1. Identification

Call	Date of submission
C1	26/04/2022

1.1. Full name of the project

Sustainability Reporting Tool

30 / 250 characters

1.2. Short name of the project

SusTool

7 / 20 characters

1.3. Programme priority

1. Innovative societies

1.4. Programme objective

1.2 Responsive public services

1.6. Project duration

Contracting start	22/09/2022	**Contracting end**	31/12/2022
Implementation start	01/01/2023	**Implementation end**	31/12/2025
		Duration of implementation phase (months)	36
Closure start	01/01/2026	**Closure end**	31/03/2026

1.7. Project summary

EU law requires certain companies to disclose information on the way they operate and manage social and environmental challenges. In April 2021, the EC adopted a proposal for a Corporate Sustainability Reporting Directive (CSRD), which would amend the existing reporting requirements. The proposal extends the scope to all large companies and all companies listed on regulated markets, including listed SMEs.

For several reasons, sustainability reporting is expected to increase also among the companies that are not obliged by the law. A reporting company is expected to report certain data also on its suppliers´ sustainability parameters (eg scope 3 GHG emissions) and will in the near future request that data from a large number of SMEs that are part of its value chain.

Currently, the sustainability information reported by companies differs from one company to another. The lack of precision in the current requirements and the complexity of the directives and regulations has resulted in many private reporting standards and frameworks.

The project develops and pilots the solution for the target groups - Sustainability Reporting Tool consisting of:

- a digital reporting environment with the guidance of what data to submit that allows the service and ICT sector companies to see and evaluate their performance in the required sustainability areas;
- recommendations for companies on how to efficiently align their operations with the required sustainability parameters.

1,487 / 1,500 characters

1.8. Summary of the partnership

The partnership consists of:

- three national ministries as partners and two national-level institutions as associated organizations. National institutions are responsible for implementing the EC directive into national legislation and seek to assist companies in this new layer of reporting;
- four ICT associations from four countries to represent the companies that will be using the project output. ICT associations select the piloting companies among their membership, and disseminate and transfer the project output among their networks.
- one NGO that has implemented the Sustaxo initiative to discover the possibility to boost environmentally sustainable business models by helping SMEs to assess their impact based on ESG and sustainable finance taxonomy frameworks.

Partner countries Finland, Estonia, Latvia, and Lithuania have joined to address the challenge that companies face. Partner countries have a long cooperation history, they are all small countries, and have quite comparable business, social and environmental contexts among 27 EU countries. That makes the transnational cooperation in sustainability reporting issues realistic and the project output - Sustainability Reporting Tool - is expected to comply with the needs of the companies operating in the Baltic countries and Finland.

1,318 / 3,000 characters

1.11. Project Budget Summary

Financial resources [in EUR]		Preparation costs	Planned project budget
ERDF	ERDF co-financing	0.00	2,781,859.20
	Own contribution ERDF	0.00	695,464.80
	ERDF budget	0.00	3,477,324.00
NO	NO co-financing	0.00	0.00
	Own contribution NO	0.00	0.00
	NO budget	0.00	0.00
NDICI	NDICI co-financing	0.00	0.00
	Own contribution NDICI	0.00	0.00
	NDICI budget	0.00	0.00
RU	RU co-financing	0.00	0.00
	Own contribution RU	0.00	0.00
	RU budget	0.00	0.00
TOTAL	**Total Programme co-financing**	0.00	2,781,859.20
	Total own contribution	0.00	695,464.80
	Total budget	0.00	3,477,324.00

2. Partnership

2.1. Overview: Project Partnership

2.1.1 Project Partners

No.	LP/PP	Organisation (English)	Organisation (Original)	Country	Type of partner	Legal status	Partner budget in the project	Active/inactive	
								Status	from
1	LP	Estonian Ministry of Economic Affairs and Communications	Majandus- ja Kommunikatsiooniministeerium	▬ EE	National public authority	a)	688,184.00 €	Active	22/09/2022
2	PP	Estonian Association of Information Technology and Telecommunications	Eesti Infotehnoloogia ja Telekommunikatsiooni Liit	▬ EE	Business support organisation	b)	324,000.00 €	Active	22/09/2022
3	PP	Let´s Do It Foundation	Teeme Ära SA	▬ EE	NGO	b)	389,044.00 €	Active	22/09/2022
4	PP	Ministry of Environmental Protection and Regional Development of the Republic of Latvia	Latvijas Republikas Vides aizsardzības un reģionālās attīstības ministrija	▬ LV	National public authority	a)	442,984.00 €	Active	22/09/2022
5	PP	Latvian Information and Communications Technology Association (LIKTA)	Latvijas Informacijas un komunikacijas tehnologijas asociacija (LIKTA)	▬ LV	Business support organisation	b)	408,984.00 €	Active	22/09/2022
6	PP	DIMECC Ltd.	DIMECC Oy	✚ FI	Small and medium enterprise	b)	400,450.00 €	Active	22/09/2022
7	PP	Association INFOBALT	Asociacija INFOBALT	▬ LT	Business support organisation	b)	443,802.00 €	Active	22/09/2022
8	PP	Ministry of Finance of Estonia	Eesti Vabariigi Rahandusministeerium	▬ EE	National public authority	a)	379,876.00 €	Active	22/09/2022

2.1.2 Associated Organisations

No.	Organisation (English)	Organisation (Original)	Country	Type of Partner
AO 1	Estonian Ministry of the Environment	Keskkonnaministeerium	▬ EE	National public authority
AO 2	Environmental Investment Centre	Keskkonnainvesteeringute Keskus	▬ EE	Sectoral agency

2.2 Project Partner Details - Partner 1

LP/PP Lead Partner

Partner Status Active

Active from 22/09/2022   **Inactive from**

Partner name:

Organisation in original language Majandus- ja Kommunikatsiooniministeerium

41 / 250 characters

Organisation in English Estonian Ministry of Economic Affairs and Communications

56 / 250 characters

Department in original language Ettevõtlus- ja tarbimiskeskkonna osakond

40 / 250 characters

Department in English Business and Consumer Environment Department

44 / 250 characters

Partner location and website:

Address	Suur-Ameerika 1	**Country**	Estonia
	15 / 250 characters		
Postal Code	10122	**NUTS1 code**	Eesti
	5 / 250 characters		
Town	Tallinn	**NUTS2 code**	Eesti
	7 / 250 characters		
Website	mkm.ee	**NUTS3 code**	Põhja-Eesti
	6 / 100 characters		

Partner ID:

Organisation ID type Registration code (Registrikood)

Organisation ID 70003158

VAT Number Format EE + 9 digits

VAT Number N/A ☐ EE100113619

11 / 50 characters

PIC n/a

3 / 9 characters

Partner type:

Legal status a) Public

Type of partner National public authority | Ministry, etc.

Sector (NACE) 84.11 - General public administration activities

Partner financial data:

Is your organisation entitled to recover VAT related to the EU funded project activities? Yes

Financial data	Reference period	01/01/2021	–	31/12/2021
	Staff headcount [in annual work units (AWU)]			250.0
	Employees [in AWU]			250.0
	Persons working for the organisation being subordinated to it and considered to be employees under national law [in AWU]			0.0
	Owner-managers [in AWU]			0.0
	Partners engaged in a regular activity in the organisation and benefiting from financial advantages from the organisation [in AWU]			0.0
	Annual turnover [in EUR]			223,876,042.09
	Annual balance sheet total [in EUR]			2,135,802,785.75
	Operating profit [in EUR]			-262,771,496.24

Role of the partner organisation in this project:

Partner is a lead partner and contributes to all GoAs.

55 / 1,000 characters

Has this organisation ever been a partner in the project(s) implemented in the Interreg Baltic Sea Region Programme?

○ Yes ○ No

2.2 Project Partner Details - Partner 2

LP/PP	Project Partner
Partner Status	Active

	Active from	22/09/2022	**Inactive from**	

Partner name:

Organisation in original language	Eesti Infotehnoloogia ja Telekommunikatsiooni Liit
	51 / 250 characters
Organisation in English	Estonian Association of Information Technology and Telecommunications
	70 / 250 characters
Department in original language	NA
	2 / 250 characters
Department in English	NA
	2 / 250 characters

Partner location and website:

Address	Lõõtsa 2b	**Country**	Estonia
	10 / 250 characters		
Postal Code	11415	**NUTS1 code**	Eesti
	5 / 250 characters		
Town	Tallinn	**NUTS2 code**	Eesti
	7 / 250 characters		
Website	itl.ee	**NUTS3 code**	Põhja-Eesti
	6 / 100 characters		

Partner ID:

Organisation ID type	Registration code (Registrikood)
Organisation ID	80000876
VAT Number Format	EE + 9 digits
VAT Number	**N/A** ☐ EE100556467
	11 / 50 characters
PIC	n/a
	3 / 9 characters

Partner type:

Legal status	b) Private
Type of partner	Business support organisation	Chamber of commerce, chamber of trade and crafts, business incubator or innovation centre, business clusters, etc.
Sector (NACE)	94.12 - Activities of professional membership organisations	

Partner financial data:

Is your organisation entitled to recover VAT related to the EU funded project activities?

No

Financial data	Reference period	01/01/2021	–	31/12/2021

	Staff headcount [in annual work units (AWU)]	9.0
	Employees [in AWU]	9.0
	Persons working for the organisation being subordinated to it and considered to be employees under national law [in AWU]	0.0
	Owner-managers [in AWU]	0.0
	Partners engaged in a regular activity in the organisation and benefiting from financial advantages from the organisation [in AWU]	0.0
	Annual turnover [in EUR]	1,193,459.00
	Annual balance sheet total [in EUR]	900,960.00
	Operating profit [in EUR]	128,699.00

Role of the partner organisation in this project:

ITL is representing and involving the project target group - ICT companies. Partner is active in GoAs 1.2, 1.3, 2.1, 3.1 and 3.2. Partner is responsible coordinator of WP3.

174 / 1,000 characters

Has this organisation ever been a partner in the project(s) implemented in the Interreg Baltic Sea Region Programme?

○ Yes ○ No

2.2 Project Partner Details - Partner 3

LP/PP	Project Partner
Partner Status	Active

Active from	22/09/2022	Inactive from	

Partner name:

Organisation in original language	Teeme Ära SA
	12 / 250 characters
Organisation in English	Let´s Do It Foundation
	22 / 250 characters
Department in original language	NA
	2 / 250 characters
Department in English	NA
	2 / 250 characters

Partner location and website:

Address	Telliskivi 60a	Country	Estonia
	14 / 250 characters		
Postal Code	10412	NUTS1 code	Eesti
	5 / 250 characters		
Town	Tallinn	NUTS2 code	Eesti
	7 / 250 characters		
Website	https://letsdoitfoundation.org/	NUTS3 code	Põhja-Eesti
	31 / 100 characters		

Partner ID:

Organisation ID type	Registration code (Registrikood)
Organisation ID	90010442
VAT Number Format	EE + 9 digits
VAT Number	N/A ✔
	0 / 50 characters
PIC	921438309
	9 / 9 characters

Partner type:

Legal status	b) Private	
Type of partner	NGO	Non-governmental organisations, such as Greenpeace, WWF, etc.
Sector (NACE)	94.99 - Activities of other membership organisations n.e.c.	

Partner financial data:

Is your organisation entitled to recover VAT related to the EU funded project activities? No

Financial data	**Reference period**	01/01/2021	–	31/12/2021
	Staff headcount [in annual work units (AWU)]			9.0
	Employees [in AWU]			9.0
	Persons working for the organisation being subordinated to it and considered to be employees under national law [in AWU]			0.0
	Owner-managers [in AWU]			0.0
	Partners engaged in a regular activity in the organisation and benefiting from financial advantages from the organisation [in AWU]			0.0
	Annual turnover [in EUR]			301,711.00
	Annual balance sheet total [in EUR]			600,604.00
	Operating profit [in EUR]			-79,302.00

Role of the partner organisation in this project:

Let's do it foundation runs accelerator programs where we kick-start systematic change, scaling good solutions and boosting innovation. Our network opens doors to capital, mentorship, marketing, business development, customer acquisition, and talent recruitment. Sustaxo is in our program to discover the possibility to boost environmentally sustainable business models by helping SMEs to assess their impact based on ESG and sustainable finance taxonomy frameworks. Sustaxo project manager Kristiina Kerge is also Tech Innovation Lead in the Let's do it foundation and has been coordinating several IT developments since 2016 in the organization and helped to scale projects in our accelerator program. Partner is involved in all WPs, especially in GoA1.1, 1.2, 3.1 and 3.2.

