

# DRAFT: CDP 2018 general climate change questionnaire

## Introduction to this document

This document is a proposed draft of the CDP 2018 general climate change questionnaire, and the CDP 2018 supply chain climate change module. Questions are not final and are subject to change.

## Question numbering

Question numbers in this document are subject to change. In some cases, question numbers from CDP's 2017 climate change questionnaire are provided for reference.

## Tags

This document uses tags to characterize questions:

- **New question:** This is a new question proposed by CDP
- **Modified questions:** This is a modification of an existing CDP question
- **No change:** This question has not changed (note the question number may have changed)
- **TCFD:** This question supports disclosure in line with the recommendations of the [Task force on Climate-related Financial Disclosures](#) (TCFD).
- **SME:** This question is applicable to responders answering the supply chain climate change information request for Small & Medium sized Enterprises (SMEs).

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## CC0. Introduction

Tags: No change; SME

### (CC0.1) Introduction

Please give a general description and introduction to your organization

### (CC0.2) Reporting year

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

### (CC0.3) Country list configuration

Please select the countries for which you will be supplying data

### (CC0.4) Currency selection

Please select the currency in which you would like to submit your response

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## CC1. Governance

### Board and management responsibility

SECTION RATIONALE: CDP has added these questions to elicit the level at which climate-related issues are structurally handled at the board-level, as well as the frequency and nature of these discussions. These questions support TCFD Governance recommendations a): Describe the board's oversight of climate-related risks and opportunities; and b): Describe management's role in assessing and managing climate-related risks and opportunities.

**Tags: Modified question; TCFD**

RATIONALE: CDP has modified CC1.1 (Where is the highest level of direct responsibility for climate change within your organization?), to ask if there is board level oversight of climate change issues.

(CC1.1) **Is there board level oversight of climate change issues?** (Yes or No)

*If Yes to CC1.1:*

**Tags: No change**

(CC1.1a) **Please identify the position of the individual or name of the committee with this responsibility.**

**Tags: New question; TCFD**

(CC1.1b) **Please provide further details on the board's/committee's (appointed by the board) oversight of climate-related issues.**

Are climate-related issues a scheduled agenda item?	Into which governance mechanisms are climate-related issues integrated?	Please explain	Comment
Select from: Scheduled – all meetings; Scheduled – some meetings; Sporadic - as important matters arise; Other, please specify	Multi-select: Reviewing and guiding strategy and major plans of action; Risk management policies; Annual budgets; Business plans; Performance objectives; Monitoring implementation and performance; Overseeing major capital expenditures; Acquisitions and divestitures; Incentives; Monitoring and overseeing progress against goals and targets for addressing climate-related issues; Other, please explain		

**Tags: New question; TCFD**

(CC1.1c) **Below board-level, please identify the position of the individual or name of the committee in management with the highest responsibility for climate change.**

**Tags: New question; TCFD**

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(CC1.1d) Please identify and describe the climate-related responsibilities that have been assigned to management-level positions or committees.

Name of the committee/ Position of individual	Responsibility	Description of responsibility	Accountability	How regularly are climate-related issues featured on management committee's agenda	Comment
	Select all that apply: Assessing risks and opportunities; Managing risks and opportunities; Other, please specify.			Select from: Scheduled – all meetings; Scheduled – some meetings; Sporadic - as important matters arise; Other, please specify	

[Add row]

### Individual performance

Tags: No Change

(CC1.2) Do you provide incentives for the management of climate change issues, including the attainment of targets? (Yes or No)

If Yes to CC1.2:

(CC1.2a) Please provide further details on the incentives provided for the management of climate change issues

Who is entitled to benefit from these incentives?	The type of incentives	Incentivized performance indicator	Comment

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## CC2. Risk & opportunity management

### Time horizons

**Tags: New question; TCFD**

RATIONALE: CDP has added this question to understand the different timescales at which businesses, strategy and financial planning consider climate-related issues. Subsequent questions on risk and opportunity disclosure, as well as transition planning, relate to different time horizons, hence their definition is requested here. This question supports TCFD Strategy recommendation a): Describe the climate-related risks and opportunities the organization has identified over the short, medium, and long term.

**(CC2.1) Please describe what your company considers to be short-, medium- and long-term horizons.**

Time horizon	Definition	Comment
Short-term		
Medium-term		
Long-term		

### Substantive change

**Tags: New question; TCFD**

RATIONALE: CDP has added this question to elicit how organizations identify which risks and opportunities could have a substantive impact on their operations. This question supports TCFD Governance recommendation a): Describe the board's oversight of climate-related risks and opportunities; and Strategy recommendation b): Describe the impact of climate-related risks and opportunities on the organization's businesses, strategy, and financial planning.

**(CC2.2) Please describe the processes used to determine which climate-related risks and opportunities could have a substantive financial impact on your business, operations, revenue and expenditure, assets and liabilities, and capital allocation.**

### Risk & opportunity identification approach

SECTION RATIONALE: CDP has added these questions to further elicit the process through which climate-related risks and opportunities are determined, handled and integrated at an organization. These questions support TCFD Governance recommendation b): Describe management's role in assessing and managing climate-related risks and opportunities; and Risk Management recommendations a): Describe the organization's processes for identifying and assessing climate-related risks; b): Describe the organization's processes for managing climate-related risks; and c): Describe how processes for identifying, assessing, and managing climate-related risks are integrated into the organization's overall risk management.

**Tags: New question; TCFD; SME**

**(CC2.3) Please select the option that best describes your risk identification and assessment procedures with regard to climate change risks and opportunities.**

Select from:

- Integrated into multi-disciplinary company-wide risk identification and assessment processes

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- A specific climate change risk identification and assessment process
- There are no documented processes for identifying and assessing risks and opportunities from climate change

*If, in response to CC2.3, 'Integrated into multi-disciplinary company-wide risk identification and assessment process; or a specific climate change risk identification and assessment process:*

**Tags: Modified question; TCFD**

RATIONALE: This question has been modified from table CC2.1a (2017) and the question text has been reworded.

