

COURSE OVERVIEW HE0903
Certified Sustainability Reporting

Course Title

Certified Sustainability Reporting

Course Date/Venue

October 20-24, 2024/Boardroom 1, Elite
 Byblos Hotel Al Barsha, Sheikh Zayed Road,
 Dubai, UAE

Course Reference

HE0903

Course Duration/Credits

Five days/3.0 CEUs/30 PDHs



Course Description



This practical and highly-interactive course includes real-life case studies and exercises where participants will be engaged in a series of interactive small groups and class workshops.



This course is designed to provide participants with a detailed and up-to-date overview of Certified Sustainability Reporting. It covers the benefits and frameworks of sustainability reporting covering GRI, SASB, TCFD and integrated reporting; the materiality in reporting, stakeholder engagement, sustainability context and boundary setting; the GRI standards, SASB standards and TCFD recommendations; the integrated reporting framework, combining financial and non-financial factors in a holistic report and choosing the right framework for the organization; gathering qualitative and quantitative sustainability data; and ensuring accuracy, consistency, and reliability of data.



During this interactive course, participants will learn performance metrics and KPIs; choosing and developing effective indicators for sustainability performance; the lifecycle assessments, dealing with challenges in data collection and addressing gaps, inaccuracies, and time constraints; the sustainability reporting and using visual communication in reporting; the digital reporting trends and communicating negative performance; the continual improvement in report content and presentation; the benefits, process, and selection of external auditors and complying with laws, regulations and ethical standards; and the sustainability ratings and rankings, future trends in sustainability reporting and developing a reporting roadmap.

Course Objectives

Upon the successful completion of this course, each participant will be able to:-

- Apply and gain an in-depth knowledge on sustainability reporting
- Discuss the benefits and frameworks of sustainability reporting covering GRI, SASB, TCFD and integrated reporting
- Determine materiality in reporting, stakeholder engagement, sustainability context and boundary setting
- Discuss GRI standards, SASB standards and TCFD recommendations
- Apply integrated reporting framework, combine financial and non-financial factors in a holistic report and choose the right framework for the organization
- Gather qualitative and quantitative sustainability data and ensure accuracy, consistency and reliability of data
- Carryout performance metrics and KPIs and choose and develop effective indicators for sustainability performance
- Apply lifecycle assessments, deal with challenges in data collection and address gaps, inaccuracies, and time constraints
- Write a sustainability report and use visual communication in reporting
- Apply digital reporting trends, communicate negative performance and review and enhance continual improvement in report content and presentation
- Discuss the benefits, process, and selection of external auditors and comply with laws, regulations and ethical standards
- Recognize sustainability ratings and rankings, future trends in sustainability reporting and developing a reporting roadmap

Exclusive Smart Training Kit - H-STK®



Participants of this course will receive the exclusive “Howard Smart Training Kit” (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes **electronic version** of the course materials, sample video clips of the instructor’s actual lectures & practical sessions during the course conveniently saved in a **Tablet PC**.

Who Should Attend

This course provides an overview of all significant aspect and considerations of sustainability reporting for corporate responsibility thinkers and practitioners including corporate social responsibility managers and directors, sustainability managers and directors, journalists, corporate writers and editors, internal communication professionals, public affairs and communication professionals, health, safety and environmental professionals, corporate strategy professionals, university and research professionals, independent academics, change management consultants, quality improvement professionals and thought leaders.

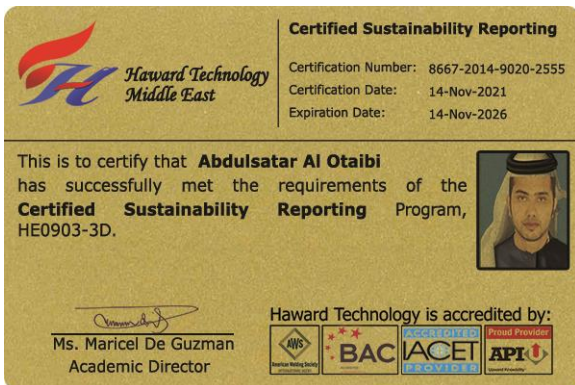
Course Certificate(s)

(1) Internationally recognized Competency Certificates and Plastic Wallet Cards will be issued to participants who completed a minimum of 80% of the total tuition hours and successfully passed the exam at the end of the course. Certificates are valid for 5 years

Recertification is FOC for a Lifetime.

