

Carbon Accounting FAQ

Frequently Asked Questions and answers to help humanitarian organisations make sense of carbon accounting

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Why this document?

Humanitarian organisations need to reduce their emissions in line with the do-no-harm principle, due to donor and stakeholder requests, and in response to increasingly stringent emission-related regulations. A key step is to develop an emissions baseline (also called a carbon footprint) to understand where emission hotspots are, what actions to prioritize, and to demonstrate progress.

However, carbon accounting can be a complex undertaking, involving many different types of data and stakeholders. This document outlines frequently asked questions and their answers, based on requests the WREC helpdesk received as well as questions posed in dedicated sessions and groups.

It is a living document and will be updated every six months with additional questions that come in.

If you have a question you'd like to see covered here, please send it to global.WREC@wfp.org

The basics

Why do carbon accounting?

Q: Why should my organisation do carbon accounting?

A: As humanitarians we have a responsibility to embrace the do-no harm principle. This includes negative effect from climate change. In fact, the humanitarian sector is responsible for ca. **35.3 MtCO₂e** (Mega tons of carbon dioxide equivalent). This is more than the **UK's National Health Service (NHS)** and similar to a **large city** (see also the [Climate Action Accelerator Roadmap for halving emissions in the humanitarian sector by 2030](#))

Donors increasingly request organisations to take and demonstrate climate mitigation action, such as DG ECHO's Greening Policy and Minimum Environmental Requirements (MER). Additionally, countries and regions are tightening emissions-related regulations, for example, the EU [Corporate Sustainability Reporting Directive \(CSRD\)](#) (which has implications for global supply chains, even if goods are distributed to other countries); or [the ASEAN Taxonomy for Sustainable Finance](#) which assesses and classifies economic activities' environmental impact based on a three colour scale (green, amber, red) and includes screening criteria to assess whether economic activities are aligned with the Paris agreement.

Carbon accounting enables you to:

- **Understand your emission hotspots** – which activity generates most emissions? This allows you to prioritise efforts.
- **Engage partners** - you will be able to show where emissions occur. This enables you to convince partners to work with you to reduce them.
- **Demonstrate progress** – once you have a baseline in place you can track whether your efforts reduce emissions and thereby demonstrate progress.
- **Take meaningful action** – have a carbon footprint in place allows you to see which action give the highest return on investment in terms of emission reduction.

Q: I am a supply chain officer. What does carbon accounting have to do with my work?

A: Well over **80% of humanitarian organisations' emissions come from their supply chain** (purchased goods and services, freight, storage, distribution, etc.). Over **three quarters (75%)** come from **purchased**

goods and services alone (see also the [Climate Action Accelerator Roadmap for halving emissions in the humanitarian sector by 2030](#)).

Reducing supply chain emissions is therefore essential. Without addressing the supply chain, humanitarian organisations will not be able to achieve the recommended decarbonisation target of 50% emission reduction by 2030.

Scopes & emission factors

Q: What are scopes?

A: Scopes are a way to categorise emissions.

Scope 1 refers to direct GHG emissions from sources that your organisation owns or controls. These emissions typically occur on-site, such as combustion from diesel generators or combustion from driving a truck.

Scope 2 refers to indirect emissions from purchased electricity, steam, heat and cooling.

Scope 3 refers to indirect emissions typically from an organisation's supply chain. For example, your purchased goods and services, your freight, your business travel, or your waste-related emissions are all scope 3.

Q: Why are scope 1 and 2 mandatory?

A: Scope 1 emissions are direct emissions that happen on-site and are directly controlled by the organisation. They are the organisation's responsibility. The organisation also has control over Scope 2 emissions, even though they happen off-site. For example, the emissions from the electricity you buy don't happen on-site, but you can choose the electricity provider or install solar panels to reduce emissions.

Q: Why is scope 3 important?

A: Over 80% of humanitarian organisations' emissions come from their supply chain, which includes purchased goods and services, freight, storage, and distribution. These are typically classified as Scope 3 emissions. In fact, 75% of these emissions come from purchased goods and services alone.

