

TOR Reference No.: 2017/20	Author(s): Simon Bingham
Version: 2	Date: 17 November 2016
<b>TERMS OF REFERENCE FOR WORK UNDER THE AUSPICES OF IMPEL</b>	

## 1. Work type and title:

Managing big data mini-conference

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 type="checkbox"/>
Cross-cutting – tools and approaches -	<input checked="" 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 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"/>
	<input type="checkbox"/>
1.3 Full name of work (enough to fully describe what the work area is)	
A mini conference to discuss how regulatory agencies should be managing their data. What is big data in a regulatory context? What does good practice look like? How can we maximise the benefits of the data we hold?	
1.4 Abbreviated name of work or project	
Big Data mini-conference	

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

<b>2.1 Name the legislative driver(s) where they exist (name the Directive, Regulation, etc.)</b>	
All regulatory work	
<b>2.2 Link to IMPEL MASP priority work areas</b>	
<ol style="list-style-type: none"> <li>1. Assist members to implement new legislation</li> <li>2. Build capacity in member organisations through the IMPEL Review Initiatives</li> <li>3. Work on 'problem areas' of implementation identified by IMPEL and the European Commission</li> </ol>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
<b>2.3 Why is this work needed? (Background, motivations, aims, etc.)</b>	
It has been identified in various IRI's that many organisations struggle with the data they hold on regulated sites and the environment. This conference will attempt to share best practice and potential solutions that can be shared to maximise the value of the data we hold.	
<b>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?)</b>	
By understanding what can be done regulators will be able to create/refine/develop their systems to maximize value of the data they hold.	
<b>2.5 Does this project link to any previous or current IMPEL projects? (State which projects and how they are related)</b>	
IRI's and DTRT execution.	

## 3. Structure of the proposed activity

<b>3.1 Describe the activities of the proposal (what are you going to do and how?)</b>
A Mini conference back-to-back with the X-cutting Expert Team.
<b>3.2 Describe the products of the proposal (what are you going to produce in terms of output / outcome?)</b>
Greater Understanding – conference report
<b>3.3 Describe the milestones of this proposal (how will you know if you are on track to complete the work on time?)</b>
Mini Conference
<b>3.4 Risks (what are the potential risks for this project and what actions will be put in place to mitigate these?)</b>
Low risk project

#### 4. Organisation of the work

<b>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)</b>
Tony Liebrechts, NL
<b>4.2 Project team (who will take part: name, organisation and country)</b>
Expert Team
<b>4.3 Other IMPEL participants (name, organisation and country)</b>
Various at presentation of findings
<b>4.4. Other non-IMPEL participants (name, organisation and country)</b>
Potentially various

#### 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?	15.255			
How much money is to be co-financed	0			
<b>Total budget</b>	<b>15.255</b>			

#### 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>	9.720	4.860	675 (27*25)	15.255
<i>Mini Conference</i>	(27*360)	(27*2*90)		
<i>Spring 2017</i>				
<i>TBC</i>				
<i>20</i>				
<i>2 nights accommodation</i>				
<b>Total costs for all events</b>	<b>9.720</b>	<b>4.860</b>	<b>675</b>	<b>15.255</b>

## 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>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Namely:
<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 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 checked="" type="checkbox"/> 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> *	<input checked="" type="checkbox"/>	01/01/17
	Interim report <sup>✓</sup> *	<input type="checkbox"/>	-
	Project report <sup>✓</sup> *	<input checked="" type="checkbox"/>	31/10/17
	Progress report(s) <sup>✓</sup>	<input type="checkbox"/>	-
	Press releases	<input type="checkbox"/>	-
	News items for the website <sup>✓</sup> *	<input checked="" type="checkbox"/>	31/10/17
	News items for the e-newsletter	<input checked="" type="checkbox"/>	March 2017 & 31/10/17
	Project abstract <sup>✓</sup> *	<input checked="" type="checkbox"/>	31/10/17
	IMPEL at a Glance <sup>✓</sup>	<input checked="" type="checkbox"/>	31/10/17
	Other, (give details):	<input type="checkbox"/>	-
<b>8.2 Milestones / Scheduled meetings (for the website diary)</b>	Mini Conference		
<b>8.3 Images for the IMPEL image bank</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>8.4 Indicate which materials will be translated and into which languages</b>	Project abstract (dependent on project team members)		
<b>8.5 Indicate if web-based tools will be developed and if hosting by IMPEL is required</b>	No		
<b>8.6 Identify which groups/institutions will be targeted and how</b>			
<b>8.7 Identify parallel developments / events by other organisations, where the project can be promoted</b>			

<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.*