TOR Reference No.: 2019/22	Author(s): Simon Bingham
	Amended by: Elisabete Dias Ramos
Version: 2	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	☑ On behalf of the Board.
Exchange visits	☐
Peer reviews (e.g. IRI)	☐
Conference	☐
Development of tools/guidance	☐
Comparison studies	☐
Assessing legislation (checklist)	☐
Other (please describe):	☑ General Assembly (GA) project. The findings and recommendations will be presented to the Board and Helsinki GA.
1.3 Full name of work (enough to fully describe what the work area is)	
Broadening IMPEL Membership.	
1.4 Abbreviated name of work or project	
Broadening IMPEL Membership.	

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 including Environmental Liabilities Directive.

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.)
There are currently issues with respect to fairness, representation and infiltration within IMPEL's existing membership profile. This work seeks to identify recommendations to boost all aspects.

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?)
Enhance the number of IMPEL members.

2.5 Does this project link to any previous or current IMPEL projects? (state which projects and how they are related)
Mapping Environmental Regulators project.

3. Structure of the proposed activity

3.1 Describe the activities of the proposal (what are you going to do and how?)
Two meetings with written proposals developed.

3.2 Describe the products of the proposal (what are you going to produce in terms of output / outcome?)
Potentially changes to membership rules and statutes; increased membership.

3.3 Describe the milestones of this proposal (how will you know if you are on track to complete the work on time?)
• Two meetings.   • Report for Helsinki General Assembly.

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 on behalf of the Board.
4.2 Project team (who will take part: name, organisation and country)
Additional team of 6 people representing a wide diversity of the existing membership.
4.3 Other IMPEL participants (name, organisation and country)
None anticipated.
4.4. Other non-IMPEL participants (name, organisation and country)
None.

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?	6,845 €			
How much money is to be co-financed?				
Total budget	6,845 €			

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 ˅ * Interim report ˅ * Project report ˅ * Progress report(s) ˅ Press releases News items for the website ˅ * News items for the e-newsletter Project abstract ˅ * IMPEL at a Glance ˅ Other, (give details):	☑ ☐ ☑ ☐ ☐ ☐ ☐ ☐ ☐ ☐	November 2018 November 2019

7.2 Milestones / Scheduled meetings (for the website diary).	Meetings and report.
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.	N/a.
7.7 Identify parallel developments / events by other organisations, where the project can be promoted.	On-going.

ˇ) *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.