

# SME Reporting Tool 2025 (for 11-500 employees)

\* indicates required fields and sections.

## Introduction\*

#	Question	Hint	Answer (SMEs to fill in)	Unit / format
1.1	End day of the reporting period	* It's recommended to align your reporting period with your company's financial year to help ensure consistency in your data. At the SME Climate Hub, we define the reporting year based on the last day of your chosen reporting period.	31 December 2024	Choose date
1.1.1	Reporting year	* This field is auto-filled based on your answer to question 1.1	2024	-
1.2	Describe your business activities	-	Renewable Energy Association Ltd (REAL) is a wholly-owned subsidiary company of The Association for Renewable Energy and Clean Technology (REA). REA was established in 2001 as a not-for-profit trade association, representing UK renewable energy producers and promoting the use of renewable energy in the UK. REAL is a company limited by guarantee, set up 2006 (REA is the only shareholder). REAL carries out a range of certification and consumer protection activities, all of which promote renewable energy and the circular economy. REAL manages the following schemes: <a href="http://www.renewableenergyassurance.org.uk/about">http://www.renewableenergyassurance.org.uk/about</a>	Free text
1.3	Annual revenue in the reporting period	* Annual revenue data will be used exclusively for internal analysis by SME Climate Hub and will not be publicly disclosed. You will be able to view your own reported revenue when logged into your account.	2,537,468.00	GBP
1.4	Number of employees on the end day of the reporting period	* The employee number data will be disclosed in ranges, such as 1-10, 11-100.	26	
1.4.1	Full-time equivalent (FTE) or headcounts	* Full-Time Equivalent (FTE) refers to the number of full-time working hours at your company, averaged over the entire reporting period. It is recommended to report FTEs when possible, but total headcount (the number of individuals employed on the end day of your reporting period) is also accepted.	Headcounts	Single-select
1.5	Is this report being submitted on behalf of a parent company or a subsidiary? If so, please briefly explain the relationship.	* This report should reflect the same entity that made the SME Climate Commitment. <a href="#">Read more.</a>	Subsidiary	Single-select
1.5.1	Please explain the relationship	* This field appears if 'Subsidiary' is selected in 1.5.	We are 100% owned by The Association of Renewable Energy and Clean Technology (REA).	Free text

## Commitment and Targets\*

#	Question	Hint	Answer	Unit
2.1	Net zero target year	* <a href="#">What does it mean to achieve net zero emissions?</a>	2050	Year
2.1.1	Base year	* The base year is a reference point in time against which emission reductions in the future are measured. Set the base year 2019 or later.	2024	Year
2.1.2	Base year value	-	5.262	tCO2e
2.2	Near-term target	* % reduction in emissions from the base year. Near term targets should be between 1-10 years in the future. <a href="#">What does it mean to halve greenhouse gas emissions before 2030?</a> <a href="#">What is the difference between absolute and intensity targets?</a>	10% of intensity Scope 1+2 emission reduction from my base year by 2050	-
	+ add another targets	You may optionally add additional near-term targets.		-
2.3	Provide any additional comments or context on your net zero and near term targets.	If you are setting intensity-based targets, please indicate the basis for the intensity—such as per unit of revenue, per employee, or per product.	Per employee	Free text
2.4	To reduce emissions in line with my commitment, my company has a climate action plan and is taking action:	* A climate action plan outlines how your company will reach its emissions reduction target. It should include the key actions you're taking (or planning to take).	the plan and action include scope 1+2	Single-select

## Own Emission\*

#	Question	Hint	Answer	Unit
3.2	Total energy consumption	* Disclose your total energy consumption, including all types of energy such as electricity, fuels, and heating—both purchased and self-generated.	37,114	kWh
3.3	Total renewable energy consumption	* Kwh of total energy consumption from renewable energy sources, including self-generated renewable energy	12,055	kWh
3.4	Scope 1 emissions	* Scope 1- Emissions arising from activities owned or controlled by your organisation that release emissions straight into the atmosphere. Examples of scope 1 emissions include emissions from combustion of fossil fuels boilers and owned vehicles, emissions from chemical production in owned or controlled process equipment, and leakage of refrigerants. <a href="#">Read more.</a>	0	metric tons CO2e

