

SmartCarbon 5 step guided programme

for carbon measurement, reporting and reduction

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Step name	Criteria	Support included	Frequency
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1. About SmartCarbon:

As organisations step up to the increasing need to decarbonise activity, SmartCarbon aims to provide an easy-to-understand system and support to empower businesses to properly engage in the most important matter of our time.

SmartCarbon helps organisations to get on TRACC™ to Net Zero, in line with the Transparent, Relevant, Accurate, Consistent and Complete principles of the Greenhouse Gas Protocol. We provide clients, with the knowledge, support and tools to measure and report organisational emissions, so that they can set realistic targets and action plans for decarbonisation.

The SmartCarbon guided reporting programme includes ISEP approved training through Northumbria University, consultancy support through the SmartCarbon team, and access to the SmartCarbon Carbon Footprint Calculator and Net Zero reporting tool.

2. About the SmartCarbon 5-Step Guided Programme - for Carbon Measurement, Reporting and Reduction

This is an optional framework that provides a suggested structure and a guided programme of training, support and tools to educate and empower organisations to set ambitious Net Zero targets and measure credible progress.

At SmartCarbon we aim to be flexible and to meet the varying needs of our wide spectrum of clients. Each of the 5-steps in the programme are optional, and clients can opt to some or all of the steps. Bespoke solutions and optional consultancy support is also available as required.

The 5-step guided programme marks important milestones on an organisation's journey towards Net Zero. These awards demonstrate commitment to the reduction of carbon emissions and build credibility with customers and suppliers.

The framework is intended to be a simple stepped approach for organisations to measure, report and reduce carbon, with increasing ambition and stretch as the steps progress. The performance of the organisation is not audited or verified. This is another optional additional service if required.

- **Purpose:** To drive a reduction in carbon dioxide and other greenhouse gases being added to the atmosphere.
- **Aims:** The programme has been designed to provide the knowledge, skills and tools required to empower clients to reduce carbon emissions from their organisations. This reduces organisational dependence on consultants and external support.
- **Benefits:**
 - Cost effective, sustainable solution, designed to align with to legal drivers (e.g. SECR), procurement requirements (E.g. PPN 006) and best practice Greenhouse Gas Reporting standards and frameworks (e.g. Greenhouse Gas Protocol, UK Government Environmental Reporting Guidelines, ISO Net Zero Guidelines).

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- The programme is compatible with recognised reporting and reduction schemes (e.g. UNF CCC Race to Zero, Science Based Targets Initiative, Tyndall Carbon Budgets etc.)
- Includes a comprehensive set of resources and signposting where appropriate.
- Recognition. Logos are issued with date stamps and a media pack is provided with guidance for use (e.g. on email footers, websites and reports).

3. Awards

- Upon completion of each step, organisations receive a dated logo and guidance on how to use it (e.g. on email footers, websites, and reports).
- Steps 2-5 require annual review and renewal (even if remaining at the same step). Refresher training is recommended every 3 years.
- T&Cs require organisations to cease use of logo if they discontinue annual subscription and/or reporting activity.

4. What you need to do:

- You don't need to do anything. The SmartCarbon team will proactively review client progress and contact clients when awards are due.
- If you believe you are eligible for an award, but have not received it. Please email: awards@smartcarboncalculator.com with the subject header: "5 step guided programme". Please specify the step on the Framework you wish to apply for and ensure to include hyperlinks to any published evidence (e.g. carbon footprint report, targets and carbon reduction plan). The assessment panel will also access organisational data uploaded to the SmartCarbon platform.

5. About the award process:

- The assessment panel meet quarterly and assesses each organisation, against the criteria listed below. If any awards are requested outside of the criteria, these exceptions will be considered on a case-by-case basis and recorded in the minutes (e.g. if a delegate completes the same course via SmartCarbon directly, and not via the University).
- The SmartCarbon team will review active clients and applications received via email.
- Organisations will be assessed in the order in which applications were received.
- Each organisation will be notified of their outcome by email within 2 weeks of the relevant assessment panel.
- The Assessment panel consists of a minimum of 2 members of the SmartCarbon team and an independent external party. All members of the panel will be Associate level members of ISEP as a minimum. Read more about our team at this link: [The SmartCarbon Team - SmartCarbon \(smartcarboncalculator.com\)](#).

