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SME Reporting checklist

#	Question	Guidance	Format / unit	Required	Your answer
Introduction *					
1.1	End day of the reporting period	It's recommended to align your reporting period with your company's financial year to help ensure consistency in your data. At the SME Climate Hub, we define the reporting year based on the last day of your chosen reporting period.	Choose date	Required	12/31/2025
1.1.1	Reporting year	This field is auto-filled based on your answer to question 1.1		Required	2025
1.2	Describe your business activities		Free text		REA is a not-for-profit trade association, established in 2001, representing businesses powering the green economy. REA represents those companies leading the transition to a clean energy future. Our collective goal is to accelerate the change to a cleaner and more prosperous economy that will generate jobs, increase energy security, and lead to lower bills. The REA does this by working to secure the best legislative and regulatory framework for expanding renewable energy deployment and production to meet the UK's electricity, heat, recycling, energy storage and transport needs.
1.3	Annual revenue in the reporting period	Annual revenue data will be used exclusively for internal analysis by SME Climate Hub and will not be publicly disclosed. You will be able to view your own reported revenue when logged into your account.	Choose currency	Required	£1980817

1.4	Number of employees on the end day of the reporting period			Required	24
1.4.1	Full-time equivalent (FTE) or headcounts	Full-Time Equivalent (FTE) refers to the number of full-time working hours at your company, averaged over the entire reporting period. It is recommended to report FTEs when possible, but total headcount (the number of individuals employed on the end day of your reporting period) is also accepted.	Single-select	Required	24
1.5	Is this report being submitted on behalf of a parent company or a subsidiary? If so, please briefly explain the relationship.	This report should reflect the same entity that made the SME Climate Commitment.	Single-select	Required	Parent
1.5.1	Please explain the relationship	This field appears if 'Subsidiary' is selected in 1.5.	Free text		Parent company of Renewable Energy Assurance Limited (who report seperately)
Commitment and Targets *					
2.1	Net zero target year	What does it mean to achieve net zero emissions?	Year	Required	2050
2.1.1	Base year	The base year is a reference point in time against which emission reductions in the future are measured. Set the base year 2019 or later.	Year	Required	2024
2.1.2	Base year value		tCO2e		5.262
	I confirm that I have entered my base year value in metric tons CO2e		Mandatory checkbox	Required	Yes
2.2	Near-term target	% reduction in emissions from the base year. Near term targets should be between 1-10 years in the future.	<number>% of <absolute / intensity> <choose scope> emission reduction from my base year by <year>	Required	10% of intensity Scope 1+2 emission reduction from my base year by 2050
	+ add another targets	You may optionally add additional near-term targets.			
2.3	Provide any additional comments or context on your net zero and near term targets.	If you are setting intensity-based targets, please indicate the basis for the intensity—such as per unit of revenue, per employee, or per product.	Free text		Per employee basis

2.4	To reduce emissions in line with my commitment, my company has a climate action plan and is taking action:	A climate action plan outlines how your company will reach its emissions reduction target. It should include the key actions you're taking (or planning to take).	Single-select	Required	Plan and actions include Scopes 1 and 2
Own Emissions *					
3.2	Total energy consumption	Disclose your total energy consumption, including all types of energy such as electricity, fuels, and heating—both purchased and self-generated.	kWh	Required	40262
3.3	Total renewable energy consumption	kWh of total energy consumption from renewable energy sources, including self-generated renewable energy	kWh	Required	16137
3.4	Scope 1 emissions	Scope 1 - Emissions arising from activities owned or controlled by your organisation that release emissions straight into the atmosphere. Examples of scope 1 emissions include emissions from combustion of fossil fuels boilers and owned vehicles, emissions from chemical production in owned or controlled process equipment, and leakage of refrigerants.	metric tons CO2e	Required	0
3.5	Location-based Scope 2 emissions	Scope 2 - Emissions being released into the atmosphere by the generation of electricity, heat, steam and cooling. A location-based method reflects the average emissions intensity of grids on which energy consumption occurs (using mostly grid-average emission factor data). More detailed information can be found in "GHG Protocol Scope 2 Guidance" report from the GHG Protocol.	metric tons CO2e	Required	5.066
3.6	Market-based Scope 2 emissions	If relevant, your market-based emissions can also be reported as a complement to your Location-based Scope 2 emissions. This reflects emissions from the electricity that companies choose to buy. It uses emission factors based on contracts, which may include agreements for both the energy and its generation details, or for just the attributes of the energy.	metric tons CO2e		Green Gas Certificates (RGGOs) are provided for the gas consumption. Green Gas Certificates (RGGOs) are provided for the gas consumption. However, we are fine tuning the Scope 2 reporting methodology and should be positioned to report on it fully during the next reporting period.

