

Manual for SIA Screening

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1. Context

1.1 WHY IS THIS MANUAL NECESSARY?

The Sustainability Impact Assessment (SIA) was introduced for important policy decisions on (...)¹. This manual and reporting templates have been developed to assist you in complying with this obligation. They are available on the Programmatic Federal Public Service on Sustainable Development (POD DO) website (www.poddo.be).

The manual is aimed at all policy makers and legislative authors within the policy instruments, Federal Government Services (FODs), Programmatic Federal Public Services (PODs), ministries and agencies. It consists of three parts. The *first part* contains a short explanation of the background of the SIA. The *second part* describes the SIA procedure that you must follow. In the *third part* you are given actual guidelines and tips which will enable you to process the SIA procedure correctly and simply.

1.2 What is a SIA?

Article 4 of the Royal Decree of 22 September 2004 defines SIA as ‘*the full range of methods that are utilized to study the possible social, economic and environmental effects of a proposed policy of one of the governmental services concerned, before taking a final decision in the relevant case.*’”

Sustainability Impact Assessment is therefore a method of enabling the federal government to integrate better and more systematic sustainable development into policy preparation, so by using the insight obtained the proposed policy can, if necessary, be adjusted, or the measure can be adapted or supplemented.

1.3 Why do we need the SIA?

Impact assessments contribute to the quality of the policy, by providing better information for the policy makers about the possible impact of a proposed policy decision when compared with alternative policy measures. When drawing up a sustainable development impact assessment we would wish to ensure that the impact assessment does not take place from a one-sided point of view.

The SIA explicitly points out all the significant aspects and objectives of sustainable development. It was set up especially to look at the impact of a proposed policy measure (1) for present and future generations, (2) here and elsewhere in the world, (3) in the social, economic and environmental fields.

A well-functioning government is in itself not an objective of sustainable development. But, in order to achieve the objectives of sustainable development, a well functioning government is an important resource. Furthermore, government actions have a significant impact on the social, ecological and economic fields. For example, badly maintained and implemented government measures can have a negative impact on sustainable development. Better service provision then has a positive effect, etc. Therefore in the

¹ Date to be filled in after approval by the Cabinet.

SIA procedure attention is also paid to the effects of a planned government measure on the government itself.

Finally, a SIA is intended as an aid to decision making. It does not replace political assessment. On the one hand an impact assessment does not necessarily supply clear-cut conclusions. On the other hand, political assessment has multiple considerations, which go further than the impact analysis of a proposal.

1.4 How does the SIA fit into federal policy?

The responsibility for carrying out policy regarding sustainable development lies with each member of the federal administration and with each public authority. Through the creation of sustainable development cells in the federal government services the federal government strengthens the implementation of sustainable development in the policy.

The SIA is the following step in the transverse policy approach to sustainable development. It is one of the points of the governmental agreement of 10 July 2003 and of the Royal Decree of 22 September 2004. That Royal Decree has made the POD DO responsible for putting the SIA procedures into operation and making these available to each service as well as monitoring the standard of implementation of the SIA in each service.

1.5 How does a SIA work?

The implementation of a SIA is made to measure. Depending on the content of the proposed policy, it will either be necessary or unnecessary for a sustainable development impact assessment to take place. The precise content and depth of the assessment itself is also made to measure and will depend on the characteristics of the policy problem, the available information, time, resources, etc.

There is therefore no SIA ‘blueprint’. There are however four steps that are followed when assessing impact:

- A *screening* to determine whether or not it is useful to carry out an impact assessment. A SIA in particular is only useful for proposed policies, which have a potentially significant social, economic or environmental impact, in the short or long term, here or elsewhere in the world. For measures that are unlikely to have a significant effect, no SIA should be carried out.
- A *scoping* to delineate the impact assessment to be carried out, as to content, depth and method, so that the impact assessment is proportional to the expected impact and can focus on the most significant effects. Scoping questions are: which alternative policy measures must be further examined? Which effects? Using which methods? By whom? Who should be involved here?...
- An *assessment* to chart the relevant effects of the proposed policy measure and its eventual alternatives and where necessary, to weigh these up against each other.
- The formulation of possible *accompanying measures* to avoid or to reduce the undesired effects of the chosen policy measure as much as possible and to strengthen the desired effects as much as possible.

In practice these phases will run through each other to a great extent: a screening can itself produce some interesting information concerning possible effects, even without an effect assessment following on; scoping and screening are closely connected because they partly concern the same type of information; at the consultation concerning significant effects during the assessment phase they will generally already ask about possible accompanying measures, etc.

2 Procedure

2.1 Who has to run through the SIA procedure?

The SIA is the responsibility of the policy makers and legislative authors within the policy cells, FODs, PODs and agencies. They can be assisted by:

- The sustainable development cell of their administration
- The sustainable development cells of other administrations
- The SIA helpdesk (doebeidd@poddo.be)
- The Federal Planning Office (for standards)
- External offices (for the assessment of specific impacts)

Finally, the minister or secretary of state who presents the policy measure for approval to the Cabinet is responsible for the correct application and content of the SIA.

2.2 What should a SIA be drawn up for?

The SIA procedure must be completed for every proposed government decision. This involves legal drafts, draft Royal Decrees as well as other decisions that are presented to the Cabinet for approval via a policy document.

However, that does not mean that a SIA must also be completed for each policy proposal. The first step in the SIA procedure is the screening phase after all. This SIA screening is a simple method of determining in a well-founded way, which proposed policy should be submitted to a SIA.

The outcome of the screening can be:

1. The planned policies are exempt from a SIA because it is clear beforehand that a SIA is not necessary or useful;
2. The proposed policy is exempt from a SIA because after marginal verification it appeared that there was no significant social, economic or environmental impact to be expected, in the short or long term, here or elsewhere in the world;
3. The proposed policy is subjected to a SIA because after marginal verification it appears that there is a significant social, economic or environmental impact to be expected, in the short or longer term, here or elsewhere in the world.

2.3 Which formal requirements must you comply with?

As soon as it is put on the Cabinet agenda each proposed government decision must be accompanied by a completed SIA form. Without a completed SIA form the file is not

admissible. For that, the circular of 1 October 2004 was sent out concerning the workings of the Cabinet²:

'XX. The policy document (to the Cabinet) must also clarify whether the file was subjected to a sustainable development impact assessment. A complete and correctly filled in SIA form, a standard of which is available on the intranet site of the Federal government Service Clerk's Office of the Prime Minister and on www.poddo.be, must indicate whether the proposed measure:

- 1. is either exempt from a SIA because it was clear beforehand that a SIA was not necessary or useful;*
- 2. or is exempt from a SIA because after marginal verification it appeared that there was no significant social, economic or environmental impact to be expected, in the short or longer term, here or elsewhere in the world;*
- 3. or was submitted to a SIA because after marginal verification it appeared that a significant social, economic or environmental impact could be expected, in the short or longer term, here or elsewhere in the world, with, where appropriate, a description of the most significant effects, as well as the measures which were taken to limit the undesired effects and to strengthen the desired effects.'*

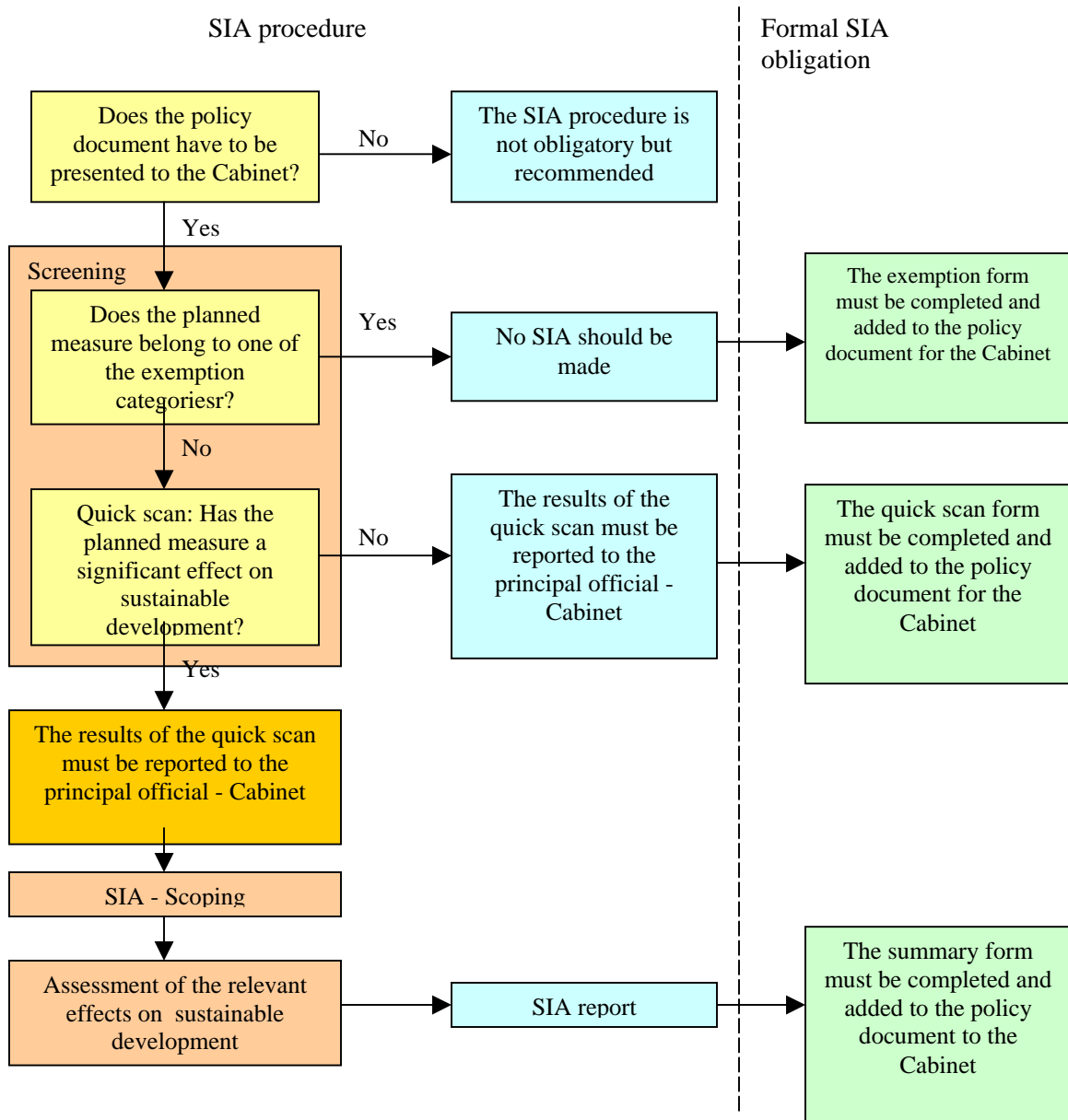
2.4 Which forms are there?

