Risk Filter Suite: 'How to' Tutorial

This tutorial aims to provide a **step-by-step guide on how to use the WWF Risk Filter Suite** (RFS) and its tools: the Water Risk Filter and Biodiversity Risk Filter. This guide focuses on all key steps to make use of the tools' **ASSESS module** in order to be able to assess your unique water and biodiversity risks. In addition, please check our 'How To' Video Tutorials available on YouTube.

Want to partner with WWF? Want to sponsor the WWF Risk Filter Suite?

By partnering with WWF, we can support your organization in better understanding your water and biodiversity risks, provide guidance for your corporate strategy and targets, and help you implement on-the-ground actions.

By becoming a sponsor, you can support and will be acknowledged for the development of specific tool functionalities and/or datasets.

If you are interested in partnering or sponsoring, please get in touch with us at **riskfilter@wwf.de**

Contents

WWF Risk Filter Suite

Through the free online platform - the WWF Risk Filter Suite (RFS)- you have easy and streamlined access to two distinct and complementary WWF Risk Filter tools - the Biodiversity Risk Filter (BRF) and Water Risk Filter (WRF). As a result, you can upload and manage your data in one central and secure platform to perform both your biodiversity and water-related risk assessments.

While the BRF and WRF tools have modules that you can explore without logging into your account (i.e., INFORM and EXPLORE), **the focus of this tutorial is on the ASSESS module in which you can conduct your biodiversity and water-related risk assessments. You need to be registered and logged in, to access all the functionalities of the ASSESS section.**

TIP: Across all pages of the WWF Risk Filter Suite, you will find question mark buttons:
When clicked, a pop-up will provide you with additional guidance on the functionalities of each section.

IMPORTANT: The WWF Risk Filter tools are designed to be used as **corporate and portfolio-level screening tools to help identify risks and prioritise corporate action** for enhancing business resilience and contributing to a sustainable future. **These tools are not designed for local-level assessments at singular site-level.**

WWF recommends using both the Biodiversity Risk Filter and Water Risk Filter as they are distinct but complementary tools. The Biodiversity Risk Filter tool covers broad aspects of biodiversity (e.g., freshwater, marine, forest, grasslands, wetlands) and includes some specific indicators from the Water Risk Filter (e.g., water scarcity, water quality). While the Biodiversity Risk Filter provides general high-level assessment of biodiversity-related risks, the Water Risk Filter provides a more in-depth assessment of water-related risks (including operational risk assessment, higher resolution datasets and scenario risk assessment). Therefore, the tools are intended to be complementary and offer unique features for assessing and responding to biodiversity and water-related risks.

As the two WWF Risk Filter tools are available through one central platform (the WWF Risk Filter Suite), **you only need to enter your data once to automatically be able to assess your risks in both tools – making it very easy to use both tools!**

Step 1: Register & Login

To access the ASSESS module of the Biodiversity and Water Risk Filter tools, you need to **first register in order to create an account and then log in**.

Tutorial Video: How to Register & Login

To register, go to https://riskfilter.org/register and complete the required information. While completing your registration, please note that:

- You are required to read and agree with the Terms of Use
- You are recommended to register with your Organization's email address, not your personal email address.
- You are obliged to keep the password secret and not to disclose it to third parties
- Username and password are case-sensitive

After clicking on the 'Register' button, you will receive an email with an activation link. Please activate your account by clicking on the link.
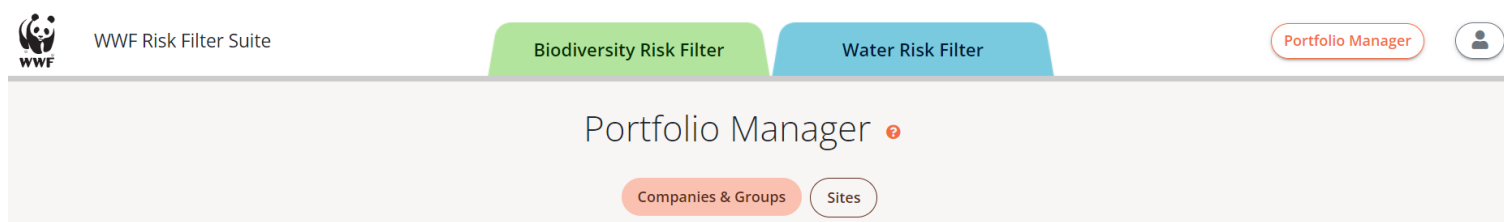
Once your account is activated, click on the 'Login' button on the top right of the menu bar. Enter your email address (as your username) and your chosen password to login into your account.

You can update your account information or delete your account at any point by clicking on 'My Account' icon on the top right of the menu bar when logged in.

IMPORTANT: At WWF, we take data security very seriously. Your personal and company-related data is securely stored in your account – only you have access to this account.

For more information about your stored personal and company-related data, please read the WWF Risk Filter Privacy Policy, Cookie Policy and Terms of Use available online.

Step 2: Enter Data in Your Portfolio Manager

| WWF Risk Filter Suite | Biodiversity Risk Filter | Water Risk Filter | Portfolio Manager | 👤 |

Portfolio Manager ❓

Companies & Groups   Sites

Once logged in, you can access your 'Portfolio Manager' by clicking on the button on the top right of the menu bar. **In your 'Portfolio Manager', you have to enter all necessary information to be able to assess your biodiversity and water-related risks**. Moreover, you can add, edit, delete or share information on companies or groups of interest along with their associated sites.

Tutorial Videos:

1) **How to use the Portfolio Manager – Companies, groups & sites**

2) **Data upload - Do's & Don'ts**

Please note that the Water Risk Filter and the Biodiversity Risk Filter are using the same user database. This means that **all data added in your 'Portfolio Manager' can be used for a biodiversity risk assessment in the BRF and a water risk assessment in the WRF**.

IMPORTANT: When entering site name(s), and associated company name(s) in your account, you shall not enter any reference to an individual/personal name as outlined in the Terms of Use.

2.a. Create one or multiple companies

You have no company yet. Click **here** to start.

The first time you open your 'Portfolio Manager', it will be empty and with no information under the 'Companies & Groups' or 'Sites' tabs. To add your first company, click on **'here'.**

Add a company ✕

Add single company   Add multiple companies

Here you are able to upload an Excel file to add several companies at once. Please make sure that the file you upload has the same structure as the template.

Download template

Drop Files Here

In the 'Companies & Groups' tab, click on the button 'Add Company' and a pop-up window will appear. You can add the name of a company or add multiple company names at once by uploading an Excel file.

After, your company or companies will appear on the 'Companies & Groups' page.

2.b. Create one or multiple groups (optional)

The optional Groups field allows you to group sites in any relevant way for the purpose of your analysis. WWF recommends assessing water and biodiversity risks across a company's value chain and for this reason provides default options to group sites according to Supply Chain Management (SCM) classification. However, you can also create your own new group(s) in order to group sites of interest, for example, by geography, type of site or product, etc.

Add a group ✕

Add single group   Add multiple groups

Here you are able to upload an Excel file to add several groups at once. Please make sure that the file you upload has the same structure as the template.

Download template

Drop Files Here

In the 'Companies & Groups' tab, click on the button 'Add Group' and a pop-up window will appear. Add the name of a group or add multiple group names at once by uploading an Excel file.

After, your group(s) will appear in the 'Companies & Groups' page.

TIP: Group your sites by geographic region if you want to use the Water Risk Filter high-resolution data for a specific country or region of interest.

2.c. Add one or multiple site(s)

You can add a single site or bulk upload multiple sites in one go.

IMPORTANT: Here is some important information when adding a single site or multiple sites in your Portfolio Manager:

- Before adding a single site or doing a bulk upload of multiple sites, please make sure you have already added the name of company(ies) (and group(s) - optional) in the 'Companies & Groups' tab. Please note that you can only upload sites into companies or groups that you have created, and thus you are the owner; you cannot upload sites into companies or groups that have been shared with you.
- Please be aware that you cannot upload more than 5,000 sites in one day and you cannot analyse more than 5,000 sites in one company or group
- If you have a large portfolio with over 5,000 sites, please get in touch with us at riskfilter@wwf.de so we can find a more efficient solution for your risk assessment
- The daily limit of 5,000 sites uploaded per user applies regardless of whether all the sites are valid and end up being created or not.

How to upload information for a single site

You can add a single site in the 'Companies & Groups' tab or the 'Sites' tab:

- In the 'Companies & Groups' tab, click on the button 'Add Site' next to the existing company or group of interest.
- In the 'Sites' tab, click on the button 'Add single site' on the top right of the page. If it is the first time you enter a site, you will get the message below to click **'here'** to enter your first site.

Click **here** to create your first site or **here** for a bulk upload.

Tutorial Video: How to upload information for a single site

A pop-up window will appear requesting key information (listed below) in order to create a site.

- **COMPANY NAME:** Select from the dropdown menu the name of the company the site belongs to. Please make sure to add the company name beforehand in the 'Companies & Groups' tab.

- **SITE NAME:** Enter the site's name.
  Please note that names should be unique across your companies so that you can easily identify each site.

- **INDUSTRY:** Select from the dropdown menu the most relevant industry sector of the site's activities.
  Please note that sites within the same company may belong to different industries. For example, manufacturing sites (e.g., wet processing units) of a textile company should be classified in "Textile, Apparel & Luxury Good Production" however the headquarter offices of the same textile company should be classified in "Offices & professional services" and its suppliers of agricultural raw materials (e.g., cotton farms) should be classified in "Agriculture (plant products)".

