

Sustainability Data Capture Tool

Supply Chain Sustainability Reporting System

Independent Learning – Viewer User Guide



Scottish & Southern
Electricity Networks

TRANSMISSION



Welcome

The purpose of this Viewer User Guide is to demonstrate how you, as a Viewer, can utilise the Sustainability Data Capture Tool (SDCT) to review supply chain sustainability data pertaining to specific SSEN Transmission projects.

This presentation consists of several sections which are designed to facilitate independent learning at your own pace.

The completion of this training is estimated to require 35 minutes.

Please note the SSEN Transmission Sustainability team is able to provide additional training support if required. We understand learning is different for everyone.

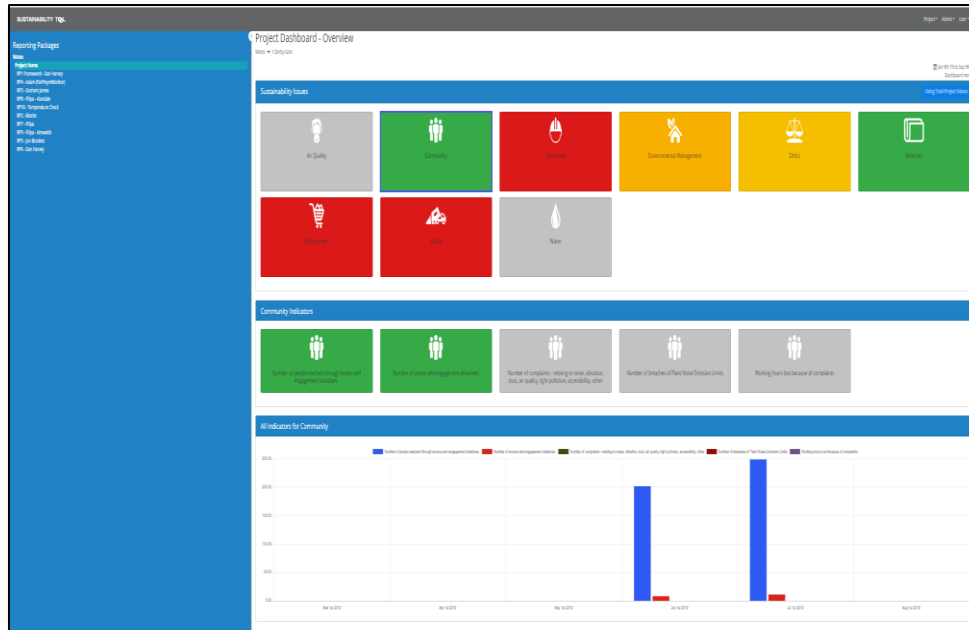


Training Contents

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What is the Sustainability Data Capture Tool?



Screenshot of a Project Dashboard within the SDCT

The SDCT is an online, cloud-based, sustainability performance reporting system that is designed to manage the sustainability performance of supply chains.

It collects, reports and analyses environmental and social sustainability performance using smart dashboards at project and directorate levels.

Ultimately, it provides a robust and easy-to-use performance measurement and management framework.



Purpose of the Sustainability Data Capture Tool

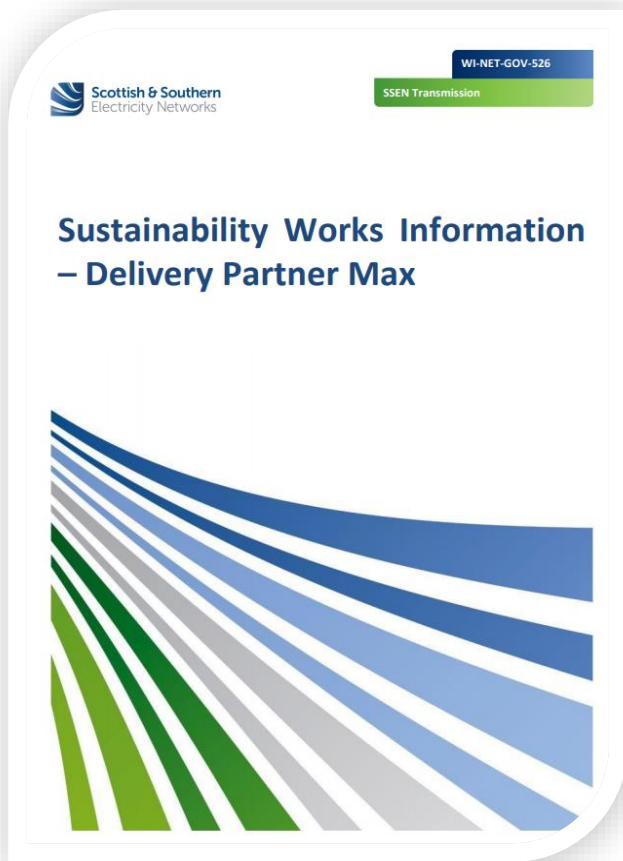
As a business at the forefront of the transition to a low-carbon economy, we have set achieving **Leadership in Sustainability** in RIIO-T2 and beyond. This means being a trusted partner of customers and communities, realising long term benefit for society, economy and the environment.

The SDCT underpins how we achieve Leadership in Sustainability. It is required for two key reasons:

1. Enhanced supply chain reporting is featured within the [RIIO-T2 Sustainability Action Plan](#), specifically the Sustainable Procurement Supply Chain Action Plan
2. Ofgem has set minimum requirements for supply chain reporting on SSEN Transmission projects' sustainability performance during the RIIO-T2 price control period, the details of which can be found [here](#)



What are the Project Requirements?



All newly awarded contractors in the RII0-T2 price control period are required to report on specific projects over a value of £500,000 (*non-load projects under a value of £500,000 delivered by Operations are not presently included*).

The supply chain sustainability reporting requirements are specified within Section 4 of the Sustainability Works Information documents – Delivery Partner Light and Max (WI-NET-GOV-526).



What are the Benefits?

There are several benefits to utilising the SDCT which range from:

- Ability to demonstrate innovation and best practice in sustainability;
- Automated data collection by supply chain partners reduces internal resource requirements to collect data manually;
- Providing increased efficiency in data collection, analysis and output through a standardised system;
- Improved data analysis tools will improve internal and regulatory reporting which will identify further areas of improvement; and
- Increase in visibility and understanding of supply chain sustainability impacts



Reporting Packages Overview



The SDCT requires suppliers to submit both annual and monthly data which the above image illustrates.

The following slides elaborate on what suppliers are expected to provide and adhere to.



