

European Union Network for
the Implementation and Enforcement
of Environmental Law

Development of a Guideline for self-evaluation of neighbourhood dialogue

**Phase III of the project
"Resolution of environmental conflicts by neighbourhood dialogue"**

Final report

10.06.2009

The European Union Network for the Implementation and Enforcement of Environmental Law is a network of the environmental authorities of EU Member States, acceding and candidate countries and Norway. The European Commission and IMPEL have signed a memorandum of understanding concerning the cooperation.

The network is commonly known as the IMPEL Network.

The expertise and experience of the participants within IMPEL make the network uniquely qualified to work on certain of the technical and regulatory aspects of EU environmental legislation. The Network's objective is to create the necessary impetus in the European Community to make progress on ensuring a more effective application of environmental legislation. It promotes the exchange of information and experience and the development of greater consistency of approach in the implementation, application and enforcement of environmental legislation, with special emphasis on Community environmental legislation. It provides a framework for policy makers, environmental inspectors and enforcement officers to exchange ideas and encourages the development of enforcement structures and best practices.

Information on the IMPEL Network is also available through its web site at:
<http://ec.europa.eu/environment/impel/>

<p><i>Resolution of environmental conflicts by neighbourhood dialogue (phase III)</i> <i>Exchange of experiences from and promotion of the use of neighbourhood dialogues through development of a guideline for self-evaluation</i></p>	<p>Number report: 2009/1 Guideline for self-evaluation</p>
<p>Project Manager/Authors: Staatliches Umweltamt (StUA) Itzehoe, Germany (State Authority for the Environment Itzehoe, Schleswig-Holstein, Germany), Breitenburger Straße 25, 25524 Itzehoe, from 01.01.2009 on responsibility for the project: State Agency for Agriculture, the Environment and Rural Areas, Hamburger Chaussee 25, 24220 Flintbek, project manager Gisela.Holzgraefe@mlur.landsh.de; Tel.: +0049431-9887133, Project team: Ulrike Struck, (State Agency for Agriculture, the Environment and Rural Areas, Lübeck), Bernd Reese (Gewerbeaufsichtsamt Hannover), Andreas Aplowski (Staatliches Gewerbeaufsichtsamt Celle), Kristina Rabe (Federal Environmental Ministry), Irmela Feige (consultant)</p>	<p>Report adopted at IMPEL General assembly: 03.06.-05.06.2009, Prague</p> <hr/> <p>Number of pages Final Report: 17 pages Annexes: Guideline for self-evaluation: 128, Excel table for evaluation of the questionnaires, empty version: 40, virtual example: 40, Evaluation of one specific dialogue process: 31</p>
<p><i>Executive Summary</i></p> <p>Continuing the IMPEL project “Informal resolution of environmental conflicts by neighbourhood dialogue” of 2004/2005 (Exchange of experience) and the first follow-up project of 2006/2007 (Development of a toolkit “Establishing neighbourhood dialogue”) the current project started in August 2008. The main objective of this second follow-up project was to develop a guideline for authorities and companies on how to evaluate their neighbourhood dialogues and to estimate the workload.</p> <p>A neighbourhood dialogue is a voluntary communication instrument to solve environmental problems and conflicts between industrial sites and their neighbours. It is either established by a company concerned or by authorities. The quality assessment (during and at the end of the process) should become an integrated part of the process. The main outcome of the project is the “Guideline for Self-Evaluation of Neighbourhood Dialogues” (see annex 3) with the toolbox containing</p> <ul style="list-style-type: none"> - characteristics to assess the complexity of the starting position, - clues to decide whether to start a neighbourhood dialogue (or not), - criteria to evaluate the quality, results, successes and benefits of a dialogue, - survey lists for documentation, estimation and/or comparison of the workload, - a checklist for the authority to handle a complaint, - a checklist for a company to assess the potential for and chances of a neighbourhood dialogue, - an excel table to evaluate the questionnaires. <p>The target groups of the guideline are the management and employees of</p> <ul style="list-style-type: none"> • inspection and permitting authorities, • other authorities or public bodies competent for the enforcement of environmental law or dealing with complaints from neighbours and communities of industrial sites as well as • companies with neighbourhood complaints about environmental nuisances - such as odour, noise, air pollution, vibrations – and hazardous risks, or sites applying for a permit with public involvement. <p>Final recommendations</p> <p>The participants recommend that IMPEL supports the further application of dialogue processes as voluntary instruments in the implementation and enforcement of environmental law. In particular they recommend</p> <ul style="list-style-type: none"> - disseminating the toolkit (preferably with an added “concise version” and the guidelines within authorities, industry associations and companies, - to encourage national administrations to use dialogue processes to manage complaints and conflicts related to the operating of industrial and other sites, - to carry out some simulation on neighbourhood dialogue while using the toolkit and the guidelines for deepening experiences and encouraging the application. 	
<p>Disclaimer</p> <p>This report is the result of a project within the IMPEL Network. The content does not necessarily represent the view of the national administrations or the Commission.</p>	

