

# Sustainability Data Capture Tool

Supply Chain Sustainability Reporting

## Administrator Independent Learning Guide



# Welcome

This independent learning guide is designed for an **Administrator** 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 1 hour.**

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



# Training Contents

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# Overview



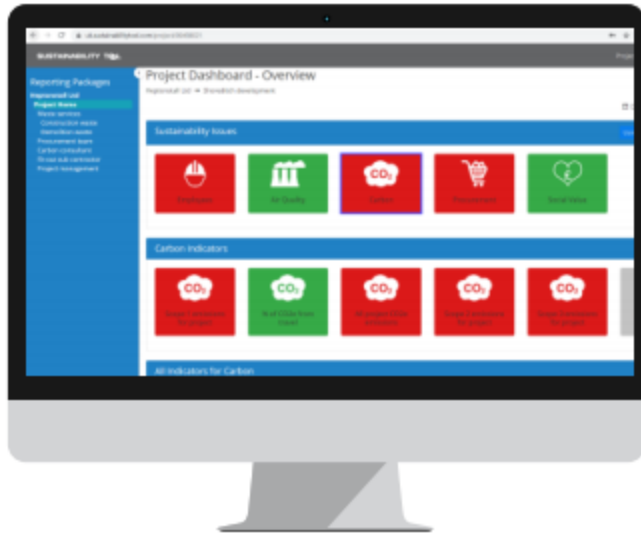
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# What is the Sustainability Data Capture Tool?



*Example of the user interface*

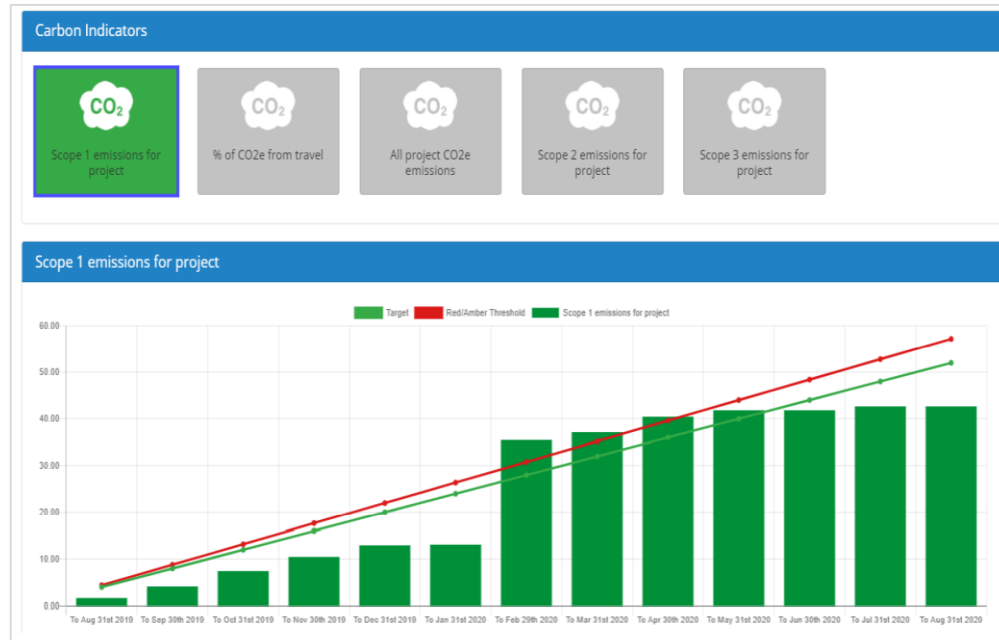
The Sustainability Data Capture Tool (SDCT) is a cloud-based sustainability performance reporting system, specifically **designed to manage supply chain sustainability performance**.

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

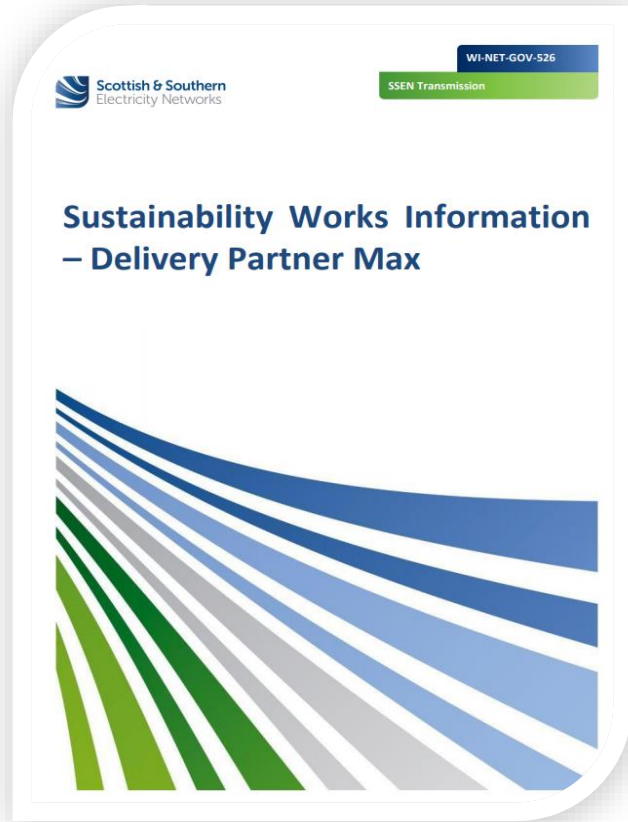
As a business at the forefront of the transition to a low carbon economy, SSEN Transmission has set achieving **Leadership in Sustainability** in the RIIO-T2 price control and beyond. This means being a trusted partner of customers and communities as well as realising long term benefit for society, the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



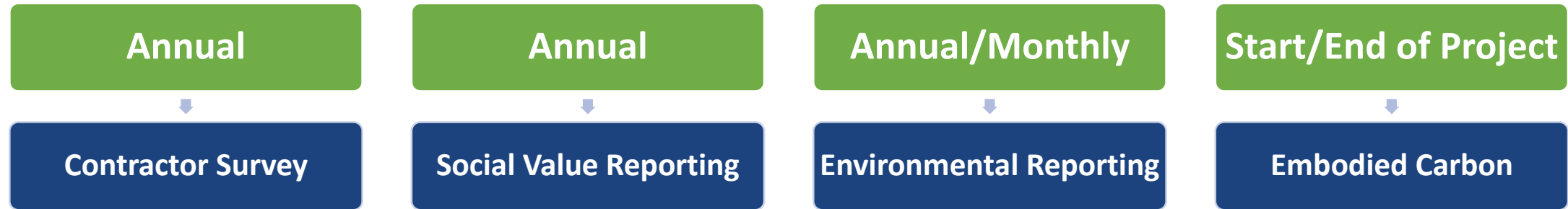
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# Reporting Packages Overview



