1. **What, if any, is the intended user offer if you are not logged in to the site/service?**

There is no specific intended user offer if you are not logged in to the site/service. We foresee that the landing page would have a space to login and provide some static text on the objective of the tool and maybe a visualization for the user journey. A more dynamic element could be to mention the number of users so far. We are open for ideas by the developers.

2. **Is there predetermined branding to be used (ie. does the site follow SEI or TR2AIL styles) or is the expectation that the visual style will be created as part of the UI design?**

SEI has its own branding guidelines, that can be used. They can be found [here](#). However, as indicated in the tender document a number of validation points with user test groups are expected early in the process, for validation and continuous development during the contract period. This first versions do not have to follow any branding guidelines. The focus would be on the tool functionality.

3. **Would 'Sign in with Microsoft'/'Sign in with Google' and pre-filling form data be suitable approaches for integration? i.e., in order to keep it open to non-O365 organisations and individuals.**

This sounds that it could be a good approach. We would like to further understand what the alternative options are and what each of them entail in terms of authentication and authorization.

4. **Do you have access to data for emissions footprint calculations for various modes of transportation beyond the referenced MyClimate air travel ones?**

The current priority for this tool is air travel. The inclusion of different travel modes would be explored, and a suggested approach would be provided by SEI if deemed possible. If modes other than transport are to be included, the calculation method followed would be simpler.

5. **Do you have access to the emissions levels per aircraft type?**


6. **Is it correct that you are expecting to have the visitor enter their flight number to get more accurate aircraft / seating information in order to carry out the calculation to the level of detail of MyClimate?**
No, the visitor would not be expected to enter flight number to get more accurate aircraft information. Following the methodology of MyClimate, weighted averages of fuel burn rates and usage for landing/take-off cycles for most used aircraft types would be estimated. (See section 3 in this link). An example spreadsheet with calculations and data sources can be developed by the team to showcase the methodology.

7. Are there any paywall or freemium models envisaged?

No, we do not attempt to offer any paid content.

8. Do you have a preference for web-based vs installable in IOS/Android? (or both?)

We have a preference for web-based tool, that can be easily viewed also from a smart phone (similar to the SEI web page).

9. Can you describe the trip approval process in more detail? Would it be a back-and-forth of send, reject, amend, send, ..., approve?

We foresee that for trip approval process, which is expected to be optional, to be a one-way process of either send- approve or send-reject. In the case of rejection of approval, a discussion outside the tool can occur between the individual requesting approval and the manager. Then, after the dialogue, the request has to be re-submitted and approved (if that's the outcome of the dialogue), so that the trip is logged.

10. Could you further describe what the 'trip container' functionality should entail?

Trip container implies that one trip container can include multiple flights. In essence, the term trip container tries to capture the fact that employees often need to conduct multiple flight trips for one objective. e.g. (example only)

A trip container called “Field work for project X” can contain the following flights:

Stockholm- Nairobi
Nairobi – Kigali
Kigali – Kampala
Kampala – Nairobi
Nairobi – Stockholm

11. Are you currently able to list the discrete pieces of information that each user/travel record will need to contain? E.g.: staff name, role, travel purpose, origin, destination, cost, emissions, approval status etc.

The minimum discrete pieces of information that each travel record will need to contain is:
staff name, travel purpose, justification, reference, origin, destination, emissions, approval status, approver

12. Are you able to forecast the source for each piece of information that will be added: e.g. (example only)
dates, origin, destination, flight number and cost may be added by the user; flight emission data may be imported from a given source; administrator will add organisation specific information and moderation information.

For each discrete piece mentioned in answer to the question 11, an expected source information is mentioned below:

staff name, role, approver → to be imported by the user once with the possibility to change

travel purpose, justification, reference → to be imported by the user for each travel container

origin, destination → to be imported by a specific source

emissions, approval status, → to be calculated by the tool