

Annotation Guideline

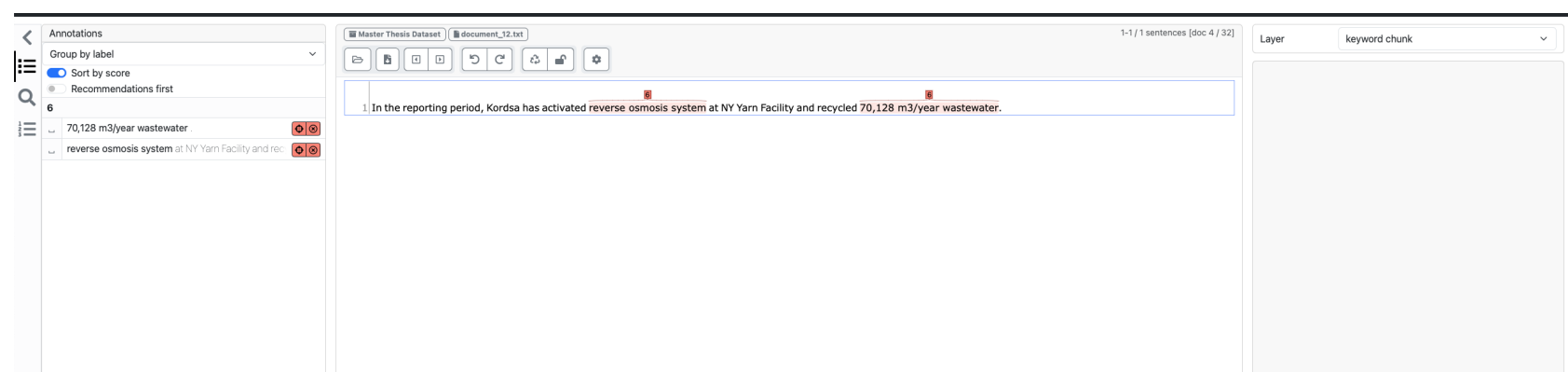
Welcome to the annotation guideline! Your role in this task is pivotal for ensuring accurate and consistent labeling of the data. Please read these guidelines carefully. They will explain each task with clear examples and instructions.

General Annotation Principles

- You will be using INCEpTION, a web-based annotation platform.
- You will see one sentence at a time.
- For each sentence, you will be prompted to:
 - Choose word spans that most accurately represent a particular category, which will be explained in this guideline.
 - Assign values to several properties for these selected word spans.
- Please follow the order specified in this annotation guideline.
- Avoid relying on implicit assumptions when determining the label. Base your decision on the information provided within the sentence.
- The annotation task is often not trivial. Please always choose an answer. For borderline cases, you have the opportunity to leave a comment explaining your concerns.

