## Afbeelding met tekst Automatisch gegenereerde beschrijvingSHIFT Template: Sustainable Action Plan

## Sustainable Actions

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Nr** | **Activity** | **Responsible employee** | **Comments** | **Achieved** |
| **2022** | | | | |
| 1 | Example: Creating a sustainability policy | Irene | Publish the policy on the website | V |
| 2 | Example: Separating three types of waste at the office for recycling purposes | Office manager |  |  |
| 3 | Example: Gathering annual numerical data on travel modes used by event participants in spreadsheet | Event manager | Include question about travel modes in all event registration forms |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |
| **2023 and later** | | | | |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |

## Sustainable Goals

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Nr** | **Goal** | **Baseline Year / Time Frame Reference** | **Comments** | **Achieved** |
| **2023** | | | | |
| 1 | Example: 5% reduction of the emissions per kilometre of transport to meetings and events in relation to baseline year | 2022 |  |  |
| 2 | Example: 80% of hotel booking are hotels with an ecolabel | January 2022 – December 2022 |  |  |
| 3 | Example: 15% annual reduction of energy consumption at the office in relation to baseline year | 2018 |  |  |
| 4 | Example: 15% carbon reduction on annual event ‘…’ in relation to baseline year | 2021 |  |  |
| 5 |  |  |  |  |

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