

TOR Reference No.: 2019/05	Author(s): Romano Ruggeri Amended by: Elisabete Dias Ramos
Version: 3	Date: 07 August 2019
<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 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 checked="" 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 checked="" type="checkbox"/>
Assessing legislation (checklist)	<input checked="" type="checkbox"/>
Other (please describe):	<input type="checkbox"/>
1.3 Full name of work (enough to fully describe what the work area is)	
Waste management based on the "circular economy" principles and the "waste hierarchy": create a level playing field and common understanding in permitting and inspection processes.	
1.4 Abbreviated name of work or project	
Waste Management and Circular Economy (WMCE).	

## 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"> <li>• Communication from the EU Commission: EU actions to improve environmental compliance and governance (ECA).</li> <li>• Communication from the EU Commission: Closing the loop - An EU action plan for the</li> </ul>

Circular Economy.

- European Parliament resolution of 13 September 2018 on implementation of the circular economy package: options to address the interface between chemical, product and waste legislation (2018/2589(RSP)).
- Circular economy package.
- Waste framework directive.
- Landfill Directive.
- Industrial Emissions Directive.
- European Court of Justice of 15 October 2014 in case C-323/13.

## 2.2 Link to IMPEL MASP priority work areas

<ol style="list-style-type: none"> <li>1. Assist members to implement new legislation.</li> <li>2. Build capacity in member organizations through the IMPEL Review Initiatives.</li> <li>3. Work on ‘problem areas’ of implementation identified by IMPEL and the European Commission.</li> </ol>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
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## 2.3 Why is this work needed? (background, motivations, aims, etc.)

The circular economy concept is a framework that can be pursued to move towards an economy in which what is regarded as waste today can enter the economic cycle again as a resource. The overall aim is to achieve an economy “where the value of products, materials and resources is maintained in the economy for as long as possible, and the generation of waste minimized”.

The IMPEL Landfill and Circular Economy project has joined forces with the project “**Make it Work**”, to examine the topic of enabling eco-innovations for a circular economy under the current EU environmental legislation. The project is currently examining the topic of the implementation of the End of Waste criteria and By-products, set in Article 5 and 6 of the Waste Framework Directive (WFD), in the different Member States. The need for practical guidance for regulators, permit writers and inspectors is widely felt.

The main drivers of the project can be summarized as follows:

- **Promote eco-innovation and Circular Economy.**
- **Foster compliance with EU environmental law on Waste management.**
- **Provide training to environmental inspectors and permit writers on waste/end of waste management and linked to this on enabling eco-innovations aimed at a circular economy.**

These three pillars are founded on European Commission and IMPEL goals set in a variety of documents, here referenced.

1. Communication from the EU Commission: EU actions to improve environmental compliance and governance (ECA): This Communication presents an Action Plan to increase compliance with EU environmental law. One Action is dedicated to **combating environmental offense in the Waste** area that has been singled out as especially deserving of attention. Another Action aims to identify **training needs** for environmental inspectors and enhance cooperation with practitioners

for compliance assurance at European level.

2. The Circular Economy Package, adopted by the Commission on 2 December 2015, approved by the Environment Commission on 24 January 2017, it has created an important momentum to support the transition towards a more circular economy in the EU; the Action Plan (COM (2015) 614) on the Circular Economy complements this proposal by setting out measures to "close the loop" of the circular economy.

One of the key points is boosting the market for **secondary raw materials** as well as include guidance on circular economy into BREFs for several industrial sectors.

The current EU environmental law provides many tools and opportunities for enabling **eco-innovations** for a circular economy.

The recast of the Waste Framework Directive:

- Clarify rules on **by-products** in order to facilitate industrial symbiosis and create a level playing field across the EU.
- Clarify rules to enable recycled materials to be reclassified as non-waste whenever they meet a set of general conditions, which are the same across the whole EU (**end of waste**).

