

Glossary and definitions

Digitisation: Adoption or increase in the use of digital or computer technologies by an organisation, industry, country, etc.

Frequency: Number of times a year that a representative user must submit a procedure before the relevant authority to comply with the regulation.

Independent procedures: Procedures that do not have a similar procedure (as to requirements, type of information requested, service requested) in the universe of procedures analysed in this report.

New documentation: Any document requested by the IMSS for the admission of a procedure and that must be provided by the rights-holder or company exclusively for said request; for example: a work certificate with a specific date of entry is a document that the interested party requires exclusively to carry out a specific procedure at the IMSS.

New information: Information required for a procedure and that the applicant uses exclusively for that particular process. Therefore, the applicant must handle this request for information. For example: the serial number of the machinery to be used in a company.

Normally efficient company: Criterion used to choose a company or citizens that perform a procedure within average time parameters. It excludes companies that dedicate more time, or very little time, to the process.

Person-hours: The time measured in hours that a person spends handling a procedure.

Population: Number of companies or citizens that must comply with a given procedure. It also refers to the number of requests handled in a specific procedure.

Potential savings: These are the reductions that could be derived from the administrative burden of a procedure should the simplification and/or digitisation recommendations are followed.

Pre-existing documentation: Any document requested by the IMSS for the admission of a procedure, which may be in possession of the rights-holder or the company due to its usefulness to them. For example: a copy of an identification or proof of address document.

Pre-existing information: Information required for a particular procedure that the rights-holder or the company have even before being interested in carrying out said formality. In other words, information that the applicant uses or can use in several situations. For example, the passport number or voter's code are considered pre-existing information because the procedure can require an identification number, but the applicant does not have the passport to use it for this process, but for a different or broader purpose.

Procedures: Any request or delivery of information that natural or legal persons of the private sector submit before a relevant authority at the federal, municipal or local level, either to comply with an obligation or, in general, to ask for a resolution to be issued (Art. 3-XXI of the LGMR).

Procedures through surveys: Procedures for which direct surveys were administered to the users of IMSS services in order to measure their administrative burden.

SCM Manual: International Standard Cost Model, published by the Standard Cost Model Network. Available at: <http://www.oecd.org/gov/regulatory-policy/34227698.pdf>.

Similar procedures: These are the procedures that share characteristics (as to requirements, type of information requested, service requested) with some procedure of the universe analysed in this report.

Simplification: Reduction or elimination of requirements, processes or procedures, which are redundant or unnecessary to carry out an economic or social activity, comply with regulations or request public services. Simplification can include process reengineering, as well submission formats and information requests improvement.

Users: Citizens or companies that carry out procedures at the IMSS.



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