

Formulaire de dépôt du plan d’action « Entreprises engagées pour la nature

***Ce document est le format modifiable texte du formulaire en ligne sur démarches-simplifiées. Il vous permet de préparer vos réponses hors ligne en les faisant circuler en interne.***

***Cependant, seuls les dépôts du plan d'action via le formulaire seront pris en compte.***

*A NOTER : Vous pouvez remplir en plusieurs fois le formulaire en ligne, pour cela n'oubliez pas d'enregistrer régulièrement pour ne pas perdre les informations renseignées.*

*Les éléments graphiques (photos, graphiques) ne sont pas acceptés dans la procédure en ligne.*

Le préalable pour remplir ce formulaire : avoir déposé les 10 principes communs signés

Vous avez déposé dans une première étape : "Entreprises engagées pour la nature / Etape 1 : Signer les 10 principes communs" les 10 principes communs signés par le plus haut niveau exécutif de l'entreprise.

Un numéro de dossier vous a été attribué que vous devez renseigner ci-après.

Si vous ne l'avez pas fait, rendez-vous sur page suivante : <https://engagespourlanature.ofb.fr/entreprises/rejoindre-le-programme>

**Numéro de dossier de dépôt des 10 principes communs signés \***

Renseignez le numéro de dossier attribué lors du dépôt des 10 principes communs signés, dans la démarche "Entreprises engagées pour la nature/ Etape 1 : Signer les 10 principes communs".

*Numéro de dossier*

Informations préalables

*Le formulaire ci-dessous permet aux entreprises de soumettre en ligne leur plan d'action en faveur de la biodiversité dans le cadre de l'initiative Entreprises Engagées pour la Nature*

*Cette initiative est exclusivement réservée aux entreprises.*

*Le formulaire est construit de manière à accompagner l’entreprise dans la structuration et la valorisation de ses engagements. Il est accompagné d’un guide pédagogique qui contient notamment des exemples de bonnes pratiques et d’indicateurs, un glossaire et tout autre élément d’explicitation pour accompagner l’entreprise dans sa démarche ; nous conseillons vivement sa lecture avant d’entamer le dépôt des engagements. Le guide pour l'action est disponible à l'adresse suivante :*

[*https://engagespourlanature.ofb.fr/sites/default/files/2021-10/EEN\_guide-pour-l-action\_1.pdf*](https://engagespourlanature.ofb.fr/sites/default/files/2021-10/EEN_guide-pour-l-action_1.pdf)

□ **Dans un esprit de valorisation et de transparence, je reconnais avoir pris connaissance que les données récoltées dans le formulaire ci-dessous pour les questions qui comportent le symbole « ► » pourront être rendues publiques dans le cadre de la communication autour de l’initiative et auprès de l’ensemble de la communauté des « Engagés pour la nature » \***

**La publication de vos réponses aux autres questions est soumise à votre approbation : Votre entreprise accepte que la totalité des données récoltées ici puissent être rendues publiques \***

*La publication de vos réponses aux autres questions est soumise à votre approbation*

□ Oui □ Non

**Dans le cadre de ma participation au Programme Entreprises engagées pour la nature :**

□ Je consens à recevoir des informations de la part de l’Office français de la biodiversité visant à m’informer des évènements en lien avec “Le Club des entreprises engagées” et à recevoir la lettre d’information du programme : ► \*

- Je souhaite recevoir d’autres informations sur des évènements et actualités portés par l’Office Français de la Biodiversité

□ Oui □ Non

**Second contact au sein de l’entreprise :**
*J’indique ici un second contact au sein de mon entreprise qui pourra être contacté si je ne suis pas disponible (Nom, Prénom, Fonction, Mail).\**

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Aperçu du formulaire de dépôt des engagements

