

TOR Reference No.: 2016/17	Author(s): John Visbeen
Version: 2	Date: November 2015
<b>TERMS OF REFERENCE FOR WORK UNDER THE AUSPICES OF IMPEL</b>	

## 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 checked="" type="checkbox"/>
Comparison studies	<input 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)	
<p>-Research on the best way to exchange Information, including intelligence, about Illegal Killing and Catching Birds (project IKB) and infringements according to EU Timber regulation.            - Implementation of this best choose in order to improve information exchange between authorities IMPEL members and NGO's in these cross- border crimes.</p>	
1.4 Abbreviated name of work or project	
Project on IKB exchange of intelligence between authorities and NGO's	

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

2.1 Name the legislative driver(s) where they exist (name the Directive, Regulation, etc.)
<p>- Bird directive 2007/149/EC            - Habitat directive 92/43/EEC</p>

- National Flora and Fauna legislation in each MS
- EU Timber regulation

## 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 type="checkbox"/> |
| 3. Work on 'problem areas' of implementation identified by IMPEL and the European Commission | X                        |

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

IKB crimes are, in many cases, a Cross border problem and Enforcement is scattered (even in MS) Information and Intelligence are drivers for a good Enforcement. There is a need to gather and exchange information and Intelligence. In the field of combatting Illegal Killing of Birds NGO's also provide information. It is important that there is a platform where this information can be shared between authorities and NGO's. This Platform can also be used for sharing information about infringements according to Timber regulation.

The aim is to create a way (method) to exchange and share information with other EU MS Enforcement teams and NGO's working in the field of IKB and EU Timber regulation.

## 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?)

In 2016 we will establish a medium to share and exchange Information and Intelligence on IKB an EU Timber regulation. It will be based on the success of existing tools, such as EU TWIX mailing list.

A better exchange of the information and Intelligence will certainly improve Enforcement in this field.

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

- IMPEL Management team on Nature Protection
- Project IKB

## 3. Structure of the proposed activity

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

1. Establish a controlled mailing list based on protocols and appointments with authorities and umbrella organisation (f.i. Birdlife Europe) for the exchange of information on criminal activities, seizures, etc. according illegal killing of birds and EU timber regulation,
2. develop protocols and appointments, develop and launch of mailing list, communication strategy,
3. work with consultant for supercharge to control the access-list and further administration,
4. Follow-up; explore funding possibilities; decision making; establish this tool within IMPEL/MS/other authorities,

### 3.2 Describe the products of the proposal (what are you going to produce in terms of

### output / outcome?)

Tool to improve Information Exchange on IKB and possibility to create a way to exchange Intelligence between authorities and NGO's within the possibilities of the Law

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

1. Contract consultant
2. Approve protocols and appointments
3. Communication and launch of the mailing list
4. Supercharge participants.

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

Potential risk is to create something that already exists. The research will first point out to already existing systems and the possibilities to uses 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; Manager expert team on Nature Conservation

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

This TOR will also be discussed during Green expert meeting, October 2015 and during workshop in December 2015,  
 -participant 1-MS:  
 -participant 2-MS:  
 -participant 3-MS:  
 -participant 1- NGO:  
 -participant 2- NGO:  
 -participant 3- NGO

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

All members of the Expert team on nature protection are involved in development of this project.

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

-EU TWIX/Traffic (t.b.c.)  
 -Representative of Birdlife and/or FACE

**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?	46260	46260	46260	46260
How much money is to be co-financed	?	?	?	?
<b>Total budget</b>	46260	46260	46260	46260

**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 €
<b>Event 1</b>	2520	1260	350	2520+1260+ 350=4130
<i>Core team meeting 1</i>				
<i>February 2016</i>				
<i>&lt;t.b.c.&gt;</i>				
<i>&lt;7 participants &gt;</i>				
<i>&lt;2 nights&gt;</i>				
<b>Event 2</b>	2520	1260	350	2520+1260+ 350=4130
<i>core team meeting 2</i>				
<i>September 2016</i>				
<i>&lt;t.b.c.&gt;</i>				
<i>&lt;7m participants &gt;</i>				
<i>&lt;2 nights&gt;</i>				
<b>Event 3</b>				
<i>&lt;Type of event&gt;</i>				
<i>&lt;Data of event&gt;</i>				
<i>&lt;Location&gt;</i>				
<i>&lt;No. of participants&gt;</i>				
<i>&lt;No. of days/nights&gt;</i>				
<b>Event 4</b>				
<i>&lt;Type of event&gt;</i>				
<i>&lt;Data of event&gt;</i>				
<i>&lt;Location&gt;</i>				
<i>&lt;No. of participants&gt;</i>				
<i>&lt;No. of days/nights&gt;</i>				
<b>Total costs for all events</b>	5040	2520	700	8260

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

<b>7.1 Are you using a consultant?</b>	Yes
<b>7.2 What are the total costs for the consultant?</b>	€ 32,000  Calculation: 40 weeks X 2 days X 8 hrs X 50 euro = € 32,000
<b>7.3 Who is paying for the consultant?</b>	IMPEL
<b>7.4. What will the consultant do?</b>	<p>The outcome of the project is a controlled mailing list based on protocols and appointments with authorities and umbrella organisation (f.i. Birdlife Europe) for the exchange of information on criminal activities, seizures, etc. according illegal killing of birds, timber regulation.</p> <p>The consultant will prepare the approval of protocols and appointments, take care of technical access to the mailing list, communication, administration of participants, and supercharge.</p>
<b>7.5 Are there any additional costs?</b>	6000 euro
<b>7.6 What are the additional costs for?</b>	Technical cost for the mailing list about
<b>7.7 Who is paying for the additional costs?</b>	IMPEL
<b>7.8. Are you seeking other funding sources?</b>	Yes
<b>7.9 Do you need budget for communications around the project? If so, describe what type of activities and the related costs</b>	No 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>  <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): -Proposal	X <input type="checkbox"/> <input type="checkbox"/> X <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> X	
<b>8.2 Milestones / Scheduled meetings (for the website diary)</b>	Workshop in February 2015		
<b>8.3 Images for the IMPEL image bank</b>	No		
<b>8.4 Indicate which materials will be translated and into which languages</b>	-		
<b>8.5 Indicate if web-based tools will be developed and if hosting by IMPEL is required</b>	Yes, will be investigated		
<b>8.6 Identify which groups/institutions will be targeted and how</b>	-Yes, will be investigated		
<b>8.7 Identify parallel developments / events by other organisations, where the project can be promoted</b>	-Yes, will be investigated		

<sup>✓</sup>) 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.*