overview on mechanisms and activities for implementation, monitoring and evaluation of the proposed solution (option) and on the proposed legislation, thereunder provisionally determining the following:

- Theses of bylaws to be adopted (if necessary) in order to implement the proposed legislation;
- Budget required to implement the law (provision of additional human resources, equipment, facilities, etc if needed);
- National governance bodies with responsibility for, or included in, the implementation;
- Activities to be undertaken by each national body in building capacity for implementation of the proposed legislation (education and training, workshops and seminars, guidelines etc.);
- Monitoring methods and indicators measuring the degree of implementation of measures suggested by the proposed legislation and the achievement of defined goals;
- Mechanisms and provisional deadlines for the evaluation of legislation.

Upon adoption of the law by the Parliament of the Republic of Macedonia, ministries shall prepare a detailed plan on its implementation, monitoring and evaluation.
3. PREPARATION OF THE REGULATORY IMPACT ASSESSMENT REPORT

3.1. Purpose and content of the Regulatory Impact Assessment report

Based on analyses completed during the RIA process, the ministries shall prepare a draft RIA report (furtherin referred to as the Report), which outlines the process and the results of the RIA implementation, for the purposes of getting an accurate and relevant data on possible positive and negative impact, available during the discussions on the draft law and the conclusions drawn thereof. The report helps ministries prepare the Memorandum and the materials supporting the proposed legislation, and to be submitted to the Parliament of the Republic of Macedonia, in line with the Rules of procedure of the Government of the Republic of Macedonia.

The report shall be prepared in accordance with the Decision on the format and content of the RIA Report. The draft report shall include ministerial overviews on the entire RIA process, and shall detail the results of the situational analysis completed on a comprehensive level in the area(s) in question, the potential solutions (options) of issues and the achievement of goals, as well as an analysis of positive and negative impact on economic, financial, social levels, the impact on the environment, and other impact depending on the area regulated by the proposed legislation.

The draft report shall outline the consultation process and shall state the parties concerned and involved in the process, as well as the method of their involvement, the views recorded during the public hearing, the suggestions and comments received in writing or published on the SNERR and on the E-democracy portals. The draft report shall enlist opinions, comments and suggestions that would have been embedded in the proposed legislation, as well as those that had not been accepted by the ministries with respective reasons for the decline.

The draft report shall also contain a description of the proposed solution enabling achievement of aims under the proposed legislation, as well as the methods of implementation of the proposed solution, including the monitoring and evaluation of the proposed legislation.

The style of the draft report shall be concise and clear, avoiding complex terminology in order to achieve clarity on the entire analytical process of RIA implementation.
3.2. The position of the Ministry of Information Society and Administration and the publication of the Regulatory Impact Assessment Report

In order to obtain the views, suggestions and positions from all parties concerned, ministries shall publish the draft report and the draft text of the proposed legislation on the SNERR, within 10 days prior to the submission of the report to the Ministry of Information Society and Administration.

If the report contains classified information under the regulations stipulating classification of information, ministries shall comply with those regulations and shall not publish the report on the SNERR. The covering page of the report shall display a mark signifying that the report contains classified information.

After relevant commentaries are embedded by the parties concerned, the draft RIA report as signed by the state secretary of the relevant ministry, shall be submitted to the Ministry of Information Society and Administration for their review. This ministry shall then prepare their view within maximum 10 days from receipt of the draft RIA report from the issuing ministry.

Upon receipt of the view by the Ministry of Information Society and Administration, the reporting ministry shall prepare a proposal report signed by the respective minister thus guaranteeing the accuracy and the quality of the implemented RIA. Together with the proposed legislation, the ministry shall submit the proposal RIA report and other papers to the General Secretariat of the Government of the Republic of Macedonia.

After confirmation on the proposed legislation by the Government of the Republic of Macedonia, and upon the receipt of excerpts from the minutes of the Government’s meeting, the ministries shall then publicise the RIA Report and the proposed legislation, on the SNERR.
4. CONSULTATIONS WITH THE PARTIES CONCERNED

4.1. The purpose of consultations

Consultations with all parties involved are a constituent part of the RIA process and an important mechanism for improvement of efficacy and effectiveness of implemented measures proposed. The consultations contribute to increased transparency of the Government’s work and the decision-making process, thus strengthening the principle mechanisms of democracy.

Ministries shall ensure involvement of parties concerned throughout the RIA process, and specifically:

- new regulation, consultations represent a useful method of collating information on existing problems or sharing experiences from implementation of existing regulations;
- in the phase involving the definition of possible solutions (options) and their comparison, consultations should take place after the relevant ministry has laid down and posed the principles of possible solutions (option). The topic of consultations shall be the options, their application, cost effectiveness and potential effects;
- in the phase involving assessment of potential impact by proposed solutions (options), the purpose of consultations shall be to assess the accuracy of assumptions related to the possible impact, the risks, the benefits and the associated effects.

