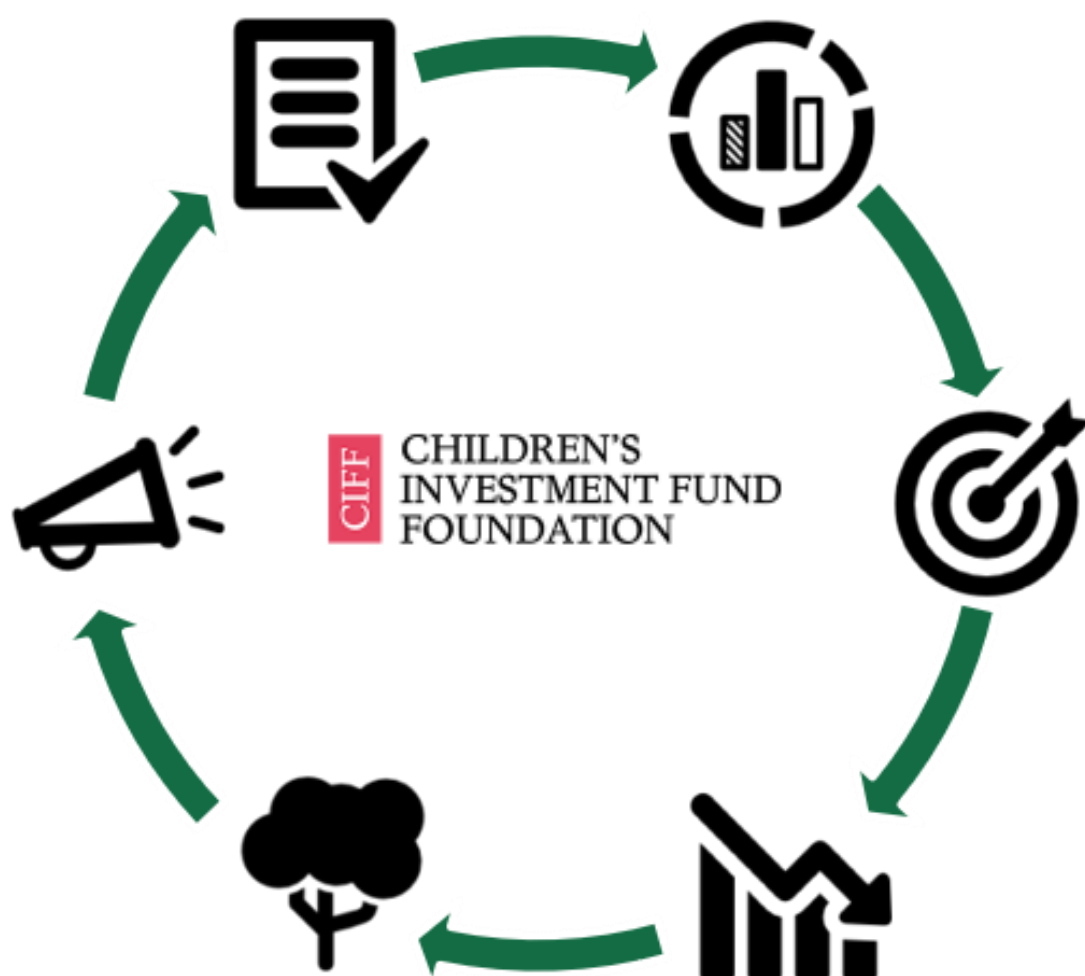


Carbon Footprint Appraisal Report



Assessment Period:
1st July 2018 – 30th June 2019

Executive Summary

Carbon Footprint Ltd has assessed the greenhouse gas (GHG) emissions of Children's Investment Fund Foundation (henceforth referred to as CIFF) from 1st July 2018 to 30th June 2019 based on a dataset provided by the company.

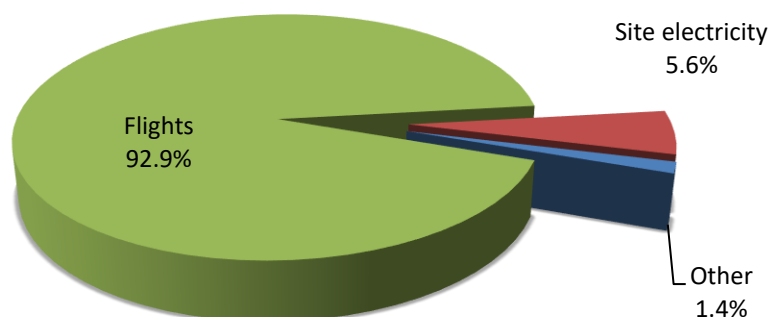
Current Performance

- CIFF's total carbon footprint is 2,407.6 tonnes of CO₂e.
- Company flights account for the majority of CIFF's footprint at 92.9%.

Future Implementations

- Offset to compensate for CIFF's emissions by funding climate change solutions.
- Consider flying using economy rather than business class. This would reduce flight emissions by around 65.5% per flight taken in business class.
- Investigate ways to reduce emissions associated with energy use at your office (e.g. switching to a renewable tariff).

