

Investor CDP 2011 Information Request

The following set of questions form the Investor CDP 2011 Information Request. Companies are asked to answer these questions in the Online Response System (ORS) provided by CDP through its website. As such, this document is a representation of the request and whilst the questions will remain the same, the format may differ online particularly where drop down options and tables have been included for ease of response. Guidance will be available from January 2011 which will detail all of the options available and provide screen shots of the ORS to aid companies in completing the request.

We request a reply to the following questions by 31 May 2011.

Please respond to the information request using our Online Response System (ORS). In early February 2011, instructions on how to access the ORS will be sent to you by e-mail. If you are unable to respond via the ORS, please e-mail respond@cdproject.net. You may also be asked to share your response to these investors with the members of CDP's Supply Chain and Public Procurement programs if they are your customers (see www.cdproject.net/programmes). In this case, you will be notified by email on 1 April 2011 and asked for your approval for this.

We encourage companies to consult the Investor CDP 2011 reporting guidance, (see www.cdproject.net/en-US/pages/guidance.aspx), and to use the guidance within the ORS. Please answer the questions as comprehensively as possible. Where you do not have all of the information requested, please respond with what you have as this is more valuable to us than no response.

We encourage companies to assess the relevance of questions in accordance with the principles of "The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard (Revised Edition)" developed by the World Resources Institute and the World Business Council for Sustainable Development (www.ghgprotocol.org). According to these principles, which are also set out in the CDP guidance, information is relevant if it contains the detail that users, both internal and external to the company, need for their decision-making.

Next to certain Investor CDP 2011 questions is the number of the 2010 question that covered the same subject.

CDP published the draft CDP Framework in May 2010, which proposed a format for reporting emissions in alignment with consolidated financial reporting requirements. Since then the Climate Disclosure Standards Board (CDSB) published their Climate Change Reporting Framework (CCRF; see www.cdsb-global.org) which proposes the same approach to reporting. CDP supports the CCRF and the Investor CDP 2011 information request gives companies the opportunity to report in this format.

Please note that the reporting period for which you will be providing data, along with the currency in which you wish to report, will be collected on a page of the ORS prior to the start of the CDP 2011 questionnaire.

Sector-specific Question Modules and Instructions

In addition to questions 1-15 that follow, specific questions have been prepared for companies in the Electric Utility, Auto and Auto Component Manufacture, and Oil and Gas sectors. These are based on reporting frameworks devised by the Institutional Investors Group on Climate Change (IIGCC), Ceres, and the Investor Group on Climate Change Australia/New Zealand (IGCC). These modules will be presented within the ORS and can be previewed at: www.cdproject.net/cdp-questionnaire. Companies with businesses in these sectors should answer questions 1-15 for all businesses within their consolidated boundary and provide information specific to businesses in those sectors in answer to the additional questions.

Management

1. Governance

Group and Individual Responsibility (CDP 2010 Q1.1)

1.1 Where is the highest level of direct responsibility for climate change within your company?

If an individual or committee is identified:

1.1a Please identify the position of the individual or name of the committee with this responsibility

Individual Performance (CDP 2010 Q1.4-1.5)

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

If yes: 1.2a Please complete the table

Who is entitled to benefit from these incentives?	The type of incentives	Incentivized performance indicator

2. Strategy

Risk Management Approach (CDP 2010 Q2.1)

2.1 Please select the option that best describes your risk management procedures with regard to climate change risks and opportunities

If “integrated into company-wide risk management process”, “a specific climate change risk management process”, or “a process that forms part of the company’s overall approach to governance/compliance” are selected:

2.1a Please provide further details (see guidance)

Business Strategy (CDP 2010 Q1.2-1.3; Q9.1)

2.2 Is climate change integrated into your business strategy?

If yes: 2.2a Please describe the process and outcomes (see guidance)

If no: 2.2b Please explain why not

Engagement with Policy Makers (CDP 2010 Q9.10-9.11)

2.3 Do you engage with policy makers to encourage further action on mitigation and/or adaptation?

If yes: 2.3a Please explain (i) the engagement process and (ii) actions you are advocating

