

Go4Growth Carbon Reduction Planning Tool – Step by step registration guide.

Step one – Creating an account.

To get started, visit the Carbon Reduction Plan homepage. As a new user, you will first need to create an account. To create an account, select the 'Log in' button at the bottom right of the homepage as shown below.



Carbon Reduction Plan

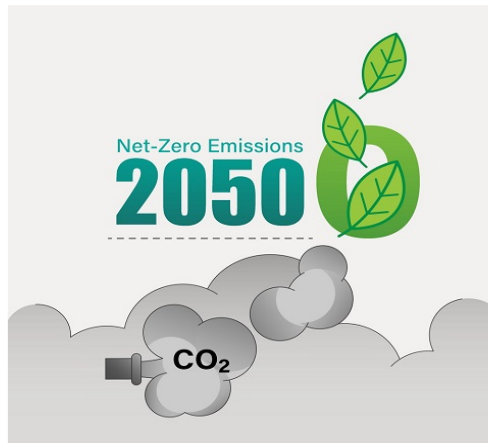
Back in 2019, the Government amended the Climate Change Act (2008) to include a target of at least 100% reduction in the net UK carbon account by 2050 – also known as the [Net Zero target](#). One of the ways in which the government can reach that target is by ensuring that any public procurement that takes place includes commitments to reach net-zero within winning organisations.

This has been formalised in [Public Procurement Note 06/21](#), 'Taking Account of Carbon Reduction Plans in the procurement of major government contracts'. The note sets out the tenders that this will apply to, and what organisations will need to do in order to be compliant with the PPN.

Whilst this focuses on central government the direction of travel is that all business will begin to be asked whether they have a Carbon Reduction Plan.

This system is fully funded and helps you develop a Carbon Reduction Plan for your business.

[Click here if you need help logging in](#)



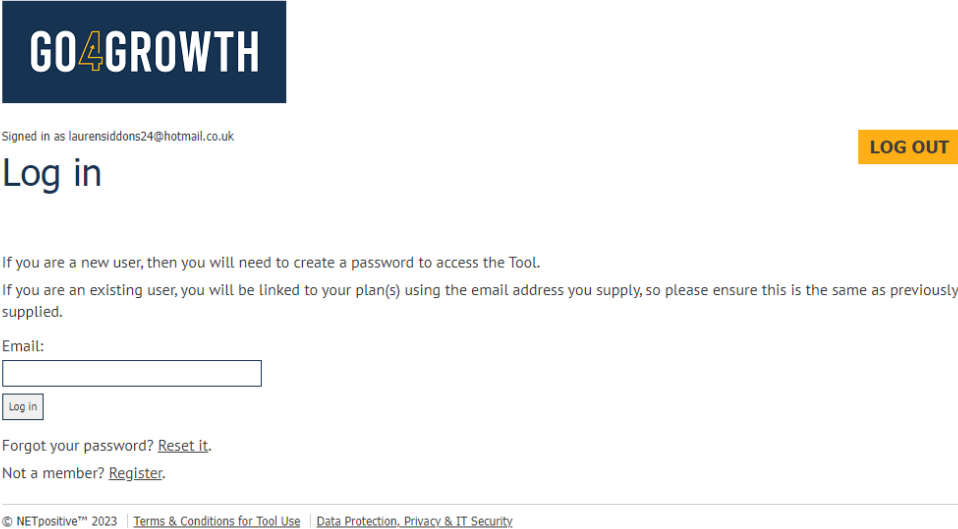
First select 'Log in' to create an account.

If this is your first time or to retrieve an existing action plan

LOG IN

Upon selecting 'Log in' you will be redirected to the log in page, if you are already a user of the Go4Growth action planning tool, you can use your existing details to log in. If you are new to Go4Growth then you can create an account by selecting 'Register' as shown below.

Select 'Register' to create an account.



Signed in as laureniddons24@hotmail.co.uk

Log in

If you are a new user, then you will need to create a password to access the Tool.
If you are an existing user, you will be linked to your plan(s) using the email address you supply, so please ensure this is the same as previously supplied.

