



# 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 supplier<sup>1</sup> 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 Standard<sup>2</sup> and Guidance<sup>3</sup>, 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.

---

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

<sup>2</sup>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](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)

<sup>3</sup>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](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 Template

Supplier name: Vir2ue Communications Limited

Publication date: 19<sup>th</sup> June 2023

## Commitment to achieving Net Zero

Vir2ue Communications is committed to achieving Net Zero emissions by 2035.

## 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.

<b>Baseline Year: 2021</b>	
<b>Additional Details relating to the Baseline Emissions calculations.</b>	
Vir2ue's base line assessment was recorded in 2022, we did not record any earlier due to the Pandemic.	
<b>Baseline year emissions:</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
Scope 1	0.00002646 (tCO <sub>2</sub> e)
Scope 2	0.0041 (tCO <sub>2</sub> e)
Scope 3 (Included Sources)	1.8632 (tCO <sub>2</sub> e)
<b>Total Emissions</b>	<b>1.8674 (tCO<sub>2</sub>e)</b>



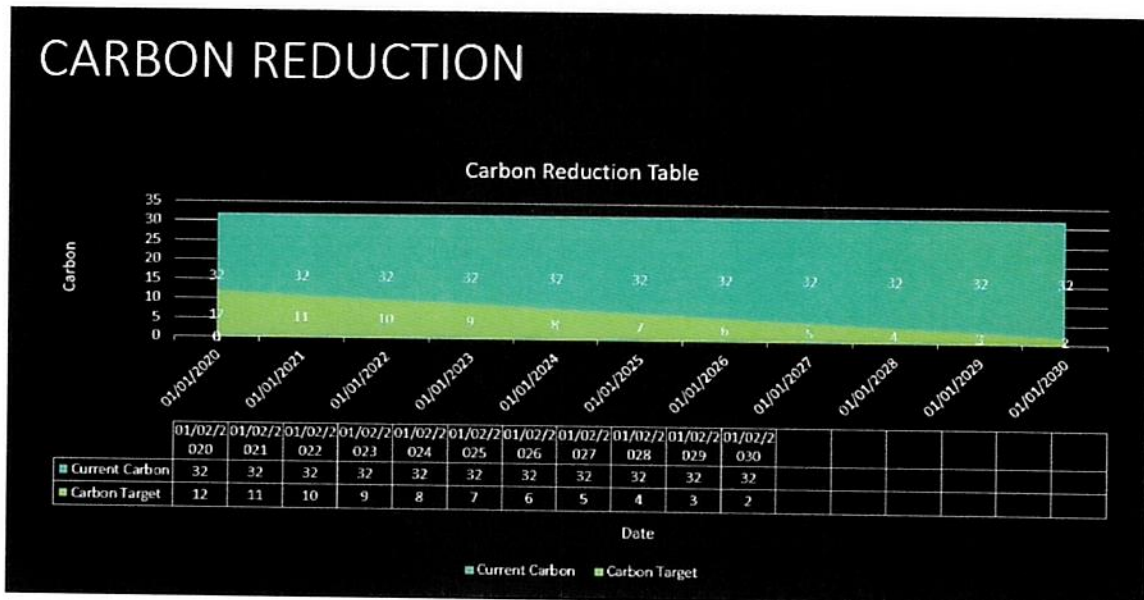
## Current Emissions Reporting

Reporting Year: 1 <sup>st</sup> June 2022 – May 31 <sup>st</sup> 2023	
EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	0.00002646 (tCO <sub>2</sub> e)
Scope 2	0.0041 (tCO <sub>2</sub> e)
Scope 3 (Included Sources)	1.8632 (tCO <sub>2</sub> e)
Total Emissions	1.8674 (tCO <sub>2</sub> e)

## Emissions reduction targets

This is our organisation's first carbon footprint. Our targets is to achieve Net Zero emissions by 2035. To achieve this our estimated annual reduction should be 0.14365 tCO<sub>2</sub>e.

We project that carbon emissions will decrease over the next five years to 1.1492 tCO<sub>2</sub>e by 2028. This is a reduction of 38.46% 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 0.14365 tCO<sub>2</sub>e, a 7.6%ge reduction against the 2022 baseline and the measures will be in effect when performing the contract.

**Based on reducing our Carbon Footprint, the following actions will be completed in the future to help reduce our Scope 1, 2 and 3 carbon emissions.**

#### Scope 1

- Relocated to new offices under the IWG Group and Brook Field Asset Management
- The drive to reduce carbon emissions to net zero in the future was a key factor in deciding on our new office location.
- Vir2ue have started to move our company vehicles to an all-electric motor vehicle and are due to move company vehicles to all electric by October 2024.

#### Scope 2

- Continuing from the Pandemic, Vir2ue have promoted a seasonal work from home policy to all staff to help reduce their daily emissions through late spring, summer and early autumn. We understand working on the national average that working from home rather than the office in summer saves around 400kg of carbon emissions, the equivalent of 5% of a typical British commuter's annual carbon footprint. This is because homeworking staff cut out their carbon emissions from their commute which would otherwise be greater than their home's energy consumption.
- Both companies are committed to implementing new initiatives across their network and estate, including Energy reduction/renewable energy, Increased recycling, and waste reduction. The attached sustainability report is for 2022 based on our chosen office location.

#### Scope 3

- Vir2ue's have been reviewing their existing services Partners making sure that they are dedicated to reducing their carbon footprint.
- Where applicable, Vir2ue have been promoting software-based services that reduce the need for hardware e.g., PC Softphones, Mobile Apps and Virtualised Hardware.
- Vir2ue are working with each carrier partner who will be working on producing WEEE data within the next year for recycling unused and redundant hardware.

In addition to the above changes, Vir2ue have been attending online Webinars held by the Crown Commercial Services to better understand our roles and responsibilities to improve our knowledge and understanding of what is required to reduce our carbon emissions.



## **VIR2UE CARRIER & TECHNOLOGY SERVICE PARTNERS**

### **DWS**

[Digital Wholesale Solutions Ltd | Ecologi](#)

### **Gamma Telecom**

<https://www.gammacommunicationsplc.com/esg/>

### **COLT Telecom**

[Preparing for Colt's second annual Sustainability Report - Colt Technology Services](#)

### **Virtual 1 / Talk-Talk Business**

<talktalkgroup.com/what-we-stand-for/our-environment>

### **Focus Group**

[Sustainability | Focus Group](#)

### **ISL**

<https://printreleaf.com>



## 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 standard<sup>4</sup> and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>5</sup>.

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) Standard<sup>6</sup>.

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:

 James Jeffs - Director.

Date: 27<sup>th</sup> June 2023

---

<sup>4</sup><https://ghgprotocol.org/corporate-standard>

<sup>5</sup><https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

<sup>6</sup><https://ghgprotocol.org/standards/scope-3-standard>