There are two groups of parties concerned: „internal” parties concerned involving the ministries and other statutory bodies, governing institutions and other state bodies that may have shared responsibility or interest in the proposed regulation, and „external” parties involving the businesses, syndicates, NGOs, associations and foundations, civic groups as well as citizens concerned directly by the proposed regulation. Depending on the type of group involved in the consultation and depending on the stage of the RIA process, various methods of involvement and collation of views and suggestions by parties concerned shall be applied.

4.2. Methods of consultation with parties concerned

Ministries shall plan the involvement of parties concerned in as early as the phase of strategic planning and preparation of initiatives for the Annual
Programme of the Government, and in completion of the RIA implementation plan.

In the course of the RIA process, ministries shall collate views from respective parties concerned in a timely manner, especially the views relating to the possible solutions (options) to resolve issues and the potential impact, costs and benefits from each potential solution.

In selection of the optimal solution, ministries shall consider the views of parties concerned. An overview of the entire consultation process with the parties concerned and results thereof shall be provided in the relevant chapters of the RIA report.

The figure below depicts the deadlines in the process of RIA implementation.
Fig 2. Overview of the RIA process and deadlines

RIA Implementation process

- **PLANNING**
  - Strategic Planning
  - Government Annual Programme → Annual Programme for Implementation of RIA → Publication

- **IMPLEMENTATION OF RIA**
  - Communication to Parties Concerned → Publication
  - Consultation with Parties Concerned → Public Review → Public Hearing
  - Draft Law and Draft RIA Report → Publication
  - MISA Views on Draft RIA Report → Provision of View
  - Draft Law and Draft RIA Report

- **Deadlines**
  - 15 Days upon endorsement of the Government Annual Programme
  - 5 Days prior to RIA process start
  - Lasts at least 15 days
  - Invitations out to parties concerned at least 5 days in advance
  - At least 10 days prior to submission of draft report to MISA
  - 10 Days upon receipt of draft RIA report
  - As per stipulated deadline
  - Upon endorsement of the proposed legislation by the Government
5. ORGANISATION AND MANAGEMENT OF THE REGULATORY IMPACT ASSESSMENT PROCESS

For the purposes of quality implementation and management of the RIA process, ministries shall introduce appropriate internal procedures and shall provide capacity for implementation of analytical tools within the RIA process.

5.1. Organisation and management of the Regulatory Impact Assessment process in the ministries

Depending on the internal organisation of the legislation preparation process, the RIA process and the respective analyses shall be carried out within individual ministry sectors that are responsible for the specific area, or within the working groups established for that purpose. Head of such individual sectors, or Chairs of the working groups, shall monitor and support implementation of the RIA process and its compliance to the methodology defined, in order to ensure quality analytics and quality RIA reporting.

The state secretaries in the ministries shall decide on how the process would be organised. The state secretary in each ministry shall be responsible for the continuous improvement of the RIA process, achieved by ensuring consistent implementation of the process and the methodology, as well as by ensuring participation at trainings of employees involved in the analysis and in the RIA process.

To ensure quality and internal coordination of the process, and coordination with the Ministry of Information Society and Administration, individual ministries shall nominate and shall appoint a coordinator for the RIA process and a deputy. Ministries that have wider responsibilities in several areas may appoint one coordinator and one deputy for each area.

RIA coordinators:

- Provide support and advice to sector/working group on the process of RIA implementation, the required analyses, collation of data, consultations and other steps in RIA implementation, for the purposes of consistent implementation of this methodology and the acts governing the RIA subject matter;
- Collate data and prepare the Annual RIA plan;
- Provide advice on exceptions, or suggestions on legislation that is not subject to RIA;
- Provide advice on the RIA report;
Make basic checks of chapters within the draft report and if appropriate, make suggestions for ensuring consistency in implementation of the methodology prior to the submission of the draft report to the Ministry of Information Society and Administration;

- Collate data required for the preparation during the RIA implementation report, and

- Participate in trainings organised to improve the RIA process and the role of the RIA process coordinators in ministries

5.2. Organisation and management of the Regulatory Impact Assessment process at the Ministry of Information Society and Administration

In addition to implementing the RIA process during the preparation of the proposed legislation in the areas of responsibility for the ministry, the Ministry of Information Society and Administration shall take care about improving the RIA process.

