

## AGENDA

Enforcement and Inspection Techniques regional training  
 Organized in partnership with the Portuguese General Inspectorate for the Agriculture, Sea,  
 Environment and Spatial Planning  
 3-6 June – Lisbon, Portugal

Session & Time	Item / Speaker / Description
<b>Session 0</b> 9.00-9.30	<b>Registration in IGAMAOT</b> Ms. Magdolna Szabo (REC) Registration will take place in front of the conference room. IGAMAOT address: <u>Rua de O Século, nº51 (Bairro Alto), 1200-433 Lisboa</u>
9:30-9:45 (15 min)	<b>Welcome Speech by the Minister of Environment, Spatial Planning and Energy</b> Eng.º Jorge Moreira da Silva
<b>Session 1</b> 9:45-10:00 (15 min)	<b>Brief Presentation of IGAMAOT (General Inspectorate for the Agriculture, Sea, Environment and Spatial Planning)</b> Isabel Santana (IGAMAOT)
<b>Session 2</b> 10:00-10:20 (20 min)	<b>Resolution of environmental conflicts</b> Bibiana Cardoso da Silva (IGAMAOT) <ul style="list-style-type: none"> <li>• A practical approach – The application to GREIF</li> <li>• The objectives of the project;</li> <li>• The establishment of communication platforms between industrial organizations and local populations</li> <li>• The main difficulties</li> </ul>
<b>Session 3</b> 10:20-10:40 (20 min)	<b>Planning, Studies and Monitoring of Environment and Spatial Planning Inspections (EM PEM)</b> Mário Grácio (IGAMAOT) <ul style="list-style-type: none"> <li>• Planning, Studies and Monitoring of Environment and Spatial Planning Inspections Department - Main tasks</li> <li>• Management of Environmental complaints               <ul style="list-style-type: none"> <li>◦ Prioritizing complaints</li> <li>◦ Statistics</li> </ul> </li> </ul>
<b>10:40- 11:10</b>	Coffee Break & informal networking (30 min)
<b>Session 4</b> 11:10-12:25 (75 min)	<b>RISK ANALYSIS SYSTEM WITH IRAM - (SEVESO - GLOBAL - IED – WWTP - TFS)</b> Roberto Valadares (IGAMAOT); Maria João Rodrigues (IGAMAOT), Salomé Ribeiro (IGAMAOT) and Ana Espanhol (IGAMAOT) <ul style="list-style-type: none"> <li>• IRAM Methodology, the IMPACT CRITERIA (IC) and OPERATOR PERFORMANCE CRITERIA (OPC);</li> <li>• SEVESO, IED; GLOBAL WWTP and TFS analysis tool;</li> <li>• Expectations related with the annual inspection plan.</li> <li>• Discussion</li> </ul>
<b>12:25 – 14:00</b>	Lunch

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<b>Session 5</b> 14:00 – 14:20 (20 min)	<b>Compliance Management Systems (CMS)</b> <b>Bibiana Cardoso da Silva (IGAMAOT) and Álvaro Barroqueiro (IGAMAOT)</b>  <b>Sines/Estarreja Project</b> Improve environmental performance of industrial organizations and the quality of life Discussion
<b>Session 6</b> 14:20-15:10 (50 min)	<b>Geographic Information and Environmental Law Enforcement within IGAMAOT</b> <i>Luís Marques (IGAMAOT) and Susana Silva (IGAMAOT)</i> <ul style="list-style-type: none"> <li>Environmental Users and Complaints Registers (IGAMAOT Spatial Data Infrastructure)</li> <li>Data Dissemination and Visualization</li> <li>Spatial Analysis and Conflict Detection Tools</li> </ul>
<b>Session 7</b> 15:10-15:25 (15 min)	<b>IMPEL-TFS Enforcement Actions in Portugal</b> <i>Marco Candeias (IGAMAOT)</i> <ul style="list-style-type: none"> <li>Presentation of the TFS network in Portugal</li> <li>Presentation of the second 2015 TFS enforcement campaign– June 4<sup>th</sup> and 5<sup>th</sup></li> <li>Distribution of participants in the Portuguese/Spanish borders</li> </ul>
<b>Session 8</b> 15:25-15:55 (30 min)	<b>IMPEL tools</b> <i>Nancy Isarin (IMPEL Secretariat)</i>
<b>Session 9</b> 15:55-16:20 (25min)	<b>INECE – voluntary compliance systems</b> <i>Henk Ruessink (INECE)</i>
<b>16:20-16:30</b>	<b>Review of day 1 – Q&amp;A</b>
<b>16:30</b>	<b>Transportation to the locations near the Portuguese borders for groups A and B. Departure from IGAMAOT immediately after works are closed.</b>