775 / 1,000 characters

Has this organisation ever been a partner in the project(s) implemented in the Interreg Baltic Sea Region Programme?

○ Yes ○ No

2.2 Project Partner Details - Partner 4

LP/PP	Project Partner		
Partner Status	Active		
	Active from	22/09/2022	**Inactive from**

Partner name:

Organisation in original language	Latvijas Republikas Vides aizsardzības un reģionālās attīstības ministrija
	74 / 250 characters
Organisation in English	Ministry of Environmental Protection and Regional Development of the Republic of Latvia
	87 / 250 characters
Department in original language	Informācijas sabiedrības attīstības departaments
	48 / 250 characters
Department in English	Information Society Development Department
	42 / 250 characters

Partner location and website:

Address	Peldu iela 25	Country	Latvia
	13 / 250 characters		
Postal Code	LV-1494	NUTS1 code	Latvija
	7 / 250 characters		
Town	Riga	NUTS2 code	Latvija
	4 / 250 characters		
Website	www.varam.gov.lv	NUTS3 code	Rīga
	16 / 100 characters		

Partner ID:

Organisation ID type	Unified registration number (Vienotais reģistrācijas numurs)
Organisation ID	90000028508
VAT Number Format	LV + 11 digits

VAT Number	**N/A** ☐ LV90000028508
	13 / 50 characters
PIC	n/a
	3 / 9 characters

Partner type:

Legal status	a) Public
Type of partner	National public authority	Ministry, etc.
Sector (NACE)	84.11 - General public administration activities

Partner financial data:

Is your organisation entitled to recover VAT related to the EU funded project activities?	No

Role of the partner organisation in this project:

WP1-3: project management (incl. Reporting)/VARAM, co-ordination, connection with ministries and social partners
WP1: collecting best practices & support for tool creation
WP2: pilot co-ordination/Finland
WP3: training co-ordination/Latvia
WP3: communication, dissemination, events

281 / 1,000 characters

Project Acronym: SusTool
Submission Date : 26/04/2022 08:34:56
Project Number:
Project Version Number: 1

Interreg
Baltic Sea Region

Has this organisation ever been a partner in the project(s) implemented in the Interreg Baltic Sea Region Programme?

○ Yes ○ No

2.2 Project Partner Details - Partner 5

LP/PP	Project Partner
Partner Status	Active

Active from	22/09/2022	**Inactive from**	

Partner name:

Organisation in original language	Latvijas Informacijas un komunikacijas tehnologijas asociacija (LIKTA)
	70 / 250 characters
Organisation in English	Latvian Information and Communications Technology Association (LIKTA)
	69 / 250 characters
Department in original language	NA
	2 / 250 characters
Department in English	NA
	2 / 250 characters

Partner location and website:

Address	Stabu 47-1	**Country**	Latvia
	10 / 250 characters		
Postal Code	LV-1011	**NUTS1 code**	Latvija
	7 / 250 characters		
Town	Riga	**NUTS2 code**	Latvija
	4 / 250 characters		
Website	likta.lv	**NUTS3 code**	Rīga
	8 / 100 characters		

Partner ID:

Organisation ID type	Unified registration number (Vienotais reģistrācijas numurs)
Organisation ID	40008038242
VAT Number Format	LV + 11 digits
VAT Number	**N/A**☐ LV40008038242
	13 / 50 characters
PIC	n/a
	3 / 9 characters

Partner type:

Legal status	b) Private
Type of partner	Business support organisation	Chamber of commerce, chamber of trade and crafts, business incubator or innovation centre, business clusters, etc.
Sector (NACE)	94.11 - Activities of business and employers membership organisations

Partner financial data:

Is your organisation entitled to recover VAT related to the EU funded project activities?

No

Financial data	Reference period	01/01/2021	–	31/12/2021

Staff headcount [in annual work units (AWU)] — 11.0

Employees [in AWU] — 11.0

Persons working for the organisation being subordinated to it and considered to be employees under national law [in AWU] — 0.0

Owner-managers [in AWU] — 0.0

Partners engaged in a regular activity in the organisation and benefiting from financial advantages from the organisation [in AWU] — 0.0

Annual turnover [in EUR] — 1,090,415.00

Annual balance sheet total [in EUR] — 816,236.00

Operating profit [in EUR] — 123,824.00

Role of the partner organisation in this project:

Partner is representing the project target group - ICT companies in Latvia. Partner organises the joint procurement for the IT solution. Partner contributes to all WPs, especially regarding the piloting and trainings the companies.

232 / 1,000 characters

Has this organisation ever been a partner in the project(s) implemented in the Interreg Baltic Sea Region Programme?

○ Yes ○ No

2.2 Project Partner Details - Partner 6

LP/PP	Project Partner
Partner Status	Active

Active from	22/09/2022	**Inactive from**	

Partner name:

Organisation in original language

DIMECC Oy

9 / 250 characters

Organisation in English

DIMECC Ltd.

11 / 250 characters

Department in original language

NA

2 / 250 characters

Department in English

NA

2 / 250 characters

Partner location and website:

Address	Åkerlundinkatu 8	**Country**	Finland

16 / 250 characters

Postal Code	33100	**NUTS1 code**	Manner-Suomi
	5 / 250 characters		
Town	Tampere	**NUTS2 code**	Länsi-Suomi
	7 / 250 characters		
Website	www.dimecc.com	**NUTS3 code**	Pirkanmaa
	14 / 100 characters		

Partner ID:

Organisation ID type	Business Identity Code (Y-tunnus)
Organisation ID	2179030-4
VAT Number Format	FI + 8 digits
VAT Number	**N/A** ☐ FI21790304
	10 / 50 characters
PIC	935332783
	9 / 9 characters

Partner type:

Legal status	b) Private	
Type of partner	Small and medium enterprise	Micro, small, medium enterprises < 250 employees, ≤ EUR 50 million turnover or ≤ EUR 43 million balance sheet total
Sector (NACE)	94.12 - Activities of professional membership organisations	

Partner financial data:

Is your organisation entitled to recover VAT related to the EU funded project activities?	Yes

Financial data	**Reference period**	01/01/2021 – 31/12/2021
	Staff headcount [in annual work units (AWU)]	12.0
	Employees [in AWU]	12.0
	Persons working for the organisation being subordinated to it and considered to be employees under national law [in AWU]	0.0
	Owner-managers [in AWU]	0.0
	Partners engaged in a regular activity in the organisation and benefiting from financial advantages from the organisation [in AWU]	0.0
	Annual turnover [in EUR]	1,900,354.00
	Annual balance sheet total [in EUR]	3,392,691.00
	Operating profit [in EUR]	114,387.00

Role of the partner organisation in this project:

WP1-3: project management (incl. Reporting)/DIMECC, co-ordination, connection with ministries
WP1: collecting best practices & support for tool creation
WP2: pilot co-ordination/Finland
WP3: training co-ordination/Finland
WP3: communication, dissemination, events

263 / 1,000 characters

Has this organisation ever been a partner in the project(s) implemented in the Interreg Baltic Sea Region Programme?

○ Yes ○ No

2.2 Project Partner Details - Partner 7

LP/PP	Project Partner
Partner Status	Active

Active from	22/09/2022	**Inactive from**	

Partner name:

Organisation in original language
Asociacija INFOBALT
19 / 250 characters

Organisation in English
Association INFOBALT
20 / 250 characters

Department in original language
NA
2 / 250 characters

Department in English
NA
2 / 250 characters

Partner location and website:

Address
Goštauto str. 8-313
19 / 250 characters

Country Lithuania

Postal Code
LT-01108
8 / 250 characters

NUTS1 code Lietuva

Town
Vilnius
7 / 250 characters

NUTS2 code Sostinės regionas

Website
www.infobalt.lt
15 / 100 characters

NUTS3 code Vilniaus apskritis

Partner ID:

Organisation ID type
Legal person's code (Juridinio asmens kodas)

Organisation ID
122361495

VAT Number Format
LT + 9 digits

VAT Number **N/A** ☐ LT223614917
11 / 50 characters

PIC
n/a
3 / 9 characters

Partner type:

Legal status
b) Private

Type of partner
Business support organisation | Chamber of commerce, chamber of trade and crafts, business incubator or innovation centre, business clusters, etc.

Sector (NACE)
94.11 - Activities of business and employers membership organisations

Partner financial data:

Is your organisation entitled to recover VAT related to the EU funded project activities?
No

Financial data	Reference period	01/01/2021	–	31/12/2021

Staff headcount [in annual work units (AWU)]	7.0
Employees [in AWU]	7.0
Persons working for the organisation being subordinated to it and considered to be employees under national law [in AWU]	0.0
Owner-managers [in AWU]	0.0
Partners engaged in a regular activity in the organisation and benefiting from financial advantages from the organisation [in AWU]	0.0
Annual turnover [in EUR]	266,463.00
Annual balance sheet total [in EUR]	222,028.00
Operating profit [in EUR]	0.00

Role of the partner organisation in this project:

Partner implements activities in Lithuania. Main responsibilities include giving input to all GoAs from the Lithuanian point of view. Partner is lead coordinator of the piloting activities of the project.

205 / 1,000 characters

Has this organisation ever been a partner in the project(s) implemented in the Interreg Baltic Sea Region Programme?

○ Yes ○ No

2.2 Project Partner Details - Partner 8

LP/PP	Project Partner
Partner Status	Active

Active from	22/09/2022	Inactive from	

Partner name:

Organisation in original language	Eesti Vabariigi Rahandusministeerium

36 / 250 characters

Organisation in English	Ministry of Finance of Estonia

30 / 250 characters

Department in original language	Rahandusteabe poliitika osakond

31 / 250 characters

Department in English	Rahandusteabe poliitika osakond

31 / 250 characters

Partner location and website:

Address	Suur-Ameerika 1	Country	Estonia

15 / 250 characters

Postal Code	10122	NUTS1 code	Eesti

5 / 250 characters

Town	Tallinn	NUTS2 code	Eesti

7 / 250 characters

Website	www.fin.ee	NUTS3 code	Põhja-Eesti

10 / 100 characters

Partner ID:

Organisation ID type

Registration code (Registrikood)

Organisation ID

70000272

VAT Number Format

EE + 9 digits

VAT Number

N/A ☐ EE100201699

11 / 50 characters

PIC

n/a

3 / 9 characters

Partner type:

Legal status

a) Public

Type of partner

National public authority

Ministry, etc.

Sector (NACE)

84.11 - General public administration activities

Partner financial data:

Is your organisation entitled to recover VAT related to the EU funded project activities?

No

Role of the partner organisation in this project:

Partner has a crucial role in GoA1.1. Partner is responsible for implementing the sustainability reporting directive into Estonian legislation.

144 / 1,000 characters

Has this organisation ever been a partner in the project(s) implemented in the Interreg Baltic Sea Region Programme?

○ Yes ⦿ No

2.3 Associated Organisation Details - AO 1

Associated organisation name and type:

Organisation in original language	Keskkonnaministeerium
	21 / 250 characters
Organisation in English	Estonian Ministry of the Environment
	36 / 250 characters
Department in original language	Keskkonnakorralduse ja välissuhete põhiüksus
	44 / 250 characters
Department in English	Department of environmental management and foreign affairs
	58 / 250 characters
Legal status	a) Public
Type of associated organisation	National public authority Ministry, etc.

