CLIMATE ACTION FOR ASSOCIATIONS.

Emissions Report & Action Plan.

Prepared for Climate Action For Associations (CAFA)

Includes:
- 2024-2025 reporting period
- Proposed Roadmap

Prepared March 2026

Aim & Scope.

The purpose of this report is to provide Climate Action for Associations (CAFA) with:

1. **2024 - 2025 Measurement:** An accurate representation of their emissions for Scopes 1, 2 and 3.
2. **Next Steps**: recommended next steps to decrease carbon emissions from operations.

Background.

Climate Action For Associations (CAFA), founded in 2021, is the resource and network dedicated to net zero and sustainability for the membership sector. CAFA provides the information, guidance and support that membership organisations need to speed up action internally and with their members. CAFA is UK headquartered, international non-profit, and a recognised accelerator for the UNFCCC race to zero.

CAFA represents a network of more than 400 associations, who represent more than half a million businesses and circa 6 million professionals. Membership is free, reflecting CAFA's commitment to support every membership organisation regardless of their size or sector.

To lead by example, CAFA committed to measuring its organisational carbon footprint annually across all three scopes. By transparently publishing these results and outlining clear decarbonisation initiatives, CAFA demonstrates action, reinforces its credibility as trusted advisor to the global membership sector.

CAFA Existing Practices.

CAFA has implemented a range of sustainability practices internally that has supported its emissions reduction to date.

They include:

- CAFA's own mission is to accelerate business, industry and systems transition by working with and providing solutions to membership associations globally.
- The CAFA team removed scope 1 and 2 emissions entirely by operating with a remote working model and sustainable working-from-home policy.
- 95% of meetings are conducted virtually, eliminating the need for travel and accommodation.
- Attendance at COP has moved to virtual attendance, eliminating multiple people flights and hotel accommodation.
- CAFA reports on its own emissions.
- Adopted a non-printing and low paper usage policy.
- Digital marketing only, mitigating the requirement to print and post material.
- During its case study with ISO Net Zero Guidelines usage; CAFA committed to a reduction target of 25% reduction by 2027 and net zero (minimum 90% reduction) by 2030.

Emissions Report

Reporting Period
01 April 2024 to 31 March 2025

Emissions Report.

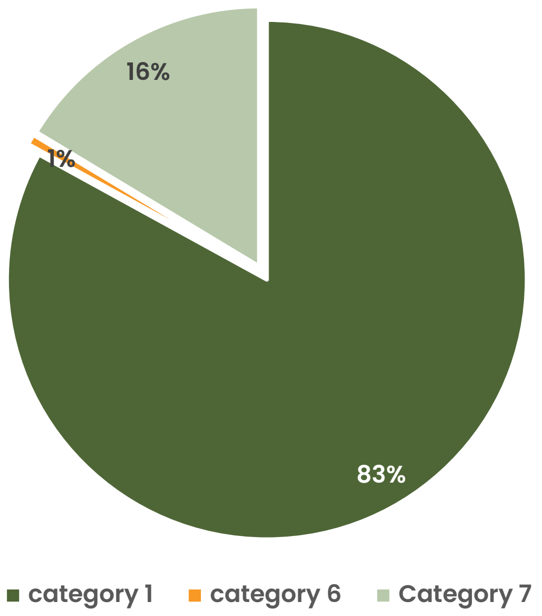
Organisation: Climate Action For Associations
Reporting period: April 2024 – March 2025

