



GHG Accounting and Reporting Training for Organizations

Training agreement & registration



Normec
Verifavia

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Introduction

Normec Verifavia provides a comprehensive GHG Accounting and Reporting training designed for organizations seeking a thorough understanding of greenhouse gas emissions accounting and practical implementation of reporting frameworks, covering organizational boundaries, emissions across Scopes 1, 2, and 3, data quality management, and reporting requirements under the different GHG frameworks.

Training objectives

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

- Understand the objectives and structure of GHG accounting and its role in supporting organizational transparency and net-zero ambitions.
- Interpret key terms, organizational boundaries, base year setting, and emission factors used in GHG accounting.
- Identify and calculate Scope 1 emissions, including relevant sources and data types.
- Identify and calculate Scope 2 emissions, including the application of different emission factors.
- Understand the scope and requirements of Scope 3 emissions under the GHG Protocol.
- Identify the reporting elements and formats required to demonstrate compliance with different GHG reporting frameworks.

Training presentation

- Introduction to GHG Accounting and Reporting: key terms, organizational boundaries, base year, emission factors, and frameworks overview.
- Scope 1 in detail, with examples of different sources and data types.
- Scope 2 in detail, with different emission factors.
- Introduction to Scope 3.
- Scope 3 GHG Protocol requirements.
- Data quality and control.
- Final reporting examples depending on different frameworks.
- Quiz

Training prerequisites

Basic familiarity with sustainability or environmental concepts is helpful but not required. This training is suitable for beginners and those new to GHG accounting and reporting.

Who should attend

This training is intended for professionals responsible for implementing, managing, or reporting on greenhouse gas emissions within their organization. It is designed for participants who wish to build a solid understanding of GHG accounting principles and reporting requirements across the different frameworks.

This training is relevant for Sustainability and environmental personnel, compliance and ESG personnel. Any staff involved in or impacted by GHG accounting and reporting obligations.

Training schedule:

The training session will be conducted online via MS Teams

- 08 September 2026
- Time: 10:00 to 17.00 (CET) with 1 hour break

Commercial conditions and payment terms

The price of the training is €700 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, candidate 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 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
- 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):

Company name:	
Address:	
VAT number:	
Responsible person for payment:	

Responsible person for payment
email address:

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.

Name of your Company:	
Name:	
Title:	
Date:	
Email:	
Signature:	



Headquarters

Tour Egée
9-11 Allée de L'Arche
92400 Courbevoie, France

Contact Details

+33 143 227 194
contact.verifavia@normecgroup.com
www.normecverifavia.com



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Verifavia