

# Constructing your 2017 response: climate change

View webinar recording:  
<https://vimeo.com/207314266>

respond@cdp.net

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# Important Dates

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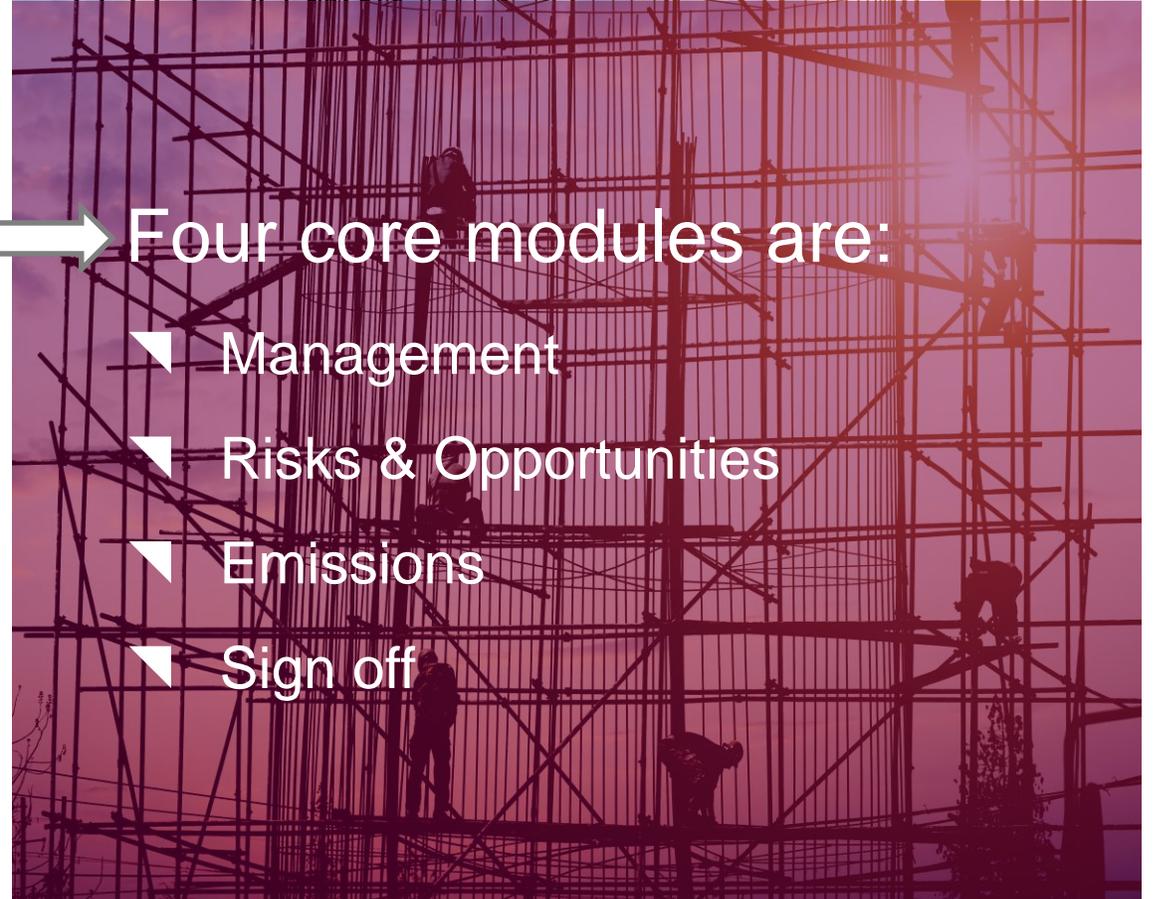
Climate change program	Supply chain program
Request sent: February	Request sent: April
Deadline: End of June	Deadline: End of July
Global forum: October	Report launch: January

# Climate change questionnaire overview

- ▶ 15 questions
- ▶ Four core modules
- ▶ Sector modules (investor-led request only)
  - ▶ Oil & Gas
  - ▶ Electric Utilities
  - ▶ Auto & Auto Component Manufacturing
  - ▶ Information & Communications Technology (ICT)
  - ▶ Food, Beverage & Tobacco (FBT)

Four core modules are:

- ▶ Management
- ▶ Risks & Opportunities
- ▶ Emissions
- ▶ Sign off



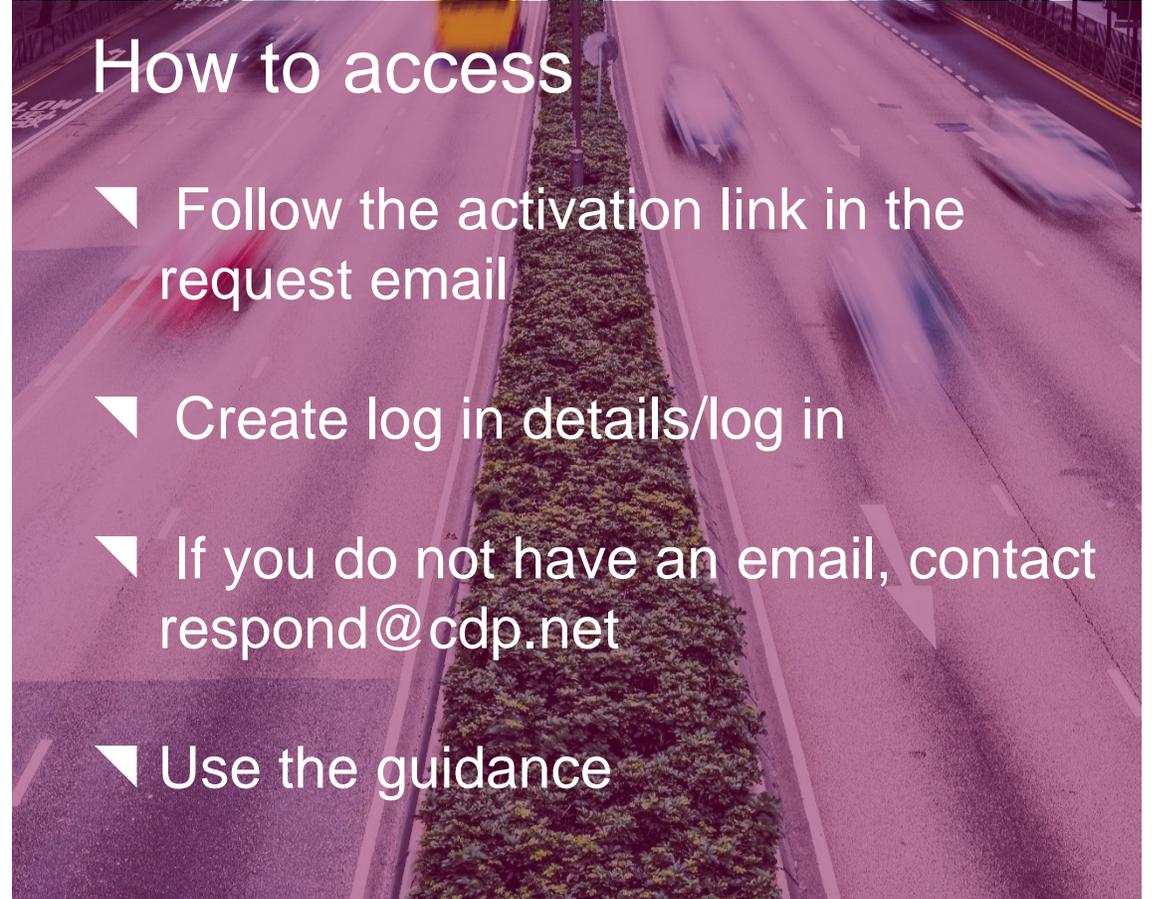
# Preparing to respond

## Before you start

- ▼ Drafting document
- ▼ Internet Explorer 8 or newer
- ▼ Disable pop-up blockers for CDP's website or the platform may not open
- ▼ Allow emails from @cdp.net

## How to access

- ▼ Follow the activation link in the request email
- ▼ Create log in details/log in
- ▼ If you do not have an email, contact [respond@cdp.net](mailto:respond@cdp.net)
- ▼ Use the guidance



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# Constructing your response

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## ▼ Identify correct sources of information

The Main User should be the person who is responsible for collating your response  
Consider the information required and identify which person/department will have it

## ▼ Allocate enough time

It may take some time to gather the required information  
Allow enough time for sign off – internal procedures can be lengthy

## ▼ Determine boundaries

Geographic  
Organisational  
Accounting period

# Constructing your response

- ▼ Start early
- ▼ Start simple
- ▼ One question at a time
- ▼ Keep the best records you can
- ▼ Work towards more comprehensive and accurate answers each year



# FAQs & guidance



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CDP provides guidance that explains each question in detail and describes what information to provide, the required format, and where to find tools or further information to construct your answer.

[Further detailed guidance documentation can be found on your dashboard.](#)

2017 Investor Program Guidance

Need help?



Climate change program guidance  
Climate change questionnaire guidance for companies responding to this year's information request.



Water program guidance  
Water questionnaire guidance for companies responding to this year's information request.



Forests program guidance  
Forests questionnaire guidance for companies responding to this year's information request.

Jump to...