In cases where End of Waste (EoW) criteria have not been set at EU level (Article 6(4) WFD), Member States may decide at national level whether certain waste has ceased to be waste, either relating to classes of materials recovered from waste or to single-case decisions. Under the revised WFD the regulator will need to assess the (possible) end-of-waste status for each individual waste. Decisions can take different forms, depending on the MS legislation, e.g. explicit prior authorisation and/or subsequent verification and approval as part of inspections/compliance assurance actions. The new WFD also requires that MS, especially in the case of EoW, "*make information about case by case decision and about the results of verification by competent authorities publicly available by electronic means*" (art. 6, point 4).

3. Report from the EU Commission on the implementation of the circular economy action plan: The Commission is integrating **circular economy aspects into the BREFs** which EU Member States have to reflect when issuing permits for industrial installations, thus promoting innovation in industrial processes and helping to reduce waste generation, boost recycling and reduce resource use. There are around 50 000 installations in the EU carrying out one or more industrial activities listed in Annex I of the Industrial Emissions Directive (IED); this project aims to look at how the **IED and BAT** in combination with eco-innovations can be better used to achieve Circular Economy in IED Installations.
4. European Parliament resolution of 13 September 2018 on implementation of the circular economy package: options to address the interface between chemical, product and waste legislation (2018/2589(RSP)): Uncertainties about how materials can **cease to be waste** are a main issue of concern; the document also stresses that measures should be taken at EU level to bring about more harmonisation in the interpretation and implementation by Member States of end-of-waste provisions laid down in the WFD, with a view to facilitating the use of recovered materials in the EU. Furthermore, difficulties in the application of EU waste classification methodologies and impacts on the recyclability of materials (**secondary raw materials**) are highlighted.

5. IMPEL Implementation Challenge Final Report 2015 and 2017: Key findings on priority implementation challenges are about waste management. Some of the main points targeted are:

- The definition of waste and achieving a common interpretation and level playing field for **end of waste**, particularly where exports / imports of materials are involved.
- Managing environmental impacts around closure / after care of **landfill** sites.
- Compliance promotion in **pre-treatment** of waste.

The Project joined the “**Make it Work Project**” in 2017 sharing goals and working together on the drafting of the Guidance “**Enabling eco-innovations for the circular economy (prevention and recycling of waste)**”. Particular attention will be paid to the production process residues, focusing on the relevant BREFs. The connection between the EoW status and eco-innovations, which involve the production of new secondary materials/products from waste through new treatment/production processes, will be explored as well as the relationship between the application of ‘end-of-waste’ criteria and REACH and WSR legislations.

Looking at the bottom of the “waste hierarchy” pyramid, the requirement to **pre-treat waste before landfilling** are sometimes disregarded in MS, as pointed out by the results of the Landfill project in 2017. It could be important to define common criteria to evaluate the need of a pretreatment, especially for industrial waste, in order to comply with the overall environmental objectives of the Landfill Directive (permitting stage). A treatment option for waste destined for landfill, must comply with the definition of treatment. At the inspection stage this involves a ‘three-point test’ against which it must be assessed the effectiveness of the proposed treatment option – this is both true for domestic and industrial waste. To foster compliance promotion in pre-treatment of waste is cited as a main issue in the “Survey on practitioners” Implementation Challenge Report (2017). Furthermore, sharing experience and knowledge in practical landfill joint inspections has been positively greeted by Member States.

As far as industrial waste treatment is concerned, it is necessary to pay close attention to the **mixing** operation, that is a commonly used treatment, especially in order to respect the ‘*not dilution rule*’ of article 5 of LFD. The project aims to give examples of good practice for permit writers to implement EU regulations in environmental permits.

The need of qualified training is a continuous request, hence a **training program** on a medium term will be developed along the project. The project has been mentioned (Cross-cutting meeting in Lisbon in May 2018 and IED/DTRT combined meeting in Edinburgh in June 2018) to be used as a pilot project to deliver Training.

