



**SUSTAINABILITY
REPORTING –
THE GUIDE TO
PREPARATION
WORKSHOP
ACTIVITIES**



Contents

Instructions on how to use the videos and workshops

Sustainability-related information will enable you to make better business decisions	3
Use ACCA's videos and workshops to help you create sustainability-related information	4
ACCA's guidance supports all involved in creating sustainability-related information	5

Engage with the videos and workshop activities

Video 1: The process and responsibility for reporting.....	6
Video 2: Identifying sustainability-related risks and opportunities and the material information to be disclosed	7
Video 3: Reporting and its continual improvement	8
Video 4: Data and technology.....	9
Video 5: Enabling your people to engage with sustainability.....	10

Sustainability-related information will enable you to make better business decisions

Sustainability-related information, especially when connected to financial information, is an enabler of better business. Such information provides a holistic view of the organisation, from which to appreciate its interdependencies better, and so promotes integrated thinking and action.

There is a growing regulatory and societal demand for organisations, including their value chains, to be more environmentally and socially sustainable in their operations, and to report on it.

Providing sustainability information and using it in operational decision-making will lead to positive outcomes and be a source of competitive advantage by enabling:

- better identification of strategic opportunities
- quality compliance with regulation and customer procurement or service-level requirements
- better terms of trade and access to finance
- improved access to resources – it will encourage the best talent or suppliers to choose your organisation to provide their human, intellectual and manufactured resources.

Understandably, many organisations may consider that the demands to be more sustainable, and to report related information, will be burdensome, especially at times of significant financial pressure. But a failure to achieve sustainability will see the above positive outcomes flipped into their opposites.



Use ACCA's videos and workshops to help you create sustainability-related information

To help all organisations, ACCA presents a series of five short videos that each articulates the practical implementation of the sustainability reporting cycle. The videos can be used individually or together as part of a complementary exercise when engaging with [Sustainability Reporting – The Guide to Preparation \(the 'Guide'\)](#).

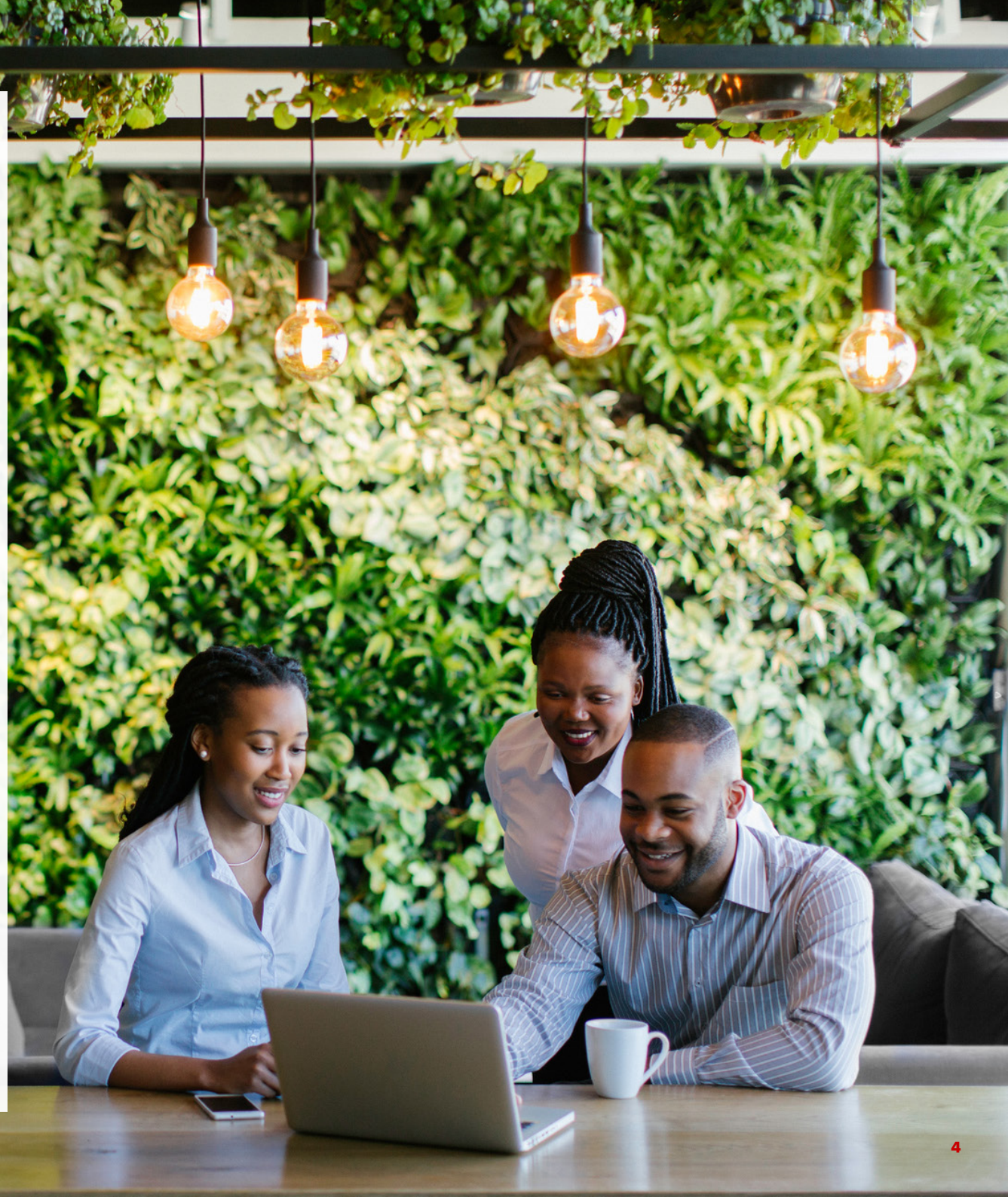
Videos 1–4 adopt a structure of:

- an explanation of the key contents of the [Guide](#), followed by
- a short insight from experts, and ending with
- a list of workshop activities.

Video 5 is a discussion of the people-related considerations when preparing sustainability-related information. The speakers highlight recommendations made in the [Guide](#) as well as reflecting on ACCA's people-related journey for its own integrated report and how sustainability-related risks and opportunities are reflected within that. This video also ends with a list of workshop activities.

Organisations may undertake the accompanying workshop activities as part of a planning process, or as part of a learning programme. Organisations that operate businesses in multiple locations and in multiple industries may conduct this exercise several times and involve the management of each component of the organisation. A less-well-resourced organisation may conduct a simpler exercise.

WATCH THE VIDEOS HERE 



ACCA's guidance supports all involved in creating sustainability-related information



Professional accountants who are involved in management, corporate reporting or assurance would benefit from watching **Videos 1, 2 and 3** first, before engaging with **Videos 4 and 5**.



Data and technology professionals may find it useful to engage with **Video 4** first, followed by **Videos 1, 2 and 3**.



Professionals in people-related and organisation-design roles would certainly benefit from watching **Video 5**.

Video 1

The process and responsibility for reporting

Audience: Professional accountants who will lead and undertake many of the tasks for preparing sustainability-related information.

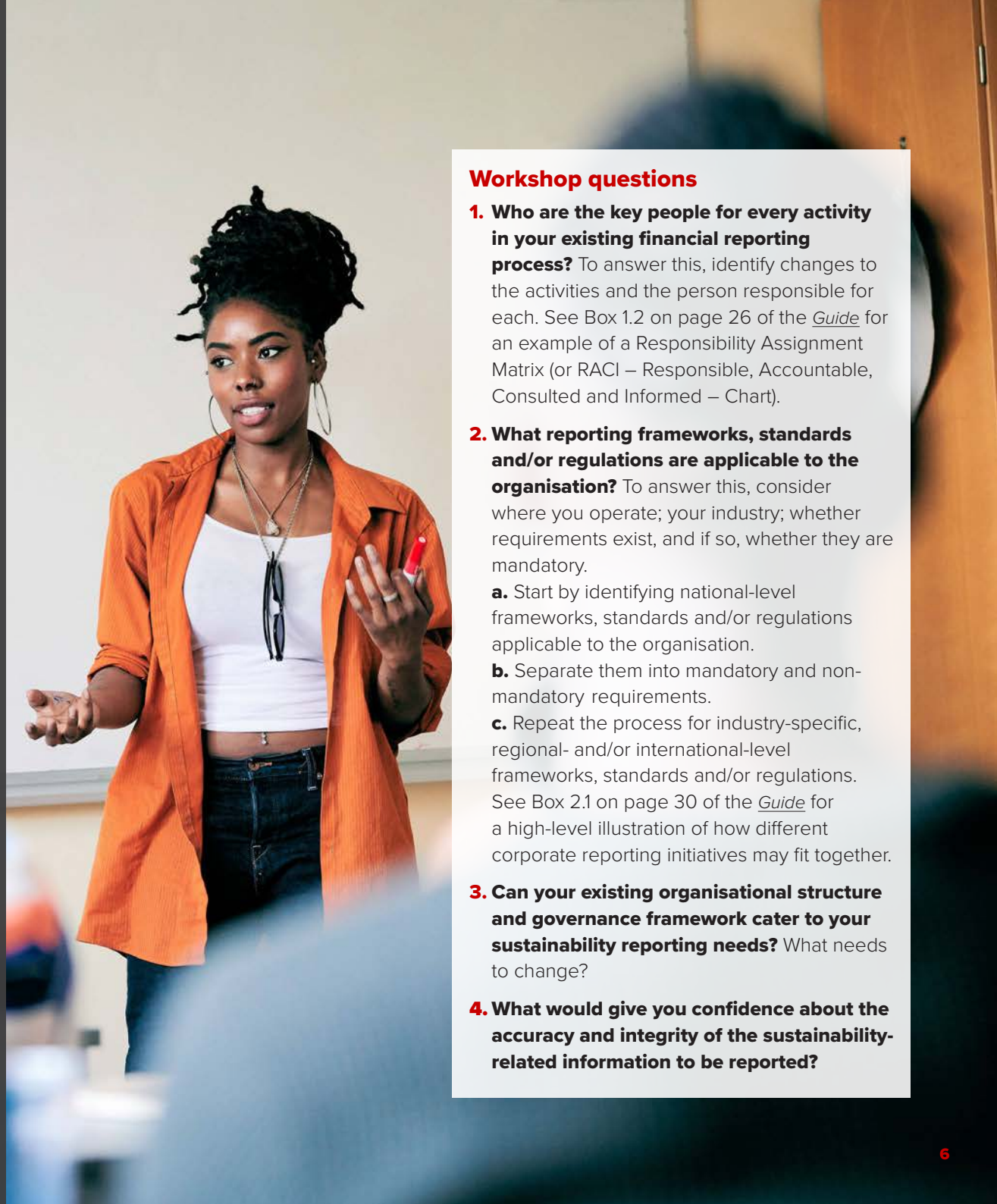
The key message in **this video** is the need to collaborate with other professionals to prepare high-quality sustainability-related information. This video presents an overview of the following stages in the sustainability reporting cycle, with insights on their practical implementations:

- **Stage 1:** Allocating responsibility for sustainability reporting
- **Stage 2:** Establishing the reporting landscape
- **Stage 7.1:** Implementing reporting.

We encourage you to take time to work through the suggested processes in the sustainability reporting cycle, then design processes appropriate to your organisation and implement them.

For that, discuss the following questions with your team members.

EXPLORE THE GUIDE AND OTHER RESOURCES



Workshop questions

- 1. Who are the key people for every activity in your existing financial reporting process?** To answer this, identify changes to the activities and the person responsible for each. See Box 1.2 on page 26 of the *Guide* for an example of a Responsibility Assignment Matrix (or RACI – Responsible, Accountable, Consulted and Informed – Chart).
- 2. What reporting frameworks, standards and/or regulations are applicable to the organisation?** To answer this, consider where you operate; your industry; whether requirements exist, and if so, whether they are mandatory.
 - a.** Start by identifying national-level frameworks, standards and/or regulations applicable to the organisation.
 - b.** Separate them into mandatory and non-mandatory requirements.
 - c.** Repeat the process for industry-specific, regional- and/or international-level frameworks, standards and/or regulations. See Box 2.1 on page 30 of the *Guide* for a high-level illustration of how different corporate reporting initiatives may fit together.
- 3. Can your existing organisational structure and governance framework cater to your sustainability reporting needs?** What needs to change?
- 4. What would give you confidence about the accuracy and integrity of the sustainability-related information to be reported?**

Video 2

Identifying sustainability-related risks and opportunities and the material information to be disclosed

Audience: Professional accountants who will lead and undertake many of the tasks for preparing sustainability-related information.

