CDP Forests 2017

Questionnaire Drafting Document

**CDP**

[respond@cdp.net](mailto:respond@cdp.net)

+44 (0) 20 3818 3946

[www.cdp.net](http://www.cdp.net)

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|  | **Introduction to the Drafting Document** |
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**Introduction to this document**

This document is solely for the purpose of drafting a response to the Forests program questionnaire. Your final response must be entered via the CDP Online Response System (ORS). We highly recommend that you activate your access to the ORS and review its structure and related guidance before proceeding with this drafting document. If you do not already have access to the ORS for your disclosing organization, please email [respond@cdp.net](mailto:respond@cdp.net) to request access.  
  
The ORS consists of questions that you will be asked to answer depending on other questions answered in each section. Please note that text fields have a character limit which are listed throughout this document.

**What is the deadline for responses?**

Companies will receive a request to participate and activation link in February 2017. This will allow them to access the questionnaire and begin inputting their response. The deadline for response submissions is June 29 2017.

**Guidance**

This drafting document contains no guidance on how to answer the questions. Please use this document in conjunction with the complete reporting guidance, found at <https://www.cdp.net/en/guidance/guidance-for-companies>, to draft your response.

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|  | Introduction |
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F0. Introduction

**Pre-population**

If you responded to CDP last year, questions F0.1, F0.2, F0.3, F0.3a, F0.4, F0.4a and F0.5 are eligible for pre-population. To take advantage of this function, click “copy from last year” prior to entering any data on the page.

**F0.1: Please give a general description and introduction to your organization** [maximum 5000 characters]

**F0.2: Please select the stages of the value chain which best represent your organization’s area of operation pertaining to forest risk commodities. If your organization is diversified or vertically integrated, please select all that apply**

Please select all that apply:

* Production
* Processing
* Trading
* Manufacturing
* Retailing

**F0.3: Are there any parts of your direct operations that are excluded from this disclosure?**

Please select from:

* Yes
* No

*If ‘Yes’ is selected in question F0.3*:

**F0.3a: Please identify these exclusions in your supply chain in the following table**

|  |  |  |  |
| --- | --- | --- | --- |
| Exclusion | Description of exclusion | Potential for deforestation risk | Please explain |
| Select from:   * Source/country/geographical area * Business activity * Facility * Specific product line(s) * Other, please specify | Text field [maximum 2400 characters] | Select from:   * No potential * Potential for deforestation risk but not evaluated * Potential for deforestation risk, evaluated but not disclosing to CDP * Don’t know | Text field [maximum 2400 characters] |

If you have multiple exclusions, use the “Add Row” button to the bottom right of the table.

**F0.4: Are there any parts of your supply chain that are excluded from this disclosure?**

Please select from:

* Yes
* No

*If ‘Yes’ is selected in question F0.4*:

**F0.4a: Please identify the parts of your supply chain that are excluded from your disclosure**

|  |  |  |  |
| --- | --- | --- | --- |
| Exclusion | Description of exclusion | Potential for deforestation risk | Please explain |
| Select from:   * Source/country/geographical area * Business activity * Facility * Specific product line(s) * Other, please specify | Text field [maximum 2400 characters] | Select from:   * No potential * Potential for deforestation risk but not evaluated * Potential for deforestation risk, evaluated but not disclosing to CDP * Don’t know | Text field [maximum 2400 characters] |

If you have multiple exclusions, use the “Add Row” button to the bottom right of the table.

**F0.5: Do you produce or use materials that contain any of the forest risk commodities? Please complete the table**

|  |  |  |
| --- | --- | --- |
| Forest risk commodity | Produce/use forest risk commodity | Explanation if not disclosing but produce/use the commodity |
| Timber | Select from:   * Yes * No * Don’t Know | Text field [maximum 2400 characters] |
| Palm Oil |  |  |
| Cattle products |  |  |
| Soy |  |  |
| Other |  |  |

**F0.6: Please confirm which commodities will you be disclosing on**

Please tick all that apply:

* Timber
* Palm Oil
* Cattle Products
* Soy

**Please note:** only your selected commodities selected for F0.6 will feature throughout the rest of the questionnaire when you are completing it online via the Online Response System (ORS)

**The Forest risk commodities:**

|  |  |
| --- | --- |
| Forest risk commodity | Explanation |
|  | **Timber**: this includes all solid timber as well as products made from processed wood fibre such as paper, cardboard and specialty fibres such as viscose. It also includes timber products used for biomass. |
|  | **Palm Oil**: this includes crude palm oil, and all of its chemical derivatives. It also includes palm kernel oil and its derivatives. Please note that palm oil used for biofuel production is now to be included in this category, if applicable (see below). |
|  | **Cattle Products**: this includes all food products containing beef, all clothing, furniture and accessories that are made of leather, tallow and all other products derived from cattle. Please note that tallow used for biofuel production is now to be included in this category, if applicable. |
|  | **Soy**: this includes all meal or oil containing soy and any derivatives that are obtained from soy. Please note that soy used for biofuel production is now to be included in this category, if applicable (see below). |

**F0.7: Please select start and end date of the year for which you are reporting data**

|  |  |
| --- | --- |
| Reporting year | |
| From: *[DD/MM/YYYY]* | To: *[DD/MM/YYYY]* |

|  |  |
| --- | --- |
|  | Current State |
|  |

F1. Context

**Pre-population**

If you responded to CDP last year, questions F1.1, F1.3, F1.4 and selected columns in F1.3a are eligible for pre-population. To take advantage of this function, click “copy from last year” prior to entering any data on the page.

**F1.1: How does your organization use your selected commodities? Please provide details on the form and source of the commodities you use or produce**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Forest risk commodity | Activity | Form of commodity | Source | Country of origin | % of procurement spend | Comment |
| Select from:  Forest risk commodities selected in F0.6 | Select from:   * Growing/production of raw materials * Harvesting * Milling * Crushing * Slaughtering * Tanning for leather * Rendering for tallow * Refining & processing * Refining and fractionation * Export/trading * Input into manufacturing process (e.g. power generation) * Input into product manufacturing * Construction * Buying manufactured product * Distribution packaging * Retail/onward sale of commodity or product containing commodity * Other, please specify | Select all that apply:  Timber:   * Hardwood logs * Softwood logs * Sawn timber, veneer, chips * Pulp * Paper * Boards, plywood, engineering wood * Primary packaging * Secondary packaging * Tertiary packaging * Cellulose-based textile fiber * Wood-based bioenergy * Goods Not For Resale (GNFR)   Palm oil:   * Palm oil fruit * Crude palm oil (CPO) * Crude palm kernel oil (CPKO) * Palm kernel meal (PKM) * Refined palm oil * Palm oil derivatives * Palm kernel oil derivatives * Palm biodiesel   Cattle products:   * Cattle * Tallow * Beef * By-products (e.g. glycerin, gelatine) * Hides/leather * Tallow biodiesel   Soy   * Whole soy beans * Soy bean oil * Soy bean meal * Soy derivatives * Soy biodiesel   Other, please specify | Select all that apply:   * Own concessions * Smallholders * Single contracted producer * Multiple contracted producers * Trader/broker/commodity market * Contracted suppliers (processors) * Contracted suppliers (manufacturers) * Other, please specify | Select all that apply:   * Country drop down menu * Don’t know * Other, please specify | Select from:   * <1% * 1-5% * 6-10% * 11-20% * 21-30% * 31-40% * 41-50% * 51-60% * 61-70% * 71-80% * 81-90% * 91-99% * 100% * Don’t know * Not applicable | Text field [maximum 2400 characters] |

To add a row, use the “Add Row” button to the bottom right of the table.