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- **BUSINESS IMPORTANCE:** Select from the dropdown menu the level of business importance of the site.

  Please note that this refers to the economic importance of the specific company location (i.e., site) in relation to the overall company performance. It can be determined based on variables prioritized by the user, for example, by financial variables (e.g., revenues, sales, expert opinion), procurement volumes, or business criticality.

- **LOCATION:** Input a location – you can search for a location by entering the address in the search bar. Afterwards, you can move the pin on the map to refine your location. To input coordinates, please provide latitude and longitude (in this order) as WGS84 decimal degrees, separated by a comma and within square brackets i.e., [latitude, longitude]

- **GROUP (OPTIONAL):** Select from the dropdown menu the name of your group of interest.

  Please make sure to add the group name beforehand in the 'Companies & Groups' tab. Please note that this optional field allows you to group your sites in any relevant way for the purpose of your analysis.

- **COMMODITY (OPTIONAL):** If relevant, select from the dropdown menu the commodity produced by the site.

After completing the requested site information, click on the button 'Add' at the bottom of the pop-up window. Your site will appear in the overview of the 'Sites' tab.

How to upload information for multiple sites via bulk upload

You can add multiple sites via bulk upload in the 'Companies & Groups' tab or in the 'Sites' tab:

- In the 'Companies & Groups' tab, click on the three dots next to your company or group of interest and select 'add multiple sites'

- In the 'Sites' tab, click on the button 'Add multiple sites' on the top right of the page. If it is the first time you enter sites, you will get the message below to click **'here'** to perform a bulk upload.

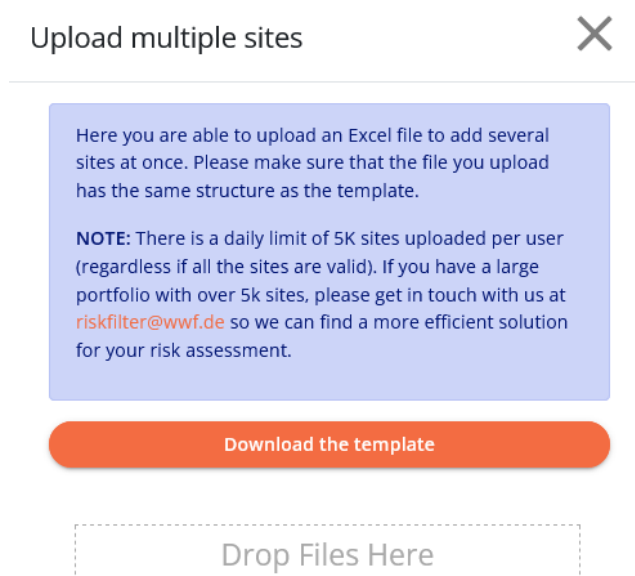Click **here** to create your first site or **here** for a bulk upload.

**Tutorial Video: How to upload information for multiple sites via bulk upload**

A pop-up window will appear, click on the 'Download the template' button to download an Excel file which you need to complete in order to upload multiple sites in one go.

- In the Excel file, complete the tab "Add your sites here" by following the instructions described in the 'Help' tab (the same information is required as when adding a single site – see previous section of this document).
- Do not change the structure of this template file (e.g., adding, deleting, renaming columns).
- Once you added all your sites, save the file on your computer, close it, and upload in 'Drop Files Here' in the pop-up window.

Upload multiple sites ✕

Here you are able to upload an Excel file to add several sites at once. Please make sure that the file you upload has the same structure as the template.

NOTE: There is a daily limit of 5K sites uploaded per user (regardless if all the sites are valid). If you have a large portfolio with over 5k sites, please get in touch with us at riskfilter@wwf.de so we can find a more efficient solution for your risk assessment.

Download the template

Drop Files Here

The tool will scan for errors and the geolocation of your sites, this may take some time depending on the number of sites uploaded. A pop-up window will appear to inform you that the bulk upload started. Please stay on the page until your bulk upload is complete. Once the upload is successful, a new pop-up window will appear to confirm successful upload. After, all your sites will appear in the overview of the 'Sites' tab.

Upload sucessful ✕

✔

Your upload was successful.

Close
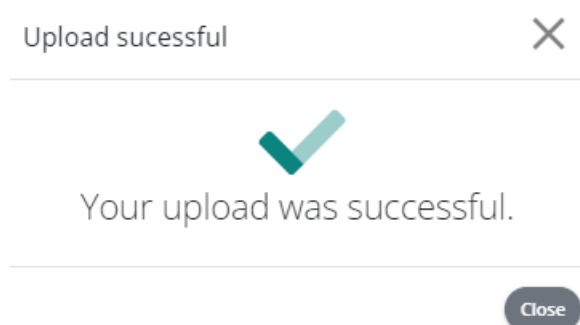
If the tool identifies errors, a new pop-up window will provide you with information about which sites were not uploaded and the reason why. Please note that you can also download this information in Excel format.

2.d. Edit, delete or share your company(ies)/group(s)/site(s)

Tutorial Video: How to edit, delete and share

How to edit, delete or share your company(ies)/group(s)

In the 'Companies & Groups' tab, you can edit, delete or share/unshare a company and group (along with all associated sites) by clicking on the three dots next to the company or group of interest.

- **Edit company/group:** You can edit the name of the company/group
- **Delete company/group:** Please note that if you delete the company/group of interest, all its associated sites will also be deleted
- **Share company/group:** You can share a company/group by adding the email of an existing user you want to share your company or group with. The shared company or group will appear in the other user's Portfolio Manager, and they will be able to bulk upload data as well as visualise and download results in the 'Analyse' tab. However, they will not be able to add a single site, delete or edit the shared company or group along with their associated sites.

How to edit, delete or share your site(s)

In the 'Sites' tab, you can click on the three dots on the right hand of your site of interest in order to edit, delete or share the specific site.

If you would like to edit, delete or share multiple sites, you can select these sites either one by one, by clicking on the tick box next to the site. You can also filter your sites by Site Name, Company, Industry, Group, Country, Province, Basin/Scape, and Owner. Once you filtered all relevant sites you would like to share, you can click the tick box next to Site Name, all sites listed will be selected and several buttons will appear to enable you to edit, delete, clear operational data or share all sites selected on the page.

- **Edit sites:** You can edit the company, industry, business importance, commodity or groups of all selected sites
- **Delete sites:** Please note that you can only delete sites that you have created and that thus list you as the owner.
- **Clear water operational data:** Clean all the water operational answers for all the selected sites.
- **Share multiple sites:** You can share multiple selected sites by adding the email of the existing user you want to share your sites with. This functionality only works for your own sites. If you

want to share all the sites within a company or group, go to the 'Companies & Groups' tab to share the relevant company or group directly.
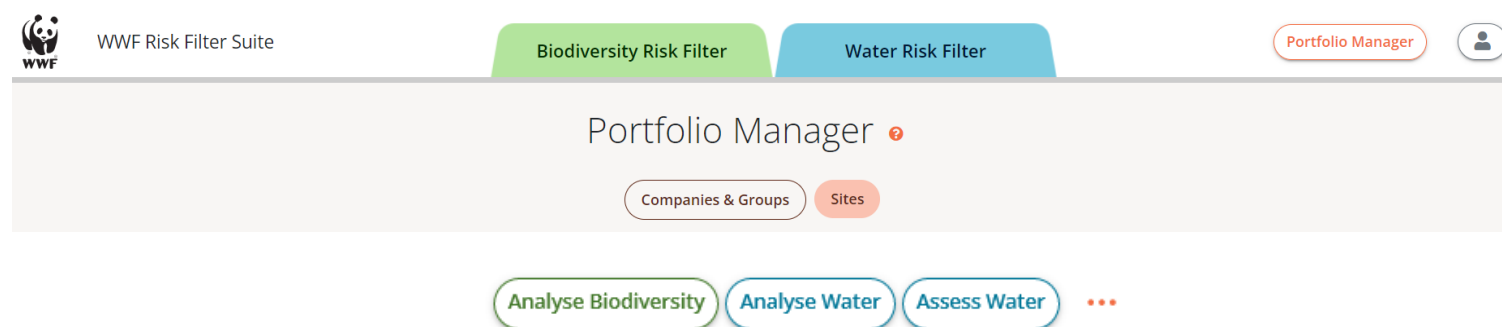
Step 3: Analyse Your Biodiversity and Water Risks

