



# CLIMATE BUSINESS INDEX

MORE CLIMATE-SMART,  
BETTER SUSTAINABLE BUSINESS

## MANUAL



IN CONTRIBUTION TO THE



Supported by:



based on a decision of the German Bundestag



---

**WE ARE FACING A DIRECT EXISTENTIAL THREAT.**

**CLIMATE CHANGE IS MOVING FASTER THAN WE ARE, AND ITS SPEED HAS  
PROVOKED A SONIC BOOM SOS ACROSS OUR WORLD.**

**IF WE DO NOT CHANGE COURSE BY 2020, WE RISK MISSING THE POINT  
WHERE WE CAN AVOID RUNAWAY CLIMATE CHANGE, WITH DISASTROUS  
CONSEQUENCES FOR PEOPLE AND ALL THE NATURAL SYSTEMS THAT  
SUSTAIN US.**

*António Guterres, Secretary-General of the United Nations*

---

To achieve this, Viet Nam has to mobilize resources to ensure that both the public and the private sectors have the ambition and capacity to implement accelerated climate action at scale. However, the lack of transparency and climate-related data from companies has discouraged not only governments, but also investors who are interested in climate-friendly investments. As Viet Nam faces pressure for emissions mitigation and threats of increasing number and severity of extreme weather events, it is urgent that companies better understand climate change and its implications on their businesses to serve both themselves and the nation towards sustainable development goals.

The United Nations Development Programme (UNDP) has long been accompanying Viet Nam on the path to sustainable development. Since May 2019, UNDP, with the collaboration of the Viet Nam Ministry of Planning and Investment (MPI), has introduced the **Climate Business Index** – a national disclosure and assessment system for the enterprise community in Vietnam. Because in climate change, we not only see challenges, we also see opportunities.

Copyright © UNDP 2020

All rights reserved

Manufactured in Viet Nam

**Disclaimer**

The views expressed in this publication are those of the author(s) and do not necessarily represent those of the United Nations, including UNDP, or the UN Member States.

UNDP partners with people at all levels of society to help build nations that can withstand crisis, and drive and sustain the kind of growth that improves the quality of life for everyone. On the ground in more than 170 countries and territories, we offer global perspective and local insight to help empower lives and build resilient nations.

# **CLIMATE BUSINESS INDEX**

MORE CLIMATE-SMART,  
BETTER SUSTAINABLE BUSINESS

**MANUAL**

# CONTENTS

<b>NOTES FOR COMPANIES.....</b>	<b>1</b>
Who can join the Climate Business Index? .....	1
How to join the Climate Business Index.....	1
Required documents.....	1
Confidentiality commitment .....	1
Evaluation and announcement of results .....	1
Deadline .....	1
<b>COMPANY REGISTRATION PROFILE.....</b>	<b>2</b>
<b>CBI FRAMEWORK.....</b>	<b>4</b>
<b>QUESTIONNAIRE SETS &amp; INDICATORS.....</b>	<b>7</b>
Questionnaire Sets.....	7
CBI Indicators .....	8
<b>DETAILED QUESTION LIST .....</b>	<b>12</b>
Level 1: Climate-Aware Company .....	12
Level 2: Climate Actions-Taker .....	14
Level 3: Climate Leader.....	19
<b>DOCUMENT PREPARATION.....</b>	<b>27</b>
Note on Document Submission .....	27
List of Possible Submitted Documents .....	27
Notice.....	27
<b>APPENDIX.....</b>	<b>28</b>

# NOTES FOR COMPANIES

## WHO CAN JOIN THE CLIMATE BUSINESS INDEX?

- ▶ All companies of all forms having lawful business and operation registration in the territory of Viet Nam.
- ▶ No law violations have been committed in the last three years, or violations are fully remedied and verified by competent authorities.

## HOW TO JOIN THE CLIMATE BUSINESS INDEX

- ▶ Access <http://cbi.undp.org.vn>
- ▶ Click on the **Get Started** or **Login** button on the upper part of the main page
- ▶ Register a free account by filling in the guidance questions
- ▶ Log in again with your registered email address and password
- ▶ On the main page, select the tab *Climate Business Index – Climate-Aware Companies Level 1* or click on the **Dashboard** button to start doing the CBI questionnaire
- ▶ Spend approximately 10 minutes on each level of the CBI and click the **Submit** button at the end of the questionnaire page

## REQUIRED DOCUMENTS

- ▶ Prepare a description and/or documents to support their answers to CBI questions on their own as per the form provided by UNDP
- ▶ Complete and provide a description and/or documents online at the program address (<http://cbi.undp.org.vn>), either by typing into the given box or selecting the **Add documents** button under each question.

## CONFIDENTIALITY COMMITMENT

- ▶ UNDP guarantees that all documents submitted by companies for the CBI are kept confidential and only used within the scope of the Program.

## EVALUATION AND ANNOUNCEMENT OF RESULTS

- ▶ Participating companies will be evaluated in 2 categories: either **Climate-Smart Operations, Climate-Smart Products and Services**, or both, based on the companies' choices in the CBI registration form.
- ▶ UNDP will only consider and evaluate the companies that have registered for the correct list of the CBI questionnaire according to their capacity and have submitted sufficient descriptions and documents to clarify their answers.
- ▶ Companies will be automatically evaluated by the CBI web platform at Level 1. If they successfully pass, they may enter Level 2.
- ▶ UNDP will review companies' responses for Levels 2 and 3. Those who successfully pass will be informed by UNDP via email within 72 hours of submission.
- ▶ After each level of CBI, UNDP will provide a Green Badge as a certificate to successful participant companies. There are 3 in total:



## DEADLINE

- ▶ Starting from June 2019, the CBI is expected to continue until the end of 2021.
- ▶ UNDP will base it on the delivery time of submitted responses/documents recorded on the program website.

# COMPANY REGISTRATION PROFILE

Name of company \*

What is the name of your company?

2

Staff count \*

How many employees does your company have? ▼

Please refer to p.4

Type of company \*

What is the type of your company?

1

Please refer to p.4

Revenue \*

What is the total revenue of your company? ▼

3

Please refer to p.4

Address of company

What is address of your company?

Website

What is your website address of your company?

4

Please refer to p.4

Sector that company operates in

State the sector where your company operates in

## Focal point

Who is the person in charge of the climate business index in your company?

Name \*

Type the name

Position \*

Your Position

Phone \*

Your phone number

Email \*

Your email address

Password \*

Type new password

Confirm Password \*

retype password

Do you want to subscribe to the CBI News Letter

## Choose your Question list

🔍 Are you a super small business?

YES, I am a super small business

NO, my business is larger than that

Please refer to p.6

🔍 Do you want to check both your operation and products/service?

Yes, I want to check both

No, I want to check operation only

Type of company \*

1

- ✓ What is the type of your company?
- Super small enterprise
- Small and Medium enterprise
- Large Company private enterprise
- Large Company state owned enterprise
- Multi-national Corporation
- Startups

Staff count \*

2

- ✓ How many employees does your company have?
- Under 10
- From 10 to 49
- From 50 to 99
- From 100 to 199
- From 200 to 499
- From 500 to 1000
- More than 1000

Revenue \*

3

- ✓ What is the total revenue of your company ?
- Under 3 billion VND
- From 3 to 10 billion VND
- From 10 to 50 billion VND
- From 50 to 100 billion VND
- From 100 to 200 billion VND
- From 200 to 300 billion VND
- More than 300 billion VND

4

**SECTORS OF OPERATION**

Agriculture; plantations; other rural sectors	Mining (coal; other mining)
Basic Metal Production	Mechanical and electrical engineering
Chemical industries	Media; culture; graphical
Commerce	Oil and gas production; oil refining
Construction	Postal and telecommunications services
Education	Public service
Financial services; professional services	Shipping; ports; fisheries; inland waterways
Food; drink; tobacco	Textiles; clothing; leather; footwear
Forestry; wood; pulp and paper	Transport (including civil aviation; railways; road transport)
Health services	Transport equipment manufacturing
Hotels; tourism; catering	Utilities (water; gas; electricity; lighting)

