



## TRAINING WORKSHOP

**Smarter Reporting of Sustainability Performance**

**Date: 2 Nov 2015**

**Building Resilience for a Sustainable Future**

**Date: 3 November 2015**

### Synopsis (Day 1):

Public reporting on a company's sustainability performance is now considered mainstream. While stock exchanges have started to regulate for such disclosure for listed companies, many others are also reporting in response to supply chain pressure from larger customers and reputational risks. Recognising and understanding your material risks and linking reporting to your forward business strategy are vital to the development of reports which are useful to multiple audiences including investors, customers and the communities in which you operate.

This course will focus on a very practical and strategic view of *smarter sustainability reporting* including:

- evolution and innovation of best practice sustainability reporting;
- key drivers for reporting by your business and how to advance the management and performance towards sustainable outcomes and benefit business functions;
- revisit the HK Stock Exchange ESG reporting Guide as another consultation paper has just been produced in July 2015 aiming at some changes to be introduced to the Guide;
- overview of existing and emerging reporting standards, including the Global Reporting Initiative and the International Integrated Reporting Framework; and their relationship to the HK Exchange Guide;
- how to measure the impacts caused or experienced, set goals, and manage and communicate change; and
- how to bring together the rigour required by leading sustainability reporting frameworks with innovative communication mechanisms.

### Target Audience:

- Corporate sustainability teams including managers commissioning report writing
- Corporate communication personnel

- Senior management
- Environmental Officers
- Company policy makers including board members

### **Synopsis (Day 2):**

Resilience is an interdisciplinary and holistic characteristic desired by corporations of the future. Resilience refers the ability of systems to survive and thrive, despite the uncertainty of a rapidly-changing environment which in some circumstances can result in shock to the business world. Applying this to corporate business and strategy is relatively new, and challenges many established business tenets and practices. Businesses need to have strategic foresight to build resilience into their core strategy to cater for uncertainty and rapidly changing global conditions. Strategic foresight is a process by which a business can create a robust strategy for the challenges of the future.

Participants of this course will learn not only to assess and manage risks, but look to build resilience and identify ways to adapt and mitigate these risks; thus yielding broader business benefits, such as improved productivity and increased competitiveness.

This course will focus on some very practical aspects of using *strategic foresight* to build corporate *resilience* for a sustainable future including:

- analysis of the key risks and drivers of change, and the key areas of vulnerability;
- creating a business model that is inherently flexible and actively builds the capability to adapt to challenges and exploring opportunities;
- exploring the Hong Kong water supply crisis of lead contamination;
- identifying and managing risks presented by corporations' supply chains;
- determining the appropriate systems to manage and improve the economic value added per dollar of energy spend (energy productivity) for your business;
- visiting the key requirements of the HK Energy Saving Plan 2015-2025; and
- understanding the impact of the HK Energy Saving Plan has on your business.;

### **Target Audience:**

- Senior management
- Company policy makers including Managing Directors, CEOs and board members
- Environmentalist
- Engineers
- Facility managers

**Speakers: Ken Fung, Dr Robyn Leeson**

**Contributor: Neil Salisbury**

**Ken Fung - Speaker**

**BSc (Hons), MAgSc, MBA**

**Managing Director KF Sustainability Consulting**

Ken was born in Hong Kong and educated in his home town and in Australia. He has had over 35 years experience in corporate and natural resource sustainability management in both the private and public sectors. He has specialized expertise and substantial experience in the development and implementation of sustainability policy and strategy, sustainability indicators and best management practice and sustainability reporting over a wide range of industries.

Ken is currently Managing Director of KF Sustainability Consulting Pty Ltd. He was also a Founding Director of Net Balance Management Group, the largest dedicated sustainability & climate change consulting group in Australia, and a Founding Director of Net Balance Foundation, a not-for-profit think tank on sustainability issues in Australia established to conduct sustainability research and training.

In the last five years Ken has been active in Hong Kong in the area of CSR training and consulting responsible for writing the 2011 Sustainability Report for Macao Water; delivery of a number of CSR training seminars and workshops for Community Business Hong Kong including ESG Strategy and Reporting, CR Fundamental; and benchmarking sustainability directions of MTR, and the development of sustainability issues and performance indicators to be used in the MTR corporate CSR theme.