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1 – INTRODUCTION AND APPROACH

1.1 Project background and history

Since 1995 the Department of Labour and Environmental Inspection of Hanover (Lower Saxony, Germany – Staatliches Gewerbeaufsichtsamt Hannover) has gained experience with several industrial sites of how a continued neighbourhood dialogue between a company and its neighbours can result in solving conflicts more efficiently, more sustainably and can build better relationships between all affected parties (company, residents, authorities, others). This experience was confirmed by a two-year pilot project (2001 – 2003) with small and medium sized enterprises (SME), which involved two more inspection departments of Lower Saxony and the Chambers of Skilled Crafts and of Industry and Commerce in the Hanover region. After presenting this experience at the “IMPEL at work Conference” in Maastricht (October 2003) a first IMPEL project “Informal resolution of environmental conflict by neighbourhood dialogue” was launched in 2004 and 2005. Results were documented in a Final Report and a brochure “Solving environmental conflicts by dialogue” was edited in nine languages – both are available for download at the IMPEL web site.

Participants recommended continuing with two follow-up projects to exchange more experience, to evaluate further case studies and to develop

- a) a toolkit on how to establish a neighbourhood dialogue and
- b) a self-evaluation guideline to assess the quality of dialogues and to roughly estimate in advance the possible workload related to neighbourhood dialogue.

The **guideline now presented** is the result of a project based on the ToR (terms of references)-Sheet “Resolution of environmental conflicts by neighbourhood dialogue [Exchange of experiences from and promotion of the use of neighbourhood dialogues through the development of a guideline for self-evaluation (2008)]” which was adopted at the IMPEL Plenary in Cardiff (20.11.-2.12.2005).

1.2 Project aims and objectives

The focus of the project was to exchange further experiences on how neighbourhood dialogues contribute in solving environmental conflicts and to develop a self-evaluation guideline to assess the quality of dialogues.

The project was aimed at

- analysing case studies and exchange of experience to gain practical information and comprehensive insight into how IMPEL member states proceed in dealing with and settling neighbourhood conflicts, how they decide on the procedure (regular process or dialogue),
- developing a guideline for authorities and companies providing recommendations on how to effectively evaluate (during and at the end of the process) and support / improve neighbourhood dialogues,

- estimating in advance the possible workload related to the neighbourhood dialogue (to compare it with the expected workload of a traditional approach without neighbourhood dialogue.)

The project objectives were met as documented in this final report and the “Guideline for Self-Evaluation of Neighbourhood Dialogues”(see annex 4).

1.3 Project activities and products

Main project activities and products were:

- Invitation and registration** of 20 participants (from 10 IMPEL member states) – participants of the former project were kept informed. (October 2008)
- Sending out a **first draft of the “Guideline for self-evaluation of neighbourhood dialogues”** to all participants to prepare the project meeting, collecting case studies to discuss the application of the prepared tools, analysing the approaches and best-practice examples. (beginning of November 2008)
- Integrating the **feedback of participants** into a **second draft of the guideline**, developing an agenda to present and discuss **case studies** and to work on the tools for self-evaluation and workload estimation, preparing the second draft as basic document for the project meeting, collecting **feedback from participants** about the second draft of the toolkit and discussion needs during the meeting.
- Conducting interviews with company experts and moderators experienced in evaluation.
- Hold the project meeting on November 24th to 26th, 2008** in Lübeck, Germany, where participants gave feedback and recommendations to the guideline’s content and structure. In plenary and working groups they discussed key questions and the guideline draft in detail. The project team collected their suggestions on how to improve it.
- Integrating the recommendations of the project participants into a **third draft** and sending it out to all participants (February 2009)
- Integrating participants’ feedback** and agreeing on a **draft final version of the “Guideline for Self-Evaluation of Neighbourhood Dialogues”** (February – March 2009)
- Developing and testing the **excel table to evaluate the questionnaires and a specific dialogue process with the excel table** (January – March 2009).
- Drafting the Final Report** for Cluster 1 and the Prague Plenary (June 2009).

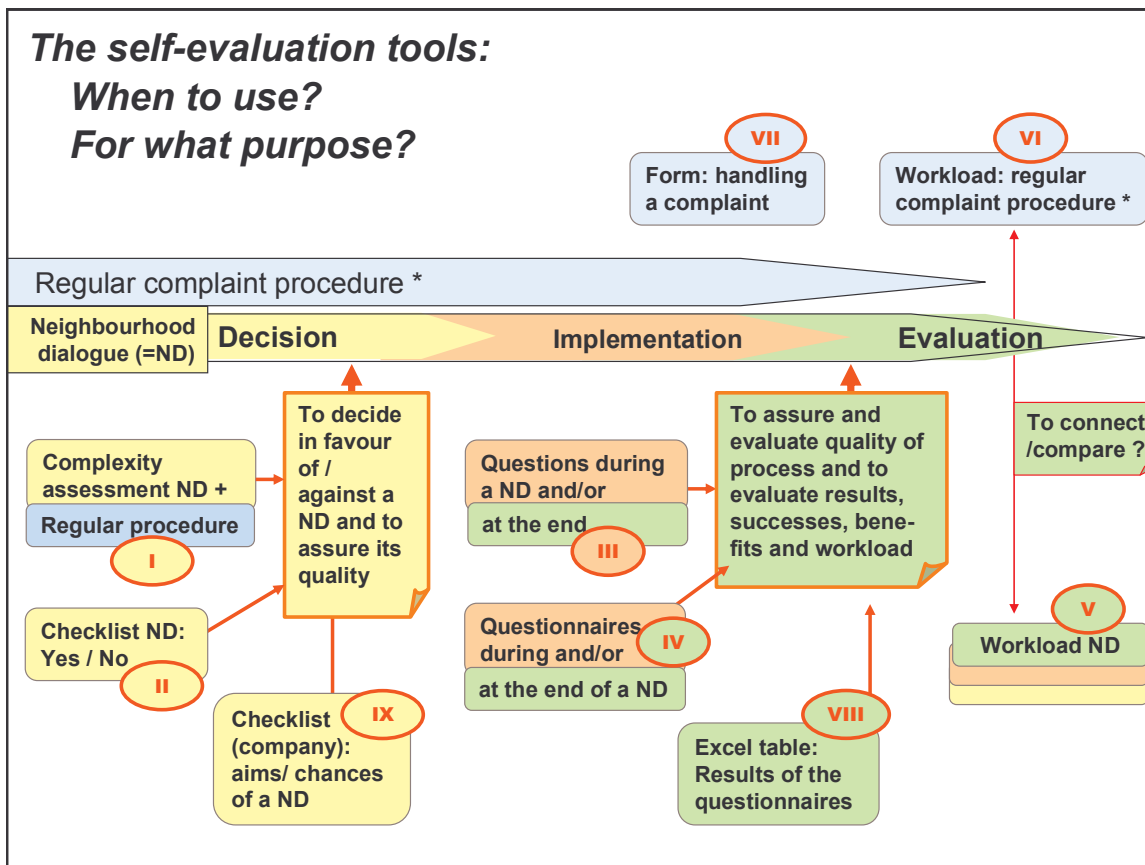
The key results are documented in the “Guideline for Self-Evaluation of Neighbourhood Dialogues” and the “Excel table to evaluate quality, results, successes and benefits of a neighbourhood dialogue” (see annexes 3 and 4).

