

TOR Reference No.: 2018/	Author(s): Tony Liebrechts / Rob Kramers
Version: 01	Date: September 2017
<b>TERMS OF REFERENCE FOR DOING THE RIGHT THINGS</b>	

## 1. Work type and title:

Doing the right things (third 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 that compared the environmental permitting procedures for IED (1 <sup>st</sup> year), developed a first draft guidance that describes the best practise in environmental permitting and inspections for IED (2 <sup>nd</sup> year), and develop a second draft, build an online guidance and conduct a training needs assessment with the guidance as basis (3 <sup>rd</sup> year).	
1.4 Abbreviated name of work or project	
Doing the Right Things for IED (note that the title has been changed)	

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

### 2.1 Name the legislative driver(s) where they exist (name the Directive, Regulation, etc.)

Industrial Emission Directive (IED) and Environmental Impact Assessment (EIA)

### 2.2 Link to IMPEL MASP priority work areas

- |  |                                     |
|--|-------------------------------------|
| 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"/> |

### 2.3 Why is this work needed? (background, motivations, aims, etc.)

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.

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.

The proposal of this 3-year project has been evolved during the 2<sup>nd</sup> year of the project.

- 1) In the first year, we collected and compare the permitting procedures that are used within Europe at this moment and clarify the needs;
- 2) In the second year, we teamed up with the IED Implementation project and developed a first full draft of the combined guidance not only for permitting but also for inspections.
- 3) **In this third year, we will develop a second draft, build an online version of the guidance book on the website of IMPEL, and conduct a training needs assessment with the guidance as basis.**

Doing the right things 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 and inspection.

This document is the Terms of Reference for the third year.

### 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?)

The outcome of the work is a 2<sup>nd</sup> full draft of the guidance, an online step by step guidance for permitting and inspection for IED, a report on of training needs assessment and an identification of new IMPEL initiatives.

### 2.5 Does this project link to any previous or current IMPEL projects? (state which projects and how they are related)

This project links to the Doing the right things project for Environmental Inspections and the IED implementation project

### 3. Structure of the proposed activity

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

Third year

- Drafting of the project plan, the structure of part I of the guidance (legislation), and a proposal on the subjects in part II, III and IV that need to be further improved;
- 1<sup>st</sup> project team meeting to agree on the project plan, to discuss the structure of part I of the guidance, and to agree on the subjects that need to be improved and define the working groups that can assist in this improvement;
- Conducting working group sessions for the improvement of part II, III and IV;
- Development of the second full draft of the step-by-step guidance, development of sketches of the online version of the guidance book
- 2<sup>nd</sup> project team meeting to discuss the second full draft of the guidance, discuss the sketches of an online version first online version of the guidance book;
- Development of the online version of the guidance book, prepare a proposal to conduct a training needs assessment;
- 3<sup>rd</sup> project team meeting to present and discuss the online guidance, and discuss how the training needs assessment needs to be conducted
- Conducting the training needs assessment.
- 4<sup>th</sup> project team meeting to discuss the report of the training needs assessment.

#### 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): Combined step by step guidance on IED for permitting and inspection

Third year (2018): Online step by step guidance, report on a training needs assessment; and identification of new IMPEL initiatives on permitting and inspections

#### 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)
- Working group sessions (month 4)
- Second full draft of the guidance (month 5)
- Second project team meeting (month 6)
- Online version of the Step-by-step guidance (month 7)
- Third project team meeting (month 9)
- Training needs assessment (month 9)
- Fourth project team meeting (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

<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) Rob Kramers (InfoMil) 5 other countries (possibly; Ireland, Scotland, Italy, Portugal, tbd)
<b>4.3 Other IMPEL participants (name, organisation and country)</b>
Various at working group sessions comparison workshop (15 to 20 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 (2016)	Year 2 (2017)	Year 3 (2018)	Year 4
How much money do you require from IMPEL?	22.500	27.685	41.920	NA
How much money is to be co-financed	10.000	10.000	10.000	
<b>Total budget</b>			41.920	

#### 6. Detailed event costs of the work for year 3

	Travel € (max €360 per return journey)	Hotel € (max €90 per night)	Catering € (max €25 per day)	Total costs €
<b>Event 1</b>	2.160 (6*360)	1080 (6*2*90)	150 (6*25)	3.390
<i>Project team Meeting</i>				
<i>February 2018</i>				
<i>TBC</i>				
<i>7</i>				
<i>1,5 day/2 nights accommodation</i>				
<b>Event 2</b>	7.200 (20*360)	3.600 (20*2*90)	500 (20*25)	11.300
<i>Working group sessions</i>				
<i>April 2018</i>				
<i>TBC</i>				

20				
1,5 day/2 nights accommodation				
<b>Event 3</b>	2.160 (6*360)	1080 (6*2*90)	150 (6*25)	3.390
Project team Meeting				
June 2018				
TBC				
7				
1,5 day/2 nights accommodation				
<b>Event 4</b>	2.520 (7*360)	1210 (6*2*90)	200 (6*25)	3.840
Project team meeting				
September 2018				
TBC				
8				
1,5 day/2 nights accommodation				
<b>Total costs for all events</b>	14.040	7.020	1.000	21.920

## 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 do?</b>	Support in the organisation of the meetings and draft the reports
<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:
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## 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 type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	01/01/18 - 31/10/18 - - 31/10/18 March 2018 & 31/10/18 31/10/18 31/10/18 -
<b>8.2 Milestones / Scheduled meetings (for the website diary)</b>	Project Meeting 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 which languages</b>	Project abstract (dependent on project team members)		
<b>8.5 Indicate if web-based tools will be developed and if hosting by IMPEL is required</b>	No		
<b>8.6 Identify which groups/institutions will be targeted and how</b>	All IMPEL members and members of NEEPA. OECD, INECE, ALERT members		
<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?*

*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.*