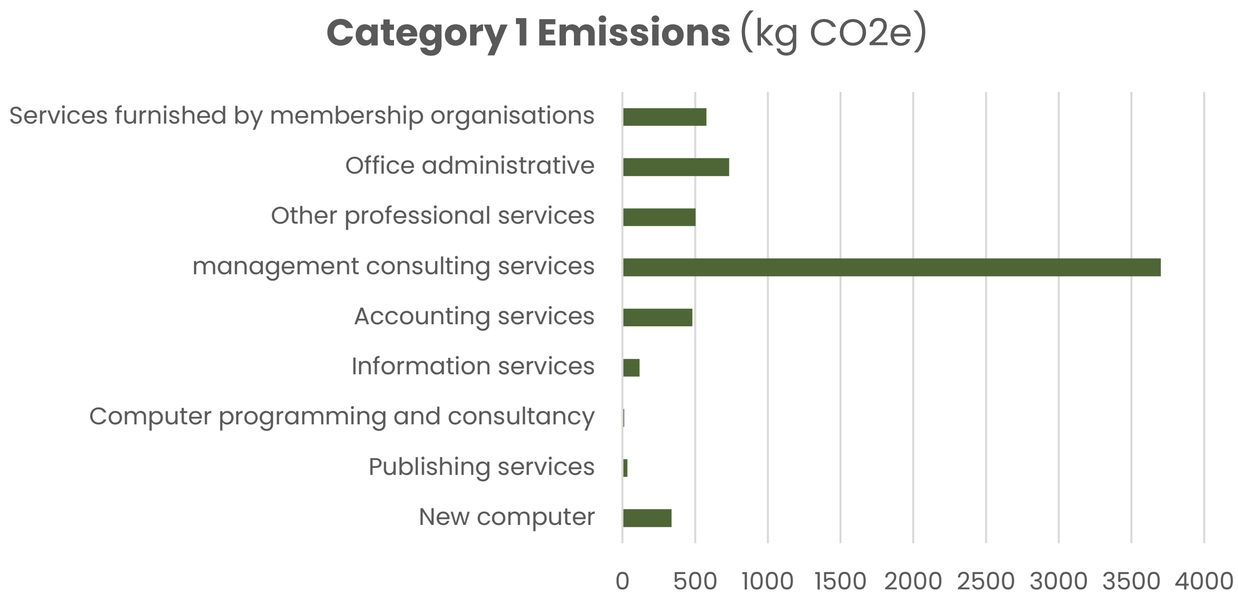
REPORTING YEAR COMPARISON :		**2024**	**2025**
Number of Full-time Employee Equivalents (FTE)		1	2
Emissions Source	**Data Quality**	**Total (tCO_2e)**	**Total (tCO_2e)**
Scope 1	*N/A	0	**0**
Scope 2	*N/A	0	**0**
Total Scope 1 & 2 Emissions		0	**0**
Scope 3			
Category 1 (purchased goods and services)	Spend based	0.69	**6.5**
Category 6 (business travel)	Based on expense data	2.57	**0.05**
Category 7 (work from home & Commuting)	Survey	0.64	**1.3**
Total Scope 1, 2 & 3 Emissions		**3.9**	**7.83**
Emission Intensity per FTE		**3.9**	**3.9**

Notes: For April 2024 to May 2025 the number of Full-time equivalent employees (FTE) was 2 and the Turnover was GBP UNKNOWN.
*the team works entirely remote.

Emissions Analysis.

CAFA's carbon footprint for 2024-2025 was **7.83 tonnes** of total CO_2 equivalents and its carbon intensity per FTE is **3.9 tCO2e**. CAFA's largest source of emissions is Scope 3, with **83%** coming from Purchased Goods and Services.



