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| TOR Reference No.: 2017/25 | Author(s): Michael Nicholson |
| Version: 2 | Date: 18/11/16 |

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 | <input checked="" type="checkbox"/> |
| Waste and TFS | <input checked="" type="checkbox"/> |
| Water and land | <input checked="" type="checkbox"/> |
| Nature protection | <input checked="" type="checkbox"/> |
| Cross-cutting – tools and approaches - | <input checked="" type="checkbox"/> |
| 1.2 Type of work you need funding for | |
| Exchange visits | <input type="checkbox"/> |
| Peer reviews (e.g. IRI) | <input type="checkbox"/> |
| Conference | <input checked="" type="checkbox"/> |
| Development of tools/guidance | <input type="checkbox"/> |
| Comparison studies | <input type="checkbox"/> |
| Assessing legislation (checklist) | <input type="checkbox"/> |
| Other (please describe): | <input type="checkbox"/> |
| 1.3 Full name of work (enough to fully describe what the work area is) | |
| <p>‘Strengthening the Environmental Enforcement Chain’</p> <p>2017 Networks Conference: IMPEL / ENPE / EUFJE / ENVI CrimeNet</p> | |
| 1.4 Abbreviated name of work or project | |
| | |

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

| 2.1 Name the legislative driver(s) where they exist (name the Directive, Regulation, etc.) |
|--------------------------------------------------------------------------------------------|
| n/a |

2.2 Link to IMPEL MASP priority work areas

- | | |
|----------------------------------------------------------------------------------------------|-------------------------------------|
| 1. Assist members to implement new legislation | <input checked="" type="checkbox"/> |
| 2. Build capacity in member organisations through the IMPEL Review Initiatives | <input type="checkbox"/> |
| 3. Work on 'problem areas' of implementation identified by IMPEL and the European Commission | <input checked="" type="checkbox"/> |

2.3 Why is this work needed? (Background, motivations, aims, etc.)

Building on the momentum generated by the very successful 2016 Networks Conference that took place in Utrecht 12-13 May¹, this Terms of Reference sets out a plan to go further in the development of partnerships established with the networks of Judges (EU FJE), Prosecutors (ENPE) and Police (ENVI CrimeNet).

It aims to:

1. Further develop links and partnerships with key compliance chain actors and,
2. Focus on two 'problematic' thematic areas for case study and collaboration: waste and nature protection.

Formal evaluation carried out of the 2016 conference strongly indicated that it was a success. Over 75% of respondents (70 persons in total responded to a 9 question survey) rated the quality of the conference as 'excellent' with most calling for a repeat of the conference. Specifically, the respondents called for more interactive sessions; more case studies and time for discussion on those case studies; more 'lessons learnt' type information sharing and participation from senior decision makers of our networks members. (For a copy of the Evaluation results, please contact the IMPEL Secretariat)

A follow up Board to Board level meeting with representatives of ENPE, EUFJE and ENVI CrimeNet on 01 September 2016, made it clear that all of these networks desired and wished for a follow up conference to build upon this initial success (for a copy of the notes of this meeting, please contact the IMPEL Secretariat). The other three networks indicated that they wished to see more focus on the core themes of nature and waste. This was supported by representatives of the European Commission at that meeting too. They also indicated they wished to hold their General Assembly / Plenary meeting back to back with any conference we decide to organise.

The proposal for this conference would then focus on the problematic challenge of implementing and enforcing legislation relating to waste and nature protection. The conference would go into more depth on these topics by holding many more practical case study workshops. The aim is to highlight case studies of good cooperation and best practice between permittees / inspectors, prosecutors, judges and police officers. We will showcase lessons learnt and case studies where things could have been better as well as what we can all do to improve protection of the environment. Particular emphasis in the sessions of the conference should be given to the linkages and communication between each part of the chain.

Recognising that IMPEL's 2016 contribution to this conference was € 50,000; this Terms of reference proposes to reduce IMPEL's contribution to € 25,000. This would help to cover general expenses of organising and hosting the conference such as venue, communications

¹ <http://www.impel.eu/first-ever-joint-eu-environmental-enforcement-networks-conference-highlights-need-for-further-strengthening-the-compliance-chain/>

(including using the Conference 'App' as in 2016), catering and some travel and accommodation. Furthermore, it is proposed that IMPEL tries to organise its annual General Assembly back to back with this conference in order to try and reduce costs and make it attractive for National Coordinators and senior decision makers attending the GA, to also attend the Networks Conference. An obvious negative/downside to this would be that individuals attending both events might be out of the office for approximately 1 week, however the cost saving to IMPEL will be significant and enable us to make up for the shortfall in budget (25k as opposed to 50k).

It is planned to coordinate more closely with the Heads of EPA's network. In 2016, a lessons learnt was that; their bi-annual plenary took place on the same day as the 2016 conference, the 12-13 May. This meant that senior leaders of many agencies involved in both networks could not attend the conference. This was a lesson that we will learn from in 2017 and aim to negate going forward.

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?)

