CDP Water 2017

Questionnaire Drafting Document

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|  |  |
| --- | --- |
|  | **Introduction to the Drafting Document** |

**Introduction to this document**

This document is solely for the purpose of drafting a response to the Water program and the core modules of the Supply Chain Water 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 – please refer to the guidance 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 |
|  |

## W0. Introduction

**Pre-population**

If you responded to CDP last year, questions W0.1, W0.3, W0.4 and W0.4a are eligible for pre-population. To take advantage of this function, click “copy from last year” prior to entering any data on the page.

**W0.1:**  **Please give a general description and introduction to your organization** [maximum 4500 characters]

**W0.2: Please state the start and end date of the year for which you are reporting data**

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

**W0.3: Please indicate the category that describes the reporting boundary for companies, entities or groups for which water impacts are reported.**

|  |
| --- |
| Reporting boundary |
| Select from:   * Companies, entities or groups over which financial control is exercised * Companies, entities or groups over which operational control is exercised * Companies, entities or groups in which an equity share is held * Other, please specify |

**W0.4: Are there any geographies, facilities or types of water inputs/outputs within this boundary of which are not included in your disclosure?**

Please select from:

* Yes
* No

*If ‘Yes’ is selected for W0.4:*

**W0.4a: Please report the exclusions in the following table**

|  |  |
| --- | --- |
| Exclusion | Please explain why you have made the exclusion |
| Text field [maximum 2400 characters] | Text field [maximum 2400 characters] |

If you have more than one exclusion, please add more rows using the “Add Row” function to the bottom right.

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

W1. Context

**Pre-population**

If you responded to CDP last year, questions W1.1, W1.3, W1.3a, W1.3b, W1.4, W1.4a and W1.4b are eligible for pre-population. To take advantage of this function, click “copy from last year” prior to entering any data on the page.

**W1.1: Please rate the importance (current and future) of water quality and water quantity to the success of your business**

|  |  |  |  |
| --- | --- | --- | --- |
| Water quality and quantity | Direct use importance rating | Indirect use importance rating | Please explain |
| Sufficient amounts of good quality freshwater available for use | Select from:   * Not important at all * Not very important * Neutral * Important * Vital for operations * Have not evaluated | Select from:   * Not important at all * Not very important * Neutral * Important * Have not evaluated | Text field [maximum 1000 characters] |
| Sufficient amounts of recycled, brackish and/or produced water available for use | Select from:   * Not important at all * Not very important * Neutral * Important * Vital for operations * Have not evaluated | Select from:   * Not important at all * Not very important * Neutral * Important * Have not evaluated | Text field [maximum 1000 characters] |

**Please note:** W1.1 is a leading question, prompting linked sets of questions to appear depending on the response given. If question W1.1 is amended within the Online Response System (ORS) after subsequent linked questions are completed, then these related data will also be erased. Please ensure that you re-enter the data for the linked questions also, if appropriate.

W1. Company-wide water accounting

*Questions W1.2/a/b/c will be presented only if “Direct use importance rating” in question W1.1 rates “Neutral”, “Important” or “Vital for operations”, for either the freshwater or brackish water option:*

**W1.2: For your total operations, please detail which of the following water aspects are regularly measured and monitored and provide an explanation as to why or why not**

|  |  |  |
| --- | --- | --- |
| Water aspect | % of sites/facilities/operations | Please explain |
| Water withdrawals – total volumes | Select from:   * Less than 1% * 1-25 * 26-50 * 51-75 * 76-100 | Text field [maximum 1000 characters] |
| Water withdrawals – volume by sources |  |  |
| Water discharges – total volumes |  |  |
| Water discharges – volume by destination |  |  |
| Water discharges – volume by treatment method |  |  |
| Water discharge quality data – quality by standard effluent parameters |  |  |
| Water consumption – total volume |  |  |
| Facilities providing fully-functioning WASH services to all workers |  |  |

**W1.2a: Water withdrawals: for the reporting year, please provide total water withdrawal data by source, across your operations**

|  |  |  |  |
| --- | --- | --- | --- |
| Source | Quantity (megaliters/year) | How does total water withdrawals for this source compare to the last reporting year? | Comment |
| Fresh surface water | Numerical field | Select from:   * Much lower * Lower * About the same * Higher * Much higher * This is our first year of measurement * Not applicable | Text field [maximum 1000 characters] |
| Brackish surface water/seawater |  |  |  |
| Rainwater |  |  |  |
| Groundwater - renewable |  |  |  |
| Groundwater – non-renewable |  |  |  |
| Produced/process water |  |  |  |
| Municipal supply |  |  |  |
| Wastewater from another organization |  |  |  |
| Total | Numerical field |  |  |

**W1.2b: Water discharges: for the reporting year, please provide total water discharge data by destination, across your operations**

|  |  |  |  |
| --- | --- | --- | --- |
| Destination | Quantity (megaliters/year) | How does total water discharged to this destination compare to the last reporting year? | Comment |
| Fresh surface water | Numerical field | Select from:   * Much lower * Lower * About the same * Higher * Much higher * This is our first year of measurement * Not applicable | Text field [maximum 1000 characters] |
| Brackish surface water/seawater |  |  |  |
| Groundwater |  |  |  |
| Municipal/industrial wastewater treatment plant |  |  |  |
| Wastewater for another organization |  |  |  |
| Total | Numerical field |  |  |

**W1.2c: Water consumption: for the reporting year, please provide total water consumption data, across your operations**

|  |  |  |
| --- | --- | --- |
| Consumption (megaliters/year) | How does this consumption figure compare to the last reporting year? | Comment |
| Numerical field | Select from:   * Much lower * Lower * About the same * Higher * Much higher * This is our first year of estimation | Text field [maximum 1000 characters] |