PARTIE A / PRÉSENTATION DE L’ENTREPRISE

PARTIE B / ÉTAT DES LIEUX

PARTIE C / PLAN D’ACTION VOLONTAIRE

1 - Cadre général du plan d’action volontaire

2 - Actions volontaires concernant votre cœur de métier

3 - Actions volontaires complémentaires qui contribuent à la préservation de la biodiversité

PARTIE D / Résumé du plan d'action et éléments de communication

PARTIE A / PRÉSENTATION DE L'ENTREPRISE

*Objectif : Informations factuelles concernant l’identité de l’entreprise et permettant de connaître son cœur de métier.*

1 - Nom d’usage de l’entreprise ►\*

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*2*- Précisez l’organisme qui engage sa responsabilité dans le cadre de cette démarche ► \*

*Dans la suite des questions, considérez la formulation « entreprise » comme l’entité engagée, que ce soit la société, le groupe ou une filiale.*

□ Entreprise

□ Groupe

□ Filiale

□ Société mère

□ Autre

Si Autre, précisez.

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3 - Quelle est la taille de votre entreprise ? ► \*

*Suivant le classement de la Loi de modernisation de l’économie :*

*- Microentreprise : entreprise dont l'effectif est inférieur à 10 personnes et dont le chiffre d'affaires ou le total du bilan annuel n'excède pas 2 millions d'euros.*

*- Petite et moyenne entreprise (PME) - entreprise dont l’effectif est inférieur à 250 personnes et dont le chiffre d’affaires annuel n'excède pas 50 millions d'euros ou dont le total de bilan n'excède pas 43 millions d'euros.*

*- Entreprise de taille intermédiaire (ETI) - entreprise qui n'appartient pas à la catégorie des PME, dont l’effectif est inférieur à 5 000 personnes et dont le chiffre d'affaires annuel n'excède pas 1 500 millions d'euros ou dont le total de bilan n'excède pas 2 000 millions d'euros.*

*- Grande entreprise : entreprise qui ne peut pas être classée dans les catégories précédentes.*

□ Microentreprise

□ Petite et moyenne entreprise (PME)

□ Entreprise de taille intermédiaire (ETI)

□ Grande entreprise

4 - Décrivez les activités de votre entreprise ► \*

*Décrivez succinctement les activités de votre entreprise. (Ce paragraphe apparaîtra sur votre fiche entreprise sur notre site)*

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5 - Votre entreprise a-t-elle défini une raison d’être ? ►

*La raison d'être décrit synthétiquement l'activité de l'entreprise et son utilité pour la société. Plus d'informations sur la raison d'être :* [*https://www.legifrance.gouv.fr/affichTexte.do?cidTexte=JORFTEXT000038496102&categorieLien=id*](https://www.legifrance.gouv.fr/affichTexte.do?cidTexte=JORFTEXT000038496102&categorieLien=id) *(Article 169)*

□ Oui □ Non

**Si oui, précisez laquelle**

*Le cas échéant, précisez notamment si celle-ci intègre une dimension environnementale*

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6 - Adresse du siège social ou de l'entité engagée ► \*

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7 - Dans quelles régions votre entreprise est-elle implantée ? ► \*

*Veuillez indiquer la ou les région(s) où votre entreprise à des activités. Si votre entreprise est présente sur tout le territoire, veuillez indiquer "Entreprise de dimension nationale" uniquement.*

* Auvergne-Rhône-Alpes
* Bourgogne-Franche-Comté
* Bretagne
* Centre-Val de Loire
* Corse
* Grand Est
* Guadeloupe
* Guyane
* Hauts-de-France
* Île-de-France
* Martinique
* Mayotte
* Normandie
* Nouvelle-Aquitaine
* Occitanie
* Pays de la Loire
* Provence-Alpes-Côte d'Azur
* La Réunion
* Entreprise de dimension nationale (Toutes les régions)

8 - Autre information importante à ajouter permettant de décrire votre entreprise ou votre activité ►

*Vous pouvez ici donner des précisions sur vos activités, vos produits ou offre de services.*

