

FULL PROPOSAL PREPARATION FORMS

Version March 2005

for

**Financial support from the EC
financial instrument for the environment**

LIFE-Environment

PREPARATORY ACTION PROJECTS

Including notes on how to complete the proposal preparation forms

The Financial Forms F0-F11 are in a separate Excel document also forwarded to applicants who have progressed to the Award Phase Part 2 of the evaluation




This document is only emailed to applicants who have passed through the first part of the Award Phase of the evaluation of a less detailed version of the proposal.

This document does not constitute a commitment from the European Commission.

Version March 2005.

1. Summary Forms

Please note that the S0, S1 and S2 forms are obligatory for LIFE Preparatory Actions

LIFE-Environment preparatory projects		Form S0. General Project Data	
 EUROPEAN COMMISSION ENVIRONMENT DG	FOR COMMISSION USE ONLY		LIFE ENV/

PROJECT ACRONYM: LETS Update


Project title:

LIFE Environment Preparatory Project for the EU Emissions Trading Scheme Update

Expected starting date: 01/06/2005 Expected ending date : 02/06/2006 Duration in months : 12 months

PROJECT REFERENCE THEME

Check where appropriate	Theme n°	Theme description
X	1	Climate change Greenhouse gases emission trading
	2	Climate change Energy efficiency
	3	Clean Technologies IPPC and fish farming

LIFE-Environment preparatory projects	FORM S1. Project Summary	
 EUROPEAN COMMISSION ENVIRONMENT DG	FOR COMMISSION USE ONLY	LIFE ENV/

SUMMARY OF THE PROJECT IN ENGLISH

Project title (precise translation of original title) : LIFE Environment Preparatory Project for the EU Emissions Trading Scheme Update

Objectives (maximum 1000 characters)

To contribute to the update of the EU Emissions Trading Scheme and the achievement of Kyoto targets for reduction in emissions of greenhouse gases.

- To assess the implementation and operation of the first phase of the EU Emissions Trading Scheme, including the level of harmonisation that has been achieved across Member States
- To recommend which gases should be included in 2008 and future phases based on the feasibility and importance of including these gases
- To recommend which sectors should be included in 2008 and future phases based on the feasibility and significance of including these sectors.
- To recommend options for achieving greater harmonisation in 2008 and future phases.
- To perform a sustainability appraisal to assess the environmental, social and economic impacts of the current and future emission trading scheme.

Actions and means involved (maximum 2000 characters)

- Firstly, a two part preparatory phase. Part one will identify potential gases and sectors for detailed investigation by the project. Part two will begin with an assessment of phase one of the scheme with a view to identifying and studying in more detail a range of harmonisation issues. The results will help set the scope for the project working groups. The Steering Committee will set the relative emphasis of the project work depending on the findings of the preparatory phase and information from other studies carried out by Member States and DG Environment.
- Secondly, three Working Groups will be set up and attended by technical experts and policy makers that understand the sectoral and methodological issues being addressed by that group. The Working Groups will make recommendations relevant to the inclusion of specific sectors and gases in the scheme in 2008 and future phases. The analysis of the groups will support consolidation, harmonisation and development of the emissions trading scheme across the EU-25 for the second phase and beyond.

The Working Groups are as follows:


- Working Group 1 – Other Gases: This group will gather, evaluate and then create a schedule of data on emissions of other greenhouse gases and their sources.
- Working Group 2 – Other Sectors: Using the data produced by Working Group 1, this group will determine the priority sectors to be included in future phases of the Emissions Trading Scheme and carry out the detailed analysis of the feasibility of including these sectors
- Working Group 3 – Harmonisation and Verification: The group will advise on the confidence and robustness of the data collected and used by the project and the potential to harmonise monitoring and verification of the possible new sectors and gases across the EU-25.

In parallel to the above, we will complete a sustainability appraisal.

Expected results (maximum 1000 characters)

- An assessment of the current phase of the emissions trading scheme (Task C)
- Options for greater harmonisation of the scheme across the EU-25 (product of Task C and Task F)
- Final and intermediate reports on the analysis of data for gases which could be included in future (Task D and Task F)
- Final and intermediate reports on the analysis of sectors which could be included in the future (Task E and Task F)

An intermediate and final sustainability appraisal of the environmental, social and economic impacts of the current and future emission trading scheme (Task G). All final reports will be presented in a format appropriate to policymakers as well as a layman's summary for stakeholders and citizens that is accessible, demonstrates transparency of our methods and shows how the project is based on sound science (Task B). Reports will include information on the confidence limits of the data used.

LIFE-Environment preparatory projects	FORM S2. Logframe Matrix	
 EUROPEAN COMMISSION ENVIRONMENT DG	FOR COMMISSION USE ONLY	LIFE ENV/

LOGICAL FRAMEWORK MATRIX OF THE PROJECT


This should be completed using the Excel model sent by email to applicants who have passed through Part 1 of the Award Phase of the evaluation process.

An electronic version should be emailed with the Full Application and hard copies inserted (after this page) into each of the three hard copies of the application sent.

The Logframe matrix should be presented in Landscape (as opposed to Portrait) format with a font size of 12 on 1 or 2 pages.

– MAXIMUM NUMBER OF CHARACTERS GIVEN MUST BE RESPECTED

2. Administrative Forms

LIFE-Environment demonstration projects	FORM A0 : Declaration of the applicant	
 EUROPEAN COMMISSION ENVIRONMENT DG	FOR COMMISSION USE ONLY	LIFE ENV/

DECLARATION OF THE APPLICANT

The undersigned hereby certifies that:

1. This application or a similar one has not been or is not going to be funded by the Commission with funding within the framework of financial support or programmes other than LIFE.
2. The applicant has not been served with bankruptcy orders, nor has he/she received a formal summons from creditors. The applicant is not in one of the situations listed in Article 93.1 of EC Regulation 1605/2002 of 25/6/02 (OJ L248 of 16/9/02).
3. Where, in the case of funding by LIFE, one or more partners cancels or reduces his/her financial participation, the applicant will guarantee the total financial cover for the project.
4. Should the proposal be accepted, then the applicant will conclude with the partners/co-financiers, any agreements necessary to the completion of the work, provided these do not infringe on their obligations, as stated in the decision of the Commission. Such agreements should describe clearly the tasks to be performed by each partner and define the financial arrangements.

I am in the legal position to sign this statement on behalf of my/our company/institute.

I specifically declare that I have carefully read the Common Provisions attached to the model Grant Agreement, annexed to the LIFE-Environment application file.

I certify, to the best of my/our knowledge that the statements made in this application are true, and the information provided is correct.

Signed¹ :


(Hard copies bear original signatures)

At Environment Agency offices on 21st April 2005

Name(s) and status of signatory(ies)

Mr Ric Navarro
 Director of Legal Services
 The Environment Agency for
 England and Wales

Dr David King
 Director of Water Management
 The Environment Agency for
 England and Wales

LIFE-Environment Preparatory projects		FORM A1. Beneficiary Profile	
 EUROPEAN COMMISSION ENVIRONMENT DG	FOR COMMISSION USE ONLY		LIFE ENV/

Project Acronym	LETS Update
-----------------	-------------

A1. Beneficiary Profile Information

Short Name ²	Environment Agency	Participant No	1
-------------------------	--------------------	----------------	---

Legal information

Legal Name ³	Environment Agency	Legal Status ⁴	
VAT No ⁵	662 490 134	Private structure	<input type="checkbox"/>
Legal Registration No ⁶	N/A	Public body	<input checked="" type="checkbox"/>
Date of Registration:		Natural person ⁷	<input type="checkbox"/>

Legal address of the beneficiary

Street Name and No	Rio House, Waterside Drive, Aztec West, Almondsbury	PO Box	
Post Code	BS32 4UD	Town/City	Bristol
Country Code ⁸	UK	Country Name	United Kingdom

Beneficiary contact person (complete only on differences)

Title ⁹	Dr	Function ¹⁰	Climate Change Policy Manager
Family Name	McKenzie Hedger	First Name	Merylyn
Department / Service Name ¹¹	Environmental Policy – Climate Change Unit		
Street Name and No	Rio House, Waterside Drive, Aztec West	PO Box	
Post Code	BS32 4UD	Town/City	Bristol
Country	United Kingdom		
Telephone No	01454 624093	Fax No	01454 205566
E-mail	Merylyn.hedger@environment-agency.gov.uk	Website	www.environment-agency.gov.uk


Address of the main department of the beneficiary carrying out the project (complete only on differences)

Street Name and No		PO Box	
Post Code		Town/City	
Country			
Department /Service Name			

Beneficiary details

Year ¹²	2003/2003		
Annual turnover ¹³	€1,112.98	Annual Balance Sheet Total ¹⁴	€2,985.31
Number of employees ¹⁵	10,967		
Number of employees in department conducting project ¹⁶	7		
Is your organisation independent ¹⁷ (Yes or No)	Yes		
If No, please indicate legal name(s) of owner(s) who own 25 % or more ¹⁸			
Is your organisation affiliated to any other participant(s) in the project? ¹⁹ (Yes or No)	No		
If Yes, please indicate participant short name(s) and character of affiliations(s) ²⁰			

YOU MAY NOT DUPLICATE THIS PAGE

LIFE-Environment projects		FORM A2. Partner profile	Page 1 of 4
 EUROPEAN COMMISSION ENVIRONMENT DG	FOR COMMISSION USE ONLY		LIFE ENV/

Project Acronym	LETS Update	
-----------------	-------------	--

A2. Partner Profile Information

Short Name ²	UBA-A	Participant No	2
-------------------------	-------	----------------	---

Legal information

Legal Name ³	Umweltbundesamt GmbH	Legal Status ⁴	
VAT No ⁵	ATU45908200	Private structure <input type="checkbox"/> Public body <input checked="" type="checkbox"/> Natural person <input type="checkbox"/>	
Legal Registration No ⁶	FN 187010s		

Street Name and No	Spittelauer Lände 5	PO Box	
--------------------	---------------------	--------	--

Post Code	1090	Town/City	Wien
-----------	------	-----------	------

Country Code ²¹	AT	Country Name	Austria
----------------------------	----	--------------	---------

Partner contact person information (complete only on differences)

Title ⁹	Mr.	Function ¹⁰	Project Manager
--------------------	-----	------------------------	-----------------

Family Name	Pfaff	First Name	Günter
-------------	-------	------------	--------

Department / Service Name ¹¹	Climate Change
---	----------------

Street Name and No		PO Box	
--------------------	--	--------	--

Post Code		Town/City	
-----------	--	-----------	--

Country	
---------	--

Telephone No	+43 (1)31304 5973	Fax No	+43 (1)31304 4700
--------------	-------------------	--------	-------------------

E-mail	guenter.pfaff@umweltbundesamt.at	Website	www.umweltbundesamt.at
--------	----------------------------------	---------	------------------------

Address of the main department of the partner carrying out the project (complete only on differences)

Street Name and No		PO Box	
--------------------	--	--------	--

Post Code		Town/City	
-----------	--	-----------	--

Country	
---------	--

Department /Service Name	
--------------------------	--

Partner details (private structures only) ²²

Year ¹²			
--------------------	--	--	--

Annual turnover ¹³		Annual Balance Sheet Total ²³	
-------------------------------	--	--	--

Number of employees ¹⁵	
-----------------------------------	--

Number of employees in department conducting project ¹⁶	
--	--


Is your organisation independent (Yes or No) ¹⁷	
--	--

If No, please indicate legal name(s) of owner(s) who own 25 % or more ¹⁸	

Is your organisation affiliated to any other participant(s) in the project? (Yes or No) ¹⁹	
---	--

If Yes, please indicate participant short name(s) and character of affiliations(s) ²⁰	

YOU MAY DUPLICATE THIS PAGE

LIFE-Environment projects		FORM A2. Partner profile	Page 2 of 4
 EUROPEAN COMMISSION ENVIRONMENT DG	FOR COMMISSION USE ONLY		LIFE ENV/

Project Acronym	LETS Update
-----------------	-------------

A2. Partner Profile Information

Short Name ²	DEPA	Participant No	3
-------------------------	------	----------------	---