W1. Supplier reporting

*Questions W1.3/a/b will be presented only if “Indirect use importance rating” in W1.1 rates “Neutral” or “Important” for either the freshwater or brackish water option:*

**W1.3: Do you request your suppliers to report on their water use, risks and/or management?**

Please select from:

* Yes
* No

*If ‘Yes’ is selected for question W1.3:*

**W1.3a: Please provide the proportion of suppliers you request to report on their water use, risks and/or management and the proportion of your procurement spend this represents**

|  |  |  |
| --- | --- | --- |
| Proportion of suppliers % | Total procurement spend % | Rationale for this coverage |
| Select from:   * Less than 1% * 1-25 * 26-50 * 51-75 * 76-100 | Select from:   * Less than 1% * 1-25 * 26-50 * 51-75 * 76-100 | Text field [maximum 1500 characters] |

*If ‘No’ is selected for question W1.3:*

**W1.3b: Please choose the option that best explains why you do not request your suppliers to report on their water use, risks and/or management**

|  |  |
| --- | --- |
| Primary reason(s) | Please explain |
| Select from:   * Assessed risk but no substantive risk found * Decentralized business structure * Important but not an immediate business priority * Judged to be unimportant * Lack of internal resources * No instruction from management * Reporting implementation in progress * Traceability/tracking issues * Other, please specify | Text field [maximum 1500 characters] |

W1. Business impacts

**W1.4: Has your organization experienced any detrimental impacts related to water in the reporting year?**

Please select from:

* Yes
* No
* Don’t know

*If ‘Yes’ is selected for question W1.4:*

**W1.4a: Please describe the detrimental impacts experienced by your organization related to water in the reporting year**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Country | River basin | Impact driver | Impact | Description of impact | Length of Impact | Overall financial impact | Response strategy | Description of response strategy |
| Country drop down list | Select from:   * River basin drop down list * Not known * Other,   please specify | Select from:  Physical:   * Climate change * Declining water quality * Dependency on hydropower * Drought * Ecosystem vulnerability * Flooding * Inadequate infrastructure * Increased water scarcity * Increased water stress * Pollution of water source * Rationing of municipal water supply * Seasonal supply variability/inter annual variability   Regulatory:   * Changed product standards * Higher water prices * Increased difficulty in obtaining withdrawals/operations permit * Lack of transparency of water rights * Limited or no river basin/catchment management * Mandatory water efficiency, conservation, recycling or process standards * Poor coordination between regulatory bodies * Poor enforcement of water regulation * Regulation of discharge quality/volumes leading to higher compliance costs * Regulatory uncertainty * Statutory water withdrawal limits/changes to water allocation * Unclear and/or unstable regulations on water allocation and wastewater discharge.   Reputational:   * Changes in consumer behavior * Community opposition * Cultural and religious values * Inadequate access to water, sanitation and hygiene * Litigation * Negative media coverage * Other, please specify | Select from:   * Brand damage * Constraint to growth * Closure of operations * Decrease in shareholder value * Delays in permitting * Employee health and well-being * Higher operating costs * Fines/ penalties * Litigation * Loss of license to operate * Disruption to sales * Plant/production disruption leading to reduced output * Property damage * Reduced demand for product * Reduction in revenue * Supply chain disruption * Transport disruption * Water supply disruption * Other, please specify | Text field [maximum 1500 characters] | Text field [maximum 500 characters] | Text field [maximum 500 characters] | Select from:   * Alignment of public policy positions with water stewardship goals * Cost increase management through regulated tariff-setting process * Develop flood emergency plans * Engagement with community * Engagement with customers * Engagement with public policy makers * Engagement with other stakeholders in the river basin * Engagement with suppliers * Established site-specific targets * Infrastructure investment * Infrastructure maintenance * Greater due diligence * Increased capital expenditure * Increased investment in new technology * New products, markets * River basin restoration * Re-siting of facilities * Promote best practice and awareness * Supplier diversification * Strengthen links with local community * Tighter supplier performance standards * Water management incentives * Other, please specify | Text field [maximum 1500 characters] |

For additional river basins, you can add rows to this table by using the “Add Row” button to the bottom right.

**Please note:**  Per river basin, it is not possible to choose more than one impact on your business.Please select the primary impact. For each impact, it is possible to choose multiple drivers within the river basin, and also multiple response strategies.

*If ‘Don’t know’ is selected for question W1.4:*

**W1.4b: Please choose the option below that best explains why you do not know if your organization experienced any detrimental impacts related to water in the reporting year, and any plans you have to investigate this in the future**

|  |  |
| --- | --- |
| Primary reason | Future plans |
| Select from:   * Detrimental impacts related to water are not recorded at the corporate level * No instruction from management to assess this * Other, please specify | Text field [maximum 1500 characters] |

|  |
| --- |
| Risk Assessment |

W2. Procedures and requirements

**Pre-population**

If you responded to CDP last year, questions W2.1, W2.2, W2.3, W2.4, W2.4a, W2.4b, W2.5, W2.6, W2.7 and W2.8, are fully 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 that W2.7 row 11 will not pre-populate due to the row heading change.

