

## **Intermunicipal Operations Coordination Committee**

**Date:** 18.08.2011

**Subject:** Current Organizational Structure for Permit Review and Objection Handling

The current operating structure for the participating municipalities (Gemeente A and Gemeente B) remains **fully decentralized**. Each municipality maintains its own permit intake desk, task assignment system, objection handling procedures, and archiving structure.

### **1. Task Distribution**

Application intake (01\_HOOFD\_000–049) is performed locally at the applicant's corresponding town office. Subsequent review tasks (01\_HOOFD\_050–099) are managed by internal urban planning teams. Objection cases (01\_BB\_xxx) are escalated to legal teams specific to each municipality.

Staff are not cross-assigned across municipalities. While employee IDs are unified in the HR system, roles are scoped to local business rules.

### **2. Tools and Systems**

Gemeente A uses the legacy FLOWpermit system, while Gemeente B is transitioning to ProcessOffice Suite. Both are hosted independently with no shared data backend.

### **3. Filing Logic and Routing**

Each municipality follows its own routing logic, including differences in:

- Objection deadlines (6 vs. 8 weeks)
- Mandatory sign-off levels
- Use of external reviewers (rare in Gemeente A, more common in Gemeente B)

There is **no current plan** to harmonize routing rules or co-locate operational teams. Staff are advised to continue working under local guidelines.