**(CC2.3a) Please provide further details on your risk identification and assessment procedures with regard to climate change risks and opportunities.**

Frequency of monitoring	To whom are results reported?	Geographical areas considered	How far into the future are risks considered?	Comment
Select from: Six-monthly or more frequently; Annually; Every two years; Sporadically, not defined; Never	Select from: Board or individual/ sub-set of the board or committee appointed by the board; Other committee; Senior manager; Other manager; Nobody		Select from: Up to 1 year; 1 to 3 years; 3 to 6 years; > 6 years; Unknown	

**Tags: New question; TCFD**

**(CC2.3b) Please describe your risk management procedures for identifying and assessing climate-related risks and opportunities.**

**Tags: New question; TCFD**

**(CC2.3c) Please identify which of the following criteria are factored into your organization's climate risk assessments.**

Criteria	Relevance	Please explain
Current regulation	Select from: Relevant, included; Relevant, included for some suppliers, facilities, or product lines; Relevant not yet included; Not relevant, included; Not relevant; Not evaluated.	
Emerging regulation		
Upstream value chain issues		
Downstream value chain issues		
Other, please explain		

*If, in response to CC2.3, there are no documented processes for identifying and assessing risks and opportunities from climate change:*

**Tags: Modified question**

RATIONALE: This question has been modified from CC2.1d (2017). The question text and table columns have been reworded and modified.

**(CC2.4d) Please explain why you do not have a process in place for identifying and assessing risks and opportunities from climate change, and whether you plan to introduce such a process in the future.**

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Primary reason	Please explain
Select from: Climate change risk assessment in progress; We are planning to introduce one in the next two years; Important but not an immediate business priority; Judged to be unimportant; No instruction from management; Lack of internal resources; Other, please specify	

## Risk disclosure

SECTION RATIONALE: CDP has modified CC5.1 (2017) to align more closely with TCFD recommended disclosures. It now additionally asks about assets, liabilities, and capital allocation. The table has also been modified with some columns being re-worded, some being removed (Potential impact, Direct/Indirect, Estimated financial implications of the risk before taking action, Methods you are using to manage this), some being added (Financial Impact Driver, Financial Impact). These questions support TCFD Strategy recommendations a): Describe the climate-related risks and opportunities the organization has identified over the short, medium, and long term; and b): Describe the impact of climate-related risks and opportunities on the organization's businesses, strategy and financial planning.

**Tags: Modified question; TCFD; SME**

**(CC2.5) Have you identified any inherent climate change risks that have the potential to have a substantive financial impact on your business, operations, revenue or expenditure, assets and liabilities, and capital allocation? (Yes or No)**

*If Yes to CC2.5:*

**Tags: Modified question; TCFD; SME**

**(CC2.5a) Please provide details of your identified risks that have the potential to have a substantive financial impact on your business, operations, revenue or expenditure, assets and liabilities, and capital allocation.**

Identifier	Climate-related risk driver	Company specific description	Time horizon	Financial impact driver	Estimated financial impact	Financial impact	Likelihood	Magnitude

## Opportunity disclosure

SECTION RATIONALE: CDP has modified CC6.1 (2017) to align more closely with TCFD recommended disclosures. It now additionally asks about assets, liabilities, and capital allocation. The table has also been modified with some columns being re-worded, some being removed (Potential impact, Direct/Indirect, Estimated financial implications of the opportunity before taking action, Methods you are using to manage this), some being added (Financial Impact Driver, Financial Impact). These questions support TCFD Strategy recommendations a): Describe the climate-related risks and

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opportunities the organization has identified over the short, medium, and long term; and b): Describe the impact of climate-related risks and opportunities on the organization's businesses, strategy and financial planning.

**Tags: Modified question; TCFD; SME**

**(CC2.6) Have you identified any inherent climate change opportunities that have the potential to have a substantive financial impact on your business, operations, revenue or expenditure, assets and liabilities, and capital allocation? (Yes or No)**

*If Yes to CC2.6:*

**Tags: Modified question; TCFD; SME**

**(CC2.6a) Please provide details of your identified opportunities that have the potential to have a substantive financial impact on your business, operations, revenue or expenditure, assets and liabilities, and capital allocation.**

Identifier	Climate-related opportunity driver	Company specific description	Time horizon	Financial impact driver	Estimated financial impact	Financial impact	Likelihood	Magnitude

### Risk management

**Tags: No change**

**(CC2.7) Please select the option that best describes your risk management procedures with regard to climate change risks and opportunities. (CC2.1, 2017)**

Select from:

- Integrated into multi-disciplinary company-wide risk management processes
- A specific climate change risk management process
- There are no documented processes for managing risks and opportunities from climate change

*If, in response to CC2.7, 'Integrated into multi-disciplinary company-wide risk management process; or a specific climate change risk management process:*

**Tags: Modified question; TCFD**

RATIONALE: CDP has modified this question from CC2.1a (2017). Rather than a table asking about frequency of monitoring, geographical areas considered, and how far into the future risks are considered, the question now focuses on general management of climate-related risks and opportunities. This question supports TCFD's Risk Management recommendation b): Describe the organization's process for managing climate-related risks.

**(CC2.7a) Please describe your process(es) for managing climate-related risks and opportunities.**

**Tags: Modified question; TCFD**

RATIONALE: CDP has modified this question from CC2.1b (2017). Rather than asking about how risk and opportunity identification processes are applied at both the company and asset level, the question now asks how risks and opportunities are integrated into your business. This question supports TCFD's

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Risk Management recommendation c): Describe how processes for identifying, assessing, and managing climate-related risks are integrated into the organization's overall risk management.

(CC2.7b) **Please describe where and how your identified risks and opportunities have been integrated into your business.**

Area	Relevance	Risk/Opportunity	Description
Products and services	Select from: Relevant, included; Relevant, included for some suppliers, facilities, or product lines; Relevant not yet included; Not relevant, included; Not relevant; Not evaluated.	Multi-select which risks/opportunities have impacted this aspect of business strategy	Open text
Supply chain and/or value chain			
Adaptation and mitigation activities			
Investment in R&D			
Operations			
Other, please specify			

**Tags: New question; TCFD**

RATIONALE: CDP has added this question to understand how climate-related issues may affect an organization's financial planning process. It supports TCFD Strategy recommendation b): Describe the impact of climate-related risks and opportunities on the organization's businesses, strategy and financial planning.

