



BRONZE - PLANNING

LOCATION	DESCRIPTION	ACTIVITIES	ESTIMATED DAYS
Onsite	Determine and document the scope of the institution’s EMS.	<ul style="list-style-type: none"> • Analyse scope in terms of physical boundaries, departments/functions and activities, products and services. • Review site plans to identify key areas of interaction with the environment, e.g. chemical/oil storage, emission points, waste storage etc. • Identify links to environmental context and interested parties. • Draft scope for use in EMS Policy, EMS Index and Process 1.1.1 	1-2



		Leadership and EMS Scope and for other communication purposes.	
Remote	Investigate how top management has/is planning to integrate environmental management into the institution’s current strategic plan/ management structure/ committees.	<ul style="list-style-type: none"> • Document proposed EMS Management Structure with defined responsibilities and authorities after analysis and discussion. • Draft Process 1.1.1 Leadership and EMS Scope. • This could also include drafting updated terms of reference/ agenda items for management 	1-2



		<p>committees, identifying links to the EMS/ Environment/ Sustainability in the strategic plan/ annual report, review and gather evidence from management committees, e.g. minutes, review and develop communication to and from top management regarding the EMS.</p>	
Onsite/ Remote	<p>Undertake an environmental context review and PESTLE analysis of the institution’s existing operational practices and processes to determine external and internal issues relevant to the EMS.</p>	<ul style="list-style-type: none"> • Documented review taking into account the risks and opportunities of the 10 key management areas: <ul style="list-style-type: none"> - Institutional context - Transport - Waste management 	2-4



		<ul style="list-style-type: none"> - Outsources processes - Interested parties - Emissions and discharges - Sustainable procurement - Sustainable Curriculum <ul style="list-style-type: none"> • Documented PESTLE analysis to determine the institutional context in terms of political, economic, social, technological, legal and environmental issues. 	
	<p>TOTAL DAYS</p>		<p>4 - 8</p>