ARCHER

Version 6.10

Archer ESG Management 1.0 Guide

Contact Information

Archer Community at https://community.rsa.com contains a knowledgebase that answers common questions and provides solutions to known problems, product documentation, community discussions, and case management.

Trademarks

RSA Conference Logo, RSA, and other trademarks, are trademarks of RSA Security LLC or its affiliates ("RSA"). For a list of RSA trademarks, go to https://www.rsa.com/en-us/company/rsa-trademarks. Other trademarks are trademarks of their respective owners.

License Agreement.

This software and the associated documentation are proprietary and confidential to RSA Security LLC or its affiliates are furnished under license, and may be used and copied only in accordance with the terms of such license and with the inclusion of the copyright notice below. This software and the documentation, and any copies thereof, may not be provided or otherwise made available to any other person. No title to or ownership of the software or documentation or any intellectual property rights thereto is hereby transferred. Any unauthorized use or reproduction of this software and the documentation may be subject to civil and/or criminal liability. This software is subject to change without notice and should not be construed as a commitment by RSA.

Third-Party Licenses

This product may include software developed by parties other than RSA. The text of the license agreements applicable to third-party software in this product may be viewed on the product documentation page on RSA Link. By using this product, a user of this product agrees to be fully bound by terms of the license agreements.

Note on Encryption Technologies

This product may contain encryption technology. Many countries prohibit or restrict the use, import, or export of encryption technologies, and current use, import, and export regulations should be followed when using, importing or exporting this product.

Distribution

Use, copying, and distribution of any RSA Security LLC or its affiliates ("RSA") software described in this publication requires an applicable software license.

RSA believes the information in this publication is accurate as of its publication date. The information is subject to change without notice.

Contents

Chapter 1: ESG

The ESG use case is designed to provide a framework to help organizations manage their ESG (Environmental, Social, and Governance) programs.

The use case enables you to assess what material topics matter most to your stakeholders, select the standards and gather the metrics your organization wants to report on, report on metric performance against thresholds and objectives, and mitigate issues with metrics that don't meet thresholds.

For the key features and benefits of this use case, see the Data Sheet at https://www.archerirm.com/esg.

- Read more about the use case design
- Learn how the use case works
- Install and set up the use case

Chapter 2: ESG Use Case Design

This topic contains high-level use case design information.

Architecture Diagram

The following diagram shows the relationships between the applications in the ESG use case.
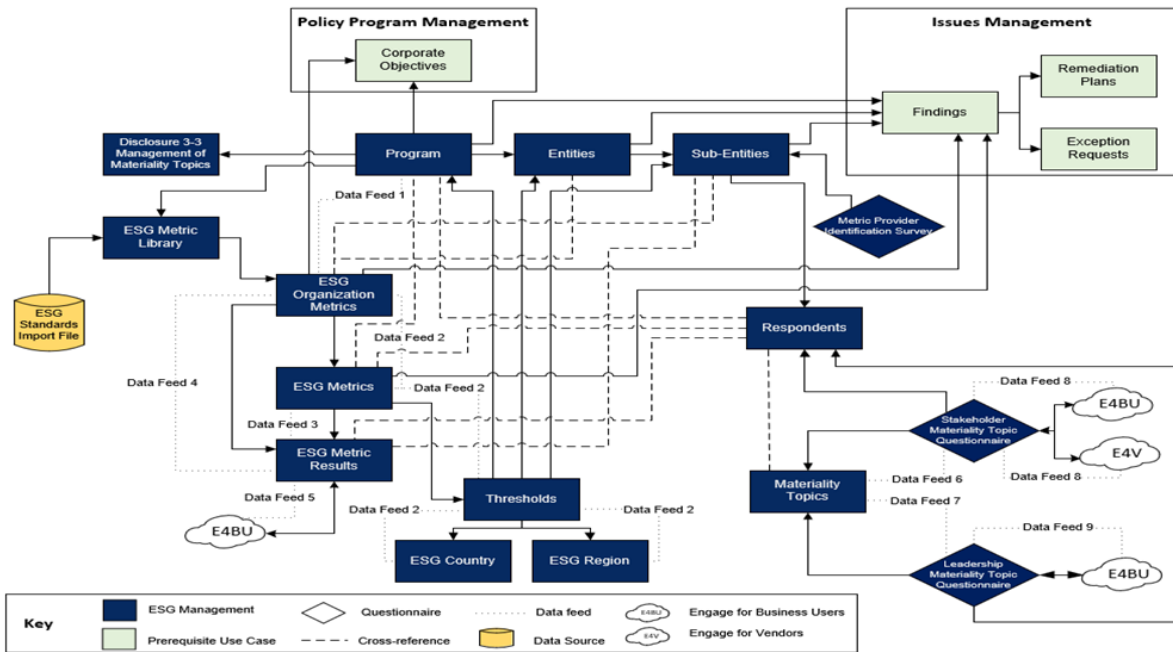
Applications

Application	Description
Program	Functions as a central hub for managing your ESG program, including your objectives, stakeholders, organizational details, materiality assessments, metrics, and metrics results.
Entities	Represents the top level in your organizational hierarchy which is a layer above the individual sub-entity. Combined with the ESG Sub-Entities application, this application supports aggregated ESG reporting across your organization.

Application	Description
Sub-Entities	Represents the lowest and most granular level in your organizational hierarchy. All ESG metrics are gathered and reported at the sub-entity level. If your entity does not have any sub-entities, you must manually create a sub-entity record that mirrors the entity record in order to collect the metric information.
ESG Regions	Holds the aggregated metric values by region, which are generated by a data feed.
ESG Country	Holds the aggregated metric values by country, which are generated by a data feed.
ESG Metric Library	Contains the latest version of the following standards and their metrics, available within the solution. • SASB • GRI These metrics become organization metrics once your organization decides which standard or standards it is using.
ESG Organization Metrics	Identifies the metrics deemed most critical for the organization to track. They are created automatically from the ESG Metric Library application.
ESG Metrics	Each ESG Metric represents a combination of organization metric, respondent, and sub-entity. For each organization metric, based on the assigned role type, the system will generate individual ESG metric records to be assessed for each user assigned that role for each of the organization's sub-entities. For example, say you have a "Total Heating Sold" organization metric, you've identified the CIO role as the person to provide that information, and only 2 of your 5 sub-entities collect this metric and have a respondent assigned that role. The system will generate 2 ESG metrics: 1. Org Metric Name | Sub-Entity 1 Name | Respondent 1 Name 2. Org Metric Name | Sub-Entity 2 Name | Respondent 2 Name
Thresholds	Allows you to specify a target threshold value for each numeric metric at the organization, region, country, entity, and sub-entity level.
ESG Metric Results	Contains the metrics sent out through Archer Engage and the values returned.

Application	Description
Stakeholder Materiality Topic Questionnaire	Allows you to capture stakeholder (internal and external) views on the materiality topics so that you can identify and analyze what matters most to them. Users complete assessments in Archer Engage.
Leadership Materiality Topic Questionnaire	Allows you to capture leadership's views on the materiality topics selected by stakeholders. The questionnaire also allows you to capture the Organization Overall View as well as the Region Overall View and the Country Overall View for each region and country the organization operates in. Leadership members complete assessments in Archer Engage.
Material Topics	Captures feedback from the material topic assessments (stakeholder and leadership). This application is populated by a data feed, with one record created for each topic answered by the stakeholder or leadership member.
Disclosure 3-3 Management of Materiality Topics	For GRI standards, allows you to document your management approach for your material topics and link them to disclosure topics where applicable.
Respondents	Allows you to document information about any users that will be involved in the materiality assessment and metric gathering process, such as internal and external stakeholders, leadership members, and metric providers. This application also enables you to capture the Organization Overall View of the material topics as well as the Region Overall View and the Country Overall View for the individual regions and countries.
Metric Provider Identification Survey	Allows you to ask chosen individuals to nominate an individual for a particular role and sub-entity combination. If that nominee is approved, they are added to the ESG Respondents application and can be assigned metrics.

Personas and Access Roles

The following table describes the two main personas that the ESG use case was designed for.

Persona	Description
ESG Administrators	Users responsible for the set up and day to day management of the ESG solution. These tasks include replicating the organization structure within the solution, setting up the users, making the required metrics available to the organization for collection, and sending out ad-hoc materiality assessments.

Persona	Description
ESG Executives	Executives with responsibility for ESG and sustainability. Their focus is the reports that can be created from the ESG solution. These users use information obtained from the materiality assessment to decide which standards are most appropriate for the organization to use for ESG reporting. They can then use the reports to see how well the organization is tracking against its metric threshold targets at the individual sub-entity, entity, country, region, and overall organization levels.

For a complete list of access roles and detailed, page-level access rights, see the *Data Dictionary*.

For a complete list of application record permission fields, including which user/groups fields populate the fields and where the fields inherit permissions from, see the *Data Dictionary*.

Dashboards

The use case provides the following dashboards.

Dashboard	Description
Materiality - Decision Useful Overview	Provides an overview of your materiality topics by EES category, PPPP category, EES impact, country, and region.
Materiality - Decision Useful Details	Breaks down your materiality topics by influence (both stakeholder and leadership views and by different categories) and displays your organization's overall view.
Materiality - PMO Overview	Displays the number of stakeholder and leadership responses on influence impact for EES categories and PPPP categories.
Materiality - PMO Details	Provides insight on stakeholder and leadership opinions on influence ratings and allows you to visualize the differences between the two sets of answers.
Metrics - Decision Useful Overview	Allows you to view ESG objectives by performance status, view metrics by threshold status, and track metric performance against thresholds.
Metrics - PMO Overview	Displays ESG metrics by provider roles, ESG category, standards, region, and country.
Thresholds - Decision Useful Overview	Displays metrics that have and have not met set thresholds, shows metrics by standards and topics and ESG categories and topics, and allows visibility into metrics without thresholds set.

Dashboard	Description
Administrator - Overview	Provides status information about metrics (such as past due metrics and metrics without an active respondent) and questionnaire respondent statuses.

Data Feeds

The use case provides the following data feeds. For instructions on setting up the feeds, see Setting Up ESG Data Feeds.

