



Clim'Foot PLATFORM

USER GUIDE

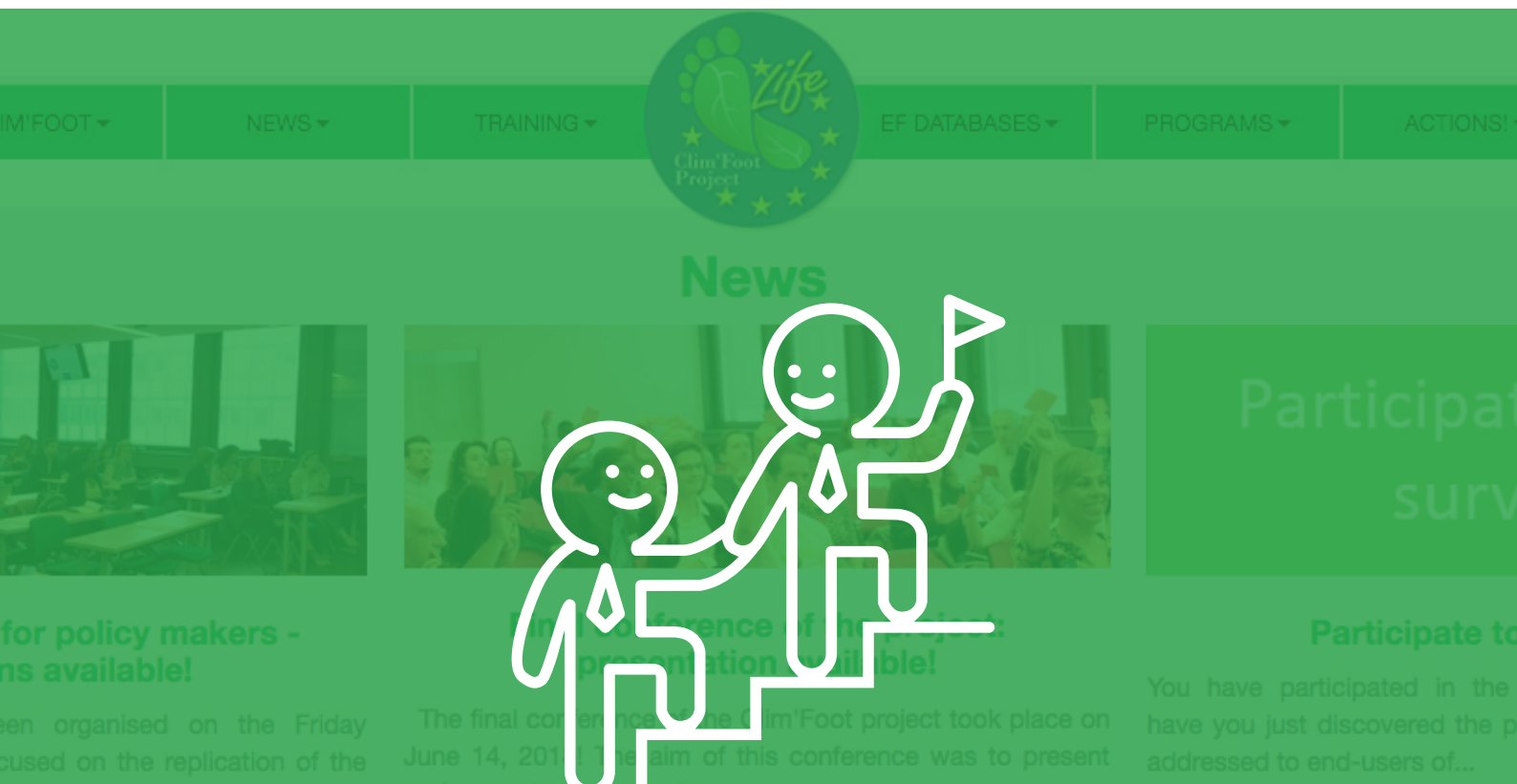


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In BRIEF

The Clim’Foot platform makes available the tools and methodologies developed during the project and useful in all European countries. Those resources enable private organisations and public authorities to launch their carbon footprint calculation and reduction in order to reach EU climate objectives. It is the starting point to measure and reduce greenhouse gas emissions in order to integrate in your strategy the environmental impact of your activities.

INTRODUCTION

This guide provides an overview of how to use the Clim'Foot platform and its toolboxes. Its value relies in directing the reader regarding its profile and interest. A common framework has been offered to any organisation intending to evaluate its emissions in order to reduce their carbon footprint. Its goal is to inspire you to replicate the project and start reducing your carbon footprint.

For more detailed information, the reader is encouraged to consult the explanations available directly on the Clim'Foot platform.

