

Sustainability Data Capture Tool

Supply Chain Sustainability Reporting

Viewer Independent Learning Guide



Welcome

This independent learning guide is designed for a **Viewer** user of the Sustainability Data Capture Tool.

This presentation comprises of several sections which are of importance to review to successfully support SSEN Transmission supply chain sustainability performance at a project level.

The completion of this training is estimated to require 45 minutes.

Please note other training methods are available if required. In SSEN Transmission, we understand learning is different for everyone. Please contact Info@SustainabilityTool.com to discuss this further.



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Overview

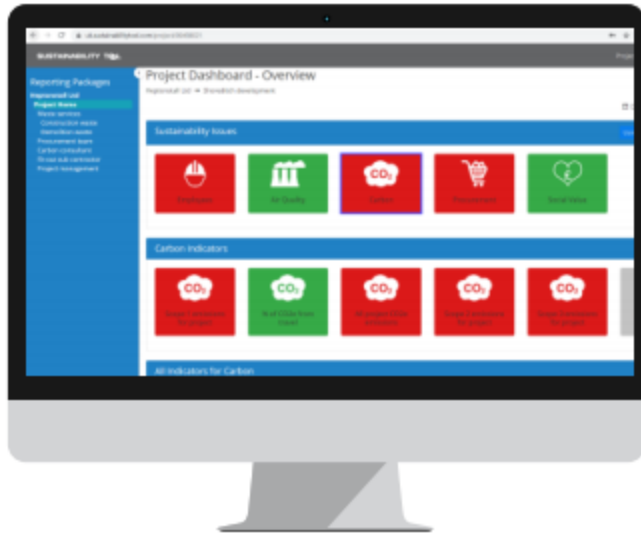


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What is the Sustainability Data Capture Tool?



Example of the user interface

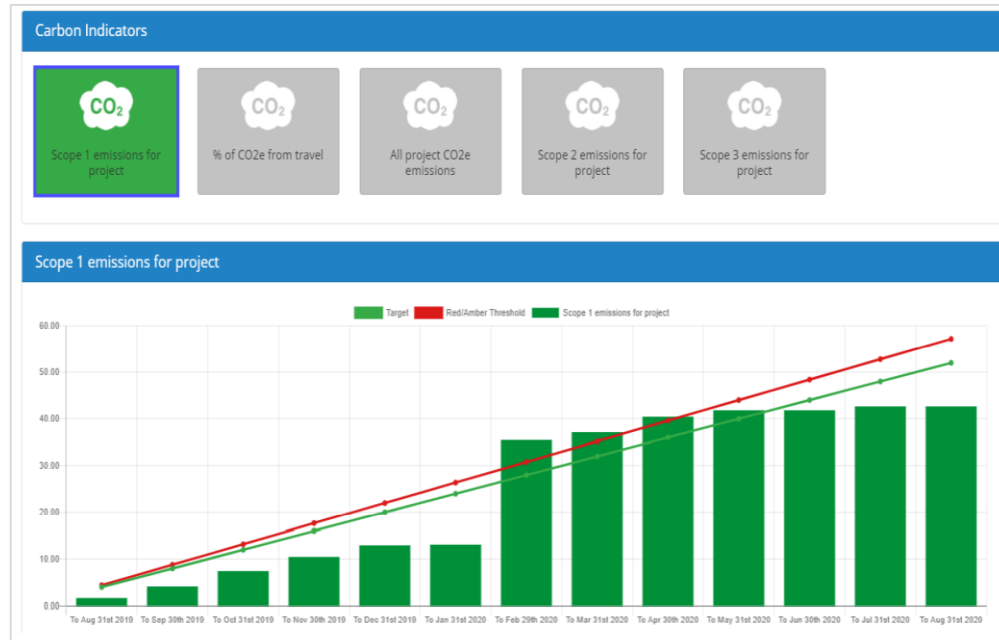
The Sustainability Data Capture Tool (SDCT) is a cloud-based sustainability performance reporting system, specifically **designed to manage supply chain sustainability performance**.

It enables SSEN Transmission to collect, report, and analyse environmental and social sustainability performance using **smart dashboards** at a project, business unit and corporate level.

No specialist knowledge is required as the SDCT is intuitive, user-friendly and is designed for all levels of a business to understand.



What is a Smart Dashboard?



Example of a smart dashboard

Once SSEN Transmission project data is submitted by a Contractor, a smart dashboard will be generated for the specific project.

Smart dashboards enable any user to review the supply chain sustainability performance of a project across different sustainability issues. This will be indicated by a Red, Amber or Green rating once determined targets and thresholds have been set.

The image to the left indicates a smart dashboard focused on carbon performance. The user can select four other categories to explore further.



Purpose of the Sustainability Data Capture Tool

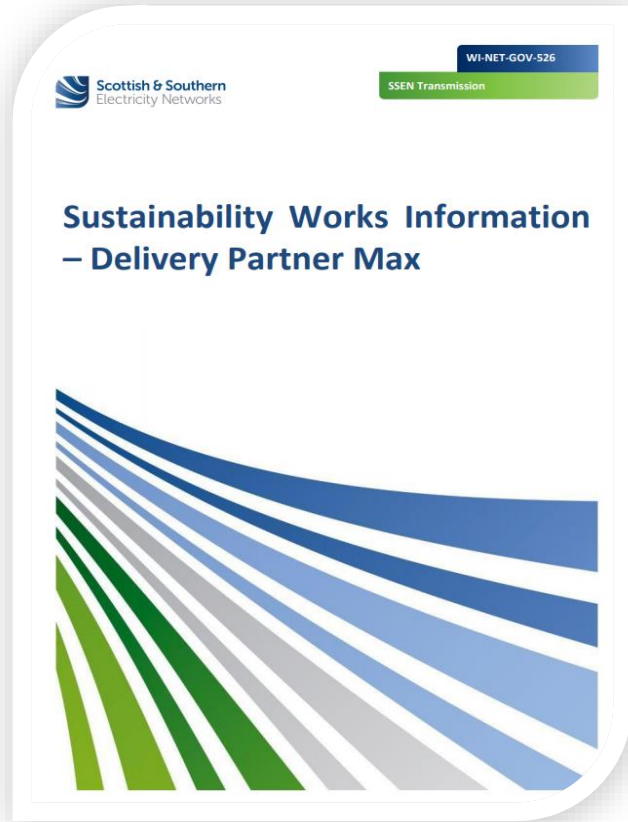
As a business at the forefront of the transition to a low carbon economy, SSEN Transmission has set achieving **Leadership in Sustainability** in the RIIO-T2 price control and beyond. This means being a trusted partner of customers and communities as well as realising long term benefit for society, the economy, and the natural environment.

