



European Union Network for the Implementation
and Enforcement of Environmental Law

IMPEL-TFS NCP Best Practice Meeting

6-7 October 2016

Luxembourg

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Introduction to IMPEL

The European Union Network for the Implementation and Enforcement of Environmental Law (IMPEL) is an international non-profit association of the environmental authorities of the EU Member States, acceding and candidate countries of the European Union and EEA countries. The association is registered in Belgium and its legal seat is in Brussels, Belgium.

IMPEL was set up in 1992 as an informal Network of European regulators and authorities concerned with the implementation and enforcement of environmental law. The Network's objective is to create the necessary impetus in the European Community to make progress on ensuring a more effective application of environmental legislation. The core of the IMPEL activities concerns awareness raising, capacity building and exchange of information and experiences on implementation, enforcement and international enforcement collaboration as well as promoting and supporting the practicability and enforceability of European environmental legislation.

During the previous year's IMPEL has developed into a considerable, widely known organisation, being mentioned in a number of EU legislative and policy documents, e.g. the 7th Environment Action Programme and the Recommendation on Minimum Criteria for Environmental Inspections.

The expertise and experience of the participants within IMPEL make the network uniquely qualified to work on both technical and regulatory aspects of EU environmental legislation.

Information on the IMPEL Network is also available through its website at:
www.impel.eu

Title report: IMPEL-TFS NCP Best Practice meeting	Number report: 2016/06
Project manager: Mr. Huib van Westen The Netherlands Ministry of Infrastructure and the Environment - Human Environment and Transport Inspectorate (ILT)	Report adopted at IMPEL General Assembly: Written procedure, March 2017
Authors: Mr. Huib van Westen	Number of pages: 21 Report: 11 Annexes: 10
Summary: The IMPEL-TFS NCP Best Practice meeting was attended by 37 persons from 26 IMPEL member countries. The programme covered several national case studies about practical WSR enforcement cases and experiences from Austria, Latvia, Portugal, Sweden and Switzerland. The IMPEL-TFS Secretariat gave an update on their latest activities. Scotland presented the latest results and update on Enforcement Actions III. The 2017 project proposals were presented and discussed in a joint session with the Expert team. The meeting furthermore underlined the importance and value of the network of NCPs.	
Project team Network of National Contact Points of the Waste and TFS Expert Team.	
Disclaimer: This report is the result of a project within the IMPEL network. The content does not necessarily represent the view of the national administrations or the European Commission.	

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1 INTRODUCTION

International cooperation and alignment is extremely important when it comes to the enforcement of the European Waste Shipment Regulation (WSR) 1013/2006. Previous IMPEL-TFS projects showed that it is very much needed to work together as competent authorities. The enforcement of the WSR is challenging and can only be tackled by joining forces on an international level and by creating an equal counterpart for the international waste trade and environmental criminals that act globally. To improve the collaboration and alignment of enforcement, frequent contact between the enforcers in different countries is necessary. Therefore it would be very helpful if enforcers have structural cooperation, personal contacts and frequent occasions to strengthen their network, exchange experiences and best practices and align their WSR enforcement activities together. This project focuses on the IMPEL-TFS National Contact Points (NCPs) and the main goals of the best practice meeting are:

- Strengthen the network of NCPs involved in the enforcement of the WSR
- Exchange information, working methods and experiences
- Inform participants on new developments

All this is to improve enforcement activities of the Waste Shipment Regulation and to stimulate consistent application of its provisions. To reach these goals the IMPEL-TFS NCP Best Practice meeting is organised every year. The NCPs attend every year also a separate meeting of half a day prior to the yearly IMPEL waste and TFS conference.