Data Feed	Description
1 - ESG Org Metric Generation	This Archer-to-Archer feed starts the entire metric process. The "1-DFM: Create ESG Org Metrics from Library Records" report in the ESG Metric Library combines any required metrics based on the selected standard/industry/sector along with any optional metrics that may have been selected by the ESG administrator.
2 - ESG Metrics Generation with Thresholds	This Archer-to-Archer feed is the second part of the metric generation process. After the ESG Administrator has configured the organization metric information, and defined sub-entities and metric providers, this feed generates the ESG metrics and their related threshold records.
3 - ESG Metric Results Generation	This Archer-to-Archer feed is the first part of the metric result generation process, where individual ESG Metric Results records are created.
4 - ESG Metric Results Generation for Activity Metrics	This Archer-to-Archer feed completes the same steps as the previous feed, only for organization metrics of the Activity type, which do not have a child ESG Metric record generated. The metric results are directly tied to the organization metric rather than the ESG metric.
5 - ESG Metric Results: Bulk Publish	This JavaScript data feed is an optional feed to automate the publishing of Metric Results records to Engage. For more information, see Using ESG with Engage.
6 - Stakeholder Materiality Topic Questionnaire Processing	This Archer-to-Archer feed parses the results supplied in the Stakeholder Materiality Topics Questionnaire into individual records for reporting purposes. Any sections that are left blank are excluded, leaving only the subset of content that has been evaluated by the respondent.
7 - Leadership Materiality Topic Questionnaire Processing	This Archer-to-Archer feed parses the results supplied in the Leadership Materiality Topics Questionnaire into individual records for reporting purposes. Any sections that are left blank are excluded, leaving only the subset of content that has been evaluated by the respondent.

Data Feed	Description
8 - Stakeholder Materiality Topic Questionnaire - Internal Stakeholders Bulk Publish	This is an optional JavaScript data feed to automate the publishing of internal stakeholder questionnaires to Engage. For more information, see Using ESG with Engage.
9 - Stakeholder Materiality Topic Questionnaire - External Stakeholders Bulk Publish	This is an optional JavaScript data feed to automate the publishing of external stakeholder questionnaires to Engage. For more information, see Using ESG with Engage.

Data Dictionary

The Data Dictionary contains configuration information for the use case.

You can obtain the Data Dictionary for the solution by contacting your Archer Account Representative.

Chapter 3: Using ESG

The ESG use case supports the following processes.

Defining your organization context

Before you can assess materiality and metric reporting, you must define the relevant organizational details for your ESG program, such as the entities that will be subject to reporting and the corporate objectives that drive your ESG initiatives. For more information, see Defining Your Organizational Context.

Assessing materiality

The use case allows you to determine which material topics matter most - and where they matter most - to your stakeholders and the organization. First, you identify the material topics that matter most to and have the greatest influence on your stakeholders. Next, after all the stakeholder feedback has been gathered, the organization's leadership assesses all the material topics selected by the stakeholders and gives their views on each topic's influence on the business. Finally, once all the feedback from both stakeholders and leadership is reviewed, a single organization overall view is provided for each material topic. For more information, see Assessing Materiality.

Metric reporting

Once you've determined your material topics and selected the most appropriate standards, the use case enables you to gather the metrics that matter most to your organization, report on metric performance against thresholds and objectives, and document issues with metrics that don't meet thresholds.

The use case allows you to gather metrics based on the standards that your organization has decided to report on. The ESG Metric Library allows you to import the latest version of the SASB and GRI standards, which you can use as the blueprint for your organization metrics.

For more information, see Generating, Collecting, and Reporting on Metrics.

Defining Your Organizational Context

Before you can assess materiality and metric reporting, you must define the relevant organizational context for your ESG program, such as the entities and sub-entities that will be subject to reporting and the corporate objectives that drive your ESG initiatives.

Create your ESG program and document organizational details

The Program record is where you manage your ESG objectives, stakeholders, organizational details, materiality assessments, and it is also where you establish organization metrics for metric result collection and reporting and document findings that require remediation or acceptance.

Users: ESG Administrators

1. In the Program application, create a new record. Provide overview information about your program and the users who will manage it.

   > **Note:** Your program name may reflect your overall organization ('Acme's ESG Program") or perhaps your efforts over an individual year ("Acme's ESG Program - 2022").

2. On the Organizational Details tab, document your entities and sub-entities that will be subject to ESG reporting and the corporate objectives that drive your ESG initiatives.

   In a Sub-Entity record, you can also set the ESG standards, sectors, industries, reporting currency, and environmental factors that apply to that sub-entity.

   > **Note:** When you select sectors and industries in the sub-entity, verify that they are within the scope of your sector and industry selections at the program level.

   Entities must have at least one sub-entity. If you have an entity that doesn't have a sub-entity, you must manually create a placeholder sub-entity so that all metrics can be collected at the sub-entity level. All sub-entities are a child of one and only one entity.

Assessing Materiality

The ESG use case allows you to determine which material topics matter most - and where they matter most - to your stakeholders and the organization. First, you identify the material topics that matter most to and have the greatest influence on your stakeholders. Next, after all the stakeholder feedback has been gathered, the organization's leadership assesses all the material topics selected by the stakeholders and gives their views on each topic's influence on the business. Finally, once all the feedback from both stakeholders and leadership is reviewed, a single organization overall view is provided for each material topic.

Task 1: Document stakeholders

Users: ESG Administrators

1. In the Respondents application, create a record for each stakeholder (both internal and external) from whom you want to solicit opinions about which topics are material to them.

2. From the Respondent Type list, select either Internal Stakeholder or External Stakeholder, and select a Stakeholder Role.

3. If you are documenting an external stakeholder, enter their organization name.

Task 2: Document leadership

Users: ESG Administrators

1. In the Respondents application, create a record for each member of the organization's leadership whom you will ask to provide feedback on all the material topics selected by the stakeholders.

2. In the Respondent Type field, select Leadership, and select a Leadership Role.

Task 3: Collect stakeholders' views on which topics are material to them and where

Users: ESG Executives

Use the Stakeholder Materiality Topic questionnaire to collect the stakeholders' views on the material topics. The questionnaire has 56 material topics sections, but the stakeholders only need to complete those sections that matter most to them. Stakeholders complete their assessments in Archer Engage. When completed, assessments are fed back into Archer and records are created in the Material Topics application, with one record created for each topic section completed. Your organization should determine when and how often to send out these questionnaires.

> **Note:** For information about modifying the out-of-the-box questionnaire, see Modifying the Material Topics Data Feeds.

1. In the Stakeholder Materiality Topic questionnaire, create a new record and select your stakeholder as the target. If needed, adjust the required submission date and enter any additional guidance that you want to give your stakeholders.

   > **Note:** By default, the required submission date is 15 days out.

2. Send your assessment to Engage. You can either publish assessments individually or use either the Stakeholder Materiality Topic Questionnaire - Internal Stakeholders data feed or Stakeholder Materiality Topic Questionnaire - External Stakeholders data feed (depending on whether your stakeholders are internal or external) to publish them in bulk. Assessments for internal stakeholders are sent to Engage for Business Users and assessments for external stakeholders are sent to Engage for Vendors.

   When a stakeholder submits their questionnaire through Engage back into Archer, the Stakeholder Materiality Topic Questionnaire Processing data feed creates a record in the Material Topics application for each material topic section the stakeholder completed. For example, if your stakeholder answered 10 out of 56 sections in the survey, the feed creates 10 Material Topic Influence records.

Task 4: Assess topics selected by the stakeholders relative to organizational imperatives

Users: ESG Executives

Once your organization has decided that you have received back all the stakeholder questionnaires that you need, you need to assess leadership's views on the material topics selected by the stakeholders. The Leadership Materiality Topics Questionnaire is automatically adjusted so that it only contains sections for the material topics that were selected by the stakeholders. Only one stakeholder has to select a material topic for it to be included. Leadership members are required to complete all sections.

Leadership completes their assessments in Archer Engage. When completed, assessments are fed back into Archer and records are created in the Material Topics application, with one record created for each topic section completed.

> **Note:** For information about modifying the out-of-the-box questionnaire, see Modifying the Material Topics Data Feeds.

1. In the Leadership Materiality Topics questionnaire, create a new record and select your leadership member as the target. If needed, adjust the required submission date and enter any additional guidance that you want to give to leadership.

   > **Note:** By default, the required submission date is 15 days out.

2. Send your assessment to Engage. You must publish assessments individually.

   When a member of the leadership submits their questionnaire through Engage back into Archer, the Leadership Materiality Topic Questionnaire Processing data feed creates a record in the Material Topics application for each topic section completed.

Task 5: Decide on the Organization Overall View for the material topics affecting the stakeholders

Users: ESG Executives

Once all input is gathered, you should complete a formal review of all the material topic information supplied by the stakeholders and leadership. You enter the result from the review using an Engage questionnaire, using a respondent record with the type Organization Overall View. This Organization Overall View is required for producing the Materiality Matrix report.

1. Create a record in the Respondents application, with the Respondent Type set to Organization Overall View. Complete all the same fields as you did for stakeholder or leadership respondents.

   > **Note:** There should only be one record with each Respondent Type set to Active at any one time.

2. Send the questionnaire out to the respondent created in step 1.

   The questionnaire will have only those material topic sections that appear on the Leadership Materiality Topics Questionnaire.

When this questionnaire is submitted through Engage back into Archer the Leadership Materiality Topic Questionnaire Processing data feed creates a record in the Material Topics application for each topic section completed.

Task 5: Decide on the Region Overall View and Country Overall View for the material topics affecting the stakeholders

Users: ESG Executives

1. Create two more records in the Respondents application, with the Respondent Types set to Region Overall View and Country Overall View. Complete all the same fields as you did for stakeholder or leadership respondents.

   Note: There should only be one record for each region (with the role type is Region Overall View) and one record for each country (when the role type is Country Overall View) set to active at any one time.

2. Send the questionnaires out to the respondents created in step 1.

   The questionnaires will have only those material topic sections that appear on the Leadership Materiality Topics Questionnaire.

3. When the questionnaires are submitted through Engage back into Archer the Leadership Materiality Topic Questionnaire Processing data feed creates a record in the Material Topics application for each topic section completed.

Task 6: Review the materiality matrix report

Users: ESG Executives

On the Materiality Assessment tab of the Program record, you can view the Materiality Matrix, which shows you - for each Material Topic - the average influence assigned to it by stakeholders against the influence assigned to it by the Organization's Overall View. This report can be filtered by topic type (People, Profit, Product), EES category (Environmental, Economic, Social), EES impact (Positive or Negative), and region.

