

<b>TERMS OF REFERENCE FOR PROJECTS</b>
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No	Name of project
	<b>Development of an easy and flexible risk assessment tool as a part of the planning of environmental inspections linked to European environmental law and the RMCEI (easyTools)</b>

**1. Scope**

<b>1.1. Background</b>	<p>The aim of the new project is to develop a flexible and user friendly programme for the risk assessment within the planning of environmental inspections as an application from the internet. The risk assessment tool will be part of the “planning cycle” described in the “Step by step guidance book for planning of environmental inspection” developed by the “Doing The Right Things” project (DTRT). It will take into account the needs of the IMPEL member countries as well as the requirements of European environmental law like the upcoming Industrial Emissions Directive (IED) and it will be linked to the Recommendation on Minimum Criteria for Environmental Inspections (RMCEI). It will be based on results of an evaluation of risk assessment tools currently used in IMPEL member countries. There will also be an evaluation of risk criteria used until now and of the criteria listed in the IED proposal. This will be done in the light of the IMPEL assessment of the IPPC recast proposal and the IMPEL input for the further development of the RMCEI with the aim to make them more practicable.</p> <p>During the Doing The Right Things project (DTRT3) some risk assessment tools for were developed in addition to already existing programmes. During the discussions at the workshop it became clear that most member countries want to use their own specific risk criteria. Furthermore the availability of basic data for quantifying the risk criteria differs largely between the member countries. This implies that risk assessment tools which require a specific fixed set of data do not fulfil the needs of most member countries. The following problems are related to already existing risk assessment tools:</p> <ul style="list-style-type: none"> <li>• Use of specific software</li> <li>• Use of a fixed set of criteria</li> <li>• Some criteria are country specific</li> <li>• Some criteria are not easily assessable</li> <li>• Risk graduation is not always clear</li> <li>• Lack of basic data for the assessment</li> <li>• Specific needs of the “User” are neglected</li> </ul> <p>As a consequence, nearly every competent inspection authority needs its own specific risk assessment tool. To avoid this the DTRT3 Project gave the following recommendations for future activities (among others):</p> <ul style="list-style-type: none"> <li>• Development of an easy risk assessment tool</li> <li>• Development of an advanced interactive IT tool that supports planning of environmental inspection</li> <li>• Defining standard set of risk criteria</li> <li>• Guidance for performance monitoring</li> </ul> <p>Based on these findings the aim of this project is to develop a flexible and user friendly programme for the risk assessment within the planning of environmental inspections as an advanced interactive IT tool from the internet.</p>
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<b>1.2. Link to MAWP and IMPEL's role and scope</b>	Strategic Goal I: Learning from each other and capacity building Strategic Goal II: Improving methodologies Strategic Goal III: Development of good practices Strategic Goal VI: Promotion of IMPEL and dissemination of its products
<b>1.3. Objective (s)</b>	<ul style="list-style-type: none"> <li>• The risk assessment tool shall fulfil the requirements of European environmental law like the upcoming IED and the recommendations of the RMCEI</li> <li>• Evaluation of the requirements of IED and the recommendations of RMCEI in the light of ongoing IMPEL activities</li> <li>• Evaluation of existing risk assessment tools and risk criteria</li> <li>• Development of a risk assessment tool as an advanced interactive IT tool from the internet that could easily be used by every IMPEL member</li> <li>• Integration of the risk assessment tool into the inspection cycle of Doing The Right Things</li> <li>• Availability of the planning tool from the IMPEL website as an example of European good practice</li> </ul>
<b>1.4. Definition</b>	<p>The objectives will be achieved by: The evaluation of the requirements of IED and the recommendations of the RMCEI will be carried out in close cooperation with Cluster 3 and under consideration of the “IMPEL input for the further development of the Recommendation on minimum criteria for environmental inspections (RMCEI)” from October 2007. As the risk assessment tool should be a highly flexible tool, there will be no barriers against modification: adaptation of the tool would be possible if adaptation to local particularities was necessary or if some of the requirements of the European environmental law or recommendations of the RMCEI were to change.</p> <p>The development of the new risk assessment tool will be based on the evaluation of existing tools and risk criteria. To achieve this, the member countries will be asked to give information about the tools and risk criteria they currently use as well as about their experiences with these applications. Good ideas and practices will be taken into account during the development of the new tool. As an aid for the future user, an assessment of the risk criteria will be documented and developed further as the project progresses.</p> <p>The programming of the risk assessment tool will be done by a consultant. The tool will be based on the basic ideas of the already existing risk assessment tools and the recommendations of the DTRT3 project. There will be a set of about 20 risk criteria, some of them mandatory (based on European environmental law) and some of them free to choose. As a result, each country can start with a set of criteria that suits its needs best and take into account the data which can be easily procured. In the following years the set of criteria can be extended by the specific country in line with the enhanced availability of its basic data.</p> <p>The programme will be created in a way that every inspection authority in every country can use and adapt it to its own needs without a detailed knowledge of (internet) programming. It will be produced in an English, French and German version that could be translated into every other language version within a few hours. Eventually the tool shall become a component of the planning cycle - developed in the Doing The Right Things project - that is documented in the “Step by step guidance book for planning of environmental inspection”.</p> <p>A workshop with participants from interested members and a format of the risk assessment tool on the IMPEL website will ensure its availability for all IMPEL member countries.</p>

