

# Annual Review Format Guide

## Process

Summary response to questions below to be sent to Network staff.  
3 week period for Environmental Advisory Panel to review.  
Year 1 Reviews to take place by conference call.

## Review Format

Submissions should include responses to the following questions:

1. Are actual emissions on track relative to the estimates contained in the original *Climate Neutral* application?
  - are any key assumptions changing?
  - include comparisons between actuals and estimates for any key elements that may have changed significantly from original submission such as sales volume, footprint assumptions re. energy mix, emissions factors etc
  
2. Is the *Climate Neutral* portfolio of reductions and offset on track to achieve target goals?
  - update on implementation timeline, offset project status etc.
  - report on the reductions that the offset projects are delivering (based on monthly or yearly performance) to enable reviewers to establish whether offsets are reducing CO<sub>2</sub> at projected rates
  
3. Are there critical lessons, implementation challenges that you would like to bring to the Network's attention which you feel deserve broader Network support in tackling?
  - as pioneers, what are the "early warning" signals that you would like to share that will enable the Network to build more effective and efficient certification systems over time? Or stronger business success?
  
4. What are the "next step" recommendations you would propose to:
  - a) ensure that your company's *Climate Neutral* certification performance remains "on track" (relative to #'s 1 and 2)?
  - b) refine/further develop your *Climate Neutral* certification going forward?  
Extensions? Re-focus? etc.
  - c) new offset purchases required? excess offsets in hand -- how should they best be applied?