

TOR Reference No.:	Author(s): Simon Bingham
Version: 2	Date: 11/02/15
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 type="checkbox"/>
Waste and TFS	<input type="checkbox"/>
Water and Land	<input type="checkbox"/>
Nature	<input type="checkbox"/>
Cross Cutting	<input checked="" type="checkbox"/>
1.2 Type of work you need funding for	
Exchange visits	<input type="checkbox"/>
Peer Reviews (e.g. IRI)	<input checked="" type="checkbox"/>
Conference	<input 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)	
Mini-Conference on the use of technology in regulation to enable regulators to be more efficient & effective.	
1.4 Abbreviated name of work or project	
Mini-Conference on the use of technology in regulation	

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

2.1 Name the legislative driver(s) where they exist (name the Directive, Regulation, etc.)	
RMCEI and the new "Inspection Instrument"	
2.2 Link to IMPEL MASP priority work areas	
1. Assist members to implement new legislation	<input type="checkbox"/>
2. Build capacity in member organisations through the IMPEL Review Initiatives	<input checked="" type="checkbox"/>
3. Work on 'problem areas' of implementation identified by IMPEL and the	<input checked="" type="checkbox"/>

European Commission



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

All inspectorates are required to be as efficient and effective as possible whilst still offering existing or even expanded services. Recent IRI's have yielded information on various technological advances being made by regulatory agencies within Europe.

This mini conference intends to share the learning of not only what is out there but also the back story of the pitfalls/costs of development & teething issues that lead to the finished product.

This is not about sharing minimum criteria more the art of the possible and how to get there as efficiently as possible..

Proposed basic structure.

- The design & use of apps in regulation
- The use of hand held technology and integration with back-office technology
- Back-office technology interface with the public

Who would be interested? One of the following:

- Regulatory managers with the ability to influence change
- Regulatory development professionals
- IT professionals with a regulatory background

Note: This conference is aimed at non-IT professionals

2.4 Desired outcome of the work (what do you want to achieve?)

Share knowledge (and even technology) and learning to enable other agencies to increase their capacity hopefully in the process avoiding some of the pitfalls in development. The intention is to host the X-cutting expert team meeting adjacent to the mini conference. This will have the added benefit of getting many more people to attend the expert team meeting.

3. Structure of the proposed activity

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

The proposal is to hold a 2 day mini conference on the use of technology in regulation. Back to back with the mini conference, a meeting of the Expert Team will be scheduled.

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

2 day mini-conference

Detailed post-conference report drawing together the presentations and discussions available as an e-document.

Meeting of the Expert team.

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

Small pre-meeting in April with conference in September. Report available for Winter G.A.

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, SEPA, Scotland, UK

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

X-cutting expert team steering group

4.3 Other IMPEL participants (name, organisation and country)

The request is there to enable one participant from each member organisation to participate. Additional IMPEL participants are welcome but will have to pay for travel & hotel themselves.

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

Other participants may attend but for a cost. Price to be confirmed.

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)	Year 2	Year 3	Year 4
How much money do you require from IMPEL?	29,000	n/a		
How much money is to be co-financed	zero			
Total budget	29,000			

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 €
Event 1	5 * 360	5 * 90	6 * 25	2,400
<i>Conference Arrangement Meeting</i>				
<i>Late April</i>				
<i>TBC</i>				
<i>6</i>				
<i>1 day</i>				
Event 2	40*360	40*90*2	40*25*2	23,600
<i>Conference</i>				
<i>Mid-September</i>				
<i>TBC potentially Edinburgh</i>				
<i>40</i>				
<i>2 nights</i>				
Event 3		22*90*1		2,000
<i>Expert team meeting</i>				
<i>Back to back with the conference</i>				
<i><Location></i>				
<i>22</i>				
<i>1 (on top of the conference)</i>				
Event 4				
<i><Type of event></i>				
<i><Data of event></i>				
<i><Location></i>				
<i><No. of participants></i>				
<i><No. of days/nights></i>				
Total costs for all events	16,200	7,650	2,150	28,000

