

Scope	← Please specify the scope of evaluation such as products, projects, factories and companies.					
Stage	Definition	No.	Item	Rating	Score	Remarks (ex. reasons for N/A, conditions for evaluation)
Design	A process in which product and work specifications are defined	1	Do you have an evaluation system in place to assure objectively that biodiversity has been taken into account in design drawings and specifications?	5 We have internal and external evaluation systems.		
				4 We have an internal or external evaluation system.		
				3 We do not have an evaluation system, but we confirm it with employees in company sections (ex. environmental section) other than the design section.		
				2 We plan to implement an evaluation system in the future (scheduled to be introduced around [month], [year]).		
				1 No, we do not.		
		2	Do you include biodiversity assessments in design drawings and specifications using an objective, scientific and quantitative method (*)?  * A quantitative assessment method based on CASBEE, SEGES, LIME or other assessment tools	5 We conduct quantitative assessments on all relevant goods and/or services.		
				4 We conduct quantitative assessments on a majority of relevant goods and/or services.		
				3 We conduct quantitative assessments on some of relevant goods and/or		
				2 We plan to do it in the future (scheduled to start around [month], [year]).		
				1 No, we do not.		
		3	Do you take biodiversity into account in all product lifecycle stages in design drawings and specifications?	5 We take it into account in all lifecycle stages of all relevant products.		
				4 We take it into account in some lifecycle stages of all relevant products.		
				3 We take it into account in all lifecycle stages of some of relevant products.		
				2 We take it into account in some lifecycle stages of some of relevant		
				1 We plan to take it into account in the future (scheduled to start around [month], [year]).		
		4	Do you take biodiversity into account in research and development projects (*)?  * Development of materials and technologies which have less impact on ecosystems (ex. materials which are easier to recycle or reuse, non-edible biofuel plants, etc.)	5 We take it into account in all our research and development projects.		
				4 We take it into account in a majority of our research and development projects.		
				3 We take it into account in some of our research and development projects.		
				2 We plan to take it into account in the future (scheduled to start around [month], [year]).		
				1 No, we do not.		
5	Do you comply with laws and regulations (*), concerning biological resources and other materials you purchase?  * Japanese domestic laws including Invasive Alien Species Act, Wildlife Protection and Hunting Act and Cartagena Act, international conventions including CITES and Ramsar Convention, and laws in other countries concerning protection of rare and endangered species, alien species and genetically modified organisms.	5 We comply with them using a mechanism and a system in place to evaluate compliance (no breaches, even minor ones, in the last 10 years).				
		4 We comply with them using a mechanism and a system in place to evaluate compliance (no breaches, even minor ones, in the last 3 years).				
		3 We understand our compliance status using a mechanism and a system in place to evaluate compliance.				
		2 We are currently introducing a mechanism and a system to evaluate compliance (scheduled to be completed around [month], [year]).				
		1 We do not have a mechanism or a system to evaluate compliance.				
		5 We gather and understand information concerning all relevant suppliers in accordance with our policy and standard.				

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Procurement	A process in which resources and materials needed to produce goods, services and systems are purchased. Such resources and materials include tools, utilities, plants and animals for greening, and raw materials for temporary constructions.	6	Do you gather and understand information concerning suppliers' impact on biodiversity (ex. the country of origin of raw materials, certification status, etc.)?	4	We gather and understand information concerning some of relevant suppliers in accordance with our policy and standard. Information gathered and understood accounts for 50% or more: the ratio is calculated by the cost or weight of procured materials, or the number of suppliers.			
				3	We gather and understand information concerning some of relevant suppliers.			
				2	We are collaborating with suppliers to implement a mechanism and a system to gather and understand it (scheduled to be completed around [month]).			
				1	No, we do not.			
		7	Do you procure parts/components made from materials with less impact on biodiversity?	<ul style="list-style-type: none"> <li>•When there is more than one supplier for a particular part</li> </ul>	5	We select such materials for all relevant materials in accordance with our selection criteria.		
					4	We select such materials for a majority of relevant materials in accordance with our selection criteria. They account for 50% or more of relevant materials in accordance with our selection criteria: the ratio is calculated by the cost or weight of procured items, or the number of suppliers.		