	I confirm that I have entered all Scope 1 and 2 emissions values in metric tons CO2e	Entering emissions in kgCO ₂ e instead of tCO ₂ e will overstate emissions by 1,000x.	Mandatory checkbox	Required	Yes
3.6.1	Have your Scope 1 and 2 emissions been independently verified by a third party?	Some SMEs choose to have their emissions verified by an independent organisation to demonstrate a higher level of confidence in their reported data or meet customer and corporate requirements. This is optional and is not required to complete this report.	Single-select		No
	Please upload evidence of verification (PDF)	This field appears if 'Yes' is selected in 3.6.1. Please note: Any information and documents submitted here will be made publicly available as part of your disclosures.	Upload PDF		N/A
3.7	Have you taken any actions to reduce Scope 1 and 2 emissions in the reporting period?	Eg: Switching to renewable energy, reducing energy usage, and produce own energy onsite.	Single-select	Required	Yes
3.7.1	What actions have you taken?	This field appears if 'Yes' is selected in 3.7.	Multi-select	Required	Confirmed that gas usage is backed by RGGOs
3.7.2	Describe your actions taken to reduce Scope 1 and 2 emissions in the reporting period	This field appears if 'Yes' is selected in 3.7.	Free text		Confirmed that our gas consumption is backed by green gas certificates (RGGOs). Electricity is zero rated due to coming from renewable sources.
3.8	Which tools or methods did you use to calculate your Scope 1 and 2 emissions?	Please select all that apply and provide any additional details in the text box below.	Multi-select	Required	Using an emissions factor of 0.21 kgCO ₂ /kWh (UK gas grid average), calculated out our gas usage emissions
3.8.1	Specify any additional details		Free text		We only moved offices in July 2023. From the start of our reporting, we wanted to provide an annual baseline, so will measure energy usage from July to July. Continued issues with the whole buildings heating and cooling over winter and summer meant that emergency heating and cooling was used which inevitably led to an increase in electricity usage.

Value Chain Emissions

4.1	Have you measured any of your scope 3 emissions?	Scope 3 - Emissions that are a consequence of your actions, which occur at sources which you do not own or control. Examples of activities that result in scope 3 emissions are business travel, commuting, waste disposal, purchased materials, freight (incoming and outgoing) of material and products, use of sold products and services and financial investments. More detailed information can be found in "Technical Guidance for Calculating Scope 3 Emissions" report from the GHG Protocol.	Single-select		No
4.1.1	Purchased goods and services	This field appears if 'Yes' is selected in 4.1.	metric tons CO2e		
4.1.2	Capital goods	This field appears if 'Yes' is selected in 4.1.	metric tons CO2e		
4.1.3	Fuel and energy related activities	This field appears if 'Yes' is selected in 4.1.	metric tons CO2e		
4.1.4	Transportation and distribution (upstream)	This field appears if 'Yes' is selected in 4.1.	metric tons CO2e		
4.1.5	Waste in operations	This field appears if 'Yes' is selected in 4.1.	metric tons CO2e		
4.1.6	Business travel	This field appears if 'Yes' is selected in 4.1.	metric tons CO2e		
4.1.7	Employee commuting	This field appears if 'Yes' is selected in 4.1.	metric tons CO2e		
4.1.8	Leased assets (upstream)	This field appears if 'Yes' is selected in 4.1.	metric tons CO2e		
4.1.9	Transportation and distribution (downstream)	This field appears if 'Yes' is selected in 4.1.	metric tons CO2e		
4.1.10	Processing of sold products	This field appears if 'Yes' is selected in 4.1.	metric tons CO2e		
4.1.11	Use of sold products	This field appears if 'Yes' is selected in 4.1.	metric tons CO2e		
4.1.12	End-of-life treatment of products	This field appears if 'Yes' is selected in 4.1.	metric tons CO2e		
4.1.13	Leased assets (downstream)	This field appears if 'Yes' is selected in 4.1.	metric tons CO2e		
4.1.14	Franchises	This field appears if 'Yes' is selected in 4.1.	metric tons CO2e		
4.1.15	Investments	This field appears if 'Yes' is selected in 4.1.	metric tons CO2e		
4.1.16	Total scope 3 emissions	This field adds up all your Scope 3 emissions.	metric tons CO2e		

