Nordic Sustainability Reporting Standard

NSRS Implementation Manual

A guide for implementing the NSRS Standard.

Entry Level

01.06.2023

Nordic Sustainability Reporting Standard (NSRS)
'NSRS Reporting Requirements, 1st Edition' (2021)

Developed by NRSR and based on NSRS Level 1.

IMPORTANT MESSAGE TO THE PREPARER

The criteria for using Entry Level are:

- ☑ Applicable for first-time preparers.
- ☑ The company has not reported on Level 1 or higher previously.
- ☑ It is recommended to use Entry Level only for two reporting periods before moving on to a higher level – unless the company is very small, and Entry Level is most suitable.

The Implementation Manual consists of 9 steps, the same steps as in the Implementation Tool. Each step is divided into smaller tasks to assist the preparer.

The 9 steps in the reporting process are the same as the 9 chapters in this Implementation Manual.

The 9 steps are the same steps as in the Implementation tool.

NSRS advises the preparer to use the Implementation Tool to fill in all the reporting requirements. The Implementation Tool is also open source and can be downloaded from www.nsrs.eu

The outcome of the 9 steps is a sustainability report prepared in line with recognized international frameworks such as GRI, SDG, TCFD, and EU legislation on non-financial reporting.

However, the NSRS Entry Level can be utilized by all organisations with no previous experiences with sustainability and/or sustainability reporting.

This is the first version of NSRS Entry Level.

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Figure 1: *Certification labels for NSRS Advancement levels.*

I. Welcome and Introduction

Welcome to the NSRS Implementation Manual. Since you are reading this, you are most likely new to sustainability reporting, and some of you are even doing this for the very first time. To you especially, welcome on board!

The purpose of the Implementation Manual is to guide the preparer towards successfully implementing the NSRS sustainability reporting practices through the organisation step-by-step. Please note that this manual applies to NSRS Entry Level only.

In the Implementation Manual, an accountant is the reporting preparer. However, anyone is welcome to use the Manual to build a sustainability report. The NSRS-project is open source and transparent. You can find all materials, including the Standard documents, here: www.nsrs.eu

When a report is prepared according to the NSRS Standard, the preparer qualifies for a certification label reflecting their respective Advancement Level. The certification label can be used on the reporting organization's communication platform, for example on their website, email signatures, or annual reports.

The report preparer also qualifies for a certification label. Note, however, that these are different from the SME labels. Preparers are also welcome to use the label on their communication platforms freely.

The NSRS standard applies a vast knowledge pool of different sustainability reporting standards and frameworks. This is done to seek harmony with the greatest extent possible. The NSRS believes that if sustainability disclosures, KPIs and formats are more or less aligned across different frameworks, cooperation and information comparability within and across sectors is enabled.

Although the NSRS framework is adapted from a multitude of frameworks, the NSRS disclosure process is adapted from GRI and simplified for the NSRS Levels. We recommend the preparer of an NSRS report to refer to GRI for guidance, in addition to this Implementation Manual. Each reference to GRI can be found in the column "source" in the NSRS Disclosure Requirements.

II. The NSRS Report Index

The NSRS Report Index is an overview of all content to be included in a NSRS report. The Report Index is presented in Table 1. Bear in mind that disclosures are organized after how they should be presented in the report, not after the NSRS Process steps.

Note: The NSRS highly recommends preparers to utilise the NSRS Implementation Tool. The NSRS Implementation Tool is an Excel tool containing all NSRS Disclosure Requirements. It allows for ticking boxes and filling in, rather than building a template from scratch. Note that the Implementation Tool and the Implementation Manual are complementary – they are both structured after the same steps and build on the NSRS disclosure requirements.

So, what the NSRS is saying:

- Make it easy for yourself: Use the NSRS Implmentation Tool
- Use the Implementation Manual as a supportive document when using the Implementation Tool.

The NSRS Implementation Tool is free to use, and can be downloaded from www.nsrs.eu.

NSRS Implementation tool

Entry Level

Page number in finished report	Introductory pages				
NSRS Index:	PROFILE, NSRS CLIMATE COMMITMENT & FINALIZING				
1-2-1	Name of organisation	*Max. 30 Characters*	**Enter legal name of organization here**	*City, Country*	**City, Country**
	Company website	*Max. 30 Characters*	link to web page		
2-9-6	Reporting cycle	*Year (example 2023)*	yearly		
2-9-1	Statement from senior decision-maker	*Heading: Descriptive text (max 20 characters including spacing)*	heading text		
		The statement: A descriptive text (max 255 characters including spacing)	describe wtih text		
		Name of CEO	text		
		Title of "CEO"	text		
0-1-2	Climate Target:	*Descriptive text (Max. 320 characters imncluding spacing)*	Describe your target here		
	Target Year:	*Year (example 2033)*			
	Baseline Year:	*Year (example 2023)*			
2-9-7	The contact point for questions or feedback regarding the report or its contents.	*Name of contact person*	text		
		Phone number in format	text		
		Email	text		
2-9-12	Mention that the report has been compiled following the order of the NSRS Report Index	*This has been prefabricated. No need to fill it out.*	This sustainability report has been prepared in accordance with the Nordic Sustainability Reporting Standard – NSRS Beginner level. All rights reserved. Read more at www.nsrs.eu.		

Page number in finished report	Who We Are		
NSRS Index:	PROFILE		
1-2-2-a	Activities, brands, products, and services	*Descriptive text (max 300 characters including spacing)*	Text
	Activities classified after NACE macro-sector codes.	*NACE (4 digits) and description*	99.999
1-2-2-b	Primary brands, products, and services, including an explanation of any products or services that are banned in certain markets.	*Descriptive text (max 90 characters including spacing)*	Text
1-2-5	Ownership and legal form	*Organisational Number*	
		Organisational Form (AB, OY, AS etc)	Text
1-2-7	Scale of the organization	*Number of employees (max 500)*	
		Number of operations	
		Net sales	
		Total Debt	
		Total equity	
		Total assets	
		Balance sheet total (in thousand)	
		Quantity of services and/or products	
		Internal stakeholder 1	text
		Internal stakeholder 2	text
		Internal stakeholder 3	text
		Internal stakeholder 4	text

Table 1: *NSRS Report Index gives an overview of the order the Disclosure Requirements should be in when compiled in a sustainability report.*

Step 1:

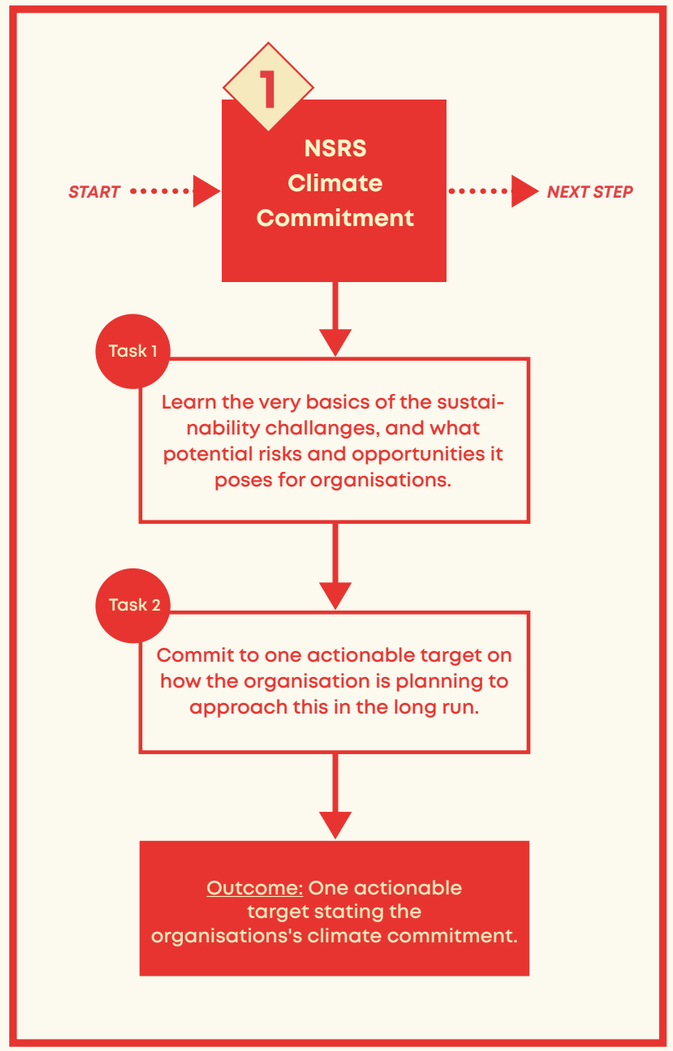
NSRS Climate Commitment

Aim 1:
Become aware of the current sustainability challenges our society faces today, and what potential risks and opportunities they pose for Nordic SMEs

Aim 2:
Prepare a climate commitment on how the organization plans to address climate change in the long term.

Outcome:
The organisation's climate commitment.

NSRS Climate Commitment Entry level



This step is covering the following disclosure requirements:

0-1-1: Familiarise yourself and the reporting organisation on the topic of climate change and climate action.

0-1-2: Commit to one actionable climate target and plan how the reporting organisation addresses the challenge in the long term.

Introduction to the topic:

Climate change is now affecting every country on every continent. It disrupts national economies and affects lives and livelihoods, posing a critical economic, social and environmental risk for individuals, communities and entire states in the short and long-term.

Whether your motivation for engaging with sustainability and climate action is altruistic, adapting to changing markets, or gaining a competitive advantage by seizing business opportunities, this step aims to guide the reporting organisation towards a) increased awareness about climate issues, and b) setting a long-term commitment in line with internal motivation on the one hand, and the greater context in which the organisation operates on the other.

The NSRS recommends the preparer to start looking at the example list in Table 2, followed by a discussion with the organisation representative. If any of the examples are applicable; commit to it. Note, that if the organisation finds none of the examples applicable – simply develop your own commitment.

If, however, the preparer and/or organisation is not ready to make a commitment as a first step of the financial year, the reporting organisation can return to Climate Commitment after reporting on other Disclosure Requirements.

Examples of Climate Commitments	Might be suitable for	Notes
Declare climate emergency: A statement that stresses the need for the goverment and administration to devise measures that try and stop human-caused global warming	Might be suitable for all organisations.	
50 % GHG reduction by 2030	Might be suitable for industires with high levels of GHG emissions, such as transport based on fossil fuels.	In line with the Paris Arrangement and the 1,5 degree target. This commitment is also in line with the Science Bases Target Initiative, and the organisation might even consider joining over thousand companies setting ambitious corporte climte action. Link: https://sciencebasedtargets.org
30 % GHG reduction by 2030	Might be suitable for industries with high levels of GHG emissons, such as transport bades on fossil fuels.	In line with the Paris Arrangement and the 2 degree target. This commitment is also in line with the Science Bases Target Initiative, and the organisation might even consider joining over thousand companies setting ambitious corporte climte action. Link: https://sciencebasedtargets.org
Will dedicate X amount of resources (time and/or finances) over the next 2 years to investegate what climte targets migh be suitable for the organisation.	Might be suitable for actors with low levels og GHG emissions, for example solar companies.	

