

## Frequently Asked Questions – ACT Step by Step webinar – January 2021

| Questions  | Answers  |
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| Cette méthode est-elle adaptée pour des petites entreprises, et sinon, quid pour elles ? merci   | This method responds to the need demonstrated by companies that do not have a decarbonisation strategy or want to significantly improve their GHG emission reduction actions to contribute to a low carbon economy. This method is adapted to any companies no matter their size and activities including SMEs. Small business (FTE<50) could adapt part of the methodology and tools to suit their strategic processes.                             |
| Quand est-ce que ces éléments (outils, ...) seront disponibles sur le site web d'ACT ? Merci   | The ACT Step by Step methodology will be publicly available on the ACT initiative website.   |
| Has the carbon performance tool measure impact of GHG in economic terms? If not, how can management make decisions or see how GHGs impact their IP&L?          | The carbon performance tool enables to compute emissions intensities with monetary data at the denominator. However the tool does not compute the impact of GHG emissions on the P&L. The company can however add specific time-series and set targets against them in the tool.   |
| Hello Edouard, when will we have The guide and Tool box in English and then French. A link just after the presentation ?                                       | As soon as possible, the methodology will be available on the internet. The tools will be available upon training.   |
| Will there be mandatory training for consultants to become "validated advisors"? If yes : time frame, cost, ...?   | Mandatory training will be required to become an ACT Step by Step advisor. It will cover the use of the ACT Step by Step tools, knowledge of the ACT Assessment approach, low carbon pathways and transition stakes, role and responsibilities of the ACT Step by Step advisor. The content and format of the training will be developed in February 2021. Associated costs and process to register for training will be communicated in due course. |
| Bonjour, cette méthode concerne tous les secteurs, ou vient-elle en subsidiarité lorsqu'il n'y a pas de méthode sectorielle ?                                  | This method is sector agnostic and addresses all sectors and low carbon transition levers (ACT criteria). ACT assessment methodologies are sector specific and there is a Generic assessment methodology to cover activities not covered by sector specific methodologies.   |
| If a company has not assessed all the SCOPE 3 items of its emissions, is it possible to start the analysis and how to evolve over the time with the new items? | It is a pre requisite for ACT Step by Step to conduct a GHG inventory that cover all significant GHG emission sources. Depending on your company activities, scope 3 emissions might be significant in terms of your   |

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|   | organisation carbon footprint. If it is not, ACT Step by Step can allow to progress on taking into account these GHG emission sources.  |
| Does the method look only at carbon or at other greenhouse gas as well such as methane (which can be material in some sectors e.g. agriculture) ? Thank you   | The ACT initiative and subsequent methodologies including ACT Step by Step takes into account all greenhouse gases that are material for climate change mitigation (indeed including methane where relevant).   |
| GHG protocol is now far behind ISO 14064-1:2018 or even Bilan Carbone methodology, in terms of significant emissions, action plan implementation and strategic vision. Did you do a comparison of these methodologies when you built your Carbon Toolbox ? Does the carbon toolbox prefer the GHG Protocol, the same way CDP questionnaire does ? | In the ACT Step by Step Carbon performance tool, 6 templates are available to fill your GHG inventory data. The third one is the template from ISO 14064:2018. The carbon tool does not favour any template, it offers different possibilities to be as flexible and user-friendly as possible for as many companies as possible.   |
| Does the method tools included a catalogue of solutions to implement inside companies to reduce carbon footprint ?  | There isn't within the ACT Step by Step methodology a list of solutions to implement GHG emission reduction actions, this will be developed as the methodology gets implemented and feedback through the recognition system to be communicated to ACT Community members. ACT Step by Step will help you to identify by yourself the solutions that are relevant for you low carbon transition.              |
| Due to the collaboration with CDP, what will be the benefits for companies responding to CDP?   | Within the ACT Step by Step practical resource package there is a Mapping table that enables the user to understand the alignment between ACT Step by Step and other standards including CDP Climate questionnaire but also, GRI, ISO14001, SBT, TCFD. There is also a template in the Mapping table to add any other standard that might be relevant to the business.                                      |
| Are there any potential automatic links/transfers with the Bilan Carbone template?  | In the ACT Step by Step Carbon performance tool, 6 templates are available to fill your GHG inventory data. The second one is the template from Bilan GES from Bilan Carbone.   |
| Would you please explain the difference between ACT and NZI?  | Net Zero Initiative is a framework that includes ACT and other methods available for businesses to contribute to global net zero target. Within Net Zero Initiative, ACT is identified as a framework companies can use to pilot their low carbon strategies. Other methods and standards are identified to conduct GHG inventory or set GHG emission reduction targets as well as increasing carbon sinks. |
| Apart from the sectorial method (automotive, electric utilities...) is there a generic method developed ?   | There is an ACT assessment methodology that cover activities not covered by sectoral methodologies which is called Generic.   |

