

OCEAN Project

D4.1: Pool of Actions

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SCOPE OF THE DOCUMENT

The Pool of Actions (D4.1) is a strategic toolkit developed to support sport organisations in reducing their carbon footprints. It includes a collection of measures to reduce carbon footprint in high-impact areas, such as travel, energy consumption, or event production. Developed through a combination of desk research by the Öko-Institut and contributions from sport organisations including the IOC, EOC EU Office, NOCs and federations, this resource enables sport organisations to create actionable carbon reduction plans. Contact: Julia Schütz, Tobias Wagner, Hartmut Stahl - Oeko-Institut e.V. - OCEAN@oeko.de

Overview

The Pool of Actions has been developed by the Oeko-Institut as part of the OCEAN project to present measures and actions that can be taken by sport organisations to help reduce their greenhouse gas emissions. The individual measures are explained in the "Pool of Actions" sheet.

The following additional characteristics are given in the filterable columns. Please note that these are only rough estimates!

- **Practicability:** expected amount of effort / work to implement the measure. The practicability is estimated from low (1) in red to high (3) in green
- **Costs:** expected costs to implement the measure. Costs are estimated from high (3) in red to low (1) in green. Some measures can be linked to a cost reduction, these are marked with a star (0)
- **Impact:** expected impact regarding reduced emission by implementing the measure. The impact is estimated from low (1) in red to high (3) in green.
- **Responsibility:** the possible responsibility to implement the measure is indicated.

By filtering and/or sorting the columns a measure with low cost and high impact can be identified, to find possible "low hanging fruits".

Additionally, examples of good practices already in place in other sport organisations can be found in the "Examples" sheet.

The measures are structured and can be filtered by the scope aspects of the carbon footprint tool, which represent the major topics of the NOCs' activities:

General

Energy & buildings

Refrigerants

Canteens

Materials usage

Commuting

Vehicle fleet

Business trips

Logistics

Overnight stays

Events

Legend:

The measure can be linked to a possible cost reduction

The costs of the measure are estimated to be low, the practicability and impact are estimated to be high

The costs, practicability and impact of the measure are estimated to be medium
















The costs of the measure are estimated to be high, the practicability and impact are estimated to be low



Scope Part	Measure	Description	Practicability	Costs	Possible impact	Responsibility
Business Trips / Overnight Stays	Critical review of business trips of all kinds	For every meeting, conference, delegation trip or other appointment and event, it is always important to critically examine whether on-site participation is really necessary and if so, to what extent, or whether it can be dispensed with. In case of doubt, participation should be waived or the business trip should not be approved.				Management, Everyone
	Business Trips	Participation in conferences				Management, Everyone
	Business Trips	Delegation trips abroad				Management, Everyone
	Business Trips	Reduction of the number of business trips				Management, Everyone
	Business Trips	Public transport / passenger car criteria				Management
	Business Trips	Air travel criteria: distances				Management
	Business Trips	Air travel criteria: Economy class flights				Management
	Business Trips	Air travel criteria: Choosing the flight with the lowest CO2 emissions				Management
	Business Trips	Incentives public transport				Management
	Business Trips	Time / location planning of appointments				Event management; Everyone
	Business Trips	Monitoring and transparency of business trips				Management
	Business Trips	Only cabin luggage				Management
	Business Trips	Personal flight limit				Management
	Business Trips	Combine meetings				Event management
	Business Trips	Carbon budget (per organisation unit)				Management
	Business Trips	Planning business trips with environmentally friendly mobility				Event management
	Business Trips	Air travel criteria: Direct flights				Person/team in-charge of bookings, Travel agency
	Business Trips	Instructions / Communication with travel agencies				Management
	Business Trips	Limit number of meetings				Logistics, Management
Canteens	Predominantly vegetarian and vegan dishes in canteens	Canteens and cafeterias mainly offer vegetarian and vegan dishes. Meat dishes are not offered at all or are offered 1 - 2 times a week.				Canteen / Catering Management
Canteens	Use local ingredients	Prefer regional ingredients / caterings to reduce transportation				Marketing director
Canteens / Events	Reduction in beef products	Offer maximum one meat dish at each food outlet (food stalls, canteens, buffets, etc.).				Canteen / Catering Management
Canteens / Events	Reducing the amount of meat per portion	For buffets, canteens etc., the amount of meat per portion is reduced.				Canteen / Catering Management
Canteens / Events	Vegan and vegetarian catering	Always offer vegan and vegetarian dishes. Avoid meat, sausage, fish, CO2-intensive dairy products (e.g. hard cheese, cream) and other CO2-intensive foods (e.g. rice as opposed to pasta or potatoes). If in exceptional cases it is not possible to forego them, then use reduced quantities and organic products, certified fish.				Canteen / Catering Management
Canteens / Events	Vegetarian and vegan alternatives	Vegetarian and vegan alternatives will be added to the food on offer. Food vendors must offer at least one vegetarian/vegan alternative for each meat-based dish (e.g. 1 meatball & 1 vegetarian meatball). In restaurants, buffets, etc., at least one separate vegetarian and one vegan alternative must be offered for each meat-based dish.				Canteen / Catering Management
Canteens / Events	Seasonal and environmentally friendly transported food	Use seasonal and environmentally friendly food (shorter and more efficient transport reduces emissions), especially avoiding produce from heated greenhouses and flying produce. For example, local seasonal strawberries instead of pineapple, or apple juice from local orchards instead of orange juice.				Canteen / Catering Management
Canteens / Events	Tap water	Offer tap drinking water (no need for packaging or additional transportation, unlike bottled water) Water is therefore offered as drinking water in carafes.				Canteen / Catering Management
Canteens / Events	Distribution of unserved food	Food that is not served is donated to charitable organizations in order to reduce the amount of waste. The applicable hygiene regulations are taken into account. Food donations are well prepared (what, how much, when, where, pre-filled form, etc.)				Canteen / Catering Management
Canteens / Events	Frying oil	Separate collection of frying oil (deep fryers) for use e.g. as biodiesel.				Canteen / Catering Management
Canteens / Events	Smaller quantities at the buffet	A reduced safety margin of e.g. 10-20% is applied when planning food quantities for a buffet.				Canteen / Catering Management
Canteens / Events	Optimized output management	Serving management optimized to avoid food waste: scope of the offer, portion sizes, restocking of the buffet, signage, small plates, etc.				Canteen / Catering Management
Canteens / Events	Surcharge for meals containing meat	A fixed surcharge is applied for meals containing meat, e.g. €1 in the restaurant area and €0.50 for food vendors. The surcharge is communicated, for example by means of a separate statement on the bill (restaurant area) or appropriate signage (food vendors). The additional funds raised are used for climate protection projects, for example in sports clubs.				Canteen / Catering Management
Canteens / Events	Pricing according to the CO2 footprint of the food	The prices (of a food type) are set in proportion to the respective carbon footprint of the food, for example a vegan bratwurst must cost approx. 40 % and a vegetarian bratwurst approx. 60 % of the price set for a meat-containing bratwurst (pork).				Canteen / Catering Management