(CC2.7c) **Please describe where and how your identified risks and opportunities have served as an input to your financial planning process.**

	Area	Relevance	Risk/Opportunity	Description
Income statement	Revenues	Select from: Relevant, included; Relevant, included for some suppliers, facilities, or product lines; Relevant not yet included; Not relevant, included; Not relevant; Not evaluated.	Multi-select the risks or opportunities that have impacted this aspect of business strategy	
	Operating costs			
	Capital expenditures / capital allocation			
Balance sheet	Acquisitions and divestments			
	Access to capital			
	Assets			
	Liabilities			
	Other, please specify			

**Tags: Modified question; TCFD**

RATIONALE: The table for this question has been modified from the one presented in CC2.1d (2017).

*If, in response to CC2.7, there are no documented processes for managing risks and opportunities from climate change:*

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(CC2.7d) **Please explain why you do not have a process in place for managing risks and opportunities from climate change, and whether you plan to introduce such a process in the future.**

Primary reason	Please explain
Select from: Climate change risk assessment in progress; We are planning to introduce one in the next two years; Important but not an immediate business priority; Judged to be unimportant; No instruction from management; Lack of internal resources; Other, please specify	

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### CC3. Strategy and scenario analysis

#### Strategy

SECTION RATIONALE: The low-carbon transition has strategic implications for businesses in the short, medium and long-term, therefore CDP has added questions to elicit how companies are evaluating their climate risks. To quantify these potential risks, companies can use scenario analysis to understand how various potential climate pathways affect their business model. Transition planning is also an important evolution of strategic environmental planning, and includes all the relevant changes that need to be made to the company's business model before the company can adjust to a low-carbon future. This is especially relevant for companies operating in high impact sectors. The following questions support the TCFD's Strategy recommendation c): Describe the resilience of the organization's strategy, taking into consideration different climate-related scenarios, including a 2°C or lower scenario. Climate-related scenario analysis and transition planning disclosure was piloted by CDP in the [Assessing Low-Carbon Transition](#) (ACT) initiative in 2016.

**Tags: No change; TCFD; SME**

**(CC3.1) Is climate change integrated into your business strategy? (CC2.2, 2017)**

*If Yes to CC3.1:*

**Tags: New question; TCFD**

**(CC3.1a) Please indicate whether your company uses climate-related scenario analysis to inform your business strategy?**

Select from:

- No, and we do not anticipate doing so in the next 2 years
- No, but we anticipate doing so in the next 2 years
- Yes, qualitative
- Yes, quantitative
- Yes, qualitative and quantitative

*If Yes to CC3.1:*

**Tags: New question; TCFD**

**(CC3.1b) Please indicate whether your company has developed a low-carbon transition plan to support the long-term business strategy?**

Select from:

- Yes
- No
- In development

*If Yes to CC3.1:*

**Tags: No change; TCFD; SME**

**(CC3.1c) Please describe how climate change is integrated into your business strategy. (CC2.2a, 2017)**

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If Yes to CC3.1a:

**Tags: New question; TCFD**

RATIONALE: CDP has asked this question to elicit details about the scenarios being analyzed and about how their outcomes are used within the organization. CDP proposes an open-ended question to allow for a variety of scenarios and levels of detail.

**(CC3.1d) Please disclose details of your company's use of climate-related scenario analysis.**

Identifier	Details
2DS, IEA 450, Greenpeace, DDPP, or TRS 1, 2, 3 or PRS 1, 2, 3	Companies should disclose their inputs, assumptions and analytical methods used for this scenario  For existing scenarios (e.g. IEA 450 etc.) companies should disclose how they have altered/changed the inputs, assumptions or analytical methods to cater to their needs

[Add row]

If Yes to CC3.1b:

**Tags: New question; TCFD**

RATIONALE: CDP proposes an open-ended text field since low-carbon transition planning is a relatively new concept with few standardized frameworks. This allows for companies to answer with varying degrees of detail.

**(CC3.1e) Please disclose details of your company's low-carbon transition plan.**

*If, in response to CC3.1, climate change is not integrated into your business strategy:*

**(CC3.1f) Please explain why climate change is not integrated into your business strategy. (CC2.1d, 2017)**

If No in response to CC3.1a:

**Tags: New question**

**(CC3.1g) Please describe why your company does not use climate-related scenario analysis to inform your business strategy.**

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## CC4. Targets and performance

### Targets

**Tags: Modified questions; TCFD; SME**

RATIONALE: An effort was made to merge the multitude of targets questions and some of the performance questions. Furthermore, the information on the completion rate of the targets (CC3.1c, 2017) has also been included. This was done to center the relevant information in one place and make it easier for data users to compare targets.

**(CC4.1) Did you have an emission reduction target that was active in the reporting year? (CC3.1, 2017)** (Absolute and/or intensity target)

*If, in response to CC4.1, 'Absolute target', go to CC4.1a; and if 'Intensity target', go to CC4.1b:*

**(CC4.1a) Please provide details of your absolute target.**

ID	Scope	% emissions in Scope	% reduction from base year	Base Year	Start year	Base year emissions covered by target (metric tons CO2e)	Target year	Is this a science-based target?	% complete (emissions)	Target Status	Please explain

**(CC4.1b) Please provide details of your intensity target.**

This question uses a modified table based on the table above (CC4.1a):

- The 'Base year emissions covered by target' column is replaced with a 'Normalized base year emissions column';
- A column for 'Metric' selection is included;
- A column for the '% change anticipated in absolute Scope 1+2 emissions' is included; and
- A column for the '% change anticipated in absolute Scope 3 emissions' is included

**Tags: New question; TCFD; SME**

RATIONALE: Emissions reduction targets are not the only type of relevant targets that organizations use to drive change. CDP previously asked for renewable energy targets (CC3.1d, 2017). This question has now been removed and replaced with a more open table where disclosers can report on any other climate-related targets. This includes renewable energy, but also includes for example waste and consumption reduction targets.

**(CC4.2) Please provide details of other key climate-related targets not already reported in question CC4.1/a/b.**

Target	Base year	Start year	Target year	KPI – Metric numerator	KPI – Metric denominator (intensity targets only)	KPI in base year	KPI in target year	Please explain	Part of emissions target
Select from:									

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Renewable energy consumption; Renewable energy production; Waste; Energy usage; Land use; Engagement with suppliers; Other, please specify									
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## Emissions performance

**Tags: No change; SME**

**(CC4.3) How do your gross global emissions (Scope 1 and 2 combined) for the reporting year compare to those of the previous year? (CC12.1, 2017)**

*If emissions have increased, decreased or remained the same overall:*

**Tags: Modified question**

RATIONALE: We proposed to remove the 'Direction of change' column and enable negative as well as positive numbers in the 'Emissions value' column, which would indicate the direction of change.

