

Terms Of Reference (TOR) for an IMPEL project

*Notes: Please read the supporting notes before filling in each section indicated with an *.
This is a smart document, to move to the next section press the tab key*

1. Project title & version control

| | | | |
|---|---|-----------------------------------|-------------|
| 1.1 Name of project 2014/13 | | | |
| Sharing good practice in tackling diffuse pollution and nitrate loss from farms & farmsteads. | | | |
| 1.2 Abbreviated project name (where deemed required) | | | |
| Agric 2 | | | |
| 1.3 Version Control (enter current version number of TOR & date eg. V1 03/03/13) | | | V1 07/10/13 |
| 1.4 Where was this TOR amended to current version (eg Spring cluster 2013)? | | | |
| 1.5 How many years do you foresee this project lasting? | | | 1 |
| 1.6 Current year of project? | 1 | 1.7 Approved at which G.A? | |

2. Outline business case (why this project?)

| | |
|--|-----|
| 2.1 Legislative driver(s) (name the Directive, Regulation etc) | |
| Water Framework Directive, Nitrates Directive | |
| 2.2 Link to MASP priority work areas (indicate which of the following apply) | |
| Assist members to implement new legislation. | No |
| Build capacities in member organisations including through the IMPEL review initiatives. | Yes |
| Work on trans-frontier shipment of waste. | No |
| Work on 'problem' areas of implementation identified by IMPEL and the European Commission. | yes |
| 2.3 Description of the project (include reasons why the project is needed) | |
| During 2013 a successful project was held to establish networks between agricultural and | |

environmental inspectors in the field of diffuse pollution and the Nitrates Directive. Two field visits were held looking at the two primary topic areas. Members of the project identified that they wish to continue work in this area through the development of more exchange visits and through the development of a guidance document to share good practice identified in this area to aid implementation.

Four key themes were identified:

- **Targeting** – planning, evidence & prioritisation (including specific risk criteria)
- **On the ground** – solutions for farmers to help them implement the Directive including where possible cost benefit analysis – tools to make inspections more efficient and effective
- **Partnership working** – using the regulatory landscape to yield multiple benefits – gaining sources of finance to implement on the ground solutions
- The development of **compliance assurance** mechanisms to help gain environmental benefit.

The plan is to hold two further exchange visits centred on the topic area in 2014 and in the wings of the project pull together an initial guidance document that can be expanded and refreshed with experience.

The exchange visits will both again aim to have inspectors from a variety of agencies (agricultural & environmental) and will be planned for 18 people. A smaller steering group (5 people) will be established to lead on the development of the guidance document. The steering group will meet back to back with the exchange visits. The majority of the guidance development will be carried out virtually using basecamp.

2.4 Desired outcome of the project (what do you want to achieve?)

A wider understanding of the different roles in the field of diffuse pollution and nitrates directive and how the various players can work together to achieve the outcome.

A 'living' guidance document that can be used by agricultural and environmental inspectorates at a strategic, operational and tactical level.

2.5 Which Cluster will review this TOR (I or TFS)?

i

3. Structure of the project

3.1 Describe the activities of the project (What are you going to do?)

Two field based exchange visits with back-to-back steering group meeting.

Guidance – Drafting and publishing of a guidance document which has collated best practice from around the world (primarily Europe) where possible.

3.2 Describe the products of the project (What are you going to produce?)

A guidance document that can be used by agricultural and environmental inspectorates at a strategic, operational and tactical level.

3.3 Describe the milestones of this project (How will you know you are on track to complete the project on time?)

Two exchange visits in Spring/Summer 2014
 Guidance document complete by late September
 Submission to autumn cluster & GA

4. Organisation of the project

4.1 Lead (Who will lead the project: name, organisation & country)

TBC – Initial contact Simon Bingham, Scottish Environment Protection Agency, Scotland, UK

4.2 Project team (Who will take part: name, organisation & country)

5 person steering group. Participants to be confirmed following submission of interest at Cluster/GA. We are after a range based on spread of agency type and state location.

4.3 Other IMPEL participants (name, organisation & country)

As many as can be accommodated within budget for workshop. Ideally should be willing to host an exchange visit (2 out of 15 will be chosen).

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

Commission

5. High level project budget projection over life of project

| | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
|----------------|--------|--------|--------|--------|--------|
| Year eg.2013 | 2014 | n/a | | | |
| How much money | | | | | |

| | | | | | |
|---|---------|--|--|--|--|
| do you require from IMPEL? | €15,430 | | | | |
| How much money is to be co-financed? | €600 | | | | |
| Total cost | €16,030 | | | | |