**W2.1: Does your organization undertake a water-related risk assessment?**

Please select from:

* Water risks are assessed
* Water risks are not assessed

*If ‘Water risks are assessed’, you will be presented with questions W2.2 - W2.7.*

**W2.2: Please select the options that best describe your procedures with regard to assessing water risks**

|  |  |  |  |
| --- | --- | --- | --- |
| Risk assessment procedure | Coverage | Scale | Please explain |
| Select from:   * Comprehensive company-wide risk assessment * Water risk assessment undertaken independently of other risk assessments | Select from:   * Direct operations and supply chain * Direct operations * Supply chain | Select from:   * All facilities and suppliers * All facilities and some suppliers * Some facilities and all suppliers * Some facilities and some suppliers * All facilities * Some facilities * All suppliers * Some suppliers | Text field [maximum 1500 characters] |

**W2.3: Please state how frequently you undertake water risk assessments, what geographical scale and how far into the future you consider risks for each assessment**

|  |  |  |  |
| --- | --- | --- | --- |
| Frequency | Geographic scale | How far into the future are risks considered? | Comment |
| Select from:   * Six-monthly or more frequently * Annually * Every two years * Sporadically not defined * Never | Select from:   * Country * Region * River basin * Business unit * Facility | Select from:   * Up to 1 year * 1 to 3 years * 3 to 6 years * > 6 years * Unknown | Text field [maximum 500 characters] |

If you have multiple risk assessments at different geographical scales, you can enter them into the table by adding more rows using the “Add Row” button to the bottom right.

**W2.4: Have you evaluated how water risks could affect the success (viability, constraints) of 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 if ‘Other’ is selected in response to question W2.4:*

**W2.4a: Please explain how your organization evaluated the effects of water risks on the success (viability, constraints) of your organization's growth strategy?** [maximum 2400 characters]

*If ‘Not evaluated’ is selected in response to question W2.4:*

**W2.4b: What is the main reason for not having evaluated how water risks could affect the success (viability, constraints) of your organization’s growth strategy, and are there any plans in place to do so in the future?**

|  |  |  |  |
| --- | --- | --- | --- |
| Main reason | Current plans | Timeframe until evaluation | Comment |
| Select from:   * Judged to be unimportant * No instruction from management * Lack of internal resources * Evaluation underway * Important but not an immediate business priority * Other, please specify | Select from:   * Yes * No | Select from:   * Next reporting period * Next 24-36 months * Other, please specify | Text field [maximum 1500 characters] |

**W2.5: Please select the methods used to assess water risks**

|  |  |
| --- | --- |
| Method | Please explain how these methods are used in your risk assessment |
| Select from:   * CEO Water Mandate’s ‘Understanding Key Water Stewardship Terms’ * FAO/AQUASTAT * Ecolab Water Risk Monetizer * GEMI Local Water Tool * Global Water Tool for Cement Sector * Global Water Tool for Power Utilities * Internal company knowledge * IPIECA Global Water Tool for Oil & Gas * Life Cycle Assessment * Maplecroft Global Water Security Risk Index * Regional government databases * UNEP Vital Water Graphics * Water Footprint Network * WBCSD Global Water Tool * WRI water stress definition * WRI Aqueduct * WWF-DEG Water Risk Filter * Other, please specify | Text field [maximum 3000 characters] |

**W2.6: Which of the following contextual issues are always factored into your organization’s water risk assessments?**

|  |  |  |
| --- | --- | --- |
| Issues | Choose option | Please explain |
| Current water availability and quality parameters at a local level | Select from:   * Relevant, included * Relevant, not yet included * Not relevant, included * Not relevant, explanation provided * Not evaluated | Text field [maximum 2000 characters] |
| Current water regulatory frameworks and tariffs at a local level |  |  |
| Current stakeholder conflicts concerning water resources at a local level |  |  |
| Current implications of water on your key commodities/raw materials |  |  |
| Current status of ecosystems and habitats at a local level |  |  |
| Current river basin management plans |  |  |
| Current access to fully-functioning WASH services for all employees |  |  |
| Estimates of future changes in water availability at a local level |  |  |
| Estimates of future potential regulatory changes at a local level |  |  |
| Estimates of future potential stakeholder conflicts at a local level |  |  |
| Estimates of future implications of water on your key commodities/raw materials |  |  |
| Estimates of future potential changes in the status of ecosystems and habitats at a local level |  |  |
| Scenario analysis of availability of sufficient quantity and quality of water relevant for your operations at a local level |  |  |
| Scenario analysis of regulatory and or tariff changes at a local level |  |  |
| Scenario analysis of stakeholder conflicts concerning water resources at a local level |  |  |
| Scenario analysis of implications of water on your key commodities/raw materials |  |  |
| Scenario analysis of potential changes in the status of ecosystems and habitats at a local level |  |  |
| Other |  |  |

**W2.7: Which of the following stakeholders are always factored into your organization’s water risk assessments?**

|  |  |  |
| --- | --- | --- |
| Stakeholder | Choose option | Please explain |
| Customers | Select from:   * Relevant, included * Relevant, not yet included * Not relevant, included * Not relevant, explanation provided * Not evaluated | Text field [maximum 2000 characters] |
| Employees |  |  |
| Investors |  |  |
| Local communities |  |  |
| NGOs |  |  |
| Other water users at a local level |  |  |
| Regulators |  |  |
| River basin management authorities |  |  |
| Statutory special interest groups at a local level |  |  |
| Suppliers |  |  |
| Water utilities at a local level |  |  |
| Other |  |  |

*If ‘Water risks are not assessed’ is selected for question W2.1:*

**W2.8: Please choose the option that best explains why your organization does not undertake a water-related risk assessment**

|  |  |
| --- | --- |
| Primary reason | Please explain |
| Select from:   * Judged to be unimportant * No instruction from management * Important but not an immediate business priority * Water risk assessment in progress * Lack of internal resources * Other, please specify | Text field [maximum 1500 characters] |

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

W3. Water risks

**Pre-population**

If you responded to CDP last year, questions W3.1, W3.2, and W3.2a-g are eligible for pre-population. To take advantage of this function, click “copy from last year” prior to entering any data on the page.

**W3.1: Is your organization exposed to water risks, either current and/or future, that could generate a substantive change in your business, operations, revenue or expenditure?**

Please select from:

* Yes, direct operations and supply chain
* Yes, direct operations only
* Yes, supply chain only
* No
* Don’t know

**Please note:** W3.1 is a leading question, prompting linked sets of follow up questions to appear depending on the response given. The selection you make will load the appropriate questions in W3.2a-W3.2g. If question W3.1 is amended after subsequent follow up questions in the ORS are completed, then these related data will also be erased. Please ensure that you re-enter the data for the follow up questions also, as appropriate. All responding organizations will be asked to answer W3.2.