1.4 Aim and structure of this report

As the main findings of the project are documented in the annexed guideline for self-evaluation, this report primarily gives some background information about the project. The main outcome of this project is the “Guideline for Self-Evaluation of Neighbourhood Dialogues” with its

- introduction including an executive summary,
- main example and the toolbox with
 - characteristics to assess the complexity of the starting position,
 - clues to decide whether starting a neighbourhood dialogue (or not),
 - criteria to evaluate the quality, results, successes and benefits of a dialogue,
 - survey lists for documentation, estimation and/or comparison of the workload,
 - a checklist for the authority to handle a complaint,
 - a checklist for a company to assess the potential for and chances of a neighbourhood dialogue,
 - an excel table to evaluate the questionnaires (empty from + virtual example) The complete set of diagrams you find in the annex was produced by filling in virtual figures into the input sheet of the excel table. You can download the excel table from the IMPEL website and adjust it to your specific needs.
- Evaluation of one specific dialogue process by using the excel table. As not all questions were answered you only find a selection of diagrams for this case.

The following graphic shows the interrelations between the different tools available.



* The “regular complaint procedure” includes the main steps of dealing with neighbour complaints that were identified by the project participants.

2 – DEALING WITH NEIGHBOURHOOD CONFLICTS THROUGH DIALOGUE AND SELF-EVALUATION

2.1 Experience with dialogue approaches for settling environmental conflicts and their evaluation

Neighbourhood dialogues are structured, in many cases long-term communication processes in which companies, neighbours and the competent authorities meet face-to-face. Their aim is to resolve environmental conflicts by balancing their interests and by improving the environmental performance of industrial sites.

Using a dialogue approach to handle neighbourhood conflicts and complaints is not a common proceeding in all IMPEL member states. However, proactive information, direct involvement of and dialogue with residents, the community and the media is becoming more and more common and all participants brought along a certain dialogue experience.

The guideline offers advice and tools to members of environmental authorities and companies which want to assure and evaluate the quality and the results of their neighbourhood dialogues. On top of that it demonstrates how the workload related with an individual dialogue process can roughly be estimated.

The tools can be applied at different points of a dialogue process:

- in the phase before starting a neighbourhood dialogue
- in the phase of implementation of the neighbourhood dialogue
- during and at the end of the active phase to evaluate the results and successes of the dialogue as well as to learn for the next processes
- in all phases to document the workload connected with the dialogue and/or with the regular handling of a complaint.

2.2 Developing the “Guideline for Self-Evaluation of Neighbourhood Dialogues”

The aims and objectives when developing the guideline were

1. to address authorities and companies

Normally authorities will convince and support companies to establish a neighbourhood dialogue aiming at sustainable solutions for conflicts which cannot be settled only by administrative measures. However authorities may also take the lead and conduct a neighbourhood dialogue. The guideline contains specific recommendations for authorities and companies.

The guideline lists criteria for a well-founded decision for or against starting a neighbourhood dialogue, for the evaluation of the neighbourhood dialogue (during the process and at the end) and for the workload estimation.

2. to facilitate applicability

The toolbox contains the collection of the tools, which the participants and the project team recommend. Their application is demonstrated at different cases (of simple, medium or high complexity). So the interested parties get an idea how the instruments are meant to be applied.

3. to give practical advice

In the main text and in the chapter with the examples the reader will find practical advice on how to work with the tools. The guideline is a reference book for tools. Everybody can make his choice according to the individual case.

4. to be adaptable to individual and national needs

Everybody is free to adapt the tools to his own needs. One of the tools to carry out the evaluation is a questionnaire, partly specialised for the different parties of a neighbourhood dialogue. The user is free to leave out a question or to add others. The evaluation of the questionnaires of a single dialogue process or of several processes can be done by using an excel table. (Be aware that the proposed excel table has to be adjusted when leaving out or adding questions.)

IMPEL member states are welcome to translate the guideline and to add and highlight specific information to make it more suitable for their national needs. A reference to the original text should be given.

