



Cabinet Office

CARBON REDUCTION PLAN GUIDANCE

RM6116 Network Services 3

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.

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

² 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

³ 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

Carbon Reduction Plan

Supplier name:Advatek (UK) Ltd.....

Publication date:01.12.2022.....

Commitment to achieving Net Zero

Advatek (UK) Ltd 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.

Baseline Year: 01 December 2021 > 30 November 2022	
Additional Details relating to the Baseline Emissions calculations.	
<p>This is a creation of a new baseline for two reasons:</p> <ol style="list-style-type: none">1. It is the first time we have measured our carbon emissions, a new entrant into the submission.2. The business has gone through many changes that would skew the figures of previous years, we have changed building, doubled the number of employees, and since Covid-19, the building was closed for many months and now remains closed many days per week.3. We are using 100% renewable energy, hence the 0 in scope 2, our electric is the only service (heating is powered from electric).4. The majority of our carbon footprint comes from scope 3, as our office is only open 2-3 days per month and very little use. <p>Now we are in a period of normality, we can record the figures over the last 12 months and continue to record, with our goal to be net zero well in advance of the deadline of 2050. We are nearly there in Scope 1 & 2.</p>	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	1.46
Scope 2	0.00

Scope 3 (Included Sources)	19.43
Total Emissions	20.89

Current Emissions Reporting

Reporting Year: 01 December 2021 > 30 November 2022	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	1.46
Scope 2	0.00
Scope 3 (Included Sources)	19.43
Total Emissions	20.89

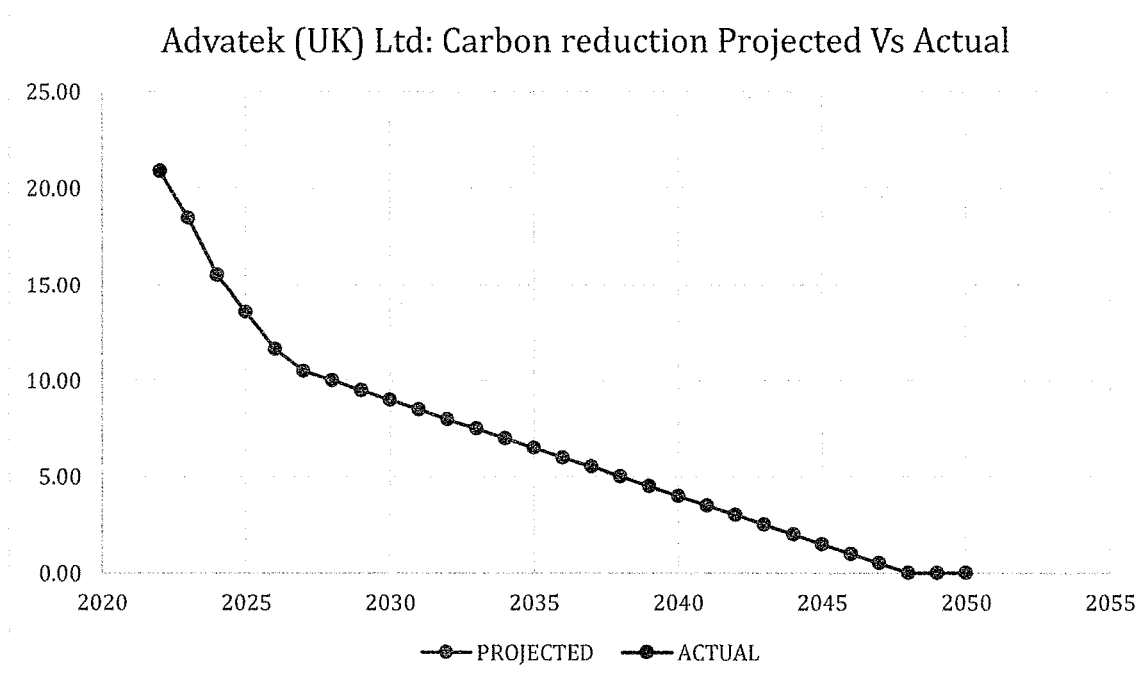
Emissions reduction targets

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

1. Reduce our Scope 3 by streamlining (reducing) our services and utilising net zero providers.
2. Remove the last remaining diesel cars from our fleet (currently 80% electric), will be 100% electric by 2023.

We project that carbon emissions will decrease over the next five years to **10.50 tCO₂e** by **2027**. This is a reduction of **50%**

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



Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2022 baseline. The carbon emission reduction achieved by these schemes equate to 5 tCO₂e, a 20%ge reduction against the 2022 baseline and the measures will be in effect when performing the contract

- Project EV:** We had a fleet of 6 diesel cars, all 6 are now gone. We have 5 electric and one hybrid (petrol/electric) which ends in 2023. We have signed up to Octopus EV, meaning all new fleet vehicles will be electric, starting from 2023 we will be 100% electric. This project initiative started in 2019, before our first baseline. Scope 1 would have been 6.46 had we run this in 2019, we expect scope 1 to reduce to 0 by 2023.
- Project HQ:** Covid-19 prompted us to set up working from home, and our main HQ was closed for many months in 2020. This continued long after lockdown rules were relaxed, remaining closed for the entirety of 2020 (from March > December). In 2021 we made the decision to open up on specific days only, and this has continued into 2022 as a new normal. We have in-office days where employees have the choice to come in, or continue to work from home, meaning our offices are now open a maximum of 48 days per year, closed 92.4% of the year. We are using 100% renewable energy, while this may not show a change on paper (scope 2), it's a conscious effort to reduce carbon, and a reduction on scope 3 (commuting emissions etc).

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

1. **Remove the last hybrid vehicle** – moving our Scope 1 from 1.46 to 0.00 (Est 2023)
2. **Scope 3 Reductions** – we intend to reduce scope 3 by 1.94 year on year for the next 5 years. We will do this by streamlining the amount of subscriptions we have in software applications, and by removing some of our outsourced datacentre costs/services.

Declaration and Sign Off

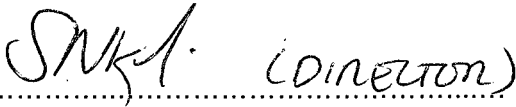
This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standard for Carbon Reduction Plans.

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:


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Date:02/12/2022.....
