

2023-2024

MOVING TOWARD A MORE SUSTAINABLE IT

Overview, Inventory and Best Practices

NEW PROGRAM

The results indicators are not yet available.
Please contact us for further information.



MOVING TOWARD A MORE SUSTAINABLE IT

Overview, Inventory and Best Practices

AIMS (professional)

After this training, participants will be able to:

- ✓ Understand the challenges of sustainable ICT;
- ✓ Master regulations governing the sector;
- ✓ Integrate best practices;
- ✓ Implement a sustainable ICT strategy.

CATEGORY AND PURPOSE

The category stipulated in Article L.6313-1 is: Training Action

The purpose of this action (Article L.6313-3) is facilitating employees' adaptation to their work stations and to changes in their jobs, as well as maintaining them on the job and boosting the development of their skill sets, whether related to their work stations or not.

FOR WHOM

The target participants include:

- All ICT users;
- Information System directors;
- Sustainable ICT consultants;
- Sustainability managers, CSR project leaders;
- Purchasers of ICT services;
- Human Resources managers;
- Leaders of organizations (associations, NGOs, companies, communities/authorities...).

PREREQUISITES

Access requirements are:

- Knowledge of the work environment;
- Having completed certain parts of the INR's MOOC, in addition to the training, if targeting a Certificate of Knowledge:

<https://institutnr.org/mooc-numerique-responsable-complet>

LENGTH

This training covers 14 hours spaced over 2 days.

The dates and times are specified in the training contracts or agreements.

Minimum number of participants: 2

Maximum number of participants: 8

COST

This training is provided at a per-person cost of 2,000 euros (HT=excluding VAT) or 2,400 euros (TTC=including 20% VAT) for inter-company training, or at a per-session cost of 4,000 euros HT/4,800 euros TTC (20% VAT) for intra-company programs (maximum 8 participants). There is an additional charge of 80 euros HT (96 euros TTC) per person for the optional test to obtain the INR's Certificate of Knowledge (Institut du Numérique Responsable).

TERMS AND CONDITIONS OF ACCESS

Enrollment is considered as finalized if: the registration file has been completed and the funding granted (for individuals: when coverage of the cost is accepted or the payment made; for companies: when the estimate is signed).

Deadlines for accessing the training: registration closes 3 working days before the session starts.

TEACHING, TECHNICAL AND COACHING RESOURCES

Teaching methods and tools

Teaching methods: Theoretical lectures plus practical exercises

- **Teaching tools:** Practical charts, videos, impact calculators, interactive exercises
- **Teaching materials:** Digital format PPT-type presentation, supplementary manual, in-house toolbox
- **Taking specific needs into account:** We will adapt our hosting conditions, our methods and materials to fit the needs you may express. Depending on what they are, we will contact specific service-providers. Please reach out to our contact person at this address: info@mir-cf.com

Material elements for the training

- **Training classroom:** an overhead projector and an accessible coffee machine will be provided. All public health precautions will be taken as per the profession's current protocol. (Occasional classroom rentals through <https://www.multiburo.com/> Gare de Lyon).
- **Different equipment available:** participants can choose to use computers or not.
- **Documentation:** the trainer will base teaching on a slide show screened via video projector; written publications and reports will be available for perusal during the training.
- **In the case of distance-learning courses:**

Those in charge of assisting all training beneficiaries beforehand are:

First of all: trainer Bela Loto Hiffler can be reached by e-mail (bela.loto@mir-cf.com) and by phone (number provided in the invitation).

Second, if needed: Céline Ferré, director of the training center, can be reached by e-mail (celine.ferre@mir-cf.com) and by phone (number provided in the invitation).

The connection address will be communicated several days before the training begins so that trainees can carry out a technical check. Should technical issues arise, the abovementioned contact persons will schedule an appointment in order to solve any issues as soon as possible.

M.I.R Conseil & Formation

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879 140 606 00028 – SAS au capital de 1000 Euros – TVA intracommunautaire : FR75879140606

Déclaration d'activité de formation enregistrée sous le n° 117 560 07 075 du préfet de région Ile de France

Version of 17th of January 2023

Trainers' expertise

The training will be taught by Ms. Bela Loto Hiffler, an expert in sustainable ICT who has been a lead trainer since 2009 (trainees' testimonials available on our website or on simple request).

TRAINING CONTENTS

MCQ

Introduction

- I. Overview , inventory, fundamentals (4 hrs)
 - a. Types of impacts (90 min)
 1. Life cycle and LCA
 2. Scope, units, emission factors
 3. Environmental indicators
 4. Key figures, trends and outlook
 - b. Benchmarks and barometers (30 min)
 - a. Legislative and regulatory framework (30 min) (international and national)
 - c. Labels, standards and repositories (30 min)
 - d. **Workshop #1: INR calculator / EcoInfo Ecodiag / Carbonalyser** (30 min)

Your questions/answers (10 min)

II. Best practices (4 hrs)

- b. Taking stock (60 min)
 1. Workstations
 2. Telephony
 3. Printing
 4. Data centers
- c. Eco-designing digital services (45 min)
- d. Data (flow and storage) (45 min)
- e. End-of-life (60 min)

Workshop #2: Audit tools (30 min)

Your questions/answers (10 min)

III. Implementing a more sustainable IT strategy and project (3 hrs)

- a. Strategy and governance (60 min)
- b. Awareness, training and communication (60 min)
- c. M.I.R. checklists and toolbox (60 min)

IV. Case study: La Maison Bleue (strategy and associated action plan) (90 min + 90 min)

Evaluation test: Certificate of Knowledge from the INR/La Rochelle University or exit MCQ

FOLLOW-UP AND EVALUATION

Implementation of the action

The means for tracking the implementation of the action are:

- Attendance sheets co-signed by the trainees and trainer
- Assessment of learnings at the end of the session

Means for assessing the outcome (or acquisition of skills)

The means used to establish whether trainees have acquired the knowledge or the professional actions set out in the objectives are listed below:

- Oral questions
- Written questions (MCQ, etc.)
- Role play
- Assessment charts
- Dossiers to be compiled
- Interview with a professional jury

INSTRUCTOR

Bela LOTO HIFFLER, an expert in sustainable ICT, has been a trainer since 2009. After having examined the web's emerging audio technologies ("Le son sur le web", Dunod, 2002), she penned "*Éco-gestes informatiques au quotidien*" (Editions ADEME, 2017), and more recently "*Guide d'un numérique plus responsable*" (Editions ADEME, Dec. 2020)*.

For the CIGREF, she compiled the 2016 report "*Du Green IT au Green by IT, exemples d'applications dans les grandes entreprises*". In 2017, on request by Alliance Green IT (AGIT), she chaired the "Public Awareness" working group which produced "*Pour un numérique plus responsable au quotidien en trois épisodes*". Bela has been honored with Green IT certification by the INR or Institut du Numérique Responsable, has been trained in the lifecycle analysis approach by Julie Orgelet (DDemain) and is an active member of many task forces (CSR platform/France stratégie, Conseil National du Numérique, Centre National du Numérique).

*<https://www.ademe.fr/guide-dun-numerique-plus-responsable>

PREPARING FOR THE TRAINING

It is suggested that participants review books or articles on the topic before the training. It is also important to read the invitation e-mail very carefully so as to fill in the questionnaire about your expectations as precisely as possible.