3.5	Location-based scope 2 emission	*	Scope 2- Emissions being released into the atmosphere by the generation of electricity, heat, steam and cooling. A location-based method reflects the average emissions intensity of grids on which energy consumption occurs (using mostly grid-average emission factor data). More detailed information can be found in "GHG Protocol Scope 2 Guidance" report from the GHG Protocol. <a href="#">Read more.</a>	5.262	metric tons CO2e
3.6	Market-based scope 2 emissions		If relevant, your market-based emissions can also be reported as a complement to your location-based scope 2 emissions. This reflects emissions from the electricity that companies choose to buy. It uses emission factors based on contracts, which may include agreements for both the energy and its generation details, or for just the attributes of the energy.		metric tons CO2e
#	Question		Hint	Answer	Unit
3.7	Have you taken any actions to reduce scope 1+2 emissions in the reporting period?	*	Eg: Switching to renewable energy, reducing energy usage, and produce own energy onsite.	No	Single-select
3.7.1	What actions have you taken?	*	<i>This field appears if 'Yes' is selected in 3.7.</i>	N/A	Multi-select
3.7.2	Describe your actions taken to reduce scope 1+2 emissions in the reporting period		<i>This field appears if 'Yes' is selected in 3.7.</i>	N/A	Free text
3.8	Which tools or methods did you use to calculate your scope 1+2 emissions?	*	Please select all that apply and provide any additional details in the text box below.	Own internal calculations	Multi-select
3.8.1	Specify any additional details			We only moved offices in July 2023. From the offset of our reporting, we wanted to provide an annual baseline, so will measure energy usage from July to July. Be advised that in summer of 2024, 2x chillers of the air cooling system for the serviced building failed and had to be replaced in August 2024. This means that the main building cooling was offline at the office, so we had to use portable measures instead. This likely affected the energy consumption compared to a fully functioning building-wide cooling system. We obtained a baseline for gas consumption for this report. However, this process was made more difficult due to the handover between two building management companies. Nevertheless, this is currently the best estimate we can make of our gas usage.	Free text

## Value chain emissions

#	Question		Hint	Answer	Unit
4.1	Have you measured any of your scope 3 emissions?		Scope 3- Emissions that are a consequence of your actions, which occur at sources which you do not own or control. Examples of activities that result in scope 3 emissions are business travel, commuting, waste disposal, purchased materials, freight (incoming and outgoing) of material and products, use of sold products and services and financial investments. More detailed information can be found in "Technical Guidance for Calculating Scope 3 Emissions" report from the GHG Protocol. <a href="#">Read more.</a>	No	Single-select
4.1.1	Purchased goods and services		<i>This field appears if 'Yes' is selected in 4.1.</i>		metric tons CO2e
4.1.2	Capital goods		<i>This field appears if 'Yes' is selected in 4.1.</i>		metric tons CO2e
4.1.3	Fuel and energy related activities		<i>This field appears if 'Yes' is selected in 4.1.</i>		metric tons CO2e
4.1.4	Transportation and distribution (upstream)		<i>This field appears if 'Yes' is selected in 4.1.</i>		metric tons CO2e
4.1.5	Waste in operations		<i>This field appears if 'Yes' is selected in 4.1.</i>		metric tons CO2e
4.1.6	Business travel		<i>This field appears if 'Yes' is selected in 4.1.</i>		metric tons CO2e
4.1.7	Employee commuting		<i>This field appears if 'Yes' is selected in 4.1.</i>		metric tons CO2e
4.1.8	Leased assets (upstream)		<i>This field appears if 'Yes' is selected in 4.1.</i>		metric tons CO2e
4.1.9	Transportation and distribution (downstream)		<i>This field appears if 'Yes' is selected in 4.1.</i>		metric tons CO2e
4.1.10	Processing of sold products		<i>This field appears if 'Yes' is selected in 4.1.</i>		metric tons CO2e
4.1.11	Use of sold products		<i>This field appears if 'Yes' is selected in 4.1.</i>		metric tons CO2e
4.1.12	End-of-life treatment of products		<i>This field appears if 'Yes' is selected in 4.1.</i>		metric tons CO2e
4.1.13	Leased assets (downstream)		<i>This field appears if 'Yes' is selected in 4.1.</i>		metric tons CO2e
4.1.14	Franchises		<i>This field appears if 'Yes' is selected in 4.1.</i>		metric tons CO2e
4.1.15	Investments		<i>This field appears if 'Yes' is selected in 4.1.</i>		metric tons CO2e
4.1.16	Total scope 3 emissions		<i>This field adds up all your Scope 3 emissions.</i>	0	metric tons CO2e
4.2	Have you taken any actions to reduce scope 3 emissions in the reporting period?		-	Yes	Single-select
4.2.1	What actions have you taken to reduce scope 3 emissions in the reporting period?		<i>This field appears if 'Yes' is selected in 4.2.</i>	See 4.2.2	Multi-select