[Respond to investors](#)

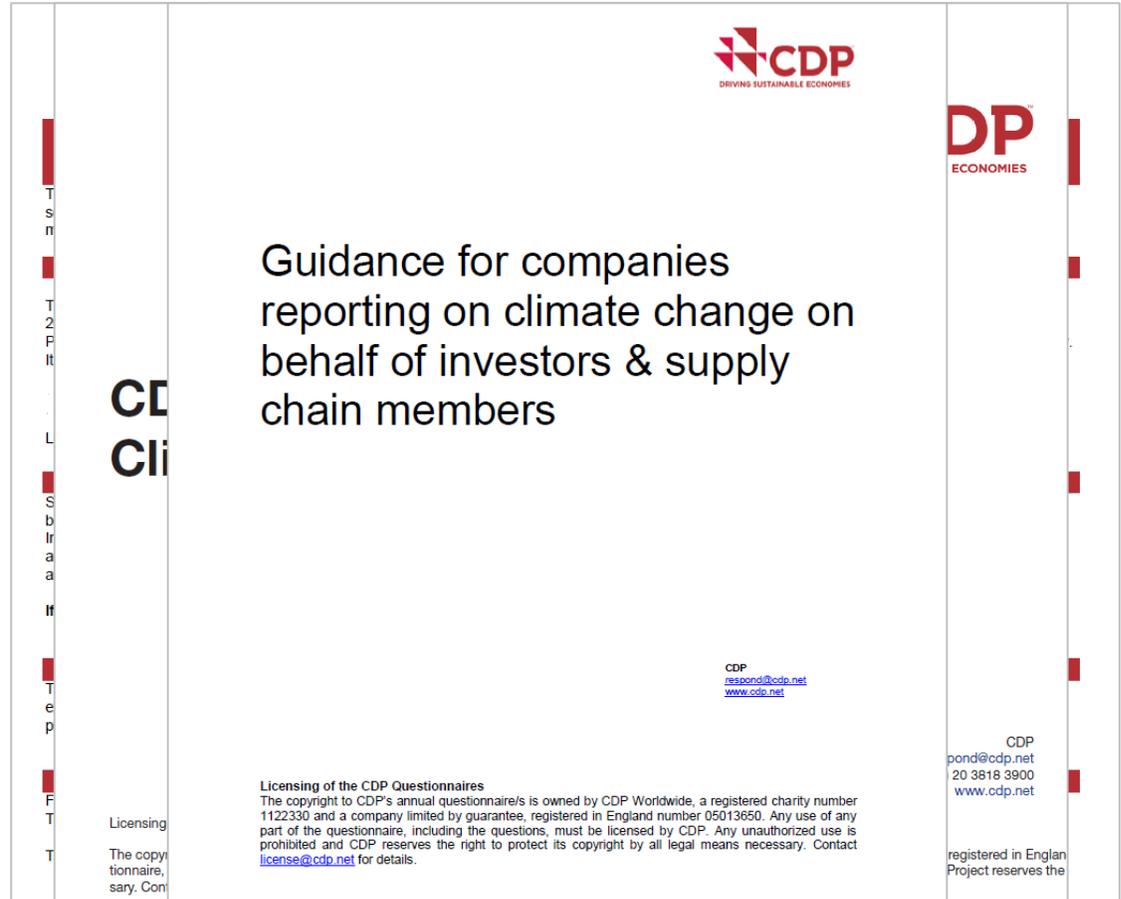
[Respond to a customer](#)

[Respond to both](#)

[Scoring](#)

# Useful guidance documents

- ▶ Question guidance
- ▶ Scoring methodology
- ▶ Using the Online Response System
- ▶ Reporting roadmap



The image shows the cover page of a guidance document. At the top right is the CDP logo with the tagline 'DRIVING SUSTAINABLE ECONOMIES'. Below it is the 'CDP CLIMATE CHANGE' logo. The main title is 'Guidance for companies reporting on climate change on behalf of investors & supply chain members'. At the bottom right, there is contact information for CDP: 'CDP respond@cdp.net www.cdp.net', 'CDP pond@cdp.net 20 3818 3900 www.cdp.net', and 'registered in England Project reserves the'. At the bottom left, there is a section for 'Licensing of the CDP Questionnaires' with a copyright notice: '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.'

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# Responding tips

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- ▼ Avoid leaving fields blanks
- ▼ Be specific and relevant
- ▼ Do not cross reference answers
- ▼ Use main text fields – not Further Information
- ▼ Be aware of character limits
- ▼ Check attachments meet desired criteria and are attached to the correct question
- ▼ Review other companies' responses

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# Resources

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## Other recorded webinars

- ▼ Accounting, boundaries & scopes
- ▼ Explaining the terminology
- ▼ Risks & opportunities
- ▼ Supply chain module
- ▼ Support for small/medium sized enterprises (SME's)

## Useful links

- ▼
- ▼
- ▼
- ▼
- ▼

– via dashboard

