

# Carbon Impact Assessment Quick Start 1st Steps

---

At a time of increasing pressure from consumers, investors and legislators, organisations cannot ignore the environmental and financial impact of increasing energy requirements. It is possible to reduce carbon emissions and avoid costs, but where should efforts be focussed and which actions will provide the best return on investment?

BT's Carbon Impact Assessment Quick Start (CIAQS) provides a prioritised view of organisation wide carbon and cost reduction opportunities enabled by the efficient use of Information Communication Technology (ICT).

Conducted by BT specialists, the process demonstrates the business benefits of sustainable ICT solutions by identifying effective ways of reducing emissions, cutting costs and improving efficiency.





## Quick Start 1st Steps

BT Quick Start 1st Steps bring together a unique set of tools, experience and knowledge that draw on the expertise of our consultants to give you an insight into the sustainability of your IT estate, processes and the way your organisation works. Our approach starts to identify and prioritise potential improvement areas and reviews the associated costs, helping reduce the business risks in delivering sustainable change. Doing this in your data centre alone, could save you up to 20% of its energy costs.

All organisations in the UK that use over 6,000 MWhrs of energy (equivalent to energy bills of around £500K/year or more) are now required to prepare for the Carbon Reduction Commitment (CRC), a mandated carbon cap and trade scheme that starts in April 2010. Organisations that do not take environmental policies seriously could find themselves financially penalised whilst those higher in the CRC league table could see gains.

## Carbon Impact Assessment Quick Start 1st Steps

The Carbon Impact Assessment Quick Start 1st Steps helps you to target areas where you can use ICT to reduce emissions significantly, as well as save costs and improve efficiency. It does this by giving you a clear view of the areas of your organisation's carbon footprint that can be influenced by this type of solution. For example, you could save up to 10% of your energy costs by replacing your PCs with thin client based low energy terminals.

## Service Description

Our Quick Start 1st Steps is a simple three step programme, designed to help you capture the information you need to understand where you can use technology to reduce the carbon footprint of your organisation.

### Step One: Data collection

We agree the scope of the assessment, either one office building or one data centre, and the objectives of the work with your organisation's sponsor. We then work with operational heads and functional managers to pull together all the information we need to carry out the assessment.

### Step Two: Workshop

We organise a structured workshop session with operational heads and functional managers to discuss and analyse the information we have gathered. This is tailored to your organisation and will start by agreeing a common understanding of your carbon footprint and what the benefits of taking action to reduce it are. This enables us to recommend what you need to focus on and to agree a set of next steps with you.

### Step Three: Report

From the workshop, you will receive a report which covers:

- A review of the actions required to reduce your carbon emissions and cut costs
- Identification of carbon emission reduction opportunities enabled by ICT with indicative return on investment
- What you and your key stakeholders need to do next

**Step 1: Data collection**  
Pull together all the information needed to make an assessment

**Step 2: Workshop**  
Identify your carbon emission priorities and agree next steps

**Step 3: Report**  
Report detailing our findings and feedback to help you reduce carbon emission and save costs

## How to use this output

The report will help you to identify and prioritise those areas of improvement that will give your organisation clear and measurable benefits. The cost saving figures will also help you prepare your business case to support any changes.

Based on the outcome of the 1st Steps we can offer a more detailed full Carbon Impact Assessment which will help you build on the initial findings and add further detail to the plan.

### Our Responsibilities:

BT will carry out a defined set of activities to include:

- Collecting all the data needed to make an assessment
- Organising and running a workshop to identify your carbon emission priorities
- Provide a detailed report providing the output from our review with our analysis and recommendations

BT will also provide a proposal with full details of the service on request.

### Your Responsibilities:

For us to provide you with this service you will need to:

- Provide all the necessary information on your organisation and working practices
- Nominate appropriate representatives for the workshop
- Nominate a lead to co-ordinate any technical aspects
- Nominate a senior representative to complete the checklist

#### Cost of the Quick Start 1st Steps

The cost of the Quick Start 1st Steps is £8,000.





## Terms and Conditions (Ts and Cs)

For the applicable terms and conditions please contact [quick.start@bt.com](mailto:quick.start@bt.com) for a copy of the BT Quick Start Agreement which should be read in conjunction with the Service Schedule attached to this document.