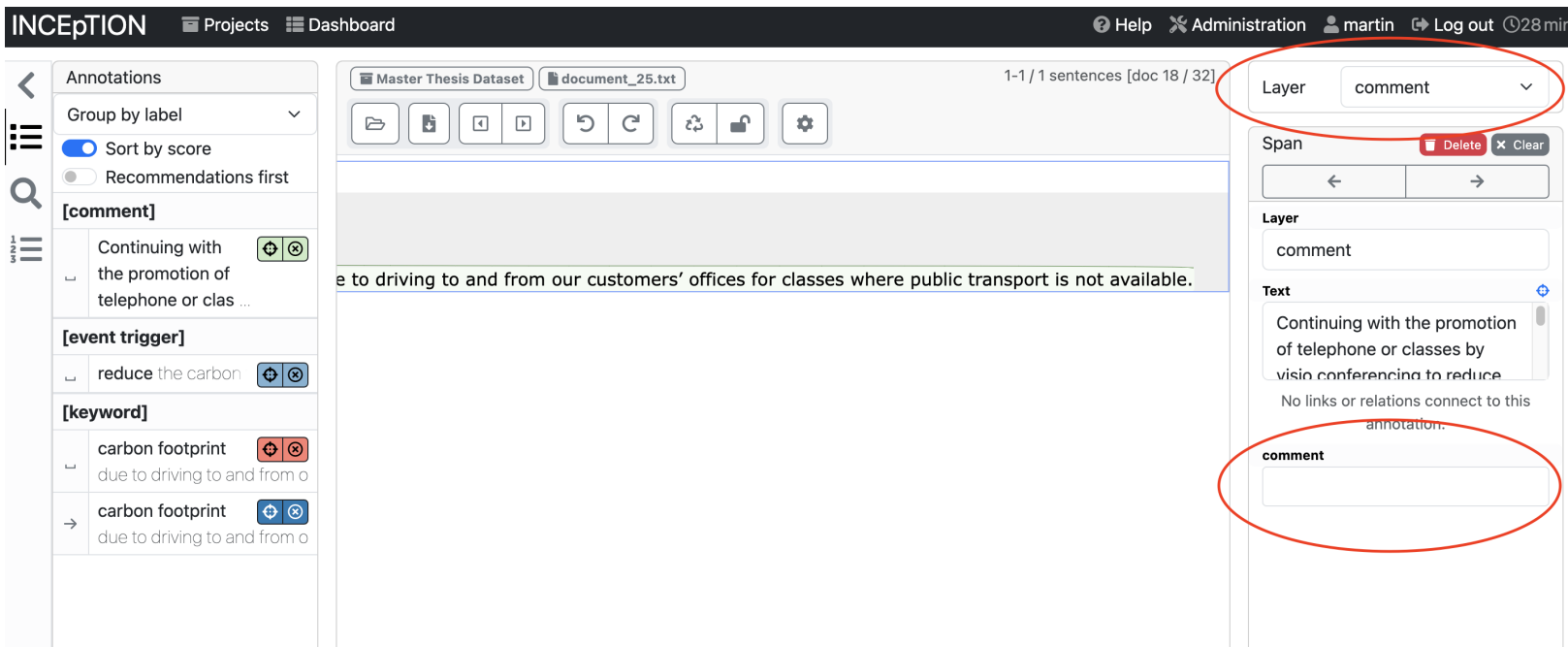
How to Use INCEpTION

- In the following image you see how INCEpTION presents a sentence for annotation.
- Certain keywords are pre-selected. The keywords “reverse osmosis system” and “70,128 m3/year wastewater” are selected in this example.



Starting point for annotation of a sentence

- Click on a preselected keyword to show a panel on the right side of INCEpTION. Here you can see a list of properties.
- “Layer” and “Text” are already annotated and should not be changed.
- Use the arrow buttons to switch to the next sentence or to go back.
- To leave a comment,
 - select the "comment" layer at the top right.
 - Then select any position in the sentence with your cursor.
 - The entire sentence will then be highlighted.
 - In the right-hand area of INCEpTION you will now see the "comment" field where you can leave your comment.



- You can see the annotations for a sentence on the left-hand side. Use the red X symbol to delete annotations again.
- Apply the following steps for each keyword highlighted in the sentence.

Annotate the Event Trigger

- Your first task is to annotate the property “relation_event_trigger” for a keyword.
- An event trigger is a word or phrase, often a verb, that indicates an action or state.
- Your task is to choose the event trigger that is most directly related to the keyword. You're answering the question, "What is happening to or with this keyword?"

▼ Examples

The **keywords**, along with their corresponding **event triggers**, are depicted in the following examples.

The event trigger can appear before or after the keyword. It can be located directly next to the keyword or far away from it.

In the reporting period, Kordsa has **activated** **reverse osmosis system** at NY Yarn Facility and recycled 70,128 m3/year wastewater.

In the reporting period, Kordsa has activated reverse osmosis system at NY Yarn Facility and **recycled** 70,128 m3/year wastewater.

CO2 emissions per net sales (organic, currency-adjusted) even **declined** by 5.6%.

Another important stage on the way there is to **change** over our car plants in Germany to **CO2-neutral energy supply** by 2022.

