



## ToR for National Peer Review Initiative, Phase 2

### Preface:

Due to the evolving constraints of the COVID-19 pandemic the face-to-face events and/or milestones set in this ToR might need to be revised and changed. For further information, please contact the Project Manager(s) or send an email to the [IMPEL Secretariat](#).

ToR Reference No.: 2020/16

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### 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 and air                   | <input type="checkbox"/>            |
| Waste and TFS                      | <input type="checkbox"/>            |
| Water and land                     | <input checked="" type="checkbox"/> |
| Nature protection                  | <input type="checkbox"/>            |
| Cross-cutting tools and approaches | <input type="checkbox"/>            |

### 1.2 Type of work you need funding for

- |                                   |                                     |
|-----------------------------------|-------------------------------------|
| Exchange visits                   | <input checked="" type="checkbox"/> |
| Peer reviews (e.g. IRI)           | <input checked="" 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):         | <input type="checkbox"/>            |

### 1.3 Full name of work (enough to fully describe what the work area is)

Definition of the scheme(s) for National Peer Review Initiatives (NPRI), with the aims of IRI, but at national level – Second Phase.

### 1.4 Abbreviated name of work or project

National Peer Review Initiative (NPRI), Phase 2.



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

2.1 Name the legislative driver(s) where they exist (name the Directive, Regulation, etc.)	
<ul style="list-style-type: none"> <li>Communication from the Commission to the European Parliament, the Council, the European Economic and Social Committee and the Committee of the Regions EU actions to improve environmental compliance and governance (18.1.2018 COM(2018) 10 final) - Action 1 "Improve deployment of environmental compliance assurance expertise across the EU by means of peer reviews, joint enforcement actions, compliance assurance visits and use of the TAIEX-EIR Peer2Peer tool".</li> </ul>	
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 identified by IMPEL and the European Commission.	<input checked="" type="checkbox"/>
4. Other, (please specify):	<input type="checkbox"/>
2.3 Why is this work needed? (background, motivations, aims, etc.)	
<p>The NPRI 2 project is the follow up of the project that begun in 2019, in which a multiannual follow up was already foreseen: NPRI 2 project will be based upon the outcomes and opportunities stemming from the 1<sup>st</sup> year's project. Backgrounds and motivations are the same already presented to the General Assembly, as follows.</p> <p>IRI, founded on the cooperation of IMPEL Members, from different Members States, to foster the process of implementation of the European Environmental Legislation through a peer to peer approach, more than one Country feels the need to deploy an instrument based on the same 'peer-to-peer concept' at the National Network level or (sub) regional level.</p> <p>Public responsibilities for the implementation of environmental law at national level, are often implemented at a decentralised level (provinces, regions and municipalities), or through a network of "sister organizations". Also offices of the same central body, distributed over the country can have the responsibilities for implementation, based on the principle of territorial competence.</p> <p>A National network could encounter many challenges in term of homogeneity, such as different behaviours, interpretations, time of responses, technical approaches in the implementation of the European and National Environmental Laws. This situation constitutes potentially a problem at National level, because it generates differences in citizens' services in the environmental field, but may constitute as well a strong drag in the implementation of the EU environmental acquis, at least at the level of homogeneity and harmonisation.</p> <p>Based on these considerations, two Countries, Italy and The Netherlands, built experiences in the conduction of National Peer Review Initiatives (NPRI), and decided to use the NPRI as a fundamental and statutory instrument for the harmonisation of the approaches of the National Network. These experiences were shared and discussed in a number of IMPEL activities in last 12 months: the 2017</p>	



IMPEL General Assembly in Tallinn, the 2018 Extraordinary General Assembly in Brussels and the 2018 IMPEL Conference in Zwolle. The theme was also discussed at IMPEL Experts Level in a special workshop held in Treviso in June 2018, and in an “IRI Ambassadors Meeting” held in Zwolle in August 2018. All these activities together set the basis for a project aiming at the systematization of the NPRI approach.

#### **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 aim of this project is to develop a systematic approach for a NPRI, based on flexibility and specific country needs.

The desired outcome is the increase of the capability, at State level, to understand the degree of homogeneity and harmonisation of the performance of the bodies competent in environmental matters: inspection, permitting, planning, to share good practices and to foster all the processes in order to contribute to a better and homogeneous and harmonised implementation of environmental legislation.

The project is aimed to set the basis for a better understanding of the common needs within a network (e.g. training, common rules and documents, type of instruments and technical support) and to determine mutual help that could be delivered within or by the National Network to achieve these results.

The project also aims, through the application of the NPRI methodology, to enhance performance on implementation of environmental legislation and its provisions and environmental protection.

