

Carbon Disclosure Project 2010 Supplier Information Request for Small & Medium Sized Enterprises

We request a reply to the following questions by 31 July 2010.

Please respond to the information request using our Online Response System (ORS). In early April 2010, instructions on how to access the ORS will be sent to you by e-mail.

We encourage companies to consult the CDP 2010 reporting guidance (see <https://www.cdproject.net/en-US/Respond/Pages/CDP2010-Supply-Chain-Public-Procurement-Guidance-Index.aspx>) and to use the guidance within the ORS.

Please answer the questions as comprehensively as possible. Where you do not have all of the information requested, please respond with what you have as this is more valuable to us than no response.

We encourage companies to assess the relevance of questions in accordance with the principles of “The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard (Revised Edition)” developed by the World Resources Institute and the World Business Council for Sustainable Development (www.ghgprotocol.org).

According to these principles, which are also set out in the CDP guidance, information is relevant if it contains the detail that users, both internal and external to the company, need for their decision-making.

Next to certain CDP 2010 questions is the number of the CDP 2009 question that covered the same subject. Please note the wording may have changed. Please see the guidance for details.

CDP has written a draft framework which companies are invited to trial in reporting their greenhouse gas (GHG) emissions to CDP in 2010. The aim of the framework is to increase comparability of emissions figures, providing further guidance where required. It is not intended to introduce a new set of rules, rather it draws on existing reporting requirements and protocols, including the GHG Protocol, and will describe the approach that companies should take where they are subject to mandatory reporting requirements but also wish to provide information on emissions not covered by these requirements (see www.cdproject.net/cdp-framework).

The ORS has evolved to request data in a more structured format to allow for greater automated analysis of responses by data-users. Therefore, there are fewer free text fields and more tables with fields with drop down menus and fields that only accept numerical values.

Please note that the reporting period for which you will be providing data will be collected on a page of the ORS before the actual start of the CDP 2010 questionnaire.

Governance

1. Group and Individual Responsibility: (CDP 2009 Q25)

1.3 Please explain how overall responsibility for climate change is managed within your company.

Risks and Opportunities

2. Process to Identify Risks and Opportunities: (CDP 2009 Q1-6)

2.1 Describe your company's process for identifying significant risks and/or opportunities from climate change and assessing the degree to which they could affect your business, including the financial implications.

3. Regulatory Risks: (CDP 2009 Q1)

3.1 Do current and/or anticipated regulatory requirements related to climate change present significant risks to your company?

4. Physical Risks: (CDP 2009 Q2)

4.1 Do current and/or anticipated physical impacts of climate change present significant risks to your company?

5. Other Risks: (CDP 2009 Q3)

5.1 Does climate change present other significant risks – current and/or anticipated – for your company?

6. Regulatory Opportunities: (CDP 2009 Q4)

6.1 Do current and/or anticipated regulatory requirements related to climate change present significant opportunities for your company?

7. Physical Opportunities: (CDP 2009 Q5)

7.1 Do current and/or anticipated physical impacts of climate change present significant opportunities for your company?

8. Other Opportunities: (CDP 2009 Q6)

8.1 Does climate change present other significant opportunities – current and/or anticipated – for your company?

Strategy

9. Strategy: (New for CDP 2010)

Targets: (CDP 2009 Q23)

9.2 Do you have a current emissions reduction target?

If you have an emissions reduction target:

9.6 Please complete the table.

Target type	Value of the target	Unit	Base year	Emissions in base year (metric tonnes CO ₂ -e)	Target year	GHGs and GHG sources to which the target applies	For recently completed targets only: was target met?

Emission Reduction Activities: (CDP 2009 Q23)

9.7 Please use the table below to describe your company's actions to reduce its GHG emissions.

Actions	Achieved or anticipated annual energy savings (if relevant)	Achieved or anticipated annual emissions reductions	Investment made or planned to enable actions (if relevant)	Achieved or anticipated annual monetary savings (if relevant)	Timescale of actions & associated investments (if relevant)

9.9 Please provide any other information you consider necessary to describe your emission reduction activities.

GHG Emissions Accounting, Energy and Fuel Use and Trading

Information about how to respond to this section may be found in “The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard (Revised Edition)” developed by the World Resources Institute and the World Business Council for Sustainable Development (“the GHG Protocol”). For more information, see www.ghgprotocol.org and the CDP 2010 reporting guidance.

11. Methodology: (CDP 2009 Q9)

11.1 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 and/or describe the procedure you have used.

12. Scope 1 Direct GHG Emissions: (CDP 2009 Q10)

12.1 Please give your total gross global Scope 1 GHG emissions in metric tonnes of CO₂-e.

13. Scope 2 Indirect GHG Emissions: (CDP 2009 Q11)

13.1 Please give your total gross global Scope 2 GHG emissions in metric tonnes of CO₂-e.

Important note about emission factors where zero or low carbon electricity is purchased:

The emissions factor you should use for calculating Scope 2 emissions depends upon whether the electricity you purchase is counted in calculating the grid average emissions factor or not – see below. You can find this out from your supplier.