Scope Part	Measure	Description	Practicability	Costs	Possible impact	Responsibility
Canteens / Events	High-quality vegetarian and vegan dishes	High-quality vegetarian and vegan dishes are selected, and test runs are carried out to ensure that the products taste good. Staff are trained in preparing and cooking vegetarian and especially vegan dishes.	🟡	🟢	🔴	Canteen / Catering Management
Canteens / Events	Offer of organic food	More organic food is being used. Generally, a lower CO2 footprint of organic food is assumed compared to that of "conventional" food. The increased use of organic food is also recommended due to the clear advantages in the areas of pesticide use, nature conservation, biodiversity, animal welfare, etc.	🟢	🔴	🔴	Canteen / Catering Management
Canteens / Events	Avoidance of goods from heated greenhouses and goods in flight	Products from heated greenhouses and flying goods are avoided.	🟡	🟡	🟡	Canteen / Catering Management
Canteens / Events	Avoidance of rice	Rice is by far the most climate-damaging starch supplement and is therefore avoided as much as possible.	🟡	🟡	🟡	Canteen / Catering Management
Canteens / Events	Labelling the food at the buffet	The dishes at the buffet are clearly labelled to avoid "wrong choices"	🟢	🟢	🔴	Canteen / Catering Management
Canteens / Events	Sensitization of the issuing staff	Serving staff are made aware that the quantities served become waste in the event of non-consumption and that appropriate measures should be taken, e.g. serving smaller quantities, targeted replenishment of food.	🟢	🟡	🔴	Canteen / Catering Management
Commuting	Reusable products	Only use reusable items (cutlery, crockery, glasses, bottles, etc.). No individual packaging for sugar, milk, etc. Good practice example at value: Every week, the trainees raise on a non-cash prize among all employees who do not come to work (alone) in their own car. In order to be entered into the draw, employees must come to work in an environmentally friendly way (by bike or e-bike, by carpool or by bus) and enter themselves in a simple Excel list on the intranet. This table is also used to determine the number of kilometres commuted as an alternative to using their own car.	🟡	🟡	🔴	Canteen / Catering Management
Commuting	Mobility lottery	environmentally friendly way (by bike or e-bike, by carpool or by bus) and enter themselves in a simple Excel list on the intranet. This table is also used to determine the number of kilometres commuted as an alternative to using their own car.	🟡	🟡	🔴	HR/marketing director
Commuting	Enable more working from home	Increase the number of allowed home office days. Even if public transport is used on office days. (The time saved by working from home may justify a higher time expenditure for public transport); such measures (incentives, but also e.g. parking fees) should be specified and developed together with the employees.	🟡	🟡	🟡	Management
Commuting	Mandatory home office working days	At least two days a week are set as home office days	🟢	🟢	🟢	General Secretary/president
Commuting	Location of headquarter with better public transport accessibility	If possible, change the location of the headquarters for better public transport accessibility (for example, when the existing lease expires).	🔴	🟡	🟡	top management
Commuting / Business Trips	App for carpooling in cooperation	App for carpooling, especially for daily trips to the workplace; strive for cooperation with other institutions in the immediate vicinity to increase opportunities and flexibility; promote the formation of carpools (commutes and business trips).	🔴	🔴	🟡	Management
Commuting / Business Trips	Efficient rental vehicles	E-vehicles (BEV) are used for rental vehicles / car sharing whenever possible. Only small and medium-sized cars are to be avoided.	🟡	🟡	🟢	Management
Commuting	Job tickets for the use of public transportation for employees of your organisation	All employees are offered free or discounted job tickets.	🟡	🔴	🟢	Management
Commuting	Incentives for environmentally friendly travel to and from work	Implement incentives for environmentally friendly travel to and from work, for example an additional half day off if you use a bicycle or public transportation to get to work or additional payment for a job ticket (especially for long distances to work).	🟡	🔴	🔴	Management
Commuting	Lower parking fees for e-vehicles / car-pools	Implement lower parking fees for e-vehicles and car-pools.	🟡	🟢	🔴	Headquarter Management
Commuting	Reduction in parking spaces	The number of parking spaces is reduced; check whether this is legally possible? Check whether existing parking spaces can be leased to other institutions in the immediate vicinity. Possibly remove parking spaces.	🔴	🟢	🔴	Headquarter Management
Commuting	Provide Bicycle Parking Spaces	Provide enough (at least for 20 % of the employees), preferably sheltered bicycle parking spaces.	🔴	🟡	🔴	Headquarter Management
Commuting	Participation in everyday cycling competitions	Implement bicycle competitions in which institutions can participate and collect kilometres cycled (journeys to work by bicycle) Participation of your organisation in such bicycle competitions to strengthen bicycle traffic. Development of an internal cycling competition (e.g. entire departments or individual employees): who covers the most kilometres by bike to work in a year or, for example, a month? Check whether there are APPs that can be used to record bicycle kilometres or for the entire competition?	🟡	🟡	🟡	HR/marketing director
Commuting	Partnership with (electric) bike supplier	Establish a partnership with an (electric) bike supplier, so employees can lease a bike instead of buying it.	🟢	🟡	🔴	Management
Commuting	Climate Ticket	Introduce a "Climate Ticket" offering a 50% discount on sustainable transport options for all staff members. Establish partnership with local public transport companies, bike-sharing services, e-car sharing services to offer discounted rates for employees. Ensure that these offers are relevant to the commuting habits of all employees.	🟡	🔴	🟢	Sustainability Team, Management
Energy & buildings	Energy manager	There is an employee responsible for energy management (energy manager) at your organisation.	🟢	🟢	🔴	Headquarter Management
Energy & buildings	Energy monitoring of your organisation's buildings	Continuous energy monitoring in the buildings of your organisation; check: can further electricity measuring points be installed?	🟢	🟢	🟡	Headquarter Management
Energy & buildings	Energy control of activities	Energy control of all your organisation's activities (incl. events); e.g. settings/energy-saving mode of the IT infrastructure; (night-time) shutdown of computers, screens, copiers, night-time reduction of heating, etc.	🟡	🟢	🔴	Headquarter Management / IT Management