Associated organisation location and website:

Address	Paldiski mnt 96,	**Country**	Estonia
	18 / 250 characters		
Postal Code	13522		
	6 / 250 characters		
Town	Tallinn		
	7 / 250 characters		
Website	https://envir.ee/		
	17 / 100 characters		

Role of the associated organisation in this project:

Partner has a crucial role in GoA1.1 Methodology development. Partner represents TSI project and connect the two projects.

123 / 1,000 characters

2.3 Associated Organisation Details - AO 2

Associated organisation name and type:

Organisation in original language	Keskkonnainvesteeringute Keskus	
		31 / 250 characters
Organisation in English	Environmental Investment Centre	
		31 / 250 characters
Department in original language	Arengu- ja koostöökoda	
		22 / 250 characters
Department in English	Chamber of Development and Partnership	
		38 / 250 characters

Legal status	a) Public
Type of associated organisation	Sectoral agency	Local or regional development agency, environmental agency, energy agency, employment agency, etc.

Associated organisation location and website:

Address	Narva mnt 7A		**Country**	Estonia
	12 / 250 characters			
Postal Code	15172			
	5 / 250 characters			
Town	Tallinn			
	7 / 250 characters			
Website	www.kik.ee			
	10 / 100 characters			

Role of the associated organisation in this project:

Partner has a crucial role in GoA1.1

37 / 1,000 characters

3. Relevance

3.1 Context and challenge

EU law requires certain companies to disclose information on the way they operate and manage social and environmental challenges. Currently, this so-called non-financial reporting requirement applies to certain large companies, but in April 2021, the EC adopted a proposal for a Corporate Sustainability Reporting Directive (CSRD), which would amend the existing reporting requirements. The proposal extends the scope to all large companies and all companies listed on regulated markets, including listed SMEs.

For several reasons, sustainability reporting is expected to increase also among the companies that are not obliged by the law. A reporting company is expected to report certain data also on its suppliers´ sustainability parameters (eg scope 3 GHG emissions) and will in the near future request that data from a large number of SMEs that are part of its value chain. Also, the individual customers are more aware than ever of their power and even obligation to choose products or services from a company that has a higher environmental and social responsibility. Financial institutions are already implementing green loans and sustainability-linked lending, incentivizing the borrower's achievements on sustainability performance objectives.

Currently, the sustainability information reported by companies differs from one company to another. The lack of precision in the current requirements and the complexity of the directives and regulations has resulted in many private reporting standards and frameworks, often they are payable and need additional consultant advice. It means that in many cases a company should hire a consulting service to be able to collect required information about its own operations and processes. That causes additional costs to the company and might lead to greenwashing, as outsourcing the reporting service leaves the company owner less committed and reporting is seen as another bureaucratic requirement without understanding its content and aim.

1,995 / 2,000 characters

3.2 Transnational value of the project

The Corporate Sustainability Reporting Directive will have to be incorporated into national legislation in all EU member states. All participating countries are facing and tackling similar problems regarding sustainability assessment and reporting. The Commission indicates in its Explanatory Memorandum (COM(2021) 189 final):

"The current situation is also problematic for companies that have to report. The lack of precision in the current requirements, and the large number of private standards and frameworks in existence, make it difficult for companies to know exactly what information they should report. They often experience difficulties in getting the information they themselves need from suppliers, clients and investee companies. Many companies receive requests for sustainability information from stakeholders in addition to the information they report to comply with current legal requirements. All of this generates unnecessary business costs."

Partner countries Finland, Estonia, Latvia, and Lithuania have joined to address this challenge. Partner countries have a long cooperation history, they are all small countries, and have quite comparable business, social and environmental contexts among 27 EU countries. That makes the transnational cooperation in sustainability reporting issues realistic and the project output - Sustainability Reporting Tool - is expected to comply with the needs of the companies operating in the Baltic countries and Finland.

1,479 / 2,000 characters

3.3 Target groups

Target group	Sector and geographical coverage	Its role and needs	
Small and medium enterprise	Economic sector: service sector SMEs; piloting group: ICT companies. Representatives of the target group are involved in the project in Estonia, Finland, Latvia and Lithuania. 179 / 500 characters	Although the project output can be used also by other sectors in its sector-agnostic reporting part, the project is focused to address the sustainability reporting challenges of the service (including the ICT) sector. Taking into account the limitations of the project in time, it was decided to focus on the service sector and pilot the reporting toolbox on ICT companies. At the moment companies do not have a publicly accessible tool to evaluate the sustainability of their business operations and awareness of the issue needs to be increased among them. ICT companies are among the companies that have to submit sustainability reporting. They provide complex services and often have the image in the business society as frontrunners and trendsetters. For that reason, ICT companies are selected as a pilot group. Their role is to test the Sustainability Reporting Tool on their business environment and give feedback to adjust the Tool. 943 / 1,000 characters	

Target group	Sector and geographical coverage	Its role and needs	
National public authority	Economic sector: national ministries. Representatives of the target group are involved to the project in Estonia (partners and AOs) and Latvia (partner). 157 / 500 characters	National public authorities are responsible for integrating the Corporate Sustainability Reporting Directive into national legislation. They are also responsible for providing responsive public services in their countries. At the national level, it is important to get adequate, comparable, and real data from the companies´ sustainability reporting, to be able to make sectoral and economical decisions in the respective country. Adjusting and creating a common methodology for sustainability reporting ensures comparable and transparent data and impacts policymaking in a positive way. 591 / 1,000 characters	
Large enterprise	Economic sector: service sector big and listed companies; piloting group: ICT companies. Representatives of the target group are involved in the project in Estonia, Finland, Latvia, and Lithuania. 200 / 500 characters	Although the project output can be used also by other sectors in its sector-agnostic reporting part, the project is focused to address the sustainability reporting challenges of the service (including the ICT) sector. Taking into account the limitations of the project in time, it was decided to focus on the service sector and pilot the reporting toolbox on ICT companies. At the moment companies do not have a publicly accessible tool to evaluate the sustainability of their business operations and awareness of the issue needs to be increased among them. ICT companies are among the companies that have to submit sustainability reporting. They provide complex services and often have the image in the business society as frontrunners and trendsetters. For that reason, ICT companies are selected as a pilot group. Their role is to test the Sustainability Reporting Tool on their business environment and give feedback to adjust the Tool. 943 / 1,000 characters	

3.4 Project objective

Your project objective should contribute to:

Responsive public services

The project develops and pilots the solution for the target groups - Sustainability Reporting Tool.

The Sustainability Reporting Tool consists of:

- a digital reporting environment with the guidance of what data to submit that allows the service and ICT sector companies to see and evaluate their performance in the required sustainability areas;
- recommendations for companies on how to efficiently align their operations with the required sustainability parameters.

The Reporting Tool aims to support the target group of SMEs by:

- providing free of charge environment for compiling the sustainability report as well as self-assess company´s performance in sustainability,
- empowering the business owners to make executive decisions in transforming their businesses to align with the sustainability parameters presented in the EU Taxonomy, which is currently aimed at environmental and climate impacts only, but is to be extended also to social and governance aspects;
- increasing the awareness of the companies on the sustainability reporting and reasons for such reporting, including the recommendations and best cases on how to improve company´s performance in the sustainability matters and what are the benefits of that,
- reducing unnecessary costs for the companies due to its standardised approach, clear requirements and guidelines for the users,
- reducing the administrative burden that the additional layer of reporting would otherwise cause to the companies.

The Reporting Tool aims to support the target group of national ministries by:

- increasing the number of companies that will be reporting voluntarily,
- decreasing administrative burden and costs of data collection for companies with mandatory sustainability reporting obligation,
- increasing the quality of the reported data,
- assuring that the reported information is relevant, comparable, reliable, and easy to access and use at the national level.

1,945 / 2,000 characters

3.5 Project's contribution to the EU Strategy for the Baltic Sea Region

Please indicate whether your project contributes to the implementation of the Action Plan of the EU Strategy for the Baltic Sea Region (EUSBSR).

⊙ Yes ○ No

Please select which Policy Area of the EUSBSR your project contributes to most.

PA Innovation

Please list the action of this Policy Area that your project contributes to and explain how.

Project contributes to the Policy Area Innovation of the EU Strategy for the Baltic Sea Region (EUSBSR PA INNO), which promotes a globally competitive position within innovation for sustainable economic growth in the Baltic Sea region, and provides a strong platform for an enhanced macroregional collaborative ecosystem for innovation, research, SMEs and digitalization.

The project contributes to the whole EUSBSR. There are no specific PA any more to deal with environmental and sustainability issues, but these topics are cross-cutting through all PAs. As is written in EU Strategy for the Baltic Sea Region: ACTION PLAN [COM(2009) 248 final]:

Alignment with the European Green Deal and the objective of making the EU climateneutral by 2050 requires that actions to address climate change and promote sustainable development are integrated into the strategy as a whole. Therefore, all policy areas must take into account EU climate and environmental policy objectives. Strengthening the efforts to do not harm the environment, on climate-proofing, resilience building, prevention and preparedness is crucial, and the work on climate adaptation and environmental sustainability should continue to influence public and private investments.

1,243 / 1,500 characters

If applicable, please describe which other Policy Areas of the EUSBSR your project contributes to and how.

The project contributes to the whole EUSBSR.

44 / 1,500 characters

3.6 Other political and strategic background of the project

Strategic documents	
EU Green Deal and EU Sustainable Finance Taxonomy: the Taxonomy provides a list of sustainability benchmarks for both investors and companies. Implementation of this tool is expected to orient investments toward a low-carbon and climate-resilient economy. Currently, the taxonomy covers climate change issues only but will be expanded to social and governance issues as well. The project directly contributes to the Green Deal by increasing sustainability reporting and awareness among companies. 499 / 500 characters	
At the national level in Estonia, the project contributes to the Real-Time Economy Flagship initiative (rewarded by the EUSBSR) strategy and vision (2020-2027) by two cross-sectoral lines: 1. enabling technical facilities for reducing bureaucracy, structuring and standardising data, and automating reporting processes; 2. supporting the cross-border cooperation in Baltic Sea Region and EU level. 398 / 500 characters	
LT: Sustainable Finance Strategy and Action Plan: financing sustainable projects and build sustainable financial ecosystem. LV: Sustainable Development Strategy until 2030: Innovative and Eco-efficient Economy; National Development plan 2027 objective minimizing anthropogenic pollution; Digital Transformation guidelines 2021-2027 sustainable development of economy and green transition; Environmental Protection guidelines 2021-2027 efficient use of resources and implementation circular economy 499 / 500 characters	

3.7 Seed money support

Please indicate whether your project is based on a seed money project implemented in the Interreg Baltic Sea Region Programme 2014-2020.

○ Yes ◉ No

3.8 Other projects: use of results and planned cooperation

Full name of the project	Funding Source	Use of the project outcomes and/or planned cooperation	
EU Taxonomy Implementation and Sustainable Finance Roadmap for Estonia and Latvia 81 / 200 characters	The Project is funded by the EU via the Technical Support Instrument (TSI) and in cooperation with the DG Structural Reform Support. 132 / 200 characters	The Estonian Ministry of the Environment is a partner in the TSI project and will be involved in the SusTool project as an associated organisation. They are an integral part of the GoA1.1 Methodology workgroup. Among other TSI project outputs, the SusTool project will use the result identified by the TSI project as follows: "Practical approaches to compliance with the reporting requirements and what steps should be taken by companies to align their practices and procedures with the reporting requirements (e.g., EU Taxonomy)" As the TSI project started in April 2022, other potential results that can be used in the SusTool project will appear. 654 / 1,000 characters	

3.10 Horizontal principles

Horizontal principles	Projects's direct impact
Sustainable development	positive
Non-discrimination including accessibility	positive
Equality between men and women	positive

4. Management

Allocated budget   15%

4.1 Project management

☑   **Please confirm that the lead partner and all project partners will comply with the rules for the project management as described in the Programme Manual.**

If relevant, please indicate any other important aspects of the project management, e.g. external entity supporting the lead partner in the management of the project, advisory board, steering committee, any other relevant working groups, etc.

