

Call-Off Schedule 26 (Carbon Reduction)

[Category Guidance: This schedule will need to be included in your contract if PPN 006 (Taking account of Carbon Reduction Plans) applies to your agreement. You will also need to apply Paragraph 5.2 to 5.4 of Joint Schedule 5 (Sustainability). The content of this Call-off Schedule 26 (Carbon Reduction), is based on PPN 006 (Carbon Reduction Contract Schedule) which aims to support the intent and implementation of PPN 006 (Carbon Reduction) into contracts.]

If PPN 006 (Carbon Reduction) does not apply, then this Call-off Schedule (Carbon Reduction) and related content in Joint Schedule 5 (Sustainability) can be deleted.

You must work with the CCS Policy Team to understand whether PPN 006 should apply to your agreement and document the outcome within your business case.]

1. Definitions

- 1.1 In this Schedule, the following words shall have the following meanings and they shall supplement Joint Schedule 1 (*Definitions*):

["Optional": "Buyer Net Zero Target"]

being the date by which the Buyer commits to achieve Net Zero [20XX];]

"Carbon Footprint"

the sum of GHG Emissions from an individual, product, organisation or country, measured in tonnes of carbon dioxide-equivalent (t CO₂e);

"Contract Carbon Footprint"

the GHG Emissions resulting from the execution of the Contract as described by the GHG Protocol Corporate Standard;

"Carbon Reduction Plan"

a Carbon Reduction Plan in response to PPN 006;

"Emissions Reduction"

the reduction of GHG Emissions from a product, service, contract, organisation or country;

"Emissions Reduction Target (ERT)"

the target for Emissions Reduction for each year of the Contract, expressed as a percentage;

"Emissions Report"

a report, substantially in the form set out in Table 1, containing, as a minimum, details of the GHG Emissions for the Contract against the Reporting Scopes for each Contract Year, details of any newly identified GHG Hotspots

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	and details of any decarbonisation opportunities;
"GHG Emissions Reduction Plan (ERP)"	a plan, substantially in the form set out in Table 2, containing the key activities and interventions that will lead to Emissions Reduction;
"Greenhouse Gas Emissions (GHG Emissions)"	the release of greenhouse gases as defined in the GHG Protocol, typically measured in tonnes of carbon dioxide-equivalent (t CO ₂ e);
"GHG Hotspots"	processes, operations, and activities that have a proportionately large contribution to the total GHG Emissions for the Contract;
"Government Net Zero Target"	the 2050 target date by which the UK government has committed to achieve Net Zero, pursuant to the Climate Change Act 2008 (2050 Target Amendment) Order 2019;
"Net Zero"	Net Zero is a state in which the amount of GHG Emissions released into the atmosphere are balanced by the amount of GHG Emissions removed;
"Reporting Scopes"	<p>the following categories of GHG Emissions:</p> <p>"Scope 1 Emissions" GHG Emissions that come from the Supplier directly, e.g. from burning fuel in vehicles or boilers that the Supplier owns;</p> <p>"Scope 2 Emissions": GHG Emissions from the Supplier's use of electricity; and</p> <p>"Scope 3 Emissions" Scope 3 is broken down into 15 sub-categories, including emissions associated with the goods and services you buy, financial services such as investments, and others such as waste or transportation. There are five Scope 3 categories included in the reporting for a Supplier's Carbon Reduction Plan: upstream transportation and distribution; waste generated in operations; business travel; employee commuting; and downstream transportation and distribution; and</p>
"Supplier Net Zero Target"	the date by which the Supplier commits to achieve Net Zero.

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- 1.2 **[Category Guidance: If this Schedule is be included, please complete this Paragraph 1.2 to confirm the lot(s) of the Framework to which it will apply]** [This Schedule shall apply to: [all lots of the Framework] [OR] [the following lot(s) of the Framework [Insert the lots in respect of which this Schedule will apply].