In the "Companies & Groups" tab, you can directly analyse biodiversity and water risks for your company or group of interest by simply clicking on the button at the right of your company or group. You will be automatically directed to the relevant page in the 'ASSESS' module of the Biodiversity Risk Filter or Water Risk Filter.
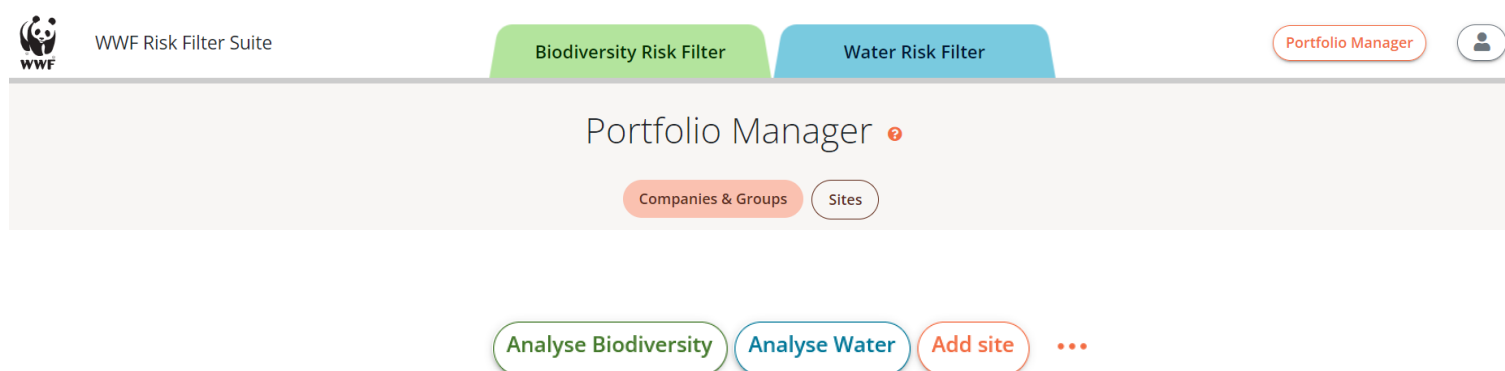
In the "Sites" tab, you can directly analyse biodiversity and water risks for a specific site by simply clicking on the button at the right of your site of interest. You will be automatically directed to the relevant page in the 'ASSESS' module of the Biodiversity Risk Filter or Water Risk Filter.
Here you can also assess your water operational risk – see the Water Risk Filter Assess Operational Risk chapter for more information.

For more information, please read the next two sections below for a deep dive into how to analyse your biodiversity and water risks.

How To Analyse Your Biodiversity Risks

Background

Currently, the WWF Biodiversity Risk Filter tool assesses two types of biodiversity risks: Physical and Reputational. WWF will be incorporating biodiversity-related regulatory risks in the future.

By entering information in your **'Portfolio Manager'** on the location and industry of your sites, the tool will automatically assess your land- and seascape biodiversity risks using over 50 global datasets. For more information about the tool's risk assessment framework and underlying datasets, please read the Biodiversity Risk Filter Methodology documentation and Interpretation Guidance available on the 'Data & Methods' page.

> **Tutorial Video: Analyse Biodiversity Risk**

> **IMPORTANT:** While the tool provides different ways to visualise your results (e.g., maps, graphics), you can use the button 'Export to Excel' [Export to Excel] to download all risk scores in Excel format for further details and offline analysis.

Analyse Biodiversity Risk – Single Site

You can analyse the biodiversity risk of a single site through your Portfolio Manager 'Sites' tab or directly through the Biodiversity Risk Filter 'ASSESS' module:
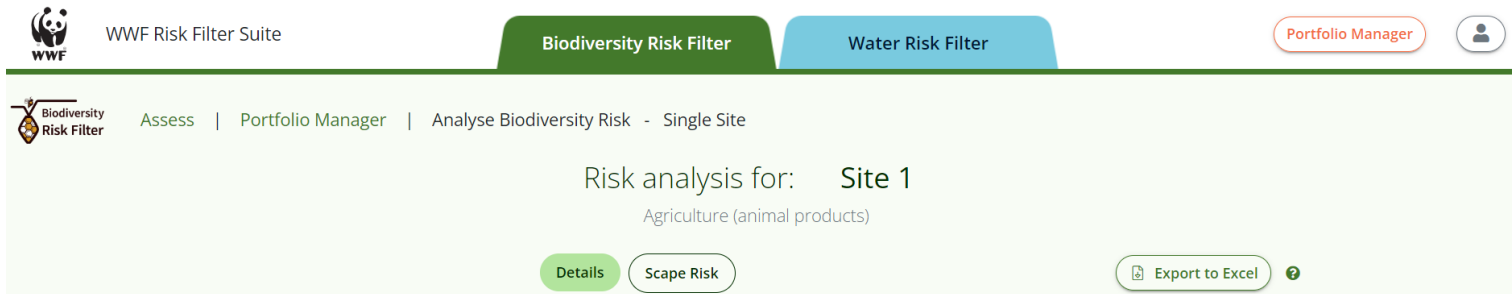
- In your Portfolio Manager 'Site' tab, click on the button 'Analyse Biodiversity' next to the existing site of interest
- In the 'ASSESS' module menu, click on 'Analyse Single Site' and a pop-up window will appear - select which site you want to analyse using the dropdown menu and click 'Analyse Biodiversity'

3 Assess

Introduction

Portfolio Manager

Analyse Single Site

Analyse Company

Analyse Group

In the 'ASSESS' module 'Analyse Biodiversity Risk – Single Site' page, you can visualise results under two tabs: 'Details' and 'Scape Risk'. In both tabs, you can click on the button [⤓ Export to Excel] 'Export to Excel' at the top right of the page to download in Excel format all data for the single site of interest.

Details Tab

In the 'Details' tab, there is a site location map and three different graphic visuals available. At the bottom right of each graphic, you can:
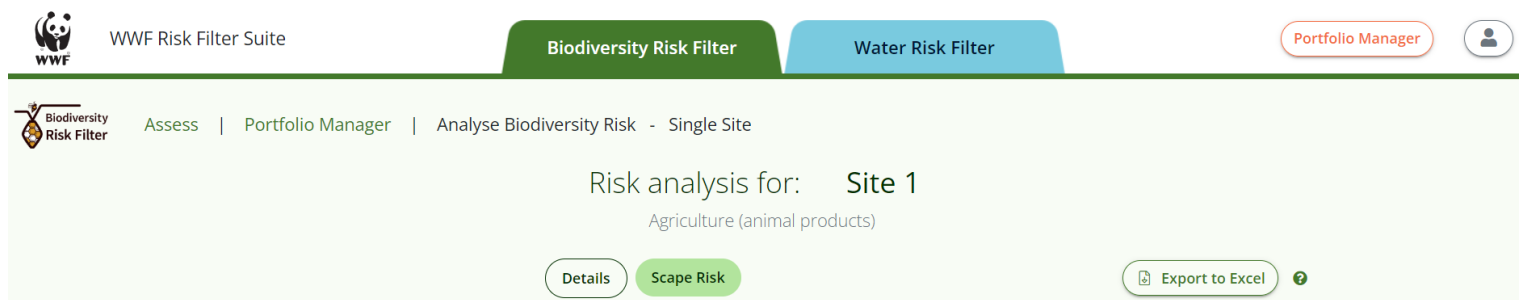
- download the graphic by clicking the download button ⤓
- click on the question mark button ❓ to get additional information about the graphic

The four different visuals in the 'Details' tab are:

- **Site Location**: The map shows you the location of the site. You may zoom in and out by using the '+' or '-' buttons within the map window.
- **Scape Risk Scores**: The graphic can help you to easily compare the site's risk type scores for physical and reputational risk.
- **Physical Risk vs. Reputational Risk**: The graphic can help you to easily visualise the site's risk scores for physical and reputational risks.
- **Risk Categories**: The spider graphic shows the distribution of risk across the 8 risk categories for your site. Looking at the risks on a risk category level can help investigate why your site might have high physical or reputational risk scores. Click on ' Top 10 risk indicators' to identify the 10 risk indicators with the highest risk score for this site.

Scape Risk Tab

In the 'Scape Risk' tab, you can see the site's risk scores for all 33 risk indicators. Looking at the risk scores on the lowest level of aggregation (indicator level) can help investigate why this site might have high risk scores in the risk types or risk categories. Disaggregation of the data can also help you understand single issues that might need to be addressed.

Analyse Biodiversity Risk – Company or Group

You can analyse the biodiversity risk of a company or group of interest through your Portfolio Manager 'Companies & Groups' tab or directly through the Biodiversity Risk Filter 'ASSESS' module:

- In your Portfolio Managers 'Companies & Groups' tab, click on the button 'Analyse Biodiversity' next to the existing company or group of interest
- In the 'ASSESS' menu, click on 'Analyse Company' or 'Analyse Group' and a pop-up window will appear - select which company or group you want to analyse using the dropdown menu and click 'Analyse Biodiversity'.

In the 'ASSESS' module 'Analyse Biodiversity Risk – Multiple Sites' page, you can visualise results under two tabs: 'Map' and 'Details'.

Map Tab

In the Map tab, you can visualise all sites within a selected company or group on a map to identify scape risk hotspots.
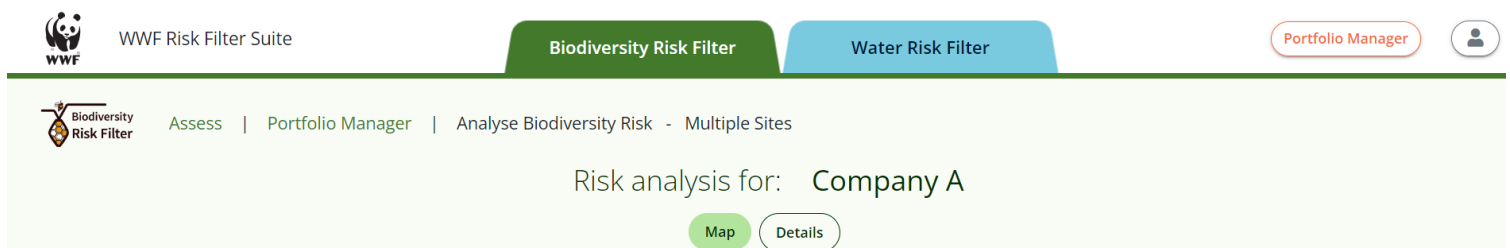
WHICH BIODIVERSITY RISK ASPECT DO YOU WANT TO SEE?