The feedback of participants on drafts 1 – 3 and during the project meeting was very positive concerning the tools, their contents, composition and structure, comprehensibility and practicability. Participants' feedback helped especially to

- simplify the structure and make it more reader friendly
- integrate more practical aspects, explain the applicability (opportunities, risks and boundaries)
- identify possible misunderstandings and clarify the meaning.

During the project meeting working groups developed further recommendations about

- how to overcome possible barriers to evaluation and workload estimation
- authorities acting as facilitators
- how to convince authorities and companies to establish evaluation of dialogues and offer incentives
- possible synergies between neighbourhood dialogue and IPPC processes

These recommendations were discussed and integrated into the next draft.

The guideline is documented as annex 3. Its Executive summary can be found on page 5.

3 – CONCLUSIONS AND RECOMMENDATIONS TO IMPEL AND ITS MEMBER STATES

3.1 Conclusions and final recommendations

The participants of the project recommend that IMPEL supports the further application of dialogue processes and their evaluation as voluntary instruments in the implementation and enforcement of environmental law. In particular they recommend to

- disseminate the toolkit and the guideline for self-evaluation and encourage the implementation of dialogue processes for all sorts of environmental and neighbourhood conflicts
- emphasise the possibilities to use dialogue before permit applications (e.g. within IPPC permits)
- encourage companies to establish neighbourhood dialogues (and self-evaluation) as part of their site operation.

Participants were interested in continuing the exchange of experiences on neighbourhood dialogues and the use of the toolkit and the guideline for self-evaluation. They recommended to carry out a simulation of a neighbourhood dialogue while using the toolkit and the guideline, possibly extracting the most important steps of both processes into one concise instruction scheme to further facilitate their applications and to deepen experiences.

3.2 Dissemination of project results

To disseminate the project results the participants recommended

- disseminating the guideline for self-evaluation to authorities, companies and further stakeholders
 1. at the European level with the aid of the IMPEL secretariat (DG Enterprises, DG Environment, IMPEL website...) and
 2. at national and regional levels with the aid of the national IMPEL coordinators through
 - national administrative structures and websites (Internet, Intranet, presentations to colleagues and communications units, ...)
 - presentation of the toolkit and the guideline for self-evaluation on professional events, e.g. inspectors conference
 - information of key stakeholders in business (e.g. industrial associations, chamber of commerce, ...)
 - information of key stakeholders of environmental organisations (e.g. present the toolkit and the guideline for self-evaluation to environmental organisations or other NGOs – non-governmental associations)
 - hand outs of concise information on neighbourhood dialogue (including website information) to companies in case of conflict.
- promoting dialogue within the member states by
 - encouraging translation of the English version of the toolkit and guideline for self-evaluation into the national languages of the member states: Member states may add and highlight information to adapt the text to their national needs by giving reference to the original text
 - establishing training and learning opportunities (e-learning, training sessions, trainee programmes).

4 – LITERATURE AND REFERENCES

Department of Labour and Environmental Inspection Hanover – “Enterprises and their neighbours: building confidence to solve conflict. 12 steps towards a good neighbourhood” – Hanover, Lower Saxony, Germany, October 2003. Download: www.gewerbeaufsicht.niedersachsen.de

Department of Labour and Environmental Inspection Hanover (Editor) – Brochure « Solving environmental conflicts by dialogue » available in nine languages, see IMPEL website <http://ec.europa.eu/environment/impel/>

French regulation on the Local Committees for Information cover three areas: nuclear energy sites (CLI), waste management sites (CLIS) and industrial risk (Seveso II) sites (CLIC). Download of the CLIC decree “Information et concertation du public : Les comités locaux d’information et de concertation CLIC” : www.ecologie.gouv.fr/article.php3?id_article=2396)

IMPEL (Editor) – Final report of the project “Informal resolution of environmental conflicts by neighbourhood dialogue”, available at the IMPEL Website <http://ec.europa.eu/environment/impel/>

Brochure with the concept of mediation in the province of Overijssel, The Netherlands: A.M. de Koning and J. Brouwer, Methode Overijssel: bouwen aan vertrouwen. De inzet van mediation-vaardigheden en mediation door overheden, Nederlands Mediation Instituut NMI, 2008.

