Reporting Guide

This guide provides information about the SME Climate Hub reporting requirements, the process for reporting through the SME Climate Hub, and the SME Reporting Tool.

What are the SME Climate Hub reporting requirements?

Reporting is required annually for SMEs after they make the SME Climate Commitment.

To facilitate reporting requirements, SMEs can use the free SME Reporting Tool. The tool helps complete a report summary, which is submitted to the SME Climate Hub and can be shared with various stakeholders.

MANDATORY INFORMATION

The SME Reporting Tool contains mandatory questions, in line with SME Climate Hub requirements, which are anchored in UN High Level Champions Race to Zero starting line criteria. It is mandatory to:

- Provide general company information
- Comment on your company's climate targets
- Report own emissions – Scope 1 & 2 Comment on plan and actions to reduce own and value chain emissions

OPTIONAL INFORMATION

The SME Reporting Tool also includes highly recommended but non-mandatory questions, which provide an opportunity to report on the company's overall climate strategy and progress. Non-mandatory questions include:

- Quantification of value chain emissions
- Management and strategy
- Climate solutions (solutions which enable the business's customers to avoid or remove emissions)

SMEs can also upload their own sustainability reports, confirming that they have provided a report which is publicly available and fulfills the requirements. See the SME Climate Hub Rules for Reporting document for further details.
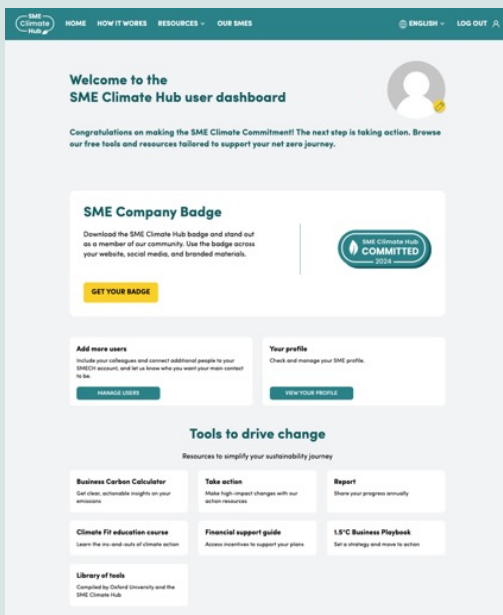
What is the process for reporting through SME Climate Hub?

SMEs need to provide their first progress report within 12-24 months of making the SME Climate Commitment, depending on the date of their commitment. The yearly reporting deadline is the 1st of October.

When SMEs make the SME Climate Commitment their first reporting deadline is communicated to them (but there is always the opportunity for them to report as soon as they are able).

If they need more time to complete their report, SMEs can send an email to info@smeclimatehub.org to be granted an extension of up to 6 months.
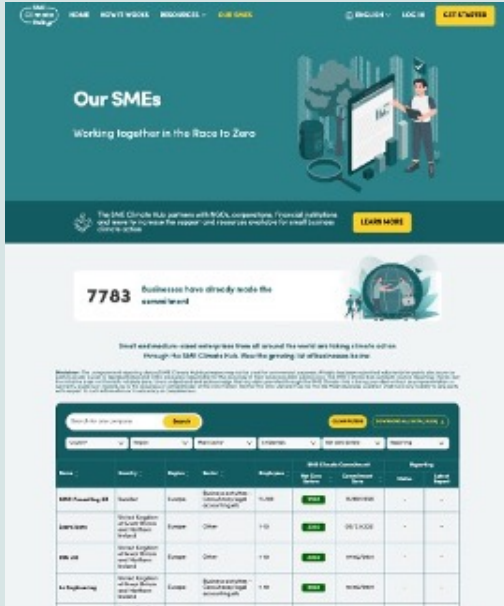
If the company reports through the SME Reporting Tool, the SME Climate Hub will automatically check that the mandatory data has been provided. SMEs are responsible for the quality of their own data.[1]

Once the repot is submitted:

SMEs can access their full report and data through their SME Climate Hub dashboard.

The data provided is made public through the SME Climate Hub website on the Our SMEs page.[2]

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[1] The SME Climate Hub does not take responsibility for reviewing the content in the reports but will select sample reports to review at a high level, including reports produced through the SME Climate Hub reporting tool and other public reports submitted. These reviews are for internal quality control only and will not constitute external review or verification.

[2] Note that sensitive company information such as contact details will not be disclosed.

What is the SME Reporting Tool?

The SME Reporting Tool is provided as a free resource to enable SMEs to create a climate report summarizing their annual greenhouse gas emissions, including the actions they are taking to meet their targets and the impact of their emissions reduction efforts.

The SME Reporting Tool is available for use by all SMEs regardless of commitment status.

The tool is designed specifically for SMEs. The downloadable report produced and the data included can be integrated into annual business reports, shared on company websites, or directly distributed to customers and funders and can be be used for year-on-year comparison of emissions.

The first reporting tool in 2023 was based on a simplified SME Climate Disclosure Framework that was developed in partnership with CDP, the Exponential Roadmap Initiative, and Normative.

An updated version of the reporting tool will be released in 2024. This version of the tool will be an evolution of the first reporting tool building on learnings from the first rounds of reporting, incorporating SME and stakeholder feedback, and aligning with key evolving legislation and standards (ex. CSRD and CDP).

For more information and to review answers to common questions please visit our FAQs page.