Previous to his commitment to full time consulting, Ken worked substantially in the water and agriculture industry as: Director State Water Laboratory Victoria, Australia and Assistant Director State Chemistry Laboratory, Victoria, Australia. Ken was also an official assessor for the National Association of Testing Authorities (NATA), Australia.

**Dr Robyn Leeson - Speaker**

**BEd, MEnvSci, PhD**

**Principal, STR Consulting**

Robyn has 20 years of experience in environment and sustainability-related fields for government at all levels and as a consultant in the private sector over a wide range of industries. She has specific experience in the development and implementation of sustainability strategies, benchmarking of sustainability practice and sustainability reporting. Robyn currently serves on the Global Reporting Initiative's (GRI) international Stakeholder Council and the GRI's Australian Advisory Group. She also served for 3 years on GRI's Technical Advisory Committee (now the Standards Board of GRI). Robyn is also an accredited trainer for GRI and developed training materials under the G4 standard.

Prior to starting her own business, STR Consulting, Robyn was a Director of Net Balance, the largest dedicated sustainability & climate change consulting group in Australia. She was head of the Net Balance strategy and reporting team for more than 6 years.

In the government sector, Robyn has had senior roles including in the EPA Victoria, Australia where she introduced a world first regulatory Environment and Resource Efficiency program for the State's largest 200 industrial consumers of energy and water. The program was aimed at reducing energy, water and waste based on pay-back thresholds. She was also the first manager of

sustainability in the City of Melbourne, introduced the city's first carbon, water and waste strategies.

Robyn has presented numerous and invited conference papers to international meetings in Vancouver, Toronto, Ottawa, Calgary, Oslo, Athens, Cape Town and Amsterdam

### **Neil Salisbury - Contributor**

**BSc (Hons), MBA (Technology Management)**  
**Managing Director | Point Advisory**

Neil is a technology expert with over 20 years of consulting experience in the energy and climate change fields. Neil is currently the Managing Director of Point Advisory an integrated sustainability consultancy and the founder of CleanTek Market, a social venture looking to accelerate investment in clean technologies.

Neil is also a registered Certified Monitoring and Verification Professional (CMVP), a registered Greenhouse and Energy Auditor (NGER), a lead RABQSA environmental auditor and was previously an auditor with the Victorian Energy Efficiency Target Scheme and the NSW Energy Efficiency Scheme. He has undertaken projects across a diverse range of industry sectors and in a number of countries in the Asia Pacific, US and Australia.

## **DAY 1 PROGRAMME**

**MONDAY 2 NOVEMBER 2015**

### **SMARTER REPORTING OF SUSTAINABILITY PERFORMANCE**

#### **Module A: Plan**

- What is a Sustainability Report? Why report? What is the business case for your organisation?
- What are the commonly used frameworks? Why are they different? (HKX ESG, GRI, Integrated Reporting Framework, ISO26000, UNGC)?
- How to prepare for the reporting process? Where to start?
- Case studies: Frameworks and how are they actively used in reports?
- Exercises/Activities.

#### **Module B: Connect**

- Why engage with stakeholders? What is stakeholder engagement?
- Who are your stakeholders and how do you prioritise their concerns?
- How to connect with your internal and external stakeholders?
- Case studies: Stakeholder engagement reflected in reporting practices.
- Exercises/Activities.

#### **Module C: Define**

- What is materiality as a reporting principle? How do you determine material issues?
- How to define your report content overall and what tools can be used?
- Case studies: The application of content principles by leading reporters.
- Exercises/Activities.

#### **Module D: Build**

- Applying quality principles in reporting.
- Developing monitoring programs, collecting information and data needed for a report, measuring impact and change.
- What to do about gaps in information? Developing a continuous improvement plan.
- Case studies: Following a reporting maturity path.
- Exercises/Activities.

## **Module E: Check and Communicate**

- What is assurance? Why undertake assurance? What standards exist?
- Evaluate reports – best practice and others.
- How to report your performance and prepare for publication.
- Using case study scenarios: How do leaders communicate their reports?
- Exercises/Activities

## **DAY 2 PROGRAMME**

**TUESDAY 3 NOVEMBER 2015**

### **BUILDING RESILIENCE FOR A SUSTAINABLE FUTURE**

#### **Module A: Developing Strategic Foresight to Build Resilience**

- Develop strategic foresight process
- Identify and analysis key risks, drivers of change and areas of vulnerability.
- Key challenges and opportunities.
- Create inherently flexible business model and build capability to adapt
- Case studies.
- Exercises/Activities.

