European Union Network for the Implementation and Enforcement of Environmental Law

Funded by the European Union

IMPEL

IMPEL BASICS!

Basecamp Shortlinks - All the links to major documents & procedures in IMPEL here.

About

- The European Union Network for the Implementation and Enforcement of Environmental Law (IMPEL)
- An international non-profit organisation of **environmental authorities**
- Founded in **1992.** Legal seat in Brussels; website: https://www.impel.eu
- **59 members authorities** from **38 countries** including all EU MS
  - **New Members – State Environmental Inspectorate of Ukraine, EPA of Montenegro**
- **>1250 involved experts**
- IMPEL's overview ppt (here)

- **Contact Lists on Basecamp**
  - Secretariat, Board, ETLs, PMs, regularly updated
  - Compiled MoI for 2022-2024 IMPEL Projects, regularly updated, video how to filter for your country/project

IMPEL's mission is to ensure effective, efficient implementation and enforcement of European environmental law by promoting professional collaboration and sharing of information and best-practice between national, regional or local environmental competent authorities.

- ***HOW?*** - IMPEL carries **out projects & other networking activities** for practitioners in environmental authorities, on the basis of 5 Thematic areas **(5 Expert Teams)**
- **Basecamp** is the internal communication & project management platform.
- **Boards (Admin & Projects) + General Assembly** → **network** management
- Supported by a **Secretariat** team
- Financed by **membership fees** & **grants from EU Commission**
- Experts' time (**in kind contribution**)
- More than **30 active projects**
- Opportunity to access a **pool of practitioner expertise**

Secretariat Team 2024

- Structure of IMPEL'S Secretariat

WILL FAWCETT
Organisational and Operational support
Availability: Part time
Mon –Weds & Fri. 10-16:00 CET

CONTACT Will.Fawcett@impel.eu
Tel/ WhatsApp: +44 7563795871

MAIN TASKS

Planning, coordination and follow up of Board and GA meetings.

Supporting the IMPEL Chair and Vice Chairs to fulfil their functions.

Preparing, documenting, distributing and following up on Board decisions.

Drafting grant requests and reports in collaboration with Board, ET leads, project and financial officer.

Coordination of the secretariat.

Liaising and collaborating with the Secretariats of other European Compliance Networks.

Overseeing suppliers of goods and services.

IMPEL Newsletter

PINAR TOPKAYA
Project management
Availability: Part time:
Mon. - Fri. until 15:00 CET

CONTACT Pinar.Topkaya@impel.eu
Tel/ WhatsApp: 00905332234948

MAIN TASKS

Project portfolio and activities oversight, forecasts and reports – establishing and updating management plans for the IMPEL Project portfolios.

Establish an overall risk assessment and management plan and ensuring change reporting and control.

Support of Expert Teams in establishing consistent work plans.

Monitoring and Reporting of project progress.

Generate and implement a documentation structure.

Support the Audit and Evaluation Committee.

ELENI BELMPA
Travel and Event Management and Support
Availability: Part time:
Mon. - Fri. until 15:00 CET

CONTACT Eleni.Belmpa@impel.eu
Tel/ WhatsApp: 0030 6974315521

MAIN TASKS

Prepare, manage, organise and render operative support to IMPEL virtual and hybrid physical events: 4-Networks Conference, General Assemblies, Project Meetings, Expert Teams' Meetings and conferences (and back-to-back events), including hotel selection and negotiation-as far as necessary, authorisation profiles and conditions for travelling, reimbursement process.

Development of standardised "event components" (forms, checklists, model communications) that are applicable to all events.

FOTINI STAMATI
General Administrative Support
Availability: Part time
Mon –Fri. after 14:00 CET

CONTACT Fotini.Stamati@impel.eu
Tel/ WhatsApp: 0030 6932312100

MAIN TASKS

Managing Manifestation of Interest process & members' access on Basecamp.

Maintain and updated contact list, routine updates of IMPEL's website.

Distribute relevant information to National Coordinators, Board, members, experts.

Support Basecamp communication from Board, Committees, ETs, projects and activities.

Provide backup & setting up virtual conferences with specific demands (e.g. voting) and registration procedures for IMPEL meetings.

Managing the IMPEL calendar.

Claudia Wunderlich
Finance Officer
Availability: Part time
Mon. - Fri. Afternoons and on appointment

CONTACT Claudia.Wunderlich@impel.eu
Tel/ WhatsApp: 0049 1624822188

MAIN TASKS

Budget Planning.

Compliance and Cost control.

Preparation of internal and external audits and financial reports.

Coordinating with budgetary units in the European Commission.

Managing tax liabilities with support of external accountant.

Managing internal requests for financial information from Board. Operational financial support of project leaders.

Manage cash and reserve funds.

GDPR compliance, Bookkeeping.

Senay Arlsan
Product Dissemination and Marketing
Availability: Part time
Mon. - Fri.

CONTACT senay.arslan@impel.eu
Tel/ WhatsApp: 0090 312 410 19 76

MAIN TASKS

Working with Project Managers, Expert Team leads and Board in improving the dissemination of project results like guidelines, story books, checklists, handbooks, abstracts, forms, and documents.

Supporting the studies for developing practical self-teaching, e-learning, and training materials or other tools from IMPEL activity results.

Contributing to the development of the IMPEL website to optimize the IMPEL activity results for better suitability as self-teaching, learning, and training materials or other tools.

Grit Mohr
Financial Support
Availability: Part time
Mon. - Fri.

CONTACT grit.mohr@impel.eu
Tel/ WhatsApp: +49 15202847536

MAIN TASKS

Budget Planning.

Compliance and Cost control.

Preparation of internal and external audits and financial reports.

Coordinating with budgetary units in the European Commission.

Managing tax liabilities with support of external accountant.

Managing internal requests for financial information from Board. Operational financial support of project leaders.

Manage cash and reserve funds.

GDPR compliance, Bookkeeping.

Sophie Moritz
Event booking & System Management
Availability: Part time
Mon after 12, Wed, Thurs and Fri after 14.