# CBI FRAMEWORK

CATEGORY	CBI INDICATOR	LEVEL OF COMPLETION		
		Level 1	Level 2	Level 3
<b>Greenhouse Gas Mitigation</b>	<b>Awareness</b> of the effect of GHG emission reduction in the company's operations/products & services	▶ Having a basic understanding of potential GHG emission reductions in its operation	▶ Identifying potential business risks and opportunities associated with GHG mitigation for i) operations and/or ii) products/services	(N/A)
	<b>Implementation</b> of Emission Reduction Activities	▶ Implementing at least one emission reduction initiative for i) operations and/or ii) products/ services	▶ Implementing emission reduction initiatives for i) operations and/or ii) products/ services (specific but on an irregular basis)	▶ Implementing emission reduction initiatives for i) operations and/or ii) products/services (specific and on a regular basis) ▶ Reporting quantified estimates of emission reductions associated with corporate initiatives, per category ▶ *Sharing of renewable energy in company's energy consumption/number of renewable products/services offered to the customers ▶ *Participating in energy efficiency labelling or certificates
	<b>Capacity Building</b>	▶ Engage in at least one GHG emission reduction-related capacity building program or campaign	▶ Holding internal employee training/workshops/seminars related to GHG emission reductions on an irregular basis	▶ Holding systematic internal employee training/workshops/seminars related to GHG reduction on a regular basis
	<b>Investment</b>	(N/A)	▶ Planning or attempting to attract foreign direct investment (FDI) actions for i) making the operations climate-smart and/or ii) for producing climate-smart products/services	▶ Initiating foreign direct investment (FDI) actions for i) making the operations climate-smart and/or ii) producing climate-smart products/services
	<b>R&amp;D</b>	(N/A)	▶ Planning or attempting to attract contributions towards R&D for i) making the operations climate-smart and/or ii)	▶ Initiating contributions towards R&D for i) making the operations green and/or ii) producing climate-smart products/services



			producing climate-smart products/services	
	<b>Reporting</b> the total amount of GHG emission reduction	(N/A)	(N/A)	▶ Reporting the total amount of GHG emission reduction in an official way
	<b>Corporate Management</b> for GHG emission reduction in the company's operation	(N/A)	▶ Planning and setting goals for GHG reduction actions for its operation	▶ Assigning person(s)/ department(s) in charge of GHG reduction for its operations ▶ Allocating budgets for GHG reduction ▶ Participating in communication or partnerships to address GHG reduction problems
<b>Climate Change Adaptation</b>	<b>Awareness</b> of the impacts of climate change in its operations/products & services	▶ Having a basic understanding of the climate vulnerabilities in the country/region of operations	▶ Identifying potential business risks and opportunities associated with climate adaptation for i) operations and/or ii) products/services	(N/A)
	<b>Implementation</b> of climate adaptation actions for the company's operations/ products & services	▶ Implementing at least one adaptation initiative for i) operations and/or ii) products/services	▶ Implementing adaptation initiatives for i) operations and/or ii) products/services on an irregular basis	▶ Implementing adaptation initiatives for i) operations and/or ii) products/services on a regular basis ▶ Value protected (actual or expected) by adaptation initiatives
	<b>Capacity Building</b>	▶ Engage in at least one climate change adaptation-related capacity building program or campaign	▶ Holding internal employee training/workshops/seminars related to climate adaptation on an irregular basis	▶ Holding systematic internal employee training/workshops/seminars related to climate adaptation on a regular basis
	<b>Investment</b>	(N/A)	▶ Planning or attempting to attract foreign direct investment (FDI) actions for i) addressing climate change impact activities in operations and/or ii) altering/changing products/services	▶ Initiating foreign direct investment (FDI) actions for i) addressing climate change impact activities in operations and/or ii) altering/changing products/ services

	<b>R&amp;D</b>	(N/A)	▶ Planned or attempted to attract contributions towards R&D to either/both i) innovate addressing mechanisms for climate change impact in operations and/or ii) innovate climate-smart technologies for products/services	▶ Initiating R&D to either/both i) innovate addressing mechanisms for climate change impact in operations and/or ii) innovate climate-smart technologies for products/services
	<b>Reporting</b> of the climate adaptation actions that company has implemented in its operation	(N/A)	(N/A)	▶ Reporting/disclosing information on its adaptation activities
	<b>Corporate Management</b> of addressing climate adaptation for its operation	(N/A)	▶ Planning and setting goals for addressing climate adaptation for its operation	▶ Assigning person/department in charge of addressing climate adaptation in its operation ▶ Allocating budgets for addressing climate adaptation ▶ Participating in communication or partnerships to address climate adaptation
<i>These criteria specifically apply to both i) operations and ii) products/services.</i>				

# QUESTIONNAIRE SETS & INDICATORS

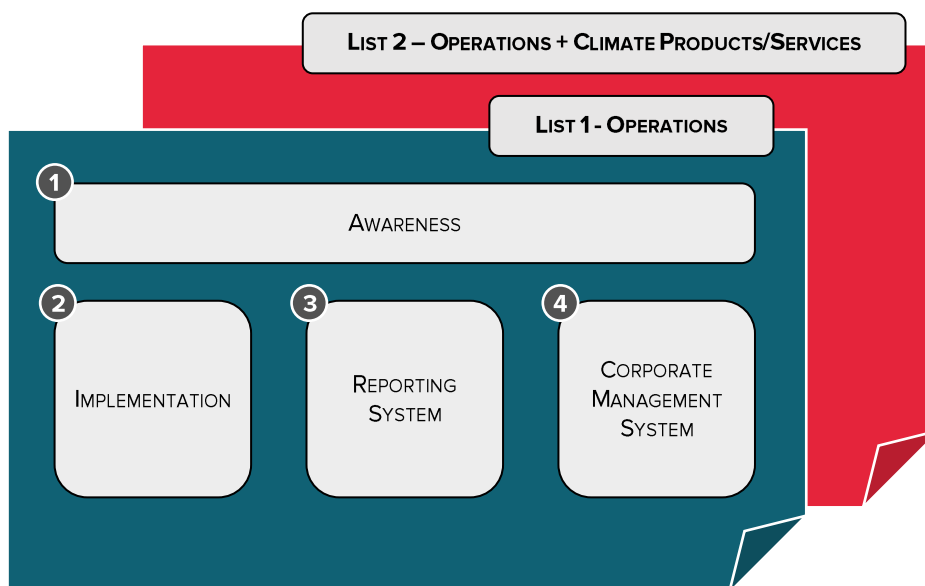
## QUESTIONNAIRE SETS

The CBI is divided into **2 questionnaire sets** (see table below), each of which is divided into **3 levels**:

- ▶ **Level 1:** Climate-Aware Company
- ▶ **Level 2:** Climate-Actions Taker
- ▶ **Level 3:** Climate Leader

	LIST 1		LIST 2	
<b>Target Size</b>	Small and medium enterprise & above		Small and medium enterprise & above	
<b>Desired Assessment</b>	▶ Operations		▶ Operations ▶ Products & services	
<b>Number of Questions</b>	<i>Level 1</i>	8	<i>Level 1</i>	10
	<i>Level 2</i>	12	<i>Level 2</i>	20
	<i>Level 3</i>	23	<i>Level 3</i>	31

Detailed questions and corresponding indicators can be found on pages **8-26**.



## CBI INDICATORS

	LIST 1	LIST 2
<b>01</b>	<b>Awareness</b> of the effect of greenhouse gas emissions reduction in its operations/products & services	
1.1	<b>Having a basic understanding of potential GHG emissions reductions in its operations</b>	
	Level 1: Q1, Q3	Level 1: Q1, Q3
1.2	<b>Identifying potential business risks and opportunities associated with GHG mitigation for i) operations and/or ii) products/services</b>	
	Level 2: Q1	Level 2: Q1, Q3
<b>02</b>	<b>Awareness</b> of the impacts of climate change in its operations/products & services	
2.1	<b>Having a basic understanding of the climate vulnerabilities in the country or region of operations</b>	
	Level 1: Q2, Q4	Level 1: Q2, Q4
2.2	<b>Identifying potential business risks and opportunities associated with climate adaptation for i) operations and/or ii) products/services</b>	
	Level 2: Q2	Level 2: Q2, Q4
<b>03</b>	<b>Implementation</b> of emissions reduction activities	
3.1	<b>Implementing at least one emission reduction initiative for i) operations and/or ii) products/services</b>	
	Level 1: Q3	Level 1: Q5, Q7
3.2	<b>Implementing emissions reduction initiatives for i) operations and/or ii) products/services (specific but on an irregular basis)</b>	
	Level 2: Q3	Level 2: Q5, Q7
3.3	<b>Implementing emissions reduction initiatives for i) operations and/or ii) products/services (specific and on a regular basis)</b>	
	Level 3: Q1	Level 3: Q1, Q4
3.4	<b>Reporting quantified estimates of emission reductions associated with corporate initiatives, per category</b>	
	Level 3: Q2, Q3	Level 3: Q2, Q3
3.5	<b>Sharing of renewable energy in company's energy consumption / number of renewable products/services offered to customers</b>	
	Level 3: Q4	Level 3: Q5, Q6
3.6	<b>Participating in energy efficiency labelling or certificates</b>	
	Level 3: Q5	Level 3: Q7, Q8

