



Cabinet Office

CARBON REDUCTION PLAN GUIDANCE

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.

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

²Technical 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

³Guidance 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:Annertech.....

Publication date:10th February 2025.....

Commitment to achieving Net Zero

Annertech is committed to achieving Net Zero emissions by **2030**.

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: 2024	
Additional Details relating to the Baseline Emissions calculations.	
<p>2024 was the first year in which Annertech calculated its carbon footprint in line with the GHG Protocol. Our baseline year is also our current reporting year.</p> <p>For the purposes of this Carbon Reduction Plan, this includes Scope 1, Scope 2, and the required subset of Scope 3 categories. The footprint was completed with the support of White Spire, who verified the calculations and ensured compliance with the GHG Protocol reporting standard.</p> <p>Scope 1 – The company does not currently hold capital assets like a company vehicle or operate a physical office, thus there are no Scope 1 emissions.</p> <p>Scope 2 – Due to the absence of physical assets and a completely digital business model, there are no Scope 2 emissions.</p> <p>Scope 3 – These emissions arise from Business Travel and Employee Commuting (remote working).</p>	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	0.00 tCO ₂ e
Scope 2	0.00 tCO ₂ e

Scope 3 (Included Sources)	7.93 tCO ₂ e Business Travel: 7.36 tCO ₂ e Employee Commuting (optional activity – remote working): 0.57 tCO ₂ e Explanation: Remote working eliminates daily commuting, thus negating emissions from employee commuting. However, Annertech has opted to report on home energy use (electricity, heating/cooling) by employees as a more accurate assessment of the company's carbon footprint. Upstream transportation and distribution: excluded Explanation: Annertech relies on digital services provided by Platform.sh and does not benefit from the transportation and distribution of products, materials and waste from this supplier. Further, the companies occasional purchase of promotional materials (i.e. leaflets and pamphlets) were not sufficiently impactful for calculation. As such, this category is excluded from calculation. Waste generated in operations: excluded Explanation: Annertech does not operate from a physical location and is completely dependent on remote working. As such, there are no emissions from the disposal and treatment of waste to be calculated Downstream transportation and distribution: excluded Explanation: Emissions from this category were negligible due to the entirely digital delivery of services and products and the absence of a physical space. Further, the occasional distribution of promotional materials was not significant to justify calculation. As such, this category has been excluded from calculation
Total Emissions	7.93 tCO ₂ e

Current Emissions Reporting

Reporting Year: 2024	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	0 tCO ₂ e
Scope 2	0 tCO ₂ e
Scope 3	7.93 tCO ₂ e

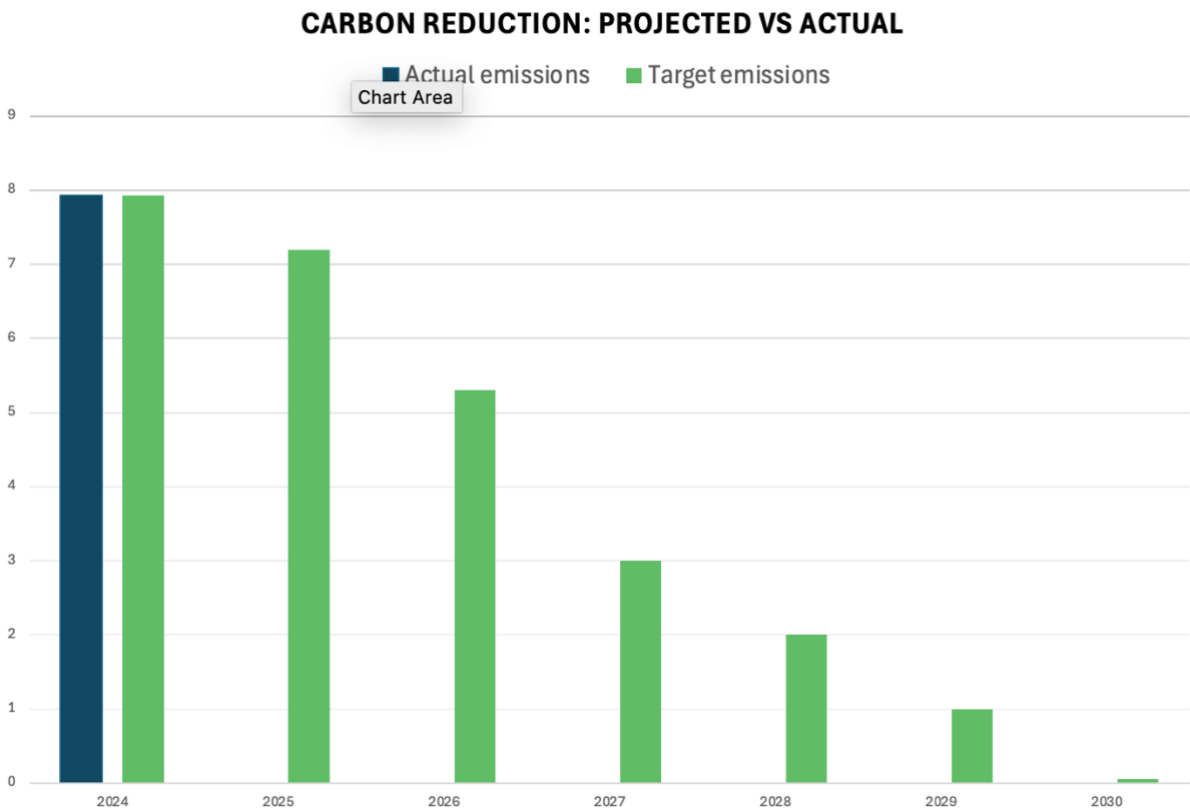
(Included Sources)	2024 is our current reporting year, please refer to our baseline year for commentary.
Total Emissions	7.93 tCO ₂ e

Emissions reduction targets

In order to achieve Net Zero, we have adopted the following carbon reduction targets.

We project that carbon emissions will decrease over the next 6 years to 0 tCO₂e by 2030. This is a reduction of 100%

Progress against these targets can be seen in the graph below:



Carbon Reduction Projects

Completed Carbon Reduction Initiatives

These measures will be in effect when performing the contract:

1. Annertech have a 100% remote working policy.

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

1. We will implement a sustainable homeworking policy and provide educational resources to our staff to encourage more sustainable habits in the home.
2. We will revise our travel policy to further encourage low-carbon transportation for any business travel required and implement a system to monitor its effectiveness.
3. We will achieve ISO14001 certification, demonstrating our dedication to stringent environmental management practices.
4. For any unavoidable carbon emissions, we will look to offset our residual carbon footprint through community-based carbon credit projects.

Declaration and Sign Off

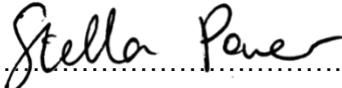
This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standard for Carbon Reduction Plans.

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:

.....Stella Power.....

Date: 10th February 2025

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>