	The costs of developing the easyTools risk assessment program might vary significantly, depending on the practices, wishes, needs and realistic possibilities in this area. Therefore, in 2010 the project will at first focus on exploring these demands and possibilities and accordingly adapt the targets for the development of the tool/program, consequently working out a sound and realistic estimate of necessary total costs. The project costs for the IMPEL budget in 2010 indicated under <b>3.1</b> are not influenced by such a preliminary study, as resulting higher project cost could be taken into account via changes of Member States contributions as well as changes in the 2011 ToR.
<b>1.5. Product(s)</b>	<ol style="list-style-type: none"> <li>1. Compilation of assessed risk criteria, their value and practicability in the inspection planning process</li> <li>2. Flexible and user friendly programme for the risk assessment within the planning of environmental inspections as an advanced interactive IT tool from the internet available from the IMPEL homepage</li> <li>3. Final report</li> </ol>

## 2. Structure of the project

<b>2.1. Participants</b>	<p><b>Project team:</b> Senior inspectors or inspection coordinators with experience in inspection planning from 6 IMPEL member countries including Germany</p> <p><b>Workshop:</b> Senior inspectors or inspection coordinators with experience in inspection planning from all interested IMPEL member countries</p>
<b>2.2. Project team</b>	The project team will be arranged in autumn 2009. The Netherlands and United Kingdom will participate in the project team. It is further planned to have three other countries on board.
<b>2.3. Manager Executor</b>	Dr. Horst Buether Bezirksregierung Koeln (Distrikt Administration Cologne), Germany
<b>2.4. Reporting arrangements</b>	<p>The project progress will be reported to Cluster "Improving permitting, inspection and enforcement" (Cluster 1): in September 2010, to the participants and other interested parties. The Cluster will submit the progress report to the IMPEL General Assembly and the IMPEL secretariat. The final report of the project is expected to be submitted to the IMPEL General Assembly in autumn 2011.</p> <p>Interim report autumn 2010 Final report: autumn 2011</p>
<b>2.5 Dissemination of results / main target groups</b>	<p>The products mentioned under 1.5 will be presented and discussed on an IMPEL workshop in 2011 and disseminated to all national IMPEL coordinators. They will also be made available on the IMPEL Homepage as interactive IT tools.</p> <p>The main target groups in the IMPEL member countries are inspection authorities and senior inspectors or inspection coordinators with experience in inspection planning.</p>

**3. Resources required**

<b>3.1 Project costs and budget plan</b>		<b>2010</b>	<b>2011</b>
	<i>1. Overhead (organisation) cost (€):</i>	1,000*	1,000*
	<i>2 Project meeting costs (€)</i>		
	<i>Meeting 1</i> Project group meeting Feb 2010		
	No of Participants: 6		
	Travel: 5 * 500 €	2,500 €	
	Accommodation: 5 * 125 €	625 €	
	Catering: 2 * 6 * 25 €	300 €	
	Meeting venue: 500 €		
	<i>Meeting 2</i> Project group meeting Aug 2010		
	No of Participants: 6		
	Travel: 5 * 500 €	2,500 €	
	Accommodation: 5 * 125 €	625 €	
	Catering: 2 * 6 * 25 €	300 €	
	Meeting venue: 500 €		
	<i>Meeting 3</i> Project group meeting Mar 2011		
	No of Participants: 6		
	Travel: 5 * 500 €		2,500 €
	Accommodation: 5 * 125 €		625 €
	Catering: 2 * 6 * 25 €		300 €
	Meeting venue: 500 €		
	<i>Meeting 4</i> Workshop May 2011		
	No of Participants: 36		
	Travel: 35 * 500 €		17,500 €
	Accommodation: 35 * 125 €		4,375 €
	Catering: 2 * 36 * 25 €		1,800 €
	Meeting venue: 2,500 €		
	<i>Meeting 5</i> Project group meeting Aug 2011		
	No of Participants: 6		
	Travel: 5 * 500 €		2,500 €
	Accommodation: 5 * 125 €		625 €
	Catering: 2 * 6 * 25 €		300 €
	Meeting venue: 500 €		
	<i>3. Other costs (€):</i>		
	External Programming: 20,000 €	20,000 €	5,000 <sup>x</sup> €
	Translation:		
	Dissemination:		
	Other (specify):		
	<sup>x</sup> ) possibly more, depending of the scale of necessary revisions of programme as result of workshops/project group findings		
	<b>TOTAL cost per year €</b>	<b>28,850 €</b>	<b>40,025 €</b>
	<b>TOTAL project cost €</b>	<b>68,875 €</b>	
<b>3.2. Fin. from IMPEL budget</b>	<i>2. Project meeting costs (€):</i>	6,850 €	30,525 €
	<i>3. Other costs, external programming (€):</i>	5,000 €	5,000 €
<b>3.3. Co-financing by MS (and any other )</b>	<i>1. Overhead costs (€):</i> as co-financing contribution, committed by Germany * roughly estimated	1,000*	1,000*
	<i>2. Project meeting costs and</i>	1,000	3,500
	<i>3. Other costs (€):</i> as co-financing contribution, committed by Germany ** subject to approval of the 2010 national budget by the new German Parliament, probably tentative budgetary regime in the 1rst half of 2010 nn: depends on budget 2011 ***xx contingent contribution from the Netherlands	up to 15,000**	nn
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<b>3.4. Human from MS</b>	120 days for project group and workshop meetings plus a couple of days for working on the project
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#### 4. Quality review mechanisms