4.2.2	Provide any additional details	<i>This field appears if 'Yes' is selected in 4.2.</i>	Following our procurement strategy, we have opted to use local retailers for office catering. Our printing service provider offers a tree planting programme based on the amount of pages that we print. We have also moved away from physical greeting cards in favour of an online service to cut down on paper waste, the card provider also offers a tree planting programme. We segregate and recycle our waste as much as possible.	Free text
4.3	Have you asked any of your suppliers to set a net zero target (either voluntarily or as a requirement)?	Or have asked to set similar target aligning with the 1.5°C ambition	No	Single-select
4.3.1	What percentage of your suppliers have you asked?	-	N/A	
4.4	Have you communicated your commitment and actions to any of your customers?	-	Yes	Single-select
4.5	Which tools or methods did you use to calculate your scope 3 emissions? Please select all that apply and provide any additional details in the text box below.	Please select all that apply and provide any additional details in the text box below.	Other (please specify)	Multi-select
4.5.1	Specify any additional details	-	We have not calculated our Scope 3 emissions.	Free text

## Climate Solutions

#	Question	Hint	Answer	Unit
5.1	Do any of your existing products and/or services qualify as climate solutions or enabling solutions? A climate solution may meet one or more of the following criteria: A: Have a carbon footprint that is at least 50% lower, than the relevant marketweighted average for the current products/services being replaced. B: Fulfil a credible intensity threshold per functional unit for a net zero world, as set out in a robust taxonomy or other science-based paper. C: Primary purpose of enabling others to reduce their emissions.	-	A: Have a carbon footprint that is at least 50% lower, than the relevant market weighted average for the current products/services being replaced., C: Primary purpose of enabling others to reduce their emissions.	Multi-select
5.2	Please confirm your solutions meet all the following safeguard requirements.	<i>This field appears if at least one of the criteria is selected in 5.1.</i>	Does not cause serious harm to nature (e.g. water, wildlife, or ecosystems), Avoids major pollution, such as harmful chemicals or hazardous waste, Respects human and workers' rights (e.g. fair pay, safe working conditions)	Multi-select
5.3	What percentage of your total revenue came from these products and/or services last year?	<i>This field appears if at least one of the criteria is selected in 5.1.</i>	11–49%	Single-select
5.4	Provide descriptions/names of your solutions:	Please also provide information on which emissions they help reduce (e.g., energy, transport, material use) and how they compare to standard alternatives if available. <i>This field appears if at least one of the criteria is selected in 5.1.</i>	Renewable Gas Guarantee of Origin (RGGO) certificates (a type of Environmental Attribute Certificate) via the Green Gas Certification Scheme (GGCS). These are only issued to units of renewable gas which are demonstrably lower in GHG emissions than the fossil equivalent.  The Biofertiliser Certification Scheme (BCS) provides assurance to consumers, farmers, food producers, and retailers that biofertiliser produced from anaerobic digestion processes is safe for human, animal and plant health. Biofertiliser is the name adopted for the digestate that is certified under the BCS for end-of-waste and quality assured status. This reduces transport costs, as well as the need of relying on synthetic fertilisers.	Free text
5.5	How did you assess whether these are climate solutions?	<i>This field appears if at least one of the criteria is selected in 5.1.</i>	We haven't formally assessed this yet	Multi-select
5.5.1	Has any third party validated this?	<i>This field appears if at least one of the criteria is selected in 5.1.</i>	No	Single-select
5.5.2	Specify any additional details	<i>This field appears if at least one of the criteria is selected in 5.1.</i>	RGGOs are issued to green gas producers for units of green gas injected into the gas grid which displace units of fossil gas. They can be transferred between a variety of counterparties before being retired and allocated to gas consumers. The GGCS operates the UK database for this, and ensures that only one RGGO is issued for each unit injected, that they are transferred securely, and only ever allocated to one consumer. By doing so, we provide certainty that green gases are not double counted. For more information, see here: <a href="https://www.greengas.org.uk/certificates">https://www.greengas.org.uk/certificates</a>  More information on the Biofertiliser Scheme can be found here: <a href="https://www.biofertiliser.org.uk/">https://www.biofertiliser.org.uk/</a>	Free text