	LIST 1	LIST 2
<b>04</b>	<b>Implementation of climate adaptation actions for the company's operations/products &amp; services</b>	
<b>4.1</b>	<b>Implementing at least one adaptation initiative for i) operations and/or ii) products/services</b>	
	Level 1: Q6	Level 1: Q6, Q8
<b>4.2</b>	<b>Implementing adaptation initiatives for i) operations and/or ii) products/services on an irregular basis</b>	
	Level 2: Q4	Level 2: Q6, Q8
<b>4.3</b>	<b>Implementing adaptation initiatives for i) operations and/or ii) products/services on a regular basis</b>	
	Level 3: Q6	Level 3: Q9
<b>4.4</b>	<b>Value protected (actual or expected) by adaptation initiatives</b>	
	Level 3: Q7	Level 3: Q11
<b>4.5</b>	<b>Implementing adaptation initiatives in operations or products/services on a regular basis</b>	
	Level 3: Q8, Q9	Level 3: Q10, Q12, Q13
<b>05</b>	<b>Implementation of Emission Reduction Activities (Capacity Building)</b>	
<b>5.1</b>	<b>Engage in at least one GHG emissions reduction-related capacity building program or campaign</b>	
	Level 1: Q7	Level 1: Q9
<b>5.2</b>	<b>Holding internal employee training/workshops/seminars related to GHG emissions reduction on an irregular basis</b>	
	Level 2: Q5	Level 2: Q9
<b>5.3</b>	<b>Holding systematic internal employee training/workshops/seminars related to GHG emissions reduction on a regular basis</b>	
	Level 3: Q10	Level 3: Q14
<b>06</b>	<b>Implementation of climate adaptation actions for the company's operations / product &amp; services (Capacity Building)</b>	
<b>6.1</b>	<b>Engage in at least one climate change adaptation-related capacity building program or campaign</b>	
	Level 1: Q8	Level 1: Q10
<b>6.2</b>	<b>Holding internal employee training/workshop/seminars related to climate adaptation on an irregular basis</b>	
	Level 2: Q6	Level 2: Q10
<b>6.3</b>	<b>Holding systematic internal employee training/workshop/seminars related to climate adaptation on a regular basis</b>	
	Level 3: Q11	Level 3: Q15

	LIST 1	LIST 2
<b>07</b>	<b>Implementation of Emissions Reduction Activities (FDI)</b>	
7.1	<b>Planning or attempting to attract foreign direct investment (FDI) actions for i) making the operations climate-smart and/or ii) for producing climate-smart products/services</b>	
	Level 2: Q7	Level 2: Q11, Q13
7.2	<b>Initiating foreign direct investment (FDI) actions for i) making the operations climate-smart and/or ii) producing climate-smart products/services</b>	
	Level 3: Q12	Level 3: Q16, Q18
<b>08</b>	<b>Implementation of climate adaptation actions for the company's operations/products &amp; services (FDI)</b>	
8.1	<b>Planning or attempting to attract foreign direct investment (FDI) actions for i) addressing climate change impact activities in operations and/or ii) altering/changing products/services</b>	
	Level 2: Q8	Level 2: Q12, Q14
8.2	<b>Initiating foreign direct investment (FDI) actions for i) addressing climate change impact activities in operations and/or ii) altering/changing products/services</b>	
	Level 3: Q13	Level 3: Q17, Q19
<b>09</b>	<b>Implementation of Emissions Reduction Activities (R&amp;D)</b>	
9.1	<b>Planned or attempted to attract contributions towards R&amp;D to i) innovate mechanisms for addressing climate change impact in operations and/or ii) innovate climate-smart technologies for products/services</b>	
	Level 2: Q9	Level 2: Q15, Q17
9.2	<b>Initiating R&amp;D to i) innovate mechanisms for addressing climate change impact in operations and/or ii) innovate climate-smart technologies for products/services</b>	
	Level 3: Q14	Level 3: Q20, Q22
<b>10</b>	<b>Implementation of climate adaptation actions for the company's operations/products &amp; services (R&amp;D)</b>	
10.1	<b>Planned or attempted to attract contributions towards R&amp;D to either/both i) innovate addressing mechanisms for climate change impact in operations and/or ii) innovate climate-smart technologies for products/services</b>	
	Level 2: Q10	Level 2: Q16, Q18
10.2	<b>Planned or attempted to attract contributions towards R&amp;D to i) innovate mechanisms for addressing climate change impact in operations and/or ii) innovate climate-smart technologies for products/services</b>	
	Level 3: Q15	Level 3: Q21, Q23

	LIST 1	LIST 2
<b>11</b>	<b>Reporting</b> the total amount of GHG emissions reduction	
<b>11.1</b>	<b>Reporting the total amount of GHG emissions reduction in an official way</b>	
	Level 3: Q16	Level 3: Q24
<b>12</b>	<b>Reporting</b> the climate adaptation actions that company has implemented in its operations	
<b>12.1</b>	<b>Reporting/disclosing information on its adaptation activities</b>	
	Level 3: Q17	Level 3: Q25
<b>13</b>	<b>Corporate management</b> for GHG emissions reduction in the company's operations	
<b>13.1</b>	<b>Planning and setting goals for addressing climate adaptation for its operations</b>	
	Level 2: Q11	Level 2: Q19
<b>13.2</b>	<b>Assigning person(s)/department(s) in charge of GHG reduction for its operations</b>	
	Level 3: Q18	Level 3: Q26
<b>13.3</b>	<b>Allocating budgets for GHG reduction</b>	
	Level 3: Q20	Level 3: Q28
<b>13.4</b>	<b>Participating in communication or partnerships to address GHG reduction problems</b>	
	Level 3: Q22	Level 3: Q30
<b>14</b>	<b>Corporate management</b> of addressing climate adaptation for its operations	
<b>14.1</b>	<b>Planning and setting goals for addressing climate adaptation for its operation</b>	
	Level 2: Q12	Level 1: Q20
<b>14.2</b>	<b>Assigning person(s)/department(s) in charge of addressing climate adaptation for its operations</b>	
	Level 3: Q19	Level 3: Q27
<b>14.3</b>	<b>Allocating budgets for addressing climate adaptation</b>	
	Level 3: Q21	Level 3: Q29
<b>14.4</b>	<b>Participating in communication or partnerships to address climate adaptation</b>	
	Level 3: Q23	Level 3: Q31

## DETAILED QUESTION LIST

### LEVEL 1: CLIMATE-AWARE COMPANY

List 1	List 2	QUESTION	ANSWER
1	1	Do you think your company is aware of the <b>concept of GHG reduction</b> and that in the future it may need to take actions to cope with the changing future climate?	<p>A. Yes, most employees are aware of them.</p> <p>B. Yes, but only the staff directly in charge of the job in the company are aware of them.</p> <p>C. No, most employees are not aware of them.</p>
2	2	Do you think your company is aware of the <b>concept of climate change adaptation</b> and that in the future it may need to take actions to cope with the changing future climate?	<p>A. Yes, most employees are aware of them.</p> <p>B. Yes, but only the staff directly in charge of the job in the company are aware of them.</p> <p>C. No, most employees are not aware of them.</p>
3	3	Do you think your employees in your company are aware of <b>GHGs and GHG reduction measures</b> ?	<p>A. Yes, most employees are aware of them.</p> <p>B. Yes, but only the staff directly in charge of the job in the company are aware of them.</p> <p>C. No, most employees are not aware of them.</p>
4	4	Do you think your employees in your company are aware of <b>climate change impact and its reductions measures</b> ?	<p>A. Yes, most employees are aware of them.</p> <p>B. Yes, but only the staff directly in charge of the job in the company are aware of them.</p> <p>C. No, most employees are not aware of them.</p>
5	5	Have you ever conducted <b>activities to save energy or reduce harmful gases (GHGs)</b> from operations?	<p>A. Yes, I have conducted activities to save energy or reduce harmful gases (GHGs) from its operations</p> <p>B. Yes, I have planned activities to save energy or reduce harmful gases (GHGs) from its operations.</p> <p>C. No, I have neither conducted nor planned activities to save energy or reduce harmful gases (GHGs) from its operations.</p> <p><u>Choose the sector(s) to be included (select all that apply):</u></p> <p>A. Conversion of energy sources (solar, wind, etc.)</p> <p>B. Promotion of energy efficiency</p> <p>C. Others: _____</p>
6	6	Have you planned or implemented <b>at least one activity to adapt to or cope with climate change impacts</b> ?	<p>A. <u>Yes, I have implemented at least one climate adaptation activity (select all that apply):</u></p> <ol style="list-style-type: none"> <li>1) Action for addressing extremely hazardous events in operations</li> <li>2) Action for reducing water consumption in operations</li> <li>3) Action for reducing water pollution in operations</li> <li>4) Action for promoting efficient use of natural resources</li> <li>5) Action for promoting sustainable use of forests in operations</li> <li>6) Action for conserving ecosystems in operations</li> </ol>



