Environmental Sustainability Self-Assessment

www.imca-int.com/data/essa/
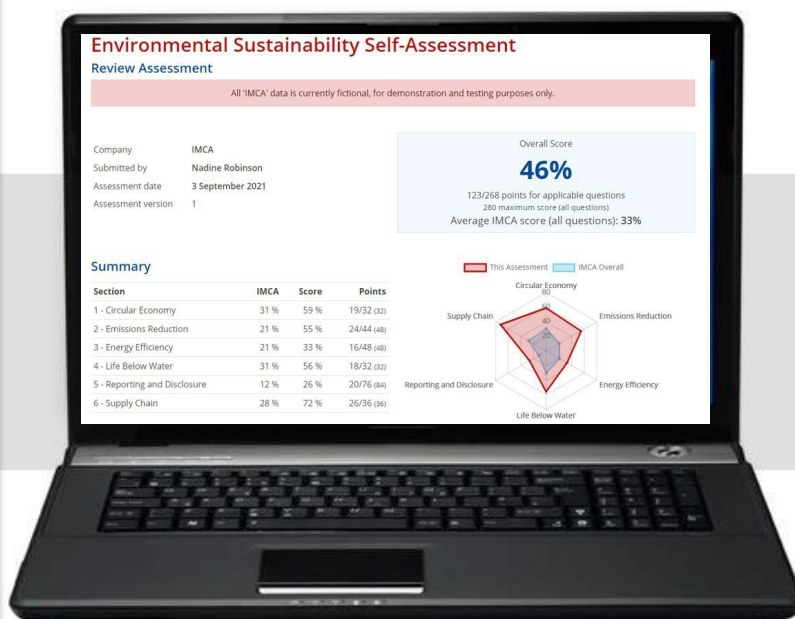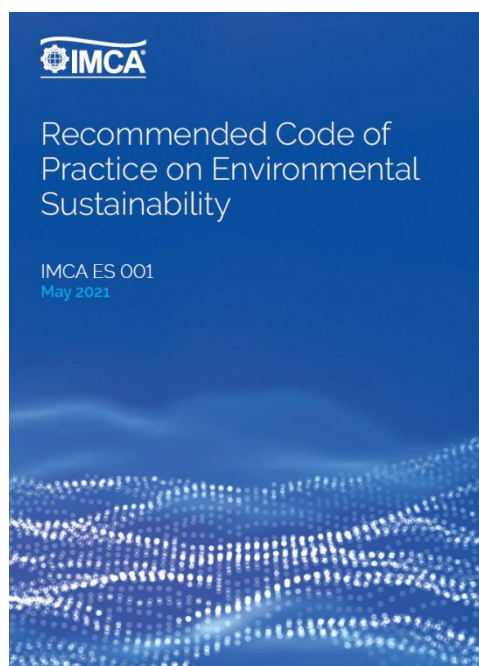
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A video demonstration of the self-assessment tool is available at https://imca.me/essademo

Please note that screenshots in this guide use sample data for demonstration purposes only.

1   Introduction

1.1   Background

In May 2021, IMCA published its *Recommended Code of Practice on Environmental Sustainability* ('the Code', reference IMCA ES 001). The Code sets the expectations for key environmental and climate interactions from offshore marine construction. IMCA's Environmental Sustainability Committee (ESC) developed the self-assessment tool to facilitate IMCA members' self-assessment and reflection on how they are meeting the Code's expectations. The Code is also summarised in *Environmental Sustainability at a Glance: Our Principles and Practice of Environmental Sustainability*.

1.2   Purpose

The self-assessment tool is not a formal benchmarking tool. There are well-recognised industry benchmarking tools by international standards and frameworks and ratings agencies that allow for comparison across and within sectors. Many IMCA member companies make use of these in their corporate reporting or are included in various sustainability indices. There are also mandatory requirements related to environmental and climate-related information under the laws in different jurisdictions, but the tool is not meant for tracking compliance with these.

