



# DATA MANAGEMENT PLAN



**Eco Sourcing Hub**  
REDUCE COSTS, EMISSIONS & RISKS

+44 300 131 1331   
[www.ecosourcinghub.co.uk](http://www.ecosourcinghub.co.uk) 

FM0023



## First Meeting Introduction to Carbon Accounting and PPN0621

### We have 3 steps in this study:

**Data Collection Stage:** The initial plan is to finalize data collection within 4-6 weeks.

**Calculation Stage:** We will internally perform the carbon calculation within 1-2 weeks. This will be followed by a meeting to present the findings, discuss reduction targets which might be absolute or intensity emission targets, and discuss CRP steps to comply with PPN0621.

**Plan Development and Approval:** We will draft the CRP and submit it for your final review. If no amendments are required, we will proceed to your approval and publishing.

Carbon accounting involves determining the amount of carbon dioxide (CO<sub>2</sub>) and other greenhouse gases released into the air because of business operations.

The GHG Protocol is an internationally recognized method for calculating business emissions. According to this protocol, the emissions are categorized into three scopes

**Scope 1** Emissions are GHG emissions from sources that comes as a direct result of an organisations activities. Heating, Cars, and refrigeration

Fuel combustion in boilers, refrigerants like air-conditioning and freezers, and emissions from manufacturing processes or a fleet of vehicles.

**Scope 2** Covers indirect emissions from the generation of energy (electricity, steam, heating, and cooling) that the company buy. Market Based and Supply based.

**Scope 3** is much broader, and it is in 15 categories:

#### Upstream:

1. Purchased goods and services.
2. Capital goods.
3. Fuel- and energy related activities.
4. Upstream transportation & distribution
5. Waste generated in operations.
6. Business travel.
7. Employee commuting.
8. Upstream leased assets.

#### Downstream:

9. Downstream transportation & distribution.
10. Processing of Intermediate products.
11. Use of sold product.
12. End-of-life treatment of products.
13. Downstream leased assets.
14. Franchises.
15. Investments.



Under **PPN0621**, we are obligated to account for 100% of Scope 1 and 2 emissions, while only addressing five specified categories within Scope 3, **identified above in red**.

Each CRP should have calculation for both a baseline year and the current year is necessary. The first CRP, the current year will be the baseline.

Then announce publicly that we are committed to achieving Net Zero emissions, targeting 2050 or earlier. After setting this goal, we will set the measures we have/will be implemented to reach this reduction and provide a comprehensive description of the processes in place to effectively manage.

and sustain this reduction throughout our contract with the public sector.

To start the Calculation, we need to set the organisation boundary:

Report on all carbon emissions over which you have **financial control**.

Report on all carbon emissions over which you have **operational control**.

**Equity share:** Accounting for GHG emissions from operations according to its share of equity in the operation. This model may be helpful where emissions are recorded centrally across a range of entities, e.g. parent company outside UK.

**Carbon Intensity:** The carbon can be absolute concept, how much carbon, or can be linked to intensity KPI, how many carbon per £1m or how much carbon per employees, this

We need now:

Explore the company's structures and operational processes. **Free explanation with follow-up questions.**

Identify your carbon objectives: CRP only, real reduction, Bidding to larger organizations.

Assess available carbon data and historical calculations.

Do you have previous carbon calculation or carbon footprint?

Do you have any suppliers that offer Carbon data with the invoice, or can data requested?

Example Business travel (Air or Train), Waste management.



**Questions need to be asked before putting the Collection Plan:**

How many buildings?	
What type of heating in the building?	
How many gas meters do you have in each building.	
Do you have A/C system?	
Do you Have refrigeration?	
How many owned/long leased cars do you have?	
How many electricity meters?	
What type of transportation do you have for goods in?	
What is the available data of the Upstream transportation?	
Who you deliver your product to the customers? Do they need to be refrigerated?	
What available data for the downstream transportation?	
What the type of business travel?	
How many employees do you have and how they are commuting?	
What type of waste do you have, solid and water waste?	

**Agree on the time schedule for data collection.**

Deadline to submit the consumption data for Scope 1 and 2: recommended 2 weeks.

Deadline to submit the consumption data for Downstream and Upstream Transportation: recommended 3 weeks.

Deadline to submit the consumption data for Waste: recommended 2 weeks.

Deadline to submit the consumption data for Business travel: recommended 4 weeks.

Deadline to submit the consumption data for Employees commuting recommended 4 weeks.

**Next steps:**

Surveys and data collection forms are to be sent out.

The next meeting to be scheduled.

The meeting minutes are to be sent for review and approval.