



**An Phríomh-Oifig Staidrimh**  
Central Statistics Office

## **Standard Cost Model Report**

**Measurement of administrative burden imposed on Irish business  
by Central Statistics Office inquiries**

**Central Statistics Office  
August 2010**



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# Executive Summary

## Background

In March 2008, the Government adopted a 25% target for the reduction of administrative burden due to national regulations. This was in response to the European Commission Action Programme for Reducing Administrative Burden launched following the Spring 2007 Council of the European Union. The EU-wide target is a 25% reduction in the burden of administration with respect to legislation originating at EU level by 2012.<sup>1</sup>

This report presents results for the measurement of administrative burden imposed on businesses by Central Statistics Office (CSO) statistical inquiries using the Standard Cost Model (SCM) approach. The SCM approach is the basis for a standardised approach to measuring administrative burden placed on business by Government regulation. The CSO also measures the burden related to statistical inquiries according to an approach advocated in the European Statistical System (ESS) and continues to do so (referred to in this report as the CSO approach). This report also broadly compares the SCM approach and CSO approach.

The 2007 *Report of the Business Regulation Forum* estimated that administrative burden due to regulation was costing Irish business approximately €2 billion per year.<sup>2</sup> This report also recommended that there be a measurement of the level of administrative burden imposed by all areas of Government.

For the Central Statistics Office, the minimising of response burden on CSO inquiry respondents continues to be a corporate priority.<sup>3</sup> This is important now more than ever before because of the ever-growing international demand for statistics (from organisations such as the European Commission, the European Central Bank, the United Nations, the Organisation for Economic Co-operation and Development, etc.). All CSO business surveys are required as a result of EU regulation and, as such, CSO burden-reduction actions are possible only within these confines.

## SCM approach vs. CSO approach

In summary, the SCM approach is based on a small number of in-depth interviews undertaken for each of the key Information Obligations (IOs) (for CSO, statistical inquiries) to estimate the time taken, by type of activity, to fulfil an IO.<sup>4</sup> This time is then scaled up based on an assumption of full compliance (or, in the case of CSO surveys, 100% response rates). The overall

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<sup>1</sup> COM(2007)23: *Action Programme for Reducing Administrative Burdens in the European Union*

<sup>2</sup> *Report of the Business Regulation Forum*

<sup>3</sup> *Statement of Strategy 2008-2010* (<http://www.cso.ie/aboutus/documents/statementofstrategy2008-2010.pdf>)

<sup>4</sup> The types of activity were: (i) familiarisation; (ii) retrieving information; (iii) calculating and assessing relevant figures; (iv) collating data and preparing text descriptions; (v) holding meetings; (vi) participating in inspections by public authorities; (vii) training or updating on statutory requirements; (viii) copying and filing information; and (ix) submitting this information and paying administrative charges.

cost is then estimated by applying National Employment Survey (NES) estimates of hourly rates to the time taken.

The CSO approach involves each respondent, when completing a survey form, to complete a question on the estimated time taken to complete the form. This time is then summed up for each survey respondent and survey to obtain an estimate of overall burden. The overall cost is then estimated by applying NES estimates of hourly rates to the time taken.

The primary differences in the two approaches can be summarised as follows:

- CSO approach based on actual response/compliance while SCM approach based on an assumption of full compliance.
- SCM approach obtains a breakdown of burden by underlying type of activity where CSO approach simply obtains a single estimate of time to meet burden.
- CSO approach obtains an estimate of time taken for each respondent while SCM approach assumes a small number of in depth interviews will be generally representative.
- Under the CSO approach the estimate of burden is recorded at the time of the burden while the SCM approach collection of response information happens after the event.
- The SCM approach is able to distinguish between activities that are managerial or clerical in nature and as such the appropriate hourly labour rate can be applied. The CSO approach cannot take on board this distinction and as such simply applies the managerial rate (i.e., the higher of the two labour rates).

### **CSO forms issued, forms returned, and time burden, 2007**

Using the CSO approach, the CSO has already published detailed tables on the burden imposed by CSO inquiries. The following table provides summary details on the total number of CSO inquiry forms issued and returned, and the total number of hours expended by Irish businesses in completing CSO inquiry forms, in 2007. The table shows that, when the total statistical inquiry burden is spread across all Irish businesses, the average number of forms returned per business in the course of the year was 0.8, while the average time expended annually per business in making returns to the CSO was 41 minutes. Further information on the figures in the table may be found in the *Report on Response Burden placed on Irish Businesses by CSO inquiries 2008*.<sup>5</sup>

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<sup>5</sup> [http://www.cso.ie/releasespublications/documents/other\\_releases/responseburden.pdf](http://www.cso.ie/releasespublications/documents/other_releases/responseburden.pdf)

**All business enterprise surveys (incl. farm surveys and Road Freight Survey) - forms issued and forms returned, time taken to complete returns**

	<b>2007</b>
Total number of CSO Business Surveys	34
<b>Total number of forms issued</b>	<b>509,684</b>
<b>Total number of forms returned</b>	<b>368,928</b>
Average no. of forms received by an enterprise	1.1
Average no. of forms returned by an enterprise	0.8
<b>Total number of hours to complete returns</b>	<b>328,676</b>
Average number of minutes to complete a return	53.5
Average number of minutes taken to complete these CSO returns per unit of enterprise population	41.3

## Results

In summary, for all CSO statistical enquiries in 2007,

- The SCM approach estimates the total administrative burden at €10.5m (or 0.5% of the overall €2b estimate of administrative burden). This equates to under €22 per business enterprise.
- The CSO approach estimates the total administrative burden at €7.7m (or 0.4% of the overall €2b estimate of administrative burden). This equates to approximately €16 per business enterprise.

The following table presents estimates for the total administrative burden placed on Irish businesses by CSO surveys in each year 2005 through 2008, as derived using the SCM and CSO approaches.

**All CSO surveys 2005-2008 — Administrative Burden measured using (i) SCM approach, (ii) CSO approach ('000€, except where shown otherwise)<sup>1</sup>**

	Method	Year			
		2005	2006	2007	2008 <sup>1</sup>
<b>All CSO surveys excl. farm surveys and Intrastat<sup>2</sup></b>	SCM	<b>4,661.5</b>	<b>4,187.2</b>	<b>4,791.8</b>	<b>6,329.3</b>
	CSO	<b>1,561.2</b>	<b>2,036.3</b>	<b>2,322.8</b>	<b>2,293.8</b>
<i>Cost per business enterprise of all surveys excl. farm surveys and Intrastat</i>	SCM	€14.48	€12.77	€13.74	€17.95
	CSO	€4.85	€6.21	€6.66	€6.50
Farm surveys	SCM	1,300.0	543.5	1,135.8	420.0
	CSO	839.7	376.9	813.7	355.5
Intrastat	SCM	4,367.3	4,484.4	4,545.5	4,081.7
	CSO	4,367.3	4,484.4	4,545.5	4,081.7
<b>All CSO surveys<sup>2</sup></b>	SCM	<b>10,328.8</b>	<b>9,215.2</b>	<b>10,473.0</b>	<b>10,831.0</b>
	CSO	<b>6,768.2</b>	<b>6,897.7</b>	<b>7,682.0</b>	<b>6,731.1</b>
<i>Cost per business enterprise per year of all surveys incl. farm surveys and Intrastat</i>	SCM	€22.71	€20.01	€21.96	€22.52
	CSO	€14.88	€14.98	€16.10	€14.00

<sup>1</sup> 2008 figures are provisional

<sup>2</sup> Excludes a small number of minor inquiries (each involving less than 50 businesses)

## **Statistical inquiries as a proportion of overall administrative burden – international experience**

The 2008 consultation report *EU Project On Baseline Measurement And Reduction Of Administrative Costs* found that statistics accounted for 0.5% of the total administrative costs imposed by EU legislation and national implementing legislation.

In the UK, the 2006 report *Administrative Burdens of Regulation – Office for National Statistics* found that surveys conducted by the Office for National Statistics accounted for 0.3% of the total administrative burden of regulation imposed by the British government.

## **Conclusions**

While there are differences between the SCM and CSO approaches, both sets of results indicate that the relative administrative burden imposed on Irish businesses by complying with statistical inquiries is low, being (for both approaches) approximately 0.5% of the overall estimated €2 billion administrative burden due to regulation.

This finding is in line with international experience. The figures show that the overall burden has not decreased over the period 2005-2008. However, hidden within these figures are two offsetting changes:-

- i) New statistical surveys driven by EU legislation;
- ii) A reduction in the burden per survey due to actions undertaken by the CSO.

### **CSO action on reducing response burden**

The CSO has taken, and continues to investigate and take, burden-reducing actions; however it is limited in its ability to reduce overall burden in the context of new statistical demands driven by EU legislation. Amongst the actions taken are:-

- Increased use of administrative data (especially from the Revenue Commissioners), reducing the need to collect information from enterprises;
- Reduction of sample sizes where possible;
- Reduction of the level of detail collected on questionnaires across a number of surveys;
- Introduction of short annual forms for small enterprises, with the more detailed forms being sent to the larger enterprises only;
- Re-design of questionnaires to align as far as possible with Profit & Loss and Balance Sheet accounts entries;
- Working with software companies to incorporate functionality into payroll software programs which automatically extracts and completes almost all of the requirements of the Earnings, Hours and Employment Costs Survey and a large portion of the requirements of the National Employment Survey.

In the case of Ireland it should be noted that most, but not all, government statistical inquiries are conducted by the CSO, and that all CSO surveys are driven by EU legislation with some scope for national interpretation during implementation.



# 1. Introduction

## Background

In January, 2007, the European Commission launched its Action Programme for Reducing Administrative Burdens<sup>6</sup>, which aims to reduce the administrative burdens placed on businesses by EU legislation by 25% by the year 2012. The Council of the European Union, at its Spring 2007 meeting, endorsed this programme and invited member states to set their own targets for the reduction of burden on businesses due to national regulations. In response, in March 2008, the Government adopted a 25% target for the reduction of administrative burden due to national regulation.

This target is also in line with that set by the Business Regulation Forum (BRF) in its 2007 report<sup>7</sup>. The BRF estimated, by applying economy-level indicators to findings for the UK, that administrative burden due to regulation was costing Irish business approximately €2 billion per year, and therefore that a saving of €500 million annually could be achieved if the target 25% reduction was attained. The BRF also recommended that there be a measurement of the level of administrative burden imposed by all areas of Government.

This report presents results for two separate approaches to measurement of administrative burden imposed on businesses by CSO statistical inquiries.

## The Standard Cost Model approach to measurement of administrative burden

In 2008, the Government established an Interdepartmental Group on Administrative Burdens, chaired by the Department of Enterprise, Trade and Innovation (DETI), to coordinate efforts across the Public Sector towards achieving the burden reduction target. An essential part of this effort is the accurate measurement of the existing level of administrative burden placed on business by Government regulation.

