

Climate Change Agreement for FDF

Note 07: Target Period 5 Reporting Novem Dec 2022

This version of Guidance Note 7 is applicable to all companies that received the 'NOVEM' version of the Target Period Data collection form. You can identify which version you received by looking at the screenshots contained later in this document.

What is 'Target Period Reporting'?

Each Target Unit (TU) that has a CCA has been given an energy saving target, which has been set as a series of efficiency improvements compared to a "base year".

Each "target period" is two calendar years in duration. At the end of each target period (TP) the energy efficiency performance of the TU is assessed and compared to the target that has been set. This is done by means of reporting energy and production data to the Environment Agency (EA) via a data collection form submitted to the FDF CCA administrators at SLR Consulting Ltd. The forms will need to be completed and returned to fdcca@slrconsulting.com.

If the target is achieved then the CCL discount is retained for the next two year period. For Target Periods 1-3 any surplus "CO2" that the TU surpassed its target by could be banked to offset any shortfalls should the TU fail to meet its target in future periods (TPs 2-4). Surplus remaining at the end of TP4 can not be used to offset a fail at TP5.

If you fail to meet a target all is not lost. There is a buy-out mechanism that allows a company that has failed its target to buy "CO2 allowances" to offset the extra CO2 emitted. Payment of this buy-out allows your TU to be recertified to claim the CCL discount for the next 2 year* certification period.

The Target Periods (TP) are:

TP1: 1st January 2013- 31st December 2014

TP2: 1st January 2015- 31st December 2016

TP3: 1st January 2017- 31st December 2018

TP4: 1st January 2019- 31st December 2020

TP5: 1st January 2021- 31st December 2022

Who needs to report?

- The companies owning the target unit should report for the entire target period, or for that part of the period when they were covered by the CCA.

*The certification period following TP5 reporting is just short of 2 years, running from 1st July 2023 - 31st March 2025

- If a facility or Target Unit changes ownership during a target period, date for the full target period still needs to be reported at the end of the period.
- If a facility or Target Unit is withdrawn from the CCA Scheme before 31 December 2022 then it does not have to report but can if the company wants it to.
- If a facility has a change of status for UK ETS then it should report for the whole 24 months as per the status of the facility on 31st December 2022.

What needs to be reported?

- You will need to report energy streams into site and throughput data.
- Fuels covered by UK ETS should not be reported.
- The same methodology as used for base year reporting should be used for target period reporting.

After you have reported...

If you pass the 5th target

- No further actions on you.
- Data is submitted to the EA.
- EA list all sites on the new reduced rate certificate published in July 2023.

If you fail 5th the target

- Data is submitted to the EA.
- EA will send the MoA (i.e. buy-out invoice) to the Responsible Person.
- You need to pay the MoA (i.e. cash handed over) by 1st July 2023.
- EA list all sites on the new reduced rate certificate published in July 2023.

Target Period 5 Reporting deadlines

December 2021	Invoices for 2022 fees issued.
February 2022	Reporting spreadsheets issued to collect 2021 data.
March 2022	31 st Deadline for returning completed data collection spreadsheets with 2021 included
December 2022	Reporting spreadsheets issued to collect 2022 data Invoices for 2023 fees issued.
January 2023	16 th – deadline for sites with Absolute targets to report their 2021/2022 production data, and for sites with energy disruptions to provide information
February 2023	24 th – deadline for returning 2022 completed data collection spreadsheets
March 2023	31 st – deadline for correcting any data
April 2023	FDF CCA submit all data to the Environment Agency
May 2023	Buy-out fees invoices issued where buy-out fees due
June 2023	30 th – deadline for the Environment Agency to receive the buy-out money (cleared into account)
July 2023	1 st – recertified to receive CCL discount until end March 2025 (as long as you pass or pay the buy-out)

What happens if..... ?

... I don't report at the target period?

You could incur a penalty but will have the opportunity to report late. If you don't pay the penalty then your CCA will be terminated and you will lose all benefits.

