



# CDP States and Regions 2022: Frequently Asked Questions

## What is CDP and its States and Regions program?

CDP is a global non-profit that runs the world's environmental disclosure system for companies, cities, states and regions. Founded in 2000 and working with more than 590 investors with over \$110 trillion in assets, CDP pioneered using capital markets and corporate procurement to motivate companies to disclose their environmental impacts, and to reduce greenhouse gas emissions, safeguard water resources and protect forests. Over 14,000 organizations around the world disclosed data through CDP in 2021, including more than 13,000 companies worth over 64% of global market capitalization, and over 1,200 cities, states and regions. Fully TCFD aligned, CDP holds the largest environmental database in the world, and CDP scores are widely used to drive investment and procurement decisions towards a zero carbon, sustainable and resilient economy. CDP is a founding member of the Science Based Targets initiative, We Mean Business Coalition, The Investor Agenda and the Net Zero Asset Managers initiative. Visit [cdp.net](https://www.cdp.net) or follow us @CDP to find out more.

CDP's States and Regions program provides a global platform for subnational governments to disclose environmental information on greenhouse gas emissions, climate change risks, deforestation, jurisdictional and landscape approaches, and mitigation and adaptation strategies. In 2021, the program collected, analysed, and delivered data to participating subnational governments. The climate actions disclosed by states and regions, as well as CDP analysis, can be viewed and downloaded on our [Open Data Portal](#).

## Why should I participate and report our state/region's environmental data through CDP?

Through CDP, states and regions can report to several environmental projects and initiatives, unlock opportunities to access finance and access networks and shared information from subnational governments all over the world. The main benefits of reporting through CDP include:

- ▼ **Joining our network and participating in several global environmental projects and initiatives:** CDP is the global reporting platform for the [RegionsAdapt initiative](#), [Climate Group](#), [the Race to Resilience](#) and [Race to Zero](#) campaigns, as well as an entry point to the [European Climate Pact](#). This offers states and regions capacity-building opportunities and access to a network of relevant support. The reporting will inform the Race to Resilience and Race to Zero Campaigns, on the role and progress of regions and states in their commitments towards net zero, building resilience, and adapting to impacts of climate change. Use CDP states and regions disclosure as a way to engage with peers, track progress annually and compile all environmental data in one accessible place.
- ▼ **Opportunity for States and Regions to access finance and engage with investors:** CDP is aligned with the global standard of the [Task Force on Climate-Related Financial Disclosures](#) (TCFD) and reporting to CDP can help your state/region to attract climate finance and allow your projects to be climate finance ready for investors. States and regions can disclose climate projects in development and make use of [CDP's Matchmaker program](#) showcasing climate and resiliency projects to the capital markets. Explore resources to support [sustainable infrastructure projects](#).
- ▼ **Accessing actionable insights and showcase you ambition:** All states and regions data is shared to the [Open Data Portal](#). This is a valuable resource where your authority can view the actions of other states and regions and benchmark your progress over time against your peers. The portal allows your region to learn more about the latest disclosed data. Public data is also used by [the UNFCCC Global Climate Action Portal](#) (GCAP), which recognizes climate actions and commitments undertaken by actors from around the globe. EU- based States and Regions can also have their data translated into [European Union Climate Pact](#) pledges.
- ▼ **Identify gaps and opportunities:** The reporting process could assist you with identifying potential gaps and opportunities within your government's climate strategy, giving you a baseline of your current conditions and the areas to pursue for further improvement.
- ▼ **Easy to report:** There is no minimum reporting requirement. Reporting through CDP is easy and free of charge. Any state or region can report and now with reduced questions, the 2022 questionnaire aims to make the process even easier and more streamlined to align with a number of initiatives and with the needs of capital markets, as they deepen their interest in states and regions.

In 2021, over 96 state and regional governments disclosed their environmental data to CDP and are playing their part to accelerate climate action. You can access their publicly disclosed data from 2021 [here](#).

## What is the timeline for responding?

The timeline for the 2022 reporting period for states and regions is as follows:

- ▼ Reporting platform opening and start of disclosure: **March 28<sup>th</sup>, 2022**
- ▼ States and regions response submission deadline: **27<sup>th</sup> July 2022**

## How do I register and gain access to the questionnaire and the platform?

At the start of each disclosure year CDP sends an invitation email to nominated contacts associated to your state or region with relevant information and an activation link.