CONTACT sophie.moritz@impel.eu
Tel/ WhatsApp: 0049 15170146622

MAIN TASKS

Administration of the travel bookings system

Working with Project Managers to prepare well in advance for meetings

Management of participant and traveller lists

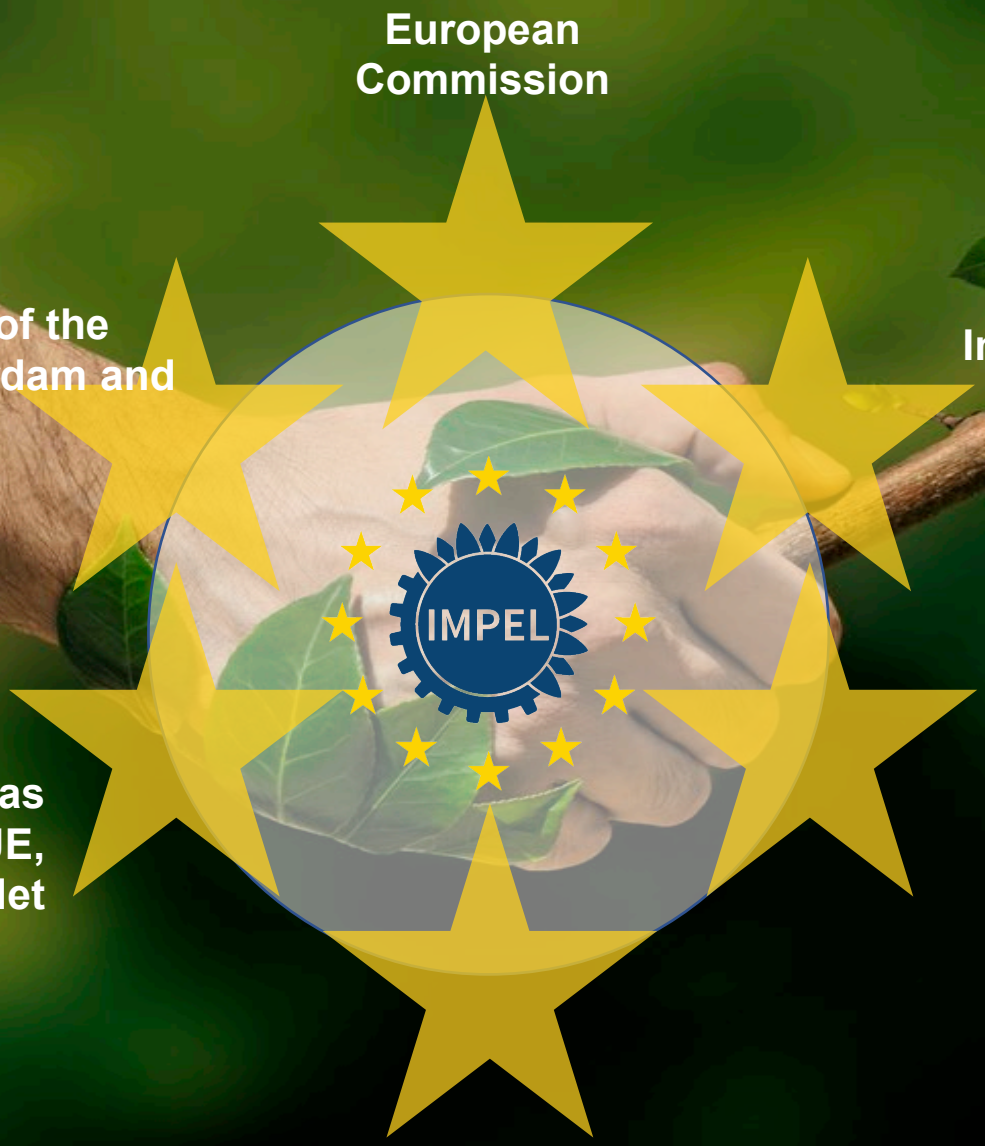
Online meeting support and preparation

Support for the Event Management Service Provider

Any administrative task directly related to the activities mentioned above

Collaboration within the Compliance chain,
other networks

Environmental law partners



Collaboration within the Compliance chain

- IMPEL works together with **EnviCrimeNet**, **ENPE**, and **EUFJE**, networks of police officers, prosecutors and judges, to promote trust and understanding amongst all actors of the compliance chain as a prerequisite for successful collaboration at the level of practitioners,
  - 4 Networks Day in May 2021 (virtual)
  - 4 Networks Conference in 2023 (Rome, Italy 28-29 September) All outputs available in the e-zine https://www.environmentalprosecutors.eu/conference2023/files/node/index.html

- **There is an Environmental Crime Directive (ECD) working group on Basecamp!**

Joint statements on the ECD and the EU Policy Cycle
More information here

EU FORUM OF JUDGES FOR THE ENVIRONMENT
UE FORUM DES JUGES POUR L'ENVIRONNEMENT

Secretariat's contact person: will.fawcett@impel.eu

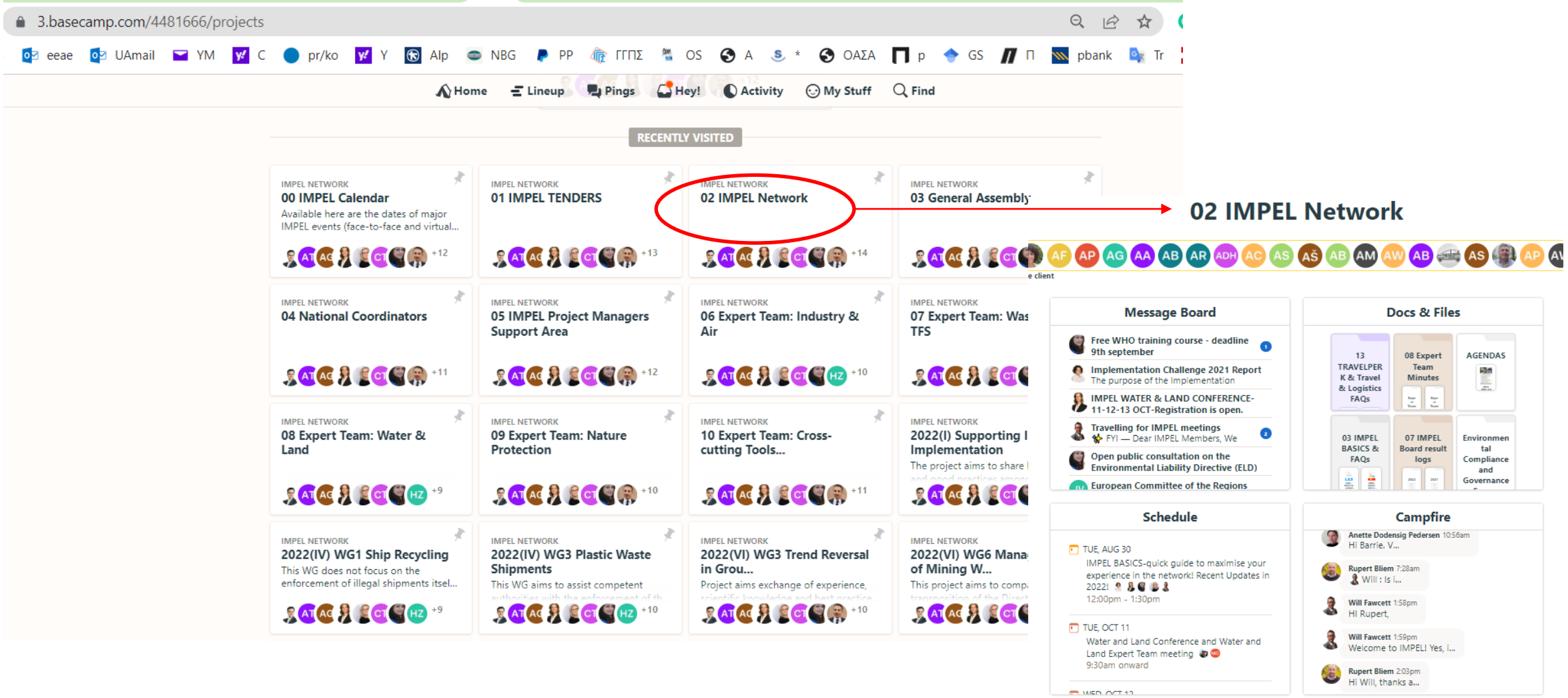
Basecamp

Contact the National Coordinator: Name/email/organization and the project the member is interested as well as the level of participation : active or follower.

