**NOTES FOR PERSON SENDING OUT FORM – DELETE THIS TEXT BEFORE SENDING**

* This form is for internal use by public bodies – it is not a mandatory part of reporting.
* Please edit this document to suit your public body – recommended text for editing is [highlighted]
* Please remove all [ ], highlights and multiple choice edit options before sending out
* The questions align to the ‘Governance and Behaviour’ section of the Annual Report Form, which is available to download here: <https://netzero.im/resources/public-bodies/>
* You may add additional questions if you wish.
* The term ‘team’ has been used throughout, you may wish to change it to division/directorate/service etc. as applicable to your public body.

 **----------------------------------------------------**

Dear Colleagues,

The Isle of Man Government is committed to taking action to reduce the Island’s [emissions of greenhouse gases](https://netzero.im/media/cgifzicd/emissions.pdf) to contribute to global efforts to mitigate the [harmful impacts of our changing climate](https://netzero.im/media/bujj4eik/impacts-of-climate-change.pdf).

As part of this process all public bodies must submit annual reports in relation to their climate change duties under the [Climate Change Act 2021](https://legislation.gov.im/cms/images/LEGISLATION/PRINCIPAL/2021/2021-0020/ClimateChangeAct2021_1.pdf).

The first report for [name of public body] will be due by [insert due date – Cat A: End of Sept 2023/Cat B: End of July 2023/Cat C: End of May 2023 – for information on categories click [here](https://netzero.im/media/2a4lgpf2/march-amendments.pdf)] for the period 1 April 2022- 31 March 2023.

In order to assist with this statutory reporting, we ask each [division/team/service/directorate – delete or edit as applicable] to complete this internal reporting form and submit it to: [email of person responsible for reporting] along with any supporting documents, so that it can be complied into a single report and submitted in line with the statutory requirements.

**Please return the completed form no later than [insert date, allow time for data to be collated].**

The climate change duties for public bodies are as follows – click the links to find out more about each term:

*A* [*public body*](https://netzero.im/media/x1ck5oko/whatisapubbod.pdf)*, in performing its duties, must act in the way that it considers best to contribute to —*

*(a) the meeting of the* [*net zero emissions target*](https://netzero.im/media/bo2f4luf/legal-obligations.pdf) *by the net zero emissions target year;*

*(b) the meeting of any interim target;*

*(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; and*

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

NOTE: Sections (c), (d) and (e) of the duties are referred to collectively as ‘[Fair Change](https://netzero.im/media/njyd1wn3/fair-change.pdf)’.

Please complete the questions set out in the table on the following pages, for your team, for the period 1 April 2022 – 31 March 2023.

Additional guidance is available at: <https://netzero.im/resources/public-bodies/>

If you have any queries, please contact [person sending the form].

Many thanks,

[Person sending the form]

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| --- |
| **PLEASE ANSWER ALL QUESTIONS FOR THE PERIOD 1 APRIL 2022 – 31 MARCH 2023** |
| **Housekeeping** |
| Name of team: |  |
| Average number of full time equivalent staff in the team during the report year: |  |
| Name of person submitting this form: |  |
| Senior officer approval: |  |
| Date of submission: |  |
| **Decision making** |
| Outline any measures taken to embed the climate change duties into decision-making and policy development or review processes. |  |
| **Awareness** |
| Outline any measures taken to raise staff awareness of the climate change duties. *For example: training, circulating the* [*guidance*](https://netzero.im/media/o3vhsxqc/guidance-updated-march-23.pdf) *(inc.* [*Fair Change Framework*](https://www.netzero.im/media/e4nfvdid/fair-change-framework_31032022.pdf)*).* |  |
| **Emission reduction plans & other documents** |
| Does your team have a climate change/emissions reduction action plan or any other documents containing plans or actions that contribute towards the climate change duties? *Please provide a link or a copy of all documents referred to.*  |  |
| **Climate Action** |
| **Emissions**Outline any actions taken within your team to reduce the use of fossil fuels (oil, gas, etc.) or electricity. |  |
| **Fair Change** |
| **Just Transition**Outline any actions taken within your team to support the [just transition](https://netzero.im/media/r22j254m/just-transition.pdf)principle. |  |
| **Climate Justice**Outline any actions taken within your team to support the [climate justice](https://netzero.im/media/flkj41e0/climate-justice.pdf) principle. |  |
| **Sustainable Development**Outline any actions taken within your team to support [sustainable development](https://netzero.im/media/r1kenik3/sustainable-development.pdf). |  |
| **Biodiversity & Ecosystems**Outline any actions taken within your team to protect and enhance [biodiversity, ecosystems and ecosystem services](https://netzero.im/media/cuqlfez5/biodiversity-ecosystems-and-ecosystem-services.pdf). |  |
| **Achievements / Highlights** |
| Outline any achievements or case studies, relevant to the climate change duties, which you believe should be highlighted in the report. |  |
| **Supporting documents** |
| Please list any supporting documents here.*Provide links if possible or send a copy with this form.* |  |
| **Space for additional comments** |
| Please specify:* any other actions taken within your team to ensure that the climate change duties are complied with, or
* any feedback, including any additional guidance you feel is needed to help your team toward compliance with the climate change duties.
 |  |