Reducing supply chain emissions is essential. Without addressing this, humanitarian organisations will not be able to achieve the recommended target of a 50% reduction in emissions by 2030.

Q: What is an emission factor and where do I find the right one?

A: An emission factor is the greenhouse gases emitted per unit of activity or product, often expressed in CO2 equivalent. You can find them in dedicated emission factor databases, for example the in Humanitarian Carbon Calculator, [UK Government Emission Factors](#), [Humanitarian Carbon Calculator database](#), [IPCC Global Emission Factors](#), or [Climatiq](#)

Q: Do I really need to account for all fifteen scope 3 subcategories?

A: Not necessarily. Choose the categories most relevant to your organisation's key activities. Map your supply chain over a typical period, listing your activities and purchased products. You can also list and rank suppliers. For most humanitarian organisations, essential categories include Scope 3.1 (purchased goods and services), 3.4 (upstream transportation and distribution), 3.6 (business travel), and 3.7

(employee commuting). Other important categories may also exist. The [Humanitarian Carbon Calculator Methodological Guide](#) recommends:

- 3.1. Purchased goods and services
- 3.2. Capital Goods
- 3.3. Fuel & Energy related to activities not included in scope 1 & 2
- 3.4. Upstream transportation and distribution
- 3.6 Business travel
- 3.7 Employee commuting
- 3.9 Downstream transportation and distribution
- 3.10 Processing of distributed products
- 3.11 Use of distributed products
- 3.12 End-of-life treatment of distributed products

Getting started

Q: I don't know where to start. What are the first steps?

A: The precise steps depend on your organisation, how you are set up, who is involved, and what data you have. As a general guideline, you can follow these steps:

1. Choose a baseline year: A year representative for your organisation's activities. Calculate emissions for this year.
2. Decide on the organisational boundary: Count emissions based on operational control (authority to introduce and implement operating policies) or financial control (ability to direct financial policies with a view to gaining economic benefits)
3. Decide on operational boundary: Which scopes do you include? You need to account for scope 1 and scope 2 emissions (see section on scopes above). Scope 3 is highly recommended since this includes most supply chain emissions.
4. Set the scope 3 boundary: Within scope 3, fifteen subcategories exist. Select those that are most relevant for your organisation: Map your supply chain during a typical time frame, listing your activities and products purchased. You can also list and rank suppliers. For most humanitarian organisations, scope 3.1 (purchased goods and service), 3.4 (Upstream transportation and distribution), 3.6 (business travel), and 3.7 (employee commuting) are essential, but other important categories exist. See the [Humanitarian Carbon Calculator Methodological Guide](#)
5. Use a carbon calculator tool such as the [Humanitarian Carbon Calculator](#): Insert your collected data, the tool will calculate emissions for you.

Q: How do I calculate emissions?

A: Multiply a given activity or product by the corresponding emission factor. For example, you have 100 litres of gasoline. The corresponding emission factor is 2.78 kgCO₂e/litres of gas. Therefore, the emissions are 278 kgCO₂e.

Ensure that the units are consistent. Check the unit in which the emission factor is expressed: is it kilograms, tons, litres, or US dollars? The data you collect must be in the same format. For example, if you use an emission factor expressed in tCO₂e (tons of CO₂ equivalent), but your data is in kilograms, you need to divide your data by 1,000 to convert from kilograms to tons.

Q: Are there any standards or guidelines I have to follow?

A: The standard setting body for carbon accounting is the [GHG protocol](#). It outlines which scopes are mandatory to report against, and how to calculate emissions. The Climate Action Accelerator has a [Carbon footprinting toolkit](#) and is working on dedicated guidelines for the humanitarian sector.

Q: How do I know what activities to include in my carbon footprint?

A: Activities under scope 1 and 2 emissions are mandatory to include (see next section for an explanation on scopes) according to the GHG protocol standard. Activities under scope 3 are not mandatory but strongly recommended since the majority of humanitarian organisations' emission are under scope 3.

