



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 Mol for 2022-2024 IMPEL Projects](#), regularly updated, video how to filter for your country/project



Albania



Bulgaria



Czech Republic



Finland



Greece



Ireland



Latvia



Malta



Norway



Romania



Slovenia



Switzerland



Austria



Croatia



Denmark



France



Hungary



Italy



Lithuania



Netherlands



Poland



Serbia



Spain



Turkey



Belgium



Cyprus



Estonia



Germany



Iceland



Kosovo*



Luxembourg



North Macedonia



Portugal



Slovak Republic



Sweden



United Kingdom

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**

**FIVE
THEMATIC
AREAS**



INDUSTRY AND AIR



WASTE AND TFS



WATER AND LAND



NATURE PROTECTION



CROSS-CUTTING

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 Arslan
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

Secretariats of the
Basel, Rotterdam and
Stockholm
Conventions

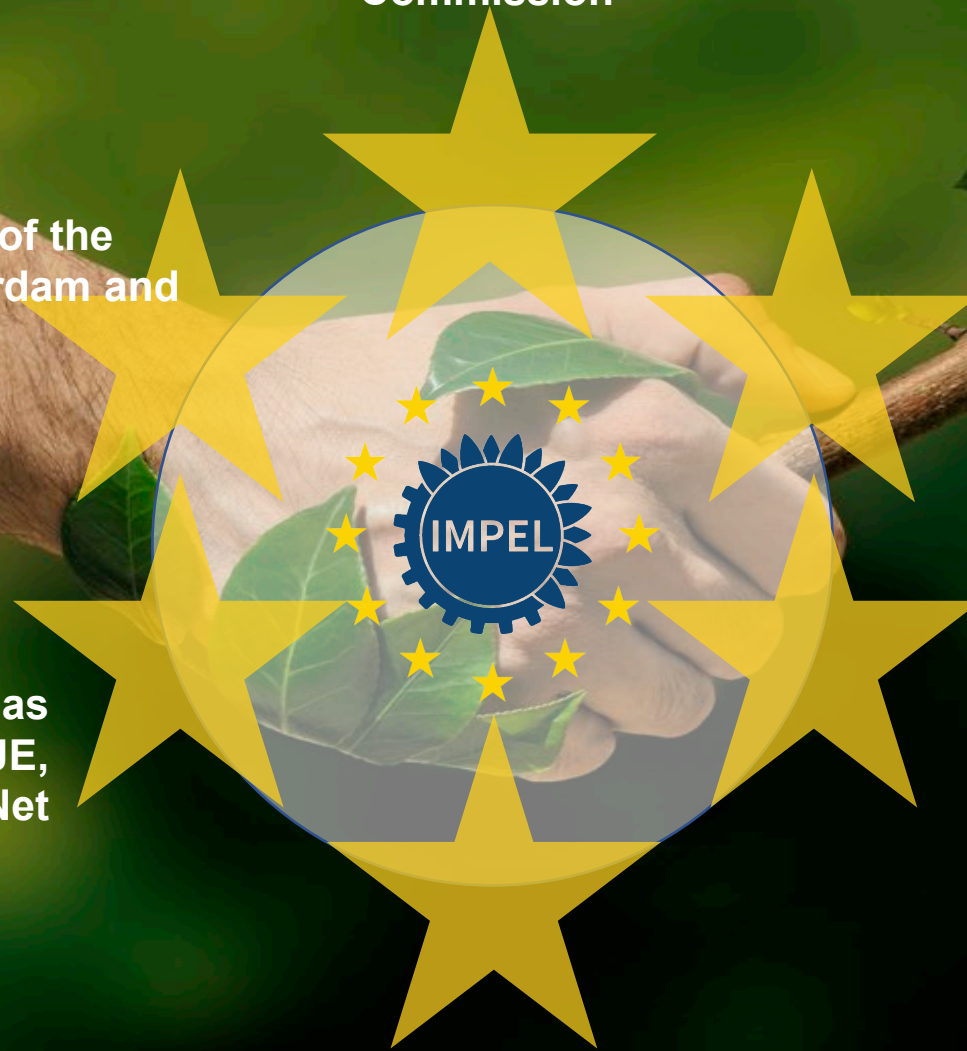
European
Commission

Institutional
funders

Other networks such as
EUFJE,
ENPE, ENVICrimeNet

Europol, Interpol,
Eurojust etc.