**F1.2: Please indicate the percentage of your organization’s revenue that was dependent on each of your selected forest risk commodities in the reporting year**

|  |  |  |
| --- | --- | --- |
| Forest risk commodity | % of revenue dependent on commodity | Comment |
| Select from:  Forest risk commodities selected in F0.6 | Select from:   * <1% * 1-5% * 6-10% * 11-20% * 21-30% * 31-40% * 41-50% * 51-60% * 61-70% * 71-80% * 81-90% * 91-99% * 100% * Don’t know | Text field [maximum 2400 characters] |

**F1.3: Has your organization experienced impacts related to forest risk commodities that have generated a substantive change in your business operations, revenue or expenditure in the reporting year?**

Please select from:

* Yes
* No
* Don’t know

*If ‘Yes’ is selected for question F1.3:*

**F1.3a: Please identify the impacts related to forest risk commodities that have generated a substantive change in your business operations, revenue or expenditure in the reporting year**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Key risk commodity | Impact driver | Impact | Description of impact | Estimated financial impact | Response Strategy | Description of response strategy |
| Select from:  Forest risk commodities regenerated from F0.6 selection | Select from:  Physical:   * Climate change * Change in mean (average) temperature or temperature extremes * Change in mean (average) precipitation or precipitation pattern * Change in precipitation extremes and droughts * Loss of ecosystem services * Tropical cyclone (hurricanes and typhoons) * Forest fires * Reduced crop yields * Change in herd sizes * Availability of certified sustainable material * Community opposition * Litigation/grievance procedures * Land tenure changes and disputes   Regulatory:   * International law and bilateral agreements * National legislation * Moratoria * Import tariffs * Changes in land tenure regulations * Lack of enforcement of regulations * Reporting obligations * Product regulations and standards * Voluntary agreements * Lack of regulation   Reputational:   * Negative media coverage * Changing consumer behaviour/market demand * Consumer market campaigns * Community opposition * Litigation/grievance procedures * Land tenure changes and disputes * Uncertainty in market signals   Other, please specify | Select all that apply:   * Brand damage * Higher operating costs * Decrease in shareholder value * Loss of license to operate * Delays in operations * Closure of operations * Property damage * Supply chain disruption * Transport disruption * Fines/penalties * Litigation * Other, please specify | Text field [maximum 2400 characters] | Text field [maximum 500 characters] | Select all that apply:   * Alignment of public policy positions with sustainable forest management goals * Strengthening links with local community * Engagement with customers * Engagement with public policy makers * Engagement with other stakeholders * Engagement with suppliers * Tighter supplier performance standards * Establishment of site-specific targets * Supplier diversification * Infrastructure investment * Infrastructure maintenance * Greater due diligence * Increased capital expenditure * Increased investment in new technology * New product development and/or market expansion * Sustainable forest management incentives * Other, please specify | Text field [maximum 2400 characters] |

If you have multiple forest risk commodities, you can enter them into the table by adding more rows using the “Add Row” button to the bottom right.

*If “Don’t know” is selected in question F1.3:*

**F1.4: Please describe why you do not know if your organization experienced any impacts related to forest risk commodities that have generated a substantive change in your business operations, revenue or expenditure in the reporting year**

|  |  |
| --- | --- |
| Primary reason for being unaware of impacts | Comment |
| Select from:   * Impacts related to forest risk commodities not recorded at the corporate level * Recording of impacts related to forest risk commodities not required by management * Judged to be unimportant * Other, please specify | Text field [maximum 2400 characters] |

|  |  |
| --- | --- |
|  | Risk Assessment |
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F2. Risk assessment

**Pre-population**

If you responded to CDP last year, questions F2.1, F2.1a, F2.1b, F2.1c, F2.1d, and F2.2 are eligible for pre-population. To take advantage of this function, click “copy from last year” prior to entering any data on the page.

**F2.1: Please select the option that best describes your procedures with regard to assessing deforestation risks and opportunities**

|  |  |  |  |
| --- | --- | --- | --- |
| Forest risk commodity | Deforestation risk assessment procedure | Operational coverage | Please explain |
| Select from:  Forest risk commodities selected in F0.6 | Select from:   * Integrated into a comprehensive, company-wide risk assessment process * Undertaken independently of other risk assessments * Deforestation risks are not assessed * Other | Select all that apply:   * Direct operations * Supply chain * Partial direct operations * Partial supply chain | Text field [maximum 2400 characters] |

*If any option in column 2 of question F2.1 is selected except ‘Deforestation risks are not assessed’, you will be required to answer questions F2.1a-F2.1c:*

**F2.1a: Please provide further details on your risk assessment procedures with regard to deforestation risks and opportunities**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Forest risk commodity | Frequency of monitoring | To whom are results reported? | Scale of risk assessment | How far into the future are risks considered? | Please explain |
| Select from:  Forest risk commodities selected in F0.6 | Select from:   * Six-monthly or more frequently * Annually * Every two years * Sporadically, undefined * Never | Select from:   * Board or individual/ sub-set of the Board or committee appointed by the Board * Other committee * Senior manager/ officer * Other manager/ officer * Nobody | Select all that apply:   * Whole company * Regional level * Country level * Facility level * Specific business units only * Tier 1 supplier(s) * Tier 1 and tier 2 supplier(s) * Other, please specify | Select from:   * Up to 1 year * 1 to 3 years * 3 to 6 years * >6 years * Unknown | Text field [maximum 2400 characters] |

For multiple risk assessment procedures, you can enter them into the table by adding more rows using the “Add Row” button to the bottom right.

