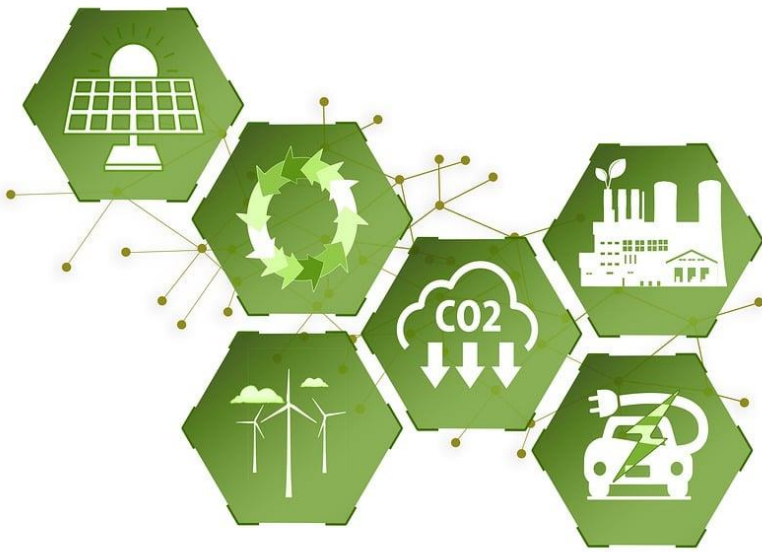




# Carbon Reduction Plan (Y/E 31.12.21)



# Carbon Reduction Plan

Supplier name: Program Planning Professionals Ltd (T/A MI-GSO | PCUBED UK)

Publication date: November 2022

## Commitment to achieving Net Zero

MI-GSO | PCUBED UK is committed to achieving Net Zero emissions by 2050 at the minimum. This is the second issue of our Carbon Reduction Plan – we continue to work on accelerating our journey to Net Zero.

## 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.

<b>Baseline Year:</b> 2018	
<b>Additional Details relating to the Baseline Emissions calculations.</b>	
Baseline emissions were calculated by an internal CSR assessment in line with ISO 14064 and the GHG Reporting Protocol. This is the second time MI-GSO   PCUBED UK has measured its emissions and is also the second reporting year. Grey fleet data has been incorporated from a readily available and comprehensive ESOS report from 2019. Scope 1 is not applicable as MI-GSO   PCUBED UK does not own or control any activity that releases emissions straight into the atmosphere.	
<b>Baseline year emissions:</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
Scope 1	0
Scope 2	54
Scope 3 (Included Sources)	1,224
<b>Total Emissions</b>	<b>1,278</b>

## Current Emissions Reporting

<p><b>Reporting Year:</b> 2021 (01/01/2021 - 31/12/2021)</p>	
<p>Scope 1 is not applicable as MI-GSO   PCUBED UK does not own or control any activity that releases emissions straight into the atmosphere. We do not own any company vehicles, and therefore have no emissions from this category included in our scope 1 emissions data.</p>	
<p><b>EMISSIONS</b></p>	<p><b>TOTAL (tCO<sub>2</sub>e)</b></p>
<p>Scope 1</p>	<p>0 tCO<sub>2</sub>e, of which:</p> <ul style="list-style-type: none"> <li>• 0 fuel combustion</li> <li>• 0 company vehicles</li> <li>• 0 fugitive emissions</li> </ul> <p>M P London office does not use gas or any other combustible fuel. We do not own any company vehicles.</p>
<p><b>Scope 2</b></p>	<p>21.5 tCO<sub>2</sub>e, of which:</p> <ul style="list-style-type: none"> <li>• 21 tCO<sub>2</sub>e purchased electricity – M P London office</li> </ul> <p>M P London office was closed from 13/03/2020 to 31/12/2021, firstly due to Covid-19 restrictions and then for an office refurbishment, hence the lower emissions than the baseline year.</p> <ul style="list-style-type: none"> <li>• 0.5 tCO<sub>2</sub>e purchased electricity – M P Bristol office</li> </ul>
<p><b>Scope 3</b> <b>(Included Sources)</b></p>	<p>498.9 tCO<sub>2</sub>e, of which:</p> <p>Category 1. <b>Purchased goods and services – 107.5 tCO<sub>2</sub>e</b> of which:</p> <ul style="list-style-type: none"> <li>• Emissions associated with the manufacture, transportation and end of life of additional laptops purchased: 57.5 tCO<sub>2</sub>e</li> <li>• Hotel stays – 50 tCO<sub>2</sub>e</li> </ul> <p>Category 3. <b>Fuel and energy related activities not included in Scope 1 or Scope 2 – 1.9 tCO<sub>2</sub>e</b> of which:</p> <ul style="list-style-type: none"> <li>• Transmission and distribution losses for M P London office: 1.8 tCO<sub>2</sub>e</li> <li>• Transmission and distribution losses for M P Bristol office: 0.1 tCO<sub>2</sub>e</li> </ul>