Electricity that IS counted in calculating the grid average emissions factor:

Where electricity is sourced from the grid and that electricity has been counted in calculating the grid average emissions factor, Scope 2 emissions must be calculated using the grid average emissions factor, even if your company purchases electricity under a zero or low carbon electricity tariff.

Electricity that is NOT counted in calculating the grid average emissions factor:

Where zero or low carbon electricity is sourced from the grid or otherwise transmitted to the company and that electricity is not counted in calculating the grid average, the emissions factor specific to that method of generation can be used, provided that any certificates quantifying GHG-related environmental benefits claimed for the electricity are not sold or passed on separately from the electricity purchased. If certificates quantifying the GHG-related environmental benefits claimed for the electricity are sold or passed on separately from the electricity purchased, then you must report using the grid average emissions factor.

18. Emissions Intensity: (CDP 2009 Q16)

18.1 Please describe a financial and an activity-related intensity measurement for the reporting year for your gross combined Scope 1 and Scope 2 emissions.

Type of emissions intensity measurement	Units	The resulting figure for Scope 1 and Scope 2 emissions	Please explain if not relevant provide any contextual details that you consider relevant to understand the units or figures you have provided.
Financial			
Activity related			

GHG Emissions Accounting, Energy and Fuel Use and Trading

20. External Verification/ Assurance: (CDP 2009 Q18)

20.1 Please complete the following table indicating the percentage of reported emissions that have been verified/assured and attach the relevant statement.

	Scope 1	Scope 2
Percentage of reported emissions that have been externally verified/assured		
Include the verification/assurance statement(s)		

Climate Change Communications

22. Climate Change Communications: (CDP 2009 Q27)

22.1 Have you published information about your company's response to climate change/GHG emissions in other places than in your CDP response?

Supplier Module

SM 1. Allocating your Scope 1 and 2 emissions to your customers

Emissions from suppliers are often greater than the purchasing organization's own emissions and the Supply Chain / Public Procurement Member(s) requesting your GHG emissions data would like to better understand the entire impact of their organization on climate change – not just their own direct emissions. The questions below are designed to help you communicate the allocation of emissions from your company to your customer(s). For more information on allocation, how to do it, and why it is important, please review the Guidance document].

SM 1.1 Please allocate your Scope 1 and Scope 2 emissions by your customers listed below according to the goods or services you have sold them in this reporting period.

Please note that your customers will only be able to see the data relevant to them.

	Quantity in metric tonnes CO ₂ -e	Do these represent emissions from Scope 1 only, Scope 2 only or both?	Major emission sources	Uncertainty (+/-%) ^a	Verified ^b	Please give details
Name of requesting member						

^aGive the degree of confidence that you have in the figures expressed as a percentage, e.g. you estimate that they are accurate to +/- 15%.

^bHas the allocation of emissions to your customers been externally verified?

SM 1.2 Please explain how you have identified the GHG sources listed above (column 4), including major limitations to this process and assumptions made.

SM 1.3 Describe your system for allocating emissions to your customers. Where published information has been used, please provide a reference(s).

SM 1.4 What are the challenges in allocating emissions to different customers and what would help you to overcome these challenges? Please describe whether and how you plan to develop your capabilities to allocate your emissions in the future.

SM 2. Your engagement with your suppliers

Your customers want to engage with you to learn more about the emissions from their immediate suppliers. The purpose of this section is to find out what you in turn are doing to engage with your own suppliers.

SM 2.1 Do you have a strategy for engaging with your suppliers on their GHG emissions and the impacts of climate change on their business?

SM 2.2 If so, please provide details of this strategy.

SM 2.3 To give a sense of the scale of this engagement, please include the number of suppliers with whom you are engaging and the proportion of your total spending that they represent.

Number of suppliers	Proportion of your total spending (%)

SM 2.4 If not, please explain any plans you have to develop one in the future.

Supplier Module

SM 2.5. If you have data on your suppliers' GHG emissions and climate change strategies, please explain how you make use of that data (for example: identifying major GHG sources to prioritize emissions reduction actions, identifying physical risks in the supply chain, stimulating innovation, etc).

SM 3. Emissions over the lifecycle of goods and services

SM 3.1 Please list measures (completed or planned) to reduce GHG emissions in the lifecycle of groups of products or individual products, including an estimate of the possible reductions for each initiative.

Some suppliers may have customers who request that they provide estimates of GHG emissions over a particular product's lifecycle. Others may have estimated this information for their own purposes and wish to publicize it. If you fall into either group, please answer the following questions. You can supply data for more than one product.