Member
organisations



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

The screenshot displays the Basecamp web interface. At the top, there is a browser address bar showing the URL `3.basecamp.com/4481666/projects`. Below the address bar is a navigation bar with icons for various communication tools (e.g., email, UMail, YM, C, pr/ko, Y, Alp, NBG, PP, ΓΓΠΣ, OS, A, *, ΟΑΣΑ, p, GS, Π, pbank, Tr) and a set of navigation tabs: Home, Lineup, Pings, Hey!, Activity, My Stuff, and Find.

The main content area is titled "RECENTLY VISITED" and features a grid of 16 project cards. Each card includes a title, a brief description, and a row of user avatars. The card titled "02 IMPEL Network" is circled in red. A red arrow points from this card to the text "02 IMPEL Network" on the right side of the interface.

Below the grid, there are two side panels. The "Message Board" panel contains several messages, including "Free WHO training course - deadline 9th september", "Implementation Challenge 2021 Report", "IMPEL WATER & LAND CONFERENCE- 11-12-13 OCT-Registration is open.", "Travelling for IMPEL meetings FYI — Dear IMPEL Members, We", and "Open public consultation on the Environmental Liability Directive (ELD)". The "Docs & Files" panel shows a grid of document thumbnails, including "13 TRAVELPER K & Travel & Logistics FAQs", "08 Expert Team Minutes", "AGENDAS", "03 IMPEL BASICS & FAQs", "07 IMPEL Board result logs", and "Environmental Compliance and Governance".

At the bottom, there are two more panels. The "Schedule" panel shows a calendar view with entries for "TUE, AUG 30" and "TUE, OCT 11". The "Campfire" panel shows a chat log with messages from "Anette Dodensig Pedersen", "Rupert Bliem", "Will Fawcett", and "Rupert Bliem".

Basecamp

OFFICIAL Internal Communications & Project Management platform

02 IMPEL Network

+ New...

Docs & Files

Sort by Name

The screenshot displays a grid of 10 document cards, each with a title, a thumbnail image, and a 'The client sees this' indicator. The cards are numbered 01 through 10:

- 01 Basecamp Guidance and Shortlinks
- 02 IMPEL Contact Lists, Mol & Secretariat Chart
- 03 IMPEL BASICs Presentation
- 04 IMPEL overview templates & logos
- 05 Strategic Docs, Statutes, Rules, and Policies
- 06 Board and ET Result Logs
- 07 Work Programme
- 08 Open Volunteer Positions in IMPEL
- 09 In-Kind Contribution (FAQ & Templates)
- 10 Participating in a Meeting

- [Basecamp Guidance](#) (incl. HOW to customize notifications). [Recorded Webinar](#)
- [Contact Lists](#)
 - [Secretariat, Board, ETLs, NCs, PMs](#), regularly updated
 - [Compiled Mol 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

