

**Read this page carefully before you complete the report.**

This report is for Category C public bodies, i.e. those that:

* have been financially inactive throughout the reporting period; or
* have 15 or fewer members of staff.

Category A and B public bodies should **NOT** use this form. The form for Category A and B public bodies can be accessed here: <https://www.netzero.im/resources/public-bodies/>

**The reporting period is 1 April 2023 to 31 March 2024.**

**The submission deadline for Category C public bodies is 31 May 2024.**

This form is the public body’s annual report, required under the [Climate Change (Public Bodies' Reporting Requirements) Regulations 2022](https://legislation.gov.im/cms/images/LEGISLATION/SUBORDINATE/2022/2022-0124/2022-0124_2.pdf) (as amended).

This report relates to compliance with the climate change duties set out in Section 21 of the Climate Change Act 2021, which are:

**(1) A** [**public body**](https://www.netzero.im/media/wi3j50uq/whatisapubbob2.png)**, in performing its duties, must act in the way that it considers best to contribute to —**

**(a) the meeting of the** [**net zero**](https://www.netzero.im/media/1ghd1wsp/pubbodsinfosheet-netzero.pdf) **emissions target by the net zero emissions target year;**

**(b) the meeting of any** [**interim target**](https://www.netzero.im/media/gebbhcz0/interim-targets-pubbods.pdf)**;**

**(c) supporting the** [**just transition**](https://netzero.im/media/r22j254m/just-transition.pdf) **principles and the** [**climate justice**](https://netzero.im/media/flkj41e0/climate-justice.pdf) **principle;**

**(d)** [**sustainable development**](https://netzero.im/media/r1kenik3/sustainable-development.pdf)**, including the achievement of the** [**United Nations sustainable development goals**](https://sdgs.un.org/goals)**; and**

**(e) protecting and enhancing** [**biodiversity, ecosystems and ecosystem services**](https://netzero.im/media/cuqlfez5/biodiversity-ecosystems-and-ecosystem-services.pdf)**.**

Duties (c), (d) and (e) are referred to collectively as the [Fair Change](https://netzero.im/media/njyd1wn3/fair-change.pdf) principles.

To learn more about any of the duties, please click on the links.

**COMPLETING THE REPORT:**

* Please complete the form digitally where possible – if a hand written submission is necessary, ensure that it is legible.
* Each section indicates whether it is optional or mandatory. You must complete all questions within a mandatory section.
* Please choose from the multiple choice answer, where they are provided.
* If you need more space, feel free to add additional rows by copying and pasting. If you aren’t sure how to do this, please get in touch. You may delete unused rows.

**SUPPORTING DOCUMENTS:**

* The provision of supporting documents is not mandatory. However, if the public body has produced a document, for example that relates to a reported action, space is provided for the name of the document.
* Ideally, please provide a link to the document or append a copy to this report.
* Please note that supporting documents form a part of the report and must therefore be published with the report; therefore, they should be submitted in a format that is suitable for publication ie. without any sensitive information/redacted.

**SUBMISSION:**

* Please submit the completed report to: publicbodiesclimate@gov.im along with any supporting documents.
* Submission to CCTT fulfils your legal requirement. CCTT administer the reporting process on behalf of the Council of Ministers, you **do not** need to submit your report directly to the Council of Ministers.
* Following submission, CCTT will review that report and confirm that is has been accepted or, if necessary, may request clarification or additional information.
* Once the report has been accepted, the public body must publish it in accordance with section 23(3) of the Climate Change Act 2021.

If you have any queries about how to complete this form please email: publicbodiesclimate@gov.im

## Publication

This question is optional.

|  |  |
| --- | --- |
| **Please confirm whether you are content for this report to be published by the Climate Change Transformation Team on their website.**  | [ ]  Yes, CCTT may publish this report. [ ]  No, CCTT may not publish this report.  |

Please note that:

* All supporting documents form part of the report and should be submitted in a format that is suitable for publication ie. without any sensitive information/redacted.
* Publication by CCTT does not affect the public body’s statutory requirement to publish its own report (per section 23(3) of the Climate Change Act 2021).

## Introduction

This section is mandatory.

|  |  |
| --- | --- |
| **Name of public body**  |  |
| **Contact email address** |  |
| **Number of staff\***  |  |

\* Please indicate the average full time equivalent (fte) during the reporting period.

 For public bodies with staff employed by the Public Service Commission, ‘number of staff’ means stationed employees.

## Financial Activity

This section is mandatory. Please choose from the options.

|  |  |
| --- | --- |
| **Has the public body remained financially inactive during the reporting period?**  | [ ]  Yes – public body remained financially **INACTIVE** throughout the reporting period. [ ]  No – public body was financially **ACTIVE** during the reporting period.  |

‘Financially inactive' means that the public body has not made any financial transactions during the reporting year eg. purchases, payment of wages, collection of fees etc. This relates to all financial activities, not just those related to climate change or emissions reduction.