Annual Contractor Survey

This is a concise survey, consisting of nine questions, which must be answered and submitted annually. The data collected will provide company-level information regarding sustainability commitments, most specifically around commitments to Science Based Targets. **This only needs to be submitted once per year per company, not for each project.**

Governance & policies ✓				
Metric	Units	Value	Comments	N/A
• 01. Has your company set a Science Based Target for greenhouse gas reduction and had it validated by the Science Based Targets Initiative? ⓘ	Yes	N/A	No	<input checked="" type="checkbox"/>
• 02. If your answer to question 1 is no, can you advise if your company is currently committed to set Science Based Target for greenhouse gas reduction with the Science Based Targets Initiative? ⓘ	Yes	N/A	No	<input type="checkbox"/>
• 03. If your answer to both questions 1 and 2 is no, can you please advise if your company has an alternative greenhouse gas reduction target? ⓘ	Yes	N/A	No	<input type="checkbox"/>
• 04. Does your company utilise, or intend to utilise, offsetting, insetting or carbon removal schemes for its greenhouse gas emission targets? ⓘ	Yes	N/A	No	<input type="checkbox"/>
• 05. Does your company have an ISO14001 accredited environmental management system? ⓘ	Yes	N/A	No	<input type="checkbox"/>
• 06. Does your company have a set of metrics or KPIs for tracking sustainability performance? ⓘ	Yes	N/A	No	<input type="checkbox"/>

Partial screenshot of the annual contractor survey reporting requirements



Environmental Reporting Package

This covers project-level supply chain sustainability reporting requirements around local environmental value, site carbon emissions and water use. Most of these are required monthly for each project; however, a few are only required annually. The SDCT distinguishes this when suppliers are due to report.

Report Due

Hitachi Energy → Hitachi Energy Environmental Reporting → Shetland HVDC Link - Kergord - Civils, HVDC & AC

Input form for the reporting period **1st Oct 21 to 31st Oct 21**

Biodiversity ▲ Fugitive emissions ▲ Waste ▲ Company travel ▲ Electricity ▲ Fuel consumption ▲ Water ▲

Metric	Units	Value	Comments	N/A
▼ tCO2e from grid electricity consumption (location-based)	tCO2e (2)	<input type="text"/>	<input type="text" value="Calculated from sub-metrics"/>	<input type="checkbox"/>
• Total grid consumption from own estate (permanent offices, depots, workshops, manufacturing sites etc.) ⓘ	kWh	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
• Total grid consumption from temporary/project sites ⓘ	kWh	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
• Total grid consumption from temporary/project sites where the electricity is provided by the client ⓘ	kWh	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
• Total grid electricity purchased via a landlord for our own estate (permanent offices, depots, workshops, manufacturing sites etc.) as part of a service charge ⓘ	kWh	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
• Green tariff	kWh	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
• Market based tCO2e	tCO2e	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
• tCO2e from onsite microgeneration	tCO2e (2)	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Partial screenshot of electricity reporting requirements



Social Value Reporting Package

This covers project-level data reporting requirements around community benefit, local economic value and workforce welfare. These are annual reporting requirements required for each project. The SDCT will establish the submission date.

Report Due
Hitachi Energy → Hitachi Energy Social Reporting → Shetland HVDC Link - Kergord - Civils, HVDC & AC

Communities ▲ Careers ▲

Metric	Units	Value	Comments	N/A
▼ Number of community hours - volunteering (local) ⓘ	Hours	<input type="text"/>	Calculated from sub-metrics	<input type="checkbox"/>
<input type="text" value="Search and select metrics to report against by typing part of metric Name or ID..."/> × ▼				
▼ Number of community hours - volunteering (other) ⓘ	Hours	<input type="text"/>	Calculated from sub-metrics	<input type="checkbox"/>
<input type="text" value="Search and select metrics to report against by typing part of metric Name or ID..."/> × ▼				
• Number of community hours - engagement ⓘ	Hours	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
▼ Charitable donations and community investment ⓘ	GBP (£)	<input type="text"/>	Calculated from sub-metrics	<input type="checkbox"/>
<input type="text" value="Search and select metrics to report against by typing part of metric Name or ID..."/> × ▼				
▼ Project spend - Total (local) ⓘ	GBP (£)	<input type="text"/>	Calculated from sub-metrics	<input type="checkbox"/>
<input type="text" value="Search and select metrics to report against by typing part of metric Name or ID..."/> × ▼				
▼ Project spend - Total (other) ⓘ	GBP (£)	<input type="text"/>	Calculated from sub-metrics	<input type="checkbox"/>

Partial screenshot of communities reporting requirements

Report Due
Hitachi Energy → Hitachi Energy Social Reporting → Shetland HVDC Link - Kergord - Civils, HVDC & AC

Communities ▲ Careers ▲

Metric	Units	Value	Comments	N/A
▼ Number of FTE employees ⓘ	Employees	<input type="text"/>	Calculated from sub-metrics	<input type="checkbox"/>
• Number of FTE employees - direct workforce	Employees	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
• Number of FTE employees - subcontractor workforce	Employees	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
▼ Number of new FTE opportunities created ⓘ	Employees	<input type="text"/>	Calculated from sub-metrics	<input type="checkbox"/>
• Number of new FTE opportunities created - direct workforce	Employees	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
• Number of new FTE opportunities created - subcontractor workforce	Employees	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
▼ Hours worked by total workforce ⓘ	Hours	<input type="text"/>	Calculated from sub-metrics	<input type="checkbox"/>
• Hours worked by total workforce - direct workforce	Hours	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
• Hours worked by total workforce - subcontractor workforce	Hours	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
▼ Hours worked by people on traineeship programmes (apprentice) ⓘ	Hours	<input type="text"/>	Calculated from sub-metrics	<input type="checkbox"/>

Partial screenshot of careers reporting requirements





2022 Reporting Submission Deadlines

The reporting submission deadlines are standardised for the 10th of each month.

The SDCT will issue a reminder to suppliers seven days prior to the reporting submission date and will display whether suppliers have reported according to a red, amber or green rating. The image below depicts an example of the Shetland HVCD Link project and overdue reporting required from Bam Nuttall and Hitachi Energy.

Reporting compliance is captured within Module 2.