The **energy intensity**, measured for the whole company by the metric of electric energy consumption divided by the number of own employees, **was** 13.50 in the year.

The energy intensity, **measured** for the whole company by the metric of **electric energy consumption** divided by the number of own employees, was 13.50 in the year.

Two or more keywords can also relate to the same event trigger:

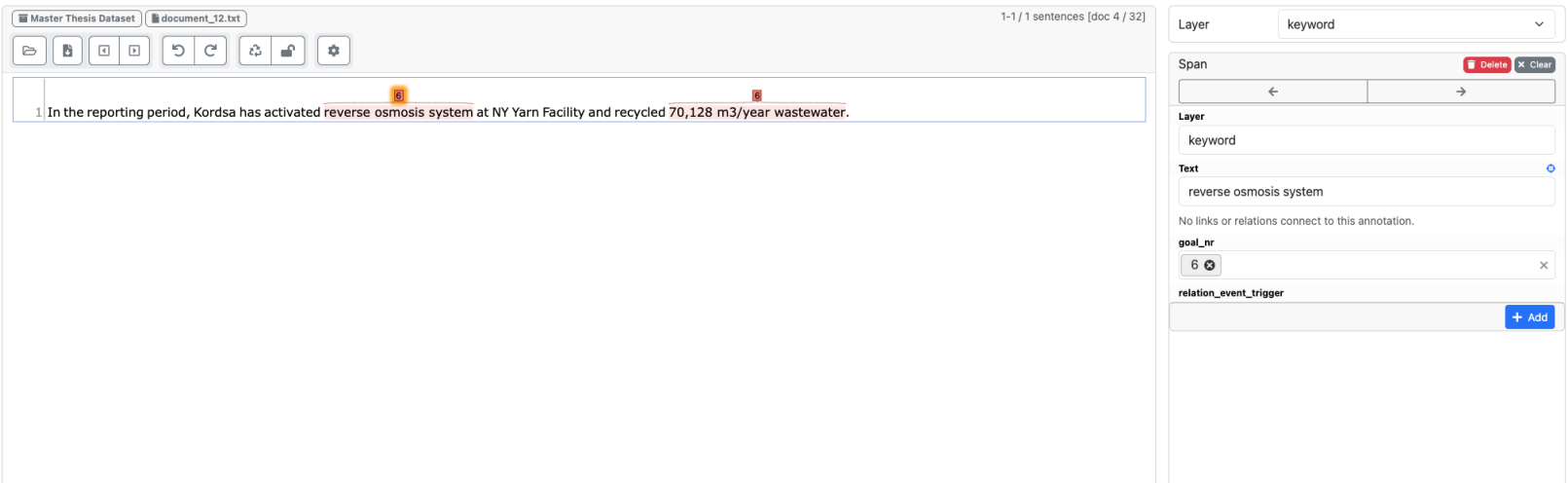
The principles of the Global Compact are a central frame of reference for our efforts, and the **United Nations Sustainable Development Goals** and the **Paris Climate Agreement** **provide** us with important impetus.

One keyword can also relate to more than one event triggers:

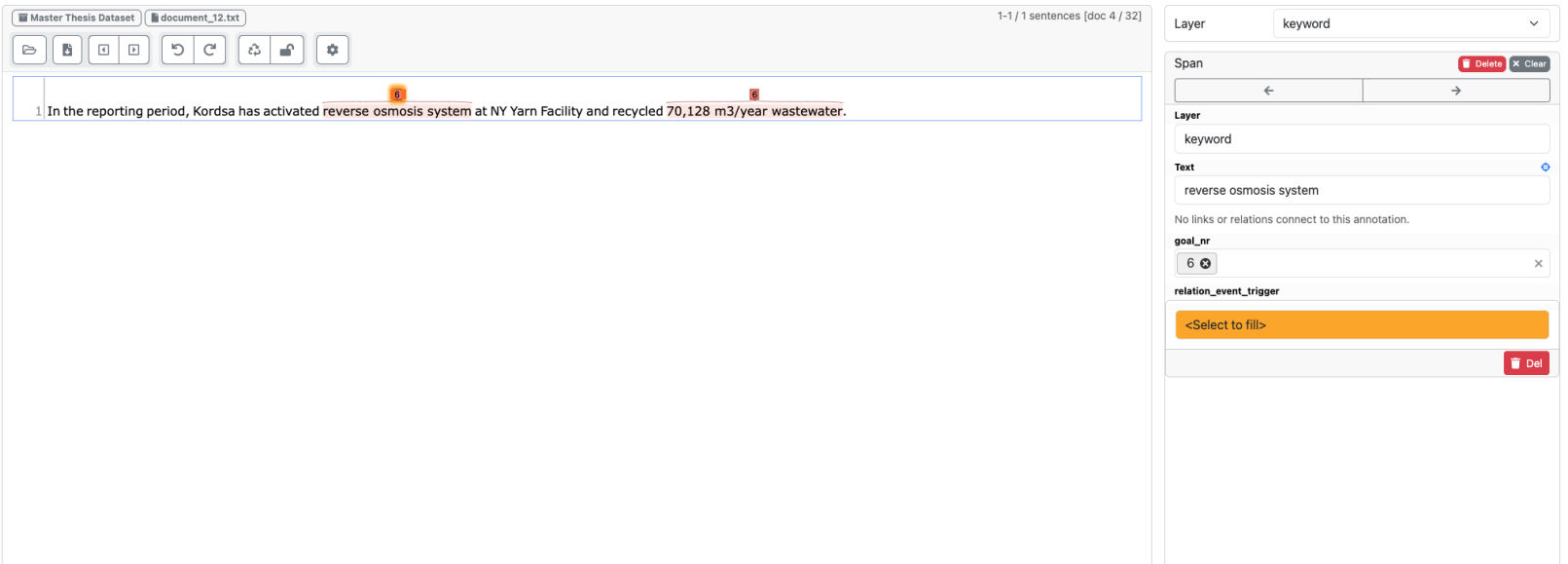
In 2020 we have set a target to **identify** all **risk suppliers** and **audit** them.

▼ How to Annotate Event Triggers in INCEpTION

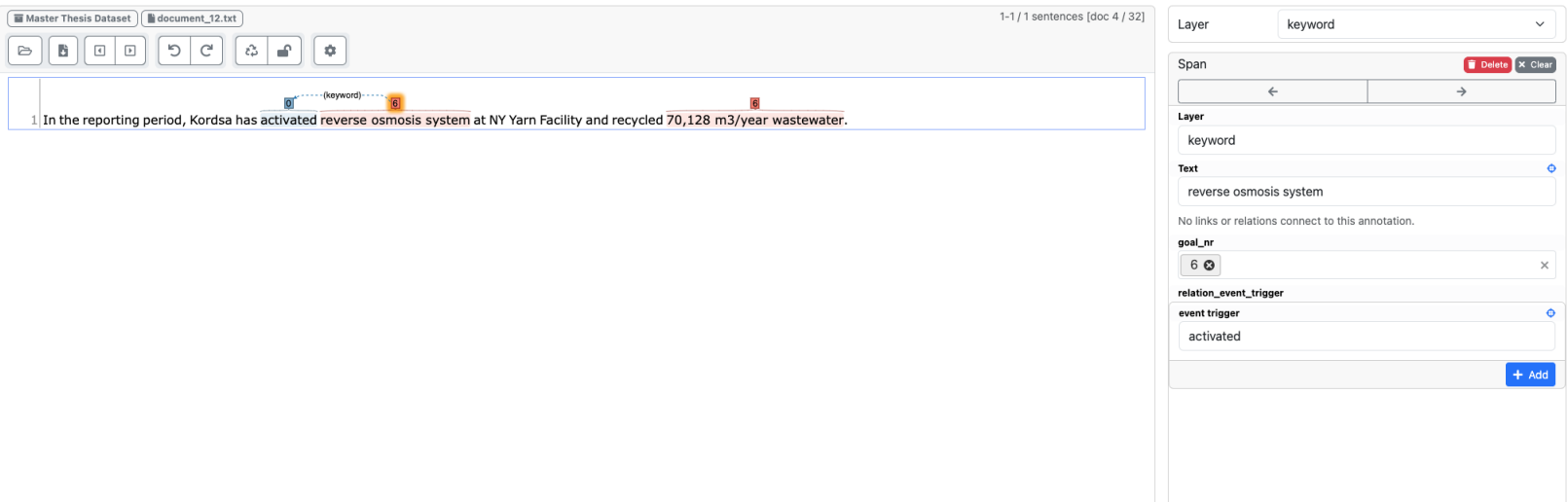
- Click on a pre-selected keyword.
- On the right panel you see a field called “relation_event_trigger”
- Click on “+ Add”



