MEETING FIA 1* ENVIRONMENTAL ACCREDITATION REQUIREMENTS

TUTORIAL

INTRODUCTION

OBJECTIVE

In this tutorial, the FIA will show you **how to meet the requirements for one-star accreditation**.

TYPICAL SCOPE

All activities linked to HQs/Offices (purchasing, energy, water consumption, etc.)

CLUB

All types of transport (business travel, freight, commuting)

Event management

PROCESS

Once all the requirements have been understood and fulfilled, you will be in a strong position to formally begin your accreditation process. **The first step will be to send your** initial evaluation form **to** afe@fia.com **together with the** supporting documents/information you have developed (environmental policy, objectives & targets, etc.).

In case of any questions, the FIA sustainability team remains at your disposal at afe@fia.com.

Note:

Often, the club is not responsible for organizing the sport event. In this case, it is its responsibility to raise awareness and train event organisers.
If it does organise the event, the event management is part of the scope of evaluation and accreditation.

ORGANISATION AND SENIOR MANAGEMENT COMMITMENT AND LEADERSHIP

LEVEL OF RELEVANCE: HIGH

Top management should be fully aware of the responsibility of its business. It has a leading role to play in helping to build more ecological and inclusive development models. The commitment from Management should be addressed through the Environmental Policy.

HOW TO MEET THE REQUIREMENTS?

- **Engage** management.
- **Designate** a person within your club to be responsible for environmental matters.
- **Develop** an environmental policy.

TIPS

How to develop a policy

1/ PURPOSE AND SCOPE
- **Explain how your organisation is impacting the environment** and why you need to start acting. Inform on key missions and values, requirements and problems which are unique to your organisation.

2/ COMMITMENT
- **Express commitment** to:
  - Relevant regulations,
  - Continual improvement,
  - Protection of the environment.

3/ ENVIRONMENTAL OBJECTIVES
- **Identify impacts** of your organisation on the environment and think what can you do about them.
- **Transfer your ideas** into achievable goals concerning both environmental and management aspects.

4/ PUBLISH AND REVIEW THE POLICY
- **Make the policy publicly available** to all stakeholders.
- **Periodically review goals**, achievements, and relevance of the policy to your activities.

5/ SIGNATURE BY MANAGEMENT REPRESENTATIVE AND DATE
- **Submit the policy** for signature to one of the senior figures within the organisation.

Key impact areas play a significant role, facilitating the understanding of organisations' areas of improvement. They can be identified through, for example, a matrix, which will help the management evaluate the corresponding resources needed to manage impacts.

HOW TO MEET THE REQUIREMENTS?

- **Identify which of these impacts are most relevant** to the organisation based on where the organisation has an environmental impact. These areas should be considered when setting objectives/targets.

TIPS

How to identify environmental impacts

- Refer to the table below to **draw up a list of all your club's activities and the environmental areas** likely to be influenced by them.

ASPECT	IMPACT	SEVERITY	FREQUENCY	OVERALL IMPACT
What is your organisation's activity? (e.g. freight)	What is the impact from the activity? (e.g. air emissions)	How harmful is the impact of the activity? Level: Low/Medium/High	How often does the activity occur? Level: Low/Medium/High	If at least one of the sub-categories is indicated as high, the impact must be considered as significant and be treated as a priority

KEY ENVIRONMENTAL ASPECTS/IMPACTS ARE IDENTIFIED AND MANAGED

LEVEL OF RELEVANCE: HIGH

The establishment of environmental objectives demonstrates a willingness to improve. Defining and setting targets will enable your organisation to follow the commitment outlined in the Environmental Policy.

ENVIRONMENTAL OBJECTIVES AND TARGETS ARE ESTABLISHED

LEVEL OF RELEVANCE: HIGH

HOW TO MEET THE REQUIREMENTS?

- Basic/preliminary environmental objectives and targets should be set with the aim of improving performance.
- The objectives and targets should be **SMART** (**S**=Specific, **M**=Measurable, **A**=Achievable, **R**=Relevant, **T**=Time-bound).

TIPS

- **Define objectives and targets** in priority for the impacts likely to have the biggest environmental impact on your organisation.
- **Develop a table** to set objectives & targets and monitor their progress, considering following example:

IMPACTS	OBJECTIVE	TARGET	ACTION	DEADLINE	WHO	STATUS
Include key impacts previously identified	How will you minimise the impact in the future?	Define specific and measurable performance targets that will lead to the achievement of the objective	Define a clear action plan to achieve set targets	When do you aim to reach the objective/target?	Who will be responsible for monitoring progress?	Description of progress to date

To establish a platform for improvement, environmental performance monitoring must be in place and management should decide the key areas to be monitored.

ENVIRONMENTAL PERFORMANCE IS MEASURED AND MONITORED

LEVEL OF RELEVANCE: HIGH

HOW TO MEET THE REQUIREMENTS?

- **Start identifying environmental indicators** (e.g. water consumption, waste generation, % of waste recycled) that would address the key environmental impact areas of the organisation (see previous page). This would involve deciding which impact areas (see pages 10-11) would be most relevant based on the organisation's activities.

TIPS

- **Start collecting data** on your main impacts through invoices (e.g. energy and water consumption) and report different consumptions on a monthly basis. Once you have been able to define a baseline (first assessment that will be used as a reference), plan reduction targets accordingly.
- For example, **the identification of key impacts** has enabled you to see the importance of waste. This will therefore become one of the indicators you need to measure as a priority.

It is important for organisations to be transparent about their impact on the environment and to engage with their staff, key stakeholders, and the public on this issue.

