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|---|---|
| Version: 1 | Date: 10.11.2017 |

**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)

**IMPEL's Environmental Compliance Assurance Conference 2018**

### 1.4 Abbreviated name of work or project

IMPEL ECA Conference

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

### 2.1 Name the legislative driver(s) where they exist (name the Directive, Regulation, etc.)

European Commission's Communication, 'Delivering a Europe that protects, empowers and defends', COM (2016), 710 final, Commission Work Programme 2017 and the initiative, to be launched, on stepping up efforts on the application, implementation and enforcement of EU environmental law, named Environmental Compliance Assurance (ECA) and an associated work Plan.

| 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.)

After 2 consecutive years of organising EU networks conferences (2016 Utrecht and 2017 Oxford), IMPEL recognised the need holding a dedicated conference on the work, progress and way forward of the its network, the 5 expert teams and their members; especially in relation to the Environmental Compliance Assurance Initiative by the European Commission.

The conference aims to:
-   Present the state of play of Operationalisation of the IMPEL Position /Ambitions Paper on 'Environmental Compliance Assurance' (2018)
-   Increase the (strategic) membership of IMPEL
-   Promote and disseminate IMPEL's results and output
-   Discuss and present a multi annual strategic trainings and capacity building programme covering key areas identified as implementation gaps and needs.
-   Discuss coordinated EU wide enforcement actions at various topics
-   Inform and align with stakeholders and strategic partners active in the compliance chain
-   Show case innovative new tools and actions to support IMPEL members in their work and responsibilities
-   Facilitate sharing of best practices, case studies and know-how

The conference will also offer the 5 Expert Teams to hold their meeting back to back to the conference.

## 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?)

-   Receive members' input for the presented actions and ways forward to increase and assurance environmental compliance.
-   Increased profile of IMPEL among its members, stakeholders, partners and externally
-   Frameworks for multi annual training and capacity building programme, including areas, needs, tools and training curricula, funding, resources
-   Proposals for EU wide joint inspection actions and ways to implement them

## 2.5 Does this project link to any previous or current IMPEL projects? (State which projects and how they are related)

-   Previous IMPEL conferences in Villach 2000, Maastricht 2003, Riga 2006, Sibiu 2009, Malta 2013, Utrecht 2016, Oxford 2017.
-   IMPEL's project Development of Position Paper from the IMPEL network on 'Environmental Compliance Assurance'.

## 3. Structure of the proposed activity

| **3.1 Describe the activities of the proposal (what are you going to do and how?)** |
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| To organise and run a conference. |

| **3.2 Describe the products of the proposal (what are you going to produce in terms of output / outcome?)** |
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| <ul><li>A conference</li><li>Conference statement</li><li>A (electronic) report of the conference proceedings.</li></ul> |

| **3.3 Describe the milestones of this proposal (how will you know if you are on track to complete the work on time?)** |
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| <ul><li>December 2017 – IMPEL General Assembly. Approval of Terms of Reference.</li><li>December 2017 – Begin search for venue/location of conference. Preparation of logistics and registration information. Further elaboration of conference objectives and outcomes.</li><li>January 2018 – Agreement on venue.</li><li>February 2018 - Invites to be sent out to IMPEL members and external guests. Registration to begin.</li><li>24-28 September 2018 – conference.</li></ul> |

| **3.4 Risks (what are the potential risks for this project and what actions will be put in place to mitigate these?)** |
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| <ul><li>Location of conference as yet to be confirmed</li><li>Cost overrun if venue and/or catering and/or hotel cannot be secured at expected rate.</li></ul> |

## 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)** |
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| A prep committee will be formed consisting of representatives of the IMPEL Board, Expert Teams and host country. |

| **4.2 Project team (who will take part: name, organisation and country)** |
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| To be added |

| **4.3 Other IMPEL participants (name, organisation and country)** |
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| All IMPEL members. |

| **4.4. Other non-IMPEL participants (name, organisation and country)** |
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| - Observers: European Commission, ECEH<br>- Partners: ENPE, Envicrimenet, Basel, Rotterdam and Stockholm Conventions Secretariat |