**F2.1b: Please identify which of the following criteria are factored into your organization’s deforestation risk assessments**

|  |  |  |  |
| --- | --- | --- | --- |
| Criteria | Timeframe | Relevance | Please explain |
| Changes in availability and quality of forest risk commodities | Select all that apply:   * Current * Future * Not applicable | Select from:   * Relevant, included * Relevant, included for some suppliers, facilities, or product lines * Relevant, not yet included * Not relevant, included * Not relevant * Not evaluated | Text field [maximum 2400 characters] |
| Impact of activity on the status of ecosystems and habitats |  |  |  |
| Regulation |  |  |  |
| Tariffs or price increases |  |  |  |
| Loss of market |  |  |  |
| Stakeholder conflicts concerning forest risk commodities |  |  |  |
| Brand damage related to forest risk commodities |  |  |  |
| Corruption |  |  |  |
| Other |  |  |  |

**F2.1c: Please provide any additional information about your approach to assessing deforestation risks here** [maximum 5000 characters]

*If ‘Partial direct operations’ or ‘Partial supply chain’ is selected in column 3 of question F2.1:*

**F2.1d: If you have conducted a partial risk assessment, please identify any exclusions in the following table**

|  |  |  |
| --- | --- | --- |
| Forest risk commodity | Exclusion | Please explain |
| Select from:  Forest risk commodities selected in F0.6 | Select from:   * Source/ country/ geographical area * Business activity * Facility * Specific product line(s) * Specific supplier(s) * Other, please specify | Text field [maximum 2400 characters] |

If you have multiple exclusions, you can enter them into the table by adding more rows using the “Add Row” button to the bottom right.

*If ‘Deforestation risks are not assessed’ is selected in column 2 of question F2.1:*

**F2.2: Please explain why you do not have a process in place for assessing and managing deforestation risks, and whether you plan to introduce such a process in the future**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Forest risk commodity | Primary reason for not having a process | Do you plan to introduce a process? | Timeframe | Comment |
| Select from:  Forest risk commodities selected in F0.6 | Select from:   * Insufficient resources to complete risk assessment * No requirement from management * Insufficient data on operations * Insufficient knowledge of deforestation impacts from forest risk commodities * Other, please specify | Select from:   * Yes * No | Select from:   * Next reporting year * Next 24-36 months * Other, please specify | Text field [maximum 2400 characters] |

If you have more than one reason, you can enter them into the table by adding more rows using the “Add Row” button to the bottom right.

|  |  |
| --- | --- |
|  | Implications |
|  |

F3. Risks

**Pre-population**

If you responded to CDP last year, questions F3.1, F3.1a, F3.1b, F3.1c, F3.2, F3.3 and F3.4, are eligible for pre-population. To take advantage of this function, click “copy from last year” prior to entering any data on the page.

**F3.1: Have you identified any inherent risks related to producing, marketing or sourcing forest risk commodities that have the potential to generate a substantive change in your business operations, revenue or expenditure? Please select all that apply**

Please complete each row for your selected commodities made in question F0.6:

|  |  |
| --- | --- |
| Forest risk commodity | Risk |
| Forest risk commodity selected in F0.6 | Select all that apply:   * Operational risks driven by changes in physical parameters * Risks driven by changes in regulation * Reputational risks |

**Please note**: F3.1 is a leading question and so the selections made in response to this question will determine the questions that will follow on the ORS page. If you enter details in the subsequent questions in the ORS and then change your selection in question F3.1, the data provided for in those questions will be lost.

*If ‘Risks driven by changes in physical parameters’ is selected in question F3.1:*

**F3.1a: For your selected forest risk commodities, please describe any inherent operational risks in your direct operations or supply chain driven by changes in physical parameters that have the potential to generate a substantive change in business operations, revenue or expenditure**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Forest risk commodity | Risk driver | Geographical scale | Description of risk | Potential impact | Timeframe | Direct operations/supply chain | Likelihood | Magnitude of impact | Management methods |
| Select from:  Forest risk commodities selected in F0.6 | Select from:   * Change in temperature or temperature extremes * Change in precipitation or precipitation patterns * Change in precipitation extremes and droughts * Loss of ecosystem services * Tropical cyclones (hurricanes and typhoons) * Forest fires * Reduced crop yields * Change in herd sizes * Availability of certified sustainable material * Community opposition * Litigation/grievance procedures * Land tenure changes and disputes * Uncertainty of physical risks * Other, please specify | Select from:   * Global * Region * Country * Province * Forest (concession) * Tannery * Slaughterhouse * Farm * Mill * Plantation * Forest management unit | Text field [maximum 2400 characters] | Select all that apply:   * Increased operational cost * Increased capital cost * Reduced demand for goods/service * Reduction/ disruption in production capacity * Reduction/ disruption of supply * Reduction in capital availability * Reduced stock price (market valuation) * Inability to do business * Wider social disadvantage * Other, please specify | Select from:   * Up to 1 year * 1-3 years * 3-6 years * >6 years * Unknown | Select from:   * Direct operations * Supply chain * Direct operations and supply chain | Select from:   * Virtually certain * Very likely * Likely * More likely than not * About as likely as not * Unlikely * Very unlikely * Exceptionally unlikely * Unknown | Select from:   * High * Medium-high * Medium * Low-medium * Low * Unknown | Text field [maximum 2400 characters] |

If you have multiple inherent risks to report, you can add rows into the table by using the “Add Row” button to the bottom right

*If ‘Risks driven by changes in regulation’ is selected in question F3.1:*

**F3.1b: For your selected forest risk commodities, please describe any inherent risks in your direct operations or supply chain driven by changes in regulation that have the potential to generate a substantive change in business operations, revenue or expenditure**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Forest risk commodity | Risk Driver | Geographical Scale | Description of risk | Potential impact | Timeframe | Direct operations/supply chain | Likelihood | Magnitude of impact | Management methods |
| Select from:  Forest risk commodities selected in F0.6 | Select from:   * International law and bilateral agreements * National legislation * Moratoria * Import tariffs * Changes in land tenure regulations * Lack of enforcement of regulations * Reporting obligations * Product regulations and standards * Voluntary agreements * Uncertainty surrounding new regulation * Lack of regulation * Other, please specify | Select from:   * Global * Region * Country * Province * Forest (concession) * Tannery * Slaughterhouse * Farm * Mill * Plantation * Forest management unit | Text field [maximum 2400 characters] | Select all that apply:   * Increased operational cost * Increased capital cost * Reduced demand for goods/service * Reduction/ disruption in production capacity * Reduction/ disruption of supply * Reduction in capital availability * Reduced stock price (market valuation) * Inability to do business * Wider social disadvantage * Other, please specify | Select from:   * Up to 1 year * 1-3 years * 3-6 years * >6 years * Unknown | Select from:   * Direct operations * Supply chain * Direct operations and supply chain | Select from:   * Virtually certain * Very likely * Likely * More likely than not * About as likely as not * Unlikely * Very unlikely * Exceptionally unlikely * Unknown | Select from:   * High * Medium-high * Medium * Low-medium * Low * Unknown | Text field [maximum 2400 characters] |

If you have multiple inherent risks to report, you can add rows into the table by using the “Add Row” button to the bottom right