**European Commission DG ENV** is paying attention to the project. As a result of the Brussels meeting with DG ENV Unit B.3 (October 2017), it was suggested to IMPEL to investigate how end of waste and by-products criteria (art. 5 and 6 of the Waste Directive) have been developed and implemented in the EU Member States. The EU Commission pointed out the crucial role of the verification/inspection systems that are in place in MS, to check compliance with the criteria of the Directive and therefore pushed IMPEL to deal with this topic. A DG ENV member attended the first meeting of the project in Treviso in 2018 and a further meeting with DG ENV has been arranged in July 2018 with IMPEL and MiW members, to present the outline of the Guidance on Eco innovation

linked to Circular Economy.

To summarize, the project intends to develop, along a three years period (2018-2020), the following branches of study:

- Further deepen, extend on and add on to the joint IMPEL and Make it Work Guidance “Enabling eco-innovations for the circular economy (prevention and recycling of waste).
  - End of Waste: examine the state of the art in order to create a common level playing field and collect best practice developed in MS; produce practical tools for permit writers and inspectors.
  - By-products: examine the state of the art in order to create a common level playing field and collect best practice developed in MS; produce practical tools for permit writers and inspectors.
- Further development of the Training Program on waste/end of waste/by-products management (landfill inspections, pre-treatment, end of waste, by products, eco-innovation). Carrying out the activities included in the Training program: “real joint inspections”, sampling activities, e-learning and presentation of case studies and tools and strategies developed in the Guidance on enabling eco-innovations; (2018-2020).
- Support Member States and environmental competent authorities as to how circular economy can be better achieved within the confines of the IED building on the sections regarding IED in the Guidance on enabling eco-innovations; provide lessons learned to the Commission on possible improvements to the relevant European Directives to improve the transition to the Circular Economy through the IED and associated directives.
- Pre-treatment of waste (municipal and industrial) before landfilling: create a common level playing field and collect best practice for inspectors and permit writers in agreement with BREF contents (2018-2020); further development of the Guidelines already issued.
- Landfill inspections: further development of the Guidelines already issued.

## **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?)**

The Project aims to deliver the following outcomes:

### **Eco-innovation & Circular Economy**

- Examining the topic of enabling eco-innovations for a circular economy under current EU environmental legislation; discuss concrete eco-innovation cases and assess what challenges and barriers authorities encounter when applying and enforcing current EU environmental legislation as well as solutions found to these barriers.
- Determination of when a waste ceases to be a waste: EoW and By-products. Examine the state of the art in order to create a common level playing field and collect best practice developed in MS.
- End of Waste: practical tools for permitting and inspections. Examine the application, across MS, of art. 6 of Directive 2008/98 both from a permitting and inspection point of view, above all in the “single case” decisions. Explore the connection with eco-innovations and REACH and TFS legislations. Build a database to collect the case by case decisions and the

case by case verification by competent authorities, as requested by the amended WFD.

- **By-products:** practical tools for permitting and inspections. Examine the application, across MS, of art. 5 of Directive 2008/98 both from a permitting and inspection point of view and discuss about MS guidelines or procedures to assess when a by-product complies with Waste Framework Directive definition. Identify, significant streams of residual material mentioned in BREFs of different process production, that are considered as by-products according to MS legislations.

### **IED & Circular Economy:**

Building on the sections regarding IED in the Guidance on enabling eco-innovations:

- Undertake a review of whether Member States are already using the IED to deliver circular economy, and if so, how they are doing this. This strand of the project would appraise the success of individual approaches, identifying barriers and how approaches could be improved upon.
- A “think-tank” forum to take place looking at the existing flexibilities within the IED and how they could be used, theoretically, to deliver circular economy at IED Installations. This strand of the project would be aimed at identifying how we could use what we have (the IED and any other relevant directives) in a better way to deliver circular economy at IED installations.
- Production of “wish list” of which additional or amended measures would need to be added to the IED (either as a directive or guidance) to more clearly embed circular economy principles – e.g. give the Commission’s our wish list of future steps and support.
- Examples of best practices that apply eco-innovation in IED installations.

The results of this work would be incorporated into the Guidance on enabling eco-innovations.