The tool is intended for self-reflection; for members to assess their own progress against the expectations set out in the Code (which were developed by members, for members). It can be used for internal engagement; for member company personnel to discuss how they are meeting the expectations. The tool also enables members to assess their performance against that of their industry peers by displaying overall average scores for comparison.

This is an opportunity for the industry to share its own narrative and for individual self-assessment and comparison. Contributions will help us identify trends and used to provide future guidance and targeted support to the industry.

1.3   Format

The self-assessment tool contains a set of 70 statements drawn from the six key themes in the Code, covering the topics of:

- emissions reduction
- energy efficiency
- life below water and environmental impacts
- the circular economy
- supply chain engagement and
- reporting and disclosure.

The 70 statements are grouped under these six themes. Users of the tool assess the applicability of each statement to their own organisations.

On submission, the member will be presented with their self-assessment scores and, once sufficient submissions have been made by other members, a comparison with average outcomes. Members will be able to repeat the assessment periodically, to track their own progress over time against the Code's objectives.

The actual figures should be read with a degree of caution, as there is an element of subjectivity in the statements (these are not precise quantitative indicators but are qualitative in nature). Respondents may differ in how critical they are in their responses. Notwithstanding this, the tool will offer an overall indication of how members are progressing against the six key areas and, when comparing results over time, will show how members are doing and whether we are improving in those key areas, both individually and collectively.

1.4   Using the self-assessment tool

We suggest that the person charged with managerial responsibility for environmental and climate-related data complete the assessment, with input from other business units as appropriate. It is best practice to convene a cross-business team to complete the assessment. Testing by ESC members has shown that it should take 45-60 minutes to complete the submission.

Given the recent and fast pace of developments related to environmental, social and governance (ESG), we are asking members to populate this tool twice per annum, although the tool will be available throughout the year if members wish to use it at other times.

If two individuals from the same company populate the tool, both submissions will be recorded, but only the most recent one will be considered in the aggregate information across the IMCA membership.

1.5   Confidentiality, security and use of data

IMCA treats the integrity and security of its members' data with the utmost importance and maintains an information security management system accredited in accordance with ISO 27001. Various protections are in place (both technical and procedural) to ensure that data submitted via the self-assessment tool is held securely and that access is strictly controlled.

Users of the tool are given the option to share the results within their company or to keep visibility to their own user account, but individual company data is not accessible outside of an authorised group of IMCA staff.

Aggregate information is provided to enable members to compare their results with those of the wider IMCA membership, but this is only available once sufficient responses have been received to ensure anonymity.

This anonymised, aggregate information is also supplied to the IMCA Environmental Sustainability Committee to help guide its work. The committee can use this data to review progress against the Code's objectives, and to identify requirements for further guidance and training materials where necessary. An overview may be provided to IMCA's senior management and Board.

IMCA may also publish a summary of the anonymised, aggregated results to show trends over time.
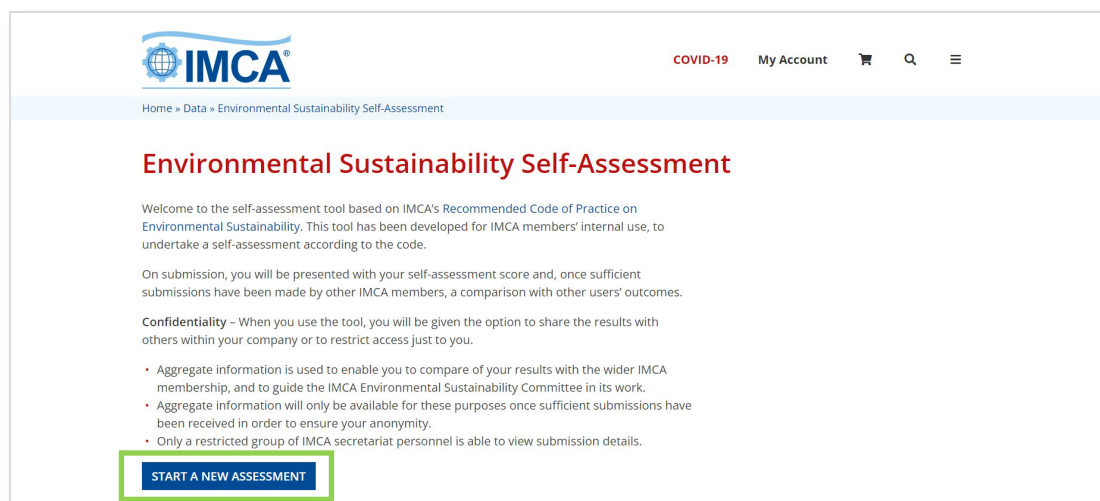
1.6   Further information and support