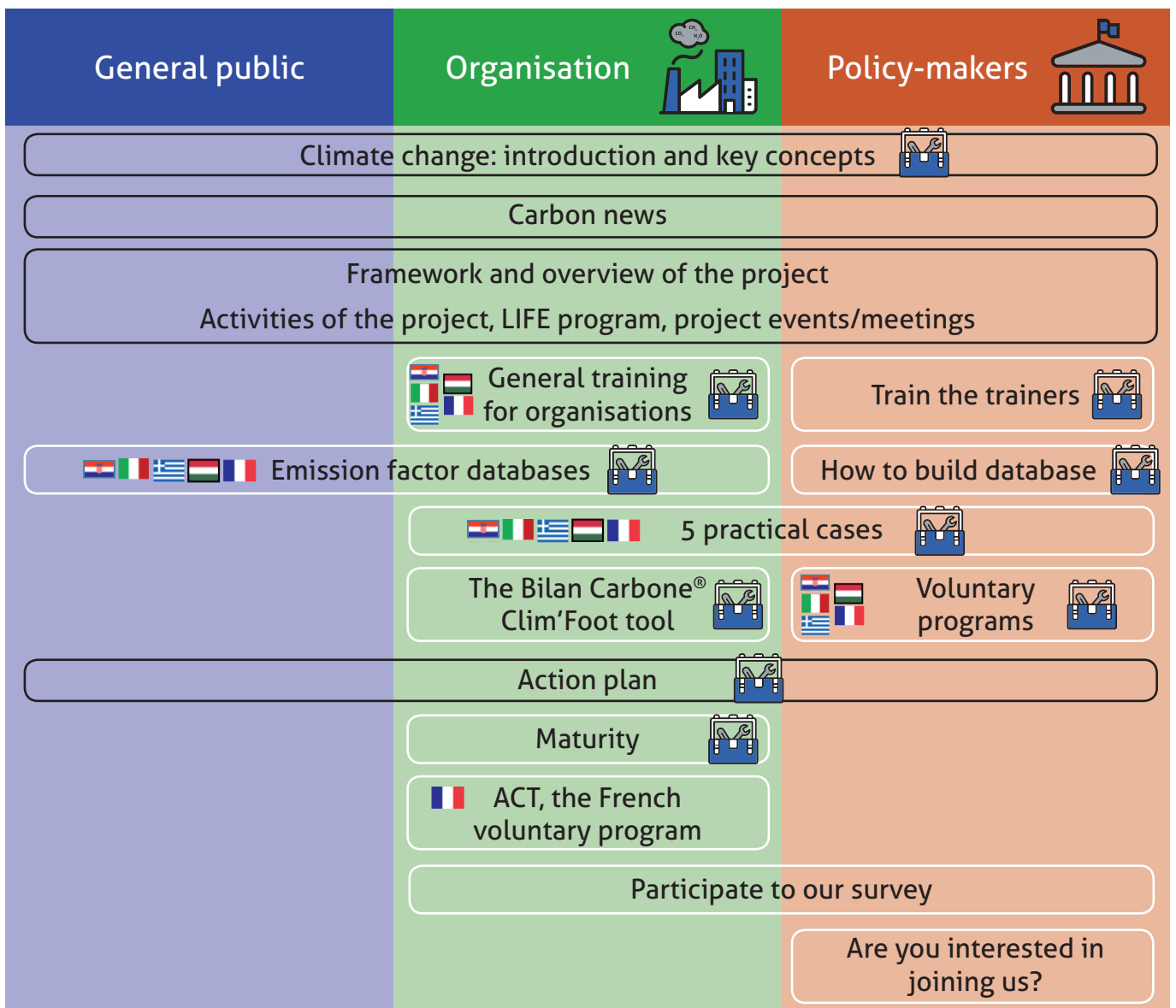


Figure 1 : Master plan of the different pathways

This master plan (figure 1) represents the main parts of the platform. You are free to visit all pages of the platform, but two paths have been prepared and are called "Toolboxes".

The toolbox icon tags the toolboxes content, which is organised following an educational path. Some parts will be interesting for all the different readers and others are more specific to organisations and policy-makers.

Country-specific data is available in the parts associated with flags. ACT, the French voluntary program is based on the assessment of organisations' maturity.



The platform is (or will be) translated into the other languages of the countries of the Consortium. All pages will be available in English, Croatian, Italian, Greek, Hungarian and French.



Figure 2: Drop-down list to change language

Create a user account

WHY SHOULD YOU CREATE A USER ACCOUNT?

As a visitor, you can visit the Clim'Foot platform, but have only access to basic elements, without being able to download the main materials (The Bilan Carbone® Clim'Foot tool and the emission factor databases). If you want to download all materials, you **should create your account**.

HOW TO CREATE YOUR ACCOUNT?

Click on the avatar to access to the login and choose the option **Create new account** on the top bar.



Figure 3: Personal account area



Warning:

1. Remember that the username and the password are case sensitive (upper and lower case).
2. Keep your username and password carefully.

Fill in the blank spaces on the application form. All fields marked with an asterisk (*) are required.