Within scope 3, fifteen subcategories exist. Select those that are most relevant for your organisation: Map your supply chain during a typical time frame, listing your activities and products purchased and map them against the 15 scope 3 categories. You can also list and rank suppliers. For most humanitarian organisations, scope 3.1 (purchased goods and service), 3.4 (Upstream transportation and distribution), 3.6 (business travel), and 3.7 (employee commuting) are essential, but other important categories exist. See the [Humanitarian Carbon Calculator Methodological Guide](#)

Decarbonisation targets & baseline year

Q: How do I choose a baseline year?

A: Choose a baseline year that represents your organisation's activities well and for which you have data. Here are the steps:

- Choose a year representative for your organisation's activities.
- Choose a year for which verifiable data are available for scopes 1 and 2.
- The Science-Based Target Initiative (SBTi)¹ recommends using a year closer to the present to help with setting a forward-looking, ambitious target.

Q: How to set a good decarbonisation target?

A:

- Set a target that aligns with sector standards and recommendations, usually aiming to halve emissions by 2050.
- Include all emission scopes, including Scope 3, when setting this target.
- Consider setting both an absolute decarbonisation target (reducing emissions in absolute numbers compared to your baseline year) and a relative decarbonisation target (reducing emissions relative to your organisation's growth, e.g., per employee, per project, per dollar spent).

Q: What is a net zero target?

A: A net-zero science-based target aims to reduce scope 1, 2, and 3 greenhouse gas emissions to zero or to a minimal level that aligns with global net-zero goals or sector-specific 1.5°C pathways. Any remaining emissions at the target year and beyond must be permanently neutralized, see also the [Science-Based Target Initiative \(SBTi\) Glossary](#).

¹ SBTi is a global framework that helps companies set greenhouse gas emissions reduction targets based on scientific validation to combat climate change.

The process

Data collection

Q: We have so many offices around the globe. How can we collect data from all of them?

A: Start by setting boundaries: Decide which offices, projects, and activities to include in your calculations. Focus on those with the highest emissions and justify any exclusions.

- Next, check which data is collected centrally, for example, some organisations collect fleet, energy, and travel data centrally.
- Use existing carbon data request templates and letters such as the [WREC Coalition letter templates for requesting travel and energy data](#).
- If needed, develop your own data collection templates and surveys and share them with your teams. You can also use tools like the Humanitarian Carbon Calculator but be prepared for considerable data cleaning.
- Train relevant staff in batches on what data you need and how to fill in the templates. Refine data collection over time – the first time may be hard, the following year people will know what to do.
- Get in touch with organisations that have found effective ways to collect data, such as Plan International, NRC, the British Red Cross, or WFP. Contact global.WREC@wfp.org if you'd like to be put in touch.

Q: Do I need to do anything to the data I'm collecting?

A: Pay attention to the units of your data. For example, if an emission factor for rice is given in CO₂e per ton but your data is in kilograms, you need to convert your data to tons. For data in monetary units (also called 'spend data'), ensure all data is in the same currency, such as US Dollars.

Q: What is the burden of proof required? Can I use AI or do I need to use official data bases?

A: You should follow these carbon accounting principles:

- **Completeness:** Account for all emissions within the set boundary. Justify and explain any exclusions, and do not exclude small sources just because they are small. Small sources may become important in the future. Make a good faith effort to account for all emissions.
- **Consistency:** Make your carbon accounting comparable for tracking emissions over time. Try to keep the same boundary and method. Document any changes.
- **Transparency:** Have an archive or audit trail where you document what has been done. Justify exclusions and include references. Aim for clear and factual data reporting to help users interpret this.
- **Accuracy:** Aim for carbon accounting that can be used for making decisions with reasonable confidence. Balance completeness and accuracy.
- **Relevance:** Take into account organisational characteristics and stakeholder needs.