					3	We select such materials for some of relevant materials in accordance with our selection criteria.		
					2	We are developing selection criteria (scheduled to be completed around [month], [year]).		
					1	No, we do not.		
					8	Do you give guidance or make a request to the supplier to give proper consideration to biodiversity?		
		4	We do it with a majority of relevant suppliers in accordance with our selection criteria. The ratio we give guidance on is 50% or more: the ratio is calculated by the cost or weight of procured items, or the number of suppliers.					
		3	We do it for some of relevant suppliers in accordance with our selection					
		2	We currently do not give guidance, but consider doing it in the future (scheduled to start in [month], [year]).					
		1	No, we do not.					
		9	When you procure biological and other resources, do you make proper arrangements about distribution of the benefits gained therefrom with the source country based on ABS (*)?  *ABS: Access and Benefit Sharing (fair and equitable sharing of benefits arising out of the utilization of genetic resources)		5	We give instructions to make proper arrangements in all procurement activities that need to be addressed, and supervise the results.		
4	We give instructions to make proper arrangements in a majority of procurement activities that need to be addressed, and supervise the results. The ratio we give instructions on is 50% or more: the ratio is calculated by the cost or weight of procured resources, or the number of suppliers.							
3	We give instructions to make proper arrangements in some of procurement activities that need to be addressed, and supervise the results.							
2	Having selected procurement activities that need to be addressed, we consider giving instructions about proper arrangements in the future (scheduled to start around [month], [year]).							
1	We have not selected procurement activities that need to be addressed, nor do we give instructions about proper arrangements.							
				5	Having fully understood regulations under environmental laws, we have set, and conform to, a more stringent voluntary standard (no breaches, even minor ones, in the last 10 years).			

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Manufacturing	A process in which raw materials are used to produce goods and/or services. Tests and inspections are conducted as well. When outsourced, manufacturing/inspection specifications are confirmed or approved. (Use of gas, chemical substances and water, waste disposal and water discharge should be included in this stage.).	10	Do you comply with regulations (under environmental laws) that aim to minimize impact on the environment around factories, trying to conduct business activities in a manner which mitigates effects on the surrounding areas?	4	Having fully understood regulations under environmental laws, we have set, and conform to, a more stringent voluntary standard (no breaches, even minor ones, in the last 3 years).		
				3	Having established a mechanism and a system to evaluate compliance, we understand our compliance status.		
				2	We are establishing a mechanism and a system to evaluate compliance (scheduled to be completed around [month], [year]).		
				1	We do not have a mechanism or a system to evaluate compliance.		
		11	Do you try to reduce risks (use, discharge and harms) associated with chemical substances used in your business activities?	5	We try to reduce the quantity of chemical substances we use and discharge.		
				4	We know the quantity of chemical substances we use and discharge.		
				3	We know the quantity of chemical substances we use and their hazardous properties.		
				2	We plan to measure the quantity of chemical substances we use (scheduled to start around [month], [year]).		
		12	Do you try to introduce and use renewable energy sources (*)? * Solar, wind, hydro, geothermal, solar-thermal and biomass energies	5	<Assessment of renewable energy ratio (renewable energy consumption/total energy consumption)> Renewable energy ratio is 10% or more.		
				4	Renewable energy ratio is less than 10%.		
				3	We use some renewable energy sources but do not know our renewable energy ratio.		
				2	Their introduction is under consideration.		
		13	Do you control and reduce water use?	5	We try to meet the target we have set to reduce water intake volume.		
				4	We try to reduce water intake volume.		
				3	We regularly measure water intake volume.		
				2	A regular measurement of water intake volume is under consideration.		
		14	Do you try to reduce greenhouse gas emission produced (*) in manufacturing processes? * In terms of emission per unit of output	5	We have been able to reduce it in all processes.		
				4	We have been able to reduce it in a majority of processes.		
				3	We have been able to reduce it in some processes, but it has worsened in some other processes.		
				2	We have not been able to reduce it despite our systematic efforts.		
	Taking into consideration environmental standards and information about the area into which waste water is discharged (*), do you try to reduce the effect of waste water on the area surrounding your business facilities by setting the quantity and temperature of discharged water at a level	5	We meet the environmental standard (water quality standard), constantly checking the quantity and temperature of discharged water.				