SM 3.2 You can use this table to provide LCA data to all requesting CDP members or to selected members only. You can see below a list of all your requesting members. If you would like to limit the availability of this particular product information to a particular member, please select that member. You can select more than one member by holding the control key as you make your choice. You can repeat this process as you move to the next table if you have data for more than one product to input. If you do not select specific members, this data will be visible to all requesting members. If you choose to make your response public, it will then appear in your published response on our website.

SM 3.3 Lifecycle emissions table for a particular good or service

Name of good/service	
Description of good/service	
Lifecycle stage	Emissions (kg CO₂-e) per unit at the lifecycle stage
Please enter lifecycle stage	
Emissions total	

An example of the lifecycle stages of a service might be - in the case of a hotel stay - check in, use of room, check out, cleaning.

SM 3.4 Please give details of the method that you have used to estimate lifecycle emissions. State if you have followed a published procedure (e.g. ISO 14040 & 14044 or PAS 2050) or one that you have developed yourself. Give the boundary of your assessment. Please make it clear which GHGs and GHG sources are included in your assessment. If relevant GHGs and GHG sources are excluded, please describe them and give reasons for omissions. Give references to data sources used.

Important Information

This is the third time the Carbon Disclosure Project (CDP) has made an information request on behalf of corporate and public sector procuring organizations. Your company may be receiving the request for the first time because in 2010 our members have expanded further the number of suppliers to which the request is made. To find out more about CDP and the previous responses from other supplier companies, please refer to our website at www.cdproject.net.

Why is this request from a group of customers rather than from an individual customer?

- (a) To facilitate ease of reporting for companies by providing one standardized request that requires one response to be delivered to numerous customers.
- (b) To receive data in a common format from a number of key suppliers.

What are the financial implications of responding?

CDP has charitable status and seeks to use its limited funds effectively. As such, responses must be prepared and submitted at the expense of responding companies. 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?

Companies responding to CDP 2010 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. Companies responding to CDP 2010 agree that CDP is free to make use of the data including as described below and with respect to public responses otherwise without restriction whatsoever in furtherance of its charitable mission. Companies also agree that CDP will own the databases in which that data is stored, as well as the contents of those databases.

When responding to CDP, you will be given a choice as to whether your response is made public or non-public. We strongly encourage companies to make their responses public which means that the response will be made publicly available from the CDP website as outlined below. Non-public responses will not be made publicly available and will only be used as outlined below.

For public responses

Companies agree that a public response to CDP 2010 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 Supply Chain/Public Procurement members, signatory investors, partners, appointed report writers, selected rating agencies and any other parties that CDP deem appropriate,
2. Made publicly available at www.cdproject.net from the date of the report launch 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 company from other public sources including rating agencies and financial information distributors,
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,
8. Used in any other way that accords with CDP's charitable mission.

For non-public responses

Companies agree that a non-public response to CDP 2010 may be:

1. Made available as soon as it is received by CDP to its requesting Supply Chain/Public Procurement members, partners and appointed report writers but not to any other parties, and
2. Used in production of aggregate or anonymous statistics in any CDP report.

Important Information

For all responses

CDP will at no point divulge the relationship between requesting members and supplier companies.

NOTE: Some responses to CDP Public Procurement members may be shared between members where those members are individual representatives of a larger organization. The primary example where this may occur is when multiple departments (agencies) of a national government participate individually but share data between them. For 2010 this includes the central government of the United Kingdom and the Federal government of the United States of America. Additionally, it is possible that disclosures held by public authorities may be subject to a Freedom of Information (FOI) request. Please refer to the letter you originally received from the requesting member for more details or contact publicprocurement@cdproject.net

Scoring of response

Report writers may benchmark all supplier responses and this information will be shared with responding companies and requesting members only. Responses will be assessed for the comprehensiveness of the companies' disclosure and on performance factors. Companies agree that their response will not be eligible for benchmarking by report-writers unless it is submitted in the format prescribed by CDP.

What if a company wishes to change or update a response?

In order for responses and any revisions to be included in the annual reports CDP publishes each year, they must be received by 31 July 2010. Where responses are submitted via the Online Response System, they will become 'read-only' after submission and can then only be amended by CDP staff. CDP can accept revisions to responses in writing at any time and will aim to make these available from www.cdproject.net within five days of receipt.

How can a company confirm its participation?

On receipt of the emailed request, please register via the URL provided.

What is the legal status of CDP?

The Carbon Disclosure Project is a UK Registered Charity no. 1122330 and a company limited by guarantee registered in England no. 05013650. In the US, the Carbon Disclosure Project is a special project of Rockefeller Philanthropy Advisors with United States IRS 501(c)(3) charitable status.

The Carbon Disclosure Project is an independent not-for-profit organization holding the largest database of primary corporate climate change information in the world.

Thousands of organizations from across the world's major economies measure and disclose their greenhouse gas emissions and climate change strategies 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.

Global Reporting Initiative

The CDP secretariat works with the Global Reporting Initiative (GRI) to ensure that this request and the GRI indicators are closely aligned and complementary.