In line with the Government’s Rules of procedure, the Ministry of Information Society and Administration shall provide its view on the proposed legislation that is subjected to the RIA. Such views shall be prepared on the basis of the draft RIA report submitted by the relevant ministry. The view by the Ministry of Information Society and Administration shall include an assessment of the RIA process, and harmonisation of the proposed legislation to the acts governing the subject matter of the RIA.

The Ministry of Information Society and Administration at the request of individual ministries may provide information pertaining to the application of the RIA process, the acts governing the RIA subject matter and analytical tools used to implement the RIA. For the purposes of improving the process, the Ministry of Information Society and Administration may organise meetings, seminars and consultations for the civil servants nominated as RIA coordinators in ministries. In cooperation with the relevant HR management unit at the Ministry of Information Society and Administration, trainings can be organised for the civil servants employed at ministries that are involved in the processes of proposing new legislation and RIA implementation. To ensure efficient consultation among parties concerned, the Ministry of Information Society and Administration shall continuously improve the process management at SNERR.

In order to ensure management and improvement of the RIA process, the Ministry of Information Society and Administration has established an organisational unit.
6. MONITORING AND IMPROVING THE PROCESS AND THE METHODOLOGY

The Ministry of Information Society and Administration, in cooperation with other ministries, shall monitor the implementation and the quality of the RIA process and its methodology. Based on an analysis of the draft RIA reports submitted to the ministries, and based on views on the application of acts governing the RIA subject matter, the Ministry of Information Society and Administration and in cooperation with other ministries, shall issue an Annual report on implementation and development of the RIA process, to the Government of the Republic of Macedonia.

The application of the Methodology on the regulatory impact assessment (‘Official Gazette of the Republic of Macedonia’, issue 66/09) shall cease validity on the day of publication of the current Methodology.

This Methodology shall be published in the Official Gazette of the Republic of Macedonia’.
1. GENERAL PROVISIONS

Article 1

These Guidelines shall prescribe in detail the operational procedures for Ministries in the process of application of the regulatory impact assessment (hereinafter referred to as RIA).

Article 2

In terms of these Guidelines, the RIA process represents a string of activities that carry out analyses and collate data thus provide a base for selecting best solutions to issues during the regulation of specific areas, and achieve the goals of the proposed legislation in consultation with the parties concerned.

In terms of these Guidelines, the parties concerned represent the businesses, syndicates, chambers of commerce, associations and foundations, and all physical and legal entities who may be concerned by the application of the proposed legislation.
2. PLANNING THE REGULATORY IMPACT ASSESSMENT

**Article 3**

The planning of the RIA shall be based on the principle of proportionality, i.e. the larger the expected impact on the proposed regulation – the more detailed and comprehensive RIA needs to be undertaken.

The planning of the RIA process is aligned to the strategic planning process.

In course of the planning of the RIA, and based on: the situational analysis of the particular area, the issue defined, the analysis of existing legislation and its application as well as the consultation with parties concerned, ministries shall decide on the regulatory or the non-regulatory measures as potential solutions to issues or conditions detected in the areas of their jurisdiction and on the ways to resolve them.

**Article 4**

In the course of the RIA planning, ministries shall determine the following:

- The degree of potential impact by the proposed legislation,
- The parties concerned and involved,
- The data necessary to perform analyses required, and
- The resources required to conduct the RIA process.

**Article 5**

The Annual plan for RIA application shall be prepared at the same time with the initiatives undertaken to prepare the draft Annual plan of the Government of the Republic of Macedonia

The Annual Plan under paragraph 1 of this article shall consist of the following components:

- The title of proposed legislation;
- Brief summary on the issue;
- The purpose of proposed legislation;
- The month of submission of proposed legislation to the Government of the Republic of Macedonia (as per the Annual Programme of the Government);
- The timeframe for RIA application and for the preparation of the proposed legislation;
- Necessary human and financial resources for application of the RIA;
- Parties concerned and involved in the process;
- Ways of involvement of parties concerned, and
- The timeframe for application of consultations

The template for drafting the Annual plan for application of the RIA is provided in Annex 1 which is a constituent part of these rules of procedure.

**Article 6**

The Annual plan for application of the RIA is published in the Single National Electronic Registry of Regulations (furtherin referred to as the SNERR), within 15 days upon adoption of the Annual Programme of the Government of the Republic of Macedonia.

**Article 7**

Ministries shall monitor and update the Annual plan for application of the RIA, in line with the monitoring and updating of the Annual Programme of the Government of the Republic of Macedonia, and in line with needs for initiatives falling outside the Annual Government programme.

