

Reporting to the CNGP

19 September 2024



Karakia tīmatanga

Whakataka te hau ki te uru

Cease the winds from the west

Whakataka te hau ki te tonga

Cease the winds from the south

Kia mākinakina ki uta

Let the breeze blow over the land

Kia mātaratara ki tai

Let the breeze blow over the ocean

E hī ake ana te atakura

Let the red-tipped dawn come with a sharpened air.

He tio, he huka, he hau hū

A touch of frost, a promise of a glorious day

Tīhei mauri ora!

.



Carbon Neutral
Government Programme



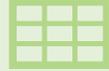
Te Kāwanatanga o Aotearoa
New Zealand Government

Agenda

- Reporting documents and changes
- Data Template
- Reporting survey
- ERP
- Proof of Verification
- Submission Process
- Q&A

Reporting Documents and Changes

Documents to submit



Data Template – Excel Spreadsheet



Reporting Survey – Survey Link



Emissions Reduction Plan – Word or PDF



Audit Verification – Word or PDF

Data template changes

2024 Reporting

- Changed 'Transport fuels – Shipping' to 'Transport fuels – Maritime'
- Removed the 'forest removals' and 'biogenic CO₂' tabs
- Changed 'Scope 2 – Other' to 'Scope 2 – Heat & Steam'
- Added 'items' to the drop-down list

Emissions Reduction Plan changes

2024 Reporting – Emissions Reduction Plan

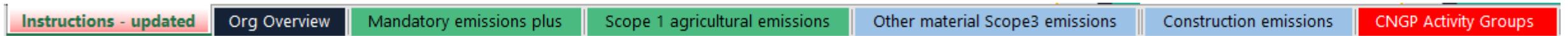
- If there are no significant changes since last year, no need to submit a new one in 2024.
- If there are changes, please submit an ERP that covers all minimum requirements.

Data Template – Excel Spreadsheet

Inputs, errors and dashboards

Data template

- **Excel spreadsheet** (final version in tool)
 - Download the version from the data tool and populate your data – please don't re-use last year's template.
 - Toitu can auto-populate most data for e-manage users. **You will still need to confirm all relevant tabs are filled in and correct before submitting to CNGP.**
- **Specific tabs for different Scopes and Sources**
 - Instructions at the top of each tab



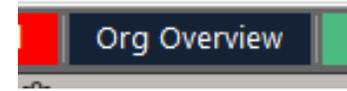
Data Template – Tabs to fill out

Spreadsheet Tabs:



- **Instructions tab:** How to name/save document; relevant info and directions for each tab
- **Org Overview** and **Mandatory Emissions Plus:** All organisations must fill out
- Fill in other tabs as applicable:
 - **Agriculture Scope 1 emissions:** Only for orgs w Scope 1 Ag emissions. Include any Scope 3 Ag emissions in Mandatory Emissions Plus or Other Material Scope 3
 - **Other Material Scope 3:** Scope 3 sources that are not mandatory to report, but considered material for the organisation, and have **not** been included under the org's targets (e.g. in the Material Emissions Plus tab).
 - **Construction Emissions:** To report any embodied emissions from significant construction undertaken by the org
 - **CNGP Activity Groups:** For reference only—lists all CNGP Activity Groups and which scope they pertain to. Also includes example Activities paired with the corresponding CNGP Group.

Data Template – Org Overview Tab



Organisation name <i>(Select from drop down)</i>	Consolidation approach <i>(select from drop down)</i>	2025 reduction target (%)	2030 reduction target (%)	Report type <i>(select from drop down)</i>	Reporting Period <i>(select from drop down)</i>	Reporting Year <i>(autoselected)</i>
	Equity Share Control - Financial Control - Operational			Base year Current year Current year is base year Historical year Resubmission of base year Resubmission of historical year	Calendar Year 2017 Calendar Year 2017 Financial Year 2017/18 Calendar Year 2018 Financial Year 2018/19 Calendar Year 2019 Financial Year 2019/20 Calendar Year 2020 Financial Year 2020/21	2018

- **Consolidation approach:** Defines how you've set your boundary – use drop-down
- **Reduction Targets:** Your organisational defined reduction targets
- **Report Type:** Select the appropriate report for each Spreadsheet you submit
- **Reporting Period:** Select the time period the data was collected from. This will auto-populate the reporting year.

Data template – Org overview tab cont...

