



CARBON REDUCTION PLAN GUIDANCE

Notes for Completion

Where an In-Scope Organisation has determined that the measure applies to the procurement, suppliers wishing to bid for that contract are required at the selection stage to submit a Carbon Reduction Plan which details their organisational carbon footprint and confirms their commitment to achieving Net Zero by 2050.

Carbon Reduction Plans are to be completed by the bidding supplier¹ and must meet the reporting requirements set out in supporting guidance and include the supplier's current carbon footprint and its commitment to reducing emissions to achieve Net Zero emissions by 2050.

The CRP should be specific to the bidding entity, or, provided certain criteria are met, may cover the bidding entity and its parent organisation. In order to ensure the CRP remains relevant, a Carbon Reduction Plan covering the bidding entity and its parent organisation is only permissible where the detailed requirements of the CRP are met in full, as set out in the Technical Standard² and Guidance³, and all of the following criteria are met:

- The bidding entity is wholly owned by the parent;
- The commitment to achieving net zero by 2050 for UK operations is set out in the CRP for the parent and is supported and adopted by the bidding entity, demonstrated by the inclusion in the CRP of a statement that this will apply to the bidding entity;
- The environmental measures set out are stated to be able to be applied by the bidding entity when performing the relevant contract; and
- The CRP is published on the bidding entity's website.

Bidding entities must take steps to ensure they have their own CRP as soon as reasonably practicable and should note that the ability to rely on a parent organisation's Carbon Reduction Plan may only be a temporary measure under this selection criterion.

The Carbon Reduction Plan should be updated regularly (at least annually) and published and clearly signposted on the supplier's UK website. It should be approved by a director (or equivalent senior leadership) within the supplier's organisation to demonstrate a clear commitment to emissions reduction at the highest level. Suppliers may wish to adopt the key objectives of the Carbon Reduction Plan within their strategic plans.

A template for the Carbon Reduction Plan is set out below. Please complete and publish your Carbon Reduction Plan in accordance with the reporting standard published alongside this PPN.

¹Bidding supplier or 'bidding entity' means the organisation with whom the contracting authority will enter into a contract if it is successful.

²Technical Standard can be found at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/991625/PPN_0621_Technical_standard_for_the_Completion_of_Carbon_Reduction_Plans__2_.pdf

³Guidance can be found at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/991623/Guidance_on_adopting_and_applying_PPN_06_21__Selection_Criteria__3_.pdf

Carbon Reduction Plan

Supplier(s) name: **Optimum Patient Care Global, Optimum Patient Care and Observational & Pragmatic Research International**

Publication date: **July 2024**

Commitment to achieving Net Zero

Optimum Patient Care is committed to achieving Net Zero emissions by 2050.

Baseline Emissions Footprint

Baseline emissions are a record of the greenhouse gases 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.

Baseline Year: 2022	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	8.2
Scope 2	9.94
Scope 3	217.0
Total Emissions	235.14