Legal information

Legal Name ³	Miljøstyrelsen / Danish Environmental Protection Agency	Legal Status ⁴
VAT No ⁵	CVR-number: 25 79 83 76	Private structure <input type="checkbox"/> Public body <input checked="" type="checkbox"/> Natural person <input type="checkbox"/>
Legal Registration No ⁶	CVR-number: 25 79 83 76	

Street Name and No	Strandgade 29	PO Box	
Post Code	1401	Town/City	København/Copenhagen
Country Code ²⁴	DK	Country Name	Denmark

Partner contact person information (complete only on differences)

Title ⁹	Mr.	Function ¹⁰	Head of Section
Family Name	Tang	First Name	Erik
Department / Service Name ¹¹	Danish Environmental Protection Agency		
Street Name and No		PO Box	
Post Code		Town/City	Berlin
Country			
Telephone No	(+45) 32 66 02 95	Fax No	(+45) 32 66 02 01
E-mail	ETA@MST.DK	Website	www.mst.dk


Address of the main department of the partner carrying out the project (complete only on differences)

Street Name and No		PO Box	
Post Code		Town/City	
Country			
Department /Service Name			

Partner details (private structures only) ²⁵

Year ¹²		Annual Balance Sheet Total ²⁶	
Annual turnover ¹³			
Number of employees ¹⁵			
Number of employees in department conducting project ¹⁶			
Is your organisation independent (Yes or No) ¹⁷			
If No, please indicate legal name(s) of owner(s) who own 25 % or more ¹⁸			
Is your organisation affiliated to any other participant(s) in the project? (Yes or No) ¹⁹			
If Yes, please indicate participant short name(s) and character of affiliations(s) ²⁰			

YOU MAY DUPLICATE THIS PAGE

LIFE-Environment projects		FORM A2. Partner profile	Page 3 of 4
 EUROPEAN COMMISSION ENVIRONMENT DG	FOR COMMISSION USE ONLY		LIFE ENV/

Project Acronym	LETS Update
-----------------	-------------

A2. Partner Profile Information

Short Name ²	APAT	Participant No	4
-------------------------	------	----------------	---

Legal information

Legal Name ³	Agenzia per la Protezione dell'Ambiente e per i Servizi Tecnici	Legal Status ⁴
VAT No ⁵	04658061009	Private structure <input type="checkbox"/> Public body <input checked="" type="checkbox"/> Natural person <input type="checkbox"/>
Legal Registration No ⁶	N/A	

Street Name and No	Via Vitaliano Brancati, 44	PO Box	
--------------------	----------------------------	--------	--

Post Code	0144	Town/City	Rome
-----------	------	-----------	------

Country Code ²⁷	I	Country Name	Italy
----------------------------	---	--------------	-------

Partner contact person information (complete only on differences)

Title ⁹	Dr	Function ¹⁰	Unit Leader
--------------------	----	------------------------	-------------

Family Name	Gaudio	First Name	Domenico
-------------	--------	------------	----------

Department / Service Name ¹¹	Environmental Pressures Unit
---	------------------------------

Street Name and No	Via Vitaliano Brancati, 48	PO Box	
--------------------	----------------------------	--------	--

Post Code	0144	Town/City	Rome
-----------	------	-----------	------

Country	Italy
---------	-------

Telephone No	+39 06 50072540	Fax No	+39 06 50072657
--------------	-----------------	--------	-----------------

E-mail	gaudio@apat.it	Website	www.apat.gov.it
--------	----------------	---------	-----------------

Address of the main department of the partner carrying out the project (complete only on differences)

Street Name and No		PO Box	
--------------------	--	--------	--

Post Code		Town/City	
-----------	--	-----------	--

Country	
---------	--

Department /Service Name	
--------------------------	--

Partner details (private structures only) ²⁸

Year ¹²		Annual Balance Sheet Total ²⁹	
--------------------	--	--	--

Annual turnover ¹³		Annual Balance Sheet Total ²⁹	
-------------------------------	--	--	--

Number of employees ¹⁵	
-----------------------------------	--

Number of employees in department conducting project ¹⁶	
--	--

Is your organisation independent (Yes or No) ¹⁷	
--	--

If No, please indicate legal name(s) of owner(s) who own 25 % or more ¹⁸	
---	--

Is your organisation affiliated to any other participant(s) in the project? (Yes or No) ¹⁹	
---	--

If Yes, please indicate participant short name(s) and character of affiliations(s) ²⁰	
--	--

--	--


--	--

--	--

--	--

--	--

--	--

LIFE-Environment projects		FORM A2. Partner profile	Page 4 of 4
 EUROPEAN COMMISSION ENVIRONMENT DG	FOR COMMISSION USE ONLY		LIFE ENV/

Project Acronym	LETS Update
-----------------	-------------

A2. Partner Profile Information

Short Name ²	DEHSt (GETA)	Participant No	5
-------------------------	--------------	----------------	---

Legal information

Legal Name ³	Deutsche Emissionshandelsstelle (DEHSt) im Umweltbundesamt – German Emissions Trading Authority (GETA) at the Federal Environment Agency	Legal Status ⁴
VAT No ⁵	29 / 033 / 03875	Private structure <input type="checkbox"/> Public body <input checked="" type="checkbox"/> Natural person <input type="checkbox"/>
Legal Registration No ⁶	N/A	

Street Name and No	Bismarckplatz 1	PO Box	
Post Code	14193	Town/City	Berlin
Country Code ³⁰	D	Country Name	Germany

Partner contact person information (complete only on differences)

Title ⁹	Dr.	Function ¹⁰	Head of Department
Family Name	Harders	First Name	Enno
Department / Service Name ¹¹	Industry Allocations, Customer Services, Legal Matters		
Street Name and No	Bismarckplatz 1	PO Box	
Post Code	14193	Town/City	Berlin
Country	Germany		
Telephone No	+49 (0) 30 / 8903 -5100	Fax No	+49 (0) 30 / 8903 -5010
E-mail	enno.harders@uba.de	Website	www.umweltbundesamt.de/emissionshandel


Address of the main department of the partner carrying out the project (complete only on differences)

Street Name and No		PO Box	
Post Code		Town/City	
Country			

Department /Service Name	
--------------------------	--

Partner details (private structures only) ³¹

Year ¹²		Annual Balance Sheet Total ³²	
Annual turnover ¹³			
Number of employees ¹⁵			
Number of employees in department conducting project ¹⁶			
Is your organisation independent (Yes or No) ¹⁷			
If No, please indicate legal name(s) of owner(s) who own 25 % or more ¹⁸			
Is your organisation affiliated to any other participant(s) in the project? (Yes or No) ¹⁹			
If Yes, please indicate participant short name(s) and character of affiliations(s) ²⁰			

LIFE-Environment projects	FORM A3. Co-financier profile	Page 1 of 1
 EUROPEAN COMMISSION ENVIRONMENT DG	FOR COMMISSION USE ONLY	LIFE ENV/

Project Acronym	
-----------------	--

A3. Co-financier Profile Information

Short Name	Participant No
------------	----------------

Legal information

Legal Name ³	Legal Status ⁴						
VAT No ⁵	<table border="1" style="width: 100%;"> <tr> <td style="text-align: center;">Private structure</td> <td style="width: 20px;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;">Public body</td> <td><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;">Natural person</td> <td><input type="checkbox"/></td> </tr> </table>	Private structure	<input type="checkbox"/>	Public body	<input type="checkbox"/>	Natural person	<input type="checkbox"/>
Private structure		<input type="checkbox"/>					
Public body		<input type="checkbox"/>					
Natural person	<input type="checkbox"/>						
Legal Registration No ⁶							

Legal address of the co-financier
--

PO Box	
Street Name and No	
Post Code	
Town/City	
Country Code ³³	Country Name

Co-financier contact person (complete only on differences)


Title ⁹	Function ¹⁰
Family Name	First Name
Department / Service Name ¹¹	
Street Name and No	PO Box
Post Code	Town/City
Country	
Telephone No	Fax No
E-mail	Website

Funding details

	Participant No	Participant Short name
Co-financed participant(s)		
Funding confirmed (Yes or To be confirmed) ³⁴		
Comments		

YOU MAY DUPLICATE THIS PAGE

3. Technical Proposal Forms

LIFE-Environment projects	FORM T0	
 EUROPEAN COMMISSION ENVIRONMENT DG	FOR COMMISSION USE ONLY	LIFE ENV/

Project Acronym		
-----------------	--	--

TECHNICAL DESCRIPTION OF THE PROJECT	Page 1 of max 2
---	-----------------

General Technical Description:

Project scope: LETS Update will contribute to the wider objective to update Directive 2003/87/EC. LETS Update will focus on the possible inclusion of sectors and gases not covered at present and on achieving greater harmonisation across Member States than the first phase. LETS Update will review the availability of data and assess the feasibility and implications of applying the emission trading scheme to additional gases and sectors and to examine a range of harmonisation issues in relation to the implementation of the Directive and supporting guidance. We will form three Working Groups supported by external assistance to make recommendations on these three issues (Gases, Sectors and Harmonisation). In addition, we will perform a Sustainability Appraisal.

The project results will allow DG Environment to focus on gases and sectors with the greatest potential for inclusion in future phases of the scheme and to avoid those where, due to methodological or other limitations, it would be difficult to achieve effective inclusion. Candidate sectors which project partners have highlighted at this development stage include waste, agriculture, aluminium production, chemicals production (including fertilisers), transport and coalmine methane. The results will also identify ways in which an update of the Directive or revision of supporting guidance could achieve greater harmonisation through consistency of operation of the scheme across the EU-25. Potential harmonisation methods to be discussed include changes in relation to the scheme's scope, definitions of sectors and installations, allocation methodologies, new entrant reserves, inclusion thresholds, and the scheme's interactions with other regulatory and environmental legislation.


Structure of the project (roles and responsibilities): See Appendix A for organigrams.

LETS Update will use a **Project Manager** who will be supported by three categories of staff provided by the beneficiary. The three categories are the Project Executive who may also attend the Working Groups, Steering Group and Stakeholder Group; technical staff who will attend the Working Groups and financial, legal, other technical, European funding and administrative staff who will ensure the high quality of the project and support the Project Manager. The Project Manager will be responsible for the day-to-day management of the project. The Project Manager will ensure the completion of all Tasks. The Project Manager will be managed by the beneficiary but will be accountable to all partners via the Steering Group.

The **Steering Group** will be composed of the project partners and beneficiary. The Steering Group will decide the relative emphasis of the work on the different project elements at its first meeting in order to provide added value to current research and to correspond to the priorities and timetable of DG Environment as it develops its recommendations for updating the Directive. The Steering Group will supervise the overall project management including the management of risks, financial management, delivery of Tasks to timescale and performance of external assistance contracts.

An Advisory Group will be formed to add expertise from outside the partner organisations and Member States. This group will consist of approximately six people providing a mixture of academic, industrial, environmental or international perspectives relevant to the project. The views of the wider EU-25 will be represented in this forum.

The three Working Groups will be given strong direction by the Steering Group and will be co-ordinated by the Project Manager. The Working Groups will be made up of beneficiary and partner staff who are experts in emissions trading. Each partner organisation and the beneficiary is supported by a team of between 6-12 people who will act as a back-up technical review group. Where appropriate, members from outside the partner organisations may be invited to join the Working Groups to ensure that they have the necessary expertise and EU coverage.

LIFE-Environment projects	FORM TO	
 EUROPEAN COMMISSION ENVIRONMENT DG	FOR COMMISSION USE ONLY	LIFE ENV/

Project Acronym	
------------------------	--

TECHNICAL DESCRIPTION OF THE PROJECT	Page 2 of max 2
---	-----------------

External Assistance: the Steering Group and Working Groups will use external assistance to undertake data collection, analysis and report writing as outlined in Tasks C, D, E, F and G. They will also provide essential translation of material available in European languages other than English. Partners are unable to plan this work into organisational work programmes due to the need to deliver project outputs by January 2006. The short timescales of the project mean that it is not possible to recruit additional in-house capacity. Consultants with significant experience of managing emissions projects will be used to ensure this work is of the highest standards and partners will use their technical expertise and experience as Emission Trading Authorities to review the work. Partners and other Working Group members will develop the project recommendations.