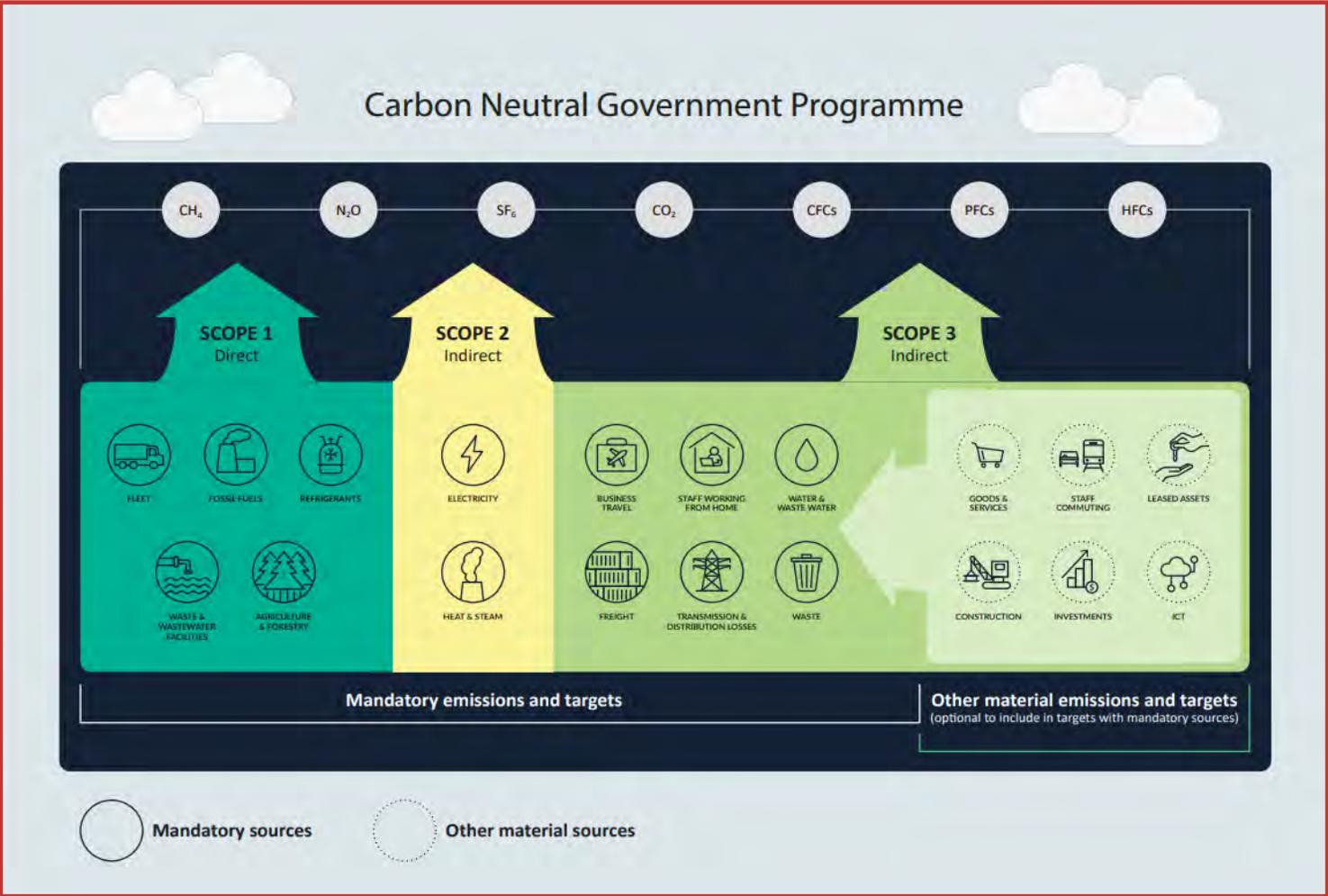
FTEs (as per annual report)	Total Operational Expenditure (OpEx) for the reporting period (millions \$)	Expenditure (CapEx) for the reporting period (millions \$)
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Total Sum of GHG Scopes			
<p>Note: These columns will auto-populate based on the information you've entered in the other tabs. Ensure the numbers here match your verified emissions or explain any differences</p>			Explain the reason for any differences to your verified emissions
GHG Scope 1 (ISO Category 1)	GHG Scope 2 (ISO Category 2)	GHG Scope 3 (ISO Category 3-6)	Reason for difference (free text)

- **FTEs:** as per annual report
- **OpEx/CapEx:** These should reflect what is reported in your annual report.
- **Review Scope Totals:** Auto-populated from other tabs. **Confirm sums are correct and match verified numbers**
- **Explain any differences**

Data template – Mandatory emissions plus tab

- Emissions to include:
 - Scope 1
 - Scope 2
 - Scope 3 Mandatory sources
 - any Scope 3 Other Material sources you choose to include (noted as Scope 3 Plus).
- 2025 and 2030 CNGP Reduction Targets:
 - Applied to everything included under MEP



Entering emissions information

GHG Scope (select from drop down)	CNGP activity group (select from drop down)	Activity (e.g. Staff flights - long haul - business class)	Activity unit (select from drop down)	Activity data (quantity)	Emissions factor (tCO2e/activity unit)	Emissions (tCO2e)
Scope3Mandatory	Business travel - Air travel international - Business Class	Staff flights - long haul - business class (radiative forcing)	pkm (person kilometers travelled)	10346.00	0.000042900	0.4438

- **All columns need to be filled out if possible**

- **Scope:** Will only show GHG Scopes relevant to each tab
 - On MEP, Scope 3 Plus = Scope 3 Other Material; include any that are part of your overall targets
- **CNGP Activity Groups:** only those associated with the selected Scope will be shown
 - On MEP, Scope needs to be selected before CNGP Activity
- **Activity:** The name used to describe the activity in your inventory
- **Activity Units:** Need to be selected via drop down menu
 - If able, Air Travel should be reported by ticket class and person kilometres travelled (pkm)
- **Activity Data:** Quantity of the activity unit
- **Emission Factors:** Enter the factor used in your inventory (convert factor to tCO2e)
- **Emissions:** Total emissions for each activity, entered as tCO2e, needs to match audited inventory figure.

The image shows three screenshots of dropdown menus from the emissions entry interface:

- GHG Scope (select from drop down):** A dropdown menu with options: Scope1, Scope2, Scope3Mandatory, and Scope3Plus. Scope3Mandatory is selected.
- GHG Scope (select from drop down):** A dropdown menu with options: Scope3Other and Scope3Other. Scope3Other is selected.
- Activity unit (e.g. km, L, pkm) (select from drop down):** A dropdown menu with options: kWh, Litres, m3, pc (per capita), head (livestock), pkm (person kilometers travelled), rpm (room per night), and tCO2e. pkm (person kilometers travelled) is selected.

Below these screenshots is a partial view of the table header for GHG Scope and CNGP activity group, showing the same options as the table above.

Data template – Construction emissions tab

GHG Scope (select from drop down)	CNGP activity group (select from drop down)	Project Category (select from drop down)	LifeCycle Stage (select from drop down)	Project Type (e.g. 2 lane Road, 3 storey house, etc) (free text)	Total year emissions (tCO2e)	Total number of Buildings in project	Total Gross Floor Area (m ²)	Expected number of occupants per building	Km of horizontal infrastructure
Scope3Other	Embodied emissions in construction materials, products, and/or demolition	Residential	Product and construction (new build)	3 storey house	2000	10	1600	5	
Scope3Other	Embodied emissions in construction materials, products, and/or demolition	Office	Refurbishment	refurbishing 8 storey office	3250.0000	1	8000	250	

- **Only tab to enter construction emissions**

- CNGP Activity Group “Embodied emissions in construction materials, products, and/or demolition” only available for selection in this tab

- **Emissions to be broken down by project type (where possible)**

- No activity units or Emission Factors
- Category: Horizontal, or Vertical - Residential, Hospital, School, Office, Other
- Lifecycle: Stage of project, e.g. new build, refurbishment, demolition, other

- Project Type: Enter one-line description of the project
- Total emissions: Total emissions within reporting year.