**W3.2: Please provide details as to how your organization defines substantive change in your business, operations, revenue or expenditure from water risk** [maximum 2400 characters]

*Questions W3.2a-W3.2b will appear if ‘Yes, direct operations and supply chain’ or ‘Yes, direct operations only’ was selected in response to question W3.1:*

**W3.2a: Please provide the number of facilities**[[1]](#footnote-1)**per river basin exposed to water risks that could generate a substantive change in your business, operations, revenue or expenditure; and the proportion of company-wide facilities this represents**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Country | River basin | Number of facilities exposed to water risk | Proportion of company-wide facilities that this represents (%) | Comment |
| Country drop down list | Select from:   * River basin drop down list * Not known * Other, please specify | Numerical field | Select from:   * Less than 1% * 1-5 * 6-10 * 11-20 * 21-30 * 31-40 * 41-50 * 51-60 * 61-70 * 71-80 * 81-90 * 91-100 | Text field [maximum 1000 characters] |

Please use the “Add Row” button to the bottom right to include additional river basins within your response.

**Please note:** CDP is only asking for information on those river basins where the operations located are exposed to water risk that could generate a substantive change in your business, operations, revenue or expenditure.

Also note that question W5 requests water accounting data for the facilities that are referred to in W3.2a.

**W3.2b: For each river basin mentioned in W3.2a, please provide the proportion of the company’s financial value that could be affected by water risks**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Country | River basin | Financial reporting metric | Proportion of chosen metric that could be affected | Comment |
| Country drop down list | Select from:   * River basin drop down list from your basin selection in W3.2a * Not known * Other, please specify | Select from:   * % cost of goods sold * % global revenue * % global production capacity * % generation capacity * % global production volume * barrels of oil equivalent (BOE) * Other, please specify | Select from:   * Less than 1% * 1-5 * 6-10 * 11-20 * 21-30 * 31-40 * 41-50 * 51-60 * 61-70 * 71-80 * 81-90 * 91-100 | Text field [maximum 1000 characters] |

Please use the “Add Row” button to the bottom right to include additional river basins within your response.

*If ‘Yes, direct operations and supply chain’ or ‘Yes, direct operations only’ is selected in W3.1, question W3.2c will be presented:*

**W3.2c: Please list the inherent water risks that could generate a substantive change in your business, operations, revenue or expenditure, the potential impact to your direct operations and the strategies to mitigate them**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Country | River basin | Risk driver | Potential impact | Description of potential impact | Timeframe | Likelihood | Magnitude of potential financial impact | Response strategy | Costs of response strategy | Details of strategy and costs |
| Country drop down list | Select from:   * River basin drop down list * Other, please specify * Not known | Select all that apply:  Physical:   * Climate change * Declining water quality * Dependency on hydropower * Drought * Ecosystem vulnerability * Flooding * Inadequate infrastructure * Increased water scarcity * Increased water stress * Pollution of water source * Projected water scarcity * Projected water stress * Rationing of municipal water supply * Seasonal supply variability/inter annual variability   Regulatory:   * Changed product standards * Higher water prices * Increased difficulty in obtaining withdrawals/operations permit * Lack of transparency of water rights * Limited or no river basin/catchment management * Mandatory water efficiency, conservation, recycling or process standards * Poor coordination between regulatory bodies * Poor enforcement of water regulation * Regulation of discharge quality/volumes leading to higher compliance costs * Regulatory uncertainty * Statutory water withdrawal limits/changes to water allocation * Unclear and/or unstable regulations on water allocation and wastewater discharge.   Reputational:   * Changes in consumer behavior * Community opposition * Cultural and religious values * Inadequate access to water, sanitation and hygiene * Litigation * Negative media coverage   Other, please specify | Select from:   * Brand damage * Constraint to growth * Closure of operations * Decrease in shareholder value * Delays in permitting * Employee health and well-being * Higher operating costs * Fines/ penalties * Litigation * Loss of license to operate * Disruption to sales * Plant/production disruption leading to reduced output * Property damage * Reduced demand for product * Reduction in revenue * Supply chain disruption * Transport disruption * Water supply disruption * Other, please specify | Text field [maximum 1500 characters] | Select from:   * Current -up to 1 year * 1 - 3 years * 4- 6 years * >6 years * Unknown | Select from:   * Highly probable * Probable * Unlikely * Unknown | Select from:   * Low * Low-medium * Medium * Medium-high * High * Unknown | Select from:   * Alignment of public policy positions with water stewardship goals * Cost increase management through related tariff-setting process * Develop flood emergency plans * Engagement with community * Engagement with customers * Engagement with public policy makers * Engagement with stakeholders in the river basin * Engagement with suppliers * Establish site-specific targets * Infrastructure investment * Infrastructure maintenance * Greater due diligence * Increased capital expenditure * Increased investment in new technology * New products, markets * River basin restoration * Re-siting of facilities * Promote best practice and awareness * Supplier diversification * Strengthen links with local community * Tighter supplier performance standards * Use of risk transfer instruments * Water management incentives * Other, please specify | Text field [maximum 500 characters] | Text field [maximum 2000 characters] |

If you have multiple risks to report, you can add rows into the table by using the “Add Row” button to the bottom right. For river basins where multiple risks result in the same potential impact, it is now possible to choose multiple risks for one river basin in the ORS. It is also possible to choose multiple response strategies in relation to potential impact on your business. It is not possible to choose more than one potential impact on your business per river basin.