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 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 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	<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"/>

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	<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 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)	<input type="text"/>	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="checkbox"/> ✓   ▼
• Total grid consumption from temporary/project sites ⓘ	kWh	<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="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="checkbox"/> ▼
• Market based tCO2e	tCO2e	<input type="text"/>		<input type="checkbox"/>
• tCO2e from onsite microgeneration	tCO2e (2)	<input type="text"/>		<input type="checkbox"/>
• Electricity use - onsite microgeneration	kWh	<input type="text"/>		<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			<input type="checkbox"/>
• Do you have other materials or assets to report for the 'design' embodied carbon calculations which aren't included in the Carbon Asset Database? ⓘ		<input type="button" value="Yes"/> <input checked="" type="button" value="N/A"/> <input type="button" value="No"/>	<input type="text"/>	

☐ Mark section as complete

*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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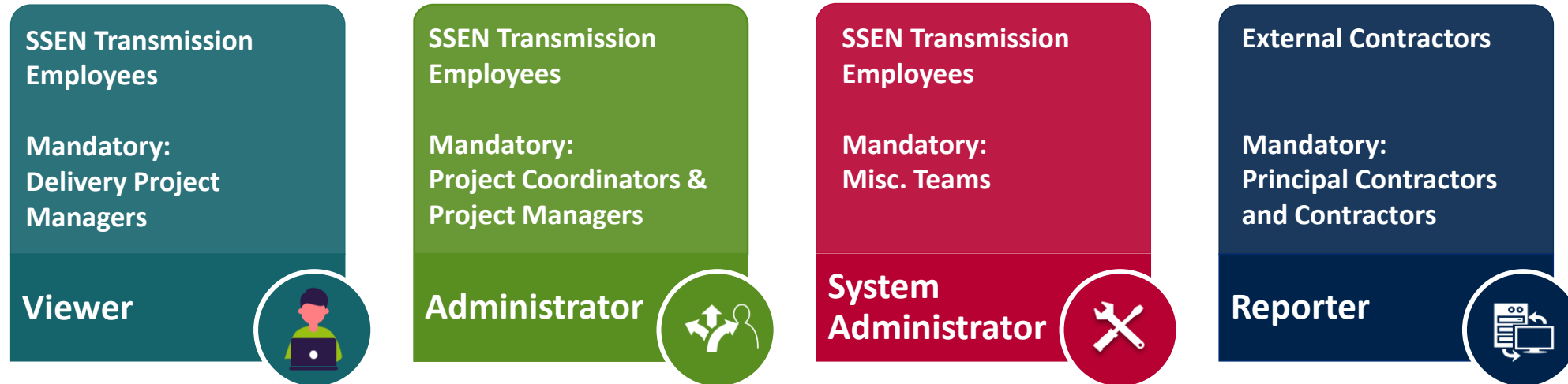
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# Users' Group Overview

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



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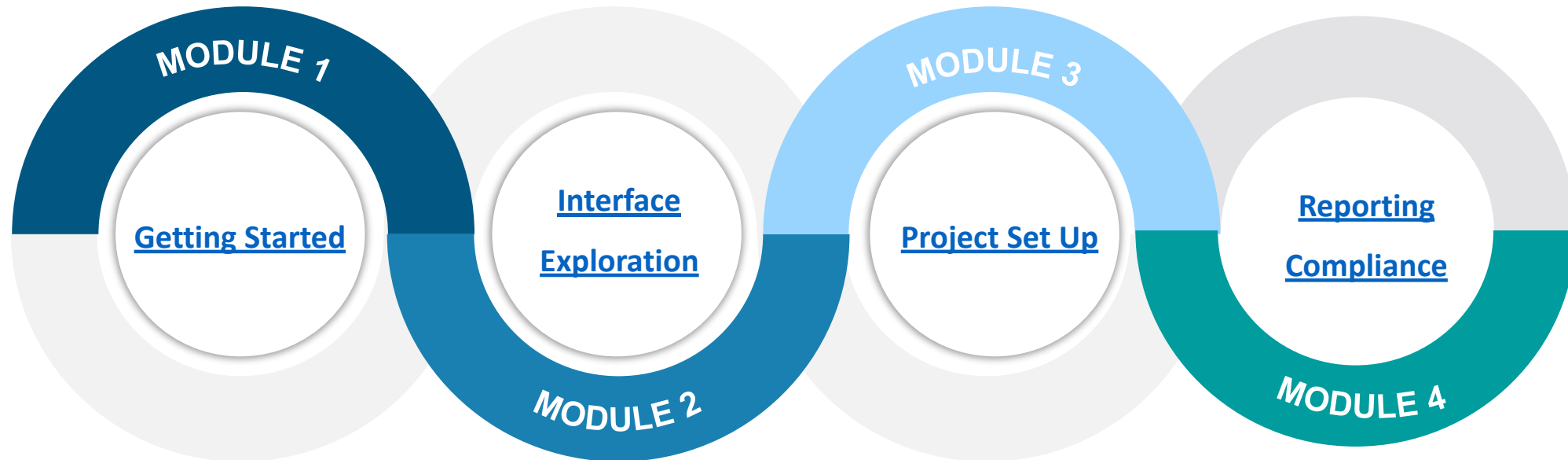
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# Training Modules Overview





# Learning Approach

Modules 1, 2, 3, and 4 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](mailto:Info@SustainabilityTool.com).



