

# CDP's 2016 states and regions information request

## Overview

### Overview

CDP motivates states and regions to disclose their environmental impacts and create a sustainable economy that avoids dangerous climate change. Encouraging states and regions to disclose their environmental information through CDP's states and regions information request provides the foundation to achieve this mission, and is developed in partnership with [The Climate Group](#).

We invite a reply to the information request by **Friday 15 July 2016**.

The questions on the subsequent pages form the information request. States and regions are requested to answer these questions in [CDP's states and regions platform](#). As such, this document is a representation of the information request. This representation should not be used in lieu of the CDP's platform. If you are unable to respond through the CDP's platform, please contact us on the below.

A guidance document is available on [CDP's website](#), CDP's platform homepage and at the base of each platform page. It provides guidance and information on all of the available questions in the information request, as well as screen shots to aid you in completing the request. We encourage you to consult this guidance document.

Please answer the questions as comprehensively as possible. Where you do not have all of the information requested, please disclose what you have as this is more valuable than no information at all. As detailed further below, certain questions in the information request are compulsory for states and regions that have joined the Compact of States and Regions and/or RegionsAdapt. For the Compact of States and Regions, these compulsory questions are marked with a red asterisk symbol (\*), and for RegionsAdapt, these questions are marked with a blue caret symbol (^).

Should you need support with answering the questions in CDP's platform, please contact CDP by e-mail on [statesandregions@cdp.net](mailto:statesandregions@cdp.net) or by phone on +44 (0) 203 818 3918. Office hours are 09:00 – 17:30 GMT/BST, Monday to Friday.

Thank you for your participation.

### Structure

The information request has questions split across a Homepage and 6 question sections in CDP's platform:

0. Homepage
1. Introduction (required for Compact of States and Regions and RegionsAdapt)
2. Targets and climate actions (required for Compact of States and Regions)
3. Emissions – Region-wide (required for Compact of States and Regions)
4. Emissions – Government Operations
5. Risks and adaptation (required for RegionsAdapt)
6. Governance
  - Review response

## Overview

### Benefits

The measurement and management of environmental impacts helps governments understand the risks and opportunities of climate change for their citizens and business community. The information request catalyses this through its annual disclosure process, as for many of these stakeholders, how their governments mitigate and adapt to the effects of climate change is of material financial importance. State and regional governments that disclose through CDP can:

1. Clearly demonstrate to corporations, investors and the international community the progress and comprehensiveness of their mitigation and adaptation climate actions;
2. Communicate that their climate actions are backed by publicly available and trackable data;
3. Compare their climate actions with fellow governments and start to benchmark these actions;
4. Identify risks and cost saving opportunities through the process of reporting;
5. Optimize their environmental information management by locating it all in one place; and,
6. Feature in regular communications, events and annual reports.

In addition, by disclosing through CDP you join a global system backed by over 800 institutional investors and where 5,500 corporations and 300 cities already measure, manage and disclose their environmental information.

### Data use

The data is used for analysis and research by CDP and The Climate Group and partners, as well as to power the following initiatives:

#### [UNFCCC](#)

CDP provides disclosed climate action data to the UNFCCC's NAZCA platform. In 2015, over 50% of the 10,000 climate actions on the NAZCA platform were reported through CDP.

#### [The Compact of States and Regions](#)

The Compact is the first dedicated reporting mechanism for states, provinces and regions to showcase and analyze their climate actions. State, provincial and regional governments can join or observe the Compact by publicly reporting on an annual basis. To join the Compact, governments are required to report a public commitment to reduce greenhouse gas emissions and a region-wide greenhouse gas inventory. Sections 1, 2 and 3 contain questions to be answered for the Compact.

#### [RegionsAdapt](#)

RegionsAdapt aims to inspire and support state, provincial and regional governments to take action, collaborate and report efforts on climate change adaptation. Following the signing of a Commitment document, RegionsAdapt requires governments to report on the progress of their adaptation actions and goals on an annual basis. Section 5 contain questions to be answered for RegionsAdapt.

## 0. Homepage

### Platform Homepage

The platform Homepage contains questions to answer when you are ready to submit your response, such as where you would like your data to be used and what data you would like to report publicly.

#### 0.1: Please select which sections you would like to disclose publicly.

*If you have joined the Compact of States and Regions, sections "1. Introduction", "2. Targets and actions" and "3. Emissions - region-wide" must be disclosed publicly.*

*If you have joined RegionsAdapt, sections "1. Introduction" and "5. Risks and adaptation" must be disclosed publicly.*

[Checkbox: 1. Introduction; 2. Targets and actions; 3. Emissions – Region-wide; 4. Emissions - Government operations; 5. Risks and adaptation; 6. Governance]

#### 0.2: Please indicate if you have joined the Compact of States and Regions and/or RegionsAdapt.

[Checkbox: Compact of States and regions; RegionsAdapt]

#### 0.3: Please indicate whether you would be interested in accessing the environmental information disclosed to CDP by companies and cities in your region.

[Radio buttons: Yes; No]

#### 0.4: Please indicate whether you would be interested in engaging with the institutional investors that back CDP's global system.

[Radio buttons: Yes; No]

#### 0.5: Only required when you've completed your response: Are you ready to submit your response?

[Checkbox: Yes I am ready to submit my response]

### Submit button

Once you have answered the questions in the information request as comprehensively as possible, please submit your response by clicking the "Submit" button at the base of the platform Homepage.

### Note

The term "region" is used throughout CDP's platform as the generic term for all responding governments and organizations (State, Region, Province, Country, County...).

The text in *berry red italics* is to provide additional guidance when answering a specific question.

## 1. Introduction

### Section 1 – Platform page 1 of 1 – Introduction

The introduction section of the information request contains questions concerning basic information regarding your government and region's profile. For help answering this section, please consult the guidance document at the base of the platform page.

