CDP SME Supply Chain 2017  
Questionnaire Drafting Document

Climate Change

**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 core climate change and supply chain modules of the SME Supply Chain 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 April 2017. This will allow them to access the questionnaire and begin inputting their response. The deadline for response submissions is July 31 2017.

**Guidance**

This drafting document contains no guidance on how to answer the questions. Please use this document in conjunction with the climate change 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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CC0. Introduction page

Pre-population

If you responded to CDP last year, questions CC0.1, CC0.3 and CC0.4 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.

CC0.1: Introduction

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

CC0.2: Reporting Year

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

The current reporting year is the latest/most recent 12-month period for which data is reported. Please enter dates in the following format: day(DD)/month(MM)/year(YYYY) in full, i.e. 31/01/2015.

CC0.3: Country list configuration

If you are responding to the Electric Utilities module, please select all countries in which you operate from the drop down menu provided.

This question should only to be completed if you are responding to the Electric Utilities module. If you are not responding to the Electric Utilities module, you may leave this question blank if you wish to do so.

CC0.4: Currency selection

Please select the currency in which you would like to submit your response. All financial information contained in the response (questions CC3.3b and CC12.2) should be in this currency.

For example, if you select USD($) here, when providing your financial intensity metric in response to question CC12.2, you should provide it as metric tonnes CO2e per USD$.

CC0.5: Please select if you wish to complete a shorter information request [SME questionnaire only]

If you are responding to the request for information from supply chain members only you may have been given the option of answering a shortened information request because you have identified that you meet the criteria for Small and Medium Sized Enterprises (SMEs) in the ORS portal. Companies that are eligible for the SME questionnaire are welcome to show their leadership in the field of climate change reporting by answering the full information request. If this is the case, please select “No” here.

Please select from:

* Yes
* No

|  |  |
| --- | --- |
|  | Management |
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CC2. Strategy

**Pre-population**

If you responded to CDP last year, questions CC2.2, CC2.2a and 2.2b 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.

Business Strategy:

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

Please select from:

* Yes
* No

*If “Yes” is selected in question CC2.2:*

CC2.2a: Please describe the process of how climate change is integrated into your business strategy and any outcomes of this process [maximum 7000 characters]

*If “No” is selected in question CC2.2:*

CC2.2b: Please explain why climate change is not integrated into your business strategy [maximum 5000 characters]

CC3. Targets & Initiatives

**Pre-population**

If you responded to CDP last year, question CC3.3 on this page is eligible for pre-population. To take advantage of this function, click “copy from last year” prior to entering any data on the page.

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?

Select from at least one of the following:

* Absolute target
* Intensity target
* Renewable energy consumption and/or production target
* No

*If you have selected “Absolute target” in question CC3.1:*

CC3.1a: Please provide details of your absolute target

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ID | Scope | % of emissions in scope | % reduction from base year | Base year | Base year emissions covered by target (metric tonnes CO2e) | Target year | Is this a science-based target? | Comment |
| Select from:  Abs 1 – Abs 15 | Select from:   * Scope 1 * Scope 2 (location-based) * Scope 2 (market-based) * Scope 1+2 (location-based) * Scope 1+2 (market-based) * Scope 1+2 (location-based) + 3 (upstream) * Scope 1+2 (location-based) + 3 (downstream) * Scope 1+2 (market-based) + 3 (upstream) * Scope 1+2 (market-based) + 3 (downstream) * Scope 3: Purchased goods & services * Scope 3: Capital goods * Scope 3: Fuel- and energy-related activities (not included in Scopes 1 or 2) * Scope 3: Upstream transportation & distribution * Scope 3: Waste generated in operations * Scope 3: Business travel * Scope 3: Employee commuting * Scope 3: Upstream leased assets * Scope 3: Investments * Scope 3: Downstream transportation and distribution * Scope 3: Processing of sold products * Scope 3: Use of sold products * Scope 3: End-of-life treatment of sold products * Scope 3: Downstream leased assets * Scope 3: Franchises * Other, please specify | Numerical field | Numerical field | Enter year between 1900 and 2016 | Numerical field | Enter year between 2000 and 2100 | Select from:   * Yes, and this target has been successfully approved as science-based by the Science Based Targets initiative. * Yes, but this target has not been successfully approved as science-based by the Science Based Targets initiative. * No, as there is currently no established science-based targets methodology in this sector. * No, but we are reporting another target which is science-based. * No, but we anticipate setting one in the next 2 years * No, and we do not anticipate setting one in the next 2 years. | Text field [maximum 2400 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 you have selected “Intensity target” in question CC3.1:*