Table 2: *Climate Commitment examples.*

Step 1: NSRS Climate Commitment

Guide

Task 1 Read and Learn

WHY: In the sustainability realm, climate change information tends to be either a) highly complex (ex. scientific), b) overly simplified (ex. tabloid journalism), or c) morally oriented (ex. climate activism).

NSRS believes in the power of awareness-raising, and how an understanding of the world's environmental state relates - either directly or indirectly - to the daily operations of an organisation. This step therefore aims to present the sustainability challenges from a Nordic SME-perspective in the simplest way possible.

WHAT: The preparer of the report and the representative of the reporting organisation should familiarise themselves with topics on previous page, which are also included in the Glossary document.

OUTCOME: Increase awareness and new insights on sustainability risks and opportunities.

Task 2 Make a climate commitment

WHY: Developing a climate commitment gives the organization a concrete direction for the following years. It might be helpful internally – from a strategic and decision-making perspective – and externally, in communication with stakeholders who seek concrete and actionable targets. Finally, it serves as a context for the sustainability report.

WHAT: Write a statement that explains the organization's climate commitment.

HOW: There are many ways to identify a suitable climate commitment. Often, they are more general and visionary. The most important thing to keep in mind when committing to something is that it should reflect one's capacity and ambition to achieve it. In other words, rigging the organization for success.

- A commitment should consist of a) Target year in the medium to long term perspective (example: 2030) and b) An achievement to be accomplished by that year.
- A commitment is optimally ambitious, easily understandable from a communication perspective, visionary and relevant for the organisation's core activities.
- A commitment can be numeric/quantitative, but it is not required.

OUTCOME: One commitment in the form of a long-term target for the reporting organization.

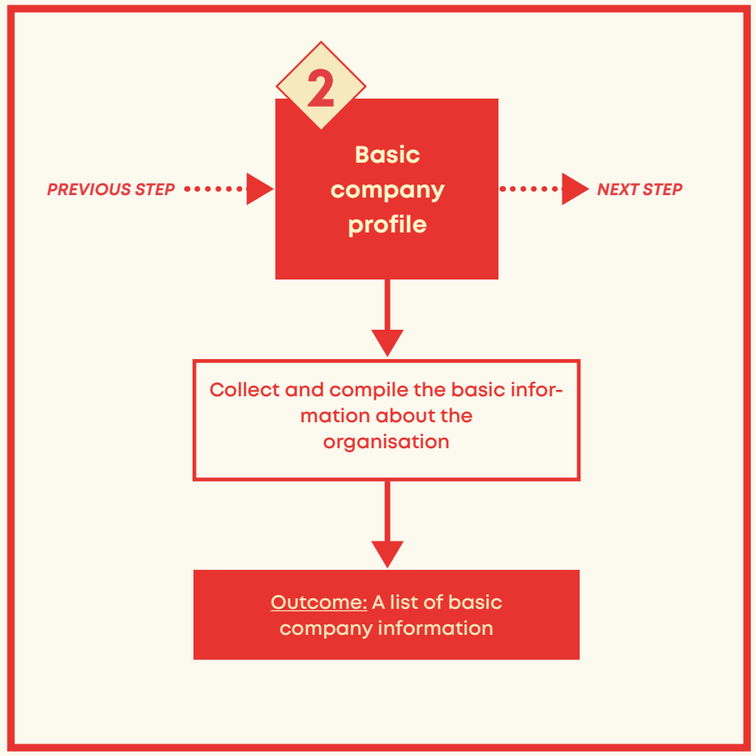
Step 2:

Profile

Aim:
Get an overview of the reporting organisation's basic information.

Outcome:
A descriptive overview of the organisation's basic information, such as name of organisation and where it is located.

NSRS Profile Entry level



This step is covering the following disclosure requirements:

1-2-1: Name of the organization.

1-2-2-a: Description of the organisation's activities.

1-2-2-b: Primary brands, products, and services, including an explanation of potential products or services that are banned in certain markets.

1-2-3: Location of the organisation's headquarters.

1-2-5: Nature of ownership and legal form.

1-2-7: Scale of the organisation, including:

i. total number of employees;
ii. total number of operations;
iii. net sales (for private sector organisations) or net revenues (for public sector organisations);
iv. total capitalisation (for private sector organisation) broken down in terms of debt, equity and assets;
v. quantity of products or services provided.

Introduction to the topic:
This step is all about collecting and compiling basic information such as the reporting organization's name, location of the headquarters, and other related information.

Step 2: Profile

Guide

Task 1 Collect and compile

WHY: A sustainability report should obtain basic information about the reporting organisation.

WHAT: Collect and compile basic information according to the Disclosure Requirements.

HOW: The information relevant for these disclosures can be obtained from multiple places, such as invoices and the annual report to mention a few.

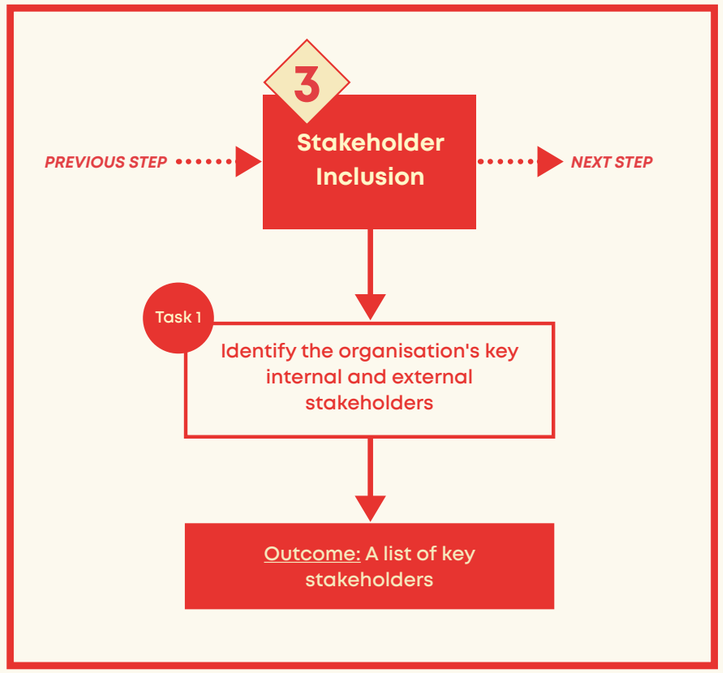
Step 3:

Stakeholder Inclusion

Aim:
Obtain an overview of the organisation's key stakeholders.

Outcome:
A list of key stakeholders to be included in the report.

NSRS Stakeholder Inclusion Entry level



This step is covering the following disclosure requirements:

1-3-1: Identify and list key stakeholders.

Introduction to the topic:
Every organisation exists in a multiple stakeholder ecosystem. To address and include their perspectives and interests is crucial for an organisation to survive and thrive in the long term.

Examples of internal stakeholders	Examples of external stakeholders
Emplyees	Banks
Internal decision-makers	Investor
Managers	Insurance companies
Owners	Customers
	Government

Table 3: *Examples of internal and external stakeholders.*

Step 3: Stakeholder Inclusion

Guide

Task 1

Identify

WHY: Identifying who an organisation's key stakeholders are is a crucial first step in understanding their respective needs and how the organisation can tailor its operations to suit these.

WHAT: Identify the organisation's key stakeholders.

HOW: The NSRS recommends the preparer to categorise key stakeholders into internal and external stakeholders, please see a list of examples in Table 3.

OUTCOME: A list of key stakeholders to be included in the report.

Step 4:

Materiality Assessment

Aim:
Identify focus areas which are material to the organisation, and report on them.

Outcome:
1. Prioritised focus areas that should be included in the report.

2. The applicable metrics disclosed according to the requirements.

This step is covering the following disclosure requirements:

1-4-2: A list of identified material topics

Additional requirements for each metric can be found in the respective sub-chapters.

Introduction to the topic:

NSRS follows double materiality during its materiality assessment. When the reporting organisation determines relevant sustainability topics to report on, the disclosure topics should cover economic, environmental and social perspectives, and consider both the financial and non-financial impact. The NSRS refers to the GRI for their technical definition of materiality: "Topics that reflect the reporting companies significant economic, environmental and social impacts, or substantively influence the decisions of stakeholders." (See GRI 102, page 44).

Figure 2 illustrates the concept of double materiality. It also shows how the NSRS prioritises material topics.

Materiality assessments tend to be highly complex processes that require a lot of knowledge about sustainability and non-financial reporting. On NSRS, this process is substantially simplified, with the aim to get first-timers and first time reporters on board in order to start their sustainability reporting journeys.

Instead of requiring each organisation to perform a materiality assessment from scratch, they are asked to identify which topics are material for the organisation based on a prefabricated list and criterias.

NSRS Materiality Model

Definition of materiality:
"Topics that reflect the reporting companies significant economic, environmental and social impacts, or substantively influence the decisions of stakeholders."

