

PPN 06/21 - Carbon Reduction Plan: Update Vol.1

Supplier name: TRL Ltd

Publication date: January 2022

Last update date: August 2023

Commitment to achieving Net Zero

TRL is committed to achieving Net Zero emissions by **2028**.

As a Research and Technology Organisation in transport, we support the creation and development of innovative and sustainable transport solutions aligned with the Paris Agreement and UN Sustainable Development Goals. TRL are actively contributing to the decarbonisation of transport, which currently accounts for over a third of all UK greenhouse gases (GHG) emissions, ensuring these solutions are cost-effective, scalable, tractable, and resilient.

We are leading the decarbonisation agenda to support the UK Government, it's executive agencies and the industry as a whole to achieve net zero by 2050.

Baseline Emissions Footprint

Baseline emissions are a record of the GHG emissions that have been produced in the past and were produced prior to the introduction of any strategies to reduce emissions. Baseline emissions are the reference point against which emissions reduction can be measured. Our Carbon Baseline includes our greenhouse gas emissions from the seven GHG's named by the Kyoto Protocol.

Our emissions are calculated using the appropriate UK emission conversion factors published annually by BEIS and DESNZ (2018-2023)¹. As the Group is a 'people' business, we have also calculated annual 'GHG Emissions per Employee' based on the average number of Full-Time Employee equivalents (FTE) during the year (tCO₂e/FTE).

Baseline Year: 2019	
Additional Details relating to the Baseline Emissions calculations.	
The financial year ending in June 2019 is our first full year of carbon emissions data. This is our baseline data to model our net zero targets. We are committed to accelerate our Science Based Targets and expect to reach net zero by 2028.	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	107

¹ <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

Scope 2	316																																													
Scope 3 (Included Sources)	<p>1,301</p> <p>The following categories are included in our Scope 3 emission figures:</p> <table border="1"> <tr> <td>1</td> <td>Purchased goods and services</td> <td>0.3</td> </tr> <tr> <td>2</td> <td>Capital goods</td> <td>N/A</td> </tr> <tr> <td>3</td> <td>Fuel-and energy-related activities (not included in scope 1 or scope 2)</td> <td>N/A</td> </tr> <tr> <td>4</td> <td>Upstream transportation and distribution</td> <td>N/A</td> </tr> <tr> <td>5</td> <td>Waste generated in operations²</td> <td>0.0</td> </tr> <tr> <td>6</td> <td>Business travel</td> <td>466.9</td> </tr> <tr> <td>7</td> <td>Employee commuting</td> <td>834.0</td> </tr> <tr> <td>8</td> <td>Upstream leased assets</td> <td>N/A</td> </tr> <tr> <td>9</td> <td>Downstream transportation and distribution³</td> <td>N/A</td> </tr> <tr> <td>10</td> <td>Processing of sold products</td> <td>N/A</td> </tr> <tr> <td>11</td> <td>Use of sold products</td> <td>N/A</td> </tr> <tr> <td>12</td> <td>End-of-life treatment of sold products</td> <td>N/A</td> </tr> <tr> <td>13</td> <td>Downstream leased assets</td> <td>N/A</td> </tr> <tr> <td>14</td> <td>Franchises</td> <td>N/A</td> </tr> <tr> <td>15</td> <td>Investments</td> <td>N/A</td> </tr> </table> <p>Please note, N/A where category does not apply to TRL operations or has been reviewed and deemed immaterial.</p>	1	Purchased goods and services	0.3	2	Capital goods	N/A	3	Fuel-and energy-related activities (not included in scope 1 or scope 2)	N/A	4	Upstream transportation and distribution	N/A	5	Waste generated in operations ²	0.0	6	Business travel	466.9	7	Employee commuting	834.0	8	Upstream leased assets	N/A	9	Downstream transportation and distribution ³	N/A	10	Processing of sold products	N/A	11	Use of sold products	N/A	12	End-of-life treatment of sold products	N/A	13	Downstream leased assets	N/A	14	Franchises	N/A	15	Investments	N/A
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Total Emissions	1,725 (<6 tCO₂e/FTE)																																													

² Waste is zero because it is difficult for us to calculate. It is taken care of by the landlord and doesn't have data on waste collected individually from different organisations in Crowthorne House. Plus, our hybrid and remote working has minimised our waste.

³ In accordance with Table 1.1 of the [Corporate Value Chain \(Scope 3\) Accounting and Reporting Standard](#), we choose not to report this element of Scope 3 emissions at this time, as we do not sell any products, we very rarely procure any inbound logistics and even more rarely redistribute any of those between our facilities.

