



European Union Network for
the Implementation and Enforcement
of Environmental Law

Development of

**Concise step-by-step instructions for the promotion of the use of
neighbourhood dialogues**

Phase IV of the project

“Resolution of environmental conflicts by neighbourhood dialogue”

final report

18 January 2011

Introduction to IMPEL

The European Union Network for the Implementation and Enforcement of Environmental Law (IMPEL) is an international non-profit association of the environmental authorities of the EU Member States, acceding and candidate countries of the European Union and EEA countries. The association is registered in Belgium and its legal seat is in Bruxelles, Belgium.

IMPEL was set up in 1992 as an informal Network of European regulators and authorities concerned with the implementation and enforcement of environmental law. 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. The core of the IMPEL activities concerns awareness raising, capacity building and exchange of information and experiences on implementation, enforcement and international enforcement collaboration as well as promoting and supporting the practicability and enforceability of European environmental legislation.

During the previous years IMPEL has developed into a considerable, widely known organisation, being mentioned in a number of EU legislative and policy documents, e.g. the 6th Environment Action Programme and the Recommendation on Minimum Criteria for Environmental Inspections.

The expertise and experience of the participants within IMPEL make the network uniquely qualified to work on both technical and regulatory aspects of EU environmental legislation.

Information on the IMPEL Network is also available through its website at:
www.impel.eu

<p><i>Resolution of environmental conflicts by neighbourhood dialogue</i> <i>Promotion of the use of neighbourhood dialogues through creation of concise step-by-step instructions on the basis of</i></p>	<p>Number report: 2010/x Step-by-step instructions</p>
<p>Project Manager/Authors: Gisela Holzgraefe, Ministry for Agriculture, the Environment and Rural Areas of Schleswig-Holstein email: Gisela.Holzgraefe@mlur.landsh.de; Tel.: +49431-9887133, Ulrike Struck, (State Agency for Agriculture, the Environment and Rural Areas, Lübeck), Bernd Reese (Gewerbeaufsichtsamt Hannover), Andreas Aplowski (Staatliches Gewerbeaufsichtsamt Braunschweig), Kristina Rabe (Federal Ministry for the Environment, Nature Conservation and Nuclear Safety), Irmela Feige (consultant)</p>	<p>Report adopted at IMPEL General assembly: 18.11.-19.11.2010, Brussels</p> <p>Number of pages Report: 25 Annexes: ND an instrument to prevent and solve conflicts between companies and their neighbours (basic version); Example 1: Application of the step-by-step instructions in an authority Example 2: Specific conflict situation – presentation for a company</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), the first follow-up project of 2006/2007 (Development of a toolkit “Establishing neighbourhood dialogue”), and the second follow-up project of 2008/2009 (Development of a guideline for self evaluation) the current project started in February 2010. The main objective of this project was to develop concise step-by-step instructions for authorities and companies to promote the use of neighbourhood dialogues.</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. Experiences in the whole project showed that for both of them there are barriers against starting a neighbourhood dialogue. The step-by-step instructions provide supporting material for those who want to start the discussion of the instrument in their authority / company or with the parties involved in a conflict. The main outcome of the project are the “Step-by-step instructions on how to carry out a neighbourhood dialogue”. They are embedded in a power-point presentation with more detailed explanations on the notes pages. The applicability and adaptability of the basic version “Neighbourhood dialogue an instrument to prevent and solve conflicts between companies and their neighbours – procedures - steps – evaluation” was tested on two real cases/situations during the working group meeting in Berlin.</p> <p>Example 1: power-point presentation and instructions for an authority – promotion of the instrument, Example 2: power-point presentation and instructions for a specific conflict situation – presentation for a company.</p> <p>The target groups of the step-by-step instructions 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, the guideline and the step-by-step instructions within authorities, industry associations and companies. – encouraging national administrations to use dialogue processes to manage complaints and conflicts related to the operating of industrial and other sites. – establishment of a platform/network for exchange of experiences in the field of neighbourhood dialogue 	
<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

A first IMPEL project “Informal resolution of environmental conflicts by neighbourhood dialogue” on voluntary dialogue processes as complementary means to address environmental problems and to improve enforcement was carried out in 2004 and 2005.