The materiality report shows all of the material topics selected by the stakeholders and the Organization Overall View of those topics. The report shows for each material topic whether the stakeholders' and the organization's view converge or diverge.

Filters allow you to manipulate the report to view, for example, only those topics that are flagged as positive or negative or those that are environmental.

If you have licensed and integrated with Tableau, there is also a version of this report that you can view in Tableau.

  Note: For more information about integrating with Tableau, see the Archer Exchange.

Generating, Collecting, and Reporting on Metrics

Once you've determined your material topics and selected the most appropriate standards, the use case enables you to generate the metrics that matter most to your organization, report on metric performance against thresholds and objectives, and document issues with metrics that don't meet thresholds

The use case allows you to gather metrics based on the standards that your organization has decided to report on. The ESG Metric Library allows you to import the latest version of the SASB and GRI standards, which you can use as the blueprint for your organization metrics.

To report on a standard, you must collect all of its mandatory metrics, and also any optional ones that you want to include. When you apply a standard to a sub-entity, it means that all the mandatory metrics for that standard must be collected for that sub-entity at the indicated frequency.

If you are using SASB standards, you will have two different types of metrics:

- Accounting metrics are exactly like all the other standards' metrics and are collected at the sub-entity level.

- Activity metrics are collected at the organization level and are used to normalize the reported accounting metrics so that like is compared with like when organizations are judged relative to each other. Activity metrics are typically collected once a year, or perhaps quarterly, have no thresholds, and are not aggregated.

Before you begin

Populate the ESG Metric Library.

Task 1: Select your standards and metrics

Users: ESG Administrators

First, you need to select the specific standards and metrics from the ESG Metrics Library that your organization wants to measure. These are your organization metrics.

To report on a standard, you must collect all of its mandatory metrics, and also any optional ones that you want to include. All in-scope metrics of the accounting type are collected at the sub-entity level and all in-scope metrics of the activity type are collected at the organization/program level.

1. In the Program application, go to the Organization Metrics tab, and in the Organization Details section, select the standard or standards that apply to your organization.

   If you select GRI, also select the applicable sectors, industries, and disclosure topics. If you select SASB, select the applicable sectors and industries.

   Note: If you select GRI, you must also document Disclosure 3-3. See Task 2.

2. Click Save.

Depending on your selections in the Organization Details section, the system auto-selects the applicable mandatory SASB and GRI metrics in an off-layout calculated cross-reference field.

3. In the Applicable ESG Library Metrics section, document any of the optional metrics that you want to measure. Click Lookup and select the optional metrics from the list. The list is filtered to only display those optional metrics that match your sector/industry/topic selections.

4. Next you can generate organizational metrics from the library. In the Organizational Metric Generation section, select Queued, and then click Generate Organizational Metrics. The ESG Org Metric Generation data feed runs and copies the selected library records into the Organizational Metrics application, and they are displayed in the ESG Organization Metrics section in the program record. The organization metrics are also associated with their related sub-entities.

Task 2: Document Disclosure 3-3 Management of Materiality Topics

Note: This task is required if you have selected any GRI standards.

For GRI, you are required to describe your management approach for every disclosure topic or group of disclosure topics. Disclosure 3-3 specifies what must be included in the management approach and, ultimately, your ESG reporting. The management approach to disclosure topics is determined at the organization level. The same management approach can be applied to more than one disclosure topic or it can be Bespoke and linked to none.

The Disclosure topic dropdown is used to specify whether it's Bespoke or link it to one or more disclosure topic(s) from the drop-down list provided.

1. In the Program record > Organization Metrics tab > GRI Disclosure 3-3 grid, add a new record.

2. In the Material Topic field, enter a material topic the organization has chose to prioritize based on its analysis of the feedback obtained from the materiality assessments.

3. In the Disclosure Topic field, link it to one or more applicable disclosure topics or select Bespoke, if it links to none.

4. Document the impacts, activities and business relationships, policies, actions, and the effectiveness of your actions.

Task 3: Define your organizational metrics

Users: ESG Administrators

In the ESG Program application, in the ESG Organizational Metrics section, for each metric in the inline edit grid, set the values in the following fields. These values will apply to every sub-entity that reports on the metric (if it is of the accounting type).

- Respondent role: the type of user best suited to provide this metric. This field helps determines who will be responsible for providing metric results for a metric in Engage. There must be an active respondent with a Respondent Type of Metric Provider in the Respondents application for every sub-entity/role combination that is reporting on this metric.

  For example, say you have a "Percentage Renewable" metric which will be collected for 3 sub-entities. You assign the COO role to the metric, as the type of user best suited to provide this info. Each of your sub-entities must have a user assigned the COO role and the Metric Provider respondent type. These users will then be responsible for providing metric results in Engage for the generated metrics.

  The Organization Roles field at the top of the Organization Metrics tab provides a summary of all the respondent roles that you defined for your organization metrics.

- Frequency: the collection frequency your organization requires for this metric information. The metric can be collected monthly, quarterly, biannually or annually. This frequency along with the last Required Submission Date value determines when the next metric result is automatically generated.

- Reported value type: determines how the value provided for a metric will be aggregated. There are two values: Year to Date and Incremental. Year to Date means that the most recent value provided is displayed in the Most Recent Reported Value field. Incremental means that the most recent value is added to the previous values provided to get the Incremental Year to Date value as well.

- Unit of measure: you can change this value only for metrics where the unit of measure type is variable and you can only set it to a multiple of the default value.

  > **Note:** If your unit of measure is Reporting Currency, also define your reporting currency. This value is carried down to the ESG Metric and ESG Metric results levels and is available in Engage for a metric provider if they are entering a financial value.

- Corporate objectives: which corporate objective drives this metric.

> **Note:** If your organization decides that a mandatory metric is outside the scope of your ESG reporting and you will not collect data for this metric, in the organization metrics record you can set the Scope field to Outside Scope and provide a rationale. However it is important to note that this may not be acceptable for a future ESG audit.

Task 4: Define metric respondents and generate metrics

Users: ESG Administrators

> **Note:** All of your organization's entities and sub-entities must be set up in the Entities and Sub-Entities applications before the metrics can be collected and reported on.

Next, you'll generate ESG metrics from your organization metrics. ESG metrics are those that you will actually collect and report on, through periodic collection through the ESG Metric Results application. In order to generate ESG metrics, each of your sub-entities must have a metric provider identified for the role defined in the organization metric.

1. On the Administrator dashboard, use the Metrics with Inactive Respondents report to identify any sub-entities that do not have a metric provider identified for a given role.

2. Use the Metric Provider Identification Survey to ask members of your organization to nominate the individuals for a given sub-entity and role combination who are best suited to provide metric information. The assessment asks for both a primary and a backup nominee.

3. Review the primary nominated individuals and, if acceptable, enter them into the Respondents application, with a Respondent Type of Metric Provider.

   Important: Every sub-entity that is reporting against this organization metric must have one and only one active respondent with the appropriate Metric Provider type.

4. Open the Program application and go to Respondents & Metrics tab.

   Note: Respondents assigned to every sub-entity roll up to the program automatically. The ESG Respondents section displays all Respondents with a type of Metrics Provider and the Respondent Roles field provides a summary of the metric provider roles from your respondents.

5. In the ESG Metrics Generation section, select Queued, and click Generate ESG Metrics. The ESG Metrics Generation From Respondents with Thresholds data feed runs and creates one metric record for each unique combination of organization metric (in scope and accounting type), active respondent, and sub-entity.

   For example, say you have a "Total Heating Sold" organization metric, you've identified the CIO role as the person to provide that information, and only 2 of your 5 sub-entities collect this metric and have a respondent assigned that role. The system will generate 2 ESG metrics:

   1. Org Metric Name | Sub-Entity 1 Name | Respondent 1 Name

   2. Org Metric Name | Sub-Entity 2 Name | Respondent 2 Name

   Note: ESG metrics are only generated when the requisite role is covered at the sub-entity level. Thresholds are only applicable to numeric metrics.

Task 5: Set threshold values

Users: ESG Administrators

The ESG Metrics Generation feed also creates a threshold record per threshold type (organization, entity, sub-entity, country, and region) for every metric that has a value type of numeric. Only one threshold record is created for metrics with a value type of text. You must set values for each threshold.

On the Decision Useful - Thresholds dashboard, you can use the Threshold Types by Thresholds Not Set report to identify thresholds that need to be set.

Task 6: Generate metric results and publish to Engage

Users: ESG Administrators

After you generate metrics, two scheduled data feeds run and create metric results records, based on frequency and last generated date. One feed creates accounting metrics, the other creates activity metrics.

> **Note:** Activity metrics are collected at the organization metric level. Verify that you have identified the relevant respondents at the organization metric level. You can use the Activity Metrics with Inactive or No Respondents report on the Administrator dashboard to identify any missing respondents.

Metric results records are then ready to be published to Engage so that respondents can provide the necessary information. You have two options for publishing:

- Manually, within the metric result record.
- In bulk, using the ESG Metric Results: Bulk Publish data feed.

The metric will have a required submission date by which the data must be provided, and reminders will be sent to the metric provider 3 days prior and on the due date.

As users complete metrics in Engage, the Engage Agent checks for results every 15 minutes and enters them in the metric results record.

Task 7: Aggregate and view metric results

Users: ESG Program Owners

You can view how many metric results have been returned either on the individual metric record or on the administrator dashboard.

Metrics are aggregated at organization, region (ESG Regions), country (ESG Countries), entity, and sub-entity (ESG Metric Results) level and evaluated against the thresholds set for each type.

Every numeric metric is aggregated separately at organization, region (ESG Regions), country (ESG Countries) entity and sub-entity level and evaluated against the threshold set for it at that level.

Aggregation for metrics that have a value type of Numeric or Amount is determined by the individual metric's aggregation type in the ESG Metric Library. The aggregation types are average, sum, min and max. It is possible to set a distinct target threshold for any individual metric that can be aggregated at each of the 5 aggregation levels. These are held on ESG Thresholds.

For metrics that have ratio as the unit of measure, the antecedent and consequent are captured separately from Engage in the Metric Results record. At the threshold level aggregation is performed individually for the antecedant and consequent.

> **Note:** Metrics that have a Value Type of Text cannot be aggregated.

Users: ESG Executives

ESG metric reports allow you to quickly identify and focus in on those metrics that are performing badly against their target thresholds. You can drill down from the highest level (topics separated into their ESG category) to the lowest level (metrics at the sub-entity level and instantly see which metrics are performing well and meeting target thresholds (green) and which metrics are not meeting target thresholds and you need to be concerned about (red).