## Focus:

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

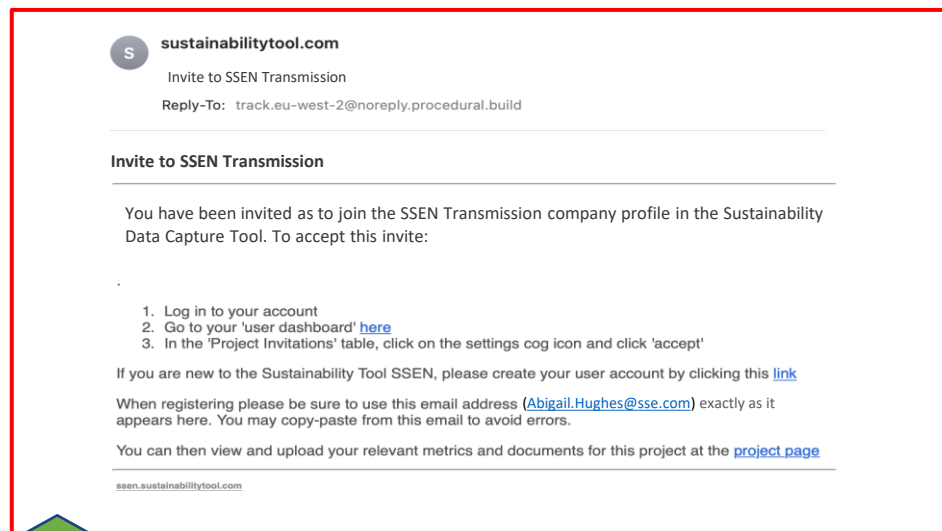
## Learning Objectives (LO) 1, 2, 3:

### I know how to...

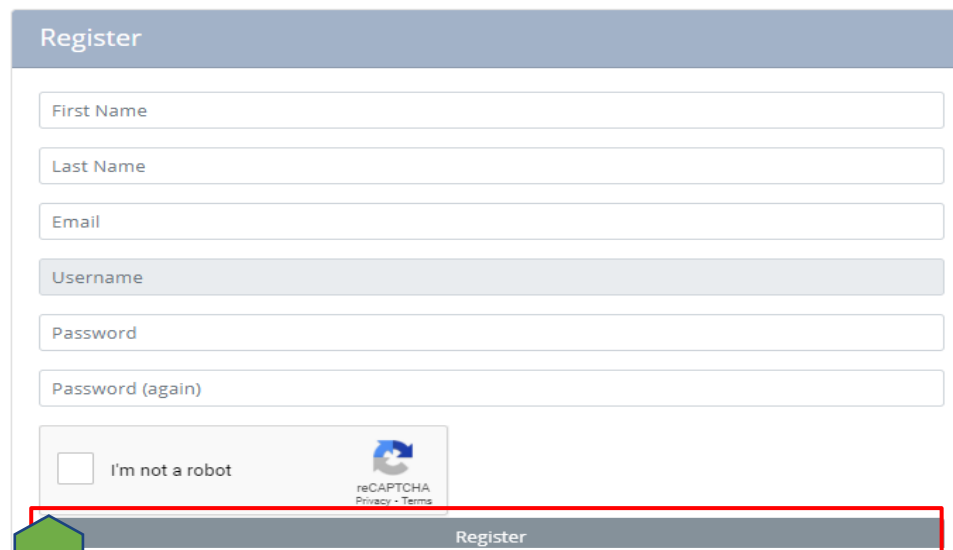
- **LO 1)** Register ✓
- **LO 2)** Login to the SDCT ✓
- **LO 3)** Accept or reject project invitations ✓

# How to Register (LO 1)

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



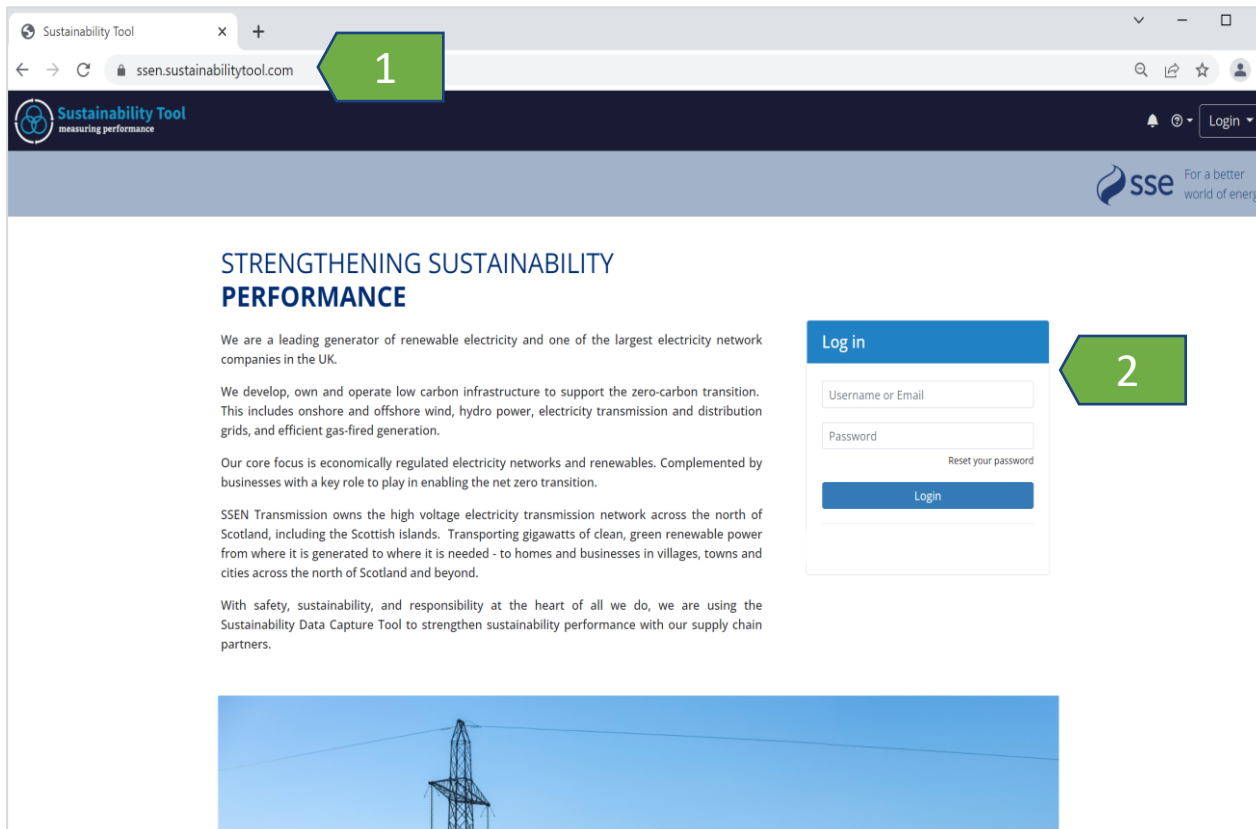
**Step 1** – Click the link and follow the instructions



**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](https://ssen.sustainabilitytool.com). The page title is "Sustainability Tool" and the subtitle is "measuring performance". The main heading is "STRENGTHENING SUSTAINABILITY PERFORMANCE". The page content includes a description of SSEN's role in the zero-carbon transition and a "Log in" form. The form has fields for "Username or Email" and "Password", a "Reset your password" link, and a "Login" 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:

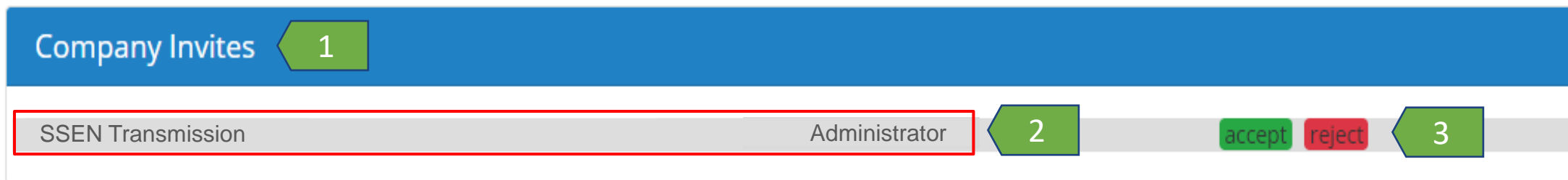
<https://ssen.sustainabilitytool.com/>

**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 an **Administrator**

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

**Note:** Please ensure your access is set as an Administrator. If this is incorrect, please inform [info@sustainabilitytool.com](mailto:info@sustainabilitytool.com).

# 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)


**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

### My Projects and Reports

3


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 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** – Your organisation 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)


**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

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
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 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





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7

### My Projects and Reports

8

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

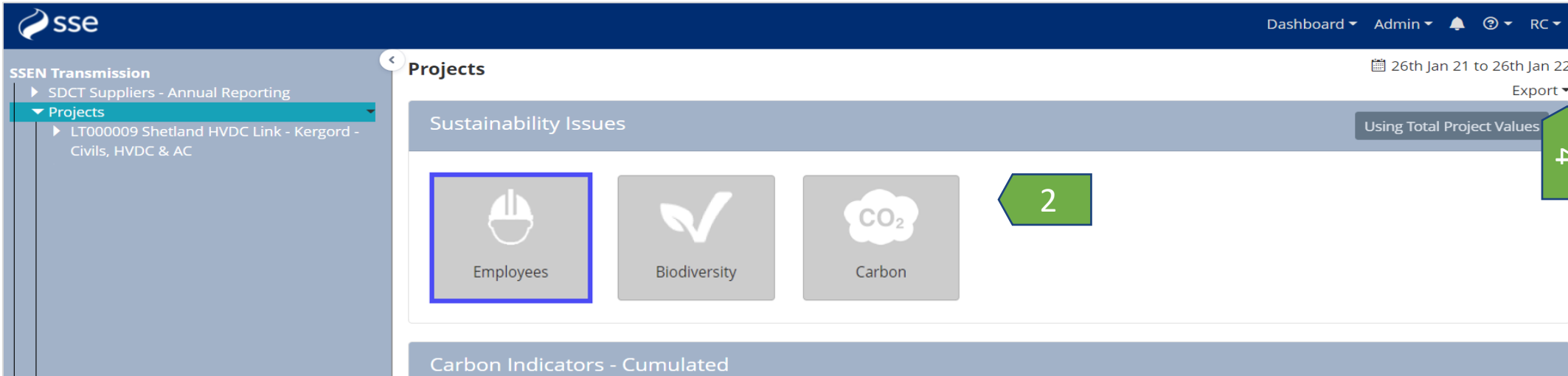
 Organisation A	Pending Input	Due: 10th Mar 22 (39 days)	Go to Report
 Organisation B	Pending Input	Due: 10th Feb 22 (11 days)	Go to Report
 Organisation C	Pending Input	Due: 10th Mar 22 (39 days)	Go to Report
 Organisation D	Pending Input	Due: 21st Jan 22 (overdue 8 days)	Go to Report

**Step 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 shows the SSE Project Dashboards interface. On the left, a sidebar (callout 1) displays the reporting structure and hierarchy under 'SSEN Transmission', including 'SDCT Suppliers - Annual Reporting' and 'Projects'. The 'Projects' section is expanded, showing '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' (hard hat), 'Biodiversity' (leaf), and 'Carbon' (CO<sub>2</sub>). Below this is a section for 'Carbon Indicators - Cumulated'. On the right, a date range '26th Jan 21 to 26th Jan 22' (callout 3) and an 'Export' button (callout 4) are visible. A 'Using Total Project Values' button is also present.

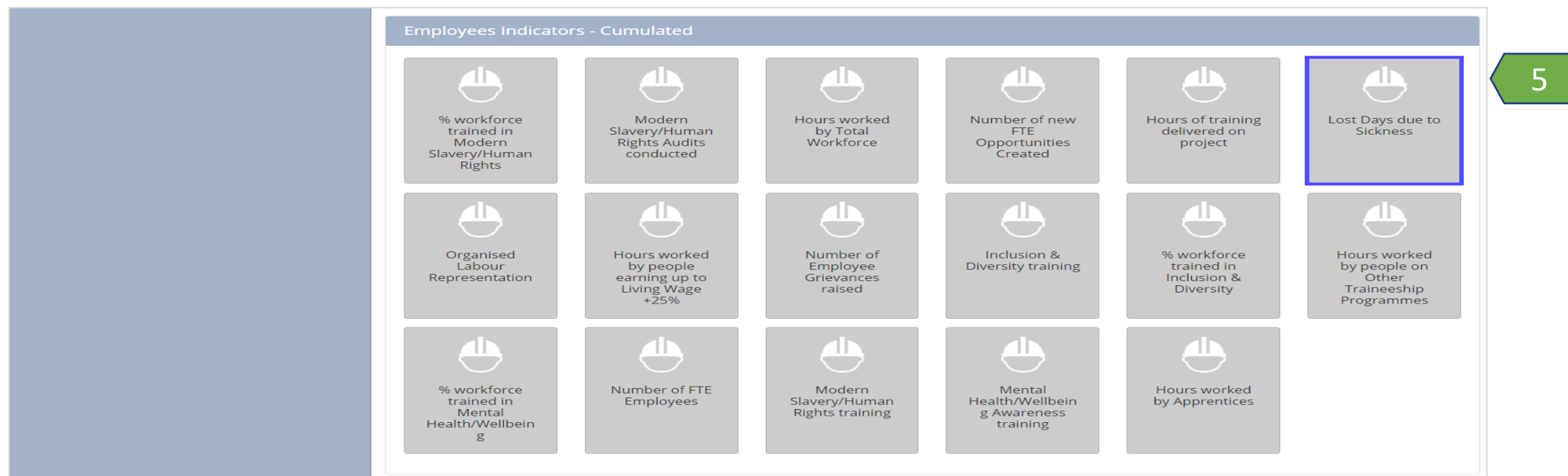
**Step 1** – The left hand panel shows the reporting **structure and hierarchy**