Project objective was to share experiences on dialogue instruments. Products were a final report (presented at the IMPEL Plenary in Cardiff, 30th November to 2nd December 2005) and a brochure (available on the IMPEL website). Participants in the first project recommended supporting the further application of dialogues as voluntary instruments.

A follow-up in two steps was proposed: at first a **toolkit** for inspection authorities on the initiation and support of specific types of voluntary neighbourhood dialogue was worked out (2006/2007). The toolkit was adopted by the IMPEL plenary in Lisbon (28th – 30th November 2007). It is available on the IMPEL website.

Secondly, a **self-evaluation guideline** was developed to assess the quality of dialogues (during and at the end of the process). This was accompanied by an instrument for authorities to roughly estimate in advance their prospective workload related to the neighbourhood dialogue (to compare it with the expected workload of a traditional approach without neighbourhood dialogue). This project was carried out in 2008/2009; its results were adopted by the IMPEL General Assembly in Prague (3rd – 5th June 2009).

The exchange of experiences during the whole project showed that for authorities and companies there are barriers against starting a neighbourhood dialogue. In particular they fear that they have to make long and time-consuming theoretical studies before being able to start a neighbourhood dialogue and they feel reluctant to communicate openly the possibilities and limits of administrative measures. On top of that there is the prejudice that neighbourhood dialogue always takes more time than the common complaint procedure (or permit procedure without direct dialogue during public involvement).

That is why the participants of the last follow-up project again recommended that IMPEL supports the further application of dialogue processes as voluntary instruments in the implementation and enforcement of environmental law. In particular they recommended the compilation of a short set of instructions, derived from the toolkit and the guidelines, on how to carry out a neighbourhood dialogue, testing these instructions on real cases and improving them.

The instructions now presented are the result of a project based on the ToR (terms of references)-Sheet “Resolution of environmental conflicts by neighbourhood dialogue [Promotion of the use of neighbourhood dialogues through creation of **concise step-by-step instructions on the basis of the “Toolkit“ and the ”Self Evaluation Guidelines”** and probably its testing on a real case]”

This project should provide support to overcome reservations against and to strengthen the trust in the reliability and efficiency of the instrument.

1.2 Project aims and objectives

The focus of the project was to promote the use of neighbourhood dialogues as an instrument for the solution of environmental conflicts by developing concise step-by-step instructions based on the “Toolkit” and the “Self-Evaluation Guidelines” and testing them on real cases.

The project was aimed at

- Developing a PowerPoint presentation of ca. 25 slides and instructions which may be used for promotion of and training on neighbourhood dialogue,

- Carrying out a test of the material on real cases by participants during the project time and possibly improving the concise step-by-step instructions.

The project objectives were met as documented in this final report and the PowerPoint presentation “Neighbourhood Dialogues – an instrument to prevent and solve conflicts between companies and their neighbours” (Procedures – Steps – Evaluation)” (see annex 3).

On top of that the material was tested on two real situations:

- a) “Convincing permit writers and inspectors to use neighbourhood dialogue as an additional tool for conflict management” (see annex 4), and
- b) “Odour problems in village X” – convincing representatives of a company to start a dialogue” (see annex 5).

1.3 Project activities and products

Main project activities and products were:

- a. **Invitation and registration** of 6 participants from IMPEL member states (preferably participants of the former project steps) – and two participants from Germany (March 2010)
- b. Collecting existing presentations and developing a **first draft of the PowerPoint presentation “Neighbourhood Dialogues – an instrument to prevent and solve conflicts between companies and their neighbours” (Procedures – Steps – Evaluation)”. Concise step-by-step instructions** are contained in the notes pages (March 2010).
- c. Sending out the first draft of the documents to all participants to prepare the working group meeting and collecting comments, suitable pictures and further material (March/April 2010).
- d. Integrating the **feedback of participants** into a **second draft of the PowerPoint presentation and the instructions**. Developing an agenda to present and discuss the **presentation** and the instructions. Preparing the test of the material on real cases during the meeting.
- e. **The working group meeting planned for April 20th to 21st, 2010** in Berlin, Germany had to be cancelled because of the flight problems after the eruption of the volcano in Island. It took place from **June 28th to 29th 2010** in Berlin. Participants gave feedback and recommendations to the presentation’s content and structure and to the instructions as well. In plenary they discussed key questions and the draft presentation in detail. In working groups they tested the material on two real cases in practice. The project team collected the examples and the suggestions on how to improve the material .
- f. Integrating the recommendations of the project participants into a **third draft of the basic version and completing the examples for the authority and the companies** and sending it out to all participants (July / beginning of August 2010)
- g. **Integrating participants’ feedback** and agreeing on a **draft final version of the presentation “Neighbourhood Dialogues – an instrument to prevent and solve conflicts between companies and their neighbours” (Procedures – Steps – Evaluation)”** (July – August 2010) as well as **the draft of the two examples**.