Stakeholder engagement: relevant stakeholders will be identified and made aware of the project through the project launch activities. The Working Groups will undertake targeted consultations using a series of stakeholder events. Effort will be made to use existing trade, industry and other groups to consult relevant sectors and interested parties on the feasibility and impacts of options to update the Directive. We recognise that the involvement of stakeholders is essential to the success of the project. Where appropriate, the project will offer to pay the expenses of some stakeholders to encourage wide and meaningful participation.

Organisational Description:


Beneficiary (1) : Environment Agency for England and Wales (Public body, central authority for England and Wales) The Environment Agency is the environmental regulator for England and Wales with powers and duties relating to environment protection, flood defence, water resources, fisheries, recreation, conservation and navigation. We have the technical expertise required for this project as we regulate the emission trading scheme and IPPC authorisations in England and Wales. We have considerable previous experience in leading three LIFE Environment projects; REMAS, SMURF and HAZRED. We are a reliable and trusted partner to the LIFE Nature project New Forest LIFE, lead partner to three Interreg IIIB projects approved in 2002 and partner to 15 other Interreg projects. We are a minor partner to 17 projects under the R&TD Framework Programme.

Partner 2: The Umweltbundesamt, (Public body, central authority for Austria), undertakes environmental monitoring, assessment and evaluation for the Austrian Ministry of Environment. We play a key role in the implementation of environmental law, provide expert advice on environmental trends and on measures to reduce pollution. We have the necessary experience to participate in this project as our studies form the basis for planning and implementing environmental policy measures in Austria. We have participated in many Community-funded projects, both as partner and as co-ordinator including projects funded by the R&TD Framework Programme, EuropeAid, Interreg, the European Space Agency and other sources (details can be provided on request).

Partner 3: DEPA, the Danish Environmental Protection Agency (Public body, central authority for Denmark) is the environmental regulator for Denmark with powers and duties relating to environment protection, water resources, soil protection, waste management and climate. DEPA has considerable expertise in emissions trading as we are responsible for the Danish National Allocation Plan under the ETS. DEPA has previously participated in several LIFE projects including the European Flower Week (as Beneficiary), Short Circuit and others (details on request).

Partner 4: APAT, the Agency for Environmental Protection and Technical Services (Public body, central authority for Italy) carries out scientific and technical activities in the national interest to protect the environment, water resources and the soil. APAT has the necessary expertise to participate in this project as we are supporting our Ministry in establishing the inventory of all installations subject to the Directive 2003/87/EC in Italy and for the establishment and operation of the national registry under the above mentioned Directive and the Kyoto Protocol. We participate in CLEMDES and VOLTAIRE under the R&TD Framework Programme. We will take part in the NATAIR project, within the STREP programme, and the EuroWhiteCert project.


Partner 5: DEHSt, The German Emissions Trading Authority (Deutsche Emissionshandelsstelle im Umweltbundesamt) is a department of the German Federal Environmental Agency (Umweltbundesamt - UBA). It covers the entire infrastructure of emissions trading in Germany, apart from some responsibilities with the Länder and except the trading itself. The German Emissions Trading Authority has its office in Berlin with currently more than 90 employees working in two departments in an IT-based, client-oriented fashion.

LIFE-Environment projects		FORM T1.Tasks Summary	
 EUROPEAN COMMISSION ENVIRONMENT DG	FOR COMMISSION USE ONLY	LIFE ENV/	

Project Acronym					
Task ID ³⁵	Task Title ³⁶	Start Date ³⁷	End Date ³⁸	Actions ³⁹	Deliverables ⁴⁰
A	Project Management	01/06/05	02/06/06	<p>A.1 Open and close project infrastructure</p> <p>A.2 Project Steering Group and Advisory Group Meetings and Stakeholder Events</p> <p>A.3 Manage resources, technical, financial and administrative support to the project</p>	<p>1. Minutes and action lists from meetings</p> <p>2. Attendance lists from Steering Group, Advisory Group meetings and Stakeholder Events.</p> <p>3. Project accounts</p> <p>4. Post project evaluation report</p>
B	Dissemination / Effective Communication	01/06/05	01/06/06	<p>B.1 Identification of relevant stakeholders, communicating the project objectives and dissemination of outputs</p> <p>B.1 Initial awareness-raising of project objectives and ongoing stakeholder engagement and consultation</p> <p>B.2 Website set-up and maintenance and production of other communications including final results</p>	<p>1. Communications plan</p> <p>2. Project launch</p> <p>3. LETS Update website</p> <p>4. Communiqués to target groups</p> <p>5. Final project report</p> <p>6. Policy makers summary</p> <p>7. Laymans summary</p>
C	Scoping Phase	01/06/05	28/02/06	<p>C.1 Comparative assessment of the implementation and operation of the current scheme across the EU-25 to judge the level of harmonisation of the scheme across Member States</p> <p>C.2 Identification and initial appraisal of options for increasing harmonisation</p> <p>C.3 Review the available data and information sources on the sectors and gases that will be covered by the project</p>	<p>1. Interim study</p> <p>2. Comparative assessment</p> <p>3. Options appraisal</p>

D	Working Group 1 – Other Gases	01/11/05	16/01/06	D.1 Establish and support Working Group 1 – Other Gases D.2 Collate, organise and evaluate the data on other gases D.3 Report on the data	1. Schedule of data and record of installations 2. Interim report 3. Final report
E	Working Group 2 – Other Sectors	02/11/05	03/02/06	E.1 Establish and support Working Group 2 – Other Sectors E.2 Develop assessment criteria E.3 Collect and assess the data E.4 Develop conclusions with regard to thresholds and future growth	1. Criteria for the assessment of the data 2. Interim report 3. Final report
F	Working Group 3 – Harmonisation and Verification	03/11/05	17/02/06	F.1 Establish and support Working Group 3 – Harmonisation and Verification F.2 Analysis of data from preparatory phase and WGs 1 and 2 F.3 Report on the findings of the group	1. Interim report 2. Final report
G	Sustainability Appraisal	28/10/05	30/03/06	G.1 Establish and support work stream – Sustainability Appraisal G.2 Analysis of socio-economic and environmental impact of recommendations G.3 Report on the findings of the work stream	1. Interim report 2. Final report

Maximum number of tasks - 10

LIFE-Environment projects		FORM T2a. Tasks Form	
 EUROPEAN COMMISSION ENVIRONMENT DG	FOR COMMISSION USE ONLY		LIFE ENV/

Project Acronym	LETS Update	T2a - Task Form	Page 1 of 7
------------------------	-------------	------------------------	-------------

Task ID⁴¹	A	Task Title⁴²	Project Management and Reporting
-----------------------------	---	--------------------------------	----------------------------------

Objectives

The proper financial and general management of the project including progress reporting against project practical and financial results.

DESCRIPTION : Actions - Participants' responsibilities - Methods - Progress Indicators – Expected results - Targets - Constraints and Assumptions⁴³

Action A.1: Open and close project infrastructure.

Responsibilities and methods: The beneficiary will appoint a Project Manager and will allocate staff resources for technical support, finance, communications and administration. All partners and the beneficiary will be responsible for the management of the project team via the Steering Group. All partners and the beneficiary will confirm the project specification and sign a legal agreement. The beneficiary will establish an Environment Agency Project Board to supervise the project. The beneficiary will set up banking and control mechanisms. The beneficiary will be responsible for releasing staff at the end of the project. The final reports associated with the project close are described under Action A.3. All partners will be responsible for contributing to the final reports and accounts. Post project evaluation to determine the impact of the project and the effectiveness of the delivery.

Progress indicator: Project Manager appointed. Banking and control mechanisms in place.

Awaited results: Project staff assembled and ready to begin work. Post project evaluation report.

Targets: Project staff ready by June 2005. Project able to commence and close on stated start and end dates.

Constraints and Assumptions: Risk minimised as Project Manager already in post. The beneficiary will ensure that staff are available to answer any questions that may arise after the close of the project.

Action A.2: Project Steering Group and Advisory Group meetings and Stakeholder events.

Responsibilities and methods: The beneficiary and all partners will attend the Steering Group meetings and ensure that actions are taken accordingly. The Advisory Group will consist of 6 members invited by the Steering Group from outside the partner organisations representing wider academic, industrial, environmental or international perspectives. Each member will be a well-respected expert in the field. The Project Manager will set up and facilitate the Steering and Advisory Group meetings. The Project Manager will organise a series of events with relevant stakeholder groups (identified in Task B.1) to allow wider participation.

Progress indicator: Steering and Advisory Group membership documented and meetings held at specified dates. Stakeholder events held.

Awaited results: Minutes and action lists from meetings. Attendance lists for Steering and Advisory Group meetings and Stakeholder Events.

Targets: First Steering Group meeting held in June 2005. At least two other Steering Group and Advisory Group Meetings held within the lifetime of the project. A series of stakeholder events held.

Constraints and Assumptions: Non-attendance of Steering and Advisory Group members. Risk will be minimised by early notification of dates and ensuring that the roles and responsibilities of the Steering and Advisory Groups are stated. The risk of non-attendance is low due to the commitment of the partners to LETS Update. The commitment of Advisors will be a selection criterion. Other stakeholders may not want to engage in the project. To avoid this, Task B.1 will identify relevant audiences and appropriate methods to target them. Risk will be minimised with payment of some expenses.

Action A.3 Manage resources, technical, financial and administrative support to the project.


Responsibilities and methods: The beneficiary will ensure that effective administrative, financial and technical support is provided for the project by the project team. All partners will make staff available to quality assure outputs. The beneficiary will be responsible for ensuring that progress reports are presented to the EU Commission and to partners.

Progress indicator: Monitoring reports produced. Accounts produced.

Awaited results: Technical support from all partners to the working groups. Collation of minutes and actions. Practical and financial progress reports and audited accounts submitted to the LIFE Unit, DG Environment.

Targets: Submit reports and accounts to EU Commission at intervals as required.

Constraints and Assumptions: None anticipated

owing to available resources and previous	FORM T2a. Tasks Form	
 EUROPEAN COMMISSION ENVIRONMENT DG	FOR COMMISSION USE ONLY	LIFE ENV/

Project Acronym	LETS Update	T2a - Task Form	Page 2 of 7
------------------------	-------------	------------------------	-------------

Task ID⁴⁴	B	Task Title⁴⁵	Dissemination / Effective Communication
-----------------------------	---	--------------------------------	---

Objectives

Executing the Communication Plan to ensure effective communication throughout the project. The Communication Plan includes initial awareness-raising, methods to increase the involvement of stakeholders, operation of the project website and the effective communication of the project reports to stakeholders and other interested parties.

DESCRIPTION : Actions - Participants' responsibilities - Methods - Progress Indicators – Expected results - Targets - Constraints and Assumptions⁴⁶

Action B.1: Identification of relevant stakeholders, communicating the project objectives and disseminating outputs.

Responsibilities and methods: The beneficiary will develop and agree with partners a Project Communications Plan to ensure meaningful engagement with stakeholders and dissemination of the project outputs. A key activity of the Communication Plan will be to identify relevant audiences for the work and to target these using the most effective methods to convey project information. The project will draw on the extensive experience of the beneficiary of communicating with stakeholders and conducting stakeholder consultations. The target audiences will partly depend on the sectors/gases identified in the Scoping Phase and studied in more detail by the Working Groups.

Progress indicator: Communication Plan reviewed and agreed by all partners, including a list of relevant audiences/stakeholders and the ways in which information will be conveyed.

Awaited results Communication Plan, including list of audiences/stakeholders.

Targets: Communication Plan agreed. Project communications delivered on time.

Constraints and Assumptions: We assume that certain target groups may be hard-to-reach. We will draw on our experience of targeting hard-to-reach groups to ensure maximum effectiveness of the communications produced.

Action B.2: Initial awareness raising of the project objectives and ongoing stakeholder engagement and consultation.

Responsibilities and methods: The Communication Plan (Task B.1) will ensure thorough engagement and consultation with relevant stakeholders. The beneficiary will ensure that the objectives of the project are clearly stated and disseminated to all stakeholders at a launch event. Communiqués will be produced to inform stakeholders of project progress. Throughout the project, the beneficiary will organise a series of stakeholder events that target relevant sectoral groups/audiences. We wish to demonstrate transparency of working methods to show that our work is based on sound science and that environmental, social and economic impacts have been taken into account in their Member State. Many trade and industry associations organise their own conferences/events, which could provide cost-effective opportunities to engage with relevant sectors. Self-standing events will be organised for other groups where necessary.