Energy & buildings	Billing of the caterer's energy costs according to consumption	Check whether the energy consumption of any other tenants or caterers can be billed according to consumption; to raise awareness and save energy.	🟢	🟢	🔴	Headquarter Management
Energy & buildings	Carrying out an energy check	Energy check your organisation by a specialized engineering office. What other potential savings are there? Technically and organizationally? Possibilities and usefulness of smart control, user-dependent?	🟢	🟡	🟡	Management, Headquarter Management
Energy & buildings	Lighting control	Installation of time switches in passageways and stairwells; light switching via motion/presence detectors or partial switching off of unnecessary lights; brightness sensors for daylight-dependent lighting control	🔴	🔴	🔴	Management, Headquarter Management
Energy & buildings	Temperature-dependent control of room heating in the premises	Temperature-dependent control of room heating; room temperature of maximum 20 to 22 degrees C indoor temperature; (1 degree reduction in temperature saves approx. 6% energy). Heating systems are controlled via temperature sensors; Heating specific to room possible/useful? Presence-dependent control of room temperature (keyword: home office) possible? Cooling only from a temperature of 25(?) degrees C room temperature. For cooling, maximum temperature difference of 6 degrees between outside and inside. Training of employees on energy-efficient ventilation.	🔴	🟡	🔴	Headquarter Management
Energy & buildings	Technology, lighting etc. with maximum energy efficiency	Building technology, lighting (LED, OLED, motion detectors, brightness sensors, including outdoor lighting), elevators, IT, kitchens, etc. and large electrical appliances with maximum energy efficiency only.	🟡	🟡	🔴	Headquarter Management
Energy & buildings	Purchase of energy-efficient appliances	When purchasing new electronic devices, only products with the highest energy efficiency class should be chosen. If possible, only use IT devices and printers or multifunction devices with an energy-saving label.	🟡	🔴	🟡	Procurement
Energy & buildings	PV systems for self-supply with renewable energy	Installation of photovoltaics for solar power generation. Own use of PV electricity by means of battery storage. Commissioning of an engineering office for feasibility and costs/benefits. Check whether other areas in the immediate vicinity can be used, e.g. roofed parking lots, sports centres?	🟢	🔴	🟡	Office management
Energy & buildings	Use of certified green electricity	All areas that cannot be supplied directly with self-generated electricity from renewable energy (or where no allocation is possible) are supplied exclusively with certified green electricity.	🟡	🟢	🟡	Management
Energy & buildings	Solar thermal energy for hot water	Installation of a solar thermal system to generate hot water. Commissioning of an engineering firm to assess feasibility and costs/benefits.	🔴	🔴	🟢	Headquarter Management
Energy & buildings	Minor office improvements	LED lighting, smart building system	🟢	🟡	🟡	Headquarter Management
Energy & buildings	Installation / retrofitting of water-saving taps and showers	Installing water-saving taps / showers or retrofitting water-saving sets to reduce hot water consumption.	🟡	🟡	🟡	Headquarter Management
Energy & buildings	Extern certification of the buildings	Hire an external certifier to analyse your organisation's buildings for their climate impact (energy, electricity, water and heat).	🟡	🟡	🟡	Management
Events	Good accessibility	When your organisation chooses the venue, ensure that it is easily accessible. If possible, within a short distance (principle of short distances) and with good public transport/rail connections. If necessary, check the possibility of a shuttle service (with battery electric vehicles, BEV). Set the start/end of events in such a way that good public transport travel options are guaranteed.	🟡	🟡	🟢	Event Management
Events	Information about environmentally friendly means of transportation	Information on the use of environmentally friendly means of transport; explicit information on this in the invitations with clear prioritization of local public transport and public transport over cars (and flights).	🟢	🟢	🟢	Event Management
Events	Selection according to ecological criteria	Selection of the venue according to ecological criteria; is sustainable event management practiced there? EMAS certification; environmental seal, e.g. ISO 14001. Possibly research sustainable venues via special portals.	🟡	🟡	🟡	Event Management
Events	Reimbursement of travel expenses for events	Reimbursement of travel expenses for external participants at events: no reimbursement of flights within the country (depending on the rail infrastructure or travel times by rail in the country. E.g. flights are only reimbursed if the additional expenditure (by train) is e.g. 3 hours). For car use: car travel costs are reimbursed in exceptional cases if additional expenses of e.g. 2 hours compared to public transportation is demonstrated.	🟢	🟢	🟢	Event Management
Events	Public transport incentives	Discounts to spectators arriving by bike/public transport.	🟡	🟢	🟡	Marketing/Event management
Events	No car park policy	Hold events without a car park (except for disabled parking spaces) or only with carpooling spots close to the event.	🟡	🟢	🟡	Event management
Events	Internal "event-kit"	Purchase event material (including shirts, caps, signs, roll-ups,...) that can be re-used for more than one event, e.g. regarding branding.	🟢	🟢	🔴	Event management
Events	Public Transportation Ticket included	Include a public transportation ticket or discount in the event ticket or invitation	🟡	🔴	🟢	Event management
Events	Plan events so that overnight stays are not necessary.	Set the start/end of events in such a way, overnight stays are not necessary.	🟡	🟢	🔴	Event management
Events/ Material Usage	Textiles (e.g. team apparel) made from recycled materials	Make sure with the provider that team apparel is made from recycled materials. Contractual obligations with the provider to follow sustainable practices in the whole process. Choose a local company/provider. Ensure that all material, used for the event is recyclable.	🟡	🟡	🔴	Procurement, Event management, Management
Events	Zero single-use plastic event	Contract obligations with all stakeholders, including vendors and sponsors. Set up refillable water stations. Source eco-friendly vendors. Implement a comprehensive waste-management plan.	🔴	🔴	🟢	Event management, Procurement