This year the NCP Best Practice Meeting was hosted by the Luxembourg Environment Agency. In 2008 the first NCP meeting was organized. This is the report of the 10th meeting where the NCPs exchanged their experiences. The meeting was held on 6 and 7 October in the capital of Luxembourg. There were 37 people representing 26 European countries and the IMPEL secretariat. The agenda and the participants list are included in Annex I and II of this report. The Best Practice meeting covered several activities on experiences of WSR enforcement in practice, updates about relevant TFS activities and a survey amongst the participants and the IMPEL-TFS network to generate input for the IMPEL Expert team for Waste and TFS on future activities and the commitment for IMPEL. More details about this project can be obtained through the IMPEL Secretariat or the project management of the IMPEL NCP Best Practice meeting.

2 EXCHANGE OF EXPERIENCES

The IMPEL-TFS NCP Best Practice meeting covered several presentations about practical WSR enforcement cases and experiences from the IMPEL members. Latvia, Portugal, Sweden and Switzerland shared their latest experiences with the participants. Scotland shared the latest results and experiences on the running Enforcement Actions IV project.

The IMPEL Secretariat gave an update on the activities of the communication group, the outcomes of the correspondence meeting, the vacancy for a chair of the IMPEL Board and the LIFE project proposal 'SWEAP' (Shipments of Waste Enforcement Actions Project).

There were also five draft project proposals presented and discussed by several participants. These project proposals were the outcomes of the NCP morning in June 2016 which was held back to back with the IMPEL Waste and TFS conference in Eschborn, Germany.

All presentations and relevant documents are available on the protected web area 'Basecamp' that can be reached through the website of IMPEL www.impel.eu. A login and password can be obtained (for environmental and/or enforcement authorities only) through the Secretariat of IMPEL.

IMPEL Secretariat:

The Secretariat represented by Nancy Isarin gave an update on the work of the communications group, the vacancy in the IMPEL Board and other IMPEL activities, the outcomes of the correspondence meeting and the LIFE project 'SWEAP' proposal.

The communications group has worked on the video's for all the expert teams in the IMPEL network, further they shared the project communications, assisted in press releases and used social media such as Facebook and LinkedIn to communicate with the public on activities.

At the moment the Waste and TFS Expert team is not represented anymore in this communication group due to a job change of the representative. The NCP's are asked to suggest people actively.

There is also a vacancy for chair and co-chair in the IMPEL board, an update was given about the upcoming General Assembly and on the Memorandum of Understanding (MoU) between IMPEL and the Basel Secretariat.

The outcomes from the 2016 correspondence meeting were given:

- Review of the WSR in 2020 (preparation studies already starting in 2017)
- Electronic notification system
- Guidelines: new and updating. A new WEEE guideline need to be drafted which includes the Basel technical guideline and the guideline on ELV's need to be updated and waste tyres should be added.
- Sharing of experiences (art. 50): Commission suggested use of Basecamp by the correspondence

It was a recommendation from the Commission that IMPEL should apply for Life plus funding for key IMPEL activities or projects.

For Waste and TFS is decided by the expert team to apply for these extra funds for the Enforcement Actions project.

One of the important issues is to organize the co-funding. Some countries show their interest and will work on this further.

Latvia

Experiences of the Latvian waste management inspection team were presented by Ms Lilija Dukalska from the State Environmental Service of Latvia.

This new team was established in February, 2016 and was expected;

- To organize and carry out waste management inspections (with the main focus on TFS);
- To carry out inspections in the whole waste chain – from waste generator till final waste recycling or disposal;
- To deliver recommendations and state of play for the TFS inspection plan.

The inspections which were carried out, were inspections on submitted notifications, on notified movements of waste, on companies involved in green listed waste shipments and transport inspections in cooperation with Customs and Police.

Latvia Environmental Services has already a memorandum of understanding with Customs and with the police there is the intention for closer cooperation.

The results of the inspections shows that the inspections on submitted notifications are showing the best results, however there remain challenges for certain types of waste such as RDF and medical waste.

It's also concluded that it's not easy to plan and inspect the movement of waste which is notified. For the company inspections on green listed waste it shows that the documentation is poor, missing contracts, uncomplete documents, etc.

Also unauthorized changes in classification or miss-classification is often a concern in the so declared green listed waste transports.

There is still need for improvement but the establishment of this team is successful.