To this end, DETI produced an *Administrative Burden Measurement Handbook*, based on the Standard Cost Model (SCM) manual, laying down a common approach to measurement to be adopted by the various Government departments, offices, and agencies. The DETI approach is to prioritise, in terms of estimated compliance burden, the Information Obligations (IOs) imposed on business by Government bodies, then explicitly measure those IOs which account for the majority of the burden. The explicit measurement should be carried out in the form of in-depth interviews with at least three businesses per IO. Note that, for the Central Statistics Office (CSO), IOs take the form of statistical inquiries.

As part of the measurement handbook, DETI provided a spreadsheet template of questions to ask in the interview; these questions cover the amount of time taken on various administrative

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<sup>6</sup> COM(2007)23: *Action Programme for Reducing Administrative Burdens in the European Union*

<sup>7</sup> *Report of the Business Regulation Forum*

activities associated with complying with the IO<sup>8</sup>, in addition to a number of broader burden perception questions. (See Appendix 1.) In carrying out the SCM measurement described in this report, the CSO has followed the DETI handbook and interview spreadsheet. The interviews were conducted in 2009, following the completion of the handbook.

Note that, under the Standard Cost Model approach, economy-level costings are made on the basis of full compliance (i.e., total number of inquiry forms issued), with average time per form derived from information obtained in the interviews with respondents.

### **The CSO approach to measurement of administrative burden**

In its *Statement of Strategy 2008-2010*<sup>9</sup>, the Central Statistics Office (CSO) recognised as a corporate priority the minimising of response burden on CSO inquiry respondents. (This has also been a priority in previous statements of strategy.) One of the key performance indicators in achieving this objective was identified as the establishment of a response burden barometer. Accordingly, and independent of the SCM process, the CSO has, since 2008, been compiling and publishing its own measure of administrative burden. This independent measure is based on a measurement approach advocated by Eurostat (the Directorate-General of the European Commission with responsibility for official EU statistics); the CSO provides annual administrative burden estimates to Eurostat on this basis.

Eurostat recommends that measurement of burden due to statistical surveys be done on the basis of number of forms completed (at least partially) and returned; thus, the actual burden on businesses, rather than the potential burden (i.e., where full compliance is assumed), is measured. Moreover, national statistical institutes (such as the CSO) are encouraged to obtain average time per form figures by incorporating a “number of minutes taken to complete this form” question on the survey form; since there will be hundreds or thousands of returned forms per survey, this ensures that the time averages used in the calculations are statistically robust. This approach also has the advantage that the respondent is making his or her assessment of burden at the same time that the burden is being experienced.

This report presents separate sets of results based on the SCM approach and on the CSO (Eurostat) approach.

### **Statistical inquiries as a proportion of overall administrative burden – international experience**

This report presents estimates for the administrative burden on Irish business which is due to CSO statistical inquiries.

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<sup>8</sup> These administrative activities were: (i) familiarisation; (ii) retrieving information; (iii) calculating and assessing relevant figures; (iv) collating data and preparing text descriptions; (v) holding meetings; (vi) participating in inspections by public authorities; (vii) training or updating on statutory requirements; (viii) copying and filing information; and (ix) submitting this information and paying administrative charges.

<sup>9</sup> <http://www.cso.ie/aboutus/documents/statementofstrategy2008-2010.pdf>

At EU level, the High Level Group of Independent Stakeholders on Administrative Burdens (also known as the Stoiber Group, after its chairman), in its 2008 consultation report *EU Project On Baseline Measurement And Reduction Of Administrative Costs*, found that statistics accounted for 0.5% of the total administrative costs imposed by EU legislation and national implementing legislation. It should be noted, respecting Ireland, here that (i) most, but not all, government statistical inquiries are conducted by the CSO, and (ii) all legislation governing CSO surveys is EU legislation, although there is usually some scope therein for national interpretation as to implementation.

In the UK, the 2006 report *Administrative Burdens of Regulation – Office for National Statistics* found that surveys conducted by the Office for National Statistics accounted for 0.3% of the total administrative burden of regulation imposed by the British government.

## 2. Prioritisation of Information Obligations

Table 2.1 lists the non-farm business surveys conducted by the CSO in 2007, burden-ranked for the purposes of identifying the most appropriate candidates for measurement using the Standard Cost Model method. The table excludes the CSO's two farm surveys (viz., the June Agriculture Survey and the December Agriculture Survey), which were not considered for SCM measurement because of operational constraints. The table also excludes the Intrastat survey, for which an SCM measurement, commissioned by Forfás<sup>10</sup>, was conducted in 2008, as well as a small number of minor inquiries (primarily to agri-business), all having sample sizes of less than 50 businesses.

For each IO (survey), the annualised total number of questions issued was calculated as *frequency of survey × average sample size × number of questions on the inquiry form*. The surveys were then ranked by the annualised total number of questions issued. On this basis, the Annual Services Inquiry is the most burdensome of the CSO's surveys. More than 76% of the overall total number of survey questions issued in 2007 were accounted for by seven surveys, viz., the Census of Industrial Production - Enterprises, the Annual Services Inquiry, the Quarterly Accounts Inquiry, the National Employment Survey, the Business Register Inquiry, the Earnings, Hours and Employment Costs Survey, and the Quarterly Survey to Construction. These seven surveys were selected for detailed measurement under the SCM method, i.e., four or five businesses were interviewed in respect of each survey, using the DETI spreadsheet template. The following sections of this report provide detailed information on the measurement results obtained for these surveys.

Subsequent to the prioritisation of survey burden on the basis of number of questions issued, as described above, it became possible to perform a ranking on the basis of a second criterion, namely that of time taken to complete the returned inquiry forms for each survey. This was facilitated by the CSO's adoption of a policy of inserting a question on all business survey inquiry forms asking each respondent to state the number of minutes taken by him or her to complete the form. On that basis, the National Employment Survey, which took almost 16,900 hours to complete for the economy, is the most burdensome. Also on this basis, the seven surveys selected for measurement under the SCM method accounted for more than 70% of the overall total time taken to complete all forms returned. Note that the "number of minutes taken" question on CSO inquiry forms allows for a single-field response; it makes no attempt to break down the burden by administrative activity, is gross of any business-as-usual<sup>11</sup> time element, and, of course, does not take account of overheads.

The legal acts associated with CSO surveys are listed in Appendix 2. Note that all such legal acts are EU legislation; they reflect the growing international demand for statistics (from organisations such as the European Commission, the European Central Bank, the United Nations, the Organisation for Economic Co-operation and Development, etc.).

<sup>10</sup> Assessment of the costs of trade-regulated regulatory requirements (Forfás consultation report)

<sup>11</sup> Business-as-usual (BAU) is the portion of activity associated with Information Obligation compliance which a business would conduct even if the IO did not exist. Administrative Burden is defined as Administrative Costs minus BAU.

**Table 2.1 List of Information Obligations (surveys) imposed on Irish business by the CSO (2007)**

Note: Intrastat, farm surveys, and a small number of minor inquiries (each involving less than 50 businesses) are excluded from the table below.

No.	Information Obligation/ Survey Name	Annualised total no. of questions issued	Ranking by annualised total no. of questions issued	Annualised time taken to complete all forms returned (hours)	Ranking by annualised time taken to complete the forms returned
1	Annual Services Inquiry	1,931,052	1	14,745.8	2
2	Quarterly Accounts Inquiry (Industry & Services)	1,895,200	2	11,234.9	3
3	National Employment Survey	1,622,304	3	16,878.5	1
4	Business Register Inquiry	1,592,656	4	7,948.7	5
5	EHECS	1,354,780	5	4,457.5	10
6	National Survey of Transport of Goods by Road	720,783	6	4,672.5	8
7	Census Of Industrial Production - Enterprises	719,963	7	6,765.8	7
8	Quarterly Survey To Construction	599,760	8	7,601.7	6
9	ICT	483,082	9	1,175.2	14
10	Balance Of Payments (BOP10, BOP30, BOP40, BOP42, BOP43, BOP44, BOP45, BOP46, BOP50, CRS1)	403,328	10	9,402.5	4
20	Monthly Production Inquiry	346,032	11	4,561.5	9
21	Business Profile Inquiry	273,306	12	1,778.7	12
22	CIS	239,970	13	540.3	20
23	Census Of Building & Construction	130,645	14	1,495.4	13
24	Census Of Industrial Production - Local Units	101,175	15	777.4	17
25	Retail Sales Inquiry	71,208	16	2,061.8	11
26	Earnings & Hours Worked In Construction	64,800	17	567.3	19
27	Wholesale Price Index	49,896	18	590.1	18
28	Index Of Employment In Construction	48,960	19	790.9	16
29	Prodcom	44,090	20	1,099.9	15
30-38	Small-scale surveys associated with agri-food sector	19,312	21	150.8	21
<b>Total</b>		12,712,302		99,297	
of which, 7 SCM-measured surveys		9,715,715		69,633	
SCM-measured surveys as % of Total		76.4		70.1	

### 3. Application of the SCM methodology

To illustrate the application of the Standard Cost Model methodology, this section details the treatment of one of the measured surveys, viz., the Census of Industrial Production – Enterprises (CIP).

#### SCM calculation formulae:

1. For any administrative activity, the

$$\text{Cost per form} = \text{Hours per form} \times \text{Hourly labour costs},$$

where the hourly labour costs are taken from the National Employment Survey 2007 (viz., €31 for managers, €18 for clerical workers), applied according to the manager/clerical breakdown indicated by the respondent.

2. For any administrative activity, the

$$\text{Cost per hour (per form)} = \text{Cost per form} \div \text{Hours per form}$$

3.

$$\text{Internal costs, including overheads} = \text{All internal administrative activity} \times 1.25$$

(i.e., overheads is taken to be a flat figure of 25% of the labour costs).

4.

$$\text{All internal administrative activity (costs)} = \sum \text{Administrative activities 1 through 9 (costs)}$$

5.

$$\text{Total Administrative Costs} = \text{Internal Costs, including overheads} + \text{Additional (external) Costs}$$

6.

$$\text{Administrative Burden} = \text{Total Administrative Costs} - \text{Business-as-usual Costs}$$

Note that Business-as-usual Costs are the administrative costs of activities associated with Information Obligation compliance which a business would conduct (for its own purposes) even if the IO did not exist.

## Census of Industrial Production - Enterprises

### Details at respondent level

Table 3.1 provides details, at respondent level, of the SCM measurement of the Census of Industrial Production – Enterprises (CIP). Four interviews were conducted, the respondent businesses (labelled A, B, C, D) being chosen on the basis that they lay around the median value for the number of minutes taken to complete the CIP inquiry form, as reported by businesses in answer to the “number of minutes taken” question when returning the completed form. The respondents ranged in size from having 22 persons engaged to having 461 persons engaged (indicated in parentheses after each respondent name in the table). All interviews were conducted as face-to-face meetings, held at the business premises of each respondent. Each interview took from forty-five to sixty minutes.

