



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 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.

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

Carbon Reduction Plan

Supplier name: Mines Advisory Group (MAG)

Publication date: 28th September 2023

Commitment to achieving Net Zero

MAG is committed to achieving Net Zero emissions by 2050, in line with our current strategy.

Baseline Emissions Footprint

Baseline Year: 2020	
Additional Details relating to the Baseline Emissions calculations.	
Emissions stated below are based on our Manchester office. We have included business transport data for international and domestic flights and rail travel made by HQ staff to, from and within the UK - this data is collected from reports from our travel agents. Energy data has been calculated directly from meter readings provided by our landlords at the end of each calendar month. Indirect emissions data generated from air and rail business travel by Manchester-affiliated staff are received from our Travel Management Company. Data is calculated using DEFRA (The Department for Environment, Food and Rural Affairs) standards and DEFRA greenhouse gas (GHG) conversion factors, and uses actual distances, class (economy as per MAG's Travel Policy) and travel type, to ensure carbon emissions are measured and presented correctly. All emissions are reported as tCO ₂ e (tonnes of carbon dioxide equivalent). UK Government GHG conversion factors are used to derive carbon emissions.	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	0.00 (no on-site combustion of fuel for heating)
Scope 2	9.18 tCO ₂ e
Scope 3 (Included Sources)	Business travel in employee owned / hired vehicles = 0.184 tCO ₂ e Business travel: Flights (optional reporting) = 78.163 tCO ₂ e Business travel: Rail (optional reporting) = 1.315 tCO ₂ e Scope 3 total: 79.66 tCO ₂ e
Total Emissions	88.84 tCO₂e

Current Emissions Reporting

Reporting Year: 2022	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	0.00 (no on-site combustion of fuel for heating)
Scope 2	19.297 tCO ₂ e
Scope 3 (Included Sources)	Business travel in employee owned / hired vehicles 0.216 tCO ₂ e Business travel: Flights (optional reporting) = 203.241 tCO ₂ e Business travel: Rail (optional reporting) = 2.197 tCO ₂ e Scope 3 total: 205.654 tCO ₂ e
Total Emissions	224.95 tCO₂e

Emissions reduction targets

In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets. We will reduce our carbon emissions from Scope 1 and 2 emissions to achieve NetZero by 2050 and will put in place interim targets to ensure sufficient progress is made.

Whilst we are working towards a net zero target, we have seen an increase in our reported carbon emissions of 136.11 tCO₂e (a 67% increase) from our base year to the current year. This, however, is not a true representation of the impact of our carbon reduction projects and is a result of the resumption of organisational activities following the Covid-19 pandemic.

During 2020 and 2021 we had reduced activity compared to 2022 (travel, and energy use) due to the global pandemic which led to changes in our working practice with most Manchester staff working from home and significantly reduced global travel of Manchester office-based staff. Consequently, we are unable to report progress against our base year on a like for like basis.

Our intention is to expand the scope of our carbon reporting through the delivery under our new Strategic Framework (2024-2028). We have set ourselves a target of calculating by 2025 our global impact on the climate and natural environment. Based on this, we will set targets to reduce our global carbon footprint by 45% by 2030, reaching net-zero by 2050.

On this basis, it is recognised that we will need to recalculate our baseline. Our intention is to use the reporting year to July '25 so that we can demonstrate progress on a like for like basis. To ensure that we are progressing to plan interim milestones/targets will be established.

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2020 baseline. Whilst we believe these projects have led to a reduction in carbon emissions, we are unable to quantify the extent as do not have a like for like scenario, given the impact of the Covid-19 pandemic. Creating a new baseline in 2025 will enable us to quantify the measures in effect when performing the contract.

- Since 2020, we have reviewed our significant environmental impacts annually to agree our environmental targets and objectives; one of which is to “reduce the overall 'embodied energy' within the products demanded by MAG to provide the services for our clients”. The top two deemed to have the highest environmental impact are monitored monthly (electricity and paper/printed materials).
- Furthermore, we have ensured that where wastes need to be disposed of, that the least environmentally damaging options are utilised.
- We have implemented monitoring of electricity usage, waste disposal and paper usage for our Manchester office as well as air and train travel for our Manchester affiliated staff, to measure our environmental impact.
- We take steps to examine ways in which we can use less electricity (demand reduction). Energy data has been calculated directly from meter readings provided by our landlords at the end of each calendar month. MAG raises awareness of staff on the techniques of optimum control of internal temperatures.
- MAG have committed to mapping our carbon footprint each year so that we can better understand the impact of our activities on the environment.
- As part of our risk management framework all risks are analysed and reviewed, with treatment plans developed for any risks that are above an acceptable level. The outputs of those risk analysis and treatment plans are reviewed by our Board Committees, with a summary and any recommendations presented to our Board of Trustees on a quarterly basis.
- We now include a specific Child Risk of ‘items of environment / cultural / indigenous significance impacted/destroyed during, or as a result of operations’ under our Parent Risk of ‘Loss or Damage’. During the latest risk review, this risk was deemed to have a low risk level.
- MAG participates in the Environmental Issues and Mine Action (EIMA) Working Group.
- During the last quarter of 2021, MAG provided examples, photos and input to a report by Mine Action Review on Mitigating the Environmental Impacts of Explosive Ordnance and Land Release.
- During the final quarter of 2022, MAG had a successful external auditor surveillance visit for our ISO 14001:2015 (Environmental Management System) and ISO 9001:2015 (Quality Management System). The scope of our certification is UK only ‘Central management of conflict prevention and recovery programmes’.

Planned carbon reduction initiatives

MAG has made environmental responsibility a cornerstone of our new Strategic Framework (2024-2028), one of two key commitments we have identified to drive organisational change. This will be a significant body of work involving three strategically linked sets of activities, all aimed reducing our carbon footprint:

1. Calculating by 2025 our global impact on the climate and natural environment. Based on this, we will set targets to reduce our global carbon footprint by 45% by 2030, reaching net-zero by 2050.
2. Fostering culture change and better organisational understanding of the intersection of climate change with our programming and the needs we seek to address.
3. Encouraging innovation at the operational level to adapt programme design in environmentally sensitive ways.

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:



Jules Mason, Director of Governance and Business Transformation

Date: 15 September 2023

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>