



NATIONAL  
CENTER FOR  
SUSTAINABILITY  
REPORTING

In  
Collaboration  
With



# GRI Standards Certified Training on Sustainability Reporting

**Batch  
14**

**DATE:** 15 - 16 October 2018

**TIME:** 8.30am to 5.30pm

**VENUE:** Village Hotel Bugis  
390 Victoria Street  
Singapore 188061



"We are a registered Organizational Stakeholder of the Global Reporting Initiative (GRI) and support the mission of the GRI to develop globally accepted sustainability reporting guidelines through a global, multi-stakeholder process."



## MORE AND MORE ORGANIZATIONS ARE DISCOVERING THE BENEFITS OF SUSTAINABILITY REPORTING

Research shows that a systematic approach to sustainability reporting helps to:

- Improve sustainability performance.
- Improve risk management and investor communications.
- Engage stakeholders and improve stakeholders relations.
- Motivate and engage employees.
- Build credibility as a committed and effective corporate citizen.
- Strengthen internal data management and reporting systems.
- Improve sustainability strategy and selection of performance indicators and targets.
- Benchmark sustainability performance against self and others.

If your organization is thinking about preparing a report but doesn't know where to start or how to take the first step, this training is ideal for you. If your organization is already reporting, but you are new to the reporting team, this training is ideal for you.

If you are an experienced reporter but want to review, improve or discover the latest in best practices, this training is ideal for you.



This two-day intensive workshop will introduce you to the elements of a good sustainability report using the GRI's five step process: prepare, connect, define, monitor and report and prepare you to coordinate the sustainability reporting process.

The GRI Standards Certified Training Program empowers participants to begin or improve their sustainability reporting using the world's leading sustainability reporting Standards.

The training is given in a working group format. Student participation should be active.



## BENEFITS OF GRI REPORTING

Sustainability reports based on the GRI Standards can be used to benchmark organizational performance with respect to laws, norms, codes, performance standards and voluntary initiatives; demonstrate organizational commitment to sustainable development; and compare organizational performance over time.

GRI promotes and develops this standardized approach to reporting to stimulate demand for sustainability information—which will benefit reporting organizations and those who use report information alike.



## ABOUT THE GLOBAL REPORTING INITIATIVE (GRI)

The Global Reporting Initiative (GRI) is a non-governmental organization that develops and disseminates globally Accepted Sustainability Reporting Standards.

The GRI started in 1997 as an initiative of the United Nations Environment Program and became independent in 2002. Headquartered in Amsterdam, the Netherlands, the GRI is an official collaborating center of the United Nations Environment Program (UNEP) and works in cooperation with the UN Global Compact.

The GRI develops the sustainability reporting standards guidelines through a multi-stakeholder process that incorporates the active participation of business, accountancy, investment, environmental, human rights, research and labor organizations from around the world.



### INVESTMENT

The Training Fee is. SGD 1,900 per person

- Early bird rate (Register and Pay before 15 September 2018) SGD 1,330 per person
- A 10% discount is available for groups of 3 or more, NGOs and students on the full rate.
- Your seat is not confirmed until proof of payment has been received.
- Notification of cancellations must be made at least one week prior to the training, for which 50% of the fees will be refunded.
- Special Discount of 20%: SGD 1,520 per person (available to all participants and for a limited period only)

- Participants will receive an internationally recognized certificate directly from the Global Reporting Initiative (GRI) after successful completion of the training course.
- This training will provide GRI Standards.
- In addition, participants are eligible to receive a Certified Sustainability Reporting Specialist (CSRS) from Institute of Certified Sustainability Practitioners (ICSP) after successful passing ICSP online examination and submit the assignment.
- CSRS is a professional certification in sustainability reporting and sustainability management, we have around 1,500 graduates since late 2007 in Indonesia, Malaysia, Singapore and the Philippines.
- You are eligible to be a member of the Institute of Certified Sustainability Practitioners (ICSP) as a recognition to your professionalism in sustainability.
- Only CSRS graduates are eligible for the Certified Sustainability Reporting Assuror (CSRA) training which objective is to provide assurance on sustainability report and practices based on the AA1000 standards.



## TRAINING OBJECTIVES

You will learn:

- The link between sustainable development with sustainability reporting
- Value of sustainability reporting
- Key features of GRI Standards as well as to the modular structure
- How to use the GRI Standards; apply the universal standards as well as the topic-specific standards
- How to understand and apply the concept of 'materiality and boundaries'
- How to understand and apply the reporting process using GRI Standards.



## TRAINING OUTCOMES

The training program provides you the tools to:

- Plan your sustainability reporting process.
- Identify key stakeholders.
- Distinguish your organizations material issues and boundaries.
- Recognize the internal procedures and mechanisms.
- Incorporate the Sustainable Development Goals (SDGs) into Sustainability Reporting.
- Evaluate the quality of sustainability reports using your newly acquired knowledge.