- **Additional columns to capture more detail of project size (where possible)**

- Number of all buildings within this project type
- Total combined GFA of project type
- Anticipated/estimated occupants per building
- OR total combined km of horizontal infrastructure by project type

Data template – Avoiding common errors

- **CNGP Activity Groups:**

- Ensure you've chosen the appropriate CNGP Activity Group for each individual activity. Examples can be found in the **CNGP Activity Groups Tab**

- **Reporting in tCO₂e:**

- Adjust Emission Factors to tCO₂e instead of kgCO₂e (often the default).
- Ensure any direct emissions (i.e. reporting directly as CO₂e) activity data is entered in tonnes.
- Final emission figure for each activity line needs to be in tCO₂e

- **Template and Audit don't match:**

- Make sure the totals for Scope 1, 2, & 3 match your inventory report.
- If there is a reason they don't match, provide an explanation on Overview tab

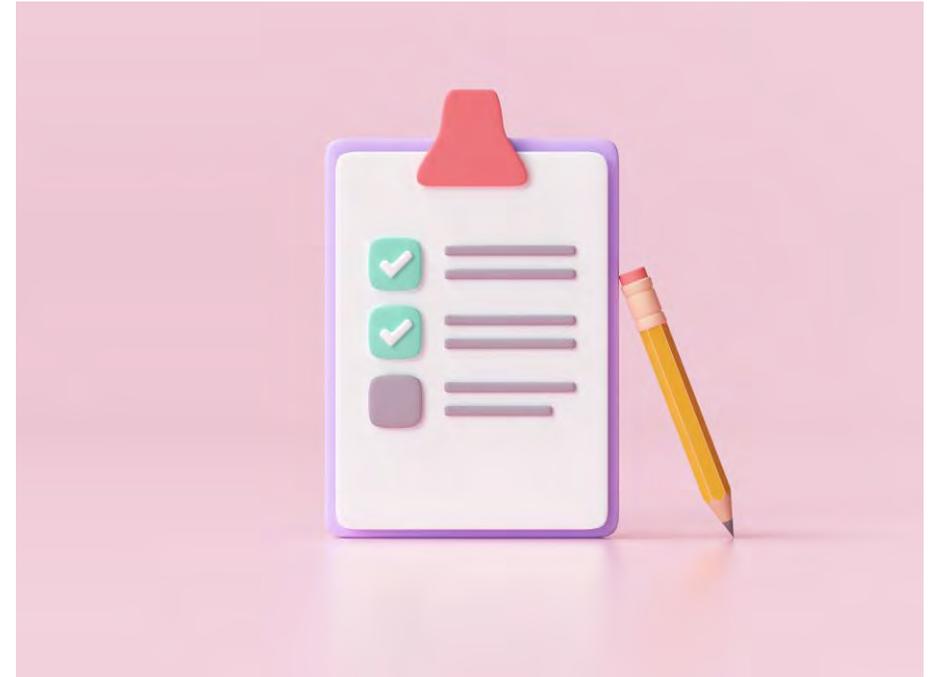
Reporting Survey



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New Zealand Government

Reporting survey

- **Survey link in tool** (draft version provided in Word format in tool)
 - To be completed and submitted only once per organisation
- **To be completed for current year**
 - Does not need to be completed for your base year
- **4 Main Sections**
 - Emissions Sources
 - Reduction Targets and Initiatives
 - Organisational Progress
 - Programme Costs and Savings (new)



Emissions Reduction Plan



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New Zealand Government

Emissions Reduction Plan

- If there are no significant changes since last year, no need to submit a new one in 2024.
- **Submit your own ERP or create a document that covers min requirements**
 - **There is an optional template in the data tool**
 - **Do not need to fill out Appendix 1 in CNGP Guidance Doc**
 - **Minimum info to be covered by either document:**
 - Any data gaps or significant assumption of emissions sources
 - Excluded source(s), and reason(s)
 - Plans for improvement to inventory over time
 - Contextual information about your targets such as the level of ambition and achievability, reduction potential of your org, and key opportunities/barriers the org faces.
 - Commentary on alignment or non-alignment to 1.5C emissions reduction pathway
 - Key reduction initiatives the org is implementing or planning
 - Commentary on progress against targets compared to base year
 - Integration of targets and reduction initiatives within the organisation, ie a description of the way in which your organisation has committed to your targets and reduction initiatives.
- **Your responsibility to ensure any document/report created for you (e.g. Emissions Management Plan) includes the above**

Proof of Audit Verification



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Proof of Verification

- Need to submit an Independent Audit Opinion Letter:
 - Quantity of emissions
 - Level of assurance
 - Signature of the auditor
 - Audit report not required
- No programme Certificates

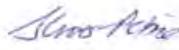


INDEPENDENT ASSURANCE STATEMENT
Toitū carbonreduce certification

VERIFICATION LEVEL OF ASSURANCE



	tCO ₂ e	Level of Assurance
Category 1	3,346.47	Reasonable
Category 2	503.36	Reasonable
Category 3 (mandatory)	604.89	Limited
Category 3 (additional)	630.03	Limited
Category 4 (mandatory)	331.20	Limited
Category 4 (additional)	3,910.56	Limited
Total inventory	9,326.11	

Verified by:		Authorised by:	
Name:	Surandi Perera	Name:	Sonia Groes-Petrie
Position:	Verifier, Toitū Envirocare	Position:	Certifier, Toitū Envirocare
Signature:		Signature:	
Date verification audit:	27/07/2022	Date:	08/08/2022
Date opinion expressed:	30/07/2022		