Basecamp

OFFICIAL Internal Communications & Project Management platform

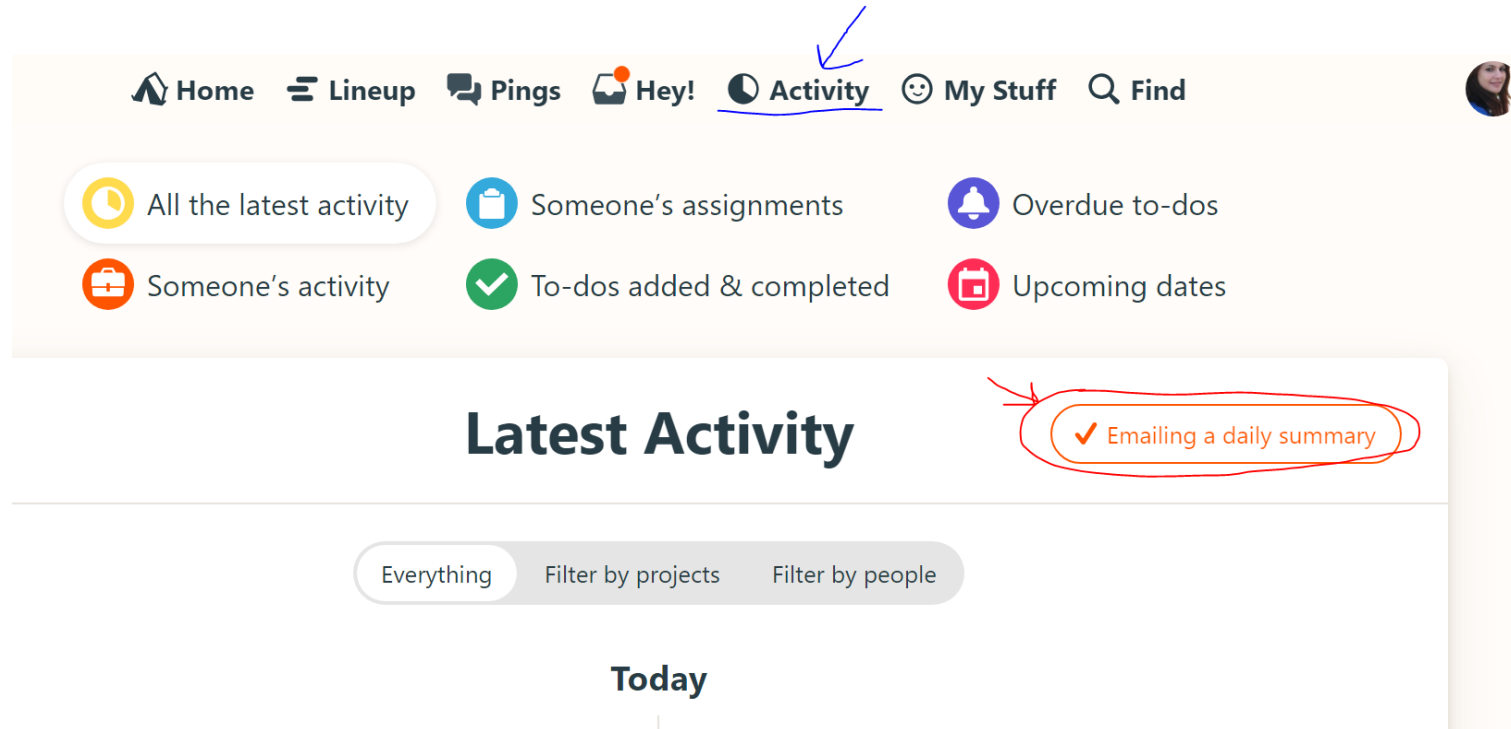
The screenshot shows the Basecamp interface with navigation tabs: Home, Lineup, Pings, Hey!, Activity, My Stuff, and Find. A user profile picture is in the top right corner, with a blue arrow pointing to it. A dropdown menu is open, showing notification settings. The menu includes a bell icon and the text "Notifications are on". Below this, it says "You're set to receive email, browser, and mobile notifications for everything all the time." There are two buttons: "Turn on Focus Mode" and "Change your notification settings". The "Turn notifications off" link is circled in red. Below the notification settings is a "Personal Settings" section with links for "Profile, password, 2FA" and "My devices (1 device set up)".

- **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.**

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

Basecamp

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- How to stop notifications in my email
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Basecamp

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Basecamp

Home Lineup Pings Hey! Activity My Stuff Find

IMPEL Network

2022(I) Supporting IED Implementation

The project aims to share knowledge and good practices among regulatory professionals and guidance and training materials to support the effective implementation of the Industrial Emissions Directive (IED).

