

Asia Sustainability Reporting Awards 2020

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 2020 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 publish a sustainability report or an integrated report from the Asia Continent region. The types of reports eligible for the awards include:

- Annual Sustainability Report
- Annual CSR Report
- Annual Report that includes sustainability or CSR report
- Integrated Report
- Digital Sustainability Reports (e.g. sustainability microsite)

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

ENTRIES

All organisations are invited to submit their entries through our simple online [Entry Form](#). A separate entry form is required for each report being submitted. In the entry form, the organisation can select multiple categories for the same report that they are entering for the awards.

THE TIMELINE

- Early Bird Deadline: 31 July 2020
- Last Date for Submission: 23 November 2020
- Announcement of Finalists: around 3rd Week of December 2020
- Announcement of Winners: February 2021

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 (First Time)
3. Asia's Best Sustainability Report (SME)
4. Asia's Best Sustainability Report (Public Sector)
5. Asia's Best Sustainability Report (Digital)
6. Asia's Best Sustainability Report (Design)
7. Asia's Best Sustainability Report (Within Annual Report)
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

*You can download description of each category from the Awards webpage at <https://csrworks.com/asra/entry-form/>

****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.**

*** In the entry form, the organisation can select multiple categories for the same report that they are entering for the awards.

JUDGING

We 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 board 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

Each category is likely to have three awards – Gold, Silver and Bronze. The winners will be announced in February 2020 at an Awards Ceremony cum Gala Dinner event in Singapore.

➤ 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. Also, how well the organisation uses other sustainability frameworks such as the SDGs, TCFD, CDP or other sector-specific guidelines.
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 explains how value is 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

A structured feedback on entries can be useful for organisations who are keen to improve their next report. Participating organisations can choose from the following options:

- a) **Judging Comments:** A brief summary of Judges' comments may be provided upon request. This service is **free of cost** and is available to only those participants who have submitted under the "unlimited entries" option. **Fee: Free of Cost**
- b) **Assessment Report:** A detailed assessment of the report may be provided for a fee. The assessment report would include recommendations for improvement. Any participating organisation can avail this service. **Fee: US\$ 3,500.00**
- c) **Virtual Feedback Session:** A 90-minute virtual session in a live webinar format where a member of the judging panel and a reporting expert from CSRWorks will provide specific feedback on the entry and answer questions. Any participating organisation can avail this service. **Fee: US\$ 950.00**

These services are completely optional and voluntary. Interested organisations should contact us after the awards have been announced. Please write to asra@csrworks.com for more information.

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 entry fee structure is described below:

Large Organisations		
NUMBER OF ENTRIES PER REPORT	EARLY BIRD Submit by 15 July 2020 <small>(extended until 31st July, 2020)</small>	REGULAR Submit by 23 November 2020
Single entry	US\$ 395	US\$ 495
Two entries	US\$ 495	US\$ 595
Three entries	US\$ 595	US\$ 695
4 to 7 entries	US\$ 675	US\$ 775
Unlimited entries	US\$ 775	US\$ 895

SMEs*/NGOs/ and Social Enterprises		
NUMBER OF ENTRIES PER REPORT	EARLY BIRD Submit by 15 July 2020 <small>(extended until 31st July, 2020)</small>	REGULAR Submit by 23 Nov 2020
Single entry	US\$ 245	US\$ 275
Two entries	US\$ 295	US\$ 345
Three entries	US\$ 375	US\$ 395
4 to 7 entries	US\$ 475	US\$ 495
Unlimited entries	US\$ 495	US\$ 595

*SMEs are firms with annual group-wide (including parent company) revenue of not more than S\$100 million

Important Notes

- a) *A separate Entry Form is required for each report if you are submitting multiple reports for the Awards.*
- b) *The entry fee is inclusive of ONE complimentary pass per organisation to attend the awards ceremony & gala dinner event.*
- c) *Local taxes or levies imposed by the client's country regulations, if any, will be borne by the client. The fee quoted above is net of such taxes or levies.*

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.

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.

CERTIFICATE OF PARTICIPATION

All participants, except for winners and finalists, will receive a Certificate of Participation. It will be an e-Certificate.

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 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, a non-profit project, are organised by CSRWorks International, a trusted name in sustainability advisory, training and thought leadership. Our vision for the Asia Sustainability Reporting Awards is to become the most inspiring recognition for ESG reporting in Asia. With its head office in Singapore, CSRWorks International also organises Asia Sustainability Reporting Summit and Asia's Top Sustainability Superwomen.

CSRWorks is GRI's Certified Training Partner in Singapore, Malaysia and the Philippines, International Integrated Reporting Council's <IR> Foundation Training Partner for Southeast Asia, South Asia, the UAE and Japan, CDP's accredited service provider in Southeast Asia and EcoVadis' CSR Expert Partner. CSRWorks also offers DJSI Training in collaboration with SAM, now a part of S&P Global. Learn more about CSRWorks International at www.csrworks.com

SUPPORTING ORGANISATIONS

ASRA's leading supporting organisations include the British High Commission Singapore and Embassy of Sweden, Singapore. The Asia Sustainability Reporting Awards are also supported by a diverse number of public, social and private organisations to promote sustainability reporting and transparency. Please see the website (www.csrworks.com/asra/) 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 Alexcier, Singapore 159929

Phone: +65 6471 3661

www.csrworks.com/asra/ | asra@csrworks.com