

**IED/IRAM INSPECTION PROGRAMME  
TERMS OF REFERENCE**

**1. Project details**

<b>Name of project</b>	<i>Environmental inspections of industrial installations in accordance with the Industrial Emissions Directive (IED) – Drawing up of IRAM related inspection programmes</i>
<b>Date of version</b>	2012-11-11

**2. Scope**

<b>2.1. Background</b>	<p>On 6 January 2011 the Industrial Emissions Directive entered into force, and its provisions listed in Article 80(1) have to be transposed into national law within two years. The IED sets new requirements on the inspection of industrial installations as described in Article 23 of the Directive. The obligations on routine environmental inspections constitute a new challenge for the EU member states. IMPEL already has written a guidance book within the IMPEL project IED Inspections. It was planned to communicate the results on a workshop at the IMPEL conference in Malta in September 2012. Unfortunately the conference was postponed, and the budget of the project was not sufficient to organise a workshop. The results of the project are very important for all IMPEL member states because the inspection obligations of the IED have to be fulfilled by every IMPEL member country beginning with the year 2013. Because of this there was a very big interest in and support for the IED Inspections project. For the dissemination of the project result to a broader audience it is now planned to prepare a workshop back to back with the IMPEL Conference to be held in autumn 2013 in Malta. Should that not be possible a separate workshop with interested inspection authorities from IMPEL member states shall be organized in 2013 or 2104 depending on the available budget.</p> <p>After the obligations of the IED have been clarified and a guidance book has been written during the IED Inspections project there is a further need to develop guidance on the drawing up of inspection programmes and develop advice on a possible IT tool for inspection programmes. The further aim of the project to make a proposal for the storage and processing of risk assessment data to build up inspection programmes (schedules) shall be a follow up of the easyTools project. The main objective of the latter, executed in 2010 and 2011, was to develop an easy and flexible risk assessment tool as part of the planning of environmental inspections linked to European environmental law (IED and SEVESO) and the RMCEI. Experts from 11 IMPEL Member countries formed the project team, led by Germany. After collecting information on the risk assessments that are used across Europe, a new rule based methodology was developed and tested, called Integrated Risk Assessment Method (IRAM).</p> <p>The risk assessment method IRAM is based on results of an evaluation of risk assessment tools currently used in IMPEL member countries. The risk score of each impact criterion is directly related to the final risk category and therefore to the inspection frequency. This guarantees that all environmental aspects with a high score get the necessary attention. The risk itself is defined by impact criteria and operator performance criteria. They represent the effect and the probability of the risk. Besides the methodology the project also developed a new web based tool (IRAM tool) that shall be accessible from the IMPEL website (<a href="http://www.impel.eu">www.impel.eu</a>). In annex 1 of the guidance book the manual of this tool can be found. IRAM risk assessment data are not stored on the IMPEL (or foreign) server but only on the server (or hard drive) of the inspecting authority. The tool itself is only used to make new entries for risk assessments or to change existing data of risk assessments by uploading and downloading xml-files. By exporting the data of the risk assessment with xml-files the inspecting authority can store the data on its own server (or hard drive).</p> <p>For inspection planning it's necessary to compare and analyse the results of all xml-files. Therefore xml-files have to be merged together. This is <u>not</u> done by the IRAM tool. For this reason the project team developed two small tools, as examples of how this can be done. To accommodate all risk assessment data one tool is developed in Excel and one in Access. The Excel tool is a "ready to use" tool while the Access tool is a conversion tool for the 2003 version of Access. The easyTools project team recommended to start a new project by IMPEL that could develop a tool (using for example an SQL data base) that will help the</p>
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	inspecting authorities in this inspection planning phase (merging and analysing risk assessment data and set up an inspection programme). With such a tool it will be also easier for inspection authorities to decide on the setting of IRAM steering parameters because the delivered effects can be seen directly on all assessed installations.
<b>2.2 Directive / Regulation / Decision</b>	IED: DIRECTIVE 2010/75/EU OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 24 November 2010 on industrial emissions (integrated pollution prevention and control) (Recast) RMCEI: The European Parliament and Council Recommendation on Providing Minimum Criteria for Environmental Inspections in Member States (2001/331/EC) Seveso III: DIRECTIVE 2012/18/EU OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 4 July 2012 on the control of major-accident hazards involving dangerous substances
<b>2.3 Article and description</b>	Article 23 of the IED and Article 20 of Seveso III (see above)
<b>2.4 Link to the 6<sup>th</sup> EAP</b>	Article 3 of the “Decision No 1600/2002/EC of the European Parliament and of the Council of 22 July 2002 laying down the Sixth Community Environment Action Programme” states: “improved exchange of information on best practice on implementation including by the European Network for the Implementation and Enforcement of Environmental Law (IMPEL network) within the framework of its competencies”
<b>2.5 Link to MAWP and IMPEL’s role and scope</b>	ART. 3.3.2. of the IMPEL Multi Annual Work Programme, among the key priorities and legislative areas of IMPEL activities mentions that: “IMPEL's key priorities are to continue the work on the tasks given to IMPEL by the Recommendation on Minimum Criteria for Environmental Inspections (RMCEI) and to fulfil its mandate under the 6th Environment Action Program (6th EAP).”
<b>2.6 Objective (s)</b>	<p>1. Development of procedures for inspection programmes taking into account</p> <ul style="list-style-type: none"> <li>• Routine inspections</li> <li>• Non-routine inspections</li> <li>• Different types of inspections</li> <li>• Different inspection authorities</li> <li>• IT support (link to easyTools)</li> </ul> <p>2. Preparation and execution of a back to back workshop at the IMPEL conference in Malta concerning best practices for the implementation of article 23 of the IED taking into account the findings of the IED Inspections project, the Doing the Right Things Methodology (DTRT) and the IMPEL Integrated Risk Assessment Method (IRAM):</p> <ul style="list-style-type: none"> <li>• Inspection plan</li> <li>• Criteria for the risk appraisal</li> <li>• How to use the IMPEL IRAM web application in this context</li> <li>• Inspection programme</li> <li>• Linking routine with non routine inspections and with other inspections</li> <li>• Preparation and publication of inspection reports</li> </ul> <p>Should that not be possible, preparation and execution of a workshop with the same content. If there are financial restrictions in 2013 it shall be planned for 2014.</p> <p>3. Development of good solutions for an IT supported inspection programme using IRAM risk assessment xml files</p> <ul style="list-style-type: none"> <li>• Choose a data base solution for the storage of IRAM data that can be used for inspection planning by every IMPEL member country without problems</li> <li>• Define the interface between the xml output of IRAM data, the input of the chosen data base and other data bases used by IMPEL member countries</li> <li>• Develop the requirements of the inspection programme IT tool</li> <li>• Make a proposal for the development of such a tool and the steps needed to achieve this</li> <li>• Start with the development of the IT tool if financial support is available in 2013</li> </ul> <p>Further objectives in a 2014 follow up project if approved by the GA:</p> <ul style="list-style-type: none"> <li>• Development of an IT tool with data base that fulfils these requirements and that works with IRAM data</li> <li>• Placing the tool for drawing up inspection programmes on the IMPEL website</li> <li>• Making sure that the inspection programme and/or the tool itself can be downloaded</li> </ul>

