

CDP Corporate 'Questionnaire Setup'

Preview



Version

Version number	Release / Revision date	Revision summary
1.0	Released: April 16, 2024	Publication of the corporate 'questionnaire setup' preview.

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Overview of corporate 'questionnaire setup'

The 'questionnaire setup' is part of corporate disclosers' onboarding process on the CDP platform. It allows us to customize the CDP questionnaire to be relevant to your organization.

You can change your answers at any time until you submit your final CDP response. However, if you change your answers, this could affect the questions that appear in the CDP questionnaire.

Note: Your answers to the questionnaire setup will not be publicly disclosed, even if you choose to make the rest of your CDP response public.

These are the areas that are covered in the questionnaire setup. Some may not be presented to your organization:

- ▼ About your organization
- ▼ Activity classification
- ▼ Assessment of environmental issues
- ▼ Intent to submit
- ▼ Additional information

You can find more details about what you will be asked in each section below.

About your organization

CDP recognizes that Small and Medium Enterprises (SMEs) may have different reporting capabilities and requirements compared to larger organizations. For this reason, CDP has two corporate questionnaires: the full questionnaire and the SME questionnaire.

The full corporate questionnaire is suitable for large organizations and includes sector-specific datapoints. Meanwhile, the SME questionnaire is tailored to the needs of SMEs and contains fewer and simplified datapoints.

Only organizations that meet CDP's SME eligibility thresholds will have the option to complete the SME questionnaire. This is determined by:

1. **Your annual revenue in USD for the reporting year;**
2. **Your organization's headcount of total employees in the reporting year.**

This section is not presented to organizations that have a "CDP Capital Markets – Public Authorities" request only.

Question preview

What was your organization's annual revenue for the reporting year in USD?

End date of reporting year	Annual revenue (USD)
DD/MM/YYYY	\$

Reporting year

The reporting year refers to the most recent 12-month period for which data is reported throughout your CDP disclosure.

- ▼ **Apply this reporting year to all your responses both in the setup and throughout the questionnaire.**
- ▼ CDP recommends that organizations provide the year for which they have complete data. It is also recommended to align sustainability-related financial disclosures with the reporting year of corresponding financial statements.
- ▼ Your reporting year should fall within the last five years, but CDP strongly recommends providing data from the past two years.

Annual revenue

- ▼ Please convert your annual revenue to USD when providing a figure.
- ▼ If you are unable to provide an exact revenue figure, round to the nearest value possible.
- ▼ **Note:** your annual revenue will not be publicly disclosed, even if you choose to make the rest of your response public, but it may be shared with organizations who have directly requested you to disclose to CDP such as CDP Supply Chain members, if applicable (for more information, see your "Requests" page on the Discloser Dashboard).

Question preview

What was the total number of employees in your organization?

Total employees
Numerical field

Total employees

- ▼ Use the approach of 'staff headcount' to determine how many employees your organization has had in the reporting year.
- ▼ Include the total number of individuals that were employed on a full-time, part-time, or other basis. Do not include volunteers (i.e., individuals who received no compensation for the work they did). For example, an organization that had 200 full-time employees, 100 part-time employees, and 10 volunteers in the reporting year should enter "300".

SME eligibility thresholds

- ▼ Organizations with a headcount of less than 500 total employees and annual revenue less than USD 50 million are eligible and recommended to complete the SME questionnaire.
- ▼ Organizations with a headcount of less than 500 total employees and revenue between USD 50M – USD 250M, as well as organizations with a headcount of 500 – 1,000 total employees and annual revenue less than USD 250 million are eligible to complete the SME questionnaire but are recommended to complete the full corporate questionnaire.
- ▼ Organizations with a headcount of more than 1,000 total employees or annual revenue of more than USD 250 million are not eligible to complete the SME questionnaire and can only complete the full corporate questionnaire.

Activity classification

During a single reporting year, organizations may derive revenue from several business activities. CDP's [Activity Classification System \(CDP-ACS\)](#) is a three-tiered system made up of Industry, Activity Group, and Activity. It takes into account the diverse activities from which organizations derive revenue and associates them with relevant environmental issues.

Understanding your activities and associating them with CDP's 'questionnaire sectors' will ensure that you are presented with the most appropriate sector-specific questions in your CDP disclosure, particularly if you operate in sectors with a high environmental impact. Organizations may be allocated up to 4 questionnaire sectors, however you will only receive a CDP score based on your responses relating to your primary questionnaire sector.