* If you answer 'INACTIVE' you do not need to complete the rest of the form because an inactive public body is not expected to have undertaken any climate action.
* If you answer 'ACTIVE' please complete the rest of the questions.

## Climate Action

This section is mandatory.

In this section, tell us about the climate action the public body has taken during the reporting period.

|  |  |
| --- | --- |
| **Has the public body undertaken any actions, during the reporting period, which contribute toward the climate change duties?** | [ ]  Yes[ ]  No |

If YES, please complete the section below.

If you need more space, feel free to add additional rows by copying and pasting. If you aren’t sure how to do this, please get in touch. You may delete unused rows. **Complete ALL columns for every action.**

**STATUS:**

**Under development** = in the planning phase.

**In progress** = currently underway and has an end date (eg. a project).

**On-going** = currently underway with no end date (eg. a new way of working).

**Complete**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description of action** | **Relevant climate change duty/duties** | **Status** | **Supporting document?** | **Was this action included in last year’s report (2022-2023)**  |
| Please list each action on a separate row.  | See introduction for more information on each of the climate change duties. Select all relevant climate change duties.  | Please indicate the status of the action at the end of the reporting period. Please choose one option.  | Please enter the name of the document along with a link (if the document is available online) or append a copy to this report.  | Please let us know whether this is something that was included in last year’s report and, if so, provide a brief update on how it has progressed during this reporting period.  |
|  | [ ]  Emissions reduction [ ]  Increasing removals (ie. carbon storage) [ ]  Just transition[ ]  Climate justice[ ]  Sustainable development [ ]  Protecting and enhancing biodiversity and ecosystems  | [ ]  Under development[ ]  In progress[ ]  On-going[ ]  Complete |  | [ ]  No, this is a new action[ ]  Yes - Update:  |
|  | [ ]  Emissions reduction[ ]  Increasing removals (ie. carbon storage) [ ]  Just transition[ ]  Climate justice[ ]  Sustainable development [ ]  Protecting and enhancing biodiversity and ecosystems | [ ]  Under development[ ]  In progress[ ]  On-going[ ]  Complete |  | [ ]  No, this is a new action[ ]  Yes - Update: |
|  | [ ]  Emissions reduction[ ]  Increasing removals (ie. carbon storage) [ ]  Just transition[ ]  Climate justice[ ]  Sustainable development [ ]  Protecting and enhancing biodiversity and ecosystems | [ ]  Under development[ ]  In progress[ ]  On-going[ ]  Complete |  | [ ]  No, this is a new action[ ]  Yes - Update: |
|  | [ ]  Emissions reduction[ ]  Increasing removals (ie. carbon storage) [ ]  Just transition[ ]  Climate justice[ ]  Sustainable development [ ]  Protecting and enhancing biodiversity and ecosystems | [ ]  Under development[ ]  In progress[ ]  On-going[ ]  Complete |  | [ ]  No, this is a new action[ ]  Yes - Update: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | [ ]  Emissions reduction[ ]  Increasing removals (ie. carbon storage) [ ]  Just transition[ ]  Climate justice[ ]  Sustainable development [ ]  Protecting and enhancing biodiversity and ecosystems | [ ]  Under development[ ]  In progress[ ]  On-going[ ]  Complete |  | [ ]  No, this is a new action[ ]  Yes - Update: |
|  | [ ]  Emissions reduction[ ]  Increasing removals (ie. carbon storage) [ ]  Just transition[ ]  Climate justice[ ]  Sustainable development [ ]  Protecting and enhancing biodiversity and ecosystems | [ ]  Under development[ ]  In progress[ ]  On-going[ ]  Complete |  | [ ]  No, this is a new action[ ]  Yes - Update: |
|  | [ ]  Emissions reduction[ ]  Increasing removals (ie. carbon storage) [ ]  Just transition[ ]  Climate justice[ ]  Sustainable development [ ]  Protecting and enhancing biodiversity and ecosystems | [ ]  Under development[ ]  In progress[ ]  On-going[ ]  Complete |  | [ ]  No, this is a new action[ ]  Yes - Update: |
|  | [ ]  Emissions reduction[ ]  Increasing removals (ie. carbon storage) [ ]  Just transition[ ]  Climate justice[ ]  Sustainable development [ ]  Protecting and enhancing biodiversity and ecosystems | [ ]  Under development[ ]  In progress[ ]  On-going[ ]  Complete |  | [ ]  No, this is a new action[ ]  Yes - Update: |
|  | [ ]  Emissions reduction[ ]  Increasing removals (ie. carbon storage) [ ]  Just transition[ ]  Climate justice[ ]  Sustainable development [ ]  Protecting and enhancing biodiversity and ecosystems | [ ]  Under development[ ]  In progress[ ]  On-going[ ]  Complete |  | [ ]  No, this is a new action[ ]  Yes - Update: |
|  | [ ]  Emissions reduction[ ]  Increasing removals (ie. carbon storage) [ ]  Just transition[ ]  Climate justice[ ]  Sustainable development [ ]  Protecting and enhancing biodiversity and ecosystems | [ ]  Under development[ ]  In progress[ ]  On-going[ ]  Complete |  | [ ]  No, this is a new action[ ]  Yes - Update: |
|  | [ ]  Emissions reduction[ ]  Increasing removals (ie. carbon storage) [ ]  Just transition[ ]  Climate justice[ ]  Sustainable development [ ]  Protecting and enhancing biodiversity and ecosystems | [ ]  Under development[ ]  In progress[ ]  On-going[ ]  Complete |  | [ ]  No, this is a new action[ ]  Yes - Update: |