**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)

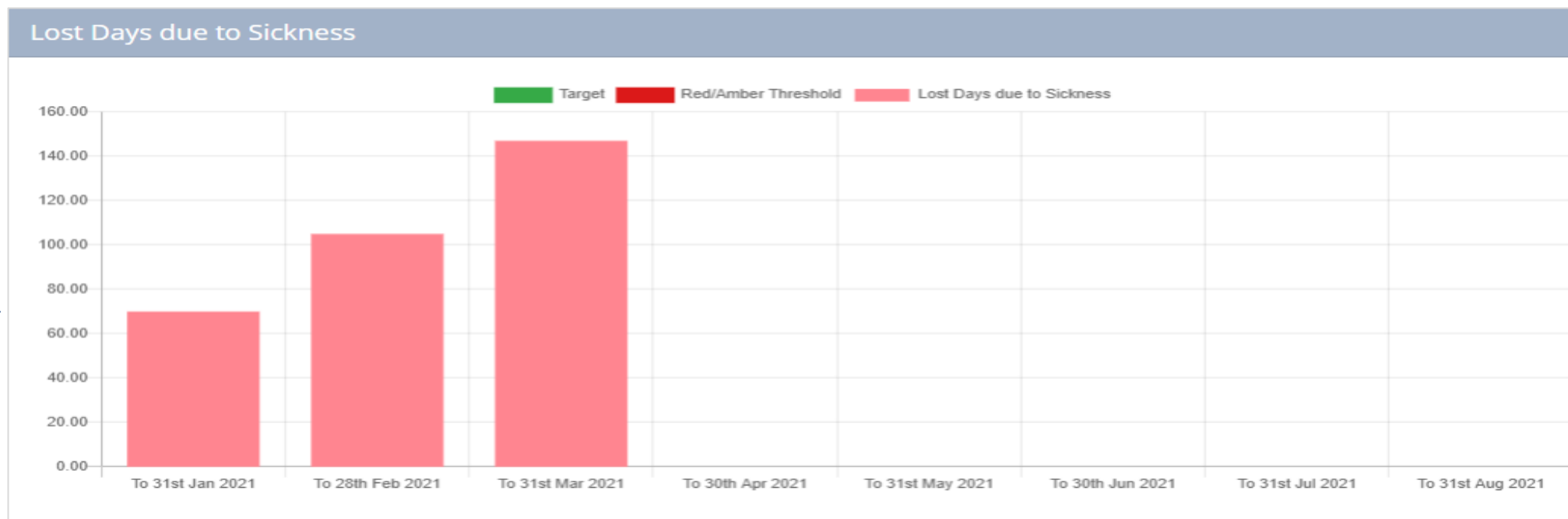


**Step 5** – When you click on the tiles, the issue breaks down into indicators. Click on an indicator to explore the data

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

# Navigating the Project Dashboards (LO 5)

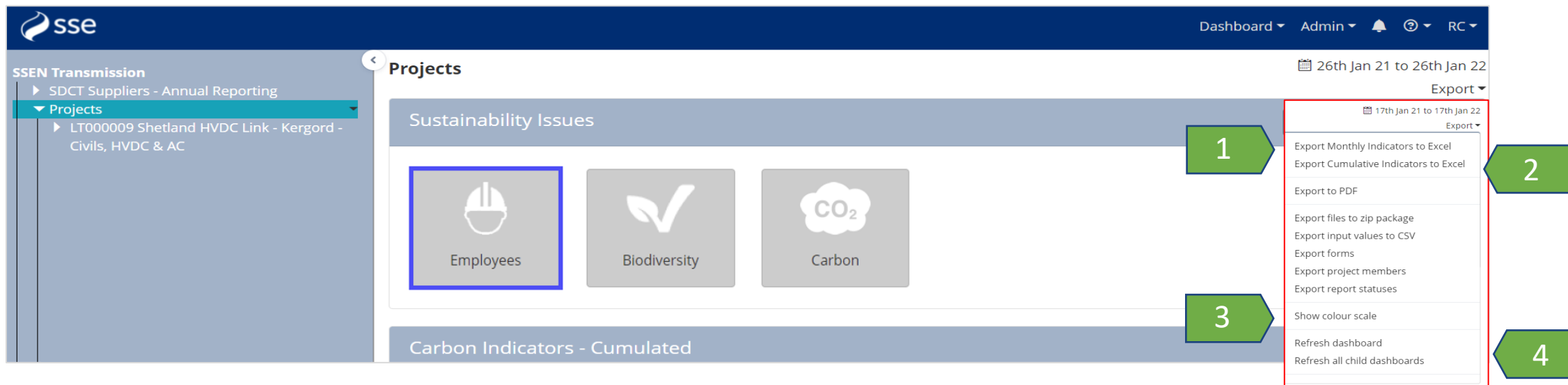
6



**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. On the left, the 'Projects' menu is expanded, showing 'LT000009 Shetland HVDC Link - Kergord - Civils, HVDC & AC'. The main content area is titled 'Projects' and features a 'Sustainability Issues' section with three tiles: 'Employees' (highlighted with a blue border), 'Biodiversity', and 'Carbon'. Below this is a 'Carbon Indicators - Cumulated' section. A red box highlights the 'Export' dropdown menu, which is open, showing options like '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', and 'Refresh all child dashboards'. Four green arrows with numbers 1 through 4 point to the 'Employees' tile, the 'Export' dropdown, the 'Export Monthly Indicators to Excel' option, and the 'Refresh dashboard' option, respectively.