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PARTIE B / ETAT DES LIEUX

**Objectif :**

*Cette partie vise à analyser les interrelations qu'entretiennent les activités de votre entreprise avec la biodiversité, que ce soient les stratégies ou plans d'action déjà mis en place, l'analyse et l'appréhension de vos impacts et dépendances ou encore les contributions et actions positives.*

*Elle vous permet d’identifier vos enjeux vis-à-vis de la biodiversité et votre point de départ dans le but notamment de définir un périmètre d’engagement et d’action cohérent au regard de ceux-ci.*

*Vous trouverez plus d’informations dans le guide pour orienter votre démarche et vous permettre de répondre au mieux aux questions ci-dessous.*

1 - Vos engagements préexistants

**Avant l’élaboration du plan d’action déposé ici, votre entreprise avait-elle mis en place une politique ou stratégie biodiversité (actions mises en œuvre de manière structurée ou engagements pris) ? \***

□ Oui □ Non

**Si oui, décrivez ici vos engagements préexistants**

*(Reconnaissance des engagements biodiversité, bilans sur les plans d’action ou les engagements biodiversité pris, pages dédiées à la biodiversité dans le rapport RSE, labels, certifications, etc.)*

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**Vous pouvez télécharger ici un document expliquant vos démarches préexistantes le cas échéant**

*20 Mo maximum*

[Choisir un fichier]

2 - Cartographie de vos dépendances à la biodiversité

a. Dans quelle mesure votre entreprise est-elle dépendante des services écosystémiques fournis par la biodiversité ?

*Les services écosystémiques recouvrent les services d’approvisionnement (nourriture, fibres, biomasse combustible, eau douce, ressources génétiques, biochimie, médicaments naturels et produits pharmaceutiques), de régulation (contrôle de la qualité de l'air, régulation climatique, régulation des eaux, contrôle de l'érosion, épuration des eaux et traitement des déchets, contrôle des maladies, contrôle des ravageurs, pollinisation, contrôle des risques naturels) et les autres services rendus par la biodiversité (loisir, écotourisme, culture, valeurs éthiques, cycle des nutriments, cycle de l’eau…)*

*Pour mieux comprendre les services écosystémiques et répondre à cette question, référez-vous au guide pour l'action.*

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b. Indiquez ici où se situent ces dépendances au sein de votre chaîne de valeur ?

*(ex. approvisionnement/achat, procédé de production, investissement, fin de vie des produits, etc.)*

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3 - Analyse de l'impact de vos activités sur la biodiversité

*Les activités humaines participent à la dégradation de l’état de la biodiversité sur terre. L'objectif ici est de comprendre dans quelles mesures vos activités sont susceptibles de participer aux facteurs d’érosion de la biodiversité. Le rapport d'évaluation mondiale sur la biodiversité et les services écosystémiques de l'IPBES (Plateforme scientifique mondiale sur la biodiversité) publié en mai 2019 identifie et classe les cinq facteurs directs de changement qui affectent la biodiversité et qui ont les plus forts impacts à l’échelle mondiale. Les facteurs responsables sont, dans l’ordre : (1) les changements d’usage des terres et de la mer ; (2) la surexploitation des ressources biologiques ; (3) le changement climatique ; (4) les pollutions et (5) les espèces exotiques envahissantes.*

*Accédez ici au :*

*- résumé à l'intention des décideurs :* [*https://www.afbiodiversite.fr/sites/default/files/resume-IPBES\_fr.pdf*](https://www.afbiodiversite.fr/sites/default/files/resume-IPBES_fr.pdf)

*- bilan 2021 de l’ONB : https://naturefrance.fr/sites/default/files/2021-10/PublicationONB\_2021\_VF.PDF*

*Pour mieux comprendre les facteurs d’érosion et les attentes sur vos réponses aux questions suivantes, référez-vous au Guide pour l'action.*