National Coordinator Helle Gaj Hansen, Miljøstyrelsen
mail: helgh@mst.dk

Basecamp

OFFICIAL Internal Communications & Project Management platform



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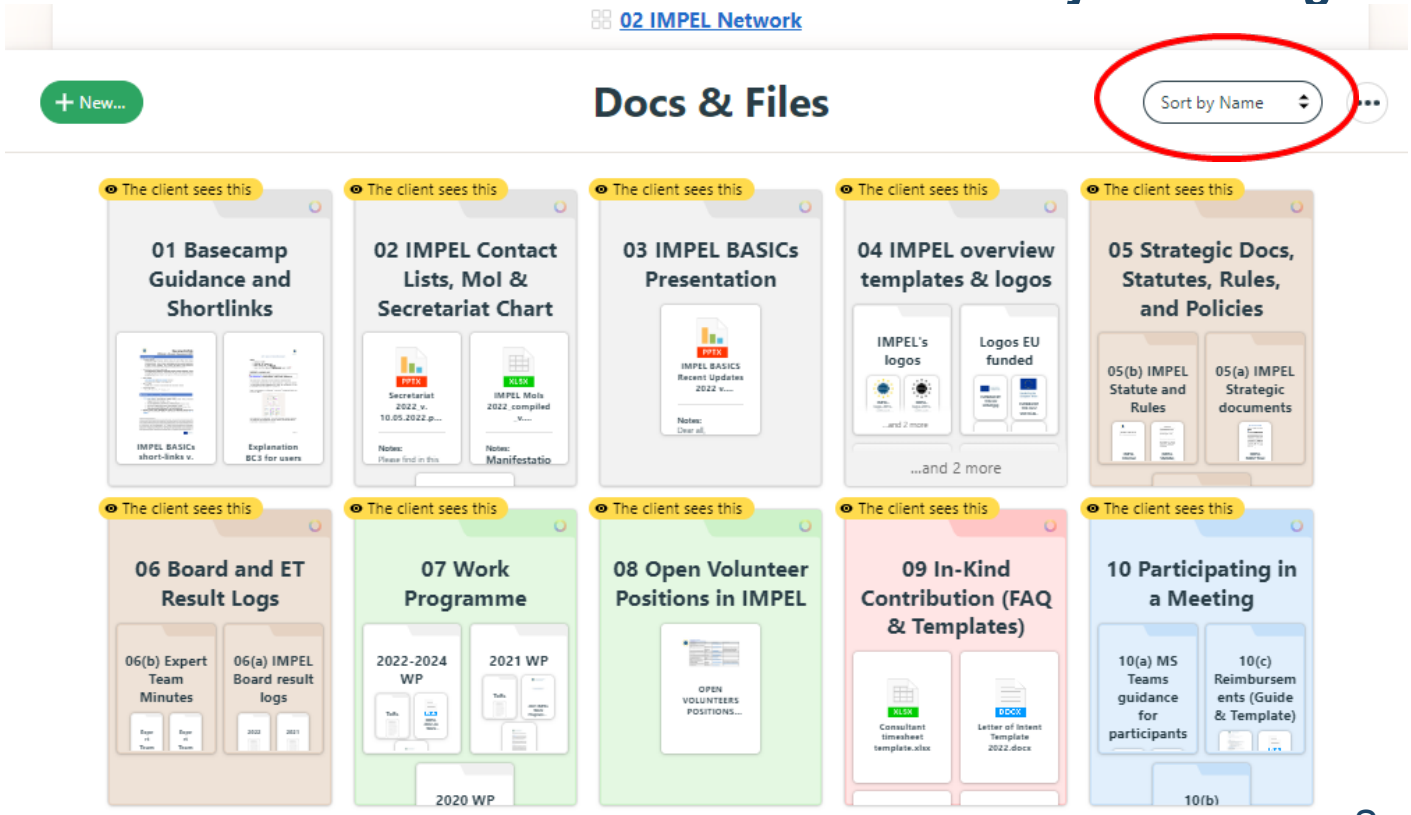

- **Basecamp Guidance** (incl. HOW to customize notifications). Recorded Webinar
- **Contact Lists**
  - Secretariat, Board, ETLs, NCs, PMs, regularly updated
  - Compiled MoI for 2022-2024 IMPEL Projects, regularly updated, video how to filter for your country/project
- IMPEL Strategic Docs (MASP), Statute, Internal Rules, Policies (Travel, procurement) (here)

Secretariat's contact person: fotini.stamati@impel.eu

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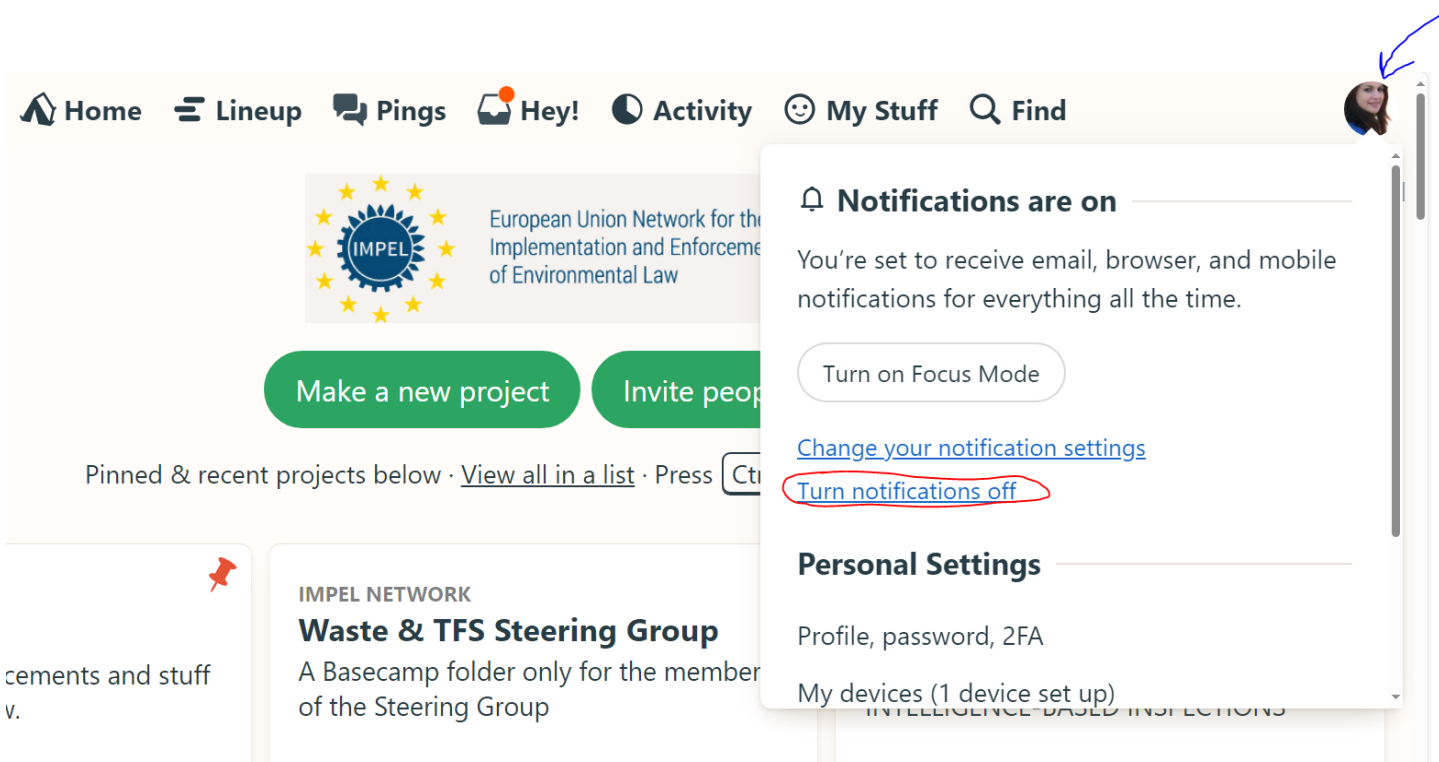