## Governance, Strategy and Climate Risk

#	Question	Hint	Answer	Unit
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6.1	What governance processes do you have in place for your climate strategy? Choose as many as are applicable.	-	Other (please specify)	Multi-select
		<i>This field appears if 'Other (please specify)' is selected in 6.1.</i>	We have an Environmental Policy as part of our ISO 14001 accreditation and a person at board level responsible for its implementation.  REAL has ISO 14001 certification, we operate an Environmental Management System (EMS), and have a cross-organisational environment committee.	Free text for additional information
6.1.1	Please describe their position and responsibility.	<i>This field appears if 'Person is responsible for climate strategy at board level' is selected in 6.1.</i>	Chief Executive Officers of REA (our parent company) and REAL.	Free text
6.1.2	Is this person (or another at executive and board level) also responsible for climate risk?	<i>This field appears if 'Person is responsible for climate strategy at board level' is selected in 6.1.</i>	Yes	Single-select
6.1.3	Please describe the governance process in place.	<i>This field appears if 'Governance process in place' is selected in 6.1.</i>	See above about ISO 14001, EMS, and a cross-organisational environment committee.	Free text
6.2	Have you started to identify and assess your companies climate risks and opportunities?		Yes - we have identified both climate risks and opportunities	Single-select
6.2.1	Where are the climate risks you've identified?	<i>This field appears if 'Yes' is selected in 6.2.</i>	Both operations and value chains	Single-select
		<i>This field appears if 'Other' is selected in 6.2.1.</i>		Free text for additional information
6.2.2	How are you managing these climate risks? Choose as many as are applicable.	<i>This field appears if 'Yes' is selected in 6.2.</i>	We've identified plans for adaptation to mitigate these risks, We've integrated these adaptation plans into business practices	Multi-select
		<i>This field appears if 'Other (please specify)' is selected in 6.2.2.</i>		Free text for additional information
6.2.3	Provide any additional comments or context on your climate risks:	Provide as much details about the individual risks and how you have started to manage them. <i>This field appears if 'Yes' is selected in 6.2.</i>	We are predominantly an office-based organisation that provides services to our participants. We also lease our office space. Our direct environmental impacts are therefore limited. Nevertheless, we will endeavour to mitigate the climate risk from our Scope 2 and 3 emissions sources as much as possible.	Free text
6.3	Have you integrated climate and/or nature into your company mission statement or shareholder agreements? If yes, describe how.		Yes	Single-select
		<i>This field appears if 'Yes' is selected in 6.3.</i>	REAL was founded in 2000 with a clear mission - to provide quality assurance, and build trust and confidence in the renewable energy and circular economy sectors. For nearly 20 years REAL has been a driving force in creating standards that protect consumers, promote sustainability and ensure businesses meet the highest standards. REAL has developed and launched 8 innovative schemes, each designed to address different aspects of the renewable energy industry and circular economy. These schemes have helped establish best practice, promote ethical business conduct, and give consumers confidence in their choices. REAL is a wholly owned subsidiary of the Renewable Energy Association (REA), a not-for-profit trade association. Since its incorporation in 2001, the REA's mission has remained the same: A net zero future built on renewable energy and clean technology. With feed in from over 500 member organisations, ranging from energy utilities, developers, legal and finance companies through to innovative start-ups and consultants, the REA provides a holistic approach and a strategic vision to Government of what can be achieved across the whole of the renewable energy sector. The REA plays a key role in supporting REAL's scheme development and delivery, providing the	Free text for additional information
6.4	Have you taken actions this year outside of your emissions to accelerate climate progress?	Examples of activities outside your own operations and value chain that contributes to accelerating climate action in society, such as advocating for net zero policies and increased climate action in society and business associations you are part of.	Yes	Single-select
		<i>This field appears if 'Yes' is selected in 6.4.</i>	Attending various sectoral events and promoting our services (includes an annual 'Green Gas Day', attending biogas-related events, attendance of Solar Storage Live, Futurebuild, and Grand Designs Live).	Free text for additional information

## Results, challenges and outlook\*

#	Question	Hint	Answer	Unit
7.1	Provide any additional comments or context on your annual results and progress from previous years.	*	This dataset contains the full baseline for future comparisons. We will also endeavour to clarify the gas usage figures with the new building manager for the next reporting period. This should be made easier as only a single management company will be involved with data provision.	Free text
7.2	Do you face any key challenges in reducing emissions?	*	Limited control over energy use in buildings, Time constraints, Other challenges (please specify)	Multi-select

	<b>Specify other challenges</b>	<i>This field appears if 'Other challenges (please specify)' is selected in 7.2.</i>	Slow societal and economic progress on climate action.	Free text for additional information
<b>7.2</b>	<b>Has there been any third party validation of the data submitted in this report?</b>	*	No	Single-select
		<i>This field appears if 'Yes' is selected in 7.2.</i>		Free text for additional information