

## ITC Sustainability Map User Guide

1. Go to: [www.sustainabilitymap.org](http://www.sustainabilitymap.org)

### Standards Module

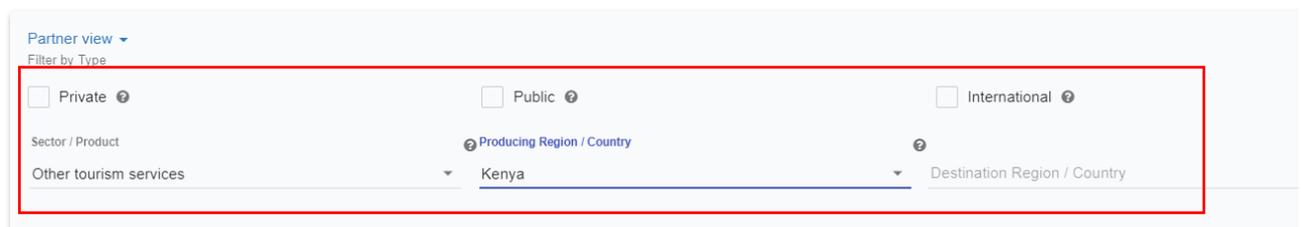
2. Click on “Standards” in the top menu:



3. Use filters in order to narrow down the list of standards:

### Welcome to our new Standards Map!

Standards Map provides information on standards, codes of conduct and audit protocols addressing sustainability hotspots in gl



4. Click on the standard(s) of interest by checking the box on the left hand side of the title of a standard:



5. Click on “Detailed analysis”:

name

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✕ Reset Filter

Detailed Analysis >

6. Select a mode to analyse the requirements of the standard(s) selected and click “Next”:

### ☰ Requirements

Select a mode to analyse the requirements of the standards selected : All selected standards

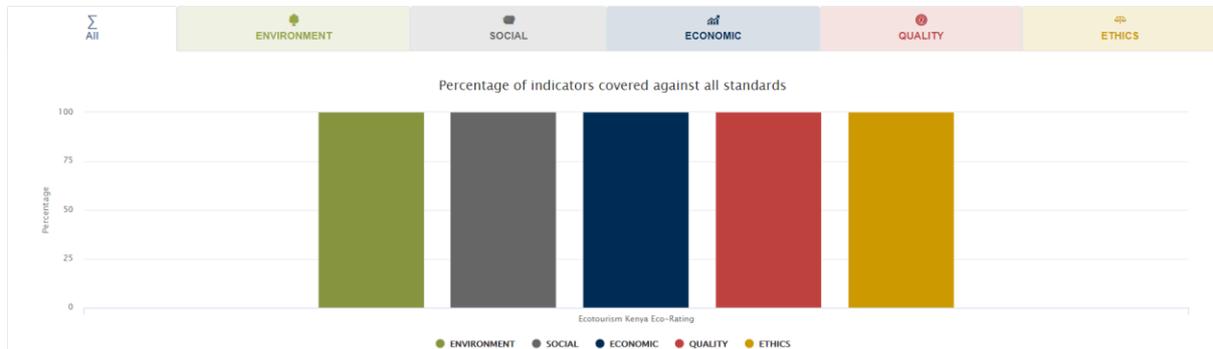
Focus on ALL the requirements covered by the selected standards **Methodology** ?

Focus ONLY on the requirements covered by a standard **Methodology** ?

Focus ONLY on the requirements covered by an international benchmark **Methodology** ?

7. Click on “see results”.

8. Review the criteria of a selected standard in a form of a graph:



And in a form of a table:

**ENVIRONMENT**

- ▶ Soil
- ▶ Inputs
- ▶ Biodiversity
- ▶ Waste
- ▶ Water
- ▶ Energy

Criteria on energy consumption monitoring / recording

Requirement covered:	<input checked="" type="checkbox"/>
Degree of obligation:	<input type="checkbox"/> Within 5 years <input type="checkbox"/> Within 3 years <input type="checkbox"/> Within 1 year <input type="checkbox"/> Immediate <input type="checkbox"/> Not covered <input type="checkbox"/> Recommendation
Explicit reference:	<input checked="" type="checkbox"/>

Evidence of an energy management plan / • Significant innovation, research and/or investment on energy conservation measures / • Use of visual aids e.g. (posters, notices, brochures etc) and Oral/Audio means e.g. (briefings, meetings, etc) to promote and sensitize staff and guests on energy conservation

[More information](#)

When clicking on an indicator, you can see a detailed text of a standard's requirement, degree of obligation in time (immediate compliance, compliance within 1/3/5 years or just a recommendation).

