Carbon Footprint Expert Review Report

for

Institute for Transportation and Development Policy

January 1st 2024 - December 31st 2024

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Expert Review summary

Consultant:	James Holland, BSc (Hons) Environmental Consultant Carbon Footprint Ltd
Report reviewed by:	Tom Vaughan, BSc (Hons), MSc Senior Environmental Consultant
Authorised by:	Dr. Wendy Buckley, Client Director / Co-Founder Carbon Footprint Ltd, Carbon Footprint Ltd
Inventory period reviewed:	1st of January 2024 to 31st of December 2024
Level of assurance:	Limited
Assurance being given to:	Landry Levine, Institute for Transportation and Development Policy
Verification Standard Followed:	ISO 14064-3: 2019
Methodology used for the calculation:	GHG Protocol Corporate Value Chain Accounting and Reporting Standard

Expert Review Statement

Institute for Transportation and Development Policy

13 January 2026

Scope

Institute for Transportation and Development Policy engaged Carbon Footprint Ltd to conduct an Expert Review following the ISO14064-3:2019 at a limited assurance level (As Carbon Footprint has provided the Sustrax software this is not a third-party verification, but strict independence criteria have been used, see section 1.6). The Expert Review covered auditing the carbon footprint assessment and supporting evidence for the period 1st of January 2024 to 31st of December 2024. Institute for Transportation and Development Policy is responsible for the activity data input into the Sustrax platform. The responsibility of Carbon Footprint Ltd is to provide a conclusion as to whether the statements made are in accordance with the GHG Protocol.

Methodology

The Expert Review was led by James Holland, BSc (Hons) Environmental Consultant Carbon Footprint Ltd. Institute for Transportation and Development Policy used the Sustrax MX software to calculate its footprint. Carbon Footprint Ltd completed the review in accordance with the 'ISO 14064 Part 3 (2019): *Greenhouse Gases: Specification with guidance for the verification and validation of greenhouse gas statements'*. The work provides a limited level of assurance with respect to the GHG statements made. Carbon Footprint Ltd believes that the review of the assessment and associated evidence, coupled with this subsequent report, provides a reasonable and fair basis for our conclusion.

The following data was within the scope of the Expert Review (below shows the post-audit results):

Scope	Emission Source	Location-Based (tCO_2e)	Market-Based (tCO_2e)
2	Consumption of purchased electricity, heat steam and cooling	47.77	47.36
Scope 2 Total		**47.77**	**47.36**
3	3.3 Fuel and energy related activities (not included in scope 1 or scope 2)	14.00	14.00
3	3.6 Business travel (not included in scope 1 or scope 2)	246.42	246.42
3	3.7 Employee commuting	42.22	42.22
Scope 3 Total		**302.64**	**302.64**
Total (Scope 1, 2 and 3)		**350.41**	**350.00**

Assurance opinion

Based on the results of our Expert Review process, Carbon Footprint Ltd provides limited assurance of the GHG emissions statement, **and found no evidence that the GHG emissions statement:**

- is not materially correct and is not a fair representation of the GHG emissions data and information;
- has not been prepared in accordance with the GHG Protocol.

It is our opinion that Institute for Transportation and Development Policy has established appropriate systems for the collection of quantitative data for determination of GHG emissions, assessed using the Sustrax carbon reporting platform and for the stated period and boundaries.

James Holland, BSc (Hons)
Environmental Consultant
Carbon Footprint Ltd
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Carbon Footprint Ltd

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1 Introduction

Institute for Transportation and Development Policy (ITDP) is a not-for-profit organisation that promotes
environmentally sustainable transportation policies and projects worldwide

This report provides the outcomes of the Expert Review of ITDP's China, India, United States, Kenya, Indonesia, Mexico, and Brazil Greenhouse Gas (GHG) statement for the period 1st of January 2024 to 31st of December 2024. The scope of the assessment is defined in section 2.

The Expert Review was based on an assessment of Institute for Transportation and Development Policy's 2024 carbon footprint, calculated using the carbon reporting platform Sustrax.

Sustrax MX is a cloud-based carbon calculation platform, aligned with the Greenhouse Gas Protocol. The calculations primarily use GHG conversion factors from the Department for Environment, Food & Rural Affairs (Defra), along with country-specific electricity factors where necessary.

This has been supplemented with a review of supporting evidence. A Expert Review plan (Appendix 1) was devised at the preliminary stages of the assessment to guide the Expert Review process. The sampling plan in Appendix 2 lists the documents requested for Expert Review.

