



# Airport Carbon Accreditation Training

Training agreement & registration



**Normec**  
Verifavia

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## Introduction

Normec Verifavia provides a comprehensive one-day Airport Carbon Accreditation (ACA) training for airport professionals seeking a thorough understanding of the ACA programme, from foundational concepts through to practical implementation. The course combines a practical familiarization session on the ACA framework and accreditation requirements with an in-depth exploration of the requirements associated with the different ACA Levels, stakeholder engagement, emissions reduction planning, and carbon management strategies. By the end of the day, participants will have both a solid grounding in the ACA programme and the technical knowledge needed to implement it at their airport

## Training objectives

Upon completion of the training course, you will be able to:

- Understand the purpose, structure, and benefits of the Airport Carbon Accreditation (ACA) programme, and the roles of the main parties involved.
- Understand the principles of carbon footprint and distinguish between Scope 1, Scope 2, and Scope 3 emissions in the airport context.
- Identify the key requirements of ACA Levels 1, 2, and 3 including carbon management plans and stakeholder engagement plans.
- Understand the advanced requirements of ACA Levels 4/4+, and 5, including emissions reduction trajectories, stakeholder partnership plans, and offsetting requirements for residual emissions.

## Training presentation

The training will include 2 modules as per below:

### Module 1 - Airport Carbon Accreditation Familiarization Training

- Introduction to the ACA Program
- General Carbon footprint definition and scopes
- Description of levels (focus on 1 to 3, and just a quick mentioned on 4 and 5)
- Carbon management plan requirements
- Stakeholder engagement plan requirements
- Requirements for all levels (ACA online platform, publication obligation, others)
- Quiz

## Module 2 - Airport Carbon Accreditation Advanced Training

- Introduction to ACA program and explanation on only focus on level 4 and 5 for this session.
- Description on level 4 requirements.
- Description on level 5 requirements.
- Carbon management plan requirements for level 4.
- Carbon management plan requirements for level 5.
- Stakeholder partnership plan and its content required for ACA 4 and 5.
- Trajectory for Scope 1 and 2, minimum requirements for level 4.
- Trajectory for Scope 3, minimum requirements for level 5.
- Quick review on offsets requirements for residual emissions.
- Quiz

### Training prerequisites

Being familiar with the training course subject and the Airport Carbon Accreditation Program. Basic familiarity with airport operations, sustainability, environmental management, or carbon emissions concepts is recommended.

### Who should attend

This training is intended for airport professionals seeking an introduction to the Airport Carbon Accreditation (ACA) programme and its requirements. It is suitable for personnel who need to understand the principles of airport carbon management and the accreditation process, including:

Sustainability and environmental personnel, Operational managers, Airport management representatives, Quality, compliance and ESG personnel, Consultants and advisors supporting airports  
Any staff involved in or impacted by ACA accreditation activities

### Training schedule:

The training sessions will be conducted online via MS Teams

## Module 1 - Airport Carbon Accreditation Familiarization Training

Date – 10.09.2026

Time - 10:00 to 13:00 CET

## Module 2 - Airport Carbon Accreditation Advanced Training

Date – 10.09.2026

Time - 14:00 to 17:00 CET

### Commercial conditions and payment terms

**The full training programme (both modules) is available at €500 per participant. For participants interested in a single module, the price is €300 per participant.** Upon receipt of the signed training agreement, an invoice will be issued to the participant. Full payment must be received no later than two weeks before the training commences. Failure to comply with this deadline may result in the cancellation of the training agreement, in accordance with the terms and conditions outlined below. All invoices are payable in full, with no partial payments accepted.

The Fees are exclusive of any applicable taxes, charges, levies, fees or duties of any governmental authority applicable to the Fees and the candidate shall pay any such taxes, charges, levies, fees or duties provided it is charged by Normec Verifavia in accordance with all applicable tax laws. Payment of the aforementioned fees shall be made without any set-off or counter claim (and to the full extent permitted by law, the parties renounce to such right of set-off) and free of deduction or withholding (except as required by law) of any taxes or governmental charges. If any deduction or withholding is required by law, participant shall pay the required amount to the relevant governmental authority, provide Normec Verifavia with an official receipt or certified copy or other documentation acceptable to Normec Verifavia evidencing the payment, and pay to Normec Verifavia in addition to the payment to which Normec Verifavia is otherwise entitled under this training Agreement, such additional amount as is necessary to ensure that the net amount actually received by Normec Verifavia free and clear of all taxes equals the full amount Normec Verifavia would have received had no such deduction or withholding been required.

It is the participant's responsibility to ensure a good and stable internet connection when attending the training. This training Agreement shall in all respects be governed by and construed in accordance with the laws of France.

Please send us a payment confirmation at [training.verifavia@normecgroup.com](mailto:training.verifavia@normecgroup.com) once payment transfer has been completed. Training participants will not be accepted, and the training certificate will not be delivered before receipt of full payment.

### Cancellation conditions:

Participants can appoint a substitute in case of non-participation. Otherwise, cancellation conditions apply as follows:

- Free, if cancellation is submitted at least four weeks prior to the training course,
- Full amount is due if cancellation is submitted later or if the participant starts the training course but does not appear connected after,

- Normec Verifavia reserves the right to cancel or postpone training for exceptional reasons. Any sums collected are then returned in case of cancellation

### Registration:

- Please fill and sign the Training Agreement Form on the last page of this document to register to the training course and send it to: [training.verifavia@normecgroup.com](mailto:training.verifavia@normecgroup.com)
- By registering for this training, the participant consents to the session being recorded and to Normec Verifavia sharing the recording for training and reference purposes only.
- Training participants will receive an invitation one week before the training course with all the details to connect to the online training session.

### Recording and Confidentiality:

The training materials, recording, and session content remain the exclusive property of Normec Verifavia and are strictly confidential. Participants may not record, screen-capture, reproduce, distribute, or share the session or its materials, in whole or in part, with any third party, using any device or software.

Any breach of this clause may result in immediate termination of access without refund, and Normec Verifavia reserves the right to pursue legal action, including claims for damages.

### Invoicing details (mandatory):

|                                                      |  |
|------------------------------------------------------|--|
| <b>Company name:</b>                                 |  |
| <b>Address:</b>                                      |  |
| <b>VAT number:</b>                                   |  |
| <b>Responsible person for payment:</b>               |  |
| <b>Responsible person for payment email address:</b> |  |

### Registration form (name of the person who will attend the training):

| Title | First Name | Last Name | Job Title | Company | Email |
|-------|------------|-----------|-----------|---------|-------|
|       |            |           |           |         |       |
|       |            |           |           |         |       |
|       |            |           |           |         |       |
|       |            |           |           |         |       |

### Confirmation of engagement and signature of training agreement

To confirm your acceptance of the terms and conditions of the training agreement, please complete the section below.

|                              |  |
|------------------------------|--|
| <b>Name of your Company:</b> |  |
| <b>Name:</b>                 |  |
| <b>Title:</b>                |  |
| <b>Date:</b>                 |  |
| <b>Email:</b>                |  |
| <b>Signature:</b>            |  |



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