The form is titled 'Create new account' and includes navigation links for 'Log in' and 'Request new password'. The breadcrumb trail is 'Home > User account > Create new account'. The form fields are as follows:

- Username ***: Text input field.
- E-mail address ***: Text input field.
- Password Requirements**:
 - Password must contain at least one digit.
 - Password must be at least 6 characters in length.
 - Password must contain at least one lowercase character.
 - Password must contain at least one uppercase character.
 - Password must not contain the username.
- Password ***: Text input field.
- Confirm password ***: Text input field.
- First name ***: Text input field.
- Last Name ***: Text input field.
- Name of the organisation ***: Text input field.
- Type of organisation ***: Drop-down menu with '- Select a value -'.
- Address ***: Text input field.
- Country ***: Drop-down menu with '- Select a value -'.
- Phone number**: Text input field.
- Website**: Text input field.
- Math question ***: Text input field with the question '4 + 0 ='. A red arrow points to this field.

A handwritten note in a circle says: 'Solve this math question to ensure you are not a spam robot'. A green 'Create new account' button is at the bottom.

Figure 4: Portal to create an account

If you move the cursor on the data entry field, you will have information or recommendations about the data you have to enter (username and e-mail address fields).

You should indicate your type of organisation and also your country using the drop-down lists.

When you have successfully created your account, it will be activated by the administrator and you will receive a confirmation email with a reminder of your username and your password.

The different pathways

The platform contains the Clim'Foot methodology, starting from carbon accounting to maturity.

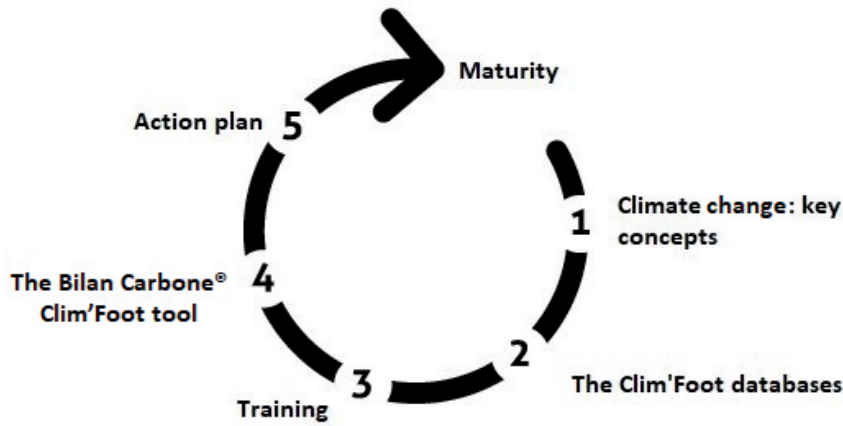


Figure 5: Steps of carbon accounting

The platform allows you to calculate the carbon footprint of your organisation and to implement a mitigation plan. Trainings, tools and some national databases are provided in the cooperation platform.

There are three different pathways you can follow to explore the platform:

- You are a **casual/professional visitor**: you can use the menu bar (figure 6) to visit the website and see part(s) you are interested in. You could be more interested in the project and activities developed during the project.

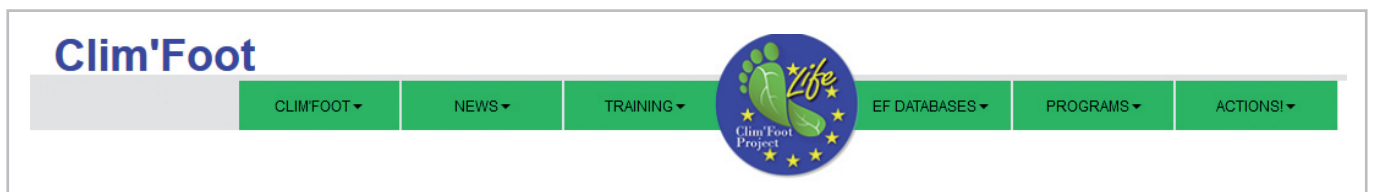


Figure 6: Main menu

- You are an **organisation**: a complete toolbox is at your disposal. You can find country-specific data that includes the creation of national databases of emission factors, together with adapted training materials addressing the organisations that will calculate their carbon footprint of organisations. The main pathway is linear for organisations' toolbox: you will follow the logical order gradually to have all material allowing an organisation to implement its carbon footprint.

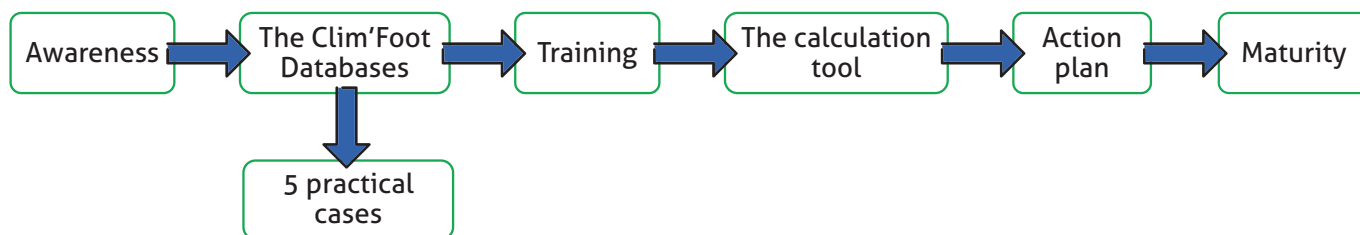


Figure 7: Main pathway for organisations' toolbox

- You are a **policy-maker**: A special toolbox has been developed for you. It includes country-specific material to enable you to support the implementation of climate change policies, involving an important number of public and private organisations.