Respondent B, a business with 66 persons engaged, reported the lowest administrative burden in respect of this survey. The calculation breakdown for this respondent was:-

- A total time of 1.67 hours (or 100 minutes) to complete the inquiry form, of which the major activities were information retrieval, and calculation;
- A total internal cost, excluding overheads, of €46.25;
- Internal costs, including overheads, of €57.81;
- Zero additional (i.e., external) costs;
- A total administrative cost of €57.81;
- 70% of the administrative effort as a business-as-usual (BAU) cost;
- An administrative burden figure of €17.34.

In contrast, Respondent C, with 461 persons engaged, reported the greatest administrative burden for this IO, at €117.42.

For both internal administrative activity and BAU, the spread across the respondents was large. The range for internal activity was from 1.67 hours up to 3.75 hours, while BAU ranged from 25% up to 70% of administrative costs.

**Table 3.1 Census of Industrial Production (Enterprises) - details collected by SCM interview (figures for a single survey form)**

Administrative activity (internal)	Respondent								Average cost (€) per form
	A (22 eng.)		B (66 eng.)		C (461 eng.)		D (65 eng.)		
	Hours	€ Cost	Hours	€ Cost	Hours	€ Cost	Hours	€ Cost	
1. Familiarisation	0.33	10.33	0.17	5.17	0.50	15.50	0.25	7.75	9.69
2. Information Retrieval	1.00	31.00	0.75	20.00	2.00	71.00	1.75	54.25	44.06
3. Calculation	1.00	31.00	0.50	13.33	0.50	15.50	0.00	0.00	14.96
4. Text Description	0.33	10.33	0.17	5.17	0.50	15.50	0.00	0.00	7.75
5. Meetings	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6. Inspections	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7. Ongoing Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8. Copying, Distributing, Filing	0.17	5.17	0.08	2.58	0.25	7.75	0.00	0.00	3.88
9. Reporting, Submitting Information	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>All internal admin. activity</b>	<b>2.83</b>	<b>87.83</b>	<b>1.67</b>	<b>46.25</b>	<b>3.75</b>	<b>125.25</b>	<b>2.00</b>	<b>62.00</b>	<b>80.33</b>
<i>All internal admin. activity, per CSO inquiry form (for comparison)</i>	2.00		2.00		2.00		2.00		
<b>Internal Costs, incl. overheads €</b>		<b>109.79</b>		<b>57.81</b>		<b>156.56</b>		<b>77.50</b>	<b>100.42</b>
<b>Additional costs €</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	
<b>Total Admin. Costs €</b>		<b>109.79</b>		<b>57.81</b>		<b>156.56</b>		<b>77.50</b>	
<b>BAU costs</b> (as proportion of Total Admin. Costs)		40%		70%		25%		33%	
<b>Admin. Burden €</b>		<b>65.88</b>		<b>17.34</b>		<b>117.42</b>		<b>51.67</b>	



## Total hours and costs

Table 3.2 shows average hours and costs for the interviewed respondents in completing the CIP inquiry form, as well as the total hours and costs expended by all businesses in Ireland in meeting the CIP response burden in 2007. It should be noted that the Standard Cost Model approach requires that administrative burdens be measured on the basis of full compliance with the Information Obligation; in the case of the CSO, this implies measurement on the basis of total number of inquiry forms issued, rather than total number of inquiry forms completed and returned.

On average, the interviewees detailed in Table 3.1 spent 2.56 hours (or almost 2 hours, 34 minutes) in completing each CIP form. On a costs per inquiry form basis, the average cost, excluding overheads, of completing a CIP form was over €80.33. On a per hour basis, completing a CIP form cost over €31.35 per hour on average, excluding overheads.

The total number of CIP inquiry forms issued by the CSO in the course of year 2007 was 4,600. When this figure is applied to the average hours per form figures, and the product applied to the average cost per hour figures, the following economy-level values were arrived at:

- The time burden on all Irish businesses of the CIP survey was almost 11,800 hours;
- The total internal monetary cost, excluding overheads, to all businesses was almost €370,000;
- Total internal costs, inclusive of overheads, were nearly €462,000;
- Zero additional costs;
- Total administrative costs were almost €462,000;
- 42% of the administrative effort was a business-as-usual (BAU) cost;
- Total administrative burden was almost €268,000.

Thus, the total administrative burden on Irish businesses of complying with the Census of Industrial Production – Enterprises survey is costed at almost €268,000 in year 2007. This figure represents 0.01% of the overall estimated €2 billion administrative burden due to regulation in Ireland, referred to in section 1. *Introduction* above.

**Table 3.2 Census of Industrial Production (Enterprises) - SCM Total Hours and Costs, 2007**

Administrative activity (internal)	SCM Means			No. of forms issued in 2007	Annual SCM Totals	
	Av. hours per form	€ Cost per form	€ Cost per hour		Hours	€ Cost
1. Familiarisation	0.31	9.69	31.00	4,600	1,438	44,563
2. Information Retrieval	1.38	44.06	32.05	4,600	6,325	202,688
3. Calculation	0.50	14.96	29.92	4,600	2,300	68,808
4. Text Description	0.25	7.75	31.00	4,600	1,150	35,650
5. Meetings	0.00	0.00	0.00	4,600	0	0
6. Inspections	0.00	0.00	0.00	4,600	0	0
7. Ongoing Training	0.00	0.00	0.00	4,600	0	0
8. Copying, Distributing, Filing	0.13	3.88	31.00	4,600	575	17,825
9. Reporting, Submitting Information	0.00	0.00	0.00	4,600	0	0
<b>All internal admin. activity</b>	<b>2.56</b>	<b>80.33</b>	<b>31.35</b>	4,600	<b>11,788</b>	<b>369,533</b>
<b>Internal Costs, incl. overheads</b>		<b>100.42</b>	<b>39.19</b>			<b>461,917</b>
<b>Additional costs</b>						0
<b>Total Admin. Costs</b>						<b>461,917</b>
<b>BAU costs</b>						42%
<b>Admin. Burden</b>						<b>267,912</b>

## Other measured surveys

Appendices 3.1 through 8.2 contain details of the other six surveys which were measured using the SCM approach, viz., the Annual Services Inquiry, the Quarterly Accounts Inquiry, the National Employment Survey, the Business Register Inquiry, the Earnings, Hours and Employment Costs Survey, and the Quarterly Survey to Construction. In each case, four or five interviews were conducted; in some cases, the same business was interviewed in connection with more than one survey.

For each survey, two tables are presented. The first table details the SCM interview results for each of the interviewed businesses. The second table shows the total hours and costs burden of the survey, at the economy level. The derivations of the different elements in these tables are as described earlier in this section for the Census of Industrial Production - Enterprises.

### *Note on the selection of interviewees*

Interviewees were chosen from those enterprises which lay around the median value of responses to the “number of minutes taken to complete” question on the inquiry forms, regardless of the size (number of persons engaged) of the enterprise. This ensured that the interviewees were representative of the population of businesses.

Thus, each of the interviewees for the Census of Industrial Production - Enterprises survey had returned a value of two hours on the completed inquiry form in response to the “number of minutes taken to complete” question. (Two hours was the median value of all responses to this question for this survey.) Similarly for the other surveys. However, in a few cases it was possible to interview the same enterprise in connection with more than one survey; in which case, the interviewee might not have been a median respondent for the second survey.

## 4. SCM methodology – scaling up, and projection to other years

This section deals with the procedure of scaling up from the seven measured surveys to the all-survey level, and with the projection of base-year (i.e., 2007) figures backwards and forwards.

### Scaling up

Table 4.1 provides details for each of the seven SCM-measured surveys (i.e., those surveys for which interviews were conducted), the combined costs of these seven surveys, the separately-measured costs for farm surveys and Intrastat, and the total costs to businesses of all CSO surveys (excluding a small number of minor inquiries) in 2007.

Figures in the table for each of the seven measured surveys are taken from Table 3.2 and the relevant Appendices. The total costs of the seven surveys were €4.5 million in internal costs (excluding overheads), €5.6 million in administrative costs, and €3.4 million in administrative burden.

As measured using responses to the “number of minutes taken” question on CSO inquiry forms, these seven surveys combined accounted for over 70% of the annualised total time taken to complete all CSO survey forms returned in 2007 (excluding farm surveys, Intrastat, and minor surveys). (Refer to Table 2.1.) Hence a scaling-up factor of approximately 1.4 is required to arrive at total costs for *all* CSO surveys (excluding farm surveys, Intrastat, and minor surveys).

Applying the scaling-up factor, the total costs for all CSO surveys (excluding farm surveys, Intrastat, and minor surveys) were derived as: €6.4 million for internal costs (excl. overheads), €7.9 million for administrative costs, and €4.8 million as the administrative burden.

### *Farm surveys*

As mentioned in Section 2, the CSO’s two farm surveys (viz., the June Agriculture Survey and the December Agriculture Survey) were not considered for SCM measurement because of operational constraints. However, it has been possible to approximate internal costs estimates using responses to the “number of minutes taken” question on farm survey forms.

In 2007, approximately 108,000 farm survey inquiry forms were issued, taking an average of 27 minutes to complete (as obtained from the survey forms returned). When the resulting total hours figure is multiplied by the average hourly labour cost for managers in 2007 (i.e., €31), this leads to an internal costs figure (excl. overheads) of €1.5 million.

Applying to the figure of €1.5 million the ratio of administrative costs to internal costs (excl. overheads) for all CSO surveys excl. farm surveys and Intrastat leads to an administrative costs figure for farm surveys of €1.9 million. Similarly, applying the administrative burden to internal costs (excl. overheads) ratio leads to a farm survey administrative burden figure of €1.1 million.

### *Intrastat*

Intrastat was covered in an SCM measurement conducted on behalf of Forfás in 2008. This measurement found that reporting Intrastat arrivals (or “imports”) for businesses with less than fifty commodity codes took an average of 2 hours per form, while reporting Intrastat arrivals for businesses with fifty or more commodity codes took an average of 15 hours per form. Regarding Intrastat dispatches (or “exports”), the Forfás study found that reporting Intrastat dispatches for businesses with less than fifty commodity codes took an average of 45 minutes per form, while reporting Intrastat dispatches for businesses with fifty or more commodity codes took an average of 2 hours per form.

Weighting the two Forfás figures for Intrastat arrivals above by the *number of enterprises* having arrivals of less than fifty commodity codes/arrivals of fifty or more commodity codes leads to a CSO-derived figure for average time taken to complete an Intrastat arrivals form of approximately 123 minutes (2.05 hours). Similarly, weighting the two Forfás Intrastat dispatches figures by the *number of enterprises* having dispatches of less than fifty commodity codes/dispatches of fifty or more commodity codes leads to a CSO-derived figure for average time taken to complete an Intrastat dispatches form of approximately 43 minutes (0.72 hours).