Environmental & social topics
Economic topics

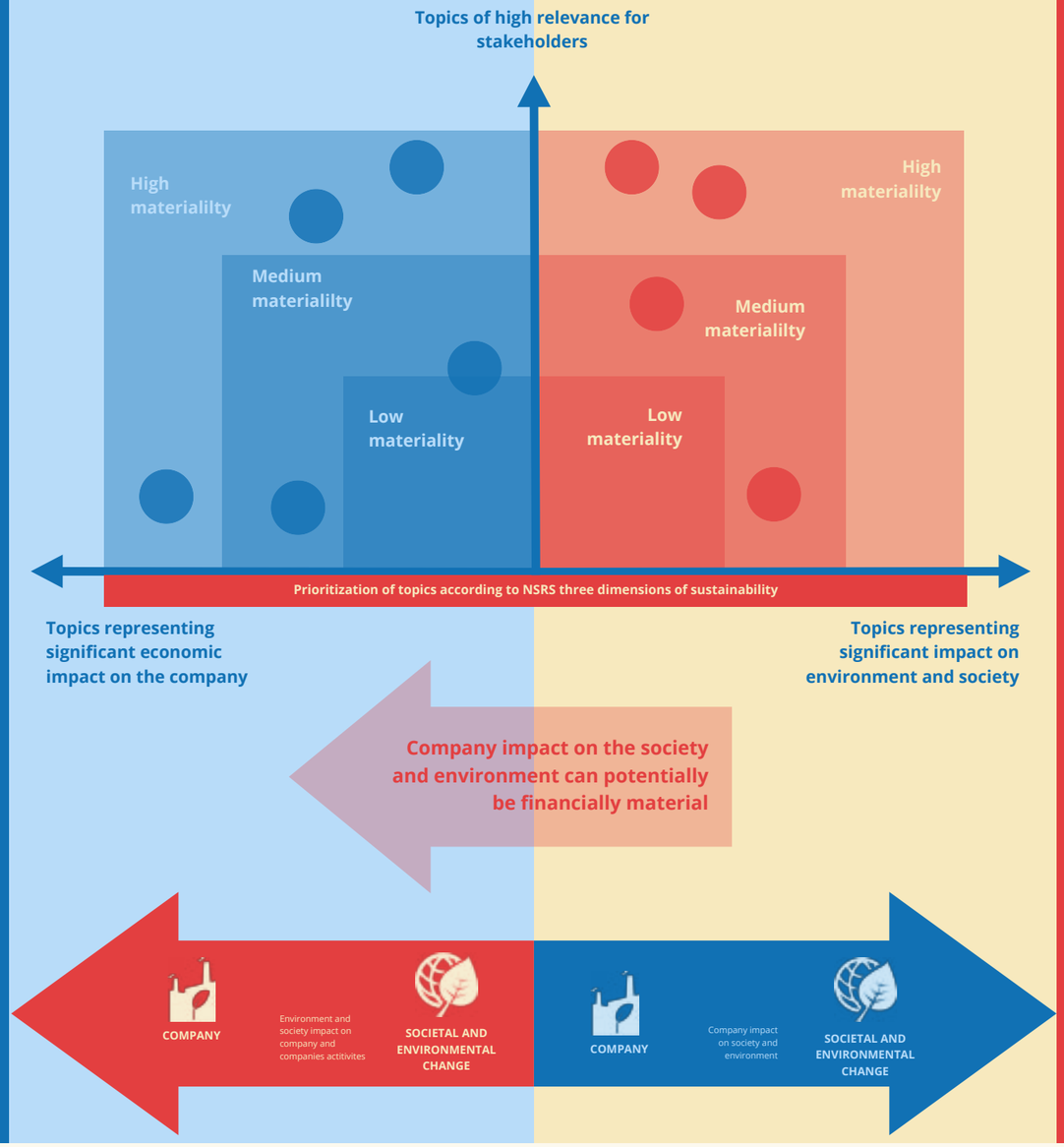
FINANCIAL MATERIALITY

Necessary for the understanding of the company´s development, performance and position

Topics that reflect the reporting organization's significant **economic** impacts

Determined by:
Financial, economic, reputational and legal aspects of the company.
As well as sustainable aspects that might influence the development, performance and the position of the company. NSRS encourage to include the long-term-perspective on issues relating to climate.

Typical stakeholders:
Influential decision-makers inside and outside the company, such as investors.



ENVIRONMENTAL & SOCIAL MATERIALITY

Necessary for the understanding of the company´s impact on the society and environment it is operating within

Topics that reflect the reporting organization's significant **environmental** and **social** impacts

Determined by:
The sustainable context of the company.

Typical stakeholders:
civil society, consumers, employees, investors, business partners, communities and civil society organisations

Figure 2: *NSRS Materiality Model*

There are five focus areas to classify as material or not for the organization:

NSRS has prefabricated five material topics which we call focus areas. They are chosen because they represent areas that need attention from a climate-change perspective and because the relevant data in most cases is accessible to SMEs. Furthermore, the metrics chosen are assumed to be feasible to perform for a preparer with no previous experience with sustainability.

The focus areas for NSRS are as follows;

1. *Material Input (see step 4.1)*
2. *Waste (see step 4.2)*
3. *Energy (see step 4.3)*
4. *GHG Emissions (see step 4.4)*
5. *Social and Economics (see step 4.5)*

The process is the same for all the focus areas

The overall process for prioritizing whether the focus area is applicable to the reporting organization or not is the same for each focus area. The overview of the process can be found on the first page of this chapter.

Each focus area is supplemented with what we call a decision-tree which is a detailed chart guiding the preparer step by step on how to collect data, which method to choose and how to do the calculations. The NSRS recommend using the decision-tree for guiding on each focus area. The decision-tree can be found in the beginning of each sub-chapter.

If you cannot find the relevant data

The aim of the first reporting cycle is to get started and create a simple report. If retrieving or finding relevant data on a relevant reporting disclosure requires external consulting or more than two working days to retrieve, the NSRS Principle of Proportionality should be the leading guide. NSRS does not recommend using more than two working days of own or external resources to retrieve or find data. If the reporting organization requires more than the aforementioned resources, the organization may dismiss the information by referring to the principle of proportionality.and report why information has been dismissed. This rule only applies on the first reporting cycle.

Step 4.1:

Material Input

Aim:
Assess the total material input used to produce the reporting organisation's primary products/services during one reporting cycle. The metric will also include the percentage of renewable, non-renewable and recycled used materials.

Outcome:

1. Total weight or volume of materials used to produce and package the reporting organisation's primary products and/or services during the reporting period, split into non-renewable and renewable materials.

2. Percentage of recycled input materials.

Further guidance

Most disclosure topics and metrics are linked to the GRI reporting framework. For further guidance on Material input, please refer to GRI-301 Materials. If additional guidance is retrieved and included in the reporting organisation's sustainability report, please clearly differentiate between the NSRS and the GRI reporting requirements.

This step is covering the following disclosure requirements:

1-4.1-1: Materials used:

a) Total weight or volume of materials that are used to produce and package the organisation's primary products and services during the reporting period, by:
   i) non-renewable materials used;
   ii) renewable materials used.

b) Contextual information necessary to understand the data and how the data has been compiled.

1-4.1-2: Recycled materials:

a) Percentage of recycled input materials used to manufacture the organization's primary products and services.

Introduction to the topic:

Materials are the substances or resources – i.e. plastic, metal, glass, wood or fabric – of which a product is made of. Resource extraction for material use is responsible for half of the world's carbon emissions. Optimising the use of materials is therefore of significant importance to the greater sustainability transition.

Understanding and optimizing how materials flow in and out of an organization may unveil development and business opportunities. Estimating the impact of used materials can further help to lower GHG emissions (see explanation on page 54) in the manufacturing process. Finally, a material flow overview may help to identify valuable recycling opportunities.

Step 4.1 Material Input

Guide

Task 1 Materiality assessment for disclosing Material Input

The organisation should report on Material Input if:

- The reporting organisation uses, buys and/or acquires materials to produce and/or package the primary products and/or services.

The organisation does not have to report on Material input if:

- The reporting organisation does not use, buy and/or acquire materials to produce and/or package the primary products and/or services.

The reporting organisation's primary operations are administrative-related and material input consists mostly of office supplies.

For the service industry, the material input to produce a service is often low. If the reporting organisation in the service industry provides services, which include a large amount of material input (for example maintenance services), the organisation should estimate the amount of input.

The organisations's primary source of material input	Examples	Is a material input disclosure necessary?
Office/administration-related material input	Pen, paper, sticky notes, note books etc.	No
Production-related material input	Raw materials used for conversion to products og services such as wood, metal etc.	Yes

Table 4: *Shall the organisartion report on material input or not?*

Task 2 Identify Material categories and estimate volume/weight

The four categories of material input that should be identified are raw materials, semi-manufactured goods and parts, associated process materials, and materials for packaging. If material type and category are not specified on invoices, the reporting organisation's production personnel should identify material inputs and categories.

Material input categories:

1. Raw materials (e.g. minerals or wood from suppliers)
2. Semi-manufactured goods and parts (Everything else except raw materials used to build the final product/service, e.g. screws)
3. Associated process materials (materials needed for the manufacturing of products/services, but which are not part of the final product/service, e.g. lubricants)
4. Materials for packaging (e.g. plastics, papers, carboard)

NSRS introduces two different methods to measure the material input's weight/volume from the reporting period. Methods are presented in terms of accuracy: most accurate first and the least last. The reporting organisation should apply the Principle of Proportionality when choosing a measurement method.

Method 1: Direct material input

Collect information on the total weight/volume of used materials from accounting ledgers or invoices. Review acquired and bought materials and inventory ledgers from the reporting year.

Quantify the total material input by mass (metric tons and/or mega-litres)

Method 2: Estimate material input

NSRS recommends two methods to estimate material input:

1. Exploded quantity
   Based on the Bill of Materials, the reporting organisation should estimate the amount of materials needed for a product/service and how many product/services are ordered. E.g. if an organisation produces chairs and 1 chair required 10 screws, and the 10 chairs are ordered, the exploded quantity of screws is 100.

2. Quantity planned input
   Based on the quantity of material input into an operation to get the required output. This is the quantity of products on which calculations of materials and hours are based on.

Task 3

Split into renewable and non-renewable materials

Renewable materials are considered renewable if they are manufactured or generated quickly through ecological cycles or agricultural processes, so that the resources from which these materials are derived from remain available for future generations.

Materials which are not considered renewable, cannot be manufactured or generated quickly and the resources from which these materials are sourced from do not renew in a short period of time.

NSRS considers all semi-manufactured goods or parts as renewable material if they are made from 100% renewable materials.

If semi-manufactured goods and/or parts contain a mix of non-renewable and renewable materials, they are considered non-renewable.

If the reporting organization cannot identify a material as renewable, the organization should report the material as non-renewable.

Task 4

Identify recycled materials

Recycled materials are considered as reused materials used during the manufacturing process of the reporting organisation's primary products and/or services.

The organisation should disclose:

1. The mass (in metric tons) or volume (in megalitres) of recycled material input
2. The percentage of recycled material input used during the reporting cycle.

Equation to calculate the percentage of recycled material input:

$$\text{Recycled Materials \%} = \frac{\text{Total recycled materials, kg}}{\text{Total materials used, kg}}$$

The reporting organisation should classify used materials as renewable and non-renewable based on the previous description of renewable and non-renewable materials.

If the reporting organisation does not have the information or knowledge to classify used material as renewable or non-renewable, the material should be considered as non-renewable.

If a used material is not possible to classify as renewable or non-renewable, or defining the material is too resource demanding, please classify the material as virgin material.

Task 5

Description of information

The reporting organisation shall disclose enough contextual information on the reported topic to understand how data on the topic has been collected and how the data is compiled for the sustainability report.

The reporting organisation shall:

1. Describe the methods used to retrieve data (e.g., where and how the data is retrieved)
2. Describe the methods and rationale for categorization
3. Describe any uncertainties in data collection, data preparation or data quality.

If the reporting organisation has NOT disclosed or has only partially disclosed the topic, or if the topic is not material for the organisation, the reporting organisation should disclose why.

Step 4.2:

Waste

This step is covering the following disclosure requirements:

1-4.2-6: Waste generated

The reporting organization shall report the following information:

a) Total weight of waste generated in metric tons, and a breakdown of this total by composition of the waste.

b) Contextual information necessary to understand the data and how the data has been compiled.

Introduction to the topic:

In the NSRS Entry Level, waste is considered as unwanted or unusable material. Waste is typically discarded after the production of core products or services. Examples include food waste, hazardous waste, and waste from used materials.