		4	We meet the environmental standard (water quality standard), regularly checking the quantity and temperature of discharged water.				
		3	We meet the environmental standard (water quality standard), checking the quantity of discharged water.				
		2	We meet the environmental standard (water quality standard).				

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		15	temperature of discharged water at a level appropriate for the surrounding ecosystem?  * Information about the rivers, seas and other areas into which water is discharged, the environmental standard applied to the area, and the conservation status of the ecosystem.	1 We plan to consider the environmental standard (water quality standard) of discharged water (scheduled to start around [month], [year]).		
		16	Do you promote reduction/reuse/recycling of emissions (wastes) produced in manufacturing processes?	5 We promote reduction/reuse/recycling in all wastes that can be reduced/reused/recycled. 4 We promote reduction/reuse/recycling in a majority of wastes that can be reduced/reused/recycled. 3 We promote reduction/reuse/recycling in some of wastes that can be reduced/reused/recycled. 2 We know the quantity of wastes. 1 We do not know the quantity of wastes.		
Transportation	An activity related to the movement of products, delivery to customers and sales.	17	Do you try to reduce environmental burden (*) created by transportation?  * Possible measures include change of transportation routes, joint transportation, improved load efficiency, balanced shipping, modal shift, use of low-pollution vehicles, etc.	5 We try to reduce environmental burden in all transportation activities.		
				4 We try to reduce environmental burden in 50% or more of transportation		
				3 We measure environmental burden, collect data and try to reduce environmental burden in some of transportation activities.		
				2 We do not either measure environmental burden or collect data, but try to reduce environmental burden.		
				1 We do not either measure environmental burden or collect data.		
		18	Do you take precautionary measures in packaging and transportation to prevent invasion of any of the specified foreign organisms defined by the government and other invasive alien species, and unintentional removal of indigenous species?	5 We apply our rules for transportation and packaging to all transportation activities to prevent invasion of alien species and removal of endemic species, and confirm prevention in all transportation activities.		
				4 We apply our rules for transportation and packaging to all transportation activities to prevent invasion of alien species and removal of endemic species, and confirm prevention in some of transportation activities.		
				3 We apply our rules for transportation and packaging to all transportation activities to prevent invasion of alien species and removal of endemic species.		
				2 We apply our rules for transportation and packaging to some of transportation activities to prevent invasion of alien species and removal of		
				1 We do not have rules for transportation and packaging to prevent invasion of alien species and removal of endemic species.		
		19	Are you reducing packaging material use?	5 We are reducing packaging material use in all packaging processes.		
				4 We are reducing packaging material use in 50% or more of packaging		
3 We measure the quantity of packaging materials we use, and are reducing packaging material use in some packaging processes.						
2 We do not know the quantity of packaging materials we use, but try to						
1 We do not know the quantity of packaging material we use.						
			Do you identify, and then monitor and evaluate, factors (*) that have effects on biodiversity when	5 We monitor and evaluate such factors with respect to all relevant goods and/or services Note: it is assumed that implementation is ensured by the company's own management system or other measures.		

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Use and/or Operation	<ul style="list-style-type: none"> <li>•Use and/or operation of products and services</li> <li>• Administration and management including maintenance tasks such as regular inspections</li> </ul>	20	<p>factors (*) that have effects on biodiversity when goods and/or services are used or operated?</p> <p>* Factors to monitor and evaluate include activities which promote the selection of goods and/or services and lifestyle changes that enhance biodiversity.</p>	4			
				3			We monitor and evaluate such factors with respect to some of relevant goods and/or services.
				2			We are trying to identify such factors with respect to goods and/or services to start monitoring and evaluation.
				1			No, we do not.
		21	Do you take steps such as reduction of environmental burden to mitigate adverse effects on biodiversity caused by the use and/or operation of goods and/or services?	5	With respect to all relevant goods and/or services, results of quantitative impact assessments on their use and/or operation are reflected in design (feedback) and mitigation measures. Note: it is assumed that implementation is ensured by the company's own management system or other measures.		