The Expert Review was completed in line with the International Standard 'ISO 14064 Part 3 (2019): *Greenhouse Gases: Specification with guidance for the verification and validation of greenhouse gas statements'* to a limited assurance level.

1.1 Objectives

The objectives are:

- To provide assurance to Institute for Transportation and Development Policy, to ISO 14064-3 standard, that the GHG statement is reliable and of sufficient quality.

1.2 Expert Review Scope

The GHG statement that is being verified is Institute for Transportation and Development Policy's China, India, United States, Kenya, Indonesia, Mexico, and Brazil carbon footprint for the 1st of January 2024 to 31st of December 2024.

The GHG emissions have been consolidated through the operational control approach and are reported in terms of carbon dioxide equivalent (CO_2e).

1.3 Materiality

A qualitative and quantitative evaluation of any errors, limitations or misrepresentations has been undertaken. The team, using professional judgment, determined whether any qualitative discrepancies could affect the overall GHG statement and, in turn, have a material impact on the decisions of the intended user.

Quantitative discrepancies were calculated individually to understand the impact of them as a percentage of the GHG statement. The pre-defined materiality threshold is 5% of the total inventory.

1.4 Responsibility

Institute for Transportation and Development Policy is responsible for the data input into Sustrax, and any supporting information. Carbon Footprint Ltd provides an Expert Review of the results, to a limited level of assurance. Appendix 3 provides a profile of the Expert Review team.

1.5 The work undertaken

The Expert Review was conducted following the ISO 14064-3 (2019): Greenhouse gases- part 3: '*Greenhouse Gases: Specification with guidance for the verification and validation of greenhouse gas statements*. An Expert Review plan (including sampling) was devised at the preliminary stages of the assessment to guide the Expert Review process (see appendices).

In conformance with the ISO 14064-3 standard (as a non-third-party verification), the following activities were undertaken:

- Initial review of the GHG documentation and methodologies, including historical GHG data for the period 1st of January 2024 to 31st of December 2024.
- Remote audit, involving discussions with staff from Institute for Transportation and Development Policy regarding:
  - Scope of calculation (including assessment boundary).
  - Input data sets, any missing data, estimations made and assumptions.
  - Quality control procedures.
  - Results & interpretation.

1.6 Independence

This Expert Review was performed by Carbon Footprint Ltd as a second-party verifier providing a limited level of assurance under ISO 14067-3:2019. Carbon Footprint Ltd also supplies the carbon calculator used for this assessment. To maintain impartiality, the software development team and the verification team operated independently, with clear separation of responsibilities and oversight to ensure an unbiased expert review.

The consultant is independent from development of the Sustrax platform. The consultant has maintained objectivity during the audit, basing conclusions on evidence obtained during the audit.

Abbreviations

CSR	Corporate Social Responsibility
Defra	Department for Environment, Food & Rural Affairs
GHG	Greenhouse Gas
ISO	International Organisation for Standardisation
kWh	Kilowatt Hours
tCO_2e	Tonnes of Carbon Dioxide Equivalent

2 Expert Review results

2.1 Assessment of the GHG calculation and its controls

2.1.1 Boundary and data selection

Organisational boundary

The GHG emissions have been consolidated through the operational control approach and are reported in terms of carbon dioxide equivalent (CO_2e), for the China, India, United States, Kenya, Indonesia, Mexico, and Brazil operations. All sites were within the scope of the assessment.

Table 1: Results of Institute for Transportation and Development Policy's carbon footprint assessment by GHG Protocol emission categories

Scope	Emission Source	Location-Based (tCO_2e)	Market-Based (tCO_2e)
2	Consumption of purchased electricity, heat steam and cooling	47.77	47.36
Scope 2 Total		**47.77**	**47.36**
3	3.3 Fuel and energy related activities (not included in scope 1 or scope 2)	14.00	14.00
3	3.6 Business travel (not included in scope 1 or scope 2)	246.42	246.42
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Scope 3 Total		**302.64**	**302.64**
Total (Scope 1, 2 and 3)		**350.41**	**350.00**

Reporting boundary

The assessment boundary is summarised in Table 2.