Management

3. Targets and Initiatives

Targets (CDP 2010 Q9.2-9.6)

3.1 Did you have an emissions reduction target that was active (ongoing or reached completion) in the reporting year?

If you have an absolute target:

3.1a Please provide details of your absolute target

If it is an intensity target:

3.1b Please provide details of your intensity target

3.1c Please also indicate what change in absolute emissions this intensity target reflects

The following details are requested for targets (in Questions 3.1a and 3.1b), to be inputted in tables in the ORS:

- Scope
- % of emissions in Scope
- % reduction from base year
- Metric denominator (intensity targets only)
- Base year
- Base year emissions
- Target year
- Comment

Direction of change anticipated in absolute Scope 1+2 emissions at target completion?	% change anticipated in absolute Scope 1+2 emissions	Direction of change anticipated in absolute Scope 3 emissions at target completion?	% change anticipated in absolute Scope 3 emissions	Comment

For both types of target, also:

3.1d Please provide details on your progress against this target made in the reporting year

% complete (time)	% complete (emissions)	Comment

If you do not have a target:

3.1e Please explain: (i) why not; and (ii) forecast how your emissions will change over the next five years

Emissions Reduction Initiatives (CDP 2010 Q9.7-9.9; Q16)

3.2 Does the use of your goods and/or services directly enable GHG emissions to be avoided by a third party?

If yes: 3.2a Please provide details (see guidance)

3.3 Did you have emissions reduction initiatives that were active within the reporting year (this can include those in the planning and/or implementation phases)

If yes, complete questions 3.3a and 3.3b:

3.3a Please provide details in the table below

Activity type	Description of activity	Annual monetary savings (unit currency)	Investment required (unit currency)	Payback period

Management

3.3b What methods do you use to drive investment in emissions reduction activities?

Method	Comment

If no: 3.3c If you do not have any emissions reduction initiatives, please explain why not

4. Communications (CDP 2010 Q22)

4.1 Have you published information about your company's response to climate change and GHG emissions performance for this reporting year in places other than in your CDP response? If so, please attach the publication(s)

Publication	Page/Section reference	Identify the attachment

Risks & Opportunities

5. Climate Change Risk (CDP 2010 Q3-5)

- 5.1 Have you identified any climate change risks (current or future) that have the potential to generate a substantive change in your business operations, revenue or expenditure?

Please identify the relevant categories:

- ☐ Risks driven by changes in regulation
- ☐ Risks driven by changes in physical climate parameters
- ☐ Risks driven by changes in other climate-related developments

6. Climate Change Opportunities (CDP 2010 Q6-8)

- 6.1 Have you identified any climate change opportunities (current or future) that have the potential to generate a substantive change in your business operations, revenue or expenditure?

Please identify the relevant categories:

- ☐ Opportunities driven by changes in regulation
- ☐ Opportunities driven by changes in physical climate parameters
- ☐ Opportunities driven by changes in other climate-related developments

For all of the risks and/or opportunities identified, please provide the following details in the table provided in the ORS:

- Risk/Opportunity driver
- Description
- Potential impact
- Timeframe
- Direct/Indirect
- Likelihood of impact
- Magnitude of impact

Also,

Please describe:

- i. the potential financial implications of the risk/opportunity before taking action;
- ii. the methods you are using to manage this risk/opportunity, and
- iii. the costs associated with these actions

Where risks and/or opportunities have not been identified for any of the categories:

Please explain why you do not consider your company to be exposed to these risks/opportunities

Emissions

7. Emissions Methodology

Base year (New for CDP 2011)

7.1 Please provide your base year and base year emissions (Scopes 1 and 2)

Use the table in the ORS to provide the following details for Scopes 1 and 2:

- Base year
- Base year emissions
- Base year status

CDP requests companies to provide responses to questions 7 and 8 for the three years prior to the current reporting year if you have not done so before or if this is the first time you have answered a CDP information request

Methodology (CDP 2010 Q11)