2. Net Zero Obligation

- 2.1 In accordance with Paragraph 5.3 of Joint Schedule 5 (*Sustainability*), the Supplier shall, through best endeavours, ensure that their environmental impact is minimised throughout the delivery of the Contract. **[Optional: The Supplier acknowledges that the Buyer has its own operational Buyer Net Zero Target of [20xx], and Emissions Reduction achieved in the delivery of the Contract will contribute to achieving this aim.]**

3. Net Zero Commitment

- 3.1 In line with PPN 006, the Supplier shall:
- 3.1.1 **[Optional: where required to do so, undertake and keep up to date full and complete records of GHG Emissions reporting activity undertaken by the Supplier with supporting data and provide the same to the Buyer each year; and]**
- 3.1.2 attend, on reasonable notice, meetings with the Buyer Authorised Representative or other nominated representative to present the Supplier's Carbon Reduction Plan to achieve, and the Supplier's current progress towards achieving, the Supplier Net Zero Target.
- 3.2 If the Buyer, having reviewed the Emissions Report and discussed with the Supplier its progress to achieve the Supplier Net Zero Target, determines (acting reasonably) that the Supplier is making insufficient progress towards achieving the Supplier Net Zero Date, the Buyer may work with the Supplier to determine and implement a suitable rectification plan **[in accordance with the Rectification Plan Process].**

4. Net Zero Contractual Commitments

- 4.1 The Supplier shall create a Contract Carbon Footprint by undertaking an assessment of the GHG Emissions for the Contract within **[X]** months of the Effective Date. The assessment shall aim to quantify the GHG Emissions associated with resources, time and assets deployed in the delivery of the Contract and, in particular, identify GHG Hotspots.

[Buyer Guidance: alternative specific standards can be referenced here, if more appropriate to the Greenhouse Gas Protocol's Product Standard/ ISO 14064 sector or contract type]

- 4.2 **[Optional: The GHG Emissions assessment outlined in Paragraph 4.1 should adhere to the [Greenhouse Gas Protocol's Product Standard / ISO 14064 / Insert other standard] and should be conducted to a mutually-agreed level of assurance. The GHG Emissions to be included in the assessment shall be mutually agreed between the Supplier and the Buyer.]**

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[Buyer Guidance: 10% is given in Paragraph 4.3 as an indicator. The reduction target will be agreed by the Supplier and the Buyer and should be proportionate to the subject matter and delivery of the Call-Off Contract. Authorities may wish to include these considerations as part of their pre-tender market engagement activities.]

4.3 **[Optional:** The Supplier undertakes to, within [X] months of the Effective Date, develop and implement a GHG Emissions Reduction Plan, in the form set out in Table 2, for the contract, with the objective of reducing the Contract Carbon Footprint of the Contract by [10%] per Contract Year throughout the Contract Period (the “**Emissions Reduction Target (ERT)**”), initially focusing on GHG Hotspots and shall update and provide a copy of the GHG Emissions Reduction Plan to the Buyer annually.]

4.4 **[Optional:** The Supplier warrants to the Buyer that:

4.4.1 it has sufficient resources, infrastructure and materials to achieve the ERT by the date of the expiry of the Contract;

4.4.2 none of the Goods and Services supplied under the Contract will be of lower quality as a result of working towards the ERT; and

4.4.3 it will not offer preferential terms and conditions to those other customers who do not require an ERT or similar obligations in their contracts.]

4.5 **[Optional:** At the Buyer’s request, the Supplier shall arrange for an independent assessment and verification of the Contract Carbon Footprint. The Supplier shall make a copy of the results available to the Buyer as soon as reasonably practicable. The Buyer may request this independent assessment no more than once in any period of [two] Contract Years.]