In 2007, the Intrastat arrivals reporting burden was over 86,800 forms, while, for Intrastat dispatches, the reporting burden was over 22,800 forms. The breakdown between managers’ and clerical workers’ input in responding to the Intrastat survey is not known; using the managers hourly labour cost figure (€31), and multiplying this by the total hours figure for Intrastat arrivals and Intrastat dispatches, leads to an Intrastat survey internal costs figure (excl. overheads) of €6.0 million.

Applying to the figure of €6.0 million the ratio of administrative costs to internal costs (excl. overheads) for all CSO surveys excl. farm surveys and Intrastat leads to an administrative costs figure for the Intrastat survey of €7.5 million. Similarly, applying the administrative burden to internal costs (excl. overheads) ratio leads to an Intrastat survey administrative burden figure of €4.5 million.

It should be noted, however, that, as the managers labour cost rate was used in the above calculation, the burden figures derived for Intrastat are higher than would be the case if the level of clerical worker input in complying with this survey were known.

#### *Burden imposed by all CSO surveys*

When the costs for farm surveys and Intrastat are added to the costs for all CSO surveys excluding farm surveys and Intrastat, the resulting figures represent the burden imposed on Irish businesses in 2007 by all CSO surveys. Thus,

- the total internal costs, excluding overheads, were €13.9 million;
- the total administrative costs were €17.4 million;
- the total administrative burden was €10.5 million.

These figures exclude a small number of minor inquiries having sample sizes of less than 50 businesses. Note that the figure for administrative burden represents 0.5% of the overall estimated €2 billion administrative burden due to regulation in Ireland, referred to in section 1. *Introduction* above.

If the total cost figures are divided by the population of businesses in Ireland in 2007 (as held on the CSO's business registers), then the average cost to each business of all CSO surveys was €29 in internal costs (excl. overheads), €36 in administrative costs, and €22 in administrative burden.

**Table 4.1 All CSO surveys, 2007 - costs based on Standard Cost Model interviews and scaling up ('000€, except where shown otherwise)**

Survey	Internal Costs, excl. overheads	Admin. Costs	Admin. Burden
Census of Industrial Production (Enterprises)	369.5	461.9	267.9
Annual Services Inquiry	866.6	1,083.3	303.3
National Employment Survey	752.7	940.9	893.9
Business Register Inquiry	754.2	942.8	895.6
Quarterly Accounts Inquiry	826.0	1,032.6	144.6
Earnings, Hours and Employment Costs (EHECS)	527.3	659.1	566.8
Quarterly Survey to Construction	356.5	445.6	285.2
<b>Total of seven surveys SCM-measured</b>	<b>4,452.9</b>	<b>5,566.1</b>	<b>3,357.3</b>
Scaling-up factor	1.427	1.427	1.427
<b>All CSO surveys excl. farm surveys and Intrastat</b>	<b>6,355.5</b>	<b>7,944.4</b>	<b>4,791.8</b>
<i>Cost per business enterprise of all surveys excl. farm surveys and Intrastat</i>	€18.22	€22.78	€13.74
Farm surveys <sup>1</sup>	1,506.4	1,883.0	1,135.8
Intrastat <sup>2</sup>	6,028.9	7,536.2	4,545.5
<b>All CSO surveys<sup>3</sup></b>	<b>13,890.7</b>	<b>17,363.7</b>	<b>10,473.0</b>
<i>Cost per business enterprise per year of all surveys incl. farm surveys and Intrastat</i>	€29.12	€36.40	€21.96

<sup>1</sup> Farm survey forms take an average of 27.0 minutes to complete. In 2007, 107,987 forms were issued. The Internal Costs (excl. overheads) figure is derived by multiplying the total hours by the 2007 hourly labour cost figure for managers, €31.

<sup>2</sup> Intrastat arrivals forms take an average of 123.056 minutes to complete, while Intrastat dispatches forms take 42.957 minutes. In 2007, the Intrastat arrivals forms issued/returned figure was 86,857 forms, while the Intrastat dispatches forms issued/returned figure was 22,826 forms. The Internal Costs figure is derived by multiplying the total hours by the hourly labour cost figure for managers, €31.

<sup>3</sup> Excludes a small number of minor inquiries (each involving less than 50 businesses).

## Projection to other years

Table 4.2 presents administrative costs and administrative burden details of the SCM base-year (i.e., 2007) measurement projected to other years. The figures for 2008 are used below to illustrate this projection. Figures for other years were derived similarly.

### *Projection factor*

The 2008 administrative costs figure for the seven surveys measured in the base year was obtained by applying a projection factor to the 2007 figure (€5.6 million). This projection factor was calculated as the ratio of the weighted mean number of forms issued for the seven surveys in 2008 to the weighted mean number of forms issued for the same seven surveys in 2007, where the weighting was based on each survey's cost per form, as measured in the base year.

The same projection factor was applied to the 2007 administrative burden figure for the seven measured surveys (€3.4 million), to obtain the 2008 figure. Thus, the underlying labour cost rate is implicitly fixed at the 2007 rate; this is in accordance with the SCM manual, and ensures that burden estimates reflect changes in policy (or “volume”) only. The main findings were:-

- The 2008 projection factor was approximately 1.3 (reflecting a large increase in the size of the Earnings, Hours and Employment Costs Survey sample in 2008);
- The 2008 administrative costs for those seven surveys measured in the base year were €7.4 million;
- The 2008 administrative burden of those seven surveys measured in the base year was €4.5 million.

The Earnings, Hours and Employment Costs Survey and the National Employment Survey were excluded from the calculation of the projection factor for 2005, as these surveys did not exist in 2005.

### *Scaling up*

As measured using responses to the “number of minutes taken” question on CSO inquiry forms, the seven surveys measured in the base year accounted for almost 71% of the annualised total time taken to complete all CSO survey forms returned in 2008 (excluding farm surveys, Intrastat, and minor surveys). Hence a scaling-up factor of approximately 1.4 was required to arrive at total costs for all CSO surveys (excluding farm surveys, Intrastat, and minor surveys) in 2008. Thus,

- The 2008 administrative costs for all CSO surveys, excluding farm surveys, Intrastat, and minor surveys, were €10.5 million;
- The 2008 administrative burden of all CSO surveys, excluding farm surveys, Intrastat, and minor surveys, was €6.3 million.

Note that the higher scaling-up factor for 2005 was due to the fact that the Earnings, Hours and Employment Costs Survey and the National Employment Survey did not exist in 2005, i.e., for that year, only five surveys were scaled up.

#### *Farm surveys and Intrastat*

Internal costs (excl. overheads) for farm surveys in all years were worked out independently for each year, on the same basis as that described previously for Table 4.1 (relating to the base year, 2007). In doing so, the labour cost rate employed was fixed at the 2007 rate, thus ensuring that the burden estimates reflect changes in policy (or “volume”) only.

The administrative costs in any year were then derived by multiplying the internal costs (excl. overheads) figure for the year in question by the ratio of administrative costs to internal costs (excl. overheads) for all CSO surveys excl. farm surveys and Intrastat *in the base year* (2007). Similarly, the administrative burden was obtained from the internal costs (excl. overheads) by applying the ratio of administrative burden to internal costs (excl. overheads) for all CSO surveys excl. farm surveys and Intrastat in the base year. (Refer to Table 4.1)

The administrative costs and administrative burden for Intrastat in all years were derived in a similar way to that described for farm surveys above. Thus, in 2008,

- The administrative costs and administrative burden of farm surveys were €0.7 million and €0.4 million, respectively;
- The administrative costs and administrative burden of the Intrastat survey were €6.8 million and €4.1 million, respectively.

Note that the increase in farm surveys administrative costs and administrative burden in years 2005 and 2007 reflects the fact that a full Farm Structures Survey, requiring a greatly expanded sample, was carried out in those years.

#### *Burden imposed by all CSO surveys*

When the costs for farm surveys and Intrastat are added to the costs for all CSO surveys excluding farm surveys and Intrastat, the resulting figures represent the burden imposed on Irish businesses by all CSO surveys. As may be seen from the *All CSO surveys* row of Table 4.2, there was little variation in the level of administrative costs and administrative burden over the period 2005 – 2008. Correspondingly, the average costs to each business of all CSO surveys (which were derived by dividing the total cost figures in each year by the population of businesses in Ireland in that year) fluctuate slightly also. The figures include:-

- In 2005, the administrative costs to Irish businesses of all CSO surveys were €17.1 million, or €38 per enterprise;
- In 2005, the administrative burden on Irish businesses of all CSO surveys was €10.3 million, or €23 per enterprise;
- In 2008, the administrative costs to Irish businesses of all CSO surveys were €18.0 million, or €37 per enterprise;



- In 2008, the administrative burden on Irish businesses of all CSO surveys was €10.8 million, or €23 per enterprise.

Note with respect to Table 4.2 that several CSO surveys are included in the 2008 figures which are not represented in the 2005 figures. These include completely new surveys, such as the Earnings, Hours and Employment Costs Survey and the Outward Foreign Affiliates Survey; surveys now carried out annually which were carried out infrequently in the past, such as the National Employment Survey; and surveys now conducted by the CSO which were previously carried out by other Government bodies, such as the Community Innovation Survey and the Business Expenditure on Research and Development Survey (both previously conducted by Forfás). That the overall administrative burden from 2005 through 2008 has not changed significantly reflects the compensatory effect of sample sizes being reduced over this period.

All of the new surveys referred to above, in addition to the Appendix 2 listing of surveys existing in 2007, are governed by EU regulation, and therefore the CSO has little or no control over their implementation.