Scape Physical Risk

Transparency of the risk layer

What additional Information would you like to see?

Nothing selected

Which borders would you like to see? ❓

× Country Borders

Hide settings

WHAT AM I SEEING HERE?

Physical Risk

Physical Risk is driven by the ways in which a business depends on nature and can be affected by both natural and human-induced conditions of land- and seascapes. It comprises the risk categories: 1) Provisioning Services, 2) Regulating & Supporting Services - Enabling, 3) Regulating Services - Mitigating, 4) Cultural Services and 5) Pressures on Biodiversity. Therefore, physical risks account for the status of the ecosystem services that companies, or their suppliers, rely on. See the specific risk type layers for more details.

WWF Biodiversity Risk Filter (2023)

n/a Very low risk   Very high risk
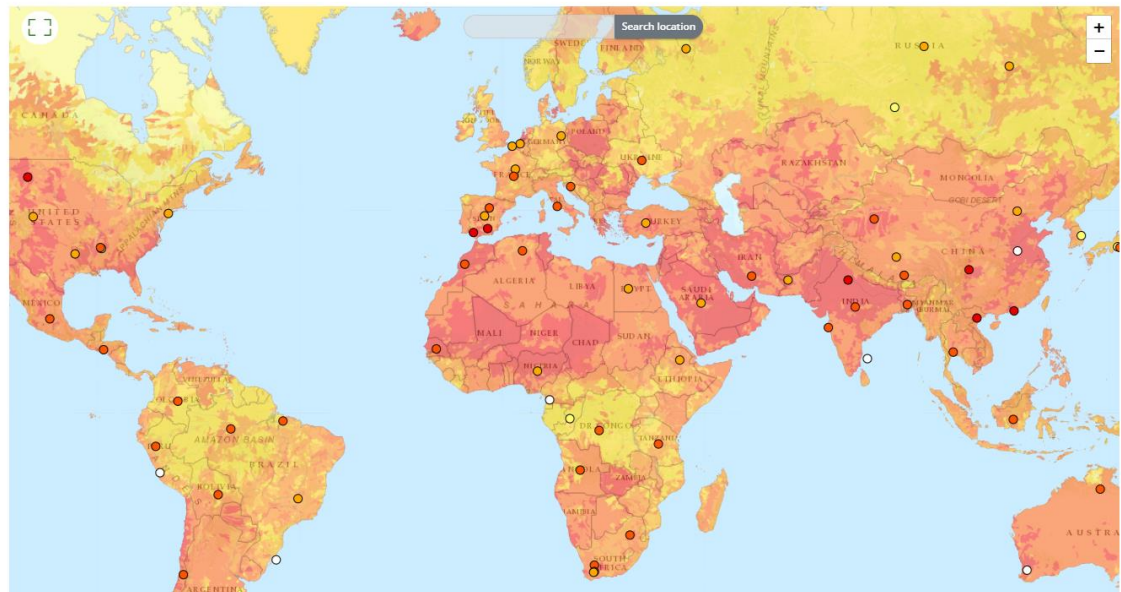
By expanding the 'Show more settings' on the left menu, you can select the following features to display on the map:

- **Select which biodiversity risk aspect you would like to see on the map:** When selecting a risk aspect from the dropdown menu under the header 'Which biodiversity risk aspect do you want to see?' it will appear on the main map together with a detailed description of the risk layers' name, purpose, source and risk scale on the left-hand side of the map.

- **Change the transparency of the risk layer:** You can change the transparency of the main layer by moving the slider to the right (less transparent) or left (more transparent)

- **Select which borders you would like to see:** Select any of the following borders from the dropdown menu under the header 'Which borders would you like to see?' to visualise them on the map: Assessment Units, Country Borders, WWF Projects with Textile Sector, Major River Basins, Marine Assessment Units. You can also remove them from the map by clicking on the 'X' next to their name. Please note: Country Borders is enabled by default.

The BRF also includes an assessment of the marine areas for all applicable indicators. However, to create a less visually overwhelming experience, the marine areas are hidden by default. Please click the toggle above the map if you wish to see the risk layers for the marine areas.

Visualizing your sites' biodiversity risks on the map:
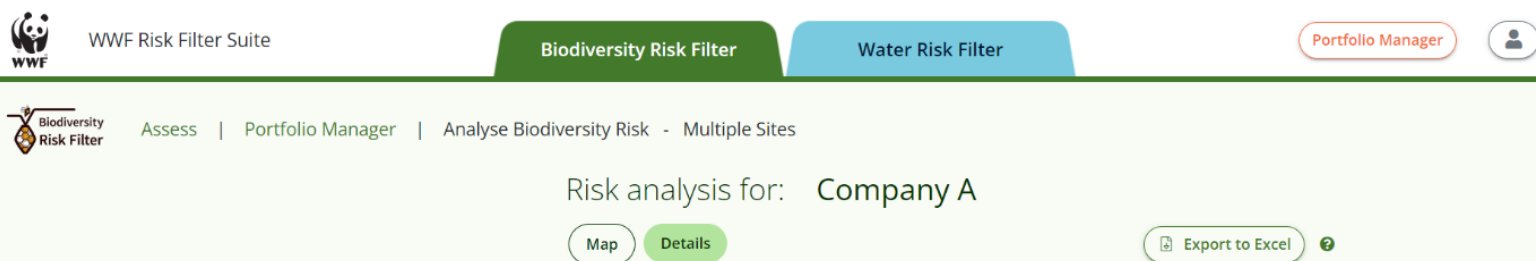
- The colour of each site represents the scape risk score of your site ranging from pale green (very low risk - 1) to dark red (very high risk - 5).
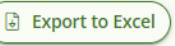
- A grey colour site means that either there is no data for this indicator or that this aspect of biodiversity risk is not applicable for your sector.
- A white colour site means that there are too many sites here to be displayed individually – please click on the white dot to show all associated sites.

Please note that the scape risk score is a combination of the location risk for the selected biodiversity aspect – which you can see on the map underneath - and the industry weighting for the industry you specified for the site. This means that the colour for each of your sites on the map can and will deviate from the map colour underlying it.

Details Tab

You can click on the button 'Export to Excel' at the top right of the page to download in Excel format all data of the company or group you selected to analyse.

In the 'Details' tab, there are found different graphic visuals available. At the bottom right of each graphic, you can:

- download the graphic by clicking the download button
- click on the question mark button to get additional information about the graphic

The four different visuals in the 'Details' tab are:

- **Number of sites by land- or seascape**: The graphic can help you easily identify land- or sea scapes or the country in which your company/group might have multiple locations. You can choose whether you want to see the number of sites by land/seascape or by country with the dropdown menu below 'Which chart do you want to see?'

- **Number of Sites by risk type**: The graph shows the distribution of the number of sites within your company/group across different risk levels (very high, high, medium, low, very low) for physical risk and reputational risk.

- **Physical risk vs. Reputational risk**: The graph can help you easily compare risk types so that you can identify which risk type might be of bigger concern for your company/group. The information from this graphic can help you prioritize sites within your company/group for further action. You might want to focus further investigation or implementation of biodiversity stewardship activities on sites with high physical and/or reputational risk. Sites that fall within the top right quadrant of the graph are exposed to both high physical and

reputational risks. Please note that you can enlarge the graph by clicking on the magnifying glass and using Ctrl+Scroll to zoom in and out of the chart.

- **Number of sites by risk category**: The graph shows the distribution of the number of sites within your company/group across different risk levels (very high, high, medium, low, very low) for 8 different risk categories. Click on 'Top 10 risk indicators' to identify the 10 risk indicators with the highest average risk score for your company/group.

The WWF Biodiversity Risk Filter contains a few risk indicators from the WWF Water Risk Filter (e.g, water scarcity, water quality). However, the two tools have slightly different industry weighting schemes. As a result, the risk scores for these same indicators may differ between the two tools. The customization ensures that the risk scores of all indicators within each tool make sense given parameters, such as the unique number of indicators, importance of indicators to different industries etc.
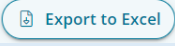
How to Analyse Your Water Risks

Background

The Water Risk Filter's (WRF) risk assessment is based on a company's geographic location, which informs a site's basin-related risks, as well as characteristics of its operating nature, which informs a site's operational-related risks. The WRF's risk assessment framework uses the well-recognized categorization of corporate water risks according to three risk types: physical, regulatory and reputational.

By entering information in your 'Portfolio Manager' on the location and industry of your sites, the tool will automatically assess your basin water risks using a total of 32 global datasets. By completing a site-level short (10 questions) or detailed (30 questions) operational risk questionnaire, the tool will automatically assess your operational water risks. For more information about the tool's risk assessment framework and underlying datasets, please read the Water Risk Filter Methodology documentation available on the 'Data & Methods' page.

Tutorial Video: Analyse Water Risk

IMPORTANT: While the tool provides different ways to visualise your results (e.g., maps, graphics), you can use the button 'Export to Excel' ⬚ Export to Excel to download all risk scores in Excel format for further details and offline analysis.

A comprehensive water risk assessment is obtained when both basin and operational risk assessments have been fully conducted. However, results can be obtained by only conducting a basin risk assessment and through all stages of completion of the operational risk assessment. If you have a large portfolio of sites, identify first high-priority sites for your business (e.g., high production volume and value) that are also facing high basin risk to focus on for conducting your operational risk assessment.