- **How to stop notifications in my email**
- **Daily update**
- **How to stop notifications from a project**
- **How to stop notifications from an open discussion**
- **Further customization**
- **How to send private messages: Use Ping, do not use Board messages.**

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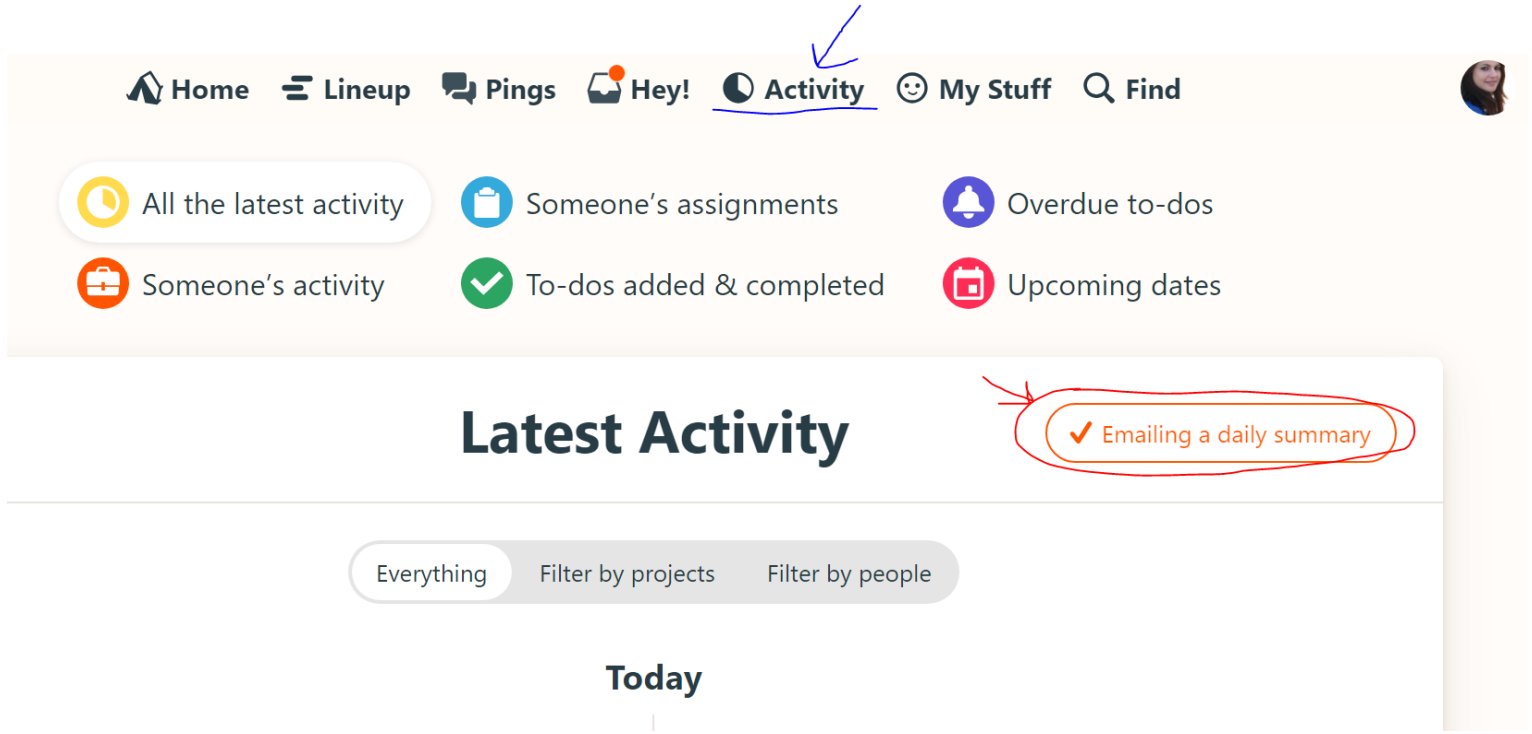