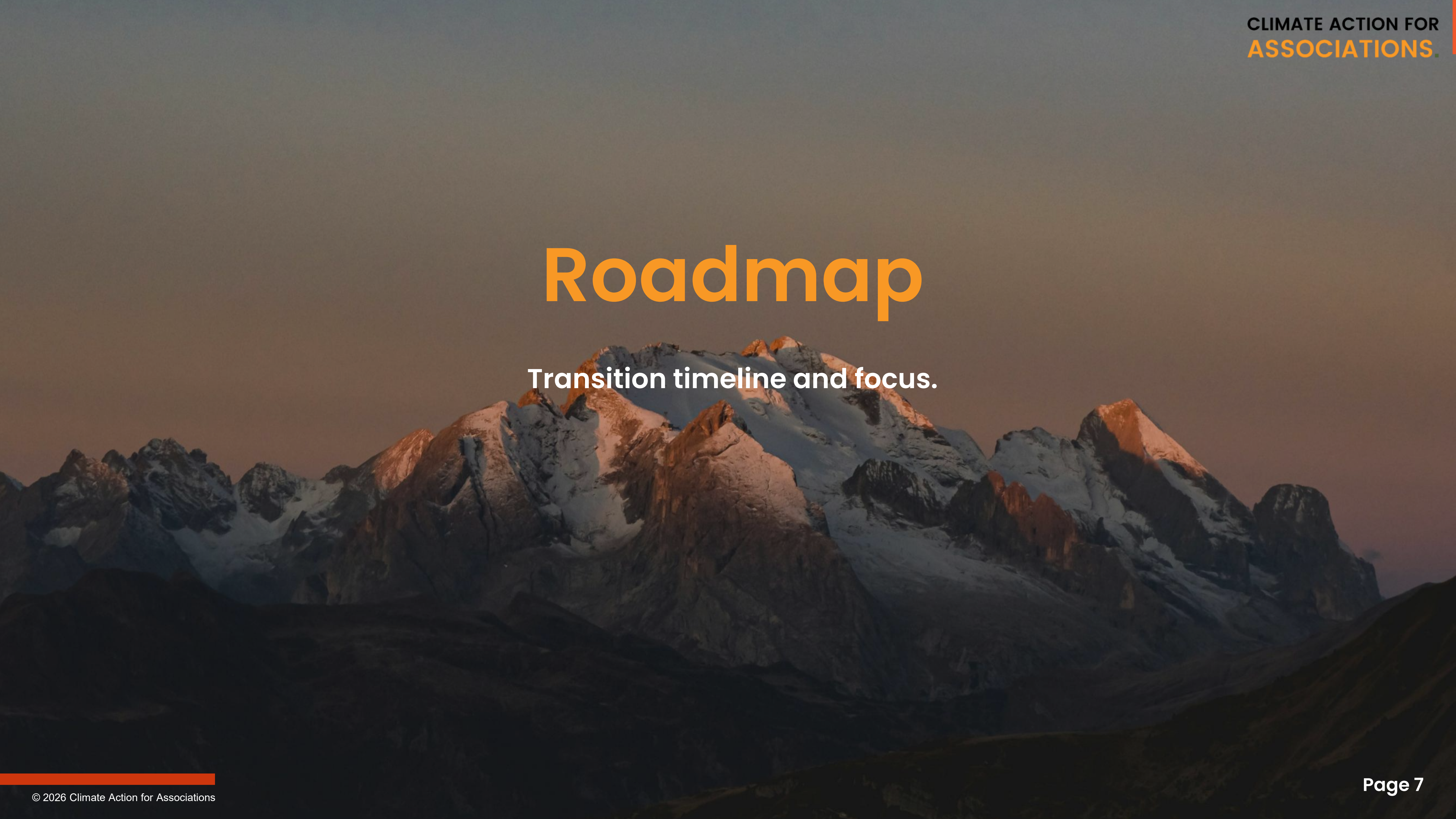


Observations:

- CAFA's scopes 1 and 2 emissions remain at zero due to its fully remote operations.
- Emissions from purchased goods and services (category 1) have risen in line with operational growth.
- Purchased Goods and Services (Cat. 1) makes up the biggest share (83%) of emissions for CAFA.
- Management consulting services makes 58% of category 1's emissions and 48% of total calculated emissions.
- Commuting (work-from-home) emissions have increased alongside the expansion of the workforce.

Roadmap

Transition timeline and focus.



CAFA 2025-2026 Roadmap.

Although CAFA's carbon footprint is already relatively low, there remains opportunities to adopt more sustainable practices and encourage behaviour change. As a small non-profit organisation, priority will be given to initiatives that are both low-cost and easy to implement while taking into consideration CAFA's growth trajectory.

The following tables present a proposed roadmap of actions and further data collection for CAFA's 2025-2026 reporting period measurement areas.

Category 1 accounts for 83% of total calculated emissions and is therefore, the highest area of impact. Working with and supporting suppliers to gather accurate data and assess their sustainable practices will drive decarbonisation for CAFA through the value chain.

Recommendations also include conducting an employee survey on working-from-home energy use. This will inform more accurate calculations and lead to more practical guidance and support.

CAFA 2025-2026 Recommendations Plan.