Project proposals:

During the NCP morning meeting in June 2016, back to back with the Waste and TFS conference in Eschborn, Germany, a break out session was organized to come to more deliberately and supported project proposals for new activities under the Waste and TFS expert team.

Eleven topics were proposed after this break out session. They were shared with the members for ranking the most important and the less important topics. It was agreed that for the five topics which were ranked as highest a project proposal should be drafted and presented during the NCP meeting in October 2016 in Luxembourg.

The project proposals were drafted in some cases by one country only and for others, countries worked closely together. The proposals were drafted by representatives of Austria, Czech Republic, Hungary, the Netherlands, Poland, Slovenia and Sweden. These countries also presented them during the NCP meeting.

It was proposed to have a project on the following topics:

- Refused Derived Fuel (RDF)
- End of Life of transport means including Cars, Vessels and Planes.
- Brominated Flame Retardants in plastics derived from WEEE
- Annex VII issues
- Improving implementation and enforcement of WEEE directive

The project proposals were discussed with and proposed to the Waste and TFS Expert team

Field trip

After lunch there was a visit organized to the waste management centre 'SuperDrecksKëscht' in Colmar Berg.

"An initiative for the citizens by the citizens " with this sentence, the then Minister for the Environment, Robert Krieps, presented on 2 April 1985 the creation of a collection site for problematic substances from private households. Luxembourg citizens thus were given the opportunity to separate problematic substances from household waste and to provide for their appropriate disposal. The initiative soon becomes better known under the name of SuperDrecksKëscht®.

Source: <http://www.superdreckskescht.com/>

The collection center was visited and gave a good overview of waste collection, storage and sorting of certain waste in Luxembourg.

After this the participants visited the European Centre in Schengen.



On the second day several best practices were shared or topics for discussion were raised

Sweden:

A case study was presented by Mr Pär Kollberg from the Swedish EPA about the responsibility of safe storage for the competent authority in case of an illegal shipment. This responsibility is laid down in Article 24 of the Waste Shipment Regulation.

It was recognized that this often is not really difficult when illegal shipments are detected in port area's or even at some border crossings.

In the presented case illegally imported End of Live vehicles were detected at a non-licensed and unsafe storage location. In the beginning it was even not clear who the owner(s) of the car's been (or were).

Before legal action could be undertaken the cars were moved to an unknown location. After detection at another non-licensed and unsafe location the same issue raised. Again before legal action could be taken the car's disappeared.

After some time it was known that the cars were repatriated by the owner to the country of origin, Denmark. Without any authorities were informed or gave their permission.

Participants were asked to share their experiences with such cases and were asked to send to send their suggestions.

Austria:

A recent practical case concerning the classification 'waste versus non-waste' was presented by Mr Walter Pirstinger from the Austrian Ministry of Environment. During a transport inspection a shipment of end of life vehicles was detected. Presented was that reports of insurance experts gives information about the question if a car can be technical repairable and if this could be done in an economically profitable way.

Switzerland:

Several questions concerning classification were presented by Mr Martin Luther, representing the Switzerland Federal Office of the Environment.

Topics discussed:

- Classification of empty packaging for reconditioning
- Classification of used product taken back to producer:
 - Batteries
 - Single use electronic devices
 - Welding wheel head

Participants shared their opinions and experiences on these specific waste streams.

Enforcement Actions:

An update of the successful Enforcement Actions project was presented by Mr. Pádraig O'Shea representing the Scottish Environment Protection Agency.

The latest results and data from the European wide inspections under the project were presented. The project has visualized the inspection results in the Spotfire visualization tool. This gives a good overview of waste streams and transports inspected.

The update from the Waste watch, the outcomes of the webinars and the inspector exchanges were showed.

Portugal:

An overview of the latest work and best practices in Portugal were presented by Mr. Marco Candeias representing the Portugese Inspectorate, IGAMAOT.

The figures about the road inspections and custom inspection were shared. The experiences and challenges regarding several detected illegal waste shipments were discussed.