CC3.1b: Please provide details of your intensity target

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ID | Scope | % of emissions in scope | % reduction from base year | Metric | Base year | Normalized base year emissions covered by target | Is this a science-based target? | Target year | Comment |
| Select from:  Int1 – Int15 | Select from:   * Scope 1 * Scope 2 (location-based) * Scope 2 (market-based) * Scope 1+2 (location-based) * Scope 1+2 (market-based) * Scope 1+2 (location-based) + 3 (upstream) * Scope 1+2 (location-based) + 3 (downstream) * Scope 1+2 (market-based) + 3 (upstream) * Scope 1+2 (market-based) + 3 (downstream) * Scope 3: Purchased goods & services * Scope 3: Capital goods * Scope 3: Fuel- and energy-related activities (not included in Scopes 1 or 2) * Scope 3: Upstream transportation & distribution * Scope 3: Waste generated in operations * Scope 3: Business travel * Scope 3: Employee commuting * Scope 3: Upstream leased assets * Scope 3: Investments * Scope 3: Downstream transportation and distribution * Scope 3: Processing of sold products * Scope 3: Use of sold products * Scope 3: End-of-life treatment of sold products * Scope 3: Downstream leased assets * Scope 3: Franchises * Other, please specify | Numerical field | Numerical field | Select from:   * Grams CO2e per passenger kilometer * Metric tonnes CO2 per USD ($) value-added * Metric tonnes CO2e per square meter * Metric tonnes CO2e per tonne of aluminum * Metric tonnes CO2e per tonne of steel * Metric tonnes CO2e per tonne of cement * Metric tonnes CO2e per tonne of cardboard * Grams CO2e per kilometer * Metric tonnes CO2e per unit revenue * Metric tonnes CO2e per unit FTE employee * Metric tonnes CO2e per unit hour worked * Metric tonnes CO2e per metric tonne of product * Metric tonnes of CO2e per liter of product * Metric tonnes CO2e per unit of production * Metric tonnes CO2e per unit of service provided * Metric tonnes CO2e per square foot * Metric tonnes CO2e per kilometer * Metric tonnes CO2e per passenger kilometer * Metric tonnes CO2e per megawatt hour (MWh) * Metric tonnes CO2e per barrel of oil equivalent (BOE) * Metric tonnes CO2e per vehicle produced * Metric tonnes CO2e per tonne of ore processed * Metric tonnes CO2e per ounce of gold * Metric tonnes CO2e per ounce of platinum * Metric tonnes of CO2e per tonne of aggregate * Metric tonnes of CO2e per billion (currency) funds under management * Other, please specify. | Enter year between 1900 and 2016 | Numerical field | Select from:   * Yes, and it has been successfully approved by the Science Based Targets initiative. * Yes, but it has not been successfully approved by the Science Based Targets initiative. * No, as there is currently no established science-based targets methodology in this sector. * No, but we are reporting another target which is science-based. * No, but we anticipate setting one in the next 2 years * No, and we do not anticipate setting one in the next 2 years. | Enter year between 2000 and 2100 | Text field [maximum 2400 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 “Renewable energy consumption and/or production target” is selected in question CC3.1:*

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 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 |
| Select from:  RE1 – RE15 | Select from:   * All energy consumed * Combustion of fuels * Electricity consumption * Heat consumption * Steam consumption * Cooling consumption * Electricity production * Other, please specify | Enter a year between 1900 and 2016 | Numerical field | Numerical field | Enter a year between 2000 and 2100 | Numerical field | Text field [maximum 2400 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 “Absolute target”, “Intensity target” or “Renewable energy consumption and/or production target” is selected in question CC3.1:*

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

|  |  |  |  |
| --- | --- | --- | --- |
| ID | % complete (time) | % complete (emissions or renewable energy) | Comment |
| Select from:   * Abs1 – Abs15 * Int1 – Int15 * RE1 – RE15 | Numerical field | Numerical field | Text field [maximum 2400 characters] |

To add more rows to the table, please use the “Add Row” button to the bottom right.

**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)**

Please select from:

* Yes
* No

*If “Yes” is selected in question CC3.3:*

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

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Activity type | Description of activity | Estimated annual CO2e savings (metric tonnes CO2e) | 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 (years) | Comment |
| Select from:   * Energy efficiency: Building fabric * Energy efficiency: Building services * Energy efficiency: Processes * Fugitive emissions reductions * Low carbon energy purchase * Low carbon energy installation * Process emissions reductions * Transportation: fleet * Transportation: use * Product design * Behavioral change * Waste recovery * Green project finance * Other | Text field [maximum 2400 characters] | Numerical field | Select from:   * Scope 1 * Scope 2 (location-based) * Scope 2 (market-based) * Scope 3 | Select from:   * Voluntary * Mandatory | Numerical field | Numerical field | Select from:   * <1 year * 1-3 years * 4-10 years * 11-15 years * 16-20 years * 21-25 years * >25 years | Select from:   * <1 year * 1-2 years * 3-5 years * 6-10 years * 11-15 years * 16-20 years * 21-30 years * >30 years * Ongoing | Text field [maximum 1500 characters] |