*If ‘Yes, direct operations and supply chain’ or ‘Yes, supply chain only’ is selected in W3.1:*

**W3.2d Please list the inherent water risks that could generate a substantive change in your business, operations, revenue or expenditure, the potential impact to your supply chain and the strategies to mitigate them**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Country | River basin | Risk driver | Potential impact | Description of potential impact | Timeframe | Likelihood | Magnitude of potential financial impact | Response strategy | Costs of response strategy | Details of strategy and costs |
| Country drop down list | Select from:   * River basin drop down list * Other, please specify * Not known | Select from:  Physical:   * Climate change * Declining water quality * Dependency on hydropower * Drought * Ecosystem vulnerability * Flooding * Inadequate infrastructure * Increased water scarcity * Increased water stress * Pollution of water source * Projected water scarcity * Projected water stress * Rationing of municipal water supply * Seasonal supply variability/inter annual variability   Regulatory:   * Changed product standards * Higher water prices * Increased difficulty in obtaining withdrawals/operations permit * Lack of transparency of water rights * Limited or no river basin/catchment management * Mandatory water efficiency, conservation, recycling or process standards * Poor coordination between regulatory bodies * Poor enforcement of water regulation * Regulation of discharge quality/volumes leading to higher compliance costs * Regulatory uncertainty * Statutory water withdrawal limits/changes to water allocation * Unclear and/or unstable regulations on water allocation and wastewater discharge.   Reputational:   * Changes in consumer behavior * Community opposition * Cultural and religious values * Inadequate access to water, sanitation and hygiene * Litigation * Negative media coverage   Other, please specify | Select from:   * Brand damage * Constraints to growth * Closure of operations * Decrease in shareholder value * Delays in permitting * Employee health and well-being * Higher operating costs * Fines/ penalties * Litigation * Loss of license to operate * Disruption to sales * Plant/production disruption leading to reduced output * Property damage * Reduced demand for product * Reduction in revenue * Supply chain disruption * Transport disruption * Water supply disruption * Other, please specify | Text field [maximum 1500 characters] | Select from:   * Current - up to 1 year * 1-3 years * 4 -6 years * >6 years * Unknown | Select from:   * Highly probable * Probable * Unlikely * Unknown | Select from:   * Low * Low-medium * Medium * Medium-high * High * Unknown | Select from:   * Alignment of public policy positions with water stewardship goals * Cost increase management through related tariff-setting process * Develop flood emergency plans * Engagement with community * Engagement with customers * Engagement with public policy makers * Engagement with other stakeholders in the river basin * Engagement with suppliers * Establish site-specific targets * Infrastructure investment * Infrastructure maintenance * Greater due diligence * Increased capital expenditure * Increased investment in new technology * New products, markets * River basin restoration * Re-siting of facilities * Promote best practice and awareness * Supplier diversification * Strengthen links with local community * Tighter supplier performance standards * Use of risk transfer instruments * Water management incentives * Other, please specify | Text field [maximum 500 characters] | Text field [maximum 2000 characters] |

If you have multiple risks to report, you can add rows into the table by using the “Add Row” button to the bottom right. For river basins where multiple risks result in the same potential impact, it is now possible to choose multiple risks for one river basin in the ORS. It is also possible to choose multiple response strategies in relation to potential impact on your business. It is not possible to choose more than one potential impact on your business per river basin.

*If ‘No’’ is selected or if ‘Direct operations’ is not selected in answer to question W3.1:*

**W3.2e: Please choose the option that best explains why you do not consider your organization to be exposed to water risks in your direct operations that could generate a substantive change in your business, operations, revenue or expenditure**

|  |  |
| --- | --- |
| Primary reason | Please explain |
| Select from:   * Risks exist, but no substantive impact anticipated * Other, please specify * Evaluation in progress * Not yet evaluated | Text field [maximum 1500 characters] |

*If ‘No’ is selected or ‘supply chain’ is not selected in answer to question W3.1:*

**W3.2f: Please choose the option that best explains why you do not consider your organization to be exposed to water risks in your supply chain that could generate a substantive change in your business, operations, revenue or expenditure**

|  |  |
| --- | --- |
| Primary reason | Please explain |
| Select from:   * Risks exist, but no substantive impact anticipated * Other, please specify * Evaluation in progress * Not yet evaluated * Judged to be unimportant | Text field [maximum 1500 characters] |

*If ‘Don’t know’ is selected in answer to question W3.1:*

**W3.2g: Please choose the option that best explains why you do not know if your organization is exposed to water risks that could generate a substantive change in your business operations, revenue or expenditure and discuss any future plans you have to assess this**

|  |  |
| --- | --- |
| Primary reason | Future plans |
| Select from:   * Environmental/water risk assessments are incomplete at this time * No instruction from management * Other, please specify | Text field [maximum 1500 characters] |

W4. Water opportunities

**Pre-population**

If you responded to CDP last year, questions W4.1, W4.1a, W4.1b, and W4.1c are eligible for pre-population. To take advantage of this function, click “copy from last year” prior to entering any data on the page.