In this section, you are requested to complete your organization's business activities according to CDP-ACS:

1. **CDP Industry**
2. **CDP Activity Group**
3. **CDP Activity**
4. **% annual revenue associated with activity**

Note: If you are responding to the SME questionnaire or if you are an organization with no requests to disclose to CDP other than a "CDP Capital Markets – Public Authorities" request, completing your ACS information is optional and will not affect the questions presented in your CDP disclosure.

Question preview

What were your organization's business activities according to CDP-ACS?

CDP Industry	CDP Activity Group	CDP Activity	Questionnaire sector	% annual revenue associated with activity
Select from: <i>Dropdown list of CDP Industries</i>	Select from: <i>Dropdown list of CDP Activity Groups in selected Industry</i>	Select from: <i>Dropdown list of CDP Activities in selected Activity Group</i>	[auto-populated, non-editable]	% Numerical field [enter a number from 0-100 using a maximum of 2 decimal places]

[Add row]

Before completing these fields, consult the [CDP-ACS](#) table and descriptions to ensure that you are selecting the most appropriate activities for your organization in the reporting year. The column "Questionnaire sector" is auto-populated and indicates which questionnaire sector each of your activities is associated with.

CDP may already have some of your ACS information on file, in which case this data will be pre-populated in this table. If you have a "Capital Markets" request and we have your information on file, you will only be able to edit the column on "% annual revenue associated with activity" and will need to contact CDP to amend your ACS data.

Assessment of environmental issues

In line with leading environmental standards and frameworks, such as the ESRS and TNFD, CDP requests organizations to provide input about environmental issues beyond climate change that they have assessed and deem material to their organization. Specifically, this section requests:

1. **Has your organization assessed any forests- and/or water-related issues?**
2. **If so, has your organization identified any substantive forests- and/or water-related dependencies, impacts, risks, and/or opportunities?**

Note: This section is not presented if you are responding to the SME questionnaire or if you are an organization with no requests to disclose to CDP other than a “CDP Capital Markets – Public Authorities” request.

Question preview

Did your organization assess or identify any forests- or water-related issues?

Environmental issue	Assessment of dependencies, impacts, risks, and/or opportunities	Identification of dependencies, impacts, risks, and/or opportunities
Forests	Select from: <ul style="list-style-type: none">• Yes• No	Select from: <ul style="list-style-type: none">• Yes• No
Water security		

Assessment and identification

The difference between the two terms in this question:

- ▼ **Assessment:** the process of evaluating dependencies and impacts on forests and/or water, as well as the risks and opportunities to your business relating to forests and/or water;
- ▼ **Identification:** the outcome of your assessment process i.e., whether or not you have identified substantive dependencies, impacts, risks, or opportunities relating to forests and/or water.

Note: If your organization has not assessed or identified any dependencies, impacts, risks, or opportunities, you may still be asked to disclose forests and/or water-related information:

- ▼ If the environmental impact of your organization’s business activities (CDP-ACS) meets [CDP’s industry impact classification](#);
- ▼ If a requesting organization asks you to disclose on a specific environmental issue (e.g., a Bank or a CDP Supply Chain member. For more information, see your “Requests” page on the Discloser Dashboard).

Intent to submit

Climate change

All organizations disclosing to CDP will be asked questions relating to climate change. If you do not intend to submit data relating to climate change, CDP will consider this as non-disclosure. If you are eligible for scoring, this may affect your CDP score.

Plastics & Biodiversity

All organizations responding to the full corporate questionnaire will be asked supplementary questions on plastics and biodiversity. These are not scored. There are no questions on plastics or biodiversity for organizations responding to the SME questionnaire.

Forests & Water security

Organizations may be requested to disclose information on forests and/or water security in multiple ways:

- ▼ **Due to an authority request** i.e., capital markets request, supply chain request, banks request etc. This means that a requesting authority has asked you to submit data specifically on either forests or water security, or on both. You can find more information on your “Requests” page on the Discloser Dashboard.
- ▼ **Based on industry impact classification** i.e., the environmental impact of your CDP-ACS activities on forests and/or water, as established by the [CDP industry impact classification](#). This is not applicable to organizations responding to the SME questionnaire.
- ▼ **Self-assessment** i.e., based on whether you have indicated that you have identified substantive forests- and/or water-related issues in your response to the “Assessment of environmental issues” section. This is not applicable to organizations responding to the SME questionnaire and organizations with no requests to disclose to CDP other than a “CDP Capital Markets – Public Authorities” request.