Reports show performance over time so that you can see whether the metric is converging or diverging from its target threshold. You can use filters to view the data from different angles.

Task 8: Wrap up and action steps

Users: ESG Administrators

In the Program record, on the Wrap Up & Action tab, document any program-level findings that are a result of metrics not meeting thresholds. For each finding, you can also create remediation plans or exception requests.

You can also document findings against entities, sub-entities, organization metrics, and ESG metrics, if needed.

Chapter 4: Installing and Setting Up ESG

Complete the following tasks to install the ESG use case.

Task 1: Prepare for the installation

1. Ensure that your Archer system meets the following requirements:

   - Archer Platform version 6.10.

   - Valid license for ESG 1.0.

   - You have already installed the following use case: Issues Management

   - A license that includes access to Engage for Business Users and Engage for Vendors.

   - A user account on the Platform with access rights to the Data Feed Manager.

   - User account on the Archer Community to download the use case files.

2. Download the use case file(s) from the Archer Community.

   The following files are included in the Archer_6.10.P1_ESG_Use_Case_Package.zip file:

   - Use case install package, Archer_6.10.P1_ESG_Install_Package.zip.

     Note: Data feeds are included in the package file. The BulkPublish_v1.js signed JavaScript file is located in the Data Feeds folder in the package.

3. Obtain the *Data Dictionary* for the use case by contacting your Archer Account Representative. The *Data Dictionary* contains the configuration information for the use case.

4. Read and understand the "Packaging Data" section of the Archer Platform Help.

Task 2: Update the license key

You must update the license key if you are installing a new application, questionnaire, workspace, or dashboard.

The administrator (a web or database administrator) on the server on which the Archer Control Panel resides must update the license key in the Archer Control Panel before the application package is imported in order for the new items to be available for use.

1. Open the Archer Control Panel.

2. From the Instance Management list, click to expand the Instances list.

3. Right-click the instance that you want to update, and click Update License Key.

4. Update the applicable information: Serial Number, Contact Info, and Activation Method.

5. Click Activate.

Task 3: Install the packages

Installing a package requires that you import the package file, map the objects in the package to objects in the target instance, and then install the package. See Installing the Package.

Task 4: Perform post-installation cleanup

The package installation does not update some attributes of objects, or delete obsolete objects that are not included in the current solution. Compare the objects in your database with the information in the *Data Dictionary* to determine which objects are obsolete or have been updated. See Post-Installation Cleanup.

Task 5: Set up data feeds

You must import and schedule each use case data feed that you want to use. See Setting Up Data Feeds.

Task 6: Set up data imports

You must import each use case data files that you want to use. See Importing Content into the Metric Library.

Task 7: Test the installation

Test the ESG use case according to your company standards and procedures, to ensure that the use case works with your existing processes.

Installing the ESG Package

Task 1: Back up your database

There is no Undo function for a package installation. Packaging is a powerful feature that can make significant changes to an instance. Back up the instance database before installing a package. This process enables a full restoration if necessary.

An alternate method for undoing a package installation is to create a package of the affected objects in the target instance before installing the new package. This package provides a snapshot of the instance before the new package is installed, which can be used to help undo the changes made by the package installation. New objects created by the package installation must be manually deleted.

Task 2: Import the package

1. From the menu bar, click ⬧ > Application Builder > Install Packages.

2. In the Available Packages section, click Import.

3. Click Add New, then locate and select the package file that you want to import.

4. Click OK.
   The package file is displayed in the Available Packages section and is ready for installation.

Task 3: Map objects in the package

1. From the menu bar, click ⬧ > Application Builder > Install Packages.

2. In the Available Packages section, locate the package you want to map.

3. In the Actions column, click 📖 for that package.
   The analyzer examines the information in the package. The analyzer automatically matches the system IDs of the objects in the package with the objects in the target instance and identifies objects from the package that are successfully mapped to objects in the target instance, objects that are new or exist but are not mapped, and objects that do not exist (the object is in the target but not in the source).

   When the analyzer is complete, the Advanced Package Mapping page lists the objects in the package file and corresponding objects in the target instance. The objects are divided into the following categories:

   - Access Roles

   - Applications

   - Dashboard

   - Data Feeds

   - Folders

   - Global Values Lists

   - Groups

   - iViews

   - Languages

   - Letterheads

   - Questionnaires

   - Solutions

- Sub-forms
- Workspaces

4. On the Advanced Mapping page, click to open each category and review the icons next to each object to determine which objects you must map manually.
The following table describes the icons.

Icon	Name	Description
⛔	Awaiting Mapping Review	Indicates that the system could not automatically match the object or one of its children to a corresponding object in the target instance. Objects marked with this icon must be mapped manually. New objects should not be mapped. Select Do Not Map from the drop-down menu to clear this icon for an individual object, or click Do Not Map to clear the icon for all unmapped objects.
✅	Mapping Completed	Indicates that the object and all children are mapped to objects in the target instance, or that they have been marked as Do Not Map. Nothing more needs to be done with these objects in Advanced Package Mapping.

Note: You can run the mapping process without mapping all objects. The ⛔ icon is for informational purposes only.

5. For objects awaiting mapping review, do one of the following:

- To map each object individually, use the drop-down menu in the Target column to select the object in the target instance to which you want to map the source object. To leave an object unmapped, select Do Not Map in the Target column.

- To automatically map all objects in a category that have different system IDs but the same object name as an object in the target instance, click Auto Map, select whether to ignore case and spaces when matching object names, then click OK.

- To mark all unmapped objects as Do Not Map, click Do Not Map.

Note: Click ▼ to enable filter fields that you can use to find specific objects in each mapping category. To undo your mapping selections, click Undo, then select whether to undo all mappings in the category or only the mappings on a single page. If you choose to undo all mappings, you will be returned to the categories list.

6. (Optional) To save your mapping selections and return to the categories list without committing changes to the target instance, click 🏠 .

7. After you review and map all objects, click Execute.

8. Select I understand the implications of performing this operation, and click OK.
   When the mapping is complete, the Import and Install Packages page is displayed.

   > **Important:** Advanced Package Mapping modifies the system IDs in the target instance. You must update any Data Feeds and Web Service APIs that use these objects with the new system IDs.

Task 4: Install the package

1. From the menu bar, click ![wrench icon] > Application Builder > Install Packages.

2. In the Available Packages section, locate the package file that you want to install, and click the file name or ![gear icon] at end of the row to open the Options menu.

3. In the Selected Components section, click the Lookup button to open the Package Selector window.

   • To select all components, select the top-level checkbox.

   • To install only specific global reports in an already installed application, select the checkbox associated with each report that you want to install.

   > **Note:** Items in the package that do not match an existing item in the target instance are selected by default.

4. Under the Translation Option drop-down menu, select an option for each selected component. To use the same Translation Option for all selected components, select a method from the top-level drop-down list.
   Note: The Translation Option is enabled only when a language is selected.
   The following table describes the options.

Option	Description
Full Install	Installs the component and its translations from the selected languages.
Translations Only	Only installs the translations from the selected languages.

5. Under the Install Method drop-down menu, select an option for each selected component. To use the same Install Method for all selected components, select a method from the top-level drop-down list.

The following table describes the options.

Option	Description
Create New Only	Only creates new fields and other elements in the applications, questionnaires, workspaces, data feeds, and dashboards specified in the package file. This option does not modify any existing elements on your instance of Archer. This is useful when you want to add functionality to an existing application, questionnaire, workspace, dashboard, data feed, or access role, but you do not want to risk making any unwanted changes to the existing elements of workspaces, data feeds, or dashboards. iViews that are not currently on the dashboards that are selected for the package install are created. **Note:** The Create New Only option does not apply to access roles or languages.
Create New and Update	Updates all elements in the applications, questionnaires, workspaces, data feeds, and dashboards as specified in the package file. This includes adding new elements and updating existing elements. Existing iViews on the dashboards that are selected for the package install are updated, and iViews that are not currently on the dashboards that are selected for the package install are created. **Note:** The Create New and Update option does not apply to access roles or languages.

6. Under the Install Option drop-down menu, select an option for each selected component. To use the same Install Option for all selected components, select an option from the top-level drop-down list.

The following table describes the options.

Option	Description
Do not Override Layout	Installs the component, but does not change the existing layout. This is useful if you have a lot of custom fields and formatting in your layout that you do not want to risk losing. You may have to modify the layout after installing the package to use the changes made by the package. **Note:** The Do not Override Layout option does not apply to access roles or languages.
Override Layout	Updates the layout as specified in the package file, overwriting the existing layout. **Note:** The Override Layout option does not apply to access roles or languages.

7. Click Continue to advance to the next object category in the Package Selector, and repeat steps 4 to 6. After reviewing all object categories, click OK.

8. To deactivate target fields and data-driven events that are not in the package, in the Post-Install Actions section, select the Deactivate target fields and data-driven events that are not in the package checkbox. To rename the deactivated target fields and data-driven events with a user-defined prefix, select Apply a prefix to all deactivated objects, and enter a prefix. This can help you identify any fields or data-driven events that you may want to review for cleanup post-install.

9. Click Install.

10. Click OK.

Task 5: Review the package installation log

1. From the menu bar, click 🔧 > Application Builder > Install Packages.

2. In the Package Installation Log section, click the package that you want to view.

3. In the Package Installation Log page, in the Object Details section, click View All Errors.

   Note: To view individual logs, in the Errors column of the log you want to view, click the Failures link or Warnings link. Clicking View All Errors, Failures, or Warnings opens the specific errors on a different page.

4. Click the Export icon to export the log file.

5. Click Close.

For a list of packaging installation log messages and remediation information for common messages, see Package Installation Log Messages.

Performing Use Case Cleanup Post-Installation

Task 1: Review and fix dependencies on other use cases

After you have installed the use case, certain items may not appear or function as designed because they are dependent on use cases that you have not licensed. For example, a calculated field that references an application outside of this use case will not validate unless you have also licensed another use case that contains that application. The following sections list the most common dependencies and provide steps to resolve the dependencies. In each section, the Related Use Case column lists the use case(s) that you may or may not have licensed. If you have licensed any of the listed use cases, you can skip that row. If you have not licensed any of the listed use cases, then the dependencies apply to your installation and you may want to resolve them.