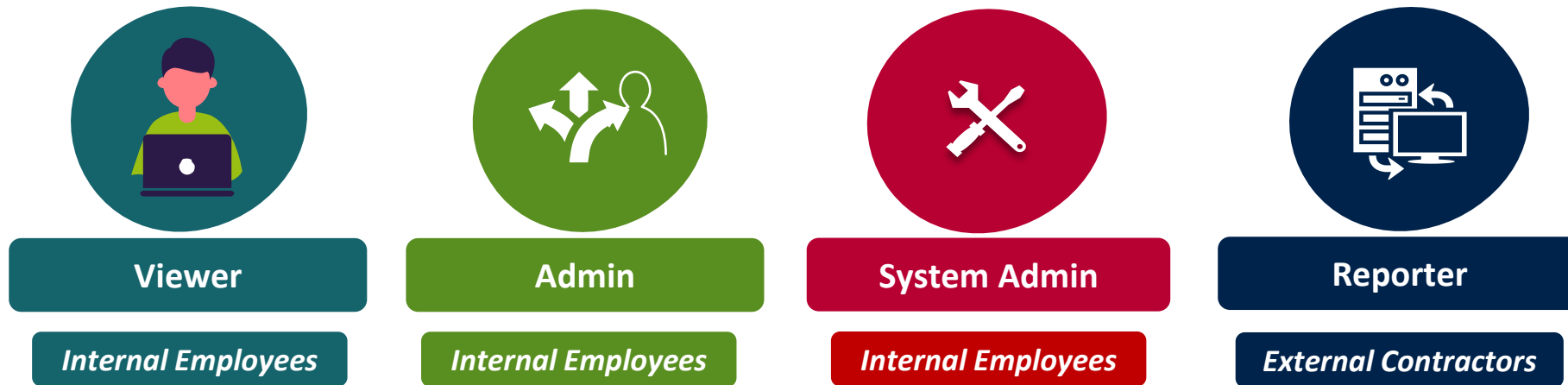
My Projects and Reports		
Annual Reporting for Suppliers		
BAM Nuttall Environmental Reporting		
	Shetland HVDC Link - Kergord - Civils, HVDC & AC	Pending Input
Hitachi Energy Environmental Reporting		
	Shetland HVDC Link - Kergord - Civils, HVDC & AC	Pending Input



Users' Group Overview

Four unique user groups have been created for the SDCT to showcase the range of diverse responsibilities. The next slides expand on each profile briefly.

Please visit Appendix A and review the User Group RACI Matrix for further information on each user group.





Viewer Profile



Viewer

*Internal Employees
(Mandatory:
Project Managers)*

Who is a Viewer within SSEN Transmission?

This is typically the Project Manager as this is mandatory; however, any SSEN Transmission employee with a vested interest in a specific project may gain access pending the request is valid. Please speak to the relevant Admin contact (Project Coordinator)

What is the role of a Viewer?

To view sustainability data pertaining to specific SSEN Transmission projects for which they have access to.

What is the responsibility of a Viewer?

In a scenario whereby the Reporter (the Contractor) has not reported according to the deadline, the Admin will inform the Viewer (the Project Manager). It is the Project Manager's responsibility to liaise to rectify this.



Admin Profile



Admin

*Internal Employees
(Mandatory: Project
Coordinators
or Project Managers)*

Who is an Admin within SSEN Transmission?

This is the Project Co-Ordinator or Project Manager within Network Renewals and Connections.

What is the role of a Admin?

To successfully set-up SSEN Transmission projects within the SDCT which ultimately supports sustainability data gathering for the business and Ofgem reporting.

What is the responsibility of a Admin?

To ensure SSEN Transmission projects are set-up in the system and to assign the relevant Contractor(s) to the project. It is also critical the Admin reviews the SDCT on a monthly basis to inform the Project Manager of any reporting deadlines which have been missed.



System Admin Profile



System Admin

*Internal Employees
(Mandatory: SSEN
Transmission
Sustainability)*

Who is a System Admin within SSEN Transmission?

This role is managed within the Sustainability team, presently by the Sustainability Analyst and Carbon Reduction Manager.

What is the role of a System Admin?

To review sustainability related data and collate for reporting requirements internally and to Ofgem.

What is the responsibility of a System Admin?

To ensure the system is functional and operational for monthly and annual reporting.



Reporter Profile



Viewer

*Internal Employees
(Mandatory:
Project Managers)*

Who is a Reporter within SSEN Transmission?

This is an external supplier who is operating on SSEN Transmission projects. Importantly, there will likely be multiple reporters from an organisation to complete the relevant sustainability reporting criteria.

What is the role of a Reporter?

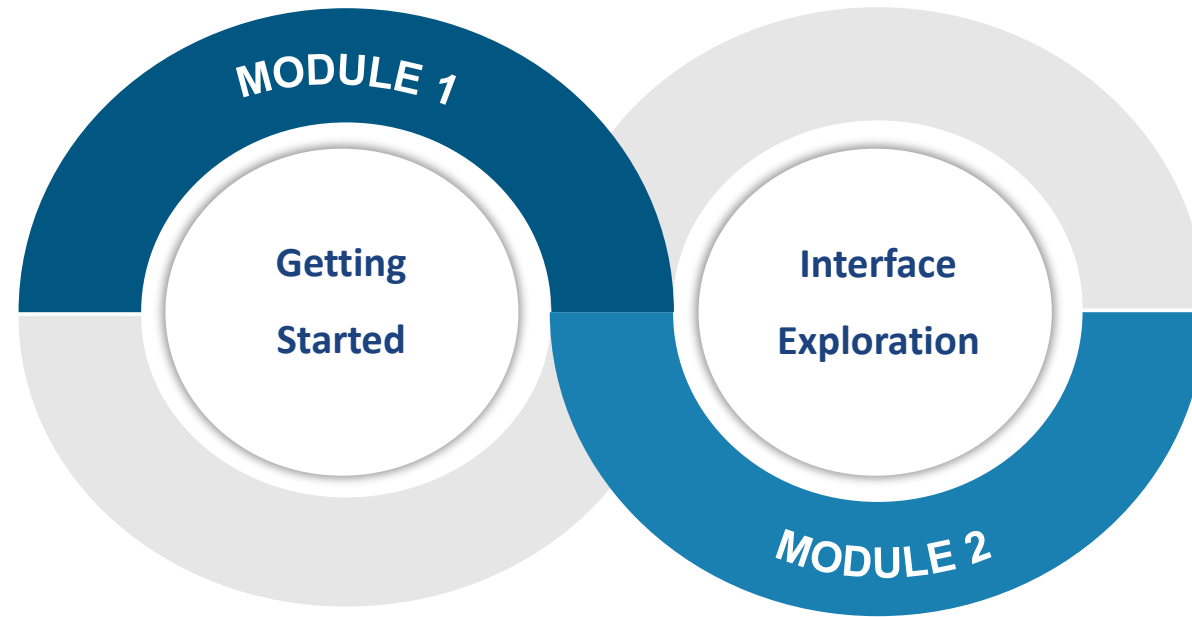
The Reporter is responsible for data entry and the submission of monthly and annual sustainability reporting as per the Sustainability Works Information. There is not an expectation to report on everything – only what's relevant to the project.

What is the responsibility of a Reporter?

To complete all reporting requirements on the deadlines specified by SSEN Transmission.