Management consists of the LP project manager responsible for daily overall project coordination and financial management; and the WP and GoA leaders. The Management is responsible for the overall implementation of the project and coordinating the activities across WPs.
A detailed work plan (regular meetings, tasks, objectives for the project period, internal reporting, etc) will be agreed upon during the project inception phase. Daily communication takes place via emails and regular meetings.

498 / 500 characters

4.2 Project financial management

☑   **Please confirm that the lead partner and all project partners will comply with the rules for the financial management and control as described in the Programme Manual.**

If relevant, please indicate any other important aspects of the financial management, e.g. external entity supporting the lead partner, positions planned for financial management, involvement of special financial experts (e.g. for public procurement), etc.

Due to the planned big IT solution procurement, partners decided to organise a joint procurement. To ensure that all the legal obligations are followed, the responsible partner LIKTA outsources a legal procurement expert service.

230 / 500 characters

4.3 Input to Programme communication

☑   **Please confirm that you are aware of the obligatory inputs to Programme communication that must be submitted along the pre-defined progress reports, as described in the Programme Manual.**

If relevant, please describe other important aspects of project communication that you plan to introduce, e.g. a communication plan, opening and closing events, social media channel(s) etc.

In addition to the obligatory inputs to Programme communication, the project will create a Facebook account. Different dissemination and transfer events will take place under WP3.

181 / 500 characters

4.4 Cooperation criteria

Please select the cooperation criteria that apply to your project. In your project you need to apply at least three cooperation criteria. Joint development and joint implementation are the obligatory ones you need to fulfill in your project.

Cooperation criteria

Criterion	
Joint Development	☑
Joint Implementation	☑
Joint Staffing	☑
Joint Financing	☑

5. Work Plan

Number	Work Package Name
1	Preparing solutions

	Number	Group of Activity Name
	1.1	Methodology development for the Sustainability Reporting Tool
	1.2	Collection and compilation of the recommendations to increase awareness on sustainability
	1.3	Sustainability Reporting Tool IT solution development

Number	Work Package Name
2	Piloting and evaluating solutions

	Number	Group of Activity Name
	2.1	Piloting the Sustainability Reporting Tool in ICT sector

Number	Work Package Name
3	WP3 Transferring solutions

	Number	Group of Activity Name
	3.1	Dissemination of the Sustainability Reporting topic
	3.2	Transfer of Sustainability Reporting Tool to target groups

Work plan overview

	Period: 1	2	3	4	5	6	Leader
WP.1: Preparing solutions							**PP1**
A.1.1: Methodology development for the Sustainability Reporting Tool							PP1
D.1.1: Methodology of the Sustainability Reporting Tool			D				
A.1.2: Collection and compilation of the recommendations to increase awareness on sustainability							PP3
D.1.2: Recommendations for Managing Environmental, Social and Governance Challenges			D				
A.1.3: Sustainability Reporting Tool IT solution development							PP5
D.1.3: Sustainability Reporting Tool IT solution				D			
WP.2: Piloting and evaluating solutions							**PP7**
A.2.1: Piloting the Sustainability Reporting Tool in ICT sector							PP7
O.2.1: Sustainability Reporting Tool					O		
WP.3: WP3 Transferring solutions							**PP6**
A.3.1: Dissemination of the Sustainability Reporting topic							PP6
D.3.1: Video materials: Best Practices on Sustainable Businesses					D		
A.3.2: Transfer of Sustainability Reporting Tool to target groups							PP2
D.3.2: Presentation materials for transfer seminars					D		

Outputs and deliverables overview

Code	Title	Description	Contribution to the output	Output/ deliverable contains an investment
D 1.1	Methodology of the Sustainability Reporting Tool	Methodology of the Sustainability Reporting Tool includes guidelines and principles for reporting; Excel data models (eg GHG emission monitoring model developed in Estonia and other initiatives developed in partner countries), links to data sets. The purpose of the deliverable is to provide a solid base for the Sustainability Reporting Tool. Transnational cooperation is required here due to complex EU-level directives, international (EU, UN) standards, and national initiatives that exist and are interconnected. EFRAG reporting standards are an important part of the Methodology. They form the structure of the sustainability reporting.	O2.1 Sustainability Reporting Tool	
D 1.2	Recommendations for Managing Environmental, Social and Governance Challenges	The purpose of the Recommendations is to give the Sustainability Reporting Tool additional value. The Reporting Tool has two aims: to provide the company (or any user) with the digital environment to compile the sustainability report of a particular company, and secondly to raise awareness of the management level of the company on the impact that the company makes. For companies to contribute to sustainable development, they need to understand and manage their positive and negative impacts. Whereas one function of the Reporting Tool is to insert data into the reporting fields, this data should also give grounds to make executive decisions on business operations, procedures, internal processes, etc. Recommendations serve that function and are designed to give the company manager knowledge and inspiration what could be the improvement measures that might be implemented in the respective company. The scope of the recommendations will be defined by the workgroup. The three pillars and their elements are described in the Description of the Group of Activities. The transnational workgroup for this GoA ensures that the recommendations are collected from all partner countries. Recommendations are part of the Sustainability Reporting Tool.	O2.1 Sustainability Reporting Tool	
D 1.3	Sustainability Reporting Tool IT solution	- Sustainability Reporting Tool first version - Technical specification of the Sustainability Reporting Tool - Procurement of the Sustainability Reporting Tool - Durability plan for the Sustainability Reporting Tool	O2.1 Sustainability Reporting Tool	
O 2.1	Sustainability Reporting Tool	The Sustainability Reporting Tool aims to: - increase the companies´ awareness and capacity for the sustainability reporting, including the measures on how to improve the company´s performance in the sustainability matters and what are the benefits of that; - empower the business owners to make executive decisions in transforming their businesses to align with the sustainability parameters; - increase the number of companies that will be reporting either mandatorily or voluntarily, - increase the quality of the reported data, - assure that the reported information is relevant, comparable, reliable, and easy to access and use at the national level, - reduce unnecessary costs for the companies due to its standardized approach, clear requirements and guidelines for the users, - reduce the administrative burden that the additional layer of reporting would otherwise cause to the companies, - collect the best practices and compile guidelines for service companies on how to increase their alignment with the sustainability parameters presented in EU Taxonomy. The Sustainability Reporting Tool consists of: - a digital reporting environment that allows the user to see and evaluate its performance in the required sustainability areas; - recommendations for companies on how to efficiently align their operations with the required sustainability parameters. The Sustainability Reporting Tool works in five languages: ENG, FI, EE, LV and LT. The Sustainability Reporting Tool will be developed based on the sustainability reporting standards that will be adopted by the Commission by Q4 2022 or Q1 2023. The development and testing of the Sustainability Reporting Tool were implemented in a transnational way, piloting the Tool in partner countries, collecting and integrating the feedback into the Tool.		
D 3.1	Video materials: Best Practices on Sustainable Businesses	Best Practice videos are promotional videos on businesses and their sustainable practices that comply with the Sustainability Reporting requirements. The best practices are collected from the four partner countries and further BSR regions, wherever the good case appears. Target group: general public, wider stakeholders´ circle.	O2.1 Sustainability Reporting Tool	
D 3.2	Presentation materials for transfer seminars	Presentation materials for transfer seminars	Sustainability Reporting Tool	

Work package 1

5.1 Preparing solutions

5.2 Aim of the work package

The aim of this work package is to prepare solutions to help address the identified challenge. You can either develop entirely new solutions or adapt existing solutions to the needs of your target groups. Prepare your solutions in a way that you can pilot them in Work Package 2. Consider how you involve your target groups in preparation of the solutions.
Organise your activities in up to five groups of activities to present the actions you plan to implement. Describe the deliverables and outputs as well as present the timeline.

5.3 Work package leader

| Work package leader 1 | PP 1 - Estonian Ministry of Economic Affairs and Communications |
| Work package leader 2 | PP 4 - Ministry of Environmental Protection and Regional Development of the Republic of Latvia |

5.4 Work package budget

| Work package budget | 30% |

5.5 Target groups

	Target group	How do you plan to reach out to and engage the target group?
1	Small and medium enterprise Economic sector: service sector SMEs; piloting group: ICT companies. Representatives of the target group are involved in the project in Estonia, Finland, Latvia and Lithuania. 179 / 500 characters	SMEs will be part of gathering input for the Tool preparation. The aim is to organise up to three roundtables in every partner country (under WP3), where SMEs, the larger circle of stakeholders including different sector companies, business associations, chambers of commerce, environmental agencies, universities, etc, could meet and discuss the topics of environmental, social and governance sustainability in the country and in the BSR. The roundtables will give input to the project partners to: - identify major challenges in partner countries in regard to sustainability reporting; - identify good examples of sustainable behavior and trends for collecting the recommendations for the Reporting Tool (GoA1.2). ICT associations are also involved in preparing the technical specification for the IT solution of the Reporting Tool (GoA1.3). SMEs will take part and give input on the service design workshop (GoA1.3). 925 / 1,000 characters
2	National public authority Economic sector: national ministries. Representatives of the target group are involved to the project in Estonia (partners and AOs) and Latvia (partner). 157 / 500 characters	National ministries From Estonia and Latvia will be the main actors in developing the methodology for the Sustainability Reporting Tool in GoA1.1. The workgroup consistsing of ministries´ experts and outsourced experts will be holding frequent meetings during the preparation phase. The input includes national initiatives that are or will be developed in national level, and keeping the track on EFRAG reporting standard development and including them to the methodology. 473 / 1,000 characters
3	Large enterprise Economic sector: service sector big and listed companies; piloting group: ICT companies. Representatives of the target group are involved in the project in Estonia, Finland, Latvia, and Lithuania. 200 / 500 characters	Big and listed companies will be part of gathering input for the Tool preparation. The target group will be invited to participate in the roundtables in every partner country (under WP3), where the larger circle of stakeholders including different sector companies, business associations, chambers of commerce, environmental agencies, universities, etc, could meet and discuss the topics of environmental, social and governance sustainability in the country and in the BSR. The roundtables will give input to the project partners to: - identify major challenges in partner countries in regard to sustainability reporting; - identify good examples of sustainable behavior and trends for collecting the recommendations for the Reporting Tool (GoA1.2). ICT associations are also involved in preparing the technical specification for the IT solution of the Reporting Tool (GoA1.3). companies will take part and give input on the service design workshop (GoA1.3). 964 / 1,000 characters

5.6 Activities, deliverables, outputs and timeline

No.	Name
1.1	**Methodology development for the Sustainability Reporting Tool**
1.2	**Collection and compilation of the recommendations to increase awareness on sustainability**
1.3	**Sustainability Reporting Tool IT solution development**

WP 1 Group of activities 1.1

5.6.1 Group of activities leader

Group of activities leader	PP 1 - Estonian Ministry of Economic Affairs and Communications

A 1.1

5.6.2 Title of the group of activities

Methodology development for the Sustainability Reporting Tool

61 / 100 characters

5.6.3 Description of the group of activities

GoA1.1 aims at developing the methodology for the Sustainability Reporting Tool.

A Methodology Workgroup will be compiled consisting of experts from the following organisations:

a. Estonia: Ministry of Economic Affairs and Communications, Ministry of Finance, Ministry of the Environment, Environmental Investment Centre, Let's Do It Foundation NGO (Sustaxo initiative)
b. Latvia: Ministry of Environmental Protection and Regional Development

Other sectoral experts and ministries outside the partnership will be invited to the workgroup on a need basis to ensure expert coverage of the topics. As there are no ministerial level partners from FI and LT, the expertise will be sought to outsource the knowledge on the national initiatives from these countries.

The Methodology Workgroup prepares a detailed work plan and compiles the list of relevant frameworks and directives from the EU as well as national levels.

The EC proposal for a Corporate Sustainability Reporting Directive (CSRD) envisages the adoption of EU sustainability reporting standards. The draft standards are currently under development by the European Financial Reporting Advisory Group (EFRAG), the first set of the standards is to be expected to be adopted in Q1 2023 (the working drafts of the standards are being published runningly). These standards will be used as a basis for the Sustainable Reporting Tool methodology. Interconnection between different frameworks and directives in addition to the EFRAG standards will be identified and described. National strategies and regulations that are under development in partner countries, will be taken into account to ensure the compliance of the Reporting Tool with EU and national level initiatives.

