

A GUIDE TO: a National Coordinators role and responsibilities

The National Coordinator role within IMPEL is key. Without National Coordinators, IMPEL would grind to a halt!

One National Coordinator is appointed per IMPEL member country. The National Coordinators represent the interests of all IMPEL members within that country. National Coordinators act as a focal point for other IMPEL members as well as the network as a whole. They are responsible for disseminating information to all relevant contact points and coordinating each countries effort within the network.

- **Disseminate information** from domestic / national sources to other IMPEL countries and members and/or the Board and Secretariat.
- Develop and maintain, a domestic / national IMPEL network of contacts and send all relevant information, from and between IMPEL members, to your national network – see case study 3.
- Disseminate information from the IMPEL network to all domestic / national contact points.
- Appoint (where necessary and in cooperation with your country's IMPEL High Representative if you have one) experts from your country to attend IMPEL meetings e.g. project / cluster / General Assembly.
- **Ensure that experts who have participated in project meetings disseminate outcomes and learning from projects** to your national IMPEL network and other relevant interested parties.
- At the General Assembly, a National Coordinator should be able to speak on behalf of their country's organisation(s). If there is more than 1 IMPEL member in a country, then the National Coordinator should coordinate and express those views at a General Assembly. In practice, this will mean organising meetings and briefings with national IMPEL members before key meetings like the General Assembly – see case study 1.

Case Study 1: UK IMPEL network meetings

In the UK, representatives of the 4 countries meet before each General Assembly to agree on which projects they will support and contribute to, to discuss IMPEL organisational issues and to ensure that any concerns raised by those who members who cannot attend will be properly voiced and mentioned during the General Assembly. The UK also, for example, decide who will receive the one 'paid for place' that IMPEL offers to all IMPEL member countries. The UK rotates so that Scotland will receive it one time, and then, Northern Ireland then next time for example...

- Lead your country's organisation(s) input in network discussions either in meetings e.g. the General Assembly, or via electronic discussions e.g. in Basecamp / or via email.
- **Promote IMPEL within your country** – See case study 2
- Stimulate the participation to IMPEL projects and activities, including initiatives for new projects where appropriate.
- Help develop expert-to-expert contacts on specific cases across borders.

- Respond to information requests from the IMPEL Secretariat. Collate and coordinate views and opinions from IMPEL members within your country.
- **Coach / mentor IMPEL project managers from your country**, especially about the methods, tools and expectations on IMPEL project managers.
- **Know when all IMPEL deadlines are!** So, for example, do you know when the financial year end of IMPEL is? Do you know when all project managers and project participants from your country who attended a project and require reimbursement should send their reimbursement request? Do you know when all documents for the General Assembly will be published? If the answer to any of these questions is 'no', then have a look into basecamp, and if this is not enough, contact the [IMPEL Secretariat](#).
- Disseminate the deadlines to your entire national network.

Case Study 2: Dutch promotion of IMPEL within Netherlands

In The Netherlands the so-called IMPEL Support Group (ISG) is in function. The ISG consists of around 8 representatives of the NL IMPEL member organisations and closely related stakeholders. Current participants of the ISG come from the NL Environmental Inspectorate, the Ministry of Environment, the Provinces and the Environmental Service in the Rijnmond area. The ISG convenes 3 times a year in person and is chaired by the NL NC. The objective of the group is to discuss and coordinate the NL input and participation in IMPEL projects, activities and meetings, as well as general and specific strategic IMPEL matters and developments. The participants of ISG are the prime colleagues for the NC to communicate all relevant IMPEL information.

To reach a bigger audience of NL colleagues and their organisations that are responsible for environmental implementation, a 1-day NL IMPEL Conference is organised on (approximately) a yearly basis. This conference, with 60-80 participants is prepared by the ISG. It highlights particular developments with a clear impact on implementation at the different environmental governance level of the country and offers a platform for further dissemination of IMPEL's products and for broader engagement with IMPEL in general.

Case Study 3: German IMPEL national networks

In Germany, each of the 16 States have nominated a contact point in their State Environmental Ministry for IMPEL matters (sometimes then delegated to another person in a regional environmental authority of that State). Those persons are kept updated on IMPEL gatherings, project proposals, main strategic developments and newly developing topics within IMPEL, and are invited by the national coordinator to meet before the general Assemblies of IMPEL (so usually two times per year). Within their state, they have a coordination function for the contributions and project participations of their experts.

In the national network meetings, special focus is laid on project participation and development (clarification, which State wants to send an expert to which project, or is willing to make a project proposal and lead a project) as well as on possibilities to disseminate project results. General strategic / topical/financial developments are discussed as well. The "TFS-people" have additional national gatherings, usually at the occasion of general TFS meetings.

The national coordinator then collects the proposals and cooperation / participation interests as well as critics and amendment proposals to communicate them into the General Assembly.

The national network also, sometimes on proposal of the national coordinator, decide who will receive the 'paid for places' that IMPEL offers to its member countries. Furthermore, the States contribute to the annual membership fee of Germany.