Scope Part	Measure	Description	Practicability	Costs	Possible impact	Responsibility
Events	Incentives for fans travelling with public transport/carpooling	Award fans coming to the event by public transport (e.g. free or discounted public transport for everyone that has tickets). Collaborate with public transport companies to increase number of busses/trains before and after the event. Only cars that have 4 or more people in them, are allowed to park in the garage/parking lot next to the competition area. Promote those incentives before the event so everyone is aware of them.	🟡	🟡	🟡	Event management, Logistics team
Events/ Business Trip	Sign a contract with airline contractor	If your organisation has contract with an airline, make sure to include sustainability measurements. When a big delegation is flying to the same event, try to ensure they all go together with the same flight	🔴	🟡	🔴	Management
General	Communications	Communication to and involvement of employees in the objectives and measures of your organisation's climate strategy	🟢	🟢	🔴	Communication Team
General	EMAS	Permanent introduction and certification of the European environmental management system EMAS (Eco-Management and Audit Scheme).	🟡	🟡	🔴	Management
General	Define responsibilities	Allocation of responsibilities and competencies for the planning and implementation of climate protection measures. Development of climate targets in individual fields of action. Ongoing controlling and updating of the climate balance sheet and targets.	🟢	🟢	🟡	Management
General	Carbon footprint of your organisation	Your organisation calculates its GHG emissions annually and thus carries out continuous monitoring; comparison with its own targets in the various fields of action. Identify and designate individuals within each department who are already engaging in sustainable actions and empower them to act as sustainability advocates. These advocates lead by example, showcasing the positive outcomes of their behaviours (e.g. cost-saving, riding a bike to work as daily exercise), addressing challenges they have overcome, and fostering a culture of environmental responsibility among colleagues. By providing a relatable, approachable voice, these advocates will encourage the adoption of sustainable practices without overcomplicating the process, ensuring that changes are practical and achievable. Provide them with training on effective communication and equip them with necessary resources.	🟢	🟢	🟢	Management
General	Appoint change agents within each department	Create a cross-departmental network of change agents. Launch internal communication to introduce the agents, highlighting their behaviours and achievements.	🟢	🟢	🟡	Everyone, Sustainability Team
General	Climate champion of the month/year	Launch an initiative that fosters healthy competition between departments to recognise and reward those making the greatest strides in sustainability (e.g. in addition to activities like cycling competitions, outlined in measure 51, also award the department who made the biggest effort). These could include metrics such as reduced carbon emissions, energy conservation, waste reduction, and engagement in sustainable practices, etc. Include naming of the climate champion as a standing agenda item in team meeting (once a month). Hold an annual ceremony to formally recognise the efforts of all departments and individuals involved and showcase best practices.	🟢	🟢	🟡	Everyone, Management
General	Employee Handbook for sustainable practice	-[linked with measures 40 (Mobility lottery) and 51 (Participation in everyday cycling competitions)] Prepare an Employee Handbook for sustainable practices including the organisation's goals, sustainable travel practices (travel policy overview, preferred transportation options, booking guidelines, information on reimbursements), information on waste management and recycling, energy conservation, guidelines for using office equipment, remote work policy, guidelines for sustainable procurement, green office practices, employee engagement and responsibility (role of employees, reporting mechanisms, recognition of incentives), etc. Provide training sessions and recommend additional resources.	🟢	🟢	🟡	HR, Sustainability Team
General	Awareness-raising programmes	Organise awareness raising workshops for top management and employees. Facilitate Peer-to-Peer Meetings with Other Sports Organisations to discuss challenges, share examples of good practices, explore innovative solutions, learn and inspire each other. Review existing sponsorship contracts.	🟢	🟢	🟢	Sustainability Team, Everyone
General	Include sustainable measures in sponsorship contracts	Identify unsustainable practices you can improve. Sign new contracts with sponsors that include sustainable measures. If sponsors are not willing to follow sustainability practices, do not renew contract with them and try to find a new sponsor. Promote your sustainable collaborations with other stakeholders, fans, athletes, etc.	🔴	🟡	🟡	Top management, marketing team , Procurement
General	Integrate sustainable criteria into calls for tender	Establish some sustainable clauses for purchasing products or services e.g. choosing suppliers or service providers more committed to sustainable development	🟡	🟡	🟡	Procurement
Logistics	Reduce quantity of goods	Implement a procurement management, which e.g. checks which goods are actually needed and if a shorter or efficient logistic can be chosen	🟡	🟢	🟡	Procurement
Logistics	Use climate-friendly means of transporting	Prefer climate-friendly means of transporting, e.g. trains, ship, instead of flights.	🟡	🟡	🟡	Logistics
Material Usage	No give-aways etc.	The distribution of give-aways, (guest) gifts, pens, writing pads, etc. is completely dispensed with. Writing pads and pens can be handed out at events/meetings on request (provide a limited number, but do not actively distribute).	🟢	★	🟡	Procurement
Material Usage	Communication of the renunciation of give-aways	The decision not to issue give-aways is communicated. Money saved (cost of give-aways) is used for climate protection measures. "By not issuing give-aways, (-your organisation-) saves x kg of CO2 and y euros per year. We use this money for climate protection measures."	🟢	🟢	🔴	Procurement / Marketing
Material Usage	Campaign with the member associations to refrain from give-aways	The decision not to use give-aways will be expanded into a nationwide campaign with all sports associations. Your organisation promotes the renunciation of give-aways to all member associations and the use of the money saved for climate protection. One possibility would be, for example, to use half of all money saved in all associations for a joint climate protection project (e.g. as part of the climate protection fund).	🟡	🟡	🔴	Procurement / Marketing