7.2 Please give the name of the standard, protocol or methodology you have used to collect activity data and calculate Scope 1 and Scope 2 emissions

If you have selected "other":

7.2a Please provide further details

7.3 Please give the source for the global warming potentials you have used

Gas	Reference

7.4 Please give the emissions factors you have applied and their origin; alternatively, please attach an Excel spreadsheet with this data

Fuel/Material/Energy	Emission Factor	Unit	Reference

8. Emissions Data

Boundary (CDP 2010 Q10.1)

8.1 Please select the boundary you are using for your Scope 1 and 2 greenhouse gas inventory

Select from

- Financial control
- Operational control
- Equity share
- Climate Change Reporting Framework (CCRF)
- Other

Scope 1 and 2 Emissions Data (CDP 2010 Q10.2-10.3; Q12.1; Q13.1)

8.2 Please provide your gross global Scope 1 emissions figures in metric tonnes CO₂e

8.3 Please provide your gross global Scope 2 emissions figures in metric tonnes CO₂e

For questions 8.2 and 8.3, if reporting under the boundary of the CCRF, emissions should be entered into the table provided in the ORS, for the following entities:

Part One:

- Parent & subsidiaries under control of the parent
- Joint ventures
- Associates

Part Two:

- Other operationally controlled entities and/or other entities / activities / facilities

Further details on the Climate Change Reporting Framework can be found at www.cdsb-global.org or in the CDP 2011 reporting guidance

Emissions

- 8.4 Are there any sources (e.g. facilities, specific GHGs, activities, geographies, etc.) of Scope 1 and Scope 2 emissions which are not included in your disclosure?

If yes: 8.4a Please complete the table

Reporting entity	Source	Scope	Explain why the source is excluded

Data Accuracy (CDP 2010 Q12.12; Q13.8)

- 8.5 Please estimate the level of uncertainty of the total gross global Scope 1 and 2 emissions figures that you have supplied and specify the sources of uncertainty in your data gathering, handling and calculations

Scope	Uncertainty range	Main sources of uncertainty	Please expand on the uncertainty in your data
1			
2			

External Verification or Assurance (CDP 2010 Q20)

- 8.6 Please indicate the verification/assurance status that applies to your Scope 1 emissions

If Scope 1 emissions have been verified or assured (complete or underway), answer questions 8.6a and 8.6b:

8.6a Please indicate the proportion of your Scope 1 emissions that are verified/assured

8.6b Please provide further details of the verification/assurance undertaken, and attach the relevant statements

Type of verification or assurance	Relevant standard	Relevant statement attached?

- 8.7 Please indicate the verification/assurance status that applies to your Scope 2 emissions

If Scope 2 emissions have been verified or assured (complete or underway), answer questions 8.7a and 8.7b:

8.7a Please indicate the proportion of your Scope 2 emissions that are verified/assured

8.7b Please provide further details of the verification/assurance undertaken, and attach the relevant statements

Type of verification or assurance	Relevant standard	Relevant statement attached?

Carbon Dioxide Emissions from Biologically Sequestered Carbon (CDP 2010 Q17)

- 8.8 Are carbon dioxide emissions from the combustion of biologically sequestered carbon (i.e. carbon dioxide emissions from burning biomass/biofuels) relevant to your company?

If yes: 8.8a Please provide the emissions in metric tonnes CO₂e

Emissions

9. Scope 1 Emissions Breakdown (CDP 2010 Q12.2-12.6)

- 9.1 Do you have Scope 1 emissions sources in more than one country or region (if covered by emissions regulation at a regional level)?

Electric utilities should report emissions by country/region using the tables in question EU2.

Oil and gas sector companies are requested to provide breakdowns of emissions by value chain segment and activity as shown in OG2 and OG3

If yes: 9.1a Please complete the table below

Country/Region	Scope 1 metric tonnes CO ₂ e

- 9.2 Please indicate which other Scope 1 emissions breakdowns you are able to provide (tick all that apply)

☐ By business division (9.2a) ☐ By facility (9.2b) ☐ By GHG type (9.2c) ☐ By activity (9.2d)

Where a breakdown option has been ticked, a table appears to allow you to enter the relevant emissions data

10. Scope 2 Emissions Breakdown (CDP 2010 Q13.2-13.5)

- 10.1 Do you have Scope 2 emissions sources in more than one country or region (if covered by emissions regulation at a regional level)?