Progress indicator: Secure venue for project launch. Attendees list for project launch produced. Communiqués to target groups published and stakeholder events held according to Communication Plan

Awaited results: Project launched. Stakeholder events held.

Targets: High-profile project launch.

Constraints and Assumptions: As in B.1

Action B.3: Website set-up and maintenance and production of other communications including the final results.


Responsibilities and methods: The beneficiary will ensure that an interactive website is set-up and maintained to inform interested parties of the objective and the progress of the project. The project manager will oversee the management of the LETS Update webpages, the delivery of all communications material identified in the Communications Plan (including interim and final reports and policy-maker and layman's summaries) and ensure timely dissemination to stakeholders.

Progress indicator: Website goes live. Other communications delivered according to the Communications Plan.

Awaited results: Live website, which is kept updated with project results. Interim and final reports from Working Groups 1, 2 and 3 produced. Policy-makers and layman's summaries.

Targets: Website to go live in within 1 months of the project launch event. Updates posted as the working groups report. Interim reports published by Autumn 2005. Policymakers and layman summaries published by June 2006.

Constraints and Assumptions: Technical resource available for setting up and maintaining the website. To avoid delays, this will be built into the objectives of the project team. This risk will be minimised due to the beneficiary's experience of setting up websites for 3 other LIFE Environment projects. The interim reports must be delivered to deadlines. To minimise the risk of delays, all participants will be reminded of the importance of meeting key dates.

LIFE-Environment projects		FORM T2a. Tasks Form	
 EUROPEAN COMMISSION ENVIRONMENT DG	FOR COMMISSION USE ONLY		LIFE ENV/

Project Acronym	LETS Update	T2a - Task Form	Page 3 of 7
------------------------	-------------	------------------------	-------------

Task ID⁴⁷	C	Task Title⁴⁸	Scoping Phase
-----------------------------	---	--------------------------------	---------------

Objectives

Objective 1: To undertake a comparative assessment of the implementation and operation of the current scheme across the EU-25 to judge level of harmonisation. Identification and appraisal of options for increasing harmonisation.

Objective 2: To prepare and analyse a schedule of data on emissions of other gases and their sources. This is a fast, initial analysis of the data to identify those areas where the greatest potential greenhouse gas savings can be made.

DESCRIPTION : Actions - Participants' responsibilities - Methods - Progress Indicators – Expected results - Targets - Constraints and Assumptions⁴⁹

Action C.1 Comparative assessment of the implementation and operation of the current scheme across the EU-25 to judge the level of harmonisation of the scheme across Member States.

Responsibilities and methods: The scope of this work will be set by the Steering Committee at its inception meeting. The work will be informed by the results of the recent IMPEL project on implementation and the experience of the partners and the wider Stakeholder Group. Outputs will inform all the Working Groups, but particularly Working Group 3 on Harmonisation and Verification issues relating to potential new sectors and gases and options for achieving greater harmonisation than in the first phase of the scheme. Following discussion by the entire Working Group, the external assistance members of the Working Group will carry out the assessment.

Progress indicator: Comparative assessment of the implementation and operation of the current scheme completed.

Awaited results: Comparative assessment.

Targets: Assessment complete by end of June 2005.

Constraints and Assumptions: We will rely on partners for the data. The risk of lack of data availability will be minimised by preparatory work to identify datasets from partner Member States.

Action C.2 Identification and initial appraisal of options for increasing harmonisation.

Responsibilities and methods: Again, this action will be informed by the results of the IMPEL project and the experience of the partners and the wider Stakeholder Group. Following discussion by the entire Working Group, the external assistance members of the Working Group will review the range of harmonisation issues from the first phase and undertake an initial options appraisal.

Progress indicator: Options appraisal published.

Awaited results: Options appraisal.

Targets: Options appraisal available by end of October 2005.

Constraints and Assumptions: Limited availability of data. Where there are gaps in the data, or uncertainties about the data, the decision can be made at this stage whether to work towards filling those gaps, or to accept that there is no data and highlight this issue as an area that needs to be addressed in the future.

Action C.3 Review the available data and information sources on the sectors and gases that will be covered by the project.


Responsibilities and methods: The beneficiary will carry out the initial scoping (exploratory) study that will be used as the basis for the more detailed work of the project. Again, this action will be informed by the results of IMPEL project and the experience of the partners and the wider Stakeholder Group. External assistance will be employed to complete the study.

Progress indicator: Interim study published by end of June 2005.

Awaited results: Interim study and recommendations.

Targets: Publish interim study by end of June 2005. Results need to be timed accordingly to do this. Action C.1 and C.2 to be sequential, but Action C.3 can run in parallel.

Constraints and Assumptions: As Action C.2.

LIFE-Environment projects		FORM T2a. Tasks Form	
 EUROPEAN COMMISSION ENVIRONMENT DG	FOR COMMISSION USE ONLY		LIFE ENV/

Project Acronym	LETS Update	T2a - Task Form	Page 4 of 7
------------------------	-------------	------------------------	-------------

Task ID⁵⁰	D	Task Title⁵¹	Working Group 1 – Other Gases
-----------------------------	---	--------------------------------	-------------------------------

Objectives

Establish and support the working group on Other Gases. This group will gather and evaluate the data on gases, and will provide the background data for the other groups. Any interim findings or early outputs will be made available to Task 5 as soon as they are available.

DESCRIPTION : Actions - Participants' responsibilities - Methods - Progress Indicators – Expected results - Targets - Constraints and Assumptions⁵²

Action D.1 Establish and support Working Group 1 – Other Gases.

Responsibilities and methods: The Project Manager will set up and support the working group on Other Gases to be included in phase 2 of the EU Emission Trading Scheme. Working Group 1 will consist of staff from project partners, external staff and consultants. All partners (via the Steering Group) will ensure that the Working Groups are set up with suitable technical, policy and geographical representation to cover the work envisaged.

Progress indicator: Working Group 1 meeting dates set. Working Group 1 membership established and verified to ensure interests of members are declared.

Awaited results: Consultants within Working Group 1 briefed and ready to compile interim report.

Targets: Initial working group meeting held by 1st November 2005.

Constraints and Assumptions: Availability of technical staff and resources to do the work. This task requires significant resources in a short timescale, so assume that there will be full participation from partners and assume there is likely to be a need to employ subcontractors to ensure the success of this task. This risk will be minimised by preparatory work to ensure attendance.

Action D.2: Collate, organise and evaluate the data on other gases.

Responsibilities and methods: The members of Working Group 1 will manage a project to collate, organise and evaluate the data on other gases. The external assistance members of the working group will carry out the evaluation.

Progress indicator: Schedule of data on gases for each Member State (EU-25) produced.

Awaited results: Schedule of data, broken down by country, gas and industry sector. Identify the number of installations in each Member State.

Targets: Schedule of data and record of installations published by 1st December 2005.

Constraints and Assumptions: Availability of the data. The Working Group will need to evaluate the validity (coverage and accuracy) of the available data as it is gathered and ensure that any deficiencies in the quality of the data are clearly identified.

Action D.3: Report on the data


Responsibilities and methods: The Working Group will publish an interim report on the data, outlining the findings of task 4.1, with a commentary on the source, availability, validity and accuracy of the data. The external assistance members of the working group will prepare a shared data archive and write the report.

Progress indicator: Interim report.

Awaited results: Interim report published. Final report published.

Targets: Interim report published by 1st December 2005. Final report to follow by 16th January 2006.

Constraints and Assumptions: Over run of task D.2. If task D.2 can be completed, then this can easily be achieved, so same assumptions as D.2.

LIFE-Environment projects		FORM T2a. Tasks Form	
 EUROPEAN COMMISSION ENVIRONMENT DG	FOR COMMISSION USE ONLY		LIFE ENV/

Project Acronym	LETS Update	T2a - Task Form	Page 5 of 7
------------------------	-------------	------------------------	-------------

Task ID⁵³	E	Task Title⁵⁴	Working Group 2 – Other sectors
-----------------------------	---	--------------------------------	---------------------------------

Objectives

Establish and support the working group on Other Sectors. Using the data produced by Task D, this group will determine the priority sectors to be included in phase 2 of the Emission Trading Scheme and carry out the detailed analysis of the feasibility of including these sectors. This work will feed into Tasks F and G.


DESCRIPTION : Actions - Participants' responsibilities - Methods - Progress Indicators – Expected results - Targets – Constraints and Assumptions⁵⁵

Action E.1: Establish and support Working Group 2 – Other Sectors.
Responsibilities and methods: The Project Manager will set up and support the working group on Other Sectors to be included in future phases of the Emission Trading Scheme. Working Group 2 will consist of staff from project partners, external staff and consultants. All partners (via the Steering Committee) will ensure that the Working Groups are set up with suitable technical, policy and geographical representation to cover the work envisaged.
Progress indicator: Working Group 2 meeting dates set. Working Group 2 membership established and verified to ensure interests of members are declared.
Awaited results: Consultants briefed by working group and ready to compile interim report.
Targets: Initial working group meeting held by 2nd November 2005.
Constraints and Assumptions: Assume availability of technical staff and resources to do the work. Assume that there will be full participation from partners. These risks will be minimised by preparatory work to secure participation.

Action E.2: Develop assessment criteria.
Responsibilities and methods: Working Group 2 will analyse the data developed in task D.1. The group will identify significant sectors, confidence in the data, de minimus thresholds, validity of the data and feasibility of including the sector.
Progress indicator: Criteria for the assessment of the data are published.
Awaited results: Publish the data assessment criteria.
Targets: Publish the data assessment criteria within two weeks of the initial meeting of Working Group 2.
Constraints and Assumptions: Working Group 2 may not be able to immediately agree the criteria (because of different standards/priorities in Member States). Where agreement cannot be reached we will define the positions of each party.

Action E.3: Collect and assess the data.
Responsibilities and methods: Working Group 2 will supervise the collection and assessment of the data against the criteria developed in 5.2. Some background work on data has already been carried out in preparation for this project. For instance, some partners have begun consultation with major stakeholders in the transport sector and national transport ministries. The beneficiary has an agreement from Eurocontrol (pan-European aviation data organisation) to provide estimates to LETS Update of the carbon dioxide emissions on each flight taken within the European Union.
Progress indicator: Data assessment carried out.
Awaited results: Interim report.
Targets: Interim report by 2nd December 2005.
Constraints and Assumptions: Late availability of data from Task D.3. We assume that the project is running to time based on timekeeping actions taken to ensure that deadlines are met. If data is late then other actions will be speeded-up or run in parallel in order to keep to the overall project schedule.

Action E.4: Develop conclusions with regard to thresholds and future growth.
Responsibilities and methods: The members of Working Group 2 will develop conclusions with regard to thresholds and future growth in individual sectors (to see whether they have any bearing on the feasibility of including the Sector).
Progress indicator: Interim report published. Final report published.
Awaited results: Interim report. Final report.
Targets: Interim Report by 2nd December 2005. Final report to follow by 3rd February 2006.
Constraints and Assumptions: None.

LIFE-Environment projects		FORM T2a. Tasks Form	
 EUROPEAN COMMISSION ENVIRONMENT DG	FOR COMMISSION USE ONLY		LIFE ENV/

Project Acronym	LETS Update	T2a - Task Form	Page 6 of 7
------------------------	-------------	------------------------	-------------

Task ID⁵⁶	F	Task Title⁵⁷	Working Group 3 – Harmonisation and Verification
-----------------------------	---	--------------------------------	--

Objectives

Establish and support the working group on Harmonisation and Verification. The group will have to advise on the confidence and the robustness of the data on the new sectors and gases. They will look at the issues relating to monitoring and verification of data on new sectors and gases, including the potential for harmonisation (the consistency of implementation across EU-25 Member States).

DESCRIPTION : Actions - Participants' responsibilities - Methods - Progress Indicators – Expected results - Targets – Constraints and Assumptions⁵⁸

Action F.1: Establish and support Working Group 3 – Harmonisation and Verification.

