



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, as a condition of participation, to submit a CRP which details their organisational carbon footprint and confirms their commitment to achieving net zero by 2050.

CRPs are to be completed by the bidding supplier 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 2050.¹¹

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 CRP 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 Standard¹² and Guidance, 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
- 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 CRP may only be a temporary measure to satisfy this particular condition of participation.

The CRP 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 objectives of the CRP within their strategic plans.

A template for the CRP is set out below. Please complete and publish your CRP in accordance with the reporting standard published alongside this PPN.

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¹¹ 'Bidding supplier' or 'bidding entity' means, for the purpose of this guidance, the organisation with whom the Contracting Authority will enter into a contract if it is successful.

¹² <https://www.gov.uk/government/publications/ppn-006-guidance-on-taking-account-of-carbon-reduction-plans-adopting-and-applying-conditions-of-participation-html>

Carbon Reduction Plan template

Supplier name

Cafea UK Ltd.

Publication date

10.04.2026

Commitment to achieving net zero

Cafea Group is committed to achieving net zero emissions by 2050

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: 2024

Additional details relating to the baseline emissions calculations:

2025: Revision and strategic realignment

In 2025, the GHG balance sheet underwent a comprehensive revision, triggered by regulatory (CSRD), methodological and strategic developments.

- January 2025: SBTi commitment -> In January 2025, the company officially committed to the Science Based Targets Initiative (SBTi).

In the course of this,

- a new base year (2024) was set,
- the commitment was made not only for near-term targets, but also for
- net-zero targets and
- FLAG emissions (forest, land and agriculture).

- Expansion of the accounting framework: cradle to grave -> In 2025, the accounting framework was expanded from cradle to gate to cradle to grave. [Cradle to grave covers the entire life cycle of a product: raw material extraction, production, distribution, use phase, disposal or recycling]. This means that emissions are recorded in a much more holistic way and closer to the actual climate impact of the products.

- Methodological improvements

In addition, audit-proof data collection software was introduced, which fundamentally revised CO₂ emission factors to ensure timeliness, comparability and SBTi compliance.]

Baseline year emissions:

Emissions	Total (tCO ₂ e)
Scope 1	398.6
Scope 2	195.9
Scope 3 (included sources)	89,615.4
Total emissions	90,209.9

Current emissions reporting

We are still in the process of collecting data for 2025

Reporting year: 2025	
Emissions	TOTAL (tCO2e)
Scope 1	XX
Scope 2	XX
Scope 3 (included sources)	XX
Total emissions	XX

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 **44,313.6** tCO₂e by 20**29**. This is a reduction of **49**%.

Carbon reduction projects

Completed carbon reduction initiatives

The following environmental management measures and projects have been completed or implemented since the 20**24** baseline. The carbon emission reduction achieved by these schemes equate to **XX** tCO₂e, a **XX**% reduction against the 20**XX** baseline and the measures will be in effect when performing the contract.

As we have changed our data collection methodology following our commitment to the SBTi, we will begin implementing our measures from 2026.

Future carbon reduction initiatives

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

Energy efficiency measures are being implemented on an ongoing basis,

for example through optimised processes and the use of efficient

technologies. This is followed by a switch to renewable energy sources,

such as green electricity or the company's own solar power systems.

At the same time, emissions in the supply chain are being reduced, for

example through sustainable procurement and shorter transport routes. In

parallel, production processes and products are being decarbonised

through the use of climate-friendly materials and a circular economy. In

addition, sustainable mobility is being promoted, for example through

electric vehicles and flexible working models.

Declaration and sign off

This Carbon Reduction Plan has been completed in accordance with PPN 006 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 standard¹³ and uses the appropriate government emission conversion factors for greenhouse gas company reporting.¹⁴

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements (where required), 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.¹⁵

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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Date:

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¹³ <https://ghgprotocol.org/corporate-standard>

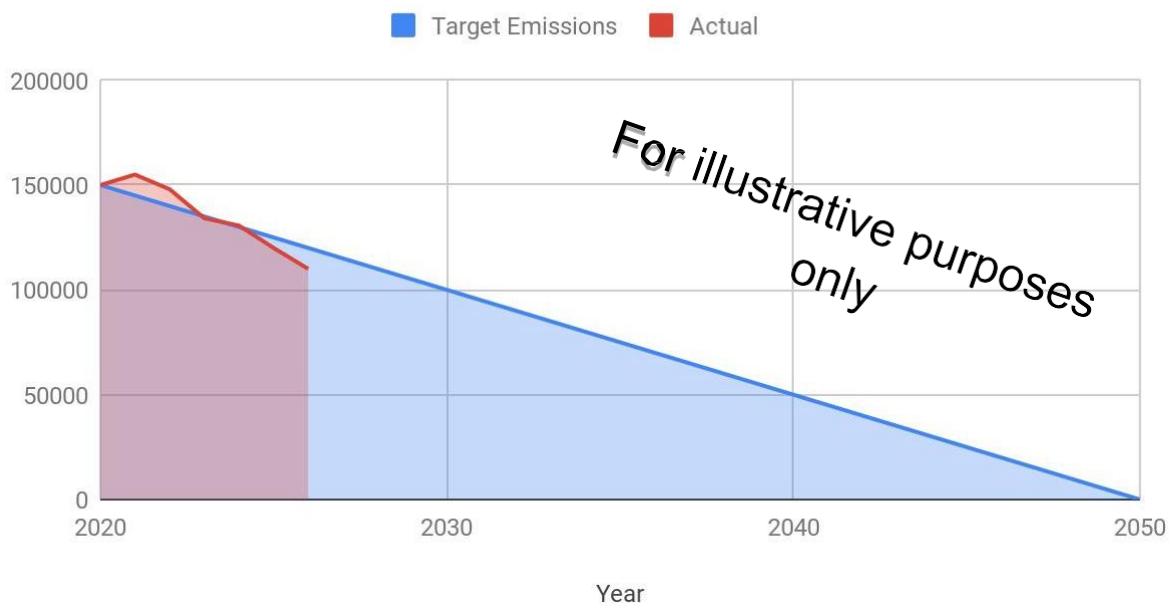
¹⁴ www.gov.uk/government/collections/government-conversion-factors-for-company-reporting

¹⁵ <https://ghgprotocol.org/standards/scope-3-standard>

Annex – Guidance notes

- Please provide details of your organisation’s baseline emissions. If your organisation has not previously assessed or reported emissions, please state this and use your first reporting period as your baseline.
- Under **Additional details relating to the baseline emissions calculations**, please add details of your baseline emissions as required: for example, that it is a historic baseline which deviates from the requirements under this measure (e.g. no prior Scope 3 emissions reporting); that there had been no previous reporting; or that you have created a new baseline due to substantial organisational change or restructuring.
- Under the heading **Emissions reduction targets**, if your organisation already has emissions reduction targets, please give those targets. If your organisation had no previous emissions reduction commitment, or if this is your organisation’s first carbon footprint, please provide targets for your organisation. You may want to show progress against your targets in a graph, like the one show below:

Carbon Reduction: Projected vs. Actual



- Under the heading **Completed carbon reduction initiatives**, please provide brief details of some of your completed carbon reduction projects. This is for information only. This may include environmental management measures such as certification schemes like ISO14001 or PAS 2060, signing up to SBTi or specific measures you have taken such as: the adoption of LED/PIR lighting controls, changes to policy resulting in a reduction in company travel and flights or the electrification of the company fleet.
- Under the heading **Future carbon reduction initiatives**, please provide brief details of some of your likely/proposed future carbon reduction projects, if any. This is for information only.