**(CC4.3a) Please identify the reasons for any change in your gross global emissions (Scope 1 and 2 combined) and for each of them specify how your emissions compare to the previous year (CC12.1a, 2017)**

Reason	Emissions value (percentage)	Please explain and include calculation
Change in renewable energy consumption		
Other emissions reduction activities		
Divestment		
Acquisitions		
Mergers		
Change in output		
Change in methodology		
Change in boundary		
Change in physical operating conditions		
Unidentified		
Other		

**Tags: No change**

**(CC4.3b) Are your emissions performance calculations in CC4.3 and CC4.3a based on a location-based Scope 2 emissions figure or a market-based Scope 2 emissions figure? (CC12.1b, 2017)**

**Tags: No change**

**(CC4.4) Are you able to compare your Scope 3 emissions for the reporting year with those for the previous year for any sources? (CC14.3, 2017) (Yes or No)**

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If Yes to CC4.4:

**Tags: Modified question**

RATIONALE: We proposed to remove the 'Direction of change' column and enable negative as well as positive numbers in the 'Emissions value' column, which would indicate the direction of change.

(CC4.4a) Please identify the reasons for any change in your Scope 3 emissions and for each of them specify how your emissions compare to the previous year (CC14.3a, 2017)

Sources of Scope 3 emissions	Reason for change	Emissions value (percentage)	Comment

## Emissions reduction initiatives

**Tags: No change; SME**

(CC4.5) Did you have emissions reduction initiatives that were active within the reporting year (this can include those in the planning and/or implementation phases) (CC3.3, 2017)

If Yes to CC4.5, complete questions CC4.5a, CC4.5b and CC4.5c:

**Tags: No change**

(CC4.5a) Please identify the total number of projects at each stage of development, and for those in the implementation stages, the estimated CO<sub>2</sub>e savings (CC3.3a, 2017)

Stage of development	Number of projects	Total estimated annual CO <sub>2</sub> e savings in metric tons CO <sub>2</sub> e (only for rows marked *)
Under investigation		
To be implemented*		
Implementation commenced*		
Implemented*		
Not to be implemented		

**Tags: No change; SME**

(CC4.5b) For those initiatives implemented in the reporting year, please provide details in the table below (CC3.3b, 2017)

Activity type	Description of activity	Estimated annual CO <sub>2</sub> e savings (metric tons CO <sub>2</sub> e)	Scope	Voluntary/Mandatory	Annual monetary savings (unit currency – as specified in CC0.4)	Investment required (unit currency – as specified in CC0.4)	Payback period	Estimated lifetime of the initiative	Comment

**Tags: No change**

(CC4.5c) What methods do you use to drive investment in emissions reduction activities? (CC3.3c, 2017)

Method	Comment

If no to CC4.5:

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**Tags: No change; SME**

(CC4.5d) **If you do not have any emissions reduction initiatives, please explain why not. (CC3.3d, 2017)**

**Tags: No change**

(CC4.6) **Do you classify any of your existing goods and/or services as low-carbon products or do they enable a third party to avoid GHG emissions? (CC3.2, 2017) (Yes or No)**

*If Yes to CC4.6:*

**Tags: No change**

(CC4.6a) **Please provide details of your products and/or services that you classify as low-carbon products or that enable a third party to avoid GHG emissions (CC3.2a, 2017)**

Level of aggregation	Description of product/ Group of products	Are you reporting low-carbon product/s or avoided emissions?	Taxonomy, project or methodology used to classify product/s as low-carbon or to calculate avoided emissions	% revenue from low-carbon product/s in the reporting year	Comment

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## CC5. Metrics

### Emissions methodology

**Tags: No change**

(CC5.1) Please provide your base year and base year emissions (Scopes 1 and 2) (CC7.1, 2017)

**Tags: No change; SME**

(CC5.2) Please give the name of the standard, protocol or methodology you have used to collect activity data and calculate Scope 1 and Scope 2 emissions (CC7.2, 2017)

*If you have selected "Other" in CC5.2:*

**Tags: No change; SME**

(CC5.2a) If you have selected "Other" in CC5.2 please provide details of the standard, protocol or methodology you have used to collect activity data and calculate Scope 1 and Scope 2 emissions (CC7.2a, 2017)

### Energy

**Tags: No change**

(CC5.3) What percentage of your total operational spend in the reporting year was on energy? (CC11.1, 2017)

**Tags: Modified question**

RATIONALE: CDP proposes this consolidated table question, based on existing 2017 question CC11.2 (heat, steam and cooling purchased and consumed, in MWh), adding electricity to the question for a more complete energy consumption profile.

(CC5.4) Please state how much electricity, heat, steam, and cooling in MWh your organization has purchased or acquired, and consumed during the reporting year.

Energy type	MWh
Electricity	
Heat	
Steam	
Cooling	

**Tags: New question**

RATIONALE: CDP proposes a new leading question on organizations' use of purchased and/or self-produced fuels. Organizations answering 'yes' will be presented with a follow up question.

(CC5.5) Please indicate whether your organization has consumed any fuel for energy purposes during the reporting year. (Yes or No)

*If Yes to CC5.5:*

**Tags: Modified question**

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RATIONALE: CDP proposes this follow-up question which consolidates existing 2017 questions CC11.3 (fuel consumption in MWh) and CC11.3a (Fuel type breakdown), with the addition of fuel emissions factors and sources.

(CC5.5a) **Please state how much fuel in MWh your organization has consumed (for energy purposes) during the reporting year by fuel type.**

Fuels	MWh	Emission factor	Emissions factor source

[Add row]

**Tags: No change**

(CC5.6) **Please provide details of the electricity, heat, steam or cooling amounts that were accounted for at a low carbon emissions factor in the market based Scope 2 figure reported in CC5.11. (CC11.4, 2017)**

Basis for applying a low-carbon emissions factor	MWh consumed associate with low-carbon electricity, heat, steam or cooling	Emissions factor (in units of metric tons CO2e per MWh)	Comment

**Tags: New question**

RATIONALE: Distributed/on-site power generation, where an organization owns, operates or hosts power generation sources on or within their business facilities, is becoming more common among companies not active in the energy sector.