ORGANISATION AUDIT REPORT

Toitū carbonreduce and Toitū carbonzero certification programmes

Submission process



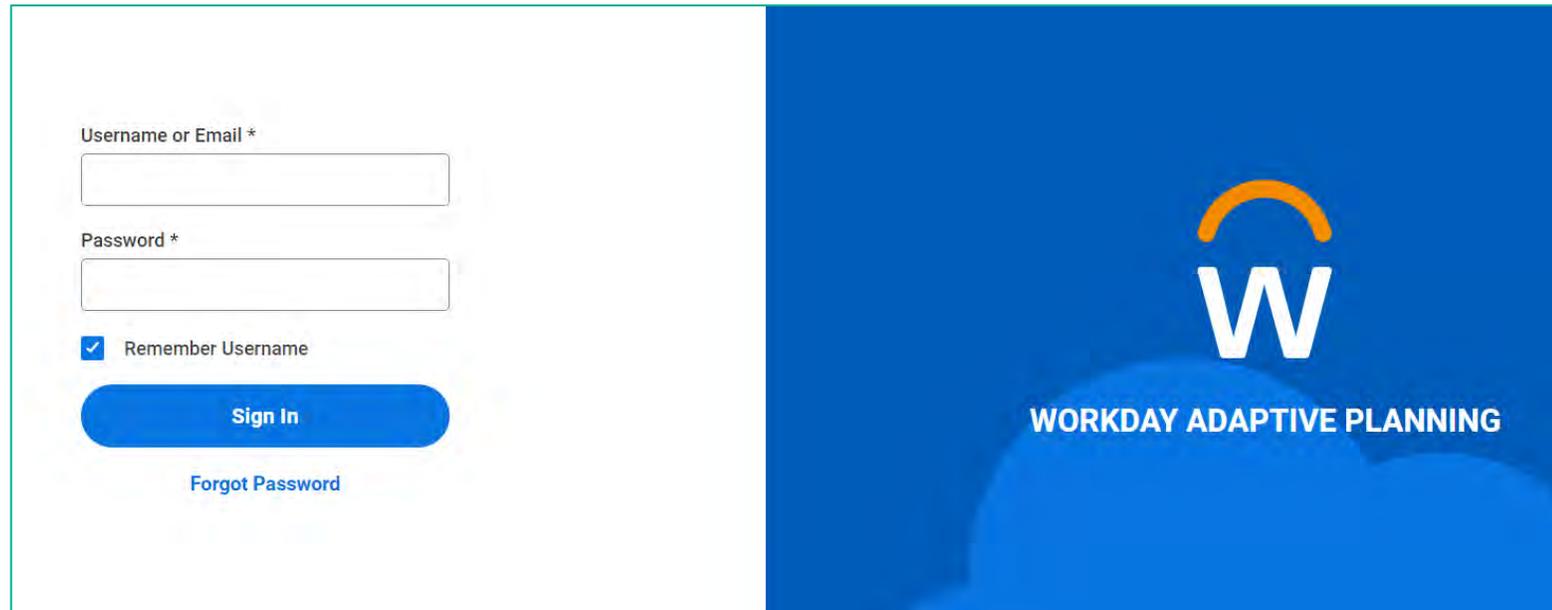
Carbon Neutral
Government Programme



Te Kāwanatanga o Aotearoa
New Zealand Government

Logging in

- In your browser, go to: <https://login.adaptiveinsights.com/app>
- Log in using the username and password sent to you by the CNGP.
- Note: Adaptive uses popups, please enable them on your browser



Username or Email *

Password *

Remember Username

Sign In

[Forgot Password](#)


WORKDAY ADAPTIVE PLANNING

Change your password

Change My Password

Personal info

***Name:** Ministry of Magic (CNGP Test)

Position:

Username: Magic@cngp.govt.nz

Email: Use username as email
 Sultana.Shah@mfe.govt.nz

Time zone: (GMT+12:00) NZ

Country:

State:

Password * Required

Old password:

New password:

Verify new password:

The password length must be greater than or equal to 8
The password must contain at least 1 numeric characters
The password must contain at least 1 non-alphanumeric character

My avatar


Default avatar



Custom avatar
 No file chosen
(Image requirements: JPG, PNG. Your avatar will be resized to 50x50 pixels)

My Profile

Your profile has been updated.

Personal info

***Name:** Ministry of Magic (CNGP Test)

Position:

Username: Magic@cngp.govt.nz

Email: Use username as email
 Sultana.Shah@mfe.govt.nz

Home page: Welcome

Time zone: (GMT+12:00) NZ

Country:

Password

Old password:

New password:

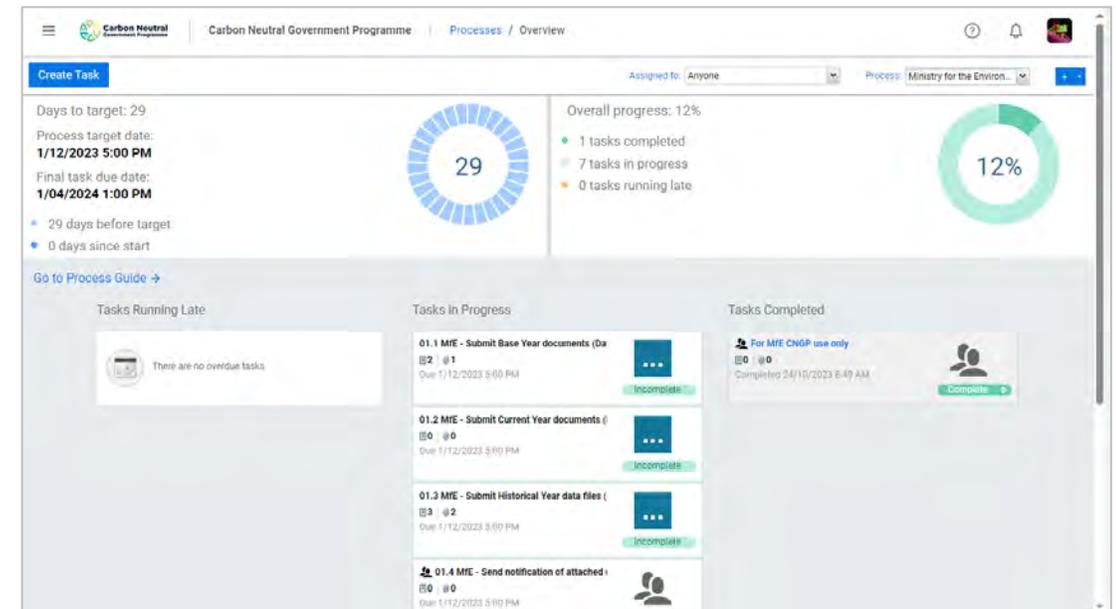
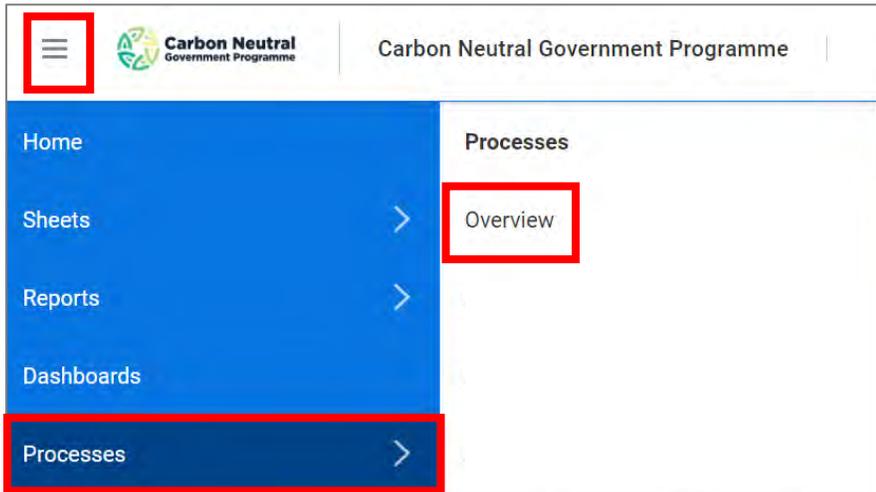
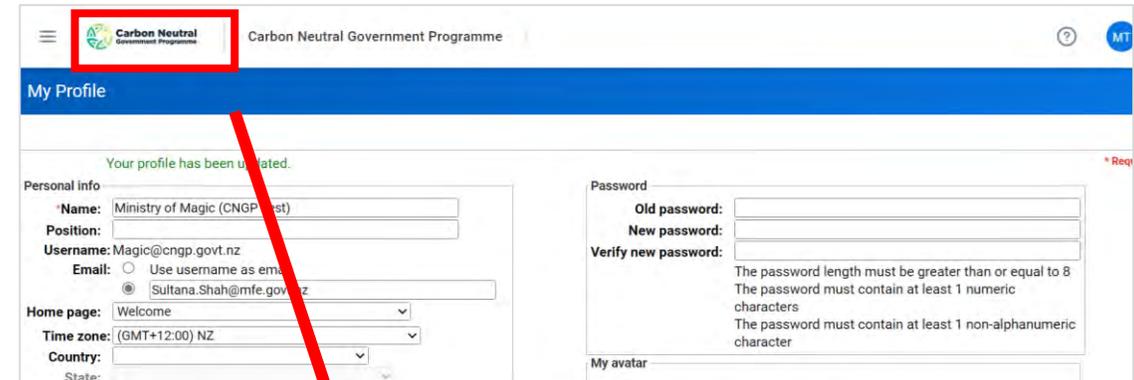
Verify new password:

The password length must be greater than or equal to 8
The password must contain at least 1 numeric characters
The password must contain at least 1 non-alphanumeric character

My avatar:

Navigating to the landing page

Select the CNGP logo OR use the menu to navigate to Processes / Overview



Your landing/processes page

- Check that your organisation is selected in the 'Process' drop-down.

Carbon Neutral Government Programme | Processes / Overview

Assigned to: Anyone | Process: Ministry for the Environ...

Days to target: 106

Process target date: 31/12/2024 5:00 PM

Final task due date: 1/12/2024 5:00 PM

106 days before target

290 days since start

Overall progress: 54%

- 6 tasks completed
- 5 tasks in progress
- 0 tasks running late

Process: Ministry for the Environ...

Go to Process Guide →

Tasks Running Late

There are no overdue tasks

Tasks in Progress

- 2024 01.1 MfE - Submit Emissions Document | Incomplete
- 2024 01.2 MfE - Submit CNGP Reporting | Incomplete
- 2024 01.3 MfE - Send notification | Incomplete
- 2024 02.1 MfE - View Your Organisation | Incomplete

Tasks Completed

- 2023 1.1 MfE - Submit Base Year documents | Complete
- 2023 1.2 MfE - Submit Current Year documents | Complete
- 2023 1.3 MfE - Submit Historical Year data for 2022 | Complete
- 2023 1.3 MfE - Submit Historical Year data for 2021 | Complete

Documents in the tool

- Menu -> 'Reports' -> 'Overview' -> 'Shared'
- Ensure you **download a copy of the data template from the tool** to use for inputting your data.

The image shows a sequence of three screenshots illustrating the navigation path in the Carbon Neutral Government Programme tool. The first screenshot shows the main navigation menu with 'Reports' highlighted. A red box highlights the 'Reports' menu item, and a red arrow points down to the second screenshot. The second screenshot shows the 'Reports' sub-menu with 'Overview' selected. A red box highlights the 'Shared' folder, and a red arrow points down to the third screenshot. The third screenshot shows a list of documents under the 'Shared' folder, with the first document, 'CNGP emissions data template 2024.x...', highlighted. A red box highlights the 'Shared' folder in the second screenshot, and a red arrow points down to the first document in the third screenshot.

Carbon Neutral Government Programme | Carbon Neutral Government Programme | Reports / Overview

Home | Reports
Sheets > | Overview
Assumptions >
Reports >

Name ↑

All | Certification and Accreditation
Personal | Reporting Templates and Info
Shared | User Guides
Favorites

Name ↑

CNGP emissions data template 2024.x...
CNGP Reporting Documents Checklist
CNGP Reporting questions 2024 .docx
ERP template.docx

Overview of process

Organisation attaches datafile, emissions reduction plan (if new or updated), verification documents in the tool.



Organisation completes survey in a browser



CNGP review documentation



Organisation reviews and approves their dashboard

Attaching files

The dashboard displays the following information:

- Days to target:** 106
- Process target date:** 31/12/2024 5:00 PM
- Final task due date:** 1/12/2024 5:00 PM
- Overall progress:** 54%
- Task Status:** 6 tasks completed, 5 tasks in progress, 0 tasks running late.