5. Reporting

[Buyer Guidance: You may wish to cross reference Social Value commitments where relevant Reporting Metrics have been used from the Social Value Model]

5.1 The Supplier shall:

5.1.1 re-assess the GHG Emissions every Contract Year; and

5.1.2 provide the Buyer with a written report of the results of each assessment within [X] months of the completion under Paragraphs 3 and 5.1.1 of this Call-Off Schedule 26 using Table 1: Emissions Report below and every following [X] months. The Buyer, acting reasonably, may make adjustments to the content or frequency of Emissions Reports as required.

6. Net Zero Modification

6.1 The Parties agree to, wherever possible, perform their obligations under the Contract in a way that minimises the Contract Carbon Footprint associated with the activities under the Contract.

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- 6.2 In accordance with the Variation Procedure, either Party may request or propose a Net Zero modification in the performance of either Party's obligations under the Contract in order to reduce the Contract Carbon Footprint resulting from the Contract.

7. Remediation Plan

[Buyer Guidance: This section is intended to hold the Supplier to account for any failures to meet their Net Zero contractual commitments. The Buyer can require the Supplier to implement an improvement plan where it is unlikely to meet its target.]

- 7.1 The Supplier shall notify the Buyer as soon as it becomes aware of any reason why it might fail to achieve any of the obligations in Paragraph 4. The Buyer shall work with the Supplier to agree a remediation plan for the Supplier **[in accordance with the Rectification Plan Process]**.

8. [Optional Additional Net Zero Paragraphs]

[Buyer Guidance: Buyers will want to include requirements which are appropriate for their Contract, ensuring that these are relevant to the subject matter of the Contract and proportionate and do not create unnecessary burdens upon the Supplier/supply chain.]

9. Net Zero Supply Chain Cascade

[Buyer Guidance: If the Contract is related to buildings and infrastructure development then you may want to refer to PAS2080]

[Buyer Guidance: The engagement referenced in Paragraph 9 could include training, advice on strategy, and sharing best practice on methods of improving sustainability, etc..]

[Buyer Guidance: As an alternative to Paragraph 9, Buyers may wish to specify in Paragraph 10 additional provisions of this Schedule which will be included in Sub-Contracts. In doing so, Buyers may give consideration to the impact that this may have on particular Suppliers and how this would impact their procurement. For example, some suppliers are likely to be more sophisticated than others in the carbon reduction initiatives they are able to implement.]

- 9.1 [The Supplier shall engage their supply chain partners to improve their sustainability and encourage them to set their own targets.]
- 9.2 [The Supplier shall ensure that terms equivalent to those set out in Paragraph 2 of this Schedule are included in all Sub-Contracts that relate to the Supplier's obligations under the Contract.]
- 9.3 [The Supplier shall, in line with the Government Net Zero Target [and Buyer Net Zero Target] and Emissions Reduction contract targets:
- 9.3.1 agree responsibilities for Emissions Reduction with Key Subcontractors; and
- 9.3.2 map the supply chain and identify critical supply chain partners].

10. [Optional and Sector Specific Paragraphs]

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[Buyer Guidance: Optional and Sector specific Paragraphs can be found in Annex A and should be included here where relevant to the subject matter of the Contract and proportionate.

When including these T&Cs please ensure that there is no duplication with any provisions included in other terms of the Call-Off Contract]

11. GHG Emissions Reporting

[Buyer Guidance - All reports and the content of these reports below are optional. Buyers will want to select and amend those reports and requirements which are appropriate for their Call-Off Contract, ensuring that these are relevant to the subject matter of the Call-Off Contract and proportionate and do not create unnecessary burdens upon the Supplier. Supplier engagement on this is key as some Suppliers will be more advanced in terms of GHG Emissions reporting than others. For example, it may only be appropriate to require the Supplier to provide contract Scope 3 emissions for the five categories included in the Carbon Reduction Plan; however some Suppliers may be able to provide GHG Emissions reporting for additional categories, or there may be specific categories that are more relevant to the contract.]

[Buyer Guidance: Buyers should test their proposed GHG Emissions reporting requirements with potential Suppliers as part of their market engagement, and should ensure that GHG Emissions reporting requirements are relevant to the subject matter of their Call-off Contract and, proportionate and do not place undue burdens on Suppliers, especially SME and VCSE Suppliers.]