- h. **Drafting the Final Report** for Cluster 1 and the Brussels General Assembly (August 2010).

The key results are documented in the PowerPoint presentation “**Neighbourhood Dialogues – an instrument to prevent and solve conflicts between companies and their neighbours**” (**Procedures – Steps – Evaluation**)” and in the examples “Resolution of environmental conflicts by neighbourhood dialogue – application of the step-by-step instructions in an authority” and “Odour problems in (village ...)” (see annexes 3, 4, 5).

1.4 Aim and structure of this report

As the main findings of the project are integrated and documented in the annexed PowerPoint presentation and the step-by-step instructions this report primarily gives some background information about the project.

The main outcome of this project is the PowerPoint presentation “**Neighbourhood Dialogues – an instrument to prevent and solve conflicts between companies and their neighbours**” (**Procedures – Steps – Evaluation**)” with its

- Part A:
 - What is a neighbourhood dialogue?
 - 6 steps to good neighbourhood and
- the optional Part B:
 - Self-evaluation of neighbourhood dialogue – why?
 - Tools for self-evaluation – to ensure the quality and evaluate success.
- Step-by-step instructions on the notes pages giving brief information and advice to the user.
- Example 1: using the presentation and the step-by-step instructions to promote the instrument in an environmental authority
- Example 2: using the presentation and the step-by-step instructions for convincing the management of companies to start a dialogue with the neighbours.

2 – PROMOTING NEIGHBOURHOOD DIALOGUE AS AN INSTRUMENT FOR RESOLUTION OF ENVIRONMENTAL CONFLICTS THROUGH A POWER-PONT PRESENTATION AND CONCISE STEP-BY-STEP INSTRUCTIONS

2.1 Experiences with dialogue approaches and their promotion

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 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 project participants brought along a certain dialogue experience. Discussions during the previous project parts showed that for authorities and companies there are barriers against starting a neighbourhood dialogue as for example:

- The fear that they have to make long and time-consuming theoretical studies before being able to start a neighbourhood dialogue,
- the fear to communicate openly the possibilities and limits of administrative measures,
- the prejudice that neighbourhood dialogue always takes more time than the common complaint procedure (or permit procedure without direct dialogue during public involvement) and
- the fact that engineers normally deal with technical problems and not with psychological and emotional problems (uncertain territory).

The PowerPoint presentation with its concise step-by-step instruction offers a tool and advice to members of environmental authorities and companies through which they get a good overview on the instrument of neighbourhood dialogue. The presentation or parts of it can be adjusted and used in different situations for the promotion of a dialogue process:

- in the phase before starting a neighbourhood dialogue to inform about the purpose and the possible benefits of a neighbourhood dialogue (Part A)
- in the phase of implementation of the neighbourhood dialogue to present selected instruments to assure the quality of a dialogue process and to assess success and results (Part B).

2.2 Developing the PowerPoint presentation “Neighbourhood Dialogue, an instrument to prevent and solve conflicts between companies and their neighbours – Procedures – Steps - Evaluation”

The aims and objectives when developing the presentations and the instructions were

1. to address authorities and companies:

Normally authorities will convince and support companies in establishing a neighbourhood dialogue to find sustainable solutions for conflicts which cannot be settled only by administrative measures. However authorities may also take the lead and conduct a neighbourhood dialogue. Main target groups for which the slides can be used are staff members and decision makers in authorities. But they can be used for and by companies as well.

2. to facilitate application

The presentation and their appropriate notes contain the basic information on neighbourhood dialogue as recommended by the project participants. Their application is demonstrated on two different cases (1. convince authority staff, 2. convince representatives of companies) as examples how the presentation is meant to be applied. It should facilitate work for those who want to start a neighbourhood dialogue or convince others of the benefit of the instrument.