Module Overview and Objectives





Learning Approach

Modules 1 and 2 are structured into bite-sized learning. Each module is small and is designed to show you, on a step-by-step basis, how to achieve the set learning objectives.



Show you how

This Viewer User Guide contains screenshots of the SDCT and the applicable steps to follow. Helpful notes are also included within various slides.

Please note there is no audio accompanying this presentation. If you require alternative training material, please contact the SSEN Transmission Sustainability Team.



Focus:

Establishes the steps of account set up, logging in and getting started in the system

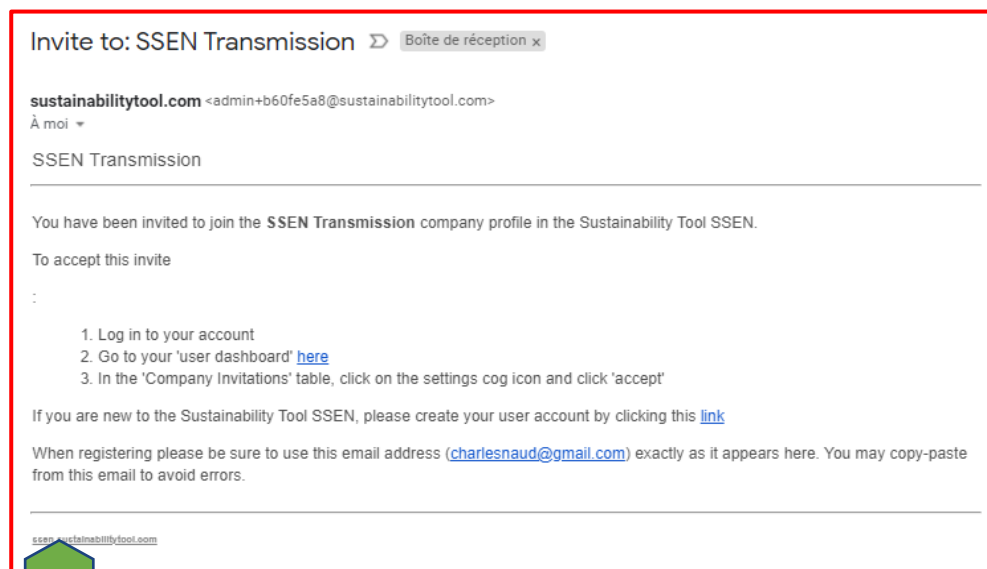
Learning Outcomes (LO) 1, 2, 3:

I know how to...

- **LO 1)** Register and set up my account ✓
- **LO 2)** Login ✓
- **LO 3)** Accept or reject invitations ✓

How to Register (LO 1)

An email invitation will be issued to your SSEN Transmission email address, prompting you to register:



Invite to: SSEN Transmission Boîte de réception x

sustainabilitytool.com <admin+b60fe5a8@sustainabilitytool.com>
À moi ▾

SSEN Transmission

You have been invited to join the **SSEN Transmission** company profile in the Sustainability Tool SSEN.

To accept this invite

:

1. Log in to your account
2. Go to your 'user dashboard' [here](#)
3. In the 'Company Invitations' table, click on the settings cog icon and click 'accept'

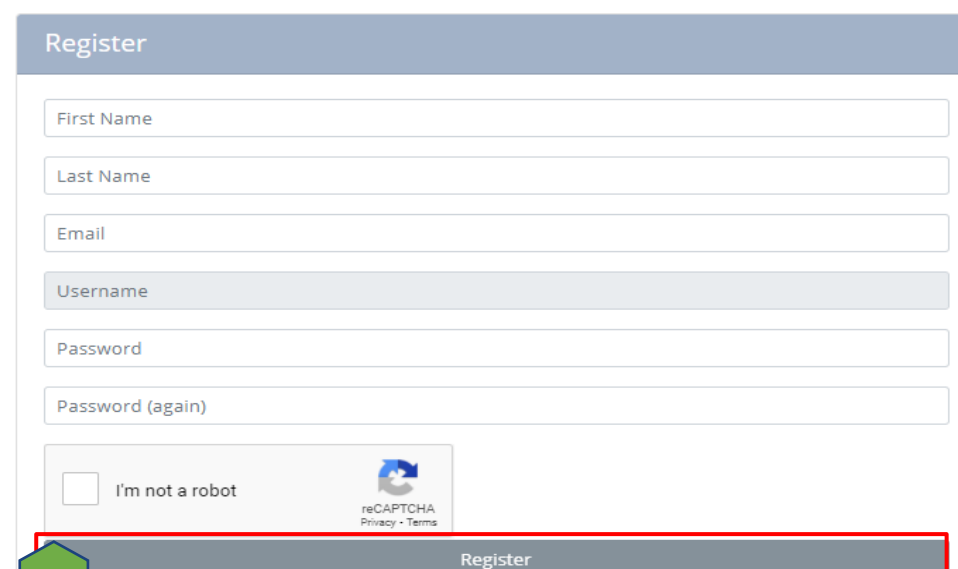
If you are new to the Sustainability Tool SSEN, please create your user account by clicking this [link](#)

When registering please be sure to use this email address (charlesnaud@gmail.com) exactly as it appears here. You may copy-paste from this email to avoid errors.

[ssen.sustainabilitytool.com](#)



Step 1 – Click the link and follow the instructions



Register

First Name


Last Name

Email

Username

Password

Password (again)