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Table 1. Award Criteria. Refer to glossary of terms if required: [Carbon Glossary - SmartCarbon \(smartcarboncalculator.com\)](https://smartcarboncalculator.com/glossary)

Step One – Qualified 	<ul style="list-style-type: none"> - At least one representative from the participating organisation has completed the ISEP approved 2 day Carbon Accounting Course via Northumbria University. 	Training materials include; - Resources list, - Glossary - FAQ documents.	<ul style="list-style-type: none"> - Logo date stamped. - Refresher training recommended every 3 years
Step Two – Reporting 	<ul style="list-style-type: none"> - The organisation calculated and documented the carbon footprint of UK operations (recommend you upload the report, along with support activity data evidence, to the platform). - The organisation has completed a report that meets the 5 principles of the GHG Protocol and includes at least 5 areas of the extended value chain (Scope 3) emissions. <p>As a minimum:</p> <ul style="list-style-type: none"> - 12 months data on the SC platform - Scope 1 - to include Gas, Fuel and F Gas, as relevant - Scope 2 – to include electricity (dual reporting, if relevant) - Scope 3 - 5 sub-categories (e.g. consider PPN 006 categories) - Reporting meets the 5 *TRACC™ principles of the Greenhouse Gas Protocol (*Transparent, Relevant, Accurate, Consistent and Complete) - Report to include narrative on methodology, scope, estimations, assumptions exclusions and omissions, as well as carbon reduction activities taken and planned. - Period marked as complete and final report uploaded to platform (or sent via email to SmartCarbon team). 	Resources and support include: <ul style="list-style-type: none"> - On boarding session for SmartCarbon Calculator platform - User guide - Template data collection checklists - Template carbon footprint calculation procedure - Template carbon footprint report 	<ul style="list-style-type: none"> - Logo date stamped and valid for 1 year. - Organisation required to report performance annually to maintain position on the programme.

Step name	Criteria	Support included	Frequency
<p>Step Three – Net Zero Ambition</p> 	<ul style="list-style-type: none"> - Extended reporting including global operations (where applicable) - Extend reporting to include all relevant scope 3 categories (supported by evidence of scope 3 screening exercise). - Minimum areas for target (absolute & intensity) to include: <ul style="list-style-type: none"> - <i>Net Zero ambition for Scopes 1,2 & 3 by 2050 or sooner</i> - <i>Near term interim targets (for Scopes 1, 2 & relevant scope 3) with a minimum ambition of halving baseline emissions by 2030 or approved alternative (e.g. UNFCCC Race to Zero signatory, SBTi).</i> - Public Link to NetZero target (e.g. website) - Carbon Reduction Plan (CRP) must meet content requirements of our template and/or PPN 006 as a minimum. - CRR co-signed by Carbon Champion and board level. - Public link to CRP - Completed carbon Footprint to be published externally - link to be provided (e.g. website) 	<p>Resources and support include:</p> <ul style="list-style-type: none"> - Two Template CRPs to choose from (our SmartCarbon template and PPN 006). - It is recommended to develop a carbon budget in line with a recognised initiative (e.g. Tyndall Centre, specific Carbon budget or SmartCarbon Net Zero Planning tool). - Signposting to solutions (e.g. Energy Auditors, Renewables specialists, EV charger installers, offset providers etc). 	<ul style="list-style-type: none"> - Logo date stamped and valid for 1 year. - Organisation required to report performance annually to maintain position on the programme.
<p>Step Four – Reducing</p> 	<ul style="list-style-type: none"> • All criteria for steps above plus • The organisation is able to demonstrate at least 3 years of (intensity or absolute based) carbon emissions reductions from the established baseline year. 		<ul style="list-style-type: none"> - Logo date stamped and valid for 1 year. - Organisation required to report performance annually to maintain position on the programme.

Step name	Criteria	Support included	Frequency
<p>Step Five – Climate Leader</p> 	<ul style="list-style-type: none"> The organisation must demonstrate they have incorporated climate action within their organisation with evidence of advocacy, disclosure, achievement and verified performance, as outlined below. <p>Advocacy (e.g. one or more of the following):</p> <ul style="list-style-type: none"> Declare climate emergency (website, social media) Engagement with supply chain/membership/sector networks. <p>Disclose:</p> <ul style="list-style-type: none"> Link to annual public report for emissions, plans and reductions achieved. Published performance over time (Base, Current & Previous Year). <p>Achieve:</p> <ul style="list-style-type: none"> On TRACC and meeting targets in CRP Demonstrate absolute reduction in emissions over 3 years. (e.g. inline with CRP, interim target reached or 3 years within carbon budget.) On track to achieve published Net Zero target. If offsets are used, these must make up a maximum of 10% against base year and must be carbon removal offsets. <p>Verified:</p> <ul style="list-style-type: none"> 3rd party independent verification to ISO 14064 standard by UKAS Accredited Certification Company. 	<p>Resources and support.</p> <p>Sign posting to:</p> <ul style="list-style-type: none"> ISO Net Zero Guidelines Tyndall centre resources on Carbon Budgets. <p>Additional support could include:</p> <ul style="list-style-type: none"> SmartCarbon can help organisations to engage their supply chains. E.g. we can deliver supply chain events, online webinars and provide access to the SME focussed SmartCarbon “Lite” reporting option to support the SME community to engage with the Net Zero challenge. 	<ul style="list-style-type: none"> Logo date stamped and valid for 1 year. Organisation required to submit evidence annually to maintain position on the programme.