(CC5.7) **Has your organization produced any electricity, heat, steam, or cooling in the reporting year? (Yes or No)**

*If Yes to CC5.7:*

**Tags: New question**

RATIONALE: CDP proposes this follow-up question, based on existing 2017 question CC11.5, for organizations to report power production. This question will give insight into energy production and consumption, as well as the primary power generation source used (e.g. fossil fuel and/or renewable).

(CC5.7a) **Please provide details on the produced electricity, heat, steam, or cooling your organization has produced in the reporting year.**

Source	Energy type	Gross MWh generated	Emission factor	Net MWh generated	Comment
	Select from: Electricity; Heat; Steam; Cooling				

[Add row]

### Emissions boundary

**Tags: No change**

(CC5.8) **Please select the boundary you are using for your Scope 1 and 2 greenhouse gas inventory (CC8.1, 2017)**

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## Scope 1 and 2 emissions data

**Tags: No change; TCFD; SME**

(CC5.9) Please provide your gross global Scope 1 emissions figures in metric tons CO<sub>2</sub>e. (CC8.2, 2017)

**Tags: No change; SME**

(CC5.10) Please describe your approach to reporting Scope 2 emissions. (CC8.3, 2017)

Scope 2, location-based	Scope 2, market-based	Comment

**Tags: No change; TCFD; SME**

(CC5.11) Please provide your gross global Scope 2 emissions figures in metric tons CO<sub>2</sub>e. (CC8.3a, 2017)

Scope 2, location-based	Scope 2, market-based (if applicable)	Comment

**Tags: No change**

(CC5.12) Are there any sources (e.g. facilities, specific GHGs, activities, geographies, etc.) of Scope 1 and Scope 2 emissions that are within your selected reporting boundary which are not included in your disclosure? (CC8.4, 2017)

If Yes to CC5.12:

**Tags: No change**

(CC5.12a) Please provide details of the sources of Scope 1 and Scope 2 emissions that are within your selected reporting boundary which are not included in your disclosure (CC8.4a, 2017)

Source	Relevance of Scope 1 emissions from this source	Relevance of location-based Scope 2 emissions from this source	Relevance of market-based Scope 2 emissions from this source (if applicable)	Explain why the source is excluded

## Scope 3 emissions

**Tags: No change; TCFD; SME**

(CC5.13) Please account for your organization's Scope 3 emissions, disclosing and explaining any exclusions. (CC14.1, 2017)

Sources of Scope 3 emissions	Evaluation status	Metric tons CO <sub>2</sub> e	Emissions calculation methodology	Percentage of emissions calculated using data obtained from suppliers or value chain partners	Explanation
Purchased goods and services					
Capital goods					
Fuel-and-energy-related activities (not included in Scope 1 or 2)					

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Upstream transportation and distribution					
Waste generated in operations					
Business travel					
Employee commuting					
Upstream leased assets					
Downstream transportation and distribution					
Processing of sold products					
Use of sold products					
End of life treatment of sold products					
Downstream leased assets					
Franchises					
Investments					
Other (upstream)					
Other (downstream)					

### Verification

#### Tags: Modified question

RATIONALE: To reduce reporting burden and improve data usability by grouping related questions, CDP proposes this modified question, which is a merger of existing 2017 questions CC8.6, CC8.7 and CC14.2 (Scope 1, 2 and 3 verification/assurance status, respectively).

**(CC5.14) Please indicate the verification/assurance status that applies to your reported emissions.**

Scope	Verification/assurance status
Scope 1	Select from: No emissions data provided; No third-party verification or assurance; Third-party verification or assurance process in place
Scope 2	
Scope 3	

*If, in CC5.14, Scope 1, Scope 2 and/or Scope 3 emissions have been subject to third-party verification or assurance (complete or underway):*

#### Tags: Modified question

RATIONALE: To reduce reporting burden and improve data usability by grouping related questions, CDP proposes this modified question, which is a merger of existing 2017 questions CC8.6a, CC8.7a and CC14.2a (Scope 1, 2 and 3 verification details, respectively).

**(CC5.14a) Please provide further details of the verification/assurance undertaken for your emissions, and attach the relevant statements**

Scope	Verification or assurance cycle in place	Status in the current reporting year	Type of verification or assurance	Attach the statement	Page/section reference	Relevant standard	Proportion of reported emissions verified (%)

[Add row]

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**Tags: No change**

(CC5.15) Please identify if any data points have been verified as part of the third-party verification work undertaken, other than the verification of emissions figures reported in [CC5.9, CC5.11 and CC5.13] (CC8.8, 2017)

Additional data points verified	Comment

**Carbon dioxide emissions from biologically sequestered carbon**

**Tags: No change**

(CC5.16) Are carbon dioxide emissions from biologically sequestered carbon relevant to your organization? (CC8.9, 2017)

If Yes to CC5.16:

**Tags: No change**

(CC5.16a) Please provide the emissions from biologically sequestered carbon relevant to your organization in metric tons CO<sub>2</sub>. (CC8.9a, 2017)

**Emissions intensity**

**Tags: Modified question; SME**

RATIONALE: To reduce reporting burden and improve data usability by grouping related questions, CDP proposes this modified question, which is a merger of existing 2017 questions CC12.2 (revenue intensity) and CC12.3 (business-relevant intensity).

(CC5.17) Please describe your gross global combined Scope 1 and 2 emissions for the reporting year in metric tons CO<sub>2</sub>e per unit currency total revenue and provide any additional intensity metrics that are appropriate to your business operations

Intensity figure =	Metric numerator (Gross global combined Scope 1 and 2 emissions)	Metric denominator	Metric denominator: Unit total	Scope 2 figure used	% change from previous year	Reason for change
	metric tons CO <sub>2</sub> e					

[Add row]

**Scope 1 emissions breakdown**

**Tags: New question**

RATIONALE: For many sectors and business activities, GHG emissions other than carbon dioxide are significant and relevant. Their contribution to overall emissions is sometimes masked by reporting in CO<sub>2</sub>-equivalents. CDP therefore proposes this new leading question for companies to report their gross Scope 1 emissions by GHG type.