There are three 'standard forms':

- *the SIA-exemption form* ('form A – the measure belongs to the exemption category') is added to the planned government decision if it is clear beforehand that a SIA is not necessary or useful. In form A you give reasons why the measure complies with one of the exemption categories.
- *The SIA-screening form* ('form B – the measure has no significant impact on sustainable development') is added to the planned government decision if after marginal verification it appears that there is no significant social, economic or environmental impact to be expected, in the short or long term, here or elsewhere in the world. In the form you provide reasons why the measure is exempt from a SIA because of the limited impact.
- *The SIA-summary form* ('form C – summary of the SIA after implementation') is added to the planned government decision if after marginal verification it appears that there is an significant social, economic or environmental impact to be expected, in the short or longer term, here or elsewhere in the world. In the form you give a summary of the results of the SIA carried out which is then added as an annex to the standard form.

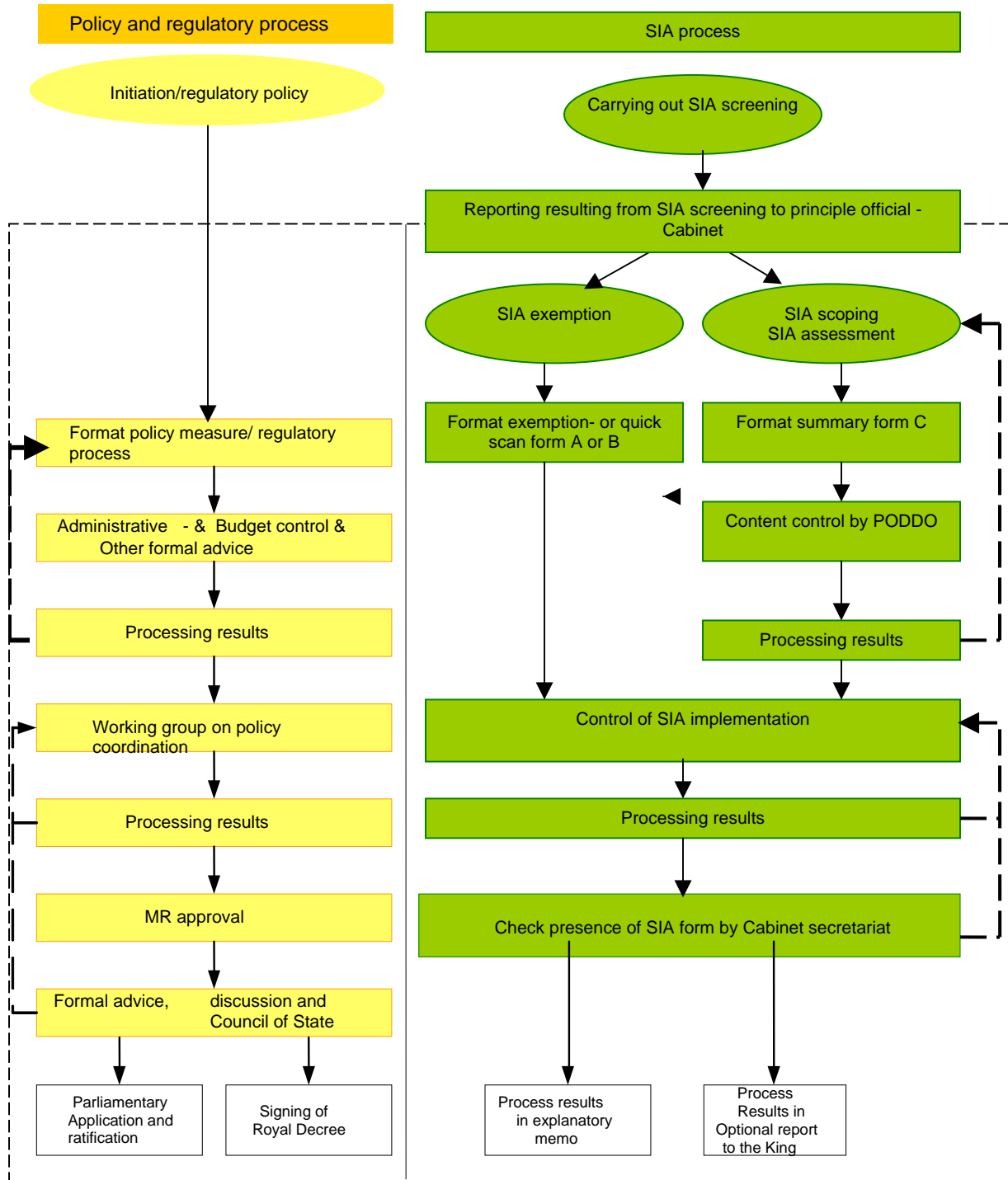
² As in the Kafka test.

The diagram below clarifies the connection between the SIA procedure and the formal SIA obligation.



2.5 How does the SIA procedure work?

The figure below illustrates schematically the close connection between the policy and regulatory process and the SIA process.



Significant points of attention are:

- You begin with the SIA screening as early as possible in the policy process and not only after the policy measure is fully established or the regulatory draft text is issued. The SIA is intended after all to increase insight into the problems and possible effects of measures. When you begin early, it will be easier to adjust, adapt or add to the proposed policy measure if necessary. Use the screening form as a working tool for this.
- A SIA form must be fully completed, at the latest when the first working group on policy coordination meets to discuss the proposal.
- Participation of other government services and target groups in the process of the impact assessment is often very important, certainly in the scoping and assessment phases. But participation can also be useful at the screening phase. Colleagues, representatives of target groups and other experts can help you to collect the information. Participation increases the quality of the process and ensures support.
- In any case it is recommended that the POD DO is involved in the SIA screening of the proposed policy and in the possible further process.
- The POD DO will evaluate the SIA forms through a random check on their quality and content.
- When the SIA form is not added to the policy document for the Cabinet, the secretary of the Cabinet cannot place the policy document concerned on the agenda. The secretary therefore checks whether a SIA form is attached to the policy document.
- In the end the results of the SIA are processed in the explanatory Memorandum or in a possible report to the King.

2.6 What is the link with other tests?

Given that the SIAs purpose is to examine the all-significant social, economic and ecological effects, the SIA also wants to streamline and integrate the number of possible ‘tests’. Because of their specific character or position in the policy and regulatory process some tests remain however, outside the SIA:

- the Kafka test
- the advice of the Inspectorate of the Budget
- the budget agreement.

2.7 Does the SIA involve more work?

Naturally it requires time and sometimes a lot of effort to run the SIA screening and to set up a SIA.

Just look at your efforts in the light of the surplus value that the SIA offers:

- a more informed and balanced decision-making process (a clearer focus on and during the policy negotiations),
- a better end product (fewer “repairs” afterwards),
- more satisfied “customers” (larger support base).

