



European Union Network for
the Implementation and Enforcement
of Environmental Law

IMPEL-TFS NCP Best Practice Meeting

27-28 September 2018
Zwolle, Netherlands



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 years IMPEL has developed into a considerable, widely known organisation, being mentioned in a number of EU legislative and policy documents, e.g. the 6th 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:
Project manager: Mr. Huib van Westen The Netherlands Ministry of Infrastructure and Water Management - Human Environment and Transport Inspectorate (ILT)	Report adopted at IMPEL General Assembly:
Authors: Mr. Huib van Westen	Number of pages: Report: Annexes: 3
Summary: The IMPEL-TFS NCP Best Practice meeting was attended by 34 persons from 23 IMPEL member countries. The programme covered several national case studies about practical WSR enforcement cases and experiences from Poland, Norway and the Netherlands. The IMPEL-TFS Secretariat gave an update about their work as well the Communication Group and IMPEL Waste and TFS project updates by the project leaders. The meeting furthermore underlined the importance and value of the network of NCPs. Several recommendations were given to the NCPs, the Expert Team, IMPEL and the European Commission.	
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 and other agencies involved in the implementation and enforcement. 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 that 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. Most of the NCPs are meeting each other as well during the annual IMPEL Waste and TFS conference. This year the NCP Best Practice Meeting was held back to back with the IMPEL Next Generation conference. The NCP's are meeting each other annually during these Best Practice meetings since 2008. This is the report of the twelfth meeting where the NCPs exchanged their experiences. The meeting took place on 27 and 28 September in Zwolle, Netherlands. There were 34 people representing 23 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, developments and innovative techniques of WSR enforcement in practice. A survey amongst the participants and the IMPEL-TFS network was held to generate input for the IMPEL Waste and TFS Expert Team on future activities. More details about this project can be obtained through the IMPEL-TFS Secretariat or the project management of the IMPEL-TFS 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. Poland, Norway and the Netherlands shared their latest experiences with the participants. The IMPEL National Coordinator of Germany gave an update about the Implementation Challenge project, the IMPEL TFS Secretariat gave an update about their work and the IMPEL communication group gave an overview about their work as well. Project updates were given by the IMPEL project leaders. 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-TFS.

Poland

The Polish Chief Inspectorate for Environmental Protection, represented by Ms. Justyna Banaszak, shared information about the huge amount of waste fires in Poland. According figures of the Fire departments the waste fires are growing every year. In 2017 there were 150 fires and in the first seven months of 2018 already 95. In 85% of the cases the fires are at waste storage facilities. Most of the cases were related to plastic waste, tyres and mixed waste in bulk. Only in two cases was confirmed that the waste was illegally imported and coming from Germany and the UK.

A specific fire in the town Zgierz was presented, 20.000 tons of plastic waste was burned at a storage facility where the license to store waste was expired. Most likely waste from various EU countries such as Belgium, Germany, Italy, Netherlands, Sweden and UK was involved.

Germany

The 'IMPEL Implementation Challenge project' was presented by Ms. Kristina Rabe, National IMPEL Coordinator for Germany. The background of the project was that the better implementation of European Environmental Law was emphasised by the European Commission in its 2018 Action- Plan, the role of IMPEL in the Action Plan need to be strengthened and the recommendations of previous projects need to be implemented in future IMPEL work.

Most frequently mentioned issues during the project were, lack of resources, lack of capacity, lack of information exchange, lack of accessible and reliable data, low integration of environmental concerns and inadequate level of fines, sanctions and financial resources to cover damages.

Other issues which were mentioned were the unclear definitions of waste and lack of European database for TFS.

Most positive were the joint activities and projects as well the developed guidance documents and tools.

The following proposals to improve the implementation and enforcement were shared:

- Establishment of knowledge database with tools
- Available expertise for specific matters and special support for (eventual) criminal cases
- Online training seminars (eventual with national subtitles)
- Regular exchange with police and prosecutors

- Work shadowing / rotation of staff
- Uniform software tools for documentation and reporting
- Support of networking and use of social media

The NCP's were requested to send their additional inputs to this project.