List 1	List 2	QUESTION	ANSWER
			7) Action for conserving food security in operations 8) Action for reducing, reusing, or recycling waste in operations 9) Action for promoting sustainable supply chains in operations B. <u>Yes, I have planned at least one climate adaptation activity (select all that apply)</u> 1) Action for addressing extremely hazardous events in operations 2) Action for reducing water consumption in operations 3) Action for reducing water pollution in operations 4) Action for promoting efficient use of natural resources 5) Action for promoting sustainable use of forests in operations 6) Action for conserving ecosystems in operations 7) Action for conserving food security in operations 8) Action for reducing, reusing, or recycling waste in operations 9) Action for promoting sustainable supply chains in operations C. No, I have never implemented or planned climate adaptation activities.
-	7	Have you considered producing at least one <b>climate-smart product/service for GHG emissions reduction</b> ?	A. Yes, I have considered producing climate-smart product/service for GHG emissions reduction at least one time. B. No, I have not considered producing climate-smart product/service for GHG emissions reduction.
-	8	Have you considered producing at least one <b>climate-smart product/service to adapt to or cope with climate change impacts</b> ?	A. Yes, I have considered producing climate-smart product/service to adapt to or cope with climate change impacts. B. No, I have not considered producing climate-smart product/service to adapt to or cope with climate change impacts.
7	9	Have any of your employees been trained on <b>how to save energy or reduce harmful gases (GHG emissions)</b> ? (Including external seminars, workshops, events, etc.)	A. Yes, at least one of my employees has been trained. B. Yes, many of my employees have been trained. C. No, none of my employees has been trained. <u>Choose the sector(s) to be included (select all that apply):</u> A. Conversion of energy sources (solar, wind, etc.) B. Promotion of energy efficiency C. Others: _____
8	10	Have your employees been trained on <b>how they can take action to better adapt to or cope with climate change</b> on behalf of your company? (Including external seminars, workshops, events, etc.)	A. Yes, at least one of my employees has been trained. B. Yes, many of my employees have been trained. C. No, none of my employees have been trained. <u>Choose the sector(s) to be included (select all that apply):</u> 1) Action for addressing extremely hazardous events in operations 2) Action for reducing water consumption in operations 3) Action for reducing water pollution in operations 4) Action for promoting efficient use of natural resources 5) Action for promoting sustainable use of forests in operations 6) Action for conserving ecosystems in operations 7) Action for conserving food security in operations 8) Action for reducing, reusing, or recycling waste in operations 9) Action for promoting sustainable supply chains in operations

## LEVEL 2: CLIMATE ACTIONS-TAKER

List 1	List 2	QUESTION	ANSWER
1	1	Can you identify the <b>opportunities and/or threats caused by GHGs</b> in your business operations?	A. Yes, I can identify most of the risks and/or opportunities B. Yes, I can identify some of the risks and/or opportunities C. No, I cannot identify any risks and/or opportunities
		If so, please briefly describe the opportunities or threats that you can identify.	<u>Description:</u> 1) Opportunities: _____ 2) Threats: _____
2	2	Can you identify the <b>opportunities and/or threats caused by climate change adaptation</b> in your business operations?	A. Yes, I can identify most of the risks and/or opportunities B. Yes, I can identify some of the risks and/or opportunities C. No, I cannot identify any risks and/or opportunities
		If so, please briefly describe opportunities or threats that you can identify.	<u>Description</u> 1) Opportunities: _____ 2) Threats: _____
-	3	Can you identify the <b>opportunities and/or threats caused by GHGs</b> in your products and services?	A. Yes, I can identify most of the risks and/or opportunities B. Yes, I can identify some of the risks and/or opportunities C. No, I cannot identify any risks and/or opportunities
		If so, please briefly describe opportunities or threats that you can identify.	<u>Description</u> 1) Opportunities: _____ 2) Threats: _____
-	4	Can you identify the <b>opportunities and/or threats caused by climate change impacts</b> in your products and services?	A. Yes, I can identify most of the risks and/or opportunities B. Yes, I can identify some of the risks and/or opportunities C. No, I cannot identify any risks and/or opportunities
		If so, please briefly describe opportunities or threats that you can identify.	<u>Description</u> 1) Opportunities: _____ 2) Threats: _____
3	5	Have you ever taken <b>actions for GHG reduction</b> in your operations, even on an irregular basis?	A. Yes, I have conducted activities for GHG reduction. B. Yes, I have planned activities for GHG reduction. C. No, I have never conducted or planned activities for GHG reduction.
		If so, what activities have you carried out specifically?	A. Conversion of energy sources (solar, wind, etc.) B. Promotion of energy efficiency C. Others: _____
		Please briefly describe what you have done and/or provide evidence of the performed activity.	1) Description: _____ 2) Supporting document:

List 1	List 2	QUESTION	ANSWER
4	6	<p>Have you ever planned and implemented <b>at least one activity to adapt to or cope with climate change impacts</b>, even on an irregular basis?</p>	<p>A. <u>Yes, I have planned and implemented one or more actions below to address climate change adaptation (select all that apply):</u></p> <ol style="list-style-type: none"> <li>1) Action for addressing extremely hazardous events in operations</li> <li>2) Action for reducing water consumption in operations</li> <li>3) Action for reducing water pollution in operations</li> <li>4) Action for promoting efficient use of natural resources</li> <li>5) Action for promoting sustainable use of forests in operations</li> <li>6) Action for conserving ecosystems in operations</li> <li>7) Action for conserving food security in operations</li> <li>8) Action for reducing, reusing, or recycling waste in operations</li> <li>9) Action for promoting sustainable supply chains in operations</li> </ol> <p>B. <u>No, I have not planned and implemented any action to address climate change adaptation.</u></p>
		<p>If so, please briefly describe what you do and/or provide evidence.</p>	<ol style="list-style-type: none"> <li>1) Description: _____</li> <li>2) Supporting document: _____</li> </ol>
-	7	<p>Have you ever produced a <b>climate-friendly product or service for GHG emissions reduction</b>, even on an irregular basis?</p>	<p>A. Yes, I have produced a climate-friendly product/service for GHG emissions reduction at least one time.</p> <p>B. No, I have not produced a climate-friendly product/service for GHG emissions reduction.</p>
-	8	<p>Have you ever produced a <b>climate-friendly product or service to adapt to or cope with climate change impacts</b>, even on an irregular basis?</p>	<p>A. Yes, I have produced a climate-friendly product/service to adapt to or cope with climate change impacts.</p> <p>B. No, I have not produced a climate-friendly product/service to adapt to or cope with climate change impacts.</p>
5	9	<p>Have you ever conducted at least one training for <b>GHG reduction</b> for your employees even on an irregular basis? (Including internal seminars, workshops, distribution of related online and offline training materials, and so on.)</p>	<p>A. Yes, I have trained my employees.</p> <p>B. No, I have not trained my employees.</p> <p><u>Choose the sector(s) to be included (select all that apply):</u></p> <ol style="list-style-type: none"> <li>A. Conversion of energy sources (solar, wind, etc.)</li> <li>B. Promotion of energy efficiency</li> <li>C. Others: _____</li> </ol>
		<p>If so, please briefly describe what training you have provided and/or provide evidence for the given training.</p>	<ol style="list-style-type: none"> <li>1) Description: _____</li> <li>2) Supporting document: _____</li> </ol>
6	10	<p>Have you trained your employees on how they can take <b>actions to better adapt to or cope with climate change</b>? (Including internal seminars, workshops, events, etc.)</p>	<p>A. Yes, I have trained my employees.</p> <p>B. No, I have not trained my employees.</p> <p><u>Choose the sector(s) to be included (select all that apply):</u></p> <ol style="list-style-type: none"> <li>1) Action for addressing extremely hazardous events in operations</li> <li>2) Action for reducing water consumption in operations</li> <li>3) Action for reducing water pollution in operations</li> <li>4) Action for promoting efficient use of natural resources</li> </ol>

List 1	List 2	QUESTION	ANSWER
			5) Action for promoting sustainable use of forests in operations 6) Action for conserving ecosystems in operations 7) Action for conserving food security in operations 8) Action for reducing, reusing, or recycling waste in operations 9) Action for promoting sustainable supply chains in operations
		If so, please briefly describe what you have done and/or provide evidence for the training you have provided.	1) Description: _____ 2) Supporting document: _____
7	11	Have you ever planned or tried to attract foreign investment for your businesses to <b>reduce GHG emissions</b> ?	A. Yes, I have planned and/or tried to attract foreign capital to business. B. No, I have not planned and/or tried to attract foreign capital to business. <u>Choose the sector(s) to be included (select all that apply):</u> A. Conversion of energy sources (solar, wind, etc.) B. Promotion of energy efficiency C. Others: _____
		If so, please briefly describe what you do and/or provide evidence.	1) Description: _____ 2) Supporting document: _____
8	12	Have you ever planned or tried to attract foreign investment for your businesses to <b>reduce climate change impact</b> ?	A. Yes, I have planned and/or tried to attract foreign capital to business. B. No, I have not planned and/or tried to attract foreign capital to business. <u>Choose the sector(s) to be included (select all that apply):</u> 1) Action for addressing extremely hazardous events in operations 2) Action for reducing water consumption in operations 3) Action for reducing water pollution in operations 4) Action for promoting efficient use of natural resources 5) Action for promoting sustainable use of forests in operations 6) Action for conserving ecosystems in operations 7) Action for conserving food security in operations 8) Action for reducing, reusing, or recycling waste in operations 9) Action for promoting sustainable supply chains in operations
		If so, please briefly describe what you have done and/or provide evidence.	1) Description: _____ 2) Supporting document: _____
-	13	Have you ever planned or tried to attract foreign investment by producing <b>climate-friendly goods and services which contribute to GHG emissions reduction</b> ?	A. Yes, I have planned and/or tried to attract foreign capital. B. No, I have not planned and/or tried to attract foreign capital. <u>Choose the sector(s) to be included (select all that apply):</u> A. Conversion of energy sources (solar, wind, etc.) B. Promotion of energy efficiency C. Others: _____
		If so, please briefly describe what you have done and/or provide evidence.	1) Description: _____ 2) Supporting document: _____