In **this video**, we encourage viewers to focus on information that is material for the intended users. The video presents an overview of the following steps in stage 3 of the sustainability reporting cycle, with insights on their practical implementations:

- identifying what is important to your organisation
- the three-step approach to determining material information for reporting
- reassessing materiality judgements.

We encourage you to take time to work through the suggested processes in the sustainability reporting cycle, then design processes appropriate to your organisation and implement them.

For that, discuss the following questions with your team members.

EXPLORE THE GUIDE AND OTHER RESOURCES



Workshop questions

1. Consider the organisation and its value chain.

- a. What resources and relationships are important in generating cashflows?
- b. What decisions and actions have arisen that may affect the availability and quality of the resources and relationships?
- c. What sustainability-related risks and opportunities (SRROs) do you foresee from the responses you have given to questions 1(a) and 1(b)?
- d. Prioritise the sustainability-related risks and opportunities identified from the preceding steps.

2. Validate and prioritise SRROs.

- a. Who are the stakeholder groups and are there specific individuals/organisations with whom you should validate to achieve a relevant and faithful representation of your risks and opportunities?
- b. In relation to question 2(a), how best can this happen and when?

3. Thinking about the stakeholders – most importantly the primary users or those with whom you hold any service-level agreements requiring sustainability-related information – **what would they want to know about SRROs that could reasonably be expected to affect the organisation's prospects?**

4. Who would be involved in assessing the materiality of information to be disclosed? How would you ensure they have the necessary competencies?

5. How would you check whether the identified SRROs are still relevant for the current reporting period and reassess the materiality of information associated with those SRROs?

Video 3

Reporting and its continual improvement

Audience: Professional accountants who will lead and undertake many of the tasks for preparing sustainability-related information.

In *this video*, we encourage viewers to start their connected corporate reporting and find ways of improving it. The video presents an overview of the following stages in the sustainability reporting cycle, with insights on their practical implementations:

- **Stage 6:** Reporting on the collected data
- **Stage 8:** Verifying what is reported, and continual improvement.

We encourage you to take time to work through the suggested processes in the sustainability reporting cycle, then design processes appropriate to your organisation and implement them.