Norway

As a follow up of the 17th Convention of Parties (COP) held in 2017 Norway proposed during the Open Ended Working Group meeting in September 2018 in Geneva to shift some plastics from Annex IX of the Basel Convention to Annex II of this Convention. In practice it would mean that some non-hazardous and recyclable plastic waste still could be shipped without prior informed consent (PIC) procedure but that other plastics only should be shipped that there is followed a PIC procedure. It was suggested by Norway to create a separate code Y48 in Annex II of the Basel Convention.

Main purpose of a stricter control of plastic waste shipments are Marine litter by plastics and the change of destinations including unclear treatment facilities and operations due to the import ban in China.

The proposal of Norway will be discussed during the next COP in April/May 2019. The information about this was shared by Ms. Beate Kvaerness Langset from the Norwegian Environment Agency.

Project Updates

Ms. Katie Olley, project leader of the IMPEL Enforcement Actions project and working for the Scottish Environmental Protection Agency gave an update about the activities in 2018 under the Enforcement Actions project. 34 countries participated in the June Inspection period, all results were not yet received during the meeting (final report of the project is in the meantime available at Basecamp).

In September 2018 the LIFE project SWEAP has started, this is a five years project which replaces the previous Enforcement Actions project. Ms. Katie Olley will be the Project Leader and Ms. Nancy Isarin as Program Manager.

The project will carry out activities under five work packages. These includes capacity building and training, coordinated inspections, development of tools and innovative inspection techniques, networking activities and communication and Intelligence and analysis sharing.

Project Proposals

Ms. Marina de Gier, from The Netherlands and chair of the Expert Team on Waste and TFS, presented the other project proposals for 2019.

As the financial situation of IMPEL was unclear at that time the proposals included different budgets. Other suggestions from the EU are that there is a need for more communication and evaluation about the projects and its recommended that projects are running for more than one year. The following proposals were introduced: Ship Recycling, Landfill and Circular Economy, WEEE art17, NCP Best Practice Meeting, Waste and TFS Conference, Third Countries collaboration and Chinese Import ban. These proposals were discussed, rated and prioritised at the second day of the meeting and forwarded to the General Assembly for approval.

Ms. Nancy Isarin introduced two other projects where IMPEL will be involved but which are carried out in close cooperation with other institutions or organisations. The projects are WasteForce (Waste Enforcement Forensics Capacity Building project) which will be co-lead by IMPEL in cooperation with the United Nations University and another project funded by GIZ focused on Combatting Environmental Crime in the Western Balkan (project is called Spider-Web).

Communication

The representative for Waste and TFS in the IMPEL Communication Group, Ms. Dominika Musialowicz from Poland gave an update about the work of this group. In 2018 so far there were 12 press releases concerning 40 different items and Weekly IMPEL updates were issued. The IMPEL videos were updated and the group is currently working on an 'Environmental Knowledge Portal'. The participants were asked to contact Ms. Dominika via email d.musialowicz@gios.gov.pl for further suggestions or eventual questions.

Innovation in Inspections

After the lunch a presentation and demonstration about the supportive role of drones in Waste Inspections was given by Mr. Dirk-Jan Julius from the Netherlands. He explained and showed how drones can play a role in daily inspection practice.

After this session the participants were introduced to the use of new available instruments such as Kahoot! which can be used for training or information sharing activities.

West African Fuels

At the second day of the meeting Mr. Frank Peen from the Netherlands presented the project West African Fuels which was carried out by the Dutch Human Environment and Transport Inspectorate (ILT) as a result of the Public Eye report 'Dirty diesel'.