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| How companies within the services sector (e.g. consulting firms small or medium) can use the carbon performance tool since they don't produce direct GHGSs?   | They can select in ACT Step by Step Carbon performance tool the sector "Generic". They will have Scope 2 and Scope 3 emissions in any case which can be reported, and against which targets can be set. A target might be the absolute contraction approach from SBT.  |
| for the 4-day initial training for advisors, apart 1K€ are there other fees to be paid?   | The expected 1000€ annual fee covers ACT Community membership for consultant. The cost of the ACT Step by Step training will be specified once the content and format will be developed in February 2021. The duration is expected to be 2 days for ACT Step by Step but the consultant needs also to be trained to ACT assessment approach (2 more days if needed).   |
| The 25k€ would be specifically targeting ACT-S, for the French Recovery plan? Or any ACT methodology, or any methodology to develop a low carbon strategy?  | The maximum 25000€ subsidies is available for French SMEs only engaging and implementing ACT Step by Step to cover technical support.  |
| Sorry, I probably missed something, but what is the difference between ACT step by step and ACT assessment? I see no mention of ACT step by step on <a href="https://actinitiative.org/">https://actinitiative.org/</a><br>Is the training different for consultants? | ACT Step by Step is methodology and practical resource package for companies with no decarbonisation strategy who want to develop and implement, based on their current practice, relevant low-carbon strategies and action plan. The progress is measured against a company current situation once the methodology is implemented, whereas ACT assessment are sectoral methodologies to assess companies low carbon strategies performance against sectoral low carbon pathway hence evaluating their alignment with a well-below 2°C economy (Paris Agreement mitigation goal). The two are complementary as they address different needs to decarbonise and form part of the ACT initiative corporate climate accountability framework.<br>The training for ACT Step by Step and ACT Assessment is different because the method and tools are different as well as required competencies. |
| Are there 15 or 50 companies for the BPI program ?  | There will be 15 companies entering the Decarbonisation Accelerator from Bpifrance (French public investment bank).  |
| Once the training to become advisor done, what is the next step for advisor?  | The advisor is then promoted onto the ACT initiative website, he/she will receive the ACT Step by Step practical resource package under licence and can support companies entering the recognition system by reviewing milestones requisites and offer additional services related to the implementation of the methodology.   |

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| What is the organism that will provide the training ?  | This is yet to be decided, the training content and format will be developed in February.   |
| We only access to the tools after the training or those will be available for free on ACT website?   | ACT tools including ACT Step by Step practical resource package are made available to individuals upon training and under licence.  |
| Is the four days training is mandatory for people already ACT assessment accredited ?  | As ACT Assessment and ACT Step by Step methodology and tools are different the training to become an ACT Step by Step advisor is needed to conduct this role. If already trained to ACT assessment, the duration of the training for ACT step by step should be no more than 2 days.  |
| What's the way to register to the training?  | You can express your interest in the ACT Step by Step training by contacting us at <a href="mailto:info@actinitiative.org">info@actinitiative.org</a>   |
| Will companies have free access to the tools?  | Companies using the ACT Step by Step practical resource package including the tools for internal use only (no commercialisation) benefit from free licences.  |
| A few years ago, some carriers took part in the beginnings of ACT methodology. But now you're still looking for transport companies. Is it because their data were not relevant, or did the methodology change for transport companies ? | Carriers who took part in ACT methodology a couple of years ago were volunteers to develop and experiment the ACT Assessment sectoral methodology. Their data were relevant and the experimentation fruitful. The methodology is now published on our website. Transport companies can benefit like others from the ACT Step by Step methodology which address different needs. |
| In which countries will ACT be launched?   | ACT is an international initiative part of the UNFCCC Global  |
| How many companies have followed this methodology? From which sectors?   | The ACT Step by Step methodology is new and will be published soon, so no company has implemented it yet. But Several companies decided to engage and be involved in this approach and will launch the process early 2021.  |
| Do you plan to provide assistance to the companies when there are using the ACT methodology ? And could you send the slides of this presentation ?   | We are thinking to improve the assistance for both approaches: ACT Step by Step and ACT Assessment. For the moment, you can contact us if needed.   |
| Do you plan to have a French version of all the documents and tools ? (everything we see is in English)  | Yes, the documents and tools will be translated in French.  |