You can download special summary sheets here in some parts. These summaries go back over the main information to retain for each part developed in the platform. There is no ready-made path in this toolbox, each policy-maker is free to visit the parts he or she is interested in.

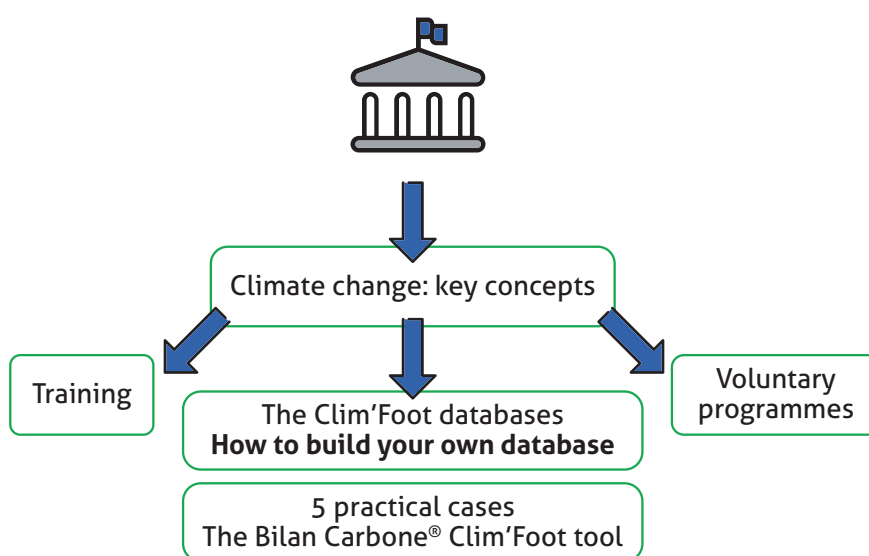


Figure 8: Tree view of the policy-makers' toolbox

"How to build your own database" and "Voluntary programs" are special parts intended to show how to assess the added value of national databases of emission factors. They are also intended to give you keys to organise a calculation of carbon footprint of organisation in your territory and support the implementation of climate change policies involving an important number of public and private organisations.

For both policy makers and organisations, these toolboxes are educational ways to explore the platform pages. They add value in terms of helping you calculating carbon footprint, and go further.

STRUCTURE OF THE PLATFORM PAGES

The platform was built to be attractive with pictures, screenshots and multimedia content.

In the technical parts (see figure 5: steps of carbon accounting, except for Training), the content is organised as follow:

- An overview presents the content of the part and its menu with 2 – 4 subsections.
- Documents related to the part are downloadable directly on the page.
- You will find some interviews of partners in subsection pages.

