**Parents' Association position paper**

**on the preparation of an Impact Assessment Study**

**on the**

**Future of the Brussels European Schools**

**Impact Assessment Study on the Future of the European Schools in Brussels – guidelines for the contractor**

### Introduction

Impact assessment (IA) is about gathering and analysing evidence to support decision making, it shall not preempt the decisions.

The IA Study shall start from broad definitions of the problem, the objectives and the possible options and then narrow them down to what is most relevant:

1. verifies the existence of a problem, identifies its underlying causes, assesses whether action is needed, define the objectives;
2. be based on actual data, not on assumptions without evidence;
3. describes all available options and analyses their advantages and disadvantages ;
4. compare the options on the basis of their pedagogical, organisational, legal, financial and environmental impacts (quantified as far as possible)
5. analyze the possible impacts of available options, who will be affected by them and how,

# The principle of IA and guidance on the methodology

The IA shall respect a number of principles: be comprehensive, proportionate, evidence-based, unbiased, prepared collectively with relevant stakeholders, transparent and of a high quality.

The following methodology should guide the IA process:

1. The IA should concentrate on what is relevant to inform decision-making, leaving out what is not.
2. The existing framework should be used as the starting point for the IA ("baseline scenario").
3. The most appropriate methods should be identified to collect data and analyse impacts.
4. The expertise of all relevant stakeholders should feed into the IA in order to consider and properly assess all relevant issues.
5. A consultation strategy should be designed, keeping in mind the need to consult on all key IA issues.
6. The IA should provide stakeholder views on the different options as part of the analysis. The summary of the results of stakeholder consultation should be integrated into the IA.
7. Conclusions should be substantiated with evidence (e.g. data, estimations, findings).

# The Key Questions of IA

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| **The Questions An Impact Assessment Should Answer**  |
| 1.  | What is the problem and why is it a problem? Why action should be taken? |
| 2.  | What should be achieved? What are the various options to achieve the objectives? |
| 3.  | What are their pedagogical, organisational, legal, financial and environmental impacts and who will be affected?  |
| 4.  | How do the different options compare in terms of their effectiveness and efficiency (benefits and costs)?  |

**Question 1: What is the problem and why is it a problem? Why action should be taken?**

The IA starts by verifying the existence of a problem, identifying who is affected, estimating the problem's scale, analysing its causes and consequences, and assessing its likelihood to persist in the absence of (further) intervention.

**Question 2: What should be achieved? What are the alternative scenarios to achieve the objectives?**

Having defined the problem(s) and their causes and consequences, the IA should:

 set out S.M.A.R.T. objectives, including the level of ambition

 identified all alternative scenarios

 define the criteria against which alternative scenarios would be compared

 set out indicators to measure progress towards the declared objectives

*23 Specific, Measurable, Achievable, Relevant and Time-bound.*

*28 For example, from stakeholders, experts, Member States, other EU institutions and third country partners.*

*29 If such options are exceptionally excluded early on, this should be clearly spelled out alongside a solid justification.*

**Question 3: What are the impacts of the different retained scenarios and who will be affected?**

Once a set of scenario is selected, a robust assessment should be carried out of their pedagogical, organisational, legal, financial and environmental impacts and of who will be affected. At the end of this process, decision-makers should know to what extent different options would meet their objectives, with what benefits, at what cost, with what implications for different stakeholders, and at what risk of unintended consequences.

**Question 4: How do the different options compare in terms of their effectiveness and efficiency (benefits and costs)?**

Based on the assessment of the various impacts and their distribution across affected stakeholders, the IA should compare the different scenarios with regard to their effectiveness, efficiency and coherence, as well as the pedagogical, organisational, legal, financial and environmental impacts and their compliance with the proportionality principle. This should facilitate the identification of the preferred scenario.