- ▼ If this is the first time you have used CDP, either because it is the first time your state or region is participating, or the first time you are responsible for supplying information on behalf of your state or region, the **activation link will take you to the [registration page](#)** (where you create your password).
- ▼ If you responded to a CDP program in a previous year, or you have [registered via the website](#) independently, you will be in our database and the **activation link will take you to the [sign in page](#)** (where you can sign in using your existing password).

If you are using the activation link to register for the first time, create a password, complete the captcha, confirm

you have read the terms & conditions/privacy policy and click 'Register'. Your email address, organization, and name will be prepopulated:

Contact us via [the Help Center](#) if you have problems registering, signing in or if you have not received the invitation email. You can also contact your regional inbox:

- Europe, Middle East, and Africa: [statesandregionsEMEA@cdp.net](mailto:statesandregionsEMEA@cdp.net)
- North America: [statesandregionsna@cdp.net](mailto:statesandregionsna@cdp.net)
- Latin America, Caribbean: [reportecer@cdp.net](mailto:reportecer@cdp.net)
- Asia Pacific: [statesregionsapac@cdp.net](mailto:statesregionsapac@cdp.net)

## How do I add another user to my account? What type of user permissions exists?

There is no limit to the number of users that can be added to your account. There are three different types of user roles, and the different permissions for each user role are listed below.

### Main user

This person is responsible for the organization's responses. Only one person per organization can be the Main User.

#### Submits questionnaire(s) on behalf of the organization:

- ▼ Accept terms of responding.

#### Controls access rights to the organization's response via the system, or authorize CDP to make these changes:

- ▼ Add new users to the system.
- ▼ Remove users from the system.
- ▼ Change rights for existing users e.g., from contributor to view only.
- ▼ Change designation of the Main User rights to another contact within the organization.

#### Key contact point relating to the reporting period and organization's response(s):

- ▼ Receives reminder emails.
- ▼ Receives confirmation of submission.
- ▼ Receives notifications relating to response(s).
- ▼ May be contacted by CDP with regards events, or other relevant information or activities.

*Please note that as the Main User your details will be stored in CDP's systems.*

### Contributor

This person has access to the response(s) and can enter, save and edit data. This type of user role can be used to collaborate with multiple colleagues, who can all directly access the online questionnaire via the reporting platform.

### View Only

This person has access to the response(s) but cannot enter, save or edit data. This type of user role can be used for sharing the response(s) with colleagues for review or sign off purposes.

## Is there a fee for responding?

Responding to CDP States and Regions 2022 questionnaire is completely free of charge.

## Is there a minimum amount of data that needs to be reported?

Reporting to the states and regions questionnaire is completely voluntary at all stages and there is no minimum amount of data that needs to be reported. However, states and regions that have joined the RegionsAdapt initiative, through our reporting partner Regions4, are required to answer the Introduction, Governance, Risks, and Adaptation sections of the 2022 questionnaire.

States and regions from the [following countries](#) will be invited to answer the Forest section of the 2022 questionnaire.

Please answer the questions comprehensively while also assessing the relevance of the information you provide. Where you do not have all the information requested, please respond with what you have as this is more valuable than no response.

### **Can I submit my response privately?**

Please note that public disclosure is mandatory for the 2022 reporting period. Submitting 'Publicly' means that the response will be made visible on CDP's website, shared with partners and report writers, posted on CDP's [Open Data Portal](#) and used in analysis combined with any other information about the responding state or region from other public sources. For more information, please refer to our [Terms and Conditions](#).

### **I am having trouble with the questionnaire on the platform. Where can I find help?**

CDP offers various resources to help you when responding to the states and regions questionnaire. These include:

- ▼ [States and Regions 2022 Online Reporting Guidance](#): This provides detailed step-by-step instructions for completing the online questionnaire. Please make use of this document when you are filling out the questionnaire.
- ▼ Webinars are held throughout the disclosure cycle and will cover procedures such as signing up, activating the questionnaire and best practices in reporting. They can be found through the reporting dashboard. To view the recordings from our 2021 states and regions webinars, please click [here](#).
- ▼ For additional help, please feel free to use our [Help Center](#).

