Climate Action For Associatinos Emissions Report & Action Plan

Including:

- Baseline Data 2023/24
- 2025 Action plan

Prepared March 2025

For CAFA

Aim & *SCOPE*

The aim of this report is to:

- Provide the CAFA with an accurate representation of its emissions for Scopes 1 and 2 and categories 6 & 7 from Scope 3 for the reporting year April 2023 to March 2024 in compliance with the Greenhouse Gas (GHG) Protocol.
- Provide a baseline emissions calculations for CAFA.
- Outline the Scope 3 Categories for analysis for reporting year 2025
- Present focus for 2025 including approach and timeline.

Emissions Report

Reporting Period

01 April 2023 to 31 March 2024

Emissions *REPORT*

Organisation: CAFA
Reporting period: 01 April 2023 to 31 March 2024

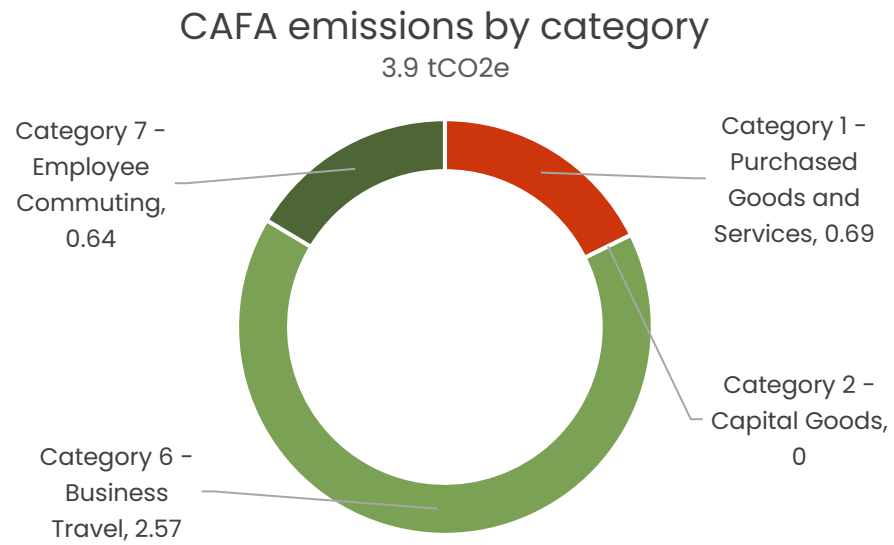
BASELINE YEAR COMPARISON :	01 April 2023 - 31st March 2024	
Emissions Source	**Data Quality**	**Total (tCO_2)**
Scope 1	*N/A	0
Scope 2	*N/A	0
Total Scope 1 & 2 Emissions		**0**
Scope 3		
Category 1 - Purchased Goods and Services	Spend Based	0.69
Category 2 - Capital Goods		0
Category 6 - Business Travel	Based on expense data	2.57
Category 7 - Employee Commuting	Survey	0.64
Total Scope 1, 2 & 3 Emissions		**3.90**
Carbon Intensity per FTE		3.9

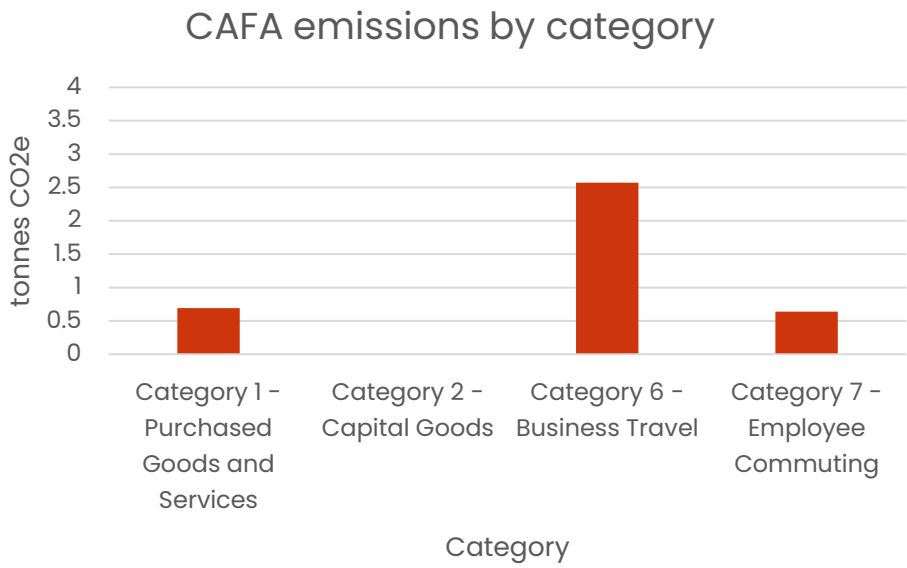
Notes: For 01 March 2023 to 31 April 2024 the number of Full-time equivalent employees (FTE) was 1 and the Turnover was GBP UNKNOWN.