#### **Module B: The Great Paradigm Shift**

- Competition for resources.
- Climate change.
- Connectivity and communication.
- Economic globalization.
- Case studies (water: scarcity, pollution, contamination)

#### **Module C: Supply Chain Management**

- Corporate responsibility context
- Understanding your supply chain
- Managing risks in the supply chain
- Case studies
- Exercises/Activities

#### **Module D: Energy Productivity**

- Economic value per dollar of energy spent
- Energy productivity risks
- Systems to manage and improve energy productivity
- HK Energy Saving Plan 2015-2025 – what does it mean for you?
- Case studies
- Exercises/Activities

**Date:** 2-3 November 2015  
**Time:** 9:00am – 5:00pm (registration starts at 8:45am)  
**Venue** Lily Room,  
BEST WESTERN PLUS Hotel Hong Kong  
308 Des Voeux Road West, Hong Kong

**Supporting Organizations:** International Facility Management Association Hong Kong Chapter  
Manchester Business School Alumni Association (China) Limited

**Working Language:** English

**Application:** Please send the application form attached below by email to:  
[event@lns.com.hk](mailto:event@lns.com.hk)

**Application Deadline:** 19 October 2015

**Payment Method:** Cheques should be made payable to “LNS Limited.” Please send the cheque to the following address and indicate the name(s) of the participant(s) in the letter:

LNS Ltd  
Room 1104, Crawford House  
70 Queen's Road Central  
Central, Hong Kong

**Enquiry:** Email: [event@lns.com.hk](mailto:event@lns.com.hk)/ Tel: 2376 4964

## Supporting Organizations



<b>APPLICATION FORM</b>	
Workshop	SMARTER REPORTING OF SUSTAINABILITY PERFORMANCE ( 2 November 2015)  BUILDING RESILIENCE FOR A SUSTAINABLE FUTURE ( 3 November 2015)
Surname:	(      Mr./      Ms.)
First Name:	
Organization/ Company:	
Position:	
Email Address:	
Telephone:	
Workshop Fee:	Day 1 ( 2 Nov 2015) HK\$2,500  Day 2 ( 3 Nov 2015) HK\$2,500  Day 1+Day 2            HK\$4,800
Are you a member of the Supporting Organizations?	Yes, I am a member of  International Facility Management Association Hong Kong Chapter  Manchester Business School Alumni Association (China) Limited
Workshop Fee for Supporting Organizations	Day 1 ( 2 Nov 2015) HK\$2,400  Day 2 ( 3 Nov 2015) HK\$2,400  Day 1+Day 2            HK\$4,600
Payment:	Bank Name:  Cheque No.:  Amount:
Date of Submission:	

### **Terms and Conditions**

1. Application is on a first-come, first-served basis.
2. All cheques shall be crossed and made payable to the Organizer “LNS Limited” to confirm application and are subject to bank clearance.
3. There is no refund for cancellation of booking initiated by applicant. However, the reserved seat may be transferred to another person from the same company or organisation at no extra charge by notifying the Organizer at least 3 days prior to the commencement of the course.
4. The Organizer reserves the right to cancel the course should there be insufficient candidates or for other reasons. Course fee will then be refunded 100%.
5. All candidates will be informed well in advance should there be any change of course date due to unforeseen circumstances.
6. Applicants will be notified by email to confirm successful applications. An official receipt will be emailed to the applicant to acknowledge payment.
7. Applicants are expected to attend the course at the place and time notified by the Organizer.
8. Before the course commences, if Typhoon Signal No.8 or above/Black Rainstorm Warning is in force; or Typhoon Signal No. 8 or above will be hoisted within 2 hours, the course will be cancelled. The course will be held as scheduled if Typhoon Signal No.8 or above/Black Rainstorm Warning is lowered at or before 7:00 am. The afternoon session of the course will be held as scheduled if Typhoon Signal No. 8 or above/Black Rainstorm Warning is lowered at or before 12:00 p.m.