**W4.1: Does water present strategic, operational or market opportunities that substantively benefit/have the potential to benefit your organization?**

Please select from:

* Yes
* No
* Don’t know

*If ‘Yes’ is selected in response to question W4.1:*

**W4.1a: Please describe the opportunities water presents to your organization and your strategies to realize them**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Country or region | Opportunity | Strategy to realize opportunity | Estimated timeframe | Comment |
| Select from:   * Company-wide * Country drop down list * Other, please specify | Select from:   * Carbon management * Climate change adaptation * Collective action * Competitive advantage * Cost savings * Ensuring supply chain resilience * Improved community relations * Improved water efficiency * Increased brand value * Increased shareholder value * Innovation * Regulatory changes * R&D * Sales of new products/services * Social license to operate * Staff retention * Other, please specify | Text field [maximum 1500 characters] | Select from:   * Current - up to 1 year * 1 to 3 years * 4 to 6 years * >6 years * Unknown | Text field [maximum 1500 characters] |

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

*If ‘No’ is selected in response to W4.1:*

**W4.1b Please choose the option that best explains why water does not present your organization with any opportunities that have the potential to provide substantive benefit**

|  |  |
| --- | --- |
| Primary reason | Please explain |
| Select from:   * Opportunities exist, but nothing substantive * Not yet evaluated * No opportunities identified * Other, please specify | Text field [maximum 1500 characters] |

*If ‘Don’t know’ is selected in response to W4.1:*

**W4.1c Please choose the option that best explains why you do not know if water presents your organization with any opportunities that have the potential to provide substantive benefit**

|  |  |
| --- | --- |
| Primary reason | Please explain |
| Select from:   * Incomplete analysis * Judged to be unimportant * No instruction from management * Review of opportunities in progress * Other, please specify | Text field [maximum 1500 characters] |

|  |  |
| --- | --- |
|  | Facility level water accounting |
|  |

W5. Facility level water accounting

**Pre-population**

None of the questions in this section are eligible for pre-population.

**Please note:** In question W3.2a you were asked to provide details to those facilities exposed to water risks that have the potential to generate a substantive change in your business operation, revenue or expenditure (current or future). When responding to questions W5.1, W5.1a, W5.2, W5.2a, W5.3 and W5.4 we request that you provide facility-level information for all of those facilities reported in question W3.2a. Please note that CDP is not asking for information for all facilities, just those exposed to substantive water risk as defined in question W3.2a.

You do not need to complete this section if you did not have any operations exposed to water risks that have the potential to generate a substantive change in your business operations, revenue or expenditure, and were therefore not asked to complete [question W3.2a](#W3_2a).

**W5.1: Water withdrawals: for the reporting year, please complete the table below with water accounting data for all facilities included in your answer to W3.2a**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Facility reference number | Country | River basin | Facility name | Total water withdrawals (megaliters / year) at this facility | How does the total water withdrawals at this facility compare to the last reporting year? | Please explain |
| Reference number drop down | Country drop down | Select from:   * River basin drop down * Not known * Other, please specify | Text field [maximum 500 characters] | Numerical field | Select from:   * Much Lower * Lower * About the same * Higher * Much Higher * This is our first year of measurement | Text field [maximum 500 characters] |

**Please note:** W5.1 is a leading question, prompting linked sets of follow up questions to appear depending on the response given. If question W5.1 is amended in the ORS after subsequent follow up questions are completed, then these related data will also be erased

**W5.1a: Water withdrawals: for the reporting year, please provide withdrawal data\*, in megaliters per year, for the water sources used for all facilities reported in W5.1**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Facility reference number | Fresh surface water | Brackish surface water/seawater | Rainwater | Groundwater (renewable) | Groundwater (non-renewable) | Produced/process water | Municipal water | Waste water from another organization | Comment |
| Facility reference number drop down | Numerical field | Numerical field | Numerical field | Numerical field | Numerical field | Numerical field | Numerical field | Numerical field | Text field [maximum 500 characters] |

\*This table is pre-populated in the ORS with the same number of rows chosen to respond to question W5.1

**W5.2: Water discharge: for the reporting year, please complete the table\* below with water accounting data for all facilities included in your answer to W3.2a**

|  |  |  |  |
| --- | --- | --- | --- |
| Facility reference number | Total water discharged (megaliters/year) at this facility | How does the total water discharged at this facility compare to the last reporting year? | Please explain |
|
| Select from:  Facility reference number drop down | Numerical field | Select from:   * Much Lower * Lower * About the same * Higher * Much Higher * This is our first year of measurement | Text field [maximum 500 characters] |

\*This table is pre-populated in the ORS with the same number of rows chosen to respond to question W5.1

**W5.2a: Water discharge: for the reporting year, please provide water discharge data\*, in megaliters per year, by destination for all facilities reported in W5.2**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Facility reference number | Fresh surface water | Municipal/industrial wastewater treatment plant | Seawater | Groundwater | Wastewater for another organization | Comment |
| Select from:  Facility reference number drop down | Numerical field | Numerical field | Numerical field | Numerical field | Numerical field | Text field [maximum 500 characters] |

\*This table is pre-populated in the ORS with the same number of rows chosen to respond to question W5.1

**W5.3: Water consumption: for the reporting year, please provide water consumption data\* for all facilities reported in W3.2a**

|  |  |  |  |
| --- | --- | --- | --- |
| Facility reference number | Consumption (megaliters/year) | How does this compare to the last reporting year? | Please explain |
| Select from:  Facility reference number drop down | Numerical field | Select from:   * Much Lower * Lower * About the same * Higher * Much Higher * This is our first year of measurement | Text field [maximum 500 characters] |

\*This table is pre-populated with the same number of rows chosen to respond to question W5.1

**W5.4: For all facilities reported in W3.2a what proportion of their water accounting data has been externally verified?**

|  |  |  |
| --- | --- | --- |
| Water aspect | % verification | What standard and methodology was used? |
| Water withdrawals – total volumes | Select from:   * Not verified * 1-25 * 26-50 * 51-75 * 76-100 | Text field [maximum 500 characters] |
| Water withdrawals – volume by sources |  |  |
| Water discharges – total volumes |  |  |
| Water discharges – volume by destination |  |  |
| Water discharges – volume by treatment method |  |  |
| Water discharge quality data –  quality by standard effluent parameters |  |  |
| Water consumption – total volume |  |  |

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

W6. Governance & Strategy

**Pre-population**

If you responded to CDP last year, questions W6.1, W6.2, W6.2a, W6.2b, W6.2c, W6.3, W6.3a, and W6.4 are eligible for pre-population. To take advantage of this function, click “copy from last year” prior to entering any data on the page.