Updated versions of the Annual plan for application of the RIA are published on the SNERR within 15 days upon endorsement of the updated version of the Annual Programme of the Macedonia Government.

### 3. APPLICATION OF REGULATORY IMPACT ASSESSMENT

**Article 8**

Any proposed legislation in the Annual plan for application of the RIA, shall be accompanied by a plan and dynamics for application of the activities within the RIA process.

**Article 9**

Ministries shall notify the parties concerned within 5 days prior to the start of the RIA process and prior to the proposed legislation stipulated in the Annual
plan for application of the RIA, by issuing an announcement on the SNERR and on the ministry web-site.

The announcement under paragraph 1 of this article contains the following elements:

- The title of the ministry
- The title of the proposed legislation;
- Brief summary on the issue;
- The purpose of proposed legislation;
- The timeframe for completion of the proposed legislation;
- Ways of involvement of parties concerned;
- An announcement of a public review and a public hearing;
- E-addresses of the SNERR and the web-site of the ministry wherefrom parties concerned could download an electronic version of the proposed law and the draft RIA report;
- Postal and/or email address for views, comments and suggestions by the parties concerned;
- Contact person at the ministry, and
- Other information beneficial for the effective participation of the parties concerned in the preparation process of the proposed legislation

The template for drafting the announcement under paragraph 1 of this article is provided in Annex 2 which is a constituent part of these Guidelines

**Article 10**

The problem analysis shall prescribe:

- The essence, the nature and the range of the issue;
- The reasons behind the issue;
- The existing regulation in the specific and affiliated areas;
- An assessment of the degree of implementation of legislation and other regulations,
- The linkages with the international agreements ratified in accordance with the Constitution of the Republic of Macedonia.

**Article 11**

Based on the results of the analysis under article 10 of these Guidelines, the goals of the proposed legislation shall be laid down and shall be concrete, measurable, realistic and aligned to the strategic priorities and policies of the Government of the Republic of Macedonia.
Article 12

After the problem analysis and the definition of the goals by the ministry, several potential solutions (options) shall be determined for the purposes of achieving the desired goals. Depending on the complexity of the problem, no less than three solutions (options) shall be determined, one of them being “do nothing” option that forms the base for comparison with the other solutions (options).

The analysis of the “do nothing” option shall determine the potential consequences in a specific area should the Government of the Republic of Macedonia not intervene by adopting the proposed legislation or by other measures.

Article 13

The incentive for adoption of the proposed legislation shall be withdrawn from the Annual Programme of the Government of the Republic of Macedonia, if in the course of analysis under article 12 of these Guidelines, it is determined that the previously defined issue could be resolved by a consistent application of existing regulation or by introducing non-regulatory measures.

Withdrawal of paragraph 1 of this article shall be done by an announcement submitted by the ministry to the Government of the Republic of Macedonia, stating the reasons for withdrawal of the incentive.

Article 14

Ministries shall determine the costs, the benefits and the impact from the economic, financial and social aspects, as well as the impact on the environment by each proposed solutions (options) while using relevant methods and analytical tools.

Ministries shall compare costs and benefits arising from each potential solution (option) thus determining the option that contributes most effectively to the realization of desired goals of the proposed legislation, i.e. the solution that achieves the benefits with minimum cost as well as unwanted effects.


**Article 15**

The proposed solution under article 14 of these Guidelines shall be embedded in the proposed legislation.

Ministries shall initially analyse all aspects related to the application of the proposed solution and provide a general overview of the mechanisms and activities for the application, monitoring and evaluation of the proposed solution, i.e. of the proposed legislation.

Ministries shall prepare a detailed plan for application, monitoring and evaluation of the legislation, after the Parliament of the Republic of Macedonia adopt it.

**Article 16**

At the completion of the RIA application, a draft RIA report shall be prepared.

The draft RIA report contains an overview of the analyses and consultations performed in the course of the entire RIA process with the parties concerned.

**Article 17**

The draft RIA report and the proposed legislation shall be published on the SNERR and ministry web-sites up to 10 days prior to the draft RIA report submitted to the Ministry of Information Society and Administration.

If the draft report contains classified information, it is not published on the SNERR, and such classified status is marked accordingly on the covering page of the draft RIA report.

**Article 18**

The draft RIA report, as duly signed by the state secretary of the ministry, shall be submitted for review to the Ministry of Information Society and Administration.

Upon receipt of the view by the Ministry of Information Society and Administration, a proposed RIA report shall be prepared and signed by the relevant minister.
Article 19

The proposed legislation and the proposed RIA report, together with other relevant materials, shall be submitted to the General Secretariat of the Government of the Republic of Macedonia.