According to the UNEP 2021 Food waste index, 8 – 10% of global greenhouse gas emissions are produced by food waste.

Which waste and what type of waste should be included in the sustainability report?

On NSRS Entry Level, the reporting organisation should only disclose waste created by the organisation's core activities and handled by a third-party organisation.

The reporting organisation's core activities are defined as activities fully controlled by the organisation and of which the reporting organisation is fully responsible for. Any prior activities which create waste (e.g., raw material production and packaging), should not be included in the report. Any activities after the delivery of the product or service and any waste produced during these activities (e.g., consumer disposal of the product), should not be included in the report at this point.

For further guidance:

Please refer to GRI standards on Waste. If the reporting organisation uses any additional guidance from the GRI with NSRS reporting, clearly identify which parts are reported according to GRI and which parts according to NSRS.

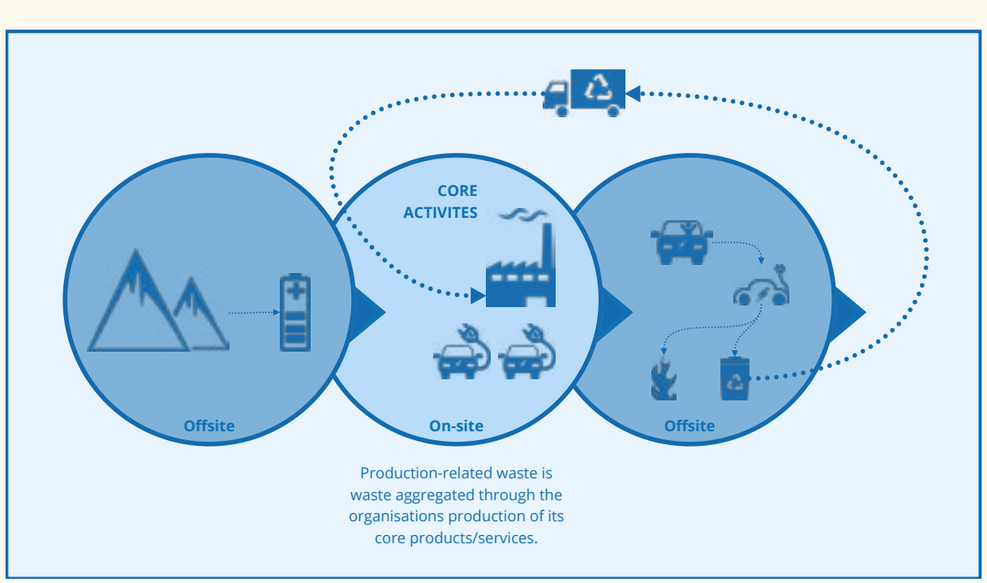


Figure 3: *For the NSRS Entry Level the metric is exclusively covering the organisation's own activities on-site.*

Step 4.2 Waste

Guide

Task 1 Should you report on waste?

If the reporting organisation is not generating waste through the production of a product or service, the organisation should not disclose waste. These types of organisations include, but do not exclude, professional-service and administrative organisations. Omitting disclosure on waste in these types of organisations is justified when the required resources to estimate the amount of waste exceeds the potential increase of sustainability performance.

The organisations's primary source of material input	Examples	Is a material input disclosure necessary?
Office/administration-related waste	Wrongly printed paper, single use coffee mugs, sticky notes etc.	No
Production-related waste	Waste from a restaurant: as food waste, cardboard etc, or waste from a company within the building industry: as construction waste, hazardous waste etc.	Yes

Table 5: *Shall the organisartion report on waste or not?*

Task 2 Identify the amount of generated waste during the relevant reporting cycle.

Unit of measure:
Waste should be disclosed in metric tons.

Three methods for collecting data:
High quality waste data is complex and retrieval resource demanding. There are different approaches and methods available for collecting the data of the organisation´s production-related waste. The accuracy of the data will vary depending on the estimation method. NSRS introduces three different methods to measure the production-related waste generated by the organisation. Methods are presented in order, where the first method generates the most accurate data. Consequently, the last option often generates the least accurate data.

Method 1: Estimation based on actual output

The data for waste is retrieved through the reporting organisation's waste-management service provider. If the service provider can estimate the amount of waste by category, report the total amount in mass metric tons.

If a reporting organization has not arranged reporting with a waste-management service provider, it is sufficient for the reporting organization to document the agreement between the waste-management service provider and the reporting organization. Please include the agreement in the sustainability report. On the Entry Level, this is allowed only during the first reporting cycle.

Calculation based on estimation:

If the reporting organisation's waste-management service partner cannot provide date or information on the output of waste, the reporting company can estimate the mass of waste based on invoicing.

Option 1: Estimate mass by container size. Assume that waste containers are full and calculate mass based on net weight rating of the containers used based on waste-management service provider's invoicing.

Options 2: Estimate mass of waste by charged net-weight. The mass of waste can be determined by measuring the net-weight of collected waste by the waste-management service provider. Net-weight of waste may also be included in the invoicing by the waste-management service provider.

Method 2: Estimation based on inventory

The generated waste during the reporting cycle can be estimated through an equation:

Used Materials (M) – Produced Products (P) = Generated Waste (W)

Used materials = Material input – Material inventory by the end of the reporting cycle + Materials used from previous reporting cycle

Produced Products = Sold products + Products in inventory

Waste = Generated waste during the reporting cycle

Method 3: Estimation based on national statistics

If the previous methods of estimation are not applicable, the reporting organisation can apply publicly available, national statistics on produced waste.

However, the estimated impact of waste is on a very general level and lacks of accuracy. The reporting organisation should report how the data from national statistics is retrieved and why the reporting organisation has decided to approach through national statistics.

Country	Link to national statistics on waste
Denmark	Statbank Denmark
Finland	Statistics Finland
Norway	Statistics Norway
Sweden	Statistics Sweden

Task 3

Waste categories

The reporting organisation should categorize the generated waste into the appropriate waste categories. The categories are determined by the reporting organisation's local industry norms, but should be comparable between waste-management service providers and give an understanding of the impact of generated waste types. Biowaste, biodegradable waste, metal waste and mixed waste are examples of waste categories.

Task 4

Description of information

The reporting organisation shall disclose enough contextual information on the reported topic to understand how data on the topic has been collected and how the data is compiled for the sustainability report.

The reporting organisation shall:

1. Describe the methods used to retrieve data (e.g., where and how the data is retrieved)
2. Describe the methods and rationale for categorization
3. Describe any uncertainties in data collection, data preparation or data quality.

If the reporting organisation has NOT disclosed or has only partially disclosed the topic, or if the topic is not material for the organisation, the reporting organisation should disclose why.

Step 4.3:

Energy

This step is covering the following disclosure requirements:

1-4.3-11: Total energy consumption

a) Total energy consumption from renewable and non-renewable sources

b) Contextual information necessary to understand the data and how the data has been compiled.

Introduction to the topic:

Energy production in all its forms accounts for around 70 % of all global GHG emissions. This is because a majority of the energy consumed today stems from non-renewable and high-emitting sources. Increasing awareness about one's own energy consumption is a crucial first step towards gaining insight in how current practices can be improved.

The NSRS Entry Level disclosure on energy focuses exclusively on energy consumption related to the operationalisation of the organisation's core activities. Fuels consumed as feedstock are not combusted for energy purposes and should not be included in calculations for this indicator. Feedstocks are used to convert fuels into other fuels. For example, methane is used as a feedstock to produce hydrogen, which is used as a feedstock in petroleum refining.

Energy consumption refers to all energy used to perform an action, to manufacture, or simply to inhabit a building. Examples include electricity, transport fuels and other fuels used for non-feedstock purposes.

Energy inputs refer to all energy (except process feedstock for industrial processes) used to operationalize the organization's core activities.

The reporting organisation should disclose its energy consumption as in 1) total energy consumption, and 2) the percentage of energy consumed that derives from renewable vs. non-renewable energy sources.

Step 4.3 Energy
Guide

Task 1
Identify energy sources and energy consumption

The reporting organisation should identify all indirect energy sources to the organisation's core activities during the reporting cycle.

Indirect energy sources cover four categories: electricity, heating, cooling, and steam. The reporting organisation should disclose if the organisation uses other indirect sources of energy besides the aforementioned, e.g. peat.

The reporting organisation should disclose the total energy consumption in terms of KWh per energy source category. Consumption should be estimated in terms of invoicing; the reporting organisation should disclose the total energy consumption from the energy provider(s) by the total amount of energy invoiced.

Energy Input	Examples	How to identify wether this source is applicable to the organisation, or not?
Electricity	*Light, water heating, computing etc*	**Option 1:** Serach in the account ledgers for keywords from example list. **Option 2:** Ask a representative in the organisation.
Heating	*Heat pump, geothermal heating, district heating etc.*	**Option 1:** Serach in the account ledgers for keywords from example list. **Option 2:** Ask a representative in the organisation.
Cooling	*Air condition, central cooling system etc.*	**Option 1:** Serach in the account ledgers for keywords from example list. **Option 2:** Ask a representative in the organisation.
Steam	*Steam turbine, heating, etc*	**Option 1:** Serach in the account ledgers for keywords from example list. **Option 2:** Ask a representative in the organisation.

Table 6: *Where to find data regarding the emission sources/drivers.*

Example	Amount of supplier(s)	Description
Organisation A	*1*	*The organisation is in the service-industry, has one office location and heating from district heating is included in the electricity bill.*
Organisation B	*6*	*The organisation has two office-locations and one production facility. Electricity is provided by one supplier, but the heating/cooling is provided by a district heating system from another supplier. The production facility is connected to a geothermal well for heating, but is supplied with electricity from national grid.*

Table 7: *Examples of how many, or how few, suppliers one organisation might have.*

Task 2

Classify by renewable and non-renewable energy sources

Classify and calculate the total energy use that comes from renewable and non-renewable energy sources in the relevant reporting cycle, presented in kWh.

Identify the mix of energy sources according to the classification in table 8.

In many cases the mix of energy sources (also called **'gridmix'**) can be found in the energy supplier **invoice**.

If the gridmix can be found in the invoice(s): Classify and calculate the renewable and non-renewable energy that was consumed in the reporting cycle.

If the gridmix cannot be found in the invoice: Contact energy supplier and request an overview of the gridmix.

If the energy supplier does not have an overview of the energy mix: Utilise the national average as outlined in table 9 and 10.

The dfference between grid and energy; grid transports energy and uses different e.g., power-lines owned by different companies to supply energy from place a to b. Energy mix is a mix of used energy sources.

Keep in mind when calculating the energy mix:

Data on Table 9 and Table 10 is retrieved from the International Environmental Agency (IEA). They are general grid mixes from 2019, and do not include certificates of origin. To the best of their ability, NSRS recommends reporting organisations to use specific grid mixes that include certificates of origin. The data can often be retrieved from an invoice or through an organisation´s power supplier. If not possible to retrieve however, please utilise the general grid mizes presented here.