Brochure with the results of the evaluation of the mediation in the province of Overijssel, The Netherlands: Projekt Mediation, Eindevaluatie en onderzoeksresultaten, Projekt Alternative Geschillenbeschlechting, januari 2003

Empfehlungen zur Anwendung der Standards für Evaluation im Handlungsfeld der Selbstevaluation, Deutsche Gesellschaft für Evaluation – German Evaluation Society, Geschäftsstelle DeGEval, Bücheler Weg 27, 53347 Alfter, www.degeval.de

Zöller, Katharina, Stakeholder-Dialoge zur Sicherung des neuen Standortfaktors „Akzeptanz“ bei deutschen und amerikanischen Chemieunternehmen, Eine wirtschaftsgeografische Untersuchung, Inaugural-Dissertation Universität Köln 2004.

Meuer, Dirk und Troja, Markus, 2004: Mediation im öffentlichen Bereich – Status und Erfahrungen in Deutschland 1996 – 2002. Abschlußbericht eines Forschungsprojektes im Rahmen des DFG-Schwerpunktprogramms „Mensch und globale Umweltveränderungen“

No	Name of project
2007/1	<p data-bbox="427 356 1286 472">Resolution of environmental conflicts by neighbourhood dialogue</p> <p data-bbox="427 499 1321 604">Exchange of experiences from and promotion of the use of neighbourhood dialogues through the development of a guideline for self evaluation (2008).</p>

1. Scope

<p data-bbox="151 687 379 719">1.1. Background</p>	<p data-bbox="427 687 655 719">Project History:</p> <p data-bbox="427 723 1321 864">A first IMPEL project “Informal resolution of environmental conflicts by neighbourhood dialogue” was carried out in 2004 and 2005. Results are summarized in its final report, which were presented at the IMPEL Plenary (Cardiff, December 2005)</p> <p data-bbox="427 904 1326 1122">The first project was adopted by IMPEL to share experiences on dialogue instruments. It has shown that several member states already use different dialogue approaches to solve environmental conflicts and that conflicts between authorities, company sites and neighbourhoods concerning environmental pollution can be solved through dialogue if certain (pre)conditions are met.</p> <p data-bbox="427 1144 1326 1361">Participants in the first project recommended supporting the further application of dialogues as voluntary instruments. They were interested in continuing work in a follow-up project to exchange and obtain more information on how to successfully initiate and continuously support neighbourhood dialogue and identify appropriate cases for its application.</p> <p data-bbox="427 1384 1326 1630">As a follow-up to the 2004/2005 project on neighbourhood dialogue, it was proposed in a first step to develop a toolkit for inspection authorities for the initiation and support of specific types of voluntary neighbourhood dialogue to address environmental problems as a complementary means for better enforcement. The toolkit was adopted by the IMPEL plenary in Lisbon (28th – 30th November 2007). It is available on the IMPEL website.</p> <p data-bbox="427 1653 1326 1870">This TOR describes the second step of the follow-up project, in which a self-evaluation guideline shall be developed to assess the quality of dialogues. Furthermore, it should help the authorities to roughly estimate in advance their possible workload related to the neighbourhood dialogue (to compare it with the expected workload of a traditional approach without neighbourhood dialogue).</p> <p data-bbox="427 1892 1321 2060">An exchange on further dialogue cases is planned throughout the whole follow-up project period (2008-2009), thereby gaining more experience with neighbourhood dialogues and possibly identifying specific needs related to neighbourhood dialogue within the national regulatory frameworks.</p>
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<p>1.2. Link to MAWP and IMPEL's role and scope</p>	<p>Legal Background: The Sixth Community Environment Action Programme calls for the encouragement of more effective implementation and enforcement of Community legislation on the environment, among other things through the promotion of improved standards of permitting, inspection, monitoring and enforcement by Member States and through improved exchange of information on best practice on implementation. Article III, Para. 4 of Recommendation 2001/331/EC providing for Minimum Criteria for Environmental Inspections in the Member States pursues the same objectives. Dialogues of good quality can further the achievement of those goals.</p>
<p>1.3. Objective (s)</p>	<p>The main objectives are:</p> <ul style="list-style-type: none"> - to develop a guideline for the self-evaluation of neighbourhood dialogues to assess their quality, - to look at and analyse further cases of environmental conflict dialogues in the participating IMPEL member states; exchanging experiences between participants in the project meeting and via a project website ("circa-net") about the cases, possible guidelines for self-evaluation and possible indications for roughly estimating the related workload.
<p>1.4. Definition</p>	<p>The project will help to promote the application of voluntary neighbourhood dialogues as a complementary instrument to solve environmental conflicts.</p> <p>It will be carried out by a project working group consisting of max. 33 participants from IMPEL member states. A consultant will support and assist the group. The project participants will meet once in 2008 to discuss the guideline draft and exchange experiences. A project website will be provided for.</p> <p>A final report will be written which will cover the findings of the follow-up project step 2.</p>
<p>1.5. Product(s)</p>	<ul style="list-style-type: none"> - a self-evaluation guideline with practical advice on how to assess the quality of neighbourhood dialogue used as a complementary instrument for environmental conflict resolution (and hints on how to roughly estimate the connected workload in advance), - a final report. <p>The guideline will be available in English and could be translated into all official EU languages and adapted to national needs by the participating member states.</p>