If you have any questions or need help using the self-assessment tool, or wish to provide feedback, please email sustainability@imca-int.com

2   Start a new assessment

1   To access the Environmental Sustainability Self-Assessment Tool, go to www.imca-int.com/data/essa/ and log in using your email address and password.
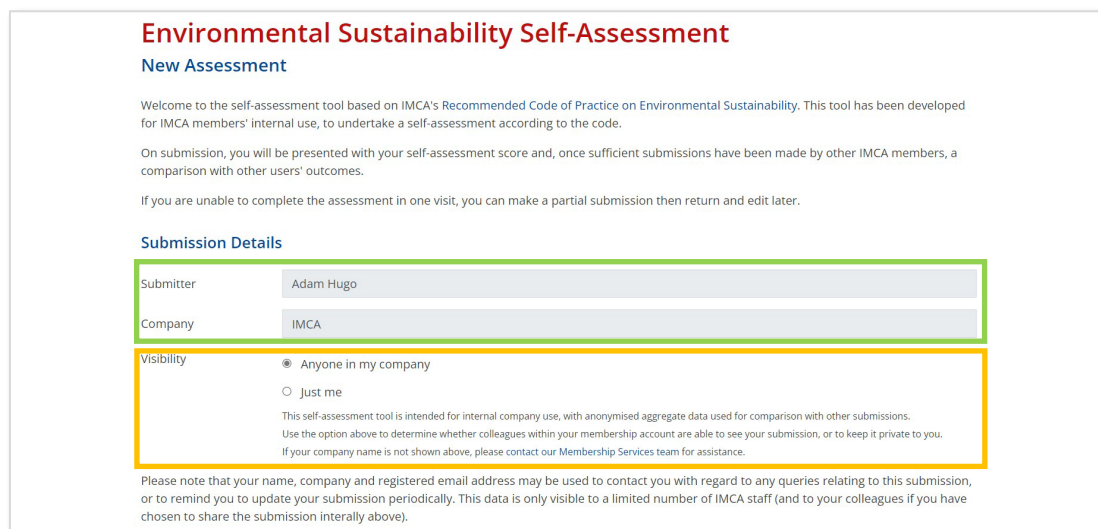
If you have not previously registered for website access, you can do so at this point. Member email addresses should automatically be recognised, but in case of difficulty please contact membership@imca-int.com

2   The landing page set out an introduction to the Environmental Sustainability Self-Assessment tool, which is based on IMCA's *Recommended Code of Practice on Environmental Sustainability* (IMCA ES 001). A link to the Code is provided from this page.

Having read the brief introduction to the tool, click on the blue button labelled "Start a new assessment" (highlighted with a green box above).

3   You will now be at the 'New assessment' page (https://www.imca-int.com/data/essa/add/).

As you are logged in, your name and company will automatically appear in the two grey fields below (highlighted in green). Your details link submissions to your account and may be used to contact you regarding your submission but are otherwise confidential to you and authorised IMCA secretariat staff.

You are given two options in terms of visibility of the data you submit (highlighted in orange):
- Choose "Anyone in my company" to allow other users from your company to view your submission and results. Your data will not be visible to any other users except for authorised IMCA staff.
- Choose "Just me" to limit access to your own account (plus authorised IMCA staff).

