



National
Center for
Sustainability
Reporting

GRI G4
Certified Training on
Sustainability Reporting
7 - 9 March 2016
08:30 -17:00

Kuala Lumpur
Venue: TBA



"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."

Collaborating Partner



Safety, Health and
Environmental Management
Services International

The National Center for Sustainability Reporting (NCSR) is an independent organization which promotes and disseminates CSR reporting or Sustainability Reporting in Indonesia.

NCSR is an Organizational Stakeholder of the Global Reporting Initiative with its headquarters in the Netherlands since 2006.

SHEMSI Sdn Bhd was formed in 1998 to bring together the consultancy, training and auditing expertise in environmental and occupational health and safety management systems held within AVTEQ Consulting Services Australia and QAI Sdn Bhd Malaysia and to offer this expertise to clients within Malaysia and other S.E. Asian countries.

**Towards a Greater
Transparency and
Accountability**

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National Centre for Sustainability Reporting
is a GRI Certified Training Partner
in South East Asian Countries

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 practice, this training is ideal for you.

This three-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. You will also receive your own copies of essential GRI publications.

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

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



BENEFITS OF GRI REPORTING

Sustainability reports based on the GRI framework 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 applicable voluntary Sustainability Reporting Guidelines.

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 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:

- ✔ Standard: RM 3710 (inclusive of training materials, refreshments, lunch and GST)
- ✔ (GRI Organizational Stakeholders receive 10 % discount of full fee)

- ✔ Participants will receive an internationally recognized certificate directly from the Global Reporting Initiative (GRI) after successful completion of the training course.
- ✔ In addition, participants are eligible to receive a Certified Sustainability Reporting Specialist (CSRS) certificate from NCSR after successfully passing NCSR's online examination and submitting the assignment.
- ✔ CSRS is a professional certification in sustainability management and has around 300 graduates since late 2007 from around the world.
- ✔ CSRS graduates are eligible for the NCSR's Certified Sustainability Reporting Assuror (CSRA) certificate. Training with an objective to provide assurance on sustainability reporting and practices based on the AA1000 assurance standards.
- ✔ Training is conducted in English.

TRAINING OBJECTIVES

You will learn:

- The business case and value of sustainability reporting
- To define sustainability reporting and its challenges and benefits
- How to engage your stakeholders in reporting
- How to understand and apply the concept of “materiality”
- About GRI categories, aspects and indicators
- The requirements for GRI G4 Reporting
- Innovative formats for sustainability reporting

TRAINING OUTCOMES

The training program provides you the tools to:

- Plan your sustainability reporting process
- Identify key stakeholders
- Distinguish your organization’s material issues
- Recognize the internal procedures and mechanisms you will need
- Incorporate the UN Global Compact Principles into sustainability reporting
- Evaluate the quality of sustainability reports using your newly acquired knowledge

TRAINING PROGRAM

Introduction	Overview “Sustainability Context and Reporting”
PART I	Planning “Plan your Sustainability Reporting Process”
PART II	Connect “Dialogue with Stakeholders
PART III	Define “Focus your Efforts”
PART IV	Monitor “Build your report”
PART II	Report “Check and Communicate”



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 attended 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 attended by report users such as NGOs, Financial Analysts, Government Officials, Company Boards and Media.

Registration Form

We would like to register as GRI Certified Training Participants:

Name :
Position :
Handphone : Email :

Name :
Position :
Handphone : Email :

Organization :
Address :
City Postal Code :
Tel. / Fax :
Type of Industry :

Registered / Contact Person by

Name : Email :
Position :
Phone :
Signature :

Registration, Payment and Cancellation Policy

1. Please return this form as proof of registration to SHEMSI Sdn Bhd via fax at: +60(3)51916744 or email to mail@shemsi.com or Ms. Amira Hamdan (mira@shemsi.com).
2. Registration deadline is 22 February 2016.
3. Payments MUST be received before or on 29 February 2016.
4. Participants in the same organization can exchange places without extra costs but this needs to be informed in writing.
5. Cancellations after 29 February and before 2 March 2016 will incur an administration fee of 25%.
6. Cancellations after 2 March 2016 will incur the full fee.
7. Cancellations must be done in writing and sent to SHEMSI Sdn Bhd. Failure to do so will incur the full fee.
8. Limited spaces available.
9. NCSR and SHEMSI Sdn Bhd reserve the right to change or cancel the program.

Any personal information you give to us will be processed in accordance with the Malaysian Personal Data Protection Act 2010 and will not be shared without your consent. You have the right to opt out of receiving any information or announcements from us by contacting mail@shemsi.com.

Bank Details

Account Holder Name : SHEMSI Sdn Bhd
Bank Name : MALAYAN BANKING BERHAD
Account No : 512482102434
Swift Code : MBBEMYKL
Branch : UEP Subang Jaya, Malaysia