## WHO CAN JOIN THE GRI CERTIFIED TRAINING?

The GRI Certified Training is designed for CSR Practitioners and other professionals including students and lecturers.

In general this training can be joined by directors, managers or staff of the following departments: CSR, Environment, Work Safety (HSE), Human Resources and General Affairs, Corporate Secretary, Corporate Communications and Professional Accountants and Consultants.

This training can also be joined by report users such as NGO's, Financial Analysts, Government Officials, Company Boards and Media.

## TRAINING PROGRAM

|   |   |
|---|---|
| <b>PART 1:<br/>Introduction and background</b>                      | <ul style="list-style-type: none"> <li>1.1 Sustainable Development</li> <li>1.2 Sustainability Reporting</li> <li>1.3 About GRI                             <ul style="list-style-type: none"> <li>1.3.1 GRI Standards</li> <li>1.3.2 GRI's Global Sustainability Standards Board (GSSB)</li> <li>1.3.3 Multi-Stakeholder Approach</li> </ul> </li> </ul>       |
| <b>PART 2:<br/>Overview of the GRI Standards</b>                    | <ul style="list-style-type: none"> <li>2.1 Useful Terminology</li> <li>2.2 Introduction to GRI Standards</li> <li>2.3 Structure of GRI Standards</li> <li>2.4 How to Use the GRI Standards</li> <li>2.5 Other Standards and Frameworks</li> </ul>   |
| <b>Part 3: GRI Standards</b>  | <ul style="list-style-type: none"> <li>3.1 Universal Standards                             <ul style="list-style-type: none"> <li>3.1.1 GRI 101: Foundation</li> <li>3.1.2 GRI 102: General Disclosures</li> <li>3.1.3 GRI 103: Management Approach</li> </ul> </li> <li>3.2 Topic-Specific Standards</li> </ul>  |
| <b>PART 4: Start your reporting process using the GRI Standards</b> | <ul style="list-style-type: none"> <li>4.1 Applying the Reporting Principles</li> <li>4.2 Reporting General Disclosures</li> <li>4.3 Identifying Material Topics and Boundaries</li> <li>4.4 Reporting on Material Topics</li> <li>4.5 Reporting in Accordance</li> <li>4.6 Presenting and Compiling Information</li> <li>4.7 End of Course Exercise</li> </ul> |
| <b>PART 5:<br/>Additional resources</b>                             | <ul style="list-style-type: none"> <li>5.1 GRI Support Suite</li> <li>5.2 Getting Involved</li> <li>5.3 Useful Resources</li> <li>5.4 End of Course Evaluation</li> </ul>   |

## REGISTRATION

click here: .....



### PAYMENT

Cheque / Bank draft crossed and made payable to:  
Green First Consulting Pte. Ltd.

Bank telegraphic transfer :

Name of Account : GREEN FIRST CONSULTING PTE. LTD.

A/C No. : 372-305-842-0

Name of Bank : United Overseas Bank Limited, Coleman Street Branch  
1 Coleman Street #01-14 & #B1-19 T  
The Adelphi Singapore 179803

Bank Code : 7375

Branch Code : 046

Bank Swift Code : UOVBSGSG

### REGISTRATION AND CANCELLATION POLICY

1. Please send a copy of your deposit slip to [catherine@greenfirst-consulting.com](mailto:catherine@greenfirst-consulting.com)
2. Registration deadline is on: October 5, 2018.
3. Payment deadline is on: October 7, 2018.
4. Participants in one organization can exchange names without extra costs but needs to be provided in writing.
5. There will be no refund for the participation fee for cancellations after October 7, 2018.
6. There is a maximum of 20 participants only.
7. The National Center for Sustainability Reporting can opt to change the program without prior notice.



### ABOUT NCSR

The National Center for Sustainability Reporting (NCSR) is an independent organization which promotes and disseminates GRI Standards in the region. NCSR is an Organizational Stakeholder of the GRI since 2006 and a GRI certified training partner in Indonesia, Malaysia, Singapore and the Philippines since 2011.

Tel : +6221 782 3524

Email : [secretary@ncsr-id.org](mailto:secretary@ncsr-id.org)



### ABOUT GREEN FIRST

Green First is a consulting firm focusing on sustainable performance and communication. We are committed to promote innovative and sustainable solutions, add value' to our clients' organizations and building trust. We maintain the highest professional standards which is consistent with best practice and deliver practical, effective and timely advice to our clients.

#### **Green First Consulting Pte. Ltd.**

1 North Bridge Road

#19-09/10 High Street Centre

Singapore 179094

Phone number: +65 6305 9901

Email: [catherine@greenfirst-consulting.com](mailto:catherine@greenfirst-consulting.com)