

Terms Of Reference (TOR) for an IMPEL project

*Notes: Please read the supporting notes before filling in each section indicated with an *.
This is a smart document, to move to the next section press the tab key*

1. Project title & version control

1.1 Name of project			
Achieving better compliance in the agricultural sector through networking and partnership working of environmental and agricultural inspectorates			
1.2 Abbreviated project name (where deemed required)			
Better compliance in agriculture			
1.3 Version Control (enter current version number of TOR & date eg. V1 03/03/13)			V1.3 12/11/12
1.4 Where was this TOR amended to current version (eg Spring cluster 2013)?		Autumn Cluster 2013, Utrecht	
1.5 How many years do you foresee this project lasting?			1 in this format
1.6 Current year of project?	1	1.7 Approved at which G.A?	-
1.8 Which Cluster will review this TOR (I or TFS)?			I / Board

2. Outline business case (why this project?)

2.1 Legislative driver(s) (name the Directive, Regulation etc)	
Water Framework Directive 2000/60/EC & Nitrates Directive 91/676/EEC	
2.2 Link to MASP priority work areas (indicate which of the following apply)	
Assist members to implement new legislation.	No
Build capacities in member organisations including through the IMPEL review initiatives.	Yes
Work on trans-frontier shipment of waste.	N/A

Work on 'problem' areas of implementation identified by IMPEL and the European Commission.	Yes
2.3 Description of the project (include reasons why the project is needed)	
<p>This project will bring regulatory experts from both environmental inspectorates and agricultural inspectorates together with the explicit aim of improving compliance levels in the agricultural sector and most notably in the areas of diffuse pollution (WFD) and the control of nitrates.</p> <p>In most member countries there are often multiple organisations carrying out compliance inspections on sites within the agricultural sector. Although the agencies are usually different there is often a common overlapping goal to achieve compliance and protect the environment.</p> <p>Why this project? The Commission identified this project area as a priority to IMPEL during a joint meeting in Brussels on 14/09/12. They highlighted that there are poor levels of compliance with the Water Framework Directive (diffuse pollution & illegal abstraction) and the Nitrates Directive and that a gap has been identified between “environmental” and “agricultural” inspectorates.</p>	
2.4 Desired outcome of the project (what do you want to achieve?)	
<p>Enhanced networking of different regulatory agencies to achieve higher levels of compliance in the agricultural sector. Exchange of pertinent information and current best practice with respect to diffuse pollution and the control of nitrates.</p>	

3. Structure of the project

3.1 Describe the activities of the project (What are you going to do?)
<p>We plan to hold two field study visits one in Scotland and the other in Denmark and develop a report of the two visits to kick start a virtual web space (Basecamp/Linkedin etc) to allow interaction of the two communities.</p> <p>Visit 1: Scotland 2 days –How to develop positive networks. Using the SEARS multiple partnership model to highlight the benefits of working together. Opportunity for direct networking at event. Field visit & workshop to discuss the prevention of diffuse pollution using pragmatic solutions and partnership working.</p> <p>Visit 2: Denmark 2 days – A practical view on best practice for controlling the implementation of the Nitrates Directive. How to make the control simple, efficient and transparent allowing less uncertainty for both authorities and farmers about whether cross compliance requirements are met. If possible the meeting will include a field trip with a local authority (municipality) carrying out inspections on a farm.</p> <p>Project team review meeting with the CION in Autumn 2013 to discuss the findings and future work areas.</p>

3.2 Describe the products of the project (What are you going to produce?)

- Development of an informal network with a centralised web space for ongoing sharing of best practice.
- The transfer of knowledge on current best practice with respect to diffuse pollution and nitrates.
- Report documenting the benefits of networking in this area.

3.3 Describe the milestones of this project (How will you know you are on track to complete the project on time?)

- Two field visits prior to Summer 2013
- Completed report available for Cluster in Autumn 2013
- Web space being used prior to submission of report at cluster with further feedback prior to Autumn G.A.

