Name of Project: Knowledge and Information Programme	
ToR Reference No.: 2022-VIII/07	
Version: ☐Draft ☐Final ☒Adopted	Date: 02-Nov-21
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 and air	☒
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):	☐
No Funding is needed	

1.3 Full name of work

Conducting a Proof of Concept for Capacity Building and Training to demonstrate the value of the Knowledge and Information Programme with the aim of up-scaling the activities and capacity in the future.

1.4 Abbreviated name of work or project

KIP: Knowledge and Information Programme

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

2.1 Name the legislative driver(s) where they exist

All applicable EU legislation (Environment and Nature) that are under the scope of IMPEL.

2.2 Link to IMPEL MASP priority work areas	
1. Assist members to implement new legislation.	☒
2. Build capacity in member organisations through the IMPEL Review Initiatives.	☒
3. Work on 'problem areas' of implementation identified by IMPEL and the European Commission.	☒
4. Other, (please specify):	☐

2.3 Why is this work needed?
IMPEL has faced some criticism in recent years from a variety of sources regarding its struggle to share knowledge and learning beyond the relatively small pool of experts that take part in its projects. Work is ongoing to revise the website and build longer term projects. However, it will continue to be difficult to share what is needed without a systematic approach and resource dedicated to the task.

In recent years it has been increasingly difficult to meet in person due to capacity, cash, Covid-19 or carbon footprint reasons. Although some of these reasons will hopefully diminish, others will grow in prominence in the near future. In order to reach out to those 'not in the room' IMPEL needs to develop new mechanisms to share its products, knowledge and learning. This goes far beyond just revising a website, IMPEL needs people with the skills and capacity to take products from the Expert Teams and elsewhere and to turn those into accessible learning resources for all. This is where Capacity Building and Training comes in.

A proof-of-concept project is envisaged in 2022 (Knowledge and Information Programme, in short KIP), followed by a scalable future if it can demonstrate its value. KIP will be designed from the outset to complement and enhance existing IMPEL structures and not to replace them or duplicate activities carried out within them. |

2.4 Desired outcome of the work
The Knowledge and Information Programme is a proof of concept project to demonstrate the value of Capacity Building and Training.

2.5 Does this project link to any previous or current IMPEL projects?
This is a cross cutting project and links to all the work IMPEL is doing at the moment or has done.

3. Structure of the proposed activity

3.1 Describe the activities of the proposal
Q1
1. Recruitment of 1,5 FTE voluntary experts.
2. Support the development of the IMPEL website.
3. Defining the roles and procedures and communicate these with the Expert Teams.
Q2

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4. Start running a Knowledge Platform. The output of 15 projects (executed by the Expert Teams) will be transferred into knowledge material and tools.
5. Start conducting training activities. For the output of 6 projects (executed by the Expert Teams) training activities will be developed (e.g. training programmes and courses, e-learning tools, training material).
6. Start with the support of projects by Expert Teams. For the projects mentioned under 4 and 5 support will be delivered to ensure the outcome of these projects can be used for Knowledge and Training.

Q3
7. Consultation of the network.

Q4
8. Evaluate 2022 on the following criteria:
   a. Capacity that is needed
   b. Voluntary expertise
   c. Working procedures
   d. Delivered results
   e. Short and medium term actions for future

8 Project team meetings through MS Teams will be organised to discuss the progress of the activities. Separate face to face meetings are not foreseen.

3.2 Describe the products of the proposal

1. 1,5 FTE of voluntary expertise are dedicated to work on the Knowledge and Information Programme.
2. Website of IMPEL can be used as a knowledge platform.
3. Procedures and roles have been defined and communicated.
4. For 15 projects knowledge material and tools are developed.
5. For 6 projects training activities are developed.
6. Report on the consultation of the Knowledge and Information Programme.
7. Report on the evaluation of the Knowledge and Information Programme.