**W6.1: Who has the highest level of direct responsibility for water within your organization and how frequently are they briefed?**

|  |  |  |
| --- | --- | --- |
| Highest level of direct responsibility for water issues | Frequency of briefings on water issues | Comment |
| Select from:   * Board of individual/Sub-set of the Board or other committee appointed by the Board * Senior Manager/Officer * Other Manager/Officer * No individual or committee with overall responsibility for water * Other, please specify | Select from:   * Scheduled - quarterly * Scheduled - annual * Scheduled - twice per year * Scheduled - monthly * Sporadic - as important matters arise * Never (does not happen) * Other, please specify | Text field [maximum 1000 characters] |

**W6.2: Is water management integrated into your business strategy?**

Please select from:

* Yes
* No

*If ‘Yes’ is selected in response to question W6.2:*

**W6.2a: Please choose the option(s) below that best explains how water has positively influenced your business strategy**

|  |  |
| --- | --- |
| Influence of water on business strategy | Please explain |
| Select from:   * Alignment of public policy positions with water stewardship goals * Establishment of sustainability goals * Establishment of a clear water strategy * Exploration of water valuation practices * Exploration of environmental impact * Greater due diligence * Introduction of water management KPIs * Investment in staff / training * Water resource considerations are factored into location planning for new operations * Water resources considerations are factored into site expansions * Water resource considerations are factored into new product development * Water resource considerations are factored into new market exploration * Publicly demonstrated our commitment to water * Water is factored into procurement directives * Greater supplier diversification * Greater supplier engagement * Greater customer engagement * Greater employee engagement * Greater regulator engagement * Tighter operational performance standards * Tighter supplier performance standards * Water management incentives established for employees * Water management incentives established for senior management * Water management incentives established for suppliers * Accelerating vital research and development * No measurable influence * Other, please specify | Text field [maximum 1500 characters] |

If you have multiple drivers that have positively influenced your business strategy, you can add rows into the table by using the “Add Row” button to the bottom right.

*If ‘Yes’ is selected in response to question W6.2:*

**W6.2b: Please choose the option(s) below that best explains how water has negatively influenced your business strategy**

|  |  |
| --- | --- |
| Influence of water on business strategy | Please explain |
| Select from:   * Closure of operations * Divestment from regions exposed to water risks * Increased capital expenditure * Increased insurance cover * Reduction in business expansion * Delays in business expansion * Reduction in projected sales/demand * Impacts on other sustainability KPIs * No measurable influence * Other, please specify | Text field [maximum 1500 characters] |

If you have multiple drivers that have negatively influenced your business strategy, you can add further options into the table by adding more rows using the “Add Row” button to the bottom right.

*If ‘No’ is selected in response to question W6.2:*

**W6.2c: Please choose the option that best explains why your organization does not integrate water management into its business strategy and discuss any future plans to do so**

|  |  |
| --- | --- |
| Primary reason | Please explain |
| Select from:   * Water does not pose a substantive risk to the business strategy * Judged to be unimportant * No instruction from management * Under review/in progress * Other, please specify | Text field [maximum 1500 characters] |

**W6.3: Does your organization have a water policy that sets out clear goals and guidelines for action?**

Please select from:

* Yes
* No

*If ‘Yes’ is selected in response to W6.3:*

**W6.3a: Please select the content that best describes your water policy (tick all that apply)**

|  |  |
| --- | --- |
| Content | Please explain why this content is included |
| Select all that apply:   * Publicly available * Company-wide * Select facilities only * Performance standards for direct operations * Performance standards for supplier, procurement and contracting best practice * Commitment to customer education * Incorporated within group environmental, sustainability or EHS policy * Acknowledges the human right to water, sanitation and hygiene * Other | Text field [maximum 1500 characters] |

**W6.4: How does your organization’s water-related capital expenditure (CAPEX) and operating expenditure (OPEX) during the most recent reporting year compare to the previous reporting year?**

|  |  |  |
| --- | --- | --- |
| Water CAPEX(+/- % change) | Water OPEX(+/- % change) | Motivation for these changes |
| Numerical field | Numerical field | Text field [maximum 1000 characters] |

W7. Compliance

**Pre-population**

If you responded to CDP last year, question W7.1 is eligible for pre-population. To take advantage of this function, click “copy from last year” prior to entering any data on the page.

**W7.1: Was your organization subject to any penalties, fines and/or enforcement orders for breaches of abstraction licenses, discharge consents or other water and wastewater related regulations in the reporting year?**

Please select from:

* Yes, significant
* Yes, not significant
* No
* Don’t know

*If ‘Yes, significant’ or ‘Yes, not significant’ in response to question W7.1:*

**W7.1a: Please describe the penalties, fines and/or enforcement orders for breaches of abstraction licenses, discharge consents or other water and wastewater related regulations and your plans for resolving them**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Facility name | Incident | Incident description | Frequency of occurrence in reporting year | Financial impact | Currency | Incident resolution |
| Text field [maximum 500 characters] | Select from:   * Penalty * Fine * Enforcement order | Text field [maximum 500 characters] | Numerical field | Numerical field | Dropdown options | Text field [maximum 1500 characters] |

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

**W7.1b: What proportion of your total facilities/operations are associated with the incidents listed in W7.1a?** [Numerical field]

**W7.1c: Please indicate the total financial impacts of all incidents reported in W7.1a as a proportion of total operating expenditure (OPEX) for the reporting year. Please also provide a comparison of this proportion compared to the previous reporting year**

|  |  |
| --- | --- |
| Impact as % of OPEX | Comparison to last year |
| Numerical field | Select from:   * Much lower * Lower * No change * Higher * Much higher |

W8. Targets and initiatives

**Pre-population**

If you responded to CDP last year, questions W8.1, columns 1-4 in [W8.1](https://cdp076.sharepoint.com/sites/technical/Technical%20Reporting/2016/2016%20Guidance/Water_investor/2016Reporting%20Guidance_Water_%20v0.2d.docx#W8_1)a, columns 1-3 in W8.1b, and W8.1c are eligible for pre-population. To take advantage of this function, click “copy from last year” prior to entering any data on the page.