Current Emissions Reporting

Reporting Year: 2023 (the financial year ending in June 2023)																												
EMISSIONS	TOTAL (tCO ₂ e)																											
Scope 1	80																											
Scope 2	47																											
Scope 3 (Included Sources)	231 The following categories are included in our Scope 3 emission figures: <table border="1" data-bbox="808 604 1347 1163"> <tbody> <tr> <td>1</td> <td>Purchased goods and services</td> <td>10.5</td> </tr> <tr> <td>2</td> <td>Capital goods</td> <td>N/A</td> </tr> <tr> <td>3</td> <td>Fuel-and energy-related activities (not included in scope 1 or scope 2)</td> <td>N/A</td> </tr> <tr> <td>4</td> <td>Upstream transportation and distribution</td> <td>N/A⁴</td> </tr> <tr> <td>5</td> <td>Waste generated in operations</td> <td>0.0⁵</td> </tr> <tr> <td>6</td> <td>Business travel</td> <td>118.8</td> </tr> <tr> <td>7</td> <td>Employee commuting</td> <td>67.6</td> </tr> <tr> <td>8</td> <td>Upstream leased assets</td> <td>N/A</td> </tr> <tr> <td>9</td> <td>Downstream transportation and distribution⁶</td> <td>N/A</td> </tr> </tbody> </table>	1	Purchased goods and services	10.5	2	Capital goods	N/A	3	Fuel-and energy-related activities (not included in scope 1 or scope 2)	N/A	4	Upstream transportation and distribution	N/A ⁴	5	Waste generated in operations	0.0 ⁵	6	Business travel	118.8	7	Employee commuting	67.6	8	Upstream leased assets	N/A	9	Downstream transportation and distribution ⁶	N/A
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⁴ As the majority of staff still work from home, there are minimal amounts of goods and services delivered to the TRL Crowthorne House office. After reviewing the situation we considered that the associated emissions were N/A for the reporting year in question. However, this is a priority for us to report on in the coming reporting year and we are already working with our Finance Team to acquire this information regarding our suppliers as we appreciate its importance in working towards Net Zero.

⁵ Over the reporting year, as the majority of staff still work from home, TRL Crowthorne House office is used so infrequently that minima/negligible amounts of waste have been generated. It has also been reported by the TRL Facilities Manager that the Building Management Company that look after Crowthorne House, where TRL is not the sole tenant, has not been responsive when we have sought out the relevant information that we need to report this category. It will be a priority for the New year to seek to obtain this information and develop an on-going positive relationship with the Building Management Company to support future carbon reporting.

⁶ We are not a freight transport operator and business travel has been reported under Scope 3 category 6. There is no further physical transport or distribution of physical products sold by TRL and the end consumer. The majority of our products are digital reports or tools that are shared electronically with clients. The remainder of our products are generally software based or physical equipment developed by and at TRL that remains on site to undertake practical work for clients.

	10	Processing of sold products	N/A
	11	Use of sold products	N/A
	12	End-of-life treatment of sold products	N/A
	13	Downstream leased assets	N/A
	14	Franchises	N/A
	15	Investments	N/A
Please note, N/A where category does not apply to TRL operations or has been reviewed and deemed immaterial at this time.			
Total Emissions	379 (<6 tCO₂e/FTE)		

Emissions reduction targets

TRL has an environmental management system and is ISO14001 certified. To continue our progress to achieving net zero, we are committed to reach this by 2028, exceeding SBTi targets. We believe this offers the best prospect to keep global warming under the 1.5°C scenario.

Our GHG emissions have decreased by almost 90% from the baseline year (2019) to the financial year ending in June 2021. However, COVID-19 policies have been a contributory factor in the reduction of emissions. These were expected to increase again in 2022 and 2023 when travel and other restrictions were alleviated, and this is reflected in the emissions reported for the financial year ending in June 2022. This pattern is still evident in the emissions reported for the financial year ending in June 2023. We have implemented several policies that will enable us to decrease these again rapidly to reach net zero by 2028. Progress against these targets can be seen in Figure 1.

We also support our clients to reach net zero, for example we created the ASPECT tool for carbon accounting of certain materials, which is mandated by National Highways MCHW Series 9000 (PAS 2050 – Life cycle GHG emissions of goods and services).

