

TOR Reference No.: 2017/16	Author(s): Giuseppe Sgorbati
Version: 02	Date: 12/10/2016
<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)	
IMPEL Water & Land 2017 Expert Team Meeting	
1.4 Abbreviated name of work or project	
WLET 2017 meeting	

## 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	
2.2 Link to IMPEL MASP priority work areas	
1. Assist members to implement new legislation	<input type="checkbox"/>
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 checked="" type="checkbox"/>
<b>2.3 Why is this work needed? (Background, motivations, aims, etc.)</b>	
New IMPEL Strategy provides for Expert Teams, among which Water and Land Expert Team. It is necessary that, once a year possibly twice, members of ET meet to discuss ET issues, projects outcomes and future activities.	
<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>	
Increased and improved coordination and cooperation between members of the Water & Land Expert Team.	
<b>2.5 Does this project link to any previous or current IMPEL projects? (State which projects and how they are related)</b>	
IMPEL 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.
<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 focalisation 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>
<p>The organisation of the meeting will be in charge to the ET leader and Deputy Leader. It will be organised through:</p> <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

<b>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)</b>
Water and Land ET leader
<b>4.2 Project team (who will take part: name, organisation and country)</b>
Water and Land ET members
<b>4.3 Other IMPEL participants (name, organisation and country)</b>
Not required
<b>4.4. Other non-IMPEL participants (name, organisation and country)</b>
Not required

**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	0			
<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><u>Event 1</u></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><u>Total costs for all events</u></b>		3500	1500	5000

**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> *	<input checked="" type="checkbox"/>	
	Interim report <sup>✓</sup> *	<input type="checkbox"/>	
	Project report <sup>✓</sup> *	<input checked="" type="checkbox"/>	
	Progress report(s) <sup>✓</sup>	<input checked="" type="checkbox"/>	
	Press releases	<input type="checkbox"/>	
	News items for the website <sup>✓</sup> *	<input type="checkbox"/>	
	News items for the e-newsletter	<input checked="" type="checkbox"/>	
	Project abstract <sup>✓</sup> *	<input type="checkbox"/>	
	IMPEL at a Glance <sup>✓</sup>	<input type="checkbox"/>	
	Other, (give details):	<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 back to back with a conference (indicatively Impel Water & Land IT Conference), to avoid travel costs: expensed are related only to additional hotel accommodation 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.