* No office

Emissions ANALYSIS

CAFA's carbon footprint is 3.90 tonnes of total CO_2 equivalents and its carbon intensity per FTE is 3.90 tonnes
The only source of emissions is Scope 3, with the majority coming from Business Travel (flights)





Observations

WFH emissions for 2024 have been included in baseline figures to gain context

EXISTING PRACTICES & ACTION PLAN

CAFA 's Existing *PRACTICES*

CAFA have already implemented a range of sustainability practices internally that feeds into its emissions reduction. They include:

- CAFA's mission is to harness the collective power and influence of the membership sector to accelerate the transition of whole sectors, systems and professions.
- Removed scope 1 and 2 emissions entirely by operating a remote working model.
- 95% of meetings are conducted virtually, eliminating the need for travel and accommodation.
- Attendance at COP has moved to virtual attendance, eliminating flights and hotel accommodation.
- Adopted sustainable working from home policy.
- Digital marketing only, mitigating the requirement to print and post material.

CAFA 's *RECOMMENDATIONS*

CAFA have agreed to continue reducing emissions by implementing the following actions.

- Switch website hosting. Currently CAFA's website achieves a carbon rating of E, resulting in 0.76g CO2 for every page view.
- Review environmental policy
- Review business travel policy. Flights account for 85% of CAFA's emissions. Cutting these emissions will provide the biggest area of reduction.
- Increase accuracy of supply chain calculation by undergoing full engagement.

2025 Association Measurement Priorities & *APPROACH*

Emissions	Timing	Approach
Scope 1		Serviced office so no Scope 1 emissions. This is covered in Scope 3, Category 8
Scope 2		Serviced office so no Scope 2 emissions. This is covered in Scope 3, Category 8
Scope 3		
Category 1. Purchased Goods & Services		Continue to record
Category 2. Capital Goods		Continue to record
Category 3. Fuel & Energy Related Activities		N/A
Category 4. Upstream Transportation & Distribution		N/A
Category 5. Waste Generated in Operations.		N/A
Category 6. Business Travel		Continue to record. Internal mtg required to discuss future priorities.
Category 7. Employee Commuting		Partial measurement (WFH only). No commuting.
Category 8. Upstream Leased Assets		N/A
Category 9. Downstream Transportation & Distribution		N/A
Category 10. Processing of Sold Goods		N/A
Category 11. Use of Sold Goods		N/A
Category 12. End of Life Treatment of Sold Goods.		N/A
Category 13. Downstream Leased Assets		N/A
Category 14. Franchises		N/A
Category 15. Investments		N/A

Proposed Association 2024 TIMELINE

Date	Action
2024	Baseline data for 2022-2023 calculated.
Jan- Mar 2025	2023-2024 emissions calculations completed 2023-2024 report completed with comparisons and recommendations
April 2025	Presentation of report to all employees Policies review Research web hosting options Review progress against targets
May 2025	2024-2025 data collected, analysed and comparison report completed.
December 2025	
March 2026	
Ongoing	

DEFINITIONS

Essential Definitions & Explainers

Definitions & *References*

For the purposes of this report, Greenhouse Gas Protocol definitions have been used to determine the following:

Scope 1: Direct emissions from activities owned or controlled by your organisation. Examples of Scope 1 emissions include emissions from combustion in owned or controlled boilers, furnaces, and vehicles; and emissions from chemical production in owned or controlled process equipment.