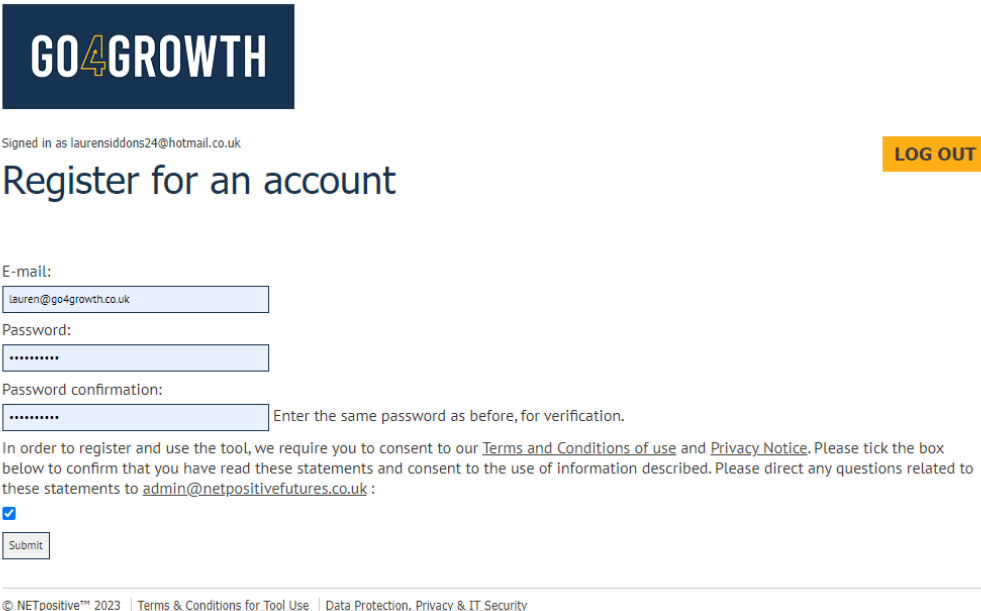
Email:

Forgot your password? [Reset it.](#)
Not a member? [Register.](#)

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Once you have been redirected to the registration form, you will need to provide an email address, create a password and consent to the terms and conditions and privacy agreement to register for the tool.

Provide an email address and password before agreeing to the terms and conditions.



Signed in as laureniddons24@hotmail.co.uk

Register for an account

E-mail:


Password:

Password confirmation:
 Enter the same password as before, for verification.

In order to register and use the tool, we require you to consent to our [Terms and Conditions of use](#) and [Privacy Notice](#). Please tick the box below to confirm that you have read these statements and consent to the use of information described. Please direct any questions related to these statements to admin@netpositivefutures.co.uk :

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Once you have provided the required information and agreed to the terms and conditions and privacy notice, move on by selecting 'Submit'. Upon submitting your registration, the page will refresh and you should see confirmation of your registration.