The **Tasks Running Late** section shows: "There are no overdue tasks".

The **Tasks In Progress** section (highlighted with a red box) lists:

- 2024 01.1 MfE - Submit Emissions Document (Incomplete)
- 2024 01.2 MfE - Submit CNGP Reporting (Incomplete)
- 2024 01.3 MfE - Send notification (Incomplete)
- 2024 02.1 MfE - View Your Organisations (Incomplete)

The **Tasks Completed** section lists several tasks from 2023, all marked as "Complete".

Tasks in Progress

2024 01.1 MfE - Submit Emissions Document
Due 1/12/2024 5:00 PM
More Edit Clone Incomplete

2024 01.1 MfE - Submit Emissions Documentation
Due 1/12/2024 5:00 PM
Incomplete

Description
Attach your data template and signed verification document for the Current Year. Note that you only need to submit your Emissions Reduction Plan if you are submitting for the first time or if you have updated your plan from the last reporting year. If you need to upload your base year or any historical years, clone this task and rename either "base year" or "historical year".

Workflow Information

Attachments (0)
1 Add attachment...
Maximum of 3 attachments.

Notes (0)
Less Edit Clone

Complete reporting survey

- Remember to complete task 1.2 – your survey. The survey is completed outside of the tool.
 - **You will not be asked to review your dashboard until the survey has been completed.**
- Copy and paste the survey link into your browser.

 **2024 01.2 MfE - Submit CNGP Reporting Survey** 

 0  0

Due 1/12/2024 5:00 PM Incomplete

by Ministry for the Environment

▼ **Description**

Ensure only 1 survey is completed for your organisation.

Survey Link:
<https://consult.environment.govt.nz/comms/9f1001e6>

▶ **Attachments (0)**

▶ **Notes (0)**

Notify CNGP that you have attached files

2024 01.3 MfE - Send notification

Due 1/12/2024 5:00 PM

Incomplete

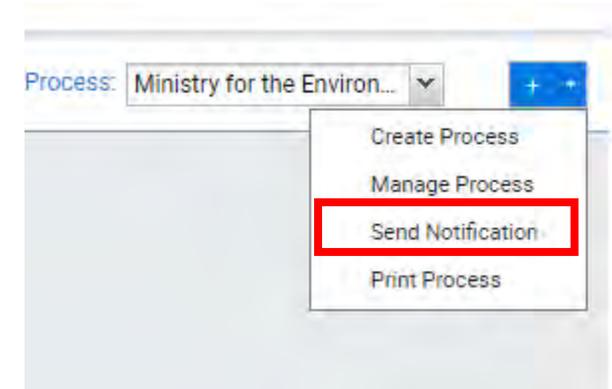
Description

1. Go to the blue plus (+) button in the top right of the screen
2. Click the arrow next to the +
3. Click 'Send Notification'
4. Adjust the message as desired. This is the email that will be received to notify CNGP that you have uploaded your documents.
5. Ensure the boxes for 'CNGP' and your own user group are ticked
6. Press 'Send Notification'

Workflow Information

Attachments (0)

Notes (0)



Process: Ministry for the Environ... + +

- Create Process
- Manage Process
- Send Notification**
- Print Process

Send Notification

Process Ministry for the Environment

Due date 1/12/2023 5:00 PM

Message I have uploaded files for base year, current year and historical years 2020/2021 and 2021/2022

Recipient

- CNGP
- Ministry for the Environment (Test Users)