The SDCT underpins how SSEN Transmission will 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](#).



SSEN Transmission Project Requirements



Section 4 of the Sustainability Works Information – Delivery Partner Light and Max (WI-NET-GOV-526) specifies the supply chain sustainability reporting requirements for project works.

SSEN Transmission projects over a value of £500,000 (currently excluding Operations-led projects), which are mobilised at site for construction, are required to report supply chain sustainability data including the carbon impact of the project, waste and more.

The SDCT is to be used from Gate 3 until construction is complete.

Presently ground investigation work prior to construction is not in scope; however, it is welcomed if this can be captured.



Benefits

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

1. The ability to demonstrate innovation and best practice in sustainability;
2. Providing increased efficiency in data collection, analysis and output through a standardised system which will support project teams to manage and improve the sustainability performance of projects;
3. Improved data analysis tools will improve internal and regulatory reporting which will identify further areas of improvement; and
4. Increase in visibility and understanding of supply chain sustainability impacts



Reporting Packages Information

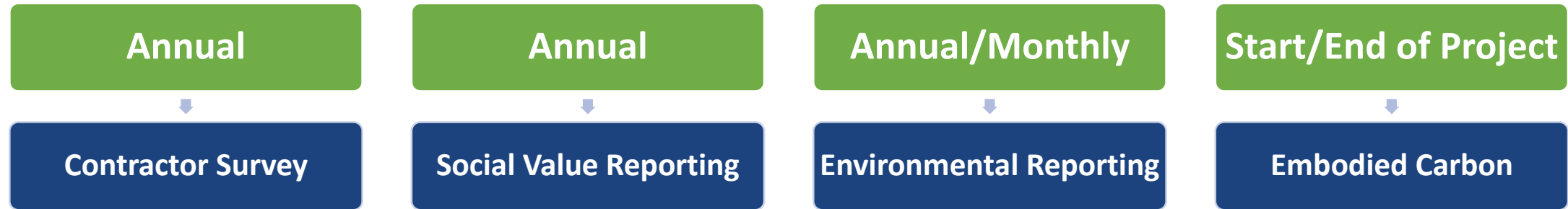


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Reporting Packages Overview



The SDCT is designed to collect a variety of supply chain sustainability data at different time periods which the above image depicts.

Importantly, once contractors are mobilised at the project site and construction work begins, the SDCT should be used until the project is complete.

The following slides elaborates further on the specific reporting packages and what SSEN Transmission expects from supply chain partners.



Contractor Survey Reporting

Within the SDCT, a concise survey must be submitted annually by the Contractor. Consisting of nine questions relating to Governance and Policies, the data collected will provide SSEN Transmission with company-level information regarding sustainability commitments of our supply chain partners. **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 type="text"/> ✓
• 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="text"/>
• 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="text"/>
• 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="text"/>
• 05. Does your company have an ISO14001 accredited environmental management system? ⓘ	Yes	N/A	No	<input type="text"/>
• 06. Does your company have a set of metrics or KPIs for tracking sustainability performance? ⓘ	Yes	N/A	No	<input type="text"/>

Partial screenshot of the annual supplier survey reporting requirements



Social Value Reporting

Social value reporting is an annual reporting requirement and Contractors must provide project-level information relating to Community Benefit, Local Economic Value, and Workforce Welfare. Please note the reporting area will not be visible within the SDCT until the following year once reporting commences; however, the metrics can be downloaded for review.

Report Due

Projects → LT000009 Shetland HVDC Link - Kergord - Civils, HVDC & AC → Action Sustainability Ltd

Biodiversity ✓

Electricity ⚠

Fuel consumption ✓

Fugitive emissions ⚠

Waste ⚠

Water ⚠

Communities ✓

Workforce ✓

Embodied carbon - design ⚠

Embodied carbon - as built ✓

Company travel ⚠

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

Report Due

Projects → LT000009 Shetland HVDC Link - Kergord - Civils, HVDC & AC → Action Sustainability Ltd

Biodiversity ✓

Electricity ⚠

Fuel consumption ✓

Fugitive emissions ⚠

Waste ⚠

Water ⚠

Communities ✓

Workforce ✓

Embodied carbon - design ⚠

Embodied carbon - as built ✓

Company travel ⚠

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

Partial screenshots of communities and workforce requirements



Social Value Reporting

“Local” is defined as “within the local authority area(s) in which the project site(s) is/are located”. In terms of projects within our network area, this broadly corresponds to the following local authority areas:

Aberdeen City, Aberdeenshire, Angus, Argyll and Bute, Dundee City, Eilean Siar, Highland, Moray, Orkney Islands, Perth and Kinross and the Shetland Islands.

For volunteering or community engagement work that is delivered remotely but where the benefit is local, then this too can be considered as “local.”

In terms of spend with subcontractor companies that have a local office/depot but whose head office is out with the local area, for the time being these are classified as “non-local.”



Environmental Reporting

Environmental reporting requirements relating to Biodiversity, Electricity, Fuel Consumption, Fugitive Emissions, Waste, and Water are also in scope. Excluding biodiversity, which is set for annual reporting, all other reporting information is required on a monthly basis.

