



DRIVING SUSTAINABLE ECONOMIES

Climate Change Reporting Roadmap & How to use the Online Response System

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CDP

Disclosure Support Team
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Preparing to respond

Before you start:

- Drafting document
- Internet Explorer 8 or newer.
- Disable pop up blocker or the ORS will not open
- Allow emails from @cdp.net

How to access:

- Signing into My CDP (if you have a login), or:
- The CDP email
- If it's your first time and you do not have an email, contact **respond@cdp.net**

Dear

Investors representing US\$87 trillion in assets are asking to provide information to CDP companies in their portfolios. Over 4100 of the world's largest companies provided this data to CDP

This email contains instructions on how to provide this information to investors through the CDP O

- [Click here](#) to log in to the CDP website and access the ORS. You can use your existing
- Instructions on how to login and use the ORS can be found [here](#).
- You can view CDP's questionnaires, and reporting guidance, on the [guidance page](#).

Finding the guidance pages

CDP Guidance for responding

https://www.cdproject.net/en-US/Pages/guidance-water.aspx

English Português Español 日本語 中文

Sign In

Home What We Do Members & Signatories Reporting to CDP Reports & Data Our Network News & Events My CDP

Water program guidance

Timeline 2013

The timeline depends on how you have been requested to respond to CDP.

- **Requested by investors only**
Companies receive the request in early February and must submit entirely by 27 June.
- **Requested by both investors and customers (see [supply chain program](#))**
Companies receive the request in early February, and the Supply Chain request in early April. The main questionnaire must be submitted by 27 June and supply chain module by 31 July.

Responder pack

This includes the questionnaire, drafting word document, main guidance, and ORS guidance

- [Download the water responder pack \(zip\)](#)

- [Download the 2013 water questionnaire](#)
View more questionnaires
- [Guidance for completing the supply chain questionnaire](#)
- [Upcoming live events](#) - details on future webinars and workshops
- [FAQs](#) - find answers to common queries

Guidance on responding

Guidance webinars

Climate Change Reporting roadmap

CDP Reporting Roadmap 2013: Climate Change

What is the purpose of the roadmap?

This document is designed to help organizations improve the quality of their response. It is aimed at all levels of responders, from those making an initial submission, to those with comprehensive responses, and those aiming to perform and report at the highest level.

One of the benefits of participating in CDP is that by responding to a single questionnaire a company can satisfy hundreds of investors and multiple customers. Therefore the same set of questions is presented to all organizations. It is recognized that responders are at different stages of reporting ability and require guidance to move from a focused initial basic response to a comprehensive report.

This roadmap details four stages of responding, and for each stage guides which questions to target and when to prepare for new questions or implement actions.

Will this satisfy the request from my investors or customers?

The roadmap has been developed with input from investor signatories and Supply Chain members on which are the critical questions they wish to see answered by all responders. If you have been directed by your customer to address particular questions, you should complete these in addition to those in the roadmap.

Seven questions are highlighted as a **Top requested data point**. These have been selected as the most demanded data points based on feedback from investors, Supply Chain members, and research on the most downloaded CDP data points*.

What are the scoring implications?

Please note that not all organizations will have their response scored. Please check with your local CDP office to confirm CDP scoring policy in your region.

An indicative scoring potential at each stage is on page 3. By responding at a higher stage, a greater number of questions should be covered, in more depth, and there should also be more emission reduction actions taken. By following this progressive path there is the potential to see an improvement in disclosure and performance scores. However the scoring potential is not a guide to what a final score would be.

Responding at "Best Practice" (stage 4) does not guarantee that you will qualify for CDLI or CPLI, although you will be moving towards a more comprehensive disclosure. See the [Scoring Methodology](#) for details on leadership criteria.

What are the limitations of the roadmap?

CDP encourages the most accurate and complete response possible. The roadmap should not restrict your response to one stage throughout the questionnaire if there is capability for a more developed response in other questions.

The roadmap is not intended as a substitute for the [Reporting Guidance](#), which is where responders should look for detailed information on how to answer each question, or the [Scoring Methodology](#), which fully explains the criteria for allocating disclosure and performance points for all questions.