Table 2: Institute for Transportation and Development Policy's GHG Assessment boundary based on the Greenhouse Gas Protocol Accounting and Reporting Corporate Standard

(All green rows have been included in this assessment; all grey rows are not applicable; orange rows have been excluded)

Scope	Footprint	Title	Requirement Level	Completion Status
1	Direct	Electricity, heat or steam generated on-site	Required	Not relevant
	Direct	Fuel Use	Required	Not relevant
	Direct	Company owned vehicles	Required	Not relevant
	Direct	Fugitive emissions (incl. Refrigerant gases and AC)	Required	Excluded
2	Indirect	Consumption of purchased electricity, heat steam and cooling	Required	Complete
3	Indirect	3.1 Purchased goods and services	Optional	Excluded
	Indirect	3.2 Capital goods	Optional	Excluded
	Indirect	3.3 Fuel and energy related activities (not included in scope 1 or scope 2)	Optional	Complete
	Indirect	3.4 Upstream transportation and distribution	Optional	Not relevant
	Indirect	3.5 Waste generated in operation	Optional	Excluded
	Indirect	3.6 Business travel (not included in scope 1 or scope 2)	Optional	Complete
	Indirect	3.7 Employee commuting	Optional	Complete
	Indirect	3.8 Upstream leased assets	Optional	Not relevant
	Indirect	3.9 Downstream transportation and distribution	Optional	Not relevant
	Indirect	3.10 Processing of sold products	Optional	Not relevant
	Indirect	3.11 Use of sold products	Optional	Not relevant
	Indirect	3.12 End-of-life treatment of sold products	Optional	Not relevant
	Indirect	3.13 Downstream leased assets	Optional	Not relevant
	Indirect	3.14 Franchises	Optional	Not relevant
	Indirect	3.15 Investment	Optional	Not relevant

2.2 Data Management

Data source and accuracy comments for the data inputs are in Table 3. Regional partners collect much of the data and input into the data spreadsheet on a monthly basis. The operations Coordinator conducted checks on the data.

No particular issues experienced with obtaining data this year.

Table 3: Data Source, Accuracy and Checks

Data	Source of data	Verifier comments	Materiality	Uncertainty	Error Margin (tCO_2e)
Public Transport	Total public transport spend across all sites was provided in a general ledger. Region specific price per km factors were used to calculate total distance travelled by each public transport type for each site	Calculations were carried out by CFP and inputted into Sustrax by ITDP	Medium (5-20%)	10%	5.63
Home Workers	Average number of days worked per week, and total weeks worked per year worked from home provided for all members of staff who work from home.	Data sourced from internal company commuting survey and travel records. No Evidence provided.	Medium (5-20%)	5%	2.11
Flights	Data obtained from internal expense report. Includes airport codes, cabin class and return journeys.	Evidence was provided for all sites, excluding Mexico City. The emissions associated with this site were immaterial.	Very High (>40%)	1%	1.9
Electricity	Site electricity was sourced from internal utility bills. The tariff specific emission source was Only provided for the US Office. All other tariff specific emissions were unknown and therefore the residual mix factor was utilised for all sites.	The supplier specific emissions were verified for the US Office.	Medium (5-20%)	1%	0.61
Total				**+/- 2.93%**	**+/- 10.26**

2.3 Calculation checks

The calculations were carried using the Sustrax MX reporting platform, which uses the emission factors developed by the Department for Environment, Food and Rural Affairs (DEFRA). Spot checks were carried out on the Sustrax MX calculations.

Table 4: Data checks

Emission source	Emissions Factor Database	Comment
On-site Consumption of purchased electricity, heat steam and cooling	DEFRA 2024	The emissions factor database is appropriate for the calculation. The use of the correct emissions factor and application was also checked and confirmed.
Flights	DEFRA 2024	The emissions factor database is appropriate for the calculation. The use of the correct emissions factor and application was also checked and confirmed.
Bus travel	DEFRA 2024	The emissions factor database is appropriate for the calculation. The use of the correct emissions factor and application was also checked and confirmed.
Taxi transport	DEFRA 2024	The emissions factor database is appropriate for the calculation. The use of the correct emissions factor and application was also checked and confirmed.

3 Benchmarking

3.1 Comparison to base year emissions

Comparisons with previous years' results are available in the Years Analysis section of the Sustrax platform. These figures have been reviewed during the audit to identify and assess any significant changes in emissions over time.

By using the base year as a benchmark, organisations can set realistic reduction targets and track progress on an annual basis. This approach not only supports strategic planning but also offers powerful marketing opportunities — enabling you to showcase genuine, data-backed progress in your commitment to tackling climate change.