Oil and gas sector companies are requested to provide the breakdown of emissions by value chain segment as shown in OG2

If yes: 10.1a Please complete the table below

Country/Region	Scope 2 metric tonnes CO ₂ e

- 10.2 Please indicate which other Scope 2 emissions breakdowns you are able to provide (tick all that apply)

☐ By business division (10.2a) ☐ By facility (10.2b) ☐ By activity (10.2c)

Where a breakdown option has been ticked, a table appears to allow you to enter the relevant emissions data

11. Scope 2 Contractual Emissions (CDP 2010 Q14)

- 11.1 Do you consider that the grid average factors used to report Scope 2 emissions in question 8.3 reflect the contractual arrangements you have with electricity suppliers?

If no, complete questions 11.1a and 11.1b:

11.1a You may report a total contractual Scope 2 figure in response to this question. Please provide your total global contractual Scope 2 GHG emissions figure in metric tonnes CO₂e

11.1b Explain the basis of the alternative figure (see guidance)

Emissions

- 11.2 Has your organization retired any certificates, e.g. Renewable Energy Certificates, associated with zero or low carbon electricity within the reporting year or has this been done on your behalf?

If yes: 11.2a Please provide details including the number and type of certificates

Type of certificates	Number of certificates	Comments

12. Energy (CDP 2010 Q12.8; Q12.10; Q13.6)

- 12.1 What percentage of your total operational spend in the reporting year was on energy?

- 12.2 Please state how much fuel, electricity, heat, steam, and cooling in MWh your organization has consumed during the reporting year

Energy type	MWh
Fuel	
Electricity	
Heat	
Steam	
Cooling	

- 12.3 Please complete the table by breaking down the total "Fuel" figure entered above by fuel type

Fuel	MWh

13. Emissions Performance

Emissions History (CDP 2010 Q19)

- 13.1 How do your absolute emissions (Scope 1 and 2 combined) for the reporting year compare to the previous year?

If emissions have increased, decreased or remained the same overall:

13.1a Please complete the table

Reason	Emissions value (percentage)	Direction of change	Comment

Emissions Intensity (CDP 2010 Q18)

- 13.2 Please describe your gross combined Scope 1 and 2 emissions for the reporting year in metric tonnes CO₂e per unit currency total revenue

Intensity figure	Metric numerator	Metric denominator	% change from previous year	Direction of change from previous year	Explanation
	mtCO ₂ e	unit total revenue			

Emissions

13.3 Please describe your gross combined Scope 1 and 2 emissions for the reporting year in metric tonnes CO₂e per full time equivalent (FTE) employee

Intensity figure	Metric numerator	Metric denominator	% change from previous year	Direction of change from previous year	Explanation
	mtCO ₂ e	FTE employee			

13.4 Please provide an additional intensity (normalized) metric that is appropriate to your business operations

Intensity figure	Metric numerator	Metric denominator	% change from previous year	Direction of change from previous year	Explanation
	mtCO ₂ e				

14. Emissions Trading (CDP 2010 Q21)

14.1 Do you participate in any emissions trading schemes?

If yes: 14.1a Please complete the following table for each of the emission trading schemes in which you participate

Scheme name	Period for which data is supplied	Allowances allocated	Allowances purchased	Verified emissions in metric tonnes CO ₂ e	Details of ownership

And if “yes” or “we don’t currently, but we anticipate doing so within the next 2 years”:

14.1b What is your strategy for complying with the schemes in which you participate or anticipate participating?