Where can I get further help on responding?

CDP provides a range of materials to help responders on our [guidance pages](#). In particular, the [Guidance Document](#) is essential reading as it explains each question in detail and includes what information you need to provide, the format it should be provided in, and where to find tools or further information to construct your answer.

Responders can sign up for dedicated support through membership of [Reporter Services](#). Members benefit from the expertise of a dedicated CDP account manager, a [Response Check](#) on your submission, access to CDP Analytics to benchmark against peers, as well as networking opportunities and best practice sharing.

Companies can get a better understanding of their upstream emissions through [CDP Supply Chain](#). By becoming a member and sending the CDP request to your suppliers you can get a picture of how resilient your supply chain is to climate change risks, and find opportunities to reduce scope 3 emissions.

CDP's network of [accredited service providers](#) can deliver operational benefits, support companies through the CDP reporting process and potentially help improve companies' scores. These include:

- Carbon calculation partners offer valuable support in switching from complex Excel spreadsheets to company wide, integrated management systems.
- Carbon reduction partners offer technology and services that help reduce carbon emissions. This partnership program complements CDP's Carbon Action initiative - an investor led initiative to accelerate company action on carbon reduction activities which deliver a satisfactory return on investment.
- Consultancy partners support companies with the technical expertise to establish and implement climate change and sustainability strategies. Partners offer Response Check prior to final submission to ensure it is as complete as possible.
- Education and training partners provide a comprehensive array of high quality carbon management training and broader sustainability education programs for organizations to im-

Logging into the CDP Website

English Português Español 日本語 中文

Sign In

Home What We Do Members & Signatories Reporting to CDP Reports & Data Our Network News & Events My CDP

Sign In

Please enter your email and password.

Email:

Password:

[Forgotten password?](#)

All our reports and results are available free of charge for non commercial use, please register first to view our data.

[View full Terms and Conditions](#)

Responding to a questionnaire?

If you represent an organization responding to CDP, please enter the username and your password.

Contact respond@cdproject.net if you have not received this email, require a password, or would like to register to respond.

Registration

Using Our Data

All individual public responses can be viewed free of charge for non-commercial purposes. Please register to view the responses but please note our terms & conditions

[Register](#)

[Read our terms and conditions](#)

If you wish to use the CDP data for commercial research then you must obtain permission from CDP and apply for a license

[Apply for a license](#)

Connect with us

Logging into the CDP Website

English Português Español 日本語 中文

Welcome eva.inv@test.com

Home What We Do Members & Signatories Reporting to CDP Reports & Data Our Network News & Events My CDP

My CDP

Welcome to My CDP! [Manage your account here.](#)

CDP 2012 data is now available – [view emissions and climate change strategy data from the world's major companies.](#)

Reports analyzing the CDP data are available free of charge. For more information about analytical tools and other fee based services please email reporterservices@cdproject.net.

My CDP
News and Overview
Profile
View and Edit your profile
Respond
Respond to questionnaires

My Profile

Full Name: Test Eva Inv
Job Title:
Organization: Test Eva Inv
Current Email: eva.inv@test.com

Working With CDP

To learn more about how you can receive extra support for the response process and use CDP data for your business development and strategy, or how you can send the CDP questionnaire to your suppliers, please check this box and we will contact you.

Connect with us Newsletter

Contact Us | Jobs | Staff | Trustees & Advisors
Accessibility | Site Map | Terms & Conditions | Privacy Policy

