



# AIRPORTS COUNCIL INTERNATIONAL APEX ASSESSMENT IN ENVIRONMENT REFERENCE DOCUMENT



The ACI programme designed for airports to achieve excellence in environment





Airports Council International is the association of the world's airports. ACI is a non-profit organization, whose prime purpose is to advance the interests of airports and to promote professional excellence in airport management and operations. By fostering cooperation amongst airports, world aviation organizations and business partners, ACI makes a significant contribution to providing the travelling public with an air transport system that is safe, efficient and environmentally responsible.

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## About APEX in Environment

The mission of Airports Council International (ACI) is to promote the collective interest of the world's airports and the communities they serve and to promote professional excellence in airport operations and management.

Part of ACI's objectives are to maximize the contributions of airports to maintaining and developing a safe, secure, environmentally compatible and efficient air transport system as well as provide members with industry knowledge, advice and assistance.

ACI, pursuing its mission to assist airports in improving their environmental performance by sharing best environmental practices amongst the airport community has developed the Pilot Airport Excellence (APEX) Assessment in Environment Programme. This programme originates from the successful ACI flagship initiative APEX in Safety Programme.

The APEX review is not an Audit. It is a voluntary peer review process designed to support the Environmental development at an Airport through best practices sharing by Airport Environmental Experts. The goal of an APEX in Environment Review is to conduct an independent peer assessment of the factors affecting environmental issues at the requesting airport and to identify practices to enhance environmental performance. APEX in Environment provides several elements tailored to the individual needs of airports and proposes effective solutions to improve the environmental standing of the airports who participate in the programme.

APEX in Environment can cover any environmental area requested by the Host Airport. However, a standard APEX in Environment Review will consider the ten key focus areas consisting of the following:

- Environmental Governance and Management
- Air Quality Management, Climate Change and Greenhouse Gas (GHG)
- Energy Management
- Noise, Land-use Planning & Stakeholder Engagement
- Waste Management
- Water Quality Management
- Soil Quality Management
- Biodiversity, Wildlife & Habitat
- Construction Environmental Management
- Environmental Emergency Management

The overarching goal of the APEX in Environment is to improve environmental performance when the Host Airport acts upon the proposed measures.

## Benefits for the Host Airport

There are numerous benefits for an Airport hosting an APEX in Environment.

- ✓ Provides acknowledgement of current initiatives and efforts
- ✓ Details recommendations to build on current programs and infrastructure to increase environmental performance
- ✓ Helps Airports identify their status, blind spots and gaps
- ✓ Can assist Airports to achieve a higher environmental maturity level
- ✓ Exposes Host Airports to potential new areas and methods for Environmental Management
- ✓ Training opportunity for staff involved in the review through interaction with subject experts from other airports
- ✓ Assists in goal setting for future improvements in the field of environment
- ✓ Helps to integrate environmental concepts into supporting departments
- ✓ Raises awareness of environment with senior management and strengthens justifications for new measures / approaches
- ✓ Recognition for all participants for supporting development of APEX
- ✓ Evaluates the maturity level of Environmental Management Systems (EMS) and/or could support to its implementation

## How to Request a Review?

Contact ACI World for more information regarding the APEX Programme. ACI will schedule a conference call to review the programme and your airport's needs. You can request a review through the ACI World website wish to host an APEX.

## Cost of a Review

ACI World will provide an estimate of costs and select a panel of airport experts to support your airport's goals. The Host Airport is responsible for covering the direct costs for the ACI Environment Review Team for the duration of the Environment Review adhering to ACI World travel policy where flights under 8 hours will be booked in Economy Class

No consultancy fees will be charged by ACI. Also, the Programme and administration fees are provided at minimal costs to the Host Airport by ACI World.

The Environment Review is performed on a non-remunerative basis. When scheduling and setting up the ACI Environment Review Team, ACI makes every effort to keep the review costs to the minimum.

## Confidentiality

All information exchanged between the host Airport, ACI World and the Review Team is confidential.

The results from the Environment Review are **confidential**. ACI ensures the protection of the input and output data related to the Environment Review. This data is used solely for the purpose of the Environment Review and for designing mitigating measures which contribute to the improvement of operational sustainability.

## Benefits for Airports to provide Assessors

Participating in an APEX is a rewarding experience. The following lists benefits for Assessors:

- ✓ Opportunity to apply your knowledge, expertise and support to another airport's environmental programmes to provide value
- ✓ Review of your own airport's programmes by comparison with other airports
- ✓ Gain experience by learning from your Airport Assessor Peers and the Host Airport
- ✓ Incredible learning opportunity to review environmental best practices on an international level
- ✓ Gain new contacts and meet new colleagues in the Airport Environmental Industry.
- ✓ Host Airport covers costs of flight, hotel and meals; your Airport provides your time and expertise

There is no cost to the Assessor's Airport, as the host Airport covers the flight, hotel and meals. The Assessor's Airport provides the experts time.