Note: Resolving these dependencies is not required. You may opt to skip this step, but leaving these fields as they are may cause confusion or generate calculation errors.

Review the following sections and resolve any dependencies that apply to your installation. You only need to resolve any dependencies that apply to use cases you have not licensed.

Task 2: Delete obsolete objects

Packaging does not delete obsolete objects. Delete these objects because they may affect how the applications function. Follow these guidelines:

- If you select Override Layout when you install the package, the package installation process removes old fields from the layout, if those fields do not also exist on the Source Package layout. All fields removed from the layout are in the Available Fields list.

- Evaluate your need for certain data driven events (DDE), pre-existing rules, and actions that were not updated through Packaging. Delete any obsolete rules and actions.

- Verify the DDE and calculation order and update it if necessary.

- Evaluate pre-existing notifications and reports that Packaging did not update. Delete obsolete notifications and reports.

To ensure that all obsolete objects are deleted, compare the *Data Dictionary* to your environment. For more information about objects, see "Packaging" in the Archer Platform Help.

Task 3: Validate formulas and calculation orders

Follow these guidelines on validating formulas and calculation orders:

- The packaging process logs an error if a formula does not validate. This error may be caused by a formula that references applications or fields that do not exist in the instance and were not part of the package (for example, fields in applications that are part of a different use case). Review those fields to determine if they are needed.

  - If a field is needed, modify the formula to remove references to applications or fields that do not exist in your instance. Fields that do not exist in your instance are identified with an exclamation mark.

  - If a field is not needed, delete the field or remove it from the layout. If the field is not deleted, removing the formula prevents errors from being written in the log files when records are saved.

- Verify the order of calculations for each application and sub-form in the use case. See the *Data Dictionary* for calculation orders for each individual application or sub-form.

- Update the order of calculations as needed for each application and sub-form in the use case.

For more information about deleting objects, see Deleting Fields in the Archer Platform Help.

Task 4: Verify key fields

Packaging does not change key fields. To verify the key fields in each application, see the *Data Dictionary*.

Task 5: Update record permissions fields

Packaging does not remove inherited record permissions fields or user/groups populated in a record permissions field. To verify the record permissions fields in each application, see the *Data Dictionary*.

Setting Up ESG Data Feeds

If you need to modify the out-of-the-box questionnaires, see Modifying the Material Topics Data Feeds.

Import the data feeds in the following order:

- 1 - ESG Org Metric Generation
- 2 - ESG Metrics Generation with Thresholds
- 3 - ESG Metric Results Generation
- 4 - ESG Metric Results Generation for Activity Metrics
- 5 - ESG Metric Results: Bulk Publish
- 6 - Stakeholder Materiality Topic Questionnaire Processing
- 7 - Leadership Materiality Topic Questionnaire Processing
- 8 - Stakeholder Materiality Topic Questionnaire - Internal Stakeholders Bulk Publish
- 9 - Stakeholder Materiality Topic Questionnaire - External Stakeholders Bulk Publish

Task 1: Import and configure data feed

1. From the menu bar, click ⚒ > Integration > Data Feeds.
2. If you did not install the data feeds through the package, import them in the above order.
3. Select the data feed you want to configure.
4. On the General tab, in the General Information section, select Active.
5. Select a data feed and go to the Source Connection tab of the data feed.

6. In the Logon Properties section, do the following:

   a. In the URL field, type: *YourServerName*/*VirtualDirectoryName*/ws/search.asmx

   b. Do one of the following:

      • Specify whether the current instance is set up for anonymous authentication.

      • Specify whether the current instance uses Windows Authentication and enter the specific credentials.

   c. In the User Name and Password fields, type the username and password of a Platform user that has API access and access to all of the records on the Platform instance (from which the data feed originates).

7. In the Transport Configuration section, do the following:

   a. Do one of the following:

      • To run the report with Windows credentials, select the Use Windows Authentication option. Single Sign-On (SSO) must be configured to use this option.

      • To run the report by a specific user, enter the credentials of the account that will be running the report in User Name and Password.

        Note: Use the account that has access role rights to the search.asmx page. The account could also be a content administrator with full access permissions to the content of the applications. Do not use the same account that you used to log on.

   b. In the Instance field, enter the name of the instance where the data feed originates (this is the same instance name you enter on the Login window).

8. Verify that key field values are not missing from the data feed setup window.

9. Do one of the following:

   • To continue configuring the data feed, go to the next task.

   • To finish setting up the feed later, click Save or Save and Close.

Task 2: Schedule a data feed

Important: A data feed must be active and valid to successfully run.

When you schedule your data feed, the Data Feed Manager validates the information. If any information is invalid, the data feed displays an error message. You can save the data feed and correct the errors later, but the data feed does not process until you make corrections.

You can set up data feeds to run automatically at regular intervals. This reduces the time and effort required to import data from an external file. You can initiate data feeds at various times and configure them to run in regular increments for an indefinite period of time.

You can also run the data feed immediately.

To prevent excess server load, schedule data feeds on a staggered basis. You can schedule a maximum of 10 data feeds to run at a time. If more than 10 data feeds are scheduled, each remaining data feed executes as the previous one completes.

A reference feed allows you to specify another feed. This indicates to the Data Feed Service that this feed will start running as soon as the referenced feed completes successfully.

1. Go to the Run Configuration tab > Schedule section.

2. Do one of the following to schedule your data feed.

   Run on Schedule

   You can configure your data feed to run on a defined schedule.

   The following table describes the fields in the Run on Schedule option.

Field	Description
Start Date	Specifies the date on which the data feed schedule begins.
Start Time	Specifies the time the data feed starts running.
Time Zone	Specifies the time zone in which the data feed schedule begins.
Recurring	Specifies the interval in which the data feed runs, for example, Minutely, Hourly, Daily, Weekly, or Monthly. • Minutely. Runs the data feed by the interval set. For example, if you specify 45 in the Every list, the data feed runs every 45 minutes. • Hourly. Runs the data feed by the interval set, for example, every hour (1), every other hour (2) and so forth. • Daily. Runs the data feed by the interval set, for example, every day (1), every other day (2) and, so forth. • Weekly. Runs the data feed based on a specified day of the week, for example, every other Monday (2), every third Monday (3), and so forth. • Monthly. Runs the data feed based on a specified week of the month, for example, on the first Monday of every month, on the second Tuesday of every third month, and so forth.
Every	Specifies the interval of the frequency in which the data feed runs.
On	Specifies the frequency of the days of the week on which the data feed runs.
Weekday	Specifies the days of the week on which the data feed runs.

   Run After

Runs a specified data feed before the current one. The Data Feed Service starts the current data feed after the referenced data feed completes successfully.

For example, you can select to have a Threats data feed run immediately after your Assets data feed finishes. From the Reference Feed dropdown, select the data feed that runs before the current data feed.

Run Now

Click the Run Now button in the toolbar on the Manage Data Feed page to run the data feed manually.

3. To save the data feed, click Save or Save and Close.

Importing Content into the Metric Library

The ESG use case allows you to import SASB and GRI metrics into the ESG Metrics Library application.

Import content

1. From the menu bar, click > 🔧 > Integration > Data Imports.

2. To open the Data Import Wizard, in the Manage Data Imports section, select the application into which you want to import data.

3. In the General Information section, click Browse.

4. From the File Upload window, click Add New, and select your .csv file. Click OK.

5. In the Format Options section, leave all the fields as default, and click Next.

6. From the General Information section, in the Import Type drop-down list, select Create New Records.

7. In the Import Field Mapping section, ensure that all the values in the Application Fields row match the column headers. If the value does not match, click the drop-down list for the items, and select the appropriate value.

8. Click Next.

9. Ensure that the summary information from the Data Import Wizard is correct, and click Import.

10. Repeat steps 1 – 9 for each content file that you want to import.

Using ESG with Engage

The ESG use case is built to work with both Archer Engage for Business Users and Engage for Vendors for sending assessments.

> **Note:** See the Engage for Business Users and Engage for Vendors documentation for instructions on installing and configuring the Engage Agent for each option.

Assessing materiality

The following questionnaires are pre-configured to send assessments to Engage:

- Stakeholder Materiality Topic questionnaire

  The stakeholder questionnaire can send assessments to Engage either through a Publish button custom object on the record or through a bulk publish data feed.

  - For internal stakeholders, use the Bulk Publish Materiality Assessment - Internal Stakeholders report and the 8 - Stakeholder Materiality Topic Questionnaire - Internal Stakeholders Bulk Publish data feed.

  - For external stakeholders, use the Bulk Publish Materiality Assessment - External Stakeholders report and the 9 - Stakeholder Materiality Topic Questionnaire - External Stakeholders Bulk Publish data feed.

  When you configure the feeds, you need the following:

  - An account with read access to the report

  - The report GUID

  - The Tracking ID field GUID

  - The PublishJSON field GUID

  - The URL of either the Engage Agent Service or the RSA Archer Vendor Portal Service, and any proxy information

- Leadership Materiality Topic questionnaire

  The leadership questionnaire can send assessments to Engage using a Publish button custom object on the record.

If you need to modify the out-of-the-box questionnaires, see Modifying the Material Topics Data Feeds.

The stakeholder questionnaire uses advanced workflow to route assessments to the appropriate Engage experience, depending on the respondent type. Assessments for internal stakeholders are sent to Engage for Business Users, while assessments for external stakeholders are sent to Engage for Vendors.

Metric reporting

The Metric Results application is pre-configured to send records to Engage:

- Use the MR - Bulk Publish report and the 5 - ESG Metric Results: Bulk Publish data feed.

When you configure this feed, you need the following:

- An account with read access to the report

- The report GUID

- The Tracking ID field GUID

- The PublishJSON field GUID

- The URL of the Engage Agent Service and any proxy information

This application also contains one unique feature for publishing to Engage. A calculated field (Engage Layout ID calc field) dynamically selects which layout should be used for publishing to Engage, based on the Unit of Measure and Value Type.

Formula Element	Layout Identified
IF(CONTAINS(ANY,[Unit of Measure],VALUEOF([Unit of Measure],"Ratio")),882,	ESG Engage Layout, Ratio
IF(CONTAINS(EXACT,[Value Type],VALUEOF([Value Type],"Text")),852,	ESG Engage Layout, Text (Default)
IF(CONTAINS(EXACT,[Value Type],VALUEOF([Value Type],"Numeric")),853,	ESG Engage Layout, Numeric
IF(CONTAINS(EXACT,[Value Type],VALUEOF([Value Type],"Amount")),883,	ESG Engage Layout, Amount
852))))	ESG Engage Layout, Text (Default)

After you install the ESG package, you must do the following:

1. Update this calculated field with the layout IDs from your environment. To locate layout IDs, open the ESG Metric Results application in Application Builder, select each layout, and copy the ID value in the Properties panel.