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

*If “No” was selected in question CC3.3:*

CC3.3d: If you do not have any emissions reduction initiatives, please explain why not [maximum 5000 characters]

|  |  |
| --- | --- |
|  | Risks & Opportunities |
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CC5. Climate Change Risks

**Pre-population**

If you responded to CDP last year, question CC5.1, and questions CC5.1a, CC5.1b, and CC5.1c 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. Please note that if you selected ‘Product labelling regulations and standards’ and/or ‘Changing consumer behavior’ from the drop down options in column 1 (Risk driver) of questions CC5.1a and/or CC5.1c last year (2016), they will not copy over because these options have been amended to ‘Product labeling regulations and standards’ and ‘Changing consumer behavior’ (US spelling). Please re-select ‘Product labeling regulations and standards’ and/or ‘Changing consumer behavior’ and check the rest of the copied information in the table.

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

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

Tick all categories of risks above that apply to your business. Risks can be:

* Currently being experienced or expected to arise in the future
* Already managed and therefore not expected to generate negative residual impacts (e.g. because of an insurance policy)
* Newly identified
* Risks which cannot be managed
* Well understood or with high levels of uncertainty with regards to the likelihood of the risk materialising and the extent to which it will impact the business

*If “Risks driven by changes in regulation” is ticked in question CC5.1:*

CC5.1a: Please describe your inherent risks that are driven by changes in regulation

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Risk driver | Description | Potential impact | Timeframe | Direct/  Indirect | Likelihood | Magnitude of impact | Estimated financial implications | Management methods | Cost of management |
| Select from:   * International agreements * Air pollution limits * Carbon taxes * Cap and trade schemes * Emission reporting obligations * Fuel/energy taxes and regulations * Product efficiency regulations and standards * Product labelling regulations and standards * Voluntary agreements * General environmental regulations, including planning * Renewable energy regulation * Uncertainty surrounding new regulation * Lack of regulation * Other regulatory drivers | Text field [maximum 2400 characters] | Select from:   * Increased operational cost * Increased capital cost * Reduced demand for goods/service * Reduction/ disruption in production capacity * 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 to 3 years * 3 to 6 years * >6 years * Unknown | Select from:   * Direct * Indirect (Supply chain) * Indirect (Client) | 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 1000 characters] | Text field [maximum 1500 characters] | Text field [maximum 1000 characters] |

You can make multiple entries into the table, using the “Add Row” button to the bottom right

*If “Risks driven by changes in physical climate parameters” is ticked in question CC5.1:*

CC5.1b: Please describe your inherent risks that are driven by change in physical climate parameters

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Risk driver | Description | Potential impact | Timeframe | Direct/  Indirect | Likelihood | Magnitude of impact | Estimated financial implications | Management methods | Cost of management |
| Select from:   * Change in mean (average) temperature * Change in temperature extremes * Change in mean (average) precipitation * Change in precipitation pattern * Change in precipitation extremes and droughts * Snow and ice * Sea level rise * Tropical cyclones (hurricanes and typhoons) * Induced changes in natural resources * Uncertainty of physical risks * Other physical climate drivers | Text field [maximum 2400 characters] | Select from:   * Increased operational cost * Increased capital cost * Reduced demand for goods/service * Reduction/ disruption in production capacity * 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 to 3 years * 3 to 6 years * >6 years * Unknown | Select from:   * Direct * Indirect (Supply chain) * Indirect (Client) | 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 1000 characters] | Text field [maximum 1500 characters] | Text field [maximum 1000 characters] |

You can make multiple entries into the table, using the “Add Row” button to the bottom right.

*If “Risks driven by changes in other climate-related developments” is ticked in question CC5.1:*

CC5.1c: Please describe your inherent risks that are driven by changes in other climate-related developments

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Risk driver | Description | Potential impact | Timeframe | Direct/  Indirect | Likelihood | Magnitude of impact | Estimated financial implications | Management methods | Cost of management |
| Select from:   * Reputation * Changing consumer behavior * Induced changes in human and cultural environments * Fluctuating socio-economic conditions * Increasing humanitarian demands * Uncertainty in social drivers * Uncertainty in market signals * Other drivers | Text field [maximum 2400 characters] | Select from:   * Increased operational cost * Increased capital cost * Reduced demand for goods/service * Reduction/ disruption in production capacity * 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 to 3 years * 3 to 6 years * >6 years * Unknown | Select from:   * Direct * Indirect (Supply chain) * Indirect (Client) | 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 1000 characters] | Text field [maximum 1500 characters] | Text field [maximum 1000 characters] |

You can make multiple entries into the table, using the “Add Row” button to the bottom right.