You should keep a record of the sources you use, such as for emission factors. Relying only on AI without checking and recording sources can violate principles like transparency. You can use an assumption log to track your assumptions. Here is an example from the British Red Cross:

- **Assumption Description:** A clear and specific statement of the assumption, such as "Emission factor for UK grid electricity will be based on the 2025 National Grid Future Energy Scenario: Steady progression."
- **Category:** The relevant area of the assumption (e.g., Emissions Factor, Data Source, Operational Boundary, Future Scenario).
- **Date Logged:** When the assumption was first recorded in the log.
- **Assumption Owner:** The person responsible for verifying or monitoring the assumption.
- **Uncertainty Rating:** An indicator of the assumption's reliability (e.g., High, Medium, Low).
- **Status:** The current state of the assumption (e.g., Open, Confirmed, Pending, Negated).
- **Impact:** The potential consequences if the assumption proves incorrect.
- **Verification Date/Next Review:** When the assumption was last verified or when it's due for review.
- **References/Data Source:** Where the information supporting the assumption can be found.

A: What do I need to ask for when requesting travel data from our travel agent?

A: Check the unit the travel data needs to be in, e.g., in the Humanitarian Carbon calculator and make sure to include this in your request to the travel agency. Typical additional information to request includes:

- Departure airport (by name or IATA airport code).
- Any stopovers/airports enroute.
- Destination airport.
- Travel class (written as either 'business/ economy/first' or using letter codes Y, W, C etc).
- Whether the flight is long haul (>3500 km); medium haul (500-3500 km); or short haul (<500 km)

You can use the [WREC Coalition letter templates for requesting travel data](#) which already includes this.

A: What do I need to ask for when requesting energy data from my facility manager and/or landlord?

A: Typical information to request includes:

- Purchased Electricity: in kilowatt hours (kWh)
- Heating fuels, by type (for example natural gas, heating oil, district heating).
- Details of air conditioning systems installed in the building, and the type of refrigerant gas used

You can use the [WREC Coalition letter templates for requesting energy data](#) which already includes this.

Tools

Q: What tools are available for calculating emissions?

A: Many tools are available. Here is a table:

For Humanitarian organisations	For SMEs/suppliers	For specific topics
Humanitarian Carbon Calculator : Excel-based tool following structure of typical humanitarian organisation activities	Small Business Carbon Calculator : Web-based, free tool for SMEs that are getting started. Useful for smaller suppliers.	Carbon calculator for food : Web-based tool for calculating food-related emissions at events.

Spanish Red Cross Carbon Footprint Calculator : Web-based tool for easy data input.	Advanced Business Carbon Calculator : Web-based, free tool for companies that have experience in carbon calculation.	Carbon calculator for hotels : Web-based tool for calculating accommodation-related emissions at events.
UNHCR GHG Emissions Calculator : Web-based tool including typical humanitarian organizations activities.		MSF Carbon Travel App : App-based tool for calculating travel-related emissions at events.
		Fleet Forum's Clean Fleet Toolkit : Web-based tool for calculating fleet-related emissions.
		GHG protocol calculation tools : Excel-based tools on specific activities such as transport or energy use.

Automated carbon calculation

Q: How can we link carbon data to our business practices so that carbon data gets collected automatically?

A: There is no standard tool or method for this. Organisations that want to link carbon data collection to their business practices (like purchasing goods) need to create a custom tool. See the next question for an example.

Q: Are there any humanitarian organisations that have automated data collection?

A: Yes. Here two examples:

- WFP has developed a tool called [ECODASH](#) to address the significant emissions from supply chain activities. Built within WFP's data lake using PySpark, ECODASH combines operational data with emission factors from academic and sector sources to provide automated, high-quality emissions reporting. It calculates carbon emissions for planning, procurement, freight, warehousing, and waste, and supports scenario modelling for carbon reduction strategies. Currently, ECODASH is not available for external use.
- ADRA is working on the [EMBRACE project](#), which uses Python for automated carbon accounting. They calculate the impact of their actions and help partners with environmental dashboards designed for donor presentations.

Please contact global.WREC@wfp.org if you'd like to be put in touch with the respective teams.

The details

Q: How can I calculate fugitive emissions (emissions from refrigerants/cooling)?