The Workgroup prepares, based on previously mentioned materials, a Methodology of the Sustainability Reporting Tool that specifically takes into account the circumstances in partner countries and their companies. The Methodology includes detailed guidance on what, when, and why needs to be reported. Currently, the ease of usability of EFRAG's sustainability reporting standards in development is unknown. Performance measurements and calculation rules under each topic will be developed and presented.

The draft Methodology will be discussed among the whole partnership and relevant outside stakeholders. Initial analysis will be executed for possible future developments, which would envision the data movement into the Tool (input data) and out for relevant reporting forms (eg annual report, bank's report etc). Legal analysis will be executed to define whether there are hindering regulations in partner countries that would limit the collection and use of the data; and who can initiate the amendment of these limiting regulations. Technical analysis will be executed to ensure that the data movement between different parties – ministries, companies, partner countries - is possible and smooth.

2,943 / 3,000 characters

5.6.4 This group of activities leads to the development of a deliverable   ☑

D 1.1

Title of the deliverable

Methodology of the Sustainability Reporting Tool

48 / 100 characters

Description of the deliverable

Methodology of the Sustainability Reporting Tool includes guidelines and principles for reporting; Excel data models (eg GHG emission monitoring model developed in Estonia and other initiatives developed in partner countries), links to data sets.

The purpose of the deliverable is to provide a solid base for the Sustainability Reporting Tool. Transnational cooperation is required here due to complex EU-level directives, international (EU, UN) standards, and national initiatives that exist and are interconnected. EFRAG reporting standards are an important part of the Methodology. They form the structure of the sustainability reporting.

644 / 2,000 characters

Which output does this deliverable contribute to?

O2.1 Sustainability Reporting Tool

34 / 100 characters

5.6.6 Timeline

	Period: 1	2	3	4	5	6
WP.1: Preparing solutions						
A.1.1: Methodology development for the Sustainability Reporting Tool						
D.1.1: Methodology of the Sustainability Reporting Tool						

5.6.7 This deliverable/output contains productive or infrastructure investment   ☐

WP 1 Group of activities 1.2

5.6.1 Group of activities leader

Group of activities leader | PP 3 - Let´s Do It Foundation

A 1.2

5.6.2 Title of the group of activities

Collection and compilation of the recommendations to increase awareness on sustainability

89 / 100 characters

5.6.3 Description of the group of activities

GoA1.2 aims at collecting and compiling recommendations to provide added value to the Sustainability Reporting Tool user. In addition to the pure reporting function, the Sustainability Reporting Tool provides support to the companies in form of recommendations, trends, and measures on how to improve the sustainability of the company´s operations and processes, adjust the business strategy and model, and other relevant elements. Recommendations provide the company with inspiration and knowledge and increase the business owner's capacity to make decisions on the company´s performance improvement.

A Recommendations Workgroup will be compiled with the involvement of all partners. Associated Organisations will be involved on a need basis. External support from a research organisation or university will be sought.

There are number of topics that are to be handled under each of the three pillars - environment, social and governance:

1. Environment
- Climate (mitigation and adaptation)
- Pollution
- Water and marine resources
- Biodiversity and ecosystems
- Circular economy

2. Social
- Own workforce: general
- Own workforce: working conditions
- Own workforce: equal opportunities
- Own workforce: other work-related rights
- Workers in the value chain
- Affected communities
- Consumers/ End-users

3. Governance
- Governance, risk management, internal control
- Products and services, management and quality of relationships with business partners
- Responsible business practices

The Workgroup sets up a detailed work plan and defines the areas in which the support material and recommendations are needed in the framework of the sustainability reporting, and how to collect them. If it is considered not realistic to cover all the beforementioned elements of environmental, social, and governance-related sustainability issues, the most urgent and relevant will be identified and addressed.

1,947 / 3,000 characters

5.6.4 This group of activities leads to the development of a deliverable ☑

D 1.2

Title of the deliverable

Recommendations for Managing Environmental, Social and Governance Challenges

76 / 100 characters

Description of the deliverable

The purpose of the Recommendations is to give the Sustainability Reporting Tool additional value. The Reporting Tool has two aims: to provide the company (or any user) with the digital environment to compile the sustainability report of a particular company, and secondly to raise awareness of the management level of the company on the impact that the company makes. For companies to contribute to sustainable development, they need to understand and manage their positive and negative impacts. Whereas one function of the Reporting Tool is to insert data into the reporting fields, this data should also give grounds to make executive decisions on business operations, procedures, internal processes, etc. Recommendations serve that function and are designed to give the company manager knowledge and inspiration what could be the improvement measures that might be implemented in the respective company.

The scope of the recommendations will be defined by the workgroup. The three pillars and their elements are described in the Description of the Group of Activities. The transnational workgroup for this GoA ensures that the recommendations are collected from all partner countries.

Recommendations are part of the Sustainability Reporting Tool.

1,255 / 2,000 characters

Which output does this deliverable contribute to?

O2.1 Sustainability Reporting Tool

35 / 100 characters

5.6.6 Timeline

	Period:	1	2	3	4	5	6
WP.1: Preparing solutions							
A.1.2: Collection and compilation of the recommendations to increase awareness on sustainability		▓	▓	▓			
D.1.2: Recommendations for Managing Environmental, Social and Governance Challenges				▓			

5.6.7 This deliverable/output contains productive or infrastructure investment ☐

WP 1 Group of activities 1.3

5.6.1 Group of activities leader

Group of activities leader	PP 5 - Latvian Information and Communications Technology Association (LIKTA)

A 1.3

5.6.2 Title of the group of activities

Sustainability Reporting Tool IT solution development

53 / 100 characters

5.6.3 Description of the group of activities

GoA1.3 aims at programming the IT solution for the Reporting Tool.

A workgroup will be compiled for IT solution development, led by an IT association from LV and other partners' involvement.

1. the workgroup will organise a service design workshop in each partner country to map the customer journey. The workshop will involve the target group companies with the aim to identify the functions and create a user-friendly design for the Reporting Tool.

2. the workgroup develops technical specifications for the Reporting Tool. As joint procurement takes time, it will be launched as soon as the following input has been received:

- GoA1.1 Methodology workgroup on general needs that affect the technical setup of the IT solution (eg number of data fields, separate calculations in the back-end for national peculiarities, etc)
- GoA1.3 input from the service design workshops on the design and functions of the Reporting Tool

Partners explore the possibility to develop machine-readable business data documentation.

3. PP5 will hire a legal/procurement expert and organises a joint public procurement for IT solution coding/programming service. Correct procedure will be set up for that, taking into account relevant national and EU procurement rules. An external legal expert is used to compile correct procurement documentation.

4. GoA1.3 workgroup discusses and agrees on the durability of the Reporting Tool after the project has ended: its financial sustainability; ownership issues; update and adjustment requirements and responsibilities, data protection.

After the Methodology (GoA1.1) and recommendations (GoA1.2) will be ready, the written material will be translated from English into Finnish, Estonian, Latvian and Lithuanian, and will be integrated into the technical IT solution. The first version of the Sustainability Reporting Tool is developed and ready for piloting by the end of period 4.

1,927 / 3,000 characters

5.6.4 This group of activities leads to the development of a deliverable ✔

D 1.3

Title of the deliverable

Sustainability Reporting Tool IT solution

41 / 100 characters

Description of the deliverable

- Sustainability Reporting Tool first version
- Technical specification of the Sustainability Reporting Tool
- Procurement of the Sustainability Reporting Tool
- Durability plan for the Sustainability Reporting Tool

223 / 2,000 characters

Which output does this deliverable contribute to?

O2.1 Sustainability Reporting Tool

35 / 100 characters

5.6.6 Timeline

Period:	1	2	3	4	5	6
WP.1: Preparing solutions						
A.1.3: Sustainability Reporting Tool IT solution development	■	■	■	■		
D.1.3: Sustainability Reporting Tool IT solution				■		

5.6.7 This deliverable/output contains productive or infrastructure investment ☐

Work package 2

5.1 Piloting and evaluating solutions

5.2 Aim of the work package

The aim of this work package is to pilot, evaluate and adjust solutions. Plan one or several pilots to validate the usefulness of the solutions prepared in Work Package 1. Start Work Package 2 early enough to have time to pilot, evaluate and adjust solutions, together with your target groups. By the end of this work package implementation the solutions should be ready to be transferred to your target groups in Work Package 3.
The piloted and adjusted solution should be presented in one project output.
Organise your activities in up to five groups of activities. Describe the deliverables and outputs as well as present the timeline.

5.3 Work package leader

Work package leader 1	PP 7 - Association INFOBALT
Work package leader 2	PP 5 - Latvian Information and Communications Technology Association (LIKTA)

5.4 Work package budget

Work package budget	30%

5.4.1 Number of pilots

Number of pilots	1

5.5 Target groups

	Target group	How do you plan to reach out to and engage the target group?
1	Small and medium enterprise Economic sector: service sector SMEs; piloting group: ICT companies. Representatives of the target group are involved in the project in Estonia, Finland, Latvia and Lithuania. 179 / 500 characters	ICT associations in each partner country arrange seminars for their member companies (under GoA3.2). During the seminars, piloting possibilities will be provided to 5-10 ICT companies per country. The piloting companies will be selected based on previously agreed criteria between the partners so that different sectors and size companies, providing a wide range and complex services to their clients, would be present. The Tool will be piloted in ICT companies that are members of Estonian, Finnish, Latvian and Lithuanian Associations of Information Technology and Telecommunications. Piloting will focus on two aspects of the Reporting Tool: - technical side: testing the IT solution functions and user-friendliness, finding and mapping the bugs; - content side: testing the reporting environment: are the data fields understandable, is the guidance enough and understandable, are the recommendations relevant and understandable. In total, up to 40 companies will take part on the pilot. 1,000 / 1,000 characters

No.	Target group	How do you plan to reach out to and engage the target group?
2	National public authority Economic sector: national ministries. Representatives of the target group are involved to the project in Estonia (partners and AOs) and Latvia (partner). 157 / 500 characters	National partners will, if appropriate, attend the seminars organized for the pilot companies, and discuss the topic. Also, national partners will receive feedback from the piloting. If feedback requires changes in the content of the Tool, it has to be discussed and agreed upon by the workgroup of GoA1.1 (which is mainly consisting of the national level partners). 368 / 1,000 characters
3	Large enterprise Economic sector: service sector big and listed companies; piloting group: ICT companies. Representatives of the target group are involved in the project in Estonia, Finland, Latvia, and Lithuania. 200 / 500 characters	ICT associations in each partner country arrange seminars for their member companies (under GoA3.2). During the seminars, piloting possibilities will be provided to 5-10 ICT companies per country. The piloting companies will be selected based on previously agreed criteria between the partners so that different sectors and size companies, providing a wide range and complex services to their clients, would be present. The Tool will be piloted in ICT companies that are members of Estonian, Finnish, Latvian and Lithuanian Associations of Information Technology and Telecommunications. Piloting will focus on two aspects of the Reporting Tool: - technical side: testing the IT solution functions and user-friendliness, finding and mapping the bugs; - content side: testing the reporting environment: are the data fields understandable, is the guidance enough and understandable, are the recommendations relevant and understandable. In total, up to 40 companies will take part on the pilot. 1,000 / 1,000 characters

5.6 Activities, deliverables, outputs and timeline

No.	Name
2.1	**Piloting the Sustainability Reporting Tool in ICT sector**

WP 2 Group of activities 2.1

5.6.1 Group of activities leader

Group of activities leader PP 7 - Association INFOBALT

A 2.1

5.6.2 Title of the group of activities

Piloting the Sustainability Reporting Tool in ICT sector

57 / 100 characters

5.6.3 Description of the group of activities

1. The Sustainability Reporting Tool will be piloted in ICT companies that are members of Estonian, Finnish, Latvian and Lithuanian Associations of Information Technology and Telecommunications.