## 4 June 2015

Session & Time	Item / Speaker / Description
<b>Session 10</b> 8:00-11:00	<b>Field visit – IMPEL TSF enforcement campaign in the Portuguese-Spanish border</b> <i>IGAMAOT, Portuguese police, Spanish authorities</i>
	<b>Free time during the afternoon</b>

## 5 June 2015

Session & Time	Item / Speaker / Description
<b>Session 11</b> 8:00-11:00	<b>Field visit – IMPEL TSF enforcement campaign in the Portuguese-Spanish border</b> <i>IGAMAOT, Portuguese police, Spanish authorities</i> Transportation back to Lisbon during the afternoon

## 6 June 2015

Session & Time	Item / Speaker / Description
<b>Session 12</b> 9:00-9:30 (30 m)	<b>Opening Session</b> Elaine Wright <ul style="list-style-type: none"> <li>• Introductions</li> <li>• Agenda Review</li> <li>• Ground Rules</li> <li>• Review of Field Trips</li> </ul> <i>Objective – To highlight the observations and experiences from the field trips and to review the schedule for the day.</i>
<b>Session 13</b> 9:30 – 10:30 (60 m)	<b>Importance of organizational management</b> Elaine Wright <ul style="list-style-type: none"> <li>• Interactive PPT</li> <li>• Small Group Exercise - a Case Study including a SWOT analysis</li> <li>• Plenary and discussion of application of SWOTs</li> </ul> <i>Objective – To define the principles of organizational management and to practice applying a SWOT assessment an organization.</i>
10:30 – 11:00	Coffee Break and informal networking
<b>Session 14</b> 11:00 – 12:30 (90 m)	<b>Management Issues</b> Elaine Wright <ul style="list-style-type: none"> <li>• Case Study Instructions</li> <li>• Discuss the case and develop an approach to address the issues</li> <li>• Group Report Outs</li> <li>• PPT/Discussion on               <ul style="list-style-type: none"> <li>◦ Change Management</li> <li>◦ Communication</li> <li>◦ Conflict Resolution</li> </ul> </li> </ul> <i>Objective – To identify strategies to maximize organizational effectiveness in managing change, communication and resolving conflict.</i>
13:00 – 14:00	Lunch
<b>Session 15</b> 14:00-15:00 (1h)	<b>Organizational planning and goal setting</b> Elaine Wright <ul style="list-style-type: none"> <li>• Discussion of types of plans in participants' organizations</li> <li>• PPT               <ul style="list-style-type: none"> <li>◦ Purpose</li> <li>◦ Benefits</li> <li>◦ Components</li> <li>◦ 10 key steps</li> </ul> </li> </ul> <i>Objective – To review the elements and benefits of organizational planning and goal setting.</i>
15:00-15:15	Small break (15min)
<b>Session 16</b> 15:15-16:45 (1h30m)	<b>Workshop - Drafting hypothetical departmental plans</b> Elaine Wright <ul style="list-style-type: none"> <li>• Individual Exercise</li> <li>• Instructions</li> <li>• Planning Template</li> </ul> <i>Objective – To apply the elements of planning and goal setting in a practice exercise.</i>

## 6 June 2015

Session & Time	Item / Speaker / Description
<b>Session 17</b> <b>16:45-17:00</b> (15 m)	<b>Self-Assessment for Environmental Compliance and Enforcement Programs</b> <i>Elaine Wright</i> <ul style="list-style-type: none"> <li>• Overview</li> <li>• How the information can be used</li> <li>• Instructions for completing self-assessment</li> </ul> <i>Objective – To become acquainted with a self-assessment tool that could be helpful in their organization.</i>
<b>Session 18</b> <b>17:00 – 17:15</b> (15 m)	<b>Closing</b> <i>Roberto Valadares (IGAMAOT)</i> <ul style="list-style-type: none"> <li>• Acknowledgments</li> <li>• Next Steps</li> </ul> <i>Objective – To summarize the highlights of the week's program and to outline the next program.</i>