... I report the target period data late?

You could incur a penalty but can still report. If you don't pay the penalty then your CCA will be terminated and you will lose all benefits.

... I don't pay the buy-out?

You will lose the entitlement to claim the CCL discount

... a site closed down since we signed the CCA?

- If it closed on or before 31st December 2022 then you do not have to report any data for that site.
- If the site was sold before 31st December 2022 then we need to move it to the new owner and exclude it from the target period reporting.
- If the site was sold after 31st December 2022 then we will move it but it will not affect target period reporting.

... we had problems with metering during the target period?

You can estimate energy use but keep records of how you have done this.

... we find an error in our base year data?

You must tell us ASAP so that we can get the target adjusted.

... we had problems with our electricity supply?

You must tell us ASAP so that we can look at the impact it had and get the target adjusted (this would have to be agreed with the EA before 31st January 2023).

... the responsible person or admin contact has changed?

You must tell us ASAP so that we can update the records.

... we find an error with our target period data after we have submitted it?

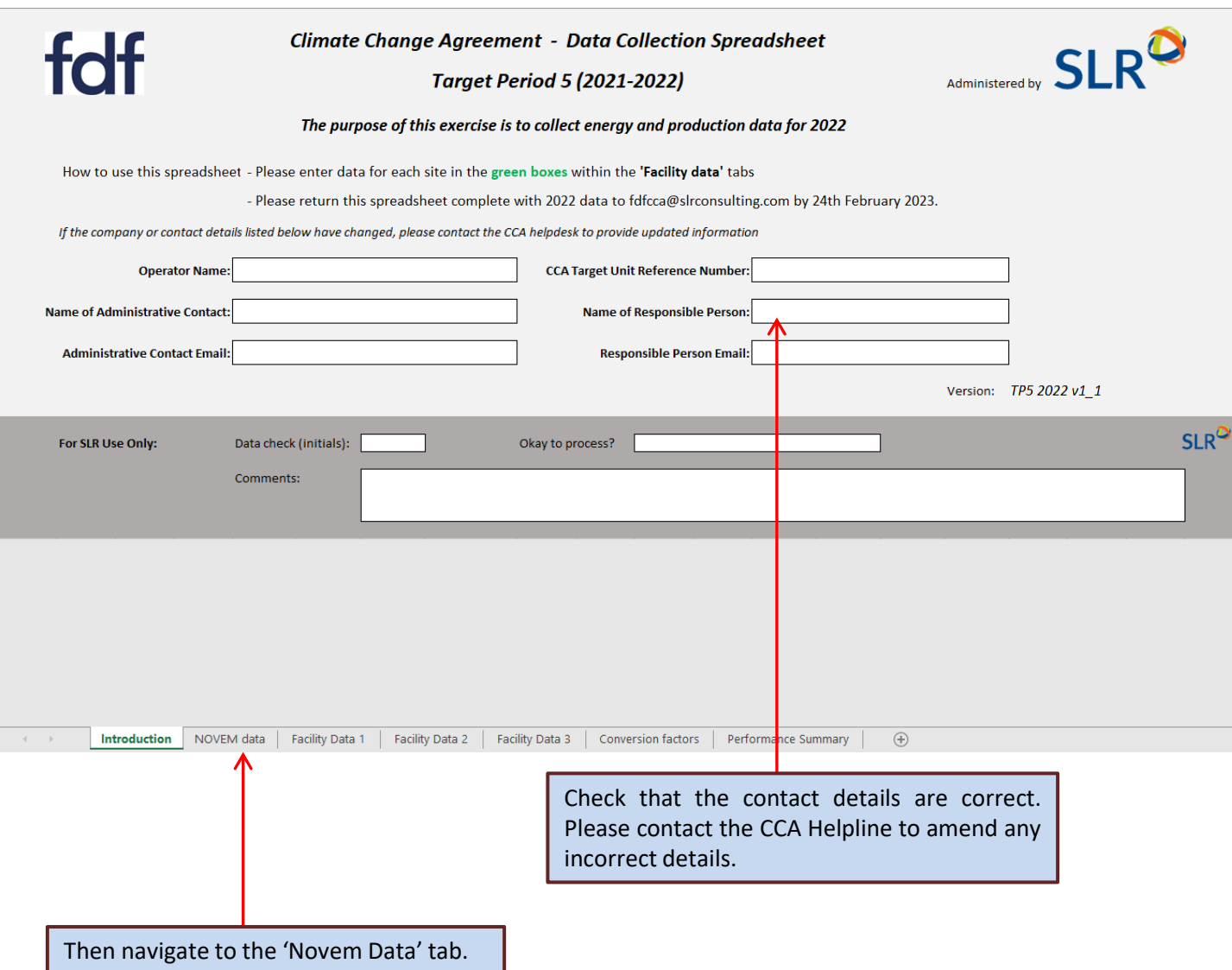
You must tell us and we will correct the data and hence the result. If you fail by more then you will need to pay further buy-out costs. You could incur a penalty.

