



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: Duocall Communications Ltd

Publication date: 30/12/2022

Commitment to achieving Net Zero

Duocall is committed to achieving Net Zero emissions by 2030

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	
Additional Details relating to the Baseline Emissions calculations.	
<i>Duocall has not had any emissions calculations prior to this and moreover due to the lockdown we have not been able to monitor our carbon emissions. Our organisation has now actively started to monitor and record these from 2022.</i>	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	0.0114
Scope 2	0.0094
Scope 3 (Included Sources)	0.3957
Total Emissions	0.4165

Current Emissions Reporting

Reporting Year: 2022	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	0.0093
Scope 2	0.0086
Scope 3 (Included Sources)	24.52
Total Emissions	24.5379

Emissions reduction targets

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 **13.495** tCO₂e by 2027. This is a reduction of 55%.

Duocall as an organisation has introduced measures to be accountable for the continuous development and execution of our Carbon Net Zero Plan, and actively seeks to develop our company policies, and practices to promote the battle against climate change.

We have already started to work towards the ways in which we may be able to support this recovery, including but not limited to:

- 1) Influence and/or incentivise staff, suppliers, customers, and our communities to support environmental protection and introduce improvement initiatives.
- 2) We are actively looking to Invest in the adoption and/or deployment of technologies that help reduce carbon emissions in service delivery across the entire supply chain.
- 3) We are looking to Invest in the monitoring and reporting of carbon emissions of our organisation, our supply chain, and the solutions we deliver to our customers.

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the **2021** baseline. Due to the lockdown in 2021, our emissions reported are showing very low and this has largely increased especially in terms of commuting as the UK have come out of the lockdown. Hence, we will take all initiatives from 2022 to target reduction.

The carbon emission reduction achieved by these schemes equates to **21.5934** tCO₂e, a **12%**ge reduction against the **2022** baseline and the measures will be in effect when performing the contract.

We are now actively promoting the recycling of the waste within our offices.

We are actively engaged in training and promoting within our staff about carbon emissions and have included it in our policies.

We are now offering WEEE-certified disposal services to our clients through our third-party suppliers.

Our upstream and downstream emissions are now being logged and monitored.

We are looking to join “Plant a tree” to offset our carbon emissions on Airline travels.

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

Ensuring our supply chain is in line with the carbon reporting system.

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).

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>

Signed on behalf of the Supplier:

J Bradley
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Date: 06/01/2023
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