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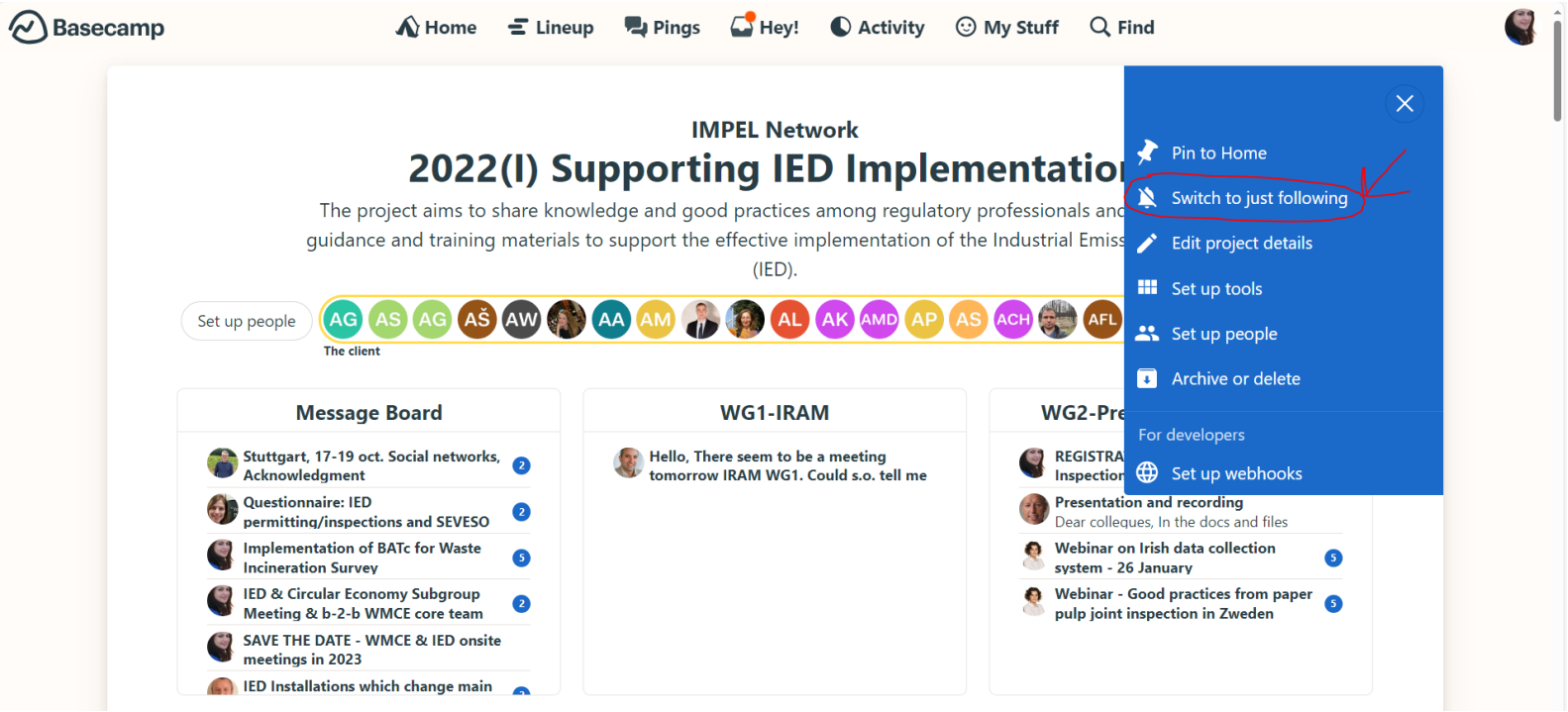

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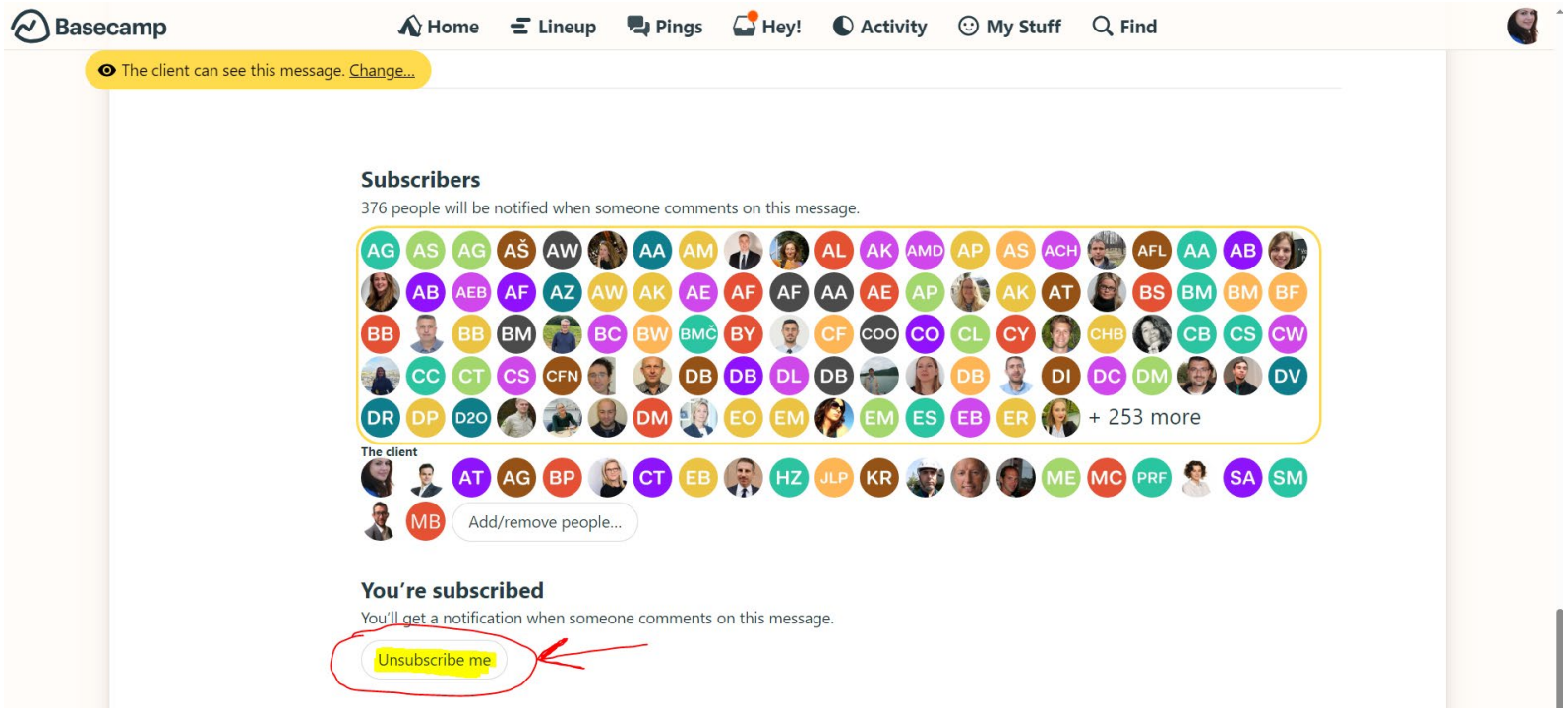