Breakdown of carbon footprint



The table below provides a summary of this year's emissions:

	Baseline Year Emissions (2018/19)
Total Tonnes CO₂e ²	2,407.6
Tonnes of CO₂e per employee	23.6
Tonnes of CO₂e per £M investment income	12.04
Total Tonnes CO₂e with 5% uplift	2,527.98
Tonnes of CO₂e from embodied emissions	23.53

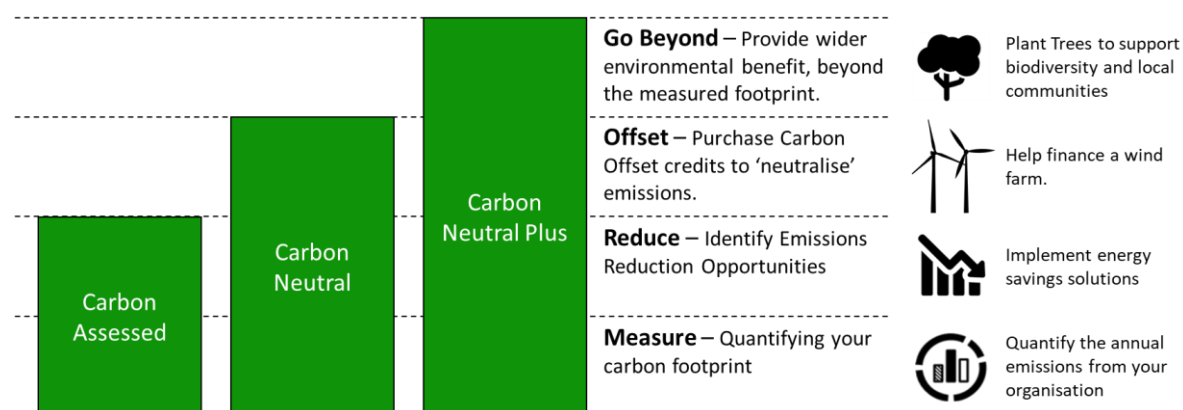
¹ Other comprises site gas, site diesel and travel via rail and taxi

² Excluding uplifts and embodied emissions

To reduce emissions going forward the focus should be on flights. Based on data provided by CIFF, 34% of flights taken were business class, 28% were economy and 1% were first class. The remaining 37% were of an unknown class. To reduce emissions, CIFF should consider flying economy class rather than business class as this would reduce emissions per flight by approximately 65.5³.

In future assessments we recommend widening the scope of assessment to include refrigerants. Although, it is recognised that CIFF had intended to include this but were unable to get data this year. We are also aware that CIFF has chosen to include a 5% uplift on their total emissions to account for poor data availability in areas such as this.

Furthermore, we recommend an approach that goes beyond measuring the organisation's greenhouse gas emissions. To become an exemplar in the market, CIFF should consider offsetting its emissions to become a carbon neutral organisation.



³ Based on 2019 Defra factors for international flights to/from the UK,

Table of Contents

Executive Summary.....	I
1. Introduction.....	1
2. Calculation Scope and Accuracy.....	5
3. Carbon Footprint Results.....	8
4. Comparison and Benchmarking	13
5. Key Recommendations.....	15
6. Carbon Footprint Standard.....	17
7. References	19
A. Annex A – Calculation Methodology (Additional Notes).....	20
B. Annex B – Supplied Data and Emissions Breakdown	20

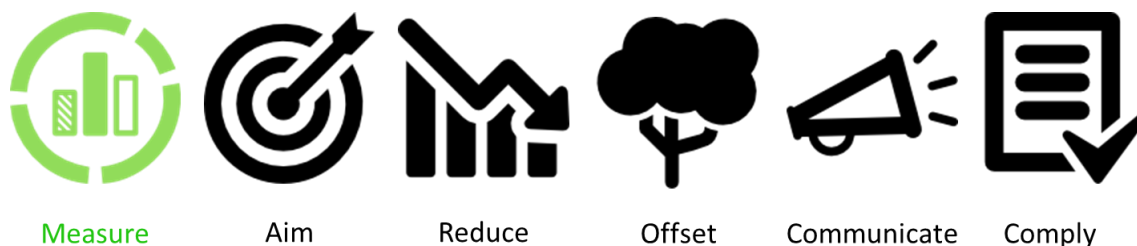
Quality Control

Report issue number:	1.0
Date:	16 December 2019
Calculations completed by:	Zoe Booth
Calculations reviewed by:	Hayley Maynard
Report produced by:	Zoe Booth
Report reviewed by:	Hayley Maynard
Director approval:	John Buckley

1. Introduction

1.1. Children's Investment Fund Foundation's carbon management journey

Carbon Footprint provides a simple six step annual journey to enhance your sustainability credentials whilst complying to best practice and differentiating your brand. CIFF has completed the first step of its carbon management journey.



The purpose of this report is to:

- Summarise the results of your carbon footprint assessment.
- Recommend realistic aims for your carbon reduction target.
- Provide practical recommendations to enhance your sustainability programme and reduce your emissions.
- Provide advice on how carbon offsetting may enhance your programme.

1.2. What is a carbon footprint?

A carbon footprint is a measure of the impact our activities have on the environment in terms of the amount of greenhouse gases produced, measured in units of carbon dioxide equivalents (CO₂e). A carbon footprint is made up of two parts, direct and indirect emissions.

1. Direct emissions:

Direct emissions are produced by sources which are owned or controlled by the reporting organisation and include electricity use, burning oil or gas for heating, and fuel consumption as a result of business travel or distribution. Direct emissions correspond to elements within scopes 1, 2 and 3 of the World Resources Institute GHG Protocol, as indicated in Table 1.

Table 1: Direct emissions sources

Footprint	Activity	Scope
Direct	Electricity, heat or steam generated on-site	1
	Natural gas, gas oil, LPG or coal use attributable to company owned facilities	1
	Company owned vehicle travel	1
	Production of any of the six GHGs (CO ₂ , CH ₄ , N ₂ O, HFCs, PFCs and SF ₆)	1
	Consumption of purchased electricity, heat steam and cooling	2
	Employee business travel (using transport not owned by the company)	3

2. Indirect emissions:

Indirect emissions result from a company's upstream and downstream activities. These are typically from outsourced/contract manufacturing, and products and the services offered by the organisation. Indirect emissions correspond to scope 3 of the World Resources Institute GHG Protocol excluding employee business travel as indicated in Table 2.