Material Usage	Use products with a seal/label	In principle, products with a label should be used as a simple criterion for sustainable procurement.	🟡	🟡	🔴	Procurement
Material Usage	Digital print products	Avoid current print products (brochures, flyers, posters, etc.) or reduce the number. Wherever possible, switch from paper to "digital". Each individual product should be critically scrutinized. Can the product be distributed as a digital version? Can the number of paper editions be reduced? Always use 100% recycled paper for print products wherever possible. Place print orders with climate-neutral print shops.	🟢	🟢	🟡	Procurement / Everyone
Material Usage	Office paper	Check whether printing is really necessary; use other media for communication; double-sided printing and copying; use the eco-print setting on the printer; if legibility allows, reduce the text size before printing or print several pages per sheet; sheets printed on one side (e.g. misprints) can be used again for drafts, test printouts or as notepads. Always use 100% recycled paper.	🟡	★	🔴	Office Management / Communication
Material Usage	Use reusable towel(systems)	Implement the usage of reusable towel systems in washrooms	🟡	🟢	🟡	Headquarter Management
Material Usage	Longevity and subsequent use	Selection criteria for (signage) products: Reduction of substances in the product that are harmful to the environment or health, resource-conserving use of materials (e.g. use of recycled materials, renewable raw materials), durability (e.g. high-quality products, reparability, spare parts supply, update capability), recycling-friendly design (e.g. detachable connections, low material variety, labelling of plastics), regional production. Label and EMAS. Reuse signage material at the end of its service life, if still possible due to its quality. For example, pass it on to an association or offer it on a reuse portal. In general, the use of packaging should be reduced to a minimum. This not only avoids waste, but also the environmental and climate impact of production and the consumption of resources. Products that require packaging neither for protection (safety and hygiene) nor for presentation (consumer acceptance) should be left unpackaged. The use of packaging materials should be limited to what is absolutely necessary to protect the packaged products and, if necessary, for their presentation.	🟡	🟢	🟡	Procurement
Material Usage	Environmentally friendly packaging	Transport packaging must be designed as reusable packaging. If reusable packaging is not feasible, disposable transport packaging must also be disposed of by the supplier. The use of composite packaging must be avoided or reduced wherever possible. This lays an important foundation for the recycling of used packaging. In cases of doubt, the use of composite materials can achieve the desired benefit with lower material consumption. Secondary raw materials should be used as far as possible in the manufacture of packaging. The use of renewable raw materials should be given preference over fossil primary materials.	🟢	🟢	🟢	Procurement
Material Usage	Use rented materials where possible	For e.g. exhibition stands or other special equipment rented materials / systems are used where possible.	🟢	🟡	🔴	Procurement
Material Usage	Generic roll-ups	Use a generic roll-ups to present the corporation without event names, sponsors or other specific information. Facilitates reusability of the material.	🟢	🟢	🔴	Communication/Marketing
Material Usage	Generic clothing	Provide clothing without event logos to facilitate reusability.	🟢	🟢	🟡	Marketing/Event management
Material Usage	Virtual gifts	Transition to online vouchers, public transport tickets or virtual experiences as sponsor/event gifts.	🟡	🟢	🟡	Marketing/Event management
Material Usage	Favour high quality refurbishment	Favour high quality refurbishment to extend the lifetime	🟡	🟡	🟡	Office management
Material Usage	Digitalise office spaces	Use an electronic filing system and digital approval of documents. Upgrade the existing electrical equipment, e.g. LED screens (lease equipment if useful). Improve equipment in conference rooms for online meetings.	🟢	🟢	🔴	Office management
Overnight Stays	Selection according to ecological criteria	Selection of the hotel according to ecological criteria (EMAS, energy management; environmental labels such as Green Globe or ISO 14001). Choice of location takes into account the connection to public transportation. Generally select a "simpler" hotel category (with fewer stars); as a rule, hotels with lower stars have lower CO2 emissions per overnight stay than hotels with more stars.	🟡	🟡	🟡	Everyone
Overnight Stays	Shared rooms	If comfortable stay in shared rooms.	🔴	🟢	🟡	Everyone
Overnight Stays / Events	Good accessibility	Select the venue and accommodation as close to each other as possible (principle of short distances); good accessibility by public transport/train from the venue (hotel/venue) and accommodation (train station/city hotel).	🟡	🟢	🔴	Everyone
Refrigerants	Refrigerants	Check the refrigerant currently used. What annual losses occur? If necessary, replace the refrigerant with a less climate-damaging refrigerant.	🟡	🟡	🔴	Headquarter Management
Vehicle Fleet	Vehicle fleet (low-emission company vehicles)	Your organisation's fleet is expanded exclusively with emission-free vehicles (acquisition of cars, minibuses, vans, electric (cargo) bicycles; battery electric vehicles). Demand-oriented procurement, for what distances are vehicles required? Are PHEVs (plug-in hybrid electric vehicles) possibly needed instead of BEVs (then introduce regulation to ensure high electric mileage shares of at least 50%)? Consider motorization / energy demand: for battery electric cars, vehicles with low consumption (e.g. up to 18 kWh/100 km). Review all (hidden) incentive effects (e.g. private use) in the vehicle fleet; increased controlling - also of usage.	🟡	🔴	🟡	Vehicle Fleet Management
Vehicle Fleet	Fuel-saving training	Regular offer of fuel-saving / electricity-saving driving training for employees. Enable employees to use the existing electric cars (your organisation's vehicle fleet) for test driving.	🟢	🟢	🔴	Vehicle Fleet Management
Vehicle Fleet	Company electric bikes and charging options	Check whether there is a use for company Electric bikes. Purchase electric company bikes, create charging facilities for electric bikes (also for private electric bikes for journeys to work).	🟡	🟡	🟡	Vehicle Fleet Management
Vehicle Fleet	Flagship project for company bicycles	Company bicycles are also available in addition to or instead of company cars; works in the same way as company cars)	🟡	🟡	🟡	Vehicle Fleet Management