A: You need to determine you facilities cooling capacity, refrigerant charge, and find a suitable emissions factor. Here are the steps:

1. Determine your facility's cooling capacity. You need 150 watts of cooling power per square meter of floor area. Calculate the cooling capacity (kW) using this formula: Cooling capacity (kW) = Surface area (m²) × 150 W/m² ÷ 1,000
2. Apply a refrigerant charge of 0.2 kg per cooling capacity. This is the amount of refrigerant needed for the cooling power.
3. Use a suitable emissions factor. The main gases used are R134a and R410a. If you are unsure which one you use, take the average of their emission factors: 1,263.10 kgCO₂e/kg and 1,530.00 kgCO₂e/kg, which is 1,396 kgCO₂e/kg.
4. Calculate the emissions using this formula: **Emissions in kg/CO₂eq = Surface area (m²) * 150 / 1000 * 0.2 * 1,396**
5. For example, if you have a 100 m² facility cooled by air-conditioning, the fugitive emissions are: 100*150/1000*0.2*1,396=4,188 kgCO₂e

For more info see the Climate Action Accelerator [Toolkit on Carbon footprinting](#)

Q: How to calculate emissions from fleet?

A: You can use dedicated tools for fleet emission calculation, for example the [Clean Fleet Toolkit](#) or you can use the [Humanitarian Carbon Calculator](#) and input your vehicle types and fuel use.

Q: How can I account for cash and voucher assistance (CVA)?

A: The [Humanitarian Carbon Calculator](#) provides emission factors for cash assistance by country. However, cash and voucher assistance is unique to the humanitarian sector and hasn't been clearly defined in accounting terms yet. The Climate Action Accelerator is working on an accounting methodology, which will be released soon.

Getting the numbers right

Q: How can I account for power purchasing?

A: No commonly accepted methodologies for accounting for purchasing power parity exist. It is a point for improvement that organisations such as the Climate Action Accelerator are looking into.

Q: How do I find location specific emission factors and what do I do if I can't find any?

A: Finding location-specific emission factors can be challenging, especially for remote areas. Start by checking the databases mentioned in the annex for any life cycle analyses that consider location. For energy, look at the typical energy mix of the location and apply the corresponding emission factors to the energy your facility uses.

You can also contact your suppliers, including your electricity provider, to see if they have location-specific or market-specific emission factors. If you can't find location-specific factors, look for regional ones, and if that's not possible, use global ones. Keep a record of your sources and check if more specific emission factors become available next year.

Q: How do we find the uncertainty percentage for items where this is not specified?

A: Uncertainty is not always available because not all sources provide it. Generally, you don't need to focus too much on uncertainties, as they can add unnecessary complexity. However, for financial emission factors, uncertainties are very significant. Therefore, physical data should always be preferred when possible.

Suppliers

Q: Do I need to collect data from my suppliers? How do I go about it?

A: Collecting data from suppliers is a good idea because it can be more accurate than using generic emission factors for the products you purchase. To be thorough, gather information on how the product was made and transported. You can also ask your suppliers if they use location-specific emission factors. Prepare a list of questions, such as:

- What energy source do you use when manufacturing your goods?
- What freight mode was used?
- What ingredients were used for the product?
- Are you using any sustainability certifications?

Q: How can I convince my suppliers to do carbon accounting?

A: You can inform your suppliers about your organisation's decarbonisation target and roadmap, highlighting that supply chain emissions, especially from procurement, make up a large share of your emissions (where applicable). You may also wish to inform them, that moving forward (or from a specific data onwards), you will prioritise working with suppliers who take decarbonisation actions,

- Establish a dedicated communication channel with your suppliers to show that working with them is essential to your decarbonisation strategy.
- Provide tools and templates to make their carbon accounting easier (e.g., [Small Business Carbon Calculator](#)).
- Offer training on carbon accounting, such as the videos and resources on the [Humanitarian Carbon Calculator website](#) (free), GHG Protocol's [Corporate Standard Training Webinar](#) (free) or the [Corporate Value Chain \(Scope 3\) Standard Online Course](#) (paid).
- Connect with organisations that have started working with suppliers on their decarbonisation journey, like Save the Children (with their Sustainable Supplier Impact Programme) or the British Red Cross. Contact global.WREC@wfp.org for more information.