The Emissions Report should outline emerging GHG Hotspots and key decarbonisation opportunities for consideration and provide supporting narrative to explain how interventions have affected the results.

Buyers should ensure that there is no duplication with other provisions of their Call-Off Contract]

Table 1: Emissions Report

Contract Year	Contract Emissions			Emerging GHG Hotspots (including narrative to explain how interventions have affected the results)	Decarbonisation Opportunities (including narrative to explain how interventions have affected the results)
	Scope 1	Scope 2	Scope 3		
Year 1					
Year 2					

Contract Year	Contract Emissions			Emerging GHG Hotspots (including narrative to explain how interventions have affected the results)	Decarbonisation Opportunities (including narrative to explain how interventions have affected the results)
	Scope 1	Scope 2	Scope 3		
Year 3					
Year 4					

Table 2: GHG Emissions Reduction Plan

GHG Hotspot	Contract Year	Estimated Emissions	Actual Emissions	Emissions Reduction Target (ERT) (%)	Actual Reduction (%)

GHG Hotspot	Contract Year	Estimated Emissions	Actual Emissions	Emissions Reduction Target (ERT) (%)	Actual Reduction (%)

Annex A: Optional Paragraphs

[Buyer Guidance: The Optional Paragraphs found in this Annex should be included here where relevant to the subject matter of the Contract and proportionate. When including these Paragraphs please ensure that there is no duplication with any other provisions of the Call-Off Contract]

Part A - General Provisions

1. For the provision and disposal of Goods:
 - 1.1 The Supplier should ensure waste is minimised and the amount of waste sent to landfill is reduced. The Supplier should also ensure packaging material is recyclable where possible;
 - 1.2 where any Goods are unsuitable for refurbishment, the Supplier shall ensure the Goods are recycled or disposed of in an environmentally friendly manner;
 - 1.3 the Supplier shall provide the Buyer with appropriate evidence that the Goods have been disposed of in accordance with the requirements of the duty of care for waste as set out in the Waste Duty of Care Code of Practice 2018, or its successor;
 - 1.4 waste materials deposited into landfill sites shall be in accordance with the Environment Agency Landfill Directive;
 - 1.5 the Supplier shall work with the Buyer to offer a waste management service at little or no cost to the Buyer;
 - 1.6 where the Supplier stipulates a cost for the waste management service, the Buyer shall be provided with a breakdown of all Supplier costs. The Supplier shall detail mitigating action taken to reduce costs for the Buyer;
 - 1.7 the Supplier shall take responsibility for waste management and work with the Buyer to ensure they meet external and internal targets for the reduction of waste. The Supplier shall develop sustainable ways of achieving zero waste to landfill and continuous improvements as advances in technology arise;
 - 1.8 the Supplier shall provide information to the Buyer on the methods of disposal of waste, showing clear evidence of using disposal methods which are environmentally preferable as required. The Supplier shall, wherever possible, recycle or use for energy recovery to avoid waste being sent to landfill and assure that as much of the waste as possible will be recycled; and

- 1.9 the Buyer may request from the Supplier details on the action taken by Supplier to prevent waste being sent to landfill including whether the goods were reused via donation to charitable organisations or good causes.
2. The Supplier shall work proactively with its Subcontractors to help quantify and reduce the environmental impacts of the Deliverables. When requested by the Buyer, the Supplier shall communicate annually on progress and reductions made on the environmental impact of the Deliverables the Supplier has undertaken, in accordance with the terms of the Contract.
3. The Supplier shall deliver the obligations in respect of GHG Emissions reporting requirements, on travel undertaken as part of the delivery of the works and services. GHG Emissions shall be calculated in accordance with the DEFRA guidelines for measuring environmental impacts. The Supplier shall ensure that the version used for calculation is current at the time the figures are produced. The current version may be accessed using the link below:
<https://www.gov.uk/government/publications/environmental-reporting-guidelines-including-mandatory-greenhouse-gas-emissions-reporting-guidance>.