	<p><b>Category 4. Upstream transportation and distribution – 0 tCO<sub>2</sub>e</b></p> <p>As a management consultancy business, MI-GSO   PCUBED does not transport and/or distribute purchased services or products between our suppliers and our own operations. We do not have vehicles and/or facilities which are not owned or controlled by ourselves. We therefore cannot report any figures on Upstream Transportation and Distribution.</p> <p><b>Category 5. Waste generated in operations – 308 tCO<sub>2</sub>e</b></p> <p><b>Category 6. Business travel – 81.5 tCO<sub>2</sub>e</b> of which:</p> <ul style="list-style-type: none"> <li>• Air travel: 0.3 tCO<sub>2</sub>e</li> <li>• Use of personal vehicle for business related activities: 50 tCO<sub>2</sub>e</li> <li>• Vehicle hire: 1.2 tCO<sub>2</sub>e</li> <li>• Taxi: 4.8 tCO<sub>2</sub>e</li> <li>• Rail travel: 25.2 tCO<sub>2</sub>e</li> </ul> <p><b>Category 7. Employee commuting – Data is not available tCO<sub>2</sub>e</b></p> <p>By having office sites in Bristol and London our employees across the UK can, and are encouraged, to commute to their local hub office via public transport, and therefore reduce/limit the need for private employee transport.</p> <p>Whilst Covid restrictions and the closure of our London office for refurbishment meant that most of our employees worked from home during 01/01/2021 to 31/12/2021, we recognise that employee commuting data is something we can prioritise for our next Carbon Reduction Plan and will ensure to capture this data in our next publication for 2022.</p> <p><b>Category 9. Downstream transportation and distribution – 0 tCO<sub>2</sub>e</b></p> <p>As a management consultancy business, MI-GSO   PCUBED does not transport and/or distribute products. We therefore cannot report any figures on Downstream Transportation and Distribution.</p>
<p><b>Total Emissions</b> (mandatory reporting)</p>	<p>520.4 tCO<sub>2</sub>e</p>
<p><b>Scope 3</b> (non-mandatory elements)</p>	<p><b>Homeworking – 1,347.0 tCO<sub>2</sub>e</b></p> <p>Includes power consumption of laptops, phones, secondary screens, printers (where available) and lighting associated with home working. Homeworking was not considered in the Baseline 2018.</p>
<p><b>Total Emissions</b> (mandatory and non-mandatory)</p>	<p>1,867.4 tCO<sub>2</sub>e</p>

## Emissions reduction targets

It should be noted that during the current reporting year (2021) MI-GSO | PCUBED UK was operating mostly as a remote organisation due to the COVID-19 pandemic. We have put in place measures to mitigate a rebound in emissions and to maintain a reduced footprint when normal business activity resumes. We project that carbon emissions will decrease over the next five years by c. 300~375 tCO<sub>2</sub>e by 2027. This is a reduction of 15-20%

To continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets:

- We are currently including our net zero strategy within our ISO14001 Environmental Management System. We will continue to maintain this certification, and our environmental management system, to ensure successful completion of mitigating actions to ensure a climate positive business.
- We continue to seek opportunities to influence staff, suppliers and communities through training and education to adopt climate positive ways of working.
- In 2021 we refurbished our London HQ office and predict that the building will be more efficient due to the upgrading of key M&E equipment.

As this is the second year for MI-GSO | PCUBED to publish our Carbon Reduction report, progress will be reported on in all further iterations of our Carbon Reduction Plan. MI-GSO | PCUBED UK are investing in enterprise level monitoring and reporting for travel metrics.

Considering the amount of change that we are delivering in 2022, including the start of using our refurbished London HQ office, we may rebase our emissions in the future. This will also reflect the improvements in data capture and understanding that we have recently made.

For future years we will also consider an average emissions per employee as we forecast headcount growth. In the reporting year, 2021, we had 213 employees in the UK (average across the year) responsible for the total (mandatory and non-mandatory) emissions of 1,867.4 tCO<sub>2</sub>e equals 8.8 tCO<sub>2</sub>e per employee.

## Carbon Reduction Projects

### Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2018 baseline:

- We are in the process of introducing a new pass system in our London Crutched Friars office. We expect to save the cost and carbon footprint of printing and maintaining over 250 employee access cards through this system.
- We are introducing a new dual flush system across all our toilets in our London Crutched Friars office which will use less than 50% of the water used in the old-style flush system.
- Likewise, we are installing new dishwashers which have an A+ rating and use less than 14 litres of water per cycle.
- In our current refurbishment process we are limiting our office to only 1 printer and as such, aim to reduce our usage of paper and toner cartridges by more than 80%. We will be reducing printed materials to only essentials, and we are aiming to soon be a paperless office.
- In our London Crutched Friars office, we have recycling for generic plastics/glass/paper etc., as well as those dedicated to coffee cups only.
- We will be introducing a mandatory Environmental Awareness training which all new employees have to complete as part of their induction process. This ensures all our employees have a basic understanding of environmental and sustainability concerns and can support our company to work in the most efficient ways possible.

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

- Coffee grounds recycling in our London Crutched Friars office.
- Continue to participate in and report regarding the Energy Savings Opportunity Scheme (ESOS).
- Continue to monitor our Streamlined Energy and Carbon Reporting (SECR) compliance requirements and when these will apply to MI-GSO | PCUBED UK (currently N/A).

## 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 standard<sup>1</sup> and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>2</sup>.

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) Standard<sup>3</sup>.

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:*



Richard Siddle, Director and UK Country Manager MI-GSO | PCUBED

November 2022

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<sup>1</sup> <https://ghgprotocol.org/corporate-standard>

<sup>2</sup> <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

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