### **Training program:**

- Share knowledge and build skills on crucial aspects of waste/end of waste management: landfill, pre-treatment, End of Waste, By-products, eco-innovation & Circular Economy, using the Guidance on enabling eco-innovations, the Guidance on Landfill inspection and the Guidance on pre-treatment. Definition of detailed table of training contents (Modules and learning objects). Identification and involvement of teachers for each learning objects. Carrying out training activities according to the Program.

### **Pretreatment of waste (municipal and industrial) before landfilling:**

- Create a common level playing field and collect best practice for inspectors and permit writers; review of the Final Report 2017 to include good practices of pre-treatment of the waste before landfilling and crucial points to be considered in permitting and inspection activities. To support the EU Commission to a possible implementation of LFD in order to define criteria and need of a pretreatment.

### **Landfill Inspections:**

- To enhance the exchange program among inspectors across MS on the topic of Landfill inspection, and continuously update the Guidance on Landfill inspections.

### Communication

- To spread the achieved results of inspections and guidelines / checklists in the Member States by the National Coordinators and ask for feedback.

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

- Impel Landfill project: Follow up.
- IED Implementation Project: link between circular economy, waste prevention, waste recycling and IED Directive.
- IMPEL-TFS NCP Best Practice meetings: link with waste / products shipments across EU and out of EU.
- Doing the Right Things for Environmental Permitting: link with the permitting and regulatory cycle when dealing with eco-innovations and the way it affects the strategy of Organizations.

## 3. Structure of the proposed activity

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

#### 1<sup>st</sup> meeting (three days – 10 people): General Conference

A joint IMPEL and Make it Work Conference will be planned in the first part of 2019 to present the Guidance “Enabling eco-innovations for the circular economy (prevention and recycling of waste)” finalized end of 2018. Presentations will be given on the different sections of the Guidance. The new actions of 2019 “IED & Circular Economy” and “By-products” will be launched and presented. The Conference will last 2 days. The third day will be dedicated to the creation of subgroups to start working on the following topics:

- By-Products and Guidance continuous update.
- IED & CE.
- Training activities.
- Landfill Guidance (Basecamp group).
- Pre-treatment Guidance (Basecamp group).
- Communication strategy (Basecamp group).

A referent will be appointed to each of the subgroups.

#### 2<sup>nd</sup> meeting (2 days – 10 people):

The first day will be dedicated to the work of the subgroups pre-defined in the 1<sup>st</sup> meeting. Presentations will be given on the progress of the work. Case studies on by-products will be

presented as well.

During the second day, the subgroups will continue working separately and a plenary session is foreseen.

### **3<sup>rd</sup> meeting (2 days – 10 people):**

The first day will be dedicated to the work of the subgroups pre-defined in the 1<sup>st</sup> meeting. Presentations will be given on the progress of the work. Case studies on by-products will be presented as well.

During the second day, the subgroups will continue working separately and a plenary session is foreseen.

### **Training activities: pilot project**

The project has been indicated as a pilot for training linked to the activities concerning the development of IMPEL Knowledge and Innovation Centre, as defined in a ToR proposed within the Cross-cutting Expert Team.

Training activities contemplated in the Training Program will be carried out during 2019, according to the training modules that were defined in the end of 2018.

Joint inspection is a tool that will be used as practical part of the training; e-learning or frontal lessons can be used as well. A training methodology and train de trainer will be included. No more than three inspectors can attend one inspection: their commitment is to prepare the inspection in advance with the local inspectors and to report the results of the inspection at the end of the meeting (strengths and weaknesses).

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

### **Joint IMPEL and MiW Guidance “Enabling eco-innovations for the circular economy (prevention and recycling of waste)”:**

- Applying key provisions in EU environmental legislation.
- Governance of enabling eco-innovations.
- Roles and tasks of policymakers/legislators (national and at EU level).
- The role of businesses and other stakeholders.
- Plastics.
- Permitting process / assessment of EoW status.
- Verification/inspection system to assess compliance with EoW conditions.
- When a waste is “not” a waste: By-products assessment.