- You are now asked to select a span of words in the sentence as the event trigger.



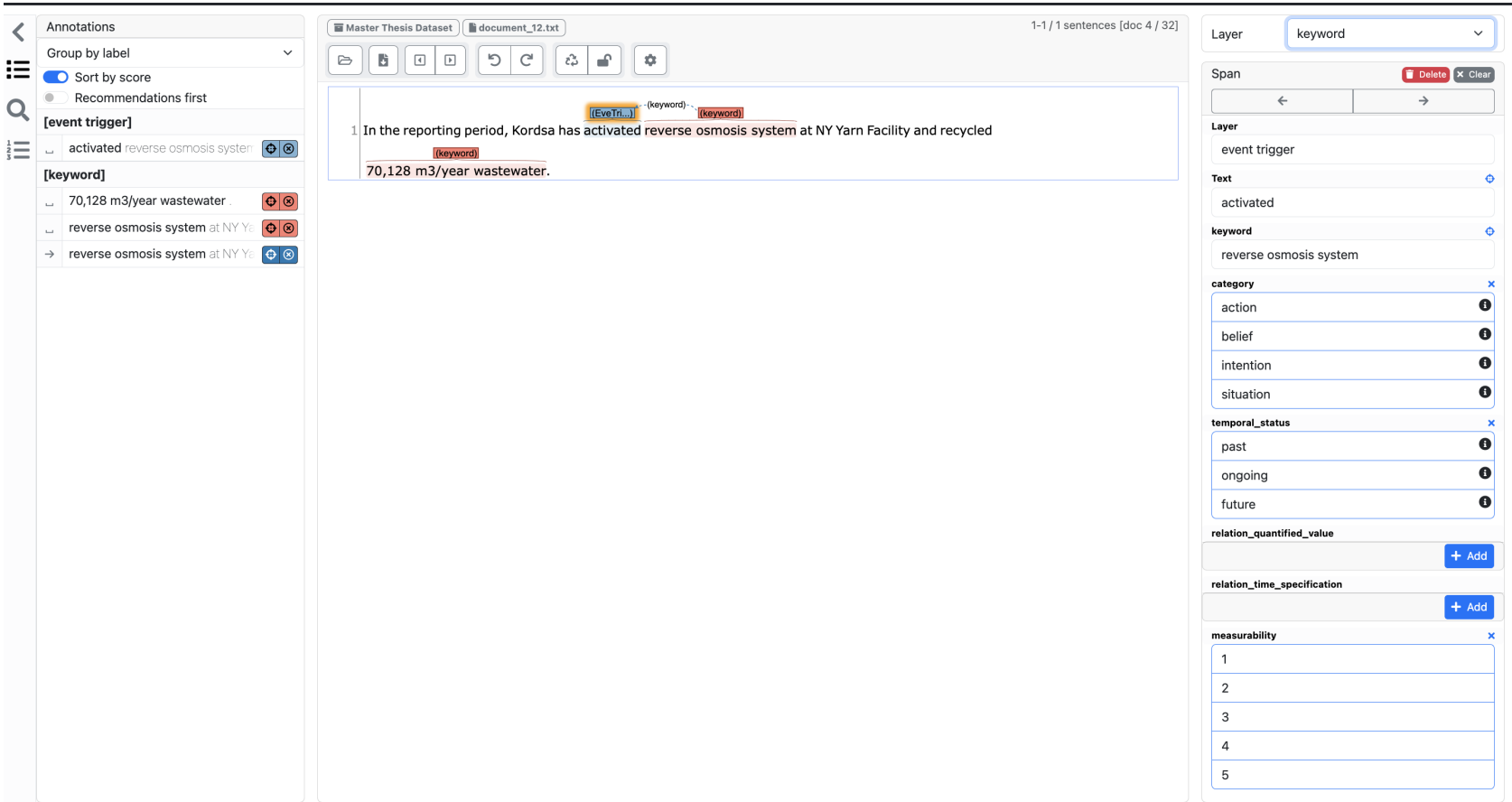
- With your cursor select a word or span of words in the sentence that best represents the event trigger for this keyword. In this example, “activated” was selected as event trigger for the keyword “reverse osmosis system”.



