



PROGRAMME (version 22/11/13)

11th IMPEL General Assembly

10-11 December 2013,
Artis Centrum Hotel, Vilnius, Lithuania

Tuesday 10 December 2013

Time	Activity
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08h30 – 09h00	Registration
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09h00 – 09h30	Session 1: Welcome Chair: <i>John Seager</i>
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1. Opening address by Chair of IMPEL, *John Seager*

2. Welcome address, *TBC*

3. Adoption of the agenda, *John Seager*

** Decision required by GA to adopt or amend the agenda*

 *Annex - GA Agenda*

4. Welcome to the new IMPEL National Coordinators, *John Seager*

** The new National Coordinators of Romania, Turkey, Norway and Portugal are asked to introduce themselves to the General Assembly.*

5. Short feedback from National Coordinators meeting (09 December 2013), *Henk Ruessink*

09h30 – 10h15	Session 2: European Commission Chair: <i>John Seager</i>
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1. Speech by *Mr. Hans Lopatta*, Policy Officer: Legal Issues European Commission - Directorate General for Environment Unit D.4 (Governance, Information & Reporting) & main IMPEL contact at EC, on the European context of implementation of environmental legislation as well as EC priorities in 2014 & beyond

 *Annex – Summary report from European Commission*

2. Questions and answers, *all*

10h15 – 11h15	Session 3: Evaluation of the IMPEL network and its activities Chair: <i>John Seager</i>
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1. Presentation by Bio Intelligence Services on an Evaluation Study carried out of the network in 2013, *Mary Ann Kong / Shailendra Mudgal*

** In 2013, Bio carried out a study to evaluate the effectiveness and utility of the IMPEL network and the work it carries out. A presentation will be made of the findings.*

2. Questions and answers, *all*

11h15 – 11h45 **Coffee break and networking**

11h45 – 12h30 **Session 4: Future development of IMPEL and strategy**
Chair: *John Seager*

1. Presentation by *John Seager*, on behalf of the IMPEL Board, to propose a new strategic direction for the IMPEL network.

12h30 – 12h45 **Family photo**

12h45 – 14h00 **Buffet lunch and networking**

14h00 – 15h15 **Session 4 continued... : Future development of IMPEL and strategy**
Chair: *John Seager*

2. Break out groups, *all*

** The GA will break out into several groups to discuss the proposal presented by John Seager and answer several topic related questions posed by the breakout group leads (Board members).*

15h15 – 15h30 **Coffee break and networking**

15h30 – 16h30 **Session 4 continued... : Future development of IMPEL and strategy**
Chair: *John Seager*

3. Feedback from break out groups, *all*

** The GA will come back together in plenary to hear feedback from the breakout groups.*

16h30 – 17h30 **Session 5: Organisational matters**
Chair: *John Seager*

1. Board report on financial state of IMPEL in 2013, *Michael Nicholson*

2. IMPEL in Brussels, *Chris Dijkens*

** From 01 January 2014, the Secretariat will no longer be based in Brussels. Chris will give a short update on the implications and practicalities of this measure.*

3. Expansion of Secretariat, *Chris Dijkens*

** From 01 January 2014, the Secretariat will host a further 0.5 FTE to support the network's communications work and assist in managing the work of the clusters. Chris will give a short update on this measure.*

4. Communications sub-group, Chris Dijkens

** From 01 January 2014, IMPEL will focus more of its energies on communicating its outputs and outcomes by tasking a small group of experts to support the network's communications. Chris will give a short update on this measure.*

5. Presentation by new Observer of IMPEL: European Federation of Environmental Health (EFEH), Henning Hansen

** The EFEH were granted Observer status to IMPEL in early 2013. Henning is the President of that network and will make a short presentation on who they are and how our networks may better cooperate in future.*

17h30 – 17h45

Close of day 1 by the Chair of IMPEL, John Seager

1. Summary of day 1, John Seager


2. Practical announcements, John Seager

Wednesday 11 December 2013

Time	Activity
09h00	Open of day 2 by the Vice Chair of IMPEL, <i>Chris Dijkens</i>
09h00 – 09h30	Session 6: Implementation conference feedback and summary presentation Chair: <i>Chris Dijkens</i> 1. Implementation conference summary presentation, <i>Ed Eggink</i>  <i>Annex – Draft conference report</i>
09h30 – 10h30	Session 7: Budget 2014 Chair: <i>Chris Dijkens</i> 1. Board presentation of a draft budget for 2014, <i>Chris Dijkens</i> <i>* <u>Decision required by GA to adopt / reject / propose amendments to draft budget</u></i>  <i>Annex – 2014 draft budget</i>
10h30 – 11h00	Session 8: Overview of Cluster progress reports and completed projects Chair: <i>Chris Dijkens</i> 1. Overview of 2013 progress reports and completed projects, <i>Chris Dijkens</i> <i>* There will be no presentations. Reports will be taken as read unless there are specific questions/comments raised.</i> <i>* <u>Decision required by GA to adopt / reject completed project reports</u></i>  <i>Annex - Completed project reports 2013</i>  <i>Annex – Progress reports 2013</i>
11h00 – 11h30	Coffee break and networking
11h30 – 13h00	Session 9: New project proposals Chair: <i>Chris Dijkens</i> 1. Overview of Cluster i project proposals, <i>Simon Bingham</i> <i>* There will be no presentations. Project proposals will be taken as read unless there are specific questions/comments raised.</i> <i>* <u>Decision required by GA to adopt / reject project proposals</u></i>  <i>Annex - Terms of Reference 2014</i> 2. Overview of Cluster TFS project proposals, <i>Jon Engstrom</i>

* There will be no presentations. Project proposals will be taken as read unless there are specific questions/comments raised.

* Decision required by GA to adopt / reject project proposals

 Annex - Terms of Reference 2014

13h00 - 13h30 **Session 10: Conclusions and close of meeting by the Vice Chair of IMPEL**
Chair: Chris Dijkens

1. Date of next meeting, Chris Dijkens

2. Conclusions and close of meeting, Chris Dijkens

13h30 – 15h00 **Buffet lunch and networking**