Annex

Abbreviations

ASEAN	Association of Southeast Asian Nations
CO₂eq	Carbon dioxide emissions equivalent
GHG	Greenhouse gas emissions
HCC	Humanitarian Carbon Calculator
IMC	International Medical Corps
IPCC	Intergovernmental Panel on Climate Change
Kg	Kilograms
Km	Kilometres
m²	Square metres
NRC	Norwegian Refugee Council
SBTI	Science-based targets initiative
SCI	Save the Children
UK	United Kingdom of Great Britain and Northern Ireland
US\$	United States Dollars
WFP	World Food Programme
WREC Coalition	Waste management & measuring, Reverse logistics, environmentally sustainable procurement & transport, and Circular economy

Useful resources

Category	Title & hyperlink	Main purpose	Free or paid?
Emission factor databases	ADEME – Bas Carbon	Wide range of emission factors.	Free
	Climatiq	Meta database of emission factors.	Some free, some paid
	GHG protocol	Specific emission factors such as for stationary and mobile combustion.	Free
	Humanitarian Carbon Calculator database	Wide range of humanitarian-specific emission factors, often from ADEME.	Free
	IEA Emission Factors	Energy-related emission factors.	Paid
	IPCC Global Emission Factors	Global emission factors.	Free
	UK Government Emission Factors	UK and some global emission factors.	Free
Carbon calculators	Humanitarian Carbon Calculator	Humanitarian-specific carbon calculation tool. Excel based	Free
	Spanish Red Cross Carbon Footprint Calculator	Humanitarian-specific carbon calculation tool. Website	Free
	UNHCR GHG Emissions Calculator	Humanitarian-specific carbon calculation tool.	Free
	GHG protocol calculation tools	Excel-based carbon calculation tools on energy, transport, and some other specific topics.	Free
	Small Business Carbon Calculator	Carbon calculator for SMEs. Web-based tool that could be used for suppliers	Free
	Advanced Business Carbon Calculator	Carbon calculator for businesses that have some carbon accounting experience.	Free
	Warwick conferences: Carbon calculator for food	Carbon calculator for food at events	Free

	Greenview: Carbon calculator for hotels	Carbon calculator for hotels	Free
	MSF Carbon Travel App	Carbon calculator for travel	Free
	Fleet Forum's Clean Fleet Toolkit	Carbon calculator tool for fleet.	Free
Carbon footprint guides & toolkits	Climate Charter: Video on Emission Factors	This video explains what emission factors are and how to use them.	Free
	Climate Action Accelerator: Toolkit - Carbon Footprinting	Toolkit explaining the process of developing a carbon footprint.	Free
	NRC: Carbon Report & Methodology	Explanation of NRC's approach to carbon footprinting	Free
	WREC Coalition: GHG Emission Cheat Sheet: The scopes	One-pager on emission scopes and how they apply to the humanitarian sector	Free
	UNOPS scope 3 Materiality Methodology	Outlines UNOPS' approach to scope 3 carbon accounting	Free
	Humanitarian Carbon Calculator Methodological Guide	Guide on how to use the humanitarian carbon calculator and on carbon accounting for humanitarian organisations in general	Free
Data collection	WREC Coalition letter templates for requesting travel and energy data.	Letter templates for requesting energy and travel data from e.g., your landlord or travel agency	Free
	WFP's CODASH.	Purpose-built tool for automating carbon accounting for WFP.	Free
	ADRA' EMBRACE project	Purpose-built dashboard for automating carbon accounting ADRA.	Free
Trainings & related	GHG Protocol: Corporate Standard Training Webinar	Ca. 5-hour long webinar on carbon accounting basics. No certificate.	Free

	Corporate Value Chain (Scope 3) Standard Online Course	Ca. 8-hour long webinar on carbon accounting basics. Certificate offered.	Paid
	WREC Global Info session: Carbon Accounting	1.5 hour long public webinar on carbon accounting basics and examples of organisations that successfully developed their carbon footprint.	Free
	WREC Global Info Session: Automated Carbon Accounting	1.5 hour long public webinar on carbon data collection and featuring ECODASH, WFP’s purpose-built tool for automated carbon accounting.	Free
Other	Science-Based Targets Initiative (SBTi) Glossary	Glossary explaining key terms for decarbonisation target setting, roadmaps, and carbon accounting.	Free