Table 2: Indirect emissions sources

Footprint	Activity	Scope
Indirect	Employee commuting	3
	Transportation of an organisation's products, materials or waste by another organisation	3
	Outsourced activities, contract manufacturing and franchises	3
	GHG emissions from waste generated by the organisation but managed by another organisation	3
	GHG emissions from the use and end of life phases of the organisation's products and services	3
	GHG emissions arising from the production and distribution of energy products, other than electricity, steam and heat, consumed by the organisation	3
	GHG emissions from the production of purchased raw or primary materials	3
	GHG emissions arising from the transmission and distribution of purchased electricity	3

For businesses, the assessment focuses on direct emissions, as these lie under the control of the organisation. However, we ask companies to recognise that there is an indirect emissions footprint and select suppliers based on their environmental credentials alongside price and performance.

1.3. Why is it important?

Over the past two decades the effects of climate change have accelerated. Considerable evidence exists proving climate change has been exacerbated by human activity. Changes in our post-industrial lifestyles have altered the chemical composition of the atmosphere, generating a build-up of greenhouse gases – primarily carbon dioxide, methane, and nitrous oxide levels – raising the average global temperature.

The consequences of inaction will be disastrous. Sea level will continue to rise and local climate conditions to be altered causing an increase in extreme weather events, affecting forests, crop yields, and water supplies. It will also affect human health, accelerate species extinction, and disrupt many ecosystems.

Climate change is a global threat which will impact the lives of everyone on the planet. Hence, it is vital that all individuals, businesses, organisations and governments work towards the common goal of reducing greenhouse gas emissions. This carbon footprint assessment will enable Childrens

Investment Fund Foundation to begin doing their bit by monitoring, reducing and offsetting their emissions.

1.4. BS ISO 14064-1:2006

This GHG report has been prepared in accordance with Part 1 of BS ISO 14064: 2006. The GHG inventory, report, or assertion has not been verified.

1.5. Calculation methodology

The carbon footprint appraisal is derived from a combination of client data collection and data computation by Carbon Footprint's analysts.

Carbon Footprint's analysts have calculated the majority of CIFF's footprint using the 2019 conversion factors developed by the UK Department for Environment, Food and Rural Affairs (Defra) and the Department for Business, Energy & Industrial Strategy (BEIS). These factors are multiplied with the company's GHG activity data. Carbon Footprint has selected this preferred method of calculation as a government recognised approach and uses data which is realistically available from the client, particularly when direct monitoring is either unavailable or prohibitively expensive.

For CIFF's non-UK site electricity, a mixture of emission factor sources have been utilised. These are outlined in Table 3. This allows us to account for differences in the mix of electricity generation in the different countries.

Table 3: Conversion factor sources per site (non-UK electricity)

Site	Factor Year	Source ⁴
India	2017	Climate Transparency (2018 report)
Nairobi (Kenya)	2014	IEA factor for Kenya (published 2016)
Addis Ababa (Ethiopia)	2014	IEA factors for Africa (published 2016)
Beijing (China)	2017	Climate Transparency (2018 report)

1.6. Data supplied for the carbon footprint appraisal

A summary of the data supplied by CIFF for the appraisal is presented in Annex B.

⁴ Kenya and Ethiopia (Africa) factors are for electricity generation only and therefore do not include losses through transmission and distribution

1.7. Abbreviations

A/C	Air Conditioning
BEIS	Department for Business Energy & Industrial Strategy
CIFF	Children's Investment Fund Foundation
CO ₂	Carbon Dioxide
CO ₂ e	Carbon Dioxide Equivalent
Defra	Department for Environment, Food and Rural Affairs
FTSE	Financial Times Stock Exchange
EU	European Union
GHG	Greenhouse Gas
GWP	Global Warming Potential
IPCC	Intergovernmental Panel on Climate Change
ISO	International Standards Organisation
km	Kilometres
kWh	Kilowatt Hours
PR	Public Relations
T&D	Transmission and distribution (relating to electricity)
UN	United Nations

2. Calculation Scope and Accuracy

2.1. Scope of this work

Carbon Footprint has assessed the GHG emissions from 1st July 2018 to 30th June 2019 resulting from the energy consumption at CIFF facilities and its business transport activities.

This report will set the base year for all further reporting emissions to be compared to.

2.2. Organisational & operational boundaries

The organisation has accounted for all quantified GHG emissions and/or removals from facilities over which it has operational control. The assessment covers the following operational boundaries:

Figure 1: Assessment boundary

Scope 1 Direct Emissions	Scope 2 Energy Indirect	Scope 3 Other Indirect
<u>Fuel combustion</u> Natural gas, diesel	Consumption of purchased electricity, heat steam and cooling Electricity	<u>Purchased materials and fuels</u> Water, paper
<u>Owned Transport</u> None		<u>Transmission and distribution of energy</u> Electricity
<u>Process emissions</u> None		<u>Leased assets outsourcing and franchising</u> None
<u>Fugitive emissions</u> Refrigerants⁵		<u>Transport related activities</u> Taxi, rail and flight travel
		<u>Sold goods and services</u> None
		<u>Waste Disposal</u> Residual & Recyclable

Key:

Within the assessment boundary	Not included within assessment boundary
--------------------------------	---

Indirect GHG sources that are outside the assessment boundary have been excluded from quantification as it is not technically feasible or cost effective, to include these in the GHG assessment.

⁵ CIFF was unable to source data for refrigerants for this assessment (except London which was not topped up) but have chosen to add a 5% uplift to their total tonnes CO₂e to account for a lack of data availability.

2.3. Calculation accuracy & materiality

The result of a carbon footprint calculation varies in accuracy depending on the data set provided. The more accurate the data supplied, the more accurate the final result which will subsequently allow for better targeting of areas where improvements can be made. Materiality is determined by the percentage contribution of each element to the overall footprint.

The data provided is derived from energy bills, expenses claims and data collected by CIFF. Further information and an overview of the expected accuracy provided per element for this assessment is shown in Table 4.