Report Due

Projects → LT000009 Shetland HVDC Link - Kergord - Civils, HVDC & AC → Action Sustainability Ltd

Input form for the reporting period 1st Jan 22 to 31st Jan 22

Biodiversity ✓

Electricity ⚠

Fuel consumption ✓

Fugitive emissions ⚠

Waste ⚠

Water ⚠

Communities ✓

Workforce ✓

Embodied carbon - design ⚠

Embodied carbon - as built ✓

Company travel ⚠

Metric	Units	Value	Comments	N/A
▼ tCO2e from grid electricity consumption (location-based)	tCO2e (2)		Calculated from sub-metrics	<input type="checkbox"/> ✓ ▼
• Total grid consumption from own estate (permanent offices, depots, workshops, manufacturing sites etc.) ⓘ	kWh			<input type="checkbox"/> ✓ ▼
• Total grid consumption from temporary/project sites ⓘ	kWh			<input type="checkbox"/> ✓ ▼
• Total grid consumption from temporary/project sites where the electricity is provided by the client ⓘ	kWh			<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="checkbox"/> ▼
• Market based tCO2e	tCO2e			<input type="checkbox"/>
• tCO2e from onsite microgeneration	tCO2e (2)			<input type="checkbox"/>
• Electricity use - onsite microgeneration	kWh			<input type="checkbox"/>

☐ Mark section as complete

<< Previous

Next >>

Submit for Approval ⓘ

Partial screenshot of electricity requirements



Embodied Carbon Reporting

The embodied carbon of assets and construction materials, both design and as built, is a project requirement. The design report should be submitted at the start of the project, prior to construction or 1 month after the construction start date. The as-built report should be submitted at the end of the project, once construction is completed or within 1 month after the construction end date. Both reporting elements are identical.

Report Due

Projects → LT000009 Shetland HVDC Link - Kergord - Civils, HVDC & AC → Action Sustainability Ltd

Input form for the reporting period 1st Jan 22 to 31st Jan 22

Biodiversity ✓ Electricity ✓ Fuel consumption ✓ Fugitive emissions ▲ Waste ▲ Water ▲ Communities ✓ Workforce ✓ Embodied carbon - design ▲

Embodied carbon - as built ✓ Company travel ▲

Data reported for this section is for the period
1st Jan 22 to 31st Jan 22

Metric	Units	Value	Comments	N/A
Embodied carbon - design ⓘ	No file		<div>Add new form data</div>	<input type="checkbox"/>
<div>• Do you have other materials or assets to report for the 'design' embodied carbon calculations which aren't included in the Carbon Asset Database? ⓘ</div>	<div>YesN/ANo</div>			

☐ Mark section as complete

<< Previous

Next >>

Submit for Approval

Partial screenshot of embodied carbon design requirement



Reporting Requirements

2022 Monthly Project Reporting Submission Deadlines

Project reporting submissions are required to be submitted on the 10th of each month. The data reported should reflect the month prior, or two months prior depending on the Contractors reporting capabilities (*i.e., one month prior: February 2022 reporting submission will require January 2022 data*). The SDCT will issue a reminder to contractors seven days prior to the reporting submission date.

Principal Contractor and Contractors

The Principal Contractor is responsible for ensuring annual and monthly sustainability data is submitted for the applicable project. Importantly, the Principal Contractor should ensure the data includes their subcontractor data if possible (*i.e., waste, fugitive emissions, company travel etc*).

Contractors are responsible for ensuring annual and monthly sustainability data is submitted for the project; however, the information should not be a duplication of the Principal Contractor's data (*i.e., do not report electricity as this will be under the ownership of the Principal Contractor*).



Users' Group Overview



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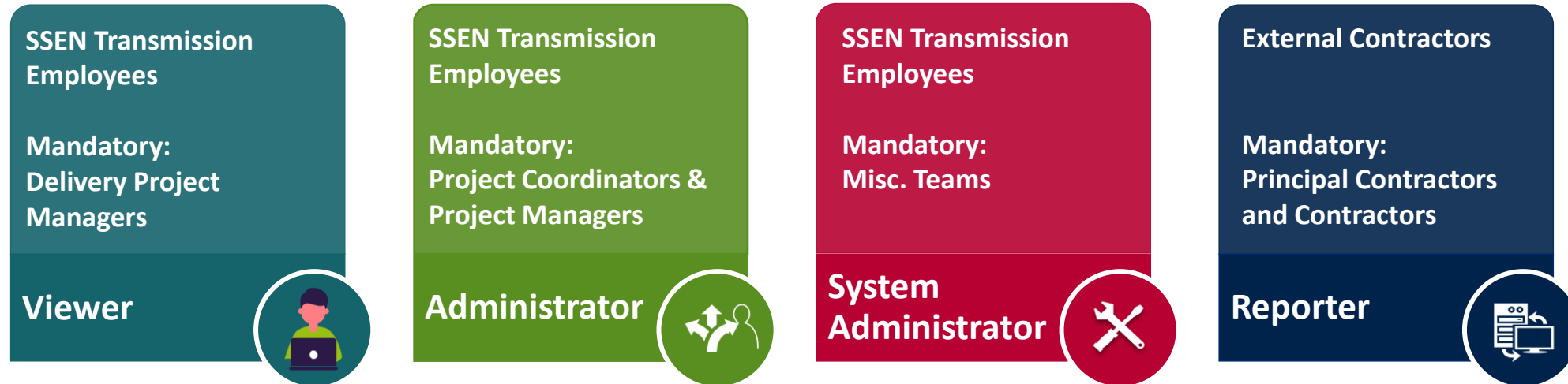
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Users' Group Overview

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

Please visit the [Appendices](#) section and review the [User Group RACI Matrix](#) for further information on each user group.





Viewer Profile



Who is a Viewer within SSEN Transmission?

A mandatory Viewer is a Delivery Project Manager; however, any SSEN Transmission employee with a particular interest in a specific project may gain access pending the request is appropriate. A Development Project Manager will firstly be assigned to a project, with the project then progressing to the Delivery Project Manager. Please discuss any access requests with the assigned Administrator of the project.

What is the role of a Viewer?

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

What is the responsibility of a Viewer?

Viewers do not have assigned responsibility within the SDCT; however, the Project Manager must ensure the Sustainability Works Information is included in the project works information issued to the contractor. Furthermore, the Project Manager must ensure that the contractor is meeting their obligations to report sustainability data into the SDCT.



