



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 2045.

Carbon Reduction Plans are to be completed by the bidding supplier<sup>1</sup> 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 2045.

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 Standard<sup>2</sup> and Guidance<sup>3</sup>, and all of the following criteria are met:

- The bidding entity is wholly owned by the parent;
- The commitment to achieving net zero by 2045 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.

---

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

<sup>2</sup>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](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)

<sup>3</sup>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](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

Supplier name: Energy Systems Catapult Limited

Publication date: March 2025

## Commitment to achieving Net Zero

Energy Systems Catapult Limited is committed to achieving Net Zero emissions by 2045.

## 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.

<b>Baseline Year: 2019 - 2020</b>	
<b>Additional Details relating to the Baseline Emissions calculations.</b>	
<b>Baseline year emissions:</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
Scope 1	0
Scope 2	5.1
Scope 3 (Included Sources)	142.8 – Flights 4.9 – Cars/Vans 113.5 – Public Transport
<b>Total Emissions</b>	<b>266.3</b>

## Current Emissions Reporting

<b>Reporting Year: 2023 - 2024</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
Scope 1	0
Scope 2	39.04 – Location Based Electricity
Scope 3 (Included Sources)	93.53 – Flights 77.34 – Public Transport 11.95 – Home Working
<b>Total Emissions</b>	<b>221.86</b>

## **Emissions reduction targets**

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

### **Scope 1 (Gas)**

- We will not use gas in the foreseeable future

### **Scope 2 (Electricity) Actions**

- Assess and where appropriate implement new technical solutions as they become available, including hardware and software building and energy management systems
- We already purchase our electricity through a zero carbon tariff and will continue to do so
- Offset any residual CO2 emissions through the purchase of equivalent carbon emissions credits from an International Carbon Reduction & Offset Alliance (ICROA) provider although the Energy Systems Catapult does not currently subscribe to any carbon offsetting schemes as we do not believe these get to the root of the issue, we will however continue to review applicable offsetting options in the future.
- When upgrading or procuring new electrical equipment, electrical efficiency will always be considered as part of the assessment process.
- However we will continue to review these any all other available practices to reduce our carbon emissions.

### **Scope 3 Actions**

#### **Waste and recycling**

- We segregate all waste which the building manager manages the disposal of except for confidential paper waste and WEEE which we manage via a private company which certifies all waste is disposed of ethically
- Surplus IT equipment (retired laptops and mobile phones) is offered to staff after being securely wiped to allow them to be reused and will continue to do so

#### **Business travel**

- Continue to support and encourage hybrid working, in the context of continuing development of the Smarter Working policy. Encourage the continued use of virtual meeting platforms.
- Continue to encourage the use of public transport, in particular trains, and low emissions vehicles where public transport is impractical.
- Provide a travel dashboard giving regular information on travel purpose, emission generation and expenditure across the organisation. Encourage transport sharing and aim to mandate EVs for car hire when supplier capacity permits.

#### **Employee commuting**

Data on Employee Commuting are not collected so cannot be directly measured, however implied effects are included within Scope 3.

- Encourage people to Cycle to Work using schemes and information
- Encourage people to use the EV salary sacrifice scheme

- Investigate the feasibility of offering staff who cover high mileage on business or make long commutes an Eco-Driving course to ensure that they are driving efficiently
- Offer additional discounting for travel such as a bus pass scheme with local travel

### **Hotel Stays**

- Preference to be given to accommodation with the highest Green rating, using data from Click Travel.
- Environmental criteria to be prioritised in booking accommodation or suppliers for corporate events. Education and information should be provided to staff to understand how to reduce the impact of a hotel stay
- Continued encouragement towards Hybrid / Remote meetings where appropriate.

### **Employee learning and behaviour change**

Every role in The Catapult has an impact on our carbon emissions, and informed and motivated employees are key to making reductions. Every worker can reduce their energy footprint simply by switching off equipment at night, separating and sorting waste and travelling as sustainably as possible.

- Actions taken to reduce the impact of employee behaviours will have primarily on Scope 2 Electricity and some parts of Scope 3 Travel – Encourage reduction of travel and use of teams for meeting where appropriate.
- Regular information on reducing environmental impacts, carbon reduction and pertinent recent environmental events could be shared with employees in various means such as a Blog, Newsletter, Webinar, Lunch-and-Learn, Show & Tell sessions

## **Carbon Reduction Projects**

### **Completed Carbon Reduction Initiatives**

The following environmental management measures and projects have been completed or implemented since 2016 and the measures will be in effect when performing the contract. Whilst there has been no significant net change to our emissions, these initiatives have allowed us to mitigate any increase which would have occurred due to growth in the business which has seen our headcount grow by 50% since the baseline.

- Implement technical solutions, including hardware and software building and energy management systems –implemented since 2016
- Ensure we have power management policies in place for hardware such as laptops / PC / printers etc –implemented since 2016
- Encourage behavioural change through publishing internally a dashboard of carbon output/energy consumption by office location – implemented since 2019
- Maximise purchase of renewable-backed energy tariffs as per latest guidance – in implemented since 2016 – In fact we encouraged the building owner to switch to a fully renewable electricity tariff thus reducing the emissions for the entire 300,000 square feet of the building and not just our 18.600 square feet of office space.

## **Declaration and Sign Off**

This Carbon Reduction Plan has been developed 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 standard<sup>4</sup> and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>5</sup>.

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) Standard.

This Carbon Reduction Plan has been reviewed by the Catapult Executive Team and signed off by the CFO.

**Signed on behalf of the Supplier:**



.....

Date: 12 May 2025

---

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

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