

CDP's 2017 Supply Chain Climate Change Information Request for Small & Medium sized Enterprises (SMEs)

More multinationals and their suppliers than ever before now use CDP to achieve sustainable supply chain management. Through CDP's Supply Chain program companies and their suppliers are managing the significant risk that climate change poses to the globalized supply chain model.

The following set of questions form CDP's 2017 Supply Chain Climate Change Information Request for Small & Medium sized Enterprises (SMEs). Companies are asked to answer these questions in the Online Response System (ORS) provided by CDP through its website. As such, this document is a representation of the request and whilst the questions will remain the same, the format may differ online particularly where drop down options and tables have been included for ease of response. Guidance is available on the CDP website from January 2017 which details all of the options available and provides screen shots of the ORS to aid companies in completing the request.

We request a reply to the following questions by 31 July 2017.

Please respond to the information request using our Online Response System (ORS). In early April 2017, instructions on how to access the ORS will be sent to you by e-mail. If you are unable to respond via the ORS, please e-mail respond@cdp.net.

We encourage organizations to consult the CDP 2017 Reporting Guidance and CDP's 2017 Supply Chain Climate Change Scoring Methodology at www.cdp.net/guidance, as well as to use the guidance within the ORS. Please answer the questions as comprehensively as possible. Where you do not have all of the information requested, please respond with what you have as this is more valuable to your customers than no response at all.

We encourage organizations to assess the relevance of questions in accordance with the principles of "The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard (Revised Edition)" developed by the World Resources Institute and the World Business Council for Sustainable Development (www.ghgprotocol.org). According to these principles, which are also set out in the CDP guidance, information is relevant if it contains the detail that users, both internal and external to the company, need for their decision-making.

Where questions have been amended from 2016 to 2017 this is indicated next to the relevant questions.

CDP Questionnaire Copyright and Licensed Use:

The copyright to CDP's annual questionnaire/s is owned by CDP Worldwide, a registered charity number 1122330 and a company limited by guarantee, registered in England number 05013650. Any use of any part of the questionnaire, including the questions, must be licensed by CDP. Any unauthorized use is prohibited and CDP reserves the right to protect its copyright by all legal means necessary.

Contact license@cdp.net for details of licenses and fees

Introduction

CC0. Introduction

CC0.1 Introduction

Please give a general description and introduction to your organization

CC0.2 Reporting Year

Please state the start and end date of the year for which you are reporting data

CC0.3 Country list configuration

Please select the countries for which you will be supplying data

CC0.4 Currency selection

Please select the currency in which you would like to submit your response

CC0.5 Shorter request

Please select if you wish to complete a shorter information request

Management

CC2. Strategy

Business Strategy

CC2.2 Is climate change integrated into your business strategy?

If yes: CC2.2a Please describe the process of how climate change is integrated into your business strategy and any outcomes of this process **(CDP 2016 CC2.2a, amended)**

If no: CC2.2b Please explain why climate change is not integrated into your business strategy

CC3. Targets and Initiatives

Targets

CC3.1 Did you have an emissions reduction or renewable energy consumption or production target that was active (ongoing or reached completion) in the reporting year?

If you have an absolute target:

CC3.1a Please provide details of your absolute target **(CDP 2016 CC3.1a, amended)**

If you have an intensity target:

CC3.1b Please provide details of your intensity target **(CDP 2016 CC3.1b, amended)**

The following details are requested for targets (in Questions CC3.1a and CC3.1b), to be inputted in tables in the ORS:

- Scope
- % of emissions in scope
- % reduction from base year
- Metric denominator (intensity targets only)
- Base year covered by target
- Base year emissions
- Target year
- Is this a science-based target?
- Comment

If you have a renewable energy consumption or production target:

CC3.1d: Please provide details of your renewable energy consumption and/or production target in your direct operations

ID	Energy types covered by target	Base year	Base year energy for energy type covered (MWh)	% renewable energy in base year	Target year	% renewable energy in target year	Comment

Management

For all types of target, also:

CC3.1e For all of your targets, please provide details on the progress made in the reporting year

% complete (time)	% complete (emissions or renewable energy)	Comment

CC3.3 Did you have emissions reduction initiatives that were active within the reporting year (this can include those in the planning and/or implementation phases)

If yes, complete question CC3.3b

CC3.3b For those initiatives implemented in the reporting year, please provide details in the table below

Activity type	Description of activity	Estimated annual CO ₂ e savings (metric tonnes CO ₂ e)	Scope	Voluntary/ Mandatory	Annual monetary savings (unit currency – as specified in CC0.4)	Investment required (unit currency – as specified in CC0.4)	Payback period	Estimated lifetime of the initiative	Comment

If no: CC3.3d If you do not have any emissions reduction initiatives, please explain why not

