



# Global Reporting Initiative (GRI) G4 Certified Training Programme

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Together with HEG-Genève, BSD Consulting is offering a two day training seminar on how to compile a GRI sustainability report.

4-5 July 2016, Geneva (in English)

## Content

In addition to an introduction to the GRI reporting framework and an overview of the trends in sustainability reporting in Switzerland, you will receive concrete instructions and tools for implementing and improving the sustainability reporting of your organization. Special attention will be given to the following topics:

- Benefits and challenges of sustainability reporting for the organization
- Developing a first conceptualization for one's own sustainability reporting
- Planning the sustainability report
- Identifying stakeholders as well as defining communication with them
- Identifying material report topics
- Internal processes, indicators and monitoring
- Selecting the appropriate means of communication
- Compiling the report
- Safeguards for report quality and credibility

## Educational approach

On the basis of presentations, case studies, group work and discussions, the content will be developed interactively. Concrete exercises will help you to apply the individual topics to your organization. In addition all the participants are entitled to two hours of individual coaching from BSD Consulting SA, up until six months after the end of the course. The coaching enables an organization to deal with particularly relevant aspects in more depth.

## Goals

The participants:

- know the GRI standard, its principles and the important cornerstones in the GRI reporting process;
- outline the relevant sustainability topics of their company;
- describe the benefits and challenges of a credible sustainability report;
- assess the credibility and quality of a sustainability report.

## Programme Day 1

**08h30**

### Introduction

- Sustainability context and the role of organizations
- GRI and the GRI reporting framework, GRI reporting process
- Benefits and challenges of sustainability reporting

### Phase 1 | Prepare: Plan your GRI sustainability reporting process

- Developing an action plan
- Understanding organization's activities and their economic, environmental and social impacts

Group work: Economic, ecological and societal impacts of an organization

### Phase 2 | Connect: Talk and listen

- Stakeholder identification, prioritizing and dialogue to assess material issues
- The best procedure for the stakeholder-dialogue

Group work: Prioritizing – Who are the most important stakeholders?

### Phase 3 | Define: Focus your efforts

- GRI materiality principle
- Decide on report content

Discussion and summary

18h00 End of first course day

## Programme Day 2

**08h30**

### Phase 3 | (continuation)

- Selecting material indicators

Group work: Defining report content

### Phase 4 | Monitor: Build your report

- Collecting and evaluating data
- Monitoring activities
- Performance goals for material aspects
- Ensuring quality of information

Group work: Working with indicators

### Phase 5 | Report: Check and communicate

- Choosing the best way to communicate
- “in accordance”-system
- Finalize and launch the report

Group work: Evaluation of the quality of a report on the basis of the GRI principles

Discussion and summary

18h00 End of the course

## BSD Consulting

BSD Consulting is a consulting firm with headquarters in Zurich and offices in Latin America, the EU, Switzerland and China. Since its founding in 1998, BSD Consulting has advised companies in developing their sustainability management. BSD Consulting offers consulting and research services, which support their clients in the dialogue with their stakeholders, in the integration of sustainability criteria in their business processes, and in their communication policy. BSD Consulting is the largest global GRI Certified Training Partner and is licensed to provide GRI training in Switzerland, Germany, Spain, Latin America and Africa. In addition BSD Consulting has strategic partnerships with Social Accountability International (SAI), AccountAbility, the UN Global Compact, Fairtrade Labelling Organisation FLO, ISEAL as well as BSCI, and has extensive training experience in all relevant topics.

## HEG Geneva

Founded in 1998, the Geneva School of Business Administration (HEG-Geneva) is a member of the network of the Universities of Applied Sciences Western Switzerland (HES-SO) which has more than 15,000 students. With more than 1,000 Bachelor students, HEG-Geneva is the biggest School of Business Administration of the University of Applied Sciences Western Switzerland and the biggest applied university in the Geneva area.

HEG-Geneva bestows great importance on the professional and pragmatic dimensions of its programs. It is strongly driven by a culture of innovation, sustainable development and multiculturalism. One of HEG's top priorities is to make sure that its graduates have acquired applicable and relevant competencies and strong professional skills. This objective is achieved in particular by maintaining very close relationships with regional economies. Our programs are also tailored to meet the challenges of an increasingly globalized economy where information management is crucial. Our school is active in four main domains: Information Science, Business Administration, Information Systems and International management. The school delivers undergraduate and graduate programs in those four domains, and acts as an applied research center for Business Administration. HEG-Geneva also delivers several adult education programs. Among them, the Diploma of Advanced Studies "Management durable" (for more information, see <http://sustainablemanagement.ch/>)

## Trainer

**John Moorhead** is an Executive Manager at BSD Consulting, responsible for French speaking Switzerland and the BSD Carbon Management practice. John supports organizations to be more sustainable through advice, coaching, training and as a change agent within a cross-cultural and international context. John uses his 26 years of international management and consulting experience to provide insights on what sustainability means for each client, how to be more sustainable and how to measure performance and communicate & report on progress. He provides management with analysis and strategic advice so that their organizations prosper from being more sustainable. An important area of focus for John is how organizations can reduce GHG emissions in order to mitigate climate change. John is an English, French and Spanish native speaker.

### Supported by

**Dr. Cornis Van Der Lugt** is a Senior Associate at BSD Consulting. He has over 20 years of experience in management and sustainability at international level, including special focus on Natural Capital. As former representative of the UN Environment Programme and UN Global Compact he was deeply involved in developing industry initiatives and standards such as ISO 26000. He worked extensively with the GRI since 2000, as well as with SustainAbility and Standard & Poor's in publishing biennial global benchmark surveys of leading corporate sustainability reports. With AccountAbility he developed a practical guide on stakeholder engagement that is still widely used today. His consulting work is especially focused on strategy, corporate finance and sustainability, including integration between financial and sustainability accounting. Cornis is fluent in English and Afrikaans while communicating easily in German, Dutch and French.

*A GRI course **in French** will also be offered on 17-18 & 24-25 March 2017, within the DAS programme on Sustainable Management <http://sustainablemanagement.ch/>*