Scope 2: Energy indirect emissions are those released into the atmosphere that are associated with your consumption of purchased electricity, heat, steam, and cooling. These indirect emissions are a consequence of your organisation's energy use but occur at sources you do not own or control.

Scope 3: Other indirect emissions are a consequence of your actions that occur at sources you do not own or control and are not classed as Scope 2 emissions. Examples of Scope 3 emissions are business travel by means not owned or controlled by your organisation, waste disposal, materials or fuels your organisation purchases and emissions as a result of your annual events programme. Deciding if emissions from a vehicle, office, or factory that you use are Scope 1 or Scope 3 may depend on how you define your operational boundaries. Scope 3 emissions can be from activities that are upstream or downstream of your organisation. More information on Scope 3 and other aspects of reporting can be found in the Greenhouse Gas Protocol Corporate Standard.

Carbon footprint: The total set of GHG emissions caused directly and indirectly by an individual event, organisation, or product expressed as Carbon Dioxide Equivalent (CO2e).

Emissions footprint: The total set of greenhouse gas emissions (GHG) caused directly and indirectly by an individual event, organisation, or product expressed as Carbon Dioxide Equivalent (CO2e).
Residual emissions: GHG Emissions that remain after taking all possible actions to reduce emissions.

Carbon Offsets: Emission reduction or removal resulting from an action outside the organisation's boundaries. Represented by credits, offsets must be verified to an approved standard. Only offsets that remove emissions can be used to achieve Net Zero.

Carbon Neutral: Is achieved when scopes 1 and 2 are offset with a robust reduction plan.

Net Zero: Is achieved when scopes 1, 2, and all relevant parts of scope 3 reduced to the greatest extent possible with the residual emissions being offset.

*Note: The Greenhouse Gas Protocol regulations are followed on leased offices. Should a lessee not have ownership or financial control over their office, emissions associated with fuel combustion fall under a scope 3 analysis which is not covered in this report.

Reference: Categorizing GHG Emissions Associated with Leased Assets Appendix F to the GHG Protocol Corporate

METHODOLOGY
& Assumptions

Methodology

For the purposes of this report, Greenhouse Gas Protocol definitions have been used to determine the following:

Chartered Institute of business groups (Association) has adopted an operational control approach to establishing its reporting boundary. The methodology used is in line with the Greenhouse Gas Protocol[1] and the BEIS Environmental Reporting Guidelines[2]. The calculations were completed on the SmartCarbon™ Calculator[3] using the UK Government emissions factors[4].

CO2e is the universal unit of measurement to indicate the global warming potential (GWP) of Greenhouse Gases (GHGs), expressed in terms of the GWP of one unit of carbon dioxide. There are seven main GHGs that contribute to climate change, as covered by the Kyoto Protocol: carbon dioxide (CO2), methane (CH4), nitrous oxide (N2O), hydrofluorocarbons (HFCs), perfluorocarbons (PFCs), sulphur hexafluoride (SF6) and nitrogen trifluoride (NF3). Different activities emit different gases. Using CO2e allows all greenhouse gases to be measured on a like-for-like basis.

Data Estimations/Assumptions Used:

- Association's footprint under Scopes 1 and 2 is zero because it operates from a leased office with little access to and control over energy data and consumption.
- Average bin sizes were used for converting waste volumes into weight.
- Average emissions for vehicles were used, as actual vehicle data unavailable.

References:

1. The GHG Protocol Corporate Accounting and Reporting Standard. Revised Edition (2015) World Resource Institute and World Business Council for Sustainable Development.
2. Environmental Reporting Guidelines: Including streamlined energy and carbon reporting guidance (March 2019) UK Government Department for Business, Environment and Industrial Strategy.
3. SmartCarbon Calculator: https://www.smartcarboncalculator.com/
4. Greenhouse gas reporting: conversion factors - Full set (for advanced users). More at this link: https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting

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