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

The NPRI 2 project is the follow up of the project that begun in 2019, in which a multiannual follow up was already foreseen: NPRI 2 project will be based upon the outcomes and opportunities stemming from the 1<sup>st</sup> year’s project.

In general, the project represents a development, on national basis, of Impel Review Initiative principles and aims that can be executed at national, regional, local and organisational level.

### **3. Structure of the proposed activity**

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

The 2<sup>nd</sup> phase of the project will be based on the outcomes and opportunities stemming from the 1<sup>st</sup> year’s project and will be characterized by setting the practical basis to develop an approach for the application of the NPRI methodology in countries that are interested in the use of this instrument.

In the 2<sup>nd</sup> phase of the project, the NPRI Project Team will support organizations in the development of customized NPRI schemes based on specific country needs. This support will be delivered mainly through tele- and video conferencing with interested countries. The NPRI Project Team will provide



expertise and advice to help the start-up of the initiative. Where possible and necessary the support will be provided through in person meetings.

Taking advantage of experiences of the methodology by countries, the scheme for development of NPRI will be further improved.

The aim of the second phase of the NPRI project will be also the setup of a team of experts in NPRI with the scope to apply assistance to other countries that want to implement the NPRI scheme or to expand it to other areas. The project will provide input to a further improvement of the NPRI methodology and related reference text and modules.

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

- 1) Contacts and tele and video conferencing with IMPEL Members that are interested in developing and applying a NPRI scheme. The work will be aimed to setting the basis for NPRI development and use. In particular, help will be supplied to set up the provisions described in the manual produced in the first NPRI Project, with contextualization to the specific reality and needs of the Country/Organisation.
- 2) Improvement of the manual and schemes produced in the first NPRI project on the basis of the outcomes of the work made with Countries/Organisations willing to implement an NPRI Scheme.
- 3) Development of a (national) Team of Experts able to foster NPRI development in other IMPEL member Organisations and Countries.

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

- **July 2020:** Kick-off meeting (video conferencing).
- **July - September 2020:** Contacts and talks with Countries/Organization interested in developing a NPRI Scheme (Teleconferencing).
- **October 2020:** Project team meeting to define follow up of the activities and to sketch the contents of the related ToR for the following years to be presents (in person meeting).
- **December 2020:** *In person* meeting with Country/Organization representatives that will take part in the following year to the program to develop their own NPRI Scheme, to agree upon work program – To be kept back to back with the IMPEL General Assembly - *This second in person meeting, being organized in coincidence with the GA, will minimize risks and cost, optimizing all arrangements and exploiting opportunities given by the presence of the main actors involved due to GA attendance. This will create the necessary 'buy-in' of the countries in the NPRI methodology and the active application of it. This is essential for the whole of the NPRI project.*
- **March 2021:** Project Team Meeting and Seminar. This meeting and seminar will put in contact the Countries that will decide to implement NPRI scheme to share programs, point of view and to further spread NPRI concept.



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

There are risks connected to the present ongoing pandemic situation (COVID-19), that could endanger the realization of the *in-person* meetings. To minimize the risks:

- **From the functional point of view:** the in-person meeting could be substituted by video and teleconference (although with less efficiency and effectiveness).
- **From the economical point of view:** making hotel reservations and buying travel tickets only on a refundable basis.

## 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)

#### Co-led by:

- Giuseppe Sgorbati, Italy.
- Pieter-Jan van Zanten, Netherlands.
- Fabio Carella, Italy.

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

#### Experts from:

- ARPA Lombardia and ISPRA, Italy.
- Omgevingsdienst IJsselnd, Netherlands.
- Inspectorate of Ministry of Environment and Energy, Greece.

### 4.3 Other IMPEL participants (name, organisation and country)

#### Experts from:

- Rijkswaterstaat, Netherlands.
- Omgevingsdienst Zuid - Holland Zuid, Netherlands
- Inspectorate of the Ministry of Environment and Energy, Greece.
- Greek Ombudsman, Greece.
- State Environmental Inspectorate, North Macedonia.
- State Inspectorate of Environment, Forestry, Water , Albania.
- IGAMAOT and Portuguese Environment Agency, Portugal.
- Ministry of the Environment, Finland.
- Ministry for the Ecological Transition and the Demographic Challenge, Spain.
- WERLA, Ireland.
- Flemish Government, Department of Environment & Spatial Development, Belgium.
- Chief Inspectorate of Environmental Protection, Poland.
- Slovak Inspectorate, Slovak Republic.
- The Inspectorate of RS for the Environment and Spatial Planning, Slovenia.
- National Environmental Guard, Romania.
- Others (TBD: countries to host NPRI sessions).