Send Cancel

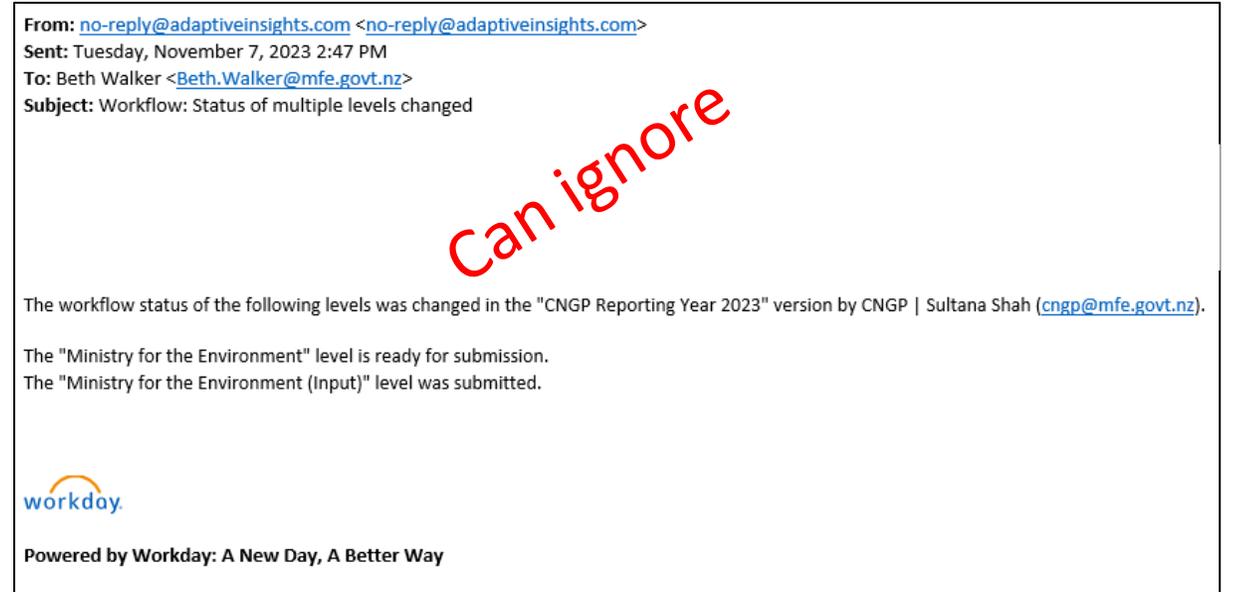
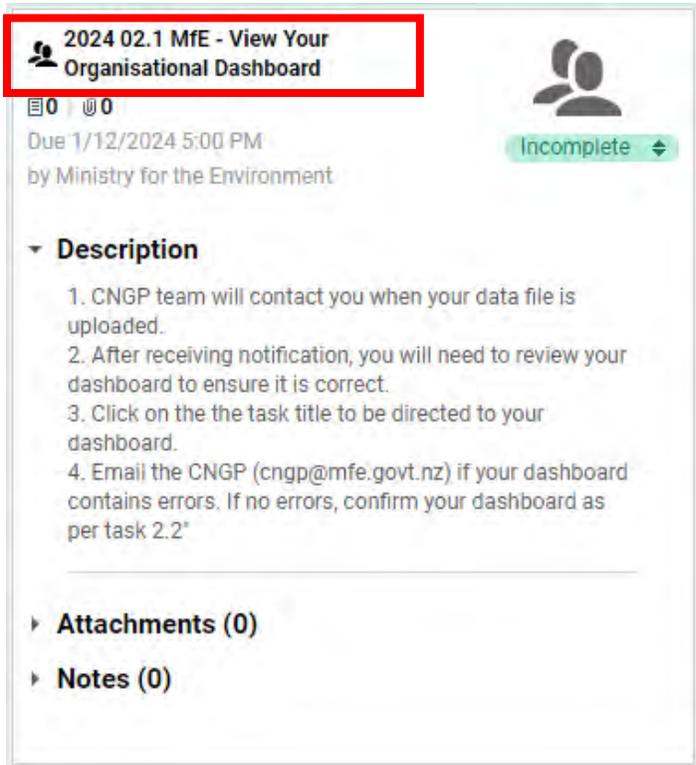
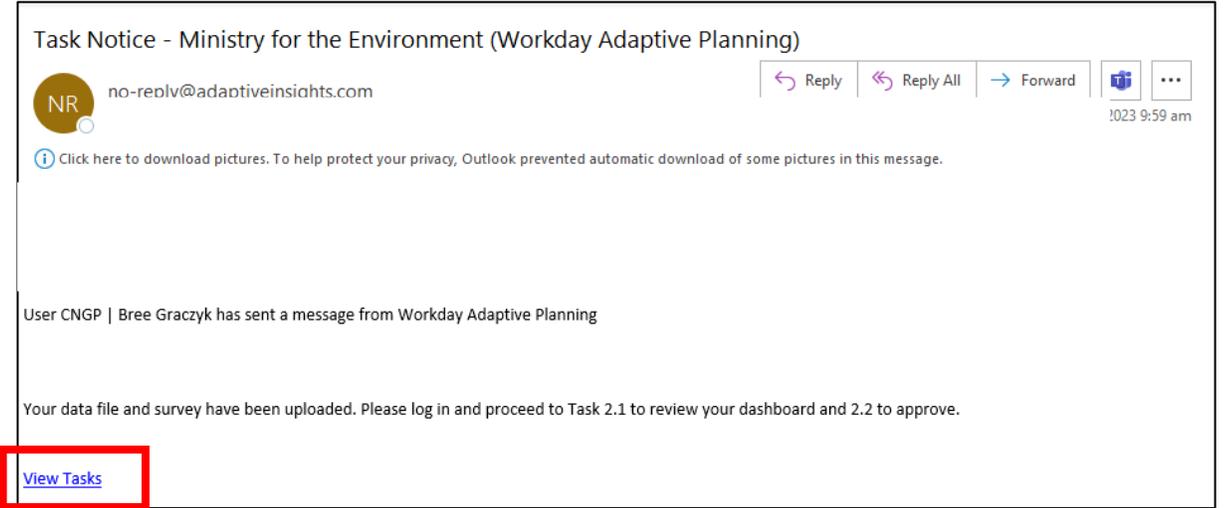
CNGP will review your documents

1. CNGP will do a high-level review of your documents.
2. CNGP will contact you if there are discrepancies.
3. CNGP will upload your data into the system to produce a dashboard.



Check your dashboard

- Once CNGP have uploaded your data, you will receive 2 emails from adaptive insights.
- Click 'View Tasks' from the email, and click on task 2.1 – View Your Organisational Dashboard



Checking your dashboard

- You will see a similar view to the fictitious dashboard below. Press the orange arrow to view full dashboard
- Check accuracy on the 'Organisation Summary' tab is correct.

The screenshot displays the Carbon Neutral Government Programme dashboard. The top navigation bar includes the logo, 'Carbon Neutral Government Programme', and 'Dashboards'. A dropdown menu shows 'CNGP Reporting Year 2023'. The main header is 'Organisation Summary - 2018 B...' with filters for 'Time Jun-2023' and 'Level Ministry for the Environment'. A secondary navigation bar contains tabs: 'Organisation Summary', 'Org Overview', 'Mandatory Plus', 'Scope 1 Agriculture', 'Other Scope 3', 'Construction', 'Biogenic', 'Forest Removals', and 'Survey'. The 'Organisation Summary' tab is active. The main content area is titled 'Organisation Dashboard' and includes a 'Calendar year reporting...' section. Below this are five data cards for the year 2023:

Metric	Value
CNGP emissions (tCO ₂ e)	819
Base year emissions (tCO ₂ e)	1,457
Change since base year (%)	-44%
Change since base year (tCO ₂ e)	-639
Other scope 3 emissions (tCO ₂ e)	4

An orange arrow points to a navigation icon in the left sidebar, and a red box highlights the 'CNGP Reporting Year 2023' dropdown menu.

Confirm your dashboard to CNGP

- Click on Process 2.2 to confirm your dashboard.
- Click on the line with your organisation's name followed by the word **(Input)**. Do not select the top row.

Carbon Neutral Government Programme | Carbon Neutral Government Programme | Workflow / Overview

Workflow

Overview

Levels

Sheets

Search

Name	Status
Ministry for the Environment	In Progress
Ministry for the Environment (Input)	Submitted

02.2 MFE - Confirm Your Dashboard to CNGP

Due 30-Nov-2023 20:00 PST

Incomplete

by Ministry for the Environment (Test Users)

Description

1. Click on the task title to go to your 'workflow'. In the menu on the left, 'Levels' should be selected.
2. Click the SECOND line with 'your organisation name (input)'.
3. Optional: Enter any notes you wish to communicate to the CNGP and press 'Save Note'.
4. Press 'Approve' to confirm your dashboard is correct. If your dashboard contains errors, email the CNGP (cngp@mfe.govt.nz) and do not approve.

