

## **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 2025.

Carbon Reduction Plans are to be completed by the bidding supplier entity 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 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.

# Carbon Reduction Plan

Supplier name: Calder Conferences Ltd

Publication date: 16 September 2023

## Commitment to achieving Net Zero

Calder Conferences Ltd is committed to achieving Net Zero emissions by 2025.

## 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: 01 March 2020 – 28 February 2021</b>	
<b>Additional Details relating to the Baseline Emissions calculations.</b>	
<i>This is the first Baseline Emissions Report created for Calder Conferences Ltd.</i> <i>No previous reports have been made prior to July 2021.</i> <i>No applicable scope 3 emissions were produced by the company during the baseline reporting year – employees were working from home or furloughed.</i>	
<b>Baseline year emissions:</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
Scope 1	6 tCO <sub>2</sub> e (6,051 kgCO <sub>2</sub> e)
Scope 2	8.3 tCO <sub>2</sub> e (8,333 kgCO <sub>2</sub> e)
Scope 3 (Included Sources)	N/A – no scope 3 emissions produced within reporting period (employees were working from home or furloughed.)  As the team only returned to 'business as usual' following furlough and working from the office from October 2021, data is to be analysed and reported in March 2023 for Scope 3 for a full 12 month period to match Scope 1 & 2 reporting periods.
<b>Total Emissions</b>	<b>14.3 tCO<sub>2</sub>e (14, 384 kgCO<sub>2</sub>e)</b>

## Current Emissions Reporting

Reporting Year: 01 March 2022 – 28 February 2023	
EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	1.9 tCO <sub>2</sub> e (1,963 kgCO <sub>2</sub> e)
Scope 2	9.0 tCO <sub>2</sub> e (9,069 kgCO <sub>2</sub> e)
Scope 3 (Included Sources)	<b>0.09 tCO<sub>2</sub>e (94.388 kgCO<sub>2</sub>e) which is worked out as follows:</b> <b>0.08 tCO<sub>2</sub>e (88.479 kgCO<sub>2</sub>e) for 67% of the employed staff travelling by car.</b> <b>0.01 tCO<sub>2</sub>e (1.447 kgCO<sub>2</sub>e) for 6% of the employed staff travelling by bus.</b> <b>0.04 tCO<sub>2</sub>e (4.462 kgCO<sub>2</sub>e) for 12% of the employed staff travelling by taxi.</b> <b>15% of the employed staff travel by foot.</b> <i>Calculations taken from Carbon Trust Scope 3 Conversion Table.</i>
Total Emissions	11.2 tCO <sub>2</sub> e (11,220 kgCO <sub>2</sub> e)

## Emissions reduction targets

This is the third Carbon Reduction Plan created for Calder Conferences Ltd and the second since the full team was brought back from furlough in October 2021 enabling scope 3 emissions to be effectively and accurately captured.

In order to achieve Net Zero, we have adopted and implemented the following carbon reduction targets:

### Carbon Free Conferencing Initiative

Calder have worked with Yorkshire Dales Millennium Trust (YDMT) in dedicating a tree scheme since 2013; supporting the creation and development of numerous woodlands over the years.

We are also now working with 'Trees for Life' as YDMT currently only now have available grounds for a further 2,000 (approx.) trees.

For the future, we are also considering Global initiatives such as 'Offset Earth', however as yet, we haven't pursued further at this stage as ideally we wish to remain supporting UK initiatives wherever possible as opposed to wider Global ones.

Working with YDMT, Calder proactively endeavour to offset the carbon footprint of our full operations whereby we plant x1 tree, equating to 15 trees per identified tonne CO<sub>2</sub> for every:

- 1,000 Day Delegates
- 500 Residential Delegates

Why plant trees?

Planting trees is one of the most important things we can do for the environment. Restoring woodlands will help to:

- Absorb carbon to offset the footprint and help to combat climate change
- Create new habitats for wildlife and support biodiversity
- Create natural spaces where people can relax and enjoy themselves, supporting positive 'well-being'
- Protect the landscape against flooding and erosion and improve water quality
- Protect part of our natural landscape that's been lost due to deforestation; where the UK has only 13% woodland cover, compared with an EU average of 37%