#### 1.1: Please provide the following details for your region. \* ^

Government name	[Text field]
Country	[Text field]
Leader title (e.g. Governor, Premier...)	[Text field]
Leader name	[Text field]
Land area (km <sup>2</sup> )	[Numeric field]
Main cities or urban centres	[Text field]

#### 1.2: Please describe your region's key sectors of administrative power. \* ^

[Text field]

#### 1.3: Please give a general description and introduction to your region. \* ^

[Text field]

#### 1.4: Please provide the following details of your region's current population, annual operating budget, and gross domestic product (GDP). \* ^

Population	Population year	Annual operating budget (US\$)	Budget year	GDP (US\$)	GDP year
[Numeric field]	[Dropdown list: 2010 – 2016]	[Numeric field]	[Dropdown list: 2010 – 2016]	[Numeric field]	[Dropdown list: 2010 – 2016]

#### 1.5: Please attach a historical population record and future population projection for your region. \*

[Attachment function] [Comments text box]

#### 1.6: Please attach a historical GDP record and future GDP projection for your region. \*

[Attachment function] [Comments text box]

*Your records do not need to precede the year 1990 and your projections do not need to exceed the year 2050. If your records or projections are available online, please provide the web links in the question "comments text box".*

## 2. Targets and climate actions

### Section 2 – Platform page 1 of 2 – Targets

The targets subsection concerns information regarding your emissions reduction, energy efficiency and renewables targets. For help answering this section, please consult the guidance document at the base of the platform page.

2.1: Please provide details of your emissions reduction, energy efficiency and/or renewables target(s) by selecting the corresponding image(s) below. \*



2.1a: If emissions reduction selected: Please provide details of your emissions reduction target(s). \*

For more information on target type and target setting, please refer to the [Mitigation Goal Standard](#).

Example formats for the “Short target summary” include “Reduce region-wide CO2e emissions by 20% by 2020 based on 1990” and “Reduce government operations CO2 emissions intensity by 20% by 2020 based on 2000”.

Scale	Target type	Target reduction (%)	Target year	Base year
[Dropdown list: Region-wide; Government operations]	[Dropdown list: Base year emissions; Base year intensity; Baseline scenario; Fixed level]	[Dropdown list: 0 – 100%; N/A]	[Dropdown list: 2015 – 2060]	[Dropdown list: 1990 – 2015; N/A]

Base year emissions covered by target (metric tonnes of CO2e)	Target gases	Target sectors	Does target include emissions from outside your regional boundary?
[Numeric field]	[Checkbox: CO2; CH4; N2O; HFCs; PFCs; SF6; NF3]	[Checkbox: Energy; Transport; Industry; LULUCF; Agriculture; Waste; Other]	[Text field]

## 2. Targets and climate actions

Has a decarbonisation pathway(s) been modelled for your target?	Short target summary (140 character limit)	Please comment and detail any progress to meet target
[Text field]	[Text field]	[Text field]

Click to add another emissions reduction target

**2.1a: If energy efficiency selected: Please provide details of your energy efficiency target(s).**

*Example formats for the "Short target summary" include "Reduce region-wide electricity consumption by 20% by 2020 based on 1990" and "Increase region-wide final energy efficiency by 20% by 2020 based on 2000".*

Scale	Target type	Target energy	Target sectors
[Dropdown list: Region-wide; Government operations]	[Dropdown list: Increase efficiency; Reduce consumption]	[Dropdown list: Electricity; Final energy; Primary energy]	[Text field]

Target (%)	Target year	Base year	Short target summary (140 character limit)	Please comment and detail any progress to meet target
[Dropdown list: 0 – 100%; N/A]	[Dropdown list: 2015 – 2060; N/A]	[Dropdown list: 1990 – 2015; N/A]	[Text field]	[Text field]

Click to add another energy efficiency target

## 2. Targets and climate actions

**2.1a:** *If renewable energy selected: Please provide details of your renewable energy or renewable electricity target(s).*

*Example short target summary: "Increase renewables to 25% of region-wide energy production by 2020".*

*Example short target summary: "Increase renewables to 50% of government electricity consumption by 2020".*

Scale	Target type	Target (%)	Target year
[Dropdown list: Region-wide; Government operation]	[Dropdown list: Renewable electricity consumption; Renewable electricity production; Renewable energy consumption; Renewable energy production; Other]	[Dropdown list: 0 – 100%; N/A]	[Dropdown list: 2015 – 2060]

Current renewable production or consumption	Unit type	Target renewable production or consumption	Unit type	Short target summary (140 character limit)	Please comment and detail any progress to meet target
[Numeric field]	[Dropdown list: GWh; MWh; GW; MW; %]	[Numeric field]	[Dropdown list: GWh; MWh; GW; MW; %]	[Text field]	[Text field]

Click to add another renewables target

**2.1b:** Please detail why you do not have an emissions reduction/ energy efficiency/ renewables target.

[Text field]

## 2. Targets and climate actions

### Section 2 – Platform page 2 of 2 – Climate actions

The climate actions subsection concerns information regarding your wider climate actions, grouped across 10 sectors. For help answering this section, please consult the guidance document at the base of the platform page.

**2.2: Please provide details of your climate actions in the following sector(s) by selecting the corresponding image(s) below.**

*If you would like to access the public information you disclosed for this question in 2015, you can access a full PDF copy of your response [here](#).*



Climate action	Is your region taking this action?	If yes, what is the scale of its implementation?	Action description
[See Appendix A]	[Radio buttons: Yes; No; Planned]	[Dropdown list: Pilot stage Limited implementation Comprehensive implementation]	[Text field]

**2.3: If you have any additional documents regarding your targets and climate actions, please upload them here.**

[Attachment function, 3 file maximum, 10-megabyte max single file size]



## 3. Emissions – Region-wide

### Section 3 – Platform page 1 of 3 – Region-wide GHG accounting

This region-wide emissions sub-section concerns information regarding the accounting of your region-wide (territorial) greenhouse gas emissions. For help answering this section, please consult the guidance document at the base of the platform page.