(CC5.18) Does your organization have greenhouse gas emissions other than carbon dioxide?

If Yes to CC5.18:

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**Tags: New question**

RATIONALE: CDP proposes this new question based on existing 2017 questions CC7.3 (global warming potentials) and CC9.2c (gross Scope 1 emissions breakdown by GHG type). This provides more granularity on an organization's emissions by GHG type as well as the global warming potentials used by the reporting organization to convert into CO2-equivalents.

**(CC5.18a) Please break down your total gross global Scope 1 emissions by greenhouse gas type, provide the used global warming potential and the source of these.**

Greenhouse gas type	Scope 1 emissions in metric tons of selected greenhouse gas	GWP Reference
Select from: CO2; CH4; N2O; HFCs; PFCs; SF6; NF3; Other, please specify		

[Add row]

**Tags: No change**

**(CC5.19) Please break down your total gross global Scope 1 emissions by country/region. (CC9.1a, 2017)**

**Tags: Modified question**

RATIONALE: This question has been modified in that the Scope 1 breakdown by GHG type selection has been moved into a separate question, above.

**(CC5.20) Please indicate which gross global Scope 1 emissions breakdowns you are able to provide. (CC9.2, 2017)**

- By business division
- By facility
- By activity

**Tags: No Change**

**(CC5.20a/b/c) Please break down your total gross global Scope 1 emissions by business division/facility/activity. (CC9.2a/b/d, 2017)**

**Scope 2 emissions breakdown**

**Tags: No change**

**(CC5.21) Please break down your total gross global Scope 2 emissions by country/region. (CC10.1a, 2017)**

**Tags: No change**

**(CC5.22) Please indicate which gross global Scope 2 emissions breakdowns you are able to provide. (CC10.2, 2017)**

- By business division
- By facility
- By activity

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**Tags: No change**

(CC5.22a/b/c) **Please break down your total gross global Scope 2 emissions by business division/facility/activity. (CC10.2a/b/c, 2017)**

**Additional climate-related metrics**

**Tags: New question**

RATIONALE: CDP proposes this new question to enable reporting organizations to present relevant climate-related metrics that may indirectly or directly impact emissions or energy use.

(CC5.23) **Please provide any additional climate-related metrics relevant for your business.**

Description	Metric value	Metric numerator	Metric denominator (intensity metric only)	% change from previous year	Please explain
Select from:  Waste; Energy usage; Land use; Other, please specify					

# DRAFT: CDP 2018 general climate change questionnaire

## CC6. Carbon pricing & trading

### Carbon price

#### Tags: No change

(CC6.1) **Does your company use an internal price on carbon? (CC2.2c, 2017)**

- Yes
- No, but we anticipate doing so in the next 2 years
- No, and we don't anticipate doing so in the next 2 years

If Yes to CC6.1:

#### Tags: Modified question

RATIONALE: CDP proposes to change CC2.2d (2017) from an open-ended text box question to a table question, with columns eliciting details of how the reporting organization uses an internal carbon price.

(CC6.1a) **Please provide details of how your company uses an internal price on carbon.**

Objective for implementing an internal carbon price	Type of internal carbon price	GHG Scope	Application	Actual price(s) used	Explain variance of price(s) used	Impact	Comment
Select from: Navigate GHG regulations; Stakeholder expectations; Change internal behavior; Drive energy efficiency; Drive low-carbon investment; Stress test investments	Select from: Shadow price; Internal fee; Internal trading; Implicit price.		Corporate structure that price is applied to (i.e. business units, corporate divisions, facilities)	Currency /metric ton	Text box. (i.e. by time or region, or by the way it is used across the business or in specific business units or corporate divisions)	Example of how carbon pricing has affected your business i.e. business strategy, risk assessment or evaluation, emissions reduction, investment decisions.	

### Carbon pricing system

#### Tags: New question

RATIONALE: Evolving section CC13 'Emissions Trading' (2017), CDP proposes to change the title of this section to "Carbon Pricing System" and ask about compliance to carbon pricing regulation more generally; therefore, encompassing carbon tax schemes in addition to carbon markets and asking for mandatory compliance as opposed to just voluntary participation. Therefore, CDP proposes this new leading question to ask about compliance to general carbon pricing regulations.

(CC6.2) **Are any of your operations or activities regulated by a carbon pricing scheme (i.e. ETS, Cap & Trade or Carbon Tax)?**

Select from:

- Yes

## DRAFT: CDP 2018 general climate change questionnaire

- No, but we anticipate being regulated in the next 5 years
- No, and we do not anticipate being regulated in the next 5 years

If Yes to CC6.2:

**Tags: New question**

RATIONALE: CDP proposes this follow-up question for respondents to select carbon pricing regulations in which they are compliant.

(CC6.2a) **Please select the legislation(s) in which you are compliant.**

Multi-select from a list of carbon pricing regulations taken from the [World Bank's State and Trends of Carbon Pricing](#) report

If a company selects an emissions trading scheme in the question above, they will be presented with existing questions taken from section CC13 (2017):

**Tags: No Change**

(CC6.2b) **Please complete the following table for each of the emissions trading schemes in which you participate (CC13.1a, 2017)**

Scheme name	Period for which data is supplied	Allowances allocated	Allowances purchased	Verified emissions in metric tons CO <sub>2</sub> e	Details of ownership

**Tags: No change**

(CC6.2c) **What is your strategy for complying with the schemes in which you participate or anticipate participating? (CC13.1b, 2017)**

**Tags: No change**

(CC6.2d) **Has your organization originated any project-based carbon credits or purchased any within the reporting period? (CC13.2, 2017)**

If Yes to CC6.2d:

**Tags: No change**

(CC6.2e) **Please provide details on the project-based carbon credits originated or purchased by your organization in the reporting period. (CC13.2a, 2017)**

Credit origination or credit purchase	Project type	Project identification	Verified to which standard	Number of credits (metric tons CO <sub>2</sub> e)	Number of credits (metric tons CO <sub>2</sub> e): Risk adjusted volume	Credits cancelled	Purpose, e.g. compliance

# DRAFT: CDP 2018 general climate change questionnaire

## CC7. Engagement

### Value chain engagement

**Tags: No change**

(CC7.1) **Do you engage with any of the elements of your value chain on GHG emissions and climate change strategies? (CC14.4, 2017)**

Tick all that apply

- Yes, our suppliers
- Yes, our customers
- Yes, other partners in the value chain
- No, we do not engage

*If, in response to CC7.1, 'Yes, our suppliers':*

**Tags: Modified question**

RATIONALE: CDP has modified CC14.4b (2017) to gather more specific information on the methods that organizations use to engage their supply chain. The table now includes a hierarchy of engagement types and some additional columns (% Scope 3 emissions as reported in CC5.13, rationale for the target audience selection and scope of engagement), which provide more information about the implementation and success of the engagement activities.

