

# 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.

## **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.**

Suppliers

Customers

Other partners in the value chain

Do no engage

**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**

GHG Protocol Corporate Reporting & Accounting Standard  
GHG Protocol Product Life Cycle Accounting & Reporting Standard  
ISO 14064, International Standard for GHG Emissions Inventories and Verification PAS  
2050 - Specification for the assessment of the life cycle greenhouse gas emissions of  
goods and services  
Defra Guidance on how to measure and report  
Bilan Carbone  
Others

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?**

Carbon dioxide (CO<sub>2</sub>)  
Methane (CH<sub>4</sub>)  
Nitrous oxide (N<sub>2</sub>O)  
Hydrofluorocarbons (HFCs)  
Perfluorocarbons (PFCs)  
Sulphur hexafluoride (SF<sub>6</sub>)  
Hydrochlorofluorocarbons (HCFCs)  
Chlorofluorocarbons (CFCs)

**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.*

Scope 1

Scope 2

Partial Scope 3

Complete Scope 3

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

Fuels

Refrigerants

Owned vehicles

Electricity and heat

Well to tank fuels

Transmissions and distributions

losses Water

Material use

Waste

Flight and/or hotel

Business travel - land and/or  
sea Freighting goods

Employees commuting

Food

**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 CO2 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,<br>calculated | Relevant,<br>not yet<br>calculated | Not<br>relevant,<br>calculated | Not<br>relevant, not<br>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 CO2 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.*

Energy efficiency in buildings

Waste reduction and material circularity

Low-carbon energy consumption

Low-carbon energy generation

Non-energy industrial process emissions reductions

'Green' Company policy or behavioral change

Transportation

No emissions reductions initiatives in place

Other

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**

Offsets coming from reduction and avoidance projects (e.g. renewal energy, biomass waste, cookstoves, transport & other projects)

Short-term capture (Nature-based solutions such as forestry, peat land management, mangroves restoration or similar projects)

Long-term capture (Carbon Capture & Storage, Biomass with Carbon Capture Storage, or other technologies)

### **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?**

- Scope 1
- Scope 2
- Partial Scope 3
- Complete Scope 3

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