



## How to Write an Environmental, Social and Governance (ESG) report? (2<sup>nd</sup> intake)

(85101)

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 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.

### COURSE DETAILS

<b>Date:</b>	24 November 2017 (Fri)
<b>Time:</b>	14:30 to 17:30 (3 hours)
<b>Venue:</b>	BEC Headquarters, 77 Tat Chee Avenue, Kowloon Tong, Hong Kong
<b>Fee:</b>	HK\$780*
	* <b>Special offer for BEC Member</b> <b>BEC member who enrolls before 10 November 2017 (Fri) can register with one more applicant without additional charges (i.e. HK\$780 for 2 applicants).</b>
	* <b>Discount for non-BEC member (Subject to a maximum discount of 10%)</b> Early Bird Discount – <b>5% if you register 3 weeks before the commencement of course.</b> Group Discount – <b>5% for 2 or more applicants from the same organisation enrolled for the same course.</b>

### TOPICS TO BE COVERED

- 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

### WHO SHOULD ATTEND

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.

### MEDIUM OF INSTRUCTION

Cantonese supplemented with English.

### CERTIFICATION

A Certificate of Attendance will be awarded to participants after the course.

### TUTOR

**Albee Chen**  
**Senior Specialist – ESG Advisory, BEC**

Albee is experienced in the preparation and compilation of HKEx ESG Reports, policy research and the benchmarking of ESG performance for multinational corporations and SME’s.

### APPLICATION FORM & DEADLINE

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.

## Terms & Conditions

- 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); and
- Information provided will be kept strictly confidential and will not be sold, reused, rented, loaned, or otherwise disclosed to third party.

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

Business Environment Council Limited (“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).

## About BEC Institute of Environmental Education

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).

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