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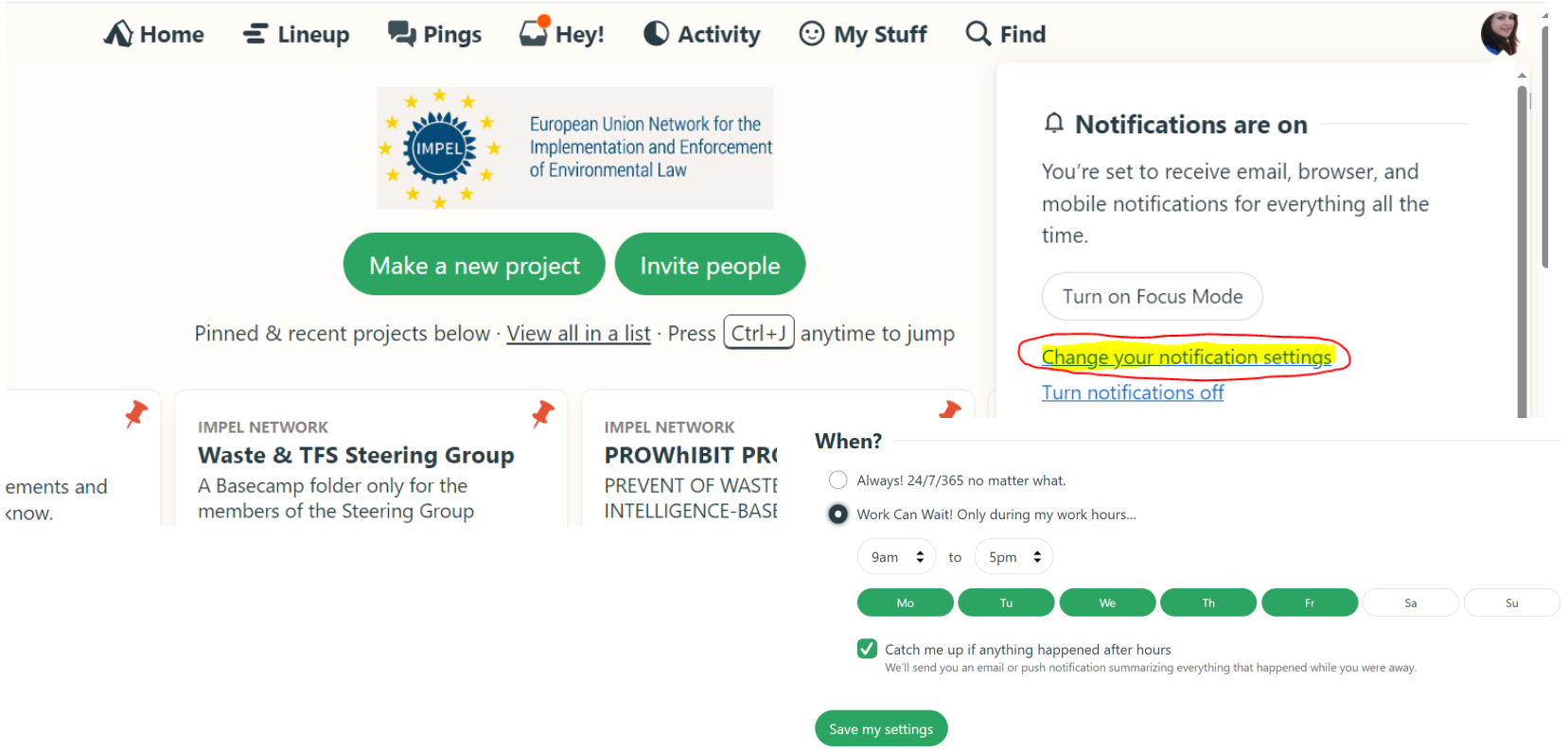

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Basecamp messages notice

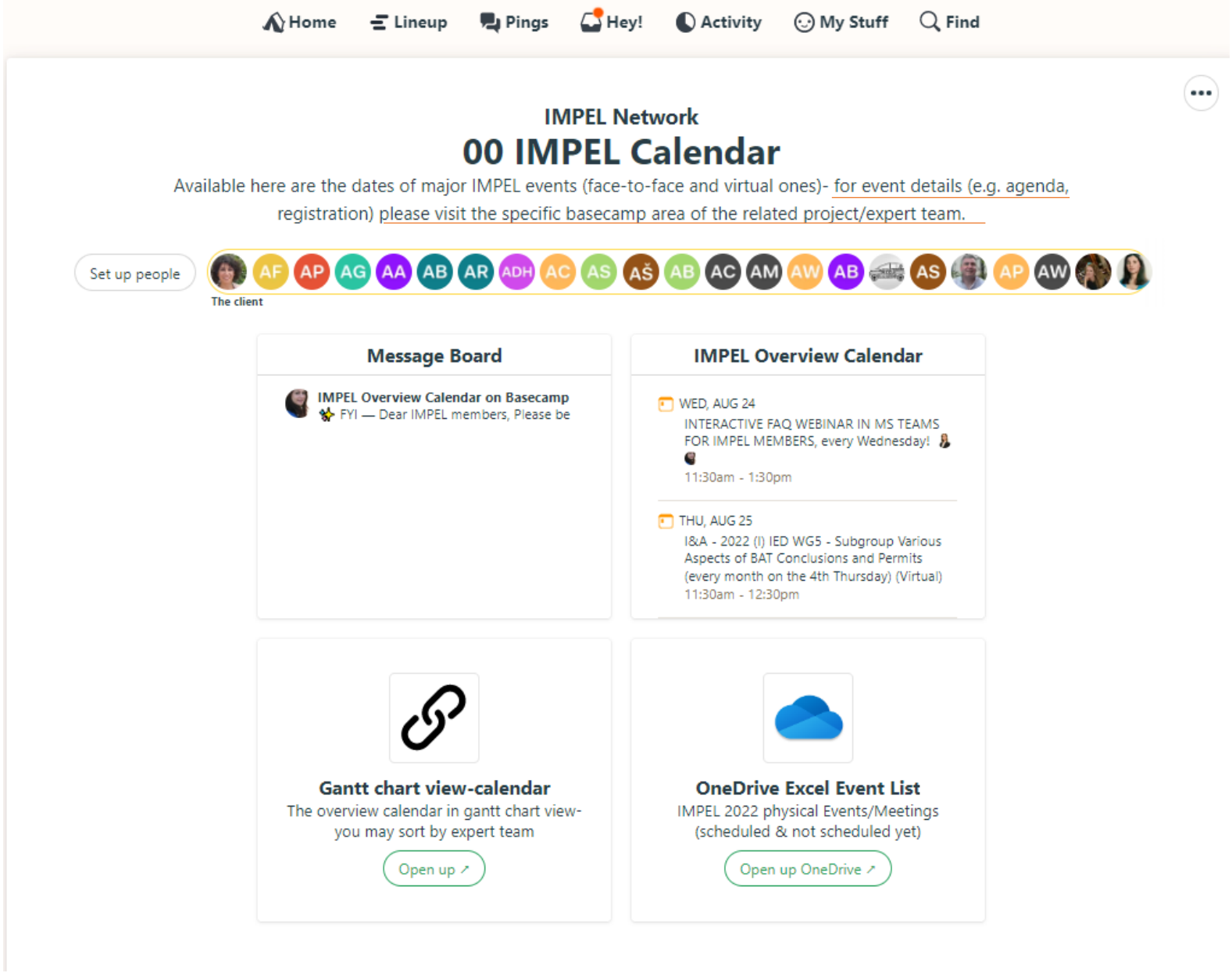
- **IMPORTANT: Please do not respond to Basecamp messages**, unless this is asked, because your e-mail would be sent to all the group that received the message through basecamp (to avoid an overload of emails). Better please send personal emails.
- Notice you can easily unsubscribe from the notification or customize notifications by clicking "• Unsubscribe" *or* "• Change your notification settings", respectively, at the end of the message. Check the Basecamp Guidance and Recorded Webinar.
- For **help** contact fotini.stamati@impel.eu.

