



Cabinet Office

CARBON REDUCTION PLAN GUIDANCE

RM6116 Network Services 3

Notes for Completion

Where an In-Scope Organisation has determined that the measure applies to the procurement, suppliers wishing to bid for that contract are required at the selection stage to submit a Carbon Reduction Plan which details their organisational carbon footprint and confirms their commitment to achieving Net Zero by 2050.

Carbon Reduction Plans are to be completed by the bidding supplier¹ and must meet the reporting requirements set out in supporting guidance and include the supplier's current carbon footprint and its commitment to reducing emissions to achieve Net Zero emissions by 2050.

The CRP should be specific to the bidding entity, or, provided certain criteria are met, may cover the bidding entity and its parent organisation. In order to ensure the CRP remains relevant, a Carbon Reduction Plan covering the bidding entity and its parent organisation is only permissible where the detailed requirements of the CRP are met in full, as set out in the Technical Standard² and Guidance³, and all of the following criteria are met:

- The bidding entity is wholly owned by the parent;
- The commitment to achieving net zero by 2050 for UK operations is set out in the CRP for the parent and is supported and adopted by the bidding entity, demonstrated by the inclusion in the CRP of a statement that this will apply to the bidding entity;
- The environmental measures set out are stated to be able to be applied by the bidding entity when performing the relevant contract; and
- The CRP is published on the bidding entity's website.

Bidding entities must take steps to ensure they have their own CRP as soon as reasonably practicable and should note that the ability to rely on a parent organisation's Carbon Reduction Plan may only be a temporary measure under this selection criterion.

The Carbon Reduction Plan should be updated regularly (at least annually) and published and clearly signposted on the supplier's UK website. It should be approved by a director (or equivalent senior leadership) within the supplier's organisation to demonstrate a clear commitment to emissions reduction at the highest level. Suppliers may wish to adopt the key objectives of the Carbon Reduction Plan within their strategic plans. A template for the Carbon Reduction Plan is set out below. Please complete and publish your Carbon Reduction Plan in accordance with the reporting standard published alongside this PPN.

¹ Bidding supplier or 'bidding entity' means the organisation with whom the contracting authority will enter into a contract if it is successful.

² Technical Standard can be found at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/991625/PPN_0621_Technical_standard_for_the_Completion_of_Carbon_Reduction_Plans__2_.pdf

³ Guidance can be found at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/991623/Guidance_on_adopting_and_applying_PPN_06_21__Selection_Criteria__3_.pdf

Carbon Reduction Plan Template

Supplier name: Commsworld Ltd


Publication date: 18th April 2023

Commitment to achieving Net Zero

Commsworld Ltd is committed to achieving Net Zero emissions by 2050.

Baseline Emissions Footprint

Baseline emissions are a record of the greenhouse gases that have been produced in the past and were produced prior to the introduction of any strategies to reduce emissions. Baseline emissions are the reference point against which emissions reduction can be measured.

Baseline Year: 2022	
Additional Details relating to the Baseline Emissions calculations.	
<p>This is the first baseline for Commsworld since formally committing to the Net Zero targets via the SME Climate Hub's Race to Zero initiative (conducted April 2023) against our last financial year January 1st, 2022, to December 31st 2022. Our commitment is verifiable via this link: https://smeclimatehub.org/committed-businesses/</p>  <p>We score zero on Scope two because our company received 100% renewable Electricity for the reporting year.</p> <p>As such, our Baseline and Reporting year emissions are currently the same.</p>	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	34.6
Scope 2	0

Scope 3 (Included Sources)	1210.54 Business Travel Upstream Transportation and Distribution Purchased Goods and Services Capital Goods
Total Emissions	1245.14

Current Emissions Reporting

Reporting Year: 2022	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	34.6
Scope 2	0
Scope 3 (Included Sources)	1210.54 Business Travel Upstream Transportation and Distribution Purchased Goods and Services Capital Goods
Total Emissions	1245.14

Emissions reduction targets

As our first Carbon reduction Commitment, Commsworld have committed to reduce our Carbon Footprint by 50% by 2030 in accordance with the SME Climate Hub initiatives and further to reduce our Carbon Footprint to 0% by 2050. In order to continue our progress to achieving Net Zero, we have adopted the following initial carbon reduction targets:

- Electric Fleet – Through time, Commsworld will adopt introduction of Electric powered Vehicles to replace the existing petrol / diesel fleet. As technology develops in this area we will match the introduction of these vehicles to coincide with our travel distance requirements
- Business Travel – This will be limited to necessary travel only. Alternative methods of attending meetings etc will be used (such as Zoom, Teams and so on) to conduct meetings.
- Ensure goods are purchased locally or within the UK where at all possible to reduce transportation impacts.

We project that carbon emissions will decrease over the next five years to 809 tCO₂e by 2028. This is a reduction of 35%

As a committed member of the SME climate hub, Commsworld are reporting into the SME Climate hub via their on-line portal and reporting tool. Our baseline report has been submitted for the reporting year stated and will be updated annually.

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

As this is our first baseline, Commsworld have yet to understand the impact of the initiatives we are implementing / have implemented. The initiatives in place to date are as follows:

- Achieved ISO14001.
- Achieved Ecovadis Silver accreditation.
- Introduced an incentivised car sharing scheme to reduce the number of vehicles travelling daily to the workplace.
- Introduced a formal Hybrid working environment to reduce private and public vehicle and facilities use where possible.
- Introduced a Cycle to Work Scheme
- Installed Electric car chargers.
- Low voltage LED installed in all offices.

In the future we hope to implement further measures such as:

- Recruit 3rd party specialists to assess our existing Carbon Footprint and make recommendations to build towards our reduction targets (initial scope already defined, industry engaged and proposals already received).
- Increase our Ecovadis rating to Gold standard (tied to the above point)

Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standard for Carbon Reduction Plans.

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard⁴ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting⁵.

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements, and the required subset of Scope 3 emissions have been reported in accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard⁶.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body).

Signed on behalf of the Supplier:



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Steve Langmead, CEO

Date:19th April 2023.....

⁴ <https://ghgprotocol.org/corporate-standard>

⁵ <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

⁶ <https://ghgprotocol.org/standards/scope-3-standard>