COMMUNICATION, TRAINING AND CONSULTATION ON ENVIRONMENTAL ISSUES ARE CARRIED OUT

LEVEL OF RELEVANCE: HIGH

HOW TO MEET THE REQUIREMENTS?

INTERNAL
Raise your organisation's awareness and understanding of environmental issues. This can be done through:
- Internal emailing/intranet
- Leaflet, posters
- Trainings and workshops

EXTERNAL
Raise your organisation's visibility on environmental issues. This can be done through:
- Website
- Social media content (Instagram, Twitter, Facebook, LinkedIn, TikTok)
- Articles

TIPS

- **Link your communication** with national/international campaigns e.g. World Environment Day.
- An example of awareness raising workshop is Climate Fresk (available in 130 countries). You can find more information on www.climatefresk.org.

Ensure that your organisation complies with current environmental regulations and is well informed about regulatory changes.

COMPLIANCE WITH RELEVANT ENVIRONMENTAL REGULATORY REQUIREMENTS IS DEMONSTRATED

LEVEL OF RELEVANCE: HIGH

HOW TO MEET THE REQUIREMENTS?

- **Check** which national, regional or international environmental **regulations apply to you.**

TIPS

- **Make a list** of all laws related to the environment that apply to your organisation.
- **Seek collaboration** with local environmental authorities.
- **Regularly** (e.g. once a year) **update the list of legislations** with new laws/amendments.

ISSUING AUTHORITY	LAWS AND REGULATIONS	COMPLIANCE
Who issued the regulation? (Government, Local authorities, FIA, etc.)	What is the name or number of the applicable regulation/laws?	Are you compliant with the regulation/laws?

How documents are stored and whether they are easily accessible to those responsible for environmental requirements is important for the organisation's environmental performance.

PROCESSES AND RECORD SYSTEMS ARE IN PLACE

LEVEL OF RELEVANCE: LOW

HOW TO MEET THE REQUIREMENTS?

- The organisation should begin to **identify what documentation should be collected** for obtaining baseline information.

TIPS

- **To facilitate the process**, set up a table or a list with a one-sentence description of each relevant document.
- **Adding the information on documents' location is advised** – both physical and digital location.

TITLE	UNIQUE NUMBER	DATE	VERSION	DESCRIPTION
Annual report	XXXXX	YYYY	01	Report of the progress of environmental compliance, previous year
Organisation chart	XXXXX	YYYY	01	Updated Organigram with the appointment of the Environmental Manager

IMPACT AREA	HOW TO MEET THE REQUIREMENTS?	TIPS
ENERGY USE & WATER CONSUMPTION LEVEL OF RELEVANCE: HIGH	• Identification of main energy and water consumption areas in the organisation should be initiated.	• Obtain invoices from your suppliers and develop actions to reduce your energy and water consumption. • Use simple metering tools in the organisation to start reading and collecting data.
WASTE MANAGEMENT LEVEL OF RELEVANCE: HIGH	• Identification of main waste generation areas in the organisation should be initiated. • Current arrangements for waste disposal (including hazardous waste) should be reviewed for adequacy.	• Check your current waste collection practices e.g. bins, recycling. • Contact the waste supplier to obtain a baseline for the quantity of waste and discuss solutions for optimising waste sorting.
GROUND & WATER POLLUTION LEVEL OF RELEVANCE: LOW	• The organisation should identify whether control regimes are in place to prevent and mitigate accidents/incidents, including provision of e.g. spill kits where appropriate.	• Do not dispose chemicals in drains or on the ground. • Check leaks on oil tanks. • Store all chemicals and fuels safely. • Have preventive and mitigation measures in place.
SUPPLY CHAIN LEVEL OF RELEVANCE: HIGH	• Identification of main resource categories purchased in the organisation should be initiated.	• Examine what you buy from each of your suppliers and categorise them. • You may begin to look into sustainability criteria and take proactive approach towards the supply chain i.e. get to know your suppliers' relation with sustainability. • Prioritize local sourcing as much as possible.

IMPACT AREA	HOW TO MEET THE REQUIREMENTS?	TIPS
TRANSPORT LEVEL OF RELEVANCE: HIGH	• Identification of the main transport impacts from routine operation of the organisation as well as e.g. events should be initiated.	• Categorize your transport - commuting, business travel, freight etc. - and break down each journey into distance, mode of transportation etc. • Accordingly, start collecting data to learn about your emissions from transport.
BIODIVERSITY & HERITAGE LEVEL OF RELEVANCE: LOW	• The organisation should evaluate whether it lies or operates in an ecologically important area, and whether biodiversity or archaeological impacts are relevant or not.	• Conduct an impact assessment on biodiversity in the area. • Promote the protection of biodiversity through voluntary activities such as picking up litter on the beach or in the forest, growing a community garden, taking part in donations, etc.
NOISE AND AIR QUALITY LEVEL OF RELEVANCE: LOW	• Identification of the main noise impacts from routine/non routine operation of the organisation should be initiated.	• Invest in technologies that allow you to monitor noise (e.g. noise level meter or sound beacons) and air quality (e.g. air quality monitoring devices).

CARBON EMISSIONS
LEVEL OF RELEVANCE: HIGH
	• Identification of main sources of carbon emissions should be initiated.	• Identify which activities are likely to be the biggest contributors to your carbon footprint.
		• Categorize your activities per scope:
		  - Scope 1: Direct GHG emissions (e.g. emissions from vehicles owned by the club, etc.)
		  - Scope 2: Indirect emissions linked to energy (e.g. energy consumption)
		  - Scope 3: Other indirect GHG emissions (e.g. freight, business travel & commuting, waste, purchased products & services, etc.)