Expert team

The following people are together the Waste and TFS expert team:

- Jon Engström (Sweden)
- Kevin Mercieca (Malta)
- Allison Townley (Chair, United Kingdom)
- Marina de Gier (Netherlands)
- Thomas Ormond (Germany)
- Bojan Pockar (Slovenia)
- Simonne Rufener (Switzerland)

The National Contact Points have discussed several issues with the Expert team. There were three members of the expert team participating. Discussed were the project proposals, the eventual co-funding for EU funded projects and the financial situation in relation to the project proposals.

3. THE NCP NETWORK

This was the 10th meeting of the NCP network. People feel comfortable and give their opinion on the topics and issues presented and discussed. It was noticed that the network is useful to deal with the challenges in daily practise. In order to keep up the communication and the good contacts outside the meetings, it is important that there is confidence and open communication. During the informal part of the programme and as well during the fieldtrip the participants discussed their own specific TFS matters and 'are dealing their business' with their other colleagues. The personal contacts are main important in international collaboration. Enforcement officers are more likely to contact their counterparts outside their own country when they have met each other on several occasions. This is also noticed for the people who work at the advising/ permitting part. They are facing many challenges due to the repatriation of illegal shipments. The mixture of enforcement officers with permit writers/ advisers is very valuable. It is also a matter of understanding of the different situations in each member country. These results of the NCP Best Practice meeting are difficult to measure or show to the outside world but they are maybe the most important results of these meetings.

The value of this yearly NCP Best Practice meeting helps to learn the NCPs about WSR enforcement and TFS activities and to improve the enforcement activities in their own countries. Some countries have a lot of experience and are more advanced in their WSR enforcement methods, and other countries are just starting up their own activities. Therefore it is very important to create a platform for the enforcers where they can learn from each other such as the NCP Best Practice meeting. Especially the presented practical waste shipment cases are mentioned as very useful. Participants are sharing their opinion.

4. RECOMMENDATIONS

The recommendations that came out of the IMPEL-TFS NCP Best Practice meeting are listed per target group below and are actually similar to those of previous years:

For the IMPEL-TFS NCPs

- Keep on collaborating nationally and internationally, contact other NCPs on a frequent basis for a better understanding and cooperation;
- Share your opinion with the IMPEL-TFS network and the Expert team to create input for the work of IMPEL-TFS;
- Participate actively in IMPEL-TFS activities and projects;
- Share the experiences you have and raise the topics during the year.

For the IMPEL Waste and TFS Expert team

- The expert team should be using the network of NCPs frequently to gather input and information for their activities and to create support for their activities. This means that the expert team also have to contact the NCPs of the countries which are not represented in the expert team.

For IMPEL

- Adopt the ToR for the IMPEL-TFS Best Practice Meeting 2017 and keep on supporting this project in the future;
- Support the work and the exchange of Best Practices also with resources so that these meetings can be attended by at least one representative of each Member State and others IMPEL member countries and invited experts.
- Support the work of TFS/ Waste in general and keep this network of professionals with this focus in place.

For the European Commission

- Create the necessary support and resources for the NCPs and the IMPEL- network to help them in doing their work like guidance in and clarification;
- Keep on raising awareness and the political profile for implementation and enforcement of the European WSR;
- Support IMPEL-TFS in the third-country-collaboration;
- Stimulate enforcement partners such as Environmental Inspectorates and Agencies, Customs and Police to set-up or continue activities in WSR enforcement.

ANNEX I



IMPEL-TFS NCP Best Practice Meeting 2016

Luxembourg, 6th - 7th October 2016

AGENDA

Project Management

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Thursday, 6th October 2016

8.30 - 9.00	Registration
9.00 - 9.15	Welcome by Mr Robert Schmit, director of the Environment Agency
9.15 - 9.30	Opening and introduction (Frank Thewes and Huib van Westen)
9.30 - 09.50	Update by the IMPEL Secretariat (Nancy Isarin, IMPEL)
9.50 - 10.15	Experiences of the new Latvian waste management inspection team (Lilija Dukalska, Latvia)
10.15 - 10.45	Coffee break
10.45 - 12.00	Project proposals 2017 (Huib van Westen, IMPEL)
12.00 - 13.00	Lunch