*If ‘Reputational risks’ is selected in question F3.1:*

**F3.1c: For your selected forest risk commodities, please describe any inherent reputational risks in your direct operations or supply chain that have the potential to generate a substantive change in business operations, revenue or expenditure**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Forest risk commodity | Risk Driver | Geographical Scale | Description of risk | Potential impact | Timeframe | Direct operations/supply chain | Likelihood | Magnitude of impact | Management methods |
| Select from:  Forest risk commodities selected in F0.6 | Select from:   * Negative media coverage * Consumer market campaigns * Community opposition * Litigation/ grievance procedures * Land tenure changes and disputes * Uncertainty in market signals * Other, please specify | Select from:   * Global * Region * Country * Province * Forest (concession) * Tannery * Slaughterhouse * Farm * Mill * Plantation * Forest management unit | Text field [maximum 2400 characters] | Select all that apply:   * Increased operational cost * Increased capital cost * Reduced demand for goods/service * Reduction/ disruption in production capacity * Reduction/ disruption of supply * Reduction in capital availability * Reduced stock price (market valuation) * Inability to do business * Wider social disadvantage * Other, please specify | Select from:   * Up to 1 year * 1-3 years * 3-6 years * >6 years * Unknown | Select from:   * Direct operations * Supply chain * Direct operations and supply chain | Select from:   * Virtually certain * Very likely * Likely * More likely than not * About as likely as not * Unlikely * Very unlikely * Exceptionally unlikely * Unknown | Select from:   * High * Medium-high * Medium * Low-medium * Low * Unknown | Text field [maximum 2400 characters] |

If you have multiple inherent risks to report, you can add rows into the table by using the “Add Row” button to the bottom right

*If “Risks driven by changes in physical parameters” has not been selected for one or more of your commodities in question F3.1:*

**F3.2: If you indicated in question F3.1 that you do not consider your organization to be exposed to operational risks related to producing, marketing or sourcing any of your selected commodities, please explain why in the table below**

|  |  |  |
| --- | --- | --- |
| Forest risk commodity | Primary reason for not identifying risks | Please explain |
| Select from:  Forest risk commodities selected in F0.6 | Select from:   * Risks exist, but no substantive impact anticipated * Environmental risk assessments are incomplete at this time * Other, please specify | Text field [maximum 2400 characters] |

For more than one forest risk commodity, you can add rows into the table by using the “Add Row” button to the bottom right.

*If “Risks driven by changes in regulation” has not been selected for one or more of your commodities in question F3.1:*

**F3.3: If you indicated in question F3.1 that you do not consider your organization to be exposed to risks related to producing, marketing or sourcing any of you selected commodities driven by changes in regulation, please explain why in the table below**

|  |  |  |
| --- | --- | --- |
| Forest risk commodity | Primary reason for not identifying risks | Please explain |
| Select from:  Forest risk commodities selected in F0.6 | Select from:   * Risks exist, but no substantive impact anticipated * Environmental risk assessments are incomplete at this time * Other, please specify | Text field [maximum 2400 characters] |

For more than one forest risk commodity, you can add rows into the table by using the “Add Row” button to the bottom right.

*If “Reputational risks” has not been selected for one or more of your commodities in question F3.1:*

**F3.4: If you indicated in question F3.1 that you do not consider your organization to be exposed to reputational risks related to producing, marketing or sourcing any of your selected commodities, please explain why in the table below**

|  |  |  |
| --- | --- | --- |
| Forest risk commodity | Primary reason for not identifying risks | Please explain |
| Select from:  Forest risk commodities selected in F0.6 | Select from:   * Risks exist, but no substantive impact anticipated * Environmental risk assessments are incomplete at this time * Other, please specify | Text field [maximum 2400 characters] |

For more than one forest risk commodity, you can add rows into the table by using the “Add Row” button to the bottom right.

F4. Opportunities

**Pre-population**

If you responded to CDP last year, questions F4.1, F4.1a, F4.2 and F4.3 are eligible for pre-population. To take advantage of this function, click “copy from last year” prior to entering any data on the page.

**F4.1: Have you identified any opportunities related to producing, marketing or sourcing these commodities sustainably that have the potential to benefit your organization?**

Please complete each row for your commodity/commodities selected in question F0.6:

|  |  |
| --- | --- |
| Forest risk commodity | Opportunities |
| Select from:  Forest risk commodities selected in F0.6 | Select from:   * Yes * No * Don’t know |

*If ‘Yes’ is selected for any of your selected commodities in question F4.1:*

**F4.1a: Please describe the opportunities related to producing, marketing or sourcing these commodities sustainably, and your organization’s strategy to capitalize on them**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Forest risk commodity | Opportunity | Scale of opportunity | Strategy to realize opportunity | Timeframe | Comment |
| Select from:  Forest risk commodities selected in F0.6 | Select from:   * Increased brand value * Cost savings * Increased shareholder value * Staff retention/ satisfaction * New market or product/service opportunities * Increased security of supply * Increased efficiency * Increased transparency * Increasing capacity of sustainable commodity markets * Driving demand for sustainable materials * Other, please specify | Text field [maximum 2400 characters] | Text field [maximum 2400 characters] | Select all that apply:   * Last 3-6 years * Last 1-3 years * Within the last year * Up to 1 year * 1-3 years * 3-6 years * >6 years * Unknown | Text field [maximum 2400 characters] |

If you have multiple commodities, you can add rows into the table by using the “Add Row” button to the bottom right

*If ‘No’ is selected for any of your selected commodities in question F4.1:*

**F4.2: Please explain why you do not consider there to be any opportunities for your organization associated with producing, marketing or sourcing these commodities sustainably**

|  |  |  |
| --- | --- | --- |
| Forest risk commodity | Primary reason for not identifying opportunities | Please explain |
| Select from:  Forest risk commodities selected in F0.6 | Select from:   * Opportunities exist, but cannot currently capitalize on them * Opportunities exist, but not substantive * Other, please specify | Text field [maximum 2400 characters] |

If you have multiple commodities, you can add rows into the table by using the “Add Row” button to the bottom right

*If ‘Don’t know’ is selected for any of your commodities in question F4.1:*

**F4.3: Please explain why you don’t know if there are any opportunities for your organization associated with producing, marketing or sourcing these commodities sustainably**

|  |  |  |
| --- | --- | --- |
| Forest risk commodity | Primary reason for not knowing if there are opportunities | Please explain |
| Select from:  Forest risk commodities selected in F0.6 | Select from:   * No requirement from management to seek out opportunities * Judged to be unimportant * Other, please specify | Text field [maximum 2400 characters] |

If you have multiple commodities, you can add rows into the table by using the “Add Row” button to the bottom right

|  |  |
| --- | --- |
|  | Measuring and monitoring |
|  |

F5. Measurement

**Pre-population**

None of the questions on this page are eligible for pre-population if you responded last year.

