

Public Bodies Climate Change Duties Compliance Reporting **Ac**

1. Overview

This template is provided for public bodies required to report annually in accordance with the Climate Change (Duties of Public Bodies Reporting Requirements) (Scotland) Order 2015, as amended by the Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland) Amendment Order 2020 which took effect for reporting periods commencing on or after 1 April 2021.

Reports must be submitted to ccreporting@ed.ac.uk by 30th November. Late submissions will not be

2. Guidance

1. Please **do not delete any cells, rows or columns**. This may corrupt the template/data and compromise analysis. You can hide any extra rows within tables.
2. Please complete the new "Boundary info" tab. This will enable improved assessment of data coverage and inform SSN analysis.
3. The "Profile of Body" tab must be completed before proceeding to add any other data.
4. To ensure that the correct emission factors are applied please ensure that you are using the correct template for the reporting year type under Q1f. If your organisation reports according to the academic year, usually August to July, you must use the Academic Year template.
6. In Q3b emissions sources can be filtered by type in Column C. The list of available factors is visible on the Em
7. Only use the "other" rows when there is no relevant emission source available in the dropdown list or if you
8. Water supply and treatment (sewage) emission factors are based on Scottish Water's carbon intensities for
9. More detailed guidance is available on the SSN website

3. Colour Coding used in the template

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ademic Year Template 2023/24

ission Factors tab. Please do not edit this list, use "other" if an EF is not available.

i have bespoke data/emission factors. Please provide a brief explanation in the comment.

service supply. If you wish to use UK factors you need to enter manually in an "Other" row.

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| Dropdown box - select from list of options |
| Uneditable/fixed entry cell |
| Editable cell |