Responsibilities and Methods: The Project Manager will set up and support Working Group 3 on Harmonisation and Verification. Working Group 3 will consist of staff from project partners, invited stakeholders and consultants. All partners (via the Steering Committee) will ensure that the Working Groups are set up with suitable technical, policy and geographical representation to cover the work envisaged.

Progress Indicator: Working Group 3 meeting dates set. Working Group 3 membership established and verified to ensure interests of members are declared.

Awaited results: Consultants briefed by working group and ready to compile interim report.

Targets: Initial working group meeting held by 3rd November 2005.

Constraints and Assumptions: Availability of technical staff and resources to do the work. Assume that there will be full participation from partners.

Action F.2: Analysis of data from preparatory phase and Working Groups 1 and 2.

Responsibilities and Methods: The members of Working Group 3 will analyse and evaluate the harmonisation and verification of the data.

Progress Indicator: Interim report on the harmonisation, verification and uncertainties in the data.

Awaited results: Interim report published.

Targets: Interim report published by 12th January 2006.

Constraints and Assumptions: Group unable to come to agreement on the validity of the data. The project team and Working Group will need to report on any issues where there is no agreement on the validity of the data in the interim report, so that this can be taken into consideration wherever the data is used.

Action F.3: Report on the findings of the group.


Responsibilities and Methods: The members of Working Group 3 will report on their findings.

Progress Indicator: Final report from the group on Harmonisation and Verification issues, including guidelines for verification and any additional measures for ensuring harmonisation.

Awaited results: Final report from Working Group 3.

Targets: Publish report by 17th February 2006.

Constraints and Assumptions: The group fails to agree any necessary methodologies or guidelines to support recommendations. Any divergent views within the group will be documented and clearly stated in the final report.

LIFE-Environment projects		FORM T2a. Tasks Form	
 EUROPEAN COMMISSION ENVIRONMENT DG	FOR COMMISSION USE ONLY		LIFE ENV/

Project Acronym	LETS Update	T2a - Task Form	Page 7 of 7
------------------------	-------------	------------------------	-------------

Task ID⁵⁹	G	Task Title⁶⁰	Sustainability Appraisal
-----------------------------	---	--------------------------------	--------------------------

Objectives

Carry out a Sustainability Appraisal of the consequences of including new sectors and gases in the EU Emissions Trading Scheme.

DESCRIPTION : Actions - Participants' responsibilities - Methods - Progress Indicators – Expected results - Targets - Constraints and Assumptions⁶¹

Action G.1 Establish and support work stream – Sustainability Appraisal

Responsibilities and Methods: The Project Manager will co-ordinate the work stream overseen by the Steering Group and in consultation with the Stakeholder Group. The project manager will attend each of the Working Group meetings to ensure the Sustainability Appraisal is reflected throughout project elements. Consultants will provide technical support and analysis, including advising on the selection of a suitable methodology and data collection.

Awaited results: External assistance consultants briefed by Steering Group through the Project Manager and ready to carry out Sustainability Appraisal

Targets: Presentation to Steering Group members of the adopted methodology by end of October 2005.

Action G.2 Analysis of socio-economic and environmental impacts of recommendations

Responsibilities and Methods: The beneficiary with consultants will review the context of the Sustainability Appraisal; establish baseline data; appraise the likely impacts of adding the new sectors and gases recommended by Working Groups 1 and 2; develop and refine options for mitigating impacts and propose methods for monitoring implementation. Consultation with the Stakeholder Group and key sector groups will use to inform the work.

Awaited results: Completed Sustainability Appraisal

Targets: Publish interim report by mid February 2006.

Constraints and Assumptions: Lack of data available for carrying out the appraisal. Where no quantitative data is available to carry out the assessment a qualitative assessment will be carried out. Active contribution by Stakeholder Group and other stakeholders e.g. sector groups during consultation on the Sustainability Appraisal.

Action G.3 Report on the findings of the work stream


Responsibilities and Methods: The Project Manager and external assistance consultants will report on their findings to the Steering Group and prepare a final report.

Progress Indicator: Publication of final report on the Sustainability Appraisal.

Awaited results: Final report on Sustainability Appraisal

Targets: Publish final report by end of March 2006.

Constraints and Assumptions: The group fails to agree the final recommendations on which sectors and gases to include in the future phases of the scheme due to disagreement over the outcomes of the Sustainability Appraisal.

LIFE-Environment projects		FORM T2b. Tasks Form	
 EUROPEAN COMMISSION ENVIRONMENT DG	FOR COMMISSION USE ONLY		LIFE ENV/

Project Acronym	LETS Update	T2b- Task Form	Page 1 of 7
------------------------	-------------	-----------------------	-------------

Task ID⁶²	A	Task Title⁶³	Project Management and Reporting
-----------------------------	---	--------------------------------	----------------------------------

Start Date	01/06/05	End Date	30/06/06	Duration	283 days
-------------------	----------	-----------------	----------	-----------------	----------


Deliverable Date	Deliverable Description
------------------	-------------------------

02/06/06	Minutes and action lists from meetings
02/06/06	Attendance lists from Steering Group and Stakeholder Group meetings
30/12/05	Project progress report
30/12/05	Interim project report
30/6/06	Final project report

Milestone Date	Milestone Description
----------------	-----------------------

03/06/05	Steering Group Meeting 1
04/10/05	Steering Group Meeting 2
27/02/06	Steering Group Meeting 3
05/10/05	Advisory Group Meeting 1
28/02/06	Advisory Group Meeting 2

You may insert rows if required	
---------------------------------	--

LIFE-Environment projects		FORM T2b. Tasks Form	
 EUROPEAN COMMISSION ENVIRONMENT DG	FOR COMMISSION USE ONLY		LIFE ENV/

Project Acronym	LETS Update	T2b- Task Form	Page 2 of 7
------------------------	-------------	-----------------------	-------------

Task ID⁶⁴	B	Task Title⁶⁵	Dissemination / Effective Communication
-----------------------------	---	--------------------------------	---

Start Date	01/06/05	End Date	02/06/05	Duration	263 days
-------------------	----------	-----------------	----------	-----------------	----------


Deliverable Date	Deliverable Description
------------------	-------------------------

15/11/05	Communication Plan
15/12/05	LETS Update Website
16/01/06	Communiqués to target groups
02/06/06	Final project report
02/06/06	Policy makers summary
02/06/06	Layman's summary

Milestone Date	Milestone Description
----------------	-----------------------

15/11/05	Dissemination plan agreed with partners
18/10/05	Project launch event
01/12/05	Stakeholder event
14/12/05	Stakeholder event
01/02/05	Stakeholder event
15/12/05	Website goes live

You may insert rows if required	
---------------------------------	--

LIFE-Environment projects		FORM T2b. Tasks Form	
 EUROPEAN COMMISSION ENVIRONMENT DG	FOR COMMISSION USE ONLY		LIFE ENV/

Project Acronym	LETS Update	T2b- Task Form	Page 3 of 7
------------------------	-------------	-----------------------	-------------


Task ID⁶⁶	C	Task Title⁶⁷	Scoping Phase
-----------------------------	---	--------------------------------	---------------

Start Date	03/06/05	End Date	28/10/05	Duration	106
-------------------	----------	-----------------	----------	-----------------	-----

Deliverable Date	Deliverable Description
27/06/05	Interim study
27/06/05	Comparative assessment
28/10/05	Options appraisal

Milestone Date	Milestone Description
03/06/05	Steering Group meeting 1 – Brief consultants
01/07/05	Steering Group meeting 2 – Review interim report and comparative assessment

You may insert rows if required	
---------------------------------	--

LIFE-Environment projects		FORM T2b. Tasks Form	
 EUROPEAN COMMISSION ENVIRONMENT DG	FOR COMMISSION USE ONLY		LIFE ENV/

Project Acronym	LETS Update	T2b- Task Form	Page 4 of 7
------------------------	-------------	-----------------------	-------------


Task ID⁶⁸	D	Task Title⁶⁹	Working Group 1 – Other Gases
-----------------------------	---	--------------------------------	-------------------------------

Start Date	01/11/05	End Date	16/01/06	Duration	55 days
-------------------	----------	-----------------	----------	-----------------	---------

Deliverable Date	Deliverable Description
01/12/05	Schedule of data and record of installations
01/12/05	Interim report
16/01/06	Final report

Milestone Date	Milestone Description
01/11/05	Working Group 1 meeting 1
05/12/05	Working Group 1 meeting 2

You may insert rows if required	
---------------------------------	--

LIFE-Environment projects		FORM T2b. Tasks Form	
 EUROPEAN COMMISSION ENVIRONMENT DG	FOR COMMISSION USE ONLY		LIFE ENV/

Project Acronym	LETS Update	T2b- Task Form	Page 5 of 7
------------------------	-------------	-----------------------	-------------


Task ID⁷⁰	E	Task Title⁷¹	Working Group 2 – Other sectors
-----------------------------	---	--------------------------------	---------------------------------

Start Date	02/11/05	End Date	30/02/06	Duration	68 days
-------------------	----------	-----------------	----------	-----------------	---------

Deliverable Date	Deliverable Description
16/11/05	Criteria for the assessment of the data
02/12/05	Interim report
03/02/06	Final report

Milestone Date	Milestone Description
02/11/05	Working Group 2 meeting 1
06/12/05	Working Group 2 meeting 2

You may insert rows if required	
---------------------------------	--

LIFE-Environment projects		FORM T2b. Tasks Form	
 EUROPEAN COMMISSION ENVIRONMENT DG	FOR COMMISSION USE ONLY		LIFE ENV/

Project Acronym	LETS Update	T2b- Task Form	Page 6 of 7
------------------------	-------------	-----------------------	-------------


Task ID⁷²	F	Task Title⁷³	Working Group 3 – Harmonisation and Verification
-----------------------------	---	--------------------------------	--

Start Date	03/11/05	End Date	17/02/06	Duration	77 days
-------------------	----------	-----------------	----------	-----------------	---------

Deliverable Date	Deliverable Description
12/01/06	Interim report
17/02/06	Final report

Milestone Date	Milestone Description
03/11/05	Working Group 3 meeting 1
16/01/06	Working Group 3 meeting 2

You may insert rows if required	
---------------------------------	--

LIFE-Environment projects		FORM T2b. Tasks Form	
 EUROPEAN COMMISSION ENVIRONMENT DG	FOR COMMISSION USE ONLY		LIFE ENV/

Project Acronym	LETS Update	T2b- Task Form	Page 7 of 7
------------------------	-------------	-----------------------	-------------


Task ID⁷⁴	G	Task Title⁷⁵	Sustainability Appraisal
-----------------------------	---	--------------------------------	--------------------------

Start Date	28/10/05	End Date	30/03/06	Duration	110 days
-------------------	----------	-----------------	----------	-----------------	----------

Deliverable Date	Deliverable Description
16/02/06	Interim report
30/03/06	Final report

Milestone Date	Milestone Description
28/10/05	Brief consultants
27/02/06	Consultants to present interim findings to Stakeholder Group meeting

You may insert rows if required	
---------------------------------	--

LIFE-Environment projects	FORM T3	Page 1 of 3 max
 EUROPEAN COMMISSION ENVIRONMENT DG	FOR COMMISSION USE ONLY	LIFE ENV/

Project Acronym		
------------------------	--	--

T3. TECHNICAL PROPOSAL	Page 1 of 2
-------------------------------	-------------

State-of-the-art and context setting ⁷⁶

The EU Emissions Trading Scheme (EU ETS), has established an emissions market with greater geographical coverage and including more countries than previously attempted. Phase 1 of the scheme (2005 – 2007) will test the regulatory and institutional infrastructure of the scheme. The EU ETS is currently restricted to the emission of carbon dioxide (CO₂) from a selection of energy-intensive industries. LETS Update will evaluate Phase 1 of the EU ETS and explore how the scheme could be expanded in Phase 2 (2008 – 2012) and beyond to cover emissions of other greenhouse gases and include emissions from a wider range of industrial sectors, transport and aviation. It will also look at options for greater harmonisation in the way the scheme is implemented and operated across Member States.

LETS Update will assess competitiveness issues around the extension of the EU ETS into new sectors and gases, and for countries external to the scheme. We will bring together knowledge about the institutional challenges faced in Phase 1 of the EU ETS, including the interpretation of the Directive and supporting guidance, establishment of registries, capacity constraints in the development of National Allocation Plans. We will explore external perceptions and expectations of the EU ETS in relation to possible future linkages with other schemes.