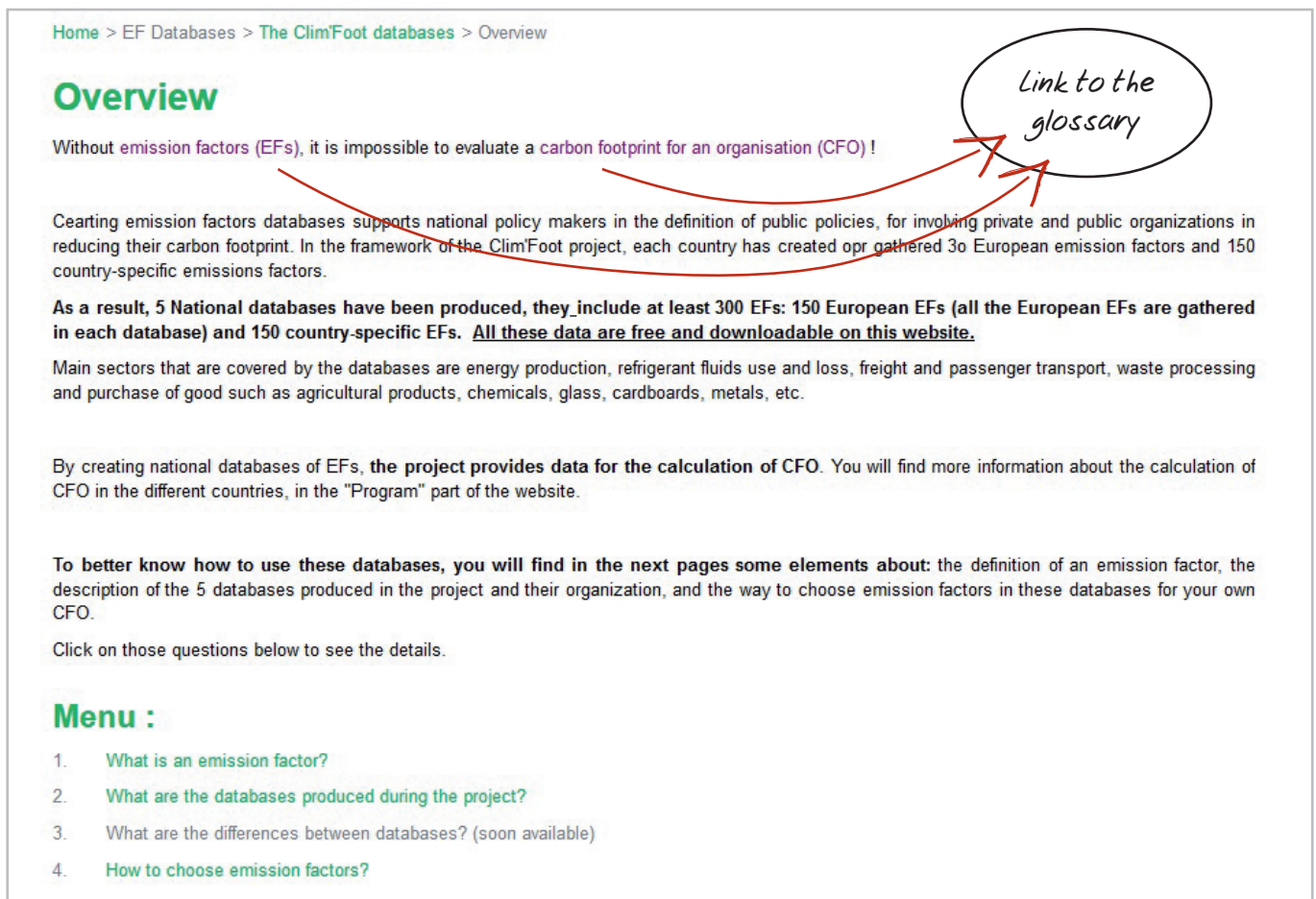


Figure 9: Structure of an overview page

- Each subsection ends with a playful quiz.

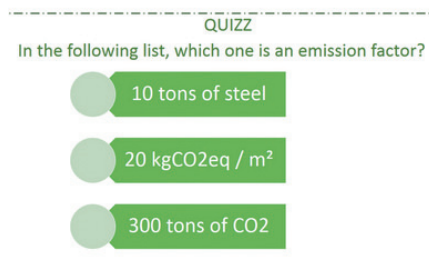


Figure 10: Example of quiz

A lexicon is available for defining words and acronyms, which are tagged on the platform. You can see below (figure 11) the first words defined in the glossary.

Glossary

ADEME: The French Environment and Energy Management Agency is one of the French partner. It is the coordinator of the project.

Carbon footprint of organisation: It is an estimate measure of the total greenhouse gas emissions produced directly and indirectly by an organisation due to its activities.

Carbon neutral: It consists on having a zero net carbon footprint by reducing greenhouse gas emissions utmost and offset the minimum emissions leftovers with carbon sequestration.

CRES: The Centre for Renewable Energy Sources is the Greek partner. CRES is a public entity active in the fields of renewable energy sources and energy saving.

Ecoinnovazione: It is a start-up consultancy firm which offers innovative advanced services related to the analysis of environmental impacts of products, services and systems, according to a life cycle perspective. It is one of the two Italian partners, with ENEA.

EIHP: Energy Institute Hrvoje Pozar, is the Croatian partner. The institute's scope of activity is the energy development in the European Union and Croatia until 2050.

ENEA: The Italian National Agency for New Technology, Energy and Sustainable Economic Development is one of the largest scientific and technological state-owned Italian institutions with a specific mission in applied research activities, technology transfer and dissemination of innovation into companies. It is one of the two Italian partners, with Ecoinnovazione.

Figure 11: Some definitions in the glossary

A FAQ in which you could find answer to your questions will be soon available on the platform.

The CLIM'Foot emission factor database

There are two ways to find an emission factor:

- using a filter. There are 3 kinds of filter: by keyword, by geographical localisation or by unit.
- a search by classification using type of categories and subcategories.

