**Pre-Assessment checklist**

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Introduction

The policy units of the Directorate-General (DG) leading an Impact Assessment (IA) should answer to the questions in the pre-assessment checklist. These questions should help the lead DG to decide whether there is a need of a more detailed ICT Impact Assessment. This pre-assessment checklist serves as main input and starting point for an ICT Impact Assessment.

The pre-assessment checklist contains three sections: ’Scope’, ‘Stakeholder consultation’ and ‘Planning and coordination’.

The 'Scope' section of the pre-assessment checklist helps the lead DG to decide whether ICT impacts need to be covered in the IA or not. If the answers to the questions in the ‘Scope’ section indicate the need of an ICT Impact Assessment, then the next two sections could facilitate the lead DG's work to duly incorporate the ICT Impact Assessment in the IA work.

Section 1. Scope

# Can you please clarify the main scope and objectives of the initiative’s Impact Assessment?

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# How much of the problem that the EU initiative should address is due to ICT? *ICT may create, exacerbate or complicate a problem.*

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# How much of the problem that the EU initiative should address may be solved by the use of ICT? *ICT may also be useful in developing and implementing solutions to address the problem.*

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# How could the use of ICT contribute, directly or indirectly, to achieving the policy objective(s)?

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# What are the possible technical scenarios that can support the achievement of the policy objective(s)?

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In case the replies to the above questions suggest a need for a more detailed ICT Impact Assessment, ICT impacts should be assessed in the context of the IA work. In order to help the lead DG to assess these ICT impacts, the Directorate-General for Informatics (DIGIT) designed specific guidelines for conducting an ICT Impact Assessment[[1]](#footnote-1). The guidelines provide practical tools and templates for assessing, both in qualitative and quantitative terms, the ICT impacts of new Commission initiatives undergoing an IA.

The questions in the following two sections aim to facilitate the work on conducting an ICT Impact Assessment.

Section 2. Stakeholder consultation

# What relevant secondary data (e.g. previous studies, previous consultations) can be made available to prepare the initiative’s ICT Impact Assessment?

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# Who are the stakeholders that should be consulted during the ICT Impact Assessment (i.e. stakeholders affected by the initiative)? *Please fill in the following table.*

| Stakeholders | Stakeholder group to be assessed(Yes/No) | Estimated size of the stakeholder group to be consulted(Absolute numbers) | Available list of contact details (Yes/No) |
| --- | --- | --- | --- |
| European Commission |  |  |  |
| National Competent Authorities (EU) |  |  |  |
| National Competent Authorities (Non-EU) |  |  |  |
| Citizens |  |  |  |
| Businesses |  |  |  |
| Other |  |  |  |

Please specify when ‘Other’ is selected.

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Section 3. Planning and coordination

# What are the main milestones foreseen for your initiative’s Impact Assessment? *Please fill in the following table.*

| Milestone | Foreseen date |
| --- | --- |
| Publication of Inception Impact Assessment |  |
| Starting date of the Impact Assessment |  |
| Launch of public consultations |  |
| End of public consultations |  |
| Launch of targeted consultations |  |
| End of targeted consultations  |  |
| Foreseen period for drafting the Impact Assessment |  |
| Foreseen expert meetings or technical working groups |  |
| Submit the IA Report to the Regulatory Scrutiny Board |  |
| Other |  |

Please specify when ‘Other’ is selected.

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# Are there any coordination activities foreseen with the team in charge of the Impact Assessment (within your DG) or with other Commission services?

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# How many presentation(s) (including the production of the related support material) to Member States and/or Commission working groups, would you expect in the context of this assessment?

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1. ICT Impact Assessment Guidelines, Directorate-General for Informatics (DIGIT), January 2018. [↑](#footnote-ref-1)