**F5.1: Do you own or manage land used for the production of any of your selected commodities? Please complete the table**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Forest risk commodity | Own and/or manage land? | Size (Hectares) | Type of control | System in place to monitor deforestation? | Recent infractions? | Please explain |
| Select from:  Forest risk commodities selected in F0.6 | Select from:   * Own land * Manage land * Own and manage land * Don’t own or manage land | Select from:   * Not applicable * 1-500 * 500-1,000 * 1,000-5,000 * 5,000-10,000 * 10,000-20,000 * 20,000-50,000 * 50,000-100,000 * 100,000-150,000 * 150,000-200,000 * 200,000-250,000 * 250,000-300,000 * 300,000-350,000 * 350,000-400,000 * 400,000-450,000 * 450,000-500,000 * 500,00-600,000 * 600,000-700,000 * 700,000-800,000 * 800,000-900,000 * 900,000-1,000,000 * 1,000,000-1,500,000 * 1,500,000-2,000,000 * >2,000,000 | Select from:   * Financial * Operational * Equity share * Not applicable * Other, please specify | Select from:   * Yes * No * Don’t know * Not applicable | Select from:   * Yes * No * Don’t know * Not applicable | Text field [maximum 2400 characters] |

**F5.2: Does your organization collect production and/or consumption data for your selected commodities?**

Please complete each row for your commodity/commodities selected in question F0.6:

|  |  |
| --- | --- |
| Forest risk commodity | Production and/or consumption data available? |
| Forest risk commodities selected in F0.6 | Select from:   * Consumption data available, disclosing * Production data available, disclosing * Consumption and production data available, disclosing * Data available, but not disclosing * Data not available |

*If ‘Consumption data available, disclosing’, ‘Production data available, disclosing’, or ‘Consumption and production data available, disclosing’ is selected in question F5.2:*

**F5.2a: Please disclose your production and/or consumption data using the table below**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Forest risk commodity | Production/ consumption data | Volume | Metric | Full/Partial data? | If partial data, please explain |
| Select from:  Forest risk commodities selected in F0.6 | Select from:   * Production data * Consumption data * Production and consumption data | Text field [maximum 2400 characters] | Select from:   * Metric tons * Liters * Gallons * Air dry metric tons * Wet white metric tons * Green metric tons * Bone dry metric tons * Logs * Cunits * Pallets * Round wood equivalent (RWE) * Wood raw material equivalent (WRME) * Fresh fruit bunches * Bushels * Cubic meters * Square meters * Hides * Heads * Other, please specify | Select from:   * Full commodity production/ consumption * Partial commodity production/ consumption | Text field [maximum 2400 characters] |

For multiple data, you can add rows into the table by using the “Add Row” button to the bottom right

*If ‘Data available, but not disclosing’ is selected in question F5.2:*

**F5.3: Please explain why your organization is not disclosing production and/or consumption data for your selected commodities**

|  |  |  |
| --- | --- | --- |
| Forest risk commodity | Primary reason for not disclosing production/consumption data | Please explain |
| Select from:  Forest risk commodities selected in F0.6 | Select from:   * Only partial scoping of forest risk commodities in products/supply chain completed * Data considered confidential * Other, please specify | Text field [maximum 2400 characters] |

If you have multiple reasons, you can add rows into the table by using the “Add Row” button to the bottom right

*If ‘Data not available’ is selected in question F5.2:*

**F5.4: Please explain why production and/or consumption data is not available for your selected commodities**

|  |  |  |
| --- | --- | --- |
| Forest risk commodity | Primary reason for not having production/consumption data | Please explain |
| Select from:  Forest risk commodities selected in F0.6 | Select from:   * No requirement from management to collect production/consumption data * Production/consumption of forest risk commodities not recorded at the corporate level * Insufficient resources to complete collection of data * Insufficient data on operations * Scoping of forest risk commodities in products/supply chain not completed * Judged to be unimportant * Other, please specify | Text field [maximum 2400 characters] |

If you have multiple reasons, you can add rows into the table by using the “Add Row” button to the bottom right

F6. Traceability

**Pre-population**

None of the questions on this page are eligible for pre-population if you responded last year.

**Please note:** the questions on the Traceability page are driven by your response to question F0.2 on which stage(s) of the value chain best represent your organization’s area of operation pertaining to forest risk commodities

*If ‘Production’, ‘Processing’, ‘Trading’ is selected in question F0.2:*

**F6.1: Do you have a system in place to track and monitor the origin of raw materials for your selected commodities?**

Please complete each row for your commodity/commodities selected in question F0.6:

|  |  |
| --- | --- |
| Forest risk commodity | System to track and monitor origin of raw materials? |
| Forest risk commodities selected in F0.6 | Select from:   * Yes * No |

*If ‘Yes’ is selected for a commodity/commodities in question F6.1, please respond to the question below for the respective commodity/commodities:*

**F6.1a: Please describe the system you have in place to track and monitor the origin of raw materials for your selected commodities**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Forests risk commodity | System | System coverage | If partial, % of total production/consumption tracked/monitored | Please explain |
| Select from:  Forest risk commodities selected in F0.6 | Text field [maximum 2400 characters] | Select from:   * Full * Partial | Select from:   * <1% * 1-5% * 6-10% * 11-20% * 21-30% * 31-40% * 41-50% * 51-60% * 61-70% * 71-80% * 81-90% * 91-99% * 100% * Don’t know | Text field [maximum 2400 characters] |

For multiple entries*,* you can add rows into the table by using the “Add Row” button to the bottom right

*f ‘No’ is selected for a commodity/commodities in question F6.1, please respond to the question below for the respective commodity/commodities:*

**F6.2: Please explain why you do not have a system in place to track and monitor the origin of raw materials for your selected commodities**

|  |  |  |
| --- | --- | --- |
| Forest risk commodity | Primary reason for not having a system in place | Please explain |
| Select from:  Forest risk commodities selected in F0.6 | Select from:   * No requirement from management * Insufficient resources to complete collection of data * Insufficient data on operations * Judged to be unimportant * Other, please specify | Text field [maximum 2400 characters] |

You can add additional rows into the table by using the “Add Row” button to the bottom right

*If “Manufacturing” or “Retailing” is selected in question F0.2:*

**F6.3: Please provide details on the level of traceability your organization has for your selected commodities**

Please complete each row for your commodity/commodities selected in question F0.6:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Forest risk commodity | % of total production/ consumption traceable | Traceability system | Point to which traceable | Exclusions | Exclusion description, if applicable | Comment |
| Forest risk commodities selected in F0.6 | Select from:   * None * <1% * 1-5% * 6-10% * 11-20% * 21-30% * 31-40% * 41-50% * 51-60% * 61-70% * 71-80% * 81-90% * 91-99% * 100% * Don’t know | Text field [maximum 2400 characters] | Select from:   * Not applicable * Region * Country * Province * Forest * Tannery * Slaughterhouse * Farm * Mill * Plantation * Forest management unit | Select all that apply:   * Not applicable * Source/ country/ geographical area * Business activity * Facility * Specific product line(s) * Specific supplier(s) * Other, please specify | Text field [maximum 2400 characters] | Text field [maximum 2400 characters] |

*If “Manufacturing” or “Retailing” is selected in question F0.2:*

**F6.3a: Please describe your organization’s approach to establishing traceability** [maximum 5000 characters]

|  |  |
| --- | --- |
|  | Response |
|  |

F7. Governance and strategy

**Pre-population**

If you responded to CDP last year, questions F7.1, F7.2, F7.2a and F7.3 are eligible for pre-population. To take advantage of this function, click “copy from last year” prior to entering any data on the page.