Scope Part	Example	Description of example	Involved internal staff	Involved external parties	Measured impact	Organisation name	Link to online source
Business Trips	CO2 budget for traveling	In close collaboration with the various departments in the NOC of Denmark, there is a need to look at: <ul style="list-style-type: none">• previous year's travel activities• coming year's travel needs (in the light of the need for travel activities must be reduced). Based on the discussions, a percentage distribution of the travel activity is determined, which forms the basis for the annual reductions until 2030.	(Almost) all departments in the NOC				
Business Trips	Avoid traveling if not necessary and prioritise online meetings	The NOC of Romania has implemented a policy to prioritise virtual meetings over in-person attendance for conferences, congresses, and other professional engagements, whenever feasible. If the agenda of meeting is under 3 hours of work, it is suggested to take place online.	Everybody		Over the past six months, travel could be reduced by 80% for engagements in Timisoara, which is located 650 km away (a 10-hour journey by car or train, or 55 minutes by plane).		
Business Trips	Train travel to Paris for the Olympic Games	Train travel to Paris for the Olympic Games (instead of flight).	Games Operations	Eurostar train company as a service provider			
Commuting	"Subscribe" on an electric bike	Driving an electric bike to work might be a good alternative for commuting to work as a replacement for the car. However – buying an electric bike without knowing if it will work in the daily routine is to many an obstacle for buying one.	<ul style="list-style-type: none">• A designated employee who works with sustainability• A designated employee from communication• A designated employee from events	Wheeling (an electric bike supplier)			
Commuting/Business Trips	Include 10 bikes in the vehicle fleet of the NOC	To allow people to make their own experience with an electric bike the NOC of Denmark has made a partnership with a supplier of electric bikes – to begin with for 1 year. Through this partnership employees in the House of Sports can subscribe to an electric bike instead of buying one. The subscription comes with service and maintenance. Integrate 10 bicycles into the NOC's vehicle fleet. These bicycles are available to NOC personnel for daily commuting and essential travel within Bucharest: commuting to meetings with clubs and federations, running local errands, and travelling to nearby locations such as lunch breaks or other necessary engagements. These bikes can also be used during international meetings to provide foreign participants with tours around the city.					LinkedIn Post
Commuting	Installation of chargers for electric vehicles at the HOC Headquarters & at the Panathenaic Stadium.	Installation of 2 chargers for electric vehicles at the HOC Headquarters and 1 at the Panathenaic Stadium.	HOC Marketing Commission Venues Department Technical Department	Total Energies			https://www.hoc.gr/hocnews/h-total-energies-pared
Commuting	Raising awareness on commuting	Start the conversation on how we all commute to/from work. To do that there will be a poster with a big map of , i.e. Zealand. Next to the poster, there will be pins in 4 colours; RED if you go by car on fossil fuel; BLUE if you go by electric car; YELLOW if you take public transport; GREEN if you take the bike or walk. The text on the poster will ask people to take a pin in the colour that matches how they got to work that day and place it on the map from where they left for work. With all the pins in different colours, it is aspired that people will stop for a minute and talk with their colleagues about the different transport habits. Maybe the talks will lead to carpooling or more people taking the bike.	<ul style="list-style-type: none">• A designated employee who works with sustainability• A designated employee from communication	A graphic artist			
Canteens/Events	Transition to open buffet and food labelling in our Olympic	The Olympic canteens have transitioned to an open buffet system, aimed at reducing food waste and improving meal customization for athletes and staff. This change allows athletes and entourage to select portion sizes based on their needs, minimizing leftovers and waste. Additionally, all food items have been labelled to provide clear nutritional information, including ingredients and allergens, helping diners make informed choices. More vegetarian options were included as part of this initiative, ensuring that diverse dietary preferences are accommodated. Also, tap water consumption is encouraged.	Personnel in the Olympic centre				
Energy & buildings	External certification of buildings through recognized national certification scheme	The House of Sports has been certified by an external part –the sports facilities, the hotel, and the office building. It has been done through a recognized national certification scheme called Green Sports Facility and Green Key. Getting the two certifications is proof that the NOC Denmark and the House of Sports work to reduce the consumption of, among other things, energy, electricity, water, and heat.					
Energy & buildings	Refurbishing and rebuilding parts of the Olympic Centre in Izvorani	The Olympic Centre in Izvorani, which includes three hotels, two canteens, and various sports facilities, underwent a comprehensive renovation and reconstruction process. This initiative aims to modernize the centre and improve its overall sustainability and having this done will significantly reduce our carbon footprint, as the heating/cooling systems were the old and produced a huge carbon footprint. The process will take approx. two years, during which the facilities will be transformed to meet contemporary standards while prioritizing environmental responsibility.	NOC Management	National Company for Inversions			
Energy & buildings	Replacement of all air condition units at the headquarters	Replacement of all air condition units at the HOC Headquartes with more energy efficient ones.	HOC Plenary Session Procurement Department Technical Department Legal department, marketing department	AG Tech company			
Energy & buildings	Replacement of indoor and outdoor lighting equipment at the HOC Headquarters (2023) and at the Panathenaic Stadium (2021).	Replacement of indoor and outdoor lighting equipment with more energy efficient ones. Additionally, the usage patern of the lighting equipment was altered. More specifically, lights are not used during the day and at nighttime they are set at a lower tone, thus reducing energy consu	HOC Plenary Session Marketing Commission Procurement Department Technical Department Venues Department Legal Department	Petridis company Lighting Art company & Electron			https://www.hoc.gr/hocnews/eoe-viosimi-anaptai-i-4
Energy & buildings	Energy-smart sport facilities	Initiative aimed at helping sports teams and clubs reduce energy consumption and increase the use of renewable energy in sports facilities. The project is a collaboration between the Norwegian Sports Federation and the environmental foundation Zero Emission Resource Organisation (ZERO), with support from Sparebankstiftelsen DNB. Four key measures were taken to make the building more energy efficient. They reused materials from an old school, upgraded the windows to triple-glazed for better insulation, installed a ventilation system with heat recovery that recovers heat from the exhaust air and uses it to heat the supply air, and set up a solar panel system producing around 7.3 MWh annually. The surplus electricity is being sold back to the grid, and there are plans to invest in a battery pack to store and use the surplus energy. These measures help reduce the club's energy consumption, costs, and carbon footprint while promoting sustainability.					https://www.hoc.gr/hocnews/eoe-viosimi-anaptai-i-4