Requirements are divided into five sustainability hotspots:

- Environment
- Social
- Management
- Quality
- Ethics

9. Review processes of a standard by clicking "processes":

Requirements
  Processes

10. Review processes on:

- Standard setting
- Audits
- Claims and labels
- Support
- Costs and fees

## Network Module

11. Click on "login" on top right side of the screen and then "new user" to create your account and company profile.

STANDARDS NETWORK TRENDS **ACT** COMMUNITY ABOUT EN **LOGIN**

LOGIN TO SUSTAINABILITYMAP

EXISTING USER **NEW USER**

First Name \* Last Name \*

Enter email

12. Once you create your profile and login, fill in your company information:

**Company** Productions Certifications Locations Assessments Media

Company Information

**Your company information**

Company Name Swiss Vegetables **Company Type** : Intermediary

Description  
Vegetables producer based in Switzerland.

Company GLN

**Country of operation**

Address

Country Switzerland State Geneve City Geneva

Your product/service information by clicking “add a new product button”:

Company **Productions** Certifications Locations Assessments Media

Company Production

Provide information about the products produced or processed by your company, or the services provided. You can provide information and pictures for more than one product. This will make your company profile much more attractive to potential business partners. Business partners will be able to review this information as part of the Sustainability Network if you make your profile PUBLIC. This will increase your chances of business partners reaching out to you.

+ Add a new product

Your certifications information (if you have any) by clicking “add a new certification”:

Company   Productions   **Certifications**   Locations   Assessments   Media

### Company Certifications

Should your company already be compliant to specific standards, and should you have a document which proves compliance, make sure to include this information. Potential business partners may be very interested in knowing about your existing certifications. Make sure also to include information about the validity period of those specific standards.

[+ Add a new certification](#)

You can also add information on your location by adding your address or geo coordinates:

Company   Productions   Certifications   **Locations**   Assessments   Media

### Company Location

Indicate where your company is located and provide the geolocation of production or processing sites. Use My Places to geolocate specific sites, and provide details about the products produced or processed, or services supplied. You can also make use of the interactive map to delineate the perimeters of specific locations.

**Country of operation**

Country	State	City	PostCode
Switzerland	Geneve	Geneva	1205

Address



- You can also perform a self-assessment against one of the standards in the system by clicking on “take a new assessment” on your dashboard.
- Select a standard from the list and click on “Full assessment”:

### Full questionnaire

Full assessment with review of which question was being covered by your certified standards

**189**  
QUESTIONS

**94.5**  
MINUTES TO COMPLETE

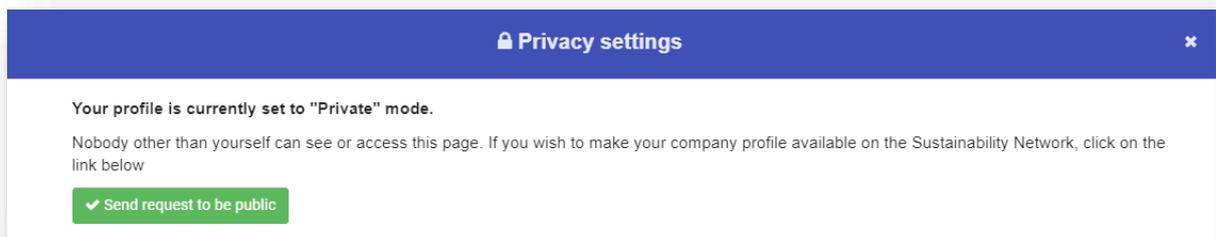
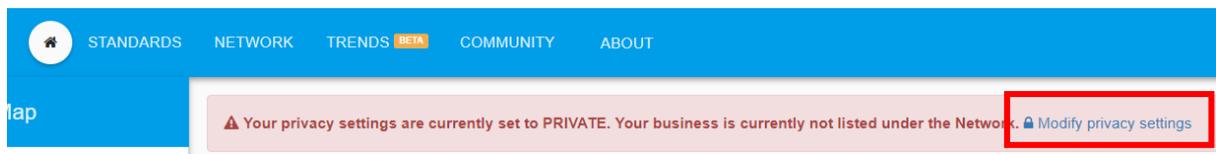
[Full assessment](#)

- Respond to the questions in the self-assessment questionnaire and click on “Finalise”:

### Ecotourism Kenya Eco-Rating



16. If you want your company to be visible to other users on the Network, click on “Modify privacy settings” on your dashboard and then “send request to be public”:



## Community Module

17. Click on “Community” in the top menu and review information around sustainability on:

- Training materials
- Forums
- Events
- Experts
- News