3.2 External Publication and Benchmarking of Your Carbon Footprint

We strongly encourage you now to **publish your carbon footprint results on Carbon Data Intelligence (CaDI)** – our new global platform. Follow this link to grant us permission to publish your results automatically.

CaDI

https://carbondi.com/

External publication demonstrates your commitment to carbon management and to responsible transparency. Your results will also be endorsed on CaDI as 'Verified' for additional peace of mind for you and viewers of the data.

Using CaDI, you can also search other organisations that have reported their emissions to benchmark your performance.

4 Conformance with Expert Review criteria

The chosen methodology that has been used for accounting and reporting Institute for Transportation and Development Policy's GHG inventory is the GHG Protocol standard. Carbon Footprint Ltd has examined Institute for Transportation and Development Policy's GHG statement in relation to the ISO14064-3 standard. The Expert Review activities have shown that Institute for Transportation and Development Policy has met the Expert Review criteria satisfactorily.

Relevance – the data collected and reported reflects the significant environmental impacts of Institute for Transportation and Development Policy's operations.

Completeness – emission sources that come within the reporting boundary have been quantified and reported where possible. Exclusions (if applicable) have been disclosed and justified.

Consistency – methodologies are documented and appear to be consistent.

Transparency – the carbon footprint report states the company's approach to data collection and the estimations that were made.

Accuracy – sufficient accuracy has been achieved. Actions to improve data accuracy and reduce uncertainty have been identified.

5 Recommendations

5.1 Carbon & sustainability targets

5.1.1 Improving the accuracy of future carbon footprint assessments

To improve the accuracy of future assessments, we recommend the following:

- Providing tariff specific emissions for all sites, as has been done for the US office site.
- Evidence should be provided for homeworkers to support the data regarding the average number of days and weeks staff work from home, as no supporting evidence was available during this review. This could include raw employee survey responses.
- If possible, ITDP should look to capture public transport data in distance, as a more accurate alternative to back calculating from spend using averages.
- Provide employee and turnover data to allow for benchmarking of emissions using intensity metrics.

5.1.2 Expand the Scope of the Assessment

We recommend that the scope of the assessment is expanded in future to include the aspects that are identified as excluded in Table 1.

The most material element would likely be purchased goods and services, so we recommend you focus on capturing data for this for the next assessment period.

5.1.3 Target setting for net zero

Company should set targets based on per employee and/or per £M turnover, which will account for business growth. Many organisations are now setting targets based on typical mid-term and longer terms goals to reach net zero (ISO's International Workshop Agreement on Net Zero Guidance - IWA 42:2022[1]):

- A 50% reduction in emissions per £M turnover/employee by 2030.
- A 90% reduction in emissions per £M turnover/employee by 2045.

All targets set should be reviewed regularly and amended accordingly (i.e. target increased if it is met ahead of schedule). A clear roadmap for individual emissions sources should be in place. This will ensure the strategy for reducing CO_2e emissions and tracking toward a net zero target is appropriate for the business.

A hyperlink to Carbon Footprint Ltd's whitepaper on target setting can be found below:
https://www.carbonfootprint.com/docs/2021_12_cfp_practical_target_setting_-_white_paper_v10.pdf

[1] ISO - Net Zero Guidelines

5.2 Reducing emissions

To reduce GHG emissions, we recommend the following:

- Consider switching short-haul flights to rail transport where possible (e.g. Changzhi to Beijing or Rio de Janeiro to São Paulo).
- Cut back on all non-essential flights. When air travel is required, economy class tickets should be purchased as these cause on average a third of the emissions compared to business class. When booking unavoidable flights, consider selecting a specific airline based on their sustainability credentials and how modern their aircraft fleet is.
- Encourage all homeworkers to transition to 100% renewable tariffs to reduce market-based emissions and increase the sustainability of their homes.
- Switch sites to a renewable energy tariff to reduce emissions associated with electricity use. Many "green" electricity tariffs are now the same price as the traditional brown tariffs.
- When hiring cars choose lower emissions vehicles such as EVs. As an alternative to Limousines hire executive cars to reduce emissions.
- Compensate all emissions caused with high integrity carbon reduction or carbon removal projects – please see www.carbonfoootprint.store
- Publish your results on Carbon Data Intelligence (CaDI) via the Sustrax platform.

5.3 Carbon offsetting

Carbon offsetting provides a practical solution for compensating for emissions that cannot be reduced by supporting projects that achieve an equivalent reduction in carbon dioxide elsewhere.