*If “Risks driven by changes in regulation” is not ticked in CC5.1:*

CC5.1d: Please explain why you do not consider your company to be exposed to inherent risks driven by changes in regulation that have the potential to generate a substantive change in your business operations, revenue or expenditure [maximum 2400 characters]

*If “Risks driven by changes in physical climate parameters” is not ticked in CC5.1:*

CC5.1e: Please explain why you do not consider your company to be exposed to inherent risks driven by changes in physical climate parameters that have the potential to generate a substantive change in your business operations, revenue or expenditure [maximum 2400 characters]

*If “Risks driven by changes in other climate-related developments” is not ticked in CC5.1:*

CC5.1f: Please explain why you do not consider your company to be exposed to inherent risks driven by changes in other climate-related developments that have the potential to generate a substantive change in your business operations, revenue or expenditure [maximum 2400 characters]

CC6. Climate Change Opportunities

**Pre-population**

If you responded to CDP last year, questions CC6.1, and questions CC6.1a, CC6.1b, and CC6.1c are eligible for pre-population. To take advantage of this function, click “copy from last year” prior to entering any data on the page. Please note that if you selected ‘Product labelling regulations and standards’ and/or ‘Changing consumer behavior’ from the drop down options in column 1 (Opportunity driver) of questions CC6.1a and/or CC6.1c last year (2016), they will not copy over because these options have been amended to ‘Product labeling regulations and standards’ and ‘Changing consumer behavior’ (US spelling). Please re-select ‘Product labeling regulations and standards’ and/or ‘Changing consumer behavior’ and check the rest of the copied information in the table.

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

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

Tick all categories of opportunities above that apply to your business. Opportunities can be:

* Currently being experienced or expected to arise in the future
* Being managed or newly identified
* Well understood or with high levels of uncertainty with regard to the likelihood of the risk materialising and the extent to which it will impact the business

*If “Opportunities driven by changes in regulation” is ticked in question CC6.1:*

CC6.1a: Please describe your inherent opportunities that are driven by changes in regulation

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Opportunity driver | Description | Potential impact | Timeframe | Direct/  Indirect | Likelihood | Magnitude of impact | Estimated financial implications | Management methods | Cost of management |
| Select from:   * International agreements * Air pollution limits * Carbon taxes * Cap and trade schemes * Emission reporting obligations * Fuel/energy taxes and regulations * Product efficiency regulations and standards * Product labelling regulations and standards * Voluntary agreements * General environmental regulations, including planning * Renewable energy regulation * Other regulatory drivers | Text field [maximum 2400 characters] | Select from:   * Reduced operational cost * Reduced capital cost * Increased demand for existing products/services * Premium price opportunities * Increased production capacity * Increase in capital availability * Increased stock price (market valuation) * New products/business services * Investment opportunities * Wider social benefits * Other, please specify | Select from:   * Up to 1 year * 1 to 3 years * 3 to 6 years * >6 years * Unknown | Select from:   * Direct * Indirect (Supply chain) * Indirect (Client) | 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 1000 characters] | Text field [maximum 1500 characters] | Text field [maximum 1000 characters] |

If you have multiple opportunities, you can add them to the table by using the “Add Row” button to the bottom right.

*If “Opportunities driven by changes in regulation” is ticked in CC6.1:*

CC6.1b: Please describe your inherent opportunities that are driven by changes in physical climate parameters

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Opportunity driver | Description | Potential impact | Timeframe | Direct/  Indirect | Likelihood | Magnitude of impact | Estimated financial implications | Management methods | Cost of management |
| Select from:   * Change in mean (average) temperature * Change in temperature extremes * Change in mean (average) precipitation * Change in precipitation pattern * Change in precipitation extremes and droughts * Snow and ice * Induced changes in natural resources * Other physical climate opportunities | Text field [maximum 2400 characters] | Select from:   * Reduced operational costs * Reduced capital costs * Increased demand for existing products/services * Premium price opportunities * Increased production capacity * Increase in capital availability * Increased stock price (market valuation) * New product/business services * Investment opportunities * Wider social benefits * Other, please specify | Select from:   * Up to 1 year * 1 to 3 years * 3 to 6 years * >6 years * Unknown | Select from:   * Direct * Indirect (Supply chain) * Indirect (Client) | 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 1000 characters] | Text field [maximum 1500 characters] | Text field [maximum 1000 characters] |

If you have multiple opportunities, you can add them to the table by using the “Add Row” button to the bottom right.