Events	More sustainable event staging	DIF and Sport Event Denmark emphasize with a number of new, common principles for responsible event management that Danish sports events are important platforms in relation to promoting responsible and sustainable practices throughout society. When DIF or Sport Event Denmark is the organizer, co-organizer or sponsor of an event, it must be planned and carried out based on the following three principles: <ul style="list-style-type: none">·To reduce the event's carbon footprint and use the event as a platform for a green transition·To contribute to increased quality of life, health, volunteering and fair play·To ensure good management, democratic processes and transparency. The Climate Action Officer took advantage of the renewal of the internal purchasing guide to include two pages on responsible purchasing (of a product or a service); the main principles to respect, the questions to ask at the start of the purchasing process, some examples of sustainable clauses to include in the specifications and examples of sustainable criteria for selecting products, suppliers or service providers more committed to sustainable development.	<ul style="list-style-type: none">• A designated employee who works with sustainability• A designated employee from communication• A designated employee from events	Sport Event Denmark			DIF Website
General	Procurement consults sustainability team	The Climate Action Officer is consulted for each major consultation/purchase in order to add a paragraph on the sustainable commitment of the CNOSF and to add sustainable criteria. The next step will be to educate all members of the Procurement team about this subject, so sustainable criteria become automatic.					
General	Development and implementation of a more sustainable procurement policy	Ultimately, sustainable commitment compliance clauses should be added to all contract signed with suppliers and service providers. Development and implementation of a more sustainable procurement policy. First, the Procurement Department was trained on sustainable procurement practices. Then, a questionnaire addressed to the suppliers for the assessment of the degree of their Corporate Social Responsibility (CSR) was drafted.	Sports and Environment Commission Procurement Department	Break Event Consulting			https://www.hoc.org/hocnews/eoe-viosimi-anaptai-i-4
General	IBU own Events Sustainability Checklist	Development of an IBU own Events Sustainability Checklist to ensure important Sustainability factors are taken into consideration for the organization of each Event; the first Checklist was created in 2020 and has been reworked two times since then; currently Version 3.0 has to be completed for every event organized internally.	<ul style="list-style-type: none">• Travel department who organizes most of the internal events and need to complete the Checklist for each event• A few other colleagues from other departments who sometimes organize events• IBU Sustainability team who collects Checklists for each event and regularly updates the Checklist in collaboration with the Travel department				
General	Articles in the intranet	In order to inform and raise awareness of all CNOSF employees, the Climate Action Officer managed to have one page on the intranet about sustainability. On this page more than twenty articles are published to share daily eco-gestures, sustainable tips and advice about multiple subjects : sorting bins, carbon footprint tools, working from home in sustainable way, How to carry out an eco-responsible project? , The sustainable travel checklist..					
General	Integrate sustainability into other department's projects when you have the opportunity to do so	Sometimes, the more efficient way to add more sustainability in projects is not to create new tools or projects but to build on existing projects and tools, led by colleagues, and integrate small touches of sustainability: one page, one webinar, some tips or criteria... The obstacles are less significant. This allows CNOSF to raise awareness among audiences that they would not have been able to reach without this process and to plant seeds. For example: The Climate Action Officer was able to add a section about sustainability in the guide for the French delegation for the 2024 Olympic Games, organised a webinar for the "young leaders of tomorrow" (a French NOC program), added sustainable criteria in the digital charter when the HR and the IT departments were working on it.					
General	Acquisition of high-quality video conferencing equipment - smartboard	Transitioning from using traditional flipcharts and energy-intensive equipment to smartboards, significantly enhancing the efficiency of meetings and presentations. The smartboards provided an integrated solution, combining video conferencing capabilities with interactive tools, which reduced the reliance on multiple devices and lowered overall energy consumption. This shift also improved the quality of remote communication and collaboration, allowing for more seamless interactions between teams.					
General	Sustainability course for staff	The Olympic Federation of Ireland has engaged a company called Vyra to educate their entire workforce on the subject of sustainability. They will be starting on the course in the coming weeks. There are 6 modules in our course: <ol style="list-style-type: none">1 Biodiversity Strategy for Business2 Biodiversity for Business3 How to improve you B Corp Score4 How to develop a robust Sustainability Policy5 How to address scope 3 emissions6 How to engage your supply chain with sustainability		Company Vyra			
General	Bringing an sustainability initiative to life	Green Team is an initiative by NIF aimed at meeting global sustainability goals with concrete solutions for the nation's largest voluntary movement. The initiative focuses on collecting and sharing inspiration and knowledge, responding to the needs of the Norwegian Sports community for competence and tools, and securing better funding to implement necessary measures. It shows solutions for climate, nature and environment within sport and aims to accelerate the green shift in sports by systematizing best practices, insights, inspiration and facts easily accessible Everyone who contributes to strengthening the environmental work within sports is part of the Green Team, regardless of their role or level of experience. The initiative is meant to be a collaborative web site where both NIF, our 55 national federations and 9 454 sports clubs can share well organized projects, inspirational stories from their local clubs and athletes, as well as encourage organizations to share links to Green Team from their websites and social media. We want to create engagement, increase knowledge, and provide simple tools to promote new practices within sports organizations across Norway.					Green Team website
General	Fund climate actions of members	On Green Team, it is also easier for NIF Members to apply for funding for climate actions through different funding opportunities, such as the Sustainability Fund for Sports. The fund allocates funds to projects that focus on climate and environmental impact by promoting sustainable sports practices and reducing the environmental footprint of sporting activities. Amongst others, the fund supports initiatives that aim to reduce their own energy consumption, where they're conscious of their own waste management and implement actions to lower their consumption, and where the usage of more sustainable materials that are meant to be reused is central. One of the main criteria for receiving funds through this Sustainability Fund for Sports is to have initiatives that serve as good examples for others who wish to undertake similar practices and contribute to a greener future. So far, 368 applications for 117 million NOK were received for projects focusing on climate actions. This demonstrates a high level of engagement among sports clubs, events, and federations to be part of the green transformation.					Green Team website