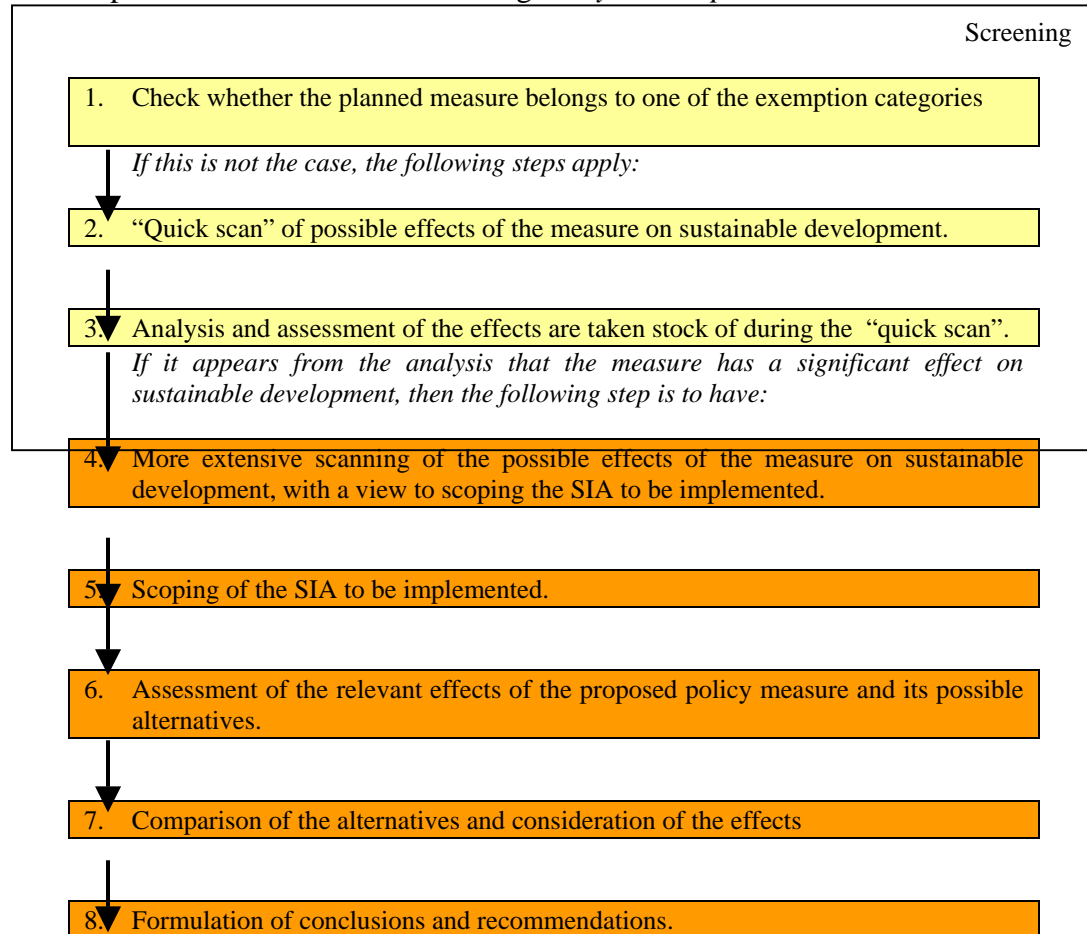
Therefore you can recover the time you invest in preparing a good SIA in the later phases of the decision-making process.

3 The actual SIA screening

3.1 What does a SIA screening entail?

The SIA screening is a procedure for determining whether or not it is useful to carry out an impact assessment.

The complete SIA procedure contains the following *analytical steps*:



After this, an explanation is given of the way in which you run through the first three steps (the screening).

There is a separate manual available for the SIA scoping (steps 4 and 5). This manual will enable you to draw up a project plan and concrete approach for the actual analysis or assessment (the SIA itself) of the relevant effects (steps 6 and 7). This scoping can also be used as an aid in drawing up specifications when it is decided to outsource the assessment.

3.2 Does the proposed measure belong to one of the exemption categories?

A number of exemption categories can be identified for the SIA. If the planned policy measure belongs to one of these categories, you continue with the instructions in paragraph 3.5. of this manual.

Subsequently it is explained how you must interpret the grounds for exemption. If there is any doubt or a lack of clarity you can contact the POD DO.

1. A government decision for which there is no doubt beforehand that the impact on the social, economic and/or living environment would be negligible.

This means government decisions, which everyone reasonably accepts, and concludes with certainty that they are not causing any impact on sustainable development. These grounds for exemption must however be restrictively interpreted: if there is any doubt concerning the existence of effects the SIA screening should still be continued.

1.1. Government decision with a purely formal character

Sometimes the Federal Council of Ministers formally deals with or approves government decisions without this resulting in any additional relevant impact or effect on society. Carrying out a SIA for this is superfluous or useless.

Examples are:

- errata and technical corrections,
- consolidations or coordination of legislation,
- deletions of antiquated transition provisions,
- decisions which concern the symbolism of the country,
- formal approval (ratification) of international and interregional treaties and agreements;
- formal implementation of international obligations,
- technical adjustment of regulations as a result of higher legislation or binding legal judgements.

1.2. Government decision establishing an individual appointment

This concerns government decisions where individual persons are appointed in certain functions or are assigned certain tasks.

1.3. Policy measure of purely budget technical or tax technical nature

Here policy measures are intended which arrange the internal working, procedures and structures of the budget or tax system. This therefore does *not* concern measures that purely implement policy, such as relevant changes to taxation, levies or subsidies.

2. Government decision that must be taken in emergency situations

This emergency situation can only be justified by:

- damage which the state, society or individual citizens can suffer when urgent action is not taken;

- the existence of an unexpected social event or development which was impossible to predict.
- Examples are:
 - urgent emergency aid to other countries;
 - financial interventions such as bridging credit in the aftermath of natural disasters;
 - measures which must be taken against the outbreak of epidemics;
 - government interventions to suppress or contend with natural disasters.

Note that calling in emergency measures is not possible when the federal government itself is at the origin of calling in such measures (see also the jurisprudence of the Council of State in this connection).

3.3 Government decision which considering national interests, supports national order and safety or which cannot be made public

Examples are:

- military action and interventions at home and abroad;
- measures regarding secret intelligence collection and counter intelligence;
- security measures against terrorism and other threats of violence;
- purchases made by the Ministry of Defence (purchases mean supplies, services as well as infrastructure work).

4. Government decision that was already submitted earlier or at another policy level to a quality evaluation or analysis of the relevant impact on sustainable development. Certain government measures arise from earlier decisions or policy initiatives that were adopted at another (European, regional state) policy level and for which at that time, a high-level examination was carried out of the relevant effects on sustainable development.

The quality of the analysis that was already carried out is very significant here. Check, therefore, the way in which this examination of the effects on sustainable development was carried out (which points of attention, consultations and measuring instruments were used), what the result was (which effects were established) and which policy conclusions were drawn (government measures taken to protect sustainable development).

Examples of such policy initiatives at other policy levels are:

- at the European level: the white papers, guidelines and regulations for which 'Impact Assessments' have been set up;
- regional state (for example Flemish) legislation, which is dealt with in the Consultative Committee and for which a RIA is set up.

3.3 What effects does the proposed measure have on sustainable development? (quick scan)

SIA is only useful for proposed policy with a potentially significant social, economic or environmental impact, in the short or longer term, here or elsewhere in the world. A SIA should not be carried out for measures that are unlikely to have a significant effect.

Therefore further screening takes place of the policy measures which do not belong in one of the exempt categories. You do this using a ‘quick scan’ of the economic, social and environmental effects as well as the effects on the government.

The ‘quick scan’ is based on several core indicators at relevant sectors of the three pillars of sustainable development. The selection of the core concepts is based on the following criteria, making them relatively simple and quick to use:

- the unambiguous interpretation of the concept, which avoids misunderstandings;
- the availability or the relatively easy collection of statistical data;
- the rather fundamental character of the concept, on the basis of which other concepts or points of attention can be explained, or which lie at the base of shifts in the statistical indicators of other aspects of the sustainable development.

The requested “quick scan” concerns above all a qualified screening of the effects. It implies that the assessment of the effects in this phase will be much more a question of judgement or assessment of facts, and not of objective, statistical figures. The quick scan takes place on the basis of known facts and the input of experts from the organisations. It is not the intention to call on external experts (consultants, scientists) to shape the quick-scan.

The SIA quick scan (form B) in essence fulfils no other role or function than that of an indicator. When it appears from the quick scan that there are indeed large effects, then one proceeds on to the actual SIA.

The table below gives an overview of the quick scan in the form of an impact matrix. It contains 10 indicators for each of the economic, social and ecological pillars of sustainable development (economic, social, ecological). There are three indicators for the effects on the government. Information is requested for each indicator, in compliance with the concept of sustainable development, as to whether there are (significant) effects in the short term and in the long term, and on which scale these effects arise (from local to global).

The attached framework explains how you should interpret the possible answers (columns in the matrix).

In the rest of this paragraph information is provided on the meaning of the selected indicators (rows in the matrix).