4   You are now ready to begin the assessment. Under the red 'Assessment' heading you will see an explanation that there are six topics for assessment, each of which corresponds to a different topic in IMCA's *Recommended Code of Practice on Environmental Sustainability*.

Assessment

Set out below are six topics, reflecting the code's chapters, with a selection of statements for which you should select your level of agreement based on your company's approach to the code.

Where a statement does not apply to your company, please tick the 'Not Applicable' checkbox, then provide a brief explanation in the box that appears. This is to help analyse use (on an anonymised basis) and improve the tool for future use. This should only be used for items not relevant to your company and not for statements you disagree with.

The assessment begins with the 'Circular Economy' section, where you will find eight statements based on this section of the code. You are tasked with deciding which of the five responses on the scale best applies to your company. To select your response, place your mouse over the grey button (circled in orange below), then click and drag to the right until you reach your chosen response (on mobile devices, touch, hold and drag).

ID	Statement	Not Applicable	Strongly Disagree	Disagree	Partly Agree	Agree	Strongly Agree
1 - Circular Economy							
1.1	We set strategy objectives and targets related to circular economy	☐					
1.2	We consider circular economy aspects in new vessel design and build	☐					
1.3	We understand what is meant by a circular economy approach	☐					

ID	Statement	Not Applicable	Strongly Disagree	Disagree	Partly Agree	Agree	Strongly Agree
1 - Circular Economy							
1.1	We set strategy objectives and targets related to circular economy	☐					
1.2	We consider circular economy aspects in new vessel design and	☐					

Your entry for statement 1.1 is now complete.

5   The 'Not applicable' box should not be used for statements where the more appropriate response would be 'Strongly disagree' or 'Disagree'. Only if a statement is genuinely not applicable to your company should you tick the 'Not applicable' button (highlighted in green below).

In the case of statement 1.1. if your company does not set any strategy objectives and targets related to the circular economy, the appropriate response would be 'Strongly disagree', not 'Not applicable'.

In statement 5.7, if your company has an integrated report but reports no or only limited environmental information in it, you would select strongly disagree or disagree. You would only select 'Not applicable' if your company does not have an integrated report at all. You will then be asked to explain why it is not applicable in the text box that replaces the slider.

5.6	We report environmental information in our annual report	☐					
5.7	We report environmental information in our integrated report (i.e. combined annual and sustainability report)	☑	We do not have an integrated report				
5.8	We report environmental information in our sustainability report	☐					

6   Following the sixth and final topic ('Supply chain'), you will see a blue button labelled "Review Assessment" at the bottom of the screen (highlighted in green). Click on the button to complete the assessment. Your data will now be recorded, and you will be transferred to the 'Review Assessment' screen.

6.9	We have mechanisms and actions in place to ensure circularity in the supply chain	☐					

REVIEW ASSESSMENT

3   Review your self-assessment outcome

The 'Review Assessment' page summarises and details the responses you submitted. Once sufficient submissions have been received, a comparison with the wider IMCA membership will be provided on this page. You can also return to this page at any time for an up-to-date comparison or to update your self-assessment (see section 4).

1   At the top of the page, circled in green, you can see your company name, the person who completed the assessment and the assessment date.

2   Your overall percentage score for all the statements is circled in red below. Underneath this you will see below the actual score achieved and the maximum score available.

Once sufficient submissions have been received, the 'Average IMCA score' will also appear for comparison. This is the average of responses from those IMCA members who responded during the defined reporting period (Shown in the bottom line below your actual score on the screenshot).

Environmental Sustainability Self-Assessment
Review Assessment

All 'IMCA' data is currently fictional, for demonstration and testing purposes only.

|	
Company	IMCA
Submitted by	Nadine Robinson
Assessment date	14 December 2021
Assessment version	1

Overall Score

48%

131/272 points for applicable questions
280 maximum score (all questions)
Average IMCA score (all questions): **33%**

3   Next is a summary table which shows your score for each of the six topics, aligned with the Code.

In the example below, it is apparent that IMCA members had an average score of 31% (circled in blue) in the 'Circular economy' section, and that your company (in red) achieved 44% – an above average score.