IMPEL Overview Calendar

- More information and links here
  - Upcoming events
  - Gantt chart view
  - Excel Event List

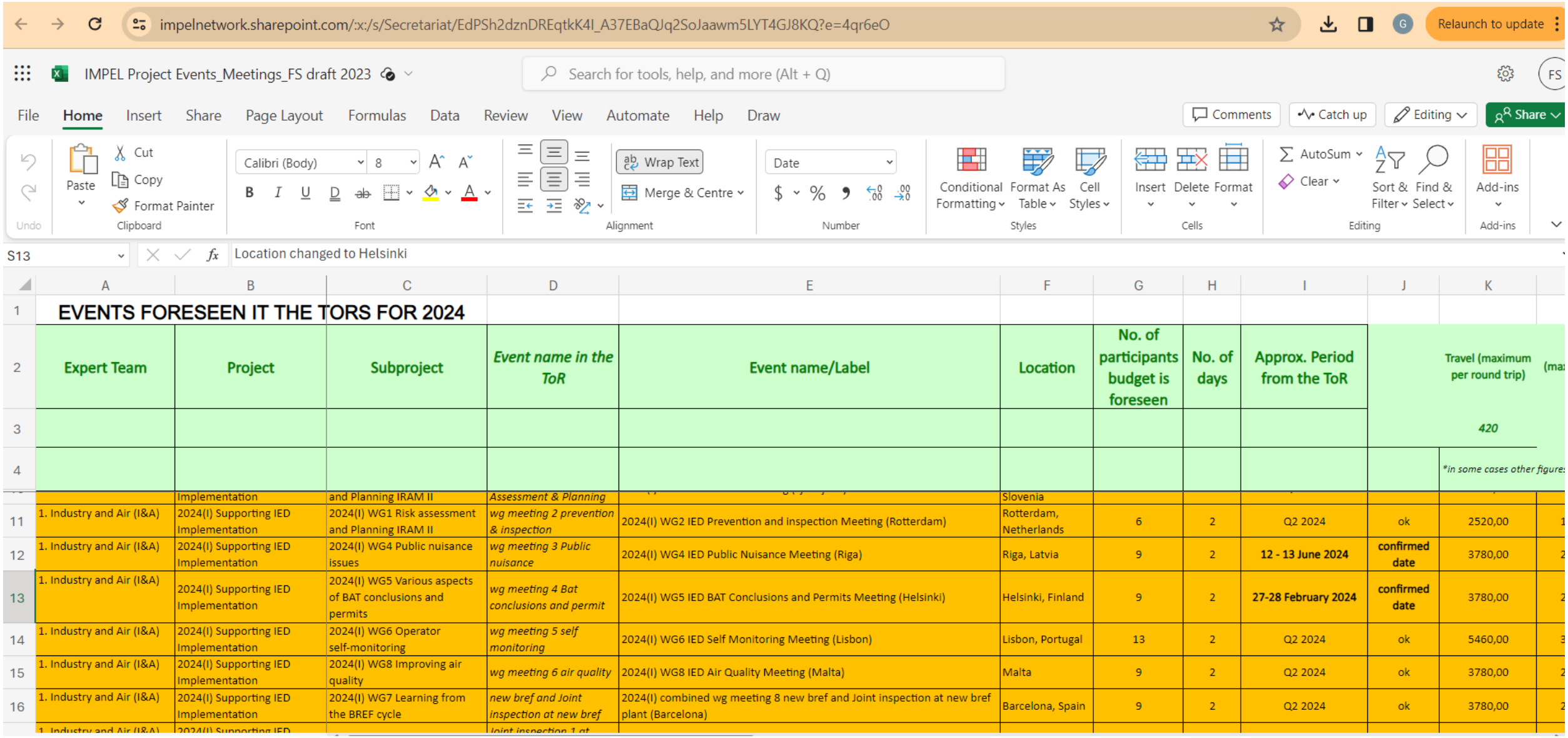
- **Event's details under the Schedule section of your project**

Secretariat's contact person:
fotini.stamati@impel.eu



IMPEL Overview Calendar

- **Excel Event List** - all physical events/meetings per Expert Team, foreseen under ToRs (*even **not** scheduled yet*).



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Relaunch to update

IMPEL Project Events_Meetings_FS draft 2023

Search for tools, help, and more (Alt + Q)

File Home Insert Share Page Layout Formulas Data Review View Automate Help Draw

Comments Catch up Editing Share

Cut Copy Format Painter Paste Undo Clipboard

Calibri (Body) 8 Font

Wrap Text Merge & Centre Alignment

Date Number

Conditional Formatting Format As Table Cell Styles Styles

Insert Delete Format Cells

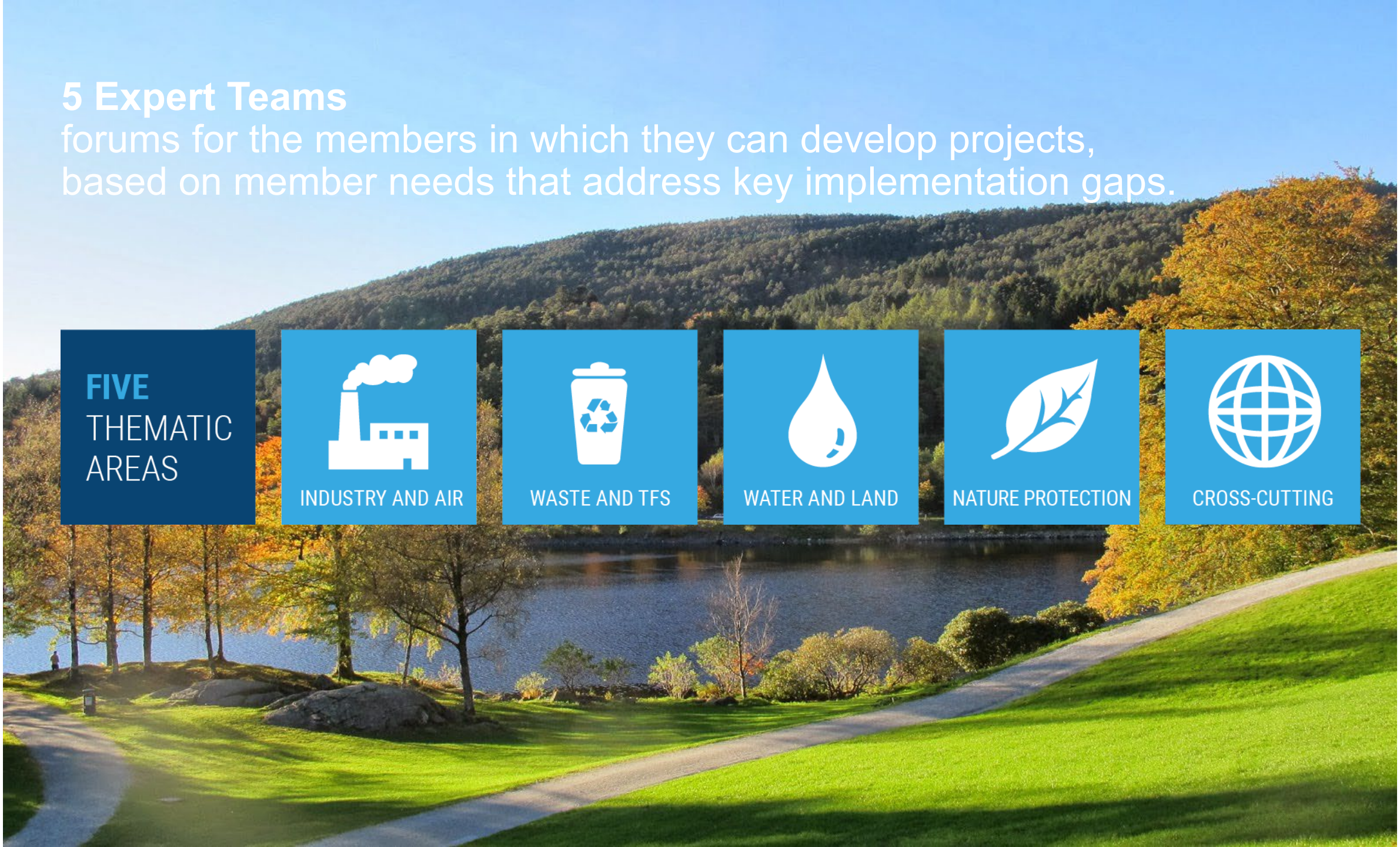
AutoSum Clear Sort & Filter Find & Select Editing