Administrator Profile



Who is an Administrator within SSEN Transmission?

This is the Project Coordinator or Project Manager within Network Renewals and Connections.

What is the role of a Administrator?

To support supply chain sustainability data gathering within SSEN Transmission.

What is the responsibility of a Administrator?

To create new projects, assign Viewers and Reporters to a project, assign reporting packages to a contractor, view and export all reported data and dashboards (if applicable), and track reporting compliance of contractors.



System Administrator Profile

Who is a System Administrator within SSEN Transmission?

This role is managed by various internal teams presently.

What is the role of a System Administrator?

To collate, review and analyse supply chain sustainability data for reporting requirements internally and to Ofgem.

What is the responsibility of a System Administrator?

To create contractor accounts, ensure projects are set-up accurately, data analysis and adhering to the governance framework.



Reporter Profile



Who is a Reporter within SSEN Transmission?

This is the Principal Contractor and Contractor who is operating on SSEN Transmission projects. There will likely be multiple reporters from an organisation required to complete the relevant sustainability data reporting criteria.

What is the role of a Reporter?

Reporters are assigned to specific reporting packages to input data against the applicable reporting period. Importantly, there is not an expectation to report on everything – only what is relevant to the specific project.

What is the responsibility of a Reporter?

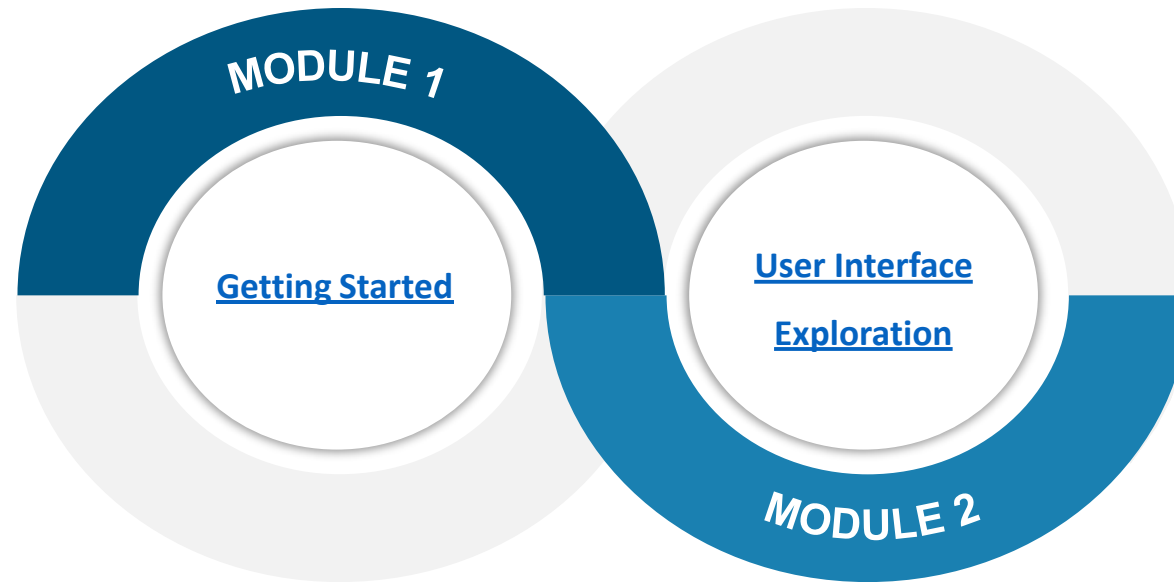
To input data for the reporting package(s) they have been assigned, view data they have submitted, retrospectively edit data in their assigned reporting package (if applicable), export dashboard data recorded in their assigned reporting package(s) (if applicable), view their project smart dashboards, and adhere to reporting deadlines specified by SSEN Transmission.



Training Structure



Training Modules Overview





Learning Approach

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



Show you how

Please note there is no audio accompanying the module delivery. If you require alternative training, please contact info@sustainabilitytool.com.

Module 1: Getting Started



Focus:

Establishes the steps of account set up, logging in, and accepting or rejecting project invitations

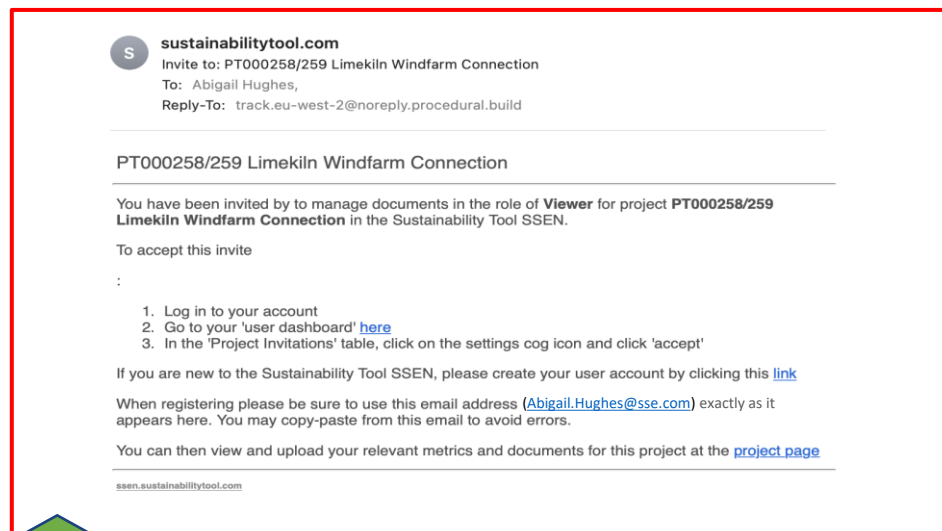
Learning Objectives (LO) 1, 2, 3:

I know how to...