**F7.1: Please indicate where the highest level of direct responsibility for deforestation risk lies within your organization and detail the frequency and nature of engagement on the issue**

|  |  |  |  |
| --- | --- | --- | --- |
| Highest level of responsibility | Name/position of individual or name of committee | Frequency of briefing | Nature of engagement |
| Select from:   * Board or individual/sub-set of the Board or committee appointed by the Board * Senior Manager/Officer * Other Manager/Officer * No individual or committee with overall responsibility for deforestation risk * Other, please specify | Text field [maximum 2400 characters] | Select from:   * Quarterly * Bi-annually * Annually * Sporadic, as important matters arise * Never * Other, please specify | Text field [maximum 2400 characters] |

**F7.2: Have you evaluated how the availability or quality of forest risk commodities could affect your organization’s growth strategy?**

Please select from:

* Yes, evaluated over the next 1 year
* Yes, evaluated over the next 5 years
* Yes, evaluated over the next 10 years
* Not evaluated
* Other

*If ‘Yes’ or ‘Other’ is selected in question F7.2:*

**F7.2a: Please explain how you evaluated the effects of the availability or quality of forest risk commodities on the success (viability, constraints) of your organization’s growth strategy** [maximum 5000 characters]

*If ‘Not evaluated’ is selected in question F.2:*

**F7.3: Please explain why you have not evaluated how the availability or quality of forest risk commodities could affect the success (viability, constraints) of your organization’s growth strategy**

|  |  |
| --- | --- |
| Primary reason for not evaluating potential impact on growth strategy | Please explain |
| Select from:   * Insufficient resources to complete risk assessment * No requirement from management * Insufficient data on operations * Insufficient knowledge of deforestation impacts from forest risk commodities * Judged to be unimportant * Other, please specify | Text field [maximum 2400 characters] |

F8. Policies

**Pre-population**

If you responded to CDP last year, questions F8.1, F8.2, F8.2a and F8.4 are eligible for pre-population. To take advantage of this function, click “copy from last year” prior to entering any data on the page.

**F8.1: Does your organization have a policy that recognizes the role of reducing deforestation for climate change mitigation and sets out clear goals and guidelines for action?**

|  |  |
| --- | --- |
| Policy | Please explain |
| Select from:   * Yes, a publicly available company-wide policy with performance standards for direct operations including supplier, procurement and contracting best practices * Yes, a publicly available company-wide policy * Yes, a company-wide policy that is not publicly available * Yes, a policy for select facilities or suppliers only * No * Other, please specify | Text field  [maximum 2400 characters] |

**F8.2: Has your organization made a commitment to reduce or remove deforestation and forest degradation from your direct operations and/or supply chain?**

Please select from:

* Yes
* No

*If ‘Yes’ is selected in question F8.2:*

**F8.2a: Please identify which of the following criteria are specifically stated in your organization’s commitment to reduce or remove deforestation and forest degradation from your direct operations and/or supply chain**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Criteria | Commodity coverage | Operational coverage | % of total production/ consumption covered by commitment | Commitment timeframe | Please explain |
| Select all that apply:   * Zero deforestation and forest degradation * Zero net deforestation and forest degradation * High Conservation Value (HCV) management * High Carbon Stock (HCS) management * No peatland conversion * Avoidance of land area under conservation * Free, Prior and Informed Consent (FPIC) * Legality * Net positive impact * Certification * Avoidance of CITES listed species * Avoidance of IUCN Red List of Threatened Species * Other, please specify | Select all that apply:   * Timber * Palm Oil * Cattle Products * Soy | Select from:   * Direct operations * Supply chain * Direct operations and supply chain | Select from:   * <1% * 1-5% * 6-10% * 11-20% * 21-30% * 31-40% * 41-50% * 51-60% * 61-70% * 71-80% * 81-90% * 91-99% * 100% | Select from:   * No timeframe * 2016 * 2017 * 2018 * 2019 * 2020 * 2021 * 2022 * 2023 * 2024 * 2025 * 2026 * 2027 * 2028 * 2029 * 2030 * 2050 | Text field [maximum 2400 characters] |

*If ‘No’ is selected in question F8.2:*

**F8.3: Please explain why your organization has not made a commitment to reduce or remove deforestation and forest degradation from your direct operations and/or supply chain, and whether you plan to do this in the future**

|  |  |  |
| --- | --- | --- |
| Primary reason for not having made a commitment | Do you plan to introduce a commitment? | Please explain |
| Select from:   * No requirement from management * Insufficient knowledge of deforestation impacts from forest risk commodities * Insufficient resources to implement or enforce a commitment * Judged to be unimportant * Other, please specify | Select from:   * Yes * No | Text field [maximum 2400 characters] |

**F8.4: Do you have commodity specific sustainability policies?**

Please complete each row for your commodity/commodities selected in question F0.6

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Forest risk commodity | Commodity specific sustainability policies? | Criteria | Cut-off date, if applicable | Please explain |
| Forest risk commodities selected in F0.6 | Select from:   * Yes * No | Select all that apply:   * Not applicable * Zero deforestation and forest degradation * Zero net deforestation and forest degradation * High Conservation Value (HCV) management * High Carbon Stock (HCS) management * No peatland conversion * Avoidance of land area under conservation * Free, Prior and Informed Consent (FPIC) * Legality * Net positive impact * Certification * Avoidance of CITES listed species * Avoidance of IUCN Red List of Threatened Species * Other, please specify | Select from:   * Not applicable * No cut-off date * Don’t know * 1994 * 1995 * 1996 * 1997 * 1998 * 1999 * 2000 * 2001 * 2002 * 2003 * 2004 * 2005 * 2006 * 2007 * 2008 * 2009 * 2010 * 2011 * 2012 * 2013 * 2014 * 2015 * 2016 | Text field [maximum 2400 characters] |

F9. Standards and targets

**Pre-population**

If you responded to CDP last year, questions F9.1, F9.2, F9.3, F9.5, and F9.6 are eligible for pre-population. To take advantage of this function, click “copy from last year” prior to entering any data on the page.