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

TBD - the project may rise interest in Organisations that already cooperate with IMPEL (e.g. Prosecutors, Judges, Environmental Police Organisations) at European and at Country level; during the development of the project it will be considered the possibility and the way of participation.

### 5. High level budget projection of the proposal. In case this is a multi-year project, identify future requirements as much as possible

	Year 2020 (exact)	Year 2021	Year 3	Year 4
How much money do you require from IMPEL?	54 700 EUR	Tbd		
How much money is to be co-financed?		Tbd		
Total budget	54 700 EUR	Tbd		

### 6. Detailed other costs of the work for year 2020

6.1 Are you using a consultant?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
6.2 What are the total costs for the consultant?	30 000 EUR (VAT included if due) (20 000 EUR consultancy work + 10 000 EUR translation work) – included in point 5.
6.3 Who is paying for the consultant?	IMPEL.
6.4 What will the consultant do?	Elaborate outcomes of the different phases of the project in form of reports; drafting of Reference Texts and NPRI Concept; support in the coordination of the meetings.  Translation work of documents relevant to the operational implementation in Member Countries.
6.5 Are there any additional costs (NOT included in point 5)?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If your answer is 'Yes', please describe:
6.6 What are the additional costs for?	N/a.



<b>6.7 Who is paying for the additional costs?</b>	IMPEL.
<b>6.8 Are you seeking other funding sources?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If your answer is 'Yes', please describe:
<b>6.9 Do you need budget for communications around the project? If so, describe what type of activities and the related costs.</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If your answer is 'Yes', please describe:

## 7. Communication and follow-up (checklist)

	What		By when
<b>7.1 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 ✓* Interim report ✓* Project report ✓* Progress report(s) ✓ Press releases News items for the website ✓* News items for the e-newsletter Project abstract ✓* IMPEL at a Glance ✓ Other, (give details):	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	March 2020 October 2020 December 2020  When necessary
<b>7.2 Milestones / Scheduled meetings (for the website diary).</b>	See 3.3.		
<b>7.3 Images for the IMPEL image bank.</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
<b>7.4 Indicate which materials will be translated and into which languages.</b>	Reports and reference texts.		
<b>7.5 Indicate if web-based tools will be developed</b>	No.		



<b>and if hosting by IMPEL is required.</b>	
<b>7.6 Identify which groups/institutions will be targeted and how.</b>	The project is aimed at IMPEL member organizations and, being inspired by the ECA initiative, also to the EU Commission.
<b>7.7 Identify parallel developments / events by other organisations, where the project can be promoted.</b>	Possibly ENPE, EUFJE, and other networks in which the voluntary confrontation on practices and experiences could be beneficial to the development of the activities (tbc).

✓ ) Templates are available and should be used. \*) Obligatory

## 8. Remarks

*Is there anything else you would like to add to the Terms of Reference that has not been covered above?*

The project should be funded in the framework of SGA.

The total budget is as follows: Travels and accommodations (point 5) 24 700 EUR + the costs for consultants (point. 6.2) of 30 000 EUR. Total budget of 54 700 EUR.

The present project represent the amendment of the 2020/16 NPRI project, approved by the IMPEL General Assembly, because of the constraint introduced at international level on circulation of people because of the COVID-2019 pandemic and because of the postponement of the end of the project (now: 01 July 2020 – 31 March 2021).

*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.*






## Annex I – Detailed costs

### Detailed Event Costs

#### National Peer Review Initiative (NPRI), Phase 2

			Travel (maximum per round trip) 360 €	Hotel (maximum per night) 120 €	Catering (maximum per day) 25 €	Total costs per Event
	<b>Evento</b>	<b>Number of days</b>				
<b>Description of Event</b>	Project Team Meeting	2	3 600,00 €	2 400,00 €	500,00 €	6 500,00 €
<b>Location</b>	tbd					
<b>Month</b>	October 2020					
<b>Number of Participants</b>	10					
<b>Description of Event</b>	Meeting of the Project Team and discussion with Organizations candidate to NPRI implementation	2	2 880,00 €	1 920,00 €	400,00 €	5 200,00 €
<b>Location</b>	tbd					
<b>Month</b>	December 2020					
<b>Number of Participants</b>	8					
<b>Description of Event</b>	Project Team Meeting and Seminar	2	7 200,00 €	4 800,00 €	1 000,00 €	13 000,00 €
<b>Location</b>	tbd					
<b>Month</b>	March 2021					
<b>Number of Participants</b>	20					
	<b>Total Costs</b>		<b>13 680,00 €</b>	<b>9 120,00 €</b>	<b>1 900,00 €</b>	<b>24 700,00 €</b>