- If a desired span of words has already been selected as an event trigger, please do not create a new event trigger but select the existing event trigger in the sentence

Annotate the Properties of the Event Trigger

- Click on the words in the sentence that you have just selected as an event trigger.
- On the right panel you see number of properties
- Your task is to annotate the properties “category”, “temporal_status”, relation_time_specification”, “relation_unit”, and “measurability”.



Category

- Your task is to assign one of four categories to the event denoted by the event trigger and its related keyword.
- Avoid depending on implicit assumptions when determining the category. Ground your decision in the information provided within the sentence.

Definition of Event

The keyword along with the event trigger are part of what constitutes an event.

There can be multiple events in one sentence (See Examples)

Additional words in the sentence may also be related to the event, or they might be important for categorising it.

However, not all words in the sentence are directly related to the event or important for categorising it.

Definition of Category

The event denoted by the event trigger and the related keyword is best described as:

Action: Mention of an action, measure, initiative, or active engagement. The action should be described as either having been carried out in the past or as ongoing.

Intention: Expression of a goal, plan, or intended outcome.

Belief: Expression of a belief, value, philosophy, or ethos. This category emphasizes ideological standpoints rather than actions or plans.

Situation: Description of a situation, state or progress. This category highlights a description of the situation or changes in the situation rather than actions, plans, or beliefs.

▼ Examples

With the aim of achieving water savings, **depressurizing systems** and **aerators** that mix water with air are used in the taps Akbank branches.

Category: Action

Reasoning: The event denoted here is the use of depressurizing systems and aerators at a certain location. It is an active measure carried out by an organisation.

We have doubled the **representation of women** in our senior manager population since 2011.

Category: Action

Reasoning: This event is described as an action that has been carried out in the past. It indicates active engagement in increasing the representation of women in senior management.

With the aim of achieving water savings, depressurizing systems and aerators that mix water with air are used in the taps Akbank branches.

Category: Intention

Reasoning: The event denoted by the keyword and event trigger is the achievement of water savings. It is presented as a goal with the phrase "With the aim of" and does not imply a specific action per se.

The goal is clear: Our products, and we as a company, must generally become more sustainable.

Category: Intention

Reasoning: The transition towards greater sustainability in products and the company is stated here as a goal.

In 2020 we have set a target to identify all risk suppliers and audit them.

Category: Intention

Reasoning: Even though the identification and auditing of risk suppliers is a concrete action, it is formulated as a goal still to be achieved.

Manufacture of the products by Geberit accounts for only 8% of total CO2 emissions.

Category: Situation

Reasoning: The fact that a certain amount of CO2 emissions is accounted for by manufacturing is presented as a situation that an organisation finds itself in.

Every employee of the company is subject to employees rules and regulations which include employees rights.

Category: Situation

Reasoning: Employees being subject to certain rules is presented as a situation independent of the organisation's intentions or beliefs.

The principles of the Global Compact are a central frame of reference for our efforts

Category: Belief

Reasoning: The principles of the Global Compact being a central frame of reference for the organisation's efforts is expressed as an ideological standpoint or a commitment to certain values or principles.