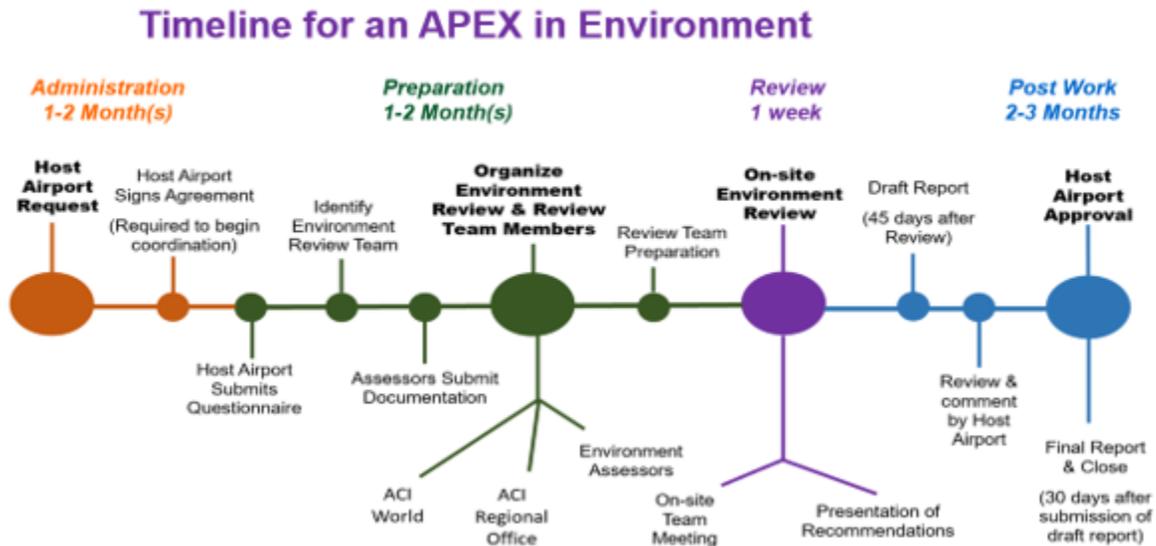
## The Review Team

The APEX Review Team is typically comprised of at least three environmental experts and a Team Leader who provides overall coordination. The Review Team could also potentially include an ACI Regional Office environmental expert. Other experts may be included in the Review Team as the extent of the APEX Review demands.

## The Review Process

The total APEX Review timeline is approximately 4 months. The following sections will detail all the steps during this process

### Timeline



Total time required for an APEX from planning to closure is 4-6 months.

Please note that some sections of the Administration and Preparation sections may overlap or interchange in order.

### Administration

The first official step of the APEX Process is for the Host Airport to submit an APEX Request Letter (see template annexed) which states the request for a review, any particular focus on environmental areas and the approximate month or quarter they would like the on-site review.

Once received, ACI will send an estimate of costs and the APEX Review Agreement (ARA) for the review. Only once the ARA is signed can flights and other expenditures be booked.

## Preparation

ACI will identify assessors to conduct the Review. Special attention will be spent on any focus areas identified by the host airport. ACI will select these assessors by their location and expertise.

Before the on-site Review, the Host Airport will complete, and send to ACI, an “Advance Questionnaire” and “Environmental Data Sheet”, which are a self-assessment forms in preparation for the APEX Review.

These forms provide needed background on the host Airport for the Review Team to plan timing for the schedule and pertinent questions. ACI will send the Review Team the completed Questionnaire and Data Sheet for their review approximately one month prior to the onsite review.

## On-Site Review

ACI will organize and dispatch a team of experts (the APEX Review Team) to the member airport requesting assistance to improve its level of environmental performance and any specific areas of environmental interest.

The APEX in Environment Review usually lasts one week. Though the exact duration of the review and composition of the Review Team could vary, depending on the complexity of the assessment requested.

## Post Review

It is the Assessors role to create the draft report. The report will make recommendations for the short, medium and long-term improvements that can be put in place by the Host Airport to enhance the level of environmental performance.

A detailed report will be delivered to the Host Airport senior management within 45 days after the on-site review.

**The recommendations within the report are for the Airport to consider and are confidential and non-binding.**

Based on the conclusions from the final report, and with the assistance of ACI World, the Host Airport may choose to draw up a voluntary action plan which will contain its environmental improvement goals, as well as the means and actions that are deemed most appropriate for achieving these results.