Current Emissions Reporting

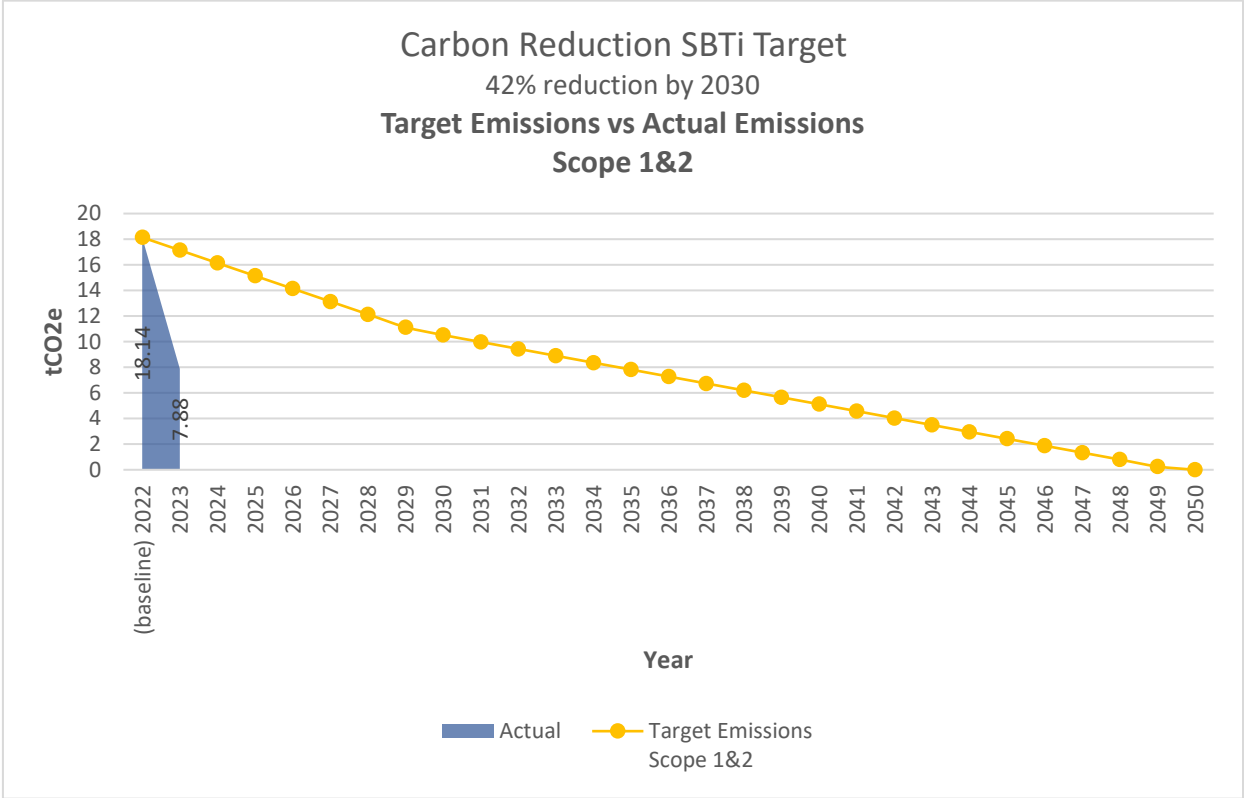
Reporting Year: 2023 [TOTAL (tCO ₂ e)]						
EMISSIONS	Q1	Q2	Q3	Q4	Total	Variance from baseline year
Scope 1	3.1	2.7	0.8	1.06	7.69	6% reduction
Scope 2	0.07	0.04	0.04	0.04	0.19	98% reduction
Scope 3	27.0	52.7	29.4	25.9	134.99	38% reduction
Total Emissions	32.2	55.5	30.2	27.1	142.87	39% reduction in Scope 1,2&3

Emissions reduction targets

In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets. Our company commits to a Near-Term target to reduce absolute scope 1 and scope 2 GHG emissions 42% by 2030 from a 2022 base year, and to measure and reduce its scope 3 emissions. We also commit to a net-zero target by 2050. These targets have been approved by the SBTi.

In 2023 (year 1), we achieved our target with a 57% reduction against the 2022 baseline scope 1 and scope 2 and the measures will be in effect when performing the contract. Progress against this target can be seen in the graph below.

We report annually into the Carbon Disclosure Project and EcoVadis, sustainability assessment platforms and have joined the United Nations Race to Zero campaign.



Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2022 baseline for scope 1,2&3. The carbon emission reduction achieved by these schemes equate to 92.3 tCO₂e compared with the 2022 baseline year.

High level summary of projects contributing to the carbon emissions reduction programme:

- Switch to renewable electricity at the Cambridge HQ site in May 2023.
- Transitioned to hybrid working model for staff.
- Review of the business travel requirements for international conferences.
- Signed up to SBTi targets, EcoVadis and CDP assessments.
- Offered to staff electrical vehicle salary sacrifice scheme.
- LED bulbs were fitted to the Oakington office.

In the future we are planning to implement further measures such as:

- Developing a Green Strategy for the business.
- Transition electrical vehicle fleet to use renewable electricity sources.
- Switch satellite office (Norwich) to renewable electricity in 2025.
- Continuous review of our supply chain to ensure carbon reduction is maximised.

Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 06/21 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 standard⁴ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting⁵.

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) Standard⁶.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors.

Signed on behalf of Optimum Patient Care:

Chris Price:

Commercial and Legal Director

Date:

⁴<https://ghgprotocol.org/corporate-standard>

⁵<https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

⁶<https://ghgprotocol.org/standards/scope-3-standard>