

TOR Reference No.: 2015/25	Author(s): Paul Hickey (EA, UK) C Chubb & M Griffiths (Foundation for Water Research (FWR), UK),
Version: 2	Date: 28/05/15
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 checked="" 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 checked="" type="checkbox"/>
1.2 Type of work you need funding for	
Exchange visits	
Peer reviews (e.g. IRI)	<input type="checkbox"/>
Conference WORKSHOP	<input checked="" type="checkbox"/>
Development of tools/guidance	<input checked="" type="checkbox"/>
Comparison studies	<input checked="" type="checkbox"/>
Assessing legislation (checklist)	<input checked="" type="checkbox"/>
Other (please describe):	<input checked="" type="checkbox"/>
Broadening the understanding within IMPEL	
Membership of EU & national water environmental policy and regulatory delivery cycles, to identify, develop and disseminate	

**best practice. Implementing Water Framework
Directive through regulatory best practice**

1.3 Full name of work (enough to fully describe what the work area is)

Developing Best Practice in use of regulation to achieve Water Framework Directive objectives. (Initial small Workshop to identify likely best practice in planning and delivering EU water quality outcomes. Subsequently a rolling programme across all IMPEL Members to harmonise and consolidate current planning and regulatory effort, identify new skills needed, and the skills required to deliver them. Use of 'Regulation for Water Quality' book <http://www.fwr.org/WQreg/index.htm> as a stimulus for discussion and to help identify further develop and disseminate best practice regulation in the water sector from across the EU.)

1.4 Abbreviated name of work or project

Safeguarding the Water Environment Throughout Europe (SWETE)

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
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

<ol style="list-style-type: none"> 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 	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
--	---

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

IMPEL has been asked by the European Commission to expand and apply its regulatory capability into the Water Environment Area and specifically implementation of WFD, having previously focussed on industrial emissions and associated processes under IPPC and IED Directives. Effective water resource management, (both quality and quantity) relies on good forward planning and delivery based on data, information and professional judgement. It is essential that economic growth in each Member State supports planned sustainable water resource protection and utilisation.

Implementation of the WFD is dependent upon good regulatory practice to produce good River Basin Management Plans and to implement the associated Programmes of Measures in a timely and effective way. Major benefits could be achieved by identifying and sharing good regulatory practice available across the EU, using both conventional permits ('hard' regulation) and 'softer' non-regulatory measures separately or in combination.

The Water Framework Directive requires Member States to manage their water resources at catchment and water body level. This may require new thinking and ways of working in order to achieve the Directive's requirements.

The initial project workshops will stimulate debate within a small cohort of IMPEL Members:

- about the current state of play,
- identify where there are examples of good or best practice, (particularly approaches to monitoring and discharge permitting, statistically derived quality objectives and permit limits, use of statistics in assessing compliance, risk analysis, and measuring 'success')
- where there are clear gaps, and
- how to proceed to fill them.

The outputs of the Workshops and the Project Report are expected to provide the basis for a larger programme of work to be developed in subsequent years within IMPEL - to develop and promulgate throughout Member States the necessary good practice skills and techniques needed to ensure an effective water regulatory cycle.

There will be 2 initial Workshop(s) within the IMPEL Water & Land Expert Team (Year 1)

Workshop 1 (July 2015 Venue TBA – Mainland Europe)

- a) Presentation on, and discussion of, the book “ Regulation for Water Quality – How to Safeguard the Water Environment”, <http://www.fwr.org/WQreg/index.htm>
- b) Solicit a limited number of IMPEL Members’ interest in identifying best WQ regulatory Practice in delivering WFD,
- c) Identify regulatory practice currently used by these Members in delivering WFD (and including IED) in IMPEL Members’ countries (We will need each participant to provide an explanation of the WFD delivery cycle as set out in their country’s legislation and institutional framework – Who does what where and when etc.)
- d) Identify any common good practice, and any gaps or weaknesses and proposals for addressing them.
- e) Identify format for subsequently capturing the relevant details of the regulatory planning and delivery system in all the IMPEL membership.

Workshop 2 (Nov 2015 Venue TBA - Mainland Europe)

- f) Analyse information provided following Workshop 1
- g) Sketch out the structure of a WQ best practice manual
- h) Evaluate likely timescale for delivery of a WFD / IED WQ best practice manual
- i) Identify and scope need for similar initiatives in Water Resources, hydromorphology and Flood Risk Management (these could run in parallel with or a bit behind 2 and 3 below)

2. Working groups to be established to draft WQ Sections / chapters (later in Year 1 and to mid Year 2).

3. Production, peer review and publishing on-line of first WQ Best Practice Manual (by end of Year 2).

4. Update and expand Manual to accommodate outputs from 1 i), and with experience of use. (Year 3 onwards).

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?)