*If “Opportunities driven by changes in regulation” is ticked in CC6.1:*

CC6.1c: Please describe your inherent opportunities that are driven by changes in other climate-related developments

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Opportunity driver | Description | Potential impact | Timeframe | Direct/  Indirect | Likelihood | Magnitude of impact | Estimated financial implications | Management methods | Cost of management |
| Select from:   * Reputation * Changing consumer behavior * Induced changes in human and cultural environments * Fluctuating socio-economic conditions * Increasing humanitarian demands * Other drivers | Text field [maximum 2400 characters] | Select from:   * Reduced operational costs * Reduced capital costs * Increased demand for existing products/services * Premium price opportunities * Increased production capacity * Increase in capital availability * Increased stock price (market valuation) * New product/business services * Investment opportunities * Wider social benefits * Other, please specify | Select from:   * Up to 1 year * 1 to 3 years * 3 to 6 years * >6 years * Unknown | Select from:   * Direct * Indirect (Supply chain) * Indirect (Client) | 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 1000 characters] | Text field [maximum 1500 characters] | Text field [maximum 1000 characters] |

If you have multiple opportunities, you can add them to the table by using the “Add Row” button to the bottom right.

*If “Opportunities driven by changes in regulation” is not ticked in CC6.1:*

CC6.1d: Please explain why you do not consider your company to be exposed to inherent opportunities driven by changes in regulation that have the potential to generate a substantive change in your business operations, revenue or expenditure [maximum 2400 characters]

*If “Opportunities driven by changes in physical climate parameters” is not ticked in CC6.1:*

CC6.1e: Please explain why you do not consider your company to be exposed to inherent opportunities driven by changes in physical climate parameters that have the potential to generate a substantive change in your business operations, revenue or expenditure [maximum 2400 characters]

*If “Opportunities driven by changes in other climate-related developments” is not ticked in CC6.1:*

CC6.1f: Please explain why you do not consider your company to be exposed to inherent opportunities driven by changes in other climate-related developments that have the potential to generate a substantive change in your business operations, revenue or expenditure [maximum 2400 characters]

|  |  |
| --- | --- |
|  | Emissions |
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CC7. Emissions Methodology

**Pre-population**

If you responded to CDP last year, questions CC7.2 and CC7.2a 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.

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

Select from the options below in the drop down menu:

* ABI Energia Linee Guida
* Act on the Rational Use of Energy
* American Petroleum Institute Compendium of Greenhouse Gas Emissions Methodologies for the Oil and Natural Gas Industry, 2009
* Australia - National Greenhouse and Energy Reporting Act
* Bilan Carbone
* Brazil GHG Protocol Programme
* Canadian Association of Petroleum Producers, Calculating Greenhouse Gas Emissions, 2003
* China Corporate Energy Conservation and GHG Management Programme
* Defra Voluntary Reporting Guidelines
* ENCORD: Construction CO2e Measurement Protocol
* Energy Information Administration 1605B
* Environment Canada, Sulphur hexafluoride (SF6) Emission Estimation and Reporting Protocol for Electric Utilities
* Environment Canada, Aluminum Production, Guidance Manual for Estimating Greenhouse Gas Emissions
* Environment Canada, Base Metals Smelting/Refining, Guidance Manual for Estimating Greenhouse Gas Emissions
* Environment Canada, Cement Production, Guidance Manual for Estimating Greenhouse Gas Emissions
* Environment Canada, Primary Iron and Steel Production, Guidance Manual for Estimating Greenhouse Gas Emissions
* Environment Canada, Lime Production, Guidance Manual for Estimating Greenhouse Gas Emissions
* Environment Canada, Primary Magnesium Production and Casting, Guidance Manual for Estimating Greenhouse Gas Emissions
* Environment Canada, Metal Mining, Guidance Manual for Estimating Greenhouse Gas Emissions
* EPRA (European Public Real Estate Association) guidelines, 2011
* European Union Emission Trading Scheme (EU ETS): The monitoring and reporting Regulation (MMR) – General guidance for installations
* European Union Emission Trading Scheme (EU ETS): The monitoring and reporting Regulation (MMR) – General guidance for aircraft operators
* Hong Kong Environmental Protection Department, Guidelines to Account for and Report on Greenhouse Gas Emissions and Removals for Buildings, 2010
* ICLEI Local Government GHG Protocol
* India GHG Inventory Programme
* International Wine Industry Greenhouse Gas Protocol and Accounting Tool
* IPCC Guidelines for National Greenhouse Gas Inventories, 2006
* IPIECA's Petroleum Industry Guidelines for reporting GHG emissions, 2003
* IPIECA’s Petroleum Industry Guidelines for reporting GHG emissions, 2nd edition, 2011
* ISO 14064-1
* Japan Ministry of the Environment, Law Concerning the Promotion of the Measures to Cope with Global Warming, Superceded by Revision of the Act on Promotion of Global Warming Countermeasures (2005 Amendment)
* Korea GHG and Energy Target Management System Operating Guidelines
* New Zealand - Guidance for Voluntary, Corporate Greenhouse Gas Reporting
* Philippine Greenhouse Gas Accounting and Reporting Programme (PhilGARP)
* Programa GEI Mexico
* Regional Greenhouse Gas Initiative (RGGI) Model Rule
* Smart Freight Centre: GLEC Framework for Logistics Emissions Methodologies
* Taiwan - GHG Reduction Act
* Thailand Greenhouse Gas Management Organization: The National Guideline Carbon Footprint for organization
* The Climate Registry: Electric Power Sector (EPS) Protocol
* The Climate Registry: General Reporting Protocol
* The Climate Registry: Local Government Operations (LGO) Protocol
* The Climate Registry: Oil & Gas Protocol
* The Cool Farm Tool
* The GHG Indicator: UNEP Guidelines for Calculating Greenhouse Gas Emissions for Businesses and Non-Commercial Organizations
* The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard (Revised Edition)
* The Greenhouse Gas Protocol Agricultural Guidance: Interpreting the Corporate Accounting and Reporting Standard for the Agricultural Sector
* The Greenhouse Gas Protocol: Public Sector Standard
* The Tokyo Cap-and Trade Program
* US EPA Climate Leaders: Direct Emissions from Iron and Steel Production[[1]](#footnote-1)
* US EPA Climate Leaders: Direct Emissions from Municipal Solid Waste Landfilling1
* US EPA Climate Leaders: Direct HFC and PFC Emissions from Manufacturing Refrigeration and Air Conditioning Equipment1
* US EPA Climate Leaders: Direct HFC and PFC Emissions from Use of Refrigeration and Air Conditioning Equipment1
* US EPA Climate Leaders: Indirect Emissions from Purchases/ Sales of Electricity and Steam1
* US EPA Climate Leaders: Direct Emissions from Stationary Combustion1
* US EPA Climate Leaders: Direct Emissions from Mobile Combustion Sources1
* US EPA Mandatory Greenhouse Gas Reporting Rule
* WBCSD: The Cement CO2 and Energy Protocol
* World Steel Association CO2 emissions data collection guidelines
* Other