**Table 4.2 All CSO surveys - costs based on Standard Cost Model interviews and scaling up, forms issued basis ('000€, except where shown otherwise)**

	2005		2006		2007		2008 <sup>1</sup>	
	Admin. Costs	Admin. Burden	Admin. Costs	Admin. Burden	Admin. Costs	Admin. Burden	Admin. Costs	Admin. Burden
<b>Seven surveys SCM-measured in base year</b>	<b>4,579.4</b>	<b>2,762.1</b>	<b>4,873.0</b>	<b>2,939.2</b>	<b>5,566.1</b>	<b>3,357.3</b>	<b>7,449.9</b>	<b>4,493.5</b>
Scaling-up factor	1.688	1.688	1.425	1.425	1.427	1.427	1.409	1.409
<b>All CSO surveys excl. farm surveys and Intrastat<sup>2</sup></b>	<b>7,728.4</b>	<b>4,661.5</b>	<b>6,942.2</b>	<b>4,187.2</b>	<b>7,944.4</b>	<b>4,791.8</b>	<b>10,493.6</b>	<b>6,329.3</b>
<i>Cost per business enterprise of all surveys excl. farm surveys and Intrastat</i>	<i>€24.00</i>	<i>€14.48</i>	<i>€21.17</i>	<i>€12.77</i>	<i>€22.78</i>	<i>€13.74</i>	<i>€29.75</i>	<i>€17.95</i>
Farm surveys	2,155.3	1,300.0	901.1	543.5	1,883.0	1,135.8	696.4	420.0
Intrastat	7,240.8	4,367.3	7,434.9	4,484.4	7,536.2	4,545.5	6,767.2	4,081.7
<b>All CSO surveys<sup>2</sup></b>	<b>17,124.5</b>	<b>10,328.8</b>	<b>15,278.2</b>	<b>9,215.2</b>	<b>17,363.7</b>	<b>10,473.0</b>	<b>17,957.2</b>	<b>10,831.0</b>
<i>Cost per business enterprise per year of all surveys incl. farm surveys and Intrastat</i>	<i>€37.66</i>	<i>€22.71</i>	<i>€33.17</i>	<i>€20.01</i>	<i>€36.40</i>	<i>€21.96</i>	<i>€37.34</i>	<i>€22.52</i>

<sup>1</sup> 2008 figures are provisional

<sup>2</sup> Excludes a small number of minor inquiries (each involving less than 50 businesses)

## 5. CSO approach (Eurostat recommendation)

This section details the CSO approach to measurement of administrative burden. The CSO approach differs from the Standard Cost Model approach described in Sections 3 and 4 in that (i) it uses time information derived from responses to the “number of minutes taken” question on statistical inquiry forms, (ii) economy-level figures are based on the number of inquiry forms completed (wholly or partially) and *returned*, and (iii) as the burden of each survey is calculated in its own right, there is no element of scaling-up required to arrive at the all-surveys level. This approach follows the Eurostat recommendations for measurement of administrative burden imposed by statistical inquiries.

### Results for year 2007

Table 5.1 provides details of the administrative burden placed on Irish businesses in 2007 by CSO surveys, as calculated using the CSO approach to burden measurement. The table is structured to preserve some comparability with Table 4.1, discussed in the previous section.

Internal costs (excluding overheads) for each survey were calculated as

$$\text{average time taken to complete one form (hours)} \times \text{total number of forms returned} \times \text{€31}$$

where the €31 is the 2007 National Employment Survey hourly labour costs figure for managers.

Administrative costs and administrative burden were then derived by applying to the internal costs (excluding overheads) figures the ratios arising from the corresponding values as measured in the SCM approach for year 2007. (Refer to Table 4.1 for the components of these ratios.)

Note that the Quarterly Survey to Construction did not contain a “number of minutes taken to complete” question in 2007; this survey’s SCM-measured average time per form was therefore used in deriving the total hours figure.

The main elements of the burden imposed on Irish businesses in 2007 by all CSO surveys, as measured using the CSO approach, were consequently found to be:-

- the total internal costs, excluding overheads, were €10.2 million;
- the administrative costs were €12.7 million;
- the administrative burden was €7.7 million.

These figures exclude a small number of minor inquiries having sample sizes of less than 50 businesses. Note that the figure for administrative burden represents 0.4% of the overall estimated €2 billion administrative burden due to regulation in Ireland, referred to in section 1. *Introduction* above.

If the total cost figures are divided by the population of businesses in Ireland in 2007, the average cost to each business of all CSO surveys was €21 in internal costs (excl. overheads), €27 in administrative costs, and €16 in administrative burden.

Note that these cost figures may be an over-estimation, as the managers labour cost rate was used in the derivation of costs for each survey, in the absence of information on the level of clerical worker input.

**Table 5.1 All CSO surveys, 2007 - costs based on time information provided on CSO statistical returns ('000€, except where shown otherwise)**

Survey	Internal Costs, excl. overheads	Admin. Costs	Admin. Burden
<b>All CSO surveys excl. farm surveys and Intrastat<sup>1</sup></b>	<b>3,080.9</b>	<b>3,851.1</b>	<b>2,322.8</b>
<i>Cost per business enterprise of all surveys excl. farm surveys and Intrastat</i>	€8.83	€11.04	€6.66
Farm surveys <sup>2</sup>	1,079.2	1,349.0	813.7
Intrastat <sup>3</sup>	6,028.9	7,536.2	4,545.5
<b>All CSO surveys<sup>4</sup></b>	<b>10,188.9</b>	<b>12,736.3</b>	<b>7,682.0</b>
<i>Cost per business enterprise per year of all surveys incl. farm surveys and Intrastat</i>	€21.36	€26.70	€16.10

<sup>1</sup> 181,880 forms were returned.

<sup>2</sup> Farm survey forms take an average of 27.0 minutes to complete. In 2007, 77,365 forms were returned. The Internal Costs (excl. overheads) figure is derived by multiplying the total hours by the 2007 hourly labour cost figure for managers, €31.

<sup>3</sup> Intrastat arrivals forms take an average of 123.056 minutes to complete, while Intrastat dispatches forms take 42.957 minutes. In 2007, the Intrastat arrivals forms issued/returned figure was 86,857 forms, while the Intrastat dispatches forms issued/returned figure was 22,826 forms. The Internal Costs figure is derived by multiplying the total hours by the hourly labour cost figure for managers, €31.

<sup>4</sup> Excludes a small number of minor inquiries (each involving less than 50 businesses).

## Forms issued, forms returned, and time taken to complete returns, 2007

Table 5.2 following provides summary details on the total number of CSO inquiry forms issued and returned, and the total number of hours expended by Irish businesses in completing CSO inquiry forms, in 2007. The table shows that, when the total statistical inquiry burden is spread across all Irish businesses, the average number of forms returned per business in the course of the year was 0.8, while the average time expended annually per business in making returns to the CSO was 41 minutes.

**Table 5.2 All business enterprise surveys (incl. farm surveys and Road Freight Survey) - forms issued and forms returned, time taken to complete returns**

	<b>2007</b>
Total number of CSO Business Surveys	34
<b>Total number of forms issued</b>	<b>509,684</b>
<b>Total number of forms returned</b>	<b>368,928</b>
Average no. of forms received by an enterprise	1.1
Average no. of forms returned by an enterprise	0.8
<b>Total number of hours to complete returns</b>	<b>328,676</b>
Average number of minutes to complete a return	53.5
Average number of minutes taken to complete these CSO returns per unit of enterprise population	41.3

Further information on the figures in Table 5.2 may be found in the *Report on Response Burden placed on Irish Businesses by CSO inquiries 2008*.<sup>12</sup>

<sup>12</sup> [http://www.cso.ie/releasespublications/documents/other\\_releases/responseburden.pdf](http://www.cso.ie/releasespublications/documents/other_releases/responseburden.pdf)

## Results for 2005 through 2008

Table 5.3 presents results, on the basis of the CSO approach to administrative burden measurement, for years 2005 through 2008.

For each survey in each year, internal costs (excluding overheads) were derived independently, following the formula specified above in respect of year 2007. The labour cost rate employed was fixed at the 2007 rate, thus ensuring that the burden estimates for each year reflect changes in policy (or “volume”) only.

The administrative costs and administrative burdens in each year were then derived by applying to the internal costs (excluding overheads) figures the ratios arising from the corresponding values as measured in the SCM approach (i.e., for year, 2007). (Refer to Table 4.1 for the components of these ratios.)

As may be seen from the *All CSO surveys* row of Table 5.3, and similarly to the findings using the SCM approach, there was little variation in the level of administrative costs and administrative burden over the period 2005 – 2008. Correspondingly, the average costs to each business of all CSO surveys fluctuate slightly also. Amongst the main findings were:-

- In 2005, the administrative costs to Irish businesses of all CSO surveys were €11.2 million, or €25 per enterprise;
- In 2005, the administrative burden on Irish businesses of all CSO surveys was €6.8 million, or €15 per enterprise;
- In 2008, the administrative costs to Irish businesses of all CSO surveys were €11.2 million, or €23 per enterprise;
- In 2008, the administrative burden on Irish businesses of all CSO surveys was €6.7 million, or €14 per enterprise.

Note that, for row *All CSO surveys excl. farm surveys and Intrastat*, the increase in administrative costs and administrative burden from 2005 to 2007 reflects the emergence of surveys during that period which were not conducted in year 2005, viz., the Earnings, Hours and Employment Costs Survey, the National Employment Survey, and the Community Innovation Survey. As stated previously, all business surveys are imposed as a result of EU regulation.

Note also that the higher administrative costs and administrative burden for farm surveys in years 2005 and 2007 reflects the fact that a full Farm Structures Survey, requiring a greatly expanded sample, was carried out in those years. Again, this biennial expansion of the sample is specified in the associated EU regulation.

**Table 5.3 All CSO surveys - costs based on time information provided on CSO statistical returns, forms returned basis ('000€, except where shown otherwise)**

	2005		2006		2007		2008 <sup>1</sup>	
	Admin. Costs	Admin. Burden	Admin. Costs	Admin. Burden	Admin. Costs	Admin. Burden	Admin. Costs	Admin. Burden
<b>All CSO surveys excl. farm surveys and Intrastat<sup>2</sup></b>	<b>2,588.4</b>	<b>1,561.2</b>	<b>3,376.1</b>	<b>2,036.3</b>	<b>3,851.1</b>	<b>2,322.8</b>	<b>3,803.0</b>	<b>2,293.8</b>
<i>Cost per business enterprise of all surveys excl. farm surveys and Intrastat</i>	€8.04	€4.85	€10.30	€6.21	€11.04	€6.66	€10.78	€6.50
Farm surveys	1,392.2	839.7	624.9	376.9	1,349.0	813.7	589.5	355.5
Intrastat	7,240.8	4,367.3	7,434.9	4,484.4	7,536.2	4,545.5	6,767.2	4,081.7
<b>All CSO surveys<sup>2</sup></b>	<b>11,221.3</b>	<b>6,768.2</b>	<b>11,435.9</b>	<b>6,897.7</b>	<b>12,736.3</b>	<b>7,682.0</b>	<b>11,159.7</b>	<b>6,731.1</b>
<i>Cost per business enterprise per year of all surveys incl. farm surveys and Intrastat</i>	€24.68	€14.88	€24.83	€14.98	€26.70	€16.10	€23.21	€14.00

<sup>1</sup> 2008 figures are provisional

<sup>2</sup> Excludes a small number of minor inquiries (each involving less than 50 businesses)

## 6. Results and conclusions

### Results

Two sets of results were produced, using the following measurement approaches:

1. Interviews for the major surveys, costed on a forms issued basis, scaled up to the all-survey level (i.e., SCM approach)
2. Responses to the “number of minutes taken” question on CSO forms, costed on a forms returned basis (i.e., CSO approach)

The results for these two approaches are presented in the following summary table.

