



Entry Briefing

Hong Kong ESG Reporting Awards (HERA) are bestowed only to the most exemplary leaders in Corporate Sustainability. The Award winners serve to be benchmarks and epitome of sustainable business practices to other organizations, creating a network of professionals committed to accelerating the sustainability agenda.

Eligibility

The HERA are open to all kinds of sustainability reporting by all types of organizations in Hong Kong and Macau. The types of reports eligible for the awards include:

- ESG report within an annual report
- Stand-alone ESG/Sustainability/CSR report
- Integrated report

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

Categories

An organization may submit entries for multiple categories*.

The following categories are open for entry:

1. Best ESG Report
2. Excellence in GRI Reporting
3. Excellence in Sustainability Reporting for Non-listed Company
4. Excellence in Environmental Disclosure
5. Excellence in Social Disclosure
6. Innovative Front-runner Award

**Descriptions of each category can be found on the Awards webpage at www.hkesgawards.com/about/categories/*



Judging

The HERA is committed to following the guiding principles which include Integrity, Objectivity, Impartiality, Transparency.

An independent panel of judges with distinguished backgrounds will assess the entries to decide the winners. The judging panel is completely independent of the organiser to maintain the highest possible neutrality and objectivity.

Judging Process

Entries will be evaluated in two rounds:

First Round

Judges will evaluate the entries according to judging criteria.

Second Round

In the second and final round, the judges will take a closer look at the entries and will decide the winners. One Grand Award winner and up to three Commendations will be decided for each category. The list of winners will be finalized under the confirmation of all judges.

What will be Judged

Only the publicly available report will be considered for judging the entry. Information provided in the Entry Form will be taken into consideration. ESG information which is not publicly disclosed or available will not be accepted as a basis for judging.



Judging Criteria

All submissions will be evaluated by the panel of judges following rigorous criteria.

Core criteria

Criteria	Description
Strategy	<ul style="list-style-type: none">➤ ESG/sustainability strategy➤ ESG/Sustainability incorporated into the business strategy
Governance	<ul style="list-style-type: none">➤ ESG governance structure➤ Leadership commitment on sustainability
Materiality and stakeholder engagement	<ul style="list-style-type: none">➤ Material topics clearly defined➤ Processes of assessment reported➤ Focused reporting on the material aspects➤ Relevant stakeholder groups defined and means of engagement➤ Outcome of engagement and responses to key expectation of stakeholders
Content and data disclosure	<ul style="list-style-type: none">➤ Completeness, balance and coherence of narrative content➤ Examples of measures, practices, initiatives and results achieved➤ Level and quality of data disclosure➤ Go beyond the required disclosure level➤ Third party assurance
Performance targeting	<ul style="list-style-type: none">➤ SMART targets➤ Demonstrating progress in achieving them
Communication	<ul style="list-style-type: none">➤ Concise, easy to understand, message clearly articulated➤ Appropriate use of graphs, charts and infographics to assist the reading experience➤ Innovative approach in presentation
Transparency	<ul style="list-style-type: none">➤ Reporting on both “good news” and “bad news”➤ Transparent, honest account on the organization’s ESG performance including risks, shortcomings and non-compliance➤ Plans and solutions towards improvement



Specific Criteria

Criteria	Description
GRI Reporting	<ul style="list-style-type: none"> ➤ Adhere to all GRI requirements and principles ➤ Focused reporting on the material topics ➤ Comprehensive disclosure management approach on material topics, including its evaluation
Environmental	<ul style="list-style-type: none"> ➤ Complete assessment on environmental/climate risks and opportunities ➤ Comprehensive disclosure and mitigation initiatives of environmental impact ➤ Strategies, measurable targets and report on progress ➤ Facilitating change within the organization and externally
Social	<p>Demonstrate impacts and best practices on the company's strategies and initiatives on the social aspects (as listed below). Information are backed up with adoption of relevant standards, quantitative data and target-setting:</p> <ul style="list-style-type: none"> ➤ Employee engagement and workplace diversity ➤ Risks management on occupational health and safety ➤ Ethical and sustainable supply chain management ➤ Strategic alignment of community investment to meet both social needs and business objectives
Innovative runner	<p>Front- Demonstrating innovation and pioneer initiatives in sustainability reporting, including:</p> <ul style="list-style-type: none"> ➤ Demonstrate efforts on aligning with SDGs ➤ Adopt Integrated Reporting <IR> framework, or TCFD recommendations ➤ Display efforts and results on transforming the organization's value chain ➤ Engaging in social investments





Timeline

Entry submission deadline: 31 July 2019

Awards ceremony: 18 October 2019

Entries

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

Entry Fee

All entry submission fee will be donated to Greeners Action, a registered charity organization in Hong Kong promoting environmental protection. The fee structure is described below:

Single entry	HKD 800
Two entries	HKD 1,200
Three entries	HKD 1,600
Four entries	HKD 2,000
Five entries	HKD 2,400

Entries will only be judged upon receipt of entry fee. Payment instructions together with the invoice will be sent by Greeners Action upon receiving your entry.

Winners

Winners will receive an award plaque and a distinct Awards Icon that they can use on their website and other promotional material as a mark of their sustainability excellence. Please refer to the terms and conditions for details which is available at: www.hkesgawards.com/website-terms/.

Awards Ceremony

All participating companies are invited to be part of the Award Ceremony to be held



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on 18 October 2019 in Hong Kong. More information about the Awards Ceremony including the venue and **admission fee will be announced in due course.**

About the Organizer

The HERA are organized by Alaya Consulting, a specialist consultancy focusing on sustainability, responsible investment, and strategic communications. Alaya Consulting is the GRI Certified Training Partner and Data Partner for Hong Kong, GRI GOLD Community Member and AA1000 Licensed Assurance Provider.

Supporting Organizations

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

For Partnership and Sponsorship

We warmly invite organizations and companies to be a partner of the HERA. Partners get to enjoy a range of benefits, networking opportunities and a chance to showcase sustainability initiatives. Sponsorship enquiries are welcome. Please contact us to know more about the sponsorship opportunities.

For enquiries:

Hong Kong ESG Reporting Awards Organizer

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