



**PPN 06/21**

## **A QUICK GUIDE TO CREATING YOUR PPN 06/21 CARBON REDUCTION PLAN**

# A QUICK GUIDE TO CREATING YOUR PPN 06/21 CARBON REDUCTION PLAN

For organisations that have not completed carbon verification or long-term carbon reduction forecasts, this can be a tricky task to get started with. Below is our best advice on how to get started with your PPN 06/21 Carbon Reduction Plan:



## Download and read the CRP Template

- This is the document you'll need to complete. It's important you follow the structure laid out in the template. This ensures consistent reporting for all companies regardless of size.



## Confirm your commitment to Net Zero by 2050 at the latest

- This is as simple as it sounds (to start with anyway). You will literally need to write down that you are committed to Net Zero before 2050 at the latest as an organisation.
- You may wish to elaborate here to confirm you are serious about this, and include some high-level points about how you are committed to this (e.g., annual quantification of emissions, publicly disclose results, continually look for new ways to reduce emissions relative to the base year, etc.).



## Define your organisational boundaries

- These are the sites your organisation operates out of. You don't have to go into great detail on this in the CRP itself, but it will help determine which sites you need to gather data for and report on.
- You can define sites by those that you have operational or financial control over.





# A QUICK GUIDE TO CREATING YOUR PPN 06/21 CARBON REDUCTION PLAN



## Define your reporting boundaries

- This refers to the emission sources you'll need to include. Thankfully PPN guidelines provide a list of emission sources you'll need to report on. You may wish to expand on these source and report on some additional ones if the data are available.
- Note that your reporting period should be 12 months. This can be calendar year, or can align with your financial year, just make sure you apply the conversion factors correctly.



## Familiarise yourself with how emission conversion factors work, and where to find them

- In the UK we are fortunate enough to have access to conversion factors. These are updated by DEFRA each year, are free to access, and cover a wide range of GHG sources such as energy, fuel, transport, waste, and water.
- They can be downloaded [here](#). Note that they are year specific, so calculations for 2022 should use the 2022 factors



## Establish if the data you need is accessible, and where you can get it from

- Do you know where the data you need is stored within your organisation? Who should you speak to?
- Based on your reporting boundaries, start asking around within your company for who may have the data. For some data you may have to speak to external sources, such as your landlord or suppliers.



# A QUICK GUIDE TO CREATING YOUR PPN 06/21 CARBON REDUCTION PLAN



## Calculate your emissions

- Sometimes this can be a piece of cake. You take your activity data, multiply it by the conversion factor(s) and you're done!
- But for some emission sources you may need to do some estimates and assumptions where information is missing. The key here is to avoid underestimating, and to keep a note of all methods so you can transparently disclose them.



## Add your results for included year's the tables in the template

- If this is your first year completing calculations, then it will automatically be your base year. When selecting your base year, you may wish to consider the impact that COVID-19 had on your operations, and if the base year reflects your BAU following the peak of restrictions.
- Most businesses will find that 2020 is not representative base year.



## Outline your existing carbon reduction initiatives

- This can simply be a set of bullet points on the things you are doing as a business to reduce or prevent emissions from your operations.
- Short paragraphs of text are fine also, but not to make this too wordy as it may infringe on the formatting guidelines.



# A QUICK GUIDE TO CREATING YOUR PPN 06/21 CARBON REDUCTION PLAN



## Outline your potential future carbon reduction initiatives

- Same as above but for your likely future initiatives
- Remember to be relevant and realistic with the initiatives you outline. Your GHG results will be a good indicator of the reduction initiatives you'll need to prioritise.



## Forecast your emissions between now and your chosen date for Net Zero

- This is where you'll set your predicted/target emission for each year moving forward towards Net Zero
- This could be a simple linear reduction each year towards Net Zero, essentially setting yourself an annual carbon budget. Alternatively, you could look at specific targets and milestones for specific GHG sources.



## Get the CRP signed off by top management

- Sounds easy but a lot of organisations struggle with getting leadership commitment when it comes to carbon management
- Just remember that if your CRP is not signed off it will fail the Selection Criteria (marking scheme)



# A QUICK GUIDE TO CREATING YOUR PPN 06/21 CARBON REDUCTION PLAN



## Make it look nice!

- The template is provided to streamline the process for businesses, and to ensure reporting is consistent (imagine reading 20 tender submissions all in a different format!).
- But this doesn't mean you can't dress it up a little. You can align it with your company branding, font, colour scheme, add some logos and generally make it a bit more appealing on the eye. Remember this is going to be displayed on your website so you'll want it to reflect your business.

## How can we help?

We offer the widest range of consultancy support in relation to carbon reduction and Carbon Standards, including the exclusive proven methodology to achieve the highest standards with Carbonology®.

### Our services can be accessed in two ways:-



#### Hire a Carbonologist

We'll do the work for you (an actual human being to work alongside you in person and/or via Teams). Services range from calculating your carbon footprint and writing Carbon Reduction Plans, through to supporting you every step of the way to carbon neutrality



#### Carbonologyhub - Our signature online programme

If you prefer the online DIY solution, join our Carbonology® Hub membership, the only online consultancy and training solution for those that need to achieve net zero rapidly, to high credible standards, but on a lower budget.

