TOR Reference No.: 2019/17	Author(s): Simon Bingham
	Amended by: Elisabete Dias Ramos
Version: 3	Date: 12 August 2019
TERMS OF REFERENCE FOR WORK UNDER THE AUSPICES OF IMPEL	

1. Work type and title:

1.1 Identify which Expert Team this needs to go to for initial consideration

Industry	☐
Waste and TFS	☐
Water and land	☐
Nature protection	☐
Cross-cutting tools and approaches	☑

1.2 Type of work you need funding for

Exchange visits	☐
Peer reviews (e.g. IRI)	☐
Conference	☑
Development of tools/guidance	☐
Comparison studies	☐
Assessing legislation (checklist)	☐
Other (please describe):	☐

1.3 Full name of work (enough to fully describe what the work area is)
Mini conference to further explore advances in the use of technology in environmental and regulatory monitoring.

1.4 Abbreviated name of work or project
Technology mini conference 2019.

2. Outline business case (why this piece of work?)

2.1 Name the legislative driver(s) where they exist (name the Directive, Regulation, etc.)
All primary Environmental Directives.

2.2 Link to IMPEL MASP priority work areas	
1. Assist members to implement new legislation.	☑
2. Build capacity in member organisations through the IMPEL Review Initiatives.	☑
3. Work on 'problem areas' of implementation identified by IMPEL and the European Commission.	☑

2.3 Why is this work needed? (background, motivations, aims, etc.)
Environmental regulators face a constant struggle to be able to do more with less or more with the same level of resource. To become or continue to remain an efficient and effective regulator new technology needs to be embraced.

This mini conference focuses on cutting edge developments in the use of technology including artificial intelligence (and machine learning), eDNA, sensor technology and the use of earth observation techniques. |

2.4 Desired outcome of the work (what do you want to achieve? What will be better / done differently as a result of this project?)
To bring together IMPEL practitioners with a variety of roles to ensure the latest developments can be shared to prevent organisations 're-inventing the wheel' and wasting public money by enabling them to reach the goal quicker.

2.5 Does this project link to any previous or current IMPEL projects? (state which projects and how they are related)
2015 Mini conference on technology.

3. Structure of the proposed activity

3.1 Describe the activities of the proposal (what are you going to do and how?)
• Mini conference.
• Report of the conference.

A mini conference spanning two days (afternoon/morning). The event is likely to attract around 25 participants and require an additional 5 presenters. |

3.2 Describe the products of the proposal (what are you going to produce in terms of output / outcome?)
• Mini conference.
• Report of the conference.

3.3 Describe the milestones of this proposal (how will you know if you are on track to complete the work on time?)
- Mini conference: November 2019.   - Report of the conference.
3.4 Risks (what are the potential risks for this project and what actions will be put in place to mitigate these?)
The project is a low risk project.

4. Organisation of the work

4.1 Lead (who will lead the work: name, organisation and country) – **this must be confirmed prior to submission of the TOR to the General Assembly)**
Simon Bingham, Scottish Environment Protection Agency, Scotland.
4.2 Project team (who will take part: name, organisation and country)
4.3 Other IMPEL participants (name, organisation and country)
Open to all expert teams.
4.4. Other non-IMPEL participants (name, organisation and country)
None anticipated unless on own funds.

5. High level budget projection of the proposal. In case this is a multi-year project, identify future requirements as much as possible

	Year 2019 (exact)	**Year 2**	**Year 3**	**Year 4**
How much money do you require from IMPEL?	25,000 €			
How much money is to be co-financed?				
Total budget	25,000 €			

6. Detailed other costs of the work for year 2019

6.1 Are you using a consultant?	☐ Yes ☑ No
6.2 What are the total costs for the consultant?	N/a.
6.3 Who is paying for the consultant?	N/a.
6.4 What will the consultant do?	N/a.
6.5 Are there any additional costs?	☐ Yes ☑ No Namely:
6.6 What are the additional costs for?	N/a.
6.7 Who is paying for the additional costs?	N/a.
6.8 Are you seeking other funding sources?	☐ Yes ☑ No Namely:
6.9 Do you need budget for communications around the project? If so, describe what type of activities and the related costs.	☐ Yes ☑ No Namely:

7. Communication and follow-up (checklist)

	What		**By when**
7.1 Indicate which communication materials will be developed throughout the project and when *(all to be sent to the Communications Officer at the IMPEL Secretariat)*	TOR ˅ *	☑	October 2018
	Interim report ˅ *	☐	
	Project report ˅ *	☑	November 2019
	Progress report(s) ˅	☑	(if + when necessary)
	Press releases	☑	November 2019
	News items for the website ˅ *	☑	November 2019
	News items for the e-newsletter	☑	November 2019
	Project abstract ˅ *	☑	November 2019
	IMPEL at a Glance ˅	☐	
	Other, (give details):	☐	
7.2 Milestones / Scheduled meetings (for the website diary).	Mini Conference.		
7.3 Images for the IMPEL image bank.	☑ Yes ☐ No		
7.4 Indicate which materials will be translated and into which languages.	Project abstract (dependent on project team members).		
7.5 Indicate if web-based tools will be developed and if hosting by IMPEL is required.	No.		
7.6 Identify which groups/institutions will be targeted and how.	All IMPEL members via invite.		
7.7 Identify parallel developments / events by other organisations, where the project can be promoted.	To be assessed as part of the project.		

˅) *Templates are available and should be used. *) Obligatory*

8. Remarks

Is there anything else you would like to add to the Terms of Reference that has not been covered above?

In case of doubts or questions please contact the IMPEL Secretariat.

Draft and final versions need to be sent to the IMPEL Secretariat in word format, not in PDF. Thank you.