



ACCA



**APPLICANTS'
INFORMATION**

08

*ACCA Hong Kong Awards for Sustainability
Reporting: Rewarding Transparency*

08

Rewarding transparency

We are delighted to welcome you to the sixth year of the *ACCA Hong Kong Awards for Sustainability Reporting 2008*.

The aims of these Awards are:

- to give recognition to those organisations which report and disclose non-financial information including environmental, social or full sustainability performance data
- to encourage the uptake of non-financial reporting
- to raise awareness of transparency and accountability issues.

The 2007 awards attracted considerable interest from the business community. The winner of the award for the Best Sustainability Report was CLP Holdings Limited and the runner up was MTR Corporation. In addition, Hong Kong and China Gas Company Limited and Gammon Construction Limited received commendations for their sustainability reports.

This information flyer, together with the accompanying application form, will provide you with the essential details needed to enter the Awards scheme. For further details of the *ACCA Hong Kong Awards for Sustainability Reporting*, please contact Lydia Fung on tel: +852 2524 4988 or e-mail: lydia.fung@hk.accaglobal.com.

The closing date for applications is 12 September 2008.

ACCA and sustainability

ACCA has promoted transparency in reporting the impact of business activities on sustainable development for almost two decades. ACCA is involved in reporting awards in more than 20 countries throughout Europe, North America, Africa and the Asia Pacific region.

AWARD CATEGORIES

1. Sustainability Reporting category
2. Environmental Reporting category
3. Social Reporting category **New**

2008 NEW AWARDS

In addition to the main awards and commendations, the 2008 Awards will launch a new award on ***First-time Report***. The judges will also give awards for ***innovation in reporting*** and ***excellent communication using the Internet***.

All the submitted reports for all categories available will be reviewed by the judging panel with good faith and all the decisions will be final. Awards will only be granted to those organisations that display an outstanding practice in the related categories.

2008

timetable

12 Sept 08

Deadline for submissions

Oct 08

Award winners decided by the judging panel

Nov 08

Presentation ceremony

Awarding

THE AWARDS

ACCA Awards around the world reward companies for excellence in environmental, social and sustainability reporting. The aim of our Awards is to identify and reward innovative attempts to communicate corporate performance, although we do not comment on the performance itself. Our aim is to reward transparency. At the core of the judging criteria are completeness, credibility and communication.

Our Award winners demonstrate that, by emphasising these key elements, companies can target significant improvements in the quality of information disclosed during the reporting process. Ultimately, the ACCA Awards help underline the business case for sustainable practices and development.

Selecting

THE SELECTION PROCESS

All submitted reports are evaluated by the judging panel using the agreed ACCA judging criteria.

Full details of the judging criteria used can be found on our website www.accaglobal.com/sustainability.

Reporting

REPORT OF THE JUDGES

The award winners will be announced at the Awards ceremony. At this ceremony the *Report of Judges* will be published.

This report summarises the findings and reflections of the judging panel. It outlines the strengths of those reports which won awards and highlights additional examples of good reporting practice. The report also provides technical recommendations on ways to improve further the standard of reporting.

Previous reports of the judges are available from www.accaglobal.com/sustainability

Questions and answers

1 What kind of organisation can participate?

Any. You can be from any sector, have any type of business, have any number of employees and be from anywhere within Hong Kong.

2 Does our report have to be from Hong Kong to enter?

Yes. However, a company not based in Hong Kong can submit a report if it is solely focused on a site or subsidiary based in Hong Kong.

3 We produce a report which includes social and/or sustainability information as well as environmental information. Can we enter?

Yes. ACCA encourages social and sustainability reporters to enter.

4 Our report is web-based only. Can we still enter?

Yes. An increasing number of organisations are posting reports on their websites and a growing number of entries are only submitted in this format – please complete the relevant part of the application form if you are entering a web-based report.

5 What format does the report have to come in?

There are no restrictions. For example, hard copy reports, CD-ROMS and websites can all be submitted. The judges will consider originality of presentation among the other criteria when judging each report.

6 What if our non-financial reporting is part of the Annual Report? Can we still enter?

Yes. You can still enter – please submit your Annual Report. The judges will be looking for complete and credible reporting, in either format.

7 How do we apply?

Please complete the accompanying application form which indicates the number of copies of your report to be submitted and where to send them. If you are submitting a report which is included on your website, please provide the full website address only. Further instructions are found on the form.

8 We might just miss the deadline. Can we still enter?

If your report(s) may not be published before the deadline but you would still like to enter the awards, please contact Lydia Fung (tel: 852 2524 4988) as soon as possible. Each late entry will be considered on an individual basis and the acceptance of late submissions cannot be guaranteed.

9 What types of awards are given?

The awards presented vary from year to year, depending on the types of reports that enter and the quality of their reporting. We recognise the differences of first-timer compared to more experienced and multinational / large-company reporters. In light of this, we launch the award for *first-time report* this year. In addition, we have also given awards for *innovation in reporting* and *excellent communications using the Internet*.

ACCA Hong Kong

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