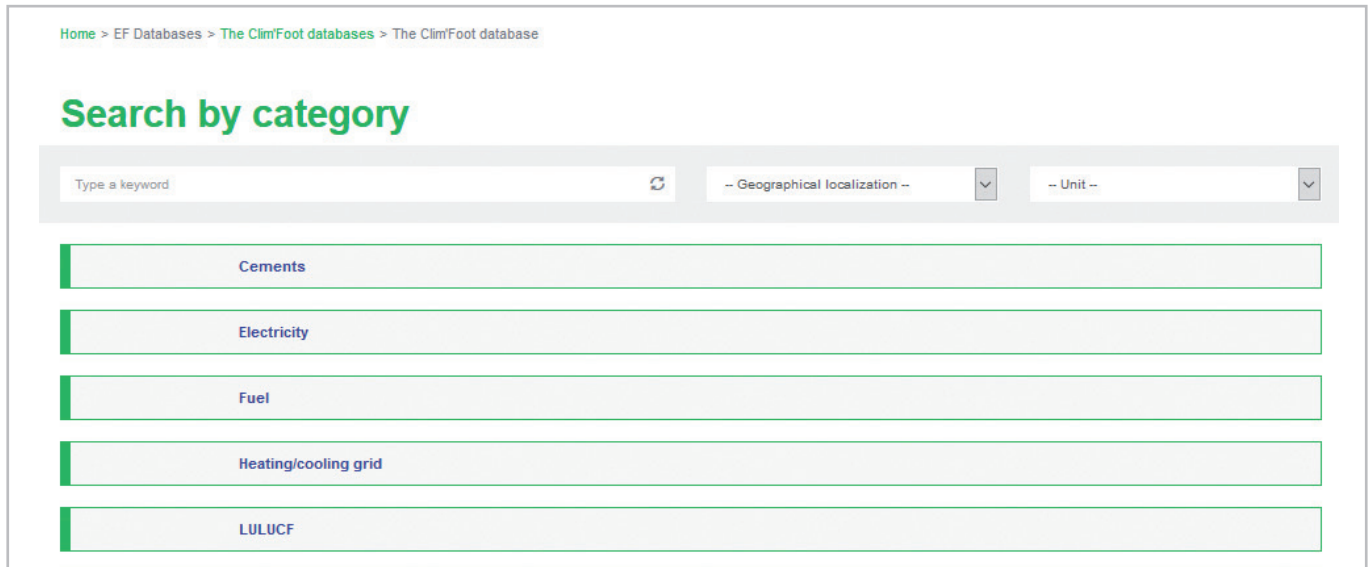


Figure 12: The Clim'Foot database available online

To use the keyword filter, you have to type your word in the blank and hit ENTER.

If you would like to use the geographical localisation or the unit filter, you have to select the country or the unit you are interested in the scroll list.

For example, if we select the unit kgCO2e/km, we will obtain this screen (see figure 13) with the number of results, 31 in this case, and the list of emission factors corresponding.

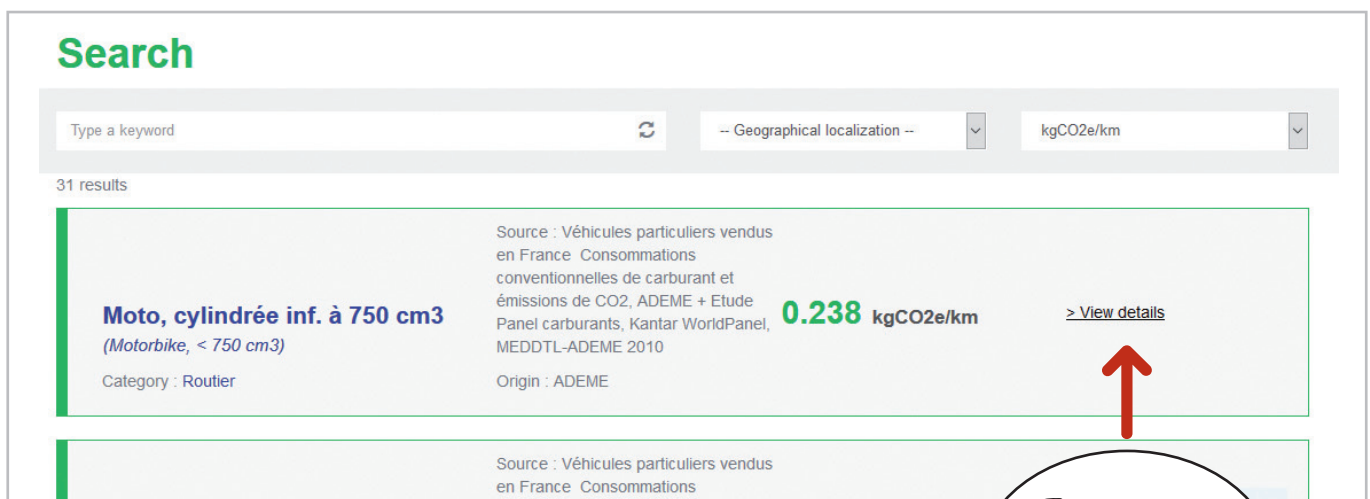


Figure 13: Results with the unit filter

It is possible to combine the geographical filter with the unit filter, to have results that are more accurate.

If you prefer to use the search by category, click on one of the category, then choose one sub-category and keep on this way until you have the list of results.

For example, when you click on "fuel" you get 2 first sub-categories: fossil and organic.

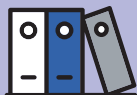
If you choose "fossil", you get three sub-categories again: solid, liquid and gas.