- 3.1: Please provide the dates of the accounting year or 12-month period for your latest region-wide GHG emissions inventory. \***

*If you have joined the Compact of States and Regions, your region-wide GHG emissions inventory must date from 2010 or sooner.*

[Dropdown calendar: From] [Drop down calendar: To]

- 3.2: Please select the category that best describes the boundary of your region-wide GHG emissions inventory. \***

[Radio buttons: Geopolitical Boundary—physical areas over which your government has jurisdictional control; Other [text field]]

- 3.3: Please select the name of the primary protocol, standard, or methodology you have used to calculate GHG emissions. \***

Primary protocol
[Dropdown list: 1996 IPCC Guidelines for National Greenhouse Gas Inventories; 2006 IPCC Guidelines for National Greenhouse Gas Inventories; Global Protocol for Community-Scale Greenhouse Gas Emissions Inventories (GPC), (WRI, C40 & ICLEI); International Emissions Analysis Protocol (ICLEI); International Standard for Determining Greenhouse Gas Emissions for Cities (UNEP, World Bank); The Climate Registry General Reporting Protocol; U.S. Community Protocol for Accounting and Reporting of Greenhouse Gas Emissions (ICLEI); U.S. EPA Greenhouse Gas Reporting Program (includes US EPA SIT tool, FLIGHT tool etc; Other]

- 3.4: Please explain your methodology (including use of additional protocols), methods of calculation (including how you account for emissions from electricity imported into your territory) and processes for data collection. \***

[Text field]

- 3.5: Has the GHG emissions data you have reported here been externally verified either in part or in whole? \***

[Radio buttons: Yes; No]

### 3. Emissions – Region-wide

**3.5a:** *If yes:* Please provide any other relevant information about the emission verification process, such as the verification standard or organization, and whether the verification applies to all or just a section of your reported emissions. \*

Name of verifier	Year of verification	Comment
[Text field]	[Dropdown list: 2010 – 2015]	[Text field]

**3.5b:** *If no:* Please describe why not and your future plans to verify your emissions, if any. \*

[Text fields]

### 3. Emissions – Region-wide

**Section 3 – Platform page 2 of 3 – Region-wide GHG emissions**

This region-wide emissions sub-section concerns information regarding the reporting of your region-wide greenhouse gas emissions. For help answering this section, please consult the guidance document at the base of the platform page.

**3.6: Please select which gases are included in your region-wide GHG emissions inventory. \***  
 CO2    CH4    N2O    HFCs    PFCs    SF6    NF3

**3.7: Please provide your total region-wide GHG emissions and indicate if your emissions have changed since your last reported year. \***  
*If you do not calculate one of the following types of total, please provide that total row blank.*

	Emissions (metric tonnes CO <sub>2</sub> e)	Comment on emissions total	Change in emissions total from last reported year	Comment on any change in emissions total
Gross total (excludes sinks)	[Numeric field]	[Text field]	[Dropdown list: Increased; Decreased; No change; First year of calculation; Other]	[Text field]
Net total (includes sinks)	[Numeric field]	[Text field]	[Dropdown list: Increased; Decreased; No change; First year of calculation; Other]	[Text field]
Target total (if different from Gross or net)	[Numeric field]	[Text field]	[Dropdown list: Increased; Decreased; No change; First year of calculation; Other]	[Text field]

**3.8: If 1996 IPCC Guidelines for National Greenhouse Gas Inventories selected in Q 3.3: Please provide a breakdown of emissions by sector as defined in the 1996 IPCC Guidelines. \***

	Emissions (metric tonnes of CO <sub>2</sub> e)	Comments
<b>Energy (total)</b>	[Numeric field]	
Energy sub-sector: mobile combustion only	[Numeric field]	
<b>Industrial processes</b>	[Numeric field]	
<b>Solvents</b>	[Numeric field]	
<b>Land-use, land-use change and forestry</b>	[Numeric field]	
<b>Agriculture</b>	[Numeric field]	
<b>Waste</b>	[Numeric field]	

### 3. Emissions – Region-wide

**3.8:** *If 2006 IPCC Guidelines for National Greenhouse Gas Inventories selected in Q 3.3: Please provide a breakdown of emissions by sector as defined in the 2006 IPCC Guidelines. \**

2006 IPCC sector	Emissions (metric tonnes of CO <sub>2</sub> e)	Comments
<b>Energy (total)</b>	[Numeric field]	
Energy sub-sector: mobile combustion only	[Numeric field]	
<b>Industrial processes and product use</b>	[Numeric field]	
<b>Agriculture, forestry, and other land use</b>	[Numeric field]	
<b>Waste</b>	[Numeric field]	
<b>Other (Indirect N<sub>2</sub>O emissions and other)</b>	[Numeric field]	

**3.8:** *If any other methodology selected in Q 3.3: Please provide a breakdown of your total emissions by end user (buildings, water, waste, transport), economic sector (transportation, industrial, commercial and residential, agriculture, electricity), greenhouse gas (CO<sub>2</sub>, CH<sub>4</sub>, N<sub>2</sub>O, etc) or any other classification used in your region. \**

End user / Economic sector / GHG / Other	Emissions (metric tonnes of CO <sub>2</sub> e)	Comments
[Text field]	[Numeric field]	[Text field]

Click to add another row

**3.8:** *If Global Protocol for Community-Scale Greenhouse Gas Emissions Inventories (GPC), (WRI, C40 and ICLEI) selected in Q 3.3: Please provide a summary of emissions by sector and scope as defined in the Global Protocol for Community GHG Emissions Inventories. \**

Sector and scope (GPC reference number)	Emissions (metric tonnes of CO <sub>2</sub> e)
[Fixed dropdown list: Stationary Energy: energy use – Scope 1 (I.X.1); Stationary Energy: energy use – Scope 2 (I.X.2); Stationary Energy: energy use – Scope 3 (I.X.3); Stationary Energy: energy generation supplied to the grid – Scope 1 (I.4.4); Transportation – Scope 1 (II.X.1); Transportation – Scope 2 (II.X.2); Transportation – Scope 3 (II.X.3); Waste: waste generated within the city boundary – Scope 1 (III.X.1); Waste: waste generated within the city boundary – Scope 3 (III.X.2); Waste: waste generated outside the city boundary – Scope 1 (III.X.3); Industrial Processes and Product Use – Scope 1 (IV); Agriculture, Forestry and Land Use – Scope 1 (V); TOTAL Scope 1 (Territorial emissions); TOTAL BASIC emissions; TOTAL BASIC and BASIC+ emissions]	[Numeric field]

### 3. Emissions – Region-wide

**3.8a:** *If Global Protocol for Community-Scale Greenhouse Gas Emissions Inventories (GPC), (WRI, C40 and ICLEI) selected in Q 3.3: Please provide a breakdown of fuel use and emissions by subsector and scope as defined in the Global Protocol for Community-Scale Greenhouse Gas Emission Inventories (GPC), (WRI, C40 and ICLEI) and upload GHG emissions report. \**