	I confirm that I have entered all Scope 3 emissions values in metric tons CO2e	Entering emissions in kgCO ₂ e instead of tCO ₂ e will overstate emissions by 1,000x.	Mandatory checkbox	Required	N/A
4.1.17	Have your Scope 3 (value chain) emissions been independently verified by a third party?	Some SMEs choose to have their emissions verified by an independent organisation to demonstrate a higher level of confidence in their reported data or meet customer and corporate requirements. This is optional and is not required to complete this report.	Single-select		N/A
	Please upload evidence of verification for Scope 3 (PDF)	This field appears if 'Yes' is selected in 4.1.17. Please note: Any information and documents submitted here will be made publicly available as part of your disclosures.	Upload PDF		N/A
4.2	Have you taken any actions to reduce scope 3 emissions in the reporting period?		Single-select		Yes
4.2.1	What actions have you taken to reduce scope 3 emissions in the reporting period?	This field appears if 'Yes' is selected in 4.2.	Multi-select		See below
4.2.2	Provide any additional details	This field appears if 'Yes' is selected in 4.2.	Free text		Following our procurement strategy, we have opted to use local retailers for office catering. Our printing service provider offers a tree planting programme based on the amount of pages that we print. We have also moved away from physical greeting cards in favour of an online service to cut down on paper waste, the card provider also offers a tree planting programme. We segregate and recycle our waste as much as possible. We are members of sustainable Travel leave - via POSSIBLE - incentivising staff to travel by land or sea instead of plane.
4.3	Have you asked any of your suppliers to set a net zero target (either voluntarily or as a requirement)?	Or have asked to set similar target aligning with the 1.5°C ambition	Single-select		No
4.3.1	What percentage of your suppliers have you asked?				N/A
4.4	Have you communicated your commitment and actions to any of your customers?		Single-select		Yes

4.5	Which tools or methods did you use to calculate your scope 3 emissions?	Please select all that apply and provide any additional details in the text box below.	Multi-select		Other
4.5.1	Specify any additional details		Free text		We have not calculated our Scope 3 emissions. We intend to measure and include this in the next reporting year after we finalise our methodology

Climate Solutions (Advanced - optional)

5.1	Do any of your existing products and/or services qualify as climate solutions or enabling solutions? A climate solution may meet one or more of the following criteria: A: Have a carbon footprint that is at least 50% lower, than the relevant marketweighted average for the current products/services being replaced. B: Fulfil a credible intensity threshold per functional unit for a net zero world, as set out in a robust taxonomy or other science-based paper. C: Primary purpose of enabling others to reduce their emissions.		Multi-select		A: Have a carbon footprint that is at least 50% lower, than the relevant market weighted average for the current products/services being replaced. C: Primary purpose of enabling others to reduce their emissions and enablibling Energy, Clean technology and wider Circular Economy in general.
5.2	Please confirm your solutions meet all the following safeguard requirements.	This field appears if at least one of the criteria is selected in 5.1.	Multi-select		Does not cause serious harm to nature (e.g. water, wildlife, or ecosystems), Avoids major pollution, such as harmful chemicals or hazardous waste, Respects human and workers' rights (e.g. fair pay, safe working conditions)
5.3	What percentage of your total revenue came from these products and/or services last year?	This field appears if at least one of the criteria is selected in 5.1.	Single-select		50-89%
5.4	Provide descriptions/names of your solutions:	Please also provide information on which emissions they help reduce (e.g., energy, transport, material use) and how they compare to standard alternatives if available. This field appears if at least one of the criteria is selected in 5.1.	Free text		Policy and advocacy for businesses and market enablers in the renewable energy, clean technology and circular economy sector.
5.5	How did you assess whether these are climate solutions?	This field appears if at least one of the criteria is selected in 5.1.	Multi-select		We haven't formally assessed this yet
5.5.1	Has any third party validated this?	This field appears if at least one of the criteria is selected in 5.1.	Single-select		No