Attachments (0)

Notes (0)

Carbon Neutral Government Programme | Carbon Neutral Governn

Ministry for the Environment | Dec 1

- 01.5 - MFE Submit CNGP Repo... | Dec 1
- 02.1 MFE - View Your Organisa... | Dec 1
- 02.2 MFE - Confirm Your Dash... | Dec 1

Description | Notes

Content | Workflow

Version | CNGP Reporting Year 2023

1. Click on the task title to go to your 'workflow'. In the menu on the left, 'Levels' should be selected.
2. Click the SECOND line with 'your organisation name (input)'.
3. Optional: Enter any notes you wish to communicate to the CNGP and press 'Save Note'.
4. Press 'Approve' to confirm your dashboard is correct. If your dashboard contains errors, email the CNGP (cngp@mfe.govt.nz) and do not approve.

Dashboard Approval

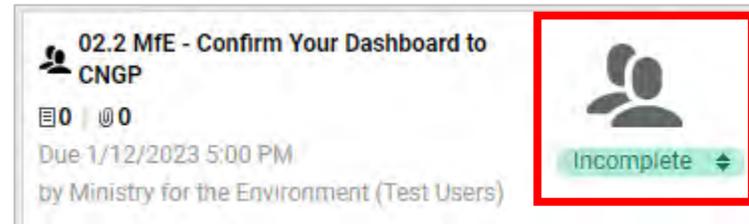
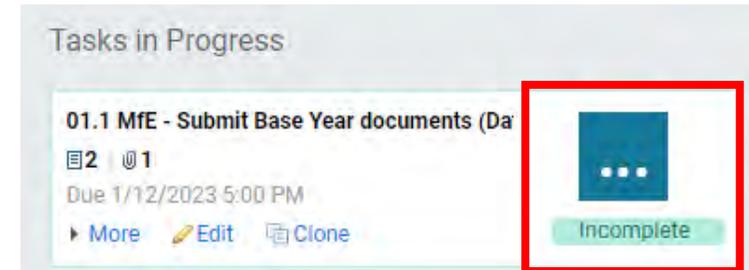
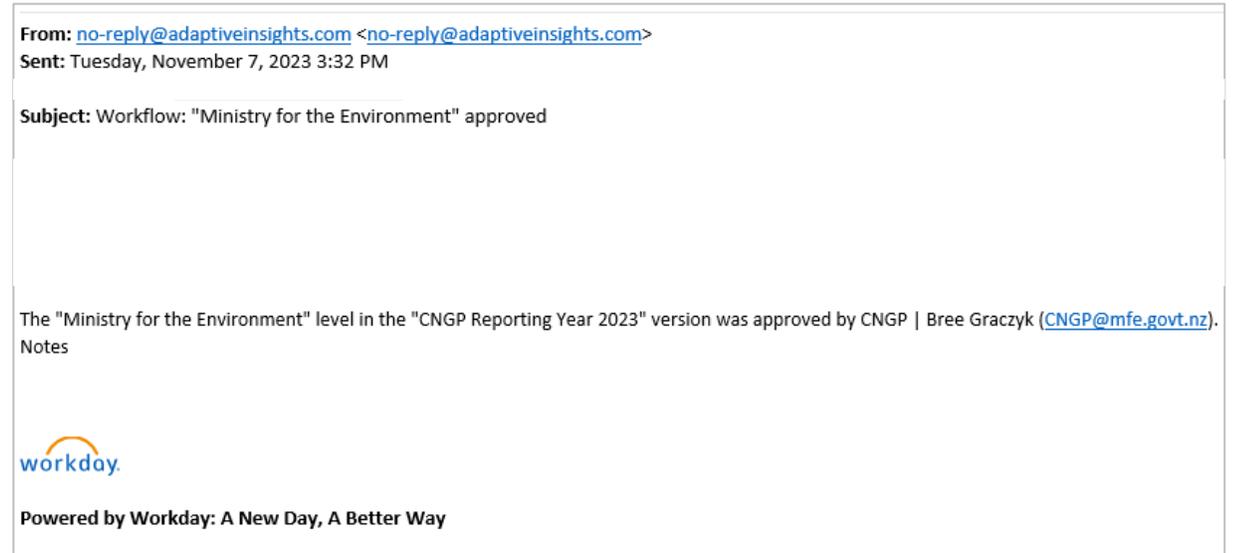
- You will see a menu appear with 'SUBMITTED' in orange
- In the 'Note' section, leave a note to CNGP confirming the dashboard is correct
- Press 'Save Note'
- Press 'Approve'
- The process is now complete.
- **If the dashboard contains errors, email the CNGP (cngp@mfe.govt.nz)**

The screenshot shows a 'Level Workflow Status' modal window. On the left, a table lists 'Last Updated On' dates: 'Oct 19, 2023' (highlighted) and 'Oct 19, 2023'. The modal content includes:

- Level Workflow Status** (with a close 'X' icon)
- SUBMITTED** (highlighted in orange)
- Name:** Crown Law Office (Input)
- Updated By:** Deloitte | Will Miller
- Updated On:** Oct 19, 2023 1:06:06 PM NZDT
- Note:** A text area containing the text: 'CNGP have uploaded your data into the dashboard. Please confirm whether it is correct.' Below this, a red box highlights the text: 'Crown Law: Dashboard is all correct'.
- Save Note** (button, highlighted in red)
- Approve** (button, highlighted in red)
- Reject** (button)

Dashboard Approval

- Once you have approved your dashboard, CNGP will do a final approval and lock your dashboard.
- You will receive an email from adaptive insights stating your organisation's reporting has been approved.
- Not all tasks in the Process view will move to 'complete'.
- You are done with reporting!





Q & A

He karakia whakakapi

Kia whakai-ria te tapu

Restrictions are moved aside

Kia wātea ai te ara

So the pathway is clear

Kia tu-ruki whaka-taha ai

To return to everyday activities

Haumi e. Hui e. Tāiki e!

Uniting as one, uniting, in conscious thought