*Please use the "Comments" box to include any links to relevant websites.*

[Attachment function, 1 file maximum, 10-megabyte max file size]

[Text field]

**3.8a:** Please upload a historical record of your region-wide GHG emissions inventory. \*

*The historical record should start from the base year of your region-wide GHG emissions target and include every subsequent inventory year, where applicable.*

*If your region-wide GHG emissions target does not have a base year, please provide your earliest inventory year (starting in 1990 or sooner). Please provide the record in Excel, where possible. Please use the "Comments" box to include any links to relevant websites.*

[Attachment function, 10 file maximum, 25-megabyte max file size]

[Text field]

**3.9:** Does your region-wide GHG emissions inventory break emissions down into Scope 1, 2 and 3?

[Dropdown list: Yes; No]

**3.9a:** *If yes: Please provide your Scope 1, 2 and 3 emissions.*

Scope 1 emissions (metric tonnes of CO2e)	Scope 2 emissions (metric tonnes of CO2e)	Scope 3 emissions (metric tonnes of CO2e)
[Numeric field]	[Numeric field]	[Numeric field]

### 3. Emissions – Region-wide

**Section 3 – Platform page 3 of 3 – Region-wide electricity**

This region-wide emissions sub-section concerns information regarding your region-wide electricity consumption, generation and imports. For help answering this section, please consult the guidance document at the base of the platform page.

**3.10: Please detail your region-wide electricity consumption, generation and imports, and the GHG emissions associated with these activities. \***

	Amount of electricity	Units	Associated GHG emissions (metric tonnes of CO2e)	Comments
Electricity consumed	[Numeric field]	[Dropdown list: GWh; MWh; KWh; TJ; GJ; MJ]	[Numeric field]	[Text field]
Electricity generated	[Numeric field]	[Dropdown list: GWh; MWh; KWh; TJ; GJ; MJ]	[Numeric field]	[Text field]
Electricity imported	[Numeric field]	[Dropdown list: GWh; MWh; KWh; TJ; GJ; MJ]	[Numeric field]	[Text field]

**3.11: Please detail the energy mix of your region-wide electricity generation (%). \***

*Make sure the sum of values on the right-hand side does not exceed 100%. To move the slider points using a keyboard, click the slider point you want to move, and use the "left arrow key" and "right arrow key" to move the slider point left and right.* Comments [Text field]



## 4. Emissions – Government operations

### Section 4 – Platform page 1 of 3 – Government GHG accounting

This government emissions sub-section concerns information regarding the accounting of your regional government's greenhouse gas emissions. For help answering this section, please consult the guidance document at the base of the platform page.

**4.1: Please provide the dates of the accounting year or 12-month period for which you are reporting a GHG emissions inventory for your government's emissions.**

[Dropdown calendar: From] [Dropdown calendar: To]

**4.2: Please select the category that best describes the boundary of your government's GHG emissions inventory.**

[Radio buttons: Departments, entities or companies over which operational control is exercised; Departments, entities or companies over which financial control is exercised; Other  
[Text field]]

**4.3: Please indicate which of the following major sources of emissions are included in your government's GHG emissions inventory.**

Source of emissions	Status	If other, please comment
[Dropdown list: Airport(s); Buildings; Buses; Electricity generation; Electricity transmission and distribution; Employee commuting; Incineration of waste; Landfills; Local trains; Maritime port; Vehicle fleet; Regional trains; Roads / highways; Street lighting and traffic signals; Subway / underground; Thermal energy; Waste collection; Wastewater treatment; Water supply; Other]	[Dropdown list: Included; Not included; Not applicable]	[Text field]

[Click to add another source](#)

## 4. Emissions – Government operations

**4.4:** Please give the name of the primary protocol, standard, or methodology you have used to calculate your government's GHG emissions.

Primary protocol	Comment
[Dropdown list: Greenhouse Gas Protocol: Public Sector Standard; International Emissions Analysis Protocol (ICLEI); ISO 14064; Local Government Operations Protocol (ICLEI/The Climate Registry/California Climate Action Registry/ California Air Resources Board); Australian National Greenhouse and Energy Reporting (Measurement) Determination; Other]	[Text field]

**4.5:** Has the GHG emissions data you have reported here been externally verified either in part or in whole?

[Radio buttons: Yes; No]

**4.5a:** *If yes:* Please provide any other relevant information about the emission verification process, such as the verification standard or organization, and whether the verification applies to all or just a section of your reported emissions.

Name of verifier	Year of verification	Comments
[Text field]	[Dropdown list: 2010 – 2015]	[Text field]

**4.5b:** *If no:* Please describe why not and your future plans to verify your emissions, if any.

[Text field]



## 4. Emissions – Government operations

### Section 4 – Platform page 2 of 3 – Government GHG emissions

This government emissions sub-section concerns information regarding the reporting of your regional government's greenhouse gas emissions. For help answering this section, please consult the guidance document at the base of the platform page.

**4.6: Please select which gases are included in your government's GHG emissions inventory.**

- CO2    CH4    N2O    HFCs    PFCs    SF6    NF3

**4.7: Please provide total emissions (Scopes 1 and 2) for your government, and indicate if your emissions have changed since your last reported year.**

*Scopes are a common categorization method for organizational GHG emissions. Scope 1: All direct GHG emissions. Scope 2: Indirect GHG emissions associated with the consumption of purchased or acquired electricity, steam, heating or cooling.*

	Emissions (metric tonnes CO <sub>2</sub> e)	Comment on total emissions	Change in total emissions from last reported year	Comment on any change in total emissions
Total emissions (Scopes 1 & 2)	[Numeric field]	[Text field]	[Dropdown list: Increased; Decreased; No change; First year of calculation; Other]	[Text field]
Total emissions (Scope 1 only)	[Numeric field]	[Text field]	[Dropdown list: Increased; Decreased; No change; First year of calculation; Other]	[Text field]
Total emissions (Scope 2 only)	[Numeric field]	[Text field]	[Dropdown list: Increased; Decreased; No change; First year of calculation; Other]	[Text field]

**4.8: Where it will facilitate a greater understanding of your government emissions, please provide a breakdown of these emissions by department, facility, source, GHG or by any other classification system used by your government.**