☐ I'm not a robot 

reCAPTCHA
Privacy • Terms

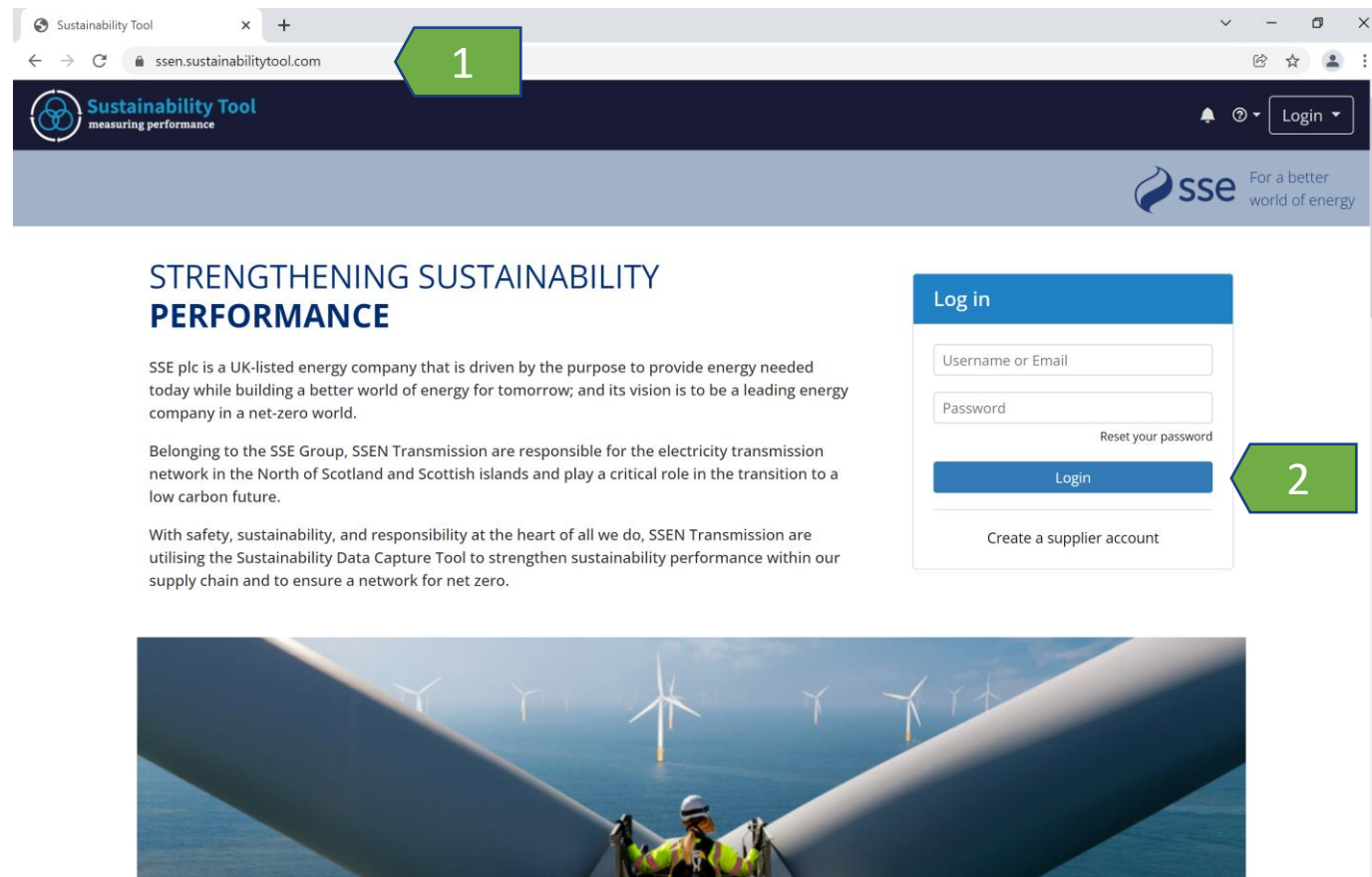
Register



Step 2 – Fill in your details and click **Register**

Note: The system will review whether an account with your details exists or not. If you **do have an account**, the system will give you the **option to either change the email address or reset the password**. If your details are not found, the system will **send an email with an activation link**. Please click the activation link and you will be taken to the log-in page.

How to Login (LO 2)



As the SDCT is hosted on a cloud-based platform, a web browser is required. It is recommended either Edge or Google Chrome is used.

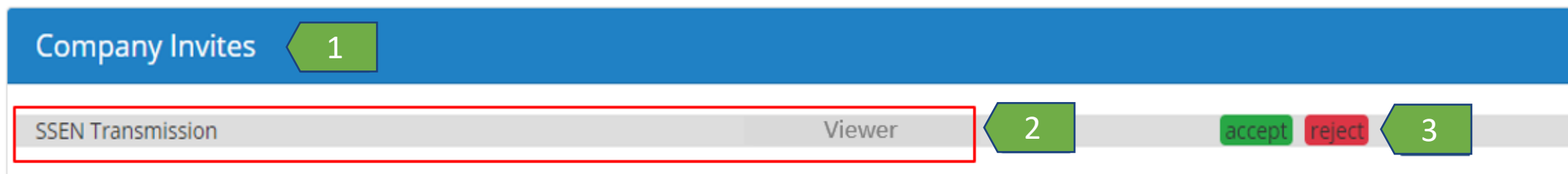
The link to the SDCT is:

<https://ssen.sustainabilitytool.com/>

Step 1 – Click the link and add this page to your **Bookmarks** (*select the star icon at the top right of the screen*)

Step 2 – Fill in your details and click **Login**

Accept or Reject Invitations (LO 3)



Step 1 – This page is where you will see the project invitations you have been sent

Step 2 – This tells you the project and your level of access. You will be a **Viewer**

Step 3 – **Accept** or **Reject** the invitation accordingly

Note: Please ensure you have been invited as a **Viewer**. If this is not correct, please reject the invitation and speak to your SSE Project Co-Ordinator (who is an Admin)

Module 2 – Interface Exploration



Focus:

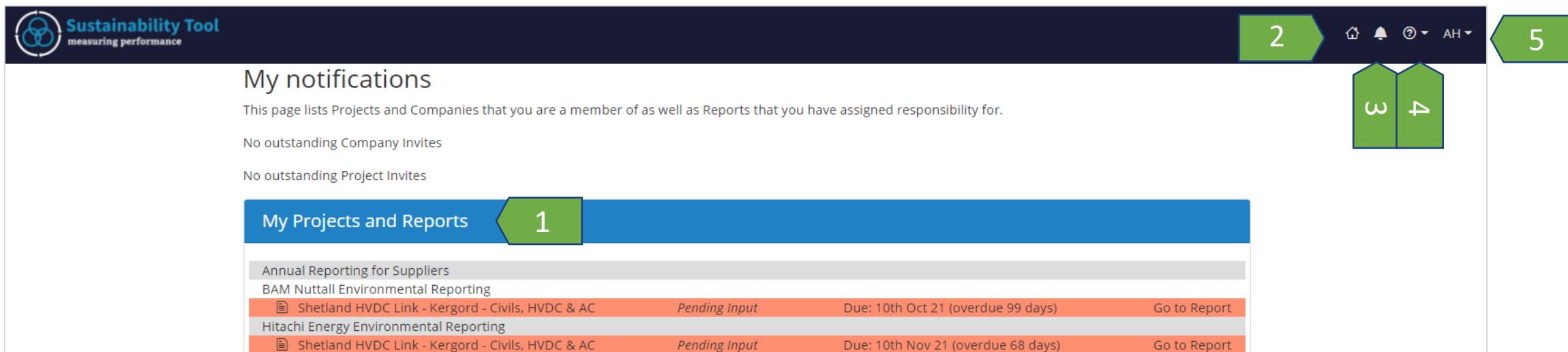
Establishes the steps of navigating the home screen, project dashboards, viewing, and exporting data

Learning Outcomes (LO) 4, 5, 6, 7:

I know how to...