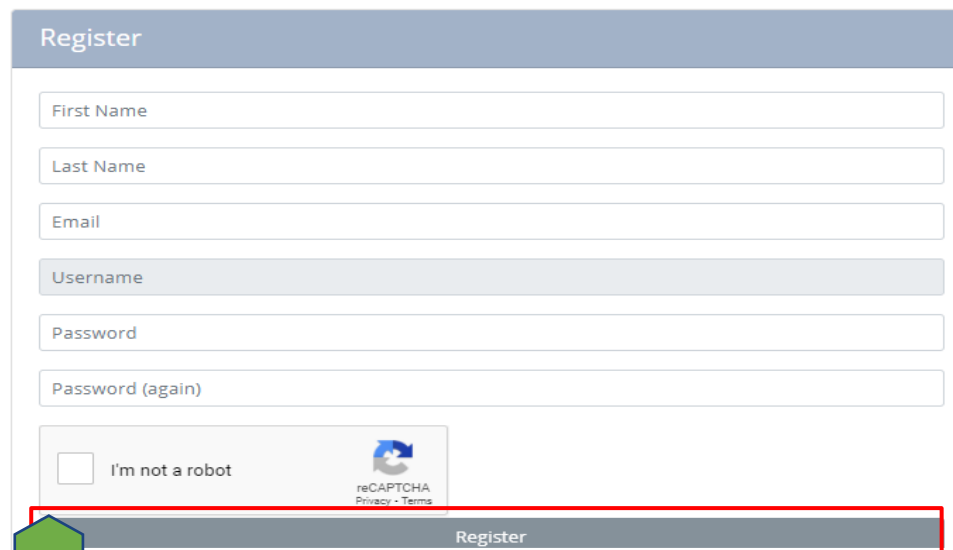
- **LO 1)** Register ✓
- **LO 2)** Login ✓
- **LO 3)** Accept or reject project invitations ✓

How to Register (LO 1)

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



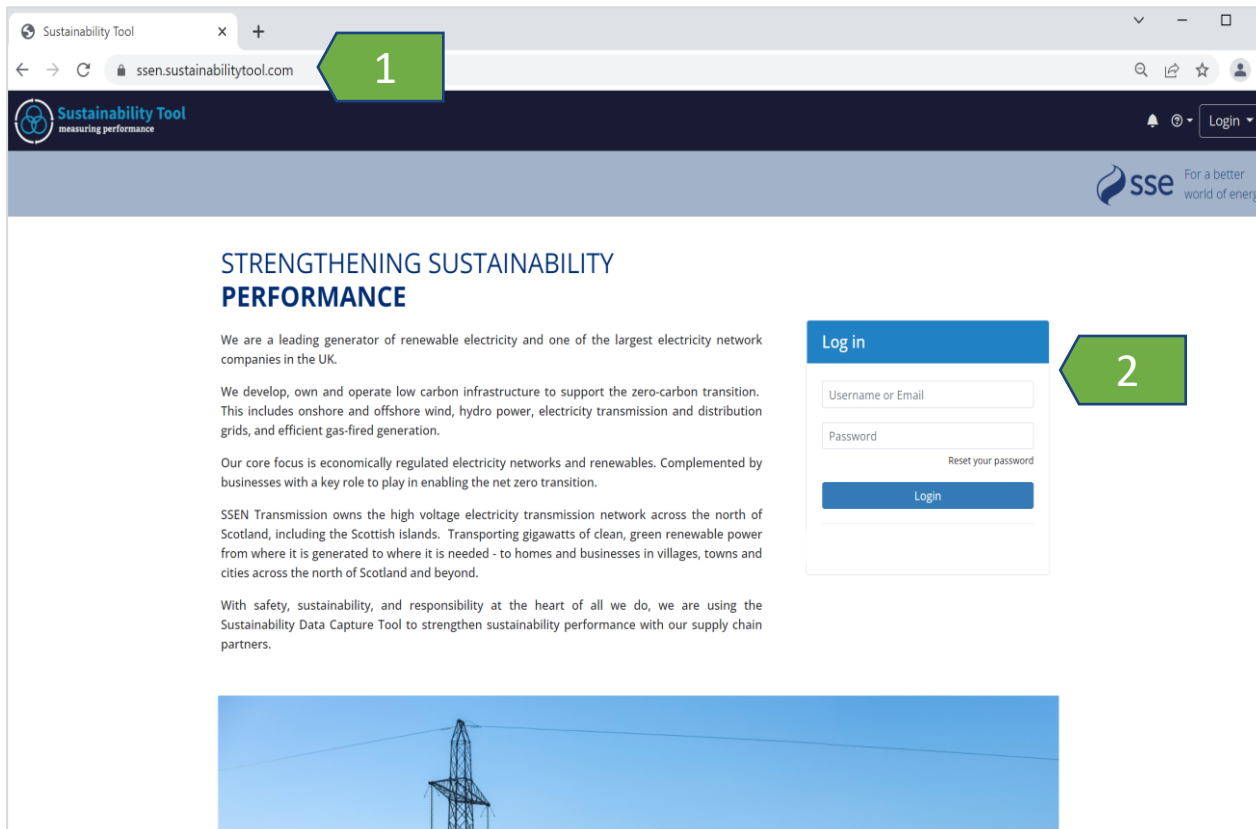
Step 1 – Click the link and follow the instructions



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)



The screenshot shows a web browser window with the URL ssen.sustainabilitytool.com. The page title is "Sustainability Tool" and the logo "Sustainability Tool measuring performance" is visible. The main content area is titled "STRENGTHENING SUSTAINABILITY PERFORMANCE" and contains several paragraphs of text about SSEN's commitment to renewable energy and sustainability. On the right side, there is a "Log in" section with a "Log in" button. A green arrow labeled "1" points to the address bar, and a green arrow labeled "2" points to the "Log in" button.

