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| TOR Reference No.: | Author(s): Romano Ruggeri |
| Version: Rev.1.1 | Date: 30/05/2017 |
| 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 checked="" type="checkbox"/> |
| Water and land | <input 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 type="checkbox"/> |
| Conference | <input 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) | |
| Reinforcement Programme on Inspection Skills according to Landfill Sites and pre-treatment plants in IMPEL Member countries 2017; 3 joint inspections. | |
| 1.4 Abbreviated name of work or project | |
| IMPEL Landfill project 2017 | |

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

| 2.1 Name the legislative driver(s) where they exist (name the Directive, Regulation, etc.) |
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| <ul style="list-style-type: none"> - IED - Landfill Directive - Waste framework directive |

- RMCEI
- Industrial Emissions Directive
- European Court of Justice of 15 October 2014 in case C-323/13
- Proposal for a Directive of the European Parliament and of the Council amending Directive 1999/31/EC on the landfill of waste 2015/0274 (COD)

2.2 Link to IMPEL MASP priority work areas

- | | |
|--|-------------------------------------|
| 1. Assist members to implement new legislation | <input type="checkbox"/> |
| 2. Build capacity in member organizations through the IMPEL Review Initiatives | <input 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.)

Improving implementation of EU law is high priority objective of both the Commission and IMPEL. Sharing experience and knowledge in practical landfill joint inspections has been positively greeted by Member States. Recent reports on implementation of EU waste legislation have shown that "implementation and enforcement of EU waste law remain poor particularly regarding the waste framework directive, the landfill directive and the waste shipment regulation". Requirement to pre-treat waste before landfilling are sometimes disregarded in MS.

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?)

- Use of the checklist and Guidance (produced in previous years) to drive joint inspection
- Identification of good inspection practices (preparation and execution of the inspection) and focus on the assessment of pre-treatment of the waste before landfilling
- Identification of good practices of pre-treatment of the waste before landfilling
- Investigate possible links with TFS Waste cluster
- Cooperation (and helping each other) between IMPEL Member Countries to work towards a consistent regulatory and enforcement regime
- Feedback to policy makers on the (effectiveness of) the various approaches and practices in the field of permitting and inspection of landfill sites in IMPEL Member countries

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

Landfill 2016

3. Structure of the proposed activity

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

1st meeting:

The first meeting will be dedicated to tackle the problem of pre-treatment of waste before landfilling. A questionnaire will be drafted in order to achieve the framework in MS on this topic, as far as inspections, facilities and legislation are concerned. A visit to a landfill and a waste pre-treatment of facility is foreseen.

8 inspectors to attend the meeting

2nd and 3rd meeting:

In 2016, the updated version of Guidance and checklist for landfill inspections have been produced. These documents will drive two joint inspections in 2017, in order to test their use; more time will be dedicated to the preparation on the inspection, in order to enhance collaboration and discussion among inspectors in the analysis of the documents used to prepare the inspection (permit and self monitoring report should be available in English). The first day will be therefore dedicated to the preparation of the inspection and the second day to the execution. Checklist will be amended accordingly to the results of the discussion; the Agenda of the inspection will be drafted as well.

Landfill with a pre-treatment facility will be preferred, in order to focus on the assessment of the compliance with the pre-treatment of the waste before landfilling and increase the knowledge on the used techniques and the inspection needs.

- Joint inspection 1 (two days): 8 inspectors divided in 2 groups (4 experts from MS with knowledge and 4 without)
- Joint inspection 2 (two days): 8 inspectors divided in 2 groups (4 experts from MS with knowledge and 4 without).

The Landfill-issues are placed under the TFS Waste cluster in new IMPEL-structure. In 2017 we will work on a stronger link with this cluster.

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

- 2 joint inspections on landfills and (possibly) pre-treatment plants, using the Guidance and checklist developed in the project. Experience with preparation, execution, reporting steps of the inspection.
- Analysis of the framework of pre-treatment of waste before landfilling in MS; use of a questionnaire.
- Meeting reports.

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

1. January 2017: Project team skype meeting, preparation of the first meeting
2. March 2016: 1st preparatory meeting: pre-treatment of waste; organization of joint inspections
3. June 2017: 1st Joint inspection
4. October 2017: 2nd Joint inspection and final meeting

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

- Unavailability of English translated documents (permit and self monitoring report) of the plant to be inspected
- Unavailability of installations where landfill and pre-treatment of waste can both be found

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)

Romano Ruggeri, ARPA Sardegna (Italy)

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| 4.2 Project team (who will take part: name, organisation and country) |
| Stuart Gunput, Environmental Service North Sea Canal area (Netherlands) Jana Miklavcic, Ministry of the Environment and Spatial Planning (Slovenia) |
| 4.3 Other IMPEL participants (name, organisation and country) |
| Austria: Franz Waldner Belgium: Freddy Noels Croatia: Ivan Pusic Malta: Alvin Spliteri De Bono Netherlands: Ronald Smalenburg, Ronald Van Tunen Portugal: Elisabete RS Vieira Poland: Anna Popławska Spain: María Jesús Mallada Sweden: Nina Hansson Turkey: Senaj Aslan |
| 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? | 13080 | 13080 | 13080 | 13080 |
| How much money is to be co-financed | | | | |
| Total budget | 13080 | 13080 | 13080 | 13080 |

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 € |
|---|---|---------------------------------------|--|----------------------|
| Event 1 | 7X360 = 2520 | 7X2X90 =1260 | 8X2X25=400 | 4180 |
| <i>Preliminary meeting</i> | | | | |
| <i>March 2017</i> | | | | |
| <i>8 participants (7 travelling + 1 host)</i> | | | | |
| <i>2nights</i> | | | | |
| Event 2 | 8X360 = 2880 | 8X2X90 = 1440 | 9X2X25=450 | 4770 |
| <i>Joint inspection</i> | | | | |
| <i>June2017</i> | | | | |
| <i>8 participants (8 travelling + 1 host)</i> | | | | |
| <i>2 nights</i> | | | | |
| Event 3 | 7X360 = 2520 | 7X2X90 =1260 | 8X2X25=400 | 4180 |
| <i>Joint inspection + final meeting</i> | | | | |
| <i>October 2017</i> | | | | |
| <i>8 participants (7 travelling + 1 host)</i> | | | | |
| <i>2 nights</i> | | | | |
| Total costs for all events | | | | 13130 |

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? | 0 |
| 7.3 Who is paying for the consultant? | |
| 7.4. What will the consultant do? | |
| 7.5 Are there any additional costs? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Namely: |
| 7.6 What are the additional costs for? | |

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| 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 checked="" type="checkbox"/> No Namely: |

8. Communication and follow-up (checklist)

| | What | | By when |
|---|--|--|---------|
| 8.1 Indicate which communication materials will be developed throughout the project and when <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): -Guide document (revised) -examples of good practise | <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 type="checkbox"/> <input checked="" type="checkbox"/> | |
| 8.2 Milestones / Scheduled meetings (for the website diary) | Preparatory meeting Joint inspection 1 Joint inspection 2+final meeting | | |
| 8.3 Images for the IMPEL image bank | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | |
| 8.4 Indicate which materials will be translated and into which languages | The used landfill inspection preparation documents and the revised guidance document will be brought under the attention of national coordinators, with the aim to distribute these documents within their Member states. Translation needs attention. Member States may use the examples of good practice to improve their inspections. | | |
| 8.5 Indicate if web-based | | | |

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|--|--|
| tools will be developed and if hosting by IMPEL is required | |
| 8.6 Identify which groups/institutions will be targeted and how | |
| 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.