



CO₂ CALCULATOR

INSTRUCTION *MANUAL* 6

Phases, Groups, Subgroups and Bundles

1. The top level is **PHASES**.

2. Within the phases, you will find **GROUPS**.

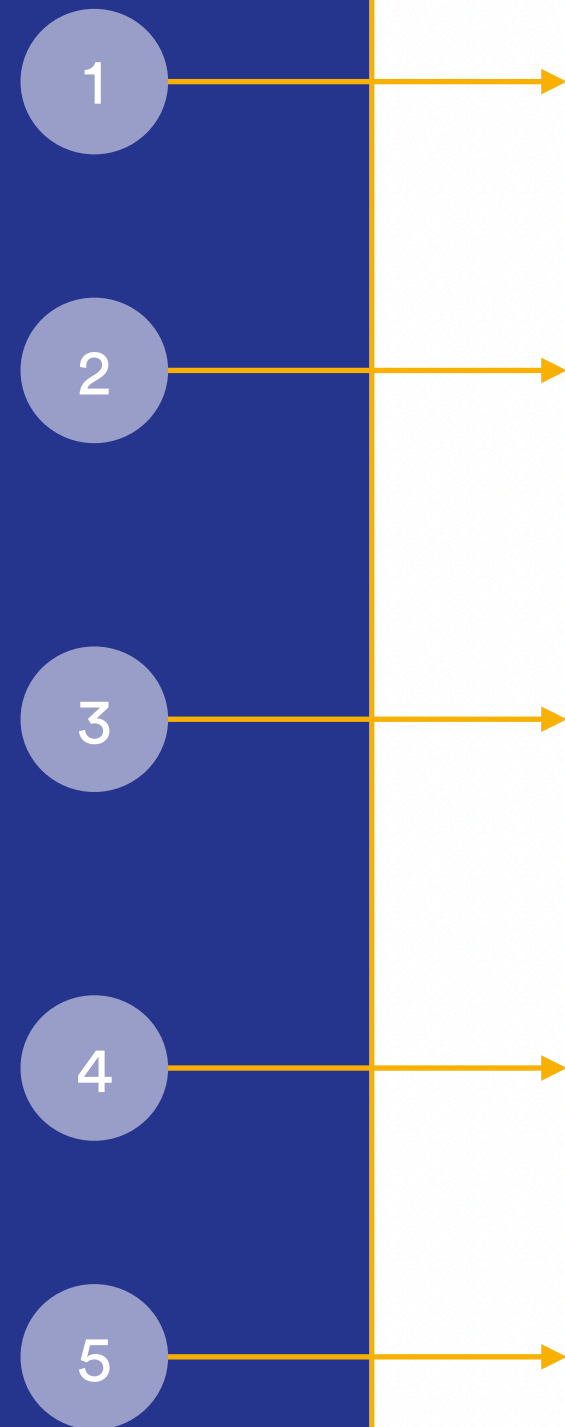
3. And within each group, you will find **SUBGROUPS**

4. And within each subgroup, you will find **BUNDLES**; these function like folders.

5. Inside the bundles, you will find **ACTIVITIES**.

If you think of the setup as a folder system, it makes things easier to manage.

You can also create standalone bundles and activities that are not part of a phase or group.



PHASES

GROUPS

SUBGROUPS

BUNDLES

ACTIVITIES

Example: SPORTS module

6

The main groups are:

6. GROUPS: Here, you will see that we divide them into project stages.

- LOC Office Operations
- Event Arena
- Athletes & Teams & Federations
- Guests & Partners
- Staff & Volunteers
- Press & Media
- Spectators
- Resource Management
- Side Event

Note: No two projects are the same, and sometimes one or more of these phases may not be as relevant. Simply leave them empty if that's the case.

The screenshot shows the 'FIS CO2-calculator' interface in 'Budget / Estimate' mode. At the top, a large number '0.12' represents the total CO2 emissions in tonnes CO2-eq. Below this, there are two main sections: 'Bundles' and 'Groups'. The 'Bundles' section shows 'All bundles' with a value of 120.0 and 'Not grouped bundles'. The 'Groups' section is expanded to show a list of activities, all currently at 0.0 tonnes CO2-eq. The activities listed are: Event, LOC Office Operations, Event Arena, Athletes & Teams & Federations, Guests & Partners, Staff & Volunteers, Press & Media, Spectators, Resource Management, and Side Event. On the right side, there are buttons for 'Select', 'Search', and 'Send Bundle', along with a summary of '2 Activities + 0 D' and a 'Sent to brita' button.

Example: SPORTS module

SUBGROUPS:

When we click on the arrow next to the different groups, we can see the **SUBGROUPS** (as pictured)

One or more of these may not be relevant to your project, so feel free to leave them empty.