Department / Facility / Source / Fuel / Other	Scope	Emissions (metric tonnes of CO <sub>2</sub> e)
[Text field]	[Dropdown list: Scope 1; Scope 2; Total figure; Other]	[Numeric field]

Click to add another row

## 4. Emissions – Government operations

**4.9: Do you measure Scope 3 emissions?**

[Radio buttons: Yes; No]

**4.9a: If yes: Please complete the below.**

Source of Scope 3 emissions	Emissions (metric tonnes of CO2e)	Comments
[Dropdown list: Employee commuting; Employee business travel; Emissions from contracted services; Upstream production of materials and fuels; Upstream and Downstream transportation of Materials and Fuels; Waste related Scope 3 emission sources; Other]	[Numeric field]	[Text field]

[Click to add another row](#)

**4.9b: If no: Please describe why not and your future plans to measure Scope 3 emissions, if any.**

[Text field]

## 4. Emissions – Government operations

### Section 4 – Platform page 3 of 3 – Government electricity

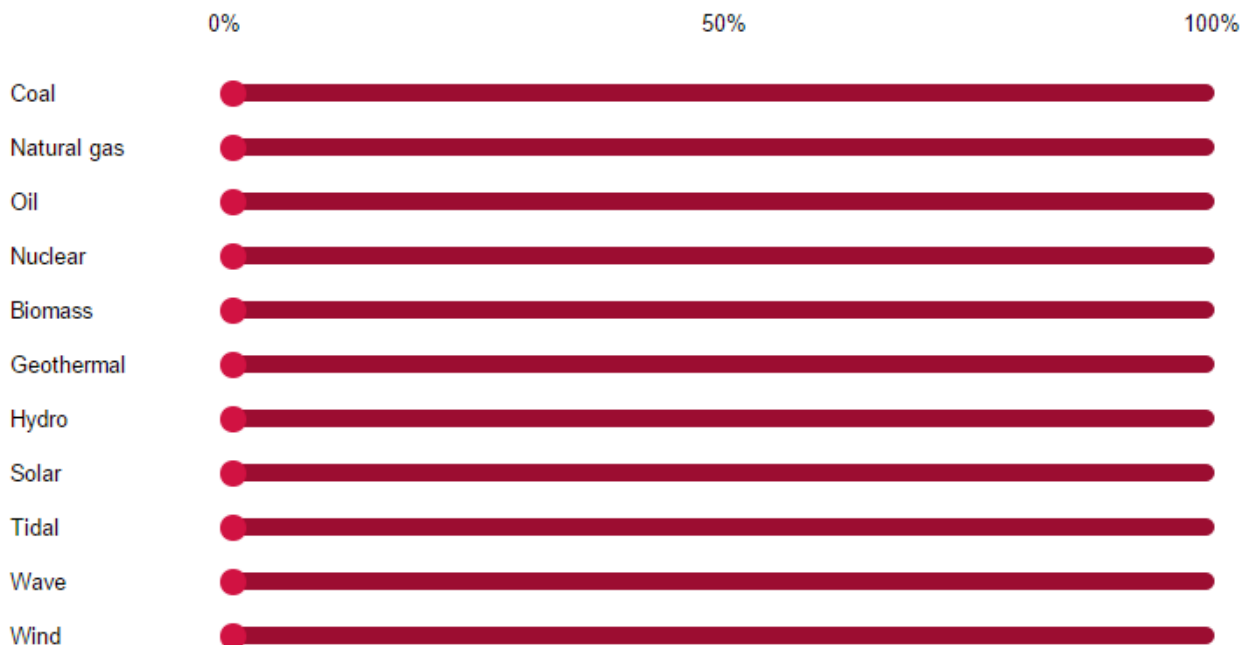
This government emissions sub-section concerns information regarding the electricity consumption of your regional government. For help answering this section, please consult the guidance document at the base of the platform page.

**4.10: Please detail your government's electricity consumption, and the GHG emissions associated with these activities.**

	Amount of electricity	Units	Associated GHG emissions (metric tonnes of CO2e)	Comments
Electricity consumed	[Numeric field]	[Dropdown list; GWh; MWh; kWh; TJ; GJ; MJ]	[Numeric field]	[Text field]

**4.11: Please detail the energy mix of your government's electricity consumption (%).**

*Make sure the sum of values on the right-hand side does not exceed 100%. To move the slider points using a keyboard, click the slider point you want to move, and use the "left arrow key" and "right arrow key" to move the slider point left and right.* Comments [Text field]



## 5. Risks and adaptation

### Section 5 – Platform page 1 of 4 – Climate risks and adaptation actions

This risks and adaptation sub-section concerns information regarding the physical risks from climate change affecting your region and your adaptation actions. For help answering this section, please consult the guidance document at the base of the platform page.

**5.1: Do current and/or anticipated impacts of climate change present significant physical risks to your region? ^**

[Radio buttons: Yes, No, Don't know]

**5.1a: If yes or don't know: Please describe these current and/or anticipated impacts of climate change. ^**

Climate change impact	Impact seriousness	Anticipated timescale	Impact description
[Dropdown list: More hot days; Hotter summers; Greater temperature variability; More frequent heat waves; More intense heat waves; Warmer water temperatures; Changes in humidity; More frequent rainfall; More intense rainfall; Increased average annual rainfall; Reduced average annual rainfall; Reduced average annual snowfall; More frequent droughts; More intense droughts; Change in seasonality of rainfall; Increased frequency of large storms; Increased wind speeds; Sea level rise; Other]	[Dropdown list: Extremely serious; Serious; Less serious; Other]	[Dropdown list: Current; Short-term; Medium-term; Long-term]	[Text field]

Add another row

## 5. Risks and adaptation

**5.1b:** *If yes or don't know:* Please describe the adaptation actions you are taking to reduce the vulnerability of your region's citizens, businesses and infrastructure to the impacts of climate change identified in 5.1a. <sup>^</sup>

Climate change impact	Adaptation action	Action description
[Dropdown list: More hot days; Hotter summers; Greater temperature variability; More frequent heat waves; More intense heat waves; Warmer water temperatures; Changes in humidity; More frequent rainfall; More intense rainfall; Increased average annual rainfall; Reduced average annual rainfall; Reduced average annual snowfall; More frequent droughts; More intense droughts; Change in seasonality of rainfall; Increased frequency of large storms; Increased wind speeds; Sea level rise; Other]	[Dropdown list: Appendix B]	[Text field]

Add another row

**5.1c:** *If no:* Please explain why the anticipated impacts of climate change present no significant physical risks to your region. <sup>^</sup>

[Text field]

**5.2:** Please detail any compounding factors that may worsen the impacts of climate change in your region. <sup>^</sup>

[Text field]

**5.3:** Do you consider that these impacts of climate change threaten the ability of businesses to operate successfully in your region? <sup>^</sup>

[Radio buttons: Yes, No, Don't know]

**5.3a:** Please explain the reasoning behind your response. <sup>^</sup>

[Text field]

## 5. Risks and adaptation

### Section 5 – Platform page 2 of 4 – Water supply risk

This risks and adaptation sub-section concerns information regarding the water supply risks in your region. For help answering this section, please consult the guidance document at the base of the platform page.