Table 4: Assessment accuracy & materiality

Dataset	Source of data and comments	Accuracy	Materiality
Flights	Origin and destination data from expense reports for Jan – June 2019, the total emissions were multiplied by two to cover the data period.	Good (Partially Estimate)	Very High (>90%)
Site electricity	London – figure is based on July 2019 bill which has been pro-rated to cover the 12-month period. The bill was provided for the whole (shared) building and divided floors occupied (1). India – figure is based on June 2019 bill pro-rated for 12 months. Nairobi – based on June 2019 bill pro-rated for 12 months Addis & Beijing – based on average electricity use of other offices	Estimated	Medium (5-10%)
Site gas	London – based on a whole building figure, divided by the number of floors occupied (1). India – figure is based on June 2019 bill pro-rated for 12 months. Nairobi – based on June 2019 bill pro-rated for 12 months Addis & Beijing – based on average electricity use of other offices	Estimated	Very Low (<1%)
Site diesel	Figure is based on June 2019 bill pro-rated for 12 months.	Estimated	Very Low (<1%)
Taxi travel	Expense reports – journeys provided as costs.	Good	Very Low (<1%)
Rail travel	Expense reports – origin and destination provided for most journeys.	Good	Very Low (<1%)
A/C	Internal records for London only.	Good	Very Low (<1%) ⁶
	CIFF was unable to provide information on top-ups for their remaining sites at this time.	Not available	Expected to be (<1%)

⁶ CIFF's London site A/C refrigerant gas was not topped up during the data period.

To improve accuracy in future assessments we suggest the following:

- **Flights** – Six months of flight data was provided due to changes in travel provider and increases in the number of employees. It was agreed between CIFF and Carbon Footprint that extrapolation of the latter six months of the data period would provide a better representation of the carbon footprint for this appraisal period. Future assessments should include the full 12 months of origin-destination data.
- **Site Electricity, Gas and Diesel** – Utility bill evidence should be provided for the full 12-month period for all sites. For the greatest accuracy, kWh figures should be provided based on actual readings rather than estimates where possible.
- **Taxi travel** – Mileages would provide a greater accuracy than cost figures. Where exact mileages are difficult to obtain, good quality origin-destination (e.g. address and postcode) data can be used by Carbon Footprint to determine mileage.
- **Rail travel** – Although origin-destination data was provided for the majority of rail journeys, the quality of this data could be improved. For example, provision of station names and/or towns would reduce the need for estimations where location data has been provided in formats such as “home”, “hotel”, or “meeting”.
- **A/C** – obtaining and providing evidence of refrigerant gas top ups in all air conditioning units would allow calculation of the associated CO₂e in future assessments.



3. Carbon Footprint Results

3.1. Summary of results

The total carbon footprint for CIFF for the period ending 30th June 2019 was 2,407.60 tonnes CO₂e. Table 5 provides a summary of results for CIFF's carbon footprint calculation by scope, business unit and source activity.

Table 5: Results of Children's Investment Fund Foundation's carbon footprint assessment by scope, business unit and source activity

Scope	Activity	Tonnes CO ₂ e
Scope 1	Site gas	15.94
	Site diesel	3.55
Scope 1 Sub Total		19.48
Scope 2	Electricity generation	113.83
Scope 2 Sub total		113.83
Scope 3	Flights	2,237.36
	Electricity transmission & distribution	21.71
	Taxi travel	13.05
	Rail travel	2.18
Scope 3 Sub Total		2,274.29
Overall Total⁷		2,407.60
Tonnes of CO₂e per employee		23.60
Tonnes of CO₂e per £M investment income		12.04
Total Tonnes CO₂e with 5% uplift		2,527.98
Tonnes of CO₂e from embodied emissions		23.53

Figures 2 and 3 show the breakdown of the total GHG emissions produced by CIFF. It can be seen that flights are the greatest contributor to the company's total emissions at 93%. Site utilities (electricity, gas and diesel) accounts for a combined 6.4%. As they contribute less than 2% of the total footprint, site gas, site diesel, taxi and rail travel have been combined within Figures 2 and 3 as "Other".