Sample of Certificates

The following are samples of the certificates that will be awarded to course participants:-



- (1) Official Transcript of Records will be provided to the successful delegates with the equivalent number of ANSI/IACET accredited Continuing Education Units (CEUs) earned during the course

* Haward Technology * CEUs * Haward Technology * CEUs * Haward Technology * CEUs * Haward Technology *



Haward Technology Middle East

Continuing Professional Development (HTME-CPD)

CEUs

CEU Official Transcript of Records

TOR Issuance Date: 14-Nov-21

HTME No. 3558-6717-5364-9527

Participant Name: Abdulsatar Al Otaibi

Program Ref.	Program Title	Program Date	No. of Contact Hours	CEU's
HE0903-3D	Certified Sustainability Reporting	12 Nov-14 Nov, 2021	18	1.8

Total No. of CEU's Earned as of TOR Issuance Date

1.8

TRUE COPY



Maricel De Guzman
Academic Director

Haward Technology has been approved as an Authorized Provider by the International Association for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this approval, Haward Technology has demonstrated that it complies with the ANSI/IACET 1-2013 Standard which is widely recognized as the standard of good practice internationally. As a result of their Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for programs that qualify under the ANSI/IACET 1-2013 Standard.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking Continuing Education Units (CEUs) in accordance with the rules & regulations of the International Association for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology is accredited by










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Certificate Accreditations


Certificates are accredited by the following international accreditation organizations: -

- 
The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units (CEUs)** in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

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British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council for Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

Course Fee

US\$ 5,500 per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



Mr. Attalla Ersan, PEng, MSc, BSc, is a **Senior Engineer** with over **35 years** of extensive experience within the Project Safety **Oil & Gas, Hydrocarbon** and **Petrochemical** industries. His expertise widely covers the areas of **HAZOP** Facilitation, **Hazardous Materials, Material Safety Data Sheets (MSDS), Hazardous Wastes, Hazards of Chemical Incidents, Shipping Configurations, Respiratory Protection, Protective Clothing, Donning and Doffing Procedures, Boiler & Steam System Management, Waste Heat Recovery, Boiler Plant Safety, Boiler Controls, Steam Distribution Systems, Steam Traps, Pollution Control, Cracked Gas Compressor, Reboilers, Sulphur Unit Air Blower, Steam Turbine, Distillation Columns, Gas Treatment, Waste & Water Treatment Units, Process Plant Operations, Process Plant Startup & Operating Procedure, Ethylene & Vinyl Chloride, Ethane Cracking Furnaces Operations, Ethylene & Polyethylene Operation, Acid Gas Treatment, Sulphur Recovery, EDC & VCM, Caustic Soda Storage, Debottle-necking, Loss Prevention, Process Operation, Safety Audits, Process Engineering, Root Cause Investigations, Pyrolysis Cracking, Gas Plant Commissioning, Loss Prevention Techniques, Occupational Hazards, Hot Tapping & Tie-Ins, Pre-Start-Up Safety Review (PSSR), Standard Operating Procedure (SOP), Emergency Operating Procedure (EOP), Permit to Work Systems (PTW), Hazard and Operability (HAZOP) Study, Process Hazards Analysis (PHA), Consequence Analysis Application, Gas Detectors Operation, Accident/Incident Investigation (Why Tree Method), Occupational Exposure Assessment, Fire Fighting & First Aid, Environmental Management, Basic Safety Awareness, Steam Cracking, Steam Generation, Binary Fractionators Operations, Tanks Farm & Metering Station Techniques, Gas Treatment, Sulphur Recovery Process Unit Operation, Permit to Work System and Emergency Response Planning. Further, he is also well-versed in Project Management, Human Resources Consultancy, Manpower Planning, Job Design & Evaluation, Recruitment, Training & Development and Leadership, Creative Problem Solving Skills, Work Ethic, Job Analysis Evaluation, Training & Development Needs, Bidding & Tendering, Technical Report Writing, Supervisory Leadership, Effective Communication Skills and Total Quality Management (TQM). He is currently the **CEO of Ersan Petrokimya Teknoloji Company Limited** wherein he is responsible for the design and operation of Biogas Process Plants.**

During his career life, Mr. Ersan has gained his practical and field experience through his various significant positions and dedication as the **Policy, Organization & Manpower Development Head, Training & Development, Head, Ethylene Plant – Pyrolysis Furnace Engineer, Production Engineer**, Process Training Coordinator, Ethylene Plant Shift Supervisor, Ethylene Plant Panel & Fit Operator, Process Training & Development Coordinator, **Technical Consultant**, and **Instructor/Trainer** for Qatar Vinyl Company Limited and Qatar Petroleum Company (QAPCO).