**Please note:** questions F9.1, F9.2 on the Standards and targets page are driven by your response to question F0.2 on which stage(s) of the value chain best represent your organization’s area of operation pertaining to forest risk commodities

*If ‘Production’, ‘Processing’ or ‘Trading’ is selected in question F0.2:*

**F9.1: Do you have any environmental standards for the production of raw materials for your selected commodities, other than third party certification schemes?**

Please complete each row for your commodity/commodities selected in question F0.6:

|  |  |  |  |
| --- | --- | --- | --- |
| Forest risk commodity | Production standards in place? | Please describe your production standards | Comment |
| Forest risk commodities selected in F0.6 | Select from:   * Yes * No * Don’t know * Not applicable | Text field [maximum 2400 characters] | Text field [maximum 2400 characters] |

*If ‘Manufacturing’ or ‘Retailing’ is selected in question F0.2:*

**F9.2: Does your organization enforce any procurement standards that impact your sourcing of forest risk commodities?**

Please complete each row for your commodity/commodities selected in question F0.6:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Forest risk commodity | Procurement standards in place? | Monitor compliance? | Impact on sourcing activities | Please explain |
| Forest risk commodities selected in F0.6 | Select from:   * Yes * No * Don’t know | Select from:   * Yes * No * Don’t know | Select all that apply:   * Factored into supplier selection process * Impact on supplier engagement strategy * No impact * Other, please specify | Text field [maximum 2400 characters] |

*The following questions will be presented to all responding companies, regardless of your response to question F0.2:*

**F9.3: Are you involved in any multi-partnership or stakeholder initiatives relating to the sustainability of these commodities? Please describe your role**

|  |  |  |  |
| --- | --- | --- | --- |
| Forest risk commodity | Involved in initiatives? | Initiatives | Please explain |
| Select from:  Forest risk commodities selected in F0.6 | Select from:   * Yes * No | Select all that apply:  Timber   * FSC * PEFC * WWF Global Forest & Trade Network (GFTN) * The Consumer Good Forum (CGF) * WBCSD Forests Solutions Group * Forests Dialogue * UN Global Compact * Sustainable Packaging Coalition (SPC) * Tropical Forest Alliance (TFA) * Sustainable Forestry Initiative (SFI) * AMERIPEN * EUROPEN * PREPS * Global Environmental Management Initiative * Sustainable Purchasing Leadership Council SPLC * Timber Trade Federation (TTF) * World Resource Group Customer Consultative Group * Roundtable on Sustainable Biomaterials (RSB)   Palm Oil   * Roundtable on Sustainable Palm Oil (RSPO) * The Consumer Goods Forum (CGF) * Roundtable on Sustainable Biomaterials (RSB) * Tropical Forest Alliance (TFA) * Palm Oil Innovation Group (POIG)   Cattle   * Leather Working Group (LWG) * Global Roundtable for Sustainable Beef (GRSB) * Brazilian Roundtable on Sustainable Livestock (GTPS) * Tropical Forest Alliance (TFA) * Sustainable Restaurant Association * Sustainable Agriculture Initiative (SAI) * The Consumer Goods Forum (CGF) * Sustainable Agriculture Initiative (SAI) * Sustainable Apparel Coalition (SAC) * Roundtable on Sustainable Biomaterials (RSB)   Soy   * Roundtable on Sustainable Soy (RTRS) * The Consumer Goods Forum (CGF) * Sustainable Agricultural Initiative (SAI) * Tropical Forest Alliance (TFA) * Roundtable on Sustainable Biomaterials (RSB) * Not applicable * Other, please specify | Text field [maximum 2400 characters] |

If you are involved in multiple initiatives, you can add rows into the table by using the “Add Row” button to the bottom right

**F9.4: Do you specify any third party certification schemes for your selected commodities? Please indicate the percentage of total production and/or consumption currently certified**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Forest risk commodity | Specify third party certification schemes? | % of total production/ consumption certified | Certification scheme breakdown | Please explain |
| Select from:  Forest risk commodities selected in F0.6 | Select all that apply:  Timber   * FSC * PEFC * SFI * Cerflor * Rainforest Alliance (RA) * Canadian Standards Association (CSA) * Australian Forestry Standard (AFS) * American Forest Foundation Tree Farm System   Palm Oil   * RSPO * International Sustainability and Carbon Certification (ISCC) * RA Sustainable Agriculture Network (SAN) standard * Indonesian Sustainable Palm Oil Standard (ISPO)   Cattle Products   * RA Sustainable Agriculture Network Standard (SAN)   Soy   * RTRS * Identity Preserved * ProTerra certification * International Sustainability and Carbon Certification (ISCC) * No certification schemes specified * Other, please specify | Select from:   * 0% * <10% * 10-20% * 21-30% * 31-40% * 41-50% * 51-60% * 61-70% * 71-80% * 81-90% * 91-99% * 100% * Don’t know * Not applicable | Select all that apply:  Timber   * FSC Forest Management certification * FSC Chain of Custody * FSC Controlled Wood * FSC Group certification * FSC SMLIF (small or low-intensity managed forest) * PEFC Sustainable Forest Management certification * PEFC Chain of Custody * PEFC Project Chain of Custody * PEFC Group certification * SFI Forest Management certification * SFI Chain of Custody * SFI Fiber Sourcing certification * RA SmartWood * RA SmartLogging   Palm Oil   * RSPO producer/grower certification * RSPO GreenPalm * RSPO Mass Balance * RSPO Segregated * RSPO Identity Preserved * RSPO Next   Cattle products   * RA SAN Standard for Sustainable Cattle Production System * RA SAN Chain of Custody   Soy   * RTRS Chain of Custody * RTRS Standard for Responsible Soy Production * RTRS certificate trading * Not applicable * Other, please specify | Text field [maximum 2400 characters] |

If you have multiple certification schemes, you can add rows into the table by using the “Add Row” button to the bottom right