List 1	List 2	QUESTION	ANSWER
-	14	<p>Have you ever planned or tried to attract foreign investment for your <b>products and services, aiming to i) reduce climate change impact, and/or ii) make products with strong resilience to climate change?</b></p> <p>If so, please briefly describe what you have done and/or provide evidence.</p>	<p>A. Yes, I have planned and/or attempted to attract foreign investment for my products and services.</p> <p>B. No, I have not planned and/or attempted to attract foreign investment for my products and services.</p> <p><u>Choose the sector(s) to be included (select all that apply):</u></p> <ol style="list-style-type: none"> <li>1) Action for addressing extremely hazardous events in operations</li> <li>2) Action for reducing water consumption in operations</li> <li>3) Action for reducing water pollution in operations</li> <li>4) Action for promoting efficient use of natural resources</li> <li>5) Action for promoting sustainable use of forests in operations</li> <li>6) Action for conserving ecosystems in operations</li> <li>7) Action for conserving food security in operations</li> <li>8) Action for reducing, reusing, or recycling waste in operation</li> <li>9) Action for promoting sustainable supply chains in operations</li> </ol> <p>1) Description: _____</p> <p>2) Supporting document: _____</p>
9	15	<p>Have you ever planned or attempted to contribute to R&amp;D for climate-smart technologies to <b>reduce GHG emissions?</b></p> <p>If so, please briefly describe what you do and/or provide evidence for your contribution.</p>	<p>A. Yes, I have planned or attempted to contribute to R&amp;D.</p> <p>B. No, I have not planned or attempted to contribute to R&amp;D.</p> <p><u>Choose the sector(s) to be included (select all that apply):</u></p> <ol style="list-style-type: none"> <li>A. Conversion of energy sources (solar, wind, etc.)</li> <li>B. Promotion of energy efficiency</li> <li>C. Others: _____</li> </ol> <p>1) Description: _____</p> <p>2) Supporting document: _____</p>
10	16	<p>Have you ever planned or attempted to contribute to R&amp;D for climate-smart technologies for <b>climate change adaptation?</b></p> <p>If so, please briefly describe what you have done and/or provide evidence.</p>	<p>A. Yes, I have planned and/or attempted to contribute to R&amp;D.</p> <p>B. No, I have not planned and/or attempted to contribute to R&amp;D.</p> <p><u>Choose the sector(s) to be included (select all that apply):</u></p> <ol style="list-style-type: none"> <li>1) Action for addressing extremely hazardous events in operations</li> <li>2) Action for reducing water consumption in operations</li> <li>3) Action for reducing water pollution in operations</li> <li>4) Action for promoting efficient use of natural resources</li> <li>5) Action for promoting sustainable use of forests in operations</li> <li>6) Action for conserving ecosystems in operations</li> <li>7) Action for conserving food security in operations</li> <li>8) Action for reducing, reusing, or recycling waste in operations</li> <li>9) Action for promoting sustainable supply chains in operations</li> </ol> <p>1) Description: _____</p> <p>2) Supporting document: _____</p>
-	17	<p>Have you ever planned or attempted to contribute to R&amp;D for developing <b>climate-friendly products and</b></p>	<p>A. Yes, I have planned or attempted to contribute to R&amp;D.</p> <p>B. No, I have not planned or attempted to contribute to R&amp;D.</p> <p><u>Choose the sector(s) to be included (select all that apply):</u></p>

List 1	List 2	QUESTION	ANSWER
		<p><b>services which reduce GHG emissions?</b></p> <p>If so, please briefly describe what you do and/or provide evidence for your contribution.</p>	<p>A. Conversion of energy sources (solar, wind, etc.)</p> <p>B. Promotion of energy efficiency</p> <p>C. Others: _____</p> <p>1) Description: _____</p> <p>2) Supporting document: _____</p>
-	18	<p>Have you ever planned or attempted to contribute to R&amp;D for <b>climate-friendly and/or climate-resilient products and services for climate change adaptation?</b></p> <p>If so, please briefly describe what you have done and/or provide evidence.</p>	<p>A. Yes, I have planned or attempted to contribute to R&amp;D.</p> <p>B. No, I have not planned or attempted to contribute to R&amp;D.</p> <p><u>Choose the sector(s) to be included (select all that apply):</u></p> <ol style="list-style-type: none"> <li>1) Action for addressing extremely hazardous events in operations</li> <li>2) Action for reducing water consumption in operations</li> <li>3) Action for reducing water pollution in operations</li> <li>4) Action for promoting efficient use of natural resources</li> <li>5) Action for promoting sustainable use of forests in operations</li> <li>6) Action for conserving ecosystems in operations</li> <li>7) Action for conserving food security in operations</li> <li>8) Action for reducing, reusing, or recycling waste in operations</li> <li>9) Action for promoting sustainable supply chains in operations</li> </ol> <p>1) Description: _____</p> <p>2) Supporting document: _____</p>
11	19	<p>Do you include a robust plan/strategy for <b>GHG reductions</b> in your business documents?</p> <p>If so, please briefly describe what you do and/or provide evidence.</p>	<p>A. Yes, I have included a robust plan/strategy for GHG reductions in my business documents.</p> <p>B. No, I haven't included a robust plan/strategy for GHG reductions in my business documents.</p> <p>1) Description: _____</p> <p>2) Supporting document: _____</p>
12	20	<p>Do you include a robust plan/strategy for <b>addressing climate change impact</b> in your business documents?</p> <p>If so, please briefly describe what you do and/or provide evidence.</p>	<p>A. Yes, I have a robust plan/strategy.</p> <p>B. No, I do not have a robust plan/strategy.</p> <p>1) Description: _____</p> <p>2) Supporting document: _____</p>

**LEVEL 3: CLIMATE LEADER**

List 1	List 2	QUESTION	ANSWER
1	1	Have you been taking <b>actions for GHG reduction</b> in your office and/or factories on a regular basis?	A. Yes, I have been taking actions for GHG reduction on a regular basis. B. No, I have not been taking actions for GHG reduction on a regular basis.
		If so, please briefly describe what you have done and/or provide evidence of the performed actions.	1) Description: _____ 2) Supporting document: _____
2	2	How much electricity usage has been reduced due to your <b>GHG reduction activities</b> ?	Baseline (MW, Date) _____ / End (MW, Date) _____ ▶ Total _____ MW (reduced) / _____ year or month
		Please provide evidence for the reduction.	Supporting document: _____
3	3	How much heat usage has been reduced due to your <b>GHG reduction activities</b> ?	Baseline (GJ, Date) _____ / End (GJ, Date) _____ ▶ Total _____ GJ (reduced) / _____ year or month
		Please provide evidence for the reduction.	Supporting document: _____
-	4	Are you regularly and/or constantly producing <b>climate-friendly products/services for GHG emissions reduction</b> ?	A. Yes, I regularly and/or constantly producing climate-friendly products/services for GHG emissions reduction. B. No, I am not producing climate-friendly products/services for GHG emissions reduction in a regular or constant manner.
4	5	Are you taking any <b>action to increase the use of renewable energy</b> such as solar, wind, and small hydro power in your operations?	A. Yes, I am using renewable energy in my operations. B. Yes, I am planning to increase the use of renewable energy in my operations. C. No, I do not use renewable energy and I do not plan to use it in my operations in the future.
		If so, what kind of renewable energy are you using or planning to use?	A. Solar power B. Wind power C. Small hydro power D. Waste cogeneration power E. Geothermal heat F. Tidal power G. Natural gas H. Others: _____
		Please briefly describe what you did and/or provide appropriate evidence.	1) Description: _____ 2) Supporting document: _____

List 1	List 2	QUESTION	ANSWER
-	6	Are you taking any <b>action to increase the production of renewable energy</b> such as solar, wind, and small hydro power?	<p>A. Yes, I have increased production of renewable energy products and services.</p> <p>B. Yes, I am planning to increase the production of renewable energy products and services.</p> <p>C. No, I have not gotten involved in increasing the renewable energy products and services.</p>
		If so, what specific category of products and services are you targeting or planning to target?	<p>A. Solar power</p> <p>B. Wind power</p> <p>C. Small hydro power</p> <p>D. Waste cogeneration power</p> <p>E. Geothermal heat</p> <p>F. Tidal power</p> <p>G. Natural gas</p> <p>H. Others: _____</p>
5	7	Are you participating in or planning to participate in <b>energy efficiency labeling or certification</b> ?	<p>A. Yes, I am participating in energy efficiency labeling or certification</p> <p>B. Yes, I am planning to participate in energy efficiency labeling or certification</p> <p>C. No, I am not participating in energy efficiency labeling or certification and I do not plan to participate in it in the future.</p>
		If so, please briefly describe what you do and/or provide evidence.	<p>1) Description (Name of certificate / Date of certificate / Authority): _____</p> <p>2) Supporting document: _____</p>
-	8	Are you participating in or planning to participate in <b>energy efficiency labeling or certification for your products and services</b> ?	<p>A. Yes, I am participating in energy efficiency labeling or certification</p> <p>B. Yes, I am planning to participate in energy efficiency labeling or certification</p> <p>C. No, I am not participating in energy efficiency labeling or certification and I do not plan to participate in it in the future.</p>
		If so, please briefly describe what you do and/or provide evidence.	<p>1) Description (Name of certificate / Date of certificate / Authority): _____</p> <p>2) Supporting document: _____</p>
6	9	Have you ever taken actions to address <b>climate change adaptation</b> on a regular basis in operations?	<p>A. <u>Yes, I have taken actions one or more actions below to address climate change adaptation on regular basis (select all that apply):</u></p> <ol style="list-style-type: none"> <li>1) Action for addressing extremely hazardous events in operations</li> <li>2) Action for reducing water consumption in operations</li> <li>3) Action for reducing water pollution in operations</li> <li>4) Action for promoting efficient use of natural resources</li> <li>5) Action for promoting sustainable use of forests in operations</li> <li>6) Action for conserving ecosystems in operations</li> <li>7) Action for conserving food security in operations</li> <li>8) Action for reducing, reusing, or recycling waste in operations</li> <li>9) Action for promoting sustainable supply chains in operations</li> </ol> <p>B. <u>No, I have not taken any regular activities.</u></p>



