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| TOR Reference No.: 2017/21  | Author(s): Tony Liebrechts / Rob Kramers |
| Version: 03   | Date: 18 November 2016                   |
| <b>TERMS OF REFERENCE FOR DOING THE RIGHT THINGS FOR PERMITTING</b> |  |

## 1. Work type and title:

Doing the right things for permitting (**second year**)

| 1.1 Identify which Expert Team this needs to go to for initial consideration  |                                     |
|---|-------------------------------------|
| Industry  | <input checked="" type="checkbox"/> |
| Waste and TFS   | <input checked="" type="checkbox"/> |
| Water and land  | <input type="checkbox"/>            |
| Nature protection   | <input type="checkbox"/>            |
| Cross-cutting – tools and approaches -  | <input checked="" 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 type="checkbox"/>            |
| Development of tools/guidance   | <input checked="" type="checkbox"/> |
| Comparison studies  | <input checked="" type="checkbox"/> |
| Assessing legislation (checklist)   | <input type="checkbox"/>            |
| Other (please describe): training   | <input checked="" type="checkbox"/> |
| 1.3 Full name of work (enough to fully describe what the work area is)  |                                     |
| A project to compare Environmental permitting procedures (1 <sup>st</sup> year), to develop guidance that describes the best practise in Environmental permitting ( <b>2<sup>nd</sup> year</b> ), and to train member countries how to use the guidance (3 <sup>rd</sup> year). Focus is on a more general framework using IED permitting as example. |                                     |
| 1.4 Abbreviated name of work or project   |                                     |
| DTRT for Environmental permitting, phase 2  |                                     |

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

|   |                                     |
|---|-------------------------------------|
| <b>2.1 Name the legislative driver(s) where they exist (name the Directive, Regulation, etc.)</b>   |                                     |
| Industrial Emission Directive (IED) and Environmental Impact Assessment (EIA)   |                                     |
| <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>   |                                     |
| <p>The Environmental Inspection Cycle is well known within IMPEL. It describes step by step how Environmental inspections should be planned and what to consider when executing the inspections. The Environmental Inspection Cycle is also used by IMPEL as a framework where other IMPEL inspection initiatives can hook up on to create a better cohesion between the tools that are developed.</p> <p>Although there is a lot of experience in Europe in environmental permitting (first IPPC and later IED), the permitting procedure has never been described in a step-by-step guidance. As a result there is no level playing field for the procedures of environmental permitting, there is no guidance for new permitting officers and there is less cohesion between the IMPEL initiatives on permitting.</p> <p>The proposal of this 3 year project is to: 1) collect and compare the procedures that are used within Europe at this moment and clarify the needs, <b>2) based on this information, a project team will develop a guidance that is flexible enough to accommodate the authorities in Europe while issuing permits for the IED</b>, 3) organize training sessions on IED permitting and identify the gaps in tools and methodologies for issuing permits so new IMPEL projects can be initiated.</p> <p>Doing the right things for ENV permitting will look closely at the relation between permitting and inspection, identify interesting case studies and best practices in Europe and identify and describe the steps that could be used in permitting procedures.</p> <p>This document is the Terms of Reference for the second year.</p> |                                     |
| <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>   |                                     |
| The final outcome of the work is a step-by-step guidance for permitting, well trained permitting officers and an identification of new IMPEL initiatives for projects on permitting.  |                                     |
| <b>2.5 Does this project link to any previous or current IMPEL projects? (State which projects and how they are related)</b>  |                                     |
| This project links to the Doing the right things project for Environmental Inspections.   |                                     |

### 3. Structure of the proposed activity

#### 3.1 Describe the activities of the proposal (what are you going to do and how?)

##### Second year (development of step-by-step guidance on ENV permitting)

- Drafting of project plan and the structure and scope of the step-by step guidance
- 1<sup>st</sup> project team meeting to agree on the project plan and to discuss the structure and the scope of the step-by-step guidance
- Development of the first draft of the step-by-step guidance
- 2<sup>nd</sup> project team meeting to discuss the first draft
- Development of the second draft of the step-by-step guidance, based on the discussion within the project team
- 3<sup>rd</sup> project team meeting to discuss the second draft and discuss the organisation of the workshop
- Development of the third draft (workshop version) of the step-by-step guidance, based on the discussion within the project team
- Organisation of the workshop
- Drafting the workshop minutes
- 4<sup>th</sup> project team meeting to discuss the changes necessary in the step-by-step guidance, based on the outcome of workshop
- Final version of the step-by step guidance (month 10).