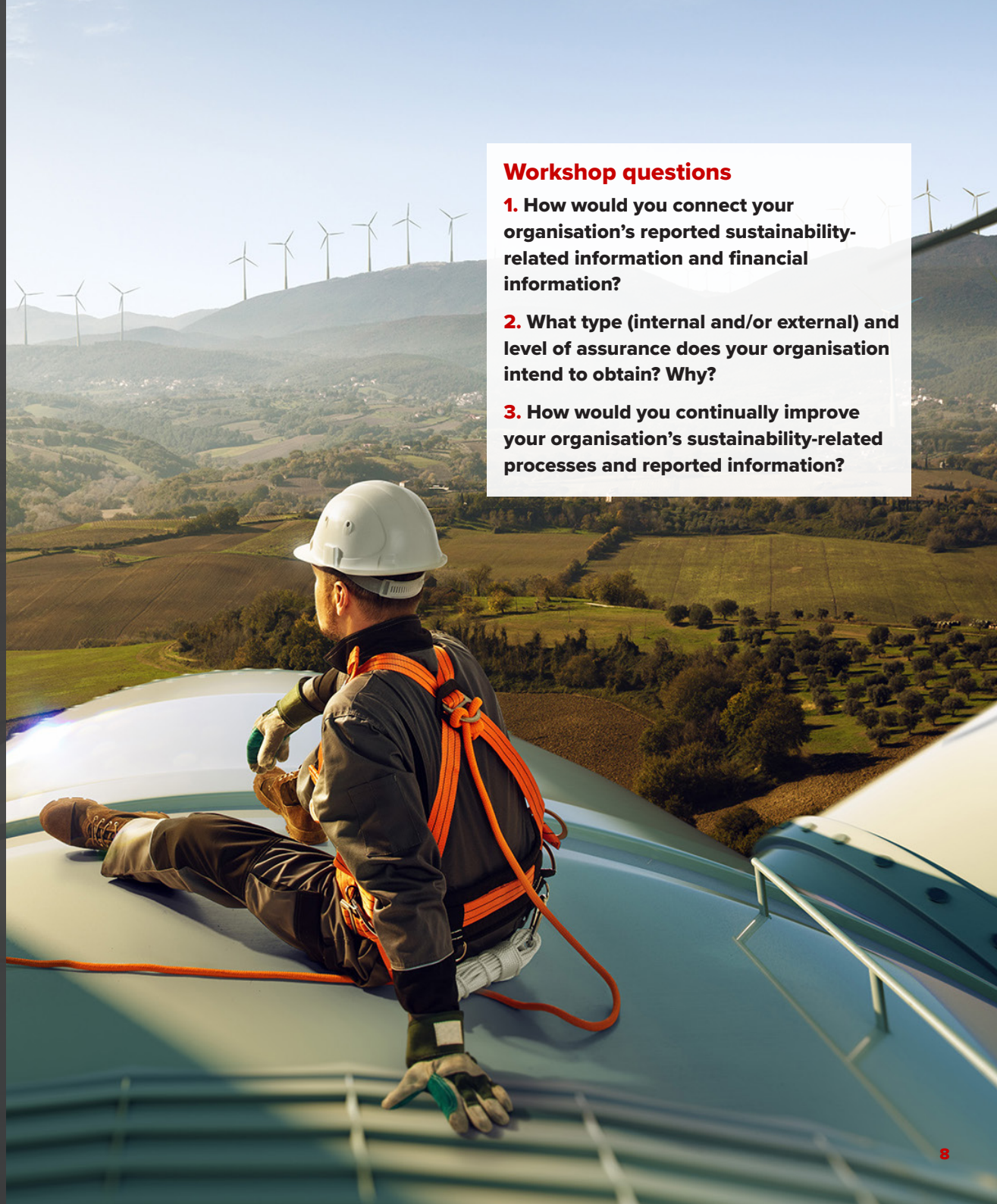
For that, discuss the following questions with your team members.

EXPLORE THE GUIDE AND OTHER RESOURCES



Workshop questions

- 1. How would you connect your organisation's reported sustainability-related information and financial information?**
- 2. What type (internal and/or external) and level of assurance does your organisation intend to obtain? Why?**
- 3. How would you continually improve your organisation's sustainability-related processes and reported information?**



Video 4

Data and technology

Audience: Professionals in data and technology roles.

The key takeaway in **this video** is the value of using data and technology as enablers to produce high-quality sustainability-related information. The video presents an overview of the following stages in the sustainability reporting cycle, with insights on their practical implementations:

- **Stage 4:** Determining the data requirements
- **Stage 5:** Collecting the data
- **Stage 7.2:** Implementing reporting – technology as an enabler.

We encourage you to take time to work through the suggested processes in the sustainability reporting cycle, then design processes appropriate to your organisation and implement them.