Renewable energy sources	Non-renewable energy sources
• Solar • Wind • Water • Wave • Geothermal • Nuclear • Biomass • Biofuel • Waste	• Oil • Coal • Natural Gas • Uncategorised sources

Table 8: *Classification of renewable and non-renewable energy sources.*

Electricity: by percentage	Finland	Norway	Sweden	Denmark
Renewable	82	98	98	82
Non-renewable	18	2	2	18
Total %	100	100	100	100

Table 9: *The mix of renewable and non-renewable energy in the electricity grid, represented by percentage for each country.*

Heating, cooling, steam: by percentage	Finland	Norway	Sweden	Denmark
Renewable	47	62	87	73
Non-renewable	53	38	13	27
Total %	100	100	100	100

Table 10: *The mix of renewable and non-renewable energy in the heating, cooling and steam grid, represented by percentage for each country.*

Task 3

Summarise total energy consumption, and categorise after renewable and non-renewable energy sources

Summarise total energy consumption (energy inputs + fuel consumption).

Report in Kilowatt-hours (Example: 16547 KwH).

Summarise total kWh of renewable/non-renewable energy sources across all energy inputs + fuel consumption.

Report total percentage of renewable and non-renewable sources (Example: 37 % renewable, 73 % non-renewable).

Task 4

Description of information

The reporting organisation shall disclose enough contextual information on the reported topic to understand how data on the topic has been collected and how the data is compiled for the sustainability report.

The reporting organisation shall:

1. Describe the methods used to retrieve data (e.g., where and how the data is retrieved)
2. Describe the methods and rationale for categorization
3. Describe any uncertainties in data collection, data preparation or data quality.

If the reporting organisation has NOT disclosed or has only partially disclosed the topic, or if the topic is not material for the organisation, the reporting organisation should disclose why.

Step 4.4:

GHG Emissions

Greenhouse gases (GHGs) such as carbon dioxide and methane, are gases that trap heat or longwave radiation in the atmosphere. The accumulation of GHGs since the industrial revolution has accelerated the greenhouse effect, causing global warming and climate change.

Greenhouse gas emissions are categorized into three groups or Scopes according to the international GHG emissions standard, Greenhouse gas (GHG) Protocol. Each scope represents a particular boundary for what to include in the report as shown in figure 4.

This step is covering the following disclosure requirements:

1-4.4-15: Scope 1 emissions
a) Direct GHG emissions from stationary combustion sources owned or controlled by the company (Scope 1)

b) Direct GHG emissions from mobility combustion sources owned or controlled by the company (Scope 1)

c) Contextual information necessary to understand the data and how the data has been compiled.

1-4.4-16: Scope 2 emissions
a) Indirect GHG emissions from the generation of acquired and consumed electricity, steam, heat, or cooling (collectively referred to as “electricity”) (Scope 2)

b) Contextual information necessary to understand the data and how the data has been compiled.

Scope 1 covers all direct emissions from the activities of an organisation or under their control. Examples: Fuel combustion, company vehicles, fugitive emissions.

Scope 2 covers indirect emissions from electricity purchased and used by the organisation. These physically occur at the facility where electricity is generated. Examples: Purchased electricity, heat and steam.

Scope 3 covers all other indirect emissions. Scope 3 emissions are a consequence of an organization's activities but occur from sources outside or out of the control of the organization. They are usually the largest share of the carbon footprint (Source: Science-based target Initiative). Examples: purchased goods and services, business travel, employee commuting, waste disposal, water use, use of sold products, transportation and distribution (upstream and downstream), investments, and leased assets and franchises.

This Implementation Manual for Level 1 introduces GHG emissions estimations from Scopes 1 and 2.

Users of this Manual are required to report on their Scopes 1 and 2 emissions only, but are welcome to report on their Scope 3 emissions on their own accord, following Scope 1 and 2 guidelines. *However, there is no guidance on Scope 3 in Entry Level reporting.*

Figure 4: *The three scopes of which to report on GHG emissions. (Source: GHG Protocol)*

Introduction

Some useful concepts to understand emissions calculations:

Emission sources: Direct causes or activities of emissions (for example, energy production).

Emissions factors: Conversion units, which translate units from emission sources to GHG emissions.

GHG gases: Greenhouse gases in large quantities trap heat in the atmosphere and accelerate a greenhouse effect. According to the Kyoto protocol, there are six greenhouse gases: Carbon dioxide (CO2), nitrous oxide (N20), F -gases (hydrofluorocarbons and perfluorocarbons), and sulphur hexafluoride (SF6).

All greenhouse gases are measured in CO2 -equivalent (CO2e).
Because different gases have different characteristics, their ability to trap heat in the atmosphere is also different. Therefore, all estimated greenhouse gases are converted into one, simple unit. This unit is CO2 -equivalent and the conversion is done using Global Warming Potential values (GWPs). NSRS applies GWPs determined by the Intergovernmental Panel of Climate Change (IPCC).

The process of estimating emissions to converting greenhouse gases into CO2 -equivalent is presented in figure 5.

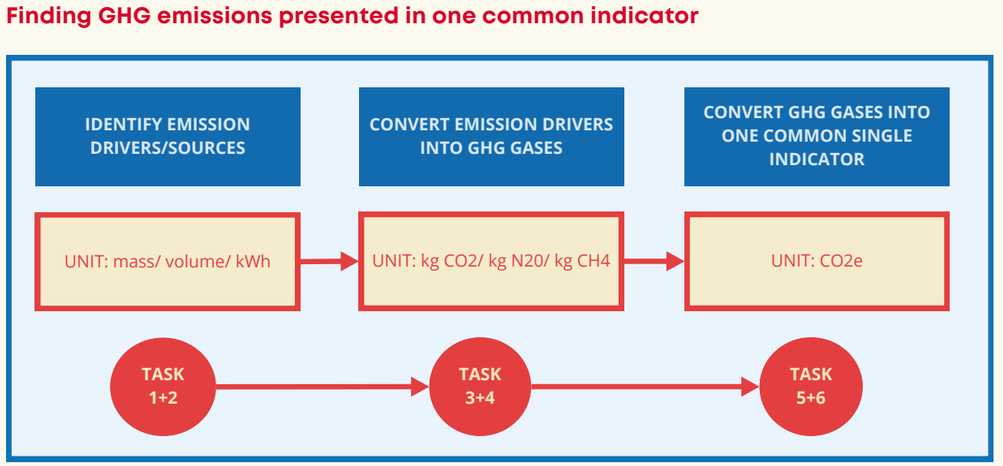


Figure 5: *Overview of the process, and the outcomes of the different tasks.*

Step 4.4 GHG Emissions

Guide

Task 1

Identify GHG Emissions sources

The reporting organization should identify its main emissions sources in accordance to the GHG Protocol's Scopes 1 and 2.

The reporting organisation should categorise identified emissions to Scopes 1 and 2.

Examples of Scope 1 and 2 emissions can be found from table below.

Examples of Scope 1 and 2 emissions:

Emission source category	Scope	Examples	Already identified in prevlous metrics?
Stationary combustion	1	Boilers, furnaces, heaters, turbines, flares, incinirators, generators etc.	Yes, this was identified in the Energy-metric (Task 3) and the data is already collected. *If the organisation did not have any stationary combustions from the Energy-metric, you can leave this one out in this metric as well.*
Mobile combustion	1	Any vehicles owned or controlled by the organisation	Yes, this was identified in the Energy-metric (Task 3) and the data i already collected. *If the organisation did not have any stationary combustions from the Energy-metric, you can leave this one out in this metric as well.*
Indirect Energy consumption	2	Electricity, heating, cooling and steam	Yes, this was identified in the Energy-metric (Task 3) and the data is already collected. *If the organisation did not have any stationary combustions from the Energy-metric, you can leave this one out in this metric as well.*

Task 2

Identify emissions factors

Emissions factors are coefficients which allow the conversion of a certain activity (for example kilometres driven) into emitted emissions. The factor is an average rate of emissions, relative to the unit of activity (for example X amount of CO2 per kilometre driven).

Some examples of general emissions factors from the use of electricity or heat are listed on a table below.

The reporting organisation should approach emissions factors with caution. Every process and activity can have a specific emissions factor. Production machines or different types of vehicles require different fossil fuels and ways to burn these fuels. The emissions from burning fossil fuels vary according to use and technical details. **For this reason, general or average emissions factors provided by research or governmental agencies are sufficient for NSRS reporting.**

The reporting organisation should disclose sources from which the emissions factors are taken from.

Conuntry	Combined electricity/heat emission factors (kgCO2/kWh)
Denmark	0.307755
Finland	0.187118
Norway	0.005238
Sweden	0.039939

Source: *International Environmental Agency (IEA), 2011.*

Task 3

Estimate emissions

Calculate emissions from each recognized emissions source.

Apply emissions factors from Task 2 to estimate total emissions from the reporting period.

Emission =
x kWh electricity/heating/cooling/steam * Country specific emission Factor

Task 4

Convert emissions to single unit, CO2 - equivalent

For each identified greenhouse has, apply specific Global Warming Potential (GWP) from the table below. Multiply the mass (in tonnes) of greenhouse gas with the applicable GWP.

Calculate the sum of the converted greenhouse gases to get the total CO2 -equivalent.

Common name	Chemical Formula / GHG gases	Global Warming Potential Value (GWP) for *'100 year time horizon'*
Carbon dioxide	CO^2	1
Methane	CH_4	28
Nitrous oxide	N_2O	265

Table 11: *These Global Warming Potential Values are adapted from the IPCC Fifth Assessment Report, 2014 (AR5).*

Task 5

Report total emissions

Summarise and report total CO2 -equivalent emissions in their specific Scopes, following the GHG Protocol from Task 1 "Identify GHG Emissions sources".

Task 6

Description of information

The reporting organisation shall disclose enough contextual information on the reported topic to understand how data on the topic has been collected and how the data is compiled for the sustainability report.

The reporting organisation shall:

1. Describe the methods used to retrieve data (e.g., where and how the data is retrieved)
2. Describe the methods and rationale for categorization
3. Describe any uncertainties in data collection, data preparation or data quality.

If the reporting organisation has NOT disclosed or has only partially disclosed the topic, or if the topic is not material for the organisation, the reporting organisation should disclose why.

Step 4.5:

Social and Economics

Task 1 Report on Social impact

The reporting organisation should calculate on:

- The number of FTE* (Full-time equivalent) employees during the reporting period categorised to men, women and other genders.
- The age composition of the full work-force (including executives and management) categorised between ages 18 - 25, 26 – 35, 36 – 45, 46 – 55, and 55 and older.
- Sum of total paid salaries (excluding payments to retirement plans and other remunerations).
- Ratio of basic salary and remuneration of women to men for each employee category.
- Employee categories include Leaders, Mid management, Experienced staff, Junior staff.
- Number of hours of employee training and further education during the reporting period.
- Number of employees who have attended Health and Safety Training during the last 36 months
- Percentage of sick leaves during the reporting period

The reporting organisation should describe:

- The initiatives taken to improve gender equality.
- The initiatives to widen age span.
- The initiatives to enhance diversity in the workforce, such as inclusion of minorities and/or vulnerable groups.
- How the reporting organisation controls risks on social issues, including human and workers' rights, in the supply-chain.
- Agreements on parental leave and if the agreement for the leave applies for both parents equally.