Article 20

Once the proposed legislation is adopted by the Government of the Republic of Macedonia, and upon receipt of the excerpts of the minutes from the meeting at the Government of the Republic of Macedonia, the RIA report and the proposed legislation are published on the SNERR.

4. CONSULTATION WITH PARTIES CONCERNED

Article 21

Depending on the content of the proposed legislation and the potential impact (economic, social, environmental), the ministries shall determine the parties concerned who need to be involved or consulted in the process of RIA application and in the preparation of the proposed legislation.

The involvement of the parties concerned shall be ensured throughout the process, starting from the planning phase, the process of application of the RIA and the preparation of the proposed legislation.

Article 22

Consultations shall be held with the parties concerned: after the proposed legislation, on certain issues, on potential solutions (options) or on identification of impact from the proposed legislation.

Based on the expected effects by the proposed legislation, one or more methods of involvement and consultation with parties concerned shall be determined.

The consultations with the parties concerned can be done in some of the following ways:
- At a public review of proposed legislation;
- Public hearing;
- Written requests for views, suggestions and comments by parties concerned;
- Participation in working groups set up by the ministry or the Government of the Republic of Macedonia;
- Meetings with parties concerned;
- Public debates on certain issues via electronic interactive tools available on the SNERR and the E-democracy portals.

**Article 23**

For the purposes of achieving structured and effective consultations with the parties concerned, the ministries may prepare questions and topics of discussion, suggestions and comments.

The questions or the topics under paragraph 1 of this article shall be written in a clear and simple language, understandable to all parties concerned.

**Article 24**

Ministries can organise a public debate in the course of the RIA application process and the preparation of the proposed legislation.

For the purpose of organising the public debate, the proposed legislation shall be subjected to a public review and an announcement on the review shall be issued.

The announcement under paragraph 2 of this article prescribes:

- Title of the proposed law;
- The start and the end date for the public review
- The location or the URL of the SNERR and the ministry web-site where parties concerned could exercise the review
- The date of the public debate.

The announcement of the public review shall be published on the SNERR and on the ministry web-site.

Depending on the complexity of questions governed by the proposed legislation, ministries shall define the deadline for the public review, which should not be shorter than 15 days.
The public debate shall be held upon expiry of the public review deadline.

At least 5 days prior to the public debate, Ministries shall send out written or and e-invitations to the parties concerned informing them of the public debate, and shall publish the invitation on the SNERR and on the ministry web-site.

**Член 25**

After the consultation process with the parties concerned, the following data shall be outlined in the RIA report:

- Information on the methods of involvement of parties concerned;
- Information on the parties concerned that participated in the process;
- Views aired during the public debate, i.e. the suggestions and comments received in writing or published on the SNERR and on the E-democracy portals;
- The views, suggestions and comments that were embedded in the proposed legislation, and
- The views, suggestions and comments that were not accepted by the ministry and the reasons for the decline.

5. **FINAL PROVISIONS**

**Article 26**

The Guidelines prescribing the ministerial involvement of the parties concerned in the process of legislation preparation (‘Official Gazette of the Republic of Macedonia’, issue 150/11) shall cease to be valid with the entry into force of these Guidelines.

**Article 27**

These Guidelines shall enter into force on the day following the day of their publication in the ‘Official Gazette of the Republic of Macedonia’.
ANNEX 1

MINISTRY OF ...  

ANNUAL PLAN FOR APPLICATION OF REGULATORY IMPACT ASSESSMENT  
YEAR_______

| No. | Title of proposed legislation | Brief summary on the issue | Purpose of proposed legislation | Month of submission of proposed legislation to the Government | Timeframe for RIA application and for preparation of proposed legislation  
The process starts on: ___ and ends on: ___ | Human and financial resources necessary for application of the RIA | Parties concerned and involved in the process | Ways of involvement of parties concerned | Timeframe for conducting consultations  
The consultation process will last from: ___ to ___ |
|-----|-------------------------------|-----------------------------|-------------------------------|-------------------------------------------------------------|---------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|-------------------------------------------------|------------------------------------------------|-------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
INSTRUCTIONS FOR FILLING THE ANNUAL PLAN FOR REGULATORY IMPACT ASSESSMENT IMPLEMENTATION

1. Title of Proposed Legislation:
(Insert the title of each proposed legislation in the order of the Annual programme of the Government).

2. Brief summary on the issue:
(Insert a brief summary of the issue or the reasons behind the proposed legislation).

3. Purpose of proposed legislation:
(Insert the aims or the goals to be achieved by the proposed legislation).

4. Month of submission of proposed legislation to the Government
(Insert the month of submission of the proposed legislation to the Government as per its Annual programme).