14.2 Has your company originated any project-based carbon credits or purchased any within the reporting period?

If yes: 14.2a Please complete the following table

Credit origination or credit purchase	Project type	Project identification	Verified to which standard	Number of credits (metric tonnes CO ₂ e)	Number of credits (metric tonnes CO ₂ e): Risk adjusted volume	Credits retired	Purpose, e.g. compliance

15. Scope 3 Emissions (CDP 2010 Q15)

15.1 Please provide data on sources of Scope 3 emissions that are relevant to your organization

Sources of Scope 3 emissions	metric tonnes CO ₂ e	Methodology	If you cannot provide a figure for emissions, please describe them

Auto-manufacturers
should refer to the sector module before completing question 15.1

15.2 Please indicate the verification/assurance status that applies to your Scope 3 emissions

Emissions

If Scope 3 emissions have been verified or assured (complete or underway), answer questions 15.2a and 15.2b:

15.2a Please indicate the proportion of your Scope 3 emissions that are verified/assured

15.2b Please provide further details of the verification/assurance undertaken, and attach the relevant statements

Type of verification or assurance	Relevant standard	Relevant statement attached?

15.3 How do your absolute Scope 3 emissions for the reporting year compare to the previous year?

If emissions have increased, decreased or remained the same overall:

15.3a Please complete the table

Reason	Emissions value (percentage)	Direction of change	Comment

Important Information

The Carbon Disclosure Project (CDP) has been making information requests relating to carbon and climate change on behalf of investors since 2002. To find out more about CDP and the previous responses from other organizations, please refer to our website at www.cdproject.net.

Why is this request from a group of shareholders to a group of companies rather than from an individual shareholder to an individual company?

- (a) To facilitate ease of reporting for companies by providing one standardized request that requires one response to be delivered to numerous investors,
- (b) To receive data in a common format from the largest companies in the world.

Which companies have been written to and who are the CDP 2011 partners?

This information request will be sent to:

- 800 of the largest global companies in developed countries based on market capitalization (FTSE All-World Developed – Large Cap)
- 800 of the largest and mid-sized companies in the Emerging Markets based on market capitalization (S&P/IFCI Large/Mid Emerging Market Index)
- 600 of the largest companies in the UK based on market capitalization (FTSE All-Share)
- 500 of the largest companies globally based on market capitalization (Global 500)
- 500 of the largest companies in Japan based on market capitalization
- 500 of the largest companies in the USA based on market capitalization (S&P 500)
- 300 of the largest companies in Europe based on market capitalization (FTSEurofirst 300 Eurozone)
- 260 of the largest companies in the Nordic region based on market capitalization
- 250 of the largest companies in France based on market capitalization (SBF 250)
- 250 of the largest companies in Germany and Austria based on market capitalization
- 250 of the largest electric utilities globally based on market capitalization
- 200 of the largest companies in Australia and 50 of the largest companies in New Zealand based on market capitalization (ASX 200 & NZX 50), in partnership with the Investor Group on Climate Change Australia/New Zealand
- 200 of the largest companies in Canada based on market capitalization
- 200 of the largest companies in India based on market capitalization, in partnership with WWF India and the Confederation of Indian Industry – CII-ITC Centre of Excellence for Sustainable Development (CII CESD)
- 200 of the largest companies in Korea based on market capitalization, in partnership with the Korean Sustainability Investing Forum (KoSIF)
- 180 of the largest companies issuing bonds (S&P CDS U.S. Investment Grade Index and Markit iBoxx USD Liquid Investment Grade Index)
- 170 of the largest companies in Asia ex-Japan, India, China and Korea (Asia ex-JICK), selected by and in partnership with the Association for Sustainable and Responsible Investment in Asia (ASRIA)
- 150 of the largest companies in the Netherlands, Belgium and Luxemburg based on market capitalization
- 125 of the largest companies in Spain and Portugal based on market capitalization
- 100 of the largest companies in Italy based on market capitalization
- 100 of the largest companies in Central & Eastern Europe based on market capitalization, in partnership with Iparfejlesztési Közalapítvány (IFKA - Public Foundation for the Progress of Industry)
- 100 of the largest companies in China based on market capitalization
- 100 of the largest companies in South Africa based on market capitalization (FTSE/JSE 100), in partnership with the National Business Initiative (NBI)