2. Structure of the project

<p>2.1. Participants</p>	<ul style="list-style-type: none"> ▪ Inspectors preferably with experience in dialogue processes will be invited as participants from IMPEL member states, (two participants per country would be preferable) ▪ IMPEL secretariat and Commission are invited to participate
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2.2. Project team	<p>Project team: Gisela Holzgraefe and Ulrike Struck (State Authority for the Environment Itzehoe),</p> <ul style="list-style-type: none"> - Consulting agency, which will prepare a draft guideline for self evaluation and develop draft criteria for estimation of workload - prepare the meeting of the working group - document the results of the presentations and the discussions during the meeting of the working group. - incorporate participants' recommendations into the guideline and the criteria for estimation of the workload - prepare the draft final report Project bearer: <ul style="list-style-type: none"> ▪ State Authority for the Environment Itzehoe (Staatliches Umweltamt Itzehoe), Itzehoe, Schleswig-Holstein, Germany: <i>in cooperation with</i> ▪ German Federal Ministry for the Environment, Nature Conservation and Nuclear Safety, Berlin ▪ Department for the Labour and Environmental Inspection Hanover (Gewerbeaufsichtsamt Hannover) and optionally another inspection authority ▪ Experts of other IMPEL member states (optional)
2.3. Manager Executor	State Authority for the Environment Itzehoe, Itzehoe
2.4. Reporting arrangements	<p>The project progress will be reported to Cluster "Improving permitting, inspection and enforcement" (Cluster 1, first interim report in March 2009), to the participants and to possible observers. The Cluster will submit interim reporting to the IMPEL Plenary and the IMPEL secretariat. The final report of the whole project is expected to be submitted to the IMPEL Plenary in Summer 2009.</p> <p>Interim Reports: Spring 2009 Final Report: Summer 2009</p>
2.5 Dissemination of results/main target groups	<p>After adoption of the final report by the IMPEL Plenary, report and guideline (both in English) will be disseminated through IMPEL (website). Both will be sent to the IMPEL national coordinators. Interested IMPEL member states may then translate the guideline as well as adopt and supplement it according to specific national needs.</p> <ul style="list-style-type: none"> ⇒ The guideline will also be sent to other target groups (via IMPEL secretariat at the European level, via national coordinators at the national level), i.e. Environmental inspectorates ⇒ Key business organisations and companies ⇒ environmental and consumer organisations representing neighbourhood interests (where existing)