Mr. Ersan is a **Registered Professional Engineer** and has a **Master's degree of Education in Educational Training & Leadership** and a **Bachelor's degree of Petrochemical Engineering**. Further, he is a **Certified Instructor/Trainer** and has delivered numerous trainings, courses, workshops, conferences and seminars internationally.

Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1: Introduction to Sustainability Reporting

0730 – 0800	Registration & Coffee
0800 – 0815	Welcome & Introduction
0815 – 0830	PRE-TEST
0830 – 0900	Overview of Sustainability Reporting: Definition, Benefits & Relevance in Today's World
0900 – 0930	Sustainability Reporting Frameworks: An Introduction to GRI, SASB, TCFD & Integrated Reporting
0930 – 0945	Break
0945 – 1100	Understanding Materiality in Reporting: How to Determine Material Aspects for your Organization
1100 – 1215	Stakeholder Engagement: Importance & Methodologies for Effective Stakeholder Engagement
1215 – 1230	Break
1230 – 1320	Sustainability Context & Boundary Setting: Defining the Scope & Scale of your Sustainability Report
1320 – 1420	Case Studies: Review & Discussion on Selected Sustainability Reports
1420 – 1430	Recap
1430	Lunch & End of Day One

Day 2: Deep Dive into Reporting Standards

0730 – 0830	GRI Standards in Detail: In-Depth Review of GRI Universal & Topic-Specific Standards
0830 – 0930	SASB Standards in Detail: Understanding Industry-Specific Sustainability Topics from SASB
0930 – 0945	Break
0945 – 1215	TCFD Recommendations in Detail: Financial Disclosure Driven by Climate Change & Its Impact
1215 – 1230	Integrated Reporting Framework in Detail: How to Combine Financial & Non-Financial Factors in a Holistic Report
1230 – 1330	Break
1330 – 1320	Choosing the Right Framework for Your Organization: Factors to Consider When Selecting a Framework
1320 – 1420	Group Activity: Comparing & Contrasting Different Frameworks through Case Studies
1420 – 1430	Recap
1430	Lunch & End of Day Two

Day 3: Data Collection & Quality Assurance

0730 – 0830	Data Collection Strategies: Methods for Gathering Qualitative & Quantitative Sustainability Data
0830 – 0930	Data Quality & Assurance: Ensuring Accuracy, Consistency & Reliability of Data
0930 – 0945	Break
0945 – 1215	Performance Metrics & KPIs: Choosing & Developing Effective Indicators for Sustainability Performance

1215 - 1230	Lifecycle Assessments: Understanding the Environmental Impact of Products, Services, or Operations
1230 - 1330	Break
1330 - 1320	Dealing with Challenges in Data Collection: How to Address Gaps, Inaccuracies & Time Constraints
1320 - 1420	Workshop: Hands-On Practice with Data Collection & Performance Metrics
1420 - 1430	Recap
1430	Lunch & End of Day Three

Day 4: Reporting & Communication

0730 - 0830	Writing a Sustainability Report: Key Components, Structure & Language
0830 - 0930	Visual Communication in Reporting: Effective use of Graphs, Tables & Other Visual Aids
0930 - 0945	Break
0945 - 1215	Digital Reporting Trends: Interactive Online Reports & Other Digital Strategies
1215 - 1230	Communicating Negative Performance: Strategies for Transparent & Responsible Communication of Setbacks or Shortcomings
1230 - 1330	Break
1330 - 1320	Report Review & Enhancement: Continual Improvement in Report Content & Presentation
1320 - 1420	Group Assignment: Creating a Mock Sustainability Report
1420 - 1430	Recap
1430	Lunch & End of Day Four

Day 5: Assurance & Beyond

0730 - 0900	Third-Party Assurance: Benefits, Process & Selection of External Auditors
0900 - 0930	Legal & Ethical Considerations in Reporting: Complying with Laws, Regulations & Ethical Standards
0930 - 0945	Break
0945 - 1030	Sustainability Ratings & Rankings: Understanding their Role & Impact on Stakeholders
1030 - 1130	Future Trends in Sustainability Reporting: Overview of Emerging Trends, Technologies & Expectations
1130 - 1145	Break
1145 - 1200	Developing a Reporting Roadmap: Creating a Long-Term Plan for Sustainability Reporting
1200 - 1300	Final Review & Certification Exam: Review of the Course Content & a Final Examination to Certify Understanding & Competency
1300 - 1315	Course Conclusion
1315 - 1415	COMPETENCY EXAM
1415 - 1430	Presentation of Course Certificates
1430	Lunch & End of Course

Practical Sessions

This practical and highly-interactive course includes real-life case studies and exercises:-



Course Coordinator

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