

|  |                         |
|--|-------------------------|
| TOR Reference No.:   | Author(s): John Visbeen |
| Version:   | Date: 31-10-2015        |
| <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 type="checkbox"/>            |
| Comparison studies   | <input type="checkbox"/>            |
| Assessing legislation (checklist)  | <input type="checkbox"/>            |
| Other (please describe):<br>-exchange of information,<br>-meeting of experts,                              | <input checked="" type="checkbox"/> |
| 1.3 Full name of work (enough to fully describe what the work area is)                                     |                                     |
| Three joint inspections in the field of nature protection on nature and Green expert team meeting-workshop |                                     |
| 1.4 Abbreviated name of work or project  |                                     |
| Joint inspections and Green expert team meeting  |                                     |

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

| 2.1 Name the legislative driver(s) where they exist (name the Directive, Regulation, etc.) |
|--|
| Birds Directive, Habitats Directive (Natura 2000), 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 checked="" 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.)

In 2014 the first green IRI was executed in Romania, the second green IRI will be executed in May 2016 in Italy. Best practices and opportunities for improvement were identified. Romania pointed out a focus area where they want to exchange knowledge and expertise. This focusses on organization of environmental and nature protection agencies (separated or merged)

During the workshop in Romania in 2015 the working group identified the issue of 'huntingtourism' as an opportunity to work together to identify the scope of this activity and to identify legal and illegal aspects. This was based on a presentation from a prosecutor in Romania. This case had deep impact on nature conservation status and it was told that illegal activities still continue.

In the management plan for the expert team on nature conservation the 'backbone structure' contains a cycle form an IRI activity, followed up with expert team meeting in the year after. (presentation of follow up from recommendations – discussion specific themes- define projects for next year). During workshop we will discuss at least four topics:

- results of green IRI Italy,
- results of joint inspections,
- exchange of information between authorities and NGO's (progress report mailinglist)
- projects 2017.

## 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 of information, collegial help to improve organization and execution of EU nature conservation legislation requirements,
- Identify the scope of a topic in the field of nature conservation (f.i. huntingtourism)
- Extend the network of inspectors working together,

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

Green IRI Romania 2014,  
Follow-up workshop 2015,  
Green IRI Italy (to be executed May 2016)

## 3. Structure of the proposed activity

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

Teleconference/use of Basecamp for preparation of the joint inspections and the workshop,  
Preparing inspection plans,  
Executing joint inspections,  
Workshop,  
Report of the workshop,

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

Programme and invitation,  
Inspection plans,  
Report,

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

Jan-feb 2015 - Preparatory activities (teleconference-programme-invite speakers and experts-making inspectionsplans for the joint inspections)

March-Juni - three joint inspections

September 2015 - Workshop

**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)**

John Visbeen, manager expert team on natur conservation,

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

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

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

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

-EU TWIX  
-representatives from NGO's like Birdlife/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<br>(exact) | Year 2 | Year 3 | Year 4 |
|---|-------------------|--------|--------|--------|
| How much money do you require from IMPEL? | 24675             | 24675  | 24675  | 24675  |
| How much money is to be co-financed       |                   |        |        |        |
| <b>Total budget</b>                       | 24675             | 24675  | 24675  | 24675  |