**All CSO surveys, 2007 - results using Standard Cost Model approach, and using CSO approach ('000€, except where shown otherwise)**

	SCM approach		CSO approach	
	Admin. Costs	Admin. Burden	Admin. Costs	Admin. Burden
<b>All CSO surveys excl. farm surveys and Intrastat</b>	<b>7,944.4</b>	<b>4,791.8</b>	<b>3,851.1</b>	<b>2,322.8</b>
<i>Cost per business enterprise of all surveys excl. farm surveys and Intrastat</i>	€22.78	€13.74	€11.04	€6.66
Farm surveys	1,883.0	1,135.8	1,349.0	813.7
Intrastat	7,536.2	4,545.5	7,536.3	4,545.5
<b>All CSO surveys<sup>1</sup></b>	<b>17,363.7</b>	<b>10,473.0</b>	<b>12,736.4</b>	<b>7,682.0</b>
<i>Cost per business enterprise per year of all surveys incl. farm surveys and Intrastat</i>	€36.40	€21.96	€26.70	€16.10

<sup>1</sup> Excludes a small number of minor inquiries (each involving less than 50 businesses).

As may be seen from the table above, using the Standard Cost Model approach, the total administrative burden placed on Irish businesses by CSO surveys in the course of year 2007 is calculated at €10.5 million, which equates to €22 per business enterprise for the year. Note that the figure for total administrative burden represents 0.5% of the overall estimated €2 billion administrative burden due to regulation in Ireland, referred to in section 1. *Introduction* above.

Using the CSO approach (which is based on Eurostat recommendations) to calculating burden, the total administrative burden placed on businesses is calculated at €7.7 million for the same year (€16 per enterprise), or 0.4% of the overall estimated €2 billion administrative burden due to regulation in Ireland.



Using indicators, the SCM figures can be projected forwards and backwards from the base year (i.e., 2007). Under the CSO approach, the burden in each year is independently calculated. The following table shows the administrative burden figures derived using the SCM and CSO approaches for years 2005 through 2008.

The table suggests that, if all CSO business surveys were to cease immediately, the administrative savings to businesses in Ireland would be no more than about €11 million annually.

**All CSO surveys 2005-2008 — Administrative Burden measured using (i) SCM approach, (ii) CSO approach ('000€, except where shown otherwise)<sup>1</sup>**

	Method	Year			
		2005	2006	2007	2008 <sup>1</sup>
<b>All CSO surveys excl. farm surveys and Intrastat<sup>2</sup></b>	SCM	<b>4,661.5</b>	<b>4,187.2</b>	<b>4,791.8</b>	<b>6,329.3</b>
	CSO	<b>1,561.2</b>	<b>2,036.3</b>	<b>2,322.8</b>	<b>2,293.8</b>
<i>Cost per business enterprise of all surveys excl. farm surveys and Intrastat</i>	SCM	€14.48	€12.77	€13.74	€17.95
	CSO	€4.85	€6.21	€6.66	€6.50
Farm surveys	SCM	1,300.0	543.5	1,135.8	420.0
	CSO	839.7	376.9	813.7	355.5
Intrastat	SCM	4,367.3	4,484.4	4,545.5	4,081.7
	CSO	4,367.3	4,484.4	4,545.5	4,081.7
<b>All CSO surveys<sup>2</sup></b>	SCM	<b>10,328.8</b>	<b>9,215.2</b>	<b>10,473.0</b>	<b>10,831.0</b>
	CSO	<b>6,768.2</b>	<b>6,897.7</b>	<b>7,682.0</b>	<b>6,731.1</b>
<i>Cost per business enterprise per year of all surveys incl. farm surveys and Intrastat</i>	SCM	€22.71	€20.01	€21.96	€22.52
	CSO	€14.88	€14.98	€16.10	€14.00

<sup>1</sup> 2008 figures are provisional

<sup>2</sup> Excludes a small number of minor inquiries (each involving less than 50 businesses)

## Conclusions

1. The CSO undertook the Standard Cost Model measurement in the context of the cross-Government standardised measurement of administrative burden due to regulation. This exercise was in addition to a separate, ongoing CSO measurement of administrative burden which is carried out in accordance with Eurostat recommendations. The CSO (Eurostat) approach is held to be appropriate to measurement of burden imposed by statistical inquiries, as it is based on actual rather than potential burden, and uses statistically robust time information taken from returned inquiry forms.
2. While there are differences in approach between the SCM and CSO models, the overall administrative burden results produced by the two models are very close. The SCM measurement leads to an overall administrative burden figure of €10.5 million for 2007, while the CSO measurement produces a corresponding figure of €7.7 million for that year. It is clear, therefore, that the administrative burden imposed on Irish businesses by

complying with statistical inquiries is very low, being just 0.5% (SCM model) or 0.4% (CSO model) of the overall estimated €2 billion administrative burden due to regulation in Ireland (referred to in section 1. *Introduction* above). These proportions are in line with international experience (again, see section 1. *Introduction*), and suggest that the issue of burden due to statistical inquiries is perhaps more one of perception than of reality.

3. Although the administrative burden on businesses due to CSO statistical inquiries is demonstrably low, the figures in the tables above show that the overall level of administrative burden has not decreased over the period 2005-2008. This, however, conceals the fact that the burden per survey has *decreased*; while several new surveys have arisen in that period (e.g., the Earnings, Hours and Employment Costs Survey, the National Employment Survey), a number of compensatory burden-reduction actions have kept the overall burden level stable.
4. Notwithstanding the ever-growing international demand for statistics (from organisations such as the European Commission, the European Central Bank, etc.), minimising the administrative burden placed on CSO business respondents is, and has been for many years, a corporate priority of the CSO. (See the CSO's *Statement of Strategy 2008-2010*.) The CSO has taken, and continues to take, a number of actions towards this end. Amongst these actions are:-
  - Increased use of administrative data (especially from the Revenue Commissioners), reducing the need to collect information from enterprises;
  - Reduction of sample sizes where possible;
  - Reduction of the level of detail collected on questionnaires across a number of surveys;
  - Introduction of short annual forms for small enterprises, with the more detailed forms being sent to the larger enterprises only;
  - Re-design of questionnaires to align as far as possible with Profit & Loss and Balance Sheet accounts entries;
  - Working with software companies to incorporate functionality into payroll software programs which automatically extracts and completes almost all of the requirements of the Earnings, Hours and Employment Costs Survey and a large portion of the requirements of the National Employment Survey.

As stated previously, all CSO business surveys are governed by EU regulation, and therefore the CSO has little control over their implementation. The above actions have been possible within the strictures of the governing EU legislation.

# Appendices

## Appendix 1 Questions asked in the interviews

1	Familiarisation (time spent, managerial/clerical breakdown)
2	Retrieving information (time spent, managerial/clerical breakdown)
3	Calculating and assessing relevant figures (time spent, managerial/clerical breakdown)
4	Collating data and preparing text descriptions (time spent, managerial/clerical breakdown)
5	Holding meetings (internal or external) (time spent, managerial/clerical breakdown)
6	Participating in inspections by public authorities (time spent, managerial/clerical breakdown)
7	Training or updating on statutory requirements (time spent, managerial/clerical breakdown)
8	Copying and filing information (time spent, managerial/clerical breakdown)
9	Submitting this information and paying administrative charges and fees (time spent, managerial/clerical breakdown)
	Total time (quoted to interviewee as sum of above components)
10a	Does this sound realistic?
	(Optional - See Section 4.7 of the Handbook) I.O.s derived from both European and Domestic Legislation
10b	Can you tell me which are the most time-consuming bits of information that you have to provide?
11a	Does your organisation buy goods or services from external suppliers to help fulfil this IO? If so, what services?
11b	How much do the external services costs?
11c	How much do the goods cost?
12a	Are there any parts of the information you produce in relation to his obligation which you use when complying with other obligations?
12b	If so, which ones?
13a	Do you think your business would continue producing all of this information even if the obligation was removed?
13b	What percentage would you keep on doing for business reasons if there was no obligation?
13c	What parts of the obligation would you stop doing if the regulation did not require you to?
14	Are there any parts of this obligation that you find particularly difficult or annoying to comply with? Which parts?
15	How would you suggest this IO could be made simpler to comply with?
	<b>End of the interview</b>

**Appendix 2 Listing of Legal Acts associated with the Information Obligations (surveys) imposed on Irish business by the CSO (2007)**

No.	Information Obligation/ Survey Name	Associated EU Legal Act
1	<b>Annual Services Inquiry</b>	Council Regulation (EC, Euratom) No 58/97
2	<b>Quarterly Accounts Inquiry</b> (Industry & Services)	1. Council Regulation (EC) No 1165/98 2. Council Regulation (EC) No 2223/96
3	<b>National Employment Survey</b>	Council Regulation (EC) 530/1999
4	<b>Business Register Inquiry</b>	Council Regulation (EEC) No 2186/93
5	<b>EHECS</b>	Council Regulation (EC) No 450/2003
6	<b>National Survey of Transport of Goods by Road (Road Freight Survey)</b>	Council Regulation (EC) No 1172/98
7	<b>Census Of Industrial Production - Enterprises</b>	Council Regulation (EC, Euratom) No 58/97
8	<b>Quarterly Survey To Construction</b>	Council Regulation (EC) No 1165/98
9	<b>ICT</b>	Council Regulation (EC) No 808/2004
10	<b>Balance Of Payments (BOP10, BOP30, BOP40, BOP42, BOP43, BOP44, BOP45, BOP46, BOP50, CRS1)</b> - Note: This row includes 10 separate (but similar) surveys	1. Regulation (EC) No 184/2005 2. ECB Guideline 2007/3
20	<b>Monthly Production Inquiry</b>	Council Regulation (EC) No 1165/98
21	<b>Business Profile Inquiry</b>	Council Regulation (EEC) No 2186/93
22	<b>CIS</b>	Council Decision No 1608/2003/EC
23	<b>Census Of Building &amp; Construction</b> (in the field in ref. yr.+1)	Council Regulation (EC, Euratom) No 58/97
24	<b>Census Of Industrial Production - Local Units</b>	Council Regulation (EC, Euratom) No 58/97
25	<b>Retail Sales Inquiry</b>	Council Regulation (EC) No 1165/98
26	<b>Earnings &amp; Hours Worked In Construction</b>	Council Regulation (EC) No 1165/98
27	<b>Wholesale Price Index</b>	1. Council Regulation (EC) No 1165/98 2. Council Regulation (EC) No 2223/96
28	<b>Index Of Employment In Construction</b>	Council Regulation (EC) No 1165/98
29	<b>Prodcom</b>	Council Regulation (EEC) No 3924/91
30	<b>Intrastat</b>	1. Council Regulation (EC) No 638/2004 2. Commission Regulation (EC) 1982/2004
31	<b>Agriculture June/FSS Survey</b>	Council Regulation (EEC) No 571/88
32	<b>Agriculture December Survey</b>	Council Regulation (EEC) No 571/88

**Appendix 3.1 Annual Services Inquiry - details collected by SCM interview (figures at the level of a single survey form)**