Summary

Section	IMCA	Score	Points
1 - Circular Economy	31 %	44 %	14/32 (32)
2 - Emissions Reduction	21 %	38 %	18/48 (48)
3 - Energy Efficiency	21 %	58 %	28/48 (48)
4 - Life Below Water	31 %	13 %	4/32 (32)
5 - Reporting and Disclosure	13 %	57 %	43/76 (80)
6 - Supply Chain	28 %	67 %	24/36 (36)

4   Next to this table (or underneath when viewed on a small screen), the same information (score by section) is depicted in a radar chart, with your company's self-assessment shown in red and the average of all IMCA members who have submitted shown in blue.
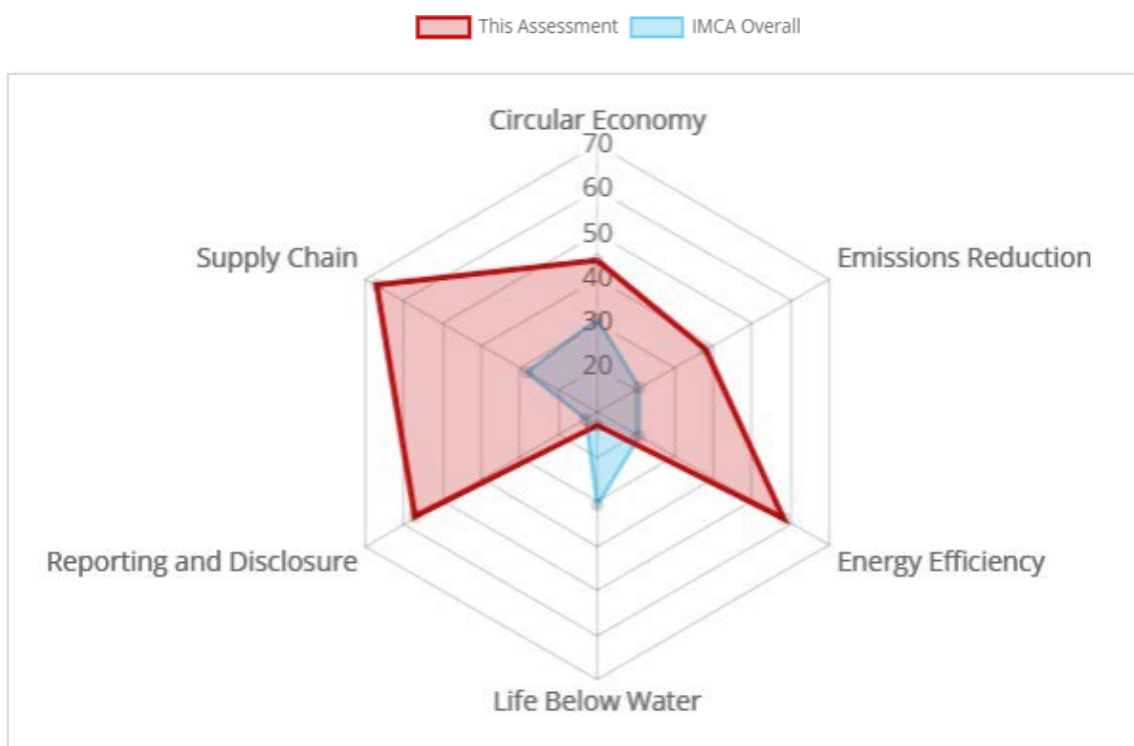
5   To access your full assessment data, scroll further down the page, where you will see the following table.

By default, the first section will be open, but you can open and close each section by clicking on the +/- symbol in its heading (circled orange below).

Within each section you will find the full data table, showing the statements, your response, your score and, once available, a comparison with the average score of all IMCA members who have submitted. Underneath the table is a radar chart displaying the same information for visual comparison.