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:

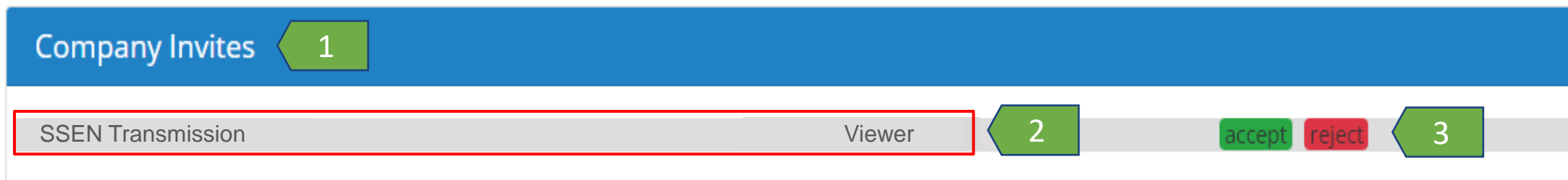
<https://ssen.sustainabilitytool.com/>

Step 1 – Click the link to the SDCT

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

Note: It is optional to add this page to your **Bookmarks** for ease of access (select the star icon at the top right of the screen to do so)

Accept or Reject Project Invitations (LO 3)



Step 1 – In this area, you will have visibility of project invitations issued to your email address

Step 2 – This indicates the project invitation and the role of the user. You will be a **Viewer**

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

Note: Please ensure your access is set as a Viewer. If this is incorrect, please inform the Administrator of the project.



Module 2:

User Interface Exploration



Focus:


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




Learning Objectives (LO) 4, 5, 6:

I know how to...

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

Navigating the Home Screen (LO 4)


Sustainability Tool
 measuring performance




 AH ▾

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

2


Annual Reporting for Suppliers
 LT000009 Shetland HVDC Link - Kergord - Civils, HVDC & AC




 Organisation A	Pending Input	Due: 10th Mar 22 (39 days)	Go to Report
 Organisation B	Pending Input	Due: 10th Feb 22 (11 days)	Go to Report
 Organisation C	Pending Input	Due: 10th Mar 22 (39 days)	Go to Report
 Organisation D	Pending Input	Due: 21st Jan 22 (overdue 8 days)	Go to Report

Step 1 – This section will indicate outstanding company/project invites to be reviewed

Step 2 – From here, you can view and access specific projects which you have access to within SSEN Transmission

Navigating the Home Screen (LO 4)


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 measuring performance




 AH ▾

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

My Projects and Reports


3




Annual Reporting for Suppliers
 LT000009 Shetland HVDC Link - Kergord - Civils, HVDC & AC

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 Organisation C	Pending Input	Due: 10th Mar 22 (39 days)	Go to Report
 Organisation D	Pending Input	Due: 21st Jan 22 (overdue 8 days)	Go to Report

Step 3 – The specific business will be listed under the project, when assigned by the Administrator, and the colour scale indicates the reporting status. Green indicates there is sufficient time to submit; yellow indicates the report is due soon; red indicates the report is overdue

Navigating the Home Screen (LO 4)


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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

4

5


My Projects and Reports




Annual Reporting for Suppliers			
LT000009 Shetland HVDC Link - Kergord - Civils, HVDC & AC			
 Organisation A	Pending Input	Due: 10th Mar 22 (39 days)	Go to Report
 Organisation B	Pending Input	Due: 10th Feb 22 (11 days)	Go to Report
 Organisation C	Pending Input	Due: 10th Mar 22 (39 days)	Go to Report
 Organisation D	Pending Input	Due: 21st Jan 22 (overdue 8 days)	Go to Report

Step 4 – This icon will take you back to this **home page** at any time

Step 5 – This icon will show your **Notifications** (such as the reporting status of projects)

Navigating the Home Screen (LO 4)


Sustainability Tool
 measuring performance




 AH ▾

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





9

7

My Projects and Reports

8

Annual Reporting for Suppliers
 LT000009 Shetland HVDC Link - Kergord - Civils, HVDC & AC

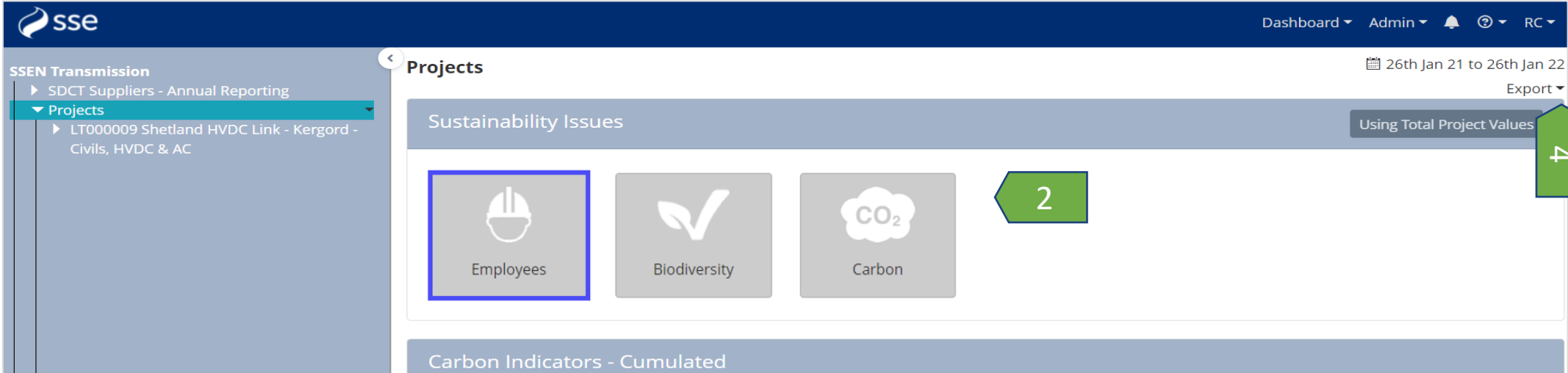
 Organisation A	Pending Input	Due: 10th Mar 22 (39 days)	Go to Report
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 Organisation D	Pending Input	Due: 21st Jan 22 (overdue 8 days)	Go to Report

Step 6 – Additional user guides and support hub

Step 7 – Change password and logout area

Step 8 – Click on a Project to be directed to the project area

Navigating the Project Dashboards (LO 5)



The screenshot displays the SSE Project Dashboards interface. On the left, a navigation menu (callout 1) shows the hierarchy: SSEN Transmission > SDCT Suppliers - Annual Reporting > Projects > LT000009 Shetland HVDC Link - Kergord - Civils, HVDC & AC. The main content area (callout 2) is titled 'Projects' and features a 'Sustainability Issues' section with three icons: Employees (highlighted with a blue border), Biodiversity, and Carbon. A date range '26th Jan 21 to 26th Jan 22' (callout 3) and an 'Export' dropdown (callout 4) are located in the top right. A 'Using Total Project Values' button is also present.

