



NBAA SUSTAINABLE FLIGHT DEPARTMENT ACCREDITATION PROGRAM

Overarching Sustainability Strategy Application Form and Guidance Document

Use this form and checklist to provide supporting documentation for your application for the 2024 review period for Sustainable Flight Department Accreditation. Only one Overarching Sustainability Strategy form is required, even if applying for multiple accreditation focus areas.

Contact Information

Full Name _____

Job Title _____

Company Name / Business Aviation Entity _____

Email _____

Phone _____

Overarching Sustainability Strategy Supporting Document Checklist

Supporting documentation for your overarching sustainability strategy should be provided in a single file that includes each of the items listed below, presented in the same order as this checklist.

If an item is not applicable to your business aviation entity, include an explanation for why this item does not apply. Keep your answers pertinent to your organization's business aviation entity. If your organization has a parent organization, explain how the sustainability efforts of the business aviation entity align with those of the parent organization. Additional guidance for each item is included in this document.

- Strategy 1: Corporate Values and Goals**
- Strategy 2: Governance**
- Strategy 3: People and Education Programs**
- Strategy 4: Sustainability Recognition Initiatives**
- Strategy 5: External Partners and Partner/Vendor Analysis**
- Strategy 6: Community Partners**
- Strategy 7: Emerging Technologies**

There will be two review cycles for 2024 applications. Applications, payments and supporting documentation must be received by the deadlines below:

- **Cycle 1 Deadline: June 30, 2024**
- **Cycle 2 Deadline: Sept. 16, 2024**

If you have any questions about the Sustainable Flight Department Accreditation application process, email sustainability@nbaa.org.

File Naming Conventions for Supporting Documents

To streamline the Sustainable Flight Department Accreditation audit process, applicants should provide supporting documentation for their overarching sustainability strategy in a single file with the following file naming convention.

SampleCompany_Strategy.docx

Company/Entity Focus Area File Extension

If you have any questions about submitting supporting documents, email sustainability@nbaa.org.

Strategy 1: Corporate Values and Goals

The goal of this requirement is to ensure sustainability goals are rooted in your business aviation entity's established values.

- a. Identify whether the business aviation entity is part of a larger parent organization. Outline the entity's values (or parent organization's values if applicable) and clarify how environmental objectives detailed through the business aviation entity sustainability strategy align with those values. If applicable, clearly show the relationship between the parent organization and the business aviation entity.
- b. Articulate an environmental vision statement tailored to the scope and size of the business aviation entity. Examples could include long-range aspirations, such as addressing Scope 3 emissions, long-term partnerships with appropriate stakeholders to ensure comprehensive greenhouse gas (GHG) reductions, sustainable aviation fuel (SAF) partnerships or reducing reliance on offsetting.
- c. Identify your business aviation entity's environmental goals. The goals should align to the overarching parent organization sustainability goals (if applicable) and to the intended area of accreditation (Flight, Operations, Ground Support, Infrastructure). When creating goals, consider your current footprint (GHG emissions, waste, etc.), areas of potential reduction, areas to transition to eco-friendly alternatives, and remaining areas that may require offsetting. Goals must include:
 - i. Benchmarks or milestones
 - ii. Timelines – Distinguish between goals for the three-year accreditation period and long-term aspirational goals. Near-term goals should contain more substance and detailed approaches for achieving them.
 - iii. A metric for measuring the status of those goals, also including annual internal waypoints

- to measure progress toward long term goals.
- iv. Strategies to achieve intended goals.