6. Detailed cost of the project during 1st year (subsequent years see annex1)

| 6.1 Meeting costs | Event 1 | | Event 2 | | Event 3 | |
|--|---------------------------|-----|---------------------------|-----|-------------------------|-----|
| | <i>Exchange visit 1</i> | | <i>Steering meeting 1</i> | | <i>Exchange visit 2</i> | |
| | <i>tbc</i> | | <i>tbc</i> | | <i>tbc</i> | |
| | <i>tbc</i> | | <i>tbc</i> | | <i>tbc</i> | |
| | € | No. | € | No. | € | No. |
| Total numbers of participants | 15 | | 5 | | 15 | |
| Travel costs/numbers (360€) | 5040 | 14 | - | - | 5040 | 14 |
| Catering costs/numbers (25€) | 750 | 15 | 125 | 5 | 750 | 15 |
| Hotel costs/number (€90) | 1350 | 15 | 450 | 5 | 1350 | 15 |
| Total costs | €7140 | | €575 | | €7140 | |
| 6.1 Meeting costs continued | Event 4 | | Event 5 | | Event 6 | |
| | <i>Steering meeting 2</i> | | <i>Name</i> | | <i>Name</i> | |
| | <i>tbc</i> | | <i>Month</i> | | <i>Month</i> | |
| | <i>tbc</i> | | <i>Country</i> | | <i>Country</i> | |
| | € | No. | € | No. | € | No. |
| Total numbers of participants | 5 | | | | | |
| Travel costs/numbers | - | - | | | | |
| Catering costs/numbers | 125 | 5 | | | | |
| Hotel costs/number | 450 | 5 | | | | |
| Total costs | €575 | | | | | |
| 6.2 If you use a consultant what is the total cost? | | | zero | | | |
| 6.3 What is the total amount of any other costs? | | | €600 | | | |
| 6.4 Where a consultant is used what will they do? | | | | | | |

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|--|
| n/a |
| 6.5 Where there are other costs what will they be spent on? |
| n/a |
| 6.6 Where money is co-financed detail which organisation(s) will provide the money? |
| Hosts |
| 6.7 Where money is co-financed describe how that money will be spent? |
| Bus to farm visit x2 = €600 |

7. Communication & follow-up (ensuring value for money)

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|---|
| 7.1 How will you communicate the outputs of the project? |
| IMPEL website and standard network mechanisms Actively pushed through NC network to state level networks |
| 7.2 Who will you communicate the outputs of the project to? |
| Environmental Inspectorates & those agricultural agencies with inspection responsibilities. The Commission |
| 7.3 What follow-up will you undertake to ensure the outputs of the project are embedded? (Include how & when you intend to carryout the follow-up) |
| Review to here how guidance is being used and to identify required changes |

8. Review & approval

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|---|
| 8.1 Which cluster meeting(s) will you discuss the project? (Include what you plan to discuss eg. progress reports and/or draft documents)? |
| Graz initial TOR, 2014 Clusters with sign off at the later. |
| 8.2 Which General assembly will you seek to get final approval by? |
| 2014 Autumn GA |

Supporting Notes for completing an IMPEL project Terms of Reference



Tab key

3. Structure of the project

Please state what activities will be undertaken to achieve the objectives stated in 2.6. and what the products will be resulting from these activities.

For milestones, a GANT chart would be welcome but the main thing is to describe when the following actions will be carried out: 1) Approval is expected to be given, 2) the start of the project, 3) when communications actions and the dissemination of results will be carried out, 4) project milestones, 5) the products will be finished and can be circulated, 6) which General Assembly the project report will be presented to.

5. Quality review

Please state who will check the quality of the project work and when e.g. IMPEL Cluster, a consultant...

6. Communications

For 'Dissemination of results', the questions to be considered are:

- Will the report be posted on the IMPEL Website?
- Are you going to write a News item for the IMPEL website?
- Are you going to send the results to the Commission desk officer concerned?
- Are you going to write a press article for media in your country?
- Are you going to write a press article for media in Brussels/European wide media or environmental trade bodies?
- Are you going to send the results to each target group identified in 3.6? If not, why not?

For 'Main target groups', some examples include:

- Are the European Commission involved e.g. as a workshop or conference participant or as a core team observer? If not, why not?
- Expert Working Groups e.g. European IPPC Bureau in Seville
- Networks e.g. Interpol, REACH forum, Basel Convention, European Chemicals Agency (ECHA), INECE...
- Non Governmental Organisations (business and environmental) e.g. Business Europe, European Environmental Bureau, WWF...
- European Parliament Environment Committee e.g. specific MEPs interested in an issue, Chair and Vice Chairs of ENVI, rapporteurs on specific legislative dossiers
- Economic and Social Committee
- Committee of the Regions
- Domestic national, regional and local government

Please state which are relevant AND add to the list where appropriate.

7. Resources required:

Note: it would be helpful if for this item an excel sheet template (using these exact headings) would be provided!

- This matrix is for one year only. If your project is taking place over more than one year, please fill in another for each year your project is taking place
- Accommodation per person, per night should be priced at a maximum of € 125
- Travel should be priced at a maximum of € 500 per person for a return journey
- Under 'Human Resources', please consider how many days commitment this project will require from: a) the project manager, b) the project team members and, c) participants at workshops, seminars etc.

To understand IMPEL's financing mechanism, it is important to consider the following:

- IMPEL is financed partly through its Members and partly through the EU-Commission's share of the LIFE+ fund. The applicable budgetary rules for this kind of Commission's financing differ to some extent from the budgetary rules applicable for LIFE+ project funding in the EU Member States. For example, Member State's human resources put into a project cannot be accounted for in monetary terms.
- IMPEL Members have to pay at least 30% of the overall IMPEL-budget (minimum!), the Commission may then pay 70% of this overall budget (maximum!)
Therefore, the size of the Commission's payment is limited through the size of the IMPEL Member's payment. For every 3 Euros a Member pays into the IMPEL budget, the Commission may pay 7 Euros to IMPEL. As a rule, if Members pay more into the IMPEL budget, the Commission will pay more to IMPEL as well.
- Only direct payments of IMPEL Members into the IMPEL-budget are recognised by the Commission's financial rules as "payment of a Member towards IMPEL". Neither in-kind -contributions like rooms, meals, human resources NOR PAYMENTS of a Member which are paid DIRECTLY INTO A PROJECT are counted as part of the IMPEL Member's share of 30%.