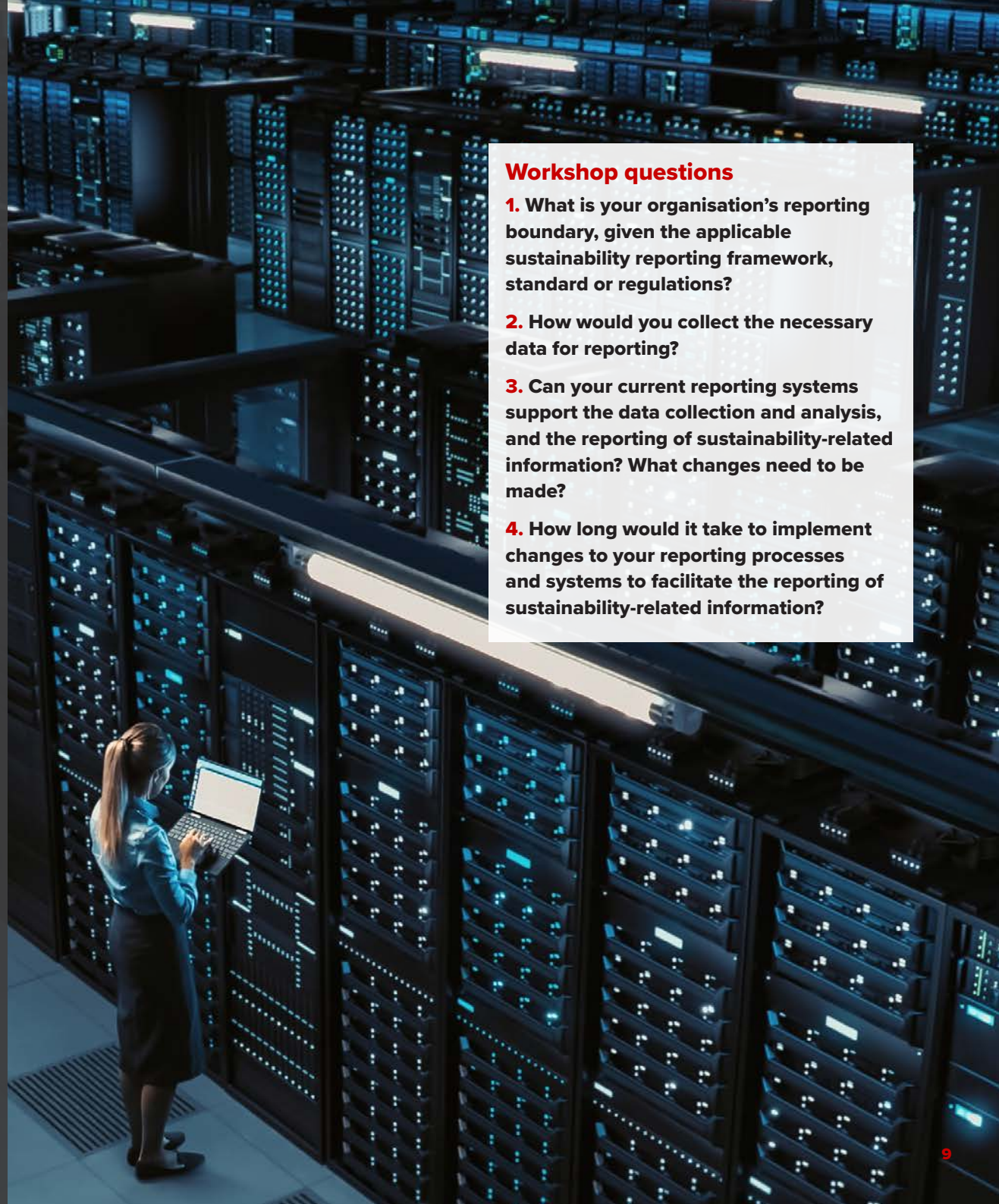
For that, discuss the following questions with your team members.

EXPLORE THE GUIDE AND OTHER RESOURCES



Workshop questions

- 1. What is your organisation's reporting boundary, given the applicable sustainability reporting framework, standard or regulations?**
- 2. How would you collect the necessary data for reporting?**
- 3. Can your current reporting systems support the data collection and analysis, and the reporting of sustainability-related information? What changes need to be made?**
- 4. How long would it take to implement changes to your reporting processes and systems to facilitate the reporting of sustainability-related information?**



Video 5

Enabling your people to engage with sustainability

Audience: Professionals with human resources, learning and development (L&D) or organisation design roles.

In *this video*, we highlight the importance of investing in your people to enable them to prepare and use sustainability-related information. The video presents an overview of people as enablers (ie stage 7.3 in the sustainability reporting cycle) and provides practical insights on the important people-related considerations, using ACCA as a case study.

We encourage you to take time to work through the suggested processes in the sustainability reporting cycle, then design processes appropriate to your organisation and implement them.

For that, discuss the following questions with your team members.

EXPLORE THE GUIDE AND OTHER RESOURCES



Workshop questions

- 1. What L&D will help you and others in your organisation understand their role in the eight-stage process outlined in the *Guide*?**
- 2. What changes are necessary to the organisation design so that all roles can provide and use sustainability-related information?**
- 3. Which of the capabilities listed in section 7.3 of the *Guide* are most needed in your organisation? And how can they be accessed?**
- 4. How would you and your organisation need to work with external stakeholders so that they can provide and use sustainability-related information?**
- 5. Reflecting on your answers to the previous questions, what will be included in your business case for investing in people in your organisation?**