Strategy 2: Governance

A strong governance with a sustainability component ensures environmental objectives are adopted into overall operations, and is key to creating a sustainability culture. Summarize your program's governance:

- a. Identify a sustainability champion for the business aviation entity – You must designate a specific position or team and define their roles and responsibilities.
 - i. Your sustainability champion or team should be responsible for setting, collecting, and tracking your sustainability program metrics.
 - ii. Examples of the responsibilities include ensuring the business aviation entity has formal sustainability training, progress reports, and tying sustainability goals to this position's performance or compensation.
- b. Establish a regular communications program – A regular communications program reports to stakeholders your progress reaching sustainability benchmarks and KPIs, program development and challenges.
- c. If the business aviation entity is part of a larger parent organization, address how the organization's strategies for governance apply to the business aviation entity.

Strategy 3: People and Education Programs

The goal of this requirement is to foster your business aviation entity's sustainability culture through education and incentives. Include the status of these initiatives and examples of implementation. If these activities are done within the parent organization, please explain how they connect with the flight department.

- a. Create a training and education plan, which should include:
 - i. Training frequency (must be recurring)
 - ii. Objectives covered during training (must, at a minimum, include: individual emissions accounting, accounting for SAF, carbon offsetting)
 - iii. Any education and training requirements
- b. Training and education future plans and progress reports. This could include:
 - i. Completed training data
 - ii. Employee feedback or survey data
 - iii. Upcoming training plans or ideas for implementation
- c. Create employee incentives and seek feedback. This should include a summary of all incentives and the reception from employees. Examples to consider include employee challenges, the use of social media, and incentivizing external education.

Strategy 4: Sustainability Recognition Initiatives

The goal of this requirement is to encourage employee and partner engagement by celebrating their successes and contributions to your business aviation entity's sustainability goals.

- a. Identify employee recognition efforts. This summary must include any recognition efforts for employees and describe the awards program.
 - i. How employees are identified and selected for recognition
 - ii. When, how and where they are recognized
- b. If applicable, identify partner recognition efforts. This summary must include any recognition efforts for partners and vendors, and describe the awards program:
 - i. How partners or vendors are identified and selected for recognition
 - ii. When, how and where they are recognized

Strategy 5: External Partners and Partner/Vendor Analysis

The goal of this requirement is to encourage accreditation applicants to include environmental sustainability as part of their process in working and seeking vendor partnerships. As applicable, elaborate on the status of the analyses of your partners and vendors and explain how the information will be used. If no current analysis is being performed, discuss future strategy for analysis.

- a. Review partners and vendors to identify those with sustainability goals and initiatives and conduct an analysis. For those that have been identified, provide a description that includes:
 - i. Summary of partners' and vendors' sustainability program or goals, including future initiatives
 - ii. Identify any local vendors
 - iii. Ideally, mention the use of any sustainable products created by a given vendor
 - iv. If a partner or vendor is lacking in their sustainability efforts, summarize how you have communicated with them in order to foster prioritizing sustainability
- b. Identify procedures to ensure sustainable products are purchased and sustainability is encouraged and prioritized.
 - i. Ideally, mention if your vendor RFP process takes sustainability into consideration
- c. Identify external environmental partnerships. A partner may include an environmental program external to your organization such as CORSIA, LEED, EnergyStar, the Global Reporting Initiative (GRI) or a carefully vetted carbon offset program.

Strategy 6: Community Partners

The goal of this requirement is to engage with your community and better understand and foster local sustainability initiatives.

- a. Assess community initiatives where the business aviation entity employees can promote sustainability or support the aviation community at-large. Create opportunities for employees to participate. A summary of these engagement initiatives should address any initiatives already in place, or planned future initiatives, including:
 - i. Types of initiatives and project descriptions
Identify benefits to the business aviation entity, employees and society in general
 - ii. Frequency of these activities
 - iii. Any feedback from employees
- b. Specifically define how the business aviation entity is supporting the company's initiatives.

Strategy 7: Emerging Technologies

The goal of this requirement is to encourage the use of new technologies in order to reduce GHG emissions and other environmental impacts and stimulate the market for new sustainable products.

Summarize new technologies investigated or implemented to advance sustainability, which should include:

- Estimate of expected environmental and/or economic benefits
- Timeline to potential implementation