2. In the Engage Button custom object code, in the following line, replace the LayoutId value (everything between the f and c) with the field ID of your Engage Layout ID calc field.

```
TPPConfig.jsonRequestBody.LayoutId = $.parseJSON($('
[id*="f24141c"]').text());
```

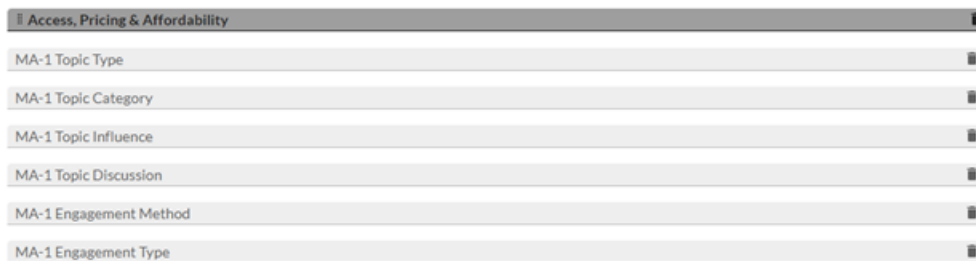# Appendix A: Modifying the Material Topics Data Feeds

The two data feeds that process the material topic questionnaires are configured with 56 topics out-of-the-box. Due to the nature of the questionnaires themselves, the XSLT is very prescriptive in nature. This section provides guidance on the process for adjusting the XSLT should you need to add new topics down the line. See the appropriate section based on which feed you need to modify:

- Configure the Stakeholder questionnaire
- Configure the Leadership questionnaire

Configuring the Stakeholder Questionnaire

Task 1: Create fields

All of the sections in the current questionnaire follow a general template. They use the following six fields:

> **Note:** The prefix, "MA-1" indicates a distinct number associated with the topic. The out-of-the-box questionnaire has 56 sections.

Those fields look like this in an actual questionnaire:

For your new topic, you need to create a new section and similar fields. The following table describes the settings used for each of the out-of-the-box fields.

Field	Settings

MA-XX Topic Type	• Values List - Question
	 • Radio Buttons
	 • 1 column layout
	 • Question Text: Please indicate if the topic {Topic Name} is best categorized as People, Product, Profit, or Planet.
	 • Category = {Social, Environmental, Economic}
	 • Weighting = 2
	 • Answers:
	   • People
	   • Product
	   • Profit
	   • Planet

MA-XX Topic Category	• Values List – Question
	 • Dropdown
	 • Question Text: Please indicate if the topic {Topic Name} is a positive or negative EES Impact
	 • Category = {Social, Environmental, Economic}
	 • Weighting = 1
	 • Answers:
	   • Positive
	   • Negative

Field	Settings
MA-XX Topic Influence	- Values List – Question - Dropdown - Question Text: Please indicate the influence of the {Topic Name} topic on Stakeholder assessments and decisions - Category = {Social, Environmental, Economic} - Weighting = 1 - Answers: - Massive (Numeric = 5) - Significant (Numeric = 4) - Moderate (Numeric = 3) - Low (Numeric = 2) - Very Low (Numeric = 1)
MA-XX Topic Discussion	Text – Question Single Line Question Text: Please provide any comment/observation you have regarding the {Topic Name} topic. Category = {Social, Environmental, Economic}

Field	Settings

MA-XX Engagement Method	• Values List – Question
	• Dropdown
	• Question Text: Please select the Engagement Method
	• Category = {Social, Environmental, Economic}
	• Weighting = 1
	• Answers:
	  • AI Monitoring
	  • Collaborative Engagements with Peers and other Stakeholders
	  • Media
	  • Routine Engagements
	  • Scientific and Professional Body Engagements
	  • Surveys

MA-XX Engagement Type	• Values List – Question
	• Dropdown
	• Question Text: Please select the Engagement Type
	• Category = {Social, Environmental, Economic}
	• Weighting = 1
	• Answers:
	  • Customer Surveys
	  • Employee Surveys
	  • Management Reports
	  • Meetings
	  • Social Media Monitoring
	  • Surveys
	  • Update Reports

Important: As you create new fields, collect their GUIDs. You will need these GUIDs when you update the XSLT.

Task 2: Add topic to global values list

Add your new topic to the ESG Topics global values list. This allows you to map responses to the appropriate topic in the Material Topic Influence application.

Task 3: Update the report

After adding the new fields, update the Bulk Publish Materiality Assessment - Internal Stakeholders report for the feed to include the newly created fields.

Task 4: Update the XSLT

Create a new section for your new topic, following the code example below.

```
<!--MA1-->
<xsl:if test="Field[@guid='8a8eae56-9f61-401b-9053-
5797b832e196']/ListValues">
<xsl:if test="Field[@guid='3b48a29d-bf53-44ba-9101-
c85f418a30f7']/ListValues">
<xsl:if test="Field[@guid='cb6923b2-cb24-4820-a568-
f70d829523ee']/ListValues">
<Record>
<QuestionnaireID><xsl:value-of select="@contentId" /></QuestionnaireID>
<QuestionnaireType>Stakeholder</QuestionnaireType>
<Topic>Access, Pricing &amp; Affordability</Topic>
<EESCategory>Social</EESCategory>
<xsl:for-each select="Field[@guid='75fb875a-8b5b-41f4-bce1-
0db0567ccafb']/Reference">
<ESGRespondent><xsl:value-of select="@id"/></ESGRespondent>
</xsl:for-each>
<xsl:variable name="Country" select="Record/Field[@guid='68d91eba-a9a5-
4ee9-80cf-f3cbf3f9a897']/ListValues/ListValue/." />
<Country><xsl:value-of select="$Country" /></Country>
<xsl:if test="Record/Field[@guid='70861531-4182-407e-b1fb-
c8628917035b']/ListValues/ListValue">
<xsl:variable name="Region" select="Record/Field[@guid='70861531-4182-407e-
b1fb-c8628917035b']/ListValues/ListValue/." />
<Region><xsl:value-of select="$Region" /></Region>
</xsl:if>
<xsl:if test="not(Record/Field[@guid='70861531-4182-407e-b1fb-
c8628917035b']/ListValues/ListValue)">
<Region>N/A</Region>
</xsl:if>
<SubEntities>
<xsl:for-each select="Record/Field[@guid='b441e1e5-a70f-46c8-8989-
c7398ad600ae']/Reference">
<SubEntity>
```

```
<SubEntityName><xsl:value-of select="." /></SubEntityName>
</SubEntity>
</xsl:for-each>
</SubEntities>
<Entities>
<xsl:for-each select="Record/Record[@levelguid='e9bd0864-494e-4ec1-b461-
c327a11d5f12']/Field[@guid='c9acf2be-50ab-4d77-b576-dfea8eb1796e']" >
<Entity>
<EntityName><xsl:value-of select="." /></EntityName>
</Entity>
</xsl:for-each>
</Entities>
<xsl:variable name="TopicType" select="Field[@guid='8a8eae56-9f61-401b-
9053-5797b832e196']/ListValues/ListValue/." />
<PPPPCategory><xsl:value-of select="$TopicType" /></PPPPCategory>
<xsl:variable name="TopicCategory" select="Field[@guid='3b48a29d-bf53-44ba-
9101-c85f418a30f7']/ListValues/ListValue/." />
<EESImpact><xsl:value-of select="$TopicCategory" /></EESImpact>
<xsl:variable name="TopicInfluence" select="Field[@guid='cb6923b2-cb24-
4820-a568-f70d829523ee']/ListValues/ListValue/." />
<InfluenceRating><xsl:value-of select="$TopicInfluence"
/></InfluenceRating>
<InfluenceImpact><xsl:value-of select="$TopicInfluence" />-<xsl:value-of
select="$TopicCategory" /></InfluenceImpact>
<xsl:if test="Field[@guid='d84a4555-2a88-4278-b19a-3ed8d29cb5fd']">
<xsl:variable name="TopicDiscussion" select="Field[@guid='d84a4555-2a88-
4278-b19a-3ed8d29cb5fd']/." />
<TopicDiscussion><xsl:value-of select="$TopicDiscussion"
/></TopicDiscussion>
</xsl:if>
<xsl:if test="Field[@guid='1844d79b-ba40-4f31-8e5d-
b445037065e0']/ListValues">
<xsl:variable name="EngagementMethod" select="Field[@guid='1844d79b-ba40-
4f31-8e5d-b445037065e0']/ListValues/ListValue/." />
<EngagementMethod><xsl:value-of select="$EngagementMethod"
/></EngagementMethod>
</xsl:if>
<xsl:if test="Field[@guid='83c134bb-d9fb-4afa-9419-
f90d331db57d']/ListValues">
<xsl:variable name="EngagementType" select="Field[@guid='83c134bb-d9fb-
4afa-9419-f90d331db57d']/ListValues/ListValue/." />
<EngagementType><xsl:value-of select="$EngagementType" /></EngagementType>
</xsl:if>
<DFMKey><xsl:value-of select="@contentId" />-MA1</DFMKey>
<FeedStatus>Processed</FeedStatus>
</Record>
```

```
</xsl:if>
</xsl:if>
</xsl:if>
```

XSLT guidance

This section explains the changes required, line by line.

```
<xsl:if test="Field[@guid='8a8eae56-9f61-401b-9053-
5797b832e196']/ListValues">
<xsl:if test="Field[@guid='3b48a29d-bf53-44ba-9101-
c85f418a30f7']/ListValues">
<xsl:if test="Field[@guid='cb6923b2-cb24-4820-a568-
f70d829523ee']/ListValues">
```

- This first section is looking for values in the Topic Type, Topic Category, and Topic Influence fields, in that order. If any are empty, the section will not be processed by the data feed. Replace the GUIDs with your values for these fields.

```
<QuestionnaireID><xsl:value-of select="@contentId" /></QuestionnaireID>
```

- No change needed.

```
<QuestionnaireType>Stakeholder</QuestionnaireType>
```

- No change needed.

```
<Topic>Access, Pricing &amp; Affordability</Topic>
```

- Replace string with your new topic name.

```
<EESCategory>Social</EESCategory>
```

