



Asia Sustainability Reporting Awards 2019

ENTRY BRIEFING

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

ASRA is a once-in-a-year opportunity for all types of organisations to build trust and awareness amongst their stakeholders by showcasing their sustainability initiatives.

The 2019 Awards are being offered in 19 categories. In addition, judges will choose the Sustainability Report of the Year as the top award.

ELIGIBILITY

ASRA is open to all organisations which produce a sustainability report.

The types of reports eligible for the awards include:

- Annual Sustainability Report
- Annual CSR Report
- Annual Report that includes sustainability report
- Integrated Report
- Digital Sustainability Reports

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

ENTRIES

Entries must be submitted by filling in the Entry Form. A separate entry form is required for each report being submitted. Organisations submitting both sustainability report and integrated report cannot select the same category for both reports. The Entry Form is available for download from the Awards webpage at www.csrmatters.com.

THE TIMELINE

- Early bird entry submission: 31 July 2019
- Last Date for Submission: 25 November 2019
- Announcement of Finalists: 3rd Week of December 2019
- Announcement of Winners: Mid-February 2020



CATEGORIES

An organisation may submit entries for multiple categories*.

The following categories are open for entry:

1. Asia's Best Sustainability Report (Standalone)
2. Asia's Best Sustainability Report (Within Annual Report)
3. Asia's Best Sustainability Report (First Time)
4. Asia's Best Sustainability Report (SME)
5. Asia's Best Sustainability Report (Public Sector)
6. Asia's Best Sustainability Report (Digital)
7. Asia's Best Sustainability Report (Design)
8. Asia's Best Integrated Report
9. Asia's Best Integrated Report (First Time)
10. Asia's Best Integrated Report (Design)
11. Asia's Best Materiality Reporting
12. Asia's Best Stakeholder Reporting
13. Asia's Best Environmental Reporting
14. Asia's Best Carbon Disclosure
15. Asia's Best Workplace Reporting
16. Asia's Best Diversity Reporting
17. Asia's Best Supply Chain Reporting
18. Asia's Best Community Reporting
19. Asia's Best SDG Reporting

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

****Asia's 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 following 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 assesses the entries to decide the winners. The judging panel has members drawn from diverse fields such as non-profit organisations, academia, sustainability advocacy, professional bodies, industry networks, and media to enrich the judging process. The judging panel is entirely independent of the organisers to maintain the highest possible neutrality and objectivity.

The panel of judges evaluates all submissions 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 8-12 finalists. The names of the finalists will be announced in around mid-December.

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.

➤ Winners

From 2019, each category is likely to have three awards – Gold, Silver and Bronze. The winners will be announced in February 2019 at an Awards Ceremony cum Gala Dinner event in Singapore.

➤ Past Winners' Privilege

The winners of ASRA 2018 will be given direct entry as a finalist to the category they won if they submit entries under the 'unlimited category' option this year.

➤ What will be judged?

Only the publicly available sustainability report will be considered for judging the entry. Sustainability information which is not disclosed publicly, and 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 is why it is 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 recognised corporate responsibility principles including but not limited to ISO 26000, UNGC Principles, the SDGs 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 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, underperformance 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, usually four weeks after the winners are announced.

Participating organisations may order more comprehensive assessment of their report by paying a fee. Please write to asra@csrworks.com for more information about the paid assessment service.

ENTRY FEE

The awards are organised on a 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	Early Bird ^a	Regular ^a
Single entry	US\$ 395	US\$ 495
Two entries	US\$ 475	US\$ 575
Three entries	US\$ 535	US\$ 635
4 to 7 entries	US\$ 635	US\$ 735
Unlimited entries	US\$ 735	US\$ 835

NOTE:

1. A separate entry form is required for each report being submitted.
2. Organisations submitting both sustainability report and integrated report cannot select the same category for both reports

For SMEs*/NGOs/Social Enterprises		
<i>*Firms with annual group-wide (including parent company) revenue of not more than \$100 million</i>		
Number of Entries	Early Bird ^a	Regular ^a
Single entry	US\$ 225	US\$ 265
Two entries	US\$ 275	US\$ 315
Three entries	US\$ 315	US\$ 345
Unlimited entries	US\$ 415	US\$ 495

^a The entry fee is inclusive of one complimentary pass per organization to attend 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 Singapore.

A precise date will be announced in due course.



FINALISTS AND WINNERS

All winners will receive an award which will include a personalised plaque with the winner's name inscribed on it. All finalists will receive a merit certificate. Finalists and Winners will receive their certificate/plaque at the awards ceremony gala dinner event in Singapore.

AWARDS BRANDING LOGO

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

AWARDS CEREMONY

All participating companies are invited to be part of the Award Ceremony cum Gala Dinner to be held in Singapore. Each participating organisation will receive one complimentary event pass to attend the Awards Ceremony. Subject to availability, 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 at the Award Ceremony.

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

ABOUT THE ORGANISERS

The Asia Sustainability Reporting Awards are organised by CSRWorks International, a trusted name in sustainability advisory, training and thought leadership. 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.



ENQUIRIES

Asia Sustainability Reporting Awards Secretariat

CSRWorks International Pte Ltd
237 Alexandra Road #06-06 The Alexcior
Singapore 159929
Office: +65 6471 3661

For more information, please visit www.csrmatters.com