3. Resources required

3.1 Project costs and budget plan		2008	2009
	<u>1. Overhead (organisation) cost (€):</u>	1.700	
	<u>2 Project meeting costs (€)</u>		
	<u>Meeting 1</u> ¹ : workshop in October 2008		
	No of Participants: 33		
	Travel ² :	24.750	
	Accommodation ³ :	6.600	
	Catering:	3.650	
	Meeting venue:		
	<u>3. Other costs (€):</u>		
	Consultant	14.546	24.325
	Translation:		
	Dissemination:		
	Other (specify) Project team meeting 1-2, 6 participants per each, 1 night Accommodation: 100 €/capita	1.200	
	Other (specify) Project team meeting 3-4 6 participants per each, 1 night Accommodation: 100 €/capita		1.200
	TOTAL cost per year €	52.400	25.500
	TOTAL project cost €	77.900	
3.2. Fin. from IMPEL budget	<u>2. Project meeting costs (€)</u>	35.000	
3.3. Co-financing by MS (and any other)	<u>1. Overhead costs (€):</u> as co-financing contribution for the meeting venue , committed by German Federal Ministry for the Environment, Nature Conservation and Nuclear Safety, Berlin (BMU)	1.700	
	<u>3. Other costs (€)</u> as co-financing contribution; a) Consultant , committed by German Federal Ministry for the Environment, Nature Conservation and Nuclear Safety, Berlin (BMU)	14.500	24.300
	b) 4 preparatory meetings committed by State Authority for the for the Labour and Environmental Inspection Hanover, Federal Ministry BMU	1.200	1.200

¹ specify, like Review Group Meetings, Workshop etc.

² normative: €750/person

³ normative: €100/person/night

3.4. Human from MS	Meeting preparation and participation: 100 days (based on 25 participants)
3.5 Human from Host country	Meeting preparation and support: 20 days Meeting participation: 24 days (based on 8 participants) Project management support: 10 days

4. Quality review mechanisms

The quality of the project will be reviewed by the project participants and appraised by the Cluster “Improving permitting, inspection and enforcement” (Cluster 1). It will then be submitted to the IMPEL Plenary for appraisal and adoption.

5. Legal base

5.1. Directive/Regulation/Decision	Recommendation 2001/331/EC providing for Minimum Criteria for Environmental Inspections in the Member States
5.2. Article and description	Article 3, Para. 4: establishment of a scheme, under which Member States report and offer advice on inspectorates and inspection procedures in Member States
5.3 Link to the 6th EAP	Article 3. Strategic approaches to meeting environmental objectives. Para. 2: “ Encouraging more effective implementation and enforcement of Community legislation on the environment [...] <ul style="list-style-type: none"> - promotion of improved standards of permitting, inspection, monitoring and enforcement by Member States; [...] improved exchange of information on best practice on implementation including by the European network for the Implementation and Enforcement of Environmental Law (IMPEL network) within the framework of its competencies”.

6. Project planning

6.1. Approval	The project was presented to and supported by Cluster “Improving permitting, inspection and enforcement” (former Cluster 1) at the Cluster meeting in Lübeck, Germany (15 th /16 th September 2005). It was submitted for approval “in principle” (under precondition of financial means being available and granted to the project for 2007 by the IMPEL Plenary of Autumn 2006) to the IMPEL plenary meeting in Cardiff (30 th November to 2 nd December 2005).
(6.2. Fin. Contributions)	The project is supported by the Commission , the German Federal Ministry for the Environment, Nature Conservation and Nuclear Safety, the Ministry for Environment of Schleswig-Holstein and Lower Saxony and participating IMPEL Member States
6.3. Start	The project start is scheduled for 05/2008 (step 2), the first part of the project (step 1) was carried out in 2007 (see final report and toolkit adopted by the IMPEL plenary in Lisbon 28 th – 30 th November 2007)
6.4 Milestones	<i>Milestones:</i> <ul style="list-style-type: none"> - From May 2008 onward: request for input to first draft of the guideline - August 2008: dissemination of the first draft to participants - Autumn 2008: working group meeting

	<ul style="list-style-type: none"> - winter 2008: adaptation of guideline to meeting results - Spring 2009: final project report
6.5 Product	Final project report , self-evaluation guideline
6.6 Adoption	Presentation of the final report to the IMPEL Plenary is planned for summer 2009.

ANNEXES

Annex 1:

Project team and Editor:

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Extra documents

Annex 3 Guideline for self-evaluation of neighbourhood dialogues

Annex 4 Excel table to evaluate quality, results, successes and benefits of a neighbourhood dialogue

Annex 5 Evaluation of one specific dialogue process