- **LO 4)** Navigate the home screen ✓
- **LO 5)** Navigate project dashboards ✓
- **LO 6)** View sustainability data ✓
- **LO 7)** Export sustainability data ✓

Navigating the Home Screen (LO 4)



Sustainability Tool
measuring performance

2 Home icon, notification bell, user profile dropdown, and language selector (AH).



3 My notifications section.

4 Additional user guides and support hub.

5 Change password and logout area.

My notifications
This page lists Projects and Companies that you are a member of as well as Reports that you have assigned responsibility for.
No outstanding Company Invites
No outstanding Project Invites

1 My Projects and Reports

Annual Reporting for Suppliers			
BAM Nuttall Environmental Reporting			
 Shetland HVDC Link - Kergord - Civils, HVDC & AC	Pending Input	Due: 10th Oct 21 (overdue 99 days)	Go to Report
Hitachi Energy Environmental Reporting			
 Shetland HVDC Link - Kergord - Civils, HVDC & AC	Pending Input	Due: 10th Nov 21 (overdue 68 days)	Go to Report

Step 1 – From here you can **access your projects**.

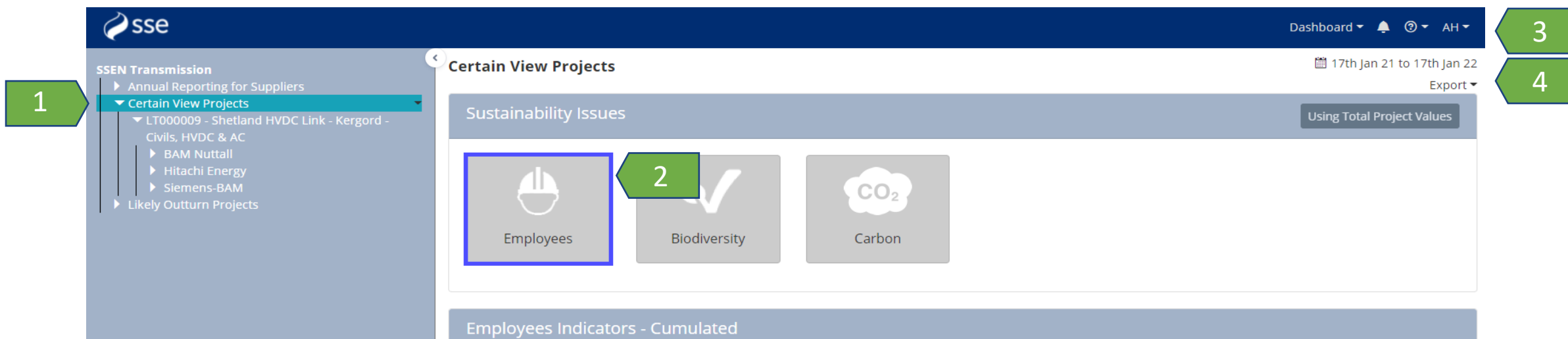
Step 2 – Takes you back to this **home page** at any time

Step 3 – My **Notifications**, this will show outstanding invitations or reports. The above screenshot showcases an overdue report in red.

Step 4 – **Additional user guides** and support hub

Step 5 – Change password and logout area

Navigating the Project Dashboards (LO 5)



The screenshot shows the SSE Project Dashboard interface. On the left, a navigation menu is highlighted with a green arrow labeled '1'. The menu includes 'SSEN Transmission', 'Annual Reporting for Suppliers', 'Certain View Projects' (selected), 'LT000009 - Shetland HVDC Link - Kergord - Civils, HVDC & AC', 'BAM Nuttall', 'Hitachi Energy', 'Siemens-BAM', and 'Likely Outturn Projects'. The main panel is titled 'Certain View Projects' and shows 'Sustainability Issues' for the period '17th Jan 21 to 17th Jan 22'. It features three tiles: 'Employees' (highlighted with a green arrow labeled '2'), 'Biodiversity', and 'Carbon'. A green arrow labeled '3' points to the 'Dashboard' dropdown in the top right, and a green arrow labeled '4' points to the 'Export' button.

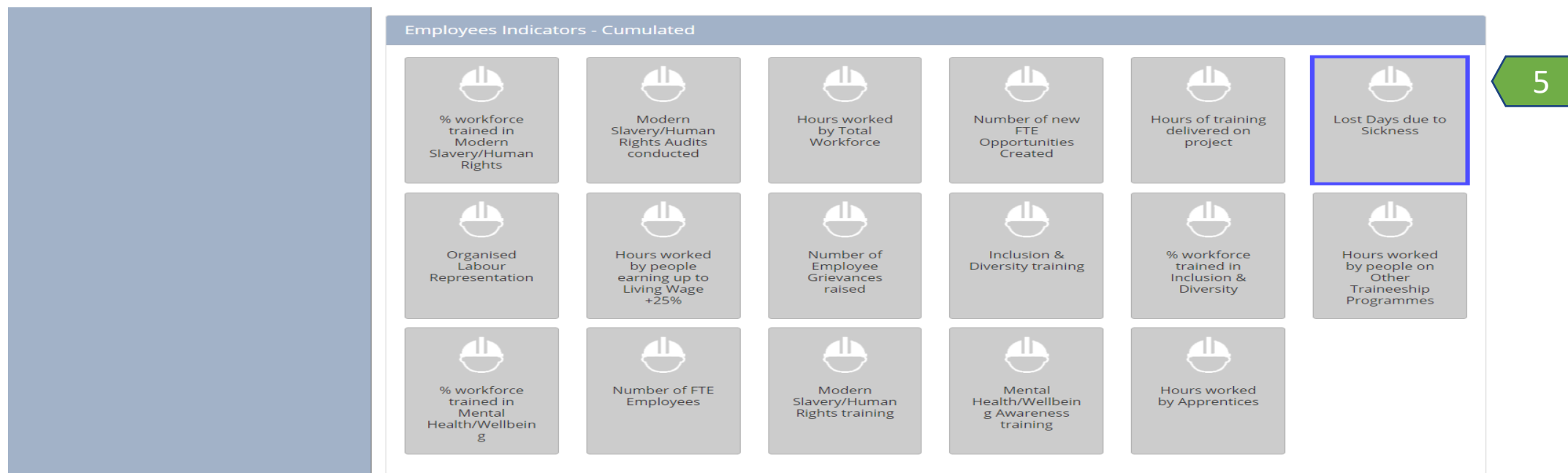
Step 1 – The left hand panel shows the **structure and hierarchy** of the reporting system

Step 2 – The main panel shows tiles representing the performance categorised by the Sustainability Issues once data has been reported and approved