### **Joint IMPEL and MiW Conference on Eco-innovation & Circular Economy.**

### **EoW case by case Database:**

- Implementing the architecture in the Website.

- Input of EoW cases in the Database.

**Report on IED & Circular Economy (to be included in the Guidance on eco-innovations):**

- Identify and appraise the success of individual approaches to using the IED to delivery circular economy, identifying barriers and how approaches could be improved upon.
- Explore existing flexibilities within the IED and how they could be used, theoretically, to deliver circular economy at IED Installations and identify how we could use what we have (the IED and any other relevant directives) in a better way to deliver circular economy at IED installations.
- Contain “wish list” of which additional or amended measures would need to be added to the IED (either as a directive or guidance) to more clearly embed circular economy principles, e.g. give the commissions our wish list of future steps and support.

**Web form of the Guidance and Waste Manual**

- Investigate the possibility to upload a web form of the Guidance in the IMPEL website.
- Investigate the possibility to merge the products in a Waste Management manual.

**Training program on crucial aspects of waste/end of waste management**

- Definition of detailed table of training contents (Modules and learning objects).
- Carrying out activities of the programme: Joint inspections (Experience with preparation, execution, reporting steps of the inspection, inspection reports), e-learning, face to face training, etc.

Recast of the **Guidance on Pretreatment of waste** (municipal and industrial) before landfilling; include best practices of pre-treatment of the waste before landfilling and crucial points to be considered in permitting and inspection activities.

Recast of the **Guidance on Landfill inspections**; update according to the new WFD. Amend the checklist and include new pieces of information.

**Communication strategy** to spread the achieved results (Guidance’s) within the Member States by the National Coordinators and ask for feedback. Infographic and leaflet.

**Meeting reports.**

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

1. January 2019: Project team web conference meeting, preparation of the conference.
2. January / March 2019: Preparation of the Conference; definition of subgroups 2019; review of the Guidance on Eco-innovation; set up of the training activities.
3. March 2019: 1<sup>st</sup> meeting: General Conference: presenting the Guidance on Eco-innovation.
4. March / June 2019: Basecamp: working in subgroups. Training activities.
5. June 2019: 2<sup>nd</sup> meeting: first draft of subgroups report; implement the Guidance of Eco-

innovations with results of IED & CE and By-products results.

6. June / October 2019: Basecamp: working in subgroups. Training activities.
7. October 2019: 3<sup>rd</sup> meeting: final results of subgroups; implement the Guidance on Eco-innovations with results of IED & CE and By-products results.

### 3.4 Risks (what are the potential risks for this project and what actions will be put in place to mitigate these?)

- Unavailability of English translated documents (permit and self monitoring report) of the plant to be inspected.
- A significant part of the work should be done “at home”, therefore the involvement of participants is crucial.

## 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)

Romano Ruggeri, Sardinian Regional Environmental Protection Agency (ARPAS), Italy.

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

- **Italy:** Luca Paradisi, Elena Foddanu.
- **Netherlands:** Arjen Snijder.
- **Spain:** Myriam Fernandez Herrero.
- **United Kingdom:** Claire O'Neil (Northern Ireland), Jamie McGeachy (Scotland).
- **MIW:** Jan Teekens, Gabrielle Kuhn (Netherlands).

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

- **Albania:** Enis Tela
- **Austria:** Franz Waldner
- **Belgium:** Liesbet Rommens, Paul Bernaerts, Katrien Van der Sande
- **Czech Republic:** David Petr, Vojtěch Pilňáček
- **Cyprus:** Neoklis Antoniou, Chrystalla Stylianou
- **Denmark:** Rasmus Eisted
- **Estonia:** Kristel Lopsik
- **France:** Anne-Luce Zahm
- **FYROM:** Durak Arifi, Latif Latifi
- **Germany:** Rainer Bulitta
- **Greece:** Sofia Christoforou, Sofia Mani
- **Ireland:** Carol O'Sullivan, Martina Nolan
- **Italy:** Luca Paradisi, Elena Foddanu, Bruno Barbera, Alessandro Peru
- **Kosovo:** Mustaf Hyseni