Preserving jobs and dealing with necessary structural changes responsibly are important to us.

Category: Belief

Reasoning: The phrase "are important to us" indicates that the preservation of jobs is expressed as an ideological stance or a value judgment rather than describing a specific action being taken, a current situation, or a future intention.

Temporal Status

Your task is to annotate the temporal status of the event associated to the keyword and the event trigger.

Definition

The temporal status of the event associated to the keyword and event trigger is:

Past: An event that has started and has ended. There should be no reason to believe that it may still be in progress.

Ongoing: An event that has started and is still in progress. There should be no reason to believe that it has ended.

Future: An event that has not yet started. The context suggests that its occurrence is a possibility.

▼ Examples

As a long-time member of Transparency International Switzerland, Geberit is committed to high standards in combating corruption.

Temporal Status: Ongoing

Reasoning: The event related to the trigger is an ongoing commitment to maintaining high standards in combating corruption. There's no indication of a specific timeframe, suggesting a persistent and ongoing effort to combat corruption.

In 2020 we have set a target to identify all **risk suppliers** and audit them.

Temporal Status: Future

Reasoning: Although the action of setting the target occurred in the past (as indicated by 'In 2020'), the specific act of identifying all at-risk suppliers, indicated by the event trigger 'identify,' is implied to take place in the future. The sentence lacks cues indicating whether the identification has already occurred by the time of writing, implying a future event.

Honda will continue to examine the **installation** of a **water recycling system** around the world as necessary.

Temporal Status: Future

Reasoning: The phrasing "will continue to examine" suggests that the action related to the event trigger, which is the installation of a water recycling system, is a prospective event that has not started but is being considered for implementation in the future.

CO2 emissions per net sales (organic, currency-adjusted) even declined by 5.6%.

Temporal Status: Past

Reasoning: The 5.6 % decline of CO2 emissions is described as completed event that occurred in the past.

Measurability

Your task is to annotate the measurability of the event associated with the keyword and the event trigger. Annotate the measurability on a scale from 1 to 5.

Definition

The event associated to the keyword and event trigger is:

- 1: Difficult or not possible to measure and quantify
- 2: Possible to measure and quantify
- 3: Quantified in the text with value OR time reference
- 4: Quantified in the text with value AND time reference
- 5: Quantified in the text comparing two values with time references

▼ Examples

We also recognize that **diversity and inclusion challenges** are unique to teams and locations.

Measurability: 1

Reasoning: Diversity and inclusion challenges being unique to teams and locations is a subjective and qualitative aspect. These challenges might vary based on subjective interpretations and contextual factors specific to each team, making them difficult to quantify or measure objectively.

We make a meaningful contribution to the **sustainability** of the societies where we operate.

Measurability: 1

Reasoning: The contribution to the sustainability of entire societies can hardly be quantified without reference to specific measures or targets.

In addition, in the HO and ABC, photocell taps are used in WCs where water is used in great amounts, in order to achieve **water savings**.

Measurability: 2

Reasoning: The event triggered by "achieve" pertains to the goal of achieving water savings. Although it doesn't provide a specific measure or value, it denotes a clear and quantifiable objective—reducing water consumption.

Honda will continue to examine the installation of a **water recycling system** around the world as necessary

Measurability: 2

Reasoning: The installation of a water recycling system around the world outlines a quantifiable action without specifying any measures, units, or time references related to the actual installation of the water recycling system.

CO2 emissions per net sales (organic, currency-adjusted) even declined by 5.6%.

Measurability: 3

Reasoning: The decrease in CO2 emissions is provided with a clear quantitative measure “5.6%” related to the reduction in emissions. However, it lacks a specific time reference, such as when this decline occurred.

Another important stage on the way there is to change over our car plants in Germany to **CO2-neutral energy supply** by 2022.

Measurability: 3

Reasoning: The transformation of car plants in Germany to CO2-neutral energy supply is supposed to happen within a specified timeframe (“by 2022”).