Part B - Sector Specific Paragraphs

1. Technology Sector Paragraphs

- 1.1 The Supplier shall comply with the EU Data Centres Code of Conduct (the “Code of Conduct”). The Supplier shall ensure that any data centre used in delivering the Services is registered as a “Participant” under this Code of Conduct or provide evidence that the best practices therein have been adopted.
- 1.2 When designing, procuring, implementing and delivering the Contract, the Supplier shall ensure compliance with the technology code of practice, procure “ENERGY STAR” certified products and adopt appropriate best practices set out in ISO 50001 for Energy Management.

2. IT Hardware Asset Management Sector Paragraphs

- 2.1 The Supplier shall ensure that IT Assets procured for the delivery of the Contract shall as a minimum comply with Government Buying Standards (“GBSs”) where those standards exist for the asset type concerned i.e. laptops, desktops, workstations, scanners and printers.
- 2.2 Where the IT asset is not covered by GBSs the Supplier shall ensure compliance with the GBSs criteria, covering mobile phones, imaging equipment (including printers, scanners, and copiers), and office IT products being monitors/computer displays, personal computers (laptops, notebooks, desktops, thin clients), keyboards, external power supplies and discrete graphic processors.

- 2.3 For asset types where there are no GBSs or EU Green Public Procurement criteria available, the Supplier shall ensure that the models of asset deployed have Energy Star certification (using "ECMA" or equivalent declarations agreed with the Buyer) and comply with "EPEAT" or equivalent schemes for sustainable management of resources and energy over the asset lifecycle.

3. **Cloud Services Sector Paragraphs**

- 3.1 When hosting the Services in the cloud, all data centres used either by the Supplier [or by its Subcontractors] in provision of the Services, must be operated with due regard for energy and cooling efficiency and in accordance with the EU Data Centres Code of Conduct (the "**Code**").
- 3.2 In operation of the cloud service, all available power management facilities on Supplier Assets are to be utilised to deliver the service such that standby and other low power modes are activated to match availability to demand, paying due regard to the Key Performance Indicators as specified in Call-Off Schedule 14 (*Performance Levels*) of the Contract (if used).
- 3.3 The Supplier shall provide the Buyer with a copy of the annual energy return required by the Code, in respect of the energy used in the provision of the Services.

4. **Construction Works Sector Paragraphs**

- 4.1 The Supplier shall, as part of each project contract:
- 4.1.1 consider and propose methods for designing out waste and designing for destruction;
 - 4.1.2 provide a "Site Waste Management Plan"; and
 - 4.1.3 report on waste performance and, where specified, via an online tool.
- 4.2 The Supplier must adhere to the specific requirements regarding the salvaging of materials, ownership of salvaged materials and storage / removal of salvaged materials. The specific requirements will be defined in each contract.

5. **Facilities Management Sector Paragraphs**

- 5.1 Suppliers shall provide the Buyer with a sustainability management plan covering the Suppliers approach to:
- 5.1.1 energy management;
 - 5.1.2 water, to include system infrastructure maintenance and wastewater management;