Set up people

The client

AG AS AG AS AW AA AM AL AK AMD AP AS ACH AFL

Message Board

- Stuttgart, 17-19 oct. Social networks, Acknowledgment 2
- Questionnaire: IED permitting/inspections and SEVESO 2
- Implementation of BATc for Waste Incineration Survey 5
- IED & Circular Economy Subgroup Meeting & b-2-b WMCE core team 2
- SAVE THE DATE - WMCE & IED onsite meetings in 2023
- IED Installations which change main

WG1-IRAM

Hello, There seem to be a meeting tomorrow IRAM WG1. Could s.o. tell me

WG2-Pre

- REGISTRATION Inspection
- Presentation and recording
Dear colleagues, In the docs and files
- Webinar on Irish data collection system - 26 January 5
- Webinar - Good practices from paper pulp joint inspection in Zweden 5

For developers

- Set up webhooks

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

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- How to send private messages: Use Ping, do not use Board messages.

Basecamp

OFFICIAL Internal Communications & Project Management platform

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fotini.stamati@impel.eu

The screenshot shows the Basecamp interface. At the top, there is a navigation bar with icons for Home, Lineup, Pings, Hey!, Activity, My Stuff, and Find. Below the navigation bar, a yellow notification bar states "The client can see this message. Change...". The main content area displays a message with a "Subscribers" section. It indicates that 376 people will be notified when someone comments on this message. A large grid of circular avatars, each with a letter code (e.g., AG, AS, AW, AA, AM, AL, AK, AMD, AP, AS, ACH, AFL, AA, AB, AB, AEB, AF, AZ, AW, AK, AE, AF, AF, AA, AE, AP, AK, AT, BS, BM, BM, BF, BB, BB, BM, BC, BW, BMC, BY, CF, COO, CO, CL, CY, CHB, CB, CS, CW, CC, CT, CS, CFN, DB, DB, DL, DB, DB, DI, DC, DM, DV, DR, DP, D2O, DM, EO, EM, EM, ES, EB, ER, + 253 more), is shown. Below the subscribers list, there is a section for "The client" with a few avatars and a button labeled "Add/remove people...". At the bottom of the message, there is a section titled "You're subscribed" with the text "You'll get a notification when someone comments on this message." and a yellow button labeled "Unsubscribe me" which is circled in red with a red arrow pointing to it.

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

- How to stop notifications in my email
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Basecamp

OFFICIAL Internal Communications & Project Management platform

The screenshot shows the Basecamp interface. At the top, there is a navigation bar with icons for Home, Lineup, Pings, Hey!, Activity, My Stuff, and Find. Below the navigation bar, there is a banner for the European Union Network for the Implementation and Enforcement of Environmental Law (IMPEL). Two green buttons, "Make a new project" and "Invite people", are visible. Below the banner, there is a section for "Pinned & recent projects below" with a link to "View all in a list" and a keyboard shortcut "Ctrl+J".

On the right side, a notification settings panel is open. It shows "Notifications are on" and "You're set to receive email, browser, and mobile notifications for everything all the time." There are two buttons: "Turn on Focus Mode" and "Change your notification settings" (which is circled in red). Below these buttons is a link "Turn notifications off".

Below the notification panel, there is a "When?" section with two radio buttons: "Always! 24/7/365 no matter what." and "Work Can Wait! Only during my work hours...". The second option is selected. Below the radio buttons, there is a time range selector showing "9am" to "5pm" and a row of day buttons: Mo, Tu, We, Th, Fr, Sa, Su. Below the day buttons, there is a checked checkbox "Catch me up if anything happened after hours" with a sub-note: "We'll send you an email or push notification summarizing everything that happened while you were away." At the bottom of the panel is a "Save my settings" button.

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

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

- How to stop notifications in my email
- 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.

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

The screenshot shows the IMPEL Network 00 IMPEL Calendar interface. At the top, there is a navigation bar with icons for Home, Lineup, Pings, Hey!, Activity, My Stuff, and Find. Below the navigation bar, the title "IMPEL Network 00 IMPEL Calendar" is displayed. A note states: "Available here are the dates of major IMPEL events (face-to-face and virtual ones)- for event details (e.g. agenda, registration) please visit the specific basecamp area of the related project/expert team."

Below the note, there is a "Set up people" button and a row of circular icons representing different expert teams: AF, AP, AG, AA, AB, AR, ADH, AC, AS, AŠ, AB, AC, AM, AW, AB, AS, AP, AW. The first icon is labeled "The client".