3. to give practical advice

The slides provide basic facts about neighbourhood dialogue as such. In the instructions in the notes pages and the examples the reader will find additional information on neighbourhood dialogue and practical advice on how to work with the presentation. The presentation is an offer. Everybody can make his choice according to the target audience or the cause for the presentation.

4. to be adaptable to individual and national needs

Everybody is free to adapt the presentation to his own needs, leaving out slides or adding others. The slides can be put into another order, part A (neighbourhood dialogue) and B (evaluation) can be used separately or together etc. For initiators installing their first dialogue process, the slides of part A would probably suffice.

IMPEL member states are welcome to translate the presentation 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 the drafts and during the project meeting was very positive concerning the presentation and the instructions. The Spanish colleague had already translated the presentation before the working group meeting took place. During the working group meeting participants' feedback helped especially to

- improve 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.

These recommendations were discussed and integrated into the next draft.

The presentation is documented as annex 3.

3 – CONCLUSIONS AND RECOMMENDATIONS TO IMPEL AND ITS MEMBER STATES

3.1 *Conclusions and final recommendations*

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

- dissemination of the PowerPoint presentation “Neighbourhood Dialogue, an instrument to prevent and solve conflicts between companies and their neighbours – Procedures – Steps-Evaluation” based on the toolkit and the guideline for self-evaluation and encouragement for the implementation of dialogue processes for environmental and neighbourhood conflicts
- to emphasise the possibilities to use dialogue before permit applications (e.g. within IPPC permits)
- encouragement of 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 gave examples of the inspector training in their countries and recommended to establish a sort of network for this purpose.

3.2 Dissemination of project results

To disseminate the project results the participants recommended

- disseminating the presentation “Neighbourhood Dialogue, an instrument to prevent and solve conflicts between companies and their neighbours – Procedures – Steps-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
 - national administrative structures and websites (Internet, Intranet, presentations to colleagues and communications units, ...)
 - using the presentation based on the toolkit and the guideline for self-evaluation on professional events, e.g. inspectors conferences
 - inform key stakeholders in business (e.g. industrial associations, chamber of commerce, ...)
 - inform key stakeholders of environmental organisations (e.g. using the presentation for the information of environmental organisations or other non-governmental associations)
 - hand out to companies in case of conflict.
- promoting dialogue within the member states by
 - encouraging translation of the English version of the presentation and the instructions 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 www.impel.eu
- French regulation on the Local Committees for Information covers 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
- Final reports of the project series “Informal resolution of environmental conflicts by neighbourhood dialogue”,
2004/2005: part I final report and brochure
2006/2007: part II Development of a toolkit “Establishing neighbourhood dialogue”
2008/2009: part III Development of a guideline for self evaluation
available on the IMPEL Website www.impel.eu
- 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“

5.

TERMS OF REFERENCE FOR IMPEL PROJECT

Revised Version, 2009-11-5

No	Name of project
2010/	<p data-bbox="467 434 1302 528"><i>Resolution of environmental conflicts by neighbourhood dialogue (part 4)</i></p> <p data-bbox="467 562 1369 674">Promotion of the use of neighbourhood dialogues through creation of concise step-by-step instructions on the basis of the “Toolkit“ and the ”Self Evaluation Guidelines” and probably its testing on a real case.</p>