You can make multiple entries, using the “Add Row” button to the bottom right.

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 [maximum 5000 characters]

CC8. Emissions Data

**Pre-population**

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

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

|  |  |  |
| --- | --- | --- |
| Scope 2, location-based | Scope 2, market-based | Comment |
| Select from:   * We are reporting a Scope 2, location-based figure * We are not reporting a Scope 2, location-based figure | Select from:   * We are reporting a Scope 2, market-based figure * We have no operations where we are able to access electricity supplier emissions factors or residual emissions factors and are unable to report a Scope 2, market-based figure * We have operations where we are able to access electricity supplier emissions factors or residual emissions factors, but are unable to report a Scope 2, market-based figure | Text field [maximum 2400 characters] |

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 |
| Numerical field | Numerical field | Text field [maximum 2400 characters] |

CC12. Emissions Performance

**Pre-population**

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

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

Please select from:

* Increased
* Decreased
* No change
* This is our first year of estimation
* We don’t have any emissions data

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 |
| Numerical field | Metric tonnes CO2e | Numerical field | Select from:   * Location-based * Market-based | Numerical field | Select from:   * Increase * Decrease * No change * N/A | Text field [maximum 2400 characters] |

CC14. Scope 3 Emissions

**Pre-population**

There are no questions available for pre-population on this page.

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 CO2e | Emissions calculation methodology | Percentage of emissions calculated using data obtained from suppliers or value chain suppliers | Explanation |
| Purchased goods and services | Select from:   * Relevant, calculated * Relevant, not yet calculated * Not relevant, calculated * Not relevant, explanation provided * Not evaluated | Numerical field | Text field [maximum 2400 characters] | Numerical field | Text field [maximum 2400 characters]  This is to be completed for all sources you have identified as “Not relevant, explanation provided” in the Evaluation Status column. |
| 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 |
| Downstream transportation and distribution |
| Processing of sold products |
| Use of sold products |
| End of life treatment of sold products |
| Downstream leased assets |
| Franchises |
| Investments |
| Other (upstream) |
| Other (downstream) |

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

CC15. Sign off

**Pre-population**

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

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

|  |  |  |
| --- | --- | --- |
| Name | Job title | Corresponding job category |
| Text field [maximum 200 characters] | Text field [maximum 200 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 |

|  |  |
| --- | --- |
|  | Supply chain module |
|  |

**SM0. Introduction**

**Pre-population**

If you responded to CDP last year, question SM0.0, SM0.2, and SM0.2a are eligible for pre-population. To take advantage of this function, click “copy from last year” prior to entering any data on this page.