Piloting will focus on three aspects of the Reporting Tool:

- the technical side: testing the IT solution functions and user-friendliness, finding and mapping the bugs;
- the content side: testing the reporting environment: are the data fields understandable, is the guidance enough and understandable, are the recommendations relevant and understandable
- feedback: clearly structured and prepared feedback templates and interviews with the piloting companies.

ICT associations in each partner country arrange seminars for their member companies (under GoA3.2). During the seminars, piloting possibilities will be provided to 5-10 ICT companies per country. The piloting companies will be selected based on previously agreed criteria between the partners so that different sectors and size companies, providing a wide range and complex services to their clients, would be present.

The preparatory list will be compiled for the piloting companies that indicate what data and documentation should be available to be able to fill the data fields in the report. These data and documents can be:
- different utility and other bills from the accountancy,
- clients information,
- internal processes descriptions,
- etc.

The list of needed data and documents will be later added to the Sustainability Reporting Tool as the first layer of the Reporting Tool to help the user to get ready for the reporting.

It is preferable that the piloting will be done using the real data of the piloting company. Nevertheless, in case a company considers this data as sensitive, it is possible to make the piloting also as a simulation, going through all the reporting steps, but providing sample data that is not real (but realistic). In any case, the protection of the data of the piloting company will be assured.

ICT associations are offering mentoring support to the piloting process in case a company requests that.

To increase companies´ motivation to be part of the piloting, the following incentives will be communicated to them:

- as a result of using the Tool, a company gets the results of its performance on ESG sustainability matters and recommendations on what areas could be improved and what are measures for that;
- in case the result indicates good performance in any of the sustainability parameters, a company can use it as a promotional material to communicate its sustainable performance.

2. Evaluation and adjustment of the Tool based on feedback gathered in piloting.

A detailed feedback questionnaire (or other validation method) will be compiled for the piloting companies. Deeper interviews will be held with a selected number of pilotees to validate the results.

Feedback will be discussed among partners. Adjustments will be implemented to the Tool.

2,991 / 3,000 characters

5.6.4 This group of activities leads to the development of a deliverable ☐

O 2.1

Title of the output

Sustainability Reporting Tool

29 / 100 characters

Description of the output

The Sustainability Reporting Tool aims to:

- increase the companies´ awareness and capacity for the sustainability reporting, including the measures on how to improve the company´s performance in the sustainability matters and what are the benefits of that;
- empower the business owners to make executive decisions in transforming their businesses to align with the sustainability parameters;
- increase the number of companies that will be reporting either mandatorily or voluntarily,
- increase the quality of the reported data,
- assure that the reported information is relevant, comparable, reliable, and easy to access and use at the national level,
- reduce unnecessary costs for the companies due to its standardized approach, clear requirements and guidelines for the users,
- reduce the administrative burden that the additional layer of reporting would otherwise cause to the companies,
- collect the best practices and compile guidelines for service companies on how to increase their alignment with the sustainability parameters presented in EU Taxonomy.

The Sustainability Reporting Tool consists of:

- a digital reporting environment that allows the user to see and evaluate its performance in the required sustainability areas;
- recommendations for companies on how to efficiently align their operations with the required sustainability parameters.

The Sustainability Reporting Tool works in five languages: ENG, FI, EE, LV and LT.

The Sustainability Reporting Tool will be developed based on the sustainability reporting standards that will be adopted by the Commission by Q4 2022 or Q1 2023. The development and testing of the Sustainability Reporting Tool were implemented in a transnational way, piloting the Tool in partner countries, collecting and integrating the feedback into the Tool.

1,826 / 3,000 characters

Target groups and uptake of the solution presented in this output

Target groups	How will this target group apply the output in its daily work?	
Target group 1 Small and medium enterprise Economic sector: service sector SMEs; piloting group: ICT companies. Representatives of the target group are involved in the project in Estonia, Finland, Latvia and Lithuania.	Due to increased pressure, more and more companies, including SMEs, will need to start to disclose the sustainability information of their operations and processes. Currently, they do not have any support from the public sector and they face a variety of directives, regulations, and different reporting frameworks. The Sustainability Reporting Tool will be used by SMEs to: - insert the data of the requested sections and extract the sustainability report out of the system; - make executive decisions based on recommendations on how to increase the company´s sustainable behavior. The Sustainability Reporting Tool is available for free and displayed on the websites of the relevant ministries (at minimum, partner ministries, but it is expected also to reach other ministries and the public sector to promote the Sustainability Reporting Tool). 855 / 1,000 characters	
Target group 2 National public authority Economic sector: national ministries. Representatives of the target group are involved to the project in Estonia (partners and AOs) and Latvia (partner).	National ministries have obligations according to the law to incorporate EU directives into national legislation and avoid increasing the bureaucratic and administrative burden for the public and companies by implying another layer of reporting without further support on its actual implementation. LP will organise dissemination events for partner countries´ public sector representatives in WP3 to promote the Sustainability Reporting Tool among other ministries and national bodies, who are encouraged to use their channels to disseminate the Tool among their networks. At the national level, the Sustainability Reporting Tool should enable to extract country level aggregated statistics on certain sectors, allowing more exact sectoral policies, or identifying major challenges in these areas. The Sustainability Reporting Tool is available for free and displayed on the websites of the relevant ministries (at minimum, partner ministries). 953 / 1,000 characters	

Durability of the output

Partners have planned a separate discussion under GoA1.3 to identify and agree the following durability aspects:
- ownership of the Tool (shared among partners)
- financial durability
- institutional durability (each PP presenting the Tool on its web, one partner in country responsible for the update if needed)
- data protection
- potential further integration of the Reporting Tool to the national tax authorities systems
- other important aspects.

By default, the LP will ensure the upholding of the Sustainability Reporting Tool.

543 / 1,000 characters

5.6.6 Timeline

Period:	1	2	3	4	5	6

WP.2: Piloting and evaluating solutions

A.2.1: Piloting the Sustainability Reporting Tool in ICT sector

O.2.1: Sustainability Reporting Tool

5.6.7 This deliverable/output contains productive or infrastructure investment ☐

Work package 3

5.1 WP3 Transferring solutions

5.2 Aim of the work package

In Work Package 3, communicate and transfer the ready solutions to your target groups. Plan at least one year for this work package to transfer your solutions to the target groups, considering their respective needs. Select suitable activities to encourage your target groups to use the solutions in their daily work.
Organise your activities in up to five groups of activities. Describe the deliverables and outputs as well as present the timeline.

5.3 Work package leader

Work package leader 1	PP 6 - DIMECC Ltd.
Work package leader 2	PP 2 - Estonian Association of Information Technology and Telecommunications

5.4 Work package budget

Work package budget	25%

5.5 Target groups

	Target group	How do you plan to reach out to and engage the target group?
1	Small and medium enterprise Economic sector: service sector SMEs; piloting group: ICT companies. Representatives of the target group are involved in the project in Estonia, Finland, Latvia and Lithuania. 179 / 500 characters	The service sector and ICT companies are involved in WP3 as follows: - main target group in events: roundtables, seminars, final conference. The participating companies will be introduced to the concept of sustainability in the business. It is a complex and often fear-raising topic for the business sector. Partners need to change this attitude and fear. The current tragedy in Ukraine gives another push to the countries and its businesses to consider and acknowledge the urgent need to ensure the resilience of the economic environment and individual business operations from the eg fossil fuel, restrictions set by old business models and supply chains, etc. It is needed to discuss and plan the real transformation. This message will be delivered to the businesses via partners´ own networks (partner association members) and from the public sector via its own communication channels. It is planned to include ca 400 companies from partner countries in the transfer seminars. 986 / 1,000 characters

	Target group	How do you plan to reach out to and engage the target group?
2	**National public authority** Economic sector: national ministries. Representatives of the target group are involved to the project in Estonia (partners and AOs) and Latvia (partner). 157 / 500 characters	Public sector dissemination activities are planned in seminar form to facilitate the discussions on the sustainability matters. The goal is to raise awareness of the green transition and sustainability reporting obligations and opportunities among public sector organizations, also and how the public sector in their activities can support sustainability (sustainable procurements etc.). It is expected to include key actors in participating countries and also beyond and outside BSR if possible for joint discussions for transferring the knowledge. Events take place nationally and transnationally or be part of thematic conferences. Partner ministries use their channels to reach their EU counterparts as well as relevant institutions at the EU level (DGs). 763 / 1,000 characters
3	**Large enterprise** Economic sector: service sector big and listed companies; piloting group: ICT companies. Representatives of the target group are involved in the project in Estonia, Finland, Latvia, and Lithuania. 200 / 500 characters	The service sector and ICT companies are involved in WP3 as follows: - main target group in events: roundtables, seminars, final conference. The participating companies will be introduced to the concept of sustainability in the business. It is a complex and often fear-raising topic for the business sector. Partners need to change this attitude and fear. The current tragedy in Ukraine gives another push to the countries and its businesses to consider and acknowledge the urgent need to ensure the resilience of the economic environment and individual business operations from the eg fossil fuel, restrictions set by old business models and supply chains, etc. It is needed to discuss and plan the real transformation. This message will be delivered to the businesses via partners´ own networks (partner association members) and from the public sector via its own communication channels. It is planned to include ca 400 companies from partner countries in the transfer seminars. 986 / 1,000 characters

5.6 Activities, deliverables, outputs and timeline

No.	Name
3.1	**Dissemination of the Sustainability Reporting topic**
3.2	**Transfer of Sustainability Reporting Tool to target groups**

WP 3 Group of activities 3.1

5.6.1 Group of activities leader

Group of activities leader | PP 6 - DIMECC Ltd.

A 3.1

5.6.2 Title of the group of activities

Dissemination of the Sustainability Reporting topic

51 / 100 characters

5.6.3 Description of the group of activities

GoA3.1 is focused to disseminate the information about the Sustainability Reporting Tool, the sustainability reporting meaning, importance, and benefits/challenges.

GoA is divided into several actions:

1. Compilation of promotional video materials: Best Practices on Sustainable Businesses;

The aim is to find and collect best practices that are already implemented and used in partner countries and in the whole BSR region in the area of sustainable businesses, their operations, processes, business models etc. The best practices will be presented in a format of videos and they serve as inspiration and awareness-raising tools to be presented to a larger audience. The exact number of best practices will be decided during the project, but all ESG areas should be covered.

2. Roundtables for a larger circle of stakeholders:

Partners organize up to three roundtables in every partner country, where participants from project target groups and a larger circle of stakeholders (including different sector companies, business associations, chambers of commerce, environmental agencies, universities, etc) would meet and discuss the topics of environmental, social and governance sustainability in the country and its businesses. The first roundtable will be organized in the first period and it aims to collect input for the WP1. The wider circle would discuss and identify major challenges in partner countries in regard to the sustainability reporting, particularities in the country´s economy in relation to the EFRAG standards, and other sustainability-related issues. The second and third roundtables take place in the second half of the project with the aim to disseminate and transfer the project output Sustainability Reporting Tool to its target groups and beyond.

3. Dissemination of the Sustainability Reporting Tool and sustainability matters at the partner networks and transnational events. A joint message and presentation materials will be compiled and partners use different possibilities to disseminate the information on the project and its output. At least one project partner will attend EU Green Week and EUSBSR Annual Forum to present the project and participate on panels, if invited to do so.

3. Final conference will be organized to introduce the topic and Sustainability Reporting Tool to the BSR participants. The event will be organized in a hybrid manner to involve more participants from the BSR and beyond.

2,450 / 3,000 characters

5.6.4 This group of activities leads to the development of a deliverable   ☑

D 3.1

Title of the deliverable

Video materials: Best Practices on Sustainable Businesses

57 / 100 characters

Description of the deliverable

Best Practice videos are promotional videos on businesses and their sustainable practices that comply with the Sustainability Reporting requirements. The best practices are collected from the four partner countries and further BSR regions, wherever the good case appears. Target group: general public, wider stakeholders´ circle.

330 / 2,000 characters

Which output does this deliverable contribute to?