				4	With respect to more than half of relevant goods and/or services, results of quantitative impact assessments on their use and/or operation are reflected in design (feedback) and mitigation measures. Note: it is assumed that implementation is ensured by the company's own management system or other measures.		
				3	With respect to some of relevant goods and/or services, we quantitatively evaluate impact by their use and/or operation.		
				2	In order to take such measures, we are gathering relevant information about their use and/or operation, and building a quantitative impact assessment process (scheduled to be implemented in [month], [year]).		
				1	No, we do not.		
		22	Do you disclose information about goods and/or services in terms of their impact on and your considerations to biodiversity?	5	We disclose information evaluated by a third party about all relevant goods and/or services.		
				4	We disclose information evaluated by a third party about more than half of relevant goods and/or services.		
				3	We disclose information about some of relevant goods and/or services.		
				2	We currently do not disclose information, but have developed a plan and are going to implement it (scheduled to be implemented in [month], [year]).		
				1	We do not disclose information, but are aware of its necessity.		
		23	Do you collaborate with citizens, NPOs, universities, administrations and/or other entities with respect to use, operation and management of goods and/or services?	5	We have created, or are creating, a social mechanism concerning use, operation and management of goods and/or services in collaboration with stakeholders.		
				4	Our collaboration with stakeholders with respect to use, operation and management of goods and/or services is beneficial to society.		
				3	We collaborate with stakeholders in conserving biodiversity with respect to use, operation and management of goods and/or services.		
				2	We interact and exchange information with stakeholders with respect to use, operation and management of goods and/or services.		
				1	No, we do not.		
		24	Do you try to reduce, reuse and recycle (3R's) used products?	5	We apply 3R's to all products and disclose information about it.		
4	We apply 3R's to disposal of all products.						
3	We apply 3Rs to disposal of more than half of our products.						
2	We apply 3R's to disposal of some of our products.						
1	We do not apply 3R's to disposal.						

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Disposal and Reuse	A process in which products are disassembled, disposed of, or reused.	25	Do you provide documentation about how to dispose of used products?	5 We have such documentation, and use it for all products.		
				4 We have such documentation, and use it for more than 50% of products.		
				3 We have such documentation, but we use it only for some of our products.		
				2 We do not have such documentation, but plan to develop it in the future (scheduled for [month], [year]).		
				1 We do not have such documentation.		
		26	Do you give your stakeholders explanations about disposal and recovery of products?	5 We explain to them about all relevant products.		
				4 We give explanations in some of our product manuals and other documents.		
				3 We summarize details of product recovery in our environmental reports.		
				2 We currently do not explain about product recovery, but plan to do it in the future (scheduled for [month], [year]).		
				1 We do not explain about product recovery.		
Land Use	Use of the land where the organization operates and manages for business operations, material procurement and customer use, which includes surrounding land, space and buildings.	27	Do you use any third-party evaluation systems and/or certification systems with respect to biodiversity and/or ecosystem conservation?	5 We use a third-party evaluation/certification system.		
				4 We have introduced a self-assessment system.		
				3 We have a specific plan to introduce an evaluation/certification system (scheduled to be introduced in [month], [year]).		
				2 We consider introducing an evaluation/certification system.		
				1 We have not introduced any evaluation/certification systems.		
		28	Do you conduct biodiversity impact assessments on land use?	5 We conduct impact assessments on all relevant land use sites.		
				4 We conduct impact assessments on a majority of relevant land use sites.		
				3 We conduct impact assessments on some of relevant land use sites.		
				2 We have a specific plan to introduce a mechanism to conduct impact assessments on land use (scheduled to be completed in [month], [year]).		
				1 No, we do not.		
		29	Do you monitor land use to understand the status of biodiversity?	5 We conduct monitoring in all relevant land use sites.		
				4 We conduct monitoring in a majority of relevant land use sites.		
				3 We conduct monitoring in some of relevant land use sites.		
				2 We have a specific plan to introduce a mechanism for land use monitoring (scheduled to be completed in [month], [year]).		
		30	If your land use is likely to affect biodiversity, do you take steps to avoid possible impacts?	5 We take steps for all relevant land uses.		