Risks & Opportunities

CC5. Climate Change Risks

CC5.1 Have you identified any inherent climate change risks that have the potential to generate a substantive change in your business operations, revenue or expenditure? (Tick all that apply)

Please identify the relevant categories:

- Risks driven by changes in regulation
- Risks driven by changes in physical climate parameters
- Risks driven by changes in other climate-related developments

CC6. Climate Change Opportunities

CC6.1 Have you identified any inherent climate change opportunities that have the potential to generate a substantive change in your business operations, revenue or expenditure? (Tick all that apply)

Please identify the relevant categories:

- Opportunities driven by changes in regulation
- Opportunities driven by changes in physical climate parameters
- Opportunities driven by changes in other climate-related developments

For all of the inherent risks and/or opportunities identified, please provide the following details in the table provided in the ORS:

- Risk/Opportunity driver
- Description
- Potential impact
- Timeframe
- Direct/Indirect
- Likelihood
- Magnitude of impact
- Estimated financial implications of the risk/opportunity before taking action
- Methods you are using to manage this risk/opportunity
- Costs associated with these actions

Where inherent risks and/or opportunities have not been identified for any of the categories:

Please explain why you do not consider your organization to be exposed to these risks/opportunities that have the potential to generate a substantive change in your business operations, revenue or expenditure

Emissions

Methodology

CC7.2 Please give the name of the standard, protocol or methodology you have used to collect activity data and calculate Scope 1 and Scope 2 emissions

If you have selected "Other":

CC7.2a If you have selected "Other" in CC7.2 please provide details of the standard, protocol or methodology you have used to collect activity data and calculate Scope 1 and Scope 2 emissions

Scope 1 and 2 Emissions Data

CC8.2 Please provide your gross global Scope 1 emissions figures in metric tonnes CO₂e

CC8.3 Please describe your approach to reporting Scope 2 emissions **(CDP 2016 CC8.3, amended)**

Scope 2, location-based	Scope 2, market-based (if applicable)	Comment

CC8.3a: Please provide your gross global Scope 2 emissions figures in metric tonnes CO₂e

Scope 2, location-based	Scope 2, market-based (if applicable)	Comment

CC12. Emissions Performance

Emissions History

CC12.1 How do your gross global emissions (Scope 1 and 2 combined) for the reporting year compare to the previous year?

Emissions Intensity

CC12.2 Please describe your gross global combined Scope 1 and 2 emissions for the reporting year in metric tonnes CO₂e per unit currency total revenue

Intensity figure =	Metric numerator (Gross global combined Scope 1 and 2 emissions)	Metric denominator: Unit total revenue	Scope 2 figure used	% change from previous year	Direction of change from previous year	Reason for change
	metric tonnes CO ₂ e					

Emissions

CC14. Scope 3 Emissions

CC14.1 Please account for your organization's Scope 3 emissions, disclosing and explaining any exclusions

Sources of Scope 3 emissions	Evaluation status	Metric tonnes CO ₂ e	Emissions calculation methodology	Percentage of emissions calculated using data obtained from suppliers or value chain partners	Explanation
Purchased goods and services					
Capital goods					
Fuel-and-energy-related activities (not included in Scope 1 or 2)					
Upstream transportation and distribution					
Waste generated in operations					
Business travel					
Employee commuting					
Upstream leased assets					
Investments					
Downstream transportation and distribution					
Processing of sold products					
Use of sold products					
End of life treatment of sold products					
Downstream leased assets					
Franchises					
Other (upstream)					
Other (downstream)					

Sign Off

CC15.1 Please provide the following information for the person that has signed off (approved) your CDP climate change response **(CDP 2016 CC15.1, amended)**

Name	Job title	Corresponding job category

Supply Chain Module

SM0. Introduction

SM0.0 If you would like to do so, please take this opportunity to provide a separate introduction to this module

SM0.1 Please could you indicate your company's annual revenue for the stated reporting period?

Annual revenue	Currency

SM0.2 Do you have an ISIN for your company that you would be willing to share with CDP?

If yes: SM 0.2a Please use the table below to share your ISIN

ISIN country code (2 letters)	ISIN numeric identifier and single check digit (10 numbers overall)

Supply Chain Module

SM1. Allocating Your Emissions To Your Customers

SM1.1 Please allocate your emissions to your customers listed below according to the goods or services you have sold them in this reporting period

Please note that this table (for SM1.1) is designed so that only the customer that you select in column 1 (“Please select the requesting member(s)”) will be able to see the data relevant to them. If you enter an answer without selecting a requesting member, your answer will not be viewable at all.

Please select the requesting member(s)	Scope of emissions	Emissions in metric tonnes of CO ₂ e	Uncertainty (± %)	Major sources of emissions	Verified ^a	Allocation Method	Please explain how you have identified the GHG source, including major limitations to this process and assumptions made
Name of requesting member							

^a Has the allocation of emissions to your customers been externally verified?