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

*First year (2016): Comparison report on ENV permitting*

**Second year (2017):** Step by step guidance on IED permitting

*Third year (2018): Training of permitting officers and identification of new IMPEL initiatives on permitting*

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

- First project team meeting (month 2)
- First draft of Step-by-step guidance (month 4)
- Second project team meeting (month 5)
- Second draft of Step-by-step guidance (month 4)
- Third project team meeting (month 7)
- Third draft of Step-by-step guidance / workshop version (month 4)
- Workshop to test the step-by step guidance (month 9)
- Fourth project team meeting (month 10)
- Final version of the step-by step guidance (month 10).

#### 3.4 Risks (what are the potential risks for this project and what actions will be put in place to mitigate these?)

The step-by-step guidance will not reflect the permit procedure in the individual IMPEL Member countries and officials may feel uncomfortable using the guidance. To prevent this the guidance will be practical but also flexible enough to accommodate all IMPEL Member Countries.

#### 4. Organisation of the work

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|---|
| <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>                                   |
| Tony Liebrechts, Human Environment and Transport Inspectorate (Netherlands)   |
| <b>4.2 Project team (who will take part: name, organisation and country)</b>  |
| Tony Liebrechts (Team leader)<br>Rob Kramers (InfoMil)<br>5 other countries (possibly (first year project team): Ireland, Iceland, Czech Republic, Slovenia, and an additional country tbd) |
| <b>4.3 Other IMPEL participants (name, organisation and country)</b>  |
| Various at comparison workshop (max 35 persons)   |
| <b>4.4. Other non-IMPEL participants (name, organisation and country)</b>   |
| Non applicable  |

#### 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<br>(2016) | Year 2<br>(2017)                                      | Year 3<br>(2018) | Year 4 |
|---|------------------|---|------------------|--------|
| How much money do you require from IMPEL? | 22.500           | 31.175 (excl. 20.000 consultancy). See also chapter 7 | 28.800           | NA     |
| How much money is to be co-financed       | 10.000           | 10.000  | ?                |        |
| Total budget                              |                  | 51.175 IMPEL<br>10.000 (NL)                           |                  |        |

#### 6. Detailed event costs of the work for year 2

|                             | Travel €<br>(max €360 per return journey) | Hotel €<br>(max €90 per night) | Catering €<br>(max €25 per day) | Total costs € |
|-----------------------------|---|--------------------------------|---------------------------------|---------------|
| <b>Event 1</b>              | 2.160 (6*360)                             | 1080 (6*2*90)                  | 175 (7*25)                      | 3.415         |
| <i>Project team Meeting</i> |   |                                |                                 |               |
| <i>February 2017</i>        |   |                                |                                 |               |
| <i>TBC</i>                  |   |                                |                                 |               |
| <i>7</i>                    |   |                                |                                 |               |
| <i>1,5 day/2 nights</i>     |   |                                |                                 |               |