You will be asked to respond to forests and/or water security if at least one of the above conditions are met for forests and/or water security respectively. You can either accept or decline to respond, however there may be scoring implications if you choose to decline.

If none of the above conditions are met for forests and/or water security, you can still opt in to submitting data. There are no scoring implications if you subsequently opt out.

If you are an organization with no requests to disclose to CDP other than a “CDP Capital Markets – Public Authorities” request, you will not be asked to submit data regarding forests or water security.

Additional information – Commodities disclosure

Global demand for agricultural commodities is the primary driver of deforestation and conversion of other natural ecosystems, for example due to unsustainable timber extraction and land being cleared for agricultural production. CDP's full corporate questionnaire contains questions on specific commodities, which aim to guide organizations on their journey to remove commodity-driven deforestation and conversion of other natural ecosystems from their value chains.

This section of the questionnaire set up is only presented if you have accepted a request to report on forests or if you have opted in to report on forests. This section does not appear for organizations responding to the SME questionnaire.

Question preview

Which commodities does your organization produce and/or source?

Commodities	Has your organization produced and/or sourced this commodity in the reporting year?	Will you be disclosing on this commodity?
Timber products	Select from: <ul style="list-style-type: none">• Yes• No	Select from: <ul style="list-style-type: none">• Yes• No
Palm oil		
Cattle products		
Soy		
Rubber		
Cocoa		
Coffee		

Commodities

Forms of commodities applicable to disclosure include, but are not limited to:

- ▼ Raw materials;
- ▼ Processed ingredients and manufactured goods that contain commodities;
- ▼ Derivatives;
- ▼ Soy embedded as animal feed in animal products e.g., meat, dairy, eggs, or other animal products as ingredients.

About your disclosure

- ▼ If your organization produced or sourced timber products, palm oil, cattle products, or soy in the reporting year, you should disclose information on these commodities. If you produce or source one of these commodities, but choose to not disclose on it, this may have an impact on your overall CDP Forests score.
- ▼ Disclosure on rubber, cocoa, or coffee commodities will not be scored in 2024.

- ▼ If you indicate that your organization produced or sourced a commodity but you will not be disclosing data about it, you will be asked for further information in the questionnaire, including how you produce or source the commodity and why you are not disclosing data on it.

Additional information – Operating mines

The full corporate questionnaire contains sector-specific questions on biodiversity for organizations with mining projects.

This section of the questionnaire setup is only presented if you are responding to the full corporate questionnaire and your organization engages in any of the following CDP-ACS activities: Coal extraction & processing, Other non-ferrous metals, Iron & steel, Precious metals, Aluminum, Metal processing, Copper, Iron ore mining, Precious metals & minerals mining, Bauxite mining, Other non-ferrous ore mining, Other non-metallic minerals.

You can find more details, including descriptions for each activity in [CDP's Activity Classification System \(CDP-ACS\)](#).

This section is not presented to organizations responding to the SME questionnaire or organizations with no requests to disclose to CDP other than a "CDP Capital Markets – Public Authorities" request.

Question preview

Did your organization operate mines, plan to operate mines, or close any mining projects?

Select from:

- Yes
- No

Mining projects

"Mining projects" refers to the extraction of all types of raw materials such as bauxite, precious metals, non-ferrous metals (e.g. nickel, zinc, lead, lithium), iron ore, diamonds, coal (thermal coal, metallurgical coal). Activities relating to the exploration of an area of interest for a mining project, development to establish permanent access to the ore body and carry out commercial production, and closure of a mine are also considered to be stages of a mining project.

Select "Yes" if, during the reporting year:

- ▼ you conducted any mining projects in the development or production stage;
- ▼ you explored the opening of a mining project and feasibility studies were completed;
- ▼ you were in the process of closing a mining project. This includes site clean-up and restoration, removal of facilities, reclamation and rehabilitation, environmental monitoring; or
- ▼ you were responsible for a legacy site with pending remedial actions.

Note for Public Authorities

Organizations that only have a “CDP Capital Markets – Public Authorities” request (and no other CDP request e.g., from a CDP Supply Chain member, Bank etc.) will be eligible to complete the Public Authorities pathway and are therefore presented with a simplified questionnaire setup that only includes:

- ▼ Activity classification (optional, but recommended)
- ▼ Intent to submit: Climate change

However, Public Authorities with any other type of CDP request in addition to the “CDP Capital Markets – Public Authorities” request will navigate questionnaire setup according to the requirements of their other requests. For more information, see your “Requests” page in the Discloser Dashboard.