The Portal: Before Activation

The screenshot shows a web browser window with two tabs. The active tab is titled "InvestorledRespond" and displays the CDP website. The CDP logo is prominently displayed at the top left, with the tagline "DRIVING SUSTAINABLE ECONOMIES". The website is in English, as indicated by the language selection menu at the top right, which also shows "Welcome evawai@gmail.com". A navigation menu below the logo includes links for Home, What We Do, Members & Signatories, Reporting to CDP, Reports & Data, Our Network, News & Events, and My CDP. The main content area is titled "Respond to CDP" and contains the following text: "Your organization has been invited to respond to the questionnaire(s) listed below. Before proceeding, please check that all details below and in your profile are correct. Click 'Respond Now' to open the online response system in a new tab or window with all your activated questionnaires. Make sure that your browser allows popups from the site." Below this text is a "Respond Now" button. A list of questionnaires is shown, with "CDP Water Disclosure >>" circled in purple. The text for "CDP Water Disclosure" states: "This program is not yet open. When it is opened an email will be sent and you or a colleague will be able to activate and respond." Below this is a link: "Guidance for responding to CDP Water Disclosure is available here>>". Other questionnaires listed include "Forests >>" (Response due 27 Jun 2013) and "Climate Change (Investor CDP)" (Response in progress, Response due 30 May 2013). On the right side of the page, there is a sidebar with a "My CDP" section containing links for "News and Overview", "Profile" (View and Edit your profile), and "Respond" (Respond to questionnaires). Below this is a section titled "Would you like your CDP response checked?" with text explaining that users can have their responses checked before final submission and providing contact information for Will Humphries at will.humphries@cdproject.net.

The Portal: During Activation

The screenshot shows a web browser window with the URL <https://www...> and the page title "InvestorledRespond". The navigation menu includes: Home, What We Do, Members & Signatories, Reporting to CDP, Reports & Data, Our Network, News & Events, and My CDP.

Respond to CDP

Your organization has been invited to respond to the questionnaire(s) listed below. Before proceeding, please check that all details below and in your [profile](#) are correct.

We are now preparing your questionnaire. Please wait 5 to 10 minutes then refresh this page to continue.

Questionnaire	Status	Response Due
Climate Change (Investor CDP) >>	Requested	30 May 2013
CDP Water Disclosure >>	Not requested	27 Jun 2013
Forest Footprint Disclosure >>	Not requested	27 Jun 2013

Climate Change (Investor CDP) >> Response due 30 May 2013

Registered user (able to edit and submit): **Anne Other** [Add Users](#)

Other users (Edit Only):

[Guidance for responding to Climate Change \(Investor CDP\) is available here>>](#)

CDP Water Disclosure >> Not requested to respond. Response due 27 Jun 2013

Although your organization has not been requested to respond to this program, you are welcome to do so voluntarily. Please click 'Respond' to email CDP and let us know that you would like to respond. [Respond](#)

[Guidance for responding to CDP Water Disclosure 2013 is available here>>](#)

Forest Footprint Disclosure >> Not requested to respond. Response due 27 Jun 2013

My CDP
News and Overview
Profile
View and Edit your profile
Respond
Respond to questionnaires

If your company has completed its response to the Investor CDP or CDP Supply Chain core module questions, you can have this checked prior to final submission. Click [here](#) for more details.

To arrange your Response Check with our **accredited consultancy partners** please contact Will Humphries, at will.humphries@cdproject.net.

The Portal: Ready

The screenshot shows a web browser window with the URL <https://www...> and the page title "InvestorledResponse". The navigation menu includes: Home, What We Do, Members & Signatories, Reporting to CDP, Reports & Data, Our Network, News & Events, and My CDP.

Respond to CDP

Your organization has been invited to respond to the questionnaire(s) listed below. Before proceeding, please check that all details below and in your [profile](#) are correct.

Click 'Respond Now' to open the online response system in a new tab or window with all your activated questionnaires. Make sure that your browser allows popups from the site.

[Respond Now](#)

Climate Change (Investor CDP) >> Response in progress, Response due 30 May 2013

Registered user (able to edit and submit): [Anne Other](#) Add Users

Other users (Edit Only):

[Guidance for responding to Climate Change \(Investor CDP\) is available here>>](#)

CDP Water Disclosure >> Not requested to respond. Response due 27 Jun 2013

Although your organization has not been requested to respond to this program, you are welcome to do so voluntarily. Please click 'Respond' to email CDP and let us know that you would like to respond. [Respond](#)

[Guidance for responding to CDP Water Disclosure 2013 is available here>>](#)

- My CDP
 - News and Overview
- Profile
 - View and Edit your profile
- Respond
 - Respond to questionnaires

If your company has completed its response to the Investor CDP or CDP Supply Chain core module questions, you can have this checked prior to final submission. Click [here](#) for more details.

