



Future Perfect

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Implementing a non-financial data management system

Ref: GP-CO-UK-308 v1.0 - Oct 2010

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Implementing a non-financial data management system

Duration

3 days

Overview

Management of data and information, whether for operational control, voluntary sustainability reporting or legal emissions trading purposes, is an essential part of environmental performance management. This workshop has been designed for both organisational personnel responsible for data management processes and auditors who may be required to review these processes as part of internal or external audits.

This workshop aims to familiarise delegates with the principles and practices of good information management to ensure that data is robust, of high quality and well controlled.

This public workshop runs as an intensive 3 day event, which can also be delivered as a bespoke course for specific clients. In addition it can be delivered with a detailed focus on greenhouse gas (GHG) accounting, depending upon requirements.

Delegates do not require any prior knowledge of non-financial data accounting and management to attend this workshop. However, if a bespoke course focused on GHG emissions accounting is specified, then understanding the technical issues associated with industry will be expected.

This workshop includes overnight homework exercises.



Objectives

Using shared learning and group exercises the workshop will provide participants with:

- Information and techniques related to data accounting
- Information security and governance
- Non-financial assurance requirements

It aims to ensure that organizations and their auditors understand the importance of data management within the context of an EMS and for legal reporting purposes such as GHG emissions accounting, reporting and trading.

Agenda

DAY 1

Morning

- Why collect environmental data
- The purpose of reporting
- Drivers for reporting
- The scope of reporting and assurance
- Stakeholder mapping
- Stakeholder mapping

Afternoon

- What data to collect – Data scope - deciding what is important
- Who is interested in what?
- What does the reporter want to say?
- How is data weighted
- Communication of information
- How to report and in what medium/ channel?
- The challenge of assurance in different media
- Different frameworks for reporting



DAY 2

Morning

- CSR and reporting
- Timelines for data collection and reporting
- Monitoring and reporting principles
- “Material” inclusion - does the report cover the right things?
- Development of longer term accounting processes
- Data quality and quality control

Afternoon

- How to manage data
- Methodologies for gathering data
- Tools for gathering data
- Basic Metrology – measurement systems etc
- Mapping tools to methodologies
- Case studies – relevant data
- What is a data management system and what should it cover?
- Information process flows
- Information security and governance
- Evaluation and critique of CSR Reports

DAY 3

Morning

- Integration with other management systems
- Control and assurance over data and information
- What is assurance, why is it necessary?
- Internal QA
- External/independent assurance

Afternoon

- “Material” accuracy – is the information in the report correct?
- Process assurance and data assurance
- Providers of assurance
- Levels of assurance
- Preparing for independent assurance
- Future Trends
- Q&A