When performing your basin risk assessment, please be aware that the Water Risk Filter has global datasets as well as higher resolution datasets for some specific regions (i.e. Mekong, Europe) and countries (i.e. Brazil, Colombia, Spain, Hungary, Great Britain, South Africa) for conducting basin risk assessment at a finer scale. However, the Regional and Country datasets can only be used when all

sites in your selected company or group are located in one of the specific regions or countries listed above. The reason is that one should not compare risk scores derived from different datasets as, most times, indicators are not fully comparable.

For more details about the Water Risk Filter global, regional and country-level datasets, please check the Data & Methods page.

Assess Operational Risk

The Water Risk Filter tool offers two ways to assess your operational water risk: online and offline. Completing the operational questionnaire for a small number of sites can easily be done directly online. However, if you have a large number of sites for which you want to assess operational risk, it is possible to complete the operational questionnaire offline in an Excel template and after perform a bulk upload. Furthermore, you can also send the Excel template to another user, for example a site manager, who can then enter the information directly in the Excel and send it back to you for upload.

Online Assessment: You can fill in the operational questionnaire directly online, to assess the operational water risk of a single site, through two pathways:

i) Option 1: Water Risk Filter 'ASSESS' module menu

In the 'ASSESS' module menu, click on 'Assess operational risk' and a pop-up window will appear - select which site you want to assess operational wate risks using the dropdown menu and click 'Assess Water'.

You will then be forwarded to the online Operational Risk Questionnaire, where you can fill out a rapid and detailed assessment for the selected site (see below for more information).
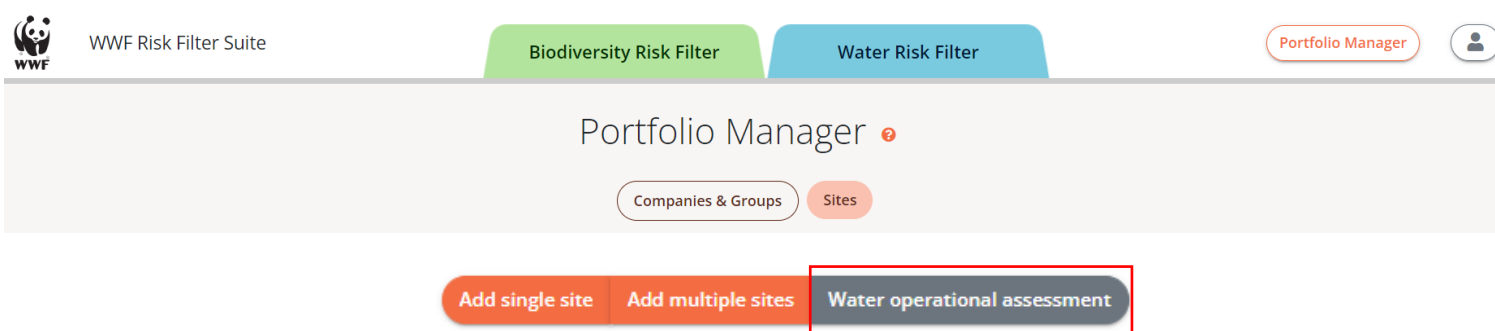
ii) Option 2: Portfolio Manager 'Site' Tab

In your Portfolio Managers 'Site' tab, click on the button 'Assess Water' next to the existing site of interest (see screenshot below).
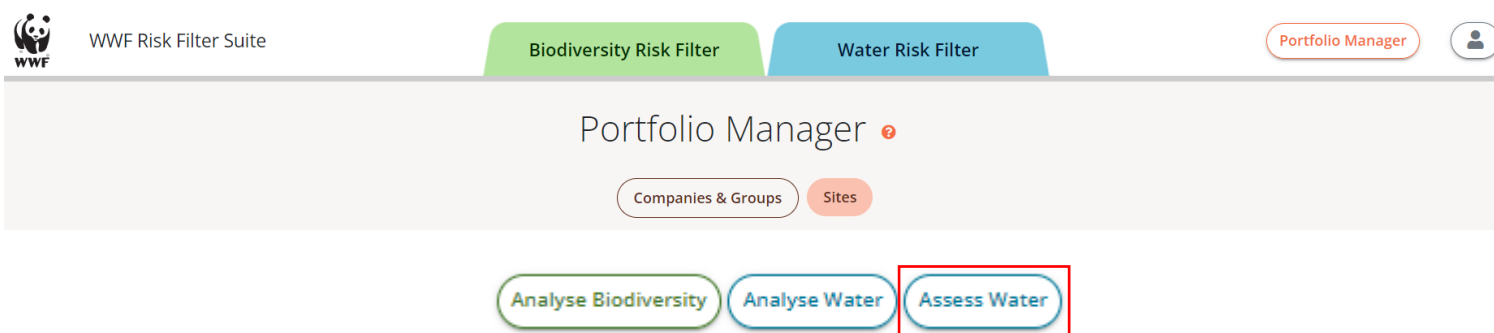
You will then be forwarded to the online Operational Risk Questionnaire, where you can fill out a rapid and detailed assessment for the selected site (see below for more information).

Offline Assessment: You can assess the operational water risk of multiple sites offline and perform a bulk upload through your Portfolio Manager 'Sites' tab.

- In your Portfolio Managers 'Site' tab, click on the button 'water operational assessment'
- A pop-up window will appear, where you can download an Excel file template which you can complete offline
- Once you have filled out the Excel, you can upload the Excel file in the same pop-up window. Please make sure that you are using the correct Excel file when uploading.

Operational water risks are assessed at a site-level by filling a short (10 mandatory questions) or detailed (22 mandatory questions) operational risk questionnaire covering all three risk types: physical, regulatory, and reputational. While the short version will provide basic operational risk results, completing the detailed version will provide higher quality risk assessment outputs. Therefore, users are encouraged to answer the detailed version questionnaire in the long-term for more comprehensive operational risk assessment results, which in turn enables more comprehensive response actions that account for both basin and operational water context. If you have a large portfolio of sites, identify first high-priority sites for your business (e.g. high production volume and value) that are also facing high basin risk to focus on your operational risk assessment.
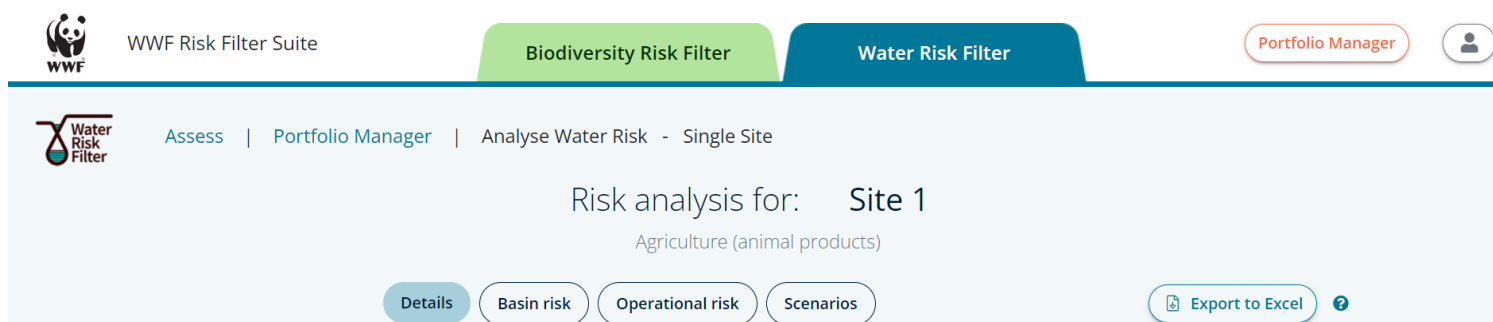
Analyse Water Risk – Single Site

You can analyse the water risk of a single site through your Portfolio Manager 'Sites' tab or directly through the Water Risk Filter 'ASSESS' module:

- In your Portfolio Managers 'Site' tab, click on the button 'Analyse Water' next to the existing site of interest
- In the 'ASSESS' menu, click on 'Analyse Single Site' and a pop-up window will appear - select which site you want to analyse using the dropdown menu and click 'Analyse Water'.
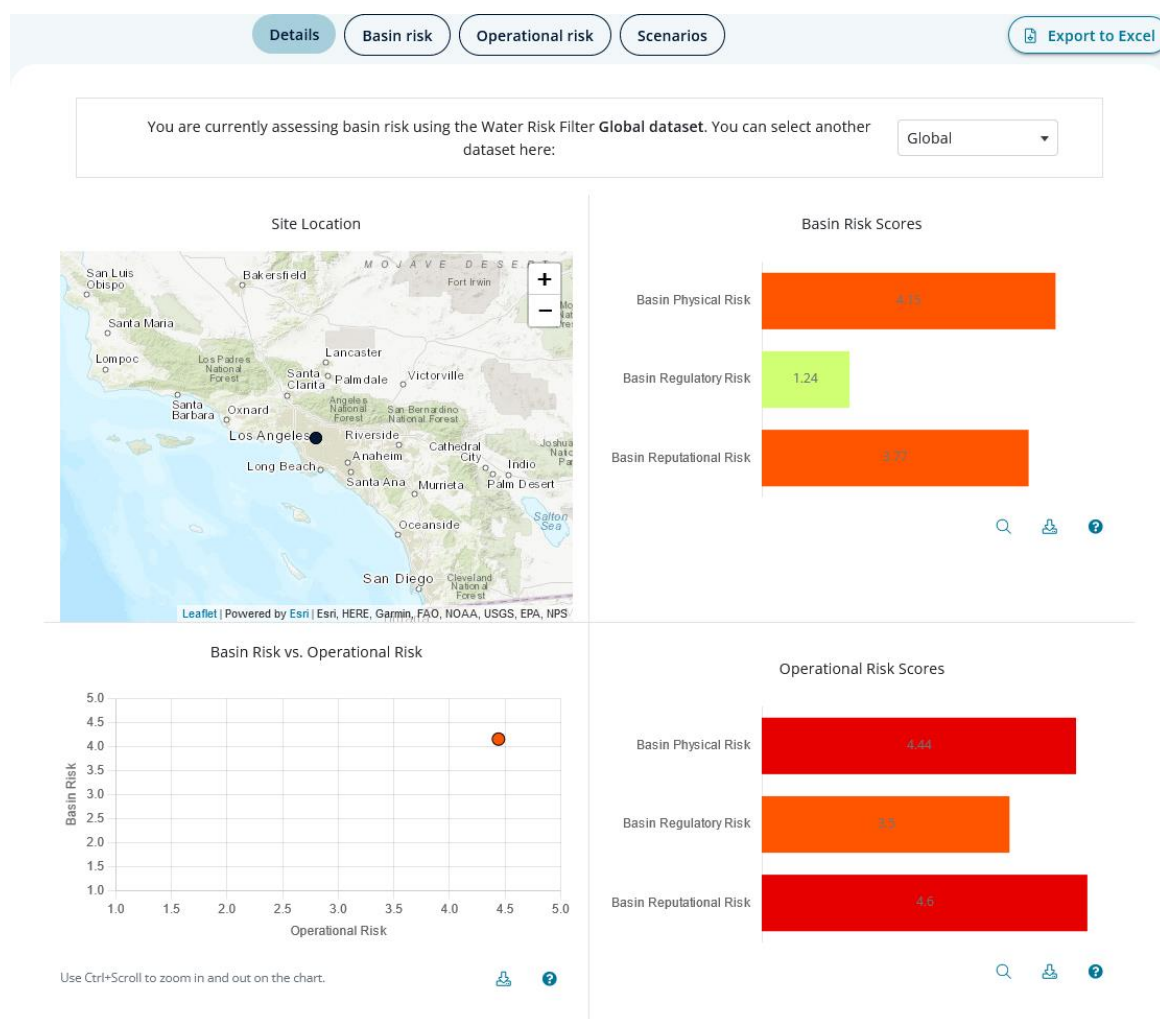

In the 'ASSESS' module 'Analyse Water Risk – Single Site' page, you can visualise results under four tabs: 'Details', 'Basin Risk', 'Operational Risk' and 'Scenarios'. In all tabs, you can click on the button 'Export to Excel' [Export to Excel] at the top right of the page to download in Excel format all data for the single site of interest.

Details Tab

In the 'Details' tab, there is a site location map and three different graphic visuals available. At the bottom right of each graphic, you can:

- download the graphic by clicking the download button 🖫
- click on the question mark button ❓ to get additional information about the graphic

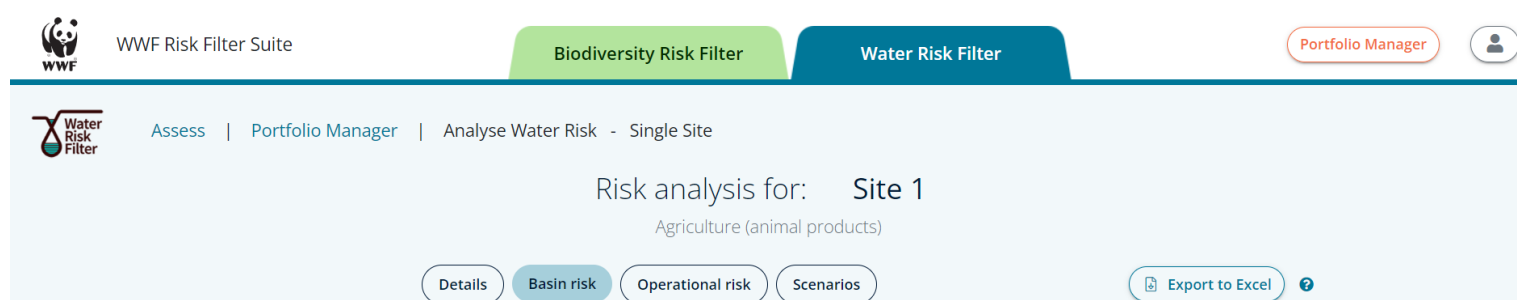The four different visuals in the 'Details' tab are:

- **Site Location**: The map shows you the location of the site. You may zoom in and out by using the '+' or '-' buttons within the map window.

- **Basin Risk Scores**: The graphic can help you to easily compare the site's basin risk scores for physical risk, regulatory risk, and reputational risk. The basin risk scores are informed by the site location and the pre-selected industry weightings. Click on the magnifying glass icon for more information about the risk scores under the different risk categories. Looking at the risks on a risk category level can help investigate why your site might have high physical, regulatory or reputational risk scores.

- **Operational Risk Scores**: The graphic can help you easily compare the site's operational risk scores for physical, regulatory, and reputational risks. The operational risk scores are informed by the site-level questionnaire answers and the pre-selected industry weightings. Click on the magnifying glass icon for more information about the risk scores under the different risk categories. Looking at the risks on a risk category level can help investigate why your site might have high physical or reputational risk scores.

- **Basin Risk vs. Operational Risk**: The graphic can help you to easily compare your basin risk vs. your operational risk so that you can identify which risk type might be of bigger concern for this site. You can choose in the dropdown menu which water risk aspects you want to analyse.

NOTE: The graphics for 'basin vs. operational risks' and 'operational risk scores' will only be visible if you've filled out the operational risk questionnaire for at least one site.
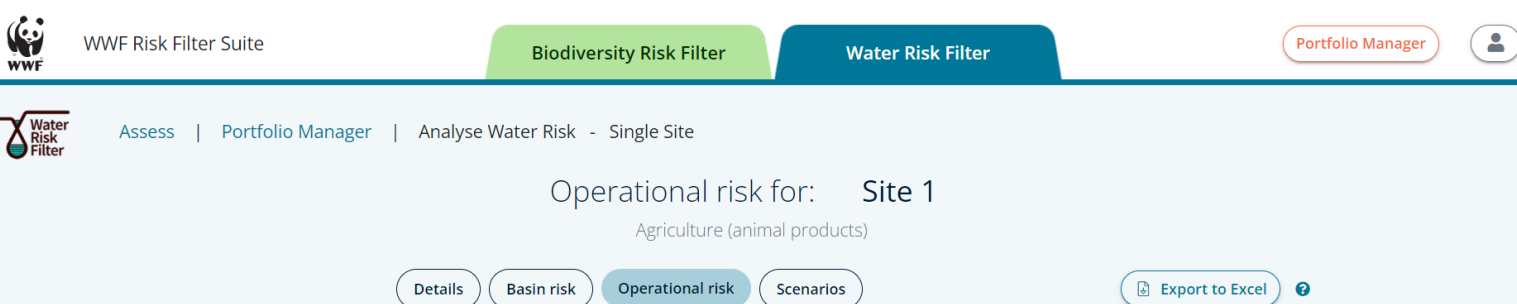
Basin Risk Tab

In the 'Basin Risk' tab, you can see the site's risk scores for all 32 risk indicators. Looking at the risk scores on the lowest level of aggregation (indicator level) can help investigate why this site might have high risk scores in the risk types or risk categories. Disaggregation of the data can also help you understand single issues that might need to be addressed.

Operational Risk Tab

In the 'Operational Risk' tab, you can see the site's risk scores for all questions of the operational risk questionnaire – referred to as risk indicators. Looking at the risk scores on the lowest level of aggregation (indicator level) can help investigate why this site might have high risk scores in the risk types or risk categories. Disaggregation of the data can also help you understand single issues that might need to be addressed.

Scenario Risk Tab

In the 'Scenario Risk' tab, you can see the site's risk scores under three different scenario pathways to better understand how basin water risk may evolve by 2030 and 2050. The scenarios represent an optimistic, current, and pessimistic version of the future. In line with TCFD recommendations, the WRF scenarios dataset is based on a combination of the most relevant climate scenarios (IPCC AR5 Representative Concentration Pathways – RCP) and socio-economic scenarios (IIASA Shared Socioeconomic Pathways – SSP). For more information, please read the Water Risk Filter Methodology Documentation.

Analyse Water Risk – Company or Group

You can analyse the water risk of a company or group of interest through your Portfolio Manager 'Companies and Groups' tab or directly through the Water Risk Filter 'ASSESS' module:

- In your Portfolio Manager 'Companies & Groups' tab, click on the button 'Analyse Water next to the existing company or group of interest
- In the 'ASSESS' menu, click on 'Analyse Company' or 'Analyse Group' and a pop-up window will appear - select which company or group you want to analyse using the dropdown menu and click 'Analyse Water'.
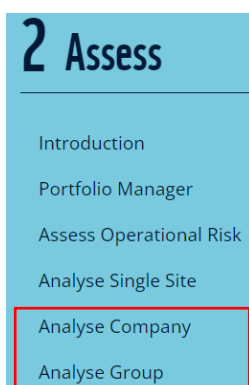
In the 'ASSESS' module 'Analyse Water Risk – Multiple Sites' page, you can visualise results under three tabs: 'Map', 'Details' and 'Scenarios'.

