

TOR Reference No.:	Author(s): Giuseppe Sgorbati
Version: 01	Date: 10/10/2015
<b>TERMS OF REFERENCE FOR WORK UNDER THE AUSPICES OF IMPEL</b>	

## 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 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)	
<b>Water and Land 2016 Expert Team Meeting</b>	
1.4 Abbreviated name of work or project	
WALEM	

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

2.1 Name the legislative driver(s) where they exist (name the Directive, Regulation, etc.)
EU Directive and Strategies related to Water and Land

<b>2.2 Link to IMPEL MASP priority work areas</b>	
1. Assist members to implement new legislation	<input checked="" 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 checked="" type="checkbox"/>
<b>2.3 Why is this work needed? (Background, motivations, aims, etc.)</b>	
New Impel Strategy provide for Expert Teams, among which Water and Land Expert Team. It is necessary that, at least a time per year, members of ET meet to discuss ET issues, projects outcomes, future activities. 2015 ET meeting will discuss, also, the appointment of ET Leader and Deputy Leader for 2017 and 2018.	
<b>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?)</b>	
Coordination among ET Members	
<b>2.5 Does this project link to any previous or current IMPEL projects? (state which projects and how they are related)</b>	
IMPEL new Strategy	

### 3. Structure of the proposed activity

<b>3.1 Describe the activities of the proposal (what are you going to do and how?)</b>
The projects provide for a meeting, for a maximum of 20 persons, to be held back to back with a conference (in case of approval Impel Water Conference in the framework of SWETE 2 project)
<b>3.2 Describe the products of the proposal (what are you going to produce in terms of output / outcome?)</b>
The outcomes will be related to increase of strength of Expert Team, to focalization on priorities, to better definition of programs to tackle at best Water and Land issues from the IMPEL's point of view
<b>3.3 Describe the milestones of this proposal (how will you know if you are on track to complete the work on time?)</b>
The organization of the meeting will be in charge to the ET leader and Deputy Leader. It will be organized through: <ul style="list-style-type: none"> <li>- Detailed definition of scope and aims</li> <li>- Writing of the program</li> <li>- Collecting of adhesions</li> <li>- Support to members to book travels and hotels</li> <li>- Discussion</li> <li>- Summary of meeting and outcomes of discussion.</li> </ul>
<b>3.4 Risks (what are the potential risks for this project and what actions will be put in place to mitigate these?)</b>

Low attendance: to be tackled with contacts within IMPEL

#### 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)

Giuseppe Sgorbati, ARPA Lombardia, Italy, ET Leader

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

TBD

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

TBD

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

TBD

#### 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?	5000			
How much money is to be co-financed				
<b>Total budget</b>	5000			

#### 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>Event 1</b>				
<i>Expert Team meeting</i>				
<i>&lt;Data of event&gt; TBD – end of 2016</i>				
<i>&lt;Location&gt;TBD</i>				
<i>&lt;No. of participants&gt;20</i>				
<i>&lt;No. of days/nights&gt;3 days – 2 nights</i>		3500	1500	5000
<b>Event 2</b>				

<Type of event>				
<Data of event>				
<Location>				
<No. of participants>				
<No. of days/nights>				
<b>Event 3</b>				
<Type of event>				
<Data of event>				
<Location>				
<No. of participants>				
<No. of days/nights>				
<b>Event 4</b>				
<Type of event>				
<Data of event>				
<Location>				
<No. of participants>				
<No. of days/nights>				
<b>Total costs for all events</b>				5100

## 7. Detailed other costs of the work for year 1

<b>7.1 Are you using a consultant?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>7.2 What are the total costs for the consultant?</b>	
<b>7.3 Who is paying for the consultant?</b>	
<b>7.4. What will the consultant do?</b>	
<b>7.5 Are there any additional costs?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Namely:
<b>7.6 What are the additional costs for?</b>	
<b>7.7 Who is paying for the additional costs?</b>	
<b>7.8. Are you seeking other funding sources?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Namely:

<b>7.9 Do you need budget for communications around the project? If so, describe what type of activities and the related costs</b>	<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 <sup>✓*</sup> Interim report <sup>✓*</sup> Project report <sup>✓*</sup> Progress report(s) <sup>✓</sup> Press releases News items for the website <sup>✓*</sup> News items for the e-newsletter Project abstract <sup>✓*</sup> IMPEL at a Glance <sup>✓</sup> Other, (give details):	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>8.2 Milestones / Scheduled meetings (for the website diary)</b>			
<b>8.3 Images for the IMPEL image bank</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>8.4 Indicate which materials will be translated and into which languages</b>			
<b>8.5 Indicate if web-based tools will be developed and if hosting by IMPEL is required</b>			
<b>8.6 Identify which groups/institutions will be targeted and how</b>			
<b>8.7 Identify parallel developments / events by other organisations, where the project can be promoted</b>			

✓ ) 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?*

**The project will be organized BtoB with a conference (indicatively Impel Water Conference), to avoid travel costs: expensed are related only to additional hotel accommodations and catering**

*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.*