- IMPEL will have identified existing good WQ regulatory practice, weaknesses and gaps to fill.
- IMPEL will establish a programme to develop and promulgate best practice, initially in water quality and ultimately water resource regulation **providing common ownership** of regulatory options and approaches to deliver WFD & IED
- IMPEL Members will share WQ regulation knowledge, efficiencies and linkages across the EU Water Framework Directive Objectives will be more readily achieved by Member States.
- Member States' Environmental Water Quality Regulators will be closely involved in strategic and local Development Planning decisions, as well as monitoring and reporting environmental water quality and discharges.

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

Linking the Water Framework and IPPC/IE Directives Phase 3 (2013)

3. Structure of the proposed activity

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

1. **Scoping /preparatory meeting with European Commission, Brussels** to define expectations of outputs from Year 1. (IMPEL W&L Lead, 2 days, Project Lead, 2days, 2x FWR x2days = 4 days)
2. **Workshop 1 Planning Meeting** (IMPEL W&L Lead, 2 days, Project Lead, 2days, 2x FWR x2 days = 4 days)
3. **Workshop 1 preparation** (Project Lead 1day, 2x FWR x3 days =6days)
4. **Workshop 1** (5 x IMPEL Members x 2 days, Project Lead 3 days, Project Support 4 days, 2x FWR x 2 days = 4 days)
5. **Analyse IMPEL Member returns** (Project Lead,& Project support= 10 days),
6. **Workshop 2 preparation** (Project Lead 1day, 2x FWR x2days =4days)
7. **Workshop 2** (5x IMPEL Members x 2 days, Project Lead 3 days, Project Support 4 days, 2x FWR x 2 days = 4 days)
8. **Collation & circulation** for comment within IMPEL of Workshop outputs: identified Best Practice, gaps and weaknesses (Project Lead & Project Support, 20 days)
9. **Project Report** – scope and format (*and introductory chapters??*) of EU WQ Regulation Best Practice Manual & Proposals for delivery in Years 2, 3 onwards. (Project Lead and Project Support, 20 days)

Initial workshop(s) with IMPEL Water & Land group (Year 1)

Proposed Workshop scope:

Workshop 1 (July 2015 Venue TBA – Mainland Europe)

- a) Presentation on, and discussion of, the book “ Regulation for Water Quality – How to Safeguard the Water Environment” <http://www.fwr.org/WQreg/index.htm> to introduce use of the regulatory cycle in the planning and regulation of water quality through open integrated catchment management, permits, compliance assessment and enforcement. Using UK (England) experience as example to stimulate comparison with other MS methods of delivery.
- b) Solicit IMPEL Members’ interest in identifying best WQ regulatory Practice in delivering WFD.
- c) Identify regulatory practice currently used in delivering WFD (and including IED) in IMPEL Members’ countries (We will need each participant to provide an explanation of the WFD delivery cycle as set out in their country’s legislation and institutional framework – Who does what where and when etc.)
- d) Identify any common good practice and any gaps or weaknesses and proposals for addressing them.

- e) Identify Format for capturing each Member's regulatory planning and delivery system.

Workshop 2 (Nov 2015 Venue TBA - Mainland Europe)

- f) Discuss analysis of information provided following Workshop 1 to identify and prioritise any institutional, regulatory and/or skills gaps in IMPEL members portfolios.
- g) Sketch out the structure of a WQ best practice manual.
- h) Evaluate likely timescale for delivery of a WFD / IED WQ best practice manual.
- i) Identify and scope need and priorities for similar initiatives in Water Resources, hydromorphology and Flood Risk Management (these could run in parallel with or a bit behind 2 and 3 below).

Following on from successful completion of Workshop 2, for initiation within Year 1 of Project:

2. Working groups to be established to draft WQ Sections / chapters (later in Year 1 and to mid Year 2)

3. Production, peer review and publishing on-line of first WQ Best Practice Manual (by end of Year 2)

4. Update and expand Manual to accommodate outputs from 1i), and with experience of use. (Year 3 onwards)

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

- Outline of WQ Regulatory good practice manual aligned to WFD implementation.
- Identify and prioritise water quality management institutional, regulatory and skills gaps in each IMPEL MS.
- Prioritised list for future development by IMPEL of water quality management skills & techniques for use by IMPEL Members.
- Suggestions arising from the consideration of the issues raised during the project for any regulatory or institutional changes that IMPEL might promote.

3.3 Describe the milestones of this proposal (how will you know if you are on track to

complete the work on time?)

Workshop 1 -July 2015

MS returns -by end September 2015

Workshop 2 -November 2015

Project Report & Recommendations -March 2016

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

Inability or unavailability of relevant MS expertise to attend workshops – IMPEL W&L Lead &/or IMPEL Board to use contacts.