5. Timeframe for RIA application and for preparation of proposed legislation;
(Insert the dates or the period of the planned start and end of the RIA application process and the preparation of the proposed legislation)

6. Human and financial resources necessary for application of the RIA
(Insert the Human and financial resources necessary for application of the RIA).

7. Parties concerned and involved in the process
(Insert the parties concerned as determined by the planning process and who will be involved in the consultation process).

8. Type of Involvement of parties concerned
(Insert the selected methods of involving the parties concerned for the purposes of ensuring their effective participation in the RIA process and in the proposed legislation preparations.).

9. Timeframe for conducting consultations
(Insert the period of the planned start and end of the consultation process with the parties concerned).
# ANNEX 2

## ANNOUNCEMENT OF THE BEGINNING OF THE DRAFT LAW PREPARATION PROCESS

<table>
<thead>
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<tbody>
<tr>
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<td>Brief summary on the issue</td>
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<td>Purpose of proposed legislation</td>
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<td>Timeframe for completion of proposed legislation</td>
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<tr>
<td>Ways of involvement of parties concerned</td>
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<tr>
<td>An announcement of a public review and a public hearing</td>
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<tr>
<td>E-addresses of the SNERR and web-site of ministry wherefrom parties concerned can download an electronic version of the proposed law and the draft RIA report</td>
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<tr>
<td>Postal and/or email address for views, comments and suggestions by parties concerned</td>
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<tr>
<td>Contact person at the ministry</td>
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<tr>
<td>Other information</td>
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</table>
INSTRUCTIONS FOR FILLING THE ANNOUNCEMENT OF THE BEGINNING OF THE DRAFT LAW PREPARATION PROCESS

1. Title of Ministry
   (Insert the title of the Ministry)

2. Title of Proposed Legislation
   (Insert the title of the proposed legislation)

3. Brief summary of the issue
   (Insert the brief summary of the issue i.e. reasons behind the proposed legislation).

4. Purpose of proposed legislation
   (Insert the purpose(s) of the proposed legislation)

5. Timeframe for completion of proposed legislation
   (Insert the period of the RIA process start and end date and the preparation of the proposed legislation as per the Annual plan for application of RIA).

6. Type of involvement of parties concerned
   (Insert the selected way(s) of involvement of the parties concerned).

7. An announcement of a public review and a public hearing
   (Insert Yes if a public review and a public debate are planned, or insert No if none are planned).

8. E-addresses of the SNERR and the web-site of the ministry wherefrom parties concerned shall download the electronic version of the proposed law and the draft RIA report
   (Insert the E-addresses of the SNERR and the web-site of the ministry wherefrom parties concerned could download an electronic version of the proposed law and the draft RIA report).
8. Postal and/or email address for views, comments and suggestions by the parties concerned
(Insert the postal and/or email address for views, comments and suggestions by the parties concerned).

9. Contact person at the ministry and the contact details
(Insert the full name of the responsible person at the ministry, appointed as contact person for consultations by parties concerned and his/her electronic address).

10. Other information
(Insert other information beneficial for the effective participation of the parties concerned in the preparation process of the proposed legislation).
DECISION
ON THE FORMAT AND THE CONTENT OF
THE REGULATORY IMPACT
ASSESSMENT REPORT

Article 1
This decision shall prescribe the format and the
content of the Report on the regulatory impact
assessment (hereinafter referred to as the RIA
Report).

Article 2
The RIA Report contains an overview of analyses
carried out in the course of the RIA.

The RIA Report shall be produced as per template:
„Report on the regulatory impact assessment“, that
contains: the title of the ministry, the title of
the proposed legislation, the person responsible
and her/his contact details, type of report, the
obligation to prepare the proposed legislation,
any linkages to the EU directives, any classified
information contained in the report as per
regulations governing classified information,
the date of publication of the draft report by the
Single National Electronic Register of Regulations
(SNERR), the date of submission of the draft
report to the Ministry of Information Society and
Administration, the date of receipt of views by the
Ministry of Information Society and Administration,
and the deadline for submission of the proposed legislation to the General Secretariat of the Government of the Republic of Macedonia.

The RIA report shall also prescribe:

1. The description of the situation in the area and definition of the issue;
2. Purposes of the proposed regulation;
3. Potential solutions (options);
4. Regulatory impact assessment;
5. Consultations;
6. Conclusions and recommended solutions;
7. Application of the recommended solution, and
8. Monitoring and evaluation.

The RIA report shall contain statements by both the state secretary and the Minister.

The RIA Report template is provided in the Annex which is a constituent part of this Decision.

