

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

TPE-PME

***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.*

Attention ce formulaire est réservé aux entreprises de moins de 250 salariés (Microentreprise-PME), un autre formulaire pour les ETI et Grandes entreprises est disponible sur la page : <https://engagespourlanature.ofb.fr/entreprises/rejoindre-le-programme>

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/2023-05/OFB\_GUIDE\_EEN\_2023\_bdf.pdf

□ **Dans un esprit de valorisation et de transparence, je reconnais avoir pris connaissance que les données récoltées dans le formulaire ci-dessous et dans le document excel associé 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 puisse être rendue 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 consens également à ce que les données saisies dans ce formulaire puissent être utilisées par l’OFB et ses prestataires dans le cadre du suivi du plan d’action. ► \*

- 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

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 ou une filiale.*

□ Entreprise

□ Filiale d’un groupe (précisez)

□ Autre

Précisions

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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.*

□ Microentreprise

□ Petite et moyenne entreprise (PME)

4 - Décrivez les activités de votre entreprise ► \*

*Décrivez succinctement les activités de votre entreprise (entre 5 et 10 lignes). 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.*

□ 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..*

* 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 offres 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 des actions en faveur de l’environnement et/ou directement en lien avec la biodiversité ? \***

□ Oui □ Non

**Si oui, décrivez ici les actions que vous menez déjà en faveur de la biodiversité**

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**Précisez si vous avez déjà obtenu des reconnaissances relatives à ces actions (certifications, label, etc. liées à des démarches environnementales ou relevant de la RSE)***(Labels, certifications, , actions ou engagements environnementaux de l’entreprise, démarches RSE, etc.)*

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

*20 Mo maximum*

[Choisir un fichier]

2 - Cartographie de vos dépendances à la biodiversité

*Décrivez dans cette partie la dépendance de votre entreprise aux services écosystémiques, qui sont divisés en 3 catégories : services d’approvisionnement, services de régulation, et services culturels.*

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

a. Dans quelle mesure votre entreprise est-elle dépendante des **services d’approvisionnement** et où se situent ces dépendances au sein de votre chaîne de valeur ?

*Les services d’approvisionnement recouvrent par exemple la nourriture, les fibres, la biomasse combustible, les ressources génétiques et les médicaments naturels*

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b. Dans quelle mesure votre entreprise est-elle dépendante des **services de régulation** et où se situent ces dépendances au sein de votre chaîne de valeur ?

*Les services de régulation recouvrent par exemple le contrôle de la qualité de l'air, la régulation climatique, la régulation de la distribution de l’eau douce, le contrôle de l'érosion, l’épuration des eaux et traitement des déchets, le contrôle des maladies, le contrôle des ravageurs, la pollinisation, la protection contre les évènements naturels comme les sécheresses, les tempêtes ou les inondations.*

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C. Dans quelle mesure votre entreprise est-elle dépendante des **services culturels** et où se situent ces dépendances au sein de votre chaîne de valeur ?

*Les services culturels recouvrent les autres services rendus par la biodiversité comme par exemple les loisirs associés à la nature, l’écotourisme, la santé mentale, la bioinspiration, les valeurs éthiques, spirituelles ou religieuses…*

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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.*

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

a. Décrivez ici les impacts et pressions des activités de votre entreprise et de sa chaîne de valeur sur la biodiversité, en précisant où ces impacts se situent (amont, opérations directes, aval) \*. Précisez, si possible, les indicateurs utilisés pour évaluer ces impacts et les résultats à date.

*Plusieurs indicateurs peuvent être utilisés pour quantifier vos impacts sur la biodiversité. Par exemple :*

* *m² artificialisés*
* *Tonnes équivalent CO2 en scopes 1, 2 et 3*
* *m3 d’eau consommées dont dans des zones de stress hydrique*
* *tonnes de ressources utilisées et % recyclé ou certifié*
* *quantités de polluants déversés par type de polluants*

*Plus d’informations dans le guide pour l’action.*

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4 - Synthèse de votre état des lieux

*Cette synthèse vous permettra de proposer un périmètre du plan d’action qui soit cohérent au regard de votre état des lieux et de définir vos enjeux prioritaires.*

*Si vous avez déjà réalisé cette cartographie ou un diagnostic biodiversité, vous pouvez directement le déposer 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 évaluation des dépendances, impacts, risques et opportunités liés à la biodiversité. \***

* En interne
* Accompagnement par un prestataire (bureau d’étude, cabinet de conseil, etc.)
* Accompagnement par une associations environnementale
* Accompagnement par un acteur d’un territoire (ARB, Régions, Collectivités, etc.)

**Précisions :**

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**Déposer 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

*Le plan d’action volontaire distingue :*

*- les actions ayant un lien direct avec l’activité de votre entreprise (son cœur de métier) (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 intégrer la biodiversité dans ces valeurs (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 concerné par le plan d’action volontaire proposé par votre entreprise (part de la chaîne de valeur, nombre de sites, etc.) et précisez la cohérence de celui-ci au regard de vos enjeux.*

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2 - 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. Celui-ci doit permettre 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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3 - 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. L’entreprise doit s’engager sur sa durée totale, c’est-à-dire jusqu’à la fin 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 ou 4 ans.*

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

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

A. Parties prenantes internes (salariés, direction…)

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B. Parties prenantes externes (fournisseurs, sous-traitants, clients, collectivités, associations…) \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

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C / 2 : Description des actions

*Vous pourrez déposer le fichier excel Dossier\_depot\_EEN-partie-C2\_plan\_action.xls (disponible sur le site https://engagespourlanature.ofb.fr/entreprises/rejoindre-le-programme) préalablement rempli*

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 apparaîtra sur le site internet du programme. Il 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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Déposer ici le logo de votre entreprise ► \*

[Choisir un fichier]

Déposer 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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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
* Via une ARB ou un acteur des territoires (préciser)
* Autre

Précisions

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