**SM0.0: If you would like to do so, please take this opportunity to provide a separate introduction to this module** [maximum 5000 characters]

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

|  |  |
| --- | --- |
| Annual revenue | Currency |
| Numerical field | Drop down menu of currencies |

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

Please select from:

* Yes
* No

*If “Yes” was selected in question SM0.2:*

**SM0.2a: Please use the table below to share your ISIN**

|  |  |
| --- | --- |
| ISIN country code (2 letters) | ISIN numeric identifier and single check digit (10 numbers overall) |
| Text field [2 letters] | Numerical field |

**SM1. Allocating your emissions to your customers**

**Pre-population**

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

**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:** This table is designed so that only the customer that you select in column 1 will be able to see the data relevant to them. If you enter an answer in the ORS 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 CO2e | Uncertainty  (± %) | Major sources of emissions | Verified | Allocation method | Please explain how you have identified the GHG source, including major limitations to this process and  assumptions made |
| Dropdown menu of requesting members | Select from:   * Scope 1 * Scope 2 * Scope 3 | Numerical field | Numerical field | Text field [maximum 2500 characters] | Select from:   * Yes * No | Select from:   * Allocation not necessary due to type of primary data available * Allocation not necessary as secondary data used * Allocation based on mass of products purchased * Allocation based on the volume of products purchased * Allocation based on the energy content of products purchased * Allocation based on the chemical content of products purchased * Allocation based on the number of units purchased * Allocation based on area * Allocation based on another physical factor * Allocation based on the market value of products purchased * Other, please specify | Text field [maximum 5000 characters] |

You can make multiple entries to the table by clicking the“Add Row”button to the bottom right of the table.

**SM1.2: Where published information has been used in completing SM1.1 please provide a reference(s)** [maximum 5000 characters]

**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 |
| Select from:   * Diversity of product lines makes accurately accounting for each product/product line cost ineffective * Customer base is too large and diverse to accurately track emissions to the customer level * Managing the different emission factors of diverse and numerous geographies makes calculating total footprint difficult * Doing so would require we disclose business sensitive/proprietary information * We face no challenges * Other, please specify | Text field [maximum 2500 characters] |

You can make multiple entries to the table by clicking the “Add Row” button to the bottom right of the table.

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

Please select from:

* Yes
* No

*If “Yes” was selected in response to SM1.4:*

**SM1.4a: Please describe how you plan to develop your capabilities** [maximum 5000 characters]

*If “No” was selected in response to SM1.4:*

**SM1.4b: Please explain why you do not plan to develop capabilities to allocate emissions to your customers** [maximum 5000 characters]

**SM2. Collaborative opportunities**

**Pre-population**

No questions on this page are eligible for pre-population if you responded last year.

**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**: This table is designed so that only the customer that you select in column 1 will be able to see the data relevant to them. If you enter an answer in the ORS 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 CO2e savings | Details of  proposal |
| Dropdown menu of requesting members | Select from   * New goods and services * Change in established relationship * Other, please specify | Select from:   * Actions to reduce customers’ operational emissions (customer scope 1 & 2) * Actions that would reduce our own operational emissions (our scope 1 & 2) * Actions that would reduce our own supply chain emissions (our own scope 3) * Actions that would reduce both our own and our customers’ emissions * Other, please specify | Select from:   * 0-1 year * 1-3 years * 3-5 years * Other, please specify | Numerical field | Text field [maximum 5000 characters] |

You can make multiple entries to the table by clicking the “Add Row” button to the bottom right of the table.

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

Please select from:

* Yes
* No

*If “Yes” is selected in response to SM2.2:*

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

**Please note:** This table is designed so that only the customer that you select in column 1 will be able to see the data relevant to them. If you enter an answer in the ORS 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 CO2e | Did you identify this  opportunity as part of  Action Exchange? | Would you be  Would you be happy for CDP supply chain members to highlight this work in their external communication? |
| Dropdown menu of requesting members | Dropdown menu | Text field [maximum 2500 characters] | Numerical field | Select from:   * Yes * No | Select from:   * Yes * No |

You can make multiple entries to the table by clicking the “Add Row” button to the bottom right of the table.