**Article 3**

The Decision on the format and the content of the regulatory impact assessment templates (‘Official Gazette of the Republic of Macedonia’, issue 66/09) shall cease to be valid with the entry into force of this Decision.

**Article 4**

This decision shall enter into force on the day following the day of its publication in the ‘Official Gazette of the Republic of Macedonia’.

No. 2013

Skopje

President of the Government of the Republic of Macedonia
## REGULATORY IMPACT ASSESSMENT REPORT

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<th>Title of Ministry:</th>
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<td>NPAA</td>
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<td>Conclusions by the Government of the Republic of Macedonia</td>
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<td>Other</td>
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<th>Deadline for submission of proposal to pass a law to the General Secretariat</th>
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</table>
1. Description of situation in the area and definition of the issue
   1.1 Description of situation
   1.2 Reasons behind problems that are subject to review

2. Goals of the proposed regulation

3. Potential solutions (options)
   3.1 Description of the „do nothing“ solution
   3.2 Description of the potential solutions (options) to resolve the problem

4. Regulatory Impact Assessment
   Potential positive and negative impact by each option:
   4.1 Economic impact
   4.2 Financial impact
   4.3 Social impact
   4.4 Environmental impact
   4.5 Administrative impact and costs
      a) Implementation costs
      b) Regulatory compliance costs

5. Consultations
   5.1 Parties concerned and methods of involvement
   5.2 Overview of views received and embedded
   5.3 Views not embedded and reasons thereof

6. Conclusions and recommended solutions
   6.1 Comparative review of positive and negative effects of potential solutions (options)
   6.2 Implementation risks per potential solution (option)
   6.3 Recommended solutions and justification

7. Implementation of recommended solution
   7.1 The need to amend legislation or bylaws in the specific area or affiliated areas
   7.2 Bylaws necessary and deadline for adoption
   7.3 Statutory bodies, state institutions and other bodies responsible for the implementation
   7.4 Activities ensuring effective application of proposed legislation
8. Monitoring and evaluation
8.1 Implementation monitoring method
8.2 Impact evaluation on the proposed legislation and deadlines

Statement by the State Secretary

The draft RIA report is in compliance with the RIA Methodology and it provides a realistic assessment of potential and expected effects and the cost arising from the implementation of each potential solution (option) to defined problems.

Date: ________________

State secretary signature

Statement by the Minister

Based on the results of the analysis presented in the RIA Report, I declare that the recommended solution (option) represents the best resolution method for achieving expected results in a cost-effective manner.

Date: ________________

Signature of Minister
## INSTRUCTIONS FOR FILLING THE REGULATORY IMPACT ASSESSMENT REPORT

<table>
<thead>
<tr>
<th>Title of Ministry:</th>
<th>Insert the title of the ministry</th>
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<tbody>
<tr>
<td>Title of proposed legislation:</td>
<td>Insert the title of the proposed legislation</td>
</tr>
<tr>
<td>Responsible person and contact details:</td>
<td>Insert the full name and contact details of the Head of sector or the Chair of the working group in charge of the application of RIA for the proposed legislation</td>
</tr>
<tr>
<td><strong>Type of report</strong></td>
<td></td>
</tr>
<tr>
<td>Draft</td>
<td>insert “draft“ when the responsible ministry submits the draft RIA report to the Ministry of Information Society and Administration for their views. The draft report is signed by the State Secretary in the ministry.</td>
</tr>
<tr>
<td>Proposal</td>
<td>insert “proposal“ when the responsible ministry submits the proposed report to the General Secretariat of the Government of the Republic of Macedonia. The proposed report is signed by the Minister.</td>
</tr>
<tr>
<td>Responsibility for preparation of the proposed legislation stems from:</td>
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<td>Tick the relevant answer</td>
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<td>If you have selected NPAA as your answer above, please insert the actual directive(s) that is/are being synchronised to</td>
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<td>Insert your answer</td>
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<td>Yes</td>
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<td>No</td>
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<td>Date of publication of draft Report on the SNERR:</td>
<td>Insert the date of publication of draft Report by SNERR</td>
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<tr>
<td>Date of submission of draft report to the Ministry of Information Society and Administration:</td>
<td>Insert the Date of submission of draft report to the Ministry of Information Society and Administration</td>
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<tr>
<td>Date of receipt of views by the Ministry of Information Society and Administration:</td>
<td>Insert the date of receipt of views by the Ministry of Information Society and Administration</td>
</tr>
<tr>
<td>Deadline for submission of proposed legislation to the General Secretariat</td>
<td>Insert the date/deadline for submission of proposed legislation to the General Secretariat</td>
</tr>
</tbody>
</table>