O2.1 Sustainability Reporting Tool

34 / 100 characters

5.6.6 Timeline

	Period:	1	2	3	4	5	6
WP.3: WP3 Transferring solutions							
A.3.1: Dissemination of the Sustainability Reporting topic		▨	▨			▨	▨
D.3.1: Video materials: Best Practices on Sustainable Businesses						▪	

5.6.7 This deliverable/output contains productive or infrastructure investment   ☐

Interreg
Baltic Sea Region

Project Acronym: SusTool
Submission Date : 26/04/2022 08:34:56
Project Number:
Project Version Number: 1

WP 3 Group of activities 3.2

5.6.1 Group of activities leader

Group of activities leader | PP 2 - Estonian Association of Information Technology and Telecommunications

A 3.2

5.6.2 Title of the group of activities

Transfer of Sustainability Reporting Tool to target groups

58 / 100 characters

5.6.3 Description of the group of activities

This GoA aims at transferring the project output - Sustainability Reporting Tool - to the target groups: the service sector and ICT companies and public authorities.

1. For the companies:

partners jointly prepare the transfer seminar program for all service and ICT sector companies. The program includes well-structured and visualized presentations and written materials for participants' use.

The aim of the seminars is:
- make the participating companies aware of the sustainability reporting, its content, reasons, and potential benefit for the company to start its transformation towards climate-resilient and carbon-neutral operations and also sustainability targets in social and governance matters;
- introduce the companies to the Sustainability Reporting Tool and its use;
- inspire participating companies to improve their performance on environmental sustainability matters and become a good example for other companies in the country.

Seminars are organized for all service and ICT sector companies. As a pilot group, ICT companies are specifically targeted. Partner decides whether to hold 2 or 3 seminars, altogether minimum 200 companies (50 from each country) participate on the seminar and gets to know the Sustainability Reporting Tool.

Ministry of Finance will run a series (total of 24) seminars for the companies in Estonia to train them on sustainability reporting and transfer to tool to the active use of the companies. Altogether 300-350 companies are expected to take part of the seminars. Seminar will be recorded and is available also after the project.

Announcements about the seminars will be spread to all service sectors and ICT companies via national and international business networks. ICT associations as partners involve their own members to take part of the seminars.

2. For the public sector:

LP will organize public sector dissemination activities in a form of 2-3 seminars to facilitate the discussions on sustainability matters, its impact on the economy and businesses, real-time economy importance, and dissemination of the Sustainability Reporting Tool. The goal is to raise awareness of the green transition and Sustainability reporting obligations and opportunities among public sector organizations and how the public sector in their activities can support sustainability (eg sustainable procurements.). It is expected to include key actors in participating countries and also beyond and outside BSR if possible for joint discussions for transferring the knowledge. Seminars take place nationally in Estonia (1x), and transnationally including all partner countries (2x), or can be part of thematic conferences (EUSBSR Annual Forum, other relevant EU level event).

2,730 / 3,000 characters

5.6.4 This group of activities leads to the development of a deliverable | ☑

D 3.2

Title of the deliverable

Presentation materials for transfer seminars

44 / 100 characters

Description of the deliverable

Presentation materials for transfer seminars

44 / 2,000 characters

Which output does this deliverable contribute to?

Sustainability Reporting Tool

30 / 100 characters

5.6.6 Timeline

Period:	1	2	3	4	5	6
WP.3: WP3 Transferring solutions						
A.3.2: Transfer of Sustainability Reporting Tool to target groups						
D.3.2: Presentation materials for transfer seminars						

5.6.7 This deliverable/output contains productive or infrastructure investment

6. Indicators

Indicators

Output indicators				Result indicators		
Output indicators	Total target value in number	Project outputs	Please explain how the solution presented in this output serves the target group(s).	Result indicator	Total target value in number	Please explain how organisations in the target groups within or outside the partnership will take up or upscale each solution.
RCO 84 – Pilot actions developed jointly and implemented in projects	1	N/A	N/A	RCR 104 - Solutions taken up or up-scaled by organisations	1	Partners use their existing collaboration networks in transferring the output beyond the partnership. Participation in international conferences is foreseen by the LP to introduce the output in a presentation or panel or expo. By dissemination and transfer activities in WP3, the Tool is expected to raise interest among other BSR countries. 347 / 2,000 characters
RCO 116 – Jointly developed solutions	1	O.2.1: Sustainability Reporting Tool	Due to increased pressure, more and more companies, including SMEs, will need to start to disclose the sustainability information of their operations and processes. Currently, they do not have any support from the public sector and they face a variety of directives, regulations, and different reporting frameworks. The Sustainability Reporting Tool will help companies to: - insert the data of the requested sections and extract the sustainability report out of the system; - make executive decisions based on recommendations on how to increase the company´s sustainable behavior. The Sustainability Reporting Tool is available for free on a dedicated website and promoted by project partners by dissemination and transfer activities (WP3). 749 / 1,000 characters			

Output indicators		Result indicators		
Output indicator	Total target value in number	Result indicator	Total target value in number	Please describe what types of organisations are planned to actively participate in the project. Explain how this participation will increase their institutional capacity. These types of organisations should be in line with the target groups you have defined for your project.
RCO 87 - Organisations cooperating across borders	10	PSR 1 - Organisations with increased institutional capacity due to their participation in cooperation activities across borders	30	**Project partners and associated organisations** 5 national level partners and 1 NGO increase their capacity to assist businesses with the increasing demand to be aligned with the sustainability requirements stated in the EU taxonomy. 4 ICT associations will increase their and their member companies´ capacity to disclose their sustainability information and implement the changes in their business operations and processes to be aligned with the sustainability requirements. 431 / 1,500 characters
				Other organisations Minimum 20 ICT companies participating in the piloting of the Sustainability Reporting Tool will get knowledge on sustainability issues and reporting. They will get access to the recommendations on sustainability issues and can therefore make executive decisions on their business operations and processes. 307 / 1,500 characters

7. Budget	

7.0 Preparation costs	41

Preparation Costs

Would you like to apply for reimbursement of the preparation costs?	Yes

Other EU support of preparatory cost

Did you receive any other EU funds specifically designated to the development of this project application?	No

7.1 Breakdown of planned project expenditure per cost category & per partner

No. & role	Partner name	Partner status	CAT0 - Preparation costs	CAT1 - Staff	CAT2 - Office & administration
1 - LP	Estonian Ministry of Economic Affairs and Communications	Active 22/09/2022	24,000.00	299,280.00	44,892.00
2 - PP	Estonian Association of Information Technology and Telecommunications	Active 22/09/2022	0.00	185,000.00	27,750.00
3 - PP	Let´s Do It Foundation	Active 22/09/2022	0.00	247,680.00	37,152.00
4 - PP	Ministry of Environmental Protection and Regional Development of the Republic of Latvia	Active 22/09/2022	0.00	247,680.00	37,152.00
5 - PP	Latvian Information and Communications Technology Association (LIKTA)	Active 22/09/2022	0.00	247,680.00	37,152.00
6 - PP	DIMECC Ltd.	Active 22/09/2022	0.00	205,000.00	30,750.00
7 - PP	Association INFOBALT	Active 22/09/2022	0.00	227,040.00	34,056.00
8 - PP	Ministry of Finance of Estonia	Active 22/09/2022	0.00	199,520.00	29,928.00
Total			24,000.00	1,858,880.00	278,832.00

No. & role	Partner name	CAT3 - Travel & accommodation	CAT4 - External expertise & services	CAT5 - Equipment	Total partner budget
1 - LP	Estonian Ministry of Econ	44,892.00	275,120.00	0.00	688,184.00
2 - PP	Estonian Association of I	27,750.00	80,500.00	3,000.00	324,000.00
3 - PP	Let´s Do It Foundation	37,152.00	64,360.00	2,700.00	389,044.00
4 - PP	Ministry of Environmental	37,152.00	116,000.00	5,000.00	442,984.00
5 - PP	Latvian Information and C	37,152.00	85,000.00	2,000.00	408,984.00
6 - PP	DIMECC Ltd.	30,750.00	131,450.00	2,500.00	400,450.00
7 - PP	Association INFOBALT	34,056.00	144,150.00	4,500.00	443,802.00
8 - PP	Ministry of Finance of Est	29,928.00	118,000.00	2,500.00	379,876.00
Total		278,832.00	1,014,580.00	22,200.00	3,477,324.00

7.1.1 External expertise and services

Contracting partner	Group of expenditure	Item no.	Specification	Investment item?	Group of activities no.	Planned contract value
1. Estonian Ministry	Specialist support	CAT4-PP1-E-0	Specialist support for methodology workgroup 44 / 100 characters	No	1.1	30,000.00
1. Estonian Ministry	Specialist support	CAT4-PP1-E-0	Specialist support for recommendations workgroup 48 / 100 characters	No	1.2	25,000.00
1. Estonian Ministry	Communication	CAT4-PP1-C-0	Video producing about Sustainability Reporting Tool 52 / 100 characters	No	3.1 3.2	12,000.00
1. Estonian Ministry	Specialist support	CAT4-PP1-E-0	Communication expert 21 / 100 characters	No	3.1 3.2	24,000.00
1. Estonian Ministry	Events/meetings	CAT4-PP1-A-0	Public sector involvement and awareness raising events in EE and transnational 78 / 100 characters	No	2.1 3.1 3.2	29,000.00
1. Estonian Ministry	Events/meetings	CAT4-PP1-A-0	Participation in international conferences on Sustainability reporting and Real-time economy 93 / 100 characters	No	2.1 3.1 3.2	4,000.00
1. Estonian Ministry	Events/meetings	CAT4-PP1-A-0	Project kickoff meeting hosting in Estonia (premises, catering, one dinner) 75 / 100 characters	No	1.1 1.2 1.3 2.1 3.1 3.2	4,000.00
1. Estonian Ministry	Events/meetings	CAT4-PP1-A-0	Engagement of larger circle of stakeholders in EE - roundtables 3x 66 / 100 characters	No	1.1 1.2 1.3 2.1 3.1 3.2	15,000.00
1. Estonian Ministry	Specialist support	CAT4-PP1-E-0	Sustainability reporting service design workshop, customer journey map development (3 days workshop) 100 / 100 characters	No	1.3	10,000.00
	Total					1,014,580.00

Contracting partner	Group of expenditure	Item no.	Specification	Investment item?	Group of activities no.	Planned contract value	
1. Estonian Ministry	Specialist support	CAT4-PP1-E-1	Translation Tool content materials to estonian 47 / 100 characters	No	1.1 1.2 3.1 3.2	10,000.00	
1. Estonian Ministry	Communication	CAT4-PP1-C-1	Sustainability Reporting Tool guideline visual design 53 / 100 characters	No	3.1 3.2	6,000.00	
1. Estonian Ministry	IT	CAT4-PP1-B-1	IT solution for the Reporting Tool: partial cost 49 / 100 characters	No	1.3	96,120.00	
6. DIMECC Ltd.	Specialist support	CAT4-PP6-E-1	Transfer seminars for FIN companies 36 / 100 characters	No	3.2	10,000.00	
6. DIMECC Ltd.	Events/meetings	CAT4-PP6-A-1	Hosting partner meeting in FIN 30 / 100 characters	No	1.1 1.2 1.3 2.1 3.1 3.2	5,000.00	
6. DIMECC Ltd.	Communication	CAT4-PP6-C-1	Engagement of larger circle of stakeholders in FIN - roundtables 3x 67 / 100 characters	No	3.1	15,000.00	
6. DIMECC Ltd.	Specialist support	CAT4-PP6-E-1	Transfer seminars for FIN min 50 companies 43 / 100 characters	No	3.2	20,000.00	
6. DIMECC Ltd.	Specialist support	CAT4-PP6-E-1	Best practice collecting, documenting and sharing (events, stories, materials, etc.) 84 / 100 characters	No	3.1	30,000.00	
6. DIMECC Ltd.	Specialist support	CAT4-PP6-E-1	Translating the Tool content to finnish 39 / 100 characters	No	1.3	15,000.00	
6. DIMECC Ltd.	IT	CAT4-PP6-B-1	IT solution for the Reporting Tool: partial cost 49 / 100 characters	No	1.3	36,450.00	
4. Ministry of Enviro	Events/meetings	CAT4-PP4-A-2	Public sector involvement and awareness raising event in LV 59 / 100 characters	No	3.1 3.2	5,000.00	
	Total					1,014,580.00	

