



## How to Write an Environmental, Social and Governance (ESG) report ? 如何撰寫環境、社會及管治報告?

(84119)

The Hong Kong Stock Exchange ("HKEx") has appended the Environmental, Social and Governance ("ESG") Reporting Guide ("the Guide") to the Listing Rules since 2013. In 2015, the HKEx decided to further strengthen the Guide to require issuers to state in their annual reports or ESG reports whether they have complied with the "comply or explain" provisions set out in the Guide for the relevant financial year. This has provided an excellent opportunity for the business community to promote corporate sustainability.

In order to help companies get started on their ESG reporting journey, BEC has developed this 3-hour course (conducted in Cantonese) for those interested in ESG/sustainability disclosure to learn about the requirements of the Guide, the key steps involved in report preparation as well as the current trends in reporting.

香港交易及結算所有限公司（港交所）早於 2013 年在主板交易規則加入了《環境、社會及管治報告指引》，亦於 2015 年加入「不遵守就解釋」條文，要求上市公司匯報其環境、社會及管治情況。這一指引為商界帶來推動全球可持續發展的重要契機。

為協助商界了解 ESG 報告的要求及提供相關協助，商界環保協會（BEC）將舉行本課程並以廣東話授課，目的是讓各行各業的管理層及相關員工了解港交所的要求、準備報告的基本步驟，以及最新的市場趨勢。

### COURSE DETAILS 課程詳情

**Date:** 26 Sep 2016 (Mon)  
**Time:** 14:30 to 17:30 (3 hours)  
**Venue:** BEC Headquarters, 77 Tat Chee Avenue, Kowloon Tong, Hong Kong  
**Fee:** HK\$780 (Subject to a maximum discount of 10%)\*  
\* **Special offer for BEC Member**  
BEC member who enrolls before 13 Sep 2016 (Tue) can register with one more applicant without additional charges (i.e. HK\$780 for 2 applicants).  
\* **Discount for non-BEC member**  
Early Bird Discount – 5% if you register 3 weeks before the commencement of course.  
Group Discount – 5% for 2 or more applicants from the same organisation enrolled for the same course.

**日期：** 2016年9月26日（星期一）

**時間：** 14:30 至 17:30（三小時）

**地點：** 九龍塘達之路 77 號商界環保協會總部

**費用：** 港幣\$780（最高折扣為 10%）\*

\* **BEC 會員特別優惠**

BEC 會員於 2016 年 9 月 13 日（星期二）前報名，同行一人免費（即兩人收費為港幣\$780）

\* **非 BEC 會員優惠**

早報名折扣 - 在開課前三星期報名，可享 5%折扣

團體折扣 - 同一機構同時兩人或以上報讀同一課程，可享 5%折扣

### TOPICS TO BE COVERED 課程內容

- Corporate sustainability and ESG reporting
  - What is corporate sustainability?
  - What is ESG reporting and why is reporting important?
  - HKEx ESG report framework and guidelines
- How to write an ESG report?
  - Preparation and resource requirement
  - What is Materiality Assessment?
  - How to determine the reporting scope and items for disclosure?
  - How to communicate with stakeholders effectively?
  - Case studies

- 企業的可持續發展及 ESG 報告
  - 何為企業可持續發展？
  - 何為 ESG 報告及其重要性？
  - 港交所的 ESG 報告框架及指引
- 如何撰寫 ESG 報告？
  - 籌備工作及所需資源
  - 甚麼是重要性評估？
  - 如何釐定報告範圍和需要披露的事項？
  - 怎樣做好與持份者溝通？
  - 分享不同業界的成功個案

### WHO SHOULD ATTEND 課程對象

This course is designed for all executives, CSR/ESG/sustainability professionals and managers, investor relations managers, corporate communication managers, marketing managers, academics, consultants, and those who are interested.

本課程對象為公司管理層、CSR/ESG/企業可持續發展相關專業人員及經理、投資者關係經理、企業通訊經理、市場推廣經理、學術界人士、顧問，以及有興趣人士。

### MEDIUM OF INSTRUCTION 教學語言

Cantonese supplemented with English  
廣東話授課並輔以英文教學

### CERTIFICATION 證書

A Certificate of Attendance will be awarded to participants after the course  
完成課程的學員將獲授課程證書

### APPLICATION FORM & DEADLINE 報名表格及截止日期

Click [here](#) to download the Application Form. Enrolment deadline is 5 working days before the course commencement date. Late enrolment will be accommodated subject to seat availability.

按此下載報名表格。截止報名日期為開課前五個工作日，逾期報名之安排，會視乎報名人數情況而決定。

### TUTOR 導師

#### Maggie Lam 林靜

Assistant Manager - Policy Research and ESG Advisory  
助理經理 - 政策研究及企業責任顧問

In her role as a member of BEC's ESG Advisory Team, Maggie is responsible for providing consultancy services and related training to the business community on CSR related areas, including stakeholder engagement, materiality assessment, sustainability/ESG disclosure, and performance benchmarking. She also has extensive policy research and project management experience in sustainability and environmental management.