1. **Description of situation in the specific area and definition of the issue**
   
   1.1 Description of situation
   (Describe the situation in the specific area including the existing regulation in that or other areas, as well as other programmes/projects of the Government of the Republic of Macedonia currently implemented)

   1.2 Reasons behind the issues that are subject of review
   (Describe the reasons behind the issues that are subject of review, not only symptoms)

2. **Goals of the proposed regulation**
   (Describe the expected/desired results and effects of proposed regulation)

3. **Potential solutions (options)**
   
   3.1 Description of the „do nothing“ solution
   (Describe the „do nothing“ solution and provide an outline of consequences if the Government of the Republic of Macedonia not intervene with the proposed legislation or any other measure)

   3.2 Description of potential solutions (options) to the issue
   (Describe potential solutions (options) to the issue that were analysed in the course of the RIA process. Provide content of options and methods of application of potential solutions, such as passing of new legislation, amendments to existing legislation (regulatory measures); organising trainings, campaigns and other activities (non-regulatory measures) or a combination of these (regulatory and non-regulatory).

4. **Regulatory impact assessment**
   Provide detailed description of the positive and negative impact arising from each option, such as:

   4.1 Economic impact
   (Describe the costs and benefits for the economy if a specific area, the employment and competitiveness. Specific description should be
given on the impact on small and medium enterprises, businesses, consumers, households, etc)

4.2 Financial impact
(Describe the costs and surplus of budgets, review initial and projected costs, as well as information on whether budgets were secured, a resume of the Fiscal implication template)

4.3 Social impact
(Describe the impact on the reduction of poverty, improvement of health, improvement and protection of human rights and gender equality, protection of vulnerable groups, etc)

4.4 Environmental impact
(Describe the impact on the quality of air, water, soil, the garden effect, noise, the bio-diversity, etc. Provide description on how the effects on the environment will impact directly or indirectly on people’s health)

4.5 Administrative impact and costs
a) Implementation cost
(Describe implementation costs of the proposed legislation – establishing new institutions/bodies or enlargement of responsibilities and organisation of existing bodies, human resources and trainings required, investment (premises), supervision required, equipment etc.)

b) Regulatory compliance costs
(Describe regulatory compliance costs – introduction of new administrative burdens, formalities and costs (licences, approvals, information, standards) on legal and physical entities, and how these affect competitiveness)

5. Consultations

5.1 Parties concerned and methods of involvement
(Describe the parties concerned and involved during the process and the methods of involvement)

5.2 Overview of views received and embedded
(Provide an overview of views received with focus on issues that caused specific interest or concern by parties concerned. Describe views that were embedded)

5.3 Views not embedded and reasons thereof
(Describe views not embedded and reasons thereof)
6. Conclusions and recommended solutions
   6.1 Comparative review of positive and negative effects of potential solutions (options)
      (Provides a comparative review of positive and negative effects of potential solutions (options))

   6.2 Implementation risks per potential solution (option)
      (Describes the implementation risks per each potential solution (option))

   6.3 Recommended solutions and justification
      (Provides the recommended solution and a justification for recommendation)

7. Implementation of recommended solution
   7.1 The need to amend legislation or bylaws in the specific area or affiliated areas
      (Describe if the proposed solution would cause a need to amend legislation or bylaws in the specific or affiliated areas)

   7.2 Bylaws necessary and deadline for adoption
      (Describe if and which bylaws would be necessary to be adopted and the deadline required)

   7.3 Statutory bodies, state institutions and other bodies responsible for the implementation
      (Describe the statutory bodies, state institutions and other bodies that would be responsible for implementation)

   7.4 Activities ensuring effective implementation of proposed legislation
      (Describe the activities (non-regulatory measures) to be undertaken for the purposes of ensuring effective implementation of proposed legislation (trainings, counselling, campaigns, etc))
8. Monitoring and evaluation

8.1 Implementation monitoring method
(Describe briefly the monitoring of implementation and the achievement of effects from the proposed legislation, as well as the statutory bodies involved in the monitoring process)

8.2 Impact evaluation on proposed legislation and deadlines
(Describe briefly how the evaluation of effects from the legislation will be carried out, and the deadlines envisaged)

Statement by the State Secretary

The draft RIA report is in compliance with the RIA Methodology and it provides a realistic assessment of potential and expected effects and the cost arising from the implementation of each potential solution (options) to the problems

State secretary signature

Date: ______________________

Statement by the Minister

Based on the results of the analysis presented in the RIA Report, I declare that the recommended solution (option) represents the best resolution method for achieving expected results in a cost-effective manner.

Signature of Minister

Date: ______________________