List 1	List 2	QUESTION	ANSWER
		If so, please briefly describe what you do and/or provide evidence.	1) Description: _____ 2) Supporting document: _____
-	10	Are you producing regular and constantly <b>climate-friendly products/services to adapt to or cope with climate change impacts?</b>	A. Yes, I am producing regular and constantly climate-friendly products/services to adapt to or cope with climate change impacts. B. No, I am not producing regular and constantly climate-friendly products/services to adapt to or cope with climate change impacts.
7	11	How much value/worth of assets were protected annually <b>due to adaptation initiatives?</b> (actual or expected approximate value)	A. Less than \$10,000 B. \$10,000 - \$100,000 C. More than \$100,000 <u>Choose the sector(s) to be included (select all that apply):</u> 1) Action for addressing extremely hazardous events in operations 2) Action for reducing water consumption in operations 3) Action for reducing water pollution in operations 4) Action for promoting efficient use of natural resources 5) Action for promoting sustainable use of forests in operations 6) Action for conserving ecosystems in operations 7) Action for conserving food security in operations 8) Action for reducing, reusing, or recycling waste in operations 9) Action for promoting sustainable supply chains in operations
		If so, please briefly describe what you have done and/or provide evidence.	1) Description: _____ 2) Supporting document: _____
8	12	Are you a <b>supplier</b> of products/services?	A. Yes B. No
		If so, do you consider changing your course of action to cope with i) the changes in climate change trade regulations or ii) the changes in consumer perceptions towards non-eco-friendly products, which you may face in the near future?	A. Yes, I do consider changing. B. No, I do not consider changing.
		If so, briefly describe the actions taken and provide evidence.	1) Description: _____ 2) Supporting documents: _____
9	13	Are you a <b>purchaser</b> of products/services?	A. Yes B. No
		If so, do you prioritize green products and services when making a purchase?	A. Yes, I prioritize green products and services, B. No, I do not have a preference.

List 1	List 2	QUESTION	ANSWER
		If so, briefly describe the actions taken and provide evidence.	1) Description: _____ 2) Supporting documents: _____
10	14	Do you routinely train employees for <b>GHG reduction activities</b> ?	A. Yes, I routinely train employees for GHG reduction activities. B. No, I don't routinely train employees for GHG reduction activities. <u>Choose the sector(s) to be included (select all that apply):</u> A. Conversion of energy sources (solar, wind, etc.) B. Promotion of energy efficiency C. Others: _____
		If so, please briefly describe what you do and/or provide evidence.	1) Description: _____ 2) Supporting document: _____
11	15	Does your company routinely train your employees on <b>how they can take actions to better adapt to or cope with climate change</b> ? (Including internal seminars, workshops, events, etc.)	A. Yes, my company routinely trains employees for addressing climate change impact. B. No, my company does not routinely train employees for addressing climate change impact. <u>Choose the sector(s) to be included (select all that apply):</u> 1) Action for addressing extremely hazardous events in operations 2) Action for reducing water consumption in operations 3) Action for reducing water pollution in operations 4) Action for promoting efficient use of natural resources 5) Action for promoting sustainable use of forests in operations 6) Action for conserving ecosystems in operations 7) Action for conserving food security in operations 8) Action for reducing, reusing, or recycling waste in operations 9) Action for promoting sustainable supply chains in operations
		If so, please briefly describe what you do and/or provide evidence.	1) Description: _____ 2) Supporting document: _____
12	16	Have you successfully raised FDI for your businesses to <b>reduce GHG emissions</b> ?	A. Yes, I have successfully raised FDI for my business to reduce climate change impact. B. No, I have not successfully raised FDI for my business to reduce climate change impact. <u>Choose the sector(s) to be included (select all that apply):</u> 1) Action for addressing extremely hazardous events in operations 2) Action for reducing water consumption in operations 3) Action for reducing water pollution in operations 4) Action for promoting efficient use of natural resources 5) Action for promoting sustainable use of forests in operations 6) Action for conserving ecosystems in operations 7) Action for conserving food security in operations 8) Action for reducing, reusing, or recycling waste in operations 9) Action for promoting sustainable supply chains in operations

List 1	List 2	QUESTION	ANSWER
		If so, please briefly describe what you do and/or provide evidence.	1) Description: _____ 2) Supporting document: _____
13	17	Have you successfully raised FDI for your businesses to <b>reduce climate change impact</b> ?	A. Yes, I promote climate-smart technologies by investing in R&D. B. No, I do not promote climate-smart technologies by investing in R&D. <u>Choose the sector(s) to be included (select all that apply):</u> A. Conversion of energy sources (solar, wind, etc.) B. Promotion of energy efficiency C. Others: _____
		If so, please briefly describe what you have done and/or provide evidence.	1) Description: _____ 2) Supporting document: _____
-	18	Have you successfully raised FDI for your <b>products and services which reduce GHG emissions</b> ?	A. Yes, I have successfully raised FDI for my products and services which reduce GHG emissions. B. No, I have not successfully raised FDI for products and services which reduces GHG emissions. <u>Choose the sector(s) to be included (select all that apply):</u> A. Conversion of energy sources (solar, wind, etc.) B. Promotion of energy efficiency C. Others: _____
		If so, please briefly describe what you have done and/or provide evidence.	1) Description: _____ 2) Supporting document: _____
-	19	Have you successfully raised FDI for your <b>products and services aiming to i) reduce climate change impact, and/or ii) make products with strong resilience to climate change</b> ?	A. Yes, I have successfully raised FDI for my products and services. B. No, I have not successfully raised FDI for my products and services. <u>Choose the sector(s) to be included (select all that apply):</u> 1) Action for addressing extremely hazardous events in operations 2) Action for reducing water consumption in operations 3) Action for reducing water pollution in operations 4) Action for promoting efficient use of natural resources 5) Action for promoting sustainable use of forests in operations 6) Action for conserving ecosystems in operations 7) Action for conserving food security in operations 8) Action for reducing, reusing, or recycling waste in operations 9) Action for promoting sustainable supply chains in operations
		If so, please briefly describe what you have done and/or provide evidence.	1) Description: _____ 2) Supporting document: _____
14	20	Do you promote climate-smart technologies by investing in R&D for <b>GHG emissions reduction</b> ?	A. Yes, I promote climate-smart technologies by investing in R&D. B. No, I do not promote climate-smart technologies by investing in R&D.

