

Overarching Sustainability Strategy Supporting Document

Sustainable Flight Department Accreditation Program

Applicants for Sustainable Flight Department Accreditation may use this template to compile supporting documentation for their overarching sustainability strategy. Enter your company's information in the spaces provided below and save the file with your company's name in the filename. Responses should be brief and concise, ensuring clarity and efficiency.

The completed Overarching Sustainability Strategy Supporting Document should be emailed to sustainability@nbaa.org.

Contact Information

Company Name (Corporate Entity)

Flight Department (Business Aviation Entity)

Contact Name

Contact Email

Contact Phone

Location

Provide the location information, including airport identifier, for all locations for which you are seeking accreditation.

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 the following four elements.

i. Benchmarks or milestones

Include dates and metrics (e.g. Increase the use of SAF in 2025 by 10%)

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.

Short-Term Goals (2025 Through 2028)

Long-Term Goals (2028 and Beyond)

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.

Sustainability champion individuals or team name

Sustainability champion roles and responsibilities
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. Define a regular sustainability communications program
Outline the regular communications program reports to stakeholders on your progress reaching sustainability benchmarks and KPIs, program development and challenges. Examples include: monthly sustainability reports, quarterly progress updated and annual sustainability reports.

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. Training and education plan

i. Training Frequency

Describe the frequency of training, which must be recurring. Clarify if the training plan is a present or future activity. If a future activity, provide a timeline for implementation.

ii. Objectives covered during training

At a minimum, training must include individual emissions accounting, accounting for SAF and carbon offsetting.

iii. Any education and training requirements

b. Training and education, future plans and progress reports.

i. Completed Training Data

Describe how training is tracked. Examples include maintaining attendance records.

ii. Employee Feedback or Survey Data:

Describe how training programs are evaluated. Examples include collecting attendee feedback and conducting post-training surveys.

ii. Upcoming Training Plans or Ideas for Implementation

Describe plans for improving training. Examples include attending external sustainability events or include more interactive elements in training sessions.

c. Create employee incentives and seek feedback.

Summarize all efforts to incentive employees to support sustainability goals. Examples include employee challenges, the use of social media, sustainability ambassador programs 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.

Explain how employees are recognized for their contributions and what the awards are for successes. Clarify if recognition is a present or future activity. If a future activity, provide a timeline for implementation.

i. How employees are identified and selected for recognition

Describe the criteria for employee recognition. Example: An employee is identified for outstanding contributions and a measurable impact on sustainability projects and initiatives.

ii. When, how and where are employees recognized

Describe the process for employee recognition. Example: Employees receive public acknowledgement in team meetings. A sustainably champion certificate is presented annually.

b. Identify partner recognition efforts (if applicable).

Explain how partners and vendors are recognized for their contributions and what the awards are for successes. Clarify if recognition is a present or future activity. If a future activity, provide a timeline for implementation.

i. How partners are identified and selected for recognition

Describe the criteria for partner and vendor recognition. Example: A vendor is identified for outstanding contributions and measurable impact on our company's sustainability projects and initiatives.

ii. When, how and where are partners recognized

Describe the process for partner and vendor recognition. Example: Partners will be highlighted in annual sustainability reports.

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.

Include the following information for each partner or vendor.

Partner or Vendor Name

Sustainability Role

Goals and Initiatives
Examples include the increased use of SAF, carbon emission reductions, participation in environmental programs such as LEEDS or the Global Reporting Initiative (GRI).

Sustainable Products Created by This Partner or Vendor (If applicable)

Sustainability Improvement Plan
If a partner or vendor is lacking in their sustainability efforts, summarize how you have communicated with them to foster prioritizing sustainability.

b. Identify procedures to ensure sustainable products are purchased and sustainability is encouraged and prioritized.

Describe how your vendor RFP and selection process takes sustainability into consideration. Example: A preference for eco-friendly and sustainable products is included in RFPs. Vendor partnerships are reviewed regularly to ensure compliance with company sustainability standards.

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. Other examples include membership in industry associations and SAF initiatives.

Strategy 6: Community Partners

Explain how the business aviation entity engages the community. If the parent organization handles community engagement, address how the business aviation entity participates. Provide evidence of sensitivity to community needs.

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.

Include the following information for each community initiative.

i. Describe the community initiative or project

Examples include tree-planting programs, philanthropic donations, support for green jobs.

ii. Identify benefits to the business aviation entity, employees and society in general

iii. Frequency of the community initiative or project

iv. Describe the process for collecting feedback from employees.

Examples include project wrap-up surveys

b. Define how the business aviation entity is supporting the company's initiatives specifically.
Include examples for how business aviation entity employees are involved with local community engagement.

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.

Explain how the business aviation entity plans to implement emerging technologies to advance their sustainability.

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Summarize new technologies investigated or implemented to advance sustainability. Include estimates of the expected environmental and economic benefits, as well as the timeline to implementation. Examples include advanced data analytics for flight optimization, carbon capture and storage (CCS) technologies, advanced data analytics for flight optimization, and electric ground support equipment (eGSE).