|                                       |                    |                    |             |        |
|---------------------------------------|--------------------|--------------------|-------------|--------|
| <i>accommodation</i>                  |                    |                    |             |        |
| <b>Event 2</b>                        | 2.160 (6*360)      | 1080 (6*2*90)      | 175 (7*25)  | 3.415  |
| <i>Project team Meeting</i>           |                    |                    |             |        |
| <i>May 2017</i>                       |                    |                    |             |        |
| <i>TBC</i>                            |                    |                    |             |        |
| <i>7</i>                              |                    |                    |             |        |
| <i>1,5 day/2 nights accommodation</i> |                    |                    |             |        |
| <b>Event 3</b>                        | 2.160 (6*360)      | 1080 (6*2*90)      | 175 (7*25)  | 3.415  |
| <i>Project team meeting</i>           |                    |                    |             |        |
| <i>July 2017</i>                      |                    |                    |             |        |
| <i>TBC</i>                            |                    |                    |             |        |
| <i>7</i>                              |                    |                    |             |        |
| <i>1,5 day/2 nights accommodation</i> |                    |                    |             |        |
| <b>Event 4</b>                        | 11.160<br>(31*360) | 5.580<br>(31*2*90) | 775 (31*25) | 17.515 |
| <i>Workshop</i>                       |                    |                    |             |        |
| <i>September 2017</i>                 |                    |                    |             |        |
| <i>TBC</i>                            |                    |                    |             |        |
| <i>35</i>                             |                    |                    |             |        |
| <i>1,5 day/2 nights accommodation</i> |                    |                    |             |        |
| <b>Event 5</b>                        | 2.160 (6*360)      | 1080 (6*2*90)      | 175 (7*25)  | 3.415  |
| <i>Project team Meeting</i>           |                    |                    |             |        |
| <i>October 2017</i>                   |                    |                    |             |        |
| <i>TBC</i>                            |                    |                    |             |        |
| <i>7</i>                              |                    |                    |             |        |
| <i>1,5 day/2 nights accommodation</i> |                    |                    |             |        |
| <b>Total costs for all events</b>     | 19.800             | 9.900              | 1.475       | 31.175 |

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

|   |   |
|---|---|
| <b>7.1 Are you using a consultant?</b>                  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>7.2 What are the total costs for the consultant?</b> | 30.000  |
| <b>7.3 Who is paying for the consultant?</b>            | IMPEL (20.000) NL Inspectorate (10.000)                             |
| <b>7.4. What will the consultant</b>                    | Support in the organisation of the meetings, draft the reports and  |

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| <b>do?</b>   | the guidance   |
| <b>7.5 Are there any additional costs?</b>   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>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<br>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<br>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><br><br><i>(all to be sent to the communications officer at the IMPEL secretariat)</i> | TOR <sup>✓*</sup>   | <input checked="" type="checkbox"/> | 01/01/17              |
|   | Interim report <sup>✓*</sup>  | <input type="checkbox"/>            | -                     |
|   | Project report <sup>✓*</sup>  | <input checked="" type="checkbox"/> | 31/10/17              |
|   | Progress report(s) <sup>✓</sup>                                     | <input type="checkbox"/>            | -                     |
|   | Press releases  | <input type="checkbox"/>            | -                     |
|   | News items for the website <sup>✓*</sup>                            | <input checked="" type="checkbox"/> | 31/10/17              |
|   | News items for the e-newsletter                                     | <input checked="" type="checkbox"/> | March 2017 & 31/10/17 |
|   | Project abstract <sup>✓*</sup>                                      | <input checked="" type="checkbox"/> | 31/10/17              |
|   | IMPEL at a Glance <sup>✓</sup>                                      | <input checked="" type="checkbox"/> | 31/10/17              |
|   | Other, (give details):  | <input type="checkbox"/>            | -                     |
| <b>8.2 Milestones / Scheduled meetings (for the website diary)</b>  | Project Meeting<br>Workshop   |                                     |                       |
| <b>8.3 Images for the IMPEL image bank</b>  | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |                                     |                       |
| <b>8.4 Indicate which materials will be translated and into</b>   | Project abstract (dependent on project team members)                |                                     |                       |

|   |  |
|---|--|
| which languages   |  |
| 8.5 Indicate if web-based tools will be developed and if hosting by IMPEL is required                 | No   |
| 8.6 Identify which groups/institutions will be targeted and how                                       | All IMPEL members and members of NEEPA. OECD, INECE, ALERT members |
| 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.*