### 3. Structure of the project

<b>3.1 Activities</b>	<ul style="list-style-type: none"> <li>• Preparation of the workshop back to back with the IMPEL conference in Malta or the stand alone workshop</li> <li>• Execution of the workshop</li> <li>• Development of procedures for the drawing up of inspection programmes</li> <li>• Comparison of different data bases and processing tools for drawing up of inspection programmes</li> <li>• Description of a data storage and processing tool that imports the IRAM xml files and that suits the needs of a risk assessment based inspection programme</li> <li>• Preparation of a proposal of an IT tool</li> <li>• Beginning with the development of the IT tool if budget is available</li> </ul>
<b>3.2 Product(s)</b>	<ul style="list-style-type: none"> <li>• Workshop on IED Inspections for competent authorities of IMPEL member countries</li> <li>• Example of an inspection programme</li> <li>• Input on an IT programme for the drawing up of inspection programmes</li> <li>• Proposal for an internet based tool for the storage and processing of IRAM risk assessment data for setting up inspection programmes</li> <li>• First draft of the tool (in case of available budget)</li> <li>• Extended electronic interactive guidance book on IED inspection planning</li> <li>• Report of the results</li> <li>• Communication and public relations materials</li> </ul>
<b>3.3 Planning (Milestones)</b>	<ul style="list-style-type: none"> <li>• February 2013: first working group meeting for the selection of the procedures to draw up inspection programmes and the definition of the IT requirements</li> <li>• February 2013 – May 2013: development of the procedures and exchange of information, ideas and possibilities on Basecamp</li> <li>• May 2013: second working group meeting             <ul style="list-style-type: none"> <li>○ to fix the procedures for drawing up inspection plans,</li> <li>○ to develop the final proposal for the IT tool</li> <li>○ to complete the guidance book</li> <li>○ and to prepare the workshop</li> </ul> </li> <li>• June 2013 – September 2013: preparation of the IT tool proposal and a corresponding ToR (easyTools II) for the Cluster meeting</li> <li>• Autumn 2013: workshop at the IMPEL conference</li> <li>• Autumn 2013: Beginning with the development of the IT tool if budget is available</li> <li>• December 2013: Presentation of the project results and easyTools II ToR at the GA</li> </ul>