(CC7.1a) **Please give details of methods of engagement and measures of success in engaging with your suppliers.**

Type of engagement	Details of engagement	Number of suppliers	% total spend (direct and indirect)	% Scope 3 emissions as reported in CC5.13	Please explain the rationale for the target audience selection and scope of engagement.	Impact of engagement, including measures of success
Select from: Compliance & onboarding; Information collection; Engagement & incentivization; Innovation & collaboration; Other, please explain						

[Add row]

*If, in response to CC7.1, 'Yes, our customers':*

**Tags: New question**

RATIONALE: CDP has added this question to align the question on customer engagement with that of supply chain engagement. It features a similar table, though it is based on its own hierarchy of engagement categories, and the level of detail is more heterogeneous, allowing disclosers to report their own metrics for the size and impact of their customer engagement.

# DRAFT: CDP 2018 general climate change questionnaire

**(CC7.1b) Please give details of methods of engagement and measures of success in engaging with your customers.**

Engagement Category	Engagement type	Size of engagement	% Scope 3 emissions as reported in CC5.13	Please explain the rationale for the target audience selection and scope of engagement.	Impact of engagement, including measures of success
Select from: Education; Collaboration; Motivation; Compensation; Regulation; Other, please explain					

[Add row]

*If, in response to CC7.1, 'Yes, other partners in the value chain':*

**Tags: No change**

**(CC7.1c) Please give details of methods of engagement and measures of success in engaging with other partners in the value chain. (CC14.4a, 2017)**

*If, in response to CC7.1, 'No, we do not engage':*

**Tags: No change**

**(CC7.1d) Please explain why you do not engage with any elements of your value chain on GHG emissions and climate change strategies, and any plans you have to develop an engagement strategy in the future (CC14.4c, 2017)**

## **Policy engagement & lobbying**

**Tags: No change**

**(CC7.2) Do you engage in activities that could either directly or indirectly influence public policy on climate change through any of the following? (CC2.3, 2017)**

Tick all that apply:

- Direct engagement with policy makers
- Trade associations
- Funding research organizations
- Other
- No

**Tags: No change**

**(CC7.2a) On what issues have you been engaging directly with policy makers? (CC2.3a, 2017)**

Focus of legislation	Corporate position	Details of engagement	Proposed legislative solution

## DRAFT: CDP 2018 general climate change questionnaire

**Tags: No change**

(CC7.2b) **Are you on the board of any trade associations or do you provide funding beyond membership? (CC2.3b, 2017)** (Yes or No)

**Tags: No change**

(CC7.2c) **Please enter the details of those trade associations that are likely to take a position on climate change legislation. (CC2.3c, 2017)**

Trade association	Is your position on climate change consistent with theirs?	Please explain the trade association's position	How have you, or are you attempting to, influence the position?

**Tags: No change**

(CC7.2d) **Do you publicly disclose a list of all research organizations that you fund? (CC2.3d, 2017)** (Yes or No)

**Tags: No change**

(CC7.2e) **Please provide details of the other engagement activities that you undertake. (CC2.3e, 2017)**

**Tags: No change**

(CC7.2f) **What processes do you have in place to ensure that all your direct and indirect activities that influence policy are consistent with your overall climate change strategy? (CC2.3f, 2017)**

**Tags: No change**

(CC7.2g) **Please explain why you do not engage with policy makers. (CC2.3g, 2017)**

### Communications

**Tags: No change**

(CC7.3) **Have you published information about your organization's response to climate change and GHG emissions performance for this reporting year in places other than in your CDP response? If so, please attach the publication(s). (CC4.1, 2017)**

Publication	Status	Attach the document	Content elements	In accordance with TCFD recommendations	In line with CDSB framework

[Add row]

## DRAFT: CDP 2018 general climate change questionnaire

### CC8. Sign off

#### Sign off

**Tags: No change; SME**

(CC8.1) **Please provide the following information for the person that has signed off (approved) your CDP climate change response. (CC15.1, 2017)**

Name	Job title	Corresponding job category

# DRAFT: CDP 2018 supply chain climate change module

## SM0. Introduction

Tags: No change; SME

(SM0.0) If you would like to do so, please take this opportunity to provide a separate introduction to this module

(SM0.1) Please could you indicate your company's annual revenue for the stated reporting period?

Annual revenue	Currency

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

*If yes:*

(SM 0.2a) Please use the table below to share your ISIN

ISIN country code (2 letters)	ISIN numeric identifier and single check digit (10 numbers overall)

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## DRAFT: CDP 2018 supply chain climate change module

### SM1. Allocating your emissions to your customers

Tags: No change; SME

(SM1.1) Please allocate your emissions to your customers listed below according to the goods or services you have sold them in this reporting period

*Please note that this table (for SM1.1) is designed so that only the customer that you select in column 1 (“Please select the requesting member(s)”) will be able to see the data relevant to them. If you enter an answer without selecting a requesting member, your answer will not be viewable at all.*

Please select the requesting member(s)	Scope of emissions	Emissions in metric tons of CO <sub>2</sub> e	Uncertainty (± %)	Major sources of emissions	Verified <sup>a</sup>	Allocation Method	Please explain how you have identified the GHG source, including major limitations to this process and assumptions made
Name of requesting member							

<sup>a</sup> Has the allocation of emissions to your customers been externally verified?