## Plans, strategies and other documents

This section is mandatory.

|  |  |
| --- | --- |
| **Does the public body have a climate action/emissions reduction plan?** If yes, please provide a link to the document or append a copy to this report. | [ ]  Yes, climate action/emissions reduction plan in place. [ ]  Not yet, climate action/emissions reduction plan under development. [ ]  No, no intention of creating a climate action/emissions reduction plan.  |
| **If you answered ‘Not yet’, when do you expect your plan to be in place?**  |  |
| **If you answered ‘No’, please explain how the public body is ensuring that it is contributing towards the Island’s net zero and interim emissions reduction targets.** |  |

In the section below, please tell us about any other plans, strategies or documents that the public body has produced, during the reporting period, which support the climate change duties. You can also list documents that are still under development.

If you need more space, feel free to add additional rows by copying and pasting. If you aren’t sure how to do this, please get in touch. You may delete unused rows. **Please complete ALL columns for every action.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of plan/strategy/document** | **Relevant climate change duty** | **Status** | **Supporting document?** | **Was this plan/strategy/document included in last year’s report (2022-2023)**  |
| Please list each document on a separate row.  | See introduction for more information on each of the climate change duties. Select all relevant climate change duties.  | **Under development** = document being drafted.**In place** = a document that has been completed, approved (if necessary) and published/shared with those affected. Please choose one option.  | Please provide a link or a copy of the plan, strategy or other document referred to.  | Please let us know whether this is something that was included in last year’s report and, if so, provide a brief update on how it has progressed during this reporting period. |
|  | [ ]  Emissions reduction[ ]  Increasing removals (ie. carbon storage) [ ]  Just transition[ ]  Climate justice[ ]  Sustainable development [ ]  Protecting and enhancing biodiversity and ecosystems | [ ]  Under development [ ]  In place |  | [ ]  No, this is a new plan/strategy/document[ ]  YesIf yes, please provide a brief update on progress during this reporting period:  |
|  | [ ]  Emissions reduction[ ]  Increasing removals (ie. carbon storage) [ ]  Just transition[ ]  Climate justice[ ]  Sustainable development [ ]  Protecting and enhancing biodiversity and ecosystems | [ ]  Under development [ ]  In place |  | [ ]  No, this is a new plan/strategy/document[ ]  YesIf yes, please provide a brief update on progress during this reporting period: |
|  | [ ]  Emissions reduction[ ]  Increasing removals (ie. carbon storage) [ ]  Just transition[ ]  Climate justice[ ]  Sustainable development [ ]  Protecting and enhancing biodiversity and ecosystems | [ ]  Under development [ ]  In place |  | [ ]  No, this is a new plan/strategy/document[ ]  YesIf yes, please provide a brief update on progress during this reporting period: |
|  | [ ]  Emissions reduction[ ]  Increasing removals (ie. carbon storage) [ ]  Just transition[ ]  Climate justice[ ]  Sustainable development [ ]  Protecting and enhancing biodiversity and ecosystems | [ ]  Under development [ ]  In place |  | [ ]  No, this is a new plan/strategy/document[ ]  YesIf yes, please provide a brief update on progress during this reporting period: |

## Highlights

This section is optional.

Are there any actions or initiatives taken by the public body over the reporting period, in relation to the climate change duties, that you would like to highlight?

|  |
| --- |
| **If so, please describe the action, project or initiative:**  |
|  |
| **To which aspect of the climate change duties does the action, project or initiative relate?**  |
| [ ]  Emissions reduction[ ]  Increasing removals (ie. carbon storage) [ ]  Just transition[ ]  Climate justice[ ]  Sustainable development [ ]  Protecting and enhancing biodiversity and ecosystems |
| **Please briefly explain why you have chosen to highlight this action, project or initiative:**  |
|  |

## Any other comments

This section is optional.

|  |
| --- |
| **Is there any other information you would like to provide in relation to the public body’s compliance with the climate change duties?**  |
|  |