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) UK
Publication date	20/11/2026

Commitment to achieving net zero

Corporate Travel Management (CTM) is committed to achieving net zero emissions on Scope 1, Scope 2 and required Scope 3 categories (3.4, 3.5, 3.6, 3.7, and 3.9) 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: FY 2023 (1 July 2022-30 June 2023)	
Additional details relating to the baseline emissions calculations:	
The emissions listed below represent the operations from the entire Corporate Travel Management Group, across the Australia and New Zealand, North America, Europe and United Kingdom 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 tCO2e
Scope 2	1,436 tCO2e
Scope 3.3 – fuel and energy related activities	293 tCO2e
Scope 3.4 – upstream transportation and distribution (No Scope 3.4 emissions in CTM's operations as there is no transportation of products made by CTM)	0 tCO2e
Scope 3.5 – waste generated in operations	167 tCO2e
Scope 3.6 – employee business travel	1,525 tCO2e
Scope 3.7 – employee commuting and working from home	2,782 tCO2e
Scope 3.9 – downstream transportation and distribution (No Scope 3.9 emissions in CTM's operations as there is no transportation of products made by CTM)	0 tCO2e
Total emissions	**6204 tCO2e**

Current emissions reporting

Reporting year: FY 2026 (1 July 2025-30 June 2026)	
Additional details relating to the baseline emissions calculations:	
The emissions listed below represent the operations from the entire Corporate Travel Management Group, across the Australia and New Zealand, North America, Europe and United Kingdom and Asia regions. Scope 1 emissions represent gas purchased for heating at CTM offices if/where applicable and emissions from refrigerant and fugitive emissions sources and one motor vehicle owned by CTM.	
Emissions	TOTAL (tCO2e)
Scope 1	4 tCO2e
Scope 2	957 tCO2e
Scope 3.3 – fuel and energy related activities	56 tCO2e
Scope 3.4 – upstream transportation and distribution (No Scope 3.4 emissions in CTM's operations as there is no transportation of products made by CTM)	0 tCO2e
Scope 3.5 – waste generated in operations	14 tCO2e
Scope 3.6 – employee business travel	3,259 tCO2e
Scope 3.7 – employee commuting and working from home	1,259 tCO2e
Scope 3.9 – downstream transportation and distribution (No Scope 3.9 emissions in CTM's operations as there is no transportation of products made by CTM)	0 tCl2e
Total emissions	**5,549 tCO2e**
Scope 3.06 employee business travel carbon abatement credits	(3,260 tCO2e)
Sustainable aviation fuel credits	(181 tCO2e)
Residual GHG Emissions	**2,108 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.

We project that carbon emissions will decrease over the next five years to 1,476 tCO2e by 2031, a reduction of 76%.

CTM is committed to achieving net zero emissions on Scope 1, Scope 2 and required Scope 3 categories (3.4, 3.5, 3.6, 3.7, and 3.9) by 2050.

GHG Scope	CTM Decarbonisation Targets	Assumptions
Scope 1	Scope 1 emissions will be reduced to the lowest possible remaining emissions from refrigerant and fugitive emissions sources (1tCO2e) and are considered immaterial.	The disposal of the company-owned motor vehicle.

Scope 2	Net zero by 2030 through seeking renewable energy for use in global office tenancies directly where possible and investing in renewable energy attribute certificates where direct renewable energy cannot be sourced.		
Scope 3.4 Upstream transport and distribution	There is no transportation of products made by CTM		
Scope 3.5 Waste	50% reduction by 2030	Net zero by 2050	It is assumed that over the timeline of this target, operational and supply chain waste practices will progressively evolve toward a circular economy model. This strategy anticipates a baseline reduction in waste-associated emissions driven by the industry-wide adoption of minimalist packaging, highly recyclable or compostable materials, and a systemic decrease in total waste generation. Consequently, this plan accounts for a gradual decrease in downstream waste emissions, independent of internal mitigation efforts.
Scope 3.6 Business Travel	Net zero by 2030		Achieved through the purchase of carbon offset credits to neutralise 100% of impact of CTM's employee business travel emissions.
Scope 3.7 Employee Commute and work from home	50% reduction by 2030	Net zero by 2050	Inventory projections assume that market forces, legislative mandates, and vehicle manufacturing shifts will successfully replace internal combustion vehicles with zero-emission alternatives. It is further assumed that the infrastructure required to support this fleet—specifically renewable charging networks and green public transit—will scale proportionally to eliminate commuting emissions by the target date.
Scope 3.9 Downstream transport and distribution	There is no transportation of products made by CTM		

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 an estimated 1,259 tCO2e, equivalent to a 20% reduction against the 2023 baseline and the measures will continue to be in effect for the duration of the contract.

The following initiatives have been implemented to progress action against FY30 interim and FY50 net zero targets:

- Engaging with landlords and building managers at global office tenancies to request renewable source energy where available and investing in Energy Attribute Certificates (EACs) where renewable source energy is not available on site;
- Purchasing Energy Attribute Certificates (EACs) where renewable source energy is not available on site and to meet interim renewable energy targets where required;
- Seeking to move existing office locations to tenancies with increased sustainability credentials; 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:

- Exploring alternate technology as it advances to support waste reduction and optimisation and meet long-term reduction targets;
- Continuing to seek to move existing office locations to tenancies close to public transportation and with increased sustainability credentials; and
- Assessing further opportunities to reduce emissions from employee commuting, including consideration of employee incentive or rebate programs.

CTM has identified net zero targets and related carbon reduction strategies on the assumption that lower carbon supply chain, operational waste management, business travel and employee commuting technology and infrastructure will evolve significantly toward 2050. CTM will continue to assess and identify carbon reduction initiatives into the future as we progress action against stated net zero targets.

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:



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Date: …20/11/2026…….

[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