**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





## Focus:

Establishes the steps of viewing projects and suppliers in the system, creating a project, inviting other users, and assigning a supplier to a project

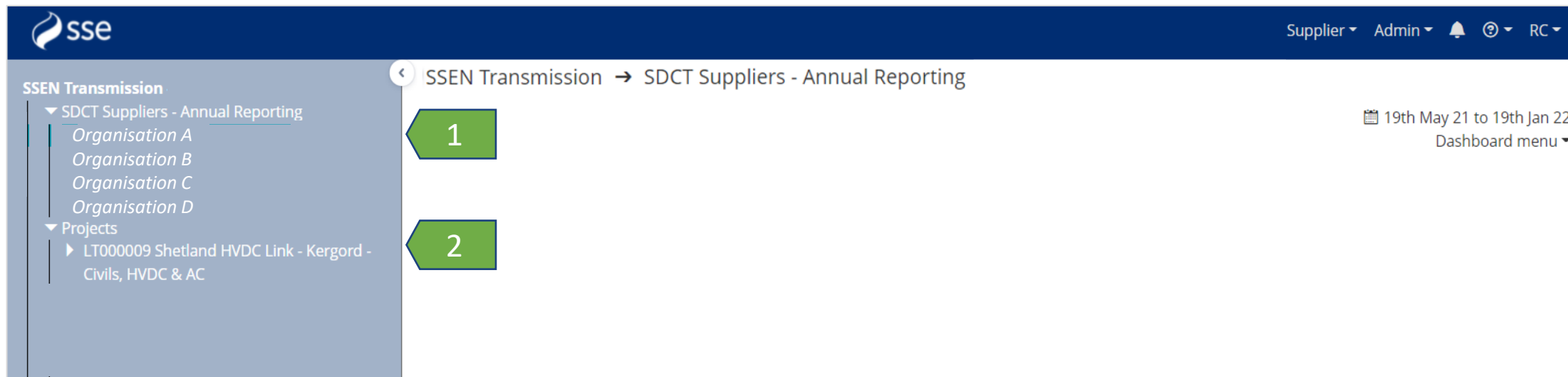
## Learning Outcomes (LO) 7, 8, 9, 10:

### I know how to...

- **LO 7)** View projects and suppliers in the system ✓
- **LO 8)** Create a project in the system ✓
- **LO 9)** Invite users in the system ✓
- **LO 10)** Assign a supplier to a project in the system ✓



# Viewing Projects and Suppliers (LO 7)



The screenshot shows the SSE Transmission web application. The top navigation bar includes the SSE logo and user roles: Supplier, Admin, and RC. The left sidebar menu is expanded to show 'SDCT Suppliers - Annual Reporting' under 'SSEN Transmission'. The main content area displays the breadcrumb 'SSEN Transmission → SDCT Suppliers - Annual Reporting' and a date range '19th May 21 to 19th Jan 22'. Two green arrow callouts are present: '1' points to the 'SDCT Suppliers - Annual Reporting' menu item, and '2' points to the 'Projects' menu item. The 'Projects' menu item is further expanded to show 'LT000009 Shetland HVDC Link - Kergord - Civils, HVDC & AC'.

**Step 1** – Under “SDCT Suppliers – Annual Reporting” you will see the list of all approved suppliers in the system

**Step 2** – Here you will discover which specific projects you have access to

# Create a Project – Corporate Details (LO 8)



**Step 1** – Click on the black drop-down arrow next to **Projects**

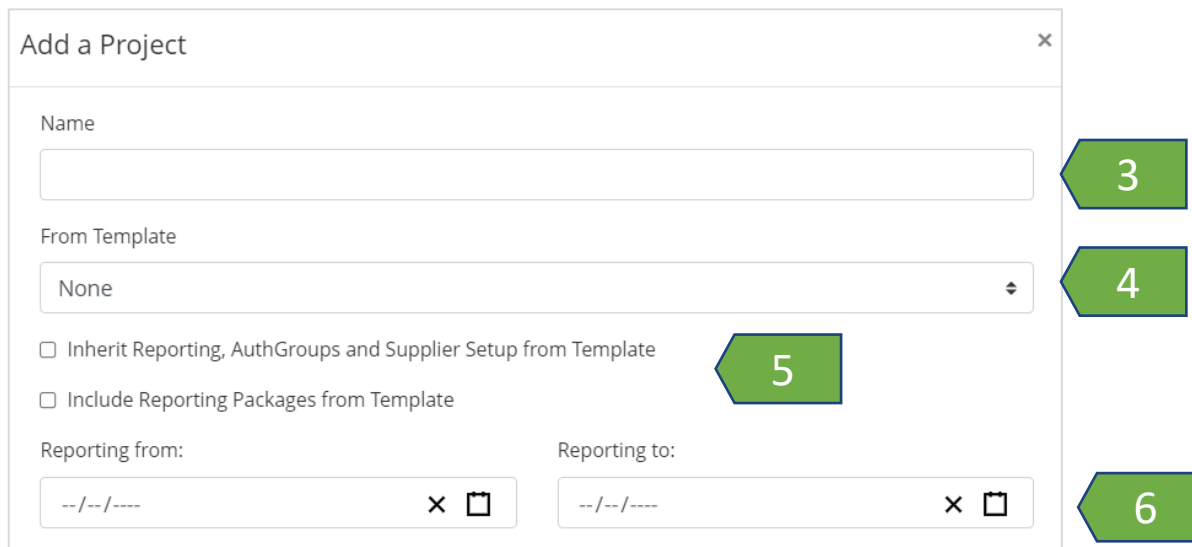


**Step 2** – Click on **Add a Project**

**Note:** For best practice, once you are assigned to a project internally, it is recommended you create the project within the SDCT. You can create a project without inviting Reporters immediately.

If you do not see the black drop-down arrow, refresh your browser. If it does not appear, contact [info@sustainabilitytool.com](mailto:info@sustainabilitytool.com).

# Create a Project – Corporate Details (LO 8)



The screenshot shows a 'Add a Project' dialog box with the following fields and callouts:

- Callout 3:** Points to the 'Name' text input field.
- Callout 4:** Points to the 'From Template' dropdown menu, which currently shows 'None'.
- Callout 5:** Points to the checkbox for 'Inherit Reporting, AuthGroups and Supplier Setup from Template'.
- Callout 6:** Points to the 'Reporting from' and 'Reporting to' date input fields, both showing '--/--/----

**Step 3** – In the pop-up box, add the name of the Project, prefixed with the Scheme Reference, for example, “LT000026 Blackhillock”