**W8.1: Do you have any company-wide targets (quantitative) or goals (qualitative) related to water?**

Please select from:

* Yes, target and goals
* Yes, targets only
* Yes, goals only
* No

*If ‘Yes, targets and goals’ or ‘Yes, targets only’ is selected in W8.1:*

**W8.1a: Please complete the following table with information on company-wide quantitative targets (ongoing or reached completion during the reporting year) and an indication of progress made**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Category of target | Motivation | Description of target | Quantitative unit of measurement | Base-line year | Target year | Proportion of target achieved,  % value |
| Select from:   * Absolute reduction of water withdrawals * Reduction in consumptive volumes * Reduction of product water intensity * Reduction in wastewater * Water pollution prevention * Increased access to Water, Sanitation and Hygiene * Community engagement * Improvement in monitoring of water use * Other, please specify | Select from:   * Brand value protection * Cost savings * Increased revenue * Recommended sector best practice * Risk mitigation * Sales of new products / services * Shared value * Water stewardship * Other, please specify | Text field [maximum 1500 characters] | Select from:   * % increase in rainwater harvesting per facility * % increase in rainwater harvesting per product * % increase in recycling / reuse per facility * % increase in recycling / reuse per product * % increase of wastewater reclamation per facility * % increase of wastewater reclamation per product * % reduction in concentration of contaminants per discharge volume * % reduction of water sourced from groundwater * % reduction of water sourced from municipal supply * % reduction of water sourced from surface water * % reduction per business unit * % reduction per dollar revenue * % reduction per employee * % reduction per product * % reduction per unit of production * % sites monitoring water use * Other, please specify | Date field  Between 1900 and 2015 | Date field  Between 2000 and 2100 | Numerical field |

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

*If ‘Yes, goals only’ or if ‘‘Yes, targets and goals’ is selected in question W8.1:*

**W8.1b: Please describe any company-wide qualitative goals (ongoing or reached completion during the reporting year) and your progress in achieving these**

|  |  |  |  |
| --- | --- | --- | --- |
| Goal | Motivation | Description of goal | Progress |
| Select from:   * Providing access to WASH in workplace * Providing access to WASH in local communities * Strengthen links with local community * Educate customers to help them minimize product impacts * Engagement with public policy makers to advance sustainable water policies and management * Engagement with suppliers to help them improve water stewardship * Sustainable agriculture * Watershed remediation and habitat restoration, ecosystem preservation * Other, please specify | Select from:   * Brand value protection * Cost savings * Increased revenue * Recommended sector best practice * Risk mitigation * Sales of new products / services * Shared value * Water stewardship * Other, please specify | Text field [maximum 1500 characters] | Text field [maximum 1500 characters] |

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

*If ‘No’ is selected in question W8.1:*

**W8.1c: Please explain why you do not have any water-related targets or goals and discuss any plans to develop these in the future** [maximum 1500 characters]

|  |  |
| --- | --- |
|  | Linkages and trade-offs |
|  |

# W9. Managing trade-offs between water and other environmental issues

**Pre-population**

If you responded to CDP last year, questions W9.1 and W9.1a on this page are eligible for pre-population. To take advantage of this function, click “copy from last year” prior to entering any data on the page.

**W9.1: Has your organization identified any linkages or trade-offs between water and other environmental issues in its value chain?**

Please select from:

* Yes
* No

*If ‘Yes’ is selected in W9.1:*

**W9.1a: Please describe the linkages or trade-offs and the related management policy or action**

|  |  |  |
| --- | --- | --- |
| Environmental issues | Linkage or trade-off | Policy or action |
| Text field [maximum 500 characters] | Select from:   * Linkage * Trade-off | Text field [maximum 1500 characters] |

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

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

W10. Sign off

Pre-population

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

**W10.1: Please provide the following information for the person that has signed off (approved) your CDP water response**

|  |  |  |
| --- | --- | --- |
| **Name** | **Job title** | **Corresponding job category** |
| Text field [maximum 200 characters] | Text field [maximum 200 characters] | Select from:   * President * Board chairman * Board/Executive board * Director on board * Chief Executive Officer (CEO) * Chief Financial Officer (CFO) * Chief Operating Officer (COO) * Other C-Suite Officer * Business unit manager * EHS manager * Energy Manager * Environment/Sustainability manager * Facilities manager * Process operation manager * Public affairs manager * Procurement manager * Risk manager * Other, please specify |

**W10.2: Please indicate that your organization agrees for CDP to transfer your publicly disclosed data regarding your response strategies to the CEO Water Mandate Water Action Hub**

Please select from:

* Yes
* No

**Please note:** Only your responses to W1.4a (response to impacts) and W3.2c&d (response to risks) will be shared and then reviewed as a potential collective action project for inclusion on the WAH website. By selecting Yes, you agree that CDP may also share the email address of your registered CDP user with the CEO Water Mandate. This will allow the Hub administrator to alert your company if its response data includes a project of potential interest to other parties using water resources in the geographies in which you operate. The Hub will publish the project with the associated contact details. Your company will be provided with a secure log-in enabling it to amend the project profile and contact details.

1. The term ‘facilities’ may be used more broadly to describe other types of business operations as well as fixed buildings or factories. Please explain how you have defined ‘facility’ in the Comment column. Please see the 2017 water specific question guidance for question W3.2a for more information. [↑](#footnote-ref-1)