

<b>The step under review</b>	<b>100 administrative procedures are mapped, selected on the principle of frequency, relevance, in regard to operating a SME and at least 50% of measures have their step, times of procedure and required documentation reduced by half</b>
<b>Baseline</b>	Baseline (2024) is 0.
<b>Deadline of the step</b>	December 2025
<b>Actual results</b>	<p>The Ministry of Economy and Labor (MEL) has prepared Information to the Government, on the process of identifying 100 administrative procedures, with an attached Implementation Plan and a Form for the specification of an administrative procedure. The Information is adopted by the Government on 04.11.2025.</p> <p>Several activities from the Implementation Plan are already realized, such as:</p> <ol style="list-style-type: none"> <li>1. Administrative procedures that will be subject to mapping as well as criteria on the basis of which the mapping will be made are defined. Based on the terminological and legal explanations provided in the Law on General Administrative Procedure (Zoup), particularly Article 4, and taking into account the objectives of this measure under the Reform Agenda, it was decided that the mapping would include administrative procedures that result with issuing of an administrative act, such as a decision, license, permit, or approval. The criteria on the basis of which the mapping of the administrative procedure will be carried out would be: the frequency, relevance, administrative procedures that concern legal entities regardless of the activity they perform.</li> <li>2. Administrative Procedure Specification Form for specifying the administrative procedure with the following data: planned steps, duration of the procedure, required documents, and possibilities for shortening the steps, duration and documentation is created.</li> <li>3. Starting point of the process of mapping 100 administrative procedure was the List of services that are included in the Service Catalog. The Ministry of Digital Transformation submitted to the Ministry of Economy and Labor (MEL) a list of services by institution, that are included in the Service Catalog.</li> </ol> <p>Given that these lists include many services that are not administrative procedures, and the frequency and relevance for the operations of companies cannot be seen, on 15th October 2025, the Ministry of Economy and Labor (MEL) submitted a letter to 12 institutions, attaching a list of services within their jurisdiction and requesting each institution to select at least ten</p>

administrative procedures that result in the issuance of an administrative act (a decision, license, permit, or approval ) that are the most frequent (based on the number of such acts issued annually to legal entities) and most relevant for business operations.

At the same time, the letter requested each institution to nominate a person who will participate in the WG for this reform measure.

4. The Working group for implementation of this step was established by the Minister of economy and labor on 24th November 2025. The Working group is composed with the nominated representatives from the following institutions and chambers of commerce:

Ministry of economy and labour, Ministry of Digital Transformation, Ministry of finance, Public Revenue office, Customs Administration, Ministry of environment and physical planning, Ministry of transport, Ministry of agriculture forestry and water economy, Ministry of Energy, Mining and Mineral Resources, Employment Service Agency, Agency for Real Estate Cadastre, Central Registry, Food and Veterinary Agency, University „St mother Theresa” Skopje, Macedonian Chambers of Commerce, Chamber of Commerce, Economic Chamber of North Macedonia and Economic Chamber of North-West Macedonia.

(Three meetings of the WG are held: 27.11.2025, 18.12.2025, 26.12.2025).

5. Based on the responses received from 13 institutions, 247 administrative procedures that are the most frequent and most relevant to business operations were selected. On 28th November 2025, the list of selected administrative procedures (selected by relevant institutions) was submitted to the Chambers of Commerce with request to select 100 administrative procedures from the list that are most relevant for their members (companies) and that need to be optimized in regard to their steps, times of procedure and required documentation.

6. By the end of December 2025, the List of 145 selected administrative procedures by the Chambers of commerce was completed. This List was shared with the relevant institutions with request to select the administrative procedures that will be included in the final List of 100 administrative procedure mapped on the principle of frequency and relevance, in regard to operating a SME.

7. On the third meeting of the Working group, held on 26<sup>th</sup> December 2025, the List of 57 administrative procedures was confirmed by the representatives of relevant institutions and Chambers of commerce.

Additionally, the Ministry of environment and physical planning, Ministry of transport and Ministry of agriculture forestry and water economy, submitted administrative procedures aligned with the selected by the Chambers of commerce that should be included in the List of 100 mapped administrative procedures.

	<p>8. Form for the specification of an administrative procedure was sent to the relevant institutions to be filled out for each of the selected procedures.</p> <p>9. The Ministry of Economy and Labor (MEL) has prepared Information to the Government, on the status of the process of identifying 100 administrative procedures, with an attached List of 100 administrative procedures selected on the principle of frequency and relevance, in regard to operating a SME, for adoption by the Government.</p>
<b>Evidence provided</b>	<p>1. Information on the process of identifying 100 administrative procedures, with an attached Implementation Plan and a Form for the specification of an administrative procedure. ( adopted by the Government on 04.11.2025,) <a href="https://portal.mdt.gov.mk/post-records/124-ta-sednica-na-vladata-record-mk.pdf">https://portal.mdt.gov.mk/post-records/124-ta-sednica-na-vladata-record-mk.pdf</a> ( t.6)</p>
<b>Checks performed in the verification of the step and related findings</b>	<p>1. Information on the process of identifying 100 administrative procedures, with an attached Implementation Plan and a Form for the specification of an administrative procedure. ( adopted by the Government on 04.11.2025,) <a href="https://portal.mdt.gov.mk/post-records/124-ta-sednica-na-vladata-record-mk.pdf">https://portal.mdt.gov.mk/post-records/124-ta-sednica-na-vladata-record-mk.pdf</a> ( t.6)</p> <p>2. Official Letter sent to 12 institutions, with attached List of services within their jurisdiction (See Annex 1)</p> <p>3. Official letter sent to 3 Chambers of commerce with attached List of administrative procedures selected by institutions. (See Annex 2)</p> <p>4. Decision for establishing a working group ( See Annex 3 )</p> <p>5. Minutes of meetings of the Working Group (See Annex 4.1,4.2,4.3)</p>
<b>Compliance with general principles and DNSH principle</b>	<p>The implementation of the steps does not contravene the general principles outlined in Article 4 and 11(4) of Regulation (EU) 2024/1449 and Article 3 of the Facility Agreement.</p> <p>The implementation of the steps does not contravene the ‘Do No Significant Harm’ principle (DNSH).</p>
<b>Double funding</b>	<p>Contributions from third parties were not reported in support of the</p>

	achievement of this step.
<b>Clear conclusion on the achievement of the step</b>	Not achieved