Table: Impact matrix quick scan

Theme	No	Indicator	Impact on KT	Impact on LT	Spatial impact	Accuracy of information
			++/+/0/--/±/?	++/+/0/--/±/?	Lok/reg/BE/EU/btn EU	+/-
Economic effects						
Investments	E1	Private investments				
	E2	Public investments				
	E3	Innovation, research and development				
Real incomes/GDP	E4	Prices				
	E5	Number of businesses				
	E6	Productivity level of the business				
Economic activity	E7	Compliance costs				
	E8	Productivity				
	E9	Market forces				
	E10	Enterprise dynamic of SMEs				
Social effects						
Equality & participation	S1	Equal opportunities				
Poverty and solidarity	S2	Poverty and social inequality				
Economy and employment	S3	Consumer protection				
	S4	Extent of the employment/unemployment				
	S5	Quality of work				
Health and welfare	S6	Quality of healthcare				
	S7	General degree of health				
Housing	S8	Availability of quality housing				
Education	S9	General degree of education				
Access to basic rights	S10	Access to civil, political and social basic rights				
Environmental effects						
Environmental quality	M1	Air quality				
	M2	Water quality				
	M3	Soil quality				
	M4	Nuisance				
Raw materials and resources	M5	Energy use				
	M6	Water use				
Bio diversity and nature	M7	Bio diversity				
Space	M8	Use of space				
	M9	Management of water resources				
	M10	Mobility				

Effects on the government						
Government	O1	Government revenues				
	O2	Change in the management costs for the government				
	O3	Government expenditure/GDP				

Framework: interpretation of the symbols to be used in assessing the effects

To fill in the impact matrix of economic, social and environmental effects a scoring system is used that on the one hand permits sufficient differentiation, and on the other, can be used in a simple and consistent way.

Scores ‘++’, ‘+’, ‘0’, ‘-’, ‘--’

The score ‘0’ indicates that no impact is expected for the sector involved, the proposed policy measure is neutral for this indicator.

An earlier positive, or negative impact is indicated with ‘+’, and ‘-’ respectively. The qualification ‘earlier’ indicates a small to insignificant scale of impact, which in practice will not or hardly be noticeable.

If a significant positive or negative impact is expected, the score ‘++’ or ‘—’ is applicable. For the sector involved the impact of the proposed measure will be clearly discernable.

Rest scores ‘?’ and ‘±’

In addition to this, two extra scales are provided ‘?’ and ‘±’. These are some sort of rest categories, which can be used when the impact of a proposed policy measure cannot be attributed a score according to the normal assessment scale. The score ‘±’ is applied when either a positive or a negative impact is expected, but when the net impact cannot be estimated with total certainty as positive or negative. This can be the result of insufficient (reliable) information and/or insufficient insight into the scale and interaction of the effects involved.

The score ‘?’ indicates an even greater uncertainty than ‘±’; with a lack of (reliable) information and/or insight into the processes, no judgement can be made concerning the impact of the policy measure examined.

‘Spatial aspect impact’

The impact matrixes also provide the possibility of recording information on the spatial aspect of the impact and specifically involved sectors or activities. The following levels can be distinguished: local (loc), regional (reg), national (BE), European (EU) and global (outside EU).

‘Certainty regarding information’

With this you can give an indication of confidence in the allocated score. In the first instance the score relates to availability, reliability and topicality of the information (sources) consulted. The confidence (or lack thereof) can indirectly filter through into ones own assessment expertise. This criterion plays a role in the interpretation of the scores.

Certainty about information (sources) is scored according to a three-level scale:

Low (-): the information used consists of the professional or instinctive assessment of the implementer, is out-of-date and cannot be substantiated using recent data or studies.

Average (+/-): the implementer has some information, but this is not recent enough and/or lacks detail.

High (+): the information used is good and sufficiently available, although some lack of topicality, detail or completeness is permissible, to the extent that accurate assessment remains possible.

In a separate question in the form you have the possibility of providing explanations with the scores. For example in the case of a score '?' or '±' or for further explanation of the specific sectors/activities encountered, information can be recorded here which is relevant for the assessment.

Explanation of the economic core concepts

E1	Private investments
E2	Public investments
E3	Innovation, research and development
E4	Prices
E5	Number of businesses
E6	Production level of enterprise
E7	Compliance costs
E8	Productivity
E9	Market forces
E10	Enterprise dynamic of SMEs

E1-E2 Investments

Investments include all investments in physical, technological, intellectual and human capital. This is very significant for economic development in the long term and therefore for sustainable development, also because this leads to capital increase, i.e. investments in machines, buildings, vehicles, software, personnel, research and development, shares, bonds, etc. The investments are split up into private and public investments. It is clear that the public investments are being made by the authorities and government institutions. The private investments are the investments made by private persons, companies and institutions who do not fall into the category of public institutions.

E3 Innovation, research and development

This concerns the question of whether the proposed policy measure stimulates or impedes research and development or stimulates or impedes the introduction and distribution of new production methods, business practices or products.

E4 Prices

Price is a relevant economic variable. Price stability is very significant for sustainable economic development given that the predictability of investments depends upon it. This question, however, does not concern the general price level. A separate measure will seldom have any impact worth mentioning on the general price level. It can be the case that the prices of certain goods or services will change. Therefore this question is concerned with whether certain price changes will take place as a result of the proposed government decision.

E5 Number of businesses

This indicator represents the number of businesses that are registered in the business register and is an important variable for economic growth and development. The number of businesses that are registered can increase, decrease or remain constant as a result of the proposed government decision. The number of businesses is a parameter which can show the direction in which the GDP of a country will evolve. Often an increase in the number of registered businesses goes hand in hand with an increase in the GDP.

E6 Business production level

The production level is an indication of the total size of the production of goods and services in an economy. The variable 'production level' was chosen because this is a part of the GDP and is easier to determine than the GDP itself. The purpose of this question is to find out whether the proposed government decision will ensure that the production level (output) will increase, decrease or remain constant. It is however not the case that the production level and the productivity (see further) will still remain proportionate to each other. It can be for example that the production level (output) and the corresponding input proportionately increase so that the productivity remains constant.

E7 Compliance costs

The compliance costs ('operating costs' and 'conduct of business') are a central element in a lot of impact analyses. The compliance costs describe the adjustment in the costs and cost structure that is necessary to enhance production. Therefore, in other words, what influence does the proposed government decision have on the costs and cost structure of the businesses? The administrative costs also fall under compliance costs.

E8 Productivity

Productivity reflects the efficiency with which the applied resources (input) are converted into the result (output), and forms a very significant element for the creation of prosperity per head of the population. In other words, the productivity is the relationship between input and output. If there is less input needed to achieve a determined level of output, productivity has increased. If, however, there is more input needed to obtain a determined output, productivity has decreased. It can therefore be that extra investment in capital goods (e.g. new machines) obtains a higher productivity for the employee.

E9 Market mechanism

The market mechanism in an economy has a big advantage in that it leads to an efficient allocation or distribution of the scarce production resources – thus less waste – and to preventing abuse by monopolists. Characteristics of the market mechanism are: the possibility for producers (suppliers) to enter the market and transparency in the market. Possible questions concerning this variable are: will the proposed government decision improve or impede the free market mechanism? Will the proposed government decision change the threshold to the market? Does the proposed government decision restrict businesses in determining their prices?

E10 Enterprise dynamic of SMEs

This indicator is used to examine whether the proposed government decision stimulates the enterprise dynamic of SMEs or whether it slows it down.

After all, SMEs constitute the vast majority of businesses in Belgium. Additionally they provide many people with work. For a well-functioning economy it is, however, not enough to have more businesses or to maintain as many existing businesses as possible. Starting businesses must be able to develop further. Existing businesses must be able to expand further. More dynamism in enterprises leads to more economic growth.

Explanation of the social core concepts

S1	Equal opportunities
S2	Poverty and social inequality
S3	Consumer protection
S4	Amount of employment/unemployment
S5	Quality of work
S6	Quality of healthcare
S7	General level of health
S8	Availability of quality housing
S9	General level of education
S10	Access to civil, political and social basic rights

S1 Equal opportunities

Target groups here are:

- women
- homosexuals, lesbians and bisexuals
- immigrants
- people with a handicap

This indicator must be considered as a transversal indicator for all social indicators. In other words when assessing other social indicators you should always take into consideration the impact they have on the four target groups.

S2 Poverty and social inequality

- According to European standards or agreements a person is considered “a person with a poverty risk” when he/she has an income which is lower than 60% of the median income. As an indicator of the effect on poverty or social inequality you indicate whether and to what extent the proposed government decision gives rise to a change in the number of persons whose income is lower than this 60%. You can use another method by indicating how many people are not able to buy a determined basic pack of goods and services that are necessary to have a decent living.

- The available income and the buying power of families must also be taken into account. The available income must also be high enough to provide at least for the basic needs.

S3 Consumer protection

This concerns the question of whether the proposed policy measure increases or impedes the consumers' chances of being adequately informed. You must understand this to be the legal protection of consumers against dishonest practices and abuse of power of market parties.

S4 The volume of employment/unemployment

This concept on the one hand refers to the total number of jobs on the job market. This amount can rise through an increase in the quantity of available jobs. This can also drop when there are fewer sufficiently skilled workers, resulting in the available jobs not being filled.

On the other hand we are examining the impact of the proposed measure on the composition of the unemployed workforce. There will be more specific examination of whether the proposed measure has an impact on the share of risk groups (women, the elderly, non-EU citizens, long-term unemployed) in unemployment.

S5 Quality of work

Respectable work is a significant part of the Lisbon Strategy, the European Strategy regarding Sustainable Development and the Foreign Policy of the EU.

In assessing this indicator the following items could come under consideration:

- Well being at work
- Reconciliation of private and professional life. Flexibility of the working hours for more quality of life
- Job security
- Adjusting the salaries in line with the evolution of prosperity
- Guarantees for legal protection for all jobs
- The improvement of relevant quality or usefulness of jobs
- More training possibilities on the work floor

S6 Quality of health care

As a statistical indicator for the quality of health care you can use:

- Access to the provision of care
- Efficiency of the provisions
- Patient-orientated
- Equal treatment
- The safety of the patient
- The care offered in a continuous and integrated manner and within an appropriate time specification
- The improvement of the well being of the patient
- The possibility of achieving the desired results according to the state of science.

