

TOR Reference No.: 2017/13	Author(s): Paul Hickey (Environment Agency, UK)
Version: 01	Date: 14th 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 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 checked="" 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): technical workshops	<input checked="" type="checkbox"/>
1.3 Full name of work (enough to fully describe what the work area is)	
Safeguarding the Water Environment Throughout Europe 3	
1.4 Abbreviated name of work or project	
SWETE 3	

### 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
Nitrates Directive
Industrial Emissions Directive
Urban Waste Water Treatment Directive

Habitats and Birds Directives  
Marine Strategy Framework Directive  
Floods Directive

## 2.2 Link to IMPEL MASP priority work areas

- |  |                                     |
|--|-------------------------------------|
| 1. Assist members to implement legislation   |                                     |
| 2. Build capacity in member organisations to help WFD implementation and improve aquatic environments and land quality   | <input checked="" type="checkbox"/> |
| 3. Work on 'problem areas' of implementation identified by IMPEL, the European Commission and water management practitioners to share and/or develop good practice to help with these problem areas. | <input checked="" type="checkbox"/> |

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

IMPEL was asked by the European Commission to expand and apply its regulatory capability into the water environment arena (and specifically on the implementation of the WFD) having previously focused on industrial emissions and associated processes under IPPC and IED Directives.

Good management of the water environment requires member states to be aware of emerging issues, be prepared to meet the challenges that they present, and improve current practices where needed. These objectives are facilitated by IMPEL members working in collaboration.

SWETE seeks to build a common understanding of our regulatory approaches, build networks of experts and develop shared resources to enhance technical resilience.

## 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?)

Previous phases of SWETE produced a summary of current regulatory practice on water quality regulation and, through a workshop at the 2016 IMPEL Water Conference (5/6 October 2016), identified some initial priority areas for more in depth technical collaboration. These are:

- Guidance tool for controlling manure storage capacity and;
- Wastewater discharge permitting.

SWETE3 will develop an in-depth analysis of these priority areas, with the aim of collating best practice (through the use of internet based training resources) and identifying future areas of challenge. In doing so it will nurture networks of regulatory experts in these areas to help build technical resilience.

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

SWETE (2015)  
SWETE 2 (2016)

## 3. Structure of the proposed activity

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

1. Establish technical working groups on 2 priority areas to develop best practice with scope for more detailed follow up in 2018;
  - Technical Working Group One - Manure Storage Guidance  
Proposed activities: a technical workshops (may also include a site visit)
  - Technical Working Group Two – Wastewater permitting  
Proposed activities: a technical workshops (may also include a site visit)
2. Production of learning resources for manure storage and wastewater permitting.
3. Production of a web based framework to host learning material for the Water & Land Expert Team community

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

- Best practice resource (to be defined) for slurry/manure storage and wastewater permitting
- Creation of a community of practitioners in these areas
- Building and further developing the IMPEL water network
- Web based framework to host learning material for the Water & Land Expert Team community.

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

Milestones to include:

- 2 technical workshops (to be programmed)
- Best practice resource in the two priority areas November 2017
- Web based framework November 2017.

### 3.4 Risks (what are the potential risks for this project and what actions will be put in place to mitigate these?)

**Risk:** Failure to identify/gain support from technical leads in IMPEL members.

**Mitigation:** We have developed the scope and focus of SWETE3 in collaboration with the members of the Water and Land Expert team. In doing so we have tried to learn from experiences from others in the IMPEL network (specifically the Cross Cutting Team). We have targeted work areas where there is a consensus for action and a good baseline of expert contacts to build from.

## 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)

Paul Hickey (Environment Agency, UK) – Technical work streams on wastewater permitting and manure storage

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

Barrie Howe, Gill Bellamy, Pete Baker (Environment Agency, UK)  
Annette Dodensig Pedersen (Danish Ministry of Environment and Food)

### 4.3 Other IMPEL participants (name, organisation and country)

Torkil Groving (Danish Agency for Water and Nature Management)  
Ana Isabel Garcia (General Inspection for Agriculture, Sea, Environment and Spatial Planning Portugal)

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

N/A

**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?	€12080			
How much money is to be co-financed				
Total budget				

**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 €
<b><u>Event 1</u></b>				
<i>Workshop</i>				
<i>May 2017</i>				
<i>Milan or London</i>				
<i>6</i>				
<i>2</i>	2160	1080	300	3540
<b><u>Event 2</u></b>				
<i>Workshop 2</i>				
<i>October/November 2017</i>				
<i>Milan or London</i>				
<i>&lt;No. of participants&gt;&gt;6</i>				
<i>2</i>				
<i>&lt;No. of days/nights&gt;</i>	2160	1080	300	3540
<b><u>Total costs for all events</u></b>				7080

**7. Detailed other costs of the work for year 3**

<b>7.1 Are you using a consultant?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>7.2 What are the total costs</b>	€ 5000

for the consultant?	
7.3 Who is paying for the consultant?	IMPEL
7.4. What will the consultant do?	Web development
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
<b>8.1 Indicate which communication materials will be developed throughout the project and when</b>  <i>(all to be sent to the communications officer at the IMPEL secretariat)</i>	TOR ✓ *	<input checked="" type="checkbox"/>	01/01/2017
	Interim report ✓ *	<input type="checkbox"/>	-
	Project report ✓ *	<input checked="" type="checkbox"/>	Date TBC
	Progress report(s) ✓	<input checked="" type="checkbox"/>	Dates TBC
	Press releases	<input checked="" type="checkbox"/>	Ahead of conference
	News items for the website ✓ *	<input checked="" type="checkbox"/>	TBC
	News items for the e-newsletter	<input checked="" type="checkbox"/>	Quarterly
	Project abstract ✓ *	<input checked="" type="checkbox"/>	March and October
	IMPEL at a Glance ✓	<input checked="" type="checkbox"/>	-
	Other, (give details): resource to share regulatory approaches and good practice examples from across Member States	<input type="checkbox"/>	TBC
<b>8.2 Milestones / Scheduled</b>	TBC		

meetings (for the website diary)	
8.3 Images for the IMPEL image bank	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.4 Indicate which materials will be translated and into which languages	
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.*