To arrange your Response Check with our [accredited consultancy partners](#) please contact Will Humphries, at will.humphries@cdproject.net.

The Portal: Adding user

The screenshot shows a web browser window with the URL <https://www.cdp.com/InvestorledRespond>. The page header includes the CDP logo and navigation tabs: Home, What We Do, Members & Signatories, Reporting to CDP, Reports & Data, Our Network, News & Events, and My CDP. A user is logged in as evawai@gmail.com. The main content area is titled "Respond to CDP" and contains a modal window for adding users to a "CDP Water Disclosure 2013" questionnaire.

Add users to CDP Water Disclosure 2013

Complete all fields

First Name	Last Name	Email Address
Mo	Farah	mo@farah.com

Click Add Another User to create a new row. [Add another user](#)

Click Save to send invitation emails to these users. [Save](#) [Clear](#) [Close](#)

[Guidance for responding to CDP Water Disclosure is available here>>](#)

[Forests >>](#) Response due 27 Jun 2013

If you wish to activate the response, please email respond@cdproject.net or contact one of the people listed above.

[Guidance for responding to Forests is available here>>](#)

[Climate Change \(Investor CDP\)](#) Response in progress, Response due 30 May 2013

The Portal: Adding user

The screenshot shows a web browser window with the URL <https://www.cdp.com/InvestorledRespond>. The page features the CDP logo and navigation menu. A modal window titled "Add users to CDP Water Disclosure 2013" is open, displaying a table with the following data:

First Name	Last Name	Email Address
Mo	Farah	mo@farah.com

Below the table, it states: "Invitation email sent to mo@farah.com". The modal includes "Clear" and "Close" buttons.

Background page content includes: "Respond to CDP", "My CDP", "CDP Water Disclosure", "Registered user (able to)", "Other users (Edit Only):", "Guidance for responding to CDP Water Disclosure is available here>>", "Forests >>" (with "Response due 27 Jun 2013"), and "If you wish to activate the response, please email respond@cdproject.net or contact one of the people listed above. Guidance for responding to Forests is available here>>".

The Portal: Ready

The screenshot shows a web browser window with the URL <https://www...> and the page title "InvestorledRespond". The navigation menu includes: Home, What We Do, Members & Signatories, Reporting to CDP, Reports & Data, Our Network, News & Events, and My CDP.

Respond to CDP

Your organization has been invited to respond to the questionnaire(s) listed below. Before proceeding, please check that all details below and in your [profile](#) are correct.

Click 'Respond Now' to open the online response system in a new tab or window with all your activated questionnaires. Make sure that your browser allows popups from the site.

[Respond Now](#)

Climate Change (Investor CDP) Response in progress, Response due 30 May 2013
[>>](#)

Registered user (able to edit and submit): [Anne Other](#) [Add Users](#)

Other users (Edit Only):

[Guidance for responding to Climate Change \(Investor CDP\) is available here>>](#)

CDP Water Disclosure >> Not requested to respond. Response due 27 Jun 2013

Although your organization has not been requested to respond to this program, you are welcome to do so voluntarily. Please click 'Respond' to email CDP and let us know that you would like to respond. [Respond](#)

[Guidance for responding to CDP Water Disclosure 2013 is available here>>](#)

▼ **My CDP**
News and Overview

▼ **Profile**
View and Edit your profile

▼ **Respond**
Respond to questionnaires

If your company has completed its response to the Investor CDP or CDP Supply Chain core module questions, you can have this checked prior to final submission. Click [here](#) for more details.

To arrange your Response Check with our **accredited consultancy partners** please contact Will Humphries, at will.humphries@cdproject.net.

The ORS Home Page

The screenshot shows a web browser window with the URL <https://www.cdproject.net/>. The page features the CDP logo and the text "Responders Inc.". Below the logo, there are navigation links for "CDP WATER DISCLOSURE 2013" and "INVESTOR CDP 2013".