In 2019, we conducted 69 **supplier onsite audits** plus co-operation meetings.

Measurability: 4

Reasoning: The conduction of supplier onsite audits is specified with a concrete value and a time reference.

By the end of 2020, our **gender distribution** across leadership positions was 80% men and 20% women, unchanged from 2019.

Measurability: 5

Reasoning: The event triggered by "was" involves the gender distribution across leadership positions. This statement presents specific quantifiable values for the gender distribution at two different time points (2019 and the end of 2020). It involves a comparison of values between two time references

Time Specifications (If Present)

- Your task is to annotate spans of words that specify the timing of an event.
- Only indicate time specifications if they occur in the sentence and refer to the event to which the event trigger and the keyword refer
- Click on an even trigger you selected previously. On the right panel you see a field called “relation_time_specification”
- Click on “+ Add” and mark a word or span of words in the sentence that best represents a time specification related to the event denoted by the event trigger.

Definition

- Time specifications refer to numbers and words within the text that denote specific temporal information related to the event.
- These specifications include calendar dates, durations, time intervals, or temporal markers such as time-related adverbs.
- For example: "in 2020", "by the end of the year", "until 2030"

▼ Examples

The **keywords**, along with their corresponding event triggers and **time specifications** are depicted in the following examples.

In 2019, we conducted 69 supplier **onsite audits** plus co-operation meetings.

Reasoning: "In 2019" specifies the specific year when the supplier onsite audits were carried out.

By the end of 2020, our gender distribution across leadership positions was 80% men and 20% women, unchanged from 2019.

Reasoning: Both "by the end of 2020" and "from 2019" are time specifications related to the event denoted here, which is the state of the gender distribution across leadership.

In 2020 we have set a target to identify all risk suppliers and audit them.

Reasoning: Although there is a time specification "in 2020" in the sentence, it doesn't directly correlate with the event denoted by the event trigger and keyword. The sentence specifies that the target was set in 2020, but it doesn't explicitly indicate when the identification of risk suppliers will happen or by when it will be completed. Therefore, there isn't a direct time specification related to the event triggered by "identify" concerning the risk suppliers.

The goal is clear: Our products, and we as a company, must generally become more sustainable.

Reasoning: There is no time specification in this sentence. Therefore none was selected.

Quantified Value (If Present)

- Your task is to annotate spans of words that quantify the event with a specific value.
- Only indicate quantified values if they occur in the sentence and refer to the event to which the event trigger and the keyword refer
- Click on an event trigger you selected previously. On the right panel, you'll see a field called "relation_unit".
- Click on "+ Add" and mark a word or span of words in the sentence that best represents a quantified value related to the event denoted by the event trigger.

Definition

A quantified value refers to a quantified or measured element in the sentence. This can include numerical measurements, percentages, quantities, or any other quantified information. The unit should be precise and directly tied to the event denoted by the event trigger and keyword.

▼ Examples

The keywords, along with their corresponding event triggers and quantified values are depicted in the following examples.

The share of purchased green electricity increased from 23.4 GWh to 41.0 GWh in 2015.

Reasoning: The increase of the share of purchased green electricity is quantified by the two values "23.4 GWh" and "41.0 GWh".

CO2 emissions per net sales (organic, currency-adjusted) even declined by 5.6%.

Reasoning: The decline of CO2 emissions is quantified by the value 5.6%

Over the past five years, Accenture and Save the Children have partnered to skill more than 38,000 disadvantaged youth in a dozen countries, including Indonesia and the Philippines.

Reasoning: The providing of skill to the disadvantaged youth is quantified by "more than 38,000".

In the reporting period, Kordsa has activated reverse osmosis system at NY Yarn Facility and recycled 70,128 m3/year wastewater.

Reasoning: Even though there is a value mentioned in the sentence, "70,128 m3/year," it is not directly associated with the activation of the reverse osmosis system. Therefore no value is selected for the given event trigger and keyword.

Honda strives to reduce environmental impact during product usage.

Reasoning: There is no quantified value in this sentence. Therefore none was selected.