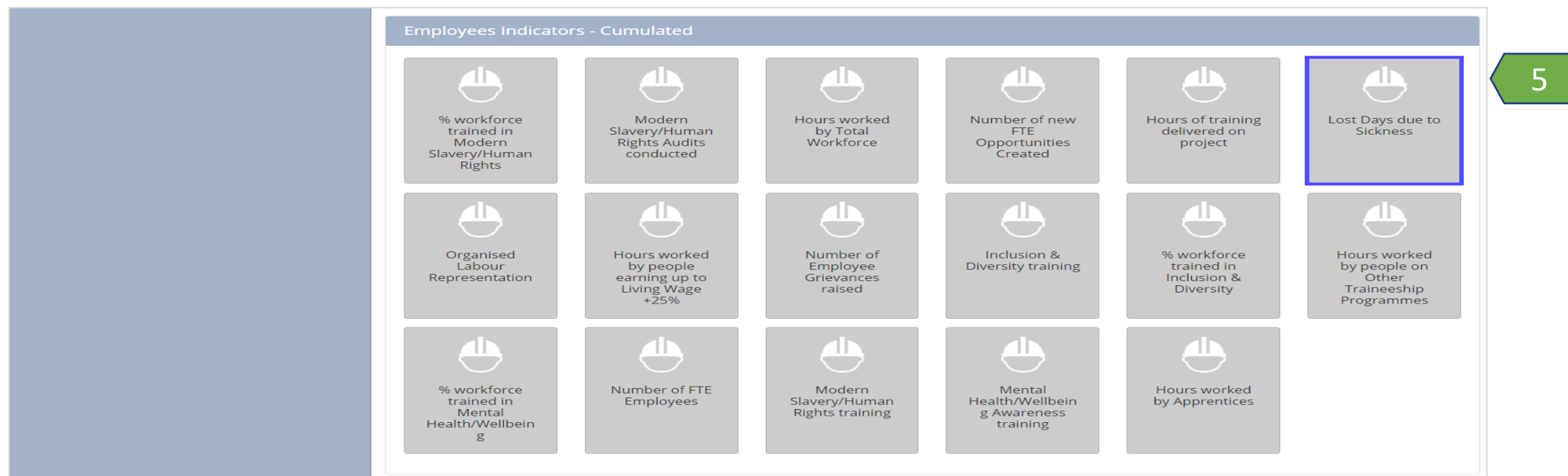
Step 1 – The left hand panel shows the reporting **structure and hierarchy**

Step 2 – This showcases the smart dashboards categorised by sustainability issues once data has been submitted

Step 3 – These dates will define what data is shown. **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 – This is a drop-down to **Export data** (LO 6 showcases the options available)

Navigating the Project Dashboards (LO 5)

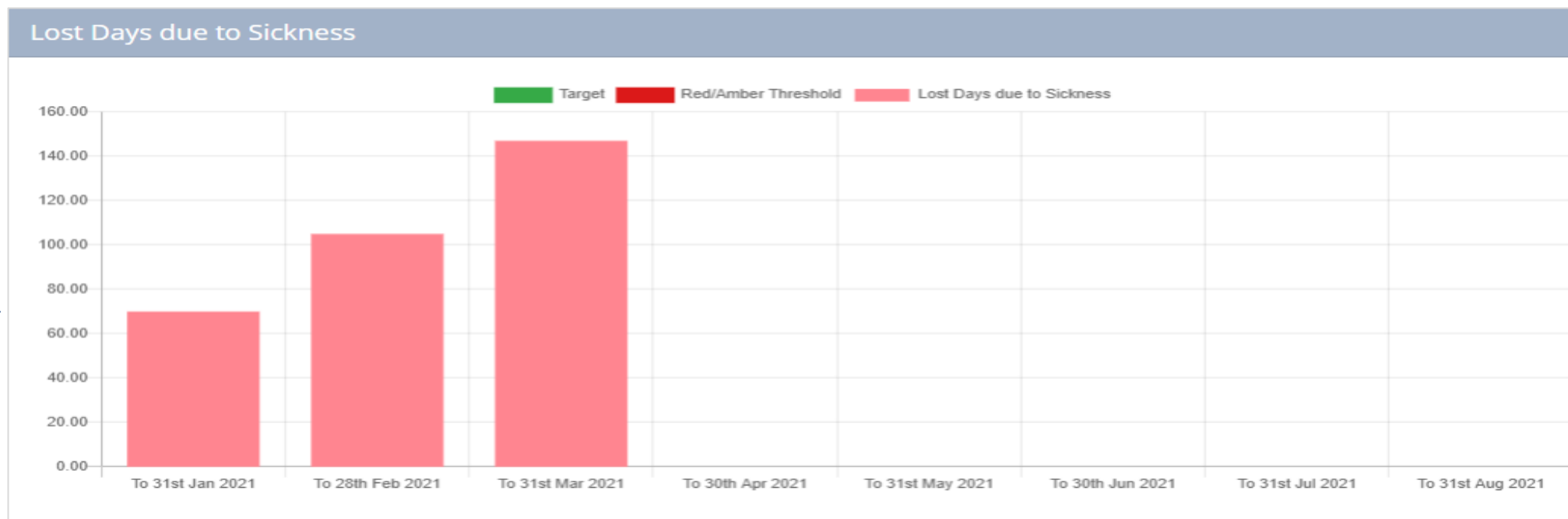


Step 5 – When you click on the tiles, the issue breaks down into indicators. Click on an indicator to explore the data

Note: Once targets have been set, these tiles will be colour-coded using a RAG-rating

Navigating the Project Dashboards (LO 5)