**5.4: Do you foresee substantive risks to your region's water supply in the short, medium or long term?**

[Radio buttons: Yes; No]

**5.4a: If yes: Please identify the risks to your region's water supply as well as the timescale and level of risk.**

Risks	Timescale	Level of risk	Risk Description
[Dropdown list: Increased water stress or scarcity; Declining water quality; Inadequate or aging infrastructure; Flooding; Higher water prices; Regulatory; Other]	[Dropdown list: Current; Short-term; Medium-term; Long-term]	[Dropdown list: Extremely serious; Serious; Less serious; Other]	[Text field]

[Click to add another row](#)

**5.4b: If no: Please explain why you do not consider your region to be exposed to any substantive water-related risk.**

[Text field]

## 5. Risks and adaptation

**5.5:** *If yes to 5.4: Please describe the actions you are taking to reduce the risks to your region's water supply.*

Risks	Adaptation Action	Action Description
[Dropdown list: Increased water stress or scarcity; Declining water quality; Inadequate or aging infrastructure; Flooding; Higher water prices; Regulatory; Other]	[Dropdown list: Conservation awareness and education; Conservation incentives; Water use restrictions; Efficiency regulations or standards; Water metering; Municipal water efficiency retrofits; Diversifying water supply (including new sources); Investment in existing water supply infrastructure; Use of non-potable water outside; Use of non-potable water indoors (within building); Watershed preservation; Stormwater management (natural or man-made infrastructure); Other]	[Text field]

Click to add another row

## 5. Risks and adaptation

### Section 5 – Platform page 3 of 4 – Social risks

This risks and adaptation sub-section concerns information regarding the social risks from climate change in your region. For help answering this section, please consult the guidance document at the base of the platform page.

**5.6: Does your region face any social risks as a result of climate change?**

[Radio buttons: Yes, No, Don't know]

**5.6a: If yes or don't know: Please complete the below.**

Social risks	Anticipated timescale in years	Impact description
[Dropdown list: Fluctuating socio-economic conditions; Increased incidence and prevalence of disease; Increased demand for public services (including health); Increased risk to already vulnerable populations; Increased conflict and/or crime; Increased resource demand; Loss of traditional jobs; Migration from rural areas to cities; Population displacement; Other]	[Dropdown list: Current; Short-term; Medium-term; Long-term]	[Text field]

[Click to add another row](#)

**5.6b: If no: Please explain why your region is not exposed to any social risks as a result of climate change.**

[Text field]



## 5. Risks and adaptation

### Section 5 – Platform page 4 of 4 – Assessment and planning

This risks and adaptation sub-section allows you to upload documents concerning climate change risk and adaptation actions taken by your region. For help answering this section, please consult the guidance document at the base of the platform page.

**5.7: Has a climate change risk or vulnerability assessment been undertaken for your region?** <sup>^</sup>

[Radio buttons: Yes, No, In progress]

**5.7a: If yes: Please upload your climate change risk or vulnerability assessment.** <sup>^</sup>

[Attachment function, 1 file maximum, 10-megabyte max file size]

**5.7b: If yes: Please select the primary process or methodology used to undertake the climate change risk or vulnerability assessment to your region.** <sup>^</sup>

Primary methodology	Comments
[Dropdown list: IPCC models and climate change impact assessment guidance; OECD Strategic Environmental Assessment and Adaptation to Climate Change; UNDP climate risk management methodologies; ICLEI climate adaptation methodology (ADAPT); UK Climate Impacts Partnership Framework (UKCIP); World Bank Urban Risk Assessment (URA); Shaping climate resilient development: A framework for decision making (ECA); State or region vulnerability and risk assessment methodology; Agency specific vulnerability and risk assessment methodology; Other: Proprietary Methodology; Unknown; No evaluation done; Other]	[Text field]

**5.8: Do you have a plan that addresses climate change adaptation?** <sup>^</sup>

[Radio buttons: Yes, No]

## 5. Risks and adaptation

**5.8a:** *If yes:* Please provide the below details concerning your climate adaptation plan. <sup>^</sup>

Publication title	Year of publication	Publication hyperlink
[Text field]	[Dropdown list: 2000 – 2015]	[Text field]

**5.8b:** *If yes:* If not available online, please upload you climate adaptation plan. <sup>^</sup>

[Attachment function, 1 file maximum, 10-megabyte max file size]

**5.8c:** *If no:* Please explain why you do not have a climate adaptation plan and detail any future arrangements you have to create a plan. <sup>^</sup>

[Text field]

**5.9** Please describe any adaptation goals you have for your region. <sup>^</sup>

[Text field]

## 6. Governance

### Section 6 – Platform page 1 of 2 – Regional planning

This governance sub-section concerns information regarding your government's master planning for handling climate change in your region. For help answering this section, please consult the guidance document at the base of the platform page.

- 6.1: Please describe the process by which your regional government reviews its progress and manages overall responsibility for climate change.**

[Text field]

- 6.2: Please describe the impact of national activities on your region's own climate change activities.**

[Text field]

- 6.3: Does your region incorporate desired GHG reductions into the master planning for the region?**

[Radio buttons: Yes, No]

- 6.3a: *If yes:* Please describe the ways that the master plan is designed to reduce GHG emissions.**

[Text field]

## 6. Governance

### Section 6 – Platform page 2 of 2 – Regional opportunities

This governance sub-section concerns information regarding the financial investments and business opportunities linked to climate change in your region. For help answering this section, please consult the guidance document at the base of the platform page.