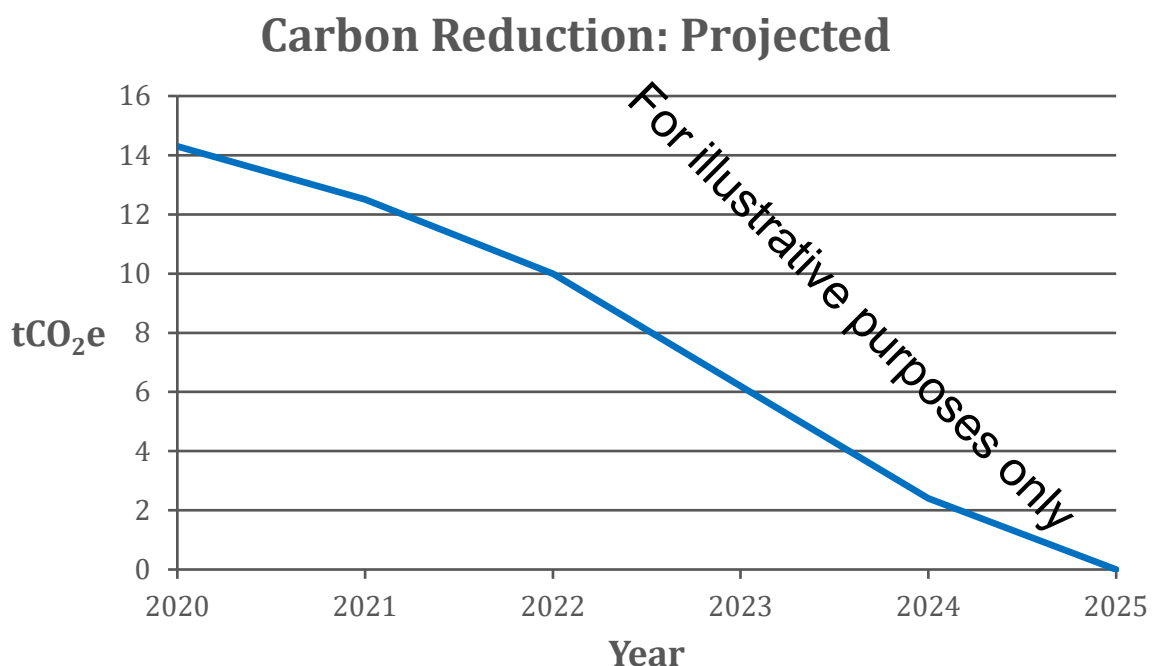
From a reporting perspective, we can provide statistics by customer from individual operated numbers as well as a total collective perspective.

In our last financial year (Mar 2022 – Feb 2023) we planted 1054 trees – this equates to over 70.26 tCO<sub>2</sub>e as a total collective.

Compared to the previous financial year (Mar 2021 – Feb 2022) we planted 7229 trees – this equated to over 481 tCO<sub>2</sub>e offset as a total collective.

We project that carbon emissions will decrease over the next 2 years to 10 tCO<sub>2</sub>e; by 2025. This is a reduction of 30%

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 and/or implemented since the 2020-2021 baseline was calculated. The carbon emission reduction already achieved by these schemes equates to 70.26 tCO<sub>2</sub>e. Based on these measures already in place, we are offsetting our Carbon Emissions 6-fold.

These measures will remain in effect when performing the contract:

- Carbon Free Conferencing Initiative (ongoing initiative)
- ISO14001 Accredited – certificate number: 230872021
- NEST Thermostat installed within the last 5 years
- LED light panels installed to replace halogen bulbs within the last 5 years
- Office building roof replaced within the last 5 years
- Electric cooling and heating units installed within the last 12 months throughout the whole building.
- We actively encourage our supply chain to be Green Tourism Certified – each venue confirms their certification level within each proposal document produced.
- Our paper waste, including shredded items are recycled within the UK into items such as toilet roll and hand towels through a local fully accredited company (ISO 14001 & BS EN 15713, Secure Destruction of Confidential Materials)

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

- Move to adopting a 95% paper free environment on day to day operations
- Work with our supply chain (e.g. hotels) to identify further Carbon Reduction Initiatives & best practices (e.g. move to stop using small toiletries bottles and replace them with more eco-friendly refillable bottles)

### 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>1</sup> and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>2</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>3</sup>.

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<sup>1</sup> <https://ghgprotocol.org/corporate-standard>

<sup>2</sup> <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

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

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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Nicola Hayton-Sollitt – Quality and Compliance Lead

Date: 15/09/2023