It is not required by the reporting organisation to prepare separate documentation on the aforementioned disclosure requirements as long as the reporting organisation can, when requested, showcase that reported initiatives, KPIs, metrics and plans do apply to the reporting organisation as described in the published sustainability report prepared according to the requirements of the NSRS.

Additional information on supply-chain risk assessment can obtained from organisations such as UN, Amnesty International, The Transparency Group, and other Non-governmental organisations (NGOs).

*Calculate a Full Time Equivalent (FTEs) as number of hours worked per week divided by normal working hours pr week. i.e. 40 hours work / 40 = 1 FTE. 20 hours work / 40 = 0,5 FTE.

Task 2 Report on Economic impact

The reporting organisation should describe:

- Short- and long-term decision-making on sustainable business, and its relation to short- and long-term financial decision-making.
- Policies and actions to investigate and encourage supply-chain members to ensure minimal material use, waste, energy consumption, and emissions.
- Identified business opportunities to cut costs and their relation to other sustainability topics, e.g. optimal material uses and reduction in costs and environmental impact.
- Measures taken to ensure adequate liquidity and stable economic conditions. These can include, but do not exclude, sales and purchase terms, factoring, leasing, loan terms, and savings.
- The reporting organisation can provide additional data for the description.
- Significant and/or identified risks related to corruption in the reporting organisation, in the reporting organisation's industry, or supply chain, and measures taken to control such risks.

Step 5:

Governance Profile

Aim:
Collect and compile basic information about the organisation's governance structure.

Outcome:
A descriptive overview of the organisation's governance structure.

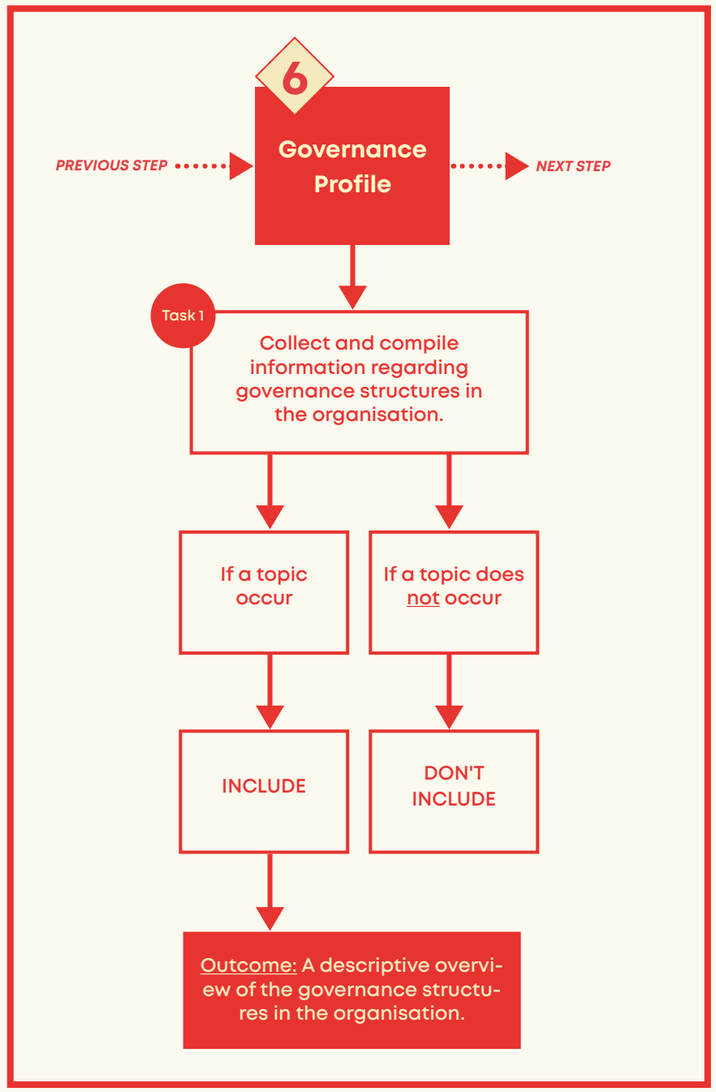
Task 1 Collect and Compile

WHY: Insights about an organisation's management structures are key to developing an internal sustainability system over time.

WHAT: Collect and compile information about the organisation's governance structure.

HOW: If the Reporting Organisation has no clearly defined government structure, do not report on this topic. Explain why. This information can be obtained from multiple places. If you cannot find it the information neede d within a reasonable amount of time, ask the SME representative.

NSRS Governance Profile Entry Level



Step 6:

Management Approach

Aim:
Develop a governance structure for the focus area(s) disclosed in Step 4 Materiality Assessment.

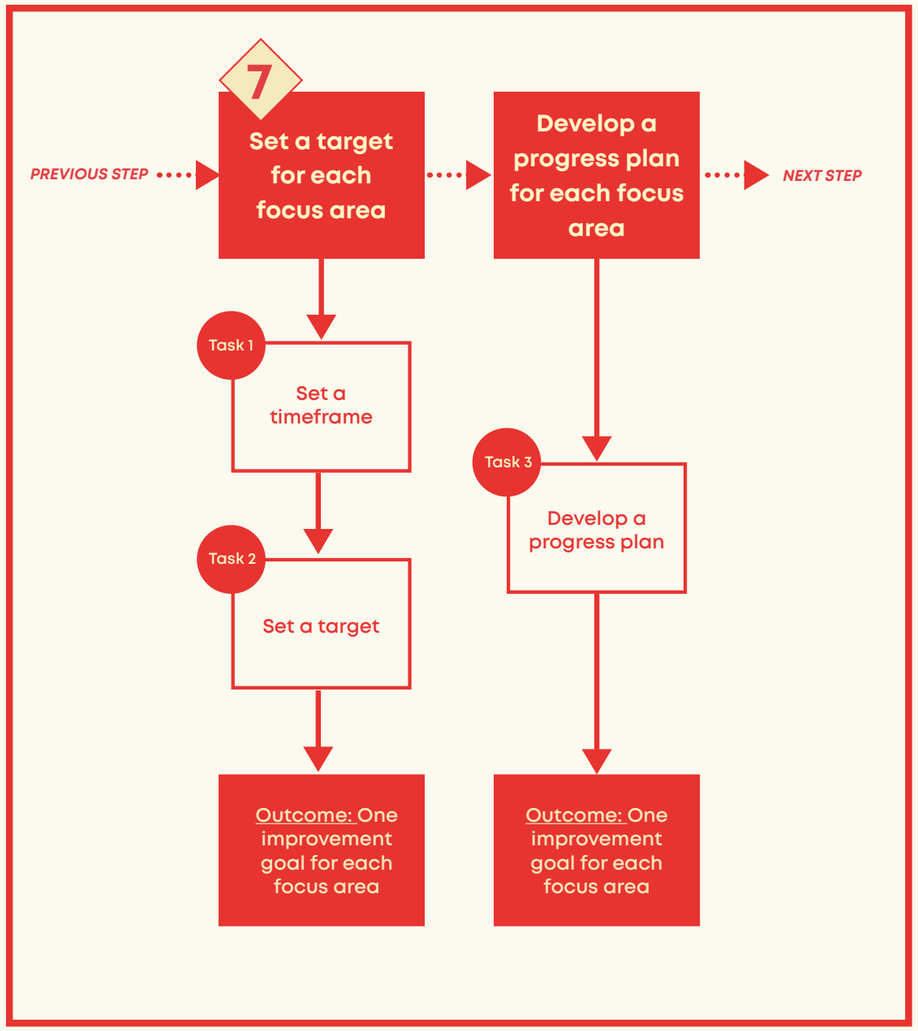
Outcome:
An explanation of how the organisation strategically manages the relevant focus area(s), including target(s) and progress plan(s).

Introduction to the topic:

In the NSRS context, the management approach represents all internal organisational structures related to governing sustainability, and in particular how each focus area (also called material topic) is managed by means of targets, progress plans and evaluation.

The organisation is expected to develop a management approach for each disclosed focus area under the materiality assessment. Also, a target should be developed for included focus area(s).

NSRS Management Approach Entry Level



Task 1 Set a time frame

WHY: A time frame is necessary in order to define the context in which you operate.

WHAT: The time frame defines the operating window for improving the impact(s) of the focus area(s).

HOW: Choose a time frame for each focus area disclosed in Step 4: Materiality Assessment.

OUTCOME: A defined time frame for all focus areas presented in the following format: from *current year* to *end-year*.

Detailed guidance on how to set a time frame:
For the Entry Level NSRS recommends setting sub-targets with shorter time perspectives. Sub-targets are less intervening for the organisation, hence the guiding principle of proportionality.

Keep in mind when setting a time frame:

- Use your common sense: Is the focus area easy or hard to improve, optimise and change?
- Focus areas at the core of the organisation's activities might be more difficult to improve compared to focus areas not at the core of the organisation.
- Is the focus area produced by the organisation itself or is it provided for by a supplier? If it is provided for by a supplier: Is it easy to change supplier? Example: Changing light bulbs to LED is in most cases an easy fix and quick win.

If the organisation has disclosed many focus areas:
NSRS recommends a joint time frame for all the focus areas for the NSRS Entry Level.

Task 2 Set a target

WHY: Sub-targets are helpful in order to monitor and measure whether an organisation is improving its sustainability performance on a given focus area over time.

WHAT: Develop a feasible target for the given focus area within the given time frame.

Tip: *Set achievable targets by developing outcome-based targets. Outcome-based targets increases the probability of reaching the targets, and gives direction to employees. Avoid activity-based targets. See example list in table 12.*

HOW: There is no one-size fits all approach to developing a target. To get the creativity started however, the NSRS has compiled a list of examples, presented in Table 13. Keep feasibility in mind, when developing a target and take into consideration the available resources and time frame.

OUTCOME: Sub-targets that will improve the organisation's sustainability performance.

