



EUROPEAN
REGIONAL
DEVELOPMENT
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EFFECT4buildings

Environment program -process and templates

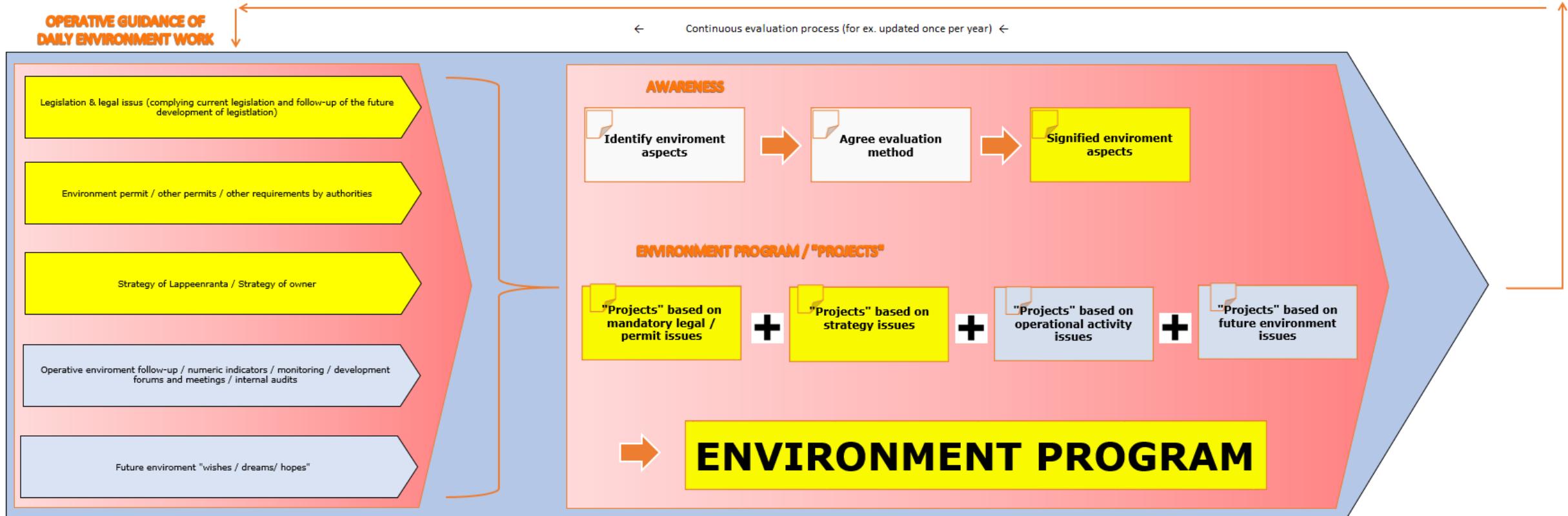
Matti Pylkkö

Environment Office of Lappeenranta region

Case 57 Annex

Process

ENVIRONMENT PROCESS => CONTINUOUS IMPROVEMENT => INCREASING LEVEL OF ENVIRONMENT PROTECTION



Process: details and explanations

-mandatory issues, which generates the most of signified aspects highlighted with **yellow** color

- Identification of legislation / legal issues including follow-up
- Permits / agreements / other requirements by authorities
- Targets based on organization own strategy ("This is something we really want to implement...")

-daily operative issues also provide material for environment process

-risk assessment & emergency preparedness (depending on organizational area importance of this part varies)

-"dreams / wishes / hopes" -> something you really want to achieve in the future "barrel of wishes"

Observe:

1) all identified environment aspects => evaluation method (which is simply enough) => signified aspects

2) signified aspects formulate the basic of environment program & projects. By implementing program organization will increase the level of environment protection

3) All signified aspects do not automatically launch an environment project (for example requirement of environment permit can be part of "normal daily work")

4) Define who is the owner of the whole process "N.N"

Aspects

ENVIRONMENT ASPECTS

Aspects: details and explanations

- identify & collect all environmental aspects on the template
- create categories (=columns) to assess environment impact of each aspect. Existing categories in this sample template are based on: 1) requirements of ISO14001 (see topics 6.1 and A.6.1) and 2) ISO26000 (see topic 6.5) and 3) special needs & requirements of case object Lappeenranta Airport. -> So, if needed more relevant categories can be created and useless categories can be taken away
- one aspect may have several impacts and impact may be positive or negative
- identify signified aspects and separate/mark them (for example with special color, yellow in use in this case)
- in practise some aspects are "above the bar" ("signified") and the rest are "below the bar" ("normal") => the method which has been chosen for evaluation purposes
- when creating environment program -> focus priority always on signified aspects
- assessment of environment aspects is a continuous process (updating for example once per year). When updating => totally new aspects may exists and also re-evaluation between "signified" vs. ""normal"

Program

ENVIRONMENT PROGRAM / PROJECTS

Program: details and explanations

- create a environment program including specified amount of environment projects
- absolutely be honest and be realistic: even a program, which includes only one project is already a program in the standard requirements point of view -> create a program which really can be implemented in your organization
- program shall be accepted and also reviewed regular by the top management of organization
- for each project shall be defined: 1) description and planned activities 2) clear target/goal (preferring numeric) 3) resources including profitability calculations 4) how and where shall be uploaded all relevant information regarding the project 5) primary responsible person (=project manager in the case of "big" projects) 6) time schedule 7) follow-up & reporting method
- some projects in the program may not be implemented "at once" -> the implementing & timetable may be somewhere in the future (again -> be realistic for youself)
- consider also to conduct internal audits to control the implementing of program



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Contact

Matti Pylkkö

Environment Office of Lappeenranta Region

Phone: + 358407596692

E-mail: matti.pylkko@lappeenranta.fi

Homepage: <https://www.lappeenranta.fi/CityOfLappeenranta>