

**Thank you for your interest in ICTC's sustainable ICT tool. This document contains a list of the questions that you will need to answer while using the tool, to help you prepare the required information.**

1. Which of the following most accurately represents your organization? We'll use your response to tailor the rest of the questions to the type of work your organization does.

- Technology adopter** (e.g., your organization adopts information and communication technologies, such as laptops, networks, servers, data centres, and software applications)
- Technology designer** or developer (e.g., your organization designs and develops ICT products and services, such as hardware devices, software applications, or other ICT solutions)
- Neither** (this tool is built for technology adopters and technology designers and developers; while you can still use the tool, you may not find it as relevant for your organization)

2. Does your organization have a formal ESG (environmental, social, and governance) or environmental sustainability strategy? ESG strategies help organizations set, track, and achieve goals related to the environment, social welfare, and the integrity of their governing infrastructure.

- Yes
- No
- I don't know

3. Does your organization factor environmental impact or environmental sustainability into the way it buys and manages or designs and develops technology?

- Yes
- Yes, but minimally
- No, but we're starting to think about this
- No, not at all
- I don't know

3.1. Which of the following environmental impacts does your organization factor into technology procurement and management, or design and development decisions?

- Energy consumption
- Non-renewable resource consumption (e.g., non-renewable materials used in production or packaging, such as fossil fuels, minerals, or metals)
- Water consumption
- Greenhouse gas emissions
- Waste creation (e.g., material waste, hazardous waste, etc.)
- Air pollution
- Soil pollution
- Water pollution
- We don't consider any of these
- I don't know

4. Does your organization use lifecycle analysis to determine the environmental impact of design or development decisions across technology's lifecycle? Lifecycle analysis is a tool used to evaluate the real or potential environmental impacts of a product, material, process, or activity (EPA, 2023).

- Yes
- No
- I don't know

5.a. *[for technology adopters only]* Does your organization incorporate environmental sustainability criteria into purchasing documents or decisions? Examples of purchasing documents include purchasing contracts, requests for information (RFI), requests for proposals (RFP), and requests for quotes (RFQ).

- Yes
- No
- I don't know

5.b. *[for technology designers and developers only]* Does your organization share data about the environmental impact of its products and services with suppliers, partners, and customers? Examples of environmental impact data include water consumption, and GHG emissions, and waste creation data.

- Yes
- No
- I don't know

6. Does your organization align technology procurement and management, or technology design and development decisions with sustainable ICT standards? Examples of sustainable ICT standards include "ITU L.1300: Best Practices for Green Data Centres" and "ECMA 341: Environmental Design Considerations for ICT and CE Products."

- Yes
- No
- I don't know

7. Does your organization align technology procurement and management, or technology design and development decisions with ICT ecolabels? Examples of ICT ecolabels include TCO Certified, EPEAT, and ENERGYSTAR.

- Yes
- No
- I don't know

8. Have you received training on how procure and manage, or design and develop technology in an environmentally sustainable way?

- Yes
- No
- I don't know

9. Does your organization provide clear incentives for you to procure and manage, or design and develop technology in an environmentally sustainable way?

- Yes
- No
- I don't know

10. Does your organization work with users to reduce the environmental impact of their ICT product and service use? Depending on how your organization uses ICT solutions, users may include your customers, your employees, or other user groups.

- Yes
- No
- I don't know

11. Does your organization prolong the life of technology devices by purchasing from suppliers with repair programs, or by working with your customers to repair devices? Repair programs enable you or your customers to easily repair broken and defective devices.

- Yes
- No
- I don't know

12. Does your organization prolong the life of technology devices, components, and materials by purchasing from ICT suppliers with recycling programs, or by administering recycling programs for your customers? Recycling programs enable you or your customers to easily recycle end-of-life devices.

- Yes
- No
- I don't know