Examples of activity-based targets	Examples of outcome-based targets
Reengineer costs →	Lower (amount) costs
Develop plan to reduce errors →	Develop plan to have fewer (amount) errors
Research customer needs →	Fewer errors, successful new products, increased revenues

Table 12: *Examples of outcome-based and activity-based targets.*

Focus area	NSRS Index	That the disclosure is covering	Examples of targets (with a 10 year time frame)	Examples of sub-targets (with a 1 year time frame)
Material input	1-4-2a	Recycled materials	15 % of materials in the production line should be recycled or recyclable bt 2030	1,5 % of materials in the production line should be recycled of recyclable by the next reporting cycle.
Energy	1-4-3	Total energy consumption and/or production	5 % total energy consumption reduction	0,5 % GHG reduction by next reporting cycle
GHG emissions	1-4-5a	Scope 1 emissions	30 % GHG reduction by 2030	1 % GHG reduction by next reporting cycle

Table 13: *Examples of targets and sub-targets for some focus areas.*

Focus area	NSRS Index	Examples of sub-targets (with a 1 year time frame)	Examples of actionable points for a progress plan
Waste	1-4-3	1) 2 % reduction in total waste generated 2) 4 % reduction in total waste to landfill or combustion. (Implicit; reduce, reuse and increase recycling rate)	• Reduce packaging materials if in manufacturing •Sort your waste, ensuring that recyclable items are getting to the right place • Encourage sharing documents via the cloud istead of printing • Avoid single-use plastics • Refuse junk-mail •If possible, compost your food waste • If in manufacturing, adopt to a closed loop manufacturing system
Energy	1-4-4	0,5 % GHG reduction by next reporting cycle	• Switch to LED bulbs • Implement the culture among emplyees to use the "off" switch • Do an energy audit of the company and its facilities of the organisation's • Install a system to reduce the amount of energy input into the system without negatively affecto-ing the output
GHG emissions	1-4-5a, 1-4-5b	30 % GHG reduction by 2030	• All of the actionable points above are applicable to reduce your GHG emissions

Table 14: *Examples of actionable points to include in a progress plan for some of the focus areas.*

Task 3

Develop a progress plan

WHY: A progress plan serves as an internal steering document for monitoring progress towards reaching the identified sub-target(s) in Task 2.

WHAT: Develop a progress plan for each target set in Task 2.

HOW: A progress plan should consist of;

a) The given focus area
b) The sub-targets
c) A plan with actionable points on how to reach the target for each focus area.

Examples of actionable points that could serve in a progress plan is listed in Table 14.

OUTCOME: A descriptive overview of the given material topic, the sub-targets and a actionable points on how to reach the target to be included in the report.

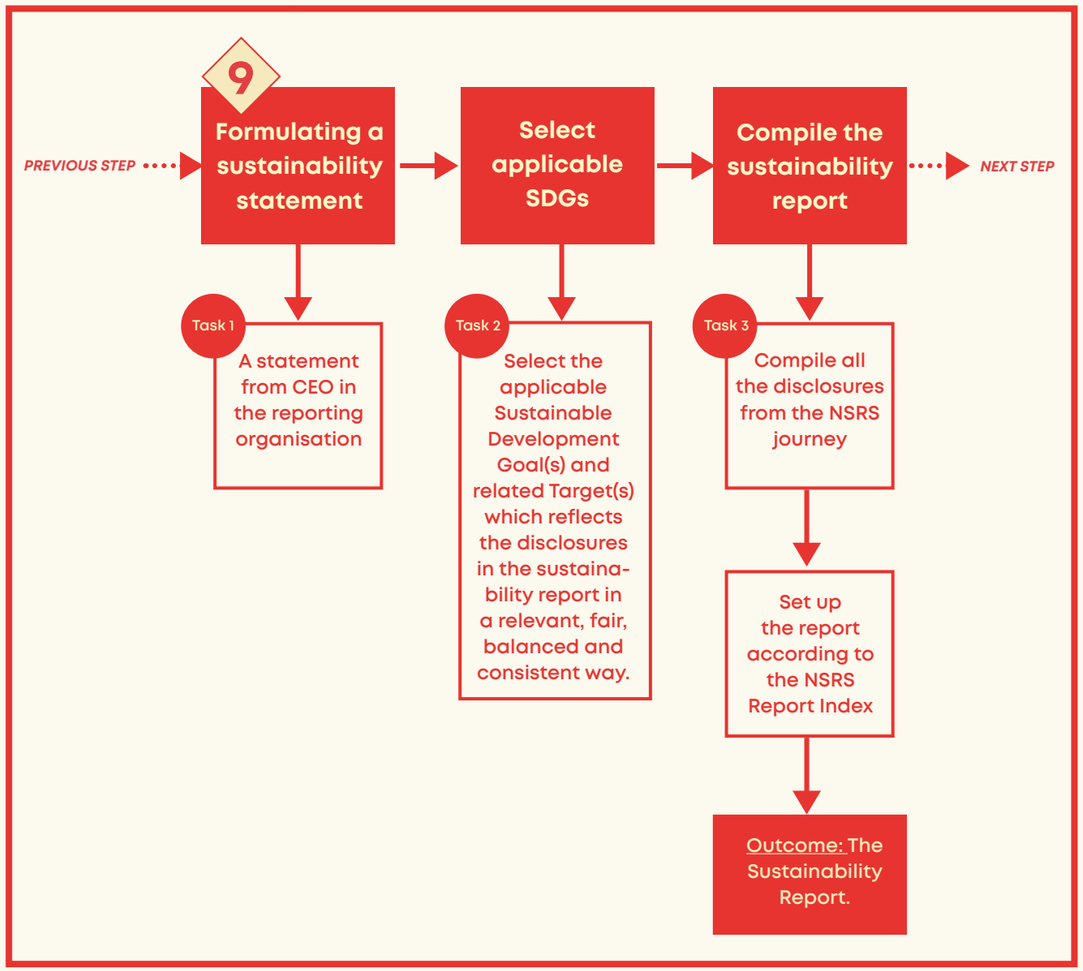
Step 7:

Finalizing

Aim:
Finalize and compile all the disclosures into one report.

Outcome:
A completed NSRS sustainability report.

NSRS Finalizing Entry Level



Task 1 — Statement from CEO

WHY: Integrating sustainability in the top-level management of an organisation is key to the integration of sustainability.

WHAT: A statement from the most senior decision-maker about the relevance of sustainability to the organisation, as well as its sustainability strategy.

HOW: Ask the most senior decision-maker in the organisation to write a statement on the sustainability commitment from Step 1, and/or a few words about the strategy chosen to achieve the identified target.

OUTCOME: A written statement from the most senior decision-maker.

Task 2 — Pair with SDGs

WHY: Helps to pair Sustainable Development Goals with the current global policies and allows readers to understand the Reporting Organisation's role in the big picture.

WHAT: Select the applicable Sustainable Development Goal(s) and related Target(s) which reflects the disclosures in the sustainability report in a relevant, fair, balanced and consistent way.

HOW: If you have prepared the report according to the NSRS Entry Level, the following SDGs will be applicable: 7.2, 8.4 (8.4.1 and 8.4.2), 12.2, 12.5, 12.6, 12.7, 13.1, 13.3.

OUTCOME: A numeric list of applicable SDGs and related targets.

7 AFFORDABLE AND CLEAN ENERGY

Using NSRS your organisation supports following sub-targets

7.2	By 2030, increase substantially the share of renewable energy in the global energy mix

8 DECENT WORK AND ECONOMIC GROWTH

Using NSRS your organisation supports following sub-targets

8.4	Improve progressively, through 2030, global resource efficiency in consumption and production and endeavour to decouple economic growth from environmental degradation, in accordance with the 10-year framework of programmes on sustainable consumption and production, with developed countries taking the lead
8.4.1	Material footprint, material footprint per capita, and material footprint per GDP
8.4.2	Domestic material consumption, domestic material consumption per capita, and domestic material consumption per capita

12 RESPONSIBLE CONSUMPTION AND PRODUCTION

Using NSRS your organisation supports following sub-targets

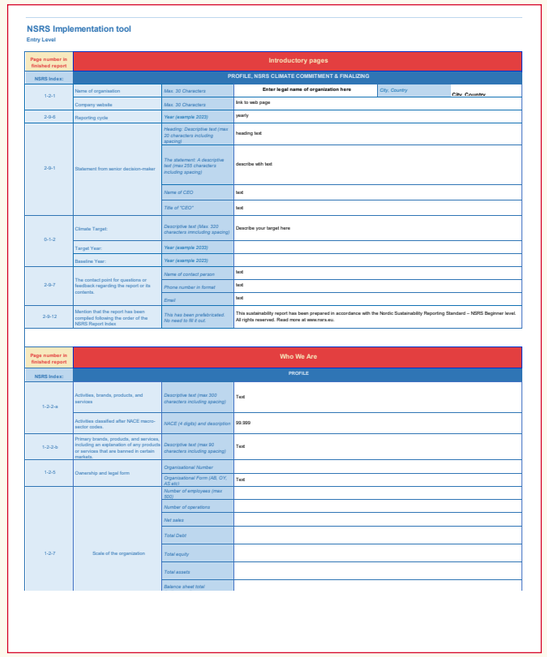
12.2	By 2030, achieve the sustainable management and efficient use of natural resources
12.5	By 2030, substantially reduce waste generation through prevention, reduction, recycling and reuse
12.6	Encourage companies, especially large and transnational companies, to adopt sustainable practices and to integrate sustainability information into their reporting cycle
12.7	Promote public procurement practices that are sustainable, in accordance with national policies and priorities

13 CLIMATE ACTION

Using NSRS your organisation supports following sub-targets

13.1	Strengthen resilience and adaptive capacity to climate-related hazards and natural disasters in all countries
13.3	Improve education, awareness-raising and human and institutional capacity on climate change mitigation, adaptation, impact reduction and early warning

Figure 7: *SDGs and Targets applicable to the NSRS Entry Level.*



NSRS Implementation tool

Entry Level

Page number in finished report:	Introductory pages			
NSRS Index:	PROFILE, NSRS CLIMATE COMMITMENT & FINALIZING			
1-2-1	Name of organisation	Max. 30 Characters	Enter legal name of organization here	City, Country: City, Country
	Company website:	Max. 30 Characters	link to web page	
2-9-6	Reporting cycle:	Year (example 2023)	yearly	
2-9-1	Statement from senior decision-maker	Heading: Descriptive text (max 30 characters including spacing)	heading text	
		The statement: A descriptive text (max 255 characters including spacing)	describe with text	
		Name of CEO:	text	
		Title of "CEO"	text	
9-1-2	Climate Target:	Descriptive text (Max. 320 characters including spacing)	Describe your target here	
	Target Year:	Year (example 2032)		
	Baseline Year:	Year (example 2022)		
2-9-7	The contact point for questions or feedback regarding the report or its contents.	Name of contact person	text	
		Phone number in format	text	
		Email	text	
2-9-12	Mention that the report has been compiled following the order of the NSRS Report Index	This has been predistricted. No need to fill it out.	This sustainability report has been prepared in accordance with the Nordic Sustainability Reporting Standard – NSRS Beginner level. All rights reserved. Read more at www.nsrs.eu.	