The main content is divided into two sections: "ENTERING YOUR RESPONSE" and "SUBMITTING YOUR COMPLETED RESPONSE".

ENTERING YOUR RESPONSE

Programme	% Complete	Action
CDP Water Disclosure 2013	0%	Answer Questionnaire
Investor CDP 2013	6%	Answer Questionnaire

SUBMITTING YOUR COMPLETED RESPONSE

Terms & Conditions	Public	Submit
N/A	N/A	N/A
I accept T&C <input type="checkbox"/>	<input checked="" type="checkbox"/>	Submit

On the right side of the page, there is a list of links:

- Responders Inc. - Investor CDP 2012
- Responders Inc. - Investor CDP 2011
- Responders Inc. - Investor CDP 2013
- Responders Inc. - CDP Water Disclosure 2013
- Responders Inc. - Forests 2013

ORS: Introduction page

Investor CDP 2013 Information Request

INTRODUCTION

Introduction

When you have reached your final page of questions, you will no longer see a 'Next' button at the end of the page.

If you wish to submit at this point, press the 'Home' tab at the top right of the screen.

If you do not wish to submit at this point, press 'Save' and log-out.

If you responded to CDP last year, questions on this page are eligible for pre-population; if you responded to CDP last year click 'copy from last year' before entering any data onto this page.

Until this page is saved at least once, the remaining questions and sector modules will not appear in the screen.

0.1 Introduction

Please give a general description and introduction to your organization

Guidance

If 'Click for help about adding basic HTML formatting' appears beneath the text box, you are accessing the ORS using a browser other than Internet Explorer. To use the rich text facility provided for this question you must log out of the ORS and log back in using Internet Explorer. Alternatively you can remain logged in and complete your response without using rich text.

ORS: Introduction page

and gas industry and companies in the information technology and telecommunications sectors should complete supplementary questions in addition to the main questionnaire.

If you are in these sectors (according to the Global Industry Classification Standard (GICS)), the corresponding sector modules will not appear on this page. If you want to query a specific sector, please select the relevant GICS code from the table below.

If you have not been previously selected, please select the relevant sector from the list below. If you have not been previously selected, please select the relevant sector from the list below. <https://www.cdproject.net/>

Oil & Gas
 Electrical
 Automotive
 ICT

Further Information You can use the text box and the attachments facility to provide further information relevant to the question and NOT in this box. The further information text box and the attachments facility allow you to provide information that is additional to the data requested by the questions on this page.

GICS code (at sub-industry or parent sector level)	Sector modules
• 55101010 Electric Utilities	Electric Utilities module
• 55103010 Multi-Utilities	
• 10102020 Oil & Gas Exploration & Production	Oil & Gas module
• 10102010 Integrated Oil & Gas	
• 10102030 Oil & Gas Refining & Marketing	Auto module
• 25101010 Auto Parts & Equipment	
• 25102010 Automobile Manufacturers	ICT module
• 50 Telecommunication Services	
• 45 Information Technology	

Attach any supporting files here...

Remove Browse... Attach

Copy from last year Save Print Export to Word Next >

ORS: Introduction page

Investor CDP 2013 Information Request

INTRODUCTION MANAGEMENT RISKS&OPPS EMISSIONS SIGN OFF

Home

Introduction

When you have reached your final page of questions, you will no longer see a 'Next' button at the end of the page.

If you wish to submit at this point, press the 'Home' tab at the top right of the screen.

If you do not wish to submit at this point, press 'Save' and log-out.

If you responded to CDP last year, questions on this page are eligible for pre-population; if you responded to CDP last year click 'copy from last year' before entering any data onto this page.

Until this page is saved at least once, the remaining questions and sector modules will not appear in the screen.

Save successful

0.1 Introduction

Please give a general description and introduction to your organization

Guidance

If 'Click for help about adding basic HTML formatting' appears beneath the text box, you are accessing the ORS using a browser other than Internet Explorer. To use the rich text facility provided for this question you must log out of the ORS and log back in using Internet Explorer. Alternatively you can remain logged in and complete your response without using rich text.