				4 We take steps for a majority of relevant land uses.		
				3 We take steps for some of relevant land uses.		
				2 We have a specific plan to introduce a mechanism to take steps (scheduled to be completed in [month], [year]).		
		31	Do you conduct biodiversity conservation projects including activities to protect endangered species, rare species and/or indigenous species?	5 We conduct conservation projects in all relevant land use sites.		
				4 We conduct conservation projects in a majority of relevant land use sites.		
3 We conduct conservation projects in some of relevant land use sites.						
2 We have a specific plan to conduct conservation projects (scheduled to start in [month], [year]).						
1 No, we do not.						
32	Do you request suppliers to consider biodiversity in their land use?	5 We request all relevant suppliers.				
		4 We request a majority of relevant suppliers.				
		3 We request some of relevant suppliers.				
		2 We plan to do it (scheduled to start in [month], [year]).				
		1 No, we do not.				
				5 We estimate the values and make them public.		

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		33	Do you estimate economic values of biodiversity and ecosystem services?	4 We estimate them (but do not make them public). 3 We are developing or planning an estimate method (scheduled for [month], 2 We consider introducing a method to estimate them. 1 No, we do not.		
		34	Do you prevent invasion of any of the specified foreign organisms defined by the government and other invasive alien species?	5 In addition to preventing invasion of any of the specified foreign organisms and other invasive alien species, we prevent introduction of alien species from other regions in the country and organisms other than local indigenous populations to all relevant land use sites. 4 We prevent it in all relevant land use sites. 3 We prevent it in some of relevant land use sites. 2 We consider a specific plan to prevent invasion. 1 No, we do not.		
	Guidelines and policies on biodiversity conservation	35	Do you have guidelines and/or policies on conservation of biodiversity?	5 Guidelines and policies concerning a company-wide approach to biodiversity conservation and specific conservation efforts have been set up as items in a biodiversity conservation guideline and/or an environmental policy. In addition, annual, mid-term and long-term goals have been set, and these guidelines, policies and goals have been made public. 4 Although specific company-wide efforts to address biodiversity conservation have not been articulated, biodiversity conservation is included in environmental policies. Alternatively, policies and specific efforts concerning biodiversity conservation have been specified and widely known in almost all departments and offices that are considered to have a strong influence on biodiversity. 3 Policies on biodiversity conservation and goals for specific conservation efforts have been specified and widely known in some departments and 2 Policies and/or guidelines on biodiversity conservation are under consideration. 1 Policies and/or guidelines on biodiversity conservation have not been		
	Dissemination of information about biodiversity conservation	36	Do you spread information about biodiversity conservation?	5 We have special sections in environmental, CSR and other reports and websites dedicated to biodiversity conservation, and using these sections, we regularly and publicly report our conservation efforts, and objective and quantitative evaluations of their impacts. 4 We have special sections in environmental, CSR and other reports and websites dedicated to biodiversity conservation, and using these sections, we regularly and publicly report our conservation efforts. 3 We occasionally give information about biodiversity conservation in environmental, CSR and other reports and websites, and publicly report some results of our conservation efforts and other information in half or more of 2 Information about biodiversity conservation has been given in environmental, CSR and other reports, websites, company news articles and press releases. Alternatively, spreading information is under consideration. 1 We do not consider spreading information about biodiversity conservation.		
	Voluntary nature			5 We voluntarily conduct research on the biodiversity of company's premises and surrounding areas in all relevant factory premises and company-owned land, based on which we carry out biodiversity conservation activities including nature conservation activities.		

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Nature Conservation	conservation activities carried out in factory premises and/or company-owned woods including leased land	37	Do you voluntarily carry out nature conservation activities in factory premises, company-owned woodlands, or other types of land including leased land, and surrounding areas?	4			
				We voluntarily carry out biodiversity conservation activities including nature conservation activities in premises and surrounding areas in half or more relevant factory premises and company-owned land.			
				3			We voluntarily carry out biodiversity conservation activities including nature conservation activities in premises and surrounding areas in some of relevant factory premises and company-owned land.
				2			We consider carrying out biodiversity conservation activities including nature conservation activities in factory premises and company-owned land.
	1	We do not carry out voluntary biodiversity conservation activities including nature conservation activities in factory premises and company-owned land.					