### **What type of information is requested by CDP?**

The CDP States and Regions 2022 questionnaire requests qualitative and quantitative environmental data for the following themes:

- ▼ Governance
- ▼ Climate hazards, Adaptation
- ▼ City-wide Emissions
- ▼ Emissions reduction, Opportunities
- ▼ Local Government Emissions
- ▼ Energy, Buildings, Transport
- ▼ Urban Planning
- ▼ Food, Waste
- ▼ Water security
- ▼ Forest\*

Detailed information on each section and question can be found in the [2022 States and Regions reporting guidance](#).

\*States and regions from the [following countries](#) will be invited to answer the Forest section of the 2022 questionnaire.

## What is done with the data once the questionnaire is completed?

The data collected by CDP is then used by various entities after submission and analysis. The disclosed data is used by CDP to power the following tools and resources:

- ▼ [Open Data Portal](#) (ODP): The ODP is an online data resource, which allows the public view all data publicly reported to CDP from companies, cities, states and regions.
- ▼ Regions4 uses the self-reported local and regional government data to provide robust analysis on adaptation actions being taken at subnational level across the world. Regions4 publishes an annual report using the data disclosed on risks and adaptation by the states and regions that have joined the RegionsAdapt initiative. The latest RegionsAdapt Brief Report can be found [here](#).
- ▼ The [UNFCCC's Global Climate Action Portal](#) (formerly the NAZCA Platform), which tracks the climate action progress of non-state actors and initiatives is powered by CDP's data.

For more information on how we use your data, please refer to our [Terms and Conditions](#).

## Can I have my response from last year copied over to pre-populate this year's questionnaire?

If you previously reported, you will be able to access your previous response through your response dashboard. Subnational governments are asked to submit their climate information every year but are able to use information reported the previous year as a basis. If your city submitted a response to the 2021 questionnaire, your answers have been auto populated in to your 2022 questionnaire where applicable. Please refer to the guide to the reporting platform for information on how to identify which questions have been auto populated. Please note that attachments are not auto populated into your response.

## This data/question is not relevant for our state/region. Do I have to report/answer it?

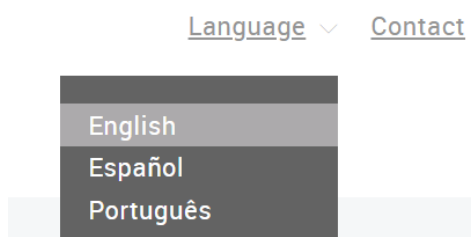
If a certain question in the questionnaire is not relevant for your state/region, then you do not need to respond to it. It is also okay to answer "No" to questions if you do not have the information it is asking for. Please take care when not responding to a question or answering "No" and check that you have understood what the question is asking for. We welcome states and regions to report as much or as little information as they have on the topics covered in our questionnaire.

## If I have already submitted my state/region's response, can I still update my response later if I find better data or additional answers?

Yes. To update your response after you have submitted, contact us via the [Help Center](#) requesting for an amendment and we will provide you with the next steps to update your response.

## Is the States and Regions 2022 Questionnaire available in different languages?

Yes. The States and Regions 2022 questionnaire and reporting guidance are available in English, Spanish and Portuguese. You can access the Spanish and Portuguese versions by selecting your chosen language from the drop-down menu on the top right of your dashboard (see image below for reference) after [signing in on CDP's website](#).



## Partners and Initiatives for States and Regions in 2022:

The 2022 States and Regions Questionnaire integrates and aligns with several initiatives and framework reporting requirements. These include the Task Force on Climate-related Financial Disclosures (TCFD) recommendations, Race to Zero, Race to Resilience, and mapping of the questionnaire to the Sustainable Development Goals.

