TOR Reference No.: 2017/26	Author(s): Michael Nicholson
Version: 2	Date: 18 November 2016
TERMS OF REFERENCE FOR WORK UNDER THE AUSPICES OF IMPEL	

1. Work type and title:

Mapping European Agencies involved in implementing the environmental acquis

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):	☑
	Mapping Exercise

1.3 Full name of work (enough to fully describe what the work area is)

A project to identify and map who the regulatory authorities, Environmental Protection Agencies, and Ministries are and who are responsible for implementing the European environmental acquis

1.4 Abbreviated name of work or project

Mapping of the European Agencies involved in implementing the environmental acquis

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	
Priority 4: Build the Network and seek new members to contribute to and benefit from our work Specifically: 'Invest in research to better understand and map the responsibilities of public authorities and other public utility organisations responsible for the practical implementation of EU environmental law across IMPEL's 5 thematic areas'. 'Work through the network of National Coordinators to identify key new organisations and to encourage them to join and engage with IMPEL's programme'. Pages 3 & 4: http://www.impel.eu/wp-content/uploads/2014/11/IMPEL-Strategic-Work-Programme-2016-to-2020-Final-29-April-2016.pdf	

2.3 Why is this work needed? (Background, motivations, aims, etc.)
The IMPEL network has grown significantly since 2008 when it became an independent Association registered under Belgian Law. In 2008 there were 38 member authorities in 2008 versus 51 in 2016. However, there are still significant gaps in IMPEL's membership as well as active involvement in project activities. This is particularly clear given IMPEL's recent re-structuring to include Nature Protection and Land & Water activities in its work programme. More than that though, there is also a clear need to work at a sub-national level with regional and local authorities who manage and carry out implementation and enforcement activities. This was reiterated by the European Commission during a recent meeting with the IMPEL Board in Brussels on 27 May 2016 but also with the Committee of the Regions who hosted the General Assembly in Brussels in 2014. Up to now, IMPEL's membership from sub-national authorities is rather limited and this needs to change if we are to improve implementation more broadly in Europe. A thorough mapping exercise will help us to examine the gaps in our membership and help us to plan where and whom we need to talk to encourage greater participation in projects and ultimately membership of our network. There is also some uncertainty around the roles of authorities in many European Member States. This mapping exercise will seek to highlight in a broad sense the competences of authorities and where possible indicate contact points for our Expert Teams to use to encourage more participation.

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?)

A mapping exercise of the competences of European authorities.

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

Implementation challenge project

3. Structure of the proposed activity

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

- o Desk Based research:
  - Identification of the environmental acquis relevant to the survey
  - Preparation of the (online) questionnaire and instruction for National Coordinators
  - Answer gathering and analysis
  - First report preparation to be used in following steps
- o A mini workshop at the National Coordinators workshop (General Assembly Bratislava, 30 November 2016)
- o Using correspondence (email, Basecamp) to exchange and request information from National Contact Points to help fill any gaps in the information.

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

A short report providing an overview of the main results found with the mapping exercise as an attachment.

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

- o Desk Based research:
  - Identification of the environmental acquis relevant to the survey
  - Preparation of the (online) questionnaire and instruction for National Coordinators
  - Answer gathering and analysis
  - First report preparation to be used in following steps
- o A mini workshop at the National Coordinators workshop (General Assembly Bratislava, 30 November 2016)
- o Using correspondence (email, Basecamp) to exchange and request information from National Contact Points to help fill any gaps in the information.

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

The key risk is how to maintain information generated in the report and keep the data live and current. The risk is that it could become out of date quite quickly. One option, perhaps for a future phase, is to develop an online-based forum or platform for keeping and storing the information so that National Coordinators can update it manually and when constitutional changes occur or when re-organisations take place within a country.

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)
4.2 Project team (who will take part: name, organisation and country)
Water and Land ET representative (TBD)
4.3 Other IMPEL participants (name, organisation and country)
4.4. Other non-IMPEL participants (name, organisation and country)
Hans Lopatta, European Commission

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?	5,000			
How much money is to be co-financed	0			
Total budget	5,000			

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				
Total costs for all events	0	0	0	5,000

7. Detailed other costs of the work for year 1

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?		
7.5 Are there any additional costs?	☐ Yes Namely:	☑ No
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?	☐ Yes Namely:	☑ No
7.9 Do you need budget for communications around the project? If so, describe what type of activities and the related costs	☐ Yes Namely:	☑ No

8. Communication and follow-up (checklist)

	What		By when
8.1 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):	☑ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	01/09/16 01/06/17 30/09/17
8.2 Milestones / Scheduled meetings (for the website diary)			
8.3 Images for the IMPEL image bank	☐ Yes ☑ No		
8.4 Indicate which materials will be translated and into which languages	No		
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	n/a		
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?

None.