**Décrivez ici les impacts et pressions des activités de votre entreprise sur la biodiversité \***

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4- Contributions positives de vos activités sur la biodiversité

**Décrivez ici dans quelle mesure vos activités contribuent positivement à la préservation ou à la restauration de la biodiversité**

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5 - Résumé synthétique

*Cette cartographie vous permettra de proposer un périmètre du plan d’action qui soit cohérent au regard de votre état des lieux.*

*Si vous avez déjà réalisé cette cartographie ou un diagnostic biodiversité, vous pouvez directement le télécharger ci-dessous si vous le souhaitez.*

**Au regard des éléments décrits ci-dessus, quels sont selon vous les enjeux prioritaires de votre entreprise du point de vue de la biodiversité ?**

*Décrivez ici de manière synthétique la cartographie de vos enjeux (les risques et opportunités liés aux impacts, dépendances et contributions à la biodiversité de votre entreprise, leur localisation sur la chaîne de valeur) et leur priorisation.*

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**Décrivez ici la méthode employée pour réaliser votre état des lieux**

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**Téléchargez votre diagnostic si vous en avez réalisé un**

*Joindre un document libre sur votre état des lieux.*

*20 Mo maximum*

PARTIE C / PLAN D’ACTION VOLONTAIRE

**Objectif** :

*Le plan d’action volontaire distingue :*

*- les actions ayant un lien direct avec l’activité de votre entreprise (son cœur de métier) et ayant un impact significatif sur la biodiversité (cf. C /2);*

*- des actions complémentaires qui, si elles n’ont pas un lien direct avec l’activité de votre entreprise, contribuent à la préservation de la biodiversité et renforcent les capacités de votre entreprise à prendre en charge la biodiversité (cf. C /3).*

*Le plan d'action doit comprendre au moins deux actions, dont une qui concerne le métier de l'entreprise (cf. C / 2).*

*Les actions proposées doivent respecter les critères SMART (Spécifique, Mesurable, Additionnel et pertinent, Réaliste, et Temporellement encadré). Elles doivent être cohérentes du point de vue des enjeux et du périmètre d’action identifiés dans les étapes précédentes.*

*Le plan d'action concerne exclusivement les actions menées à titre volontaire. Les actions concernant la mise en œuvre d’obligations réglementaires ne seront pas prises en compte.*

*Retrouvez dans le Guide pour l'action toutes les informations nécessaires pour vous accompagner dans la formulation de vos engagements.*

*En amont de la description de vos actions, quelques éléments de cadrage général sont demandés (cf. C /1).*

C / 1 : Cadre général du plan d’action volontaire

1 - Périmètre concerné par le plan d’action ► \*

*Décrivez ici le périmètre (, entités morales impliquées, chaîne de valeur) concerné par le plan d’action volontaire proposé par votre entreprise et précisez la cohérence de celui-ci au regard de vos enjeux.*

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2 - Précisez la ou les zone(s) géographique(s) concernée(s) par votre plan d’action volontaire ? ► \*

* Auvergne-Rhône-Alpes
* Bourgogne-Franche-Comté
* Bretagne
* Centre-Val de Loire
* Corse
* Grand Est
* Guadeloupe
* Guyane
* Hauts-de-France
* Île-de-France
* Martinique
* Mayotte
* Normandie
* Nouvelle-Aquitaine
* Occitanie
* Pays de la Loire
* Provence-Alpes-Côte d'Azur
* La Réunion

3. Décrivez ici de manière synthétique votre stratégie biodiversité à moyen ou long terme.

*Dans le cadre de votre démarche biodiversité, il est recommandé de vous projeter sur une ambition à moyen et à long terme. Si le plan d’action que vous allez décrire ci-dessous doit être opérationnel et compris dans une durée de 2 à 4 ans, vous pouvez décrire ici, le cas échéant, la stratégie ou les objectifs poursuivis à moyen et long terme*