⁷ Excluding uplifts and embodied emissions

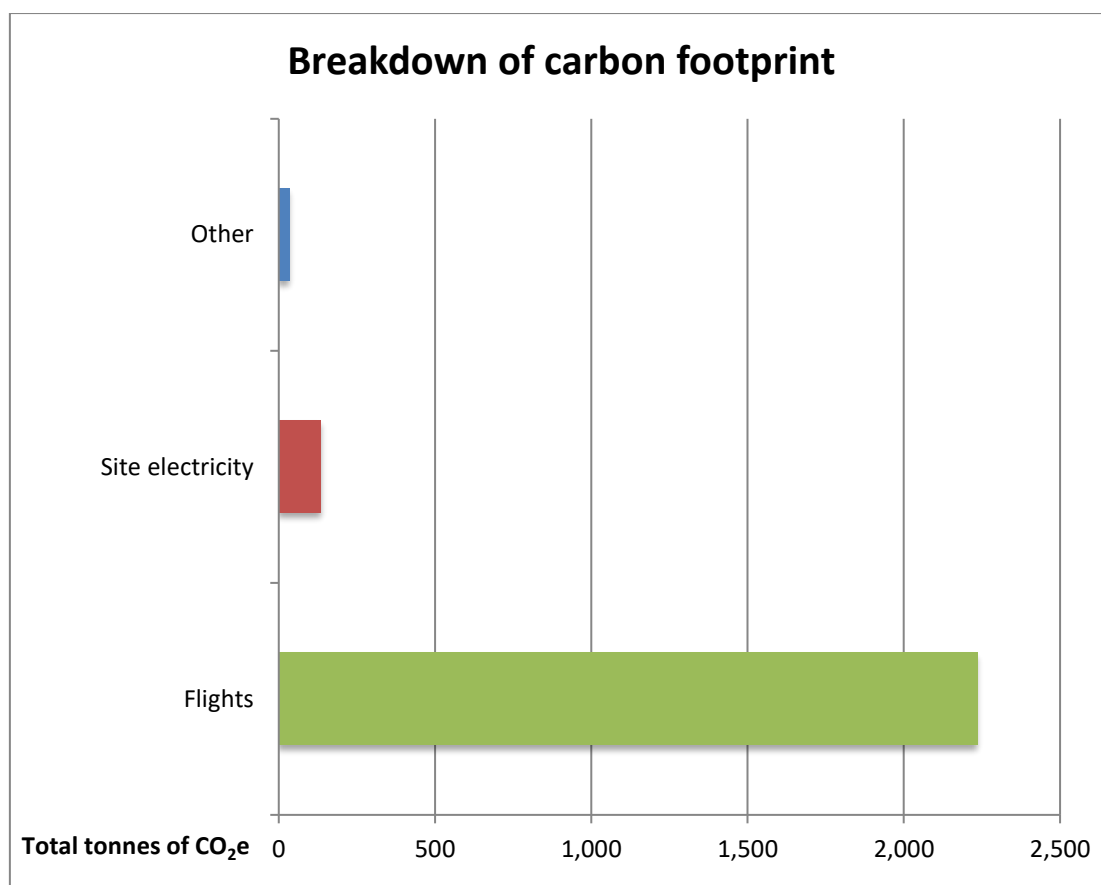


Figure 2: Contribution in tonnes of CO₂e of each element of CIFF's carbon footprint

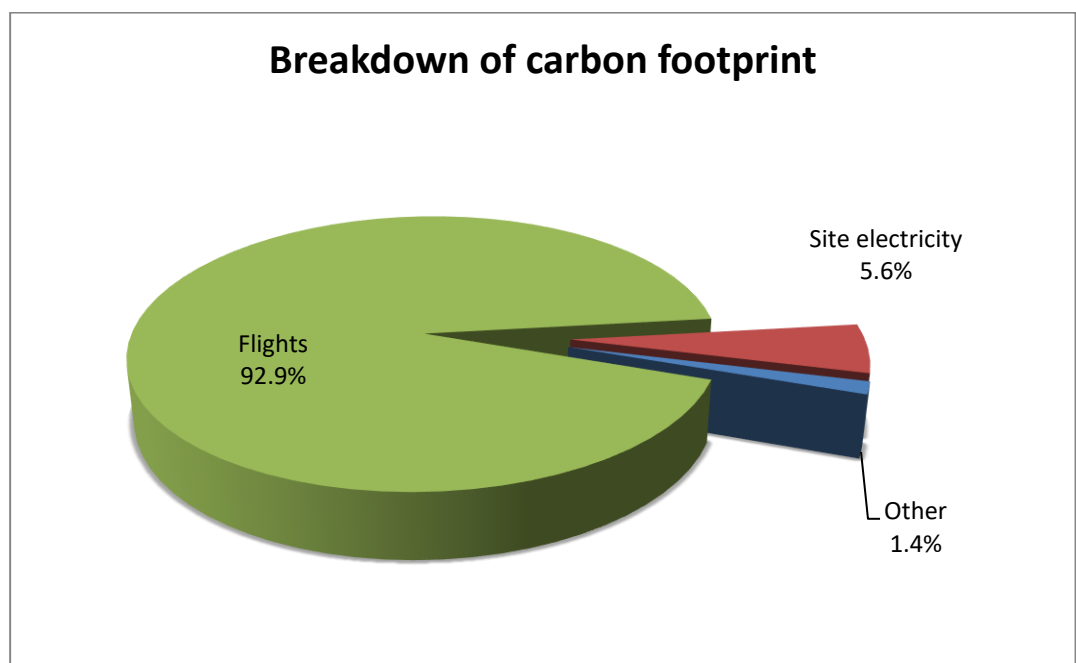


Figure 3: Percentage contribution of each element of CIFF's carbon footprint

⁸ Other comprises site gas, site diesel and travel via rail and taxi

3.2. Emissions from energy usage at site facilities

CIFF has a global presence with five offices based in London, India, Nairobi, Addis Ababa and Beijing. All CIFF sites utilise electricity. Other sources of site energy use include gas at the London office and diesel fuel for generators within the India office.

Table 6 and Figure 4 show the breakdown of emissions from on-site energy usage at each of CIFF's sites. It can be seen that the site in India produces the highest quantity of site emissions, whilst Nairobi produces the lowest.

In future assessments, information regarding the number of employees per site would allow us to benchmark any changes in energy consumption at each site based on the number of employees utilising each site.

Table 6: CO₂e emissions as a result of site energy consumption

Site	Electricity tCO ₂ e	Gas tCO ₂ e	Diesel tCO ₂ e	Total tCO ₂ e
India	90.37		3.55	93.92
London	14.72	15.94		30.66
Beijing	13.25			13.25
Addis	9.26			9.26
Nairobi	5.35			5.35
Total	132.95	15.94	3.55	152.43

