

# ANNUAL REPORT



Thank you for participating in the Climate Neutral Now initiative. As committed in your pledge, you must report annually on your climate actions. To do so, please fill in this Report and send it back to us via email ([climateneutralnow@unfccc.int](mailto:climateneutralnow@unfccc.int)). If you report to CDP, this report is not necessary and in this case, please advise us via email. Please fill this Report with [Adobe Acrobat Reader \(free download here\)](#).

## **GENERAL**

**1.What is the name of the reporting organization?**

**2.Please indicate the reporting period correspondent to this Report**

*Starting date – dd/mm/yyyy      Ending date – dd/mm/yyyy*

**3.What are the challenges and opportunities to climate action that might affect the financial or strategic plans of your business?**

*Please describe here.*

**4.Have climate-related risks and opportunities been considered in your organization's strategy and/or financial planning?** *Please describe here.*

**5.Did your organization's operations substantively change in the reporting period, affecting your GHG emissions?**

Yes

No

**6.Do you engage with your value chain on climate-related issues? Please advise who with.** *Use control + click to select more than one entry*

**7.Please indicate any awareness raising or advocacy initiatives that were active within the reporting year.** *Note that this can include those in the planning and/or implementation phases.*

## **STEP 1. MEASURE**

### **8.What standard or methodology are you using when measuring your GHG inventory**

*Use control + click to select more than one entry*

If you chose "Others", please describe below:

### **9.Is your GHG inventory publicly available?**

Yes

No

If yes, please provide a web link here:

### **10.Which GHGs are included in your estimation?**

*Use control + click to select more than one entry*

**11.What were your GHG emissions in the reporting period (metric tons of CO2 equivalent)?**

**12. Which scopes are included in your GHG inventory?**

*Scope 1: includes direct emissions from sources owned or controlled by your organization.*

*Scope 2: includes indirect emissions from the purchase of electricity, steam, heating and cooling consumed by your organization.*

*Scope 3 - Partially: includes other indirect emissions (excluding scope 2) that occur in your organization's value chain. Scope 3 - Complete: includes all other indirect emissions (excluding scope 2) that occur in your organization's value chain.*

**13.Which categories are included in your estimation?**

*Use control + click to select more than one entry*

**14.How have you developed your GHG inventory?**

Self-declared GHG inventory

Third-party verified GHG inventory with partial scope 3

Third-party verified GHG inventory including full scope 3

**15.How much of the total emissions (metric tons of CO2 equivalent) correspond to Scope 1?**

**16.How much of the total emissions (tons of CO2 equivalent) are corresponding to Scope 2 using the Market Approach?**

*A market-based method reflects emissions from electricity that companies have purposefully chosen (or their lack of choice).*

**17. How much of the total emissions (tons of CO2 equivalent) are corresponding to Scope 2 using the Location Approach?**

*A location-based method reflects the average emissions intensity of grids on which energy consumption occurs (using mostly grid-average emission factor data).*

**18. How much of the total emissions (tons of CO<sub>2</sub> equivalent) are corresponding to Scope 3?**

Scope 3 includes indirect emissions that occur in your organization's value chain. If you are not measuring this scope, answer with "0", please.

**19. Please select the categories included in your Scope 3, and their status**

You can find a detailed description of the categories on the Corporate Value Chain (Scope 3) Accounting and Reporting Standard, p. 34 (<https://ghgprotocol.org/standards/scope-3-standard>)

	Relevant, calculated	Relevant, not yet calculated	Not relevant, calculated	Not relevant, not calculated
Purchased goods and services				
Capital goods				
Fuel-and-energy-related (non-Scopes 1 or 2)				
Upstream transportation and distribution				
Waste generated in operations				
Business travel				
Employee commuting				
Upstream leased assets				
Downstream transportation and distribution				
Use of sold products				
End of life treatment of sold products				
Downstream leased assets				
Franchises				
Other (upstream)				
Other (downstream)				

**STEP 2. REDUCE****20. Did you have a GHG emissions target that was active in the reporting year?**

“ Yes

“ No

**21. What was your GHG emissions target in the reporting year?**

e.g. 5% reduction in 2021 (target year) compared to 2020 (base year)

**22. What were your GHG emissions in the base year (metric tons of CO<sub>2</sub> equivalent)?**

**23.Are your reductions and progress towards your targets third-party verified?**

Yes

No

If yes, please provide a link to the verification opinion or report, or send us a copy of it (climateneutralnow@unfccc.int).

**24.How developed is your plan to reduce GHG emissions?**

Target established, with incomplete or no reduction plan

Target and reduction plan with tangible actions and intermediate reduction targets

I have no GHG emissions reduction plan to achieve my targets

Please provide a link here or send your emissions reduction plan at climateneutralnow@unfccc.int

**25.What emission reductions actions did you implement during the reporting period?**

*Note that this can include actions in the implementation phase.*

*Use control + click to select more than one entry*

If you chose other, please specify here:

**26.Please give details on the actions that you have implemented during this reporting period to reduce your GHG emissions.**

*You may want to keep in mind the GHG emissions management hierarchy (avoid, reduce, replace).  
e.g. for energy efficiency in buildings: change of light bulbs in the whole office*

**27.Has your organization achieved at least 5% reduction in your GHG inventory from the last reporting period to this one?**

Yes

No

## **STEP 3. CONTRIBUTE**

**28.Are you contributing to encourage more emission reductions, avoidance or capture through the use of carbon credits (offsets)?**

*If you answer to this question is 'No' skip the last questions and save your Report*

Yes, all my emissions

Yes, part of my emissions

No contribution

**29.Please indicate the types of offsets you are using in your climate strategy**

*control + click to select more than one entry*

**30.Please specify here your offsets according to the each standard**

CDM

VCS

Gold Standard

CCBS

Other

**Total**

Please provide a link to a relevant public registry/website or send us the certificate to [climateneutralnow@unfccc.int](mailto:climateneutralnow@unfccc.int)

**31. Which scopes did you offset?**

Thank you for participating in the Climate Neutral Now initiative.  
We will get back to you in up to one week