Map Tab

In the 'Map' tab, you can visualise all sites within a selected company or group on a map to identify basin risk hotspots.
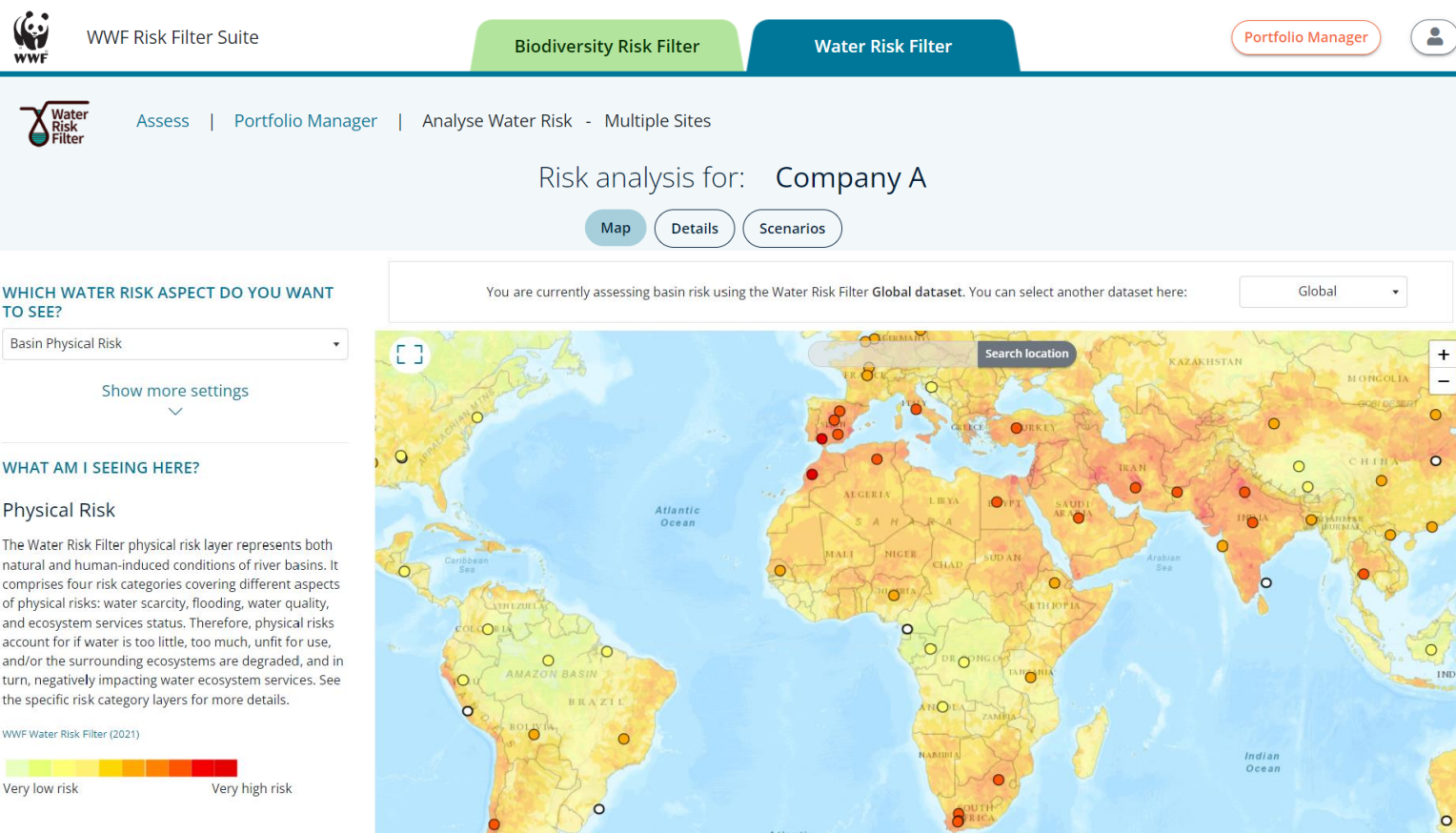
By expanding the 'Show more settings' on the left menu, you can select the following features to display on the map:

- **Select which water risk aspect you would like to see on the map:** When selecting a risk aspect from the dropdown menu under the header 'Which water risk aspect do you want to see?' it will appear on the main map together with a detailed description of the risk layers' name, purpose, source and risk scale on the left-hand side of the map.
- **Change the transparency of the risk layer:** You can change the transparency of the main layer by moving the slider to the right (less transparent) or left (more transparent)
- **Select which borders you would like to see:** Select any of the following borders from the dropdown menu under the header 'Which borders would you like to see?' to visualise them
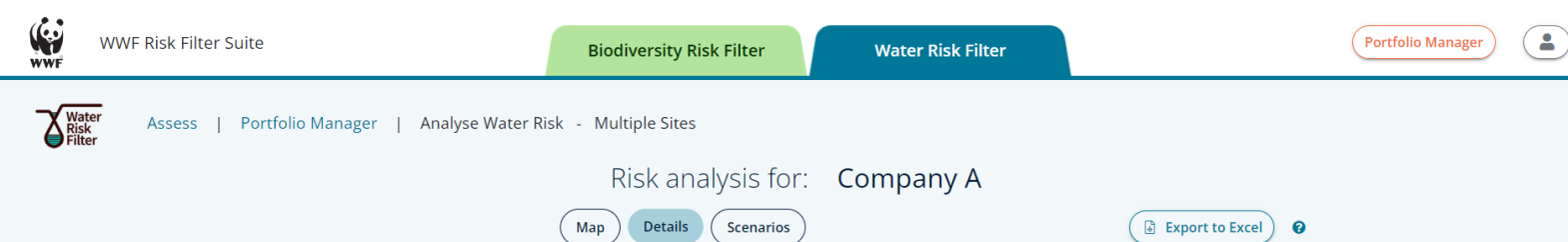
on the map: Assessment Units, Country Borders, WWF Projects with Textile Sector, Major River Basins. You can also remove them from the map by clicking on the 'X' next to their name. Please note: Country Borders is enabled by default.

Visualising your sites water risks on the map:

- The colour of each site represents the basin risk score of your site ranging from pale green (very low risk - 1) to dark red (very high risk - 5).

- A grey colour site means that there is no data for this indicator.

- A white colour site means that there are too many sites here to be displayed individually – please click on the white dot to show all associated sites.

Please note that the basin risk score is a combination of the location risk for the selected water aspect – which you can see in the map underneath - and the industry weighting for the industry you specified for the site. This means that the colour for each of your sites on the map can and will deviate from the map colour underlying it.
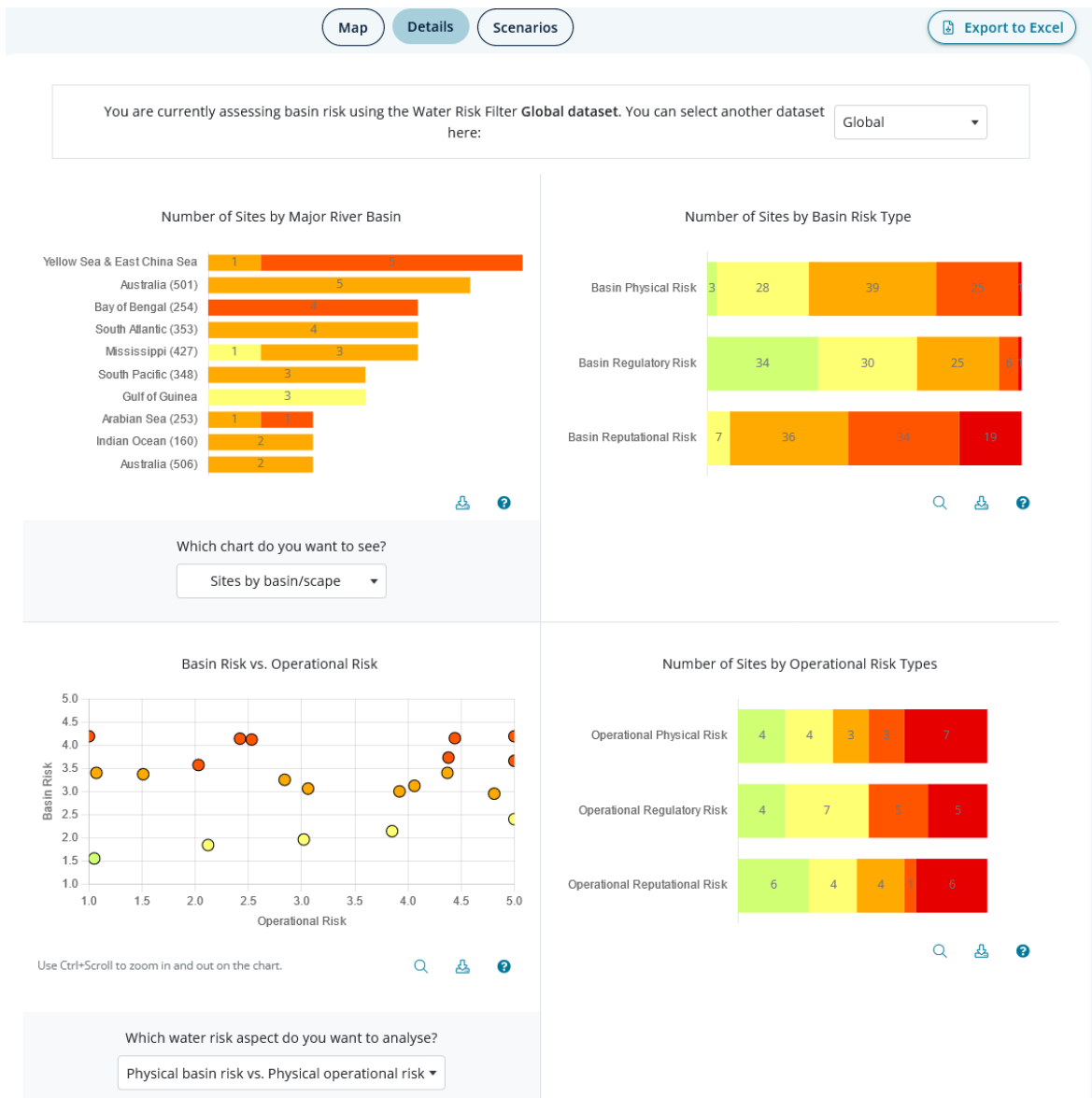
Details Tab

You can click on the button 'Export to Excel' at the top right of the page to download in Excel format all data of the company or group you selected to analyse.