Global net-zero 2050 targets cannot be met solely through current reduction commitments. This is why the Voluntary Carbon Market exists and the reason why your support of carbon offset projects is vital to bridge the gap.

Projects are categorised as either 'reductions' or 'removals':

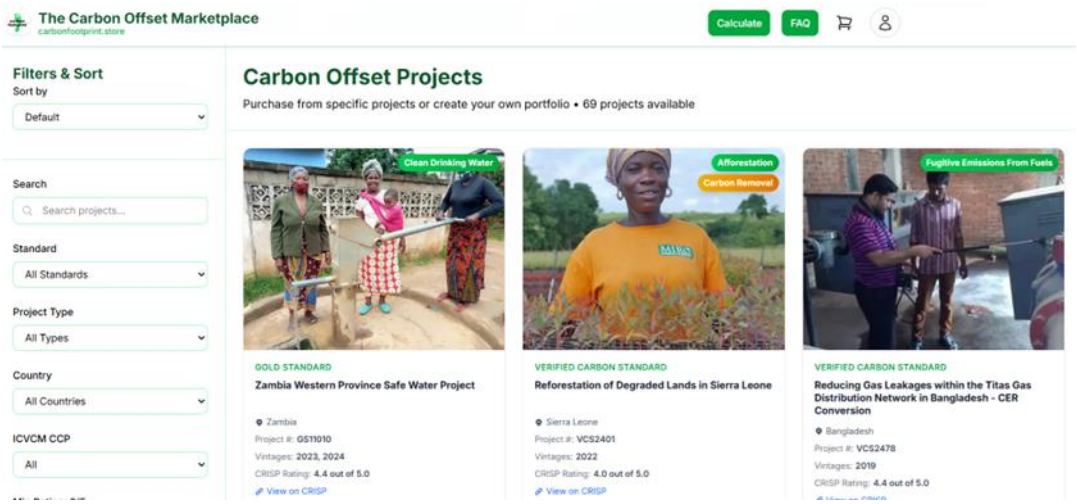
- **Reductions**: These projects aim to reduce emissions by preventing them from occurring in the first place. Examples include renewable energy projects and energy efficiency improvements.
- **Removals**: These projects focus on removing existing carbon dioxide from the atmosphere. Examples include afforestation, reforestation, and carbon capture and storage.

In addition, many projects place a strong emphasis on both social and environmental benefits (satisfying UN Sustainable Development Goals). It's essential to note that global net-zero targets cannot be met solely through emission reductions. Support from the voluntary carbon market through carbon offsets plays a crucial role in reaching these targets.

All Carbon Footprint's projects score highly across the key criteria of additionality, permanence, measurability, and leakage. Increasing numbers of projects are also gaining ICVCM CCP status, reflecting their high integrity.

You can view and compare the ratings of ca 2000 projects on CRISP – CRISP – Carbon Ratings InSight Platform

You can purchase your required offset credits by selecting from a range of high-quality verified projects on the Carbon Offset Marketplace (COMP)



6 Conclusions

ITDP's boundaries and system has satisfactorily captured the most significant and relevant emission sources

The accuracy and quality of the data could be improved. This could be achieved by implementing the recommendations in section 5.

Overall, the calculations were correct, and the estimation methodologies were acceptable.

6.1 Assurance opinion

Based on the results of our Expert Review process, Carbon Footprint Ltd provides limited assurance of the GHG emissions statement, **and found no evidence that the GHG emissions statement:**

- is not materially correct and is not a fair representation of the GHG emissions data and information;

It is Carbon Footprint Ltd's opinion that Institute for Transportation and Development Policy has established appropriate systems for the collection, aggregation and analysis of quantitative data for determination of GHG emissions for the stated period and boundaries.