**Step 4** – Under *From Template*, select **New Project** in the drop-down list

**Step 5** – You do not need to select any of these boxes, leave as blank

**Step 6** – You do not need to enter dates for reporting from and to. Leave this as blank

# Create a Project – Corporate Details (LO 8)

Scheme Reference

7

Project Name

SSE Project Manager email

SSE Project Co-ordinator email

8

Postcode

Project region

Local authority

Project Country

9

Submit

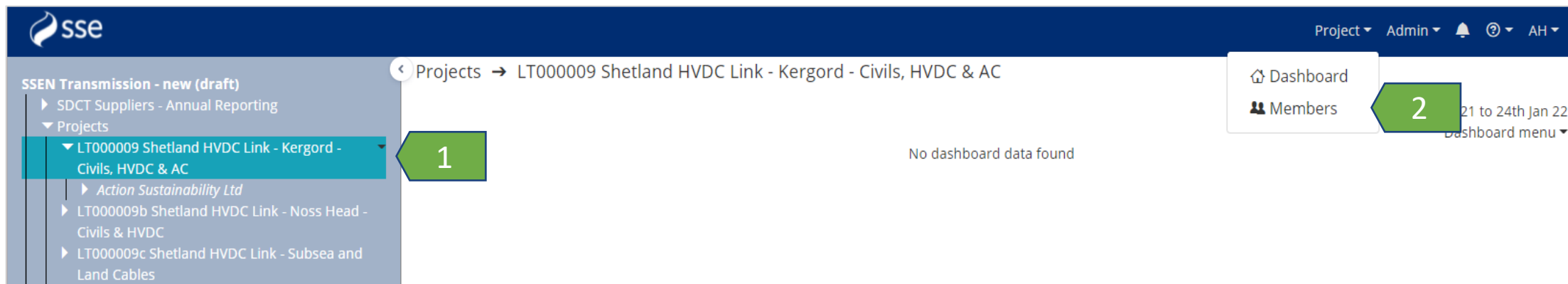
**Step 7** – Scroll down within the pop-up box, add the Meta Data for the SSEN Transmission project

**Step 8** – Continue and complete all the fields

**Step 9** – Scroll back up and click **Submit**

**Note:** Refresh your browser to see the newly created project in the menu.

# Invite Users (LO 9)



The screenshot shows the SSEN Transmission system interface. The top navigation bar includes the SSEN logo, a 'Project' dropdown, an 'Admin' dropdown, a notification bell, a help icon, and a user profile 'AH'. The left sidebar shows a tree view under 'SSEN Transmission - new (draft)' with 'Projects' expanded. The 'Projects' list includes 'LT000009 Shetland HVDC Link - Kergord - Civils, HVDC & AC', which is highlighted with a green arrow labeled '1'. The main content area shows the breadcrumb 'Projects → LT000009 Shetland HVDC Link - Kergord - Civils, HVDC & AC' and a message 'No dashboard data found'. A dropdown menu is open from the project header, showing 'Dashboard' and 'Members' (highlighted with a green arrow labeled '2'). The 'Members' option is dated '21 to 24th Jan 22'.

**Step 1** – Click on the applicable project

**Step 2** – Click on the project header and select 'Members'

# Invite Users (LO 9)

Project Member Admin

3

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

Members

4

Send Invite

	admin@procedural.build	Administrator	
Abigail Hughes	Abigail.Hughes@sse.com	Administrator	
Laura Cooper	laura.cooper@sse.com	Administrator	

Project Suppliers

5

Add a Supplier

Action Sustainability Ltd	Reporter	
Administrator	Admin	
Viewer	Viewer	

Authority Groups

6

Add an Authority Group

Admin	
Reporter	
Viewer	

**Step 3** – You are now in the Project Member Administrator area

**Step 4** – This is where you have visibility of project members

**Step 5** – This is where you have visibility of suppliers created

**Step 6** – You can see the authority groups

**Note:** Multiple invitations can be issued to various roles. It is not limited to one Viewer or Reporter.

# Invite Users (LO 9)

## Project Member Admin

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

Members

Send Invite

7

Email

☐ Auto-accept (if/when user exists)

9

Close

Project\_discipline

8

Submit

	admin@procedural.build	Administrator	
Abigail Hughes	Abigail.Hughes@sse.com	Administrator	
Laura Cooper	laura.cooper@sse.com	Administrator	

**Step 7** – To invite users to a specific project, select ‘Send Invite’ and insert the company email address

**Step 8** – Select the appropriate user group (i.e., a Delivery Project Manager would be a Viewer)

**Step 9** – Ensure the auto-accept box is unticked. **If this is ticked, an automatic email will not be issued**

# Invite Users (LO 9)

## Project Member Admin

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

### Members

Send Invite

Email

Email


☐ Auto-accept (if/when user exists)

Close

Project\_discipline

Viewer

Submit

	admin@procedural.build	Administrator	
Abigail Hughes	Abigail.Hughes@sse.com	Administrator	Delete
Laura Cooper	laura.cooper@sse.com	Administrator	

10

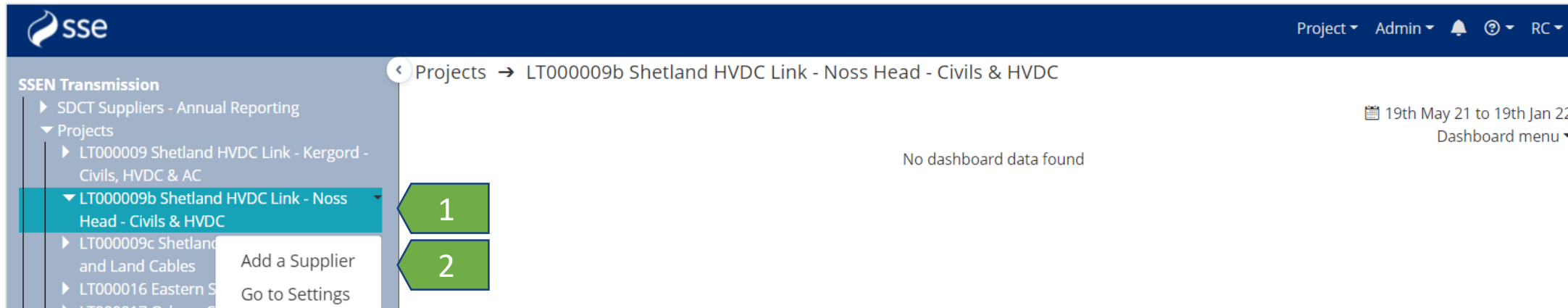
11

**Step 10** – Click submit and the user will receive an automatic email inviting them to the project

**Step 11** – Click on the cog icon to delete any users which do not require access to the project



# Assigning a Supplier to a Project (LO 10)



The screenshot shows the SSE Transmission web application. The top navigation bar includes the SSE logo, a 'Project' dropdown, an 'Admin' dropdown, a notification bell, a help icon, and an 'RC' dropdown. The left sidebar menu is expanded to the 'Projects' section, which lists several projects. The project 'LT000009b Shetland HVDC Link - Noss Head - Civils & HVDC' is selected and highlighted in teal. A green arrow labeled '1' points to the black drop-down arrow next to the project name. A context menu is open for this project, showing two options: 'Add a Supplier' and 'Go to Settings'. A green arrow labeled '2' points to the 'Add a Supplier' option. The main content area shows the breadcrumb 'Projects → LT000009b Shetland HVDC Link - Noss Head - Civils & HVDC', a date range '19th May 21 to 19th Jan 22', a 'Dashboard menu' dropdown, and the text 'No dashboard data found'.