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4 - Pilotage de la mise en œuvre du plan ► \*

*Décrivez ici le mode de suivi en interne et de gestion de projet pour la mise en œuvre du plan d'action*

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5 - Stratégie d'amélioration continue du plan d'action ►

*Décrivez ici les moyens mis en place pour assurer une évaluation et une amélioration régulière du plan d'action (date de bilan intermédiaire, de bilan final, et mesures principales relevées à cette occasion par exemple)*

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6 - Indiquez la durée totale prévue de mise en œuvre de votre plan d’action volontaire ► \*

*La durée du plan d’action volontaire est définie par l’entreprise. Si chaque action du plan peut avoir sa propre temporalité, l’entreprise doit s’engager sur sa durée totale, c’est-à-dire jusqu’à la fin de la mise en œuvre de la dernière action.*

*Le bilan des actions étant à réaliser tous les 2 ans, il est recommandé de mettre en place des plans d'action ayant une durée de 2 à 4 ans. Les engagements pourront ensuite être renouvelés tous les 2 ans pour entrer dans une démarche d’amélioration continue.*

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7 - Implication des parties prenantes dans la construction du plan d’action ►

*Décrivez ici l'implication des parties prenantes internes et externes dans la construction du plan d'action volontaire de votre entreprise.*

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8 - Contribution aux politiques publiques de biodiversité ► \*

*Décrivez ici dans quelle mesure votre plan d'action contribue aux politiques publiques de préservation de la biodiversité (Stratégie nationale pour la biodiversité, Stratégies régionales pour la biodiversité, Stratégie nationale de lutte contre la déforestation importée, Convention sur la Diversité Biologique, Objectifs de Développement Durable, etc.)*

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C / 2 : Actions volontaires concernant votre cœur de métier

*Vous pourrez, dans cette partie, présenter autant d’actions que vous le souhaitez, sous le format suivant :* 

*Pour ajouter des actions, cliquez sur :*

Intitulé de l’action ► \*

*L’intitulé doit refléter le caractère SMART de l’action proposée. Il doit être explicite et mentionner à minima un objectif daté et chiffré.*

*Retrouvez dans le guide des exemples d'intitulé d'action SMART*

[*https://engagespourlanature.ofb.fr/sites/default/files/2021-10/EEN\_guide-pour-l-action\_1.pdf#page=30*](https://engagespourlanature.ofb.fr/sites/default/files/2021-10/EEN_guide-pour-l-action_1.pdf#page=30)

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Indicateurs de suivi de l’action ► \*

*Précisez ici les indicateurs que vous allez utiliser pour réaliser le suivi de l’action et précisez les objectifs SMART associés. Vous pouvez retrouver plus d'informations sur la définition d'objectifs SMART et d'indicateurs dans le guide pour l’action.*

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Finalité de l'action ► \*

*Décrivez ici la finalité de votre action, c’est-à-dire comment elle va permettre de répondre aux enjeux identifiés lors de l’état des lieux.*

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Description de l’action ► \*

*Indiquez ici les moyens financiers, matériels et humains associés à l’action. Précisez aussi les parties prenantes associées (dont les éventuels partenaires). Enfin, indiquez les différentes étapes à mener pour la mise en œuvre de votre action et leur phasage dans le temps.*

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Nature de l'action proposée ► \*

*Le formulaire distingue les actions permettant d’éviter les impacts de votre activité sur la biodiversité, des actions permettant de diminuer ces impacts et enfin ceux qui contribuent positivement à la préservation de la biodiversité, comme les actions développées sur vos sites.*

*Renseignez ici la nature de l'action proposée en fonction des catégories décrites ci-dessus. Certaines actions peuvent apparaître comme transversales ou appartenir à plusieurs catégories, dans ce cas, inscrivez votre action dans la catégorie qui vous semble la plus pertinente.*