### Sign up now

To order the Carbon Impact Assessment Quick Start 1st Steps please sign below.

Signed on behalf of the customer	Signed on behalf of BT
NAME _____	NAME _____
TITLE _____	TITLE _____
DATE _____	DATE _____
SIGN _____	SIGN _____

*The Person signing this Order hereby confirms that they are authorised to sign this Order Form on behalf of the Customer.*

### Contract Service Description

“Carbon Impact Assessment Quick Start”, means a three step process as follows:

**Step 1** - Consists of a Data Collection Session, of planned 2 hours duration, held using audio and web conferencing (the “Data Collection Session”), and associated activities as defined herein.

This step shall include the preparation by BT of an agenda and presentation material in respect of the Kick-off Session, and documentation in respect of the Extent of the assessment, as defined below.

The Customer should use its reasonable endeavours to ensure attendance at the Kick-off Session of representatives from its organisation with responsibility for: Facilities Management (or equivalent), IT infrastructure (or equivalent) and Finance (or equivalent) in order that appropriate sources of information necessary for the completion of the assessment can be identified.

BT attendees at the Kick-off Session will include the BT Project Manager, the Customer’s BT Account contact and a representative from BT’s Sustainability Practice, if different from the BT Project Manager.

The objectives of the Kick-off Session are: to identify the information necessary for the completion of the assessment; to identify the appropriate sources of that information; to provide access to a Travel Survey, as defined below; to define the Extent, or boundaries, of the Carbon Impact Assessment Workshop described in Step 2; and to agree a mutually suitable date and location for Step 2.

“Travel Survey” means a survey which, in respect of Customer staff forming part of the survey, is designed to:

- Capture the travel modes, distances and types of travel undertaken, and;
- Capture details of the staff home environment, and;
- Build a picture of staff business travel, and;
- Create a view of travel patterns that could be impacted by BT products and services e.g. the amount of travel for face to face meetings that could be replaced by audio conferencing.

The Travel Survey is web based and those Customer staff identified as survey participants at the Kick-off Session will receive the requisite web-link. The survey participants must complete the Travel Survey in sufficient numbers and with sufficient information in order that the survey can produce meaningful results. Typically sufficiency would be represented by 30% of participants responding with significant and accurate information. Should the survey not attract such a response then the value of the Travel Survey as an input to any report and/or analysis based thereon will be significantly reduced.

**Step 2** - Consists of a Carbon Impact Assessment Workshop (the “Workshop”) at Customer location with reference to the Customer specified sites. These sites as specified by the Customer constitute the “Extent” of the assessment, and represent those sites which are within the scope of the assessment.

The Customer should use its reasonable endeavours to ensure attendance at the Workshop of senior representatives from their organisation with responsibility for Facilities Management (or equivalent), IT infrastructure (or equivalent), Finance (or equivalent) and Corporate Services (or equivalent).

It is envisaged that the Workshop shall be up to of 4 hours duration. At the Workshop the data from the Travel Survey, and data gathered from those sources agreed at the Kick-off Session will be: verified by the Customers’ representatives, and; analysed by BT by using BT’s Carbon Impact Assessment Quick Start tools and methods.

**Step 3** - After Step 2 BT shall produce an MS Xcel spreadsheet Carbon Impact Assessment Quick Start Report, which will include an indication of the areas to be targeted in respect of carbon reduction and/or further investigation. This report will be delivered to the Customer’s senior sponsor

#### Elapsed Time

The total elapsed time for The Carbon Impact Assessment Quick Start from the Kick-off Session (Step 1) to the completion of the Carbon Impact Assessment Workshop (Step 2) is not to exceed 6 weeks

#### Deliverables

Provision by BT of an MS Excel spreadsheet Carbon Impact Assessment Quick Start Report, covering the buildings and their associated employees, defined as per the Extent of the assessment in the Kick-off Session.

Such report to describe the estimated Carbon Impact of the Extent, with the estimated Carbon Impact to be broken down as follows:

- a) Carbon Impact analysis categorised by employees and buildings.
- b) Prioritised list of potential carbon and cost reducing solutions

Provision by BT of a Carbon Impact Assessment Quick Start Report to be delivered to Customer Project Manager after the Carbon Impact Assessment Quick Start Workshop.