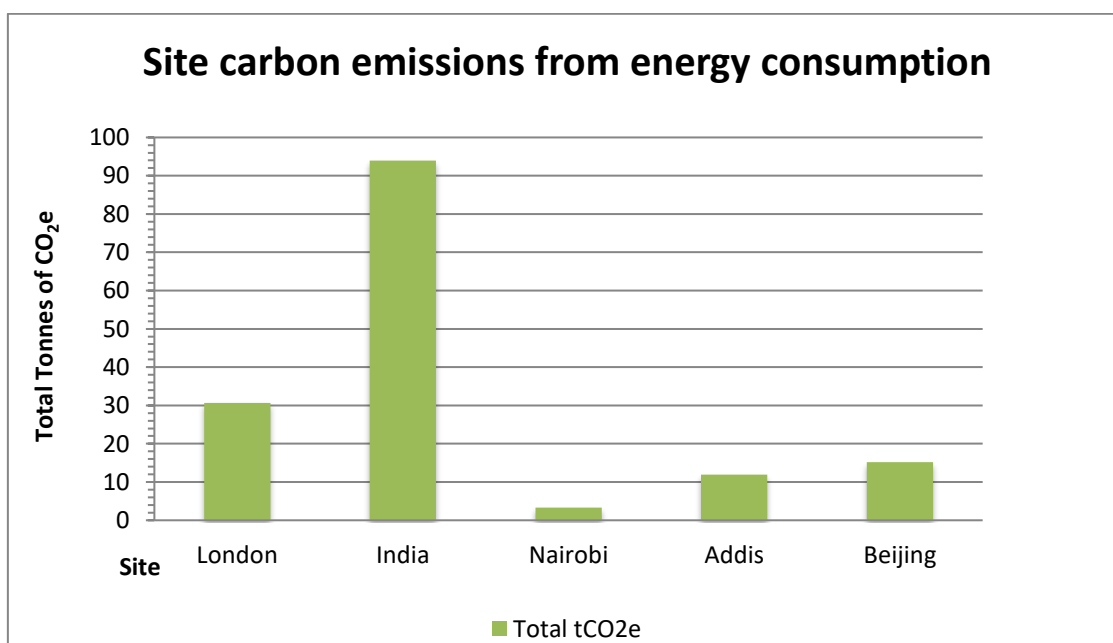


Figure 4: CO₂e emissions on a per site basis

Table 7 shows an estimation of the embodied emissions per site for a 12-month period. This was calculated using m² floor space provided by CIFF, alongside an assumed height of 3m for each site (for a single floor). The emissions factor was sourced from Ecoinvent.⁹ The estimation assumes a commercial building has an expected life of 60 years and the total embodied emissions for the build are apportioned across this period to give an annual allocation.

Table 7: CO₂e as a result of embodied emissions per site (for 12 months)

Site	Floor area (m ²)	Embodied emissions tCO ₂ e
India	975	10.13
London	547	5.68
Beijing	245	2.55
Nairobi	278	2.89
Addis	220	2.29
Total	2,265	23.53

3.3. Emissions from refrigerants

CIFF has two York A/C chillers within their London office and no gas replenishments were recorded within the data period (see Table 8). There are also A/C units within the India, Nairobi, Addis and Beijing sites. CIFF was unable to obtain records for these units but have chosen to uplift their CO₂e by 5% to account for a lack of data this year (for refrigerants and inaccuracies of other data elements).

For future assessments, refill amount in kg and refrigerant type will enable full assessment of the emissions associated with CIFF's A/C utilisation.

Table 8: CO₂e emissions as a result of on-site refrigerant gas replenishment

Location	Amount Refilled (kg)	Refrigerant type	GWP (kgCO ₂ e)	Emissions (tCO ₂ e)
London	0	R410A	2088.00	0.00
India	Unknown	Unknown	Unknown	Unknown
Nairobi	Unknown	Unknown	Unknown	Unknown
Addis	Unknown	Unknown	Unknown	Unknown
Beijing	Unknown	Unknown	Unknown	Unknown
Grand Total				0.00

⁹ Ecoinvent v2.2 emissions factor for multi-storey buildings was used for this calculation.

3.4. Emissions from travel

Figure 5 and Table 9 show the GHG emissions resulting from business travel. CIFF do not own any vehicles (e.g. company cars) and carry out all of their travel via taxi, rail and flights. The largest contributor is flights, accounting for over 99% of the total transport emissions. In comparison, the amount of CO₂e caused by taxi and rail is negligible at a combined 0.7%.

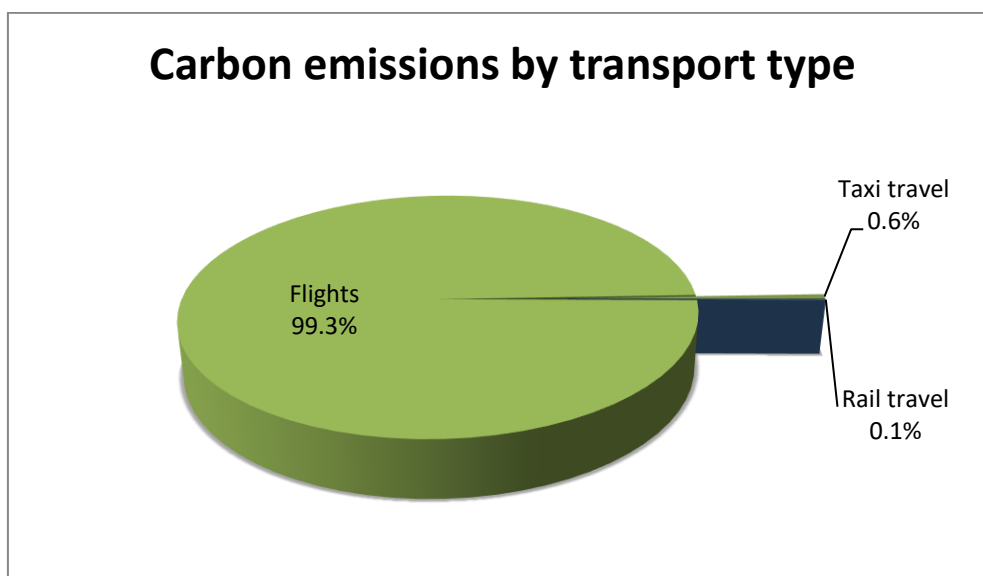


Figure 5: Percentage contribution of each element to transportation emissions

Table 9: CO₂e emissions due to transportation

Type of Travel / Transport	Tonnes of CO ₂ e
Flights	2,237.36
Taxi travel	13.05
Rail travel	2.18
Total	2,252.58



4. Comparison and Benchmarking

4.1. Comparison to base year emissions

This is the first carbon footprint assessment CIFF has carried out and, therefore, it will serve as a base year for future carbon footprint assessments. Table 10 shows emissions per activity, as well as CIFFs total carbon footprint, tonnes of CO₂e per employee and per £M investment income.