ORS: Using the ORS

and gas industry and companies in the information technology and telecommunications sectors should complete supplementary questions in addition to the main questionnaire.

If you are in these sectors (according to the Global Industry Classification Standard (GICS)), the corresponding sector modules will not appear below but will automatically appear in the navigation bar when you save this page. If you want to query your classification, please email respond@cdproject.net.

If you have not been presented with a sector module that you consider would be appropriate for your company to answer, please select the module below. If you wish to view the questions first, please see <https://www.cdproject.net/en-US/Programmes/Pages/More-questionnaires.aspx>.

- Oil & Gas
- Electrical
- Automotive
- ICT

Further Information You can use the text box and attachments field to provide information beyond that requested by the question.

The content of the further information text box will NOT be included in analysis of your response by report writers, including scoring where applicable, or in reports run through CDP analytics. Contact CDP for further information on who will be scored. Any data which you wish to be included in analysis should be recorded under the relevant question and NOT in this box. The further information text box and the attachments facility allow you to provide information that is additional to the data requested by the questions on this page.

Remove Attach any supporting files here...

ORS fields: Rich Text formatting

The screenshot shows a web browser window with two tabs: "Microsoft Dynamics CRM" and "Investor CDP 2013". The address bar shows "https://webad...". The main content area contains a survey form with two questions:

1.1 Where is the highest level of direct responsibility for climate change within your company? [Guidance](#)

Please select... [dropdown menu]

1.2 Do you provide incentives for the management of climate change issues, including the attainment of targets? [Guidance](#)

Please select... [dropdown menu]

Further Information You can use the text box and attachments for providing additional information. The content of the further information text box will NOT be included in analysis of your response by report writers, including scoring where applicable, or in reports run through CDP analytics. Contact CDP for further information on who will be scored. Any data which you wish to be included in analysis should be recorded under the relevant question and NOT in this box. The further information text box and the attachments facility allow you to provide information that is additional to the data requested by the questions on this page.

Do you want to allow this webpage to access your Clipboard?

If you allow this, the webpage can access the Clipboard and read information that you've cut or copied recently.

Allow access Don't allow

Attach any supporting files here...

Remove [input field] Browse... Attach

This page is complete

Character limit and rich text formatting

What you see

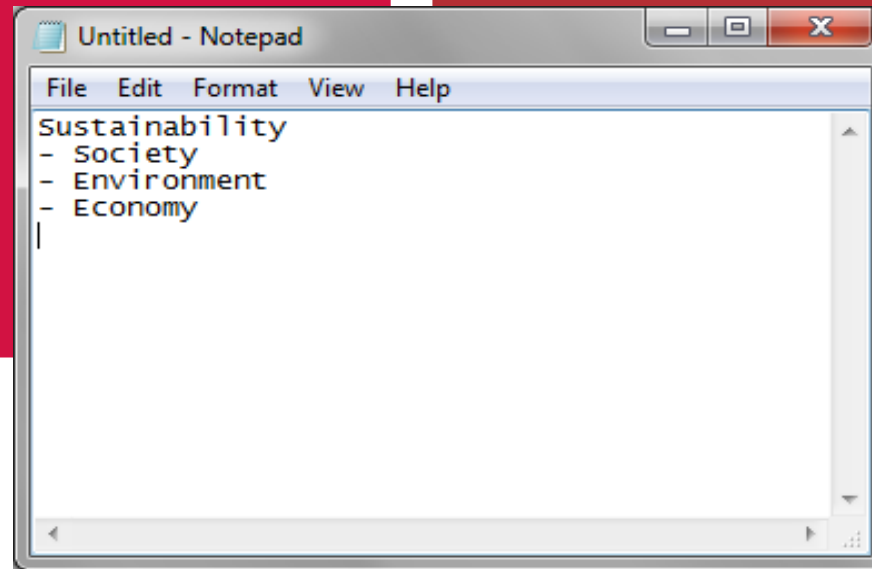
Sustainability

- Society
- **Environment**
- Economy

45 characters?