Page number in finished report:	Who We Are		
NSRS Index:	PROFILE		
1-2-2-a	Activities, brands, products, and services	Descriptive text (max 300 characters including spacing)	Text
	Activities classified after NACE macro-sector codes.	NACE (4 digits) and description	00.000
1-2-2-b	Primary brands, products, and services, including an explanation of any products or services that are banned in certain markets.	Descriptive text (max 90 characters including spacing)	Text
1-2-5	Ownership and legal form	Organisational Number	
		Organisational Form (AB, GTF, KS etc)	Text
1-2-7	Scale of the organisation	Number of employees (max 200)	
		Number of operations	
		Net sales	
		Total Debt	
		Total equity	
		Total assets	
		Balance sheet total	

Table 15: *The NSRS Report Index – scan or click on the qr-code to download.*

Task 3

Compile the report

WHY: In order to ensure comparability and transparency, compile the disclosures in according to the NSRS Report Index (Table 1 and 15).

WHAT: Gather and compile the disclosures and structure the report according to the NSRS Report Index.

HOW: If you are using the Implementation Tool, the Report Index is integrated in the template.

OUTCOME: The NSRS sustainability report.

Step 8:

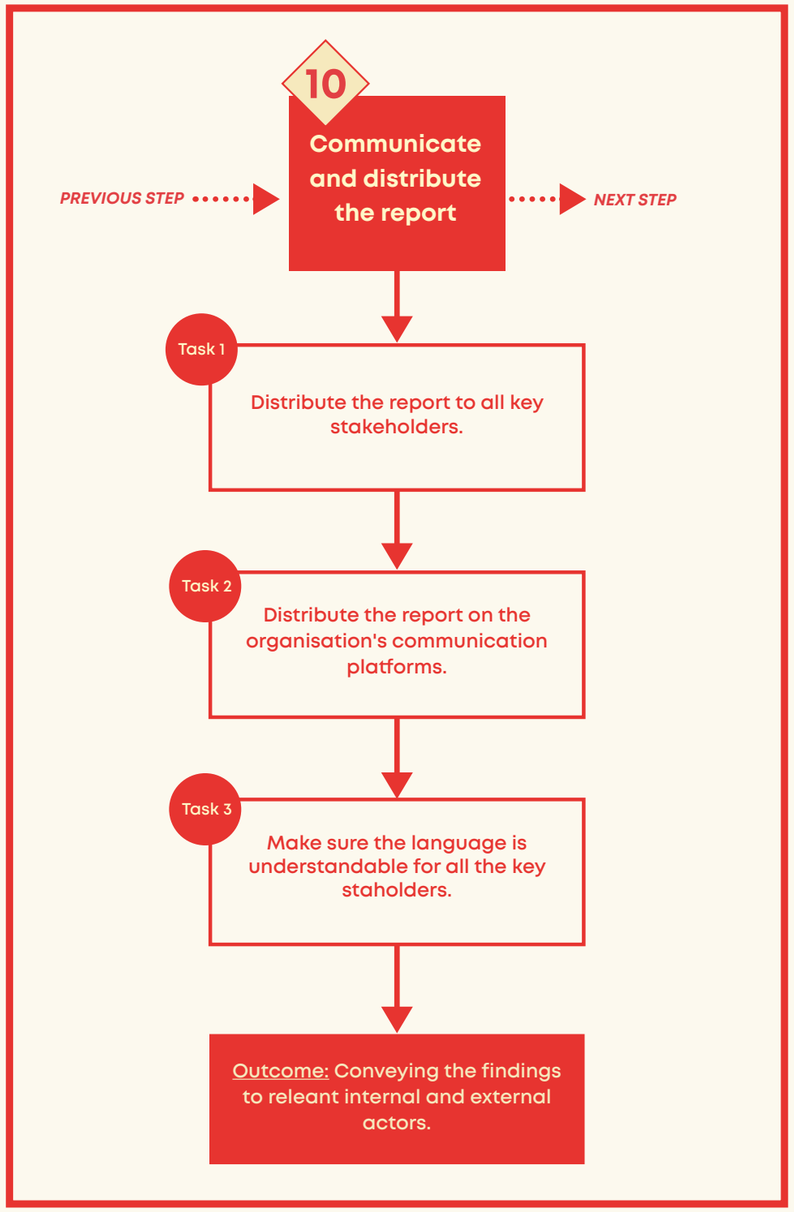
Communicate

Aim:
Building brand reputation, transparency and reliability by sharing the report with key stakeholders.

Outcome:
A report that is readable for key stakeholders, including the public.

Introduction to the topic:
This step ensures transparency and reliability between the organisation and its key stakeholders. To build a good reputation in the sustainability domain, one needs to build up trust over time. The most effective way to do this is by means of steady and consistent communication.

NSRS Communicate Entry Level



Task 1

Distribute the report to key stakeholders

WHY: Key stakeholders are typically those who engage and invest the most in an organisation, and are therefore likely to be interested in reading the sustainability report.

WHAT: Share the report with all internal and external stakeholders identified in disclosure 2-10-1-a+b.

HOW: Find contact information to the key stakeholders and share the report with them.

OUTCOME: Conveying the report to key stakeholders.

Task 2

Share the report

WHY: Sharing the report publically allow a broader audience to learn about the organisation's sustainability efforts.

WHAT: Share the report on the organisation's communication platforms.

HOW: Share te report on the where the organisation has the largest audience. Typically the organisation's website, social media channel(s), annual report, and/or customer magazine/newsletter.

OUTCOME: Making the report publicly available.

Step 9:

Evaluate

Aim:
Rig the company to receive and integrate internal and/or external feedback on the report.

Outcome:
A feedback system where areas of improvement are included in the next sustainability report.

Task 1 — Create a feedback system

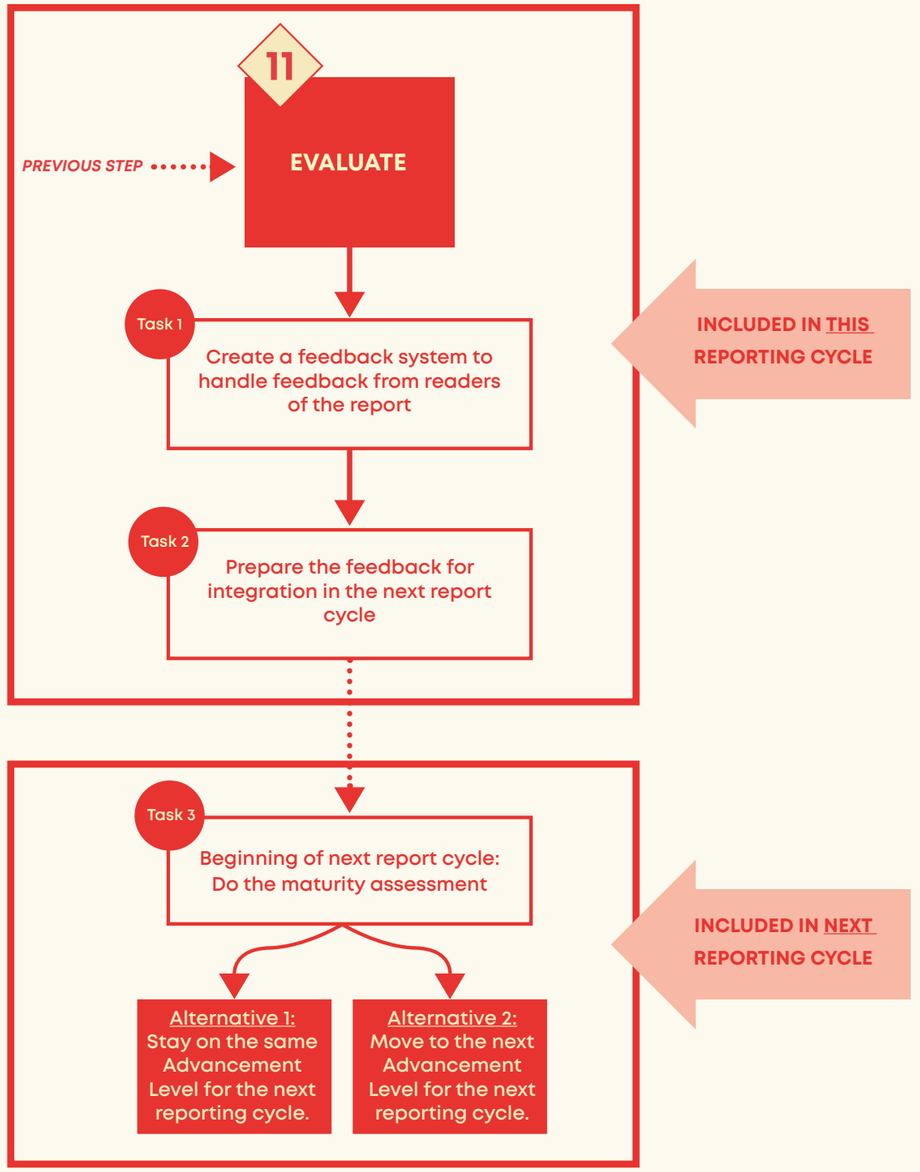
WHY: Inviting report readers to share their feedback is important if you wish to identify areas of improvement.

WHAT: Develop a system for handling report feedback.

HOW: Firstly, include a call to action in the report where you invite readers to share their feedback. Write your own statement, or simply copy-paste our example (see example on page 84). Secondly, determine who is responsible for receiving and handling feedback within the organisation and write the person's contact information alongside the statement.

OUTCOME: A written call to action in the report alongside a contact person that is responsible for handling the feedback within the organisation

NSRS Evaluation Entry Level



Example call to action for feedback:

We highly appreciate your feedback.

This is our very first sustainability report. It is also our starting-point for committing seriously to sustainability. Your inquiries, ideas or general feedback would be extremely helpful to us and our journey towards becoming a more sustainable organisation. Please contact **CONTACT PERSON + CONTACT INFO**.

Task 2

Integrate the received feedback in the next reporting cycle

WHY: Feedback is not valuable if not addressed and integrated in the next report.

WHAT: Collect and compile feedback so that you may easily integrate it in the next reporting cycle.

HOW: The person responsible for handling the feedback should collect and compile all the feedback systematically, preferably in a digital document, until the organisation begins upon the next reporting cycle.

OUTCOME: A document with a structured overview of the feedback, including dates, the person who gave the feedback and their contact info.

IV. Closing Remarks

We are happy that you have chosen to familiarise yourself with the NSRS Standard.

The process is expected to provide valuable insights on how the Framework serves our primary users, insights which are then to be included in the next, updated version of the Standard. Please regard it as a dynamic Framework therefore - to be edited and improved as we learn - the end goal being the best suitable sustainability reporting standard for Nordic SMEs possible.

We believe in mutual learning and cooperation as the best course towards a successful sustainability transition, and welcome everyone to join us in our process. We will gladly receive your contribution, be it in the form of feedback, ideas or any other matter you might be triggered to share with us after familiarising yourself with the NSRS Standard.

If further interested in our theory of change and design methodology, please refer to the NSRS Theoretical Annex.

For contact details and further readings, please visit our website www.nsrs.eu.

www.nsrs.eu