Appendix 1 – Expert Review Plan

Venue: Online

Present:
Landry Levine, Institute for Transportation and Development Policy

ISO 14064-3 Ref.		ISO 14064-3 Requirements	Evidence	Comments
5.1.3.	Level of Assurance	To be agreed at the beginning	Anecdotal	Limited
5.1.4	Objectives	To be agreed at the beginning	Anecdotal	
5.1.5	Criteria	To be agreed at the beginning	Anecdotal	GHG Protocol, ISO14064-3 standard
5.1.6	Scope	Organisational boundaries, physical infrastructure & activities, GHG sources, type of GHGs, time period	Anecdotal Carbon Footprint Report	Scope 2 & 3 - 1st 1st of January 2024 to 31st of December 2024 - Operational control
5.1.7	Materiality	Establish materiality		Materiality threshold 5%
5.4.4	Expert Review records	The consultant shall maintain records to demonstrate conformity to the requirements of ISO14064-3.	Expert Review plan. Expert Review report.	This Expert Review plan is the basis of recording the audit and capturing information.
6.1.3.3	GHG information system & its controls	Processes for collecting, processing and reporting GHG information.	Anecdotal	
6.1.3.4	GHG data & information	Examination of the GHG data and information.	Sustrax MX data exports and platform information.	
6.1.5	Expert Review Plan	Document assurance level, objectives, criteria, scope, materiality & schedule.	This document	This table documents the Expert Review plan.
6.1.6	Evidence gathering plan		Sampling Plan	See Appendix 2.

ISO 14064-3 Ref.		ISO 14064-3 Requirements	Evidence	Comments
6.3.1	Evaluation of the GHG statement	Evaluate whether the evidence collected supports the GHG statement.	Expert Review report	Sufficient evidence was provided to support the statement.
6.3.1.4	Assessment against Expert Review criteria	Confirm whether the organisation conforms to the Expert Review criteria.	Expert Review report	Organisation has met the Expert Review criteria satisfactorily.
6.3.2 & 6.3.3	Conclusion and opinion	A Expert Review statement containing the level of assurance, objectives, scope, criteria, the GHG statement and the consultants' opinion on the GHG statement.	Expert Review statement	An Expert Review statement will be issued.

Appendix 2 – Sampling Plan

The sampling will be a risk-based approach in order to collect adequate evidence to support the Limited level of asurance. Calculations and results will be reviewed and discussed as a desk-based exercise and during the remote audit.

Sites and data sampled were chosen due to materiality to the total carbon footprint, and potential anomalies identified from initial analysis.

Primary data (e.g. utility bills, expense claims, fuel card reports etc.) requested is shown in the following table:

Emissions source	Requested	Provided
Electricity	Sample bills from all sites to check kWh figures and electricity tariffs.	Sample bills from all sites to check kWh figures and electricity tariffs except for Mexico City.
Flights	Internal flight ledgers detailing departure and destination airports in addition to cabin class, number of passengers and whether the flight was a return journey or not.	Evidence for flight reports was provided for all sites, except for the Mexico City site.

Secondary data was reviewed for other sites and emission sources.

Appendix 3 – Expert Review Team

Carbon Footprint Ltd has enabled the completion of the carbon footprints of over 20,000 businesses globally via our tools and consultancy. We are confident that we bring independent, ethical conduct, fair representation, due professional care and fresh insights to carbon management and Expert Review activities.

We work with a vast range of companies, from SMEs to multinational blue-chip corporations with goals to comply with legislation, cut the cost of carbon in their business, maximise sales by developing true sustainable credentials and prepare for future legislation.

We are a world leading carbon footprinting company:

- We follow international standards, such as ISO14064-1, PAS2050, GHG Protocol, ISO14064-3 within our work
- We are ISO 14001:2015 and ISO 9001:2015 certified
- We are approved under the Quality Assurance Standard (QAS) – which includes an independent check of our online carbon calculators.
- We work with other businesses to complete/validate GHG emissions for their Mandatory GHG Reporting and CDP reporting requirements
- We run the Carbon Academy (for peer group learning)
- We provide input and advice to the government on low carbon legislation

James Holland, BSc (Hons)
Environmental Consultant
Carbon Footprint Ltd
James is an Environmental Consultant at Carbon Footprint Ltd, holding a BSc in Environmental Science (Hons). He has completed numerous carbon footprint assessments to both the ISO14064-1 and GHG Protocol standard. James is particularly interested in sustainable infrastructure and the development of low-carbon solutions for urban environments.

Tom Vaughan, BSc (Hons), MSc
Senior Environmental Consultant
Tom has a Master's degree in Climate change and is an environmental consultant at Carbon footprint Ltd. Tom is particularly interested in the effects of climate change on agriculture.

Dr. Wendy Buckley
Client Director / Co-Founder Carbon Footprint Ltd
Wendy has a B.Sc. & Ph.D. in Physics and is also a Member of the Chartered Institute of Marketing with MCIM status. She has held various appointments across the globe in both the public and private sector. She has developed extensive knowledge in manufacturing, thermodynamic processes and low energy solutions. Wendy has won a number of business awards and is Chair Person of the Sustainable Business Network in North Hampshire.