Signed in as laureniddons24@hotmail.co.uk **LOG OUT**

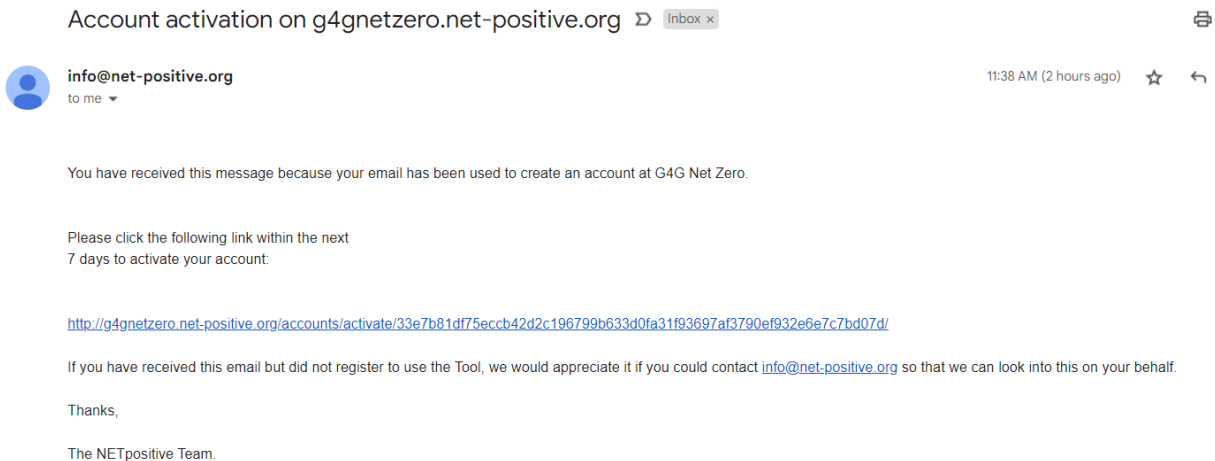
Thank you for registering to use the G4G Net Zero.

An activation email has been sent to your email address. Please click this link in your inbox to complete the registration process.


If you do not receive this activation link within 20 minutes, please check your spam/junk folder. Please contact info@net-positive.org if you have any problems receiving the link or activating the account.

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At this stage, an activation email will have been sent to the email address you provided. You will need to follow the activation link within the email to activate your account. If you do not receive the email within 20 minutes, firstly check that the email is not in your junk mailbox before contacting info@net-positive.org for assistance with activating your account.



Account activation on g4gnetzero.net-positive.org Inbox x

 **info@net-positive.org** 11:38 AM (2 hours ago) ☆ ↶
to me ▾

You have received this message because your email has been used to create an account at G4G Net Zero.

Please click the following link within the next 7 days to activate your account:

<http://g4gnetzero.net-positive.org/accounts/activate/33e7b81df75eccb42d2c196799b633d0fa31f93697af3790ef932e6e7c7bd07d/>

If you have received this email but did not register to use the Tool, we would appreciate it if you could contact info@net-positive.org so that we can look into this on your behalf.

Thanks,

The NETpositive Team.

Following the activation link will redirect you back to the Carbon Reduction Planning tool. Move onto step two to start creating your action plan.

Step two – About your organisation.



Signed in as laurensiddons24@gmail.com

LOG OUT

Carbon Reduction Plan

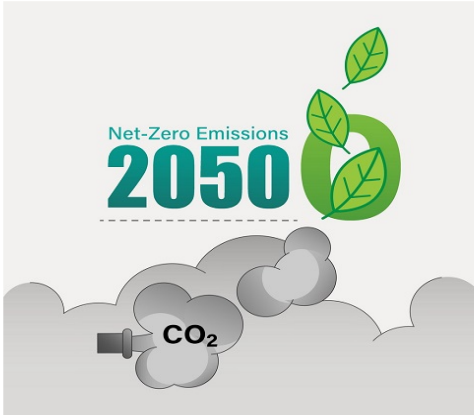
Back in 2019, the Government amended the Climate Change Act (2008) to include a target of at least 100% reduction in the net UK carbon account by 2050 – also known as the Net Zero target. One of the ways in which the government can reach that target is by ensuring that any public procurement that takes place includes commitments to reach net-zero within winning organisations.

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This system is fully funded and helps you develop a Carbon Reduction Plan for your business.

[Click here if you need help logging in](#)



Select 'Create plan' to start building your Carbon Reduction Plan.

CREATE PLAN >>

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Now that your account has been created, you can start building your Carbon Reduction Plan.

To get started, select the 'Create Plan' button in the bottom right-hand corner. Selecting this will move you onto the 'About your organisation' section. This section requires you to firstly provide information relating to your organisation such as the organisation name, size of the organisation and details of the sector/sector you work within. The second part of the 'About your organisation' section covers your organisations commitment to Net Zero. Responses to the questions in this section will be carried forward to frame your NET Zero Action Plan. This has been identified as best practice by the public sector. Please note that selecting 'We have not set a baseline year' to questions 1 and 3 in this section would result in the Carbon Reduction Plan not being Government compliant.