Add-ins Add-ins

S13 Location changed to Helsinki

EVENTS FORESEEN IT THE TORS FOR 2024

Expert Team	Project	Subproject	*Event name in the ToR*	Event name/Label	Location	No. of participants budget is foreseen	No. of days	Approx. Period from the ToR	Travel (maximum per round trip)	(ma
									420	
									*in some cases other figures	
	Implementation	and Planning IRAM II	*Assessment & Planning*		Slovenia					
1. Industry and Air (I&A)	2024(I) Supporting IED Implementation	2024(I) WG1 Risk assessment and Planning IRAM II	*wg meeting 2 prevention & inspection*	2024(I) WG2 IED Prevention and inspection Meeting (Rotterdam)	Rotterdam, Netherlands	6	2	Q2 2024	ok	2520,00
1. Industry and Air (I&A)	2024(I) Supporting IED Implementation	2024(I) WG4 Public nuisance issues	*wg meeting 3 Public nuisance*	2024(I) WG4 IED Public Nuisance Meeting (Riga)	Riga, Latvia	9	2	**12 - 13 June 2024**	**confirmed date**	3780,00
1. Industry and Air (I&A)	2024(I) Supporting IED Implementation	2024(I) WG5 Various aspects of BAT conclusions and permits	*wg meeting 4 Bat conclusions and permit*	2024(I) WG5 IED BAT Conclusions and Permits Meeting (Helsinki)	Helsinki, Finland	9	2	**27-28 February 2024**	**confirmed date**	3780,00
1. Industry and Air (I&A)	2024(I) Supporting IED Implementation	2024(I) WG6 Operator self-monitoring	*wg meeting 5 self monitoring*	2024(I) WG6 IED Self Monitoring Meeting (Lisbon)	Lisbon, Portugal	13	2	Q2 2024	ok	5460,00
1. Industry and Air (I&A)	2024(I) Supporting IED Implementation	2024(I) WG8 Improving air quality	*wg meeting 6 air quality*	2024(I) WG8 IED Air Quality Meeting (Malta)	Malta	9	2	Q2 2024	ok	3780,00
1. Industry and Air (I&A)	2024(I) Supporting IED Implementation	2024(I) WG7 Learning from the BREF cycle	*new bref and Joint inspection at new bref*	2024(I) combined wg meeting 8 new bref and Joint inspection at new bref plant (Barcelona)	Barcelona, Spain	9	2	Q2 2024	ok	3780,00
1. Industry and Air (I&A)	2024(I) Supporting IED		*Joint inspection 1 at*							


5 Expert Teams
forums for the members in which they can develop projects,
based on member needs that address key implementation gaps.
FIVE
THEMATIC
AREAS
INDUSTRY AND AIR
WASTE AND TFS
WATER AND LAND
NATURE PROTECTION
CROSS-CUTTING

Projects

Good practices with guidance and tools

Joint inspections

Capacity building and training

Exchange of information and experience

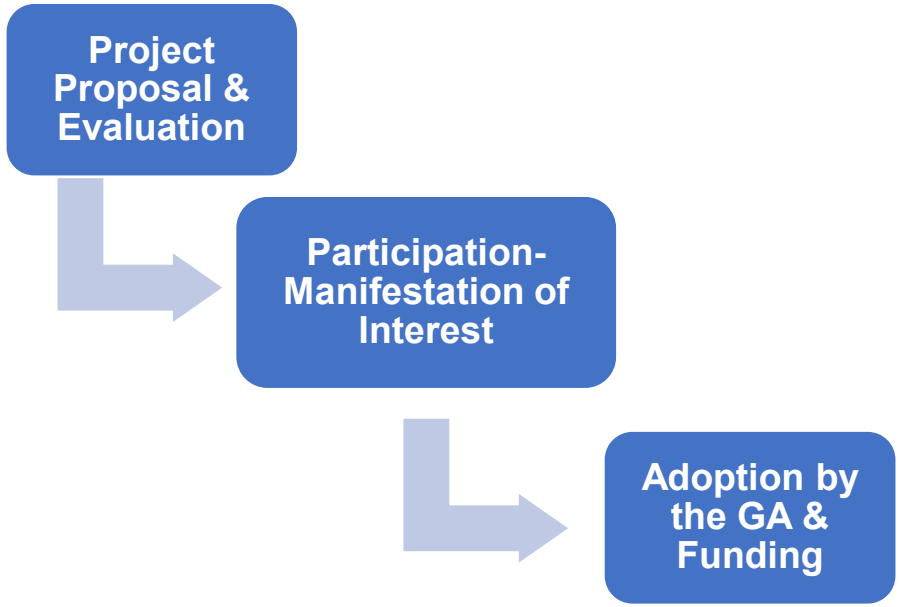
International enforcement collaboration

Provide feedback and advice on new and existing EU environmental law

- An overview of the **2022-2024 IMPEL Work Programme** can be found here.

- Projects are linked to IMPEL's **Multi-annual Strategic Programme (MASP)**. **This was updated in 2022 to align with the multi annual work programme and funding arrangements and now covers the period,** 2022-2024.
  - The new MASP can be found here.
  - The MASP provides a **longer-term,** strategic direction and sets priorities for IMPEL's work, reflecting the needs of the members and key 'implementation challenges'.
  - Challenges identified by the **Implementation Challenge Survey 2021** (adopted at the France GA in June 2022) influenced the **MASP**.

How to get involved in projects



- IMPEL 2022-2024 Work Programme
- **National Coordinators** inform their Organization(s) and collect interests. **Expert may participate in two different levels**:
  1. **Active participation:** Draft documents, surveys & guidance etc. / work on tools, review docs and comment / be available for interviews and share best practices
  2. **Followers:** Just following progress of project only via Basecamp

***Continuing working together and welcome also new members in our network*!**