During the project different actors in this chain, such as producers, traders, terminals, laboratories and suppliers of additives have been inspected. This resulted in the conclusion that the content of sulfur in diesel for the African market sometimes is 500 times higher than the sulphur content in diesel for the European market. Due to the lack of maximum levels on this in African countries the ILT is doing research if the 'duty of care' which is mentioned in the National Environmental Act can be used to stop and prevent the further export of diesel with a high sulphur content to African countries.

Another recommendation of the research is to combine inspections for waste and REACH.

Oil blending

While the previous presentation was focused on diesel mainly to be used for vehicles on roads Mr. Kees Preijde from the Dutch Police presented the project 'Andante' which was focused on the mixing of chemical waste into bunker fuel for vessels. Mainly the blending and mixing process was presented as well as the need for further and future cooperation between different agencies, information exchange and analysis and all at an international level.

Conclusions of the meeting

Besides the very positive feedback and the explaining the need for this meeting it was also recommended to exchange more practical information, best practices, experiences, etc. As an example, was mentioned the Chinese import ban.

3. THE NCP NETWORK

This was the twelfth meeting of the NCP network. It is noticed that 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 the participants discussed their own specific TFS matters and 'are dealing their businesses with their other European colleagues. The personal contacts are very 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 which are more working at the advising/ permitting part of the work and which are often involved in 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 of IMPEL-TFS. 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.

Almost all EU Member States were represented as well as the EEA countries Iceland and Norway. Also, non-EU members but which are IMPEL member were present such as Albania and Kosovo.

The value of this yearly NCP Best Practice meeting helps to learn the NCPs about Waste 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 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 when the participants are sharing their opinion.

4. RECOMMENDATIONS

The recommendations that came out of the IMPEL Waste and 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 Waste and TFS network and the Expert Team to create input for the work of IMPEL;
- Participate actively in IMPEL Waste and 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 Steering Committee 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 Steering Committee also have to contact the NCPs of the countries which are not represented in the Steering Committee;

For IMPEL

- Adopt the ToR for the IMPEL Waste and TFS Best Practice Meeting 2019 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 invited experts.
- Support the work of the Expert Team for Waste and TFS in general and keep this network of professionals with this focus in place.
- Create more clarity in advance on possible funding for project and activities.

For the European Commission

- Create the necessary support and resources for the NCPs and the IMPEL Waste and TFS 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;
- Stimulate enforcement partners such as Environmental Inspectorates and Agencies, Customs and Police to set-up or continue activities in WSR enforcement.

ANNEX I



Agenda

IMPEL-TFS NCP Best Practice Meeting 27-28 September 2018, Zwolle

Thursday, 27 September 2018

08.30 - 09.00	Registration at Provinciehuis, Luttenbergstraat 2, 8012 EE Zwolle
09.00 - 09.15	Opening
09.15 - 10.00	Implementation Challenge project, Ms. Kristina Rabe, Germany
10.00 - 10.30	Waste fires in Poland, Ms. Justyna Banaszak, Poland
10.30 - 10.45	Coffee break
10.45 - 11.00	Plastics and the Basel Convention, Ms. Beate Kvaerness Langset, Norway
11.00 - 11.45	Project updates (Enforcement Actions/ SWEAP, WEEE plastics, etc.)
11.45 - 12.30	Project proposals
12.30 - 13.00	Update by the Secretariat/ Communications Group, Ms. Nancy Isarin and Ms. Dominika Musialowicz
13.00 - 14.00	Lunch break
14.00 - 15.00	Innovative Inspection techniques, Mr. Dirk-Jan Julius, Netherlands
15:30 - 17.00	Interactive session

Friday, 28 September 2018

09.00 - 09.30	Mixing of chemicals/ waste in fuel oil, Mr. Jos van der Kamp, Dutch National Police
09.30 - 10.00	African blends, Mr. Frank Peen, ILT Netherlands
10.00 - 10.30	Coffee break
10.30 - 11.45	Joint Session with the Expert Team/ Steering Committee
11.45 - 12.00	Conclusions and end of the meeting
12.30 - 13.30	Farewell lunch