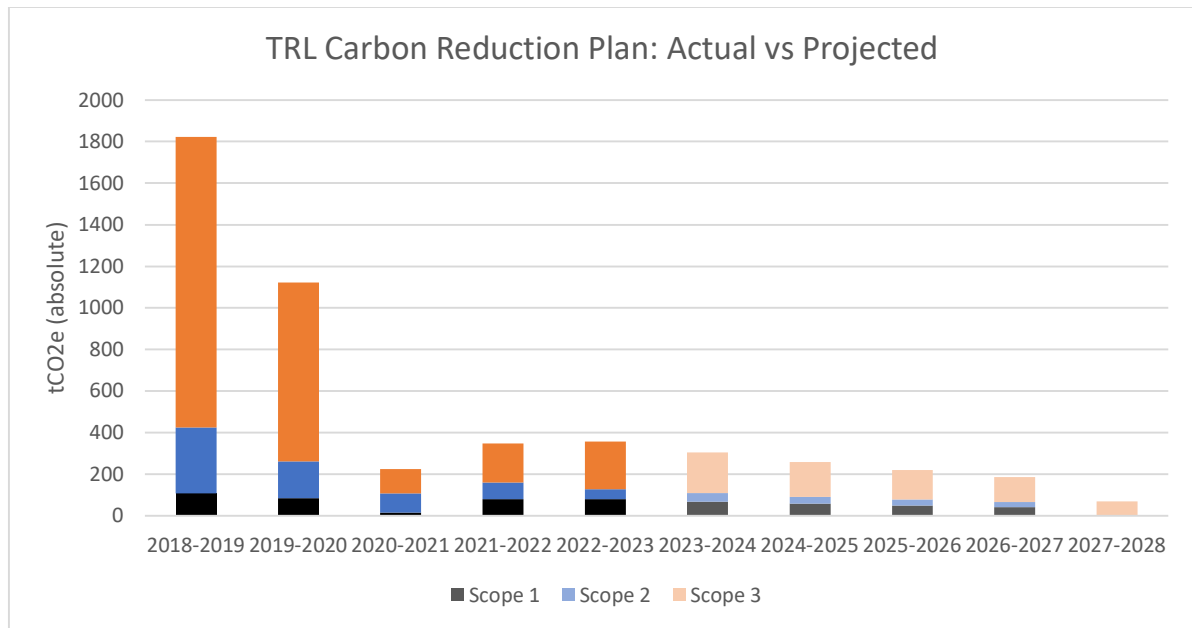


Figure 1 Updated TRL historical and forecast GHG emissions, as required in PPN6-21, with the actual FY2021/2022 and FY2022/2023 data.

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2019 baseline. The carbon emission reduction achieved by these schemes equated to 1,527 tCO₂e, an 88.5% reduction in 2021 against the 2019 baseline. Whilst in 2023 there has been a slight increase, caused by the return in the office and to the business trips, equating to 1,463 tCO₂e and an 80.3% reduction, retrospectively. We intend the measures to be in effect when performing the contract. We are an RTO organisation operating in the consulting space and as such almost half of our emissions relate to human capital. Employees commuting to work, and business trips represented 75% of our emissions in 2019. We have completed two key initiatives to mitigate these emissions, bringing this down to 49,1% in 2023, as follows:

- **Digital first**

We have launched our ‘digital first’ strategy to minimise unnecessary business travel and issue improved employee guidance prioritising active travel, public transport, and zero tailpipe emission transport modes when available. We have updated our travel policy to discourage air travel within the UK. Online attendance for stakeholder activities, conferences, and workshops, will be the default and employees will be reminded of the importance of this as part of our goal of achieving net zero by 2028. This is also the approach that we put forward in all work delivered to our clients.

- **Remote working**

The majority of our staff now have the permanent option to work remotely or from their homes. We have reduced the use of our estate by 40% (effectively halving the office space that we occupy in our main sites). With Covid-19 restrictions ending, we expected some employees to return to working from the office and laboratory spaces and this is included as part of our ongoing decarbonisation plan. In a survey deployed in 2022 within our workforce we have identified that our employees commute approximately twice per month to a TRL office reducing significantly the commuting emissions.

Other initiatives with smaller impact include:

- **Enabling zero carbon commuting**

Our facilities have been fitted with recharging points for electric vehicles.

- **Waste Minimisation**

Our waste footprint is almost negligible. We maximise the reuse of IT equipment to minimise electrical IT waste and recycling as standard. In January 2021 we donated 31 laptops and 3 servers to Edgbarrow School, Crowthorne and this will be done again when the opportunity arises.

We are actively working towards net zero and we have a plan of further measures that include the following:

Corporate:

- Negotiate a net zero memoranda with our landlords and switching to certified green energy tariffs no later than 2027 (power and heat). Reach 70% of LED lighting by 2027 from current 50%.
- Reduce our estate by 50% across all sites by 2027.
- Implement a green procurement policy for purchased goods and services.
- Migrate our cloud solutions to carbon neutral servers.

Operations:

- Develop a decarbonisation roadmap for our heavy-duty fleet when practicable.
- Electrify 100% of our fleet (vehicles owned or operated on behalf of our clients) by 2028.
- Develop a strategy to ensure our reports and other information is accessible to all regardless of any impairment while supporting our ambition to become a paperless organisation.

Remote working:

- Include remote workers Scope 3 emissions in our carbon reduction plan in 2024 and explore mechanisms to support employees to procure green power and heat tariffs.

Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 06/21⁷ and associated guidance and reporting standard for Carbon Reduction Plans.

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard⁸ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting⁹.

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements, and the required subset of Scope 3 emissions have been reported in accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard¹⁰.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body).

Signed on behalf of the Supplier:

15/08/2023

Garyfalou Marina
Acting Head of Environment and Decarbonisation
Signed by: Garyfalou Marina

⁷ <https://www.gov.uk/government/publications/procurement-policy-note-0621-taking-account-of-carbon-reduction-plans-in-the-procurement-of-major-government-contracts>

⁸ www.ghgprotocol.org/corporate-standard

⁹ <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

¹⁰ <https://ghgprotocol.org/corporate-value-chain-scope-3-standard>