Thursday, 6th October 2016 (afternoon)

13.00	Departure by bus - field trip to the waste management centre SuperDrecksKëscht (SDK) at Colmar-Berg
17.00	Visit of the European Centre at Schengen
19.00	Joint dinner (offered by the MSDI)

Friday, 7th October 2016

9.00 - 9.30	Safe storage of waste according Art. 24.7 WSR (Pär Kollberg, Sweden)
9.30 - 10.15	Joint Session with the Expert Team / Steering Committee
10.15 - 10.45	Coffee break
10.45 - 11.15	1) Classification of packaging for reconditioning in the EU; 2) TFS procedure for waste collection: Return after use of single-use products (Martin Luther, Switzerland)
11.15 - 11.45	Mixtures of waste - case study (Marco Candeias, Portugal)
11.45 - 12.15	Enforcement Actions update (Pádraig O'Shea, Scotland)
12.15 - 12.30	Conclusions and end of the meeting
12.30 - 13.30	Farewell lunch

Annex II – Participants List

IMPEL-TFS NCP Best Practice Meeting (Luxembourg, 6th - 7th October 2016)

Participants list

1	Marco	Avanzo	Mr	Corpo Forestale dello Stato	Italy	m.avanzo@corpoforestale.it
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7	Carmen	Duran Vizan	Ms	Ministerio de Agricultura, Alimentación y Medio Ambiente	Spain	CDuran@magrama.es
8	Jon	Engström	Mr	Swedish Environmental Protection Agency	Sweden	jon.engstrom@naturvardsverket.se
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14	Harald	Junker	Mr	Umweltbundesamt	Germany	harald.junker@uba.de
15	Pär	Kollberg	Mr	Swedish Environmental Protection Agency	Sweden	par.kollberg@naturvardsverket.se
16	Edyta	Kośłowska-Kurek	Ms	Chief Inspectorate of Environmental Protection	Poland	e.kozlowska@gios.gov.pl
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18	Beate	Langset	Ms	Norwegian Environment Agency	Norway	beate.langset@miljodir.no
19	Martin	Luther	Mr	Federal Office for the Environment	Switzerland	martin.luther@bafu.admin.ch

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22	Anna	Nehring	Ms	Chief Inspectorate of Environmental Protection	Poland	a.nehring@gios.gov.pl
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24	Pádraig	O'Shea	Mr	Scottish Environment Protection Agency	Scotland	padraig.o'shea@sepa.org.uk
25	Steven	Overmeire	Mr		Belgium	
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Annex III – Terms of reference

TOR Reference No.:	Author(s): Huib van Westen
Version: 1	Date: 24 September 2015
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 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 type="checkbox"/>
1.3 Full name of work (enough to fully describe what the work area is)	
IMPEL-TFS NCP Best Practice meeting 2016	
1.4 Abbreviated name of work or project	

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>- European Waste Shipment Regulation (EC) No 1013/2006</p> <p>- Commission Regulation (EC) 1418/2007 concerning the export of certain wastes for recovery to NON-OECD countries</p> <p>The enforcement activities are based on the EC Regulation (EC) No 1013/2006 on the supervision and control of shipments of waste within, into and out of the European Community. This is directly applicable in all Member States of the EU. Article 50 requires Member States to enforce the regulation and to check shipments and to cooperate bilaterally or multilaterally with one another in order to facilitate the prevention and detection of illegal shipments.</p>

According to the Regulation (EU)660/2014 from 16 May 2014 amending WSR 1013/2006 member states shall cooperate bilaterally and multilaterally in one another to facilitate the prevention and detection of illegal shipments.

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 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.)