### Regions4 and RegionsAdapt

**Regions4** is a global network that solely represents regional governments (states, regions, and provinces) before UN processes, European Union initiatives and global discussions in the fields of climate change, biodiversity and sustainable development. Regions4 was established in 2002 at the World Summit in Johannesburg and currently represents over 40 members from 20 countries in 4 continents. Through advocacy, cooperation and capacity building, Regions4 empowers regional governments to accelerate global action. [Learn more about Regions4.](#)

**RegionsAdapt** mobilizes ambition and action on climate adaptation by facilitating access to the latest innovations, tools, and best practices at regional level. Through knowledge exchange, capacity building, advocacy, monitoring, and reporting, RegionsAdapt catalyzes innovation on adaptation, fosters cooperation, and supports regional governments to improve their resilience. Driven by the governments of Rio de Janeiro and Catalonia, RegionsAdapt was launched at COP 21 in Paris. RegionsAdapt, a proud partner of the [UNFCCC Race to Resilience](#), is the global initiative engaging subnational governments (states, regions and provinces) in the global effort of raising ambition in adaptation to tackle climate change. Regions4 coordinates this initiative that encompasses more than 75 signatory regions from five continents— impacting over 300 million citizens. For more information on this project, please visit: [www.regions4.org/project/regions-adapt/](http://www.regions4.org/project/regions-adapt/)

Regions4 is one of CDP's strategic partners in the States and Regions program. CDP provides the official reporting platform for the RegionsAdapt initiative. To learn more about Regions4, visit [www.regions4.org](http://www.regions4.org).

### Climate Group:

**Climate Group** is the Secretariat to the [Under2 Coalition](#), which is a group of ambitious state and regional governments committed to keeping global temperature rises to well below 2°C. The coalition is made up of 260 governments which represent over 1.75 billion people and 50% of the global economy. The Under2 Coalition is a partner to the Race to Zero and supports individual states, regions, provinces, prefectures and other subnational 'actors' to join Race to Zero. [Learn more about Climate Group.](#)

### Race to Zero:

The [Race to Zero](#) is a global campaign - [led by the UN High-Level Climate Champions for Climate Action – Nigel Topping and Gonzalo Muñoz](#). The aim is to rally leadership and support from businesses, cities, regions, and investors for a healthy, resilient, zero carbon recovery that prevents future threats, creates decent jobs, and unlocks inclusive, sustainable growth ahead of COP26 in November 2021.

Race to Zero mobilizes a coalition of leading net zero initiatives, representing cities, regions, companies, universities and investors. These 'real economy' actors join 120 countries in the largest ever alliance committed to achieving net zero carbon emissions by 2050 at the latest.

CDP is the progress tracker for UNFCCC's [Race to Zero](#) campaign. Reporting to CDP annually fulfils the reporting requirements of your pledge. States and Regions can find out more [here](#).

### The European Climate Pact:

**The European Climate Pact** is an initiative of the European Commission supporting the implementation of the European Green Deal. It is a movement to build a greener Europe, providing a platform to work and learn

together, develop solutions, and achieve real change. The Pact provides opportunities for people, communities, and organisations to participate in climate and environmental action across Europe.

One of the many ways states and regions can participate is by pledging concrete actions. CDP states and regions can have their data translated into Pact pledges with no additional steps should they choose to select the option in the questionnaire.

The identified pledges will be recognised and published on the official [Pact website](#). European Union states and regions that publicly disclose and choose to participate via CDP's online dashboard consent to have their reported actions shared on the European Climate Pact website as pledges; and to be contacted for relevant visibility and engagement opportunities.

For more information on how pledging via CDP works, access our European Climate Pact guidance document (available on your dashboard) or visit the [CDP Pact webpage](#).

## CDP Investor:

On behalf of a subset of CDP's Investor Signatories interested in supporting subnational environmental disclosure, your subnational government is requested to participate in CDP disclosure. Investors recognize that local governments are critical to the transition to a sustainable economy that works for people and planet. This transition requires significant investment in sustainable infrastructure and municipal bond investors are increasingly focused on environmental factors in their decision making. By disclosing to CDP, you are aligning with best practice for transparency with your sustainability-related data. This program is currently offered to North American states and regions only.

## Science Based Targets:

### What is a science-based climate target?

Science-based targets are measurable and actionable targets that allow cities, states and regions to align their actions with societal sustainability goals and the biophysical limits that define the safety and stability of earth systems.