Administrative activity (internal)	Respondent										Average cost (€) per form
	A (35 eng.)		B (11 eng.)		C (28 eng.)		D (142 eng.)		E (10 eng.)		
	Hours	€ Cost	Hours	€ Cost	Hours	€ Cost	Hours	€ Cost	Hours	€ Cost	
1. Familiarisation	0.00	0.00	0.03	1.03	0.03	1.03	0.00	0.00	0.17	4.08	1.23
2. Information Retrieval	0.50	15.50	1.17	36.17	1.58	49.08	0.98	30.48	1.50	37.83	33.81
3. Calculation	0.25	7.75	0.17	5.17	0.00	0.00	0.00	0.00	0.83	15.00	5.58
4. Text Description	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5. Meetings	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6. Inspections	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7. Ongoing Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8. Copying, Distributing, Filing	0.08	2.58	0.03	1.03	0.08	2.58	0.00	0.00	0.00	0.00	1.24
9. Reporting, Submitting Information	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>All internal admin. activity</b>	<b>0.83</b>	<b>25.83</b>	<b>1.40</b>	<b>43.40</b>	<b>1.70</b>	<b>52.70</b>	<b>0.98</b>	<b>30.48</b>	<b>2.50</b>	<b>56.92</b>	<b>41.87</b>
<i>All internal admin. activity, per CSO inquiry form (for comparison)</i>	0.75		0.75		0.75		0.75		0.75		
<b>Internal Costs, incl. overheads €</b>		<b>32.29</b>		<b>54.25</b>		<b>65.88</b>		<b>38.10</b>		<b>71.15</b>	<b>52.33</b>
<b>Additional costs €</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	
<b>Total Admin. Costs €</b>		<b>32.29</b>		<b>54.25</b>		<b>65.88</b>		<b>38.10</b>		<b>71.15</b>	
<b>BAU costs</b> (as proportion of Total Admin. Costs)		60%		80%		70%		90%		60%	
<b>Admin. Burden €</b>		<b>12.92</b>		<b>10.85</b>		<b>19.76</b>		<b>3.81</b>		<b>28.46</b>	

**Appendix 3.2 Annual Services Inquiry - SCM Total Hours and Costs, 2007**

Administrative activity (internal)	SCM Means			No. of forms issued in 2007	Annual SCM Totals	
	Av. hours per form	€ Cost per form	€ Cost per hour		Hours	€ Cost
1. Familiarisation	0.05	1.23	26.36	20,700	966	25,461
2. Information Retrieval	1.15	33.81	29.49	20,700	23,736	699,936
3. Calculation	0.25	5.58	22.33	20,700	5,175	115,575
4. Text Description	0.00	0.00	0.00	20,700	0	0
5. Meetings	0.00	0.00	0.00	20,700	0	0
6. Inspections	0.00	0.00	0.00	20,700	0	0
7. Ongoing Training	0.00	0.00	0.00	20,700	0	0
8. Copying, Distributing, Filing	0.04	1.24	31.00	20,700	828	25,668
9. Reporting, Submitting Information	0.00	0.00	0.00	20,700	0	0
<b>All internal admin. activity</b>	<b>1.48</b>	<b>41.87</b>	<b>28.22</b>	<b>20,700</b>	<b>30,705</b>	<b>866,640</b>
<b>Internal Costs, incl. overheads</b>		<b>52.33</b>	<b>35.28</b>			<b>1,083,300</b>
<b>Additional costs</b>						<b>0</b>
<b>Total Admin. Costs</b>						<b>1,083,300</b>
<b>BAU costs</b>						<b>72%</b>
<b>Admin. Burden</b>						<b>303,324</b>

**Appendix 4.1 Quarterly Accounts Inquiry (QAI&QAI) - details collected by SCM interview (figures for a single survey form)**

Administrative activity (internal)	Respondent										Average cost (€) per form	
	A (21 eng.)		B (36 eng.)		C (1 eng.)		D (16 eng.)		E (17 eng.)			
	Hours	€ Cost	Hours	€ Cost	Hours	€ Cost	Hours	€ Cost	Hours	€ Cost		
1. Familiarisation	0.03	1.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.21
2. Information Retrieval	0.50	15.50	0.33	10.33	0.33	10.33	0.75	23.25	0.75	23.25	0.75	16.53
3. Calculation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4. Text Description	0.00	0.00	0.00	0.00	0.00	0.00	0.08	2.58	0.00	0.00	0.00	0.52
5. Meetings	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6. Inspections	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7. Ongoing Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8. Copying, Distributing, Filing	0.03	1.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.21
9. Reporting, Submitting Information	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>All internal admin. activity</b>	<b>0.57</b>	<b>17.57</b>	<b>0.33</b>	<b>10.33</b>	<b>0.33</b>	<b>10.33</b>	<b>0.83</b>	<b>25.83</b>	<b>0.75</b>	<b>23.25</b>	<b>0.75</b>	<b>17.46</b>

<i>All internal admin. activity, per CSO inquiry form (for comparison)</i>	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
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<b>Internal Costs, incl. overheads €</b>	<b>21.96</b>	<b>12.92</b>	<b>12.92</b>	<b>12.92</b>	<b>32.29</b>	<b>29.06</b>	<b>21.83</b>
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<b>Additional costs €</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>400.00</b>
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<b>Total Admin. Costs €</b>	<b>21.96</b>	<b>12.92</b>	<b>12.92</b>	<b>32.29</b>	<b>429.06</b>
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<b>BAU costs</b> (as proportion of Total Admin. Costs)	90%	90%	90%	80%	80%
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<b>Admin. Burden €</b>	<b>2.20</b>	<b>1.29</b>	<b>1.29</b>	<b>6.46</b>	<b>85.81</b>
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**Appendix 4.2 Quarterly Accounts Inquiry (QAI&QAI) - SCM Total Hours and Costs, 2007**

Administrative activity (internal)	SCM Means			No. of forms issued in 2007	Annual SCM Totals	
	Av. Hours per form	€ Cost per form	€ Cost per hour		Hours	€ Cost
1. Familiarisation	0.01	0.21	31.00	47,300	315	9,775
2. Information Retrieval	0.53	16.53	31.00	47,300	25,227	782,027
3. Calculation	0.00	0.00	0.00	47,300	0	0
4. Text Description	0.02	0.52	31.00	47,300	788	24,438
5. Meetings	0.00	0.00	0.00	47,300	0	0
6. Inspections	0.00	0.00	0.00	47,300	0	0
7. Ongoing Training	0.00	0.00	0.00	47,300	0	0
8. Copying, Distributing, Filing	0.01	0.21	31.00	47,300	315	9,775
9. Reporting, Submitting Information	0.00	0.00	0.00	47,300	0	0
<b>All internal admin. activity</b>	<b>0.56</b>	<b>17.46</b>	<b>31.00</b>	<b>47,300</b>	<b>26,646</b>	<b>826,016</b>
<b>Internal Costs, incl. overheads</b>		<b>21.83</b>	<b>38.75</b>			<b>1,032,520</b>
<b>Additional costs</b>						<b>80</b>
<b>Total Admin. Costs</b>						<b>1,032,600</b>
<b>BAU costs</b>						<b>86%</b>
<b>Admin. Burden</b>						<b>144,564</b>

**Appendix 5.1 Business Register Inquiry - details collected by SCM interview (figures are at level of a single survey form)**

Administrative activity (internal)	Respondent										Average cost (€) per form
	A (2 eng.)		B (2 eng.)		C (2 eng.)		D (9 eng.)		E (9 eng.)		
	Hours	€ Cost	Hours	€ Cost	Hours	€ Cost	Hours	€ Cost	Hours	€ Cost	
1. Familiarisation	0.00	0.00	0.00	0.00	0.08	2.58	0.03	1.03	0.00	0.00	0.72
2. Information Retrieval	0.25	7.75	0.17	5.17	0.00	0.00	0.00	0.00	0.00	0.00	2.58
3. Calculation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4. Text Description	0.50	15.50	0.17	5.17	0.33	10.33	0.33	10.33	0.33	10.33	10.33
5. Meetings	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6. Inspections	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7. Ongoing Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8. Copying, Distributing, Filing	0.08	2.58	0.00	0.00	0.00	0.00	0.08	2.58	0.00	0.00	1.03
9. Reporting, Submitting Information	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>All internal admin. activity</b>	<b>0.83</b>	<b>25.83</b>	<b>0.33</b>	<b>10.33</b>	<b>0.42</b>	<b>12.92</b>	<b>0.45</b>	<b>13.95</b>	<b>0.33</b>	<b>10.33</b>	<b>14.67</b>
<i>All internal admin. activity, per CSO inquiry form (for comparison)</i>	0.33		0.33		0.33		0.33		0.33		
<b>Internal Costs, incl. overheads €</b>		<b>32.29</b>		<b>12.92</b>		<b>16.15</b>		<b>17.44</b>		<b>12.92</b>	<b>18.34</b>
<b>Additional costs €</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	
<b>Total Admin. Costs €</b>		<b>32.29</b>		<b>12.92</b>		<b>16.15</b>		<b>17.44</b>		<b>12.92</b>	
<b>BAU costs (as proportion of Total Admin. Costs)</b>		5%		10%		10%		0%		0%	
<b>Admin. Burden €</b>		<b>30.68</b>		<b>11.63</b>		<b>14.53</b>		<b>17.44</b>		<b>12.92</b>	

**Appendix 5.2 Business Register Inquiry - SCM Total Hours and Costs, 2007**

Administrative activity (internal)	SCM Means			No. of forms issued in 2007	Annual SCM Totals	
	Av. Hours per form	€ Cost per form	€ Cost per hour		Hours	€ Cost
1. Familiarisation	0.02	0.72	31.00	51,400	1,199	37,179
2. Information Retrieval	0.08	2.58	31.00	51,400	4,283	132,783
3. Calculation	0.00	0.00	0.00	51,400	0	0
4. Text Description	0.33	10.33	31.00	51,400	17,133	531,133
5. Meetings	0.00	0.00	0.00	51,400	0	0
6. Inspections	0.00	0.00	0.00	51,400	0	0
7. Ongoing Training	0.00	0.00	0.00	51,400	0	0
8. Copying, Distributing, Filing	0.03	1.03	31.00	51,400	1,713	53,113
9. Reporting, Submitting Information	0.00	0.00	0.00	51,400	0	0
<b>All internal admin. activity</b>	<b>0.47</b>	<b>14.67</b>	<b>31.00</b>	<b>51,400</b>	<b>24,329</b>	<b>754,209</b>
<b>Internal Costs, incl. overheads</b>		<b>18.34</b>	<b>38.75</b>			<b>942,762</b>
<b>Additional costs</b>						<b>0</b>
<b>Total Admin. Costs</b>						<b>942,762</b>
<b>BAU costs</b>						<b>5%</b>
<b>Admin. Burden</b>						<b>895,624</b>