Table 10: Children's Investment Fund Foundation's carbon footprint comparison

Element	Baseline Year Emissions (2018/19)
Flights	2,237.36
Site electricity	135.53
Site gas	15.94
Taxi travel	13.05
Site diesel	3.55
Rail travel	2.18
Refrigeration & A/C	0.00
Total Tonnes of CO₂e	2,407.60
Tonnes of CO₂e per employee	23.60
Tonnes of CO₂e per £M investment income	12.04

Carbon Footprint recommends that organisations use the base-year GHG inventory as a benchmark to measure against. When using the base-year GHG inventory as a benchmark, organisations can set realistic reduction targets and measure their progress year on year. This can also provide excellent marketing opportunities, where real figures can demonstrate your commitment towards helping fight climate change.

4.2. External benchmarking

Table 11 summarises your results to enable you to compare your performance with other organisations.

Table 11: Children's Investment Fund Foundation's benchmarked GHG emissions

Element	2018/19
Total number of employees (average)	102
Tonnes of CO ₂ e	2,408.60
Tonnes of CO ₂ e per employee	23.60
Scope 1 & 2 Emissions	
Scope 1 & 2 tonnes CO ₂ e	133.31
Scope 1 & 2 tonnes CO ₂ e per employee	1.31

Table 12 is a summary of scope 1 and 2 emissions for selected companies who operate in your sector. The data is derived from publicly disclosed annual reports. This enables you to compare your performance with respect to these specific organisations in your market sector.

Table 12: Comparison of Scope 1 & 2 emissions per employee with similar companies

Company Name	S1&2 emissions per employee (tCO ₂ e)
Children's Investment Fund Foundation (2018/19)	1.31
American Express (2014)	2.60
Citigroup (2014)	3.94
Ernst & Young LLP (2013)	1.32

5. Key Recommendations

The following recommendations are designed to help you build upon the results of the appraisal and your carbon management over the coming year.



Measure



Aim



Reduce



Offset



Communicate



Comply



5.1. Carbon & sustainability targets

Carbon offsetting is an excellent way to compensate for the emissions that you cannot reduce, by funding an equivalent carbon dioxide saving elsewhere.

We are aware that CIFF intends to offset their company emissions with an uplift of 20% overall. Of this 20%, 5% is to account for data inaccuracies in this first appraisal year; and 15% is to go above and beyond carbon neutral to become net carbon negative. I believe this is excellent forward thinking by CIFF and recommend that they go ahead with this as planned.

We can provide both UK-based and international projects for you to support. The majority of projects focus on the development of renewable energy in developing countries, however there are others which have a greater focus on social benefits as well as environmental benefits. Further detail on the type and specific projects that we currently have in our portfolio can be provided on request or be found at: <http://www.carbonfootprint.com/carbonoffsetprojects.html>.

Example of Carbon Offsetting Projects:



Tree Planting in UK Schools



*Avoided Deforestation in the
Brazilian Amazon*



Clean Water in Rwanda



5.2. Reducing emissions

The following recommendations are designed to help you build upon the results of the appraisal and reduce your carbon footprint over the coming year:

- Flights account for the over 90% of CIFF's carbon footprint. To reduce emissions, try to utilise video-conference instead of face-to-face visits where possible. Where it is not possible to avoid flying, consider flying economy class instead of business class to reduce emissions.
- Investigate opportunities at your offices where energy savings could be made, or switch to a renewable energy supplier where possible



5.3. Improving the accuracy of future carbon footprint assessments

To improve the accuracy of future assessments, we recommend the following:

- Providing a full 12 months of origin-destination data for flights.
- Utility bill evidence should be provided for the 12-month period for all sites. For the greatest accuracy, kWh figures should be provided based on actual readings rather than estimates where possible.
- Obtain and provide evidence of refrigerant gas top ups in all A/C units to allow calculation of the associated CO₂e in future assessments.
- Mileages for taxi travel would provide a greater accuracy than cost figures. Where exact mileages are difficult to obtain, good quality origin-destination (e.g. address and postcode) data can be used by Carbon Footprint to determine mileage.
- Improved quality of origin-destination for rail journeys. For example, provision of station names and/or towns would reduce the need for estimations where location data has been provided in formats such as "home", "hotel", or "meeting".



6. Carbon Footprint Standard

6.1. Brand endorsement

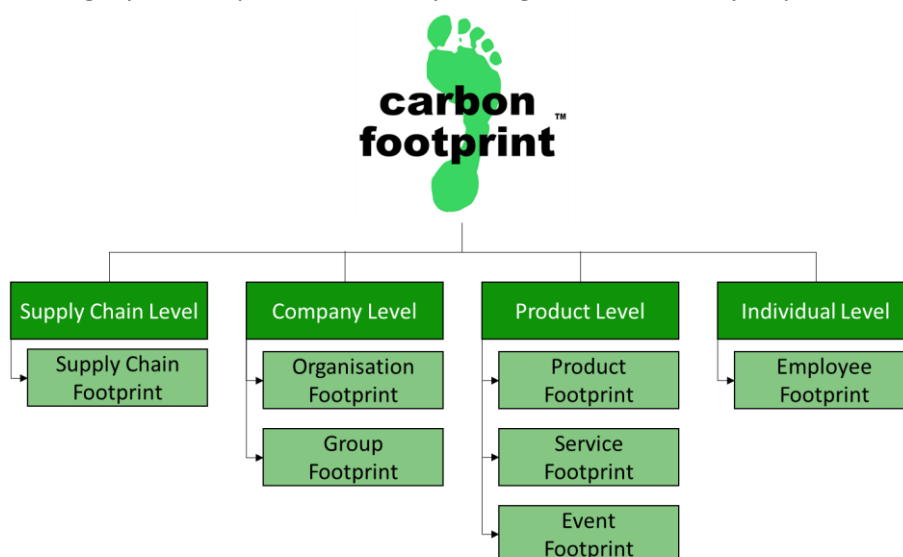
CIFF, in conjunction with Carbon Footprint Ltd, has assessed its carbon footprint. By achieving this CIFF has qualified to use the Carbon Footprint Standard branding. This can be used on all marketing materials, including website and customer tender documents, to demonstrate your carbon management achievements.