S7 General level of health

For an assessment of the general level of health you can use the following statistical indicators and items:

- Life expectation at birth and at 65 years
- Child mortality
- The mortality rate examined by cause
- Lost potential years of life according to cause
- Birth weight
- Perception of the level of health
- Improvement in the quality of life
- The repercussions on the number of illnesses avoidable by vaccination.

S8 Availability of quality housing

You can make use of the following items:

- Effect of the measure on the supply of housing (both the private and public sector)
- Impact on the structure of the housing market
- Impact on the quality of patrimony
- Impact on the affordability of housing (taking account of price/quality)
-

S9 The general degree of education

You can use the following indicators:

- The number of young people with a diploma of higher secondary education,
- The number of young people who begin a university course of study,
- The number of young people who achieve a licentiate or masters diploma,

S10 Access to civil, political and social basic rights

Basic rights here mean a number of existing or valid civil, political and social rights that guarantee decent participation in regular society. This last right includes all the social services, provisions, structures, spaces, etc. which are intended for each citizen. A number of basic rights are constitutionally protected (see Title II of the Constitution).

Civil rights here means being able to get married, live together, divorce, have children or adopt, as well as enjoying patient and consumer rights.

Political rights comprise the right to vote, as well as the ability to fully participate in politics and interest groups and democratic decision-making processes, such as advisory councils, taking on a political mandate, membership of a union or consumer organisations or a political party. The policy of a government and the competitive power of businesses both gain in quality, if account is taken of the opinion of as many people as possible and decisions are not purely made by a small group of insiders or experts.

Social rights include, among other things, access to democratic basic services (e.g. minimum provisions regarding water, energy, and telecommunications, the share of households that have an internet connection, etc.)

Relevant information on the core concepts of environmental effects

M1	Air quality
M2	Water quality
M3	Soil quality
M4	Nuisance
M5	Energy use
M6	Water consumption
M7	Bio diversity
M8	Use of space
M9	Management of water resources
M10	Mobility

M1 Impact on air quality

Does the proposed policy measure have an influence on the emissions in the air of greenhouse gases (mainly CO₂ and CH₄), acidifying and eutrophying substances (SO_x, NO_x, NH₃...), ozone depleting substances (CFCs, HCFCs, HFCs), particulate matter, heavy metals, dioxins, PCB's or the spread of volatile organic substances?

Significant sources of such emissions are exhaust emissions from traffic and transportation, production processes in industry, burning processes (waste incineration, building heating...), solvents (paints, grease removal, stain removal...) propellants and livestock breeding.

M2 Impact on water quality

Water quality concerns both the quality of the surface water as well as ground water and coastal water. Significant sources of pollution are contamination from household and industrial wastewater, nutrients (livestock rearing) pesticides, heavy metals, etc. Physical disturbances, such as making infiltration areas impenetrable, straightening waterways, environment unfriendly bank strengthening and the filling in of canal systems do not only affect the living environment of aquatic organisms, they also lead to a reduction in the self-purifying processes that permit the surface water to process itself.

M3 Impact on the soil quality

Environmental pressure on soil quality can be caused by changes in the topsoil on the land and usage, fragmented of the land area, agricultural practices and changes in hydrology. Threats to soil are soil contamination, declining organic dust content, soil sealing, soil erosion, dehydration, compacting, loss of biodiversity of the soil and flooding, mass transport and gully erosion.

M4 Nuisance

Nuisance means hindrance as a result of noise, vibration, radiation, and light exposure...

Nuisance is increasingly perceived in objective terms, so that an objective policy can be based on these. Noise is understood in terms of decibels, nuisance smells in terms of certain gases; vibrations can also be measured; light is also objectively determinable.

In this way the quick scan is aimed at objective emission values. In contrast to other environmental contamination which people are usually not immediately aware of, nuisance is immediately noticeable. This erodes our quality of life on the mental and physical levels.

Transport is a considerable source of noise pollution. Changing lifestyles have an influence on nuisance levels through noise from recreation and noise from neighbours, two significant contributors. Noise can lead to sleep disturbance, stress and even heart and vascular diseases.

A stench occurs when the detection of smells is experienced as a nuisance. The extent of the nuisance is determined by the frequency, duration, intensity and nature of the smell, by the variability over time of the smell concentration and by the context and social psychological factors. Smell nuisance can itself lead to headaches, stress and a desire to vomit.

Light pollution is the nuisance caused by artificial light such as a direct dazzling light, a disturbing factor when performing evening or night-time activities, or a source of discomfort. Animals are also sensitive to light nuisance: it fragments and influences their living area and disturbs their biorhythm.

Sources of radiation pollution are the production, transportation and distribution of electricity and all electrical appliances. Micro and radio waves are used by people for telecommunications such as in the transmitting equipment of radios, TVs, mobile phones and the mobile telephone sets (GSMs) themselves.

M5 Impact on energy consumption

The use of energy relates to the total energy requirements by end users in the industry, in the services sector, the transportation sector and in households. This energy used can originate from electricity, natural gas, liquid fuels, (including oils) and solid fuels (including coal).

M6 Impact on water consumption

Water consumption relates to the demand for water by end users in the industry (process water, cooling water...), in the services sector, in agriculture and in households. The water used can originate in the extraction of surface water and of ground water, from tap water or from the reuse of rainwater and process water.

M7 Impact on the biodiversity

Biodiversity refers to the variability among living organisms of all origins, including, among other things, terrestrial, marine and other aquatic ecosystems and the ecological complexes of which they are a part. It also comprises the diversity within species, between species and of ecosystems. The present biodiversity is linked for a great part together with land use, with the space that remains for nature and with the quality of the environment.

M8 Impact on use of space

The impact on the use of space in the first instance refers to the developed surface. That is the simplest expression of urbanization where all functions that cause 'paving' are of importance: homes, offices, industry, buildings, car parks and paved roads. ... Urbanisation here stands in contrast to all other functions of the 'open space'. Through the indicator 'use of space' it is also intended to get an explanation about spatial aspects such as for example, zoning and interlacing of space. The first refers to the application of a spatial separation between environmentally harmful and sensitive functions to protect or increase the quality of life. The second refers to the question of how to manage the intertwining of functions that gives rise to conflicts because of the sensitivities or nuisance aspects connected thereto.

M9 Impact on the management of water resources

Under the denominator disturbance of the management of water resources, is understood dehydration (disturbance of the water capacity and cycle of the ground water levels) as well as flooding (disturbance of the water content of the open water system). Dehydration and flooding are nevertheless phenomena, which are usually caused by parallel human activities disturbing the infiltration of precipitation in the soil, the storing capacity of surface water or the storage capacity of ground water.

M10 Mobility

The mobility indicator makes reference on the one hand to the impact of the measure on the transport volume, mainly in the area of commuting traffic and the transportation of goods. Additionally, other causes of traffic congestion can be mentioned including developments in public transport and significant road works.

Factual explanatory note of the core concepts for effects on the government

A well functioning government is in itself not the objective of sustainable development. But, to achieve the objectives of sustainable development, a proper functioning government is an important resource. Furthermore, through its functioning the government has a significant impact on social, ecological and economic aspects. For example badly enforced and implemented government measures have a negative impact on sustainable development. Better service provision then has a positive effect, etc. For that reason, attention is also paid in the SIA procedure to the effects of the proposed government measure on the government itself.

O1	Government revenues
O2	Change in the management costs for the government
O3	Government expenditure/GDP

O1 Government revenues

In order to accomplish its tasks and objectives the government needs resources to carry out policy; this is also the case with sustainable development. The government's financial resources originate from taxation. The government must have sufficient resources to cover government expenditure and to reduce the state debt. This variable raises the question: does the proposed government decision have an impact on government income? In other words, will the government's tax revenues change? Possible indicators are: the total government revenues per year, the taxation revenue per tax (e.g. revenue obtained from VAT), the fiscal and parafiscal pressure on wages.

O2 Change in the administrative costs for the government

The effects of a policy measure on the functioning, output and organisation of the government is an important point of attention.

The following questions can be posed here:

- What are the consequences of the measure for the workload of the governmental administration (judicial power,...)?
- Is there certainty regarding the practicality of the measure?
- What is the extra cost of additional enforcement efforts for the government, if it appears that the legislation will not spontaneously be complied with?
- Can the government sufficiently guarantee observance of the measure?

O3 Government expenditure/GDP

The so-called law of the "decreasing advantages of scale" applies also to the government. The larger the organisation becomes, the less efficient it becomes. If an organisation then still continues to grow further, it reaches a point at a certain moment where further growth of the organisation will bring more disadvantages with it than advantages.

This law of the "decreasing advantages of scale" for the government is expressed in the so-called Armeij curve. This expresses the ideal size of the government in a percentage of the GDP of that country. For Belgium this ideal size is calculated at 41.91% of the GDP.

Using the core concept of government expenditure/GDP it can be examined to what extent the proposed measure contributes to the ideal size of the Armeij curve.

