

TOR Reference No.: 2017/09	Author(s): Allison Townley
Version: 1	Date: 04 October 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 type="checkbox"/>
Waste and TFS	<input checked="" type="checkbox"/>
Water and land	<input type="checkbox"/>
Nature protection	<input type="checkbox"/>
Cross-cutting – tools and approaches -	<input 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)	
Conference on the Implementation and Enforcement of the Waste Shipment Regulation and other European Waste Regulations	
1.4 Abbreviated name of work or project	
Waste and TFS Conference 2017	

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

2.1 Name the legislative driver(s) where they exist (name the Directive, Regulation, etc.)
<ul style="list-style-type: none"> • Waste Shipment Regulations • Landfill Directive • Waste Framework Directive

- Packaging and Packaging Waste Directive
- End of Life Vehicles Directive
- WEEE Directive
- Waste Batteries and Accumulators Directive

2.2 Link to IMPEL MASP priority work areas

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|---|-------------------------------------|
| 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 indentified by IMPEL and the European Commission | <input checked="" type="checkbox"/> |

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

The projects and activities of the Waste and TFS Expert Team are based on the European Directives covering waste and also the Waste Shipment Regulations. Waste has been recognised as a priority with the 7th Environment Action Programme and the Road Map to Resource Efficient Europe identifying the need to have methodologies in achieving “waste as a resource” including ensuring full implementation of current legislation therefore it is of high importance to have an active and practical European network of inspectors and regulators that meet on a regular basis to exchange practical experiences. Not only environmental inspectors, but also Customs and Police officers and the Judiciary. Ongoing IMPEL-TFS projects continue to show the need for establishing and above all maintaining good and practical collaboration between Member States, third countries and relevant international organisations.

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?)

- Exchanges of best practices and experiences
- Promotion of IMPEL work to a broader audience
- More uniform approach, interpretation and enforcement of the EU waste legislation
- Improved collaboration between the involved law enforcement agencies
- Collect ideas for future work of the Waste and TFS team
- Improved links and joint actions with Asian and African countries

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

Previous IMPEL TFS Conferences and third party collaboration.

3. Structure of the proposed activity

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

Decide on a theme for the conference, prepare the programme (speakers, presentations, workshops, etc), 2.5 days conference, report. The preparations will be done in close collaboration

with the members of the IMPEL TFS Steering Committee and also the host organisation.

The conference will likely be co-organised with the LIFE Smart Waste project.

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

- Conference
- Conference report
- List of topics for possible future work for the cluster
- Press-release
- Reports from the two Asian meetings

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

January: Preparations
 February: Invitations
 March – April: Programme
 May: Conference
 September: Conference Report
 December: Adoption reports at the GA

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.
- Cost overrun if venue 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)

IMPEL TFS Steering Committee members

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

IMPEL TFS Steering Committee members

4.3 Other IMPEL participants (name, organisation and country)

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

Not yet determined

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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?	0			
How much money is to be co-financed	30.000			
Total budget	0			

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>June 2015</i>				
<i>90, but 33 on IMPEL budget</i>				
<i>3</i>				
<u>Event 2</u>				
<i>Asian Network meeting</i>				
<i>Q4</i>				
<i>Asia</i>				
<i>2</i>				
<i>4</i>				
<u>Event 3</u>				
<i>REN Meeting</i>				
<i>Q4</i>				
<i>Asia</i>				
<i>1</i>				
<i>4</i>				
<u>Event 4</u>				
<i><Type of event></i>				
<i><Data of event></i>				
<i><Location></i>				
<i><No. of participants></i>				
<i><No. of days/nights></i>				
<u>Total costs for all events</u>				

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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?	{0}
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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No Namely: 1 dinner and venue by host organisation
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

8. Communication and follow-up (checklist)

What		By when

<p>8.1 Indicate which communication materials will be developed throughout the project and when</p> <p><i>(all to be sent to the communications officer at the IMPEL secretariat)</i></p>	<p>TOR^{✓*}</p> <p>Interim report^{✓*}</p> <p>Project report^{✓*}</p> <p>Progress report(s)[✓]</p> <p>Press releases</p> <p>News items for the website^{✓*}</p> <p>News items for the e-newsletter</p> <p>Project abstract^{✓*}</p> <p>IMPEL at a Glance[✓]</p> <p>Other, (give details):</p>	<p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>October 2016</p> <p>September 2017</p> <p>June 2017</p> <p>June 2017</p> <p>June 2017</p>
<p>8.2 Milestones / Scheduled meetings (for the website diary)</p>	<p>Conference</p>		
<p>8.3 Images for the IMPEL image bank</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>8.4 Indicate which materials will be translated and into which languages</p>	<p>No documents will be translated</p>		
<p>8.5 Indicate if web-based tools will be developed and if hosting by IMPEL is required</p>	<p>n/a</p>		
<p>8.6 Identify which groups/institutions will be targeted and how</p>	<p>All involved law enforcement agencies, international organisations, European Commission and Basel Secretariat</p>		
<p>8.7 Identify parallel developments / events by other organisations, where the project can be promoted</p>			

[✓]) 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?

*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.