List 1	List 2	QUESTION	ANSWER
			<p><u>Choose the sector(s) to be included (select all that apply):</u></p> <ol style="list-style-type: none"> <li>1) Action for addressing extremely hazardous events in operations</li> <li>2) Action for reducing water consumption in operations</li> <li>3) Action for reducing water pollution in operations</li> <li>4) Action for promoting efficient use of natural resources</li> <li>5) Action for promoting sustainable use of forests in operations</li> <li>6) Action for conserving ecosystems in operations</li> <li>7) Action for conserving food security in operations</li> <li>8) Action for reducing, reusing, or recycling waste in operations</li> <li>9) Action for promoting sustainable supply chains in operations</li> </ol>
		If so, please briefly describe what you do and/or provide evidence for your promotion.	<ol style="list-style-type: none"> <li>1) Description: _____</li> <li>2) Supporting document: _____</li> </ol>
15	21	Do you promote climate-smart technologies by investing in R&D for <b>climate change adaptation</b> ?	<p>A. Yes, I promote climate-smart technologies by investing in R&amp;D.</p> <p>B. No, I do not promote climate-smart technologies by investing in R&amp;D.</p> <p><u>Choose the sector(s) to be included (select all that apply):</u></p> <ol style="list-style-type: none"> <li>1) Action for addressing extremely hazardous events in operations</li> <li>2) Action for reducing water consumption in operations</li> <li>3) Action for reducing water pollution in operations</li> <li>4) Action for promoting efficient use of natural resources</li> <li>5) Action for promoting sustainable use of forests in operations</li> <li>6) Action for conserving ecosystems in operations</li> <li>7) Action for conserving food security in operations</li> <li>8) Action for reducing, reusing, or recycling waste in operations</li> <li>9) Action for promoting sustainable supply chains in operations</li> </ol>
		If so, please briefly describe what you have done and/or provide evidence.	<ol style="list-style-type: none"> <li>1) Description: _____</li> <li>2) Supporting document: _____</li> </ol>
-	22	Do you promote <b>climate-friendly products and services</b> by investing in R&D?	<p>A. Yes, I promote climate-friendly products and services by investing in R&amp;D.</p> <p>B. No, I do not promote climate-friendly technologies by investing in R&amp;D.</p> <p><u>Choose the sector(s) to be included (select all that apply):</u></p> <ol style="list-style-type: none"> <li>A. Conversion of energy sources (solar, wind, etc.)</li> <li>B. Promotion of energy efficiency</li> <li>C. Others: _____</li> </ol>
		If so, please briefly describe what you do and/or provide evidence for your promotion.	<ol style="list-style-type: none"> <li>1) Description: _____</li> <li>2) Supporting document: _____</li> </ol>
-	23	Have you promoted <b>i) climate-friendly and/or ii) climate-resilient products and services by investing in</b>	<p>A. Yes, I have promoted i) climate-friendly and/or ii) climate-resilient products and services by investing in R&amp;D.</p> <p>B. No, I have not promoted neither climate-friendly nor climate-resilient products and services by investing in R&amp;D.</p>

List 1	List 2	QUESTION	ANSWER
		<b>R&amp;D for climate change adaptation?</b>	<p>Choose the sector(s) to be included (select all that apply):</p> <ol style="list-style-type: none"> <li>1) Action for addressing extremely hazardous events in operations</li> <li>2) Action for reducing water consumption in operations</li> <li>3) Action for reducing water pollution in operations</li> <li>4) Action for promoting efficient use of natural resources</li> <li>5) Action for promoting sustainable use of forests in operations</li> <li>6) Action for conserving ecosystems in operations</li> <li>7) Action for conserving food security in operations</li> <li>8) Action for reducing, reusing, or recycling waste in operations</li> <li>9) Action for promoting sustainable supply chains in operations</li> </ol>
		If so, please briefly describe what you have done and/or provide evidence.	<ol style="list-style-type: none"> <li>1) Description: _____</li> <li>2) Supporting document: _____</li> </ol>
16	24	Do you disclose the results of activities through the reporting system for <b>GHG reduction</b> ?	<ol style="list-style-type: none"> <li>A. Yes, I disclose activities for GHG reduction. <i>Reporting Method:</i> _____</li> <li>B. No, I do not disclose, but I am planning to disclose activities for GHG reduction in the future.</li> <li>C. No, I do not disclose, and I do not have any plan to disclose activities for GHG reduction in the future.</li> </ol>
		If so, please briefly describe what you do and/or provide evidence for your disclosure.	<ol style="list-style-type: none"> <li>1) Description: _____</li> <li>2) Supporting document: _____</li> </ol>
17	25	Do you disclose the results of activities through the reporting system for <b>addressing climate change impact</b> ?	<ol style="list-style-type: none"> <li>A. Yes, I disclose activities for addressing climate adaptation. <i>Reporting Method:</i> _____</li> <li>B. No, I do not disclose, but I am planning to disclose activities for addressing climate adaptation in the future.</li> <li>C. No, I do not disclose, and I do not have any plan to disclose activities for addressing climate adaptation in the future.</li> </ol>
		If so, please briefly describe what you do and/or provide evidence.	<ol style="list-style-type: none"> <li>1) Description: _____</li> <li>2) Supporting document: _____</li> </ol>
18	26	Do you have a designated department and/or staff in charge of <b>reducing GHG emissions</b> in operation?	<ol style="list-style-type: none"> <li>A. Yes, I have a designated department and/or staff</li> <li>B. No, I do not have a designated department and/or staff</li> </ol>
		If so, please briefly describe what you do and/or provide evidence.	<ol style="list-style-type: none"> <li>1) Description: _____</li> <li>2) Supporting document: _____</li> </ol>
19	27	Do you have a designated department and/or staff in charge of <b>addressing climate change impact</b> in operations?	<ol style="list-style-type: none"> <li>A. Yes, I have a designated department and/or staff</li> <li>B. No, I do not have a designated department and/or staff</li> </ol>

List 1	List 2	QUESTION	ANSWER
		If so, please briefly describe what you do and/or provide evidence.	1) Description: _____ 2) Supporting document: _____
20	28	Do you allocate budgets for <b>GHG reduction actions</b> in operations?	A. Yes, I have allocated budgets for GHG reduction in operation. B. No, I have not allocated budgets for GHG reduction in operation.
		If so, please briefly describe what you do and/or provide evidence for the allocated budget.	1) Description: _____ 2) Supporting document: _____
21	29	Do you allocate budgets to <b>address climate change impact</b> in operations?	A. Yes, I have allocated budgets to address climate change impact in operations. B. No, I have not allocated budgets to address climate change impact in operations.
		If so, please briefly describe what you do and/or provide evidence.	1) Description: _____ 2) Supporting document: _____
22	30	Do you create strategic alliances/partnerships with diverse stakeholders to combat the issue of <b>GHG emissions</b> in operations?	A. Yes, I have created alliances/partnerships with diverse stakeholders. B. No, I have not created alliances/partnerships with diverse stakeholders.
		If so, please briefly describe what you do and/or provide evidence.	1) Description: _____ 2) Supporting document: _____ <u>The type of partnership your company is involved in:</u> a. Business partnership (e.g. VCCI, VBF, etc.) b. Partnership with central/local governments c. Partnership with local communities d. Partnership with International Organizations and/or NGOs e. Other: _____
23	31	Do you have strategic alliances/partnerships with diverse stakeholders to <b>address climate change impact</b> in operations?	A. Yes, I have alliances/partnerships with diverse stakeholders. B. No, I do not have alliances/partnerships with diverse stakeholders.
		If so, please briefly describe what you do and/or provide evidence.	1) Description: _____ 2) Supporting document: _____ <u>The type of partnership your company is involved in:</u> a. Business partnership (e.g. VCCI, VBF, etc.) b. Partnership with central/local governments c. Partnership with local communities d. Partnership with International Organizations and/or NGOs e. Other: _____

# DOCUMENT PREPARATION

## NOTE ON DOCUMENT SUBMISSION

Descriptions to clarify your opinion and evidence documents for work performed by the company attached to the CBI are an **integral part** of the set of CBI documents. In addition, they illustrate that the company has had activities and systems for tracking its climate-smart business.

For that reason, collecting correct, sufficient documents as required by the CBI is **very important**. Doing this, business leaders can know whether their business meets minimum requirement for climate-smart operations and/or products and services or not, in order to have measures to make it better or build strategies for continuous improvement.

## LIST OF POSSIBLE SUBMITTED DOCUMENTS

- ▶ Valid corporate development strategy in writing
- ▶ Minutes of meetings with stakeholders in making a development strategy
- ▶ Corporate risk management document/strategy
- ▶ Decisions on personnel assignments/appointments, functions and tasks of key leadership
- ▶ Sustainability report/integrated report (if any)
- ▶ Product/service images carrying publicly disclosed information
- ▶ Images/documents of the company's outstanding activities in climate-smart and environmentally friendly operations and/or products
- ▶ Environmental protection plan documents
- ▶ Environmental impact assessment report (EIA)
- ▶ Approved simple environmental protection plans
- ▶ Approved detailed environmental protection plans
- ▶ Annual municipal waste treatment contracts in recent years
- ▶ Annual industrial waste treatment contracts (if any)
- ▶ Register of waste sources, treatment contracts, and hazardous waste management reports (if any)
- ▶ Groundwater production permit/report (if any)
- ▶ Emission permit
- ▶ Emission report
- ▶ Annual report on environmental protection
- ▶ Annual report on resource/fuel consumption
- ▶ Annual electricity/water/energy consumption report
- ▶ Images of environmental communication programs
- ▶ Documents about implemented researches/programs for mitigating environmental impacts
- ▶ Images of environmental remedy facilities before waste is discharged into nature
- ▶ Types of employment contracts signed with employees
- ▶ Plans, budgets and images of climate/environment-related training courses for employees
- ▶ Images/documents of initiatives implemented

## NOTICE

- ▶ The list of above documents are basic documents/images in a sustainable company. For fully grown companies, proofs for their activities/initiatives may be beyond the scope of the requirements of the CBI.
- ▶ Submitted documents appended to the CBI questionnaire can be grouped into two categories: (1) One-time documents (e.g. strategy, statute, appointment decisions, etc.); and (2) Periodical reports/documents/images. Thus, the company should note that:
  - ▶ *For one-time documents:* Only some pages of submitted documents directly relating to the CBI and the legally certified page of the documents are needed.
  - ▶ *For periodical documents:* The company needs to provide all documents/reports/images in the reporting periods or when activities take place.
- ▶ For each document, the company only needs to submit once even if such a document verifies more than one indicator.

