



CDP Reporting Roadmap

Water 2017

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What is the purpose of the roadmap?

This document is designed to help organizations improve the quality of their response. It is aimed at all levels of responders, from those making an initial submission, to those with comprehensive responses, and those aiming to perform and report at the highest level.

One of the benefits of participating in CDP is that by responding to a single questionnaire a company can satisfy hundreds of investors and multiple customers. Therefore, the same set of questions is presented to all organizations. It is recognized that responders are at different stages of reporting ability and require guidance to move from a focused initial basic response to a comprehensive report.

This roadmap details four stages of progress when responding to water, and for each stage it guides which sections and questions to target and when to prepare for new questions or implement actions.

Will this satisfy the request from my investors or customers?

The roadmap has been developed with input from investor signatories and CDP supply chain members (customers) as to which critical questions they wish to see answered by all responders. If you have been directed by your customer to address particular questions, you should complete these in addition to those in the roadmap.

What are the scoring implications?

An Introduction to CDP's scoring methodology can be found on the [Guidance page](#) of our website. CDP has worked with a wide range of stakeholders to produce its water scoring methodology which is implemented across all respondents. Only the top-scoring companies that have made their response public will be eligible for recognition as leaders.

What are the limitations of the roadmap?

CDP encourages the most accurate and complete response possible. The reporting stages are an approximate guide to responding levels. A company may be more advanced in responding to one section of the water questionnaire than another. The respondent is encouraged to read the FULL questionnaire and respond to as many questions as possible. The roadmap is NOT a substitute for estimating or determining a company's water score. Please refer to the [Water Scoring Methodology](#), which fully explains the criteria for allocating disclosure and water stewardship points for all questions.

The roadmap is also not intended as a substitute for the water [Reporting Guidance](#) which is where responders should look for detailed information on how to answer each question,

Where can I get further help on responding?

CDP provides a range of materials to help responders on the [Guidance page](#) and [Water Programme page](#) of our website. In particular, the water [Reporting Guidance](#) is essential reading as it explains each question in detail and includes the information you need to provide, the format it should be provided in, and where to find tools or further information to construct your answer.

CDP [accredited water consultancy partners](#) support companies looking to engage with and improve their water management. Partners are subject to strict selection criteria and, once approved, work with companies to provide expertise on topics including: water accounting, water risk assessment, the development of water strategies and development and implementation of corporate water stewardship plans.

Companies can get a better understanding of water risk in their supply chain through [CDP's supply chain program](#). By becoming a member and sending the CDP request to your suppliers you can get a picture of how resilient your supply chain is from current and future water risks, and find opportunities to engage with your suppliers to manage this.

The CDP Reporting Roadmap 2016: Water

Select the description that fits you best

Not currently responding; preparing company processes such as collecting data, determining roles and responsibility, and establishing communication lines.

Limited, partial response, mostly qualitative answers or basic water accounting and geographical breakdown by country in responses.

Company is in early stages of integrating water into business practices.

Developed capacity for increased question coverage and more complete responses. Including detailing a company's current state with respect to water, company water use, risks and opportunities being faced by the company and how these are measured and assessed.

Beginning to implement changes to company strategy and set targets or manage risks and opportunities.

Answering all relevant questions and providing more detailed information, such as geographical breakdown by river basin.

Demonstrating in detail how risks and opportunities are being managed.

Demonstrating how water is being integrated within business strategy, the actions being taken and their progress.

Evidence of SMART targets and goals; effective responses being taken to minimise future risks resulting in sustainable water resources for the company plus their local watersheds and communities (water stewardship).

Your stage

0. Non-responder

1. Basic response

2. Developing ability

3. Complete response

4. Leading practice

Benefits of responding at this stage
(N.B. Quotes are for illustration only; companies may not be in these stages)

Indicating to your investors and customers that your organization is considering water management:

"Having a vehicle like CDP's water program is a great way to ensure that our sustainability efforts are communicated to our key stakeholders and that we continue to build trust with the communities in which we do business,"
– Allergan

Measuring and managing water demand against current supply:

"We wanted to create a system for our water management. We would be the first company in Turkey trying establish a system for water consumption" - TAV HAVA LİMANLARI HOLDİNG A.Ş

Corporate self-awareness:

"The motivation behind disclosures was to broaden the scope of HCC's annual disclosure of water program and apprise our present and potential customers / investors about the various initiatives HCC has taken during the financial year." – Hindustan Construction Company

Business opportunities:

"We are receiving enquiries, tender questions on climate change and water. We are now better able to provide potential clients with information on risks and opportunities associated with water, this improves our chances to win work." – Royal BAM

Advanced business resilience:

"Thanks [to] being part of the response to CDP's program, the organization shows that water risks and opportunities are increasing as a relevance factor into our daily business and planned activities. – E.ON"

Reputational benefits:

"The main benefit is focused on the transparent relationship with our customers, stakeholders, employees and the society in general and it is understood as a reliable source of information from actual E.ON activities. – E.ON "

How to use the Roadmap

The roadmap breaks down the questionnaire into sections matching the guidance and ORS. Please determine your average reporting stage on page 3 of this document; then complete the leading questions (and subsequent linked follow-on questions) in your stage on page 4.

To plan for future responses, you can look ahead to the next stage and anticipate future questions. For example if you are a stage 1 responder, for section “8. Targets and initiatives”, you can anticipate answering question W 8.1a by setting a quantitative target that is specific, measurable, appropriate, reasonable and time-related (SMART) which will help you move through Stages 2-4 and demonstrate best practice.

Water questionnaire	0. Non-responder	1. Basic response	2. Developing ability	3. Complete response	4. Best practice
0. Introduction	W0.1, W0.2, W0.3, W0.4,	W0.1, W0.2, W0.3, W0.4	W0.1, W0.2, W0.3, W0.4	W0.1, W0.2, W0.3, W0.4	W0.1, W0.2, W0.3, W0.4
1.Context		W1.1, W1.2, W1.3, W1.4	W1.1, W1.2, W1.2a, W1.2b, W1.3, W1.3a, W1.3b, W1.4, W1.4a, W1.4b	W1.1, W1.2, W1.2a, W1.2b, W1.2c, W1.3, W1.3a, W1.3b, W1.4, W1.4a, W1.4b	W1.1, W1.2, W1.2A, W1.2b, W1.3, W1.3a, W1.3b (see scoring methodology for leadership points for this section)
2. Risk assessment		W2.1,W2.2, W2.3, W2.4, W2.5	W2.1, W2.2, W2.3, W2.4, W2.4a, W2.4b, W2.5, W2.6, W2.7, W2.8	W2.1, W2.2, W2.3, W2.4, W2.4a, W2.4b, W2.5, W2.6, W2.7, W2.8	W2.1, W2.2, W2.3, W2.4, W2.4a, W2.4b, W2.5, W2.6, W2.7, W2.8 (see scoring methodology for leadership points for this section)
3.Water risks		W3.1, W3.2,	W3.1, W3.2, W3.2a, W3.2b, W3.2c, W3.2f or W3.2g	W3.1, W3.2, W3.2a, W3.2b, W3.2c, W3.2d, W3.2e/f/g (level of detail in each response increases)	W3.1, W3.2, W3.2a, W3.2b, W3.2c, W3.2d, W3.2e/f/g (see scoring methodology for leadership points for this section)
4.Water opportunities		W4.1	W4.1, W4.1a, W4.1b, W4.1c	W4.1, W4.1a, W4.1b, W4.1c (level of detail in response increases)	W4.1, W4.1a, W4.1b, W4.1c (level of detail in response increases)
5.Facility level water accounting			W5.1, W5.2, W5.3	W5.1, W5.1a, W5.2, W5.2a, W5.3, W5.4	W5.1, W5.1a, W5.2, W5.2a, W5.3, W5.4 (see scoring methodology for leadership points for this section)
6.Governance & strategy		W6.1, W6.2, W6.3	W6.1, W6.2, W6.2a & W6.2b or W6.2c, W6.3, W6.3a	W6.1, W6.2, W6.2a & W6.2b or W6.2c, W6.3, W6.3a, W6.4	W6.1, W6.2, W6.2a & W6.2b or W6.2c, W6.3, W6.3a, W6.4 (see scoring methodology for leadership points for this section)
7.Compliance		W7.1	W7.1, W7.1a, W7.1b	W7.1, W7.1a, W7.1b, W7.1c	W7.1, W7.1a, W7.1b, W7.1c
8.Targets and initiatives		W8.1	W8.1, W8.1a, W8.1c	W8.1, W8.1a, W8.1b, W8.1c (level of detail in response increases)	W8.1, W8.1a, W8.1b (see scoring methodology for leadership points for this section)

9. Linkages and Trade-offs		W9.1	W9.1	W9.1, W9.1a	W9.1, W9.1a
10. Sign off	W10.1	W10.1	W10.1	W10.1	W10.1