SM1.2 Where published information has been used in completing SM1.1 please provide a reference(s)

Supply Chain Module

SM1.3 What are the challenges in allocating emissions to different customers and what would help you to overcome these challenges?

Allocation challenges	Please explain what would help you overcome these challenges

SM1.4 Do you plan to develop your capabilities to allocate emissions to your customers in the future?

If yes: SM1.4a Please describe how you plan to develop your capabilities

If no: SM1.4b Please explain why you do not plan to develop capabilities to allocate emissions to your customers

SM2. Collaborative Opportunities

SM2.1 Please use the table below to communicate any proposals you would like to make to specific CDP supply chain members for the collaborative development of GHG emission reducing projects or products)

Please note that this table (for SM2.1) is designed so that only the customer that you select in column 1 (“Please select requesting member”) will be able to see the data relevant to them. If you enter an answer without selecting a requesting member, your answer will not be viewable at all.

Please select requesting member	Type of project	Emissions reduction project or product consists of	Estimated timeframe for carbon reductions to be realized	Estimated lifetime CO ₂ e savings	Details of proposal
Name of requesting member					

SM2.2 Have requests or initiatives by CDP supply chain members prompted your organization to take organizational-level emissions reduction initiatives?

If yes: SM2.2a Please select the requesting member(s) that have driven organizational-level emissions reduction initiatives?

Please note that this table (for SM2.2a) is designed so that only the customers that you select in column 1 (“Please select the requesting member(s) that have driven a reduction”) will be able to see the data relevant to them. If you enter an answer without selecting a requesting member, your answer will not be viewable at all.

Please select the requesting member(s) that have driven a reduction	Initiative ID	Describe the reduction initiative	Give reduction for the reporting year in metric tonnes of CO ₂ e	Did you identify this opportunity as part of the CDP Supply Chain Action Exchange?	Would you be happy for CDP supply chain members to highlight this work in their external communication?
Name of requesting member					

Supply Chain Module

SM3. Product (Goods and Services) Level Data

SM3.1 Are you providing product level data for your organization's goods or services, if so, what functionality will you be using?

Organizations are able to add data via the ORS or using a combination of an Excel template and the ORS

For all organizations providing product-level data:

SM3.1a Please give the overall percentage of total emissions, for all scopes, that are covered by these products

If "Excel + ORS" is selected in SM3.1:

SM3.2 Please describe the goods/services for which you want to provide data using the following template and attach it to the response

The template includes questions SM3.2a-c (see below). Questions SM3.2d-e will be presented via the ORS.

If "ORS" is selected in SM3.1:

SM3.2a Please complete the following table for the goods/services for which you want to provide data

Name of good/service	Description of good/service	Type of product	SKU (Stock Keeping Unit)	Total emissions in kg CO ₂ e per unit	± % Change from previous figure supplied	Date of previous figure supplied	Explanation of change	Methods used to estimate lifecycle emissions

SM3.2b Please complete the following table with data for lifecycle stages of your goods and/or services

Name of good/service	Please select the scope	Please select the lifecycle stage	Emissions (kg CO ₂ e) per unit at the lifecycle stage	Is this stage under your ownership or control?	Type of data used	Data quality	If you are verifying/assuring this product emission data, please tell us how

Supply Chain Module

SM3.2c Please detail emission reduction initiatives completed or planned for this product

Name of good/service	Initiative ID	Description of initiative	Completed or planned	Emission reductions in kg CO ₂ e per unit

SM3.2d Have any of the initiatives described in SM 3.2c been driven by requesting members?

If yes: SM3.2e Please explain which initiatives have been driven by requesting members

Please note that this table (for SM3.2e) is designed so that only the customer that you select in column 1 ("Requesting member(s)") will be able to see the data relevant to them. If you enter an answer without selecting a requesting member, your answer will not be viewable at all.

Requesting member(s)	Name of good/service	Initiative ID
Name of requesting member		

SM4. Action Exchange

SM4.1 Do you want to enroll in the 2017-2018 CDP Action Exchange initiative?

If yes, I agree to the terms:

SM4.1a Please identify which Member(s), if any, have motivated you to take part in Action Exchange this year

SM4.1b Please select the types of emissions reduction activities that your company would like support in analyzing or implementing in the next reporting year

SM4.1c As part of Action Exchange, would you like facility level analysis?

SM4.2 Is your company a participating supplier in CDP's 2016-2017 Action Exchange initiative?

If yes: SM4.2a Describe how your company actively considered emissions reduction projects as a result of Action Exchange. If you do not have any emissions reduction activities resulting from Action Exchange at any stage of implementation, please explain why not in the second column

Type of project	Details of proposal