

Implementing a non-financial data management system 3 day workshop

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.

The 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.

Using shared learning and group exercises the workshop will provide participants with information and techniques related to data accounting, information security and governance, and non-financial assurance requirements. It aims to ensure that organisations 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.

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; an indicative timetable is given overleaf.

Public courses are normally held at the Warwick Business School, Coventry, UK; whilst bespoke courses can be arranged at a venue to suit the client's needs, subject to suitability for training purposes.

Dates of public courses will be published on our website and will be notified to clients that have expressed interest in the courses. Bespoke courses can be arranged at any time by mutual agreement.

**Indicative Delegate Fee (public course) :
£1250 exclusive of VAT and accommodation**

Multiple delegate discounts are available, and bespoke courses are priced separately, please contact Future Perfect for more details.

Email: training@fpsustainability.com
Web: www.fpsustainability.com

Session Agenda		Approach
Day 1		
Morning	Why collect environmental data <ul style="list-style-type: none"> • The purpose of reporting • Drivers for reporting • The scope of reporting and assurance Stakeholder mapping <i>Stakeholder mapping</i>	Presentations, discussions, brainstorm <i>Exercise</i>
Afternoon	What data to collect – Data scope - deciding what is important <ul style="list-style-type: none"> • Who is interested in what? • What does the reporter want to say? • How is data weighted Communication of information How to report & in what medium/ channel? The challenge of assurance in different media Different frameworks for reporting	Presentations, discussions, brainstorm
Day 2		
Morning	CSR and reporting Timelines for data collection & reporting Monitoring & reporting principles <i>"Material" inclusion - does the report cover the right things?</i> Development of longer term accounting processes Data quality and quality control	Presentations, discussions, brainstorm <i>Exercise</i> Presentations, discussions, brainstorm
Afternoon	How to manage data Methodologies for gathering data Tools for gathering data Basic Metrology – measurement systems etc <i>Mapping tools to methodologies</i> <i>Case studies – relevant data</i> What is a data management system & what should it cover? Information process flows Information security & governance <i>Evaluation & critique of CSR Reports</i>	Presentations, discussions, brainstorm <i>Exercise</i> <i>Exercise</i> Presentations, discussions, brainstorm <i>Exercise</i>
Day 3		
Morning	Integration with other management systems Control and assurance over data & information What is assurance, why is it necessary? Internal QA External/ independent assurance	Presentations, discussions, brainstorm
Afternoon	<i>"Material" accuracy – is the information in the report correct?</i> Process assurance and data assurance Providers of assurance Levels of assurance Preparing for independent assurance Future Trends Q&A	<i>Exercise</i> Presentations, discussions, brainstorm