**F9.5: Do you have any quantified targets for third party certified materials in your direct operations and/or supply chain?**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Forest risk commodity | Quantified targets for third party certification? | Certification scheme breakdown | Baseline year | Target year | Coverage | % of materials third party certified in target year | Comment |
| Select from:  Forest risk commodities selected in F0.6 | Select all that apply:  Timber   * FSC * PEFC * SFI * Cerflor * Rainforest Alliance (RA) * Canadian Standards Association (CSA) * Australian Forestry Standard (AFS) * American Forest Foundation Tree Farm System   Palm Oil   * RSPO * International Sustainability and Carbon Certification (ISCC) * RA Sustainable Agriculture Network (SAN) standard * Indonesian Sustainable Palm Oil Standard (ISPO)   Cattle Products   * RA Sustainable Agriculture Network Standard (SAN)   Soy   * RTRS * Identity Preserved * ProTerra certification * International Sustainability and Carbon Certification (ISCC) * No quantified targets * Other, please specify | Select all that apply:  Timber   * FSC Forest Management certification * FSC Chain of Custody * FSC Controlled Wood * FSC Group certification * FSC SMLIF (small or low-intensity managed forest) * FSC Recycled * PEFC Sustainable Forest Management certification * PEFC Chain of Custody * PEFC Project Chain of Custody * PEFC Group certification * SFI Forest Management certification * SFI Chain of Custody * SFI Fiber Sourcing certification * RA SmartWood * RA SmartLogging   Palm Oil   * RSPO producer/grower certification * RSPO GreenPalm * RSPO Mass Balance * RSPO Segregated * RSPO Identity Preserved * RSPO Next   Cattle products   * RA SAN Standard for Sustainable Cattle Production Systems * RA SAN Chain of Custody * RTRS certificate trading   Soy   * RTRS Chain of Custody * RTRS Standard for Responsible Soy Production * Not applicable * Other, please specify | Numerical field | Numerical field | Select from:   * Direct operations * Supply chain * Direct operations and supply chain | Select from:   * 0% * <10% * 10-20% * 21-30% * 31-40% * 41-50% * 51-60% * 61-70% * 71-80% * 81-90% * 91-99% * 100% * Don’t know * Not applicable | Text field [maximum 2400 characters] |

**F9.6: Do you have any quantified targets for sustainable production and/or procurement, other than third party certification?**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Forest risk commodity | Quantified targets for sustainable production/ procurement? | Type of target | Baseline year | Target year | Coverage | % of materials to meet requirements in target year | Comment |
| Select from:  Forest risk commodities selected in F0.6 | Select from:   * Yes * No | Select from:   * Sustainable production * Sustainable procurement * Traceability * Not applicable * Other, please specify | Numerical field | Numerical field | Select from:   * Direct operations * Supply chain * Direct operations and supply chain | Select from:   * 0% * <10% * 10-20% * 21-30% * 31-40% * 41-50% * 51-60% * 61-70% * 71-80% * 81-90% * 91-99% * 100% * Don’t know * Not applicable | Text field [maximum 2400 characters] |

F10. Engagement

**Pre-population**

If you responded to CDP last year, questions F10.1, F10.2, F10.3, F10.4 and F10.5 are eligible for pre-population. To take advantage of this function, click “copy from last year” prior to entering any data on the page.

**Please note**: some questions on the Engagement page are driven by your response to question F0.2 on which stage(s) of the value chain best represent your organization’s area of operation pertaining to forest risk commodities.

**F10.1: Have you identified sufficient sources of sustainable materials to meet your operational needs? Please explain what you are doing to ensure security/continuity of supply**

Please complete each row for your commodity/commodities selected in question F0.6:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Forest risk commodity | Current demand | Future demand | Actions to ensure security/ continuity of supply | Please explain |
| Forest risk commodities selected in F0.6 | Select from:   * Yes * No | Select from:   * Yes * No | Select all that apply:   * Supplier improvement plans to increase capacity of supply * Engaging in capacity building activities in the value chain * Other, please specify | Text field [maximum 2400 characters] |

*If ‘Production’, ‘Processing’ or ‘Trading’ is selected in question F0.2:*

**F10.2: Are you working with smallholders to encourage and support sustainable forest management practices?**

Please complete each row for your commodity/commodities selected in question F0.6:

|  |  |  |
| --- | --- | --- |
| Forest risk commodity | Working with smallholders? | Please explain |
| Forest risk commodities selected in F0.6 | Select from:   * Working with smallholders * Not working with smallholders * Do not source from smallholders | Text field [maximum 2400 characters] |

*If ‘Manufacturing’ or ‘Retailing’ is selected in question F0.2:*

**F10.3: Are you working with your direct suppliers to support and improve their capacity to supply sustainable materials?**

Please complete each row for your commodity/commodities selected in question F0.6:

|  |  |  |  |
| --- | --- | --- | --- |
| Forest risk commodity | Working with direct suppliers? | Supplier engagement strategy | Please explain |
| Select from:  Forest risk commodities selected in F0.6 | Select from   * Yes * No * Don’t know | Select all that apply:   * Developing or distributing supply chain mapping tool * Data collection in central database * Encouraging certification * Encouraging work with multi-stakeholder groups * Supplier questionnaires on environmental and social indicators * Workshops and training * Supplier audits * Supplier charters * Contractual agreements * Joint projects * Financial support * Technical support * Other, please specify | Text field [maximum 2400 characters] |

*If ‘Manufacturing’ or ‘Retailing’ is selected in question F0.2:*

**F10.4: Are you working beyond the first tier of your supply chain to manage and mitigate risk?**

Please complete each row for your commodity/commodities selected in question F0.6

|  |  |  |
| --- | --- | --- |
| Forest risk commodity | Working beyond first tier? | Please explain |
| Forest risk commodities selected in F0.6 | Select from:   * Yes * No | Text field [maximum 2400 characters] |

*The following question will be presented to all responding companies, regardless of your response to question F0.2*

**F10.5: Do you engage in activities that could either directly or indirectly influence the market for sustainable forest risk commodities?**

|  |  |
| --- | --- |
| Activity | Please explain |
| Select all that apply:   * Increasing demand for sustainable materials * Increasing awareness of sustainable materials * Raising awareness of the issue of deforestation * Engaging with policy makers or governments * Not engaging in activities to influence market for sustainable materials * Other, please specify | Text field [maximum 2400 characters] |

|  |  |
| --- | --- |
|  | Challenges |
|  |

F11. Barriers and challenges

**Pre-population**

If you responded to CDP last year, questions F11.1 and F11.2 are eligible for pre-population. To take advantage of this function, click “copy from last year” prior to entering any data on the page.

**F11.1: Please describe any key barriers or challenges to achieving deforestation free direct operations and supply chains** [maximum 5000 characters]

**F11.2: Please describe any measures that would improve your organization’s ability to manage deforestation risk** [maximum 5000 characters]

|  |  |
| --- | --- |
|  | Sign off |
|  |

F12. Sign off

**Pre-population**

The question on this page is not eligible for pre-population if you responded last year.

**F12.1: Please provide the following information for the person that has signed off (approved) your CDP forests response**

|  |  |  |
| --- | --- | --- |
| Name | Job title | Corresponding job category |
| Text field [maximum 2400 characters] | Text field [maximum 2400 characters] | Select from:   * Board chairman * Board/Executive board * Director on board * Chief Executive Officer (CEO) * Chief Financial Officer (CFO) * Chief Operating Officer (COO) * Other C-Suite Officer * President * Business unit manager * Energy manager * EHS manager * Environment/Sustainability manager * Facilities manager * Process operation manager * Procurement manager * Public affairs manager * Risk manager * Other, please specify |