

Organised By:



# Advanced Sustainability Reporting Workshop

## Date

20 August 2009

## Time

9.00am to 5.00pm  
(Registration starts at 8.30am)

## Venue

SBF Seminar Room 1  
Level 22, Keppel Towers  
10, Hoe Chiang Road,  
Singapore 089315  
(Nearest MRT Station:  
Tanjong Pagar)

**Fee** (Inclusive of Lunch and Course Materials):  
\$600 Nett

**7 CPD Points**

## Who should attend

- Companies that are already including sustainability reporting in their corporate communications and wish to improve performance
- Companies that are engaging in CSR and wish to move their reporting initiatives forward
- EHS Managers and Specialists
- Corporate Communications Managers
- Those preparing company annual reports and other external communications materials
- Those involved in promoting CSR
- Anyone who is interested to find out more about the topic

## SYNOPSIS

For many enlightened and leading edge companies, recognition that the global economy is in a major transitional phase has led them to consider new demands, both external and internal, on today's organisations. Pressure to meet financial targets has to be balanced with the evolving needs of stakeholders who expect organisations to also perform well as a corporate citizen in order to maintain their social 'licence to operate'.

In response, many companies have started to deliver 'Sustainability' or 'CSR' reports. Having taken the decision to incorporate some of the most pressing issues of our time such as environmental management, climate change, community investment, business sustainability strategy and anti-corruption into their reporting cycle, many are looking to the next phase of how to improve on their current practices. Stakeholders are increasingly demanding information that is consistent, comparable, credible and well structured and this need has to be addressed.

Sustainability reporting is part of an organisation's risk management process and overall communications strategy and understanding materiality is key to producing an engaging and usable report. Organisations must also remember that reports are not only externally focused documents, but are also tools to provide useful inputs into business planning, analysis and management strategy, when integrated into the corporate culture.

ACCA Singapore, Singapore Compact for CSR and Singapore Environment Institute are jointly organising the 'Advanced Sustainability Reporting Workshop' for reporters who are already reporting, but wish to improve upon their reporting processes and assess the implications of the latest developments in reporting.

## WORKSHOP BENEFITS

The workshop will equip potential reporters to understand/address the following areas:

- Reaching the right people - redefining your target audience
- Key stakeholder identification and mapping
- Emerging best practice in CSR reporting and communication – bridging the gap between credible CSR and engaging public relations
- Simplifying the reporting process - aligning CSR reporting within the organisation
- Using GRI as a framework and not a straight jacket
- Upgrading your Global Reporting Initiative (GRI-G3) compliant report – moving from Level C to Level B report and from a Level B to a Level A report
- Best practice from alternative guidelines for CSR management
- Assessing materiality – what are the important issues for your organisation
- Stakeholder engagement - external expectations and potential approaches
- Verification - expectations, pitfalls to avoid and likely costs
- Critically evaluate other sustainability reports
- Why some institutional investors are requesting sustainability disclosures before making investments decisions

Register online at: <http://survey.sgemployers.com/surveys/090820srsworkshop.htm>

Our trainers have helped numerous companies produce sustainability reports, including several of the companies which have gone on to win the ACCA Singapore Sustainability Reporting Awards.

The workshop approach will illustrate to delegates that they have to match the needs of the organisation to the expectations of their key stakeholders. The workshop will help delegates build on their current sustainability reports that promote sustainable business practices, enhance transparency, reduce risk and develop trust.

## **ABOUT THE SPEAKERS**

**Carrie Johnson** is a specialist in Sustainability Reporting. She has been working in the environmental and CSR field for over 16 years and focuses on guiding companies through the reporting process. This includes helping companies develop their reporting process, select indicators and compile reports and assisting companies by reviewing their report drafts. Carrie has also verified Sustainability Reports.

Carrie's clients include City Developments Ltd, Keppel Land, Singtel, Power Seraya, Singapore Polytechnic, ISK, Singapore Zoo, NatSteel, Shell, Petronas, Amerada Hess, Railtrack, TXU Europe, British Telecom, AEA Technology and Smith & Nephew.

Carrie is also a Senior Lecturer at NUS (Adjunct) teaching the environmental management and assessment and business and the environment modules as NUS's Masters in Environmental Management (MEM Programme). Carrie conducts regular training on behalf of SEI.

