



Tithe an
Oireachtais
Houses of the
Oireachtas

An Oifig Buiséid Pharlaiminteach Parliamentary Budget Office **Policy Costing Request Template**

Introduction

This template should be used by Members or their nominated representative when submitting a request for policy costing. This can be done either on behalf of a political party or group by their designated representative or a private Member.

The PBO will treat each policy change as a separate costing request. This template must be completed for every costing sought. Each section of this template should be completed as described. Once completed, this template should be emailed to pbocostings@oireachtas.ie.

The PBO may refer to Government Departments or other bodies, such as the Central Statistics Office, if additional information or data is required. The purpose and source of the request will be treated as confidential by the PBO. The PBO reserves the right to publish material based on this costing analysis. This will be done on an anonymised basis.

This template should be read alongside the accompanying guidelines for availing of the PBO's costing service: *Policy Costing Service Guidelines, Publication 15 of 2022* and *An Overview of the PBO Costing Process and our Prioritisation Framework, Publication 4 of 2023*. If you require any help in completing a costing request, do not hesitate to contact pbocostings@oireachtas.ie.

1 Requester

1.1 Requester name

1.2 Requester party or group

1.3 Is this request on behalf of a political party or group, or is it for a private Member?

1.4 Requester contact information

1.5 Signature and date submitted

2 The Proposed Policy Overview

2.1 Name of the proposed policy

2.2 Critical response date

2.3 Is this a new policy or a change to an existing policy ?

2.4 Overview and intention of policy

3 Proposed Policy Details

3.1 Intended policy enactment date

3.2 End date or sunset provision

3.3 Will any of the aspects of the policy be indexed to inflation or other factors?

3.4 Details of policy specification

4 Publication and Priority

4.1 Do you have any preferred restrictions if this costing or related research is published on the PBO website?

4.2 Priority in relation to previous requests currently in progress

4.3 Intended purpose of costing request

4.4 Intended time-frame and outlet to use costing publicly (if applicable)

5 Appendix Material