Interreg
Baltic Sea Region

Project Acronym: SusTool
Submission Date : 26/04/2022 08:34:56
Project Number:
Project Version Number: 1

Contracting partner	Group of expenditure	Item no.	Specification	Investment item?	Group of activities no.	Planned contract value	
4. Ministry of Enviro	Events/meetings	CAT4-PP4-A-2	Partner meeting hosting in LV 1x 32 / 100 characters	No	1.1 1.2 1.3 2.1 3.1 3.2	5,000.00	
4. Ministry of Enviro	Events/meetings	CAT4-PP4-A-2	Engagement of larger circle of stakeholders in LV - roundtables 3x 66 / 100 characters	No	3.1	15,000.00	
4. Ministry of Enviro	Specialist support	CAT4-PP4-E-2	Transfer seminars for LV companies 35 / 100 characters	No	3.2	14,000.00	
4. Ministry of Enviro	Communication	CAT4-PP4-C-2	Best practice collecting, documenting and sharing (events, stories, materials, etc.) 84 / 100 characters	No	1.3 3.1	15,000.00	
4. Ministry of Enviro	Specialist support	CAT4-PP4-E-2	Translating the Tool content to latvian 39 / 100 characters	No	1.3	12,000.00	
4. Ministry of Enviro	Communication	CAT4-PP4-C-2	Project final conference, hybrid event for high level dissemination for large circle of stakeholders 100 / 100 characters	No	3.1 3.2	50,000.00	
7. Association INF	Specialist support	CAT4-PP7-E-2	Transfer seminars for LT companies 35 / 100 characters	No	3.2	10,000.00	
7. Association INF	Project management	CAT4-PP7-D-2	Partner meeting hosting in LT 29 / 100 characters	No	1.1 1.2 1.3 2.1 3.1 3.2	5,000.00	
7. Association INF	Communication	CAT4-PP7-C-2	Engagement of larger circle of stakeholders in LT - roundtables 3x 66 / 100 characters	No	3.1	9,000.00	
7. Association INF	Events/meetings	CAT4-PP7-A-3	Public sector involvement and awareness raising event in LT 59 / 100 characters	No	3.1 3.2	4,000.00	
7. Association INF	Specialist support	CAT4-PP7-E-3	Translating the Tool content to lithuanian 42 / 100 characters	No	1.3	12,000.00	
	Total					1,014,580.00	

Contracting partner	Group of expenditure	Item no.	Specification	Investment item?	Group of activities no.	Planned contract value	
7. Association INF	Specialist support	CAT4-PP7-E-3	Legal support 14 / 100 characters	No	1.3	5,000.00	
7. Association INF	Communication	CAT4-PP7-C-3	Best practice collecting, documenting and sharing (events, stories, materials, etc.) 84 / 100 characters	No	3.1	16,000.00	
7. Association INF	Specialist support	CAT4-PP7-E-3	Tool piloting support 22 / 100 characters	No	2.1	10,000.00	
7. Association INF	Project management	CAT4-PP7-D-3	Financial administration 24 / 100 characters	No	1.1 1.2 1.3 2.1 3.1 3.2	15,000.00	
7. Association INF	National control	CAT4-PP7-F-3	Controller costs ca 4x 22 / 100 characters	No	N/A	10,000.00	
7. Association INF	IT	CAT4-PP7-B-3	IT solution for the Reporting Tool: partial cost 49 / 100 characters	No	1.3	39,150.00	
7. Association INF	Communication	CAT4-PP7-C-3	Visual design of recommendations (visualisations, infographics, printings, etc.) 80 / 100 characters	No	1.2 3.1 3.2	9,000.00	
2. Estonian Associa	Events/meetings	CAT4-PP2-A-3	Awareness raising events among target group companies 54 / 100 characters	No	3.1 3.2	7,500.00	
2. Estonian Associa	Specialist support	CAT4-PP2-E-4	Transfer seminars for EE companies 35 / 100 characters	No	3.2	15,000.00	
2. Estonian Associa	Communication	CAT4-PP2-C-4	Best practice collecting 24 / 100 characters	No	3.1	30,000.00	
2. Estonian Associa	IT	CAT4-PP2-B-4	IT solution for the Reporting Tool: partial cost 49 / 100 characters	No	1.3	28,000.00	
3. Let´s Do It Foun	Specialist support	CAT4-PP3-E-4	Visual design of recommendations (visualisations, infographics, printings, etc.) 80 / 100 characters	No	1.2 3.1 3.2	11,900.00	
	Total					1,014,580.00	

Contracting partner	Group of expenditure	Item no.	Specification	Investment item?	Group of activities no.	Planned contract value	
3. Let´s Do It Foun	Events/meetings	CAT4-PP3-A-4	Awareness raising events among target group companies 55 / 100 characters	No	3.1 3.2	7,500.00	
3. Let´s Do It Foun	Events/meetings	CAT4-PP3-A-4	Collection of the recommendations (meetings, roundtables, etc) 62 / 100 characters	No	1.2	4,600.00	
3. Let´s Do It Foun	IT	CAT4-PP3-B-4	IT solution for the Reporting Tool: partial cost 49 / 100 characters	No	1.3	35,360.00	
3. Let´s Do It Foun	Specialist support	CAT4-PP3-E-4	Translation recommendations for Tool 36 / 100 characters	No	1.2	5,000.00	
5. Latvian Informati	Events/meetings	CAT4-PP5-A-4	Engagement of larger circle of stakeholders in LV - roundtables 3x 66 / 100 characters	No	1.2 3.1	15,000.00	
5. Latvian Informati	Events/meetings	CAT4-PP5-A-4	Awareness raising events among target group companies 54 / 100 characters	No	3.1 3.2	10,000.00	
5. Latvian Informati	Specialist support	CAT4-PP5-E-5	Legal adviser for organising joint procurement for the IT solution 67 / 100 characters	No	1.3	20,000.00	
5. Latvian Informati	Specialist support	CAT4-PP5-E-5	Translation Tool content to latvian 35 / 100 characters	No	1.1 1.2	15,000.00	
5. Latvian Informati	IT	CAT4-PP5-B-5	IT solution for the Reporting Tool: partial cost 49 / 100 characters	No	1.3	15,000.00	
5. Latvian Informati	Specialist support	CAT4-PP5-E-5	Best practice collecting 24 / 100 characters	No	1.3 3.1	10,000.00	
8. Ministry of Finan	Specialist support	CAT4-PP8-E-5	Translation costs for dissemination and transfer materials 59 / 100 characters	No	3.1 3.2	3,000.00	
8. Ministry of Finan	Specialist support	CAT4-PP8-E-5	Legal analysis (for all partners if needed) 43 / 100 characters	No	1.1	50,000.00	
	Total					1,014,580.00	

Contracting partner	Group of expenditure	Item no.	Specification	Investment item?	Group of activities no.	Planned contract value	
8. Ministry of Finan	Events/meetings	CAT4-PP8-A-5	24 seminars incl 1 live streaming online, with later access for the companies 79 / 100 characters	No	3.2	15,000.00	
8. Ministry of Finan	Specialist support	CAT4-PP8-E-5	Consultancy on sustainability requirements, or training on this issue for project staff 87 / 100 characters	No	1.1	50,000.00	
1. Estonian Ministry	IT	CAT4-PP1-B-5	Sustainability Reporting Tool web platform and CVI 50 / 100 characters	No	1.3	10,000.00	
	Total					1,014,580.00	

7.1.2 Equipment

Contracting partner	Group of expenditure	Item no.	Specification	Investment item?	Group of activities no.	Planned contract value
	Total					22,200.00

Contracting partner	Group of expenditure	Item no.	Specification	Investment item?	Group of activities no.	Planned contract value	
6. DIMECC Ltd.	Office equipment	CAT5-PP6-A-0	Computer for the project management *35 / 100 characters*	No	1.1 1.2 1.3 2.1 3.1 3.2	2,500.00	
4. Ministry of Enviro	Office equipment	CAT5-PP4-A-0	Computer and mobile for the project management *46 / 100 characters*	No	1.1 1.2 1.3 2.1 3.1 3.2	5,000.00	
7. Association INF	Office equipment	CAT5-PP7-A-0	Computer and mobile for the project management *46 / 100 characters*	No	1.1 1.2 1.3 2.1 3.1 3.2	4,500.00	
2. Estonian Associa	Office equipment	CAT5-PP2-A-0	Computer for the project management *35 / 100 characters*	No	1.1 1.2 1.3 2.1 3.1 3.2	3,000.00	
3. Let´s Do It Foun	Office equipment	CAT5-PP3-A-0	Computer for the project management *35 / 100 characters*	No	1.1 1.2 1.3 2.1 3.1 3.2	2,700.00	
5. Latvian Informati	Office equipment	CAT5-PP5-A-0	Computer for the project management *35 / 100 characters*	No	1.1 1.2 1.3 2.1 3.1 3.2	2,000.00	
8. Ministry of Finan	Office equipment	CAT5-PP8-A-0	Computer for the project management *35 / 100 characters*	No	1.1 1.2 1.3 2.1 3.1 3.2	2,500.00	
	Total					22,200.00	

7.1.3 Infrastructure and works

Contracting partner	Group of expenditure	Item no.	Specification	Investment item?	Group of activities no.	Planned contract value
Please select	Please select	CAT6-PP--01	0 / 100 characters	Please select		0.00
	Total					0.00

7.2 Planned project budget per funding source & per partner

No. & role	Partner name	Partner status	Country	Funding source	Co-financing rate [in %]	Total [in EUR]	Programme co-financing [in EUR]	Own contribution [in EUR]	State aid instrument
1-LP	Estonian Ministry of Economic Affairs and Communications	Active 22/09/2022	EE	ERDF	80.00 %	688,184.00	550,547.20	137,636.80	For each partner, the State aid relevance and applied aid measure are defined in the **State aid section**
2-PP	Estonian Association of Information Technology and Telecommunications	Active 22/09/2022	EE	ERDF	80.00 %	324,000.00	259,200.00	64,800.00	
3-PP	Let´s Do It Foundation	Active 22/09/2022	EE	ERDF	80.00 %	389,044.00	311,235.20	77,808.80	
4-PP	Ministry of Environmental Protection and Regional Development of the Republic of Latvia	Active 22/09/2022	LV	ERDF	80.00 %	442,984.00	354,387.20	88,596.80	
5-PP	Latvian Information and Communications Technology Association (LIKTA)	Active 22/09/2022	LV	ERDF	80.00 %	408,984.00	327,187.20	81,796.80	
6-PP	DIMECC Ltd.	Active 22/09/2022	FI	ERDF	80.00 %	400,450.00	320,360.00	80,090.00	
7-PP	Association INFOBALT	Active 22/09/2022	LT	ERDF	80.00 %	443,802.00	355,041.60	88,760.40	
8-PP	Ministry of Finance of Estonia	Active 22/09/2022	EE	ERDF	80.00 %	379,876.00	303,900.80	75,975.20	
Total ERDF						3,477,324.00	2,781,859.20	695,464.80	
Total						3,477,324.00	2,781,859.20	695,464.80	

7.3 Spending plan per reporting period

	EU partners (ERDF)		Total	
	Total	**Programme co-financing**	**Total**	**Programme co-financing**
Preparation costs	24,000.00	19,200.00	24,000.00	19,200.00
Period 1	347,732.00	278,185.60	347,732.00	278,185.60
Period 2	695,464.00	556,371.20	695,464.00	556,371.20
Period 3	695,464.00	556,371.20	695,464.00	556,371.20
Period 4	683,466.00	546,772.80	683,466.00	546,772.80
Period 5	683,466.00	546,772.80	683,466.00	546,772.80
Period 6	347,732.00	278,185.60	347,732.00	278,185.60
Total	3,477,324.00	2,781,859.20	3,477,324.00	2,781,859.20