(SM1.2) Where published information has been used in completing SM1.1 please provide a reference(s)

## DRAFT: CDP 2018 supply chain climate change module

**(SM1.3) What are the challenges in allocating emissions to different customers and what would help you to overcome these challenges?**

Allocation challenges	Please explain what would help you overcome these challenges

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

*If yes:*

**(SM1.4a) Please describe how you plan to develop your capabilities**

*If no:*

**(SM1.4b) Please explain why you do not plan to develop capabilities to allocate emissions to your customers**

# DRAFT: CDP 2018 supply chain climate change module

## SM2. Collaborative opportunities

### Tags: Modified question; SME

RATIONALE: The table questions SM2.1 (collaborative proposals to specific CDP supply chain members) and SM2.2a (requesting member(s) that have driven organizational-level emissions reduction initiatives) have a new proposed column (Group Type of project) added, with new drop-down options. This column will enable CDP supply chain members to more efficiently categorize and internally manage the responding supplier's proposed emissions reducing project or product. New drop-down options are also proposed in both tables, in the preexisting column Type of Project. The new drop-down options can be seen under the respective tables, below.

**(SM2.1) Please use the table below to communicate any proposals you would like to make to specific CDP supply chain members for the collaborative development of GHG emission reducing projects or products**

***Please note that this table (for SM2.1) is designed so that only the customer that you select in column 1 ("Please select requesting member") will be able to see the data relevant to them. If you enter an answer without selecting a requesting member, your answer will not be viewable at all.***

Please select requesting member	Group Type of project	Type of project	Emissions reduction project or product consists of	Estimated timeframe for carbon reductions to be realized	Estimated lifetime CO <sub>2</sub> e savings	Details of proposal
Name of requesting member	See below	See below				

#### Group Type

- Reduce Logistics Emissions
- Change to provision of goods and services:
- New product or service:
- Relationship sustainability assessment
- Other

#### Type of project

- Reduce Logistics Emissions
  - Consolidated logistics
  - Changing transportation mode (switch from air to rail)
  - Route optimization
  - Changed timing of logistics
  - Other
- Change to provision of goods and services
  - Reduced Packaging weight
  - More online / virtual provision of services
  - Other
- New product or service:
  - New product or service that reduces customers operational emissions
  - New product or service that reduces customers products / services operational emissions
  - New product or service that has a lower upstream emissions foot print
  - Other
- Relationship sustainability assessment
  - Assessing products or services life cycle foot print to identify efficiencies
  - Sustainability audit of existing relationship
  - Aligning goals to feed into customers targets and ambitions
  - Other
- Other

## DRAFT: CDP 2018 supply chain climate change module

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

If yes:

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

**Please note that this table (for SM2.2a) is designed so that only the customers that you select in column 1 (“Please select the requesting member(s) that have driven a reduction”) will be able to see the data relevant to them. If you enter an answer without selecting a requesting member, your answer will not be viewable at all.**

Please select the requesting member(s) that have driven a reduction	Initiative ID	Group Type of project	Type of project	Describe the reduction initiative	Give reduction for the reporting year in metric tons of CO <sub>2</sub> e	Did you identify this opportunity as part of the CDP Supply Chain Action Exchange?	Would you be happy for CDP supply chain members to highlight this work in their external communication?
Name of requesting member		See below	See below				

Group Type

- Reduce Logistics Emissions
- Change to provision of goods and services:
- New product or service:
- Relationship sustainability assessment
- Other

Type of project

- Reduce Logistics Emissions
  - Consolidated logistics
  - Changing transportation mode (switch from air to rail)
  - Route optimization
  - Changed timing of logistics
  - Other
- Change to provision of goods and services
  - Reduced Packaging weight
  - More online / virtual provision of services
  - Other
- New product or service:
  - New product or service that reduces customers operational emissions
  - New product or service that reduces customers products / services operational emissions
  - New product or service that has a lower upstream emissions foot print
  - Other
- Relationship sustainability assessment
  - Assessing products or services life cycle foot print to identify efficiencies
  - Sustainability audit of existing relationship
  - Aligning goals to feed into customers targets and ambitions
  - Other
- Other

# DRAFT: CDP 2018 supply chain climate change module

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

Tags: No change

(SM3.1) Are you providing product level data for your organization’s goods or services, if so, what functionality will you be using?

Organizations are able to add data via the ORS or using a combination of an Excel template and the ORS

For all organizations providing product-level data:

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

If “Excel + ORS” is selected in SM3.1:

(SM3.2) Please describe the goods/services for which you want to provide data using the following template and attach it to the response

The template includes questions SM3.2a-c (see below). Questions SM3.2d-e will be presented via the ORS.

If “ORS” is selected in SM3.1:

(SM3.2a) Please complete the following table for the goods/services for which you want to provide data

Name of good/ service	Description of good/ service	Type of product	SKU (Stock Keeping Unit)	Total emissions in kg CO <sub>2</sub> e per unit	± % Change from previous figure supplied	Date of previous figure supplied	Explanation of change	Methods used to estimate lifecycle emissions

(SM3.2b) Please complete the following table with data for lifecycle stages of your goods and/or services

Name of good/ service	Please select the scope	Please select the lifecycle stage	Emissions (kg CO <sub>2</sub> e) per unit at the lifecycle stage	Is this stage under your ownership or control?	Type of data used	Data quality	If you are verifying/assuring this product emission data, please tell us how

(SM3.2c) Please detail emission reduction initiatives completed or planned for this product

## DRAFT: CDP 2018 supply chain climate change module

Name of good/ service	Initiative ID	Description of initiative	Completed or planned	Emission reductions in kg CO <sub>2</sub> e per unit

(SM3.2d) **Have any of the initiatives described in SM 3.2c been driven by requesting members?**

*If yes:*

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

***Please note that this table (for SM3.2e) is designed so that only the customer that you select in column 1 ("Requesting member(s)") will be able to see the data relevant to them. If you enter an answer without selecting a requesting member, your answer will not be viewable at all.***

Requesting member(s)	Name of good/service	Initiative ID
Name of requesting member		

# DRAFT: CDP 2018 supply chain climate change module

## SM4. Action exchange

Tags: No change; SME

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

*If yes, I agree to the terms:*

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

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

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

(SM4.2) Is your company a participating supplier in CDP's 2016-2017 Action Exchange initiative?

*If yes:*

(SM4.2a) Describe how your company actively considered emissions reduction projects as a result of Action Exchange. If you do not have any emissions reduction activities resulting from Action Exchange at any stage of implementation, please explain why not in the second column

Type of project	Details of proposal