	Nature conservation activities through cooperation with external organizations	38	Are you involved in nature conservation activities mainly through cooperation with external organizations such as NGOs/NPOs, community groups, local governments and research institutions?	5			
				In all business bases, offices and other company sites, we, in accordance with our corporate policy, regularly provide staff, technical support and financial aid to domestic and international nature conservation activities mainly through cooperation with external organizations such as NGOs/NPOs, community groups, local governments and research institutions.			
				4			In half or more of business bases, offices and other company sites, staff, technical support and financial aid are provided to domestic and international nature conservation activities mainly through cooperation with external organizations such as NGOs/NPOs, community groups, local governments and research institutions.
				3			In some of business bases, offices and other company sites, staff, technical support, financial aid and places to organize some activities (events) are provided to domestic and international nature conservation activities mainly through cooperation with external organizations such as NGOs/NPOs, community groups, local governments and research institutions. Alternatively, support is given to employees' volunteering activities.
	2	We consider carrying out activities linked with external organizations' nature conservation activities, or supporting employees' volunteering activities.					
	1	We do not cooperate with external organizations in nature conservation					
	Internal and external environmental education activities on biodiversity	39	Do you carry out internal and/or external environmental education activities on biodiversity?	5			
In accordance with our corporate policy, we have created a company-wide environmental education program about biodiversity conservation for executives and employees, and systematically carry out environmental education. We also organize regular lectures outside the company, using our own educational materials on biodiversity.							
4				We systematically carry out environmental education for executives and employees in half or more business bases and offices, and also organize regular lectures outside the company on biodiversity conservation and nature			
3				We provide executives and employees with environmental education by organizing lectures on biodiversity conservation by external lecturers, and encouraging executives and employees to attend external classes on			
2	We support executives and employees in educational activities concerning biodiversity conservation, including attending external lectures on biodiversity conservation and purchasing biodiversity-related materials, or we consider an environmental education program for executives and employees.						

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				1 We do not carry out environmental education concerning biodiversity		
Business Opportunities	Opportunities to provide goods and/or services which contribute to conservation of ecosystems and biodiversity	40	Do you have a governance structure and a system in place to make decisions on biodiversity?	5 We have a system in which our CEO is involved in decision-making on		
				4 We have a system in which executives having representation power are involved in decision-making on biodiversity.		
				3 We have a system in which executives are involved in decision-making on biodiversity.		
				2 Our environmental, CSR and other departments, and individual business sections make decisions on biodiversity.		
				1 Biodiversity is not included in our business agenda in corporate management.		
		41	Do you communicate externally concerning policies and goals on biodiversity?	5 We release company policies, goals and results of our conservation efforts on biodiversity.		
				4 We release company policies and goals on biodiversity.		
				3 We have and release company policies on biodiversity.		
				2 We have company policies on biodiversity.		
		42	Do you provide goods and/or services in an economically sustainable way? (i.e. are biodiversity-conscious practices economically compatible with your business performance?)	5 Biodiversity-friendly practices are economically compatible/have been proved to be compatible with our business performance (subject to quantitative verifications).		
				4 We try to implement measures to make biodiversity-friendly practices economically compatible with our business performance (subject to quantitative verifications).		
				3 We quantify/have quantified (i.e. cost-benefit analysis) economic aspects of biodiversity-friendly practices.		
				2 We identify and gather information about economic aspects (costs and benefits) of biodiversity-friendly practices.		
				1 No, we do not.		
		43	Do you develop and sell goods and/or services which indirectly contribute to biodiversity?	5 All our products indirectly contribute to biodiversity.		
				4 Some of our products indirectly contribute to biodiversity, and we plan to increase the number of such products.		
				3 Some of our products indirectly contribute to biodiversity.		
				2 We do not develop or sell such products, but plan to develop and sell them in the future (scheduled to start in [month], [year]).		
				1 No, we do not.		
		44	Do you develop and sell goods and/or services that focus on biodiversity?	5 All our products focus on biodiversity.		
4 A majority of our products focus on biodiversity.						
3 Some of our products focus on biodiversity.						
2 We do not develop or sell such products, but plan to develop and sell them in the future (scheduled to start in [month], [year]).						
1 No, we do not.						

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