What is in the code

```
<strong><u>Sustainability</u></strong>  
<ul><li>Society</li>  
<li><font color=#FFCC00><b>Environment</b></font></li>  
<li>Economy</li>  
</ul>
```



ORS fields: Rich Text formatting

0.1 Introduction

Please give a general description and introduction to your organization

Responders Inc. is an security services company based in Boston, MA.
We also have offices in:

- Seattle, WA
- Des Moines, IA
- Raleigh, NC

Our company slogan is *Responders Have The Keys To Success.*

0.2 Reporting Year

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

The current reporting year is the latest/most recent 12-month this year first.

We request data for more than one reporting period for some data for the three years prior to the current reporting year if you is the first time you have answered a CDP information request (selected the option of answering the shorter questionnaire).

Investor CDP 2013 - Google Chrome

<https://www.cdproject.net/sites/2013/29/32429/Investor%20CDP%202013/Pages/Intro.aspx?Module=Introduction&Page=Introduction>

If you wish to submit at this point, press the 'Home' tab at the top right of the screen.

If you do not wish to submit at this point, press 'Save' and log-out.

If you responded to CDP last year, questions on this page are eligible for pre-population; if you responded to CDP last year click 'copy from last year' before entering any data onto this page.

Until this page is saved at least once, the remaining questions and sector modules will not appear in the screen.

0.1 Introduction

Please give a general description and introduction to your organization

```
<DIV><STRONG>Responders Inc</STRONG>. is an security services company based in Boston, MA. </DIV>
<DIV>We also have offices in:</DIV>
<UL>
<LI>Seattle, WA</LI>
<LI>Des Moines, IA</LI>
<LI>Raleigh, NC</LI></UL>
<P>Our company slogan is <EM>Responders Have The Keys To Success.</EM></P>
```

[Click for help about adding basic HTML formatting.](#)

0.2 Reporting Year

ORS fields: attachment field

Introduction | Management | Risks&Opps | Emissions | Sign Off

4. Communication

4.1 Have you published information about your company'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)

Publication	Page/Section reference	Attach the document
Please select...		<input type="text"/> Browse... Attach

Add Row(s) 1

Further Information You can use the text box and attachments field to provide information beyond that requested by the question.

Attach any supporting files here...
Remove Browse... Attach

This page is complete

Guidance and Inform
Question Complet
Guidance

The content of the fur box will NOT be inclu scoring where applic through CDP analyt further information or Any data which you w analysis should be r relevant question and further information te attachments facility a information that is ad requested by the que

ORS fields: question with attachment field

The screenshot shows a web browser window with the URL <https://www.cdproject...> and the page title "Investor CDP 2013". The browser tabs include "CDP InvestorledRespond" and "Investor CDP 2013". The page has a navigation menu with tabs: INTRODUCTION, MANAGEMENT, RISKS&OPPS, EMISSIONS, and SIGN OFF. The current page is titled "4. Communication" and includes a "Guidance and Information" section.

4.1 Have you published information about your company'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)

Guidance

Publication	Page/Section reference	Attach the document
Please select...		<input type="checkbox"/> Annual-Report.pdf Remove

Add Row(s) 1

Further Information You can use the text box and attachments field to provide information beyond that requested by the question.

The content of the further information text box will NOT be included in analysis of your response by report writers, including scoring where applicable, or in reports run through CDP analytics. Contact CDP for further information on who will be scored. Any data which you wish to be included in analysis should be recorded under the relevant question and NOT in this box. The further information text box and the attachments facility allow you to provide information that is additional to the data requested by the questions on this page.