Targets adopted by cities, states and regions to reduce greenhouse gas (GHG) emissions are considered "science-based" if they are in line with the goals of the Paris Agreement to pursue efforts to limit warming to 1.5 °C. As well as considering the latest science, a science-based target should account for equity and be comprehensive in the GHGs and emission sources included.

### Why should states and regions set science-based targets?

Giving states and regions the confidence that their targets are ambitious enough: The science is telling us that globally we need to halve emissions by 2030 and reach net zero by 2050 but how does this target translate down to individual states and regions? A science-based target tells states and regions **what their individual contribution should be** to this global goal. It means states and regions can be confident that their planned emissions reductions are in line with what is needed globally to limit warming to 1.5°C, and confident that they are taking the appropriate action to combat climate change.

Ensuring that states and regions start making deep emissions cuts now: The [IPCC Special Report on Global Warming of 1.5°C](#) shows that to limit global warming to 1.5°C, we have an estimated remaining carbon budget of somewhere between 420 and 770 GtCO<sub>2</sub> (although there are large uncertainties in these estimates). Currently, we are depleting that global budget by 42 GtCO<sub>2</sub> per year. At that rate, we will use up our remaining carbon budget somewhere between 2030 and 2040, long before our target to be net zero by 2050. To ensure that we do not use up our remaining carbon budget in the next 10 to 20 years, we need to start making deep emissions cuts now. Setting a science-based mid-term target is critical for ensuring that states and regions do the same. The more progress that can be made now, the easier it will be for states and regions to reach their long-term net zero targets.

Enabling states and regions to track their progress: Having a science-based target is important for enabling states and regions to track their progress towards net zero. This is because they are measurable, connecting

percentage reduction targets to states and regions' actual measured emissions, and because they include mid-term target. The mid-term target ensures that states and regions start reducing their emissions early and that they stay on a pathway designed to reach net zero by 2050.

### **How do states and regions set science-based targets?**

States and regions can set a science-based target using the WWF One Planet City Challenge methodology – one of the three methodologies identified by the Science Based Targets Network (SBTN). This methodology has been assessed by the SBTN core cities partners for alignment with science-based targets principles. More information about the WWF One Planet City Challenge methodology can be found in the SBTN's Guide for Cities. Download the guide to get started [here](#).

### **What is the difference between a base year (absolute) emissions target, a fixed level target, a base year intensity target and a baseline scenario target?**

Both base year absolute emissions targets and fixed level targets are absolute targets. An absolute target refers to the total amount of emissions being emitted.

A **base year absolute emissions target** refers to a target that aims to reduce GHG emissions by a set amount relative to a base year. For example, an emissions target aiming to reduce emissions by 50% by 2030.

A **fixed level target** represents a reduction in emissions to an absolute emissions level by a target year and is not expressed relative to a base year. For example, an emissions target aiming to reach 100,000 tonnes CO<sub>2</sub>e by 2030. Net zero targets are a common type of fixed level goal, for example: "to reach net zero emissions by 2050".

A **base year emissions intensity target** aims to reduce a state/region's emissions intensity (typically per GDP or per capita) by a set amount relative to a base year. For example, an emissions target aiming to reduce emissions per capita by 50% by 2030. This allows a state/region to set emissions reduction targets while accounting for economic or population growth.

A **baseline scenario (business as usual) target** is a commitment to reduce emissions by a specified quantity relative to a projected emissions baseline scenario, also referred to as a business as usual scenario. A baseline scenario is a reference case that represents future events or conditions most likely to occur in the absence of activities taken to meet the mitigation goal. For example, a 50% reduction from baseline scenario emissions in 2030.

### **What's the difference between the terms; carbon neutral, net zero and climate neutral?**

**Carbon neutrality or net zero carbon dioxide emissions:** Net zero carbon dioxide emissions are achieved when anthropogenic CO<sub>2</sub> emissions are balanced globally by anthropogenic CO<sub>2</sub> removals over a specified period.

**Net zero emissions:** Net zero emissions are achieved when anthropogenic emissions of greenhouse gases to the atmosphere are balanced by anthropogenic removals over a specified period. Where multiple greenhouse gases are involved, the quantification of net zero emissions depends on the climate metric chosen to compare emissions of different gases (such as global warming potential, global temperature change potential, and others, as well as the chosen time horizon).