We have created the phases, groups and subgroups for two important reasons:

THE FIRST is to help you complete a report as thoroughly as possible, serving as a tool to remind you of all the phases in the project.

THE SECOND REASON is so that we can gather consistent data from all our members, which we can then use for further research.

▼ LOC Office Operations 0.0

- Business Travel 0.0
- Food & Beverage 0.0
- Merch & Clothing 0.0
- Marketing Materials 0.0
- Water Consumption 0.0
- Energy Consumption 0.0
- Purchases 0.0
- Resource Management 0.0
- Don't know? Add it here 0.0

▼ Event Arena 0.0

- Snow Preparation 0.0
- Vehicles & Machines 0.0
- Branding / Marketing Ma... 0.0
- Safety Equipment 0.0
- Course Material 0.0
- Wax Cabins / Ski Rooms 0.0
- Temporary Infrastructure 0.0
- Energy Consumption 0.0
- Water Consumption 0.0
- Ceremony 0.0
- Other Purchases 0.0
- Don't know? Add it here 0.0

▼ Athletes & Teams & Feder... 0.0

- Local Transport 0.0
- Accommodation 0.0
- Food & Beverage 0.0
- Merch & Clothing 0.0
- SRS 0.0
- Don't know? Add it here 0.0

▼ Resource Management 0.0

- Mixed Waste 0.0
- Plastic Waste 0.0
- Food Waste for Recycling 0.0
- Paper & Cardboard 0.0
- Dangerous Waste 0.0
- EE Waste 0.0
- Cooking Oil 0.0
- Other Waste? Create a B... 0.0

▼ Side Event 0.0

- Vehicles & Machines 0.0
- Branding / Marketing Ma... 0.0
- Safety Equipment 0.0
- Purchases 0.0
- Temporary Infrastructure 0.0
- Energy Consumption 0.0
- Water Consumption 0.0
- Technical Equipment 0.0
- Don't know? Add it here 0.0

▼ Spectators 0.0

- Local Transport 0.0
- Food & Beverage 0.0
- Merch & Clothing 0.0
- Spectators Travels 0.0
- Don't know? Add it here 0.0

▼ Guests & Partners 0.0

- Local Transport 0.0
- Food & Beverage 0.0
- Accommodation 0.0
- Merch & Clothing 0.0
- Don't know? Add it here 0.0

▼ Press & Media 0.0

- Local Transport 0.0
- Food & Beverage 0.0
- Accommodation 0.0
- Don't know? Add it here 0.0

▼ Staff & Volunteers 0.0

- Local Transport 0.0
- Food & Beverage 0.0
- Accommodation 0.0
- Merch & Clothing 0.0
- Don't know? Add it here 0.0

A **BUNDLE 12** is a folder that contains **ACTIVITIES 13**.

You'll find it inside a **SUBGROUP 14**, which is located under a **GROUP 15**.

16. You can always move a bundle to another group or phase if desired; simply click **EDIT GROUP**.

The screenshot displays the 'FIS CO2-calculator' interface in 'Budget / Estimate' mode. The main view shows a bundle named '0.12' with a total of 120.0 tonnes CO2-eq. The interface is divided into several sections:

- Bundles:** A list showing 'All bundles' (120.0) and 'Not grouped bundles'.
- Groups:** A list of groups under 'Event' (120.0), including 'LOC Office Operations' (120.0). The 'LOC Office Operations' group is expanded to show sub-groups: 'Business Travel' (0.0), 'Food & Beverage' (120.0), 'Merch & Clothing' (0.0), 'Marketing Materials' (0.0), and 'Water Consumption' (0.0). The 'Food & Beverage' sub-group is highlighted in blue.
- Activities:** A list of activities under the 'Food & Beverage' sub-group, totaling 120.0 kg CO2-eq. The activities are: 'Rented drinking glasses' (20.0 kg CO2-eq) and 'French hotdog' (100.0 kg CO2-eq). The 'Send Bundle' section shows '2 Activities + 0 Drafts' (120.0 kg CO2-eq) and is marked as 'Submitted'.
- Metadata:** The bundle was created by Mads Astrup Rønning on October 9, 2024, and belongs to the 'LOC Office Operations / Food & Beverage' group.

Annotations with numbered circles (12, 13, 14, 15, 16) point to specific elements: 12 points to the 'Food & Beverage' sub-group header, 13 points to the 'Rented drinking glasses' activity, 14 points to the 'Food & Beverage' sub-group in the Groups list, 15 points to the 'LOC Office Operations' group in the Groups list, and 16 points to the 'Edit Groups' link at the bottom of the bundle details.