For "gas", you get all emission factors corresponding.

The screenshot shows a search interface titled "Search by category". At the top, there is a search bar with the placeholder "Type a keyword", a refresh icon, and two dropdown menus: "Geographical localization" and "Unit". Below the search bar, the breadcrumb path is "Fuel > Fossil > Gas". Three results are displayed in a list:

- Gaz naturel (Natural gas)**
Category : Gaseux
Source : Amont : Etude Well-to-wheel du JEC - Report Version 4.0 - juillet 2013
Combustion : valeurs par défauts pour les installations soumises à l'EU-ETS ou rapport OMINEA 2011, CITEPA ou décision 2007/589/CE de 2014
0.243 kgCO2e/kWh PCI
Origin : ADEME
[View details](#)
- Butane (Butane)**
Category : Gaseux
Source : Amont : Etude Well-to-wheel du JEC - Report Version 4.0 - juillet 2013
Combustion : valeurs par défauts pour les installations soumises à l'EU-ETS ou rapport OMINEA 2011, CITEPA ou décision 2007/589/CE de 2015
0.261 kgCO2e/kWh PCI
Origin : ADEME
[View details](#)
- Propane (Propane)**
Category : Gaseux
Source : Amont : Etude Well-to-wheel du JEC - Report Version 4.0 - juillet 2013
Combustion : valeurs par défauts pour les installations soumises à l'EU-ETS ou rapport OMINEA 2011, CITEPA ou décision 2007/589/CE de 2008
0.26 kgCO2e/kWh PCI
Origin : ADEME
[View details](#)

Figure 14: Results with the search by category



You can download the excel database produced by each country of the consortium on the 5 practical cases part.

Resource materials

We remind you that you need to log in in order to be able to download some files.

List of all data files downloadable on the Clim'Foot platform.

PROJECT IN GENERAL

- [Leaflet of the project](#)

Presentation of the LIFE Clim'Foot project (objectives, short description of partners) within the European context.

- [About the Clim'Foot project](#) (video)

An overview of the project proceedings on behalf of the coordinator.

- [Programme final conference Clim'Foot 14 June 2018](#)

Agenda of the final conference of the Clim'Foot project, held in Paris on 14 June 2018.

- [Final conference](#)

Presentation of the final conference.

- [Clim'Foot workshop for policy makers](#)

Presentation of the special workshop for policy makers.

- [Presentation of a regional policy maker ARPAE](#)

Presentation of the testimony of an Italian regional policy maker.

CLIMATE CHANGE

- [Awareness synthesis](#)

Synthesis of the main elements of the climate change to keep in mind.

POLICY MAKERS' TOOLBOX

- [How to involve organisation in CFO?](#) (video)

This testimony from the Croatian partner is a feedback on the launching of a voluntary program to inform future policy makers.

TRAINING

- [Training synthesis](#)

Summary of the training objectives.

- [What you can find in our trainings?](#) (video)

This video enables you to obtain a feedback on the interest for end-users to train themselves to CFO calculation and reduction.

- [Why you should follow the "Train the trainers" training?](#) (video)

The objective is to explain the interest for a policy maker to train himself, with this material, in order to be able to train and explain methodologies and tools to end-users.

There are three kind of content for the training part:

THE CLIM'FOOT METHODOLOGY

These presentations were used to train organisations in order to enable them to calculate their carbon footprint.

- [Clim'Foot introduction](#)

Introduction to carbon footprint training, two-days programme.

- [Energy and climate global challenges](#)

Link between energy and climate change.

- [Methodological principles](#)

Two fundamental components to calculate carbon footprint: GHGs and emission factors.

- [Defining the perimeter](#)

Main principles to define the perimeter.

TECHNIQUES TO ANIMATE A TRAINING SESSION

During the "train the trainers' session", there was a presentation of techniques to capture public attention for delivering the message.

- [Train the trainers programme](#)

This is the agenda of the "Train the trainers' session" held in Paris on 20-21 April 2016. IFC headed this session.

- [Introduction](#)

This document is the first presentation of the "Train the trainers' session", with the general objectives of the session.

- [Fundamentals](#)

Second presentation of the "Train the trainers' session": training animations and techniques for oral communication.

- [Start-up](#)

Third presentation of the "Train the trainers' session": Tips for starting a training with an exercise for participants.

- [Visual support](#)

Tips to manage visual support (how to use teaching aids, content on the slides).

- [Interactive session](#)

Elements to animate an interactive session.

- [Case study](#)

Techniques and methods to animate a case study sequence.

- [Technical workshop](#)

Techniques for the animation of a technical workshop.

ONSITE SESSIONS FOR ORGANISATIONS IN EACH COUNTRY

- [Programme of the two-day seminar in Hungary](#)

Agenda and detailed programme of the training seminar for public sector "Calculating the carbon footprint of an organisation with the Bilan Carbone® tool" held in Hungary on 23-24 November 2016 and 1-2 December 2016: presentation of the Clim'Foot project, training, exercises and evaluations.