Signed in as luenaeddison2@gmail.com

LOG OUT

Carbon Reduction Plan

- 1. About your organisation
- 2. Your Carbon Challenges
- 3. Carbon Reduction Plan

About your organisation

Tell us about your organisation. This helps us to suggest the issues and actions most relevant to you in the next stage, and makes your action plan more personal to your context. Data will only be used in line with our privacy policy (available in the tool footer)

Organisation Name:

Does your company have a registration number? ⓘ
Please enter your company registration number in the evidence box

Please provide evidence:

Business Size & Turnover

Location of Head Office

Is your business a Voluntary, Community or Social Enterprise?

Which of the following do you supply? (Tick all that apply)

- I supply a product
- I supply a service
- I supply works

Please indicate the sector you work in

Do you own some or all of your premises? ⓘ

Please indicate the sectors you work with (Tick all that apply)

- Ambulance
- Central Government
- Construction
- Education
- Fire and Rescue
- HM Forces
- Local Authorities
- NHS
- Other Health
- Other Public Sector
- Police
- Private Health Care
- Public Administration

Commitment to Net Zero

The responses to these questions will be carried forward to frame your NET Zero Action Plan. This has been identified as best practice by the public sector.

Have you set a baseline year for your Scopes 1 and 2 emissions target? ⓘ

Have you calculated your carbon emissions for Scopes 1 and 2 in your baseline year
Please enter your carbon emissions figure for Scopes 1 & 2 into the evidence box

Please provide evidence:

Have you set a public emission reduction target date for Scopes 1 and 2?

What is your % emissions reduction target for Scopes 1 and 2?

Have you set a baseline year for your Scope 3 emissions target? ⓘ

Have you calculated your carbon emissions for Scope 3 in your baseline year?
Please enter your carbon emissions figure for Scope 3 into the evidence box

Please provide evidence:

Which of the following is included in your Scope 3 baseline emissions calculation?
You can see a description for each category on [this link](#)

- Upstream transportation and distribution
- Waste generated in operations
- Business travel
- Employee commuting
- Downstream transportation and distribution
- N/A

Have you set a public emission reduction target date for Scope 3?

What is your % emissions reduction target for Scope 3?

Do you have a system in place to monitor and report on your carbon reduction activity? ⓘ

Please provide evidence:

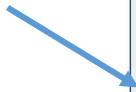
SAVE CHALLENGES +

Once you have provided the requested information, move on by selecting 'Challenges' in the bottom right-hand corner before moving onto step three.

Step three- Your Carbon Challenges.

Upon selecting 'Challenges' as detailed back in step two, you will be redirected to the second step in creating your Carbon Reduction Plan, the 'Your Carbon Challenges' section. This second section details a range of activities with carbon impacts for all three scopes. Scope one activities, for example are shown below.

Select relevant activities using the + sign.



Scope One

Scope 1 covers direct emissions from sources owned or controlled by the company. This includes emissions from company-owned or operated facilities and vehicles.

Carbon Challenges

Enter a statement related to Scope One

Or select from all potential statements

- + We need to reduce the carbon impact of our vehicle fleet
- + We need to improve our water management and reduce use on-site
- + We need to manage our waste more effectively
- + We need to avoid single use items in our products to help reduce waste
- + We need to reduce our use of paper

To complete this section, you will simply select from each list, the activities that are relevant to your organisation. To select the activities you can click on the statement itself or use + sign shown in the above example. Once selected, the statements presented are customisable, this can be done by selecting the edit info tab shown below.

Carbon Challenges

- 1 We need to reduce the carbon impact of our vehicle fleet
- 2 We need to improve our water management and reduce use on-site

Edit Issue

In addition to amending the presented activities, you are also welcome to add your own by typing into the box where it says 'Enter a statement related to...' again, shown below.

Scope 1 covers direct emissions from sources owned or controlled by the company. This includes emissions from company-owned or operated facilities and vehicles.