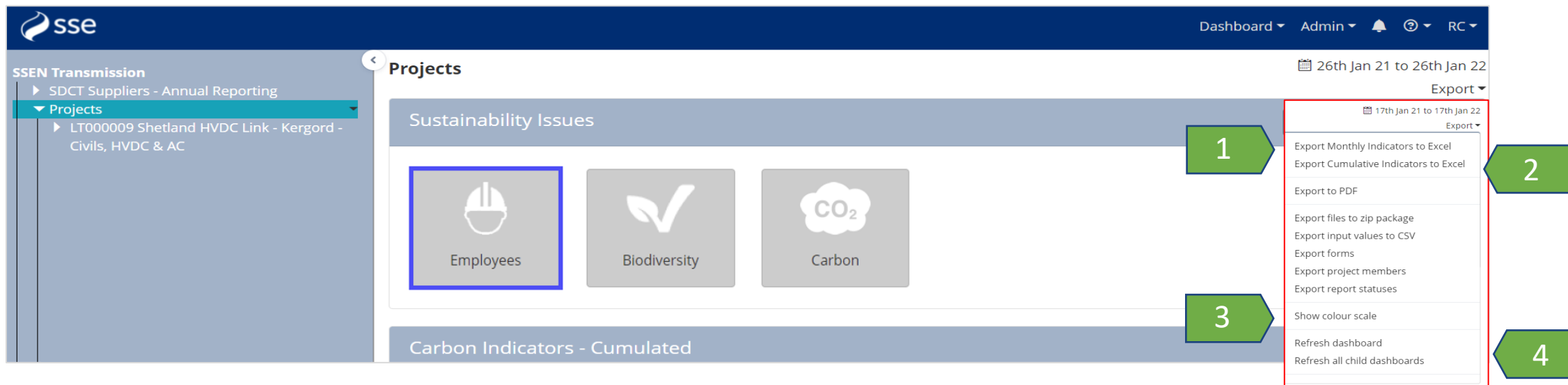
6



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, a clear baseline will be visible within the project.

Exporting Data (LO 6)



The screenshot shows the SSE Transmission dashboard with the 'Projects' section selected. The 'Sustainability Issues' section is highlighted, and the 'Employees' tile is selected. The 'Export' dropdown menu is open, showing options for exporting data to Excel, PDF, and CSV. The 'Export' button is highlighted with a green arrow labeled '1'. The 'Export' dropdown menu is highlighted with a green arrow labeled '2'. The 'Export' dropdown menu is highlighted with a green arrow labeled '3'. The 'Export' dropdown menu is highlighted with a green arrow labeled '4'.

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 are established, RAG 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



User Support



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TRANSMISSION



Help and Support

The screenshot shows the 'Sustainability Tool' interface with the tagline 'measuring performance'. The main content area is titled 'My notifications' and contains the text: 'This page lists Projects and Companies that you are a member of as well as Reports that you have assigned responsibility for.' Below this, it states 'No outstanding Company Invites' and 'No outstanding Project Invites'. A blue button labeled 'My Projects and Reports' is visible. On the right, a dropdown menu is open, showing 'User Guide' (highlighted with a red box and labeled '1') and 'Message Support' (highlighted with a red box and labeled '2'). The top navigation bar includes icons for home, notifications, help, and a user profile labeled 'AH'.

Step 1 – Click on the user guide area to discover further information regarding the SDCT

Step 2 – Click on message support for an automatic email to be generated to Info@SustainabilityTool.com



Contact Information Support

Key External Contacts

Olivia.Banfield@Actionsustainability.com

Info@Sustainabilitytool.com



I.e. For issues relating to the system and reporting

Key SSEN Transmission Contact

TransmissionSustainability@sse.com



I.e. Issues relating to projects



Appendices



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User Group RACI Matrix

		Viewer	Administrator		System Admin	Reporter
		Delivery Project Manager	Project Co-Ordinator	Project Manager (Network Renewals and Connections)	Misc. Teams	Contractor
Stage 1	Creating contractor profiles				R	
Stage 1	Inputting contractor details				R	
Stage 2	Personal registration and account set-up	R	R	R	R	R
Stage 2	Accepting or rejecting personal invitations	R	R	R	R	R
Stage 3	Creating a project		R	R		
Stage 3	Assigning a Contractor		R	R		
Stage 3	Establishing the reporting period for a Contractor	I	R	R		
Stage 4	Completing monthly and annual reporting requirements					R
Stage 5	Reviewing contractor reporting compliance and updating internal documentation		R	R		
Stage 5	Liaising with Contractor's concerning missed deadlines	R	A	A		I
Stage 6	Responding to general queries				R	
Stage 6	Reviewing and updating Joiner/Movers/Leavers				R	
Stage 6	Reassigning users to projects		R	R		



User Group RACI Matrix

- **Responsible** – This is a mandatory task which must be actioned.
- **Accountable** – This is a 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 taking place.

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



Frequently Asked Questions

Questions	Answers
How is reporting compliance tracked at a project level?	The SDCT indicates whether Contractors have submitted their annual and monthly reports according to a RAG rating. The Administrator should ensure internal documentation is updated to capture reporting compliance.
How is the information audited?	In the first year of using the SDCT, the key focus centres on reporting compliance. In the future, once we progress into performance management, information will be audited. We are reliant on the Contractor providing accurate information and understand this is a risk; however, this is the beginning of the data journey.
How do I ensure reports aren't duplicated if I have a Principal Contractor and other contractors on a project?	The Principal Contractor will have ownership of the project site. It is expected the Principal Contractor collates data from their sub contractors for reporting submissions. Any other SSE Contractors, working alongside the Principal Contractor, should clarify with the Project Manager the areas which metrics should not be reported against. I.e., there is no need to provide electricity for the project site twice.



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 Sustainability Data Capture Tool replace any of the existing HSE reporting requirements on current projects relating to incidents and compliance reporting?	No, the SDCT 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.



Frequently Asked Questions

Questions	Answers
If I have a suggestion for future improvements, who should I contact?	Please contact transmissionsustainability@sse.com .
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>Administrators: High System Administrators: High Reporters: High Viewers: Low</p>