**6.4: Does your region provide incentives for management of climate change issues, including the attainment of greenhouse gas (GHG) reduction targets?**

[Radio buttons: Yes, No]

**6.4a: If yes: Please describe the incentives.**

Who is entitled to benefit from these incentives?	The type of incentives	Incentive description
[Dropdown list: Regional government employees; Regional government agencies/departments; Large commercial and industrial facilities; Businesses; Citizens; Other]	[Dropdown list: Monetary; Recognition (non-monetary); Other non-monetary reward; Other]	[Text field]

Click to add another row

**6.5: Please list any climate change-related projects for which you hope to attract private sector involvement.**

[Text field]

**6.6: Does climate change provide any economic opportunities for your region?**

[Radio buttons: Yes, No; Don't know]

## 6. Governance

**6.6a:** *If yes or don't know:* Please indicate the opportunities and describe how the region is positioning itself to take advantage of them

Economic opportunity	Describe how the region is maximizing this opportunity
[Dropdown list: Development of new business industries (e.g. clean tech); Additional funding opportunities; Improved efficiency of operations; Increased energy security; Increased attention to other environmental concerns; Increased infrastructure investment; Other]	[Text field]

[Click to add another row](#)

**6.6b:** *If no:* If no, why not?

[Text field]

## Appendices

### Appendix A – Climate actions

#### 1. Agriculture sector (1 possible action)

Agriculture > Promote sustainable farming practices (e.g. low-till, waste reduction, etc.)

#### 2. Buildings & Lighting sector (18 possible actions)

Buildings > Improve heating and cooling efficiency (e.g. audits, insulation, HVAC maintenance, white roofs, etc.)

Buildings > Increase awareness/engage public on energy efficiency/clean energy programs

Buildings > Install biomass heating

Buildings > Install clean cook stoves

Buildings > Install combined heat and power

Buildings > Install energy efficient lighting systems (e.g. LED, CFL, etc.)

Buildings > Install geothermal heating

Outdoor Lighting > Install more efficient luminaires in streetlights/traffic lights (e.g. LED)

Buildings > Install smart energy meters/sub-meters

Buildings > Install solar electricity

Buildings > Install solar heating/hot water

Buildings > Promote building energy performance rating/certification/benchmarking

Buildings > Promote energy efficient appliances

Buildings > Set/strengthen appliance efficiency standards

Buildings > Set/strengthen building energy codes/standards

Buildings > Set/strengthen HVAC efficiency standards

Buildings > Set/strengthen lighting efficiency standards

Buildings > Switch from heating oil to natural gas

#### 3. Energy sector (21 possible actions)

Energy > Enable net metering

Energy > Expand/improve transmission to integrate renewables

Energy > Install natural gas power

Energy > Install biomass power

Energy > Install carbon capture and storage (CCS)

Energy > Install combined heat and power (CHP) or trigen

Energy > Install energy storage system

Energy > Install fuel cell power

Energy > Install hydropower

Energy > Install microgrids

Energy > Install nuclear power

Energy > Install smart grids

Energy > Install solar power (e.g. PV, CSP)

Energy > Install geothermal power

Energy > Install wind power (e.g. onshore, offshore)

Energy > Install ocean/tidal/wave power

Energy > Measure energy productivity (e.g. GDP per unit of energy)

Energy > Promote demand-side management programs

# Appendices

Energy > Reform utility revenue policies and rate structures

Energy > Replace coal-fired/inefficient power stations

Energy > Set energy efficiency resource standards (EERS)

#### 4. Finance & Economy sector (15 possible actions)

Finance & Economy > Adopt feed in tariff for renewables

Finance & Economy > Adopt reverse auction for renewables

Finance & Economy > Enable PACE (long term property tax based loans) financing

Finance & Economy > Establish GHG trading program

Finance & Economy > Increase awareness/engage public on financing mechanisms and incentives for energy efficiency/clean energy

Finance & Economy > Invest in clean tech R&D

Finance & Economy > Issue green bonds

Finance & Economy > Promote on-bill financing

Finance & Economy > Provide green mortgages

Finance & Economy > Provide loans/guarantees for energy efficiency/clean energy

Finance & Economy > Provide tax incentives for clean energy

Finance & Economy > Support clean tech clusters

Finance & Economy > Support clean tech companies

Finance & Economy > Support green manufacturing

Finance & Economy > Tax GHG emissions

#### 5. Governance sector (4 possible actions)

Governance > Collaborate with cities/local governments in reducing emissions/increasing resilience

Governance > Collaborate with national governments in reducing emissions/increasing resilience

Governance > Collaborate with other states/regions in reducing emissions/increasing resilience

Governance > Support businesses in reducing emissions/increasing resilience

#### 6. Industry sector (5 possible actions)

Industry > Establish region-wide plan to reduce short-lived climate pollutants (i.e. methane, black carbon, O<sub>3</sub>, HFCs)

Industry > Improve energy efficiency of industrial processes

Industry > Promote industrial symbiosis/industrial ecology programs

Industry > Promote reduced packaging

Industry > Tax GHG-heavy industrial fuel consumption

#### 7. Land use sector (6 possible actions)

Land use > Establish GHG reduction plan for LULUCF (e.g. REDD+, etc.)

Land use > Promote conservation efforts for natural areas

Land use > Promote sustainable forest management

Land use > Promote sustainable coastal ecosystem management

Land use > Undertake environmental impact assessment

Land use > Establish guidelines for siting renewable power

# Appendices

### 8. Transport sector (17 possible actions)

- Mass Transit > Adopt bus rapid transit
- Mass Transit > Adopt high speed rail
- Mass Transit > Improve bus services (e.g. increase routes, improve stops, reduce fares, etc.)
- Mass Transit > Improve fuel efficiency of trains (e.g. efficient engines, regenerative braking, energy storage, etc.)
- Mass Transit > Improve metro services (e.g. increase routes, improve stations, reduce fares, etc.)
- Mass Transit > Improve rail services (e.g. increase routes, improve stations, reduce fares, etc.)
- Mass Transit > Promote smart logistics (e.g. real-time information)
- Mass Transit > Switch freight from trucks to rail
- Private Transport > Increase awareness/engage public on private transport measures
- Private Transport > Install electric vehicle charging infrastructure (i.e. home, work, highways, etc.)
- Private Transport > Promote alternative fuel production (e.g. biofuels, natural gas, hydrogen, etc.)
- Private Transport > Set/strengthen fuel economy standards for cars/trucks
- Private Transport > Set GHG emissions standards
- Private Transport > Set low-carbon fuel standard
- Private Transport > Set manufacturing requirements (e.g. zero-emission vehicle standard)
- Private Transport > Switch to electric/hybrid vehicles in cars/taxis/government fleets
- Private Transport > Switch to other lower-carbon fuel in cars/taxis/government fleets (e.g. biofuels, natural gas, hydrogen, etc.)