3.4 Does the proposed measure have potentially significant effects on sustainable development?

After you have carried out the *quick scan*, you have to examine whether this concerns a proposed policy measure with a potentially significant social, economic or environmental impact or impact on the government, in the short or longer term, here or elsewhere in the world.

There are roughly two possibilities. Either you use threshold values that are fixed for numbers of individual scores ('++', '+', ...), or you choose a more subjective assessment. Both systems have advantages and disadvantages.

- The use of threshold values, with possible weighing factors for the respective indicators, gives a more objective impression, but results in a more rigid system with little differentiation at the final assessment. Moreover, the risk exists that one recalculates backwards from a desired outcome (e.g. 'no SIA') to the scores of the subgroups, which cannot be the intention. Additionally one must not lose sight of the fact that awarding scores has in itself a certain subjective character. Making the final decision more objective therefore also appears to be of little use.
- A more subjective system of assessment where the person(s) carrying it out argues the decision on the basis of the scores released supplemented with remarks, allows more flexibility and differentiation, but also misuse. Moreover this decision process demands a more substantive analysis of the scores rendered and this leads almost naturally to passing on of points of attention for detailed research (*scoping*).

The following guidelines can help you in assessing whether the listed effects are sufficiently meaningful to justify a SIA:

- In essence the SIA is a guarantee against negative effects on sustainable development. If there are only significantly positive effects, and no negative effects, no SIA is necessary.
- It is indicated in the decision-making process not only to consider the impact matrix for the three pillars as a whole, but also each pillar separately. A negative impact expressed for at least one of the pillars would have to give rise to a SIA.
- An effect carries more weight in the final assessment when it concerns consequences that are difficult to reverse.
- An effect carries more weight in the final assessment when population groups or regions are affected which are already under strong pressure because of sustainable development problems.
- An indicator carries more weight when the negative effects manifest themselves mainly in the longer term (next generations).
- With a larger extent of uncertainty about the consequences to be expected the usefulness of further analysis by way of a SIA increases (precautionary principle)
- Participation of other government services and target groups can be useful in the assessment. Participation increases the quality of considerations and ensures support.

3.5 What do I do with the results of the SIA screening?

You discuss the findings of the SIA screening with your principal official and the competent cabinet. In the end the minister or state secretary who presents the policy measure for approval to the Council of Ministers is after all responsible for the correct application of the SIA procedure.

If from these discussions it appears that the proposed policy measure indeed belongs to one of the exemption categories, you complete SIA form A and you transfer it together with the legislative file or policy file to your principal official and competent cabinet to be dealt with further (see paragraph 2.5. of this manual).

If from these discussions it appears that the proposed policy measure has no significant effects on sustainable development, you will complete SIA standard form B and transfer it together with the legislative file or policy file to your principal official and competent cabinet to be dealt with further (see paragraph 2.5. of this manual).

It must be noted that on the basis of the quick scan you have possibly established that there are economic, social or ecological effects which on the one hand do not necessitate a SIA, but which nevertheless demand measures to limit undesired effects and to strengthen desired effects. When completing standard form B you will be requested to indicate these measures.

If from the discussions it appears that the proposed policy measure has indeed significant effects on one or more of the pillars of sustainable development, further analysis is necessary. In this case, consult the manual for SIA scoping.

4 Explanatory note with the forms

4.1 Exemption form: exemption categories

When do you use the exemption form?

You complete this form when it appears from the SIA screening that the measure fits into one of the exemption categories.

In the form you are asked to:

- Fill in some identification data concerning the file
- Check off whether the proposed policy measure belongs to one of the exemption categories
- Give reasons for your answer.

What are the exemption categories?

There are seven different exemption categories listed in the form. These include formal grounds for exemption for which little to no substantive analysis of the policy measure is

necessary. They are cases where it is (almost) immediately established whether the policy measure falls into the category or not.

For further information and examples consult section 0 of this manual.

4.2 *Quick scan-form: no significant impact on sustainable development*

When do you use the quick scan form?

You complete this form when it appears from the SIA screening that the measure is not expected to have any significant social, economic or environmental impact or any impact on the government, in the short or long term, here or elsewhere in the world, and the measure as a consequence is exempt from a SIA.

In the form you are asked to:

- Provide some identification data concerning the file
- Give a short explanation on the content of the measure
- Check off how the SIA screening progressed
- Indicate on the basis of a “quick scan” what the expected social, economic or environmental effects are and the effects on the government
- Give reasons why the proposed policy measure has no significant social, economic or environmental effects and has no effects on the government and as a result no SIA has to be carried out.

Below the different sections are run through again and explained.

Section “content of the measure”

In this section you are asked for a short explanation on the content of the proposed policy measure. This explanation is necessary to be able to understand the information in the form concerning possible impacts. You can usually find the requested information in the policy document to the government in the file.

The section contains four questions:

1. What is the reason for the proposed policy measure?
2. Indicate which target groups the proposal will have an impact on. If there is an impact on businesses, you should indicate the sectors in which the impact is expected.
3. What are the desired direct effects of the proposed policy measure for the target groups/sectors?
4. Which policy measure is being proposed?

1. Reason

Briefly describe the social issue here. Also indicate here how much discretionary power is left in which free policy choices can be made. Is there a higher legislation that limits this freedom of choice?

Selective questions are:

- Which problem arises without the proposed policy measure?
- How will the problem develop further in the future without the proposed policy measure?
- Why is the present legislation not sufficient?

Tips

Be careful in describing the social issue that is the reason for the proposed government decision. It could appear that the problem is only of a temporary nature and that a measure is only necessary for a determined period, or that some problems are not to be attributed to a lack of government intervention, but to inadequate implementation or enforcement of existing measures.

2. *Effects*

Selective questions are:

- What is the objective of the proposed measure?
- To what extent does the proposed measure meet the specified problem?
- Which are the target groups?
- What are the expected effects?

3. *Policy measure*

Briefly describe here the content of the proposed policy measure. Also briefly indicate how this will be carried out, such as actual timing, use of people and resources.....

Section “progress SIA screening”

In this section you are asked to provide insight into the way in which the SIA screening has progressed. This is significant in order to properly interpret the estimated impacts.

The section contains two questions:

1. Which sources were used in estimating the possible effects of the proposed policy measure?
2. Who was involved in estimating the possible effects of the proposed policy measure?

1. *Sources used*

Indicate here the sources you have used in estimating the effects.

A distinction is made between:

- Intuitive estimate
- Databanks
- Studies and earlier impact analyses
- Consultation with experts
- Other sources

In case you have used other sources, you are asked to describe these briefly.

2. Services and parties involved

Indicate here who was involved in estimating the possible effects of the proposed policy measure.

A distinction is made between:

- The sustainable development cell of your administration
- Other services of your administration
- Sustainable development cells of other administrations that are relevant to the policy measure
- Other services of other administrations that are relevant to the policy measure
- SIA helpdesk
- Federal planning office
- Regional authorities
- International institutions
- Target groups
- Other experts

Section “estimating expected effects”

In this section you are asked to provide insight into the expected effects on the economic, social and ecological pillar of the sustainable development and the effects on the government.

Two questions are asked for each pillar:

1. What are the expected effects of the proposed policy measure?
2. If necessary, provide further information on the expected effects.

For further information consult part 0 of this manual.

Section “conclusions”

In this section you are asked to give reasons why the proposed policy measure has no significant social, economic or environmental effects and as a result no SIA has to be drawn up.

The section contains two questions:

1. What are the most important considerations for concluding that the proposed policy measure has no significant social economic or environmental effects and has no effects on the government?
2. Which measures are being proposed together with the policy measure to limit the undesired effects and strengthen the desired effects.

1. Explanation “no significant effects”

Here you explain the basis for considerations and the grounds which lead you to conclude that the proposed policy measure has no significant social, economic or environmental effects or effects on the government.

2. Indication of accompanying measures

If based on the SIA screening measures you have established that there are economic, social or ecological effects or effects on the government which truly do not require SIA, but which nonetheless demand measures to limit the undesired effects and strengthen the desired effects, you can provide this information here.

