

TOR Reference No.: 2015-12	Author(s): Anette Dodensig Pedersen
Version: 1.1	Date: 20th January 2015
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 type="checkbox"/>
Water and land	<input checked="" 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 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"/>
	No funding needed
1.3 Full name of work (enough to fully describe what the work area is)	
Expanding the guidance document for good practice for tackling nitrate pollution from farms and farmsteads	
1.4 Abbreviated name of work or project	
Good practice for tackling nitrate pollution from farms & farmsteads	

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

2.1 Name the legislative driver(s) where they exist (name the Directive, Regulation, etc.)
Water Framework Directive and Nitrates Directive

2.2 Link to IMPEL MASP priority work areas

- | | |
|---|-------------------------------------|
| 1. Assist members to implement new legislation | <input 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 Commission has highlighted nitrate pollution from agriculture as a crucial area for IMPEL to work on due to poor levels of compliance with the Water Framework Directive and the Nitrates Directive.

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?)

Provision of practical examples of good practice for controlling various measures for tackling diffuse nitrate pollution.

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

Previous projects:

- Project no. 2014/13 - Sharing good practice in tackling diffuse pollution and nitrate loss from farms & farmsteads.
- Project no. 2013/16 - Achieving better compliance in the agricultural sector through networking and partnership working of environmental and agricultural inspectorates.

The suggested project for 2015 continues the work from the 2014 project, as initiated by the 2013 project.

Possible project in 2016:

- CADWAGO-IMPEL workshop

3. Structure of the proposed activity

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

- Expanding the guidance document on good practice, which in a version 1 resulted from the 2014 project about sharing good practice (project no. 2014/13), with more examples of good practice. The first version of the guidance document contains examples of controlling capacity of manure storage, balanced fertilization and the fertilization limit of 170 kg N/ha. This work will be done online via the basecamp network.
- Developing a project plan for establishing an online wiki-platform for the sharing of experience. The guidance document would then be transferred into this web-based tool, which is expected to improve the accessibility of the gathered knowledge. The Danish Environmental Protection Agency has positive experiences with this form of guidance for the Danish municipalities. A ToR proposal for this will be written for 2016.
- Identifying topics to be elaborated on in 2016 (e.g. through field visits) and finding potential leads and hosts for a 2016-project about sharing good practice.

<ul style="list-style-type: none"> The above activities will be mainly performed via internet and teleconferences; a workshop of the project core team will be held in the second part of 2015 for the discussion of the ongoing work and for the tuning of the products of provider for by this project.
3.2 Describe the products of the proposal (what are you going to produce in terms of output / outcome?)
<ul style="list-style-type: none"> Expansion of the guidance document with at least an additional 3 examples. ToR proposal for wiki-platform for the examples of good practice. ToR proposal for a follow up project with field visits in 2016.
3.3 Describe the milestones of this proposal (how will you know if you are on track to complete the work on time?)
<p>1.3.2015 Identify 3 topics to be included in the good practice document 1.5.2015 Add example of good practice for first topic 1.8.2015 Add example of good practice for second topic 1.10.2015 Add example of good practice for third topic 1.11.2015 ToR proposals for wiki and follow up project ready</p>
3.4 Risks (what are the potential risks for this project and what actions will be put in place to mitigate these?)

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)
Anette Dodensig Pedersen and Henriette Hossy, Danish EPA, Denmark
4.2 Project team (who will take part: name, organisation and country)
The network established via projects about nitrates pollution in 2013 and 2014 (project no. 2013/16 and 2014/13)
4.3 Other IMPEL participants (name, organisation and country)
4.4. Other non-IMPEL participants (name, organisation and country)

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?	5.900 €			
How much money is to be co-financed				
Total budget	5.900 €			

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>	3.600 €	1.800 €	500 €	5.900 €
<i>Workshop</i>				
<i>TBD (second half 2015)</i>				
<i>TBD</i>				
<i>10</i>				
<i>2</i>				
<u>Event 2</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>Event 3</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>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>				

7. Detailed other costs of the work for year 1

7.1 Are you using a consultant?	<input type="checkbox"/> Yes <input 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 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 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 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 type="checkbox"/>	
	Interim report [✓] *	<input type="checkbox"/>	
	Project report [✓] *	<input checked="" type="checkbox"/>	
	Progress report(s) [✓]	<input type="checkbox"/>	
	Press releases	<input type="checkbox"/>	
	News items for the website [✓] *	<input type="checkbox"/>	
	News items for the e-newsletter	<input checked="" type="checkbox"/>	
	Project abstract [✓] *	<input type="checkbox"/>	
	IMPEL at a Glance [✓]	<input type="checkbox"/>	
	Other, (give details):	<input type="checkbox"/>	

8.2 Milestones / Scheduled meetings (for the website diary)	A workshop will be held in the second half of 2015: the date is to be determined
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	The guidance document is written in English. No translation intended.
8.5 Indicate if web-based tools will be developed and if hosting by IMPEL is required	
8.6 Identify which groups/institutions will be targeted and how	
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?

*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.