### 9. Waste sector (9 possible actions)

- Waste > Adopt source separation policies (e.g. collection for dry recyclables, organic compostable waste, etc.)
- Waste > Establish waste reduction/recycling plan
- Waste > Increase awareness/engage public on waste reduction/recycling measures
- Waste > Install advanced thermal treatment/waste to energy
- Waste > Install anaerobic digestion
- Waste > Install landfill gas management/landfill gas to energy
- Waste > Install mechanical biological treatment
- Waste > Install municipal recycling points or centers (for residents or businesses)
- Waste > Install waste heat recovery

### 10. Water sector (3 possible actions)

- Water > Adopt wastewater to energy initiatives (e.g. methane recovery for reuse)
- Water > Install smart water meters
- Water > Promote water recycling or reclamation



## Appendices

### Appendix B – Actions to reduce vulnerability

Flood mapping  
Heat mapping and thermal imaging  
Landslide risk mapping  
Sea level rise modeling  
Biodiversity monitoring  
Real time risk monitoring  
Crisis management including warning and evacuation systems  
Crisis planning and practice exercises  
Public preparedness (including practice exercises/drills)  
Community engagement/education  
Projects and policies targeted at those most vulnerable  
Testing/vaccination programmes for vector-borne disease  
Disease prevention measures  
Air quality initiatives  
Incorporating climate change into long-term planning documents  
Restrict development in at risk areas  
Resilience and resistance measures for buildings  
Hazard resistant infrastructure design and construction  
Diversifying power/energy supply  
Economic diversification measures  
Flood defences – development and operation & storage  
Storm water capture systems  
Additional reservoirs and wells for water storage  
Soil retention strategies  
Tree planting and/or creation of green space  
Green roofs/walls  
White roofs  
Shading in public spaces, markets  
Cooling systems for critical infrastructure  
Retrofit of existing buildings  
Cooling centers, pools, water parks/plazas  
Cool pavement  
Water extraction protection  
Promoting low flow technologies  
Water butts/rainwater capture  
Xeriscapes – low water landscaping design  
Maintenance/repair – leaking infrastructure  
Optimizing delivery fuel mix of water supply  
Improve water supply distribution method  
Promoting and incentivizing water efficiency  
Water use restrictions and standards  
Water efficient equipment and appliances  
Water smart metering  
Water use audits  
Awareness campaign/education to reduce water use  
Diversification of water supply  
Other.

# Important information

CDP has been making information requests on behalf of institutional investors to corporations on carbon and climate change since 2002, water since 2010, and forests since 2013. CDP has been making information requests to cities since 2010 and regions since 2014. To find out more about CDP and the previous responses from these organizations, please refer to our websites on [www.cdp.net](http://www.cdp.net) or [data.cdp.net](http://data.cdp.net)

### **What are the financial implications of responding?**

CDP has charitable status and seeks to use its limited funds effectively. Consequently, responses must be prepared and submitted at the expense of responding regions. CDP also reserves the right, where it deems it appropriate in view of its charitable aims and objectives, to charge for access to or use of data and/or reports it publishes or commissions.

### **What is the basis of participation and what will happen to the data received?**

Regions responding to CDP's 2016 states and regions information request make no claim of ownership in the data they submit and agree that CDP has an irrevocable license to use and copy the responses and their contents without restriction and to authorize others to do the same.

Responding regions agree that CDP is free to make use of the data including as described below and with respect to public response sections otherwise without restriction whatsoever in furtherance of its charitable mission. Responding regions also agree that CDP will own the databases in which that data is stored, as well as the contents of those databases.

Responding regions are given a choice as to which sections of their response are public or non-public. We strongly encourage regions to make the sections of their response public, which means that these sections of the response will be made publicly available from the CDP website as outlined below. Non-public sections of the response will not be made publicly available and will only be used as outlined below.

### **Public response sections**

Regions agree that public response sections will be used by CDP in furtherance of its charitable mission and that the response may be:

1. Made available as soon as it is received by CDP to its partners, appointed report writers, the UNFCCC and any other parties that CDP deem appropriate;
2. Made publicly available on the CDP website and stored and preserved on CDP's servers indefinitely thereafter;
3. Distributed through selected partners;
4. Compiled in CDP databases and made available in original, modified or adapted form (for a fee or otherwise) for use by commercial and non-commercial organizations ;
5. Amalgamated with information about the responding region from other public sources;
6. Used as a best practice example in CDP literature and research;
7. Used individually or as part of aggregate results in CDP's reports and in any other research conducted or commissioned by CDP; and,
8. Used in any other way that accords with CDP's charitable mission.

# Important information

### Non-public response sections

Regions agree that non-public response sections may be:

1. Made available as soon as it is received by CDP to its partners and appointed report writers but not to any other parties; and,
2. Used in production of aggregate or anonymous statistics in any CDP authored or co-authored report.

### What if a region wishes to change or update a response?

Submissions and revisions must be made by regions by 15 July 2016 to be included in the annual CDP reports where applicable. CDP cannot guarantee that changes made after 15 July 2016 will be reflected in the reports.

### What is the legal status of CDP?

CDP Worldwide (CDP) is a UK Registered Charity no. 1122330 and a company limited by guarantee registered in England no. 05013650. In the US, Carbon Disclosure Project (North America) Inc has United States IRS 501(c)(3) charitable status.

CDP is an independent not-for-profit organization holding the largest collection globally of self-reported climate change, water and forest-risk data.

Thousands of organizations from across the world's major economies measure and disclose their environmental information through CDP. CDP puts this information at the heart of financial and policy decision-making and its goal is to collect and distribute high quality information that motivates investors, corporations and governments to take action to prevent dangerous climate change and protect our natural resources.