5. *Annexes: Forms (to be completed)*

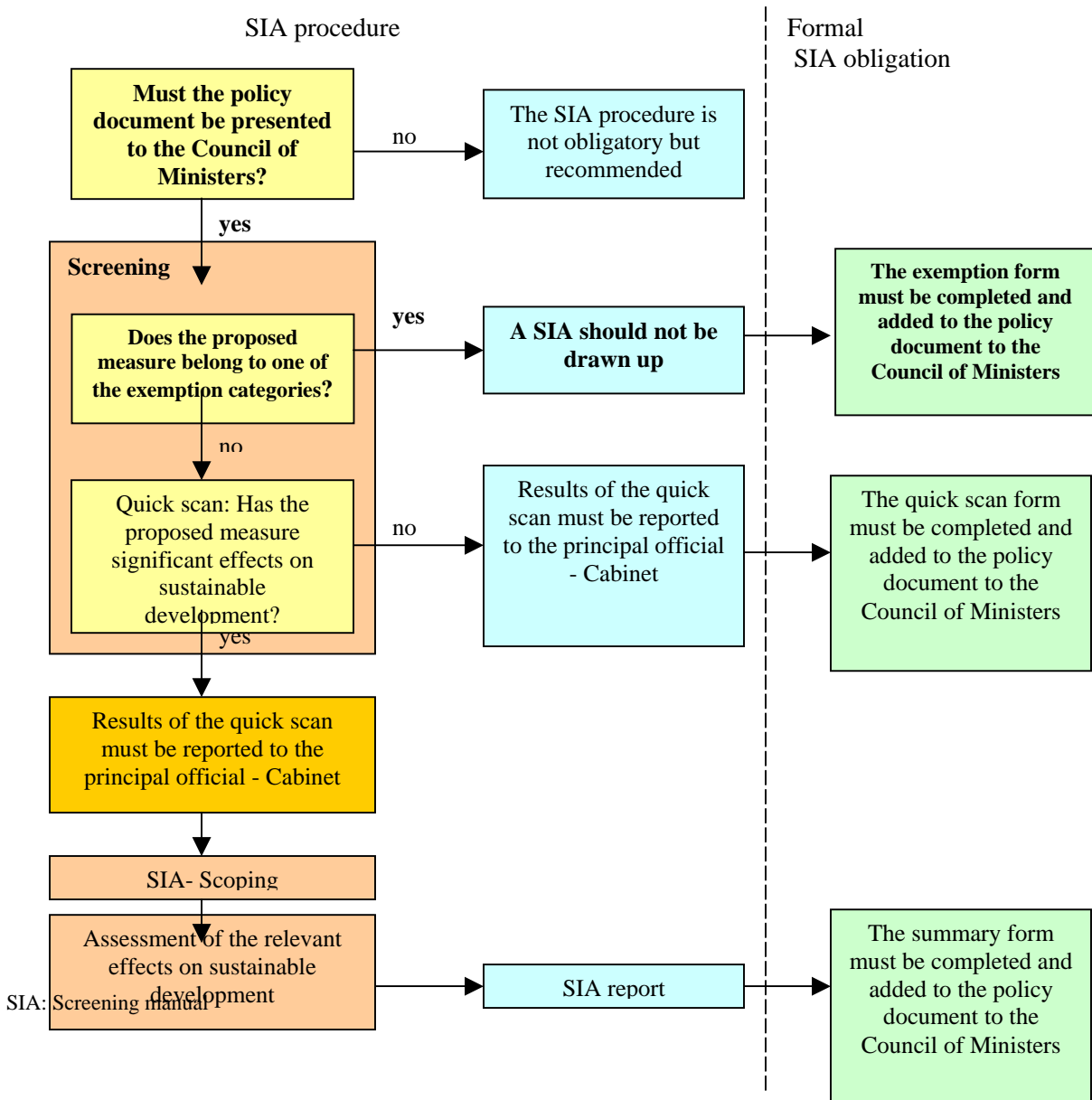
SIA exemption form (form A)

Measure belongs to exemption category

<formulierregisternummer>
 POD DO
 North Plaza A, 8ste verdieping
 Koning Albert II-laan 9
 1210 Brussel
 T: 02 277 50 06
 F: 02 277 50 03
 e: contact@poddo.be
<http://www.poddo.be/>

What is this form intended for?

Each proposed government decision put on the agenda at the Federal Council of Ministers must be accompanied by a completed SIA form: either form A, form B, or form C. You complete this exemption form if it appears that the measure falls under one of the exemption categories. You will find further information regarding the completion of this form in the ‘SIA screening manual’. This is available on the website of the POD DO (www.poddo.be). For any questions or observations you can contact the SIA Helpdesk. (doebeidd@poddo.be of 02/277.50.12).



Identification details

1 Give the following identification details:

Authorised government member (s):

Policy cell, FOD, POD, Ministry,

Agency:

Policy domain:

Subject of rule or policy measure:

Contact person:

Phone No.:

Email address:

Version (day/month/year):

Exemption categories

2 Indicate by ticking the box why a SIA should not be drawn up for the proposed policy measure:

- It was established beforehand and with certainty that the impact of the measure on the social, economic and/or living and environmental sphere is too negligible:
 - The measure has a purely formal character
 - The measure establishes individual denominations
 - The measure purely concerns budget technical or tax technical matters
 - Other
- The measure must be taken in emergency situations.
- The measure, from the viewpoint of national importance, supports national order and security whether or not this can be made public
- The measure was already submitted at another policy level for quality evaluation or analysis of the relevant impact on sections of sustainable development.

Reasoning

3 Give reasons below for your answer to question 2:

Pay special attention to the following:

- *In the case of an impact analysis which already took place at another policy level, briefly indicate where and how this analysis took place and what the results and policy conclusions were*
- *In case the measure concerns budgeting or taxation, indicate why there are no policy intentions to be found in the policy measure.*

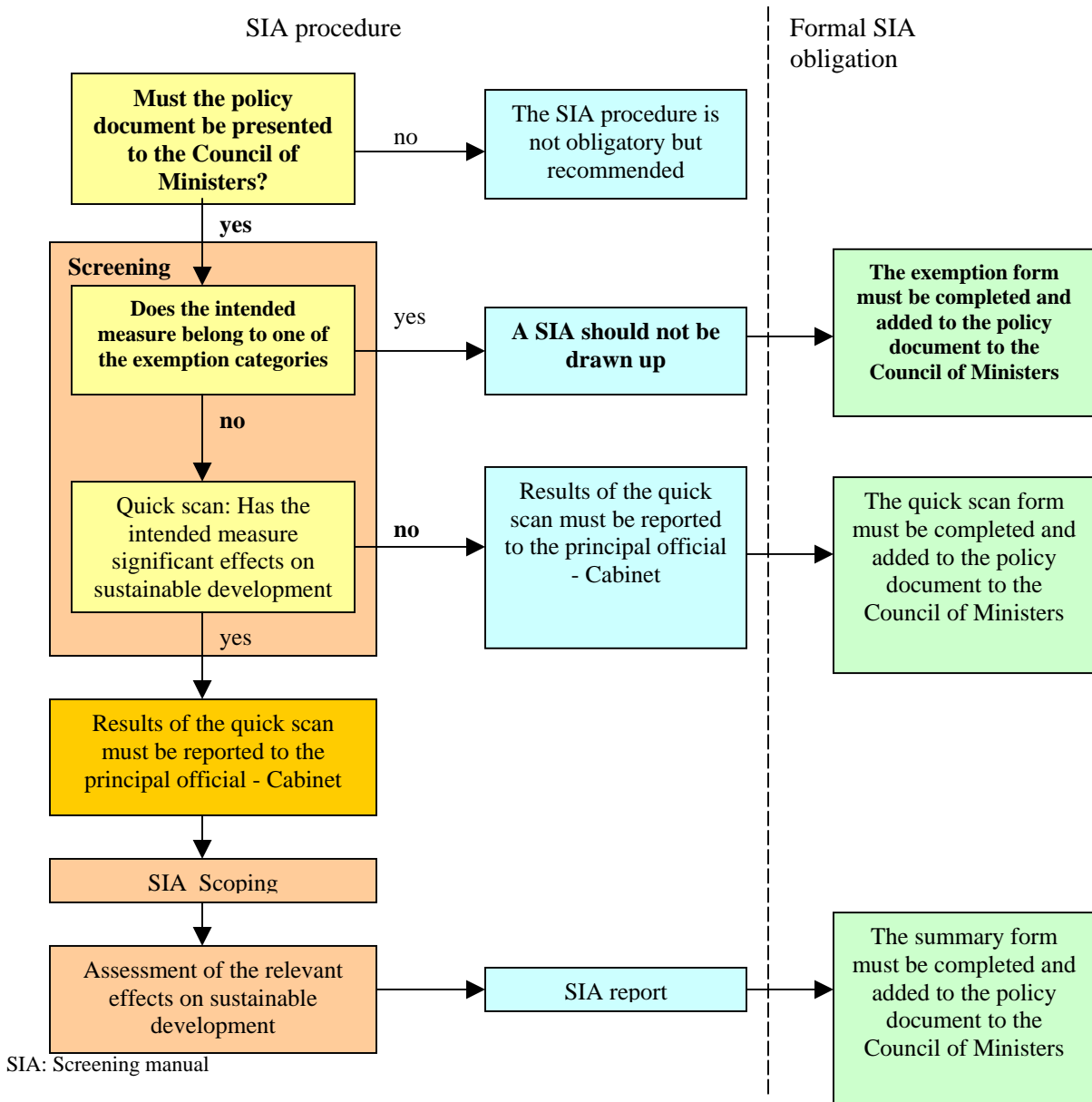
SIA screening form (form B)

Measure does not have a significant impact on sustainable development

<formulierregisternummer>
 POD DO
 North Plaza A, 8ste verdieping
 Koning Albert II-laan 9
 1210 Brussel
 T: 02 277 50 06
 F: 02 277 50 03
 e: contact@poddo.be
<http://www.poddo.be/>

What is this form intended for?

Each proposed government decision put on the agenda of the Federal Council of Ministers must be accompanied by a completed SIA form: whether form A, form B, or form C. You complete the screening form if it appears from the SIA screening that the measure, as expected, has no significant social, economic or environmental impact. Further information on completing this form can be found in the ‘Manual on SIA screening’. This is available on the website of the POD DO (www.poddo.be). You can contact the SIA Helpdesk with any questions or observations. (doebeidd@poddo.be of 02/277.50.12).