... we have joined UK ETS since we signed our CCA?

You must tell us ASAP so that we can get the target adjusted.

How to complete the 2022 data collection spreadsheet (DCS)

The spreadsheet will open on the 'Introduction' worksheet which looks like this.



fdf **SLR**

Climate Change Agreement - Data Collection Spreadsheet
Target Period 5 (2021-2022)

Administered by **SLR**

The purpose of this exercise is to collect energy and production data for 2022

How to use this spreadsheet - Please enter data for each site in the **green boxes** within the 'Facility data' tabs
 - Please return this spreadsheet complete with 2022 data to fdcca@slrconsulting.com by 24th February 2023.

If the company or contact details listed below have changed, please contact the CCA helpdesk to provide updated information

Operator Name: CCA Target Unit Reference Number:

Name of Administrative Contact: Name of Responsible Person:

Administrative Contact Email: Responsible Person Email:

Version: TP5 2022 v1_1

For SLR Use Only: Data check (initials): Okay to process?

Comments:

Navigation tabs: Introduction | NOVEM data | Facility Data 1 | Facility Data 2 | Facility Data 3 | Conversion factors | Performance Summary | +

Then navigate to the 'Novem Data' tab.

Check that the contact details are correct. Please contact the CCA Helpline to amend any incorrect details.

How to complete the 2022 data collection spreadsheet (DCS)

‘Novem Data’ tab – this is to collect **production information** only.

Climate Change Agreement - 2022 NOVEM Worksheet

Target Unit Reference:

Target Unit Company Name:

Please enter 2022 production data in the green boxes

	1	2	3	4	5
Product Groups:	Hot Packs	Cold Packs	Frozen Packs		
Base Year SEC (kWh/tonne)	118.382	251.960	265.880		
Base Year Production (tonnes)	12,250.000	1,235.000	4,589.000		
Target Period 5					
2021 Production (tonnes)	<input type="text"/>	<input type="text"/>	<input type="text"/>		
2022 Production (tonnes)	<input type="text"/>	<input type="text"/>	<input type="text"/>		
TP5 Production (tonnes)	0.000	0.000	0.000		
TP5 Revised BY energy (kWh)	0.000	0.000	0.000		
TP5 target (%)	6.670%	6.670%	6.670%		
TP5 Revised target (kWh)	0.000	0.000	0.000		

50 51 52 53 54 55 56 57 58 59 60 61 62 63 64

Introduction **NOVEM data** Facility Data 1 Facility Data 2 Facility Data 3 Conversion factors Performance Summary (+)

Enter 2022 Product data into the **green** cells.

Then navigate to the ‘Facility Data’ tab(s). There will be a separate Facility Data tab for each site in the Target Unit.

Data for 2022 should be entered into the **green cells**.

If 2021 data has not previously been reported, 2021 cells will also be green and data for both 2021 and 2022 should be entered into the **green cells**.