Carbon Challenges

- 1 We need to reduce the carbon impact of our vehicle fleet
- 2 We need to improve our water management and reduce use on-site

Enter a statement related to Scope One

Or select from all potential statements

- + We need to manage our waste more effectively

Enter your own statement.

It is important that you select impacts which reflect what your organisation is already doing as well as plan to do in the future. Once you have selected activities for all three scopes, use the 'Carbon reduction plan' button shown below to generate your plan. The impacts you have selected will be used to generate the editable action plan shown in step four.

Carbon Challenges

- 1 We need to offer our employees sustainable commuting options
- 2 We want to explore opportunities for agile working for our staff

Enter a statement related to Scope Three

Or select from all potential statements

- + We need to reduce the impact of our business travel
- + We need to review our supply chain to see how to reduce the carbon impact
- + We need to reduce the impact of our own transportation and distribution
- + We want to commit to investing sustainability
- + We need to work with our customers to minimise the impact of our products at end of life

Select before moving onto step four.

<< ABOUT YOU EXIT Your progress is automatically saved to retrieve or continue at a future date. CARBON REDUCTION PLAN >

[Need help? Click here for the FAQs](#)

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Step four – Carbon Reduction Plan

Selecting 'Carbon Reduction Plan' as detailed back in step three will generate your Carbon Reduction Plan based on the activities selected. Now that your plan has been created you can, amend, manage and share it as detailed below.

Your Carbon Reduction plan can be amended by adding or removing actions. Actions can be removed by selecting the remove action button shown below but please note that actions cannot be reinstated once they have been deleted.

Therefore:

- Remove any actions not relevant to your organisation - **but please note actions cannot be reinstated once they have been deleted**
- Add custom actions you wish to include
- Update the plan to include progress made to-date not started, in progress or completed (including adding evidence)

Remember you can return to and update this plan as many times as you want to, we would suggest that you revisit it and add progress regularly, so the plan is always up-to-date.

Scope One

Your issues

1 We need to reduce the carbon impact of our vehicle fleet

Your action plan

Look into the feasibility of electrifying your vehicles

Consider the impacts on your business of moving to electric vehicles. Include consideration of costs such as charging points and capital versus revenue costs. It will pay to take a long-term approach.

NOT STARTED IN PROGRESS COMPLETE [Add evidence](#)



Provide staff training to improve driver awareness on reducing fuel consumption

Driver awareness training will help improve fuel consumption and potentially save you up to 20% on fuel bills whilst you wait to transition to electric vehicles.

NOT STARTED IN PROGRESS COMPLETE [Add evidence](#)



Remove Action

Actions can be removed by selecting the trash icon

Actions can also be added by selecting 'Add action' again, shown below.

Therefore:

- Remove any actions not relevant to your organisation - **but please note actions cannot be reinstated once they have been deleted**
- Add custom actions you wish to include
- Update the plan to include progress made to-date not started, in progress or completed (including adding evidence)

Remember you can return to and update this plan as many times as you want to, we would suggest that you revisit it and add progress regularly, so the plan is always up-to-date.

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Provide staff training to improve driver awareness on reducing fuel consumption

Driver awareness training will help improve fuel consumption and potentially save you up to 20% on fuel bills whilst you wait to transition to electric vehicles.

NOT STARTED IN PROGRESS COMPLETE [Add evidence](#)



[Add action](#)

To add customised actions select 'Add action'.

Once you are happy with the actions in your plan, you can manage your progress using the 'Not Started' 'In Progress' and 'Complete' indicators. Evidence can also be added once an action is complete. Remember you can return to and update your plan as many times as you want to, we would suggest that you revisit it and add progress regularly, so the plan is always up-to-date.

NOT STARTED

IN PROGRESS

COMPLETE

[Add evidence](#)



Your action plan is available to download as a PDF by selecting the 'Export PDF' found at the bottom of your plan. The plan can also be shared using a unique link or by inviting contributors who can also edit/amend/add to the plan.

