

TOR Reference No.: 2017/	Author(s): Simon Bingham
Version: 1	Date: September 2017
TERMS OF REFERENCE FOR WORK UNDER THE AUSPICES OF IMPEL	

1. Work type and title:

Ensuring adequate capability in European EPAs to respond effectively to environmental incidents and emergencies.

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 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	<input checked="" type="checkbox"/>
Peer reviews (e.g. IRI)	<input type="checkbox"/>
Conference	<input 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 type="checkbox"/>
1.3 Full name of work (enough to fully describe what the work area is)	
A project to identify best practice in EPA capability to respond to environmental incidents and emergencies, to help European EPAs ensure they have adequate capability, including their roles as Competent Authorities under the Environmental Liability Directive, to effectively ensure prevention of environmental incidents, protection of Europe's environment from incidents, and effective remediation of the environment following an incident.	
1.4 Abbreviated name of work or project	
Environmental incident and emergency response project.	

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

2.1 Name the legislative driver(s) where they exist (name the Directive, Regulation, etc.)	
Environmental Liabilities Directive and....?	
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 type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
2.3 Why is this work needed? (background, motivations, aims, etc.)	
<p>There is a diversity of national laws and regulations requiring operators to put in place plans and arrangements to prevent, respond to, and remediate environmental damage as a result of natural and technological incidents. Environment Protection Agencies also operate under a variety of duties and requirements to help operators prevent incidents, and to plan and execute incident and emergency response. This diversity of duties and requirements is likely to have resulted in inconsistent arrangements to prevent, and respond to, environmental incidents.</p>	
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?)	
<p>This project is an opportunity to identify, learn from, and facilitate the implementation across EU EPAs of, best practice in responding to environmental incidents and emergencies. This, in turn, will afford greater protection to the environment in Europe, particularly where transboundary impacts are possible, and help ensure more effective remediation of environmental damage following an incident.</p>	
2.5 Does this project link to any previous or current IMPEL projects? (state which projects and how they are related)	
Not directly	

3. Structure of the proposed activity

3.1 Describe the activities of the proposal (what are you going to do and how?)
<ul style="list-style-type: none"> ○ A desk study of environmental incident and emergency response arrangements in selected EPAs in the EU and beyond to identify the current range of practice and the core components of current arrangements. ○ Development of a simple questionnaire (virtually by the project team, based on the core components). The questionnaire will identify what incident and emergency response arrangements are already in place in EPAs in Europe and beyond. ○ The output of this will be used to identify current best practice. Site visits will be conducted, and case studies developed, of up to four best practice examples in order to identify core components which could be replicated elsewhere. Work carried out by project team.

- Drafting of best practice case studies, and guidance based on core components, for dissemination in various formats to EU EPAs to encourage and inform best practice. Identification of opportunities for face-to-face communication of project findings and best practice guidance to collected EPA representatives.

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

Best practice case studies and guidance.

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

- Desk study of selected incident response arrangements in EPAs in EU and beyond
- Development of questionnaire based on core components of range of current practice
- Case studies of up to four examples of best practice in EU and beyond
- Drafting of case study narratives and best practice guidance
- Opportunity to present findings to collected EU EPA representatives

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

Low risk project

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)

Mark Wells, Scottish Environment Protection Agency, UK

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

4.3 Other IMPEL participants (name, organisation and country)

None anticipated unless on own funds

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

Questionnaire to other international regulators

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
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How much money do you require from IMPEL?	19800			
How much money is to be co-financed	0			
Total budget	19800			

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 €
Event 1	1800 (5*360)	900 (5*2*90)	150 (6*25)	2850
<i>Project Meeting</i>				
<i>Date tbc (February 2018)</i>				
<i>Edinburgh</i>				
<i>6 people (5 travelling)</i>				
<i>2 nights' accommodation</i>				
Event 2	2160 (6*360)	1080 (6*2*90)	175 (7*25)	3415
<i>Best practice study 1</i>				
<i>Date tbc (April 2018)</i>				
<i>tbc</i>				
<i>6 people + host</i>				
<i>2 nights' accommodation</i>				
Event 3	2160 (6*360)	1080 (6*2*90)	175 (7*25)	3415
<i>Best practice study 2</i>				
<i>Date tbc (April 2018)</i>				
<i>tbc</i>				
<i>6 people + host</i>				
<i>2 nights' accommodation</i>				
Event 4	6840 (19*360)	3240 (18*2*90)	250 (25*10)	10120
<i>Workshop</i>				
<i>Date tbc (May 2018)</i>				
<i>tbc</i>				
<i>X people + host</i>				
<i>2 nights' accommodation</i>				
Total costs for all events	12960	6300	540	19800

7. Detailed other costs of the work for year 1

7.1 Are you using a consultant?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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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 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
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 type="checkbox"/> <input type="checkbox"/>	01/10/17 15/12/17 31/01/18 - - 31/01/18 February 2018 31/12/17 - -
8.2 Milestones / Scheduled meetings (for the website diary)	Current practice review/Questionnaire in/out Project Meeting Site visits Project meeting		
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 which languages	Project abstract (dependent on project team members)		
8.5 Indicate if web-based tools will be developed and if hosting by IMPEL is required	No		
8.6 Identify which groups/institutions will be targeted and how	All IMPEL members via questionnaire		
8.7 Identify parallel developments / events by other organisations, where the project can be promoted	To be assessed as part of the project		

[✓]) 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.