Detailed Results

The 'IMCA Average' score is based on all submissions from IMCA members, using the latest submission for each company where more than one has been provided.

− 1 - Circular Economy

ID	Statement	Response	My Score	IMCA Average
1 - Circular Economy			**43.75 %**	**31.25%**
1.1	We set strategy objectives and targets related to circular economy	Agree	3/4	0/4
1.2	We consider circular economy aspects in new vessel design and build	Strongly Disagree	0/4	0/4
1.3	We understand what is meant by a circular economy approach	Strongly Disagree	0/4	0/4
1.4	We apply a circular economy approach to waste management.	Partly Agree	2/4	0/4
1.5	We apply a circular economy approach to end-of-life assets	Strongly Agree	4/4	0/4
1.6	We have designed for maintainability or repairability of assets	Partly Agree	2/4	0/4
1.7	We consider end-of-life in projects, adopting specific strategies and actions	Strongly Disagree	0/4	0/4
1.8	We inform, train and engage on workforce on the circular economy	Agree	3/4	0/4

4   Save or export your self-assessment

You can return to review your submission, with an up-to-date comparison with IMCA average scores, at any time (see section 4). However, you may also wish to save or export your submission for internal use.
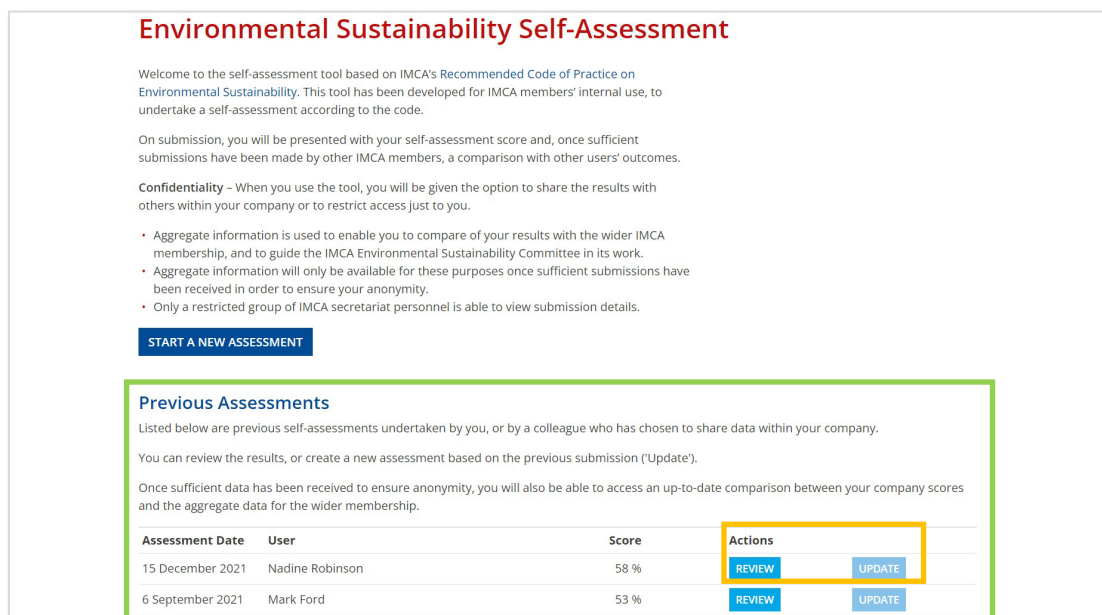
Two options are available at the bottom of the 'Review Assessment' page, under the heading 'Save and Review':
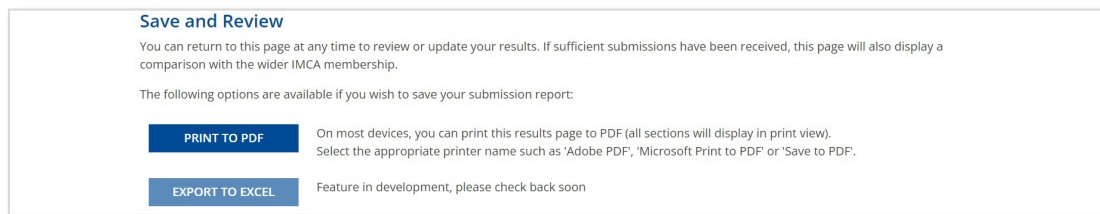
- **Print to PDF** – on most devices, you can print or save the results page directly from your browser. Clicking the 'Print to PDF' button will display your browser's print options, where you can normally select a PDF printer, such as 'Adobe PDF', 'Microsoft Print to PDF' or 'Save to PDF'. Select the appropriate option, then choose a location to save the file. This file will contain any comparison with IMCA averages as at the date viewed.