- Set to the category that was assigned: Social, Economic, Environmental.

```
<xsl:for-each select="Field[@guid='75fb875a-8b5b-41f4-bce1-
0db0567ccafb']/Reference"> <ESGRespondent><xsl:value-of
select="@id"/></ESGRespondent>
</xsl:for-each>
```

- No change needed.

```
<xsl:variable name="Country" select="Record/Field[@guid='68d91eba-a9a5-
4ee9-80cf-f3cbf3f9a897']/ListValues/ListValue/." /> <Country><xsl:value-of
select="$Country" /></Country>
```

- No change needed.

```
<xsl:if test="Record/Field[@guid='70861531-4182-407e-b1fb-
c8628917035b']/ListValues/ListValue">
<xsl:variable name="Region" select="Record/Field[@guid='70861531-4182-407e-
b1fb-c8628917035b']/ListValues/ListValue/." /> <Region><xsl:value-of
select="$Region" /></Region> </xsl:if> <xsl:if test="not(Record/Field
[@guid='70861531-4182-407e-b1fb-c8628917035b']/ListValues/ListValue)">
<Region>N/A</Region> </xsl:if>
```

- No change needed.

```
<SubEntities>
<xsl:for-each select="Record/Field[@guid='b441e1e5-a70f-46c8-8989-
c7398ad600ae']/Reference">
<SubEntity>
<SubEntityName><xsl:value-of select="." /></SubEntityName>
</SubEntity>
</xsl:for-each>
</SubEntities>
```

- No change needed.

```
<Entities> <xsl:for-each select="Record/Record[@levelguid='e9bd0864-494e-
4ec1-b461-c327a11d5f12']/Field[@guid='c9acf2be-50ab-4d77-b576-
dfea8eb1796e']" > <Entity> <EntityName><xsl:value-of select="."
/></EntityName> </Entity> </xsl:for-each> </Entities>
```

- No change needed.

```
<xsl:variable name="TopicType" select="Field[@guid='8a8eae56-9f61-401b-
9053-5797b832e196']/ListValues/ListValue/." /> <PPPPCategory><xsl:value-of
select="$TopicType" /></PPPPCategory>
```

- Replace the GUID on the previous line with the GUID of your new Topic Type field.

```
<xsl:variable name="TopicCategory" select="Field[@guid='3b48a29d-bf53-44ba-
9101-c85f418a30f7']/ListValues/ListValue/." /> <EESImpact><xsl:value-of
select="$TopicCategory" /></EESImpact>
```

- Replace the GUID on the previous line with the GUID of your new Topic Category field.

```
<xsl:variable name="TopicInfluence" select="Field[@guid='cb6923b2-cb24-
4820-a568-f70d829523ee']/ListValues/ListValue/." />
<InfluenceRating><xsl:value-of select="$TopicInfluence"
/></InfluenceRating>
```

- Replace the GUID on the previous line with the GUID of your new Topic Influence field.

```
<InfluenceImpact><xsl:value-of select="$TopicInfluence" />-<xsl:value-of
select="$TopicCategory" /></InfluenceImpact>
```

- No change needed.

```
<xsl:if test="Field[@guid='d84a4555-2a88-4278-b19a-3ed8d29cb5fd']">
<xsl:variable name="TopicDiscussion" select="Field[@guid='d84a4555-2a88-
4278-b19a-3ed8d29cb5fd']/." /> <TopicDiscussion><xsl:value-of
select="$TopicDiscussion" /></TopicDiscussion> </xsl:if>
```

- Replace the GUID on the previous two lines with the GUID of your new Topic Discussion field.

```
<xsl:if test="Field[@guid='1844d79b-ba40-4f31-8e5d-
b445037065e0']/ListValues"> <xsl:variable name="EngagementMethod"
select="Field[@guid='1844d79b-ba40-4f31-8e5d-
b445037065e0']/ListValues/ListValue/." /> <EngagementMethod><xsl:value-of
select="$EngagementMethod" /></EngagementMethod> </xsl:if>
```

- Replace the GUID of the previous two lines with the GUID of your new Engagement Method field.

```
<xsl:if test="Field[@guid='83c134bb-d9fb-4afa-9419-
f90d331db57d']/ListValues"> <xsl:variable name="EngagementType"
select="Field[@guid='83c134bb-d9fb-4afa-9419-
f90d331db57d']/ListValues/ListValue/." /> <EngagementType><xsl:value-of
select="$EngagementType" /></EngagementType> </xsl:if>
```

- Replace the GUID of the previous two lines with the GUID of your new Engagement Type field.

```
<DFMKey><xsl:value-of select="@contentId" />-MA1</DFMKey>
```
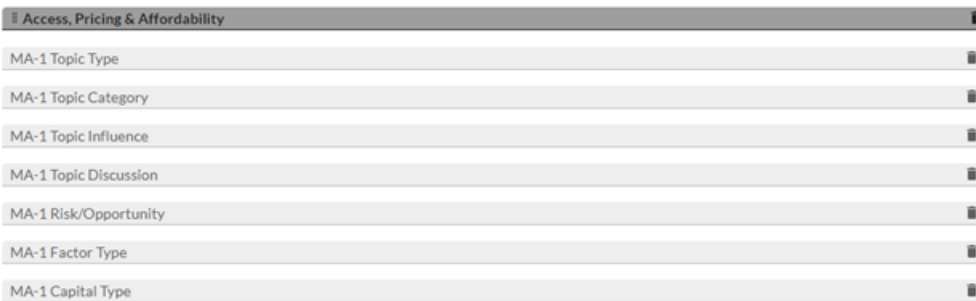
- Update the number to reflect your new category number.

```
<FeedStatus>
```

- No change needed.

Configuring the Leadership Questionnaire

Task 1: Create fields

All of the sections in the current questionnaire follow a general template. They use the following six fields:

> **Note:** The prefix, "MA-1" indicates a distinct number associated with the topic. The out-of-the-box questionnaire has 56 sections.

Those fields look like this in an actual questionnaire:

For your new topic, you need to create a new section and similar fields. The following table describes the settings used for each of the out-of-the-box fields.

Field	Settings

MA-XX Topic Type	• Values List - Question
	• Radio Buttons
	• 1 column layout
	• Question Text: Please indicate if the topic {Topic Name} is best categorized as People, Product, Profit, or Planet.
	• Category = {Should match the new topic you are creating}
	• Weighting = 2
	• Answers:
	  • People
	  • Product
	  • Profit
	  • Planet

MA-XX Topic Category	• Values List – Question
	• Dropdown
	• Question Text: Please indicate if the topic {Topic Name} is a positive or negative EES Impact
	• Category = {Should match the new topic you are creating}
	• Weighting = 1
	• Answers:
	  • Positive
	  • Negative

Field	Settings

MA-XX Topic Influence	• Values List – Question
	
	• Dropdown
	
	• Question Text: Please indicate the influence of the {Topic Name} topic on Stakeholder assessments and decisions
	
	• Category = {Should match the new topic you are creating}
	
	• Weighting = 1
	
	• Answers:
	
	   • Massive (Numeric = 5)
	
	   • Significant (Numeric = 4)
	
	   • Moderate (Numeric = 3)
	
	   • Low (Numeric = 2)
	
	   • Very Low (Numeric = 1)

MA-XX Topic Discussion	• Text – Question • Single Line • Question Text: Please provide any comment/observation you have regarding the {Topic Name} topic. • Category = {Should match the new topic you are creating}

MA-XX Risk Opportunity	• Values List – Question
	
	• Dropdown
	
	• Question Text: Please indicate if the {Topic Name} topic is an Opportunity or a Risk.
	
	• Category = {Should match the new topic you are creating}
	
	• Weighting = 1
	
	• Answers:
	
	   • Opportunity
	
	   • Risk

Field	Settings
MA-XX Factor Type	- Values List – Question - Dropdown - Question Text: Please select the Factor Type - Category = {Should match the new topic you are creating} {Social, Environmental, Economic} - Weighting = 1 - Answers: - Competitive Strategies - Integrated Capitals - Long Term Viability - Main Objectives - Operational Models - Purpose - Values
MA-XX Capital Type	- Values List – Question - Dropdown - Question Text: - Please Select a Capital Type, only when "Integrated Capitals" is selected in Factor type. For all other Factor Types, select NA (Not Applicable). - Category = {Should match the new topic you are creating} - Weighting = 1 - Answers: - Financial - Human - Intellectual - Manufactured - NA - Natural - Social and Relationship

> **Important:** As you create new fields, collect their GUIDs. You will need these GUIDs when you update the XSLT.

Task 2: Add a display rule

1. In the Leadership questionnaire, go to Configurations tab > Display Rules tab > click Add New.

2. In the Name field, enter your new topic name.

3. From the Type list, select Questionnaire Show Rule

4. Configure a Target Application Condition of:

    * Organization Topics Contains {Topic Name}

5. Configure a Question Display Action of:

    * Category Contains {Topic Name}

6. Save the rule.

Task 3: Add topic to global values list

Add your new topic to the ESG Topics global values list. This allows you to map responses to the appropriate topic in the Material Topic Influence application.

Task 4: Update the report

After adding the new fields, update the Bulk Publish Materiality Assessment - Internal Stakeholders report for the feed to include the newly created fields.