The Carbon Footprint Standard is recognition of your organisation's commitment to carbon management. The text to the right-hand side of the logo demonstrates what level you have achieved in line with international best practice.

6.1.1. Scope

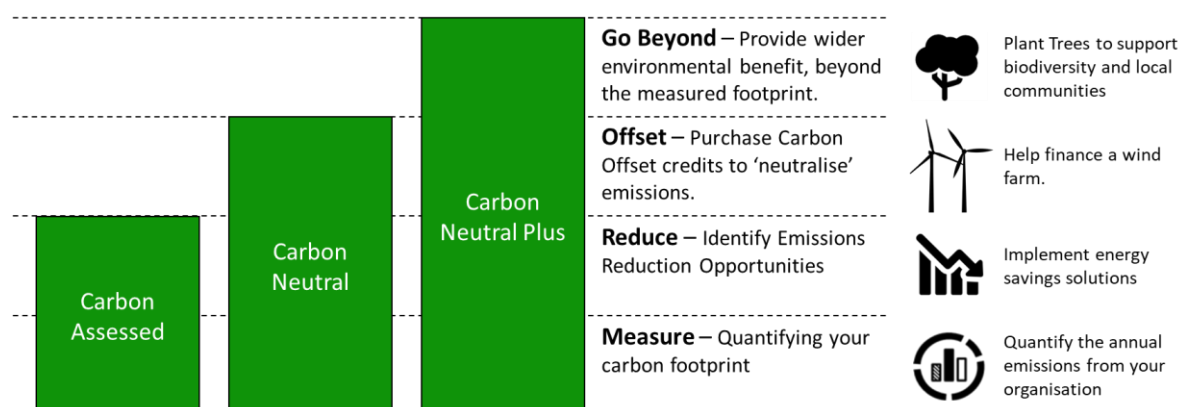
As you are at the beginning of your Carbon Footprint Journey, you have decided to focus on the carbon footprint at the organisational level. This is a great start. Over time, you can progress your carbon footprinting to increase the scope and encompass your products, supply chain and your employees. By doing so you will be able to receive the Carbon Footprint Standard for these categories, thus standing out amongst your competitors and truly driving the sustainability of your brand.



Once the scope has been identified, the Carbon Footprint Standard will allow CIFF to develop from a novice to an exemplar in the market. You can progress from a Carbon Assessed Organisation to a Carbon Neutral or a Carbon Neutral Plus Organisation by supporting a range of environmental projects that come with wider CSR and PR opportunities.



Alongside the sustainability rationale, this will allow you to leverage the Carbon Footprint Standard to truly stand out in your market. Progressing will resonate with like-minded customers and will help your business grow.



6.1.2. Communicate

Make sure you communicate your actions and achievements effectively, both within your organisation, to help develop your culture, and externally to help improve your brand image.

When promoting your actions, be sure to utilise all marketing channels available to you, such as website, newsletters, brochures, press releases, conferences/events and social media etc.

You should:

- Explain why climate change matters to you (for more information visit: www.carbonfootprint.com/warming.html)
- Tell the story of where you have come from, the progress you have made and what your commitment is for the future (e.g. targets).
- Be clear and accurate about what you have achieved – take care not to exaggerate.
- Use the Carbon Footprint Standard branding, certificates, images of offset projects you are supporting and graphs of your carbon performance to help communicate your point in a clear and enticing manner.

7. References

1. BEIS GHG Conversion Factors for Company Reporting (2019)
2. Guidelines to Defra's Greenhouse Gas (GHG) Conversion Factors for Company Reporting – annexes (June 2013)
3. The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard, Revised Edition (March 2004)
4. IEA factors for Africa (published 2016)
5. Climate Transparency 2018 report

A. Annex A – Calculation Methodology (Additional Notes)

A.1 How is the carbon footprint calculated?

Carbon Footprint confirms that the methodology used to quantify the carbon footprint meets the following principles:

- a) The subject and its boundaries have been clearly identified and documented.
- b) The carbon footprint has been based on primary activity data unless the entity could not demonstrate that it was not practicable to do so, in which case an authoritative source of secondary data relevant to the subject was used.
- c) The methodology employed minimised uncertainty and yielded accurate, consistent and reproducible results.
- d) Emission factors used are germane to the activity concerned and current at the time of quantification.
- e) Conversion of non-CO₂ greenhouse gases to CO₂e has been based upon the 100 year Global Warming Potential figures published by the IPCC or national (Government) publication.
- f) Carbon footprint calculations have been made exclusive of any purchases of carbon offsets.
- g) All carbon footprints have been expressed as an absolute amount in tCO₂e.

A.2 Biomass

There are no CO₂ emissions from the combustion of biomass to be considered within this report.

A.3 Greenhouse gas removals

Within the calculation of CIFF's carbon footprint, there are no business processes resulting in the reduction of greenhouse gases from the atmosphere to be deducted from the calculation.

B. Annex B – Supplied Data and Emissions Breakdown

This annex shows the data that CIFF has supplied Carbon Footprint Ltd for the calculation of its emissions. At the end of each table one or several columns have been added that display the emissions and calculations associated for each item of data provided by CIFF. It should be noted that the latter has been calculated by Carbon Footprint Ltd, and not provided by CIFF.

Please see separately provided excel document for Annex B