Remove Attach any supporting files here... Browse... Attach

This page is complete

ORS fields: drop down menu

The screenshot shows a web browser window with the URL <https://www.cdp...> and the page title "Investor CDP 2013". The main content area displays question 1.2: "Do you provide incentives for the management of climate change issues, including the attainment of targets?". Below this question is a dropdown menu with "Yes" selected. Question 1.2a asks to "Please complete the table". The table has three columns: "Who is entitled to benefit from these incentives?", "The type of incentives", and "Incentivized performance indicator". The first cell of the table contains a dropdown menu with "Other" selected, which is circled in purple. Below the table is an "Add Row(s)" button with a dropdown set to "1". The "Further Information" section contains a text editor with a rich text toolbar and a file attachment section with "Remove", "Attach", and "Browse..." buttons. A checkbox at the bottom is labeled "This page is complete". On the right side, there is a "Guidance" section with text explaining that the content of the text box will not be in response by reporting where applicable through CDP analysis and that any data should be relevant to the question and further information attachments facilitating information requested by the CDP.

1.2 Do you provide incentives for the management of climate change issues, including the attainment of targets? Guidance

Yes

1.2a Please complete the table Guidance

Who is entitled to benefit from these incentives?	The type of incentives	Incentivized performance indicator
Other	Please select...	

Add Row(s) 1

Further Information You can use the text box and attachments field to provide information beyond that requested by the question.

The content of the box will NOT be in response by reporting where applicable through CDP analysis. Any data which you provide for analysis should be relevant to the question and further information attachments facilitating information requested by the CDP.

Remove Attach Browse...

This page is complete

ORS fields: numeric values and percentages

Investor CDP 2013

Instructions on this page are eligible for pre-population; click the 'copy from last year' button at the bottom of the page before completing any fields on this page.

Question

Guidance

Question target that was active (ongoing or reached completion) in the reporting year

Guidance

Absolute target

Guidance

Scope	% of emissions in scope	% reduction from base year	Base year	Base year emissions (metric tonnes CO2e)	Target year	Comment
Scope 1	100%	50%	2005	420000	2020	

Add Row(s) 1

Progress against this target made in the reporting year

Guidance

% complete (time)	% complete (emissions)	Comment
%	%	

Investor CDP 2013 Information Request

INTRODUCTION

Introduction

When you have reached your final page of questions, you will no longer see a 'Next' button at the end of the page.

If you wish to submit at this point, press the 'Home' tab at the top right of the screen.

If you do not wish to submit at this point, press 'Save' and log-out.

If you responded to CDP last year, questions on this page are eligible for pre-population; if you responded to CDP last year click 'copy from last year' before entering any data onto this page.

Until this page is saved at least once, the remaining questions and sector modules will not appear in the screen.

0.1 Introduction

Please give a general description and introduction to your organization

Guidance

If 'Click for help about adding basic HTML formatting' appears beneath the text box, you are accessing the ORS using a browser other than Internet Explorer. To use the rich text facility provided for this question you must log out of the ORS and log back in using Internet Explorer. Alternatively you can remain logged in and complete your response without using rich text.

ORS: Submitting

INVESTOR CDP 2013

ENTERING YOUR RESPONSE		SUBMITTING YOUR COMPLETED RESPONSE	
Programme	% Complete	Submitted Date	
Investor CDP 2013	18%	20/02/2013	

[View Questionnaire](#)

is less than the sum of your scope 1 emissions by country (question 9.1a). This could be due to rounding in the system particularly when low numbers are entered - if the numbers you have entered do appear to add up to your total scope 1 emissions figure, ignore this message.

References:
2013 > Emissions > '9. Scope 1 Emissions Breakdown (1 Jan 2012 - 1 Jan 2013)' > '9.1'
2013 > Emissions > '8. Emissions Data (1 Jan 2012 - 1 Jan 2013)' > '8.2'
2013 > Emissions > '9. Scope 1 Emissions Breakdown (1 Jan 2012 - 1 Jan 2013)' > '9.1a'

To continue with response submission, please press Continue ... [Continue](#)

To return to your response please press Cancel ... [Cancel](#)

Summary

Be Prepared

Use Internet Explorer 8 or newer

Prepare your response in the offline drafting document

Save the ORS regularly

Seek Guidance

Use the program guidance pages

Refer to the 'Using the ORS' guidance

respond@cdp.net



respond@cdp.net