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 Standard[12] 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.

[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-taling-account-of-carbon-redcution-plans-adopting-and-applying-conditions-of-participation-html

Carbon Reduction Plan template

Supplier name	Corporate Travel Management (CTM)
Publication date	8th July 2026

Commitment to achieving net zero

Corporate Travel Management (CTM) is committed to achieving net zero emissions from electricity usage at global office tenancies by 2030.

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: FY 2023	
Additional details relating to the baseline emissions calculations:	
The emissions listed below represent the operations from the entire Corporate Travel Management brand, across the Australia/New Zealand, North America, EU/UK and Asia regions. Scope 1 emissions represent gas purchased for heating at CTM offices if/where applicable.	
Baseline year emissions:	
Emissions	Total (tCO2e)
Scope 1	1.0 tCo2e
Scope 2	1,436.3 tCo2e
Scope 3 (categories 3, 5, 6 & 7)	4,767.3 tCo2e
Total emissions	6204.6 tCo2e

Current emissions reporting

Reporting year: FY 2025	
Emissions	TOTAL (tCO2e)
Scope 1 (purchased gas heating at CTM offices, if applicable. In FY25 no direct sources identified)	0.0 tCo2e
Scope 2	1,592 tCo2e
Scope 3 (categories 3, 5, 6 & 7)	5,907 tCo2e
Total emissions	7,499 tCo2e
Scope 3.06 Employee Business Travel Carbon Abatement Credits	(4,228 tCo2e)
Large Scale Energy Generation Certificates	(321 tCo2e)

(EACs)	
Sustainable Aviation Fuel Credits	(98 tCo2e)
Avoided (onsite renewables) tCo2e	(163 tCo2e)
Residual GHG Emissions	**2,689 tCo2e**

Emissions reduction targets

In order to continue our progress to achieving net zero emissions from electricity usage at global office tenancies by and reductions in other areas by 2030, we have adopted the following carbon reduction targets.

Based on CTM's identified decarbonisation targets listed below, we project that carbon emissions will decrease over the next five years to 1,481 tCO2e by 2030 (against FY23 baseline emissions). This is a reduction of 76%.

REF#	PROCEDURE REQUIREMENT	FY2023	FY2024	FY2025	FY2027	FY2030
E1	Increased use of renewable energy sources and supply	Baseline	**20%** Net Zero	**30%** Net Zero	**50%** Net Zero	**100%** Net Zero
E2	Considered performance ratings for new buildings, fit-outs and equipment	Minimum standards for new building occupancy, fit-outs and electrical equipment				
E3	Scope 3 emission reduction across all locations					
	3.03 – Fuel and energy-related activities	Baseline	–	–	**>49%**	**>98%**
	3.05 – Waste generated in operations	Baseline	–	–	**20%**	**50%**
	3.06 – Business travel	**100%** Neutral	**100%** Neutral	**100%** Neutral	**100%** Neutral	**100%** Neutral
	3.07 – Employee commuting (and working from home)	Baseline	–	–	20%	50%
E5	Engagement of suppliers to deliver sustainable travel to customers	Engagement of suppliers to deliver sustainable travel to clients				
W1	Continual review of office- based surplus materials	Continual review of office-based surplus materials				
W2	Improved waste management efficiencies	Baseline	–	–	**20%**	**50%**

DENOTES TARGET ACHIEVED

Carbon reduction projects

Completed carbon reduction initiatives

The following environmental management measures and projects have been completed or implemented since the 2023 baseline. The carbon emission reduction achieved by these schemes equate to 1,693.5 tCO2e in FY25. These reductions have been observed from the increased use of renewable energy, neutralisation of business travel emissions and reduction in waste and employee commuting emissions. This represents a 27% reduction against the 2023 baseline and the measures will be in effect when performing the contract.

The following initiatives have been implemented to achieve FY25 interim targets and progress against FY30 reduction and efficiency targets:

- Engaging with landlords and building managers at global office tenancies to request renewable source energy where possible;
- Seek to move existing office locations to tenancies with increased sustainability

credentials;
- Purchasing Energy Attribute Certificates (EACs) to meet interim renewable energy targets where required; and
- Engaging with CTM employees globally to effectively implement efficiency initiatives and ensure they understand the role they play in reducing CTM's impact.

Future carbon reduction initiatives

In the future we hope to implement further measures such as identifying further waste reduction and management initiatives at CTM offices globally.

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 standard[13] 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:

John Richmond

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Date: …7th July 2026…………………….……….

[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