### 4. Organization

<b>4.1 Lead</b>	Germany, Scotland (UK)
<b>4.2 Project team</b>	Netherlands, Norway, Slovenia, Romania, Czech Republic, Denmark, Austria, Belgium, Italy, Portugal, UK (partly participating on their own costs)
<b>4.3 Participants</b>	Participants of the IMPEL Conference or inspectors of competent authorities from IMPEL member countries

### 5. Quality review

Quality review by Cluster I <ul style="list-style-type: none"> <li>– Presentation of the planned work at the Cluster I meeting in spring 2013</li> <li>– Session with international experts in this field</li> <li>– Close cooperation with responsible Commission desk officers</li> <li>– Discussion of the results at the Cluster I meeting in autumn 2013</li> <li>– Approval by the autumn IMPEL General Assembly 2013</li> </ul>
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### 6. Communications

<b>6.1 Dissemination of results</b>	The electronic interactive guidance book on environmental inspections and the proposal for an internet based tool for the storage and processing of IRAM risk assessment data will be published on the IMPEL web-site and submitted to the authorities in the IMPEL member countries and to the EU institutions. Presentations of the proposal at national workshops. Public relations material will be produced.
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<b>6.2 Main target groups</b>	▲ IMPEL member countries ▲ Competent authorities for environmental IED inspections ▲ Potential candidate countries for EU accession
<b>6.3. Planned follow up</b>	Development of an IT tool for drawing up of inspection programmes (easyTools II)

### 7. Project costs/Resources required

<b>The project will involve the steps:</b>	
1) 2 project group meetings 2) Participation at the IMPEL Conference execution of a workshop	
<b>Travel and accommodation:</b>	
2 project group meetings with 7 project members and the following costs per meeting:	
Travel:	7 * 360 €    2,520 €    * 2    = 5,040 €
Accommodation:	2 * 7 * 90 €    1,260 €    * 2    = 2,520 €
Catering:	2 * 7 * 25 €    350 €    * 2    = 700 €
Meeting venue:	0 €
In total for the meetings:	<b>8,260 €</b>
Participation at the IMPEL Conference with 4 project group members:	
Travel:	4 * 360 €    1,440 €
Accommodation:	4 * 4 * 90 €    1,440 €
In total for the conference:	<b>2,880 €</b>
Workshop with 25 participants back to back with the IMPEL conference	
Accommodation:	25 * 90 €    2,250 €
Catering:	25 * 25 €    625 €
Meeting venue (Malta):	500 €
In total:	<b>3,375 €</b>
<b>Consultant:</b>	
Consultant costs for	<b>10,000 €</b>
<ul style="list-style-type: none"> <li>• exploring inspection programme needs</li> <li>• compilation and comparison of possible databases and IT tools</li> <li>• finishing of the electronic interactive guidance book</li> <li>• and preparation of the workshop</li> </ul>	
Consultant costs for developing the IT tool (if budget is available):	<b>15,000 €</b>
<b>In total:</b>	<b>39,515 €</b>
Contribution from IMPEL	24,515 €
Contribution from Germany (if budget is available)	15,000 €
Host country will cover: overhead costs and possibly dinner costs	