**Step 1** – Find your new project in the menu under **Projects**, click on the black drop-down arrow next to its name

**Step 2** – Click on **Add a Supplier**

# Assigning a Supplier to a Project (LO 10)

Add a Supplier

Name

Organisation A

Set the current Reporting Period

1st Feb 22 to 28th Feb 22

Due date:

10/3/2022

Due dates for the following reporting periods will be set accordingly

Appoint reporter for this package

Organisation A

Submit

4

3

7

**Note:** In almost all cases, the reporting period is set for the month prior to the due date. There may be instances whereby a supplier requires two months prior to the due date due to their internal processes.

If you notice the supplier is unable to be appointed as a Reporter as they are not in scope, please contact [TransmissionSustainability@sse.com](mailto:TransmissionSustainability@sse.com).

**Step 3** – Select the supplier’s name from the drop-down list in under “Appoint reporter for this package”

**Step 4** – Type the name of the Supplier selected (it should be an exact copy)

**Step 5** – Select the first reporting period for which this supplier will be required to submit

**Step 6** – Add the date this report will be due

**Step 7** – Click the **Submit** button (the new Supplier will now be assigned the monthly report)



## Focus:


Establishes the steps of reviewing project reporting compliance and how this is captured internally for review




## Learning Outcomes (LO 11, 12)

### I know how to...

- **LO 11)** View project reporting compliance ✓
- **LO 12)** Report project compliance internally ✓

# Viewing Reporting Compliance (LO 11)


**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

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** – Click on the notification area and you will be returned to your notifications

**Step 2** – Here you will notice your projects and which suppliers have not reported according to a RAG rating. Green indicates a report has been submitted, or there is sufficient time to submit. Amber (Yellow) indicates the report is due soon; red indicates the report is overdue.

# Reporting Project Compliance (LO 12)

Sustainability Reporting Compliance														
CONTRACTOR	METRIC	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	%
	On time													
	Submitted													
	On time													
	Submitted													
	On time													
	Submitted													
	On time													
	Submitted													

**Step 3** – Copy and paste the above table into the monthly contractor template, the PDR, and the PRB. Amend the table as necessary depending on the quantity of Contractors assigned to the specific project.

**Step 4** – If a Contractor has submitted their project report and on time, update the month colour to green. If they have not submitted a report and are also late to do so, change to amber or red depending on the reasoning provided.



# 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 a green arrow labeled '1') and 'Message Support' (highlighted with a red box and a green arrow labeled '2').

**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](mailto:Info@SustainabilityTool.com)



# Contact Information Support

## Key External Contacts

[Olivia.Banfield@Actionsustainability.com](mailto:Olivia.Banfield@Actionsustainability.com)

[Info@SustainabilityTool.com](mailto:Info@SustainabilityTool.com)



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

## Key SSEN Transmission Contact

[TransmissionSustainability@sse.com](mailto:TransmissionSustainability@sse.com)



*I.e. Issues relating to projects*





# Appendices



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TRANSMISSION



# 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.



# Administrator Project Checklist

1. Visit <https://ssen.sustainabilitytool.com/> to review the Independent Training Guide for an Administrator.
2. Login to the SDCT and create the specific project (*if this is not already in the SDCT*).
3. Issue project member invitations to the assigned Project Manager(s), both Development and Delivery as Viewers. Invite the designated Contractor(s) as a Reporter according to the company they work for.
4. Email the Contractor(s), with the Delivery Project Manager in copy, to confirm they have received an invitation to the project from the SDCT and are aware of the sustainability reporting requirements. Please use the email template on Pages 61 – 62.
5. Once Gate 3 has been approved, and the agreed construction date has been confirmed with the Contractor(s), invite the assigned Reporter(s) and set the project reporting period within the SDCT.
6. On a monthly basis, login to the SDCT and review whether the Contractor(s) is/are adhering to submitting their project reports and doing so on time.



# Administrator Project Checklist

7. Capture compliance and non-compliance by inserting the Sustainability Reporting Compliance table, captured within Module 4, into the monthly contractor template, the PDR, and PRB. Update the reporting compliance table according to a RAG rating.



# Email Template

Hello,

Please be aware you have been invited as a Reporter to **\*INSERT PROJECT NAME\*** within the Sustainability Data Capture Tool by SSEN Transmission.

Within SSEN Transmission, project-level sustainability reporting is a mandatory requirement for all RIIO-T2 projects and is specified within Section 4 of the Sustainability Works Information documents – Delivery Partner Light and Max.

The Sustainability Data Capture Tool is a cloud-based sustainability performance reporting system, specifically designed to manage supply chain sustainability performance. If you have not received an email from the Sustainability Data Capture Tool, please register here: <https://ssen.sustainabilitytool.com/accounts/register/>. Once registered, the project invitation should be visible to accept.



# Email Template

Independent training material for the role of the Reporter can be found here: <https://ssen.sustainabilitytool.com/>. This stipulates the annual as well as monthly reporting requirements and provides a comprehensive 'how to' on a step by step basis. This link is also the landing page of the Sustainability Data Capture Tool and has all the relevant information relating to this new system.

If you are experiencing system issues or require further information on how to use or access the system, please contact [info@sustainabilitytool.com](mailto:info@sustainabilitytool.com).

For further information on Sustainability in Transmission, please contact [TransmissionSustainability@sse.com](mailto:TransmissionSustainability@sse.com).

For any project related concerns, please discuss this with the Project Manager, **\*INSERT NAME\***



# Frequently Asked Questions

Questions	Answers
<b>How is reporting compliance tracked at a project level?</b>	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 – please see Slide 59 and the Administrator Project Checklist.
<b>How is the information audited?</b>	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.
<b>How do I ensure reports aren't duplicated if I have a Principal Contractor and other contractors on a project?</b>	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
<b>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?</b>	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.
<b>Does the Sustainability Data Capture Tool replace any of the existing HSE reporting requirements on current projects relating to incidents and compliance reporting?</b>	No, the SDCT is solely focused on our wider sustainability commitments which relate to environmental and social issues.
<b>Will the CES CEMP template be replaced in reference to Waste Management Plans, Quarterly Resource &amp; Waste Reports (template TEM-NET-ENV-502)?</b>	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 <a href="mailto:transmissionsustainability@sse.com">transmissionsustainability@sse.com</a> .
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><b>Administrators:</b> High <b>System Administrators:</b> High <b>Reporters:</b> High <b>Viewers:</b> Low</p>