<http://www.climfoot-project.eu/en/training-onsite-hungary>

All training materials are available in Hungarian in this page.

- [Programme of the two-day seminar in Greece](#)

Agenda of the training seminar "Calculating the carbon footprint of an organisation with the Bilan Carbone® tool" in Greece.

<http://www.climfoot-project.eu/en/training-onsite-greece>

All training materials are available in Greek in this page.

- [Programme of the two-day seminar in Italy](#)

Agenda of the training seminar "Calculating the carbon footprint of an organisation with the Bilan Carbone® tool" for public organisations held in Italy, on 24-25 December 2016 and 5 December 2016.

<http://www.climfoot-project.eu/en/training-onsite-italy>

All training materials are available in Italian in this page.

- [Programme of the two-day seminar in Croatia](#)

Agenda of the training for private sector "Calculating the carbon footprint of an

organisation with the Bilan Carbone®" held in Croatia on 29-30 November 2016.

<http://www.climfoot-project.eu/en/training-onsite-croatia>

All training materials are available in Croatian in this page.

- [Programme of the seminar in France](#)

Agenda of the one-day training seminar "Understand ACT methodology" held in France on 21 and 28 June 2017 and 5 July 2017.

VOLUNTARY PROGRAMS

- [About the voluntary programs](#) (video)

This video from the Hungarian partner enables you to have a feedback about the implementation of voluntary programs.

- [The French voluntary program in practice](#) (video)

An overview of how to test the maturity of companies.

ACTIONS

- [The Bilan Carbone® Clim'Foot tool](#)

This calculator tool enables you to calculate the carbon footprint of your organisation.

- [Methodology for a mitigation action plan](#)

Published by the ADEME, this guide gives you the methodology to follow for the construction, implementation and monitoring of a GHG emission reduction action plan.

- [Methodology for quantifying reduction action](#)

This method referred to as "QuantiGES" is an ADEME method to evaluate the impact of an emission reduction action on greenhouse gases.

- [Tool for quantifying reduction action](#)

This tool completes the "methodology for quantifying reduction action", you may use it in parallel with this first tool. The tool enables to build an action sheet following the method described in the guide and see the results.

- [Action plan – Synthesis](#)

Summary of an action plan steps.

- [How to calculate CFO and define action plan?](#) (video)

This video from Croatian partner illustrates the link between identifying the results of CFO calculation and reduction plan.

- [Maturity - Synthesis](#)

Summary of maturity steps.

- [How to assess my low carbon transition strategy?](#) (video)

This video gives you an overview of ACT (Assessing low carbon strategy), the French voluntary programme, to go further CFO calculation.

- [Croatian national Clim'Foot database](#)

Croatian emission factor database produced during the project and constituting country specific data.

- [French national Clim'Foot database](#)

French emission factor developed prior to the start of the Clim'Foot project.

EMISSION FACTOR DATABASES

- [What is the interest of the Clim'Foot database?](#) (video)

A video to show the interest and added value of the creation of a database.

- [How to build your own database? Synthesis](#)

Summary to build emission factor database.

- [How to build your own database?](#) (video)

A testimony of ENEA, one of the project partner, to have a feedback on the creation of a database.

- [Methodology for constituting the national databases](#)

A common methodology developed by ENEA for achieving consistency in the emission factor creation from references to data quality management.

- [Emission factor Hungarian report](#)

Metadata for the national GHG database.

- [Hungarian national Clim'Foot database](#)

Hungarian emission factor database produced during the project and constituting country specific data.

- [EF database Greek report](#)

Methodology used to build the emission factor database.

- [Greek national Clim'Foot database](#)

Greek emission factor database produced during the project and constituting country specific data.

- [EF database Italian report](#)

Methodology for constituting the national database, Italy.

- [Italian national Clim'Foot database](#)

Italian emission factor database produced during the project and constituting country specific data.

- [EF database Croatian report](#)

National database of emission factors, Croatia.

Contact us

For further information, any questions or comments regarding your own country specificities, please get in touch with:

FRANCE

Clémence Gracia, ADEME
(project coordinator)
clemence.gracia@ademe.fr

François Kornmann, IFC
(for question about trainings)
francois.kornmann@if-carbone.com

ITALIA

Simona Scalbi, ENEA
simona.scalbi@enea.it or

Alessandra Zamagni, Ecoinnovazione
smart-eco@ecoinnovazione.it

CROATIA

Željko Jurić, EIHP
zjuric@eihp.hr

HUNGARY

Lóránt Riesz, HOI
riesz.lorant@hoi.hu

GREECE

Louiza Papamikrouli, CRES
lpapamik@cres.gr

If you come from another country: please write an email to
climfoot.contact@ademe.fr

If you have any questions about the Bilan Carbone® methodology, please
feel free to contact ABC at: contact@associationbilancarbone.fr

You have already visited the Clim'Foot website or you plan do it, do not
forget to fill in the survey to give us your inputs to improve the content
and the material developed during the project.

