



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

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

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.

Carbon Reduction Plan Template

Supplier name: Vaccination UK

Publication date: 14th May 2025

Commitment to achieving Net Zero

Vaccination UK 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.

Vaccination UK GHG emissions inventory is aligned to the GHG Protocol and covers Scope 1 and 2 as well as the following Scope 3 categories:

- **Category 1: Purchased goods and services**
 - o This includes only the emissions in relation to office operational costs. While outside the categories required below, this provides insight into the hidden carbon footprint in Vaccination UK's wider supply chain. This has been calculated using the spend-based method.
- **Category 2: Capital Goods**
 - o This includes only the emissions in relation to capital assets such as machinery, equipment, vehicles, and buildings that are used in operations over time. While outside the categories required below, this provides insight into the embedded carbon footprint associated with long-term investments in infrastructure and technology. This has been calculated using the spend-based method.
- **Category 4: Upstream transportation and distribution**
 - o Vaccination UK receives regular deliveries of vaccines from its NHS supplier. However, as these vaccines are provided at no cost, Vaccination UK does not maintain records on the price, frequency, or volume of deliveries in a format conducive to carbon accounting. While these deliveries are likely to have a

material impact on the organization's carbon footprint, attempts to obtain the necessary data were unsuccessful, as it was unavailable.

- **Category 5: Waste generated in operations**
 - o This includes all waste generated from operations. This has been calculated using the spend-based method of aggregated waste data.
- **Category 6: Business travel**
 - o This includes all business travel and has been calculated using a combination of spend-based methods and distance-based methods depending on the data available.
- **Category 7: Employee commuting**
 - o Through an employee survey, Vaccination UK gathered valuable insights on commuting, home office energy use, and environmental concerns. This feedback is driving the carbon reduction plan and ensuring employees are active participants in sustainability efforts. This has also increased the accuracy of emissions in comparison to using national averages.
- **Category 9: Downstream transportation and distribution**
 - o All downstream transportation and distribution activities are accounted for under business travel, as Vaccination UK employees transport vaccines to various sites, with mileage expensed as part of business operations.

Baseline Year: 2022	
Additional Details relating to the Baseline Emissions calculations.	
<i>The baseline year was calculated at the same time as the most recent year and thus there are no differences in calculation. The detail above outlines the approach taken in the baseline year and the most recent year.</i>	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	13.9
Scope 2	38.3
Scope 3 (Included Sources)	Category 1: 317.3 Category 2: 67.6

	Category 5: 7.0 Category 6: 232.3 Category 7: 117.6 Category 8: 19.3
Total Emissions	813.4
tCO2e per £m	74

Current Emissions Reporting

Reporting Year: 2024	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	26
Scope 2	70
Scope 3 (Included Sources)	Category 1: 240 Category 2: 78 Category 3: 101 Category 5: 30 Category 6: 223 Category 7: 320
Total Emissions	1,062
tCO2e per £m	59

Emissions reduction targets

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 44 tCO2e per £m turnover by 2030. This is a reduction of 25.4%

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



Carbon Reduction Projects

The following environmental management measures and projects were completed or implemented prior to the 2024 measurement, demonstrating Vaccination UK's commitment to emissions reduction. As these actions occurred before the baseline year, no associated emissions have been recorded:

- Many of Vaccination UK's sites had already switched to renewable energy tariffs.
- A recycling policy for office waste is in place, largely facilitated by working with serviced office spaces that provide recycling facilities for all waste types.
- Carpooling scheme is in place to reduce environmental impact of commuting.

In the future we plan to implement further measures to reduce our emissions in each scope.

To reduce our *Scope 1 emissions*, we plan to:

- Engage our landlord to discuss removing gas boilers.

To reduce our *Scope 2 emissions*, we plan to:

- Engage our landlord to discuss switching to renewable energy in locations currently not on renewable tariffs.
- Create an office energy efficiency policy.

To reduce *Scope 3 Category 6 – Business Travel emissions*, we plan to:

- Implement a sustainable travel policy.

To reduce *Scope 3 Category 7 – Employee commuting emissions*, we plan to:

- Create a net zero engagement plan for employees.

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:

A handwritten signature in black ink, appearing to be a stylized 'J' or 'A' followed by a more complex, flowing script.

Date: 6th June 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>