- **Latvia:** Kalvis Avotnis
- **Malta:** Pauline Agius Farrugia, Nathalie Ellul, Simon Farrugia, Ritianne Stellini Galea
- **Netherlands:** Stuart Gunput, Arjen Snijder, Jan Urbaan, Ankie Peters, Jan Koot
- **Poland:** Anna Poplawska
- **Portugal:** Elisabete Vieira, Jorge Pulido Valente, Miguel Leão, Paula Santana, Patrícia Teixeira
- **Croatia:** Ivan Pusic, Zora Jelic
- **Romania:** Andrea Husu
- **Slovakia:** Monika Medovicova, Monika Kromerova
- **Slovenia:** Jana Miklavcic, Nevenka Zvokelj
- **Spain:** Myriam Fernandez Herrero, Isabel M. González Lechuga, Gonzalo Perales Garat, Maria Mallada, Iria Rodríguez Ferrerirós
- **Turkey:** Pinar Ece Karac, Senay Arslan
- **United Kingdom:** Claire O'Neil, Michelle Griffiths, Gareth Lewis, Paul Corrigan, Mair Davies, Redwynn Sterry, Kelly Short

Further environmental officers with experience on REACH and TFS regulations will be invited to participate in the meetings.

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

- Close contact with European Commission DG Environment: Julius Lagendorff, Jose-Jorge Diaz Del Castillo.
- Close contact with the IED Implementation IMPEL project – subgroup “Eco-innovations” and with the “Make it work” Project: Jan Teekens.
- Close contact with United Nations.

### 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?	20,000 €			
How much money is to be co-financed?				
<b>Total budget</b>	20,000 €			

## 6. Detailed other costs of the work for year 2

6.1 Are you using a consultant?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
6.2 What are the total costs for the consultant?	N/a.
6.3 Who is paying for the consultant?	N/a.
6.4 What will the consultant do?	N/a.
6.5 Are there any additional costs?	Yes. 2,030 €.
6.6 What are the additional costs for?	Web support for End of Waste Database.
6.7 Who is paying for the additional costs?	IMPEL.
6.8 Are you seeking other funding sources?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Namely:
6.9 Do you need budget for communications around the project? If so, describe what type of activities and the related costs.	<p>Yes: It is included in the budget allocated for training and communication.</p> <p>Namely: Leaflets, Guidance web form, Guidance translation, Guidance hard copies, training materials.</p>

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

	What		By when
<b>7.1 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 ✓ * Interim report ✓ * Project report ✓ * Progress report(s) ✓ Press releases <input type="checkbox"/> News items for the website ✓ * News items for the e-newsletter ✓ Project abstract ✓ * IMPEL at a Glance ✓ Other, (give details): <ul style="list-style-type: none"> <li>• Guide document (revised).</li> <li>• Examples of good practise.</li> </ul>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
<b>7.2 Milestones / Scheduled meetings (for the website diary).</b>	See 3.3.		
<b>7.3 Images for the IMPEL image bank.</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>7.4 Indicate which materials will be translated and into which languages.</b>	Project abstract will be translated in the languages of the participating MS. Whenever possible, permits of the landfills to be inspected will be translated in English before the visit.		
<b>7.5 Indicate if web-based tools will be developed and if hosting by IMPEL is required.</b>	Survey monkey. Infographics. EoW Database. Guidance web form.		
<b>7.6 Identify which groups/institutions will be targeted and how.</b>	Both environmental inspectors and permit writers are the target for the Training Programme. Regulators are beneficiaries of the Guidance on Eco-innovation.		
<b>7.7 Identify parallel developments / events by other organisations, where</b>	EU Peer to Peer, IRI's, meetings with COM, Make it Work project, waste management technical workshops, national IMPEL meetings, international conferences, TAIEX workshops, Twinning projects.		

**the project can be promoted.**

✓) Templates are available and should be used. \*) Obligatory

## 8. 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.*