**Climate neutrality:** Concept of a state in which human activities result in no net effect on the climate system. Achieving such a state would require balancing of residual emissions with emission (carbon dioxide) removal as well as accounting for regional or local biogeophysical effects of human activities that, for example, affect surface albedo or local climate.

### **Which emissions scopes do science-based targets need to cover?**

One of the core principles of science-based targets for cities, states and regions is that they are comprehensive. This means the targets are robust and comprehensive, taking into account community-wide emissions from a variety of sources (at least scopes 1 and 2) and multiple GHGs. Scope 3 emissions are not



currently included in the science-based target methodologies or required for a state/region to have a science-based target.

### **My state/region has a long-term net zero target. Why do we need to set a mid-term target as well?**

Reducing emissions is not just about the date that you reach net zero emissions. It is also about knowing and understanding what the remaining carbon budget is and how quickly it is being depleted. The [IPCC Special Report on Global Warming of 1.5°C](#) shows that to limit global warming to 1.5°C, we have an estimated remaining carbon budget of somewhere between 420 and 770 GtCO<sub>2</sub> (although there are large uncertainties in these estimates). Currently, we are depleting that global budget by approximately 42 GtCO<sub>2</sub> per year. At that rate, we will use up our remaining carbon budget somewhere between 2030 and 2040, long before our target to be net zero by 2050. To ensure that we do not use up our remaining carbon budget in the next 10 to 20 years, we need to start making deep emissions cuts now. Setting a science-based mid-term target is critical for ensuring that states and regions do the same. The more progress that can be made now, the easier it will be for states and regions to reach their long-term net zero targets.

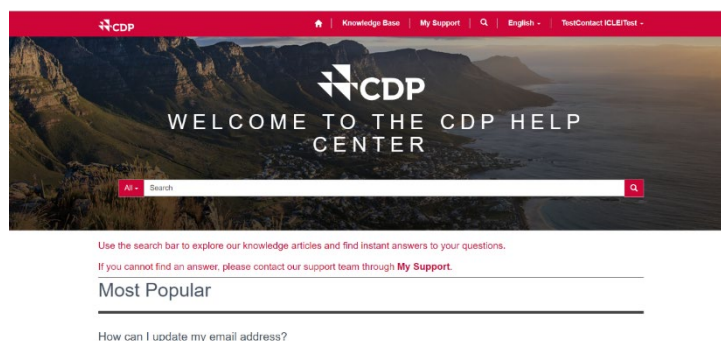
### **My state/region has signed up to the Race to Zero, how does this relate to science-based targets?**

Setting a science-based emission reduction target is a key element of the Race to Zero pledge. Find out more at <https://www.theclimategroup.org/join-race-to-zero>.

### **I want support setting a science-based target. Where can I get it from?**

For support on how to set, check and update science-based climate targets, read the Science Based Target Network's [Guide for Cities](#) and watch our recorded and upcoming webinars on our [Events](#) page. The Under2 Coalition invites States and Regions to participate in activities and gain access to related resources for setting net-zero targets, through their Net Zero Futures project <https://www.theclimategroup.org/net-zero-futures>.

### **CDP has made a change to the way we provide support to states and regions:**



If you require further support, you can visit our new [Help Center](#) where you will find articles providing information to support your disclosure and where you can contact us via My Support. To access My Support, you will need to be [signed in](#). Once you are signed in to your account, you can access the Help Center via link at the top of the page.

The Help Center has replaced [statesandregions@cdp.net](mailto:statesandregions@cdp.net). Please update your records accordingly and direct your colleagues towards the Help Center when raising enquiries with CDP. If you are a new user, you can register [here](#).

You can also continue to contact CDP Regional Inboxes directly:

- Europe, Middle East, and Africa: [statesandregionsEMEA@cdp.net](mailto:statesandregionsEMEA@cdp.net)
- North America: [statesandregionsna@cdp.net](mailto:statesandregionsna@cdp.net)
- Latin America, Caribbean: [reportecer@cdp.net](mailto:reportecer@cdp.net)
- Asia Pacific: [statesregionsapac@cdp.net](mailto:statesregionsapac@cdp.net)