*Pour plus de détails, référez-vous au guide.*

□ Actions volontaires pour la prévention des impacts de vos activités

□ Actions volontaires pour la diminution des impacts de vos activités

□ Actions volontaires contribuant directement à la préservation ou à la restauration de la biodiversité

□ Autre

C / 3 : Actions volontaires complémentaires qui contribuent à la préservation de la biodiversité

*Cette section permet de renseigner les actions n’ayant pas de lien direct avec votre cœur de métier et la limitation des impacts de votre activité sur la biodiversité mais qui peuvent contribuer à la préservation de la biodiversité. Elles participent notamment au renforcement des capacités de votre entreprise à prendre en charge les enjeux de biodiversité.*

*Vous pourrez, dans cette partie, présenter autant d’actions que vous le souhaitez, sous le format suivant :* 

*Pour ajouter des actions, cliquez sur :*

Intitulé de l’action ►

*L’intitulé de l’action doit être explicite et mentionner un objectif daté et chiffré.*

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Indicateurs de suivi de l’action ►

*Précisez ici les indicateurs que vous allez utiliser pour réaliser le suivi de l’action et précisez les objectifsSMART associées. Vous pouvez retrouver plus d'informations sur la définition d'objectifs SMART et d'indicateurs dans le guide.*

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Finalité de l'action ►

*Décrivez ici la finalité de votre action, c’est-à-dire comment elle va permettre de répondre aux enjeux identifiés lors de l’état des lieux.*

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Description de l’action ►

*Indiquez ici les moyens financiers, matériels et humains associés à l’action. Précisez aussi les parties prenantes associées (dont les éventuels partenaires). Enfin, indiquez les différentes étapes à mener pour la mise en œuvre de votre action et leur phasage dans le temps.*

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Nature de l'action proposée ►

*Renseignez ici la nature de l'action proposée en fonction des catégories décrites ci-dessus. Certaines actions peuvent apparaître comme transversales ou appartenir à plusieurs catégories, dans ce cas, inscrivez votre action dans la catégorie qui vous semble la plus pertinente.*

*Pour plus de détails, référez-vous au guide.*

□ Actions de collecte des données écologiques (faune, flore, habitats…)

□ Actions de recherche et développement

□ Actions de sensibilisation ou de communication sur la préservation de la biodiversité

□ Actions de formation sur la biodiversité

□ Actions de partage de retours d’expérience sur ses actions en lien avec la biodiversité

□ Actions de mécénat ou de financement

□ Autres

PARTIE D / Résumé du plan d'action et éléments de communication

Résumé de votre plan d'action ► \*

*Insérez ici le résumé de votre plan d'action volontaire. Celui-ci pourra être utilisé par l’Office Français de la Biodiversité et le Ministère de la Transition Ecologique et Solidaire, dans le cadre de leurs communications sur l’initiative. Il apparaît également sur le site internet du programme.*

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Téléchargez ici le logo de votre entreprise ► \*

[Choisir un fichier]

Téléchargez ici une photo illustrant votre plan d'action ►

*La photo doit préciser le copyright et pourra être librement utilisée dans les supports de communications et de valorisation de l'initiative (web, print, etc.)*

[Choisir un fichier]

Légende de la photo ►

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Citation ►

*Vous pouvez proposer ici une citation du dirigeant sur ses motivations où l'ambition du plan d'action pour l'entreprise (une phrase maximum). Celle-ci pourra être utilisée à des fins de communication de l'initiative (web, print, etc.)*

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Site internet de la structure ►

Vous pouvez nous indiquer l’adresse de votre site internet. Votre fiche engagée sur notre site pourra être redirigée vers votre site.

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Comment avez-vous connu le dispositif Entreprises engagées pour la nature ?

* Rencontre dans un salon
* Sur notre site internet
* Via une autre entreprise
* Sur les réseaux-sociaux
* Autre

Si Autre, veuillez-préciser :

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