LETS Update is complementary to a current IMPEL-funded project led by the beneficiary, the purpose of which is to identify good practice in implementing Phase 1 across Member States. The *'Identifying Good Practice in the Implementation of the EU ETS'* project will review institutional arrangements, interpretation issues, monitoring and compliance. Their recommendations will be provided to us as a basis on which to advance our work and there is the opportunity to use the network established by the IMPEL project to facilitate our data collection and consultation. We will refer to other work, specifically that by the Spanish Institute for Prospective Technological Studies with co-financing from the R&TD Framework Programme and that already commissioned by the Commission to inform their thinking on Phase 2. No previous LIFE projects on this issue exist.

LETS Update will provide objective information based on sound science to underpin policy decisions in Phase 2 and beyond. State-of-the-art is implicit in LETS Update owing to the partners' first-hand experience of national implementation of the EU ETS. The partnership contains a range of practitioners with direct experience of the administration and operation of Phase 1, and key policy makers who will be involved in helping to shape and to implement Phases 2 and 3. The partners have been specially chosen for their ability to access national data and provide technical expertise in this field. Our Stakeholder Group will ensure relevance to the EU-25.

Initially, we will develop an inventory of the other sectors and other gases that might be added in Phase 2 or 3 and beyond. We will evaluate the environmental significance, feasibility of including them in the scheme. We will consider the methodologies for and uncertainties associated with monitoring, reporting and verification of those emissions. Data is available at country level as part of the existing reporting processes, but this must be improved and quality-controlled in order to provide meaningful information at the installation and individual gas level. We recognise that this is a challenge for the project, as it was for Phase 1 of the scheme. However, we will build on the inventories currently being developed by Member States to accommodate the requirements of Phase 1.

LETS Update will also present options for achieving greater harmonisation in the implementation of the Directive across the EU-25 both for Phase 2, 3 and beyond. This work will be based on a thorough evaluation of Phase 1 to identify key harmonisation issues followed by an options appraisal. The appraisal will assess the potential effectiveness and practicality of achieving greater consistency in implementation as well as the social, environmental and economic implications of such measures.

LETS Update will also consider the environmental, social and economic impacts of the existing scheme and the implications of including new sectors and gases in the next phase. State-of-the-art is ensured as our Sustainability Appraisal and build on the modelling and evaluation undertaken by the EU Commission and Member States in preparation for Phase 1. It will use operational data on the first six months of the scheme to evaluate the environmental, social and economic impacts of the scheme compared to expectations, and to project the impacts of adding new sectors and gases in Phase 2 or 3.

LIFE-Environment projects		FORM T3	Page 2 of 3 max
 EUROPEAN COMMISSION ENVIRONMENT DG	FOR COMMISSION USE ONLY		LIFE ENV/

Project Acronym		
------------------------	--	--

T3. TECHNICAL PROPOSAL	Page 2 of 2
-------------------------------	-------------

Preparation Project character and/or dissemination plan⁷⁷

Dissemination is central to the success and effectiveness of the project. The Project Manager will agree the final Communication Plan with project partners at the start of the project. The draft Communication Plan will include:

- Identification and analysis of our stakeholders and target audiences. This will partly depend on the sectors and gases that the Working Groups select to focus their work on.
- Identification and selection of the range of methods to be used to communicate to, raise awareness and elicit responses where necessary from the stakeholders and target audiences.
- A dissemination strategy to ensure that the project outputs and deliverables are highly visible to decision-makers and stakeholders. We will use a range of communication methods to convey the information drawing on the identification exercise, above.

Key contacts throughout the EU-25 will be established at the start of the project to form the basis of the stakeholder and dissemination activities. A comprehensive database of contacts will be generated to underpin the transfer and circulation of information produced by the LETS Update project. The project will use existing networks to identify key contacts. Our current key contacts include:

- the contacts established by the beneficiary led IMPEL-funded project to identify good practice in implementing Phase 1 of the EU ETS,
- the European Commission's working group on the EU ETS and
- the Network of European Environmental Protection Agencies (to which the beneficiary and several partners are members),
- the large number of existing trade, industry and citizen groups that have engaged with the EU ETS.


All partners will be involved in sharing the outputs of the project through their national and international networks of contacts.

Other opportunities to raise awareness of the project and establish contacts will be used, including Green Week in June 2005 where we hope to meet a number of new climate change stakeholders. Contacts will include European and national decision-makers and industrial and non-governmental stakeholders who may be affected by updates to the EU ETS in phase 2 and beyond.

The project has programmed a number of events to raise awareness of its work programme and facilitate dissemination of its outputs. The launch, stakeholder and final workshop events will all be used to engage decision-makers and stakeholders and provide opportunities to share the outputs of the work with them. Particular effort is attached to engaging audiences that we know have limited capacity, including those countries who have recently joined the EU-25. In order to attract organisations from new Member States to join the project we are offering the incentive of payment of travel and subsistence costs to attend the Stakeholder Group meetings to a limited number of participants. We recognise the emphasis placed by DG Environment in involving stakeholders in this project. We devised the incentive scheme for the Stakeholder Group as we felt that this was the reason that these organisations felt unable to join the project as Partners.

A series of briefings/communiqués will be developed by the beneficiary and partners to communicate the aims, objectives and deliverables of the project to our target audiences. A project website will be established and linked to other relevant sites to provide easy access to project documents and the final outputs. Final reports will be distributed widely to the contacts list in electronic formats and hard copy if appropriate. All public project reports will be available from the LETS Update website.

The Communication Plan will conform to the beneficiary's own high standards of environmental management.

LIFE-Environment projects	FORM T4	
 EUROPEAN COMMISSION ENVIRONMENT DG	FOR COMMISSION USE ONLY	LIFE ENV/

Project Acronym	LETS Update
-----------------	-------------

T4. TECHNICAL ISSUES RELEVANT TO THE PROPOSAL	Page 1 of 3
--	-------------


Environmental problem ⁷⁸
--

Climate change is the most serious environmental issue that the world faces. While we are already committed to a level of unavoidable change, it is necessary to make serious cuts in global emissions of greenhouse gases in order to prevent dangerous climate change. As a signatory to the UN Framework Convention on Climate Change and the Kyoto Protocol, the EU is committed to achieving an 8 percent cut in emissions by 2008-2012. Negotiations for commitments beyond 2012 have begun. The consequences of not tackling global emissions are likely to be enormous for the international community, including the EU.

Emissions trading is recognised by the international community as a cost effective measure for achieving cuts in greenhouse gas emissions. The EU has demonstrated itself as a 'first mover' by establishing the EU ETS as a way of achieving its Kyoto commitments. The scheme covers a range of big emitters in the power and industrial sectors. However, the scale of the environmental problem makes it desirable to extend the scope of the scheme in future phases to cover additional sectors and gases.

The effective implementation and operation of the EU ETS is essential to ensure the delivery of the environmental benefits. LETS Update will provide a thorough assessment of the success of Phase 1 of the EU ETS with a view to building on its environmental outcomes in future phases. We address all the issues called for under the call for proposals for Preparatory Projects 2005 under Theme 1 - Climate Change. We will consider the gases and sectors to be included in future phases. We will also consider harmonisation of the EU ETS across the EU-25 including references to possible tools for harmonisation such as benchmarking. We will perform a Sustainability Appraisal.

Potential related elements not considered by LETS Update are the enforcement and regulation of the EU ETS. These aspects are not addressed here as they fall outside of the scope of the call for proposals for Preparatory Projects 2005 under Theme 1 - Climate Change and would perhaps be more appropriate for IMPEL-funded projects.

LIFE-Environment projects		FORM T4	
 EUROPEAN COMMISSION ENVIRONMENT DG	FOR COMMISSION USE ONLY		LIFE ENV/

Project Acronym	LETS Update
-----------------	-------------

T4. TECHNICAL ISSUES RELEVANT TO THE PROPOSAL	Page 2 of 3
--	-------------


Value for money - environmental cost/benefit ratio ⁷⁹

The EU ETS is the key EU policy for achieving its Kyoto target of an 8 percent reduction in emissions of greenhouse gases by 2008-2012. There are international political and economic consequences of failing to achieve this commitment, making it a priority to evaluate the success of the policy and that its environmental benefits are consistent achieving the Kyoto target. As a market-based mechanism, it is also necessary to ensure that its implementation is achieving cost-effective emissions reductions without distorting EU-markets or undermining competitiveness. Consequently, LETS Update, which will aid the future implementation of the EU ETS, represents good value for money in terms of the environmental problem considered and the cost of inaction.

In terms of the specific actions undertaken within LETS Update, all have been budgeted realistically and staff rates are based on actual manpower costs. With regard to personnel costs, the project represents very good value for money in that the staff involved are expert staff in the emissions trading authorities who truly understand the practical and policy issues under discussion. The staff are civil servants whose personnel costs represent very good value for money. There is a requirement in the project for external assistance but this is limited to below 35% of the total project budget. The beneficiary and partners will use their expertise and experience to critically review the work undertaken with external assistance to ensure it meets the objectives of the project and it meets the necessary standards of quality. They will also provide access to networks and data essential to the delivery of the project

LETS Update will also provide valuable opportunities for knowledge transfer between partners during the review of Phase 1 and implementation of Phase 2. This will support efforts to establish best practice and promote harmonised implementation across partner countries and beyond. It will also establish an important platform for the European Commission to share the experience of Member States. Partners have expressed enthusiasm for this valuable benefit of the project.

The project Stakeholder Group will provide a forum for a wider range of trading authorities to discuss implementation and options for updating the scheme in Phase 2. Several Member States, particularly the new ones in the EU-25, have indicated that they are unable to become partners to the project due to the difficulties in meeting the deadlines of the Directive. However, with their National Allocation Plans for Phase 1 approved, we anticipate that there will be an appetite to use the project to discuss future phases of the scheme, particularly in relation to harmonising implementation.

LIFE-Environment projects		FORM T4	
 EUROPEAN COMMISSION ENVIRONMENT DG	FOR COMMISSION USE ONLY		LIFE ENV/

Project Acronym	LETS Update
------------------------	-------------

T4. TECHNICAL ISSUES RELEVANT TO THE PROPOSAL	Page 3 of 3
--	-------------

International approach⁸⁰

Selection of partners:

The project partners were formally invited by the beneficiary to join the LETS Update initiative at the third meeting of the Network of European Environmental Protection Agencies in Stirling, September 2004. In attendance were environmental regulators from 28 countries across the EU-25, many of which have assumed additional roles in relation to the implementation of the EU ETS. The Network also includes representatives from the European Commission and the European Environment Agency. In addition potential partners were approached through the network established by the beneficiary led IMPEL-funded project, which is identifying good practice in implementing Phase 1 of the EU ETS. The organisations that indicated an interest in joining the LETS Update initiative were invited by the beneficiary to a meeting in Brussels to help develop the objectives, scope and schedule for the project. This formed the basis for the stage one proposal and this full submission.


LETS Update partners fully recognise the need for the project findings to represent the EU-25. The main tool to achieve this is the Stakeholder Group made up from representatives of Member States not already represented in the Steering Group, sectors being considered by the work of the Working Groups and relevant research commissioned by Member States or the Commission. Members of the Stakeholder Group will be sought through the networks of the partner organisations prior to the project start date.

The project beneficiary and partners are emissions trading authorities with responsibility for implementing Phase 1 of the EU ETS. The EU-wide nature of the scheme means that a review of Phase 1 and an evaluation of options for Phase 2 and beyond needs to be undertaken by a representative group of Member States with relevant expertise, experience of implementation and access to the necessary networks and data. The LETS Update partners all recognise that this project provides them with these elements, essential for the successful delivery of this project.

Differences in levels of involvement:

The partners all add a similar amount of personnel to the project and the participation in Working Group meetings and Steering Group meetings is roughly equal across partners. Some partners will in addition attend the Stakeholder Group meetings to act as a bridge between this and other project groups. Some partners added extra cash resources to the project which increased the amount of their contribution.