Date	Actions
March 2026	• Gather data and calculate emission for reporting period 2024-2025 – **completed**.
April 2026	• Publish emissions report publicly. • Update website to disclose emissions and share initiatives. • Discuss interim and long-term reduction targets for CAFA. • Commence monthly lunch and learn training for internal team to encourage behaviour change.
May 2026	• Improve business travel data to increase accuracy. • Implement green business travel policy. • Commence full supply chain engagement and data collection. • Train staff on responsible use of AI and green working from home.
June 2026	• Collect event-related emissions data. • Update internal policies to enable carbon reduction goals.
July 2026 onwards	• Quarterly check ins. • Policy review. • Continued supplier engagement.

CAFA Scope & Category Area Measurement.

Emissions	Timing	Approach
Scope 1		CAFA does not own or lease an office as the team works entirely remotely so no Scope 1 emissions.
Scope 2		CAFA does not own or lease an office as the team works entirely remotely so no Scope 2 emissions.
Scope 3		
Category 1. Purchased Goods & Services	Q2 2026	CAFA supply chain sustainability audit.
Category 2. Capital Goods	Q1 2027	Equipment purchased in the reporting year as defined by financial reporting.
Category 3. Fuel & Energy Related Activities		N/A - No energy has been generated; therefore, this category is not applicable.
Category 4. Upstream Transportation & Distribution		N/A
Category 5. Waste Generated in Operations.		N/A
Category 6. Business Travel	Q1 2026	Improve data collection method through improved expense logging process.
Category 7. Employee Commuting	Q1 2027	Acquire more granular data by conducting a work-from-home survey on energy use.
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

Methodology

Assumptions & Definitions

CAFA Scope & Category Area Measurement.

Emissions	Quality	Data	Notes
Scope 1		No reported Scope 1 activity	
Scope 2		No reported Scope2 activity	
Scope 3			
Category 1. Purchased Goods & Services	Low	Spent-based data	
Category 2. Capital Goods	Low	Spent-based data	
Category 3. Fuel & Energy Related Activities		N/A	Not applicable as CAFA does not emit GHG within this cat.
Category 4. Upstream Transportation & Distribution		N/A	
Category 5. Waste Generated in Operations.		N/A	
Category 6. Business Travel	Medium	Activity-based and spent-based data	
Category 7. Employee Commuting	Low	Estimate	
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	

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, service or product expressed as Carbon Dioxide Equivalent (CO2e).

Residual emissions: GHG emissions that remain in the target year after an organisation has implemented all technically feasible and cost-effective abatement measures in line with a 1.5°C aligned science-based pathway (typically a 90–95% reduction across Scopes 1, 2, and 3).

Carbon Credits: A transferable instrument representing one tonne of CO_2e that has been either avoided, reduced, or removed from the atmosphere.
Only removal credits may be used to neutralise residual emissions for Net Zero claims. Avoidance and reduction credits may be purchased voluntarily but do not count toward science-based targets.

Carbon Neutral: A state in which an organisation's GHG emissions (typically Scopes 1 and 2, and optionally Scope 3) are balanced by purchasing carbon credits. Avoidance and reduction credits are commonly used. Carbon neutrality does not require emissions to have been reduced in line with a 1.5°C pathway and is increasingly treated as a transitional or compensatory claim, distinct from Net Zero.

Net Zero: Achieved when an organisation has:

Reduced Scope 1, 2, and 3 emissions by at least 90% in line with a 1.5°C-aligned science-based pathway; and Permanently neutralised any residual emissions using high-integrity carbon removal credits.
Avoidance or reduction credits do not count toward Net Zero targets.

Methodology.

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

CAFA have adopted an operational control approach to establishing CAFA's 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 using the UK Government emissions factors[3] and in line with CAFA's best practice framework[5] for membership organisations which was developed as a companion for associations to the ISO Net Zero Guidelines[6].

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:

- Category 1 (Supplier Goods & Services) was estimated using spend-based method.
- Work-from-home emissions calculated using ONS data.

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. 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
4. CAFA Net Zero Programme aligns to CAFA's Best Practice Framework and climate commitment principles for membership organisations.
5. CAFA works with team at BSI and aligns activity with ISO Net Zero Guidelines. CAFA sits on the ISO Net Zero Standard development committee.

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