The quality of the project will be reviewed by the project participants and the attendees of the workshop. It will be appraised by the Cluster “Improving permitting, inspection and enforcement” (Cluster 1) at different meetings. The products of the project will then be submitted to the IMPEL General Assembly for appraisal and adoption.

#### 5. Legal base

<b>5.1. Directive / Regulation / Decision</b>	IPPC (IED) RMCEI
<b>5.2. Article and description</b>	Article 25 of the upcoming Industrial Emissions Directive: Environmental Inspections
<b>5.3 Link to the 6<sup>th</sup> EAP</b>	The Sixth Community Environment Action Programme calls for the encouragement of more effective implementation and enforcement of Community legislation on the environment through the promotion of improved standards of inspection, monitoring and enforcement by Member States and through improved exchange of information on best practice on implementation.

#### 6. Project planning

<b>6.1. Approval</b>	The project will be presented to Cluster “Improving permitting, inspection and enforcement” (Cluster 1) at the Cluster meeting in Brussels 14/15 September 2009 and to the General Assembly in Brussels on the 16 <sup>th</sup> of October 2009.
<b>6.2. Financial Contributions</b>	The project is supported by IMPEL, the German Federal Ministry for the Environment, Nature Conservation and Nuclear Safety, the Ministry for Environment of North Rhine Westphalia, The Regional District Administration Cologne and participating IMPEL Member Countries
<b>6.3. Start</b>	The project start is scheduled for January 2010. (Formation of a project team in autumn 2009)
<b>6.4 Milestones</b>	<p><b>Year 1: 2010</b></p> <ol style="list-style-type: none"> <li>1. Register of risk assessment tools and risk criteria, 2010: 01</li> <li>2. Preliminary study on alternative program designs, 2010: 01-03</li> <li>3. First project group meeting, 2010: 02</li> <li>4. Assessment of tools and risk criteria, 2010: 02-03</li> <li>5. Presentation at Cluster-1 meeting, 2010: 03</li> <li>6. Programming of the risk assessment tool, 2010: 04-07</li> <li>7. Second project group meeting, 2010: 08</li> <li>8. Presentation at Cluster-1 meeting, 2010: 09</li> <li>9. Amendment of the risk assessment tool, 2010: 10-11</li> <li>10. Test by project group members, 2010: 11-12</li> </ol> <p><b>Year 2: 2011:</b></p> <ol style="list-style-type: none"> <li>1. Recommendations from IMPEL member countries, 2011: 01</li> <li>2. Evaluation of the risk assessment tool, 2011: 01</li> <li>3. Third project group meeting, 2011: 02</li> <li>4. Implementation of recommendations, 2011: 03</li> <li>5. Presentation at Cluster-1 meeting, 2011: 03</li> <li>6. Implementation of recommendations, 2011: 04</li> <li>7. Workshop with IMPEL member countries, 2011: 05</li> <li>8. Preparation of project report, 2011: 05-07</li> <li>9. Fourth project group meeting, 2011: 08</li> <li>10. Presentation at Cluster-1 meeting, 2011: 09</li> <li>11. Presentation at IMPEL GA, 2011: autumn</li> </ol>

	12. Placing on IMPEL homepage, 2011: 12
<b>6.5 Products</b>	<ul style="list-style-type: none"><li>• Assessed risk criteria</li><li>• Risk assessment tool</li><li>• Final report</li></ul>
<b>6.6 Adoption</b>	By IMPEL General Assembly, autumn 2011