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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No Namely: 1000 euros
7.6 What are the additional costs for?	Venue to hold 40+ participants
7.7 Who is paying for the additional costs?	IMPEL
7.8. Are you seeking other funding sources?	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No Namely: Payment by other non-SEPA members
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 officers at the IMPEL secretariat)</i>	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):	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	Now n/a Within 6 weeks of event As required by secretariat Before and after event Before and after event Before and after event Before and after event Within 6 weeks of event Within 6 weeks of event
8.2 Milestones / Scheduled meetings (for the website diary)	April pre meet –ideally with x-cutting meeting 6 week & 2 week before event reminder September conference – ideally with x-cutting meeting		
8.3 Images for the IMPEL image bank	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No People attending conference only		

8.4 Indicate which materials will be translated and into which languages	Ideally abstract by all participants
8.5 Indicate if web-based tools will be developed and if hosting by IMPEL is required	No
8.6 Identify which groups/institutions will be targeted and how	IMPEL members & other regulators
8.7 Identify parallel developments / events by other organisations, where the project can be promoted	Other expert teams, COM, Water Directors, NEPA, ENCA

✓) 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?

Supporting Notes for completing an IMPEL project Terms of Reference – Communications

Both internal and external communications about IMPEL projects, their output and recommendations are key when it comes to reaching IMPEL's goals and fulfilling expectations. It has therefore been agreed that communication activities should play a bigger role throughout the duration of projects; starting at the preparation phase, until the evaluation and follow-up phase. Part 8 of this ToR template deals with the communications matters.

Point 8.1 lists materials that should be developed and sent to the IMPEL Secretariat. For most materials templates and examples are available. Items for the website, such as news posts, articles for the newsletter and press releases should be provided at least once during the project. In case of key activities (e.g. workshops or exchanges) or interim results communication is also recommended.

Point 8.2 asks for milestones and data; for example of scheduled meetings. This information is important for the 'Calendar' on the IMPEL website and in order to assess crucial moments of communications; for example by highlighting certain activities in the newsletter.

As recommended IMPEL intends to develop an image bank. The collected images, which should be free of copyright and have a high quality, will be used for news items, reports, the website, posters and other promotional material. The source will of course be referenced. Please tick at **point 8.3** if pictures will be provided for this image bank.

Translation, **point 8.4**. The availability of IMPEL products in other EU languages is also considered of a high added value by its members, as this supports the promotion of IMPEL's work to an even wider audience. IMPEL kindly requests that at least the 'Project abstract' documents are translated into the languages represented in the project team (to be done by the members); but preferably more material.

If the output of an IMPEL project will be a web-based tool that is to be hosted on the IMPEL website, **point 8.5**, please liaise beforehand with the IMPEL secretariat about the (im)possibilities.

Please list which target groups, **point 8.6**, you will focus your communication on. Please also describe how you will connect with them. Some examples include:

- Are the European Commission involved e.g. as a workshop or conference participant or as a core team observer? If not, why not?
- Expert Working Groups e.g. European IPPC Bureau in Seville
- Networks e.g. Interpol, REACH forum, Basel Convention, European Chemicals Agency (ECHA), INECE...
- Non Governmental Organisations (business and environmental) e.g. European Environmental Bureau, WWF...
- European Parliament Environment Committee e.g. specific MEPs interested in an issue, Chair and Vice Chairs of ENVI, rapporteurs on specific legislative dossiers
- Economic and Social Committee
- Committee of the Regions
- Domestic national, regional and local government
- Industry and branch organisations

Events by organised by others, **point 8.7**, are also good opportunities to promote IMPEL work, involve a broader audience and/or to collect other views. Please identify which events will be relevant and how you will contribute (presentations, lead a workshop, develop a poster or a paper, take part in a panel discussion, etc).