How to complete the 2022 data collection spreadsheet (DCS) (cont'd)

'Facility Data' worksheet - continued.

4. Imported Energy Substitutes

Liquid Nitrogen
Liquid CO2

kWh
0
0

kWh	kWh

5. Imported/Exported Energy from Other Sources

5.1 Imported

Electricity
Natural Gas

kWh
0
0

kWh	kWh

5.2 Exported

Electricity
Natural Gas

kWh
0
0

kWh	kWh

7. Comments

Please use the comments box to provide an explanation for any unusual data or to advise of anything you feel might be relevant to your CCA submission

A few organisations will also need to complete sections 4 and/or 5 as shown above.

Note: Section 6 will be hidden unless a facility normally reports using CHP Special Reporting Methodology. If this applies and the section is hidden, contact the CCA Helpdesk for a revised form.

Once all the data has been entered for all Facility Data worksheets, click on the 'Performance Summary' tab for the result.

How to complete the 2022 data collection spreadsheet (DCS) (cont'd)

'Performance Summary' worksheet.

Climate Change Agreement - Target Unit Performance Summary - Target Period 5

Target Unit Reference:

Target currency:

Relative Energy

kWhp/tonne

Target Unit Company Name:

Current no. of facilities in the Target Unit:

1

no. of facilities in BY:

1

	Base Year Jan - Dec 2018	Target Period 5 (2021-22) Jan - Dec 2021 Jan - Dec 2022	
No. of facilities reporting data	1	1	1
Total production (tonnes)	1,376	2,458	2,536
Total primary energy (kWhp)	8,048,215	10,075,913	10,126,205
Performance (kWhp/tonne)	5,848.993	4,099.232	3,992.983
Carbon emissions (kg C _e)	351,035	468,648	482,314
CO ₂ emissions (tonnes CO _{2e})	1,287	1,718	1,768

Target Period 5 (2021-22) Forecast Result	
Target (% reduction)	6.670%
Target (kWhp/tonne)	5,446.796
Tolerance (+/- %)	0.068%
Tolerance (+/- kWhp/tonne)	4.265
Upper tolerance band (kWhp/tonne)	5,451.061
Lower tolerance band (kWhp/tonne)	5,442.531
Target Period Production (Tonnes)	4,994
Target Period Primary Energy (kWhp)	20,202,118
Target Period Carbon (kgC _e)	950,963
Target Period Performance (kWhp/tonne)	4,045.278
Percentage Saving since Base Year (%)	30.838%
Target Period Result (pass/fail)	Pass
Target Period Result (tonnes CO _{2e})	1,204
CO ₂ to buy-out (tonnes CO _{2e})	0
Buy-out Cost (TP5 £18/tonne) (£)	n/a
Estimated Value of CCL Discount during 2021/2022 (£)	£46,116
Forecast Value of CCL Discount for next certification period (£)*	£40,952

*Next certification period is 1st July 2023 - 31st March 2025, forecast based on 2022 fuel usage. If scheme is extended this may increase.

Target Period Result

For further information please contact SLR's FDF CCA helpdesk:

+44 (0)844 800 1880

fdcca@slrconsulting.com

or visit <https://www.fdf.org.uk/fdf/what-we-do/environmental-sustainability/climate-change-agreements/>

The full suite of FDF CCA Guidance Notes are listed below and can be accessed via contacting the helpdesk or visiting the website.

Guidance Note	Title
1	What is a CCA
2	Transferring Ownership of a CCA
3	FDF CCA Administration Charges
4	Completing HMRC PP10 and PP11 Forms
5	Timetable of FDF CCA Activities
6	Obligations under your CCA including audits
7	Reporting data at each Target Period
8	How CCAs interact with other schemes
9	Glossary and Abbreviations
10	What happens if...
11	NOVEM targets
12	NOVEM Calculation Spreadsheet
13	State Aid Transparency reporting
14	Penalties for non compliance
15	Application Documentation