

Asia Sustainability Reporting Awards 2017

ENTRY BRIEFING

The Asia Sustainability Reporting Awards recognise and honour sustainability reporting leaders in Asia. The Awards celebrate best practice in sustainability reporting and communications.

The Asia Sustainability Reporting Awards are once-in-a-year opportunity for all types of organisations to build trust and awareness amongst their stakeholders by showcasing their sustainability initiatives.

The 2017 Awards are being offered in 16 categories including Asia's Best Sustainability Report, Asia's Best Integrated Report, Asia's Best Sustainability Report (SME) and Asia's Best Carbon Disclosure.

ELIGIBILITY

The Asia Sustainability Reporting Awards are open to all kinds of sustainability reporting by all types of organisations in Asia. The types of reports eligible for the awards include:

- Annual Sustainability Report / Annual CSR Report
- Annual Report that includes sustainability report
- Integrated Report
- CSR Communication within an Annual Report
- UNGC Communication on Progress
- Online CSR or Sustainability Communication (i.e. Company website or micro-site)
- Any other type of CSR or sustainability communication disclosed and available publicly

Entries will be accepted for the most recent report published by an organisation.



CATEGORIES

An organisation may submit entries for multiple categories*.
The following categories are open for entry:

1. Asia's Best Sustainability Report (Stand-alone)
2. Asia's Best Sustainability Report within Annual Report
3. Asia's Best Integrated Report
4. Asia's Best First Time Sustainability Report
5. Asia's Best Sustainability Report (SME)
6. Asia's Best CSR Communication within Annual Report
7. Asia's Best Online Sustainability Report
8. Asia's Best Materiality Reporting
9. Asia's Best Stakeholder Reporting
10. Asia's Best Workplace Reporting
11. Asia's Best Carbon Disclosure
12. Asia's Best Environmental Reporting
13. Asia's Best Community Reporting
14. Asia's Best Report on the SDGs
15. Asia's Best Supply Chain Reporting
16. Asia's Most Transparent Report

*Descriptions of each category can be found on the Awards webpage at www.csrmatters.com

**Asia's Sustainability Report of the Year is the highest honour and will be presented as the Judges' Choice. Separate entry for this category is not required. All entries received will automatically be considered for this very top honour.

JUDGING

The Asia Sustainability Reporting Awards are committed to follow the highest standards in awards judging. The guiding principles for judging the Awards include: independent from organisers, integrity, objectivity, impartiality, avoidance of conflict of interest, and transparency.

Independent Judging Panel

An independent panel of judges with distinguished backgrounds will assess the entries to decide the winners. The judging panel will have members drawn from diverse fields such as non-profit organisations, academia, sustainability advocacy, professional bodies, industry networks, media etc to enrich the judging process. The judging panel is completely independent of the organisers to maintain the highest possible neutrality and objectivity.

All submissions will be evaluated by the panel of judges following rigorous criteria. Information about the judges is available on the website.



Judging Process

Entries will be evaluated in three rounds:

First Round: In this round, an initial evaluation will be carried out by experienced ESG Analysts. The qualifying entries will then proceed to the judging round (second round).

Second Round: Judges will determine the finalists for each category. Each category is expected to have 6-10 finalists. The names of the finalists will be announced in around mid-December 2017.

Third & Final Round: In the third round, also the final round, the judges will take a closer look at the entries and will decide the winners. Each category is likely to have one winner. In exceptional cases, judges may select an entry for the "Highly Commended" merit award in addition to a category winner. The winners will be announced in early-February 2018 at an Awards Ceremony cum Gala Dinner event in Singapore.

Past Winners and Finalists

The winners of ASRA 2016 will be given direct entry as a finalist to the category they won if they submit entries under the 'unlimited category' option this year. The finalists of ASRA 2016, who also participate this year, will be exempted from the first round screening and will be directly accepted to the second round of judging..

What will be Judged

Only the publicly disclosed and available sustainability reports and communications will be considered for judging the entry. Information provided in the Entry Form will be taken into consideration. Sustainability information which is publicly not disclosed or available as well as future plans and initiatives will not be accepted as a basis for judging.

Judging Criteria

Judges will be using a broad set of parameters to evaluate each entry. Some of the parameters may apply to specific award categories while others may be more commonly applied. We recognise that sustainability reporting is a journey and different organisations may be at a different point in their journey. That's why it's not mandatory to meet the entire criteria to be a winner. However, the winners would have demonstrated that they are ahead of their peers when tested against these overall parameters. In general, judges will be using the following parameters:

1. How strong is the link between the company's reported sustainability strategies and activities and its business strategy?
2. Whether the company uses internationally accepted sustainability reporting frameworks such as GRI and Integrated Reporting. If not, whether the company uses other internationally recognized corporate responsibility principles including but not limited to ISO 26000, UNGC Principles or other guidelines relevant to the reporting organisation's sector.