- 5.1.3 waste prevention and management including waste hierarchy and segregation;
- 5.1.4 recycling of waste paper;
- 5.1.5 reducing single use plastics in accordance with the Environmental reporting guidelines: including Streamlined Energy and Carbon Reporting requirements and related Regulations in place across devolved administrations and all future waste related regulations; and
- 5.1.6 minimising transport use.
- 5.2 The Supplier shall ensure that where they have a responsibility to deliver project works on behalf of the Supplier, all new buildings meet the “BREEAM” or equivalent schemes excellent standard, and that retrofits meet the ‘very good’ standard.
- 5.3 The Supplier shall provide the availability of a professional BREEAM assessor service, provided by licensed BREEAM assessors on all matters relating to the BREEAM assessment of the Buyer Premises if required by the Buyer including:
- 5.4 reduction in running costs;
 - 5.4.1 measurement and improvement of the performance of Buyer Premises;
 - 5.4.2 empowerment of staff;
 - 5.4.3 development of action plans; and
 - 5.4.4 reporting of performance.
- 5.5 Where any new or replacement equipment, to include Buyer Assets and Supplier Assets and component parts which contribute to the Buyer's carbon Net Zero performance at the Buyer Premises are required, the Supplier shall be responsible for completing “Whole Life Costing” reports, prioritising low-/zero-carbon technologies and ensuring sustainable procurement methods form the basis of the recommendations issued to the Buyer. The Supplier shall ensure Buyer approval has been received in advance of the commencement of any works at Buyer Premises.
- 5.6 All replacement equipment delivered must be new, or (with the Buyer’s written approval at its sole discretion) as new if recycled, reconstructed, unused and of recent origin.
- 5.7 The Supplier shall work to reduce the amount of travel undertaken by Supplier Staff and third party Suppliers by combining deliveries of Goods to each Buyer Premises.

- 5.8 The Supplier shall work to reduce GHG Emissions from transport by adopting the use of environmentally-friendly transport solutions.
- 5.9 The Supplier shall bring packaging waste in line with UK government initiatives by:
 - 5.9.1 influencing packaging recovery and recycling rates, and so reduce the amount of packaging disposed into landfill; and
 - 5.9.2 influencing the amount of packaging actually used in the supply chain.
- 5.10 The Supplier shall support energy management initiatives through:
 - 5.10.1 taking account of, and complying with, the Buyer's energy strategy and action plan and its targets under the "Greening Government Commitments" and any subsequent UK government policy;
 - 5.10.2 working with the Buyer to meet external and internal targets for reducing energy consumption;
 - 5.10.3 ensuring that all energy-consuming plant under its jurisdiction or control is maintained to operate at optimum efficiency and all fuels, gas, electricity are used economically, in accordance with any operational policies issued by the Buyer;
 - 5.10.4 supporting the Buyer's initiatives for energy-saving strategies including separate heating, lighting and ventilation strategies and co-operate with the Buyer in achieving agreed objectives; and
 - 5.10.5 for waste management and collection, by:
 - 5.10.5.1 taking responsibility for waste management and working with the Buyer to strive to meet external and internal targets for the reduction of waste and to develop sustainable ways of achieving zero waste to landfill and continuous improvements as advances in technology arise;
 - 5.10.5.2 providing information to the Buyer on the methods of disposal of waste, showing clear evidence of using disposal methods which are environmentally preferable (if required by the Buyer). The Supplier shall ensure that as much of the waste as possible will be recycled or used for energy recovery, rather than sent to landfill; and
 - 5.10.5.3 developing a waste minimisation plan to reduce product consumption by rethinking the need, redeploying, repairing, refurbishing, leasing and/or hiring assets as appropriate using a formal mobile asset management plan.

- 5.11 Where a catering Service is provided, the Supplier shall develop a food waste minimisation plan if required by the Buyer, in accordance with the best practice standard of the food and catering GBS and with the Waste and Resources Action Programme's "Hospitality and Food Service Agreement".
- 5.12 The Supplier shall collect and dispose of all of the waste in line with the "Waste Hierarchy" and best practice.
- 5.13 The Supplier shall ensure that transport GHG Emissions are minimised by optimising collections and ensuring that transportation schedules are planned to reduce GHG Emissions and/or through the use of well maintained, low-emission vehicles and, for example, electric vehicles.
- 5.14 The Supplier shall ensure that all Supplier Staff responsible for collecting waste are trained and adhere to the Buyer's health and safety and environmental policies.
- 5.15 The Supplier shall consider the potential for products to be re-deployed elsewhere, for example, when electrical and electronic products are no longer required, and shall consider using the CCS reuse website for furniture.