



TOR Reference No.: 2017/03	Author(s): Annelaure GAUTHIER / Christian VEIDIG
Version: 2	Date: 21 October 2016
<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 checked="" type="checkbox"/>
Waste and TFS	<input type="checkbox"/>
Water and Land	<input type="checkbox"/>
Nature	<input type="checkbox"/>
Cross Cutting	<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)	
Lessons learnt from industrial accidents: 12 <sup>th</sup> seminar – June 2017	
1.4 Abbreviated name of work or project	
IMPEL seminar	

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

2.1 Name the legislative driver(s) where they exist (name the Directive, Regulation, etc.)



Connected to the environmental regulations concerning industrial establishments:

- \* mainly the Seveso III directive;
- \* parts of the ADR, RID, IED, CLP directives;
- \* TEIA convention;
- \* national regulations of each member state.

## 2.2 Link to IMPEL MASP priority work areas

1. Assist members to implement new legislation
2. Build capacity in member organisations through the IMPEL Review Initiatives
3. Work on 'problem areas' of implementation identified by IMPEL and the European Commission



## 2.3 Why is this work needed? (background, motivations, aims, etc.)

Data collection and study of industrial accidents are fundamental in order to prevent technological accidents. Inspectors of the environment need to be aware of actual industrial risks and to perform analysis of accidental situations. This, in order to understand what happened indeed and which measures were taken during and after such events.

11 seminars on lessons learnt were held in the past, in order to ease the dissemination and exchange of information between inspecting bodies of the member states. After the last edition, 78% of the participants were "very satisfied" of the content of the seminar, and 22% were "satisfied".

## 2.4 Desired outcome of the work (what do you want to achieve?)

The desired outcome of the 2-days working session is a more effective implementation and enforcement of environmental legislation. The seminar promotes the development of good practices by the exchange of experience and methods of working. It improves cooperation in National IMPEL networks and with other networks too.

### 3. Structure of the proposed activity

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

During the meeting, inspectors present around 15 selected and recent accidents. They provide a technical description and the results of the root cause analysis carried out: measures taken, organisational failures, systems or material that failed etc. They also detail the lessons learnt from the accidents and their own experience during or following the accident. A short review of the applicable regulation, judicial or organizational subjects is possible.

Time is left for discussion between participants.



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

- \* A 2-day seminar for 300 participants and the largest possible number of member states represented (21 countries were represented at the last edition).
- \* A proceedings printout (French and English) delivered to participants including a detailed analysis of each accident and reviews of known accidents related to a specific topics.
- \* A larger spreading of this document after the seminar, through the Internet.
- \* Special issue of the Loss Prevention Bulletin (Institution of Chemical Engineers - IChemE)

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

21 November 2016: Start of the project  
November 2016: Call for abstracts  
January 2017: Opening of registration  
31 Mai – 1 June 2017: 12<sup>th</sup> Seminar on “Lessons Learned from accidents”  
July 2017: Dissemination of the final report on the Internet

## **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)**

Philippe MERLE – French ministry of the Environment, Energy and the Sea

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

Annie NORMAND, Christian VEIDIG and Annelaure GAUTHIER - Bureau for analysis of industrial risks and pollution / French ministry of the Environment, Energy and the Sea

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

Members of inspection bodies from IMPEL member states

### **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?	16 900€			
How much money is to be co-financed	147 000€			
<b>Total budget</b>	163 900€			

**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>				
<i>12<sup>th</sup> IMPEL seminar</i>				
<i>31 May – 1 June 2017</i>				
<i>LYON</i>	48 600 €	35 100 €	32 000 €	163 900 €
<i>294 participants</i>				
<i>2 nights</i>				
<b>Total costs for all events</b>	48 600 €	35 100 €	32 000 €	163 900 €