Identification details

1 Give the following identification details;

Authorised government member(s):

Policy cell, FOD, POD, Ministry,

Agency:

Policy domain:

Subject of rule or policy measure::

Contact person:

Phone no.:

Email address:

Version (day/month/year):

The proposed policy measure

2 What is the reason for the proposed policy measure?

Indicate also how much discretionary power is left in which policy choices can be made.

3 Which policy measure is being proposed?

Indicate also how the proposed government decision will be implemented.

4 Indicate the target groups on which the proposal has an impact. If there is an impact on businesses, you should indicate in which sectors an impact is to be expected.

5 What are the direct effects of the proposed policy measure for the target groups/sectors?

Progress of the SIA screening

- 6 Indicate by ticking the box the sources used to estimate the possible effects of the proposed policy measure.**

	To a large extent	To a limited extent	Not at all
Intuitive estimation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Databanks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Studies and earlier impact analyses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consultation with experts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Clarify:

- 7 Indicate by ticking the box who was involved in estimating the possible effects of the proposed policy measure.**

Multiple answers are possible.

- The sustainable development cell of your administration
- Other services of your administration
- Sustainable development cells of other administrations that are relevant to the policy measure
- Other services of other administrations that are relevant to the policy measure
- SIA helpdesk
- Federal planning office
- Regional authorities
- International agencies
- Target groups
- Other experts

Estimate of effects on sustainable development

8 Indicate the expected economic, social and environmental effects and the effects on the government of the proposed policy measure.

Subject	No.	Indicator	Impact on KT	Impact on LT	Spatial impact	Accuracy of information
			++/+/0/-/--/±/?	++/+/0/-/--/±/?	Loc/reg/BE/EU/out EU	+/-
Economic effects						
Investments	E1	Private investments				
	E2	Public investments				
	E3	Innovation, research and development				
Real incomes/GDP	E4	Prices				
	E5	Number of businesses				
	E6	Productivity level of the businesses				
Economic activity	E7	Compliance costs				
	E8	Productivity				
	E9	Market forces				
	E10	Enterprise dynamic of SMEs				
Social effects						
Participation and equal opportunities	S1	Equal opportunities				
Poverty and solidarity	S2	Poverty and social inequality				
Economy and employment	S3	Consumer protection				
	S4	Extent of employment/unemployment				
	S5	Quality of work				
Health and well-being	S6	Quality of healthcare				
	S7	General degree of health				
Housing	S8	Availability of quality housing				
Education	S9	General degree of education				
Access to basic rights	S10	Access to civil, political and social basic rights				
Environmental effects						
Quality of the environment	M1	Air quality				
	M2	Water quality				
	M3	Soil quality				
	M4	Nuisance				
Raw materials and	M5	Energy consumption				

resources						
	M6	Water consumption				
Bio diversity and nature	M7	Bio diversity				
Space	M8	Use of space				
	M9	Management of water resources				
	M10	Mobility				
Effects on the government						
Government	O1	Government revenues				
	O2	Changes in the management costs for the government				
	O3	Government expenditure/GDP				

9 If necessary provide further clarification of the likely economic effects.

10 If necessary provide further clarification of the likely social effects.

11 If necessary provide further clarification of the likely environmental effects.

12 If necessary provide further clarification of the likely effects on the government.

Reasons for exemption

13 What are the most significant considerations for concluding that the proposed policy measure has no significant economic effects?

14 What are the most significant considerations for concluding that the proposed policy measure has no significant social effects?

15 What are the most significant considerations for concluding that the proposed policy measure has no significant environmental effects?

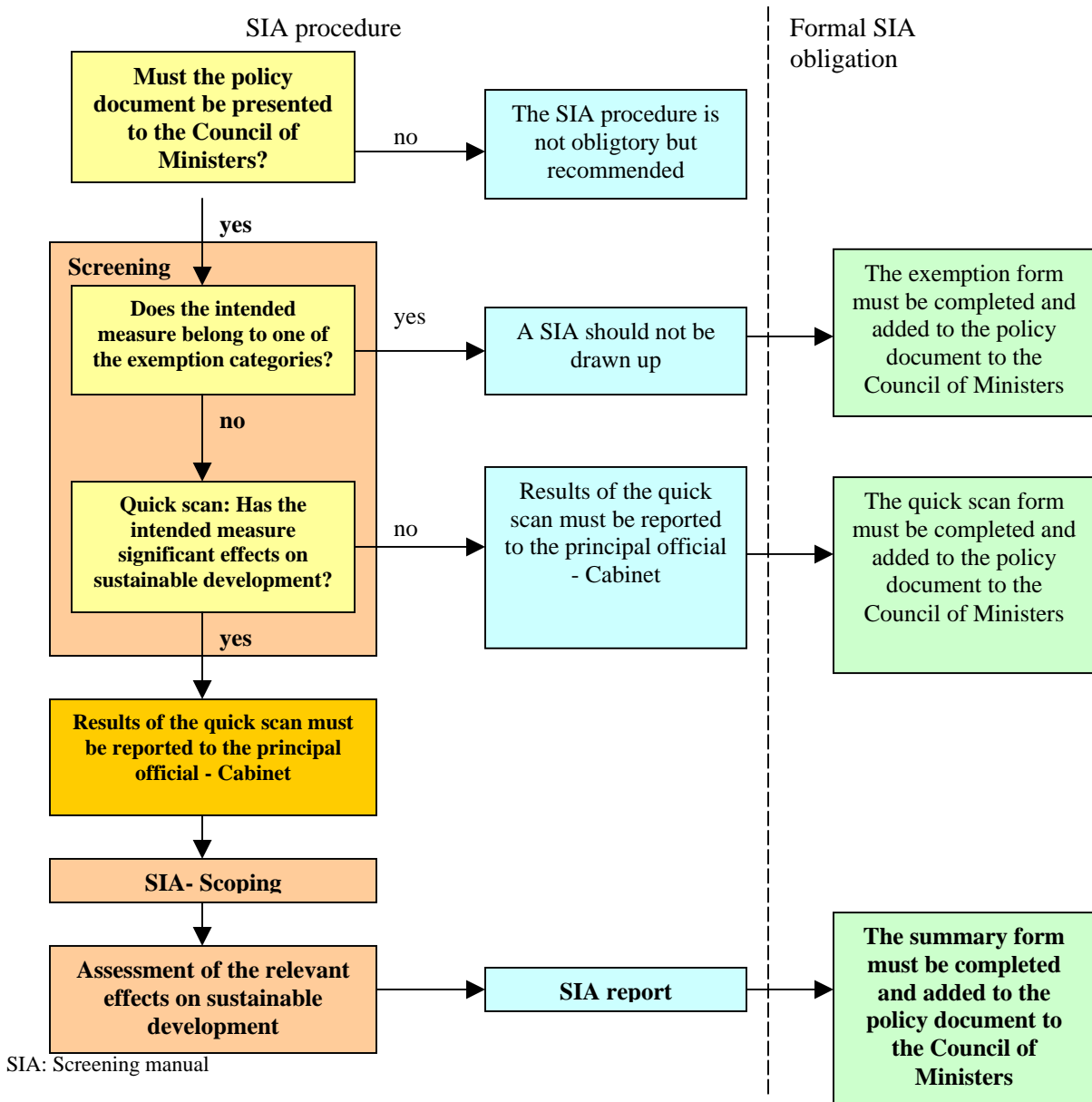
SIA Summary form (form C)

Summary of the SIA carried out

<formulierregisternummer>
 POD DO
 North Plaza A, 8ste verdieping
 Koning Albert II-laan 9
 1210 Brussel
 T: 02 277 50 06
 F: 02 277 50 03
 e: contact@poddo.be
<http://www.poddo.be/>

What is this form intended for?

Each proposed government decision put on the agenda of the Federal Council of Ministers, must be accompanied by a completed SIA form: whether form A, form B, or form C. You fill in the summary form if an actual SIA has been carried out. You can contact the SIA Helpdesk with any questions or observations. (doebeidd@poddo.be or 02/277.50.12).



Identification details

1 Give the following identification details:

Authorised government member (s):

Policy cell, FOD, POD, Ministry,

Agency:

Policy domain:

Subject of rule or policy measure:

Contact person:

Phone no.

Email address:

Version (day/month/year):

The proposed policy measure

2 What is the reason for the proposed policy measure?

Indicate also how much discretionary power is left in which policy choices can be made.

3 What are the direct effects of the proposed policy measure for the target groups?

4 Which policy measure is being proposed?

Indicate also how the proposed government decision will be implemented.

Progress of the SIA process

5 Which alternatives were examined in the SIA?

6 What impacts were examined in the SIA?

7 Who was involved in drawing up the SIA?

8 What is their opinion about the SIA?

9 In which way were the remarks received taken into account?

Result of the SIA process

10 What are the most significant effects on sustainable development of the alternatives examined?

11 What are the advantages and disadvantages of the proposed policy measure for sustainable development compared to the alternatives examined?

12 What accompanying measures were taken with regard to sustainable development?

Annex: SIA

13 Attach the SIA that was carried out to this form.