Annex II – Participants List

IMPEL NCP GROUP 27-28/9				
Mr.	Enis	Tela	Enis.Tela@ishmpu.gov.al	Albania
Mrs.	Beate	Langset	beate.langset@miljodir.no	Norway
Mrs.	Ulrika	Hagelin	ulrika.hagelin@naturvardsverket.se	Sweden
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Mr.	John	Marker- Pedersen	jomar@mst.dk	Denmark
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Mrs.	Dominika	Musialowicz	d.musialowicz@gios.gov.pl	Poland
Ms.	Justyna	Banaszak	j.banaszak@gios.gov.pl	Poland
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Mr.	Rene	Rajasalu	rene.rajasalu@envir.ee	Estonia
Mrs.	Andrea	Szabo	szabo.andrea2@pest.gov.hu	Hungary
Mr.	Alfred	Sharples	alfred.sharples@era.org.mt	Malta
Mr.	Huber	Alexandru	huber_razvan@yahoo.com	Romania
Mrs.	Tarja	Nikander	hannele.nikander@ymparisto.fi	Finland
Ms.	Diana	Baleva	dbaleva@moew.government.bg	Bulgaria
Ms.	Allison	Townley	allison.townley@daera-ni.gov.uk	United Kingdom
Mr.	ROBERT	ROCEK	robert.rocek@mzoe.hr	Croatia
Mr.	Ton	Post	Ton.post@ilent.nl	Netherlands

Annex III – Terms of reference

TOR Reference No.:	Author(s): Huib van Westen
Version:	Date: 3 November 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 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 2018 and participation in the Asian Network meeting and Regional Enforcement Network (REN) meeting	
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.)
<ul style="list-style-type: none"> - European Waste Shipment Regulation (EC) No 1013/2006 - Commission Regulation (EC) 1418/2007 concerning the export of certain wastes for recovery to NON-OECD countries <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</p>

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.
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.
- More involvement in new project proposals for IMPEL activities. The expertise from the NCP's and the experiences in their countries is crucial for this.

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
- a more common understanding and involvement in new IMPEL project proposals

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?)

The activities will be organising a 2-day workshop and participating in the Asian network meeting and the Regional Enforcement Network (REN) meeting.

The following (and other) topics can be in the programme of the workshop.

- 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

During the Asian network meeting and the REN meeting the participants will share the best practises from an EU perspective, gather the specifics from the Asian region, e.g. such as the impact and consequences of the Chinese import ban on certain types of waste and building capacity on TFS related topics.

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

1. A two days workshop in October 2018
2. Report
3. Attending the Asian Network meeting
4. Attending the Regional Enforcement network meeting

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

1. Project plan March 2018
2. Workshop September 2018
3. Final Report December 2018
4. Mission reports of the participation in the Asia Network and REN meetings

Project planning

Phase 1 Adoption of this ToR IMPEL GA

Phase 2 Project plan March 2018

Phase 3 Workshop: September 2018

Phase 4 Mission reports from participation in the Asia Network and REN meetings

Phase 5 Final Report: December 2018

Phase 6 Project report presentation: 2019 (IMPEL General Assembly)

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?	15,000			
How much money is to be co-financed				
Total budget	15,000			

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>	7,200	3,600	1.000	11.800
<i>Workshop NCP's</i>				
<i>September 2018</i>				
<i>To be decided</i>				
<i>20</i>				
<i>2 nights</i>	1,600			
<u>Event 2</u>				
<i>Asia Network meeting</i>				
<i>Fourth quarter 2018</i>				
<i>Asia, to be decided</i>				
<i>1</i>				
<i>4 nights</i>				

Event 3	1,600			
<i>REN meeting</i>				
<i>Fourth quarter 2018</i>				
<i>Asia, to be decided</i>				
<i>1</i>				
<i>4 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 €1000,-
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
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 2018 Asia Network meeting 4 th quarter of 2018 REN meeting 4 th quarter 2018		
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.