



TOR Reference No.:	Author(s): John Visbeen
Version:	Date: 5-9-2014
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 type="checkbox"/>
Nature protection	<input checked="" 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 checked="" 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"/>
1.3 Full name of work (enough to fully describe what the work area is)	



IMPEL Review Initiative according to nature conservation in volunteering Member State(s).
1.4 Abbreviated name of work or project
Green IRI

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

2.1 Name the legislative driver(s) where they exist (name the Directive, Regulation, etc.)	
Birds Directive, Habitats Directive (Natura 2000)	
2.2 Link to IMPEL MASP priority work areas	
<ul style="list-style-type: none"> 1. Assist members to implement new legislation <input type="checkbox"/> 2. Build capacity in member organisations through the IMPEL Review Initiatives <input checked="" type="checkbox"/> 3. Work on 'problem areas' of implementation identified by IMPEL and the European Commission <input type="checkbox"/> 	
2.3 Why is this work needed? (background, motivations, aims, etc.)	
To make a picture of current situation <u>within Member State or in certain area of the Member State or in certain area between Member States</u> . To identify good practices and to identify opportunities for improvement.	
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?)	
Awareness raising, extend the network of experts, know where knowledge can be found.	

2.5 Does this project link to any previous or current IMPEL projects? (state which projects and how they are related)
<ul style="list-style-type: none"> • Green IRI Romania 2013 <p>Follow-up Workshop Romania 2014</p>

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"> • Preparatory meeting to plan the IRI • Execution of IRI <p>Report on IRI</p>
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"> • Programme • Presentations <p>Report.</p>
3.3 Describe the milestones of this proposal (how will you know if you are on track to complete the work on time?)
<p>May 2014 - Preparatory meeting</p> <p>September 2014 - IRI Member state(s)</p>
3.4 Risks (what are the potential risks for this project and what actions will be put in place to mitigate these?)
<ul style="list-style-type: none"> • lack of staff • need for qualified reporter and chair.



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)

John Visbeen

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

- Florin Homorean, Romania,
 - MS, of volunteering country,
 - MS, candidate for next IRI,
 - MS, expert
 - MS, expert, (chair)
- MS, expert (rapporteur)

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?	8100	8100	8100	8100
How much money is to be co-	8100	8100	8100	8100



European Union Network for
the Implementation and Enforcement
of Environmental Law

financed				
Total budget	8100	8100	8100	8100

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	4X360 = 1440	4X2X90 =	4X2X25=200	1440 + 720 +
<i>Prepatory meeting</i>		720		200 = 2360
<i>May 2015</i>				
<i>4</i>				
<i>2</i>				
Event 2	7X360=2520	7x4x90 2520	7x4x25=700	2520+2520+
<i>IRI</i>				700=5740
<i>September 2015</i>				
<i>7</i>				
<i>4</i>				
Total costs for all events				€ 8,100

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
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 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

<p>8.1 Indicate which communication materials will be developed throughout the project and when</p> <p><i>(all to be sent to the communications officer at the IMPEL secretariat)</i></p>	<p>TOR^{✓*}</p> <p>Interim report^{✓*}</p> <p>Project report^{✓*}</p> <p>Progress report(s)[✓]</p> <p>Press releases</p> <p>News items for the website^{✓*}</p> <p>News items for the e-newsletter</p> <p>Project abstract^{✓*}</p> <p>IMPEL at a Glance[✓]</p> <p>Other, (give details):</p>	<p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	
<p>8.2 Milestones / Scheduled meetings (for the website diary)</p>	<ul style="list-style-type: none"> • Preparatory meeting • IRI. 		
<p>8.3 Images for the IMPEL image bank</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>8.4 Indicate which materials will be translated and into which languages</p>	<p>-</p>		
<p>8.5 Indicate if web-based tools will be developed and if hosting by IMPEL is required</p>	<p>-</p>		
<p>8.6 Identify which groups/institutions will be targeted and how</p>			



8.7 Identify parallel developments / events by other organisations, where the project can be promoted	
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✓) 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?

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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.

Field Code Changed

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