林小姐日常主要負責協助不同企業計劃及落實 ESG/可持續發展報告的工作，包括重要性評估、行業數據披露基準研究、持份者參與活動、報告撰寫及有關企業社會責任（CSR）和可持續發展的培訓等。此外，她在可持續發展和環境管理方面，擁有豐富的政策研究和項目管理經驗。

## Terms & Conditions 條款及細則

- Duly completed application form accompanied by payment will be considered for admission;
  - Course fee is non-refundable, non-transferable and should be received by BEC IEE no later than 5 working days before the commencement of the course;
  - Admission is made on a first-come-first-served basis;
  - Successful applicants will be notified no later than 3 working days before the commencement of the course;
  - Unsuccessful applicants will be given refund of course fees if they have already paid;
  - The course will be cancelled with full refund when the typhoon signal no.8 or above, or black storm warning is hoisted 3 hours before the course commences;
  - An official e-receipt will be distributed through email to the participant upon the completion of the course;
  - BEC reserves the right not to conduct the course if the applications are below the required minimum number of participants, and course fees received will be refunded. All decisions made by BEC on matters related to the courses are final;
  - Personal data including contact information will be used by BEC for its communications and direct marketing purpose, including newsletters and promotions of events, training courses and other activities. If you do not wish to receive any further promotional materials from BEC, please send an email to us at [unsubscribe@bec.org.hk](mailto:unsubscribe@bec.org.hk);
  - Information provided will be kept strictly confidential and will not be sold, reused, rented, loaned, or otherwise disclosed to third party; and
  - If there is any inconsistency or ambiguity between the English version and the Chinese version of this course flyer, the English version shall prevail.
- 報名需填妥申請表格及支付有關課程費用；
  - 報名人士必須於開課前五個工作天向商界環保協會環境教育學院支付課程費用，有關費用不可退還及不可轉讓；
  - 報名以先到先得形式進行；
  - 成功報名的人士將在不遲於開課前三個工作日天收到通知；
  - 不成功報名的人士將獲退還已支付的課程費用；
  - 如天文台於開課前三小時懸掛八號或以上風球或黑色暴雨警告，課程將會取消，已支付的課程費用將獲退還；
  - 正式電子收據將於課程完成後透過電郵寄給參加者；
  - 如課程的報名人數不足，商界環保協會保留取消課程的權利，已支付的課程費用將獲退還。所有與課程相關之決定以商界環保協會的最終決定為準；
  - 商界環保協會所收集的個人資料包括聯繫方式等，將用於通訊和直接推廣用途，包括通訊刊物以及活動、訓練課程以及其他項目之推廣。如不希望接受任何商界環保協會日後的推廣訊息，請電郵至 [unsubscribe@bec.org.hk](mailto:unsubscribe@bec.org.hk) 以取消訂閱；
  - 所有提供的個人資料將予以保密，不會被出售、重複使用、出租、外借或者洩露給任何第三方；以及
  - 如本課程單張的中、英文兩個版本有任何抵觸或不相符之處，應以英文版本為準。

## About Business Environment Council Limited 商界環保協會有限公司

Business Environment Council Limited 商界環保協會有限公司 (“BEC”) is an independent, charitable membership organisation, established by the business sector in Hong Kong. Since its establishment in 1992, BEC has been at the forefront of promoting environmental excellence by advocating the uptake of clean technologies and practices which reduce waste, conserve resources, prevent pollution and improve corporate environmental and social responsibility. BEC offers sustainable solutions and professional services covering advisory, research, assessment, training and award programs for government, business and the community, thus enabling environmental protection and contributing to the transition to a low carbon economy. For more information in BEC, please visit [www.bec.org.hk](http://www.bec.org.hk).

商界環保協會有限公司是由香港商界成立的獨立慈善會員機構。自1992年成立以來，本會一直是推動香港環保卓越的先驅，宣揚潔淨技術及措施，從而減少廢物、保護資源、防止污染，強化環保及社會企業責任。透過諮詢、研究、評估、培訓及獎項計劃等，本會提供全面可持續發展的專業顧問及技術支援，以提升香港的環保效益及邁向低碳經濟。如欲查詢更多商界環保協會資料，請瀏覽 [www.bec.org.hk](http://www.bec.org.hk)。

## About BEC Institute of Environmental Education 商界環保協會環境教育學院

BEC Institute of Environmental Education (“BEC IEE”), a division of BEC, provides a platform for business managers and decision makers, to advance their knowledge and develop the expertise necessary for environmental decision-making. BEC IEE also facilitates professional development by promoting quality environmental education through various environmental education programmes. For further enquiries or assistance, please contact BEC IEE at [beciee@bec.org.hk](mailto:beciee@bec.org.hk).

商界環保協會環境教育學院是本會的一個部門，旨在為機構及個別人士提供環境資訊的平台，讓行政人員及機構決策人可增進環境知識，並能有效運用專業知識作出環境相關的決策。商界環保協會環境教育學院透過提供不同的優質環境教育課程，促進環境專才的發展。如有任何查詢，請電郵至 [beciee@bec.org.hk](mailto:beciee@bec.org.hk) 與我們聯絡。