On a general level, better, more in-depth cooperation between the networks is a clear goal and aim for us all. We will aim to be better at communicating with each other and cooperating on a more structured basis with the added possibility that future joint projects could be carried out on a more regular basis.

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 and Utrecht 2016.

3. Structure of the proposed activity

3.1 Describe the activities of the proposal (what are you going to do and how?)

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?)

- A conference
- A (electronic) report of the conference proceedings.

3.3 Describe the milestones of this proposal (how will you know if you are on track to complete the work on time?)

- December 2016 – IMPEL General Assembly. Approval of Terms of Reference.
- December 2016 – Begin search for venue/location of conference. Preparation of logistics and registration information. Further elaboration of conference objectives and outcomes.
- January 2017 – Agreement on venue.
- February 2017 - Invites to be sent out to IMPEL members and external guests. Registration to begin.
- September 2017 – conference.

3.4 Risks (what are the potential risks for this project and what actions will be put in place to mitigate these?)

- Location of conference as yet to be confirmed. Possible locations – Estonia in line with Presidency of EU & Oxford, UK.
- Cost overrun if venue and/or catering and/or hotel cannot be secured at expected rate.

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)

A steering committee has been formed amongst the networks. That group rotates the Chairperson between meetings that plan the conference.

4.2 Project team (who will take part: name, organisation and country)

IMPEL

Simon Bingham – Cross Cutting Expert Team Leader

Michael Nicholson – IMPEL Secretariat

ENPE

Anne Brosnan (Chair of ENPE)

Shaun Robinson – ENPE Secretariat

EUFJE

Jan van der Berghe

ENVI CrimeNet

Roel Willekens

4.3 Other IMPEL participants (name, organisation and country)

4.4. Other non-IMPEL participants (name, organisation and country)

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 | ENPE and EUFJE - € 30,000 |
| Total budget | € 55,000 |

6. Detailed event costs of the work for year 1 *

| | Travel € (max €360 per return journey) | Hotel € (max €90 per night) | Catering € (max €25 per day) | Total costs € |
|------------------------------------------|-----------------------------------------------------|---------------------------------------|----------------------------------------|----------------------|
| <u>Event 1</u> | | | | |
| <i>Conference</i> | | | | |
| <i>September 2017</i> | Travel = 8,000 | | | |
| <i>Location – tbc</i> | * see notes below. | | | |
| | Conference App = 2,000 | | | |
| | Equipment = 5,000 | | | |
| | Venue Hire = 5,000 | | | |
| <u>Total costs for all events</u> | 25,000 | | | 25,000 |

* It is to be confirmed, but the aim will be to share the costs of running and organising this conference like we did in 2016, with ENPE and EUFJE. For example, catering could be organised and paid for by ENPE.

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 aim will be to hold the Conference back to back with the General Assembly and use the GA budget to pay for 1 person per IMPEL member country to attend. 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

| | |
|---------------------------------------------------------|---------------------------------------------------------------------|
| 7.1 Are you using a consultant? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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? | |
| 7.5 Are there any additional costs? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Namely: |
| 7.6 What are the additional costs for? | |
| 7.7 Who is paying for the additional costs? | |
| 7.8. Are you seeking other funding sources? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Namely: |
| 7.9 Do you need budget for communications around the project? If so, describe what type of activities and the related costs | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Namely: |

8. Communication and follow-up (checklist)

| | What | | By when |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|-------------------------------------|----------------|
| 8.1 Indicate which communication materials will be developed throughout the project and when <i>(all to be sent to the communications officer at the IMPEL secretariat)</i> | TOR ✓ * | <input checked="" type="checkbox"/> | October 2016 |
| | Interim report ✓ * | <input type="checkbox"/> | |
| | Project report ✓ * | <input type="checkbox"/> | |
| | Progress report(s) ✓ | <input type="checkbox"/> | |
| | Press releases | <input type="checkbox"/> | |
| | News items for the website ✓ * | <input type="checkbox"/> | September 2017 |
| | News items for the e-newsletter | <input checked="" type="checkbox"/> | September 2017 |
| | Project abstract ✓ * | <input checked="" type="checkbox"/> | |
| | IMPEL at a Glance ✓ | <input type="checkbox"/> | |
| | Other, (give details): | <input type="checkbox"/> | November 2017 |
| | - Conference report | <input checked="" type="checkbox"/> | |
| 8.2 Milestones / Scheduled meetings (for the website diary) | Conference | | |
| 8.3 Images for the IMPEL | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |

| | |
|--------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| image bank | |
| 8.4 Indicate which materials will be translated and into which languages | No documents will be translated. |
| 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 style="list-style-type: none"> • European Commission – DG Environment • Committee of the Regions & European Parliament – relevant guest speakers • ENPE / Prosecutors network • EU FJE / Judges network • THEMIS & RENA • Heads of EPA’s Network • INECE & ENFORCE • INTERPOL – Environmental Security Directorate & Environmental Compliance & Enforcement Committee. |
| 8.7 Identify parallel developments / events by other organisations, where the project can be promoted | |

✓) 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?