

TOR Reference No.:	Author(s): John Visbeen
Version: 2	Date: 13-10-2014
TERMS OF REFERENCE FOR WORK UNDER THE AUSPICES OF IMPEL	

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 type="checkbox"/>
Nature protection	<input checked="" 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 checked="" type="checkbox"/>
-exchange of information,	
-meeting of experts,	
1.3 Full name of work (enough to fully describe what the work area is)	

Support and follow up to the Romanian Nature Conservation IRI (2014)

1.4 Abbreviated name of work or project

Green expert team 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.)

Birds Directive, Habitats Directive (Natura 2000)

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 | <input checked="" type="checkbox"/> |
| 3. Work on 'problem areas' of implementation indentified by IMPEL and the European Commission | <input checked="" type="checkbox"/> |

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

In 2014, the first 'green' IRI was executed in Romania. Best practice and opportunities for development were identified. During the course of the IRI, the Romanian National Environmental Guard (NEG) pointed out that certain results of the IRI were cogent in their analysis and that further work should be carried out to help them implement the results. The NEG therefore requested an exchange of knowledge and expertise focusing on, for example, the organisation of environmental and nature protection agencies (should they be separated or merged?)

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?)

Exchange of information, collegial help to improve organization and execution of EU nature conservation legislation requirements

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

Yes, this project is a follow up to the 'Green' IRI that took place in Romania in 2014.

In the management plan for the expert team on nature conservation, the 'backbone structure' contains a cycle from an IRI activity, followed up with expert team meeting in the year after. (presentation of follow up from recommendations – discussion specific themes- define projects for next year).

3. Structure of the proposed activity

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

- Teleconference preparing the workshop
- Preparing the programme,
- Workshop
- Preparing a report from the workshop.

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

- Programme and invitation,
- Presentations and discussion
- Report.

3.3 Describe the milestones of this proposal (how will you know if you are on track to

complete the work on time?)

Jan-Feb 2014 - Preparatory activities (teleconference-programme-invite speakers and experts)

June 2014 - Workshop

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

4. Organisation of the work

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)

John Visbeen, Province of Utrecht, Netherlands.

4.2 Project team (who will take part: name, organisation and country)

Florin Homorean, Romanian NEG.

4.3 Other IMPEL participants (name, organisation and country)

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

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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?	15000	15000	15000	15000
How much money is to be co-financed				
Total budget	15000	15000	15000	15000

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 €
<u>Event 1</u>	20X360=7200	3X90X20=	3X25X20=	7200+5400+
<i>Workshop/expert meeting</i>		5400	1500	1500=14100
<i>June 2015</i>				
<i>Romania</i>				
<i>20</i>				
<i>3 nights</i>				
<u>Total costs for all events</u>				14100

7. Detailed other costs of the work for year 1

7.1 Are you using a consultant?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
7.2 What are the total costs for the consultant?	
7.3 Who is paying for the consultant?	
7.4. What will the consultant do?	
7.5 Are there any additional costs?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Namely: 900
7.6 What are the additional costs for?	Guest speaker = extra ordinary specialisation
7.7 Who is paying for the additional costs?	
7.8. Are you seeking other funding sources?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Namely:
7.9 Do you need budget for communications around the project? If so, describe what type of activities and the related costs	<input type="checkbox"/> Yes <input type="checkbox"/> No Namely:

8. Communication and follow-up (checklist)

What		By when

<p>8.1 Indicate which communication materials will be developed throughout the project and when</p> <p><i>(all to be sent to the communications officer at the IMPEL secretariat)</i></p>	<p>TOR[✓] *</p> <p>Interim report[✓] *</p> <p>Project report[✓] *</p> <p>Progress report(s)[✓]</p> <p>Press releases</p> <p>News items for the website[✓] *</p> <p>News items for the e-newsletter</p> <p>Project abstract[✓] *</p> <p>IMPEL at a Glance[✓]</p> <p>Other, (give details):</p>	<p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	
<p>8.2 Milestones / Scheduled meetings (for the website diary)</p>	<p>Jan-Feb- preparatory teleconference</p>		
<p>8.3 Images for the IMPEL image bank</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		
<p>8.4 Indicate which materials will be translated and into which languages</p>	<p>-</p>		
<p>8.5 Indicate if web-based tools will be developed and if hosting by IMPEL is required</p>	<p>-</p>		
<p>8.6 Identify which groups/institutions will be targeted and how</p>	<p>Romanian Environmental Guard</p>		

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.