



# 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?

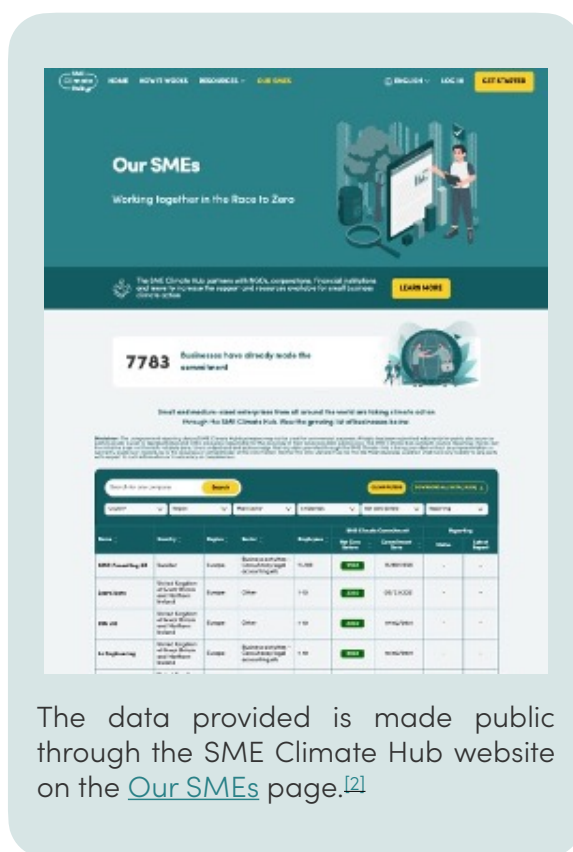
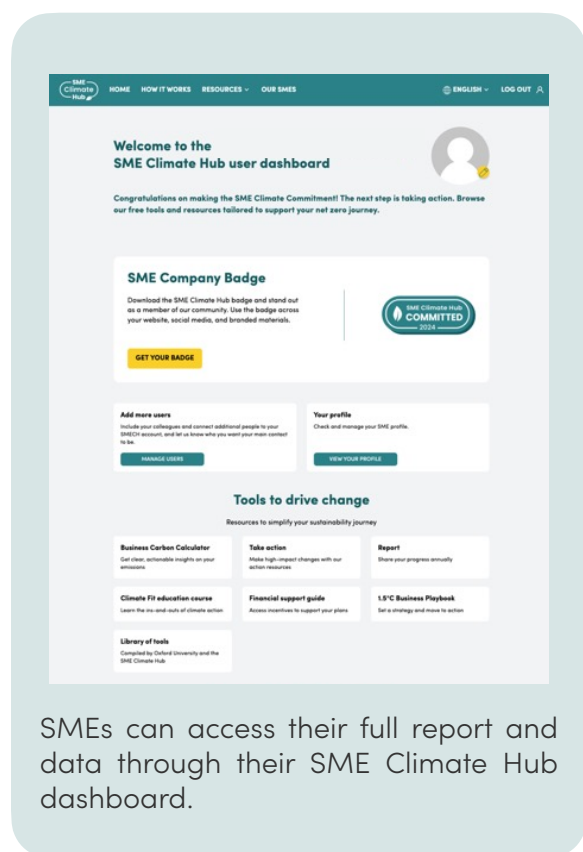
SMEs need to provide their first progress report within 12-24 months of making the [SME Climate Commitment](#), depending on the date of their commitment. The yearly reporting deadline is the 1st of October.

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](mailto: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.<sup>[1]</sup>

Once the repot is submitted:



<sup>11</sup> 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.

<sup>[2]</sup> 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 used for year-on-year comparison of emissions.

The screenshot displays the SME Reporting Tool interface. On the left is a dark teal navigation menu with the 'SME Climate Hub' logo and the title 'The SME Reporting Tool'. The menu contains several sections: 'Introduction' (highlighted with a green bar), 'Commitment and Targets', 'Own Emissions', 'Value Chain Emissions (optional)', 'Climate Solutions (optional)', 'Management, Strategy and Climate Risk (optional)', and 'Results, Challenges and Outlook'. At the bottom of the menu, it shows 'Last saved: 2024-06-18 15:30:40' and two buttons: 'Save' and 'Review and submit report'. The main content area on the right is titled 'Introduction' and contains an explanatory paragraph. Below this are several input fields: '1.1 Reporting year' with a dropdown menu set to 'Select year'; '1.1.1 Reporting period' with 'From' and 'To' dropdowns set to 'January' and '2023'/'2024' respectively; '1.2 Describe your business activities' with a large text input box; '1.3 Annual revenue in the reporting year' with a text input box and a 'USD' dropdown; '1.4 Number of employees in the reporting year' with a text input box; and '1.4.1 Full-time equivalent (FTE) or headcounts' with a dropdown menu set to 'Select value'.

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.**

**Legal Disclaimer:** This document, including but not limited to all text, graphics, photographs, artwork, and any other content contained herein is exclusively owned and controlled by the SME Climate Hub and We Mean Business Coalition, Inc. (referenced herein as "SME Climate Hub"). SME Climate Hub grants to you a personal, revocable, limited, non-exclusive, non-transferable, and non-sublicensable license to use this document in furtherance of the SME Climate Hub's charitable mission and conditioned on your continued compliance with the SME Climate Hub's Terms of Use. SME Climate Hub reserves the right at any time and on reasonable grounds to revoke your access to this document or to any portion thereof and this license will also terminate automatically if you fail to comply with SME Climate Hub's Terms of Use. For additional information, please refer to the SME Climate Hub's [Terms of Use](#).