5.5.2	Specify any additional details	This field appears if at least one of the criteria is selected in 5.1.	Free text		RGGOs are issued to green gas producers for units of green gas injected into the gas grid which displace units of fossil gas. They can be transferred between a variety of counterparties before being retired and allocated to gas consumers. The GGCS operates the UK database for this, and ensures that only one RGGO is issued for each unit injected, that they are transferred securely, and only ever allocated to one consumer. By doing so, we provide certainty that green gases are not double counted. For more information, see here: https://www.greengas.org.uk/certificates More information on the Biofertiliser Scheme can be found here: https://www.biofertiliser.org.uk/
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Governance, Strategy and Climate Risk (Advanced - optional)

6.1	What governance processes do you have in place for your climate strategy? Choose as many as are applicable.		Multi-select		Other (please specify)
	Additional information	This field appears if 'Other (please specify)' is selected in 6.1.	Free text		We have an Environmental Policy as part of REAL's ISO 14001 accreditation and a person at board level responsible for its implementation. REAL hold ISO 14001 certification, we operate an Environmental Management System (EMS), and have a cross-organisational environment committee.
6.1.1	Please describe their position and responsibility.	This field appears if 'Person is responsible for climate strategy at board level' is selected in 6.1.	Free text		Chief Executive Officer of REA and Managing Director of REAL.
6.1.2	Is this person (or another at executive and board level) also responsible for climate risk?	This field appears if 'Person is responsible for climate strategy at board level' is selected in 6.1.	Single-select		Yes

6.1.3	Please describe the governance process in place.	This field appears if 'Governance process in place' is selected in 6.1.	Free text		See above about ISO 14001, EMS, and a cross-organisational environment committee.
6.2	Have you started to identify and assess your companies climate risks and opportunities?		Single-select		Yes - we have identified both climate risks and opportunities
6.2.1	Where are the climate risks you've identified?	This field appears if 'Yes' is selected in 6.2.	Single-select		Both operations and value chains
	Additional information	This field appears if 'Other' is selected in 6.2.1.	Free text		
6.2.2	How are you managing these climate risks? Choose as many as are applicable.	This field appears if 'Yes' is selected in 6.2.	Multi-select		We've identified plans for adaptation to mitigate these risks, We've Integrated these adaptation plans into business practices
	Additional information	This field appears if 'Other (please specify)' is selected in 6.2.2.	Free text		
6.2.3	Provide any additional comments or context on your climate risks:	Provide as much details about the individual risks and how you have started to manage them. This field appears if 'Yes' is selected in 6.2.	Free text		We are predominantly an office-based organisation that provides services to our participants. We also lease our office space. Our direct environmental impacts are therefore limited. Nevertheless, we will endeavour to mitigate the climate risk from our Scope 2 and 3 emissions sources as much as possible.
6.3	Have you integrated climate and/or nature into your company mission statement or shareholder agreements? If yes, describe how.		Single-select		Yes
	Additional information	This field appears if 'Yes' is selected in 6.3.	Free text		REA Vision "A Net Zero Future Built on Renewable Energy & Clean Technology" REA Mission
6.4	Have you taken actions this year outside of your emissions to accelerate climate progress?	Examples of activities outside your own operations and value chain that contributes to accelerating climate action in society, such as advocating for net zero policies and increased climate action in society and business associations you are part of.	Single-select		Yes
	Additional information	This field appears if 'Yes' is selected in 6.4.	Free text		

7.1	Provide any additional comments or context on your annual results and progress from previous years.		Free text	Required	We are still experiencing difficulties in obtaining data from the building manager. Furthermore, the accuracy of the data is questionable.
7.2	Do you face any key challenges in reducing emissions?		Multi-select	Required	Limited control over energy use in buildings, Time constraints, Other challenges (please specify)
	Specify other challenges	This field appears if 'Other challenges (please specify)' is selected in 7.2.	Free text		Slow societal and economic progress on climate action. Overall our elec usage has risen by 33.86% and wh are yet to establish with building management why this is the case when there hsa been no signifanct change to our electricity. Gas usage is down 3.87%. This factor is somewhat out of our control due to the lease office space and limitd scope to apply pressure on the landlord/agents.
7.3	Has there been any third party validation of the data submitted in this report?		Single-select	Required	No
	Additional information	This field appears if 'Yes' is selected in 7.3.	Free text		