Task 5: Update the XSLT

Create a new section for your new topic, following the code example below.

```
<!--MA1-->
<xsl:if test="Field[@guid='19d11607-6e96-4bfe-9966-
6bce04273ee3']/ListValues">
<xsl:if test="Field[@guid='9e43ff43-0867-4f08-8bed-
9c5a61adb688']/ListValues">
<xsl:if test="Field[@guid='356a43b8-11da-4306-a1c7-
afe54a14007a']/ListValues">
<Record>
<QuestionnaireID><xsl:value-of select="@contentId" /></QuestionnaireID>
<xsl:variable name="QuestionnaireType" select="Field[@guid='eeffe6d9-0f67-
4591-94d3-af9887d9caa4']/ListValues/ListValue/." />
<QuestionnaireType><xsl:value-of select="$QuestionnaireType"
/></QuestionnaireType>
<Topic>Access, Pricing &amp; Affordability</Topic>
<EESCategory>Social</EESCategory>
```

```
<xsl:for-each select="Field[@guid='6e4c975b-0c98-45e8-868c-
5ad7f26d468e']/Reference">
<ESGRespondent><xsl:value-of select="@id"/></ESGRespondent>
</xsl:for-each>
<xsl:choose>
<xsl:when test="$QuestionnaireType = 'Leadership'">
<xsl:if test="Record/Field[@guid='68d91eba-a9a5-4ee9-80cf-
f3cbf3f9a897']/ListValues/ListValue">
<xsl:variable name="Country" select="Record/Field[@guid='68d91eba-a9a5-
4ee9-80cf-f3cbf3f9a897']/ListValues/ListValue/." />
<Country><xsl:value-of select="$Country" /></Country>
</xsl:if>
<xsl:if test="Record/Field[@guid='70861531-4182-407e-b1fb-
c8628917035b']/ListValues/ListValue">
<xsl:variable name="Region" select="Record/Field[@guid='70861531-4182-407e-
b1fb-c8628917035b']/ListValues/ListValue/." />
<Region><xsl:value-of select="$Region" /></Region>
</xsl:if>
<xsl:if test="not(Record/Field[@guid='70861531-4182-407e-b1fb-
c8628917035b']/ListValues/ListValue)">
<Region>N/A</Region>
</xsl:if>
<SubEntities>
<xsl:for-each select="Record/Field[@guid='b441e1e5-a70f-46c8-8989-
c7398ad600ae']/Reference">
<SubEntity>
<SubEntityName><xsl:value-of select="." /></SubEntityName>
</SubEntity>
</xsl:for-each>
</SubEntities>
<Entities>
<xsl:for-each select="Record/Record[@levelguid='e9bd0864-494e-4ec1-b461-
c327a11d5f12']/Field[@guid='c9acf2be-50ab-4d77-b576-dfea8eb1796e']" >
<Entity>
<EntityName><xsl:value-of select="." /></EntityName>
</Entity>
</xsl:for-each>
</Entities>
</xsl:when>
<xsl:otherwise>
<Region>N/A</Region>
</xsl:otherwise>
</xsl:choose>
<xsl:if test="$QuestionnaireType = 'Organization - Country'">
<xsl:variable name="Country" select="Field[@guid='e0eddc65-8b5e-4da6-a567-
```

```
008299ccbc7e']/ListValues/ListValue/." />
<Country><xsl:value-of select="$Country" /></Country>
<Region>N/A</Region>
</xsl:if>
<xsl:if test="$QuestionnaireType = 'Organization - Region'">
<xsl:variable name="Region" select="Field[@guid='55b40012-7552-41af-abfa-
d7f422729d90']/ListValues/ListValue/." />
<Region><xsl:value-of select="$Region" /></Region>
</xsl:if>
<xsl:variable name="TopicType" select="Field[@guid='19d11607-6e96-4bfe-
9966-6bce04273ee3']/ListValues/ListValue/." />
<PPPPCategory><xsl:value-of select="$TopicType" /></PPPPCategory>
<xsl:variable name="TopicCategory" select="Field[@guid='9e43ff43-0867-4f08-
8bed-9c5a61adb688']/ListValues/ListValue/." />
<EESImpact><xsl:value-of select="$TopicCategory" /></EESImpact>
<xsl:variable name="TopicInfluence" select="Field[@guid='356a43b8-11da-
4306-a1c7-afe54a14007a']/ListValues/ListValue/." />
<InfluenceRating><xsl:value-of select="$TopicInfluence"
/></InfluenceRating>
<InfluenceImpact><xsl:value-of select="$TopicInfluence" />-<xsl:value-of
select="$TopicCategory" /></InfluenceImpact>
<xsl:if test="Field[@guid='4fbdb2ef-86d0-420f-891f-5bf9c83803e6']">
<xsl:variable name="TopicDiscussion" select="Field[@guid='4fbdb2ef-86d0-
420f-891f-5bf9c83803e6']/." />
<TopicDiscussion><xsl:value-of select="$TopicDiscussion"
/></TopicDiscussion>
</xsl:if>
<xsl:if test="Field[@guid='03a5d329-9533-499a-8dac-
6f8f5feb3f54']/ListValues">
<xsl:variable name="RiskOpportunity" select="Field[@guid='03a5d329-9533-
499a-8dac-6f8f5feb3f54']/ListValues/ListValue/." />
<RiskOpportunity><xsl:value-of select="$RiskOpportunity"
/></RiskOpportunity>
</xsl:if>
<xsl:if test="Field[@guid='a90650bf-12b6-4681-ac25-
c17a81833f1c']/ListValues">
<xsl:variable name="FactorType" select="Field[@guid='a90650bf-12b6-4681-
ac25-c17a81833f1c']/ListValues/ListValue/." />
<FactorType><xsl:value-of select="$FactorType" /></FactorType>
</xsl:if>
<xsl:if test="Field[@guid='08088a74-8aa9-477c-ab32-
0ea3453add39']/ListValues">
<xsl:variable name="CapitalType" select="Field[@guid='08088a74-8aa9-477c-
ab32-0ea3453add39']/ListValues/ListValue/." />
<CapitalType><xsl:value-of select="$CapitalType" /></CapitalType>
</xsl:if>
```

```
<DFMKey><xsl:value-of select="@contentId" />-MA1</DFMKey>
<FeedStatus>Processed</FeedStatus>
</Record>
</xsl:if>
</xsl:if>
</xsl:if>
```

XSLT guidance

This section explains the changes required, line by line.

```
<xsl:if test="Field[@guid='19d11607-6e96-4bfe-9966-
6bce04273ee3']/ListValues">
<xsl:if test="Field[@guid='9e43ff43-0867-4f08-8bed-
9c5a61adb688']/ListValues">
<xsl:if test="Field[@guid='356a43b8-11da-4306-a1c7-
afe54a14007a']/ListValues">
```

This first section is looking for values in the Topic Type, Topic Category, and Topic Influence fields, in that order. If any are empty, the section will not be processed by the data feed. Replace the GUIDs with your values for these fields.

```
<QuestionnaireID><xsl:value-of select="@contentId" /></QuestionnaireID>
```

- No change needed.

```
<xsl:variable name="QuestionnaireType" select="Field[@guid='eeffe6d9-0f67-
4591-94d3-af9887d9caa4']/ListValues/ListValue/." />
<QuestionnaireType><xsl:value-of select="$QuestionnaireType"
/></QuestionnaireType>
```

- No change needed.

```
<Topic>Access, Pricing &amp; Affordability</Topic>
```

- Replace string with your new topic name.

```
<EESCategory>Social</EESCategory>
```

- Set to the category that was assigned: Social, Economic, Environmental.

```
<ESGRespondent><xsl:value-of select="@id"/></ESGRespondent> </xsl:for-each>
 <xsl:choose> <xsl:when test="$QuestionnaireType = 'Leadership'"> <xsl:if
test="Record/Field[@guid='68d91eba-a9a5-4ee9-80cf-
f3cbf3f9a897']/ListValues/ListValue">
```

- No change needed.

```
<xsl:variable name="Country" select="Record/Field[@guid='68d91eba-a9a5-
4ee9-80cf-f3cbf3f9a897']/ListValues/ListValue/." /> <Country><xsl:value-of
select="$Country" /></Country> </xsl:if>
```

- No change needed.

```
<xsl:if test="$QuestionnaireType = 'Organization - Region'">
<xsl:variable name="Region" select="Field[@guid='55b40012-7552-41af-abfa-
d7f422729d90']/ListValues/ListValue/." />
<Region><xsl:value-of select="$Region" /></Region>
</xsl:if>
```

- No change needed.

```
<SubEntities> <xsl:for-each select="Record/Field[@guid='b441e1e5-a70f-46c8-
8989-c7398ad600ae']/Reference"> <SubEntity> <SubEntityName><xsl:value-of
select="." /></SubEntityName> </SubEntity> </xsl:for-each> </SubEntities>
```

- No change needed.

```
<Entities> <xsl:for-each select="Record/Record[@levelguid='e9bd0864-494e-
4ec1-b461-c327a11d5f12']/Field[@guid='c9acf2be-50ab-4d77-b576-
dfea8eb1796e']" > <Entity> <EntityName><xsl:value-of select="."
/></EntityName> </Entity> </xsl:for-each> </Entities> </xsl:when>
<xsl:otherwise>
```

- No change needed.

```
<PPPPCategory><xsl:value-of select="$TopicType" /></PPPPCategory>
```

- Replace the GUID on the previous line with the GUID of your new Topic Type field.

```
<EESImpact><xsl:value-of select="$TopicCategory" /></EESImpact>
```

- Replace the GUID on the previous line with the GUID of your new Topic Category field.

```
<InfluenceRating><xsl:value-of select="$TopicInfluence"
/></InfluenceRating>
```

- Replace the GUID on the previous line with the GUID of your new Topic Influence field.

```
<InfluenceImpact><xsl:value-of select="$TopicInfluence" />-<xsl:value-of
select="$TopicCategory" /></InfluenceImpact>
```

- No change needed.

```
<TopicDiscussion><xsl:value-of select="$TopicDiscussion"
/></TopicDiscussion>
```

- Replace the GUID on the previous two lines with the GUID of your new Topic Discussion field.

```
</xsl:if> <xsl:if test="Field[@guid='03a5d329-9533-499a-8dac-
6f8f5feb3f54']/ListValues"> <xsl:variable name="RiskOpportunity"
select="Field[@guid='03a5d329-9533-499a-8dac-
6f8f5feb3f54']/ListValues/ListValue/." /> <RiskOpportunity><xsl:value-of
select="$RiskOpportunity" /></RiskOpportunity> </xsl:if>
```

- Replace the GUID of the previous two lines with the GUID of your new Risk/Opportunity field.

```
<xsl:if test="Field[@guid='a90650bf-12b6-4681-ac25-
c17a81833f1c']/ListValues"> <xsl:variable name="FactorType" select="Field
[@guid='a90650bf-12b6-4681-ac25-c17a81833f1c']/ListValues/ListValue/." />
<FactorType><xsl:value-of select="$FactorType" /></FactorType> </xsl:if>
```

- Replace the GUID of the previous two lines with the GUID of your new Factor Type field.

```
<CapitalType><xsl:value-of select="$CapitalType" /></CapitalType>
```

- Replace the GUID of the previous two lines with the GUID of your new Capital Type field.

```
<DFMKey><xsl:value-of select="@contentId" />-MA1</DFMKey>
```

- Update the number to reflect your new category number.

```
<FeedStatus>
```
- No change needed.