In the 'Details' tab, there are found different graphic visuals available. At the bottom right of each graphic, you can:

- download the graphic by clicking the download button ⊻

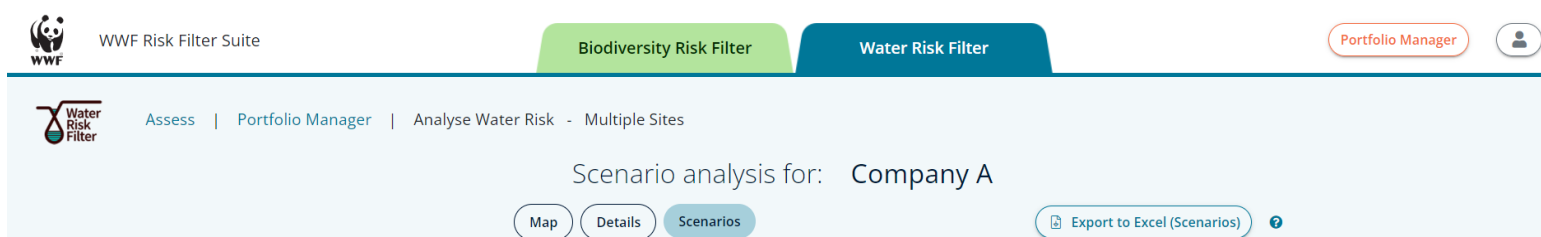- click on the question mark button ❓ to get additional information about the graphic

The four different visuals in the 'Details' tab are:

- **Number of sites by major river basin**: The graphic can help you easily identify major river basins or the country in which your company/group might have multiple locations. You can choose whether you want to see the number of sites by basin/scape or by country with the dropdown menu below 'Which chart do you want to see?'

- **Number of Sites by Basin Risk type**: The graph shows the distribution of the number of sites within your company/group across different risk levels (very high, high, medium, low, very low) for the three basin risk types: physical risk, regulatory risk, and reputational risk. Click on the magnifying glass icon for more information about the risk scores under the different risk categories. Looking at the risks on a risk category level can help investigate why your company or group might have high physical, regulatory or reputational risk scores.

- **Number of sites by operational risk types**: The graph shows the distribution of the number of sites within your company/group across different risk levels (very high, high, medium, low, very low) for the three operational risk types: physical risk, regulatory risk and reputational risk. Click on the magnifying glass icon for more information about the risk scores under the different risk categories. Looking at the risks on a risk category level can help investigate why your company or group might have high physical, regulatory or reputational risk scores.

- **Basin risk vs. Operational risk**: The graph can help you easily compare your basin risk vs. your operational risk so that you can identify which risk might be of bigger concern for your company/group. The information from this graphic can help you prioritize sites within your company/group for further action. You might want to focus further investigation or implementation of water stewardship activities on sites with high basin and/or operational risk. Sites that fall within the top right quadrant of the graph are exposed to both high basin and operational risks. You can choose in the dropdown menu which water risk aspects you want to analyse. Please note that you can enlarge the graph by clicking on the magnifying glass and using Ctrl+Scroll to zoom in and out of the chart.

Scenarios

In the 'Scenarios' tab, you can visualises how your companies water risk may evolve by 2030 and 2050 under three different scenario pathways. The scenarios represent an optimistic, current, and pessimistic version of the future. In line with TCFD recommendations, the WRF scenarios dataset is based on a combination of the most relevant climate scenarios (IPCC AR5 Representative Concentration Pathways – RCP) and socio-economic scenarios (IIASA Shared Socioeconomic Pathways – SSP). For more information, please read the Water Risk Filter Methodology Documentation.
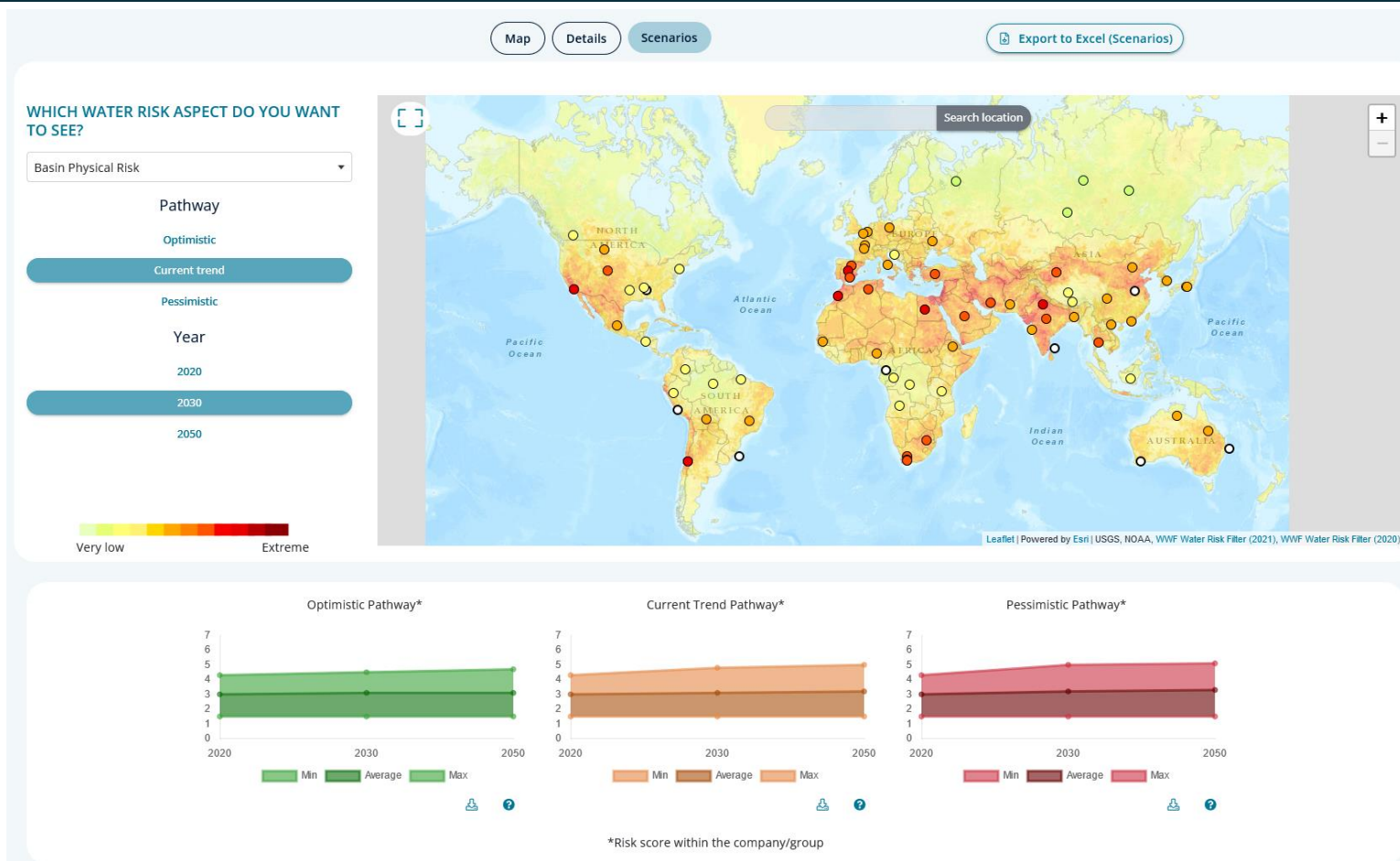
In the 'Scenarios' tab, you can choose the basin water risk aspect which you want to display on the map and choose between three scenario pathways:

- **Optimistic:** The optimistic scenario pathway represents a world with sustainable socio-economic development (SSP1) and moderate reduction of GHG emissions (RCP2.6 /RCP4.5), leading to an increase of global mean surface temperature of approximately 1.5°C by the end of the 21st century.

- **Current trend:** The current trend pathway represents a world similar to current socio-economic development trends (SSP2) and intermediate GHG emission levels (RCP4.5 /RCP6.0), leading to an increase of global mean surface temperature of approximately 2°C by the end of the 21st century.

- **Pessimistic:** The pessimistic scenario represents a world with unequal and unstable socio-economic development (SSP3) and high GHG emission levels (RCP6.0 /RCP8.5), leading to an increase of global mean surface temperature of approximately 3.5/4°C by the end of the 21st century.

You can also choose between three different timeframes: 2020 (baseline year), 2030 and 2050.