**SM3. Product (goods and services) level data**

**Pre-population**

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

**SM3.1: Are you providing product level data for your organization’s goods or services? If so what functionality will you be using?**

**Please note**: Organizations are able to add data via the ORS or using a combination of an Excel template and the ORS.

Please select from:

* Yes, I will provide data using the ORS
* Yes, I will provide data using the Excel template and the ORS
* No, I am not providing data

*If “Yes, I will provide data using the ORS” or “Yes, I will provide data using the Excel template and the ORS” is selected in question SM3.1:*

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

*If “Yes, I will provide data using the Excel template and the ORS” is selected in question 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**

*If “Yes, I will provide data using the ORS” is selected in response to question SM3.1, question SM3.2a will be presented. However, it is also relevant to those who are responding using the Excel format:*

**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 CO2e per unit | ± % Change  from previous  figure supplied | Date of  previous  figure  supplied | Explanation of change | Methods used to estimate lifecycle emissions |
| Text field [maximum 2400 characters] | Text field [maximum 2400 characters] | Select from:   * Final * Intermediate | Text field [maximum 50 characters] | Numerical field | Numerical field | Calendar field | Text field [maximum 2400 characters] | Select from:   * Bilan Carbone * French Product Environmental Footprint * Greenhouse Gas Accounting Sector * Guidance for Pharmaceutical Products and Medical Devices * GHG Protocol Product Accounting & Reporting Standard * ISO 14040 & 14044 * ISO 14025 * EU Product Environmental Footprint (EUPEF) * PAS 2050 * Other, please specify |

You can make multiple entries to the table by clicking the “Add Row” button to the bottom right of the table.

**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 CO2e)  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 |
| Text field [maximum 2400 characters]  Please cut-and-paste the entries made in column 1 of SM3.2a | Select from:   * Scope 1 * Scope 2 * Scope 3 * Scope 1 & 2 * Scope 1, 2 & 3 * Other, please specify | Select from:   * Assembly * Consumer Use * Cradle to gate * Cradle to grave * Distribution * End of life/Final disposal * Energy/Fuel * Manufacturing * Material acquisition * Operation of premises * Packaging * Pre-processing * Processing * Production * Recycling * Storage * Transportation * Waste * Other, please specify | Numerical field | Select from:   * Yes * No | Select from:   * Primary * Secondary * Primary & secondary | Text field [maximum 2500 characters] | Text field [maximum 5000 characters] |

You can make multiple entries to the table by clicking the “Add Row” button to the bottom right of the table.

**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 CO2e per unit |
| Text field [2500 characters] | Dropdown menu | Text field [maximum 2500 characters] | Select from:   * Completed * Ongoing * Planned | Numerical field |

You can make multiple entries to the table by clicking the “Add Row” button to the bottom right of the table.

**SM3.2d: Have any initiatives described in SM3.2c been driven by requesting members?**

Please select from:

* Yes
* No

*If “Yes” is selected in question SM3.2d:*

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

**Please note:** This table is designed so that only the customer that you select in column 1 will be able to see the data relevant to them. If you enter an answer in the ORS without selecting a requesting member, your answer will not be viewable at all.

|  |  |  |
| --- | --- | --- |
| Requesting member(s) | Name of good/service | Initiative ID |
| Names of the requesting members | Text field [maximum 2500 characters] | Dropdown menu |

You can make multiple entries to the table by clicking the “Add Row” button to the bottom right of the table.

**SM4. Action Exchange**

**Pre-population**

None of the questions on this page are eligible for pre-population if you responded last year as this is a new question.

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

Please select from:

* Yes
* No

*If “No” is selected for question SM4.1, you have reached end of the supply chain module and no further questions will be presented.*

*If “Yes” is selected for question SM4.1:*

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

Please select from:

A drop-down list of requesting supply chain member(s)

**Please note:** This list is designed so that only the customer that you select will be able to see the selection. If you enter an answer without selecting a requesting member, your answer will not be viewable at all. Not all members in this list necessarily participated in Action Exchange, so please ensure that you select only the members that motivated you to take part in Action Exchange.

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

Please select all that apply:

* Energy efficiency: building fabric
* Energy efficiency: building services
* Energy efficiency: processes
* Fugitive emissions reductions
* Low carbon energy purchase
* Low carbon energy installation
* Process emissions reductions
* Transportation: fleet
* Transportation: use
* Product design
* Behavioral change
* Waste recovery
* Green project finance
* Other, please specify

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

Please select from:

* Yes
* No

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

Please select from:

* Yes
* No

*If “No” is selected for question SM4.1, you have reached end of the supply chain module and no further questions will be presented.*

*If “Yes” is selected in question SM4.2:*

**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 |
| Select from:   * Energy efficiency: building fabric * Energy efficiency: building services * Energy efficiency: processes * Fugitive emissions reductions * Low carbon energy purchase * Low carbon energy installation * Process emissions reductions * Transportation: fleet * Transportation: use * Product design * Behavioral change * Waste recovery * Green project finance * Other, please specify | Text field |

1. This program has now ended but its methodologies may still be in use. [↑](#footnote-ref-1)