CDP States and Regions: Frequently Asked Questions

1. What is CDP and its States and Regions program?

CDP is an international non-profit that drives companies and governments to reduce their greenhouse gas emissions, safeguard water resources and protect forests. Over 7,000 companies with over 50% of global market capitalization disclosed environmental data through CDP in 2018. This is in addition to the over 750 cities, states and regions who disclosed, making CDP's platform one of the richest sources of information globally on how companies

and governments are driving environmental change. CDP States and Regions program provides a global platform for subnational governments to disclose environmental information on greenhouse gas emissions, climate change risks, and mitigation and adaptation strategies. In 2018, the program collected, analysed, and delivered data to participating subnational governments. Over 120 state and regional governments disclose to CDP from 32 countries, representing over 672 million people, 21% of the global economy and over 5 GtCO2e.

2. What is The Climate Group and Under2 Coalition?

The Climate Group is an international non-profit organisation, founded in 2004 that works to accelerate climate action and act as a catalyst to take innovation and solutions to scale by bringing together powerful networks of business and governments. The Under2 Coalition is driven by a group of ambitious state and regional governments committed to keeping global temperature rises to under 2°C. The coalition brings together more than 220 governments who represent over 1.3 billion people and 43% of the global economy. The Climate Group is the Secretariat to the Under2 Coalition and works with governments to accelerate climate action. CDP works in partnership with The Climate Group to provide the world's first global platform for states and regions to measure, manage and disclose their greenhouse gas emissions.

The Climate Group is one of CDP's strategic partners in the States and Regions program. CDP provides the official reporting platform for the Under2 Coalition.

3. What is NRG4SD and RegionsAdapt?

The Network of Regional Governments for Sustainable Development (NRG4SD) was established in 2000 at the World Summit in Johannesburg as a global network that represents entirely regional governments (states, regions and provinces) in the fields of climate change, biodiversity and

sustainable development. NRG4SD acts as the Secretariat to the RegionsAdapt Initiative. The RegionsAdapt initiative is a global framework to inspire and support regional governments to take concrete action, collaborate and report efforts on climate change adaptation.

NRG4SD is one of CDP's strategic partners in the States and Regions program. CDP provides the official reporting platform for the RegionsAdapt initiative.

4. Why should I participate and report our state/region's climate change data through CDP?

Through CDP, states and regions can measure, manage and disclose their environmental impacts and access networks and shared information from subnational governments all over the world. The main benefits of reporting through us include:

- Being able to demonstrate to your peers, corporations and the international community you work on climate change mitigation and adaptation, showcasing your commitment to drive action towards a sustainable economy for your citizens.
- Using CDP states and regions as a tool to engage with peers, track progress annually and compile all environmental data in one accessible place.
- Having access to a global network – by disclosing to CDP, you will be joining CDP's global network with governments and corporations dedicated to tackling climate change.
- The reporting process could identify potential gaps and opportunities within your government's climate strategy, giving you baseline of your current conditions and the areas to pursue for further improvement.
- Easy to report – there is no minimum reporting requirement (e.g. emissions inventory, methodologies, etc.).
- Reporting to CDP is free of charge.

5. How do I register and gain access to the questionnaire and the platform?

States and regions can gain access and respond to the questionnaire by using the platform which can be retrieved through the individual activation link sent by email from CDP. Simply follow the instructions to CDP's secure online platform, which hosts the 2019 questionnaire. If you have not received a link and would like to participate, please email statesandregions@cdp.net to inquire about further steps.

6. Is there a fee for responding?

Responding to CDP States and Regions 2019 questionnaire is free.

7. Is there a minimum amount of data that needs to be reported?

There is no minimum amount of data that needs to be reported and the response is completely voluntary at all stages. However, states and regions that have joined the Under2 Coalition are required to answer the Introduction, Emissions – Region-wide, and Strategy sections of the 2019 questionnaire.

On the other hand, states and regions that have joined the RegionsAdapt initiative are required to answer the Introduction, Governance, Risks and Adaptation as well as Water sections of the 2019 questionnaire.

Please answer the questions comprehensively while also assessing the relevance of the information you provide. Where you do not have all the information requested, please respond with what you have as this is more valuable than no response.

