



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: ...VE3 Global Ltd

Publication date:September 2024.....

Commitment to achieving Net Zero

VE3 Global Ltd is committed to achieving Net Zero emissions by 2035.

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: 2021/22	
Additional Details relating to the Baseline Emissions calculations.	
VE3's carbon emissions have been calculated in line with our Streamlined Energy and Carbon Reporting Regulations (SECR) requirements, that is our Scope 1 and Scope 2 emissions as well as our Scope 3 emissions which relate to business travel. Additional Scope 3 categories, calculated retrospectively in line with GHG Protocol guidance and using the relevant DEFRA Carbon Conversion Factors, have been included in this Carbon Reduction Plan. All our emissions reporting includes Well-to-Tank and Radiative forcing (RF) conversion factors where relevant. Our reporting scope covers the entire group as this best reflects the agile way in which we use our office space	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	138
Scope 2	362
Scope 3 (Included Sources)	Category 4 & 9 – Upstream & Downstream Transport – 109 Category 5 – Waste - 39 Category 6 – Business Travel - 337

	Category 7 – Employee Commuting & Homeworking – 2,049
Total Emissions	3,035 tCO2e

Current Emissions Reporting

Reporting Year: 2023/24	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	95
Scope 2	180
Scope 3 (Included Sources)	Category 4 & 9 – Upstream & Downstream Transport – 5 Category 5 – Waste - 20 Category 6 – Business Travel – 8 Category 7 – Employee Commuting & Homeworking – 1200
Total Emissions	1,508 tCO₂e

Emissions reduction targets

VE3 has achieved a 50% reduction in carbon emissions since our baseline year of 2021/22. This significant decrease reflects both the impact of our carbon reduction initiatives and the changes in operational practices due to remote working.

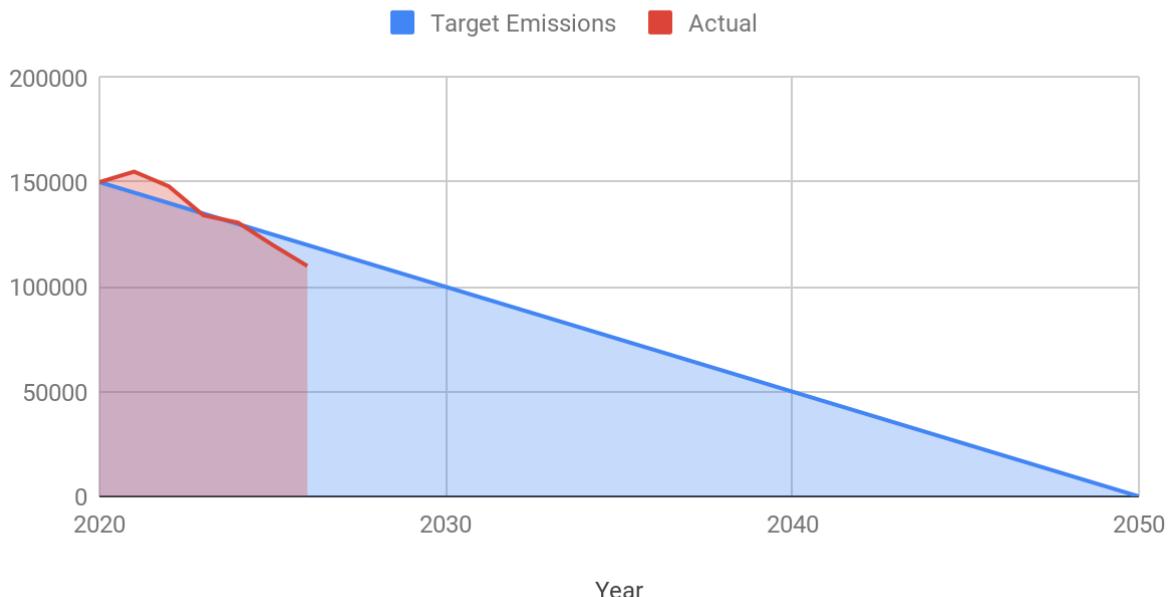
Our goal is to continue this trend, with the aim of reducing total emissions to 1,000 tCO₂e by 2027. We remain on track to achieve Net Zero emissions across all scopes by 2035.

In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets.

We project that carbon emissions will decrease over the next five years to 1,200 tCO₂e by 2025. **This is a reduction of 20% from our current emissions level.**

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

Carbon Reduction: Projected vs. Actual



Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2021/22 baseline. The carbon emission reduction achieved by these schemes equate to 1,527 tCO₂e, a 50% reduction against the 2021/22 baseline and the measures will be in effect when performing the contract

Completed Carbon Reduction Initiatives (2023/24)

- Expanded Renewable Energy Use: By the end of 2023, VE3 transitioned to 80% renewable energy sources for all directly purchased energy, with ongoing efforts to work with landlords to increase this to 100%.
- Energy Efficiency Improvements: Installation of advanced energy management systems, leading to a 10% reduction in energy consumption at office locations.
- Employee Commuting Initiatives: Introduced a salary sacrifice scheme for electric vehicles, with 25% employee uptake, reducing commuting emissions by 20%.
- Supply Chain Engagement: Conducted carbon assessments with key suppliers and supported them in setting their own reduction targets.

Planned Carbon Reduction Initiatives (2024/25)

- Full Transition to Renewable Energy: Complete the transition to 100% renewable energy for all VE3 operations by working with landlords and other stakeholders.
- Employee Awareness & Engagement: Roll out mandatory environmental training for all employees and establish an internal Green Champions network to promote sustainable practices.
- Waste Reduction Programs: Implement a company-wide zero waste to landfill policy, including more robust recycling programs and the elimination of single-use plastics.

- Enhanced Scope 3 Reporting: Expand the reporting of Scope 3 emissions to include all relevant categories and work closely with suppliers to reduce their carbon impact

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

- Continue to identify opportunities to reduce our emissions across the company including using the results of our ESOS audits to identify priority actions.
- Work with our landlords to encourage them to switch to renewable sources.
- Roll out mandatory environmental awareness training across the organisation and encourage staff to implement actions both in their home and work life.
- Working closely with our supply chain to better understand its impact on our carbon footprint and capture carbon savings, as well as working to influence and support suppliers on their journey to net zero.
- Increased reporting against our Scope 3 emissions in line with the GHG Protocol and reporting annually on both the qualitative and quantitative impacts we have as a business and the services we deliver.

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:



MANISH GARG, Director

Date:26 August, 2024.....

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>