

TOR Reference No.:	Author(s): Anette Dodensig Pedersen
Version: 1	Date: 24th September 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	
	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
1.2 Type of work you need funding for	
Exchange visits Peer reviews (e.g. IRI) Conference Development of tools/guidance Comparison studies Assessing legislation (checklist) Other (please describe):	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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. Focusing on how to control balanced fertilization by “barn gate” calculations.	
1.4 Abbreviated name of work or project	
Good practice for tackling nitrate pollution from farms & farmsteads 2	

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

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|--|-------------------------------------|
| 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 identified 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. 2015/12 - Good practice for tackling nitrate pollution from farms & farmsteads
- 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 2016 continues the work from the mentioned projects of the previous years.

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 good practice document is being expanded with additional examples through the 2015 project as mentioned above in section 2.5.

The topic for the 2016 project will be good examples of how to control balanced fertilization by calculations simpler than the Danish method of fertilizer accounting already described in the good practice document. This could be, for example, "farm gate" calculations. Describing this approach will complement the method of fertilizer accounting which the good practice document already deals with.

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

Expansion of the guidance document with at least two additional examples.

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

[To be filled in later]

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, 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?	12,000			
How much money is to be co-financed	0			

Total budget	12,000			
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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				
Exchange visit				
Location is yet to be decided				
Topic				
20 participants				
2 nights				
Total costs for all events	7200	3300	1500	12000

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 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	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Namely:

related costs	
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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 type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
8.2 Milestones / Scheduled meetings (for the website diary)	A 2½ days field visit. Dates and place is yet to be decided.		
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.