8. Can we report privately? What is the difference to reporting publicly?

Yes, you can report non-publicly to CDP. Your data will still be used in aggregate format in our communications. The difference being that your states and region's data will not be highlighted in our external communications, reports, and will not be included in our benchmarking tools.

9. I am having trouble with the questionnaire on the platform. Where can I find help?

There are numerous help resources to use when responding to the online questionnaire. These are listed below:

- **CDP States and Regions 2019 Online Reporting Guidance**: This provides detailed step-by-step instructions for completing the online questionnaire. Please make use of this document when you are filling out individual sections and questions in the questionnaire.
- **Webinars:** Webinars are held throughout the disclosure cycle. You may sign up through the registration links that will be circulated via email and in the discloser's dashboard. These will cover procedures such as signing up, activating the questionnaire and best practices in reporting.
- **Additional Help:** Please feel free to reach us at statesandregions@cdp.net to arrange further resources.

10. What type of information is requested by CDP?

The CDP States and Regions 2019 questionnaire includes both qualitative and quantitative questions. The themes include:

- **Introduction:** Your state/region's profile and geographical information (e.g. government leader, population, GDP, land area, average temperature).
- **Governance:** Your government's master planning for handling states and regions as well as the economic opportunities that result from climate change.
- **Emissions – Region-wide:** Your region-wide GHG emissions inventory.
- **Emissions – Government Operations:** Your government operations' GHG emissions inventory.
- **Strategy**: Your state/region's emissions reduction, energy efficiency and renewable energy targets as well as the climate actions you take across 11 sectors (agriculture, buildings and lighting, energy, finance and economy, governance, industry, land use, transport, waste, water and health).
- **Risks and adaptation:** Your climate change adaptation plans as well as the physical risks and socio-economic risks affecting your state/region.
- **Water:** The water supply risks and associated adaptation actions relevant for your state/region.
- **Forest:** Your state/region's work to manage deforestation and/or forest degradation impacts.

11. What is done with the data once the questionnaire is completed?

The data collected by CDP is then used by various entities after submission and analysis. The disclosed data is used by CDP to power the following tools and resources:

- **Sub-National Climate Analytics Navigator (SCAN):** SCAN is a data analytics tool developed exclusively for state and regional governments to provide them with access to all publicly reported climate data from over 100 states and regions that disclosed in 2018. The tool enables states and regions to benchmark and compare their climate efforts with their peers. SCAN can be accessed via your CDP dashboard.
- **Open Data Portal (ODP):** The ODP is an online data resource, which allows the public view all data publicly reported to CDP from companies, cities, states and regions.

Our partners also produce annual publications based on the disclosed data:

- The Climate Group produces annual disclosure reports that showcase the climate targets and actions, emissions inventories of disclosing states and regions. The 2018 annual disclosure update can be found here.
- NRG4SD also published annual reports using the data disclosed on risks and adaptation by the states and regions that joined the RegionsAdapt initiative. The 2018 RegionsAdapt report can be found here.

12. Can I have my response last year pre-populated or copied over into this year's questionnaire?

Yes. If you submitted a response to the 2018 questionnaire, your answers have been auto-populated in to your 2019 questionnaire where applicable. Please review the auto-populated answers carefully and update the data where relevant when formulating your 2019 response.

13. This data/question is not relevant for our state/region; do I have to report/answer it?

If a certain question in the questionnaire is not relevant for your state/region then you do not need to respond to the questions. It is also okay to answer "No" to questions if for example you do not have an emissions inventory. But it is important to reflect on it and see if it really is not relevant for you or is something your state/region haven't been able to complete yet. We welcome states and regions to report as much or as little information they have on the topics covered by our questionnaire.

14. If after I submit my data to CDP can I update my response later if I get better data for example?

Yes. To update your response after you have submitted, you must first email statesandregions@cdp.net and we will provide you with next steps on how to update your response.

15. Is the 2019 questionnaire available in different languages?

Yes, for this year, the questionnaire and reporting guidance would be available in Spanish and Portuguese. You can access the 2019 questionnaire and guidance in Spanish and Portuguese by selecting your chosen language from the drop-down menu on the top right of your dashboard (see below). PDF versions of the Spanish and Portuguese questionnaire and guidance will also be available in your dashboard.