**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?	
<b>7.5 Are there any additional costs?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Namely:
<b>7.6 What are the additional costs for?</b>	Rent of the meeting room, proceedings impression, translation (of proceedings and instantaneous during the seminar), technical equipment and technicians, safety.
<b>7.7 Who is paying for the additional costs?</b>	French ministry of the Environment, Energy and the Sea
<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 officers at the IMPEL secretariat)</i>	TOR*	<input checked="" type="checkbox"/>	21 November 2016
	Interim report*	<input checked="" type="checkbox"/>	28 February 2017
	Project report*	<input checked="" type="checkbox"/>	31 June 2017
	Progress report(s)	<input type="checkbox"/>	
	News items for the website*	<input type="checkbox"/>	
	Project abstract*	<input checked="" type="checkbox"/>	31 June 2017
	Other, (give details):	<input checked="" type="checkbox"/>	31 May 2017
		<input type="checkbox"/>	(proceedings)
<b>8.2 Milestones / Scheduled meetings (for the website</b>			



diary)	
<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>	Proceedings will be available in French and English
<b>8.5 Indicate if web-based tools will be developed and if hosting by IMPEL is required</b>	
<b>8.6 Identify which groups/institutions will be targeted and how</b>	Groups invited to the seminar: * Industrial facilities inspection bodies * European Commission * European IPPC Bureau in Seville, ECHA
<b>8.7 Identify parallel developments / events by other organisations, where the project can be promoted</b>	

) 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?*

### Supporting Notes for completing an IMPEL project Terms of Reference – Communications

***Both internal and external communications about IMPEL projects, their output and recommendations are key when it comes to reaching IMPEL's goals and fulfilling expectations. It has therefore been agreed that communication activities should play a bigger role throughout the duration of projects; starting at the preparation phase, until the evaluation and follow-up phase. Part 8 of this ToR template deals with the communications matters.***

**Point 8.1** lists materials that should be developed and sent to the IMPEL Secretariat. For most materials templates and examples are available. Items for the website, such as news posts, articles for the newsletter and press releases should be provided at least once during the project. In case of key activities (e.g. workshops or exchanges) or interim results communication is also recommended.



**Point 8.2** asks for milestones and data; for example of scheduled meetings. This information is important for the 'Calendar' on the IMPEL website and in order to assess crucial moments of communications; for example by highlighting certain activities in the newsletter.

As recommended IMPEL intends to develop an image bank. The collected images, which should be free of copyright and have a high quality, will be used for news items, reports, the website, posters and other promotional material. The source will of course be referenced. Please tick at **point 8.3** if pictures will be provided for this image bank.

Translation, **point 8.4**. The availability of IMPEL products in other EU languages is also considered of a high added value by its members, as this supports the promotion of IMPEL's work to an even wider audience. IMPEL kindly requests that at least the 'Project abstract' documents are translated into the languages represented in the project team (to be done by the members); but preferably more material.

If the output of an IMPEL project will be a web-based tool that is to be hosted on the IMPEL website, **point 8.5**, please liaise beforehand with the IMPEL secretariat about the (im)possibilities.

Please list which target groups, **point 8.6**, you will focus your communication on. Please also describe how you will connect with them. Some examples include:

- Are the European Commission involved e.g. as a workshop or conference participant or as a core team observer? If not, why not?
- Expert Working Groups e.g. European IPPC Bureau in Seville
- Networks e.g. Interpol, REACH forum, Basel Convention, European Chemicals Agency (ECHA), INECE...
- Non Governmental Organisations (business and environmental) e.g. European Environmental Bureau, WWF...
- European Parliament Environment Committee e.g. specific MEPs interested in an issue, Chair and Vice Chairs of ENVI, rapporteurs on specific legislative dossiers
- Economic and Social Committee
- Committee of the Regions
- Domestic national, regional and local government
- Industry and branch organisations

Events by organised by others, **point 8.7**, are also good opportunities to promote IMPEL work, involve a broader audience and/or to collect other views. Please identify which events will be relevant and how you will contribute (presentations, lead a workshop, develop a poster or a paper, take part in a panel discussion, etc).