**6. Detailed event costs of the work for year 1**

|                                   | Travel €<br>(max €360 per<br>return journey) | Hotel €<br>(max €90 per night) | Catering €<br>(max €25 per day) | Total costs €                |
|-----------------------------------|--|--------------------------------|---------------------------------|------------------------------|
| <b>Event 1</b>                    | 5X360=1800                                   | 3X90X5=1350                    | 3X25X5= 375                     | 1800+1350+                   |
| <i>Joint inspection 1</i>         |  |                                |                                 | 375=3525                     |
| <i>March-june</i>                 |  |                                |                                 |                              |
| <i>t.b.c.</i>                     |  |                                |                                 |                              |
| <i>5</i>                          |  |                                |                                 |                              |
| <i>3 nights</i>                   |  |                                |                                 |                              |
| <b>Event 1</b>                    | 5X360=1800                                   | 3X90X5=1350                    | 3X25X5= 375                     | 1800+1350+                   |
| <i>Joint inspection 2</i>         |  |                                |                                 | 375=3525                     |
| <i>March-june</i>                 |  |                                |                                 |                              |
| <i>t.b.c.</i>                     |  |                                |                                 |                              |
| <i>5</i>                          |  |                                |                                 |                              |
| <i>3 nights</i>                   |  |                                |                                 |                              |
| <b>Event 1</b>                    | 5X360=1800                                   | 3X90X5=1350                    | 3X25X5= 375                     | 1800+1350+                   |
| <i>Joint inspection 3</i>         |  |                                |                                 | 375=3525                     |
| <i>March-june</i>                 |  |                                |                                 |                              |
| <i>t.b.c.</i>                     |  |                                |                                 |                              |
| <i>5</i>                          |  |                                |                                 |                              |
| <i>3 nights</i>                   |  |                                |                                 |                              |
| <b>Event 4</b>                    | 20X360=7200                                  | 3X90X20=<br>5400               | 3X25X20=<br>1500                | 7200+5400+                   |
| <i>Workshop/expertmeeting</i>     |  |                                |                                 | 1500=14100                   |
| <i>September 2015</i>             |  |                                |                                 |                              |
| <i>Croatia (t.B.c)</i>            |  |                                |                                 |                              |
| <i>20</i>                         |  |                                |                                 |                              |
| <i>3 nights</i>                   |  |                                |                                 |                              |
| <b>Total costs for all events</b> |  |                                |                                 | 3525 + 3525 +<br>3525 +14100 |

|  |  |  |        |
|--|--|--|--------|
|  |  |  | =24675 |
|--|--|--|--------|

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

|  |  |
|--|--|
| <b>7.1 Are you using a consultant?</b>   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No            |
| <b>7.2 What are the total costs for the consultant?</b>  |  |
| <b>7.3 Who is paying for the consultant?</b>   |  |
| <b>7.4. What will the consultant do?</b>   |  |
| <b>7.5 Are there any additional costs?</b>   | No   |
| <b>7.6 What are the additional costs for?</b>  |  |
| <b>7.7 Who is paying for the additional costs?</b>   |  |
| <b>7.8. Are you seeking other funding sources?</b>   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>Namely: |
| <b>7.9 Do you need budget for communications around the project? If so, describe what type of activities and the related costs</b> | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>Namely:            |

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

|  |  |      |  |         |
|--|--|------|--|---------|
|  |  | What |  | By when |
|--|--|------|--|---------|

|  |   |   |  |
|--|---|---|--|
| <p><b>8.1 Indicate which communication materials will be developed throughout the project and when</b></p> <p><i>(all to be sent to the communications officer at the IMPEL secretariat)</i></p> | <p>TOR<sup>✓*</sup></p> <p>Interim report<sup>✓*</sup></p> <p>Project report<sup>✓*</sup></p> <p>Progress report(s)<sup>✓</sup></p> <p>Press releases</p> <p>News items for the website<sup>✓*</sup></p> <p>News items for the e-newsletter</p> <p>Project abstract<sup>✓*</sup></p> <p>IMPEL at a Glance<sup>✓</sup></p> <p>Other, (give details):</p> | <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |  |
| <p><b>8.2 Milestones / Scheduled meetings (for the website diary)</b></p>  | <p>Jan-feb- preparatory teleconference</p>  |   |  |
| <p><b>8.3 Images for the IMPEL image bank</b></p>  | <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>  |   |  |
| <p><b>8.4 Indicate which materials will be translated and into which languages</b></p>   | <p>-</p>  |   |  |
| <p><b>8.5 Indicate if web-based tools will be developed and if hosting by IMPEL is required</b></p>  | <p>-</p>  |   |  |
| <p><b>8.6 Identify which groups/institutions will be targeted and how</b></p>  |   |   |  |
| <p><b>8.7 Identify parallel developments / events by other organisations, where the project can be promoted</b></p>  |   |   |  |

<sup>✓</sup>) Templates are available and should be used. <sup>\*</sup>) 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.*