1. Scope

1.1. Background	<p data-bbox="456 763 683 797">Project History:</p> <p data-bbox="456 797 1262 976">A first IMPEL project “Informal resolution of environmental conflicts by neighbourhood dialogue” on voluntary dialogue processes as complementary means to address environmental problems and to improve enforcement was carried out in 2004 and 2005.</p> <p data-bbox="456 976 1278 1200">Project objective was to share experiences on dialogue instruments. Products were a final report (presented at the IMPEL Plenary Cardiff, 30th November to 2nd December 2005) and a brochure (available on the IMPEL website). Participants in the first project recommended supporting the further application of dialogues as voluntary instruments.</p> <p data-bbox="456 1223 1278 1435">A follow-up in two steps was proposed: at first a toolkit for inspection authorities on the initiation and support of specific types of voluntary neighbourhood dialogue was worked out (2006/2007). 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="456 1458 1278 1783">Secondly, a self-evaluation guideline was developed to assess the quality of dialogues (during and at the end of the process). This was accompanied by an instrument for 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). This project was carried out in 2008/2009; its results were adopted by the IMPEL General Assembly in Prague (3rd – 5th June 2009).</p> <p data-bbox="456 1805 1270 1906">The exchange of experiences in the whole project showed that for authorities and companies there are barriers against starting a neighbourhood dialogue as for example:</p> <ul data-bbox="504 1928 1270 2029" style="list-style-type: none"> - The fear that they have to make long and time-consuming theoretical studies before being able to start a neighbourhood dialogue.
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	<ul style="list-style-type: none"> - the fear to communicate openly the possibilities and limits of administrative measures, - the prejudice that neighbourhood dialogue always takes more time than the common complaint procedure (or permit procedure without direct dialogue during public involvement) - the fact that engineers normally deal with technical problems and not with psychological and emotional problems (uncertain territory) <p>The participants of the last follow-up project again recommended that IMPEL supports the further application of dialogue processes as voluntary instruments in the implementation and enforcement of environmental law. In particular they recommended</p> <ul style="list-style-type: none"> – disseminating the toolkit and the guideline within authorities, industry associations and companies. – encouraging national administrations to use dialogue processes to manage complaints and conflicts related to the operating of industrial and other sites by providing further support. – Compiling a short set of instructions, derived from the toolkit and the guidelines, on how to carry out a neighbourhood dialogue, testing and improving these instructions in a workshop with some simulation on neighbourhood dialogue and deepening experiences and encouraging the application of dialogue processes. <p>This project should provide support to overcome reservations against and to strengthen the trust in the reliability and efficiency of the instrument.</p>
<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 concise and integrated step-by-step instructions derived from the toolkit and the guidelines (embedded in a power-point presentation of 20 - 25 slides and max. 10 pages of instructions which may be used for promotion of and training on neighbourhood dialogue),

	<ul style="list-style-type: none"> - to discuss the draft documents with a small group of experts of IMPEL member states - to try to carry out a test of the material on a real case by participants during the project time and possibly improving the concise step-by-step instructions - to take into account relevant results of the conference for Implementation and Enforcement of Environmental Law “Working Together for a Better Environment” (Sibiu 2009)
1.4. Definition	<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 team and a small working group consisting of max. 6 participants from IMPEL member states plus two experienced participants from Germany. The project team will</p> <ul style="list-style-type: none"> - prepare draft concise step-by-step instructions of the toolkit and the guidelines - prepare the meetings of the working group - incorporating participants’ recommendations into the concise step-by-step instructions <p>The project working group will meet once in 2010 to discuss and possibly improve the draft of concise instructions and the power point presentation as a whole. It is planned that at least one member of the working group will test the material on a real case and give feedback.</p> <p>A final report will be written which will cover the findings of part 4 of the project.</p>
1.5. Product(s)	<ul style="list-style-type: none"> - concise step-by-step instructions (max. 10 pages) integrating the main practical recommendations of the toolkit, the guidelines and its instruments and embedded in a power-point presentation of 20 - 25 slides which may be used to present the ideas of neighbourhood dialogue, to provide a first training on how to bring it into action and to overcome reservations against this instrument, - a final report. <p>The power-point presentation including the concise step by step instructions will be written in English. With its limited size and accessible language, it will be particularly apt to be translated and adapted to national needs by the IMPEL member states.</p>

