

**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[[1]](#footnote-1) 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[[2]](#footnote-2) and Guidance[[3]](#footnote-3), 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.

Carbon Reduction Plan Template

Supplier name: **Bulien LLP**

Publication date: **22 December 2023**

# **Commitment to achieving Net Zero**

Bulien LLP is committed to achieving Net Zero emissions by 2021\*.

*\*Net Zero emissions were achieved in 2021 and the commitment is to maintain Net Zero by keeping emissions as low as possible whilst increasing our carbon offsetting efforts.*

# **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.

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| **Baseline Year: 2020** |
| **Additional Details relating to the Baseline Emissions calculations.** |
| *2020 is our baseline year because it is the year that we had the largest carbon footprint since establishment. We had a small office in a shared facility, but it was largely unoccupied for much of the year due to COVID-19.*  |
| **Baseline year emissions:** |
| **EMISSIONS** | **TOTAL (tCO2e)** |
| **Scope 1** | **0 tCO2e (we sell software & consultancy)** |
| **Scope 2** | **2.2 tCO2e (buildings / WFH)** |
| **Scope 3****(Included Sources)** | **Scope 3 total, 5.3 tCO2e** (total) |
|  | **4. Upstream transportation and distribution** = not relevantBulien is a professional services company with leading capabilities in digital, cloud and data. Due to the nature of our business, we primarily provide our clients with services and solutions rather than goods, and as such, transportation and distribution of goods are not relevant |
|   | **5. Waste generated in operations** = not relevantBulien is a professional services company with leading capabilities in digital, cloud and data. Due to the nature of our business, waste generation is not a material source of GHG emissions |
|   | **6. Business Travel, 5.3 tCO2e** (total)* **1.9 tCO2e** (cars & vans)
* **3.3 tCO2e** (fuel)
* **0.1 tCO2e** (bus & rail)
 |
|   | **7. Employee commuting** = not relevantEmployee-funded commuting is not within Bulien’s operational boundary/control and is not generally in scope for our environmental measurement programme. In some instances where employee commuting is reimbursed by Bulien, it is included in our Scope 3 methodology under Section 6: Business Travel. Due to the nature of our work, the majority of our employees’ travel is to client sites. Where this is reimbursed travel, it is included in our Scope 3 methodology reported under section 6: Business Travel. |
|   | **9. Downstream transportation and distribution** = not relevantBulien is a professional services company with leading capabilities in digital, cloud and data. We offer strategy and consulting, interactive, technology and operations services. We do not transport or distribute a material number of products. |
| **Total Emissions** | **7.5 tCO2e** |

**Current Emissions Reporting**

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| **Reporting Year: 2022 (17th November 2021 – 16th December 2022)** |
| **Additional Details relating to the Reporting Emissions calculations.** |
| *Like 2021, 2022 has seen an increase in emissions. This is due in part to the growth of the company as well as increased global presence, which has resulted in increased demand and travel. Bulien remains fully committed to a work from home culture and to planting trees to help combat climate change.* |
| **Reporting year emissions:** |
| **EMISSIONS** | **TOTAL (tCO2e)** |
| **Scope 1** | **0 tCO2e (we sell software & consultancy)** |
| **Scope 2** | **3.5 tCO2e (WFH)** |
| **Scope 3****(Included Sources)** | **21.5 tCO2e (total)** |
|  | **4. Upstream transportation and distribution** = not relevantBulien is a professional services company with leading capabilities in digital, cloud and data. Due to the nature of our business, we primarily provide our clients with services and solutions rather than goods, and as such, transportation and distribution of goods are not relevant |
|   | **5. Waste generated in operations** = not relevantBulien is a professional services company with leading capabilities in digital, cloud and data. Due to the nature of our business, waste generation is not a material source of GHG emissions |
|   | **6. Business Travel, 21.5 tCO2e** (total)* **7.0 tCO2e** (cars & vans, inc. fuel)
* **13.9 tCO2e** (flights)
* **0.6 tCO2e** (bus & rail)
 |
|   | **7. Employee commuting** = not relevantEmployee-funded commuting is not within Bulien’s operational boundary/control and is not generally in scope for our environmental measurement programme. In some instances where employee commuting is reimbursed by Bulien, it is included in our Scope 3 methodology under Section 6: Business Travel. Due to the nature of our work, the majority of our employees’ travel is to client sites. Where this is reimbursed travel, it is included in our Scope 3 methodology reported under section 6: Business Travel. |
|   | **9. Downstream transportation and distribution** = not relevantBulien is a professional services company with leading capabilities in digital, cloud and data. We offer strategy and consulting, interactive, technology and operations services. We do not transport or distribute a material number of products. |
| **Total Emissions** | **24.97 tCO2e** |

# **Emissions reduction targets**

The company intends to continue to offset carbon emissions for each employee by planting a minimum of 50 trees per member of staff. Additionally, these trees are planted where they are globally needed most (as recommended by faculties specialising in this field).

However, Bulien are acutely aware that it is not good enough to simply offset carbon emissions. In order to continue our progress and maintain Net Zero, we adopted the following carbon reduction targets:

* delivering remote consultancy; and
* travelling only when necessary; and
* travel by greener means; and
* working from home as standard,

# wherever possible/practical.

# As the company grows, it is not possible to reduce total carbon emissions year-on-year. However, we endeavour to maintain our existing carbon footprint per capita and not only continue our carbon offsetting plan by planting trees but to expand this program.

# Our target and projection has been for company net carbon emissions to continue to decrease over the next five years to **-100 tCO2e** by **2027**, a reduction of over **400**% from 2022. We remain on target for this ambition.

# Progress against these targets can be seen in the graph below, illustrating net carbon emissions:

# **Carbon Reduction Projects**

### Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2020 baseline. The carbon emission reduction achieved by these schemes equate to over 50 tCO2e, a significant reduction against the baseline, which has resulted in the net carbon emissions trend shown in the graph above.

As a business we decided not to renew our business office in 2021, opting for a virtual office instead, and with all employees and partners working from home as standard.

In 2020, we planted 5 trees to offset some of our emissions. In 2021, Bulien became carbon negative by drastically increasing our efforts (largely due to becoming more vigilant in travel and by increasing carbon offsetting. In 2021, the company established a program to regularly plant trees to offset carbon emissions and planted over 300, representing over 15 tCO2e of carbon emissions absorbed. This tree planting increased again in 2022, this time we planted over 650 trees, resulting in a carbon offset of over 30 tCO2e. In 2023, Bulien planted over 1,000 trees to offset carbon emissions by 47.7 tCO2e.

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

* Increasing nature-based solutions such as tree planting
* Donation of expert data consultancy to entities dedicated to reducing global carbon emissions.

# **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[[4]](#footnote-4) and uses the appropriate [Government emission conversion factors for greenhouse gas company reporting](https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting)[[5]](#footnote-5).

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[[6]](#footnote-6).

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:



Date: 22 December 2023

1. Bidding supplier or ‘bidding entity’ means the organisation with whom the contracting authority will enter into a contract if it is successful. [↑](#footnote-ref-1)
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 [↑](#footnote-ref-2)
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 [↑](#footnote-ref-3)
4. <https://ghgprotocol.org/corporate-standard> [↑](#footnote-ref-4)
5. <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting> [↑](#footnote-ref-5)
6. <https://ghgprotocol.org/standards/scope-3-standard> [↑](#footnote-ref-6)