



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

Chrysalis Research

Publication date

12th March 2026

Commitment to achieving net zero

Chrysalis Research is committed to achieving net zero emissions by 2040.

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:

1st January to 31st December 2025

Additional details relating to the baseline emissions calculations:

We are a research and evaluation agency with 6 employees, all of whom work from home. The company does not own or rent any properties or vehicles. As a service-based company, we do not produce any physical products. All of our operations are UK-based.

Baseline year emissions:

Emissions	Total (tCO ₂ e)
Scope 1 n/a we are a fully remote business and do not own or rent any buildings or vehicles.	0
Scope 2 n/a we are a fully remote business and do not own or rent any buildings or vehicles.	0
Required Scope 3 (included sources)	5.74 tonnes CO ₂ e
Transportation and distribution (upstream): n/a we are a fully remote business	0
Waste generated in operations: n/a we are a fully remote business	0
Business travel	
Employee commuting and remote working	1.33
Transportation and distribution (downstream): n/a as a service business, there are no material shipping/ logistics	3.55
Additional Scope 3	0
Purchased goods and services	0.4
Capital goods	0.47
Total emissions	5.74 tonnes CO₂e

Current emissions reporting

Reporting year: 1st January to 31st December 2025 The current year methodology is the same as our baseline year, following the GHG Protocol

Emissions	TOTAL (tCO2e)
Scope 1 n/a we are a fully remote business and do not own or rent any buildings or vehicles.	0
Scope 2 n/a we are a fully remote business and do not own or rent any buildings or vehicles.	0
Scope 3 (included sources)	5.74 tonnes CO2e
Transportation and distribution (upstream): n/a we are a fully remote business	0
Waste generated in operations: n/a we are a fully remote business	0
Business travel	1.33
Employee commuting and remote working	3.55
Transportation and distribution (downstream): n/a as a service business, there are no material shipping/ logistics	0
Additional Scope 3	
Purchased goods and services	0.4
Capital goods	0.47
Total emissions	5.74 tonnes CO2e

Emissions reduction targets

In order to continue our progress toward achieving net zero, we have adopted the following carbon reduction targets.

We project that carbon emissions will decrease over the next five years to 5.17 tCO₂e by 2031. This is a reduction of 10%.

Carbon reduction projects

Completed carbon reduction initiatives

As this is the first time we have submitted a carbon reduction plan, we have not yet implemented any new carbon reduction initiatives. However, our company handbook describes our existing approach to several relevant areas which we are, and will, continue to follow:

- Employees are home-based and use email, phone and online meetings as much as possible to communicate with clients and collect research data.
- Where travel is unavoidable, we use trains and other means of public transport wherever possible. We take flights only in exceptional circumstances. We would generally use local car hire or taxis in favour of taking a personal car on a long journey.
- We keep printing of documents to a minimum, print two-sided and use 100% recycled paper for all general printing. We also recognise that electronic storage has an environmental impact worldwide and endeavour to minimise the storage used through efficient filing protocols, regular deletion of duplicate and draft document versions, archiving of documents, and further reducing duplication on completion of projects. We use shared files and secure links (internally and externally) rather than sending large attachments by email.

Future carbon reduction initiatives

In the future, we plan to implement further measures such as:

- Improving the accuracy of our reported footprint over time, including:
 - Tracking the distance travelled by public transport rather than relying on spend data
 - Identifying other areas under Scope 3 where we can provide more accurate information about our emissions
- Develop a sustainable homeworking policy to promote switching to green tariffs or suppliers and other energy-saving practices. Work towards a more accurate picture of the amount of emissions generated by homeworking.
- Requesting a carbon reduction plan when engaging new suppliers.
- Investigate carbon offsetting for unavoidable emissions, e.g. necessary project-related travel.

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: ...12th March 2026.....

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

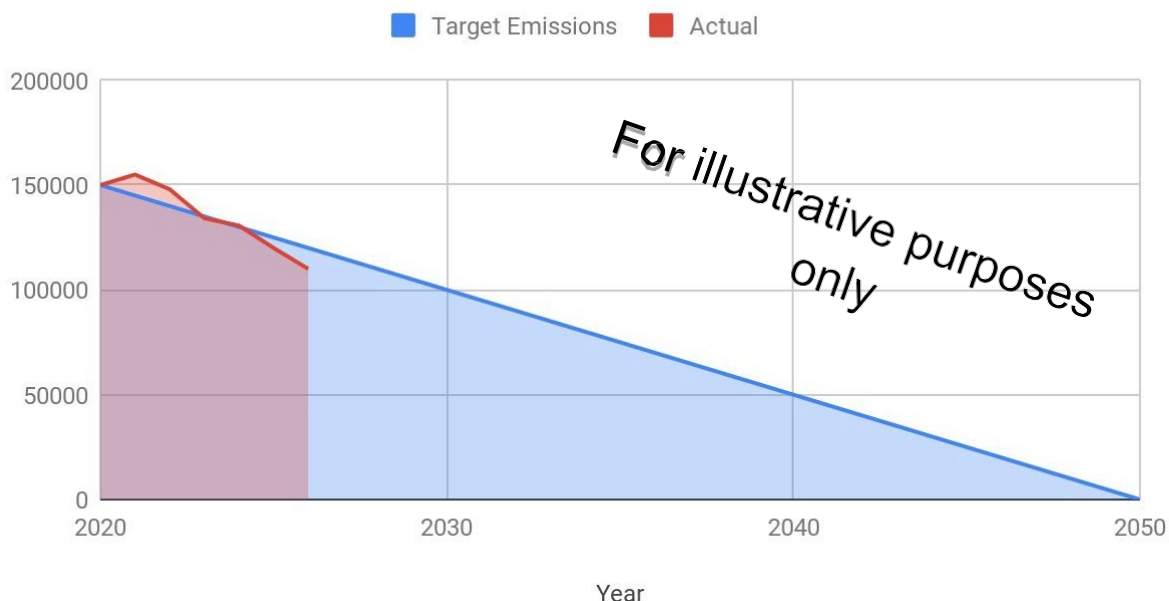
¹⁴ www.gov.uk/government/collections/government-conversion-factors-for-company-reporting

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.