2. Structure of the project

2.1. Participants	<ul style="list-style-type: none"> ▪ Inspectors preferably participants of the last project part with experience in dialogue processes will be invited as participants from IMPEL member states, ▪ IMPEL secretariat and Commission are invited to participate
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2.2. Project team	<p>Project team:</p> <ul style="list-style-type: none"> - Gisela Holzgraefe (Ministry for Agriculture, the Environment and Rural Areas Schleswig-Holstein) and - Ulrike Struck (State Agency for Agriculture, the Environment and Rural Areas Schleswig-Holstein), - Bernd Reese (State Authority for Labour and Environmental Inspection Hanover (Gewerbeaufsichtsamt Hannover), - Andreas Aplowski, (State authority for Labour and Environmental Inspection Celle (Gewerbeaufsichtsamt Celle), - Kristina Rabe (German Federal Ministry for the Environment, Nature Conservation and Nuclear Safety, Berlin) <p>Project bearer: <i>Ministry for Agriculture, the Environment and Rural Areas Schleswig-Holstein, Germany</i></p>
2.3. Manager Executor	<i>Ministry for Agriculture, the Environment and Rural Areas Schleswig-Holstein</i>
2.4. Reporting arrangements	<p>The project progress will be reported to Cluster “Improving permitting, inspection and enforcement” (Cluster 1, first interim report in autumn 2010), to the participants and to possible observers. The Cluster will submit progress reporting to the IMPEL General Assembly and the IMPEL secretariat. In autumn 2010 an interim report will be submitted to the IMPEL secretariat. The final report of the project is expected to be submitted to the IMPEL General Assembly in 2011</p> <p>Interim Report: autumn 2010 Final Report: 2011</p>
2.5 Dissemination of results/main target groups	<p>After adoption by the IMPEL General Assembly, final report and presentation/concise step-by-step instructions of the toolkit and the guidelines (both in English) will be disseminated through IMPEL (website, contact person for the project: Gisela Holzgraefe). The presentation/instructions will be sent to the IMPEL national coordinators. Interested IMPEL member states may then translate and adapt the concise step-by-step instructions according to specific national needs.</p> <ul style="list-style-type: none"> ⇒ The products 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		2010	
	<u>1. Overhead (organisation) cost (€):</u>		
	<u>2 Project meeting costs (€)</u>		
	Small working group meeting : 1		
	No of Participants: 15*		
	Travel** (7 x 500), (3 x 120):	3860	
	Accommodation: 10 x 125	1250	
	Catering: (14#x 45)	635	
	Meeting venue:	***	
	<u>3. Other costs (€):</u>		
	Other (specify) Project team meetings: 3 Travel: 1#external participants per each (3 x 120)	360	
	Accommodation: 2 external participants per each, (6x120) Catering:**** (3x2x29)	720 174	
	* Up to 7 participants from other MS, up to 8 from Germany (3 externals, 5 from region/own financing); ** 6 travels from abroad, 3 from other regions in Germany; *** in kind contribution of Germany; **** only for the externals, only lunch #one German participant will bear his costs himself, if necessary		
	TOTAL cost per year €	6.999	
3.2. Fin. from IMPEL budget	<u>2. Project meeting costs (€)</u>	6.999	
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)	<i>In kind contribution</i>	
	<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); financing subject to approval of the 2010 national budget by the new German Parliament; tentative budgetary regime in the first half of 2010 probable b)travel and accommodation of the project team , committed by employers of participants	5 000 1 800	

3.4. Human from MS	Meeting preparation and participation: 42 days (based on 14 participants)
3.5 Human from Host country	Meeting preparation and support: 20 days Meeting participation: 16 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 General Assembly 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 [...] – 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 Cluster “Improving permitting, inspection and enforcement” (former Cluster 1) at the Cluster meeting in Brussels 14./15. September 2009 and adopted at the Extraordinary General Assembly 16 October 2009.
(6.2. Fin. Contributions)	The project is supported by the IMPEL , 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 03/2010
6.4 Milestones	Milestones: <ul style="list-style-type: none"> - From end of March 2010 onward: request for input to first draft of the concise step by step instructions and its accompanying text/power point presentation - May 2010: dissemination of the first draft to participants - June 2010: working group meeting

	<ul style="list-style-type: none"> - autumn 2010: adaptation of guideline to meeting results and interim report - 2011: final project report
6.5 Product	Final project report , concise step-by-step instructions of the toolkit and the guidelines embedded in a power point presentation containing further explanations, questionnaire to check on project product use
6.6 Adoption	Presentation of the final report to the IMPEL Plenary is planned for 2011.

ANNEXES

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Extra documents

3. the basic version “Neighbourhood dialogue an instrument to prevent and solve conflicts between companies and their neighbours – procedures - steps – evaluation”
4. Example 1: PowerPoint presentation and instructions for an authority – promotion of the instrument
5. Example 2: PowerPoint presentation and instructions for a specific conflict situation – presentation for a company.