



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 supplier¹ 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 Standard² and Guidance³, 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.

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

²Technical 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

³Guidance 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

Carbon Reduction Plan Template

Supplier name: ...Cafea UK Limited.....

Publication date:29th July 2024.....

Commitment to achieving Net Zero

Cafea UK is committed to achieving Net Zero emissions (scope 1 & 2) by 2035. Our scope 3 Net Zero is 2050. This is dependant on whole industry initiatives for coffee growers within country of origin. Scope 3 net zero initiatives are difficult to implement and measure due to the structure of the global coffee market. A whole industry solution is required. Currently the focus is on zero deforestation and fairer trade for coffee workers, which we 100% support.

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: 2020	
Additional Details relating to the Baseline Emissions calculations.	
Baseline year emissions:2020	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	395
Scope 2	485
Scope 3 (Included Sources)	39,836
Total Emissions	40,716

Current Emissions Reporting

Reporting Year: 2023	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	359
Scope 2	395
Scope 3 (Included Sources)	27,215
Total Emissions	27,969

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 19,464 tCO₂e by 2029. This is a reduction of 29.3%

Progress against these targets can be seen in the graph below:

Carbon Reduction: Projected vs. Actual



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 **13,020 tCO₂e**, a **31.3%** reduction against the 2020 baseline and the measures will be in effect when performing the contract

1. First gained ISO14001 certification in December 2020
2. Installed 1033 solar panels on the roof of the factory in 2022. On a sunny day, we can generate 100% of our electricity from solar power.
3. The energy that we buy in - gas and electric – is 100% from renewable sources/green energy
4. From September 2024 100% of our packaging is 100% recyclable. This has been a gradual removal of “bad” & composite packaging over 4 year period.
5. Zero waste to landfill. This has been a gradual reduction in waste over 4 years. Our waste is either recycled, repurposed or reused.
6. All of our lighting has been halogen or LED and PIR for the last 3 years.

7. Replaced the old steam generator with a new machine that is more efficient and has a much lower carbon emissions.
8. In 2022 Cafea employees planted 150 oak trees in Marston Vale, Bedfordshire

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

1. 2024 we have invested £1.6 million in new production lines that run more efficiently and will reduce carbon emissions significantly going forward.
2. We are gradually moving to a paperless office. This is a long term project started in 2021. We have already removed 75% of paper processes from the Dunstable site.
3. Installing electric vehicle charging points for staff and visitors
4. Look for an alternative to glass packaging which is responsible for 50% of our carbon emission scope 3. Presently we are trialling paper laminates and rPET jars
5. In November 2024, our employees are scheduled to return to Marston Vale in greater numbers and our aim is to plant 250 trees.
6. Working directly with farmer co-operatives in country of origin, SEDEX and British Coffee Association to 100% eradicate deforestation and ensure fair payment to all involved in the growing and processing of our coffee. A clear supply chain founded in best practice.
7. In July 2024 we became a member of WRAP and are following their targets

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 standard⁴ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting⁵.

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) Standard⁶.

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:



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

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

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

Sonja Bentley - Managing Director

Date:29th July 2024.....