



# ESG Impact Index in Higher Education Institutions

## SHIFT Certification

Annex: Action Plan Template



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# SHIFT ESG Action Plan Template

This document provides the **SHIFT ESG Action Plan Template** for Higher Education Institutions (HEIs) participating in the SHIFT ESG Certification in Higher Education Institutions, operated by ACEEU. It is intended to support institutions in translating the findings of the certification process into a structured set of follow-up actions aimed at strengthening their Environmental, Social, and Governance (ESG) performance. Developed within the SHIFT project, the template helps institutions identify priorities, define responsibilities, set timelines, and monitor progress in response to the final evaluation report and recommendations.

short guide for completing the SHIFT ESG Action Plan Template:

1. Start with the final report: Review the evaluator's findings and identify the main recommendations, priority areas, and any standards that require improvement.
2. Define each action clearly: For every recommendation, describe one concrete action. Keep it specific and practical so it is clear what will be done.
3. Assign responsibility: Name the person, unit, or team responsible for leading each action. This helps ensure ownership and follow-up.
4. Set a realistic timeline: Indicate when the action should start and when it should be completed. Use realistic deadlines.
5. Identify needed resources or support: Note any staff time, budget, expertise, training, or institutional support required to carry out the action.
6. Define success indicators: Explain how progress will be measured. This could include policies adopted, activities completed, participation rates, or other measurable results.
7. List evidence sources: Indicate what documents or data could later show that the action has been implemented, such as reports, meeting minutes, policies, dashboards, or survey results.

The action plan should be a working document. It is better to include a smaller number of realistic actions than a long list that cannot be implemented. The action plan should reflect the institution's response to the final review and serve as a practical tool for continuous ESG improvement.

## Action Plan Details

Institution		Date of final report	
Contact person		Certification cycle	
Action plan period		Date of next progress review	

## Summary of Recommendations from the Final Report

List the main improvement areas identified in the final report before defining actions.

Recommendation	Related standard(s)	Main finding / recommendation from final report	Reference to report section
1			
2			
3			

## Institutional Action Plan

For each action, indicate who is responsible, when it will be completed, and how progress will be evidenced.

Ref.	Standard(s)	Objective	Planned action(s)	Lead owner	Timeline	Success indicator / evidence
A1						
A2						
A3						
A4						
A5						

## Monitoring and Support

Resources or support needed	
Internal monitoring arrangements	
Risks or dependencies	
Approval / sign-off	

Progress Review Log (optional)

Use this table to record follow-up checks on implementation progress.

Review date	Progress update	Evidence / issue noted	Next step

*Status options (optional): not started, in progress, completed, delayed.*