4. Organisation of the project**4.1 Lead (Who will lead the project: name, organisation & country)**

Simon Bingham, Scottish Environment Protection Agency, Scotland (UK)

4.2 Project team (Who will take part: name, organisation & country)

Simon Bingham, Scottish Environment Protection Agency, Scotland (UK)
Anette Dodensig Pedersen, Danish Environment Protection Agency, Denmark

4.3 Other IMPEL participants (name, organisation & country)

Various to be invited through the G.A. Room for a maximum of 20 delegates paid for by the project at each of the two meetings (it may be possible for other delegates to pay for themselves).

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

Various other agricultural agencies/inspectors to be invited via the G.A. participants. The CION. Room for a maximum of 20 delegates at each of the two meetings.

5. High level project budget projection (where required) over life of project

	Year 1	Year 2	Year 3	Year 4	Year 5

Year eg.2013	2013	n/a			
How much money do you require from IMPEL?	26,470				
How much money is to be co-financed?	3,000				
Total cost	29,470				

6. Detailed cost of the project during 1st year (subsequent years see annex1)

6.1 Meeting costs	Event 1			Event 2		
	<i>Edinburgh workshop</i>			<i>Copenhagen workshop</i>		
	<i>May</i>			<i>June</i>		
	<i>Scotland (UK)</i>			<i>Denmark</i>		
	No. of delegates	Item Cost	Total €	No. of delegates	Item Cost	Total €
Travel costs	20	360	7200	10,800	360	7200
Catering costs	25 ¹	25*2	1250	750	25 ¹	1250
Hotel costs	20	90*2	3600	5,400	90*2	3600
Other costs where required	Bus hire		500	Bus hire		500
Total costs (per event)			12,550			12,550
6.1 Meeting costs	Event 3			Event 4		
	<i>Edinburgh workshop</i>					
	<i>May</i>					
	<i>Scotland (UK)</i>					
	No. of delegates	Item Cost	Total €	No. of delegates	Item Cost	Total €
Travel costs	2	360	1080			
Catering costs	2	25	50			
Hotel costs	2	120 ²	240			
Other costs where required	None		-			
Total costs (per event)			1370			
6.2 Where there are more than 4 events us annex.				No		

Are there additional events?	
6.3 If you use a consultant what is the total cost?	n/a
6.4 What is the total amount of any other costs?	1000
6.5 Where there are other costs (as per 6.1 & 6.4) what will they be spent on?	
Bus hire required for field visits	
6.6 Where a consultant is used what will they do?	
n/a	
6.7 Where money is co-financed detail which organisation(s) will provide the money?	
SEPA & DEPA	
6.8 Where money is co-financed describe how that money will be spent?	
Lunches, teas & coffees and additional transport and venue costs where required.	
6.9 Additional notes re-financing	
1 – 5 extra catering places for local presenters 2 - Hotel costs in Brussels at €120 (including breakfast) rather than standard 90.	

7. Communication & follow-up (ensuring value for money)

7.1 How will you communicate the outputs of the project?
<ul style="list-style-type: none"> • Basecamp • IMPEL website • M.S. agricultural journals • Direct to CION • IMPEL Conference
7.2 Who will you communicate the outputs of the project to?
<ul style="list-style-type: none"> • IMPEL members • Agricultural inspectorates • CION • Public
7.3 What follow-up will you undertake to ensure the outputs of the project are

embedded? (Include how & when you intend to carryout the follow-up)

- Questionnaire for all participants
- Meeting with CION
- Hits on web space
- Follow-up 12 months later

8. Review & approval

8.1 Which cluster meeting(s) will you discuss the project? (Include what you plan to discuss eg. progress reports and/or draft documents)?

- Progress Spring Cluster 2013
- Draft report on basecamp summer 2013
- Final report Autumn Cluster 2013

8.2 Which General assembly will you seek to get final approval by?

Autumn 2013