Carrie holds an MSc from Imperial College London in Environmental Management (awarded with Distinction), and a BA from Cambridge University in Geography.

**Graham Owens** has seven years experience working in CSR and SRI/ESG consulting and research in Asia, advising a number of MNCs and regional companies on CSR reporting, strategy, investor relations and communications. Clients have included ACCA, Aviva, Tanjong Plc, Bursa Malaysia, Chevron, Polycom, NTUC Fairprice, Shangri-La (Malaysia), SIA Engineering Company, Petra Foods, STX PanOcean, Salamander Energy and Asia Pacific Breweries.

He has led several large-scale studies on corporate transparency, disclosure, CSR and SRI and was recently the lead author of the 'Asian Business Barometer' report which looked at the current state of ESG disclosure for leading companies on four Asian stock exchanges. He was instrumental in the research and development of the Business Times Corporate Transparency Index and produced a regional CTI index which was published in CFO Asia in 2008.

Graham currently teaches Corporate Governance at the Singapore Association of the Institute of Chartered Secretaries and Administrators, has developed and delivered a number of CSR related corporate training courses and has acted as a judge for the ACCA's Sustainability Awards in Singapore for the last five years.

Graham holds an MBA from Nottingham University Business School and a Post-graduate Diploma in Management from Kingston University Business School. He was formerly and Associate of Arup, a leading sustainable development advocate in the UK.

**\* Correct as at 20<sup>th</sup> July 2009**

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## ABOUT THE ORGANISERS



The Singapore Environment Institute (SEI) has been championing the environment through development and conduct of training programmes and knowledge-sharing platforms since 2003. It is the training division under the National Environment Agency (NEA), the government body responsible for the implementation of Singapore's environmental policies. As a leading provider of environmental programmes and courses in Singapore, SEI pools together the expertise, experience and resources of governmental, academic and industry lecturers and partners to deliver robust and relevant training.



The Singapore Compact is a national society in bringing forward the CSR movement. It functions as a multi-stakeholder platform in recognising the role and contributions of all CSR stakeholders. Key mission is to broaden the base for collaboration, in developing coordinated and effective strategies to promote CSR. It is also participant and focal point of the United Nations (UN) Global Compact, the world's largest voluntary corporate citizenship initiative, in enhancing corporate practices through ongoing dialogues, training, collaboration and practical project implementation in Singapore.



ACCA (the Association of Chartered Certified Accountants) is the global body for professional accountants. We aim to offer business-relevant, first-choice qualifications to people of application, ability and ambition around the world who seek a rewarding career in accountancy, finance and management. ACCA has been actively involved with the unfolding debate on corporate social and environmental responsibility since 1990.

We promote transparency and best practice in a number of areas including:

- reporting and disclosure
- auditing
- research.

We aim to help businesses and organisations realise the growing importance of sustainability to them.

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# Enrolment Form

## INTRODUCTION TO ADVANCED SUSTAINABILITY REPORTING WORKSHOP

Date: 20 August 2009, Thursday

Time: 9.00am - 5.00pm (Registration starts at 8.30am)

Venue: Keppel Towers (SBF Seminar Room 1, Level 22)

Closing Date: 14<sup>th</sup> August 2009

### Contact Person's Particulars

Contact Person :	Membership No. :
Designation :	Company :
Tel :	Fax :
*Address :	
Email :	

**(FOR CONFIRMATION, PLEASE PRINT IN BLOCK LETTERS)**

### All Participants Details (Single cheque payment)

Name of Participant/s	Company/Title	Reg No. (If applicable)	Amount
<b>Amount Payable:</b>			

### Payment Method

<input type="checkbox"/> Cheque payable to "Singapore Compact"	Bank		Cheque No.	
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Remarks

### Important notes:

1. Please return this form and payment to:  
**"Singapore Compact" to Singapore Compact for CSR, 10 Hoe Chiang Road, #22-01, Keppel Towers, S(089315)**
2. Please indicate on the reverse side of your cheque, Your Name, Contact Details, Organization and Event Name.
3. Singapore Compact reserves the full right to cancel, refund or make adjustments to the event.
4. Enrolment is on a first-come-first-served basis.
5. Please fax reply form to Singapore Compact Fax: 6827 6802

For further clarifications or assistance, please contact Ms Emily Heng at Tel: 6827 6825 or Email: [info@csrsingapore.org](mailto:info@csrsingapore.org)

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