# APPENDIX

CATEGORY	NDC TARGET	NDC INDICATOR	SDG TARGET
Mitigation	Emissions reduction action	<b>Reduced GHG emissions*</b> *Share of renewables in company's energy consumption	<ul style="list-style-type: none"> <li>▶ <b>SDG 7.2</b> By 2030, increase substantially the share of renewable energy in the global energy mix</li> </ul>
	Energy efficiency improvement action	<b>Increased energy efficiency*</b> *Participate in energy efficiency labelling or certificates	<ul style="list-style-type: none"> <li>▶ <b>SDG 7.3</b> By 2030, double the global rate of improvement in energy efficiency</li> <li>▶ <b>SDG 7.4</b> By 2030, enhance international cooperation to facilitate access to clean energy research and technology, including renewable energy, energy efficiency and advanced and cleaner fossil-fuel technology, and promote investment in energy infrastructure and clean energy technology</li> </ul>
Capacity Building	Capacity building to better address climate change	Improved awareness/capacity	<ul style="list-style-type: none"> <li>▶ <b>SDG 13.1</b> Strengthen resilience and adaptive capacity to climate-related hazards and natural disasters in all countries</li> <li>▶ <b>SDG 13.3</b> Improve education, awareness-raising and human and institutional capacity on climate change mitigation, adaptation, impact reduction and early warning</li> <li>▶ <b>SDG 13.5</b> Promote mechanisms for raising capacity for effective climate change-related planning and management in least developed countries and small island developing States, including focusing on women, youth and local and marginalized communities</li> </ul>
Investment	Investment in climate change-related activities	Increasing FDI	<ul style="list-style-type: none"> <li>▶ <b>SDG 17.16</b> Enhance the global partnership for sustainable development, complemented by multi-stakeholder partnerships that mobilize and share knowledge, expertise, technology and financial resources, to support the achievement of the sustainable development goals in all countries, in particular developing countries</li> </ul>
R&D	R&D for climate change-related technologies	Increasing R&D	<ul style="list-style-type: none"> <li>▶ <b>SDG 9.5</b> Enhance scientific research, upgrade the technological capabilities of industrial sectors in all countries, in particular developing countries, including, by 2030, encouraging innovation and substantially increasing the number of research and development workers per 1 million people and public and private research and development spending</li> </ul>
Adaptation	Action for extreme hazard events	Preparedness for extreme hazard events	<ul style="list-style-type: none"> <li>▶ <b>SDG 13.1</b> Strengthen resilience and adaptive capacity to climate-related hazards and natural disasters in all countries</li> </ul>
	Action for reducing water consumption in operations	Reduced water consumption	<ul style="list-style-type: none"> <li>▶ <b>SDG 6.4</b> By 2030, substantially increase water-use efficiency across all sectors and ensure sustainable withdrawals and supply of freshwater to address water scarcity and substantially reduce the number of people suffering from water scarcity</li> </ul>
	Action for reducing water	Reduced water pollution	<ul style="list-style-type: none"> <li>▶ <b>SDG 3.9</b> By 2030, substantially reduce the number of deaths and illnesses from hazardous chemicals and air, water, and soil pollution and contamination</li> </ul>



	<b>pollution in operations</b>		<ul style="list-style-type: none"> <li>▶ <b>SDG 6.3</b> By 2030, improve water quality by reducing pollution, eliminating dumping and minimizing release of hazardous chemicals and materials, halving the proportion of untreated wastewater, and substantially increasing recycling and safe reuse globally</li> </ul>
	<b>Action to promote efficient use of natural resources</b>	<b>Increased efficiency in using natural resources</b>	<ul style="list-style-type: none"> <li>▶ <b>SDG 12.2</b> By 2030, achieve the sustainable management and efficient use of natural resources</li> </ul>
	<b>Action for sustainable use of forests in operations</b>	<b>Sustainable forest management</b>	<ul style="list-style-type: none"> <li>▶ <b>SDG 15.1</b> By 2020, ensure the conservation, restoration and sustainable use of terrestrial and inland freshwater ecosystems and their services, in particular forests, wetlands, mountains and drylands, in line with obligations under international agreements</li> <li>▶ <b>SDG 15.2</b> By 2020, promote the implementation of sustainable management of all types of forests, halt deforestation, restore degraded forests and substantially increase afforestation and reforestation globally</li> <li>▶ <b>SDG 15.11</b> Mobilize significant resources from all sources and at all levels to finance sustainable forest management and provide adequate incentives to developing countries to advance such management, including for conservation and reforestation</li> </ul>
	<b>Action for conserving ecosystems in operations</b>	<b>Ecosystem conservation</b>	<ul style="list-style-type: none"> <li>▶ <b>SDG 15.1</b> By 2020, ensure the conservation, restoration and sustainable use of terrestrial and inland freshwater ecosystems and their services, in particular forests, wetlands, mountains and drylands, in line with obligations under international agreements</li> <li>▶ <b>SDG 15.4</b> By 2030, ensure the conservation of mountain ecosystems, including their biodiversity, in order to enhance their capacity to provide benefits that are essential for sustainable development</li> <li>▶ <b>SDG 15.8</b> By 2020, introduce measures to prevent the introduction and significantly reduce the impact of i) invasive alien species on land and water ecosystems and ii) control or eradicate the priority species</li> </ul>
	<b>Action for food security in operations</b>	<b>Ensured food security</b>	<ul style="list-style-type: none"> <li>▶ <b>SDG 12.3</b> By 2030, halve per capita global food waste at the retail and consumer level, and reduce food losses along production and supply chains including post-harvest losses</li> </ul>

	<b>Action for reducing, reusing or recycling waste in operation</b>	<b>Increased waste management</b>	<ul style="list-style-type: none"> <li>▶ <b>SDG 3.9</b> By 2030, substantially reduce the number of deaths and illnesses from hazardous chemicals and air, water and soil pollution and contamination</li> <li>▶ <b>SDG 6.3</b> By 2030, improve water quality by reducing pollution, eliminating dumping and minimizing release of hazardous chemicals and materials, halving the proportion of untreated wastewater and substantially increasing recycling and safe reuse globally</li> <li>▶ <b>SDG 11.6</b> By 2030, reduce the adverse per capita environmental impact of cities, including by paying special attention to air quality and municipal and other waste management</li> <li>▶ <b>SDG 12.4</b> By 2020, achieve the environmentally sound management of chemicals and all wastes throughout their life cycle, in accordance with agreed international frameworks, and significantly reduce their release to air, water and soil in order to minimize their adverse impacts on human health and the environment</li> <li>▶ <b>SDG 12.5</b> by 2030, substantially reduce waste generation through prevention, reduction, recycling, and reuse</li> <li>▶ <b>SDG 14.1</b> By 2025, prevent and significantly reduce marine pollution of all kinds, in particular from land-based activities, including marine debris and nutrient pollution</li> </ul>
	<b>Action for sustainable supply chains in operation</b>	<b>Sustainable supply chains</b>	<ul style="list-style-type: none"> <li>▶ <b>SDG 12.9</b> Support developing countries to strengthen their scientific and technological capacity to move towards more sustainable patterns of consumption and production</li> </ul>
<b>Capacity Building</b>	<b>Capacity building to better address climate change</b>	<b>Improved awareness/ capacity</b>	<ul style="list-style-type: none"> <li>▶ <b>SDG 13.1</b> Strengthen resilience and adaptive capacity to climate-related hazards and natural disasters in all countries</li> <li>▶ <b>SDG 13.3</b> Improve education, awareness-raising and human and institutional capacity on climate change mitigation, adaptation, impact reduction and early warning</li> <li>▶ <b>SDG 13.5</b> Promote mechanisms for raising capacity for effective climate change-related planning and management in least developed countries and small island developing states, focusing on women, youth and marginalized communities</li> </ul>
<b>Investment</b>	<b>Investment to climate change-related activities</b>	<b>Increasing FDI</b>	<ul style="list-style-type: none"> <li>▶ <b>SDG 17.16</b> Enhance the global partnership for sustainable development, complemented by multi-stakeholder partnerships that mobilize and share knowledge, expertise, technology and financial resources, to support the achievement of the sustainable development goals in all countries, in particular developing countries</li> </ul>
<b>R&amp;D</b>	<b>R&amp;D for climate change-related technologies</b>	<b>Increasing R&amp;D</b>	<ul style="list-style-type: none"> <li>▶ <b>SDG 9.5</b> Enhance scientific research, upgrade the technological capabilities of industrial sectors in all countries, in particular developing countries, including, by 2030, encouraging innovation and substantially increasing the number of research and development workers per 1 million people and public and private research and development spending.</li> </ul>



**The United Nations Development Programme in Viet Nam**

304 Kim Ma Street, Ba Dinh District, Ha Noi, Viet Nam

Tel: +84 24 38500100

Fax: +84 24 37265520

<http://www.vn.undp.org/>

For more information about the Climate Business Index, contact [cbi.vn@undp.org](mailto:cbi.vn@undp.org) or visit <http://cbi.undp.org.vn/>.