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General	On-boarding of new employees	In order to inform and raise awareness of all new CNOSF employees (employees, interns, apprentices), the Climate Action Officer organizes on-boarding sessions regularly (every 2 or 3 months, depending on the number of arrivals in the NOC). The session is organised with the agreement and support of the HR department and in collaboration with my colleague in charge of the building management. They transmit important messages to new employees on daily life at the CNOSF: use of sorting bins, use of water fountains (no plastic bottles, try to not use the paper cups), daily eco-gestures to be respected. They also share information and tips about the functioning of the NOC (reservation of the caterer, sustainable use of the meeting rooms...) and inform them about the projects and actions we carry out on sustainable subjects (such as the OCEAN project, our decarbonation goals...).					
	Communication	A satisfaction questionnaire is sent after the onboarding session to find out what information the new employees have found useful and will remember or use. A Video on environmental sustainability in progress was made to set a strong example, inspiring the sports community to adopt eco-friendly policies and integrate sustainability into their daily practices					
	Collaborating with an expert	Collaborating with an expert for drafting and implementing a sustainability strategy. After 2 years of having support from a large consulting company, we will now collaborate internally with an expert.	<ul style="list-style-type: none"> • Acquisition department • Marketing department • everybody 	Communication Agency			
Material Usage	Procurement	First time sustainable purchasing/procurement: The NOC of Romania successfully acquired trolleys for the Paris event, RPET umbrellas, and RPET t-shirts. These items were selected to align with our sustainability goals while providing effective promotional tools.	<ul style="list-style-type: none"> • Acquisition department • Marketing department • Marketing department • everybody 				
Material Usage	Integrate sustainable criteria into calls for tender	As part of the recent update to the internal purchasing guide, two pages were included on responsible purchasing of products and services. These sections outline key principles to uphold, critical questions to consider at the outset of the purchasing process, examples of sustainable clauses for specifications, and criteria for selecting suppliers, products, or service providers that prioritize sustainable development. For now, consultation is required for each major procurement to ensure inclusion of a paragraph on the CNOSF's sustainable commitments, along with relevant sustainable criteria. The next phase will involve training the purchasing team to independently incorporate these sustainable criteria in future procurement activities.					
Material Usage	Digital logo and messages	Instead of printing new branding items, the Olympic Federation of Ireland has been engaging audio visual companies to display logos and messages on LED screens					
Material Usage	Waste Sorting System	In the House of Sports, a new waste sorting system have been introduced. There are no more waste bins in the offices – instead, you must dispose of your waste at so-called 'waste islands'. If you have large quantities of a special type of waste you can place it in a waste shed, from which technical staff will dispose of it.		Person/team in-charge of sustainability + purchasing department			