Important Information

- 100 of the largest companies in Switzerland based on market capitalization (SPI Large & Mid Cap (SOCl))
- 100 of the largest companies in the transport sector globally based on market capitalization
- 100 of the largest companies in Turkey based on market capitalization (ISE 100), in partnership with Sabanci University Corporate Governance Forum
- 80 of the largest companies in Brazil, listed on the BOVESPA São Paulo Stock Exchange, in partnership with the Brazilian Association of Pension Funds – ABRAPP and Banco Santander
- 50 of the largest companies in Latin America based on market capitalization, in partnership with the Brazilian Institute of Investor Relations – IBRI
- 50 of the largest companies in Russia based on market capitalization (RTS Index)
- 40 of the largest companies in Ireland based on market capitalization

What are the financial implications of responding?

CDP has charitable status and seeks to use its limited funds effectively. Consequently, responses must be prepared and submitted at the expense of responding companies. CDP also reserves the right, where it deems it appropriate in view of its charitable aims and objectives, to charge for access to or use of data and/or reports it publishes or commissions.

What is the basis of participation and what will happen to the data received?

Companies responding to Investor CDP 2011 make no claim of ownership in the data they submit and agree that CDP has an irrevocable license to use and copy the responses and their contents without restriction and to authorize others to do the same. Companies responding to Investor CDP 2011 agree that CDP is free to make use of the data including as described below and with respect to public responses otherwise without restriction whatsoever in furtherance of its charitable mission. Companies also agree that CDP will own the databases in which the data is stored, as well as the contents of those databases.

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

For public responses

Companies agree that a public response to Investor CDP 2011 will be used by CDP in furtherance of its charitable mission and that the response may be:

1. Made available as soon as it is received by CDP to its signatory investors, partners, appointed report writers, selected rating agencies and any other parties that CDP deem appropriate,
2. Made publicly available at www.cdproject.net starting in September 2011 and stored and preserved on CDP's servers indefinitely thereafter,
3. Distributed through selected partners,
4. Compiled in CDP databases and made available in original, modified or adapted form (for a fee or otherwise) for use by commercial and non-commercial organizations,
5. Amalgamated with information about the responding company from other public sources including rating agencies and financial information distributors,
6. Used as a best practice example in CDP literature and research,
7. Used individually or as part of aggregate results in CDP's reports and in any other research conducted or commissioned by CDP,
8. Used in any other way that accords with CDP's charitable mission.

Important Information

For non-public responses

Companies agree that a non-public response to Investor CDP 2011 may be:

1. Made available as soon as it is received by CDP to its signatory investors, partners and appointed report writers but not to any other parties, and
2. Used in production of aggregate or anonymous statistics in any CDP report.

Scoring of responses

CDP and other organizations write and publish reports that include an overview of CDP responses. Some of these reports will include a scoring of responses for the comprehensiveness of the companies' disclosure and on performance factors. Companies agree that their response will not be eligible for scoring by report-writers unless it is submitted in the format prescribed by CDP.

Only the top-scoring companies that have made their response public will be eligible for recognition as leaders based on these scoring approaches.

If a company makes a non-public response, the response may still be scored and that score may be published. Please contact your local CDP office (see www.cdproject.net/cdp-worldwide) if you want to find out if your response will be scored.

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

Submissions and revisions must be made by companies by 31st May 2011 to be included in the annual CDP reports. After this date, responses can only be amended by CDP staff and this may incur an administration fee. CDP cannot guarantee that changes made after 31st May 2011 will be reflected in the reports produced.

How can a company confirm its participation?

On receipt of these documents, please e-mail respond@cdproject.net to confirm your participation in the Carbon Disclosure Project 2011.

What is the legal status of CDP?

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

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

Thousands of organizations from across the world's major economies measure and disclose their greenhouse gas emissions and climate change strategies through CDP. CDP puts this information at the heart of financial and policy decision-making and its goal is to collect and distribute high quality information that motivates investors, corporations and governments to take action to prevent dangerous climate change.

Global Reporting Initiative

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