3. How the company identifies, describes and addresses its most significant or material impacts and issues.
4. How the company engages with stakeholders to build a more credible sustainability approach.
5. Whether the report provides a clear description of goals and targets and how the progress is measured.
6. Whether the report provides a clear description of the value created for the company or for its stakeholders or both.
7. What is the degree of useful disclosure the company provides through the report?
8. How comfortable the company is in disclosing its failures, shortcomings, under performance or sharing the negative news.
9. Whether there is an independent assessment of the company's reported performance. Examples of independent assessment may include but are not limited to:
 - a) Views of internal or external stakeholders' incorporated in the sustainability report in the relevant sections.
 - b) Views expressed by an important external stakeholder or an external stakeholder panel included in the report.
 - c) Relevant certifications disclosed in the sustainability report.
 - d) External Assurance provided by independent assurance providers.

JUDGING FEEDBACK

Judges' brief comments will be provided upon request without any additional cost. Participating organisations may order more comprehensive assessment of their report by paying \$850 in advance. Please write to asra@csrworks.com for more information.

ENTRIES

Entries must be submitted by filling in the Entry Form. The Entry Form can be downloaded from the Awards webpage at www.csrmatters.com

THE TIMELINE

- Early bird entry submission deadline : 31 August 2017
- Entry submission deadline : 24 November 2017
- Finalists announced : Around mid-December 2017
- Awards Ceremony : Early February 2018



ENTRY FEE

The awards are organised on non-profit basis. The entry fee is meant to cover the administrative costs and the cost of the awards ceremony and gala dinner event. The entry fee is inclusive of one free pass per organisation for the awards ceremony and gala dinner event. The fee structure is described below:

Large Organisations		
Number of Entries Entered	Early Bird	Regular
Single entry	US\$ 330	US\$ 385
Two entries	US\$ 450	US\$ 475
Three entries	US\$ 525	US\$ 575
Unlimited entries	US\$ 595	US\$ 645

For SMEs* /NGOs/Social Enterprises		
*Firms with annual group-wide revenue of not more than \$100 million		
Number of Entries Entered	Early Bird	Regular
Single entry	US\$ 220	US\$ 255
Two entries	US\$ 270	US\$ 300
Three entries	US\$ 300	US\$ 325
Unlimited entries	US\$ 330	US\$ 365

** The entry fee is inclusive of one complimentary pass per organization to the award ceremony gala dinner event.

TERMS AND CONDITIONS

Submissions will only be evaluated upon receipt of entry fee. Payment can be made by bank transfer or online by credit card. Overseas cheques are not accepted. Singapore based organisations may make payment by cheque.

All participating companies are invited to be part of the award ceremony to be held in early-February 2018 in Singapore. A precise date will be announce in due course.



FINALISTS AND WINNERS

All finalists will receive a certificate; all winners will receive an award which will include a personalized plaque with the winner's name inscribed on it.

AWARDS ICON

Each finalist and winner will also receive a distinct Awards Icon that they can use on their website and other promotional material as a mark of their sustainability excellence.

AWARDS CEREMONY

All participating companies are invited to be part of the Award Ceremony cum Gala Dinner to be held in early February 2018 in Singapore. Each participating organisation will receive one complimentary event pass to attend the Awards Ceremony. Additional passes to the Awards Ceremony may be purchased by interested organisations or individuals. The results of the Awards i.e. the winners will be announced in the Award Ceremony. All winners will receive an award which will include a personalized plaque with the winner's name inscribed on it.

More information about the Awards Ceremony including the exact date, venue and agenda will be announced in due course.

CARBON NEUTRAL

The Asia Sustainability Reporting Awards are aimed to be "carbon neutral" as the carbon footprint of the Awards event is offset through purchase of carbon credits.

ABOUT THE ORGANISERS

The Asia Sustainability Reporting Awards are organised by csmatters, a unit of CSRWorks International, a leading sustainability advisory, research and training firm in Singapore. The Awards, a non-profit project, are part of CSRWorks' own corporate responsibility programme to encourage sustainability reporting. Our vision for the Asia Sustainability Reporting Awards is to become the most inspiring recognition of sustainability disclosure in Asia. CSRWorks International also organises Asia Sustainability Reporting Summit.

SUPPORTING ORGANISATIONS

The Asia Sustainability Reporting Awards are supported by a diverse number of public, social and private organisations to promote sustainability disclosure and corporate responsibility. Please see the website for the updated list of supporting and partner organisations.



FOR PARTNERSHIP AND SPONSORSHIP

We warmly invite organisations and companies to be a partner of the Asia Sustainability Reporting Awards. Partners get to enjoy a range of benefits, networking opportunities and a chance to showcase sustainability initiatives. Watch this space or contact us to find out more.

Sponsorship enquiries are welcome. Please contact us to know more about the sponsorship opportunities.

ENQUIRIES

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ASRA 2016 Winners with Guests of Honour