**Appendix 6.1 EHECS - details collected by SCM interview (figures at level of a single survey form)**

Administrative activity (internal)	Respondent										Average cost (€) per form
	A (24 eng.)		B (133 eng.)		C (60 eng.)		D (461 eng.)		E (397 eng.)		
	Hours	€ Cost	Hours	€ Cost	Hours	€ Cost	Hours	€ Cost	Hours	€ Cost	
1. Familiarisation	0.08	2.58	0.08	2.58	0.08	1.50	0.17	5.17	0.08	2.58	2.88
2. Information Retrieval	0.17	5.17	0.17	5.17	1.50	27.00	1.00	31.00	1.00	31.00	19.87
3. Calculation	0.17	5.17	0.17	5.17	0.75	13.50	1.00	31.00	1.00	31.00	17.17
4. Text Description	0.17	5.17	0.17	5.17	1.00	18.00	0.25	7.75	0.83	25.83	12.38
5. Meetings	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6. Inspections	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7. Ongoing Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8. Copying, Distributing, Filing	0.03	1.03	0.08	2.58	0.08	1.50	0.08	2.58	0.08	2.58	2.06
9. Reporting, Submitting Information	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>All internal admin. activity</b>	<b>0.62</b>	<b>19.12</b>	<b>0.67</b>	<b>20.67</b>	<b>3.42</b>	<b>61.50</b>	<b>2.50</b>	<b>77.50</b>	<b>3.00</b>	<b>93.00</b>	<b>54.36</b>
<i>All internal admin. activity, per CSO inquiry form (for comparison)</i>	0.83		0.83		2.00		1.50		2.33		
<b>Internal Costs, incl. overheads €</b>		<b>23.90</b>		<b>25.83</b>		<b>76.88</b>		<b>96.88</b>		<b>116.25</b>	<b>67.95</b>
<b>Additional costs €</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	
<b>Total Admin. Costs €</b>		<b>23.90</b>		<b>25.83</b>		<b>76.88</b>		<b>96.88</b>		<b>116.25</b>	
<b>BAU costs</b> (as proportion of Total Admin. Costs)		50%		0%		0%		20%		0%	
<b>Admin. Burden €</b>		<b>11.95</b>		<b>25.83</b>		<b>76.88</b>		<b>77.50</b>		<b>116.25</b>	

**Appendix 6.2 EHECS - SCM Total Hours and Costs, 2007**

Administrative activity (internal)	SCM Means			No. of forms issued in 2007	Annual SCM Totals	
	Av. Hours per form	€ Cost per form	€ Cost per hour		Hours	€ Cost
1. Familiarisation	0.10	2.88	28.83	9,700	970	27,968
2. Information Retrieval	0.77	19.87	25.91	9,700	7,437	192,707
3. Calculation	0.62	17.17	27.84	9,700	5,982	166,517
4. Text Description	0.48	12.38	25.62	9,700	4,688	120,118
5. Meetings	0.00	0.00	0.00	9,700	0	0
6. Inspections	0.00	0.00	0.00	9,700	0	0
7. Ongoing Training	0.00	0.00	0.00	9,700	0	0
8. Copying, Distributing, Filing	0.07	2.06	28.05	9,700	711	19,950
9. Reporting, Submitting Information	0.00	0.00	0.00	9,700	0	0
<b>All internal admin. activity</b>	<b>2.04</b>	<b>54.36</b>	<b>26.65</b>	<b>9,700</b>	<b>19,788</b>	<b>527,260</b>
<b>Internal Costs, incl. overheads</b>		<b>67.95</b>	<b>33.31</b>			<b>659,075</b>
<b>Additional costs</b>						<b>0</b>
<b>Total Admin. Costs</b>						<b>659,075</b>
<b>BAU costs</b>						<b>14%</b>
<b>Admin. Burden</b>						<b>566,804</b>

Appendix 7.1 National Employment Survey - details collected by SCM interview (figures at level of a single survey form)

Administrative activity (internal)	Respondent								Average cost (€) per form
	A (11 eng.)		B (60 eng.)		C (397 eng.)		D (22 eng.)		
	Hours	€ Cost	Hours	€ Cost	Hours	€ Cost	Hours	€ Cost	
1. Familiarisation	0.33	8.17	0.17	3.00	0.08	2.58	0.17	5.17	4.73
2. Information Retrieval	1.25	35.50	1.00	18.00	2.00	62.00	0.42	12.92	32.10
3. Calculation	0.50	15.50	1.00	18.00	0.50	15.50	0.50	15.50	16.13
4. Text Description	0.50	15.50	0.50	9.00	0.50	15.50	0.17	5.17	11.29
5. Meetings	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6. Inspections	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7. Ongoing Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8. Copying, Distributing, Filing	0.08	2.58	0.08	1.50	0.08	2.58	0.17	5.17	2.96
9. Reporting, Submitting Information	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>All internal admin. activity</b>	<b>2.67</b>	<b>77.25</b>	<b>2.75</b>	<b>49.50</b>	<b>3.17</b>	<b>98.17</b>	<b>1.42</b>	<b>43.92</b>	<b>67.21</b>

<i>All internal admin. activity, per CSO inquiry form (for comparison)</i>	2.00		3.25		3.25		2.50	
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<b>Internal Costs, incl. overheads €</b>		<b>96.56</b>		<b>61.88</b>		<b>122.71</b>		<b>54.90</b>	<b>84.01</b>
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<b>Additional costs €</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	
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<b>Total Admin. Costs €</b>		<b>96.56</b>		<b>61.88</b>		<b>122.71</b>		<b>54.90</b>	
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<b>BAU costs</b> (as proportion of Total Admin. Costs)		0%		0%		0%		20%	
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<b>Admin. Burden €</b>		<b>96.56</b>		<b>61.88</b>		<b>122.71</b>		<b>43.92</b>	
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**Appendix 7.2 National Employment Survey - SCM Total Hours and Costs, 2007**

Administrative activity (internal)	SCM Means			No. of forms issued in 2007	Annual SCM Totals	
	Av. Hours per form	€ Cost per form	€ Cost per hour		Hours	€ Cost
1. Familiarisation	0.19	4.73	25.22	11,200	2,100	52,967
2. Information Retrieval	1.17	32.10	27.52	11,200	13,067	359,567
3. Calculation	0.63	16.13	25.80	11,200	7,000	180,600
4. Text Description	0.42	11.29	27.10	11,200	4,667	126,467
5. Meetings	0.00	0.00	0.00	11,200	0	0
6. Inspections	0.00	0.00	0.00	11,200	0	0
7. Ongoing Training	0.00	0.00	0.00	11,200	0	0
8. Copying, Distributing, Filing	0.10	2.96	28.40	11,200	1,167	33,133
9. Reporting, Submitting Information	0.00	0.00	0.00	11,200	0	0
<b>All internal admin. activity</b>	<b>2.50</b>	<b>67.21</b>	<b>26.88</b>	<b>11,200</b>	<b>28,000</b>	<b>752,733</b>
<b>Internal Costs, incl. overheads</b>		<b>84.01</b>	<b>33.60</b>			<b>940,917</b>
<b>Additional costs</b>						<b>0</b>
<b>Total Admin. Costs</b>						<b>940,917</b>
<b>BAU costs</b>						<b>5%</b>
<b>Admin. Burden</b>						<b>893,871</b>

**Appendix 8.1 Quarterly Survey to Construction - details collected by SCM interview (figures at level of a single survey form)**

Administrative activity (internal)	Respondent										Average cost (€) per form
	A (3 eng.)		B (21 eng.)		C (38 eng.)		D (1,676 eng.)		E (1 eng.)		
	Hours	€ Cost	Hours	€ Cost	Hours	€ Cost	Hours	€ Cost	Hours	€ Cost	
1. Familiarisation	0.08	2.58	0.17	5.17	0.08	2.58	0.08	2.58	0.08	2.58	3.10
2. Information Retrieval	0.17	5.17	0.50	15.50	1.00	31.00	0.50	15.50	0.25	7.75	14.98
3. Calculation	0.17	5.17	0.50	15.50	0.50	31.00	0.50	15.50	0.25	7.75	14.98
4. Text Description	0.08	2.58	0.25	7.75	0.17	5.17	0.25	7.75	0.08	2.58	5.17
5. Meetings	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6. Inspections	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7. Ongoing Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8. Copying, Distributing, Filing	0.03	1.03	0.08	2.58	0.08	2.58	0.08	2.58	0.08	2.58	2.27
9. Reporting, Submitting Information	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>All internal admin. activity</b>	<b>0.53</b>	<b>16.53</b>	<b>1.50</b>	<b>46.50</b>	<b>1.83</b>	<b>72.33</b>	<b>1.42</b>	<b>43.92</b>	<b>0.75</b>	<b>23.25</b>	<b>40.51</b>
<b>Internal Costs, incl. overheads €</b>		<b>20.67</b>		<b>58.13</b>		<b>90.42</b>		<b>54.90</b>		<b>29.06</b>	<b>50.63</b>
<b>Additional costs €</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	
<b>Total Admin. Costs €</b>		<b>20.67</b>		<b>58.13</b>		<b>90.42</b>		<b>54.90</b>		<b>29.06</b>	
<b>BAU costs</b> (as proportion of Total Admin. Costs)		25%		25%		25%		85%		20%	
<b>Admin. Burden €</b>		<b>15.50</b>		<b>43.59</b>		<b>67.81</b>		<b>8.23</b>		<b>23.25</b>	



**Appendix 8.2 Quarterly Survey to Construction - SCM Total Hours and Costs, 2007**

Administrative activity (internal)	SCM Means			No. of forms issued in 2007	Annual SCM Totals	
	Av. Hours per form	€ Cost per form	€ Cost per hour		Hours	€ Cost
1. Familiarisation	0.10	3.10	31.00	8,800	880	27,280
2. Information Retrieval	0.48	14.98	31.00	8,800	4,253	131,853
3. Calculation	0.38	14.98	39.09	8,800	3,373	131,853
4. Text Description	0.17	5.17	31.00	8,800	1,467	45,467
5. Meetings	0.00	0.00	0.00	8,800	0	0
6. Inspections	0.00	0.00	0.00	8,800	0	0
7. Ongoing Training	0.00	0.00	0.00	8,800	0	0
8. Copying, Distributing, Filing	0.07	2.27	31.00	8,800	645	20,005
9. Reporting, Submitting Information	0.00	0.00	0.00	8,800	0	0
<b>All internal admin. activity</b>	<b>1.21</b>	<b>40.51</b>	<b>33.57</b>	<b>8,800</b>	<b>10,619</b>	<b>356,459</b>
<b>Internal Costs, incl. overheads</b>		<b>50.63</b>	<b>41.96</b>			<b>445,573</b>
<b>Additional costs</b>						<b>0</b>
<b>Total Admin. Costs</b>						<b>445,573</b>
<b>BAU costs</b>						<b>36%</b>
<b>Admin. Burden</b>						<b>285,167</b>