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

| | Year 1 (exact) |
|---|---|
| **How much money do you require from IMPEL?** | € 25,000. |
| **How much money is to be co-financed** | *CO-funding from host?* |
| **Total budget** | € 55,000 |

## 6. Detailed event costs of the work for <u>year 1</u> *

| | Travel € (max €360 per return journey) | Hotel € (max €90 per night) | Catering € (max €25 per day) | Total costs € |
|---|---|---|---|---|
| **Event 1** *Conference* *24-28 September 2018* *Location – tbc* | 14,400 (40*360) | 10,800 (40*3*90) | | |
| **Total costs for all events** | 14,400 | 10,800 | | 24,800 |

Regarding venue costs; We will also try to find a host country who would be willing to find a venue for us so that the amount above will not be paid for out of our budget. We have included it here as a precaution.

Regarding travel and hotel costs; the Conference should be held back to back with the 5 Expert team meetings. So it is expected for most ET's members are already covered by the ET budget for their meeting. Any remaining budget we have out of the 25k noted above, could be used to pay for the 2nd / 3rd person per IMPEL member country to attend, or perhaps invite external speakers / guests.

## 7. Detailed other costs of the work for year 1

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|---|---|
| **7.1 Are you using a consultant?** | ☐ Yes    ☑ No |
| **7.2 What are the total costs for the consultant?** | |
| **7.3 Who is paying for the consultant?** | |
| **7.4. What will the consultant do?** | |

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| **7.5 Are there any additional costs?** | Yes<br>Namely: catering and venue |
| **7.6 What are the additional costs for?** | |
| **7.7 Who is paying for the additional costs?** | Catering and venue: host |
| **7.8. Are you seeking other funding sources?** | Yes<br>Namely: |
| **7.9 Do you need budget for communications around the project? If so, describe what type of activities and the related costs** | Yes<br>Namely: |

## 8. Communication and follow-up (checklist)

| | What | | By when |
|---|---|---|---|
| **8.1 Indicate which communication materials will be developed throughout the project and when**<br><br>*(all to be sent to the communications officer at the IMPEL secretariat)* | TOR ˅ *<br>Interim report ˅ *<br>Project report ˅ *<br>Progress report(s) ˅<br>Press releases<br>News items for the website ˅ *<br>News items for the e-newsletter<br>Project abstract ˅ *<br>IMPEL at a Glance ˅<br>Other, (give details):<br>- Conference report | ☑<br>☐<br>☐<br>☐<br>☐<br>☑<br>☑<br>☐<br>☐<br>☑ | November 2017<br><br><br><br><br>September 2017<br>September 2017<br><br><br>November 2017 |
| **8.2 Milestones / Scheduled meetings (for the website diary)** | Conference: 24-28 September 2018 | | |
| **8.3 Images for the IMPEL image bank** | ☐ Yes          ☐ No | | |
| **8.4 Indicate which materials will be translated and into which languages** | No documents will be translated. | | |

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|---|---|
| **8.5 Indicate if web-based tools will be developed and if hosting by IMPEL is required** | n/a |
| **8.6 Identify which groups/institutions will be targeted and how** | <ul><li>European Commission – DG Environment</li><li>Committee of the Regions & European Parliament – relevant guest speakers</li><li>ENPE / Prosecutors network</li><li>EU FJE / Judges network</li><li>Envicrimenet</li><li>Heads of EPA's Network</li><li>INECE & ENFORCE</li><li>EUROPOL</li><li>INTERPOL – Environmental Security Directorate & Environmental Compliance & Enforcement Committee.</li></ul> |
| **8.7 Identify parallel developments / events by other organisations, where the project can be promoted** | |

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

## 9. Remarks

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

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