Step 3 – These dates will define what data is shown in the performance graphs and tables. **By default, the ‘from’ date will be set to 6 months ago and the ‘to’ date will be today’s date.** If you make changes to these dates, **refresh your browser for this to be reflected**

Step 4 – Drop down to **Export data**

Navigating the Project Dashboards (LO 5)

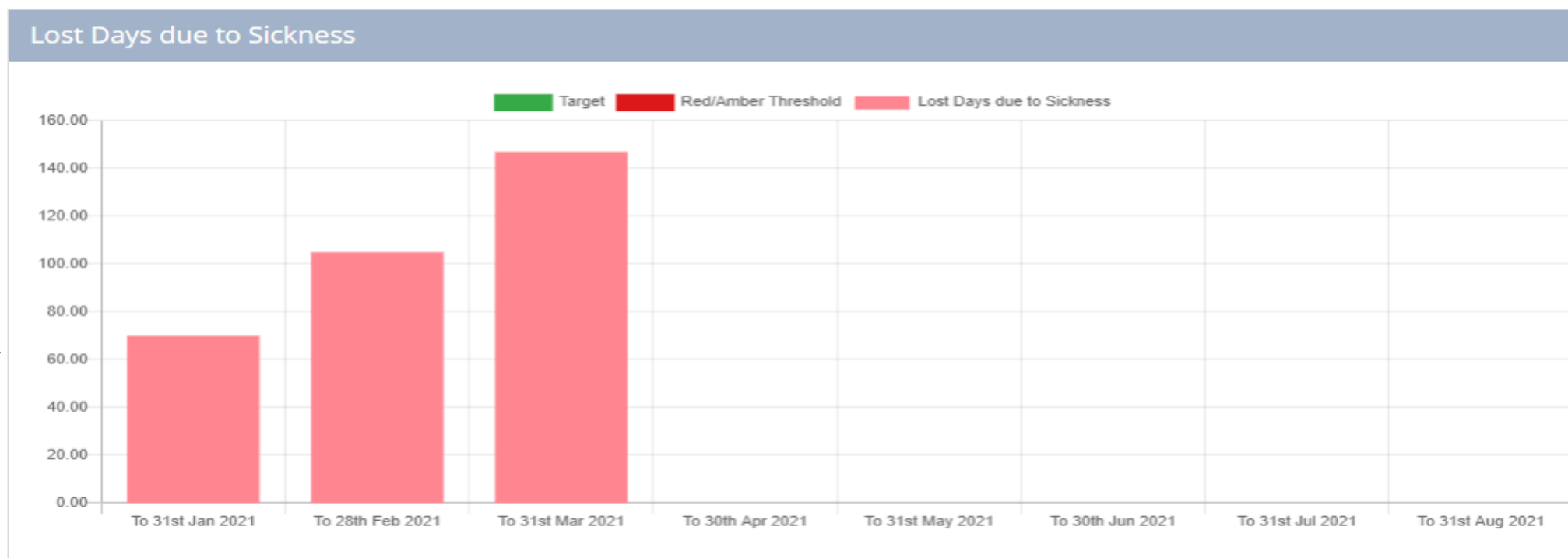


Step 5 – When you click on the tiles, the issue breaks down into indicators

Note: Once targets have been set by the SSEN Transmission Sustainability team, these tiles will be colour-coded using a RAG-rating

Navigating the Project Dashboards (LO 5)

6



Step 6 – By clicking on a specific indicator, you can scroll down to view a bar chart displaying the monthly breakdown of data

Note: Once targets have been set by SSEN Transmission Sustainability team, these will be reflected in the bar chart. The above is fake data for training purposes.

Viewing the Project Dashboards (LO 6)

1

Performance of projects for Indicator: Lost Days due to Sickness ⓘ						
Period Starting	To: 31st Mar 21	To: 30th Apr 21	To: 31st May 21	To: 30th Jun 21	To: 31st Jul 21	To: 31st Aug 21
RC Test Project	147.00					
NKT - social reporting						
Siemens - environmental reporting						
Hitachi - social reporting						
NKT - environmental reporting						
RC Test Project 2						
BAM Nuttall - social reporting						
Siemens - social reporting						
Hitachi - environmental reporting						
BAM Nuttall - environmental reporting						

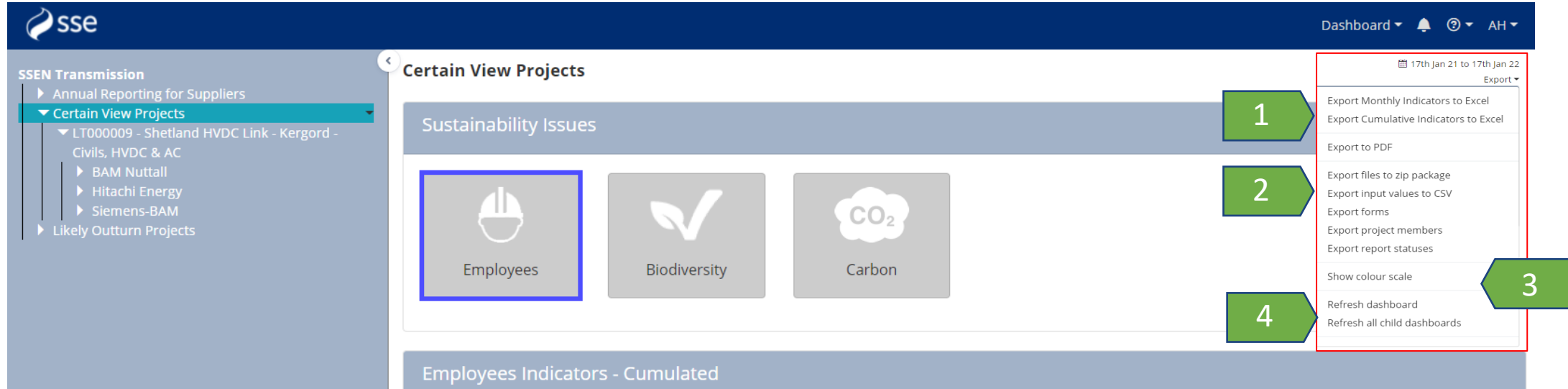
2

Reported metric values (monthly) for indicator: Lost Days due to Sickness ⓘ						
Period Starting	To: 31st Mar 21	To: 30th Apr 21	To: 31st May 21	To: 30th Jun 21	To: 31st Jul 21	To: 31st Aug 21
Lost days due to sickness direct workforce	30.00	0.00	0.00	0.00	0.00	0.00
Lost days due to sickness subcontractor workforce	12.00	0.00	0.00	0.00	0.00	0.00

Step 1 – View the cumulative data broken down by Project

Step 2 – View the breakdown of the metric itself, if it has sub-metrics

Exporting the Data (LO 7)