4. DECLARATION FORMS

LIFE-Environment projects	Form 2 Declaration of co-financer	Page 1 of 1
 EUROPEAN COMMISSION ENVIRONMENT DG	FOR COMMISSION USE ONLY	LIFE ENV/

Declaration of financial commitment of the co-financer

Legal Name and legal status:

.....

Financial Commitment
 We will contribute :€ to the implementation of the project

Status of financial commitment⁸¹

Name of authorised person :

Status:

Date:

Authorised stamp and signature (mandatory)⁸² :

YOU MAY DUPLICATE THIS PAGE IF NECESSARY

LIFE-Environment 2005

ACKNOWLEDGEMENT OF RECEIPT

Address of applicant:

(to be completed by the applicant)

Ms Alex Fielding
European Funding Manager
Environment Agency
Block 1, Government Buildings,
Burghill Road,
Westbury-on-Trym,
Bristol,
BS10 6BF
United Kingdom

Title of the project⁶ : LIFE Environment Preparatory Project for the EU Emissions Trading Scheme Update (LETS Update)
PROPOSAL No. **LIFE05/ENV/UK/PREP/12**

PROPOSAL No. **LIFE05/ENV/.....**
(to be completed by the Commission)

Sir, Madam

I acknowledge receipt of your LIFE-Environment Preparatory Action application for the project mentioned above, for which I thank you.

Your proposal will be examined by our services, with respect to its eligibility. Those projects declared eligible will then undergo an evaluation procedure by the Commission, according to that foreseen in the LIFE Regulation.

I will let you know the final decision, as soon as it has been taken by the Commission.

Yours faithfully,

Signature DG ENV:

ANNEX 1: FORMS – FIELD GUIDELINES

1. ¹ The signature must be handwritten and original. The position/status of the signatory should be given. Three originals of this form should be submitted.

2. ² Short Name (acronym if appropriate):

The short name chosen by the participant for this project. This should not be more than 20 characters and should be given at the top of each form.

3. ³ Participant Legal Name:

Provide the legal name of the respective participants. The legal name is the name under which the participant(s) is registered in the official trade registers (if applicable).

4. ⁴ Legal Status:

Select one of the following choices: Private structure (organisation registered in the official trade registers), , Public body , Natural person

Put an "X" in the appropriate box.

Those organisations that declare their status as public must comply with the following criteria:

1/ The organisation has been created by a public authority or is officially recognised as an organisation of public interest. Note the 'public interest' must be explicitly mentioned in the relevant legal or administrative act/s.

2/ The internal procedures and accounts are submitted to control by a public authority (on a day to day basis).

4/ The organisation is financed totally or to a large extent (i.e. more than 50%) by public sources.

5/ In the event that the organisation stops its activities, all rights and obligations including financial, will be transferred to a public authority.

This means that only central and local public authorities and the structures that act on their behalf and under their full responsibility may be considered as public.

5. ⁵ Vat No:

If applicable, please provide the organisation's Value Added Tax (VAT) number in the VAT register.

6. ⁶ Legal Registration No:

If applicable, please provide the organisation's legal national registration number or code the legal trade register, e.g. the Chambers of Commerce register or the business register.

7. ⁷ Individuals not registered as a private organisation.

8. ⁸ Country Code:

Use the relevant country code as indicated in FORM S1: Benefiting regions. For any country not included in Form S1, please indicate the full name of the country in the "Country Name" and leave the "Country Code" blank.

9. ⁹ Title:

Title commonly used in correspondence with the person in charge of proposal co-ordination. Example: Mr, Mrs, Ms., Dr, Prof

10. ¹⁰ Function (Job Title):

Provide the function (job title)of the person in charge of proposal co-ordination. Example: Managing Director, Financial Director, Sales Manager, Project Manager, etc.

11. ¹¹ Department / Service Name:

Name of the department and/or service in the organisation, co-ordinating the proposal and for which the contact person is working. The address details given in the following fields must be for the department / service and not the legal address of the organisation.

12. ¹² Year:

Provide the year for which the figures in this section are provided, e.g. '1999'. Information from the most recent accounting year should be provided.

13. ¹³ Annual turnover:

To be provided by all participants for which this type of information is available. If not applicable, please write **N/A**. Information from the most recent accounting year should be used. The figures should be given for the organisation as a whole and not just for the subsidiary company or the department carrying out the work. It must be expressed in Euro.

14. ¹⁴ Annual Balance Sheet Total: (i.e., total of assets or total of liabilities)

To be provided by all participants for which this information is available. If not applicable, please write **N/A**. The figures should be given for the organisation as a whole and not just for the subsidiary company or the department carrying out the work. Information from the most recent accounting year should be used. It must be expressed in Euro.

15. ¹⁵ Number of employees:

To be provided by all participants. The figures should be for the legal organisation as a whole - not only for the department carrying out the work. The contribution of part-time staff should be accounted as the equivalent number of full-time staff – as full-time equivalents.

16. ¹⁶ Number of employees in department conducting project:

To be provided by all participants. The figures should be for the department carrying out the work. The contribution of part-time staff should be accounted as the equivalent number of full-time staff. If not applicable, please write **N/A**.

17. ¹⁷ Is your organisation independent?:

Is 25% or more of the capital or the voting rights owned by one enterprise or jointly by several enterprises falling outside the definition of an SME (except public investment corporations, venture capital companies and institutional investors, provided no control is exercised either individually or jointly)?

If the organisation is not independent, you should provide the name(s) of the company(ies) which own(s) 25 % or more of the organisation.

An SME (small and medium-sized enterprise) is defined as an entity that has fewer than 250 full time equivalent employees, has an annual turnover not exceeding 40 million Euro, or an annual balance sheet total not exceeding 27 million Euro, and is not controlled by 25% or more by a company which is not an SME.

18. ¹⁸ Owner:

Please provide the legal name(s) of the organisation(s) or person(s) controlling the organisation by 25% or more.

19. ¹⁹ Affiliation:

An organisation is affiliated to another organisation if:

It is under the same direct or indirect control as another organisation, or

It directly or indirectly controls another organisation, or

It is directly or indirectly controlled by another organisation.

Control:

Company A controls company B if:

A, directly or indirectly, holds more than 50% of the share capital of B, or,

A, directly or indirectly, holds more than 50% of the shareholders' voting rights of company B, or,

A has, directly or indirectly, the decision-making powers within company B.

It should be noted that Company A's holding a simple majority of the share capital, or the voting rights, of Company B may be sufficient to create a controlling relationship.

20.²⁰ Yes - Affiliated:

Please provide the participant short name(s) of the organisation(s) to which your organisation is affiliated and use the codes below to describe the character of the affiliation(s):

D: Direct control;

I: Indirect control.

Should the affiliate be a foreseen sub-contractor, then add **S** and short name of the sub-contractor.

21.²¹ Country Code:

Use the relevant country code as indicated in Form S1: Benefiting regions. For any country not included in Form S1, please indicate the full name of the country in the "Country Name" and leave the "Country Code" blank.

22.²² Partner details: only private structures should complete this section

23.²³ Annual Balance Sheet Total: (i.e., total of assets or total of liabilities)

To be provided by all participants for which this information is available. If not applicable, please write **N/A**. The figures should be given for the organisation as a whole and not just for the subsidiary company or the department carrying out the work. Information from the most recent accounting year should be used. It must be expressed in Euro €.

24.²⁴ Country Code:

Use the relevant country code as indicated in Form S1: Benefiting regions. For any country not included in Form S1, please indicate the full name of the country in the "Country Name" and leave the "Country Code" blank.

25.²⁵ Partner details: only private structures should complete this section

26.²⁶ Annual Balance Sheet Total: (i.e., total of assets or total of liabilities)

To be provided by all participants for which this information is available. If not applicable, please write **N/A**. The figures should be given for the organisation as a whole and not just for the subsidiary company or the department carrying out the work. Information from the most recent accounting year should be used. It must be expressed in Euro €.

27.²⁷ Country Code:

Use the relevant country code as indicated in Form S1: Benefiting regions. For any country not included in Form S1, please indicate the full name of the country in the "Country Name" and leave the "Country Code" blank.

28.²⁸ Partner details: only private structures should complete this section

29.²⁹ Annual Balance Sheet Total: (i.e., total of assets or total of liabilities)

To be provided by all participants for which this information is available. If not applicable, please write **N/A**. The figures should be given for the organisation as a whole and not just for the subsidiary company or the department carrying out the work. Information from the most recent accounting year should be used. It must be expressed in Euro €.

30.³⁰ Country Code:

Use the relevant country code as indicated in Form S1: Benefiting regions. For any country not included in Form S1, please indicate the full name of the country in the "Country Name" and leave the "Country Code" blank.

31. ³¹ Partner details: only private structures should complete this section**32. ³² Annual Balance Sheet Total: (i.e., total of assets or total of liabilities)**

To be provided by all participants for which this information is available. If not applicable, please write **N/A**. The figures should be given for the organisation as a whole and not just for the subsidiary company or the department carrying out the work. Information from the most recent accounting year should be used. It must be expressed in Euro €.

33. ³³ Country Code:

Not Applicable for LIFE Preparatory Actions.

34. ³⁴ Funding confirmed

Indicate status of commitment: Yes or To be confirmed (TBC).

35. ³⁵ Task ID:

Provide an index number to the task. Note task IDs should be coherent in all task forms (T2a/b and F2a/b).

36. ³⁶ Task Title:

Provide a short concise description of the work package in the form of a title.

Examples: *Optimisation of site planning. Engineering and construction. Prototype test. Dissemination programme. Management task.*

37. ³⁷ Start Date:

Specify the baseline starting date of the work package activities.

38. ³⁸ End date:

Specify the baseline ending date of the work package activities.

39. ³⁹ Actions:

List briefly the various actions in each task. See Form T2a note and examples.

40. ⁴⁰ Deliverables:

List all deliverable products and their expected production deadline chronologically. Deliverables are tangible products (e.g. management plans, studies and other documents, software, videos, etc). Remember that a copy of all these products must be sent to the Commission.

41. ⁴¹ TASK ID:

Provide an index number to the task. Example: 1 or 1.1 should you wish to breakdown tasks. The index number should correspond to the TASK ID indicated in the task summary form.

42. ⁴² TASK Title:

Provide a short concise description of the task in the form of a title.

Examples: *Optimisation of site planning. Engineering and construction. Prototype test. Dissemination programme. Management task.*

43. ⁴³ DESCRIPTION:

Describe the actions the project will undertake under this task and the participants' responsibilities. Include in the description details on the methods and/or techniques that will be implemented. Describe the results as much as possible as measurable targets and how these targets will be validated/measured. Comment on the constraints and assumptions that may influence the realisation of the various actions - describe any risks that may lead to delays/cancelling of the project. Highlight possible problems.

Example of actions

Preventing pollution of surface water

Installation of the drainage system – will be implemented by ... (name of participant)

Construction of the project web site – will be implemented by ... (name of participant)

Monitoring of the emissions of the process – will be implemented by ... (name of participant)

Example of targets - validation

The dissemination, the – workshop, will reach 100 stakeholders - including political and technical authorities.

Emissions should be reduced by 90% when compared to the conventional process.

Consumption of drinking water will have been reduced by 90%.

The project web site will allow feedback and registration of interested parties - this feedback will be recorded and follow-up will be assured and registered.

Example of constraints

The installation of the measurement system must be finalised by June 2001 in order to conduct the monitoring during the high season.

Example of assumptions

We assume the management board will give the green light for the testing of the prototype in July 2002.

We assume the local authority will grant the necessary construction permit by June 2003.

44. ⁴⁴ **TASK ID:**

Provide an index number to the task. Example: 1 or 1.1 should you wish to breakdown tasks. The index number should correspond to the TASK ID indicated in the task summary form.

45. ⁴⁵ **TASK Title:**

Provide a short concise description of the task in the form of a title.

Examples: *Optimisation of site planning. Engineering and construction. Prototype test. Dissemination programme. Management task.*

46. ⁴⁶ **DESCRIPTION:**

Describe the actions the project will undertake under this task and the participants' responsibilities. Include in the description details on the methods and/or techniques that will be implemented. Describe the results as much as possible as measurable targets and how these targets will be validated/measured. Comment on the constraints and assumptions that may influence the realisation of the various actions - describe any risks that may lead to delays/cancelling of the project. Highlight possible problems.