- **Export to Excel** – you can also choose to save your data to an Excel spreadsheet (.xlsx file). This will include a summary tab plus tabs for each section, with the full data tables and radar charts. No comparison with IMCA averages will be shown, but a link to the live results page will be included.

5 Review or update submissions

You can return to the self-assessment tool at any time via www.imca-int.com/data/essa/. Once you have completed the assessment, or if a colleague has done so and chosen to share their submission, a new section will appear under the blue 'Start Assessment' button headed 'Previous Assessments' (highlighted in green below).

In the above example, you can see two submissions entered by different individuals from the same company. Each shows the date of assessment and overall score, to help you track your company progress over time.
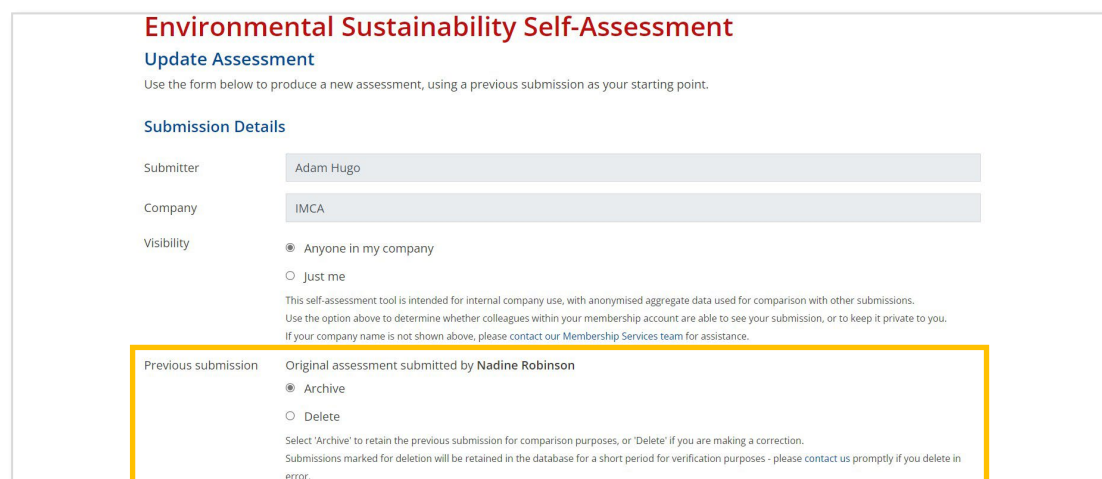
There are two buttons in the 'Action' column for each entry (highlighted in orange above):

- **Review** – this will take you to the 'Review Assessment' page for the entry (see section 2). This is the same information as shown on submission, including the overall score, summary by section and full data tables and radar charts.

  The page will include an up-to-date comparison with the average score for IMCA members (once sufficient submissions have been received), which will change over time.

- **Update** – this will start a new assessment (headed 'Update Assessment'), using the scores entered previously. Rather than having to select a response for each statement, you will be able to review and more quickly update any responses that have changed since the original submission.

  You can choose to archive the previous submission, which will allow you to return and compare results over time, or to delete the previous submission if you are correcting errors (see area highlighted orange).