

TOR Reference No.: 2017/23	Author(s): Simon Bingham
Version: 2	Date: 18 November 2016
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 checked="" type="checkbox"/>
Peer reviews (e.g. IRI)	<input type="checkbox"/>
Conference	<input type="checkbox"/>
Development of tools/guidance	<input checked="" type="checkbox"/>
Comparison studies	<input checked="" 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)	
A project to identify the best practice steps to introduce Drones into your agencies using shared learning from those that have already gone there.	
1.4 Abbreviated name of work or project	
Drones 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.)	
All EU & local regulation requiring monitoring	
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.)	
<p>Many agencies are currently introducing new technology into their agencies to enhance their capabilities. It was identified in the X-Cutting Expert Team Conference in Glasgow that many of us are embarking on projects in this area each breaking our own new ground and using much resource (manpower and cash).</p> <p>This project seeks to compare using questionnaire what has been done so far and who is embarking on developments in this area. The learning from this will be used to develop a process with pitfalls and short cuts highlighted designed to enable us all to get there quicker.</p> <p>The output will be simple guidance that can be shared amongst members.</p>	
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?)	
By understanding what options are available regulators will be able to identify the best range of tools for the job in hand. It is truly cross-cutting as it potentially applies to all legislation.	
2.5 Does this project link to any previous or current IMPEL projects? (state which projects and how they are related)	
X-Cutting mini conference and DTRT execution.	

3. Structure of the proposed activity

3.1 Describe the activities of the proposal (what are you going to do and how?)
<ul style="list-style-type: none"> • Development of a simple questionnaire (virtually by the project team). The questionnaire will identify who already is using drones and in what capacity (including technical what sort of drones/cameras/storage etc). It will also address what agencies need (think they need) • The output of this will be used to fine tune the workshop and help develop simple appropriate guidance. Work carried out by project team • 1 workshop to discuss issues raised combined with a field trip to see drones being used in practice in Lombardia.
3.2 Describe the products of the proposal (what are you going to produce in terms of

output / outcome?)
Simple Guidance & field visit.
3.3 Describe the milestones of this proposal (how will you know if you are on track to complete the work on time?)
<ul style="list-style-type: none"> • Development of questionnaire • Review & compilation of questionnaire • Workshop & field trip • Guidance package • Presentation at autumn X-Cutting Expert Team.
3.4 Risks (what are the potential risks for this project and what actions will be put in place to mitigate these?)
Low risk project

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)
Graziella Dilli, ARPA Lombardia, Italy / Simon Bingham, Scottish Environment Protection Agency, UK
4.2 Project team (who will take part: name, organisation and country)
Geert Keppens, Flanders; Camillae Trolle, Danish EPA; John Gibbons, Irish EPA; Stef van der Zee, Provincie Overijssel; Bibiana da Silva, IGAMAOT; Poland Rep; Paul Hickey, EA England & Geneve Farabegoli
4.3 Other IMPEL participants (name, organisation and country)
None anticipated unless on own funds
4.4. Other non-IMPEL participants (name, organisation and country)
Questionnaire to other international regulators

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?	5110			
How much money is to be co-financed	0			
Total budget	5110			

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>	3240 (9*360)	1620 (9*2*90)	250 (25*10)	5110
<i>Project Meeting</i>				
<i>Date tbc</i>				
<i>Milan</i>				
<i>10</i>				
<i>2 nights' accommodation</i>				
<u>Total costs for all events</u>	3240	1620	250	5110

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"/>	01/01/17
	Interim report [✓] *	<input type="checkbox"/>	-
	Project report [✓] *	<input checked="" type="checkbox"/>	31/10/17
	Progress report(s) [✓]	<input type="checkbox"/>	-
	Press releases	<input type="checkbox"/>	-
	News items for the website [✓] *	<input checked="" type="checkbox"/>	31/10/17
	News items for the e-newsletter	<input checked="" type="checkbox"/>	March 2017& 31/10/17
	Project abstract [✓] *	<input checked="" type="checkbox"/>	31/10/16
	IMPEL at a Glance [✓]	<input type="checkbox"/>	-
	Other, (give details):	<input type="checkbox"/>	-
8.2 Milestones / Scheduled meetings (for the website diary)	Questionnaire in/out Project Meeting Autumn ET meeting		
8.3 Images for the IMPEL image bank	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
8.4 Indicate which materials will be translated and into which languages	Project abstract (dependent on project team members)		
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	All IMPEL members via questionnaire		
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?

Note: This is the project that was original set-up for delivery in 2016 but due to illness never took place. Funding is based on those that wished to take part in 2016.

*In case of doubts or questions please contact the
IMPEL Secretariat.*

*Draft and final versions need to be sent to the
IMPEL Secretariat in word format, not in PDF.*

Thank you.