The main content area is divided into four panels:

- Message Board:** Contains a message titled "IMPEL Overview Calendar on Basecamp" with a star icon and the text "FYI — Dear IMPEL members, Please be".
- IMPEL Overview Calendar:** Lists two events:
 - WED, AUG 24:** INTERACTIVE FAQ WEBINAR IN MS TEAMS FOR IMPEL MEMBERS, every Wednesday! 11:30am - 1:30pm
 - THU, AUG 25:** I&A - 2022 (I) IED WG5 - Subgroup Various Aspects of BAT Conclusions and Permits (every month on the 4th Thursday) (Virtual) 11:30am - 12:30pm
- Gantt chart view-calendar:** Features a chain link icon and the text "The overview calendar in gantt chart view- you may sort by expert team". A button labeled "Open up" is present.
- OneDrive Excel Event List:** Features a OneDrive cloud icon and the text "IMPEL 2022 physical Events/Meetings (scheduled & not scheduled yet)". A button labeled "Open up OneDrive" is present.

IMPEL Overview Calendar

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

impelnetwork.sharepoint.com/x:/s/Secretariat/EdPSh2dznDREqtkK4I_A37EBaQJq2SoJaawm5LYT4GJ8KQ?e=4qr6eO

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

Undo Paste Copy Format Painter Clipboard

Calibri (Body) 8 A[^] A^v B I U D Wrap Text Merge & Centre

Date \$ % ; ← →

Conditional Formatting Format As Table Cell Styles

Insert Delete Format Cells

AutoSum Clear Sort & Find & Filter Select Add-ins

S13 Location changed to Helsinki

	A	B	C	D	E	F	G	H	I	J	K
1	EVENTS FORESEEN IT THE TORS FOR 2024										
2	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	
3										420	
4										*in some cases other figure	
11	1. Industry and Air (I&A)	2024(I) Supporting IED Implementation	2024(I) WG1 Risk assessment and Planning IRAM II	Assessment & Planning wg meeting 2 prevention & inspection	2024(I) WG2 IED Prevention and inspection Meeting (Rotterdam)	Slovenia Rotterdam, Netherlands	6	2	Q2 2024	ok	2520,00
12	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
13	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
14	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
15	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
16	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

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

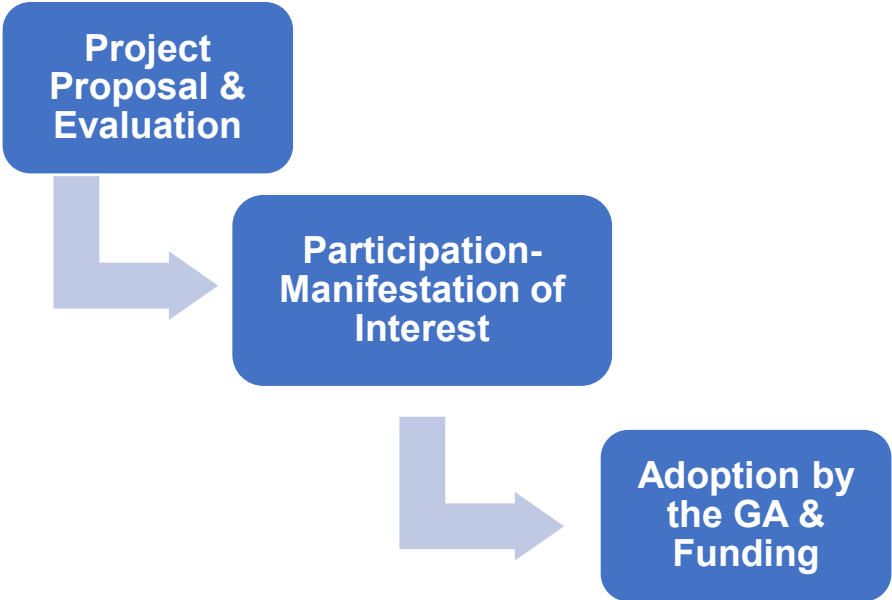


Provide feedback and advice on new and existing EU environmental law

- 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!