Example of actions

Preventing pollution of surface water

Installation of the drainage system – will be implemented by ... (name of participant)

Construction of the project web site – will be implemented by ... (name of participant)

Monitoring of the emissions of the process – will be implemented by ... (name of participant)

Example of targets - validation

The dissemination, the – workshop, will reach 100 stakeholders - including political and technical authorities.

*Emissions should be reduced by 90% when compared to the conventional process.
Consumption of drinking water will have been reduced by 90%.
The project web site will allow feedback and registration of interested parties - this feedback will be recorded and follow-up will be assured and registered.*

Example of constraints

The installation of the measurement system must be finalised by June 2001 in order to conduct the monitoring during the high season.

Example of assumptions

*We assume the management board will give the green light for the testing of the prototype in July 2002.
We assume the local authority will grant the necessary construction permit by June 2003.*

47. ⁴⁷ **TASK ID:**

Provide an index number to the task. Example: 1 or 1.1 should you wish to breakdown tasks. The index number should correspond to the TASK ID indicated in the task summary form.

48. ⁴⁸ **TASK Title:**

Provide a short concise description of the task in the form of a title.

Examples: Optimisation of site planning. Engineering and construction. Prototype test. Dissemination programme. Management task.

49. ⁴⁹ **DESCRIPTION:**

Describe the actions the project will undertake under this task and the participants' responsibilities. Include in the description details on the methods and/or techniques that will be implemented. Describe the results as much as possible as measurable targets and how these targets will be validated/measured. Comment on the constraints and assumptions that may influence the realisation of the various actions - describe any risks that may lead to delays/cancelling of the project. Highlight possible problems.

Example of actions

*Preventing pollution of surface water
Installation of the drainage system – will be implemented by ... (name of participant)
Construction of the project web site – will be implemented by ... (name of participant)
Monitoring of the emissions of the process – will be implemented by ... (name of participant)*

Example of targets - validation

*The dissemination, the – workshop, will reach 100 stakeholders - including political and technical authorities.
Emissions should be reduced by 90% when compared to the conventional process.
Consumption of drinking water will have been reduced by 90%.
The project web site will allow feedback and registration of interested parties - this feedback will be recorded and follow-up will be assured and registered.*

Example of constraints

The installation of the measurement system must be finalised by June 2001 in order to conduct the monitoring during the high season.

Example of assumptions

*We assume the management board will give the green light for the testing of the prototype in July 2002.
We assume the local authority will grant the necessary construction permit by June 2003.*

50. ⁵⁰ TASK ID:

Provide an index number to the task. Example: 1 or 1.1 should you wish to breakdown tasks. The index number should correspond to the TASK ID indicated in the task summary form.

51. ⁵¹ TASK Title:

Provide a short concise description of the task in the form of a title.

Examples: *Optimisation of site planning. Engineering and construction. Prototype test. Dissemination programme. Management task.*

52. ⁵² DESCRIPTION:

Describe the actions the project will undertake under this task and the participants' responsibilities. Include in the description details on the methods and/or techniques that will be implemented. Describe the results as much as possible as measurable targets and how these targets will be validated/measured. Comment on the constraints and assumptions that may influence the realisation of the various actions - describe any risks that may lead to delays/cancelling of the project. Highlight possible problems.

Example of actions

*Preventing pollution of surface water
Installation of the drainage system – will be implemented by ... (name of participant)
Construction of the project web site – will be implemented by ... (name of participant)
Monitoring of the emissions of the process – will be implemented by ... (name of participant)*

Example of targets - validation

*The dissemination, the – workshop, will reach 100 stakeholders - including political and technical authorities.
Emissions should be reduced by 90% when compared to the conventional process.
Consumption of drinking water will have been reduced by 90%.
The project web site will allow feedback and registration of interested parties - this feedback will be recorded and follow-up will be assured and registered.*

Example of constraints

The installation of the measurement system must be finalised by June 2001 in order to conduct the monitoring during the high season.

Example of assumptions

*We assume the management board will give the green light for the testing of the prototype in July 2002.
We assume the local authority will grant the necessary construction permit by June 2003.*

53. ⁵³ TASK ID:

Provide an index number to the task. Example: 1 or 1.1 should you wish to breakdown tasks. The index number should correspond to the TASK ID indicated in the task summary form.

54. ⁵⁴ TASK Title:

Provide a short concise description of the task in the form of a title.

Examples: *Optimisation of site planning. Engineering and construction. Prototype test. Dissemination programme. Management task.*

55.⁵⁵ DESCRIPTION:

Describe the actions the project will undertake under this task and the participants' responsibilities. Include in the description details on the methods and/or techniques that will be implemented. Describe the results as much as possible as measurable targets and how these targets will be validated/measured. Comment on the constraints and assumptions that may influence the realisation of the various actions - describe any risks that may lead to delays/cancelling of the project. Highlight possible problems.

Example of actions

*Preventing pollution of surface water
Installation of the drainage system – will be implemented by ... (name of participant)
Construction of the project web site – will be implemented by ... (name of participant)
Monitoring of the emissions of the process – will be implemented by ... (name of participant)*

Example of targets - validation

*The dissemination, the – workshop, will reach 100 stakeholders - including political and technical authorities.
Emissions should be reduced by 90% when compared to the conventional process.
Consumption of drinking water will have been reduced by 90%.
The project web site will allow feedback and registration of interested parties - this feedback will be recorded and follow-up will be assured and registered.*

Example of constraints

The installation of the measurement system must be finalised by June 2001 in order to conduct the monitoring during the high season.

Example of assumptions

*We assume the management board will give the green light for the testing of the prototype in July 2002.
We assume the local authority will grant the necessary construction permit by June 2003.*

56.⁵⁶ TASK ID:

Provide an index number to the task. Example: 1 or 1.1 should you wish to breakdown tasks. The index number should correspond to the TASK ID indicated in the task summary form.

57.⁵⁷ TASK Title:

Provide a short concise description of the task in the form of a title.

Examples: *Optimisation of site planning. Engineering and construction. Prototype test. Dissemination programme. Management task.*

58.⁵⁸ DESCRIPTION:

Describe the actions the project will undertake under this task and the participants' responsibilities. Include in the description details on the methods and/or techniques that will be implemented. Describe the results as much as possible as measurable targets and how these targets will be validated/measured. Comment on the constraints and assumptions that may influence the realisation of the various actions - describe any risks that may lead to delays/cancelling of the project. Highlight possible problems.

Example of actions

Preventing pollution of surface water
Installation of the drainage system – will be implemented by ... (name of participant)
Construction of the project web site – will be implemented by ... (name of participant)
Monitoring of the emissions of the process – will be implemented by ... (name of participant)

Example of targets - validation

The dissemination, the – workshop, will reach 100 stakeholders - including political and technical authorities.
Emissions should be reduced by 90% when compared to the conventional process.
Consumption of drinking water will have been reduced by 90%.
The project web site will allow feedback and registration of interested parties - this feedback will be recorded and follow-up will be assured and registered.

Example of constraints

The installation of the measurement system must be finalised by June 2001 in order to conduct the monitoring during the high season.

Example of assumptions

We assume the management board will give the green light for the testing of the prototype in July 2002.
We assume the local authority will grant the necessary construction permit by June 2003.

59. ⁵⁹ TASK ID:

Provide an index number to the task. Example: 1 or 1.1 should you wish to breakdown tasks. The index number should correspond to the TASK ID indicated in the task summary form.

60. ⁶⁰ TASK Title:

Provide a short concise description of the task in the form of a title.

Examples: *Optimisation of site planning. Engineering and construction. Prototype test. Dissemination programme. Management task.*

61. ⁶¹ DESCRIPTION:

Describe the actions the project will undertake under this task and the participants' responsibilities. Include in the description details on the methods and/or techniques that will be implemented. Describe the results as much as possible as measurable targets and how these targets will be validated/measured. Comment on the constraints and assumptions that may influence the realisation of the various actions - describe any risks that may lead to delays/cancelling of the project. Highlight possible problems.

Example of actions

Preventing pollution of surface water
Installation of the drainage system – will be implemented by ... (name of participant)
Construction of the project web site – will be implemented by ... (name of participant)
Monitoring of the emissions of the process – will be implemented by ... (name of participant)

Example of targets - validation

The dissemination, the – workshop, will reach 100 stakeholders - including political and technical authorities.
Emissions should be reduced by 90% when compared to the conventional process.
Consumption of drinking water will have been reduced by 90%.

The project web site will allow feedback and registration of interested parties - this feedback will be recorded and follow-up will be assured and registered.

Example of constraints

The installation of the measurement system must be finalised by June 2001 in order to conduct the monitoring during the high season.

Example of assumptions

We assume the management board will give the green light for the testing of the prototype in July 2002. We assume the local authority will grant the necessary construction permit by June 2003.

62. ⁶² TASK ID:

Provide an index number to the task. . The index number should correspond to the TASK ID indicated in the task summary form.

63. ⁶³ TASK Title:

Provide a short concise description of the task in the form of a title.

Examples: *Optimisation of site planning. Engineering and construction. Prototype test. Dissemination programme. Management task.*

64. ⁶⁴ TASK ID:

Provide an index number to the task. . The index number should correspond to the TASK ID indicated in the task summary form.

65. ⁶⁵ TASK Title:

Provide a short concise description of the task in the form of a title.

Examples: *Optimisation of site planning. Engineering and construction. Prototype test. Dissemination programme. Management task.*

66. ⁶⁶ TASK ID:

Provide an index number to the task. . The index number should correspond to the TASK ID indicated in the task summary form.

67. ⁶⁷ TASK Title:

Provide a short concise description of the task in the form of a title.

Examples: *Optimisation of site planning. Engineering and construction. Prototype test. Dissemination programme. Management task.*

68. ⁶⁸ TASK ID:

Provide an index number to the task. . The index number should correspond to the TASK ID indicated in the task summary form.

69. ⁶⁹ TASK Title:

Provide a short concise description of the task in the form of a title.

Examples: *Optimisation of site planning. Engineering and construction. Prototype test. Dissemination programme. Management task.*

70. ⁷⁰ TASK ID:

Provide an index number to the task. . The index number should correspond to the TASK ID indicated in the task summary form.

71. ⁷¹ TASK Title:

Provide a short concise description of the task in the form of a title.

Examples: *Optimisation of site planning. Engineering and construction. Prototype test. Dissemination programme. Management task.*

72. ⁷² TASK ID:

Provide an index number to the task. . The index number should correspond to the TASK ID indicated in the task summary form.

73. ⁷³ TASK Title:

Provide a short concise description of the task in the form of a title.

Examples: *Optimisation of site planning. Engineering and construction. Prototype test. Dissemination programme. Management task.*

74. ⁷⁴ TASK ID:

Provide an index number to the task. . The index number should correspond to the TASK ID indicated in the task summary form.

75. ⁷⁵ TASK Title:

Provide a short concise description of the task in the form of a title.

Examples: *Optimisation of site planning. Engineering and construction. Prototype test. Dissemination programme. Management task.*

76. ⁷⁶ State-of-the-art and context setting:

Provide a description of the state of the art of the implementation of existing legislation, particular problems, the pan-European diversity of implementation, and relevant 'sectoral' issues. This section should help establish why you have chosen the approach of the proposal.

77. ⁷⁷ Preparation Project character and/or dissemination plan:

Provide a description of how the proposed project will prepare the ground for pan-European policy improvement, and who you aim to focus the outputs on.

78. ⁷⁸ Provide a description of the Environmental Problem the proposal will address and the technical setting within which the project would operate. Highlight any areas which fall outside the scope of the project.**79. ⁷⁹ Value for money - environmental cost/benefit ratio:**

Discuss the value for money of the project, presenting the economic interest and viability of the technique or methods proposed. If possible indicate the environmental cost/benefit ratio (in comparison with existing methods). Include any other information that is considered essential for the evaluation of the project's environmental added value.

80. ⁸⁰ International Approach.

Explain how you have selected the countries which will participate in the project, and indicate any differences in levels of involvement.

81. ⁸¹ Please specify if the decision to co-finance has been taken or if it is the subject of an agreement in principle and with what conditions; also specify if the co-financing is only granted for certain actions or for the whole project.**82. ⁸² This declaration must be SIGNED, if not the proposal could be rejected.**