Corporate Climate Leaders Program

GHG Management Plan Outline

The CCLP website will host GHG Reduction Plans from CCLP members that go above and beyond what is typically found in a GHG Reduction Plan. These plans should be branded and unique to each organization and include the following information.

Corporate Vision & Description

This section is for organizations to articulate why they are participating in the program and why they have decided to consider the environmental impacts of their business operations.Questions to answer include:

- Why climate action matters to us
- How this work fits strategically into our business decisions
- CEO/Senior Executive Quote

Emissions Background (current state)

This section is for reporting GHG emissions by Scope 1, 2 or 3. Emissions can be reported for both a baseline and current year, although the current year may be the baseline year. This section requires the use of the World Resources Institute's GHG Gas Protocol which uses standardized methodology to calculate a business' GHG emissions. The Corporate Climate Leaders Program can offer some assistance to organizations to calculate and develop their emissions profile.

- Baseline year emissions
- Current year emissions

Target Information

This section is where an organization sets a GHG reduction target as compared to their baseline year of data. An organization's leadership team must support the target selected and make a commitment to meet it. Some information associated with target information includes:

- Target reduction % (by 2025, by 2035)
- Target emissions (# tonnes to reduce)
- Rationale for why the target was chosen

Projects Identified to Achieve Targets

This section allows an organization to identify the projects they intend to undertake in order to reduce their GHG emissions. The projects must also include a way to track their progress over time (especially for projects that may be accomplished over multiple years). The details of the projects can include the following:

For projects overall:
- How projects were identified & prioritized

For individual projects:
- Name, description
- Type of project (Capital, Operational, Procurement, Behavioural)
- Emission source it targets
- Financial information*
  - Cost
  - Savings over time
  - Payback period
- GHG Impact information
  - # Tonnes reduced
- Timeframe for implementation
- Co-benefits gained from project
- Target completion

Summary of Impact

This section is intended to allow organizations to measure the impact of their actions/projects towards meeting their GHG emission reduction goals. This can include a number of different metrics that demonstrate how each action/project contributes to overall GHG emissions reduction. It can include both quantitative and qualitative measures. A few examples are listed below:

- Number of projects in reduction plan
- Ratio of project types (Capital, Operational, Procurement, Behavioural)
- GHG Impact Summary
  - Annual tCO2e reduced by those projects
  - % emissions reduced
- Financial Impact Summary
  - Up-front cost
  - Annual savings
  - Average pay-back period
- Co-Benefits Impact

Appendices (Optional)

This section allows an organization to highlight specific details that may elaborate on any of the other sections of the report. It can include things unique to a specific business and could include things such as:

- Graphs from GHG Inventory (e.g. disclosing scopes, sources, etc)
- Graphs of projected reductions from reduction planning

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