SSE Dashboard ▾ 🔔 ⓘ ▾ AH ▾

SSEN Transmission

- ▶ Annual Reporting for Suppliers
- ▼ **Certain View Projects**
 - ▼ LT000009 - Shetland HVDC Link - Kergord - Civils, HVDC & AC
 - ▶ BAM Nuttall
 - ▶ Hitachi Energy
 - ▶ Siemens-BAM
 - ▶ Likely Outturn Projects

Certain View Projects

Sustainability Issues

Employees

Biodiversity

Carbon

Employees Indicators - Cumulated

17th Jan 21 to 17th Jan 22

Export ▾

- Export Monthly Indicators to Excel
- Export Cumulative Indicators to Excel
- Export to PDF
- Export files to zip package
- Export input values to CSV
- Export forms
- Export project members
- Export report statuses
- Show colour scale
- Refresh dashboard
- Refresh all child dashboards

Step 1 – Download a csv file of the indicators being reported upon

Step 2 – Download a csv file of the metrics being reported upon

Step 3 – When targets have been set, a Red/Amber/Green colour scale will apply on the tiles to reflect performance against targets

Step 4 – Refresh the dashboard to get the most up-to-date information

Note: You can download reports in Excel CSV form.



User Guidance Support

The screenshot shows the Sustainability Tool User Guide page. At the top right, a dropdown menu (1) contains 'User Guide' and 'Message Support'. On the left, a sidebar (2) has a search bar and a menu (3) with items like 'An Introduction to the Sustainability Tool', 'General guidance', 'User Guidance', 'Supply Chain Sustainability School', 'API Documentation', 'Security Information', 'Contact and Support', and 'Frequently Asked Questions'. The main content area displays the 'Sustainability Tool User Guide' title, a welcome message, and a 'Contents' section with links to various guides.

Reporting Package ▾ Admin ▾ 🔔 ⓘ ▾

Report Due

ertain view → RC Test Project 2 → Monthly Environmental Report

1

2

3

SustainabilityTool

Search docs

Docs » Sustainability Tool User Guide

View page source

Sustainability Tool User Guide

Welcome to the technical documentation pages for the Sustainability Tool.

Contents

- [An Introduction to the Sustainability Tool](#)
 - [What is the Tool?](#)
 - [Who uses it?](#)
- [General guidance](#)
 - [Getting Started](#)
 - [Navigation](#)
 - [Key features](#)
 - [Key functionality](#)
- [User Guidance](#)
 - [How to use the tool](#)

Step 1 – Access the User Guide for additional information

Step 2 – Search with key words

Step 3 – Use the menu to find out more

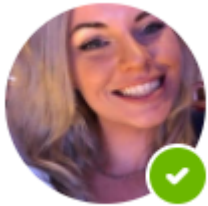
Note: You can also access the user guidance through the following link:

<https://docs.sustainabilitytool.com/>



Contact Information Support

SSEN Transmission Contact Details:



SSEN Transmission Sustainability Analyst:

Abigail.Hughes@sse.com



I.e. Issues relating to data or general queries

External Contact Details:



Robyn Conway, Consultant:

robyn@supplychainschool.co.uk



I.e. Issues relating to reporting

Tool Support Team:

info@sustainabilitytool.com



I.e. Issues relating to system

Appendices



Appendix A – User Group RACI Matrix



R	Responsible
A	Accountable
C	Consulted
I	Informed

	Viewer	Admin		System Admin	Reporter
	Project Manager	Project Co-Ordinator	Project Manager (Network)	Sustainability Analyst	Contractor
Stage 1	R	R	R	R	R
Stage 1	R	R	R	R	R
Stage 2		R	R		
Stage 2		R	R		
Stage 2	I	R	R		
Stage 3					R
Stage 3					R
Stage 3					R
Stage 4	R	A	A		I
Stage 5				R	
Stage 5		I	I	A	
Stage 5		I	I	A	

Responsible – This is a mandatory task which must be actioned, regardless of the user group

Accountable – This is a required task which should be actioned; however, if it is not, the specific user will be required to justify their action

Consulted – This is an optional task and is there to support those who are responsible

Informed – This is a required task to ensure open communication is occurring

Please note: Due to the scope of various SSEN Transmission projects, the Admin may also be a Project Manager within Network Renewals and Connections.



Appendix B – Frequently Asked Questions

Questions	Answers
How do we ensure reporting compliance?	<p>The SDCT indicates whether Reports have submitted their monthly and annual reports on time.</p> <p>The monthly contractor project template has also been updated to include a compliance section for sustainability reporting. This is also the case for the monthly PRB meetings which showcases all contractor compliance.</p>
How is the information audited?	<p>The first year of the SDCT focuses on reporting compliance to drive the correct behaviours in our supply chain. In the future, once we transition into a performance measurement space, information will be audited. We are reliant on the supplier providing the correct information and understand this is a risk; however, this is the beginning of the journey.</p>
How do I ensure reports aren't duplicated if I have a Principal Contractor and other contractors on a project?	<p>The Principal Contractor will have ownership of the project site. It is expected the Principal Contractor collates data from the contractors for the reporting submission; however, the contractors can also report directly. The Project Manager should guide discussions to avoid reporting confusion in this instance.</p>



Appendix B – Frequently Asked Questions

Questions	Answers
At a project level, am I required to feed into a wider sustainability reporting procedure or is this managed by the SSEN Transmission Sustainability team?	There will not be any project-level additional costs other than the Contractor's time to report the sustainability data within the SDCT. The requirement to report was included in contracts via the RIIO-T2 Supply Chain Sustainability Works Information.
Does the Supply Chain Sustainability Reporting System replace any of the existing HSE reporting requirements on current projects relating to incidents and compliance reporting?	No, the Supply Chain Sustainability Reporting System is solely focused on our wider sustainability commitments which relate to environmental and social issues.
Will the CES CEMP template be replaced in reference to Waste Management Plans, Quarterly Resource & Waste Reports (template TEM-NET-ENV-502)?	Yes, this template will be superseded by the SDCT as this incorporates monthly reporting on carbon, waste and other sustainability data in a web-based portal. These reporting requirements are part of the new framework contracts.



Appendix B – Frequently Asked Questions

Questions	Answers
If I have a suggestion for future improvements, who should I contact?	Please contact Abigail.Hughes@sse.com . Abigail is the Sustainability Analyst leading the SDCT implementation amongst user groups.
Will the new Supply Chain Sustainability Reporting System change my way of working significantly?	<p>Four key user groups were identified to deliver this digital change. Change impacts have been identified which range from low, medium and high within the user groups. A high-level overview can be seen below of the user groups by impact level:</p> <p>Viewers: Low Admin: High System Admin: High Reporters: High</p>