- International cooperation and alignment is very important when it comes to the enforcement of the European Waste Shipment Regulation (WSR) (EC) No 1013/2006;
- Previous and running IMPEL-TFS projects showed that it is very much needed to work together as competent authorities. The enforcement deficit of the EU waste shipment regulation remains serious.
- To improve the collaboration and alignment of enforcement, frequent contact between the European enforcement authorities is necessary. Therefore it would be very helpful if enforcers have structural, personal and frequent contact moments where they can strengthen their network, exchange experiences and best practices, discuss ongoing cases and align their WSR enforcement activities together.
- This project focuses solely on the exchange of information and experience by workshops, where the running IMPEL-TFS Enforcement Actions III Project intends to stimulate practical enforcement by joint actions, inspectors exchange-programmes and other activities. The target group overlaps partly.

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 information, working methods, case studies and experiences
- inform participants on new developments
- strengthen the network of NCP's involved in the enforcement of the WSR 1013/2006

To improve enforcement activities of the Waste Shipment Regulation and stimulate consistent application of its provisions

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

There is a difference with the IMPEL-TFS Enforcement Actions III project which mainly focuses on the joint WSR enforcement activities and the enforcers itself. The IMPEL TFS NCP's are a mixture between enforcement officers and permitting officers dealing also with repatriation issues.

3. Structure of the proposed activity

3.1 Describe the activities of the proposal (what are you going to do and how?)
<p>The activities will be organising a 2 day workshop.</p> <p>The following (and other) topics can be in the programme:</p> <ul style="list-style-type: none">- experiences with enforcement of the Waste Shipment Regulation 1013/2006- experiences with repatriations between member states or with third countries.- a better view on the waste shipment industry- export of waste outside the EU (in relation to Basel Convention, (EC) No1418/2007) and (EU) 674/2012)- generating input for the IMPEL-TFS Steering Committee/ expert group by discussing new project proposals- enforcement case studies- Field trip
3.2 Describe the products of the proposal (what are you going to produce in terms of output / outcome?)
<ol style="list-style-type: none">1. A two days workshop in September 20162. Report
3.3 Describe the milestones of this proposal (how will you know if you are on track to complete the work on time?)
<ol style="list-style-type: none">1. Project plan March 20162. Workshop September 20163. Final Report December 2016 <p>Project planning Phase 1 Adoption of this ToR IMPEL GA Phase 2 Project plan March 2016 Phase 3 Workshop: September 2016 Phase 4 Final Report: December 2016 Phase 5 Project report presentation: 2017 (IMPEL General Assembly)</p>
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)
Mr Huib van Westen, Human Environment and Transport Inspectorate (ILT), The Netherlands.

4.2 Project team (who will take part: name, organisation and country)
IMPEL Secretariat Hosting country (to be decided)
4.3 Other IMPEL participants (name, organisation and country)
National Contact Points (NCP's) of IMPEL TFS (or their representatives)
4.4. Other non-IMPEL participants (name, organisation and country)

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?	16,960			
How much money is to be co-financed				
Total budget	16,960			

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	9,600	5,760	1,600	16,960
<i>Workshop NCP's</i>				
<i>September 2015</i>				
<i>To be decided</i>				
<i>32</i>				
<i>2 nights</i>				
Event 2				
<i><Type of event></i>				
<i><Data of event></i>				
<i><Location></i>				
<i><No. of participants></i>				
<i><No. of days/nights></i>				
Event 3				
<i><Type of event></i>				
<i><Data of event></i>				
<i><Location></i>				
<i><No. of participants></i>				
<i><No. of days/nights></i>				
Event 4				

<Type of event>				
<Data of event>				
<Location>				
<No. of participants>				
<No. of days/nights>				
Total costs for all events				

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: Venue and transport Field trip
7.6 What are the additional costs for?	
7.7 Who is paying for the additional costs?	IMPEL TFS
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
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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):	<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 type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	
8.2 Milestones / Scheduled meetings (for the website diary)	Workshop in September 2016		
8.3 Images for the IMPEL image bank	<input type="checkbox"/> Yes <input type="checkbox"/> No		
8.4 Indicate which materials will be translated and into which languages			
8.5 Indicate if web-based 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.*