Inadequate returns from MS. – If necessary Project Lead to escalate to IMPEL W&L Lead &/or IMPEL Board to use contacts to extract necessary information.

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)

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

Barrie Howe (Environment Agency, UK)

Others TBA

4.3 Other IMPEL participants (name, organisation and country)

TBA

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

Martin Griffiths (Foundation for Water Research, UK)

Chris Chubb (Foundation for Water Research, UK) The Foundation for Water Research (FWR) is an independent, membership based charity dedicated to education and information exchange. It is based in Marlow, Buckinghamshire, UK.

It was founded in 1989 and its mission is to advance the education of the public in science, engineering and management of water through specialist forums, reviews of current knowledge, publishing and information support. <http://www.euwfd.com/index.html>

It hosts the Water Framework Directive Information Centre (WFDIC)
http://www.euwfd.com/html/wfd_ic.html

WFDIC is an independent source of information about the Water Framework Directive (WFD).

It helps people understand what the Directive means, how it is being implemented, who the key players are and how it is relevant to achieving and maintaining a clean and well-managed water environment, including lakes, reservoirs, rivers, wetlands, groundwater and estuaries and coastal waters - all typical components of a river basin.

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?	€11280	€20,000	TBA	TBA
How much money is to be co-financed	€0			
Total budget	€11280	€20,000		

6. Detailed event costs of the work for year 1

	Travel € (max €360 per	Hotel € (max €90 per night)	Catering € (max €25 per day)	Total costs €

	return journey)			
Event 1	4x 360 =1440	2 x 4 x 90= 720	2x 4 x 25= 200	2360
<i>Scoping Meeting -European Commission</i>				
<i>May 2015</i>				
<i><Location>Brussels TBA</i>				
<i><No. of participants 4.</i>				
<i><No. of days/nights> 2/2</i>				
Event 2	4x 360 =1440	2 x 4 x 90= 720	2x 4 x 25= 200	2360
<i><Project Planning Meeting TBA</i>				
<i>May/June 2015</i>				
<i><Location >UK, TBA</i>				
<i><No. of participants>4</i>				
<i><No. of days/nights> 2/2</i>				
Event 3	7 x 360 =2520	2 x7 x 90= 1260	2x 7 x 25= 350	4130
<i><Type of event>Workshop</i>				
<i><Data of event> July 2015</i>				
<i><Location>UK, TBA</i>				
<i><No. of participants 30Max.</i>				
<i><No. of days/nights> 2/2</i>				
Event 4	7 x 360 =2520	2 x7 x 90= 1260	2x 7 x 25= 350	4130
<i><Type of event><Workshop></i>				
<i><Data of event> <November 2015></i>				
<i><Location >UK, TBA</i>				

<No. of participants>30 Max				
<No. of days/nights> 2/2				
Total costs for all events	7920	3960	1100	12980

7. Detailed other costs of the work for year 1

7.1 Are you using a consultant?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
7.2 What are the total costs for the consultant?	Day rate for attendance at EVENTS 1-4, plus Workshop preparation: 2 FWR x13 days @€550 per day = €14300 ,plus materials, travel & accommodation - Workshop preparation (2 x€ 500 = € 1000 Total = €15300
7.3 Who is paying for the consultant?	IMPEL
7.4. What will the consultant do?	FWR will help EA develop and facilitate Workshops
7.5 Are there any additional costs?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Namely: Venue Hire 2x 1000 = €2000
7.6 What are the additional costs for?	Venue Hire
7.7 Who is paying for the additional costs?	IMPEL
7.8. Are you seeking other funding sources?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Namely: (Might ask EC to help with funding?)

7.9 Do you need budget for communications around the project? If so, describe what type of activities and the related costs	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Namely: Meetings papers, teleconferences €1000
--	--

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 ✓ * Interim report ✓ * Project report ✓ * Progress report(s) ✓ Press releases News items for the website ✓ * News items for the e-newsletter Project abstract ✓ * IMPEL at a Glance ✓ Other, (give details):	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	May2015 October 2015 March 2016 June 2015 June 2015 June2015 May 2015
8.2 Milestones / Scheduled meetings (for the website diary)	TBA		
8.3 Images for the IMPEL image bank	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
8.4 Indicate which materials will be translated and into	Initially English only		

which languages	
8.5 Indicate if web-based tools will be developed and if hosting by IMPEL is required	TBA (Specification is a likely Project output)
8.6 Identify which groups/institutions will be targeted and how	Water Quality Regulators of IMPEL Members via Water and Land Group
8.7 Identify parallel developments / events by other organisations, where the project can be promoted	Likely to interact with Interreg Europe, Inter-Regional cooperation http://www.interreg4c.eu/programme/2014-2020/ FWR Water Framework Directive Information Centre (WFD IC)

✓) 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.