我們是市場上少數可以同時在中國大陸及香港地區開展GRI持證人員培訓的專業機構。

We are one of the very few professionals in the market authorized by GRI to host the GRI Certified Training Course in Mainland China and Hong Kong.

# CECEP Environmental Consulting Group
# 中國節能皓信環境顧問集團

GRI Certified Training Partner
CECEP Environmental Consulting Group Limited in Hong Kong
Nov 2018 – Oct 2019

GRI Certified Training Partner
CECEP Environmental Consulting Group Limited in Mainland China
Nov 2018 – Oct 2019

# 《GRI標準》課程簡介

## The GRI Standards Course Introduction

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中國節能皓信環境顧問集團

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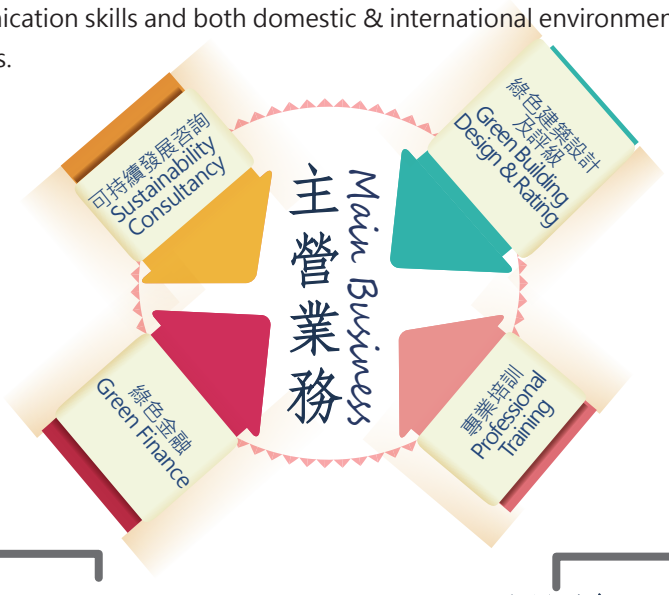
# 公司背景 About Us

中國節能皓信環境顧問集團有限公司 (以下簡稱「中國節能皓信」) 由中國節能環保集團（唯一一家以節能環保為主業的中央企業）發起成立，以突出的行業專業能力作為經營特色，憑藉雄厚的股東實力、良好的溝通技巧以及專業的境內外環境和公司管治顧問團隊，致力為客戶的不同需求，量身打造全方位的解決方案。

CECEP Environmental Consulting Group (hereinafter referred to as either "CECEPEC", "We", "Our" or "Us") was established by China Energy Conservation and Environmental Protection Group (the only state-owned company, specializing in energy conservation, emissions reduction and environmental protection). We are committed to tailor all-round solutions for customers through our strong background of shareholders, comprehensive communication skills and both domestic & international environmental and corporate governance consultancy teams.




# 關於《GRI標準》 About the GRI Standards

由全球報告倡議組織( GRI )編制的《可持續發展報告指南》（以下簡稱「指南」)是現時國際上最廣泛認可及使用的可持續發展報告框架，旨在為世界各地、各行各業的機構提供一套披露其經濟、環境及社會績效的框架。GRI在2016年10月19日發布的《GRI標準》是最新版的指南，於2018年7月1日全面取代上一代的GRI G4版本。

The Sustainability Reporting Guidelines (hereinafter referred to as "GRI Guidelines") was published by the Global Reporting Initiative (hereinafter referred to as "GRI"), and is the most widely recognized & used sustainability reporting framework.

The GRI Guidelines are used by organizations around the world to communicate to stakeholders about their impacts on the economy, environment, and/or society. Using GRI Standards helps organizations to disclose this information in a consistent and comparable way.

The GRI Standards, the latest GRI guideline, was officially launched on 19 Oct 2016 and replaces the previous set of standards as of 1 July 2018.

# 關於 GRI 考試 About the GRI Exam

GRI同時推出GRI考試，考核參與者對指南的專業知識以及GRI報告的撰寫流程，而GRI標準考試亦已在2017年7月1日起正式取代G4考試。

After going through the GRI Certified Training Course, participants can take the GRI Exam which can demonstrate the participants' knowledge of the GRI Standards and the GRI Reporting Process.

通過考試的人員可**獲得GRI官方頒發的考試成績證明**，得到可持續發展專業資格，**姓名同時刊載於GRI官網上**。GRI鼓勵首次參與考核的人士先報讀《GRI標準》認證課程，以獲得相關知識。

Trainees who earn a passing score on the exam will receive a certificate denoting the result and their names will be listed on the GRI website. GRI encourages first-time reporters to take a GRI Certified Training Standards course to gain adequate knowledge on the use of the standard.

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# 我們的優勢 Why Choose Us

我們的專家團隊對國際上多個廣泛認可的可持續報告框架有深入認識，服務的客戶及合作夥伴涵蓋國家政府機構、多個行業協會、國內外大型金融機構等，高水平的專業實力和優質的服務水平贏得客戶及合作夥伴的廣泛信任。

Our experts have a deep understanding of the many internationally recognized sustainability reporting frameworks. Our clients and partners include national government agencies, industry associations, large-scale financial institutions at home and abroad. With our high level capacity in this profession and high quality of services, we have earned the trust of our customers and partners.

- 授課導師有多年行業經驗，曾為海內外多家知名企業提供可持續發展報告撰寫和環境咨詢服務，對於GRI可持續發展報告指南亦有豐富的實踐與教學經驗
  Our trainers have rich working experience in this sector, including publishing sustainability reports for different industries locally and abroad; therefore, our trainers' cumulative experience will showcase through their course teaching.
- 以交互式教程增加課堂積極性
  The interactive nature of the training courses will enhance the trainees' overall learning experience and consequently augment their knowledge.
- 除教授基本課程內容，亦將應用指南提供的框架，指導學員進行實戰，對企業的可持續發展管理流程與績效進行改進
  In addition to the basic course content, we will teach the trainees how to apply the GRI Standards framework content in improving the sustainability management process and performance of their enterprise.
- 提供公開與私人課程，並設有多種培訓模式以配合企業需要
  We provide both public and private courses with different training modes in order to satisfy the needs of different enterprises.

# 適合人士 Audience

公司秘書
Company Secretary

審計師
Auditors

可持續發展咨詢顧問
Sustainable Development Consultants

企業合規負責人
Corporate Compliance Staff-in-Charge

企業可持續發展報告負責人
Corporate Sustainability Reporting Staff-in-Charge

責任投資領域的投資者
Responsible Investment Financier

研讀可持續發展的專業人士
Professionals that Seeking Training in Sustainable Development

其他有興趣的人士
Other Interested Parties

# 課程得益 Learning Benefits

對於企業中各範疇的決策者：
For decision-makers in a corporate:

- 加深對企業ESG風險管理的瞭解
  Deepen your understanding of ESG risks to your business
- 學習與利益相關者(如顧客及投資者)溝通，減少ESG風險
  Learn to open up dialogue with stakeholders such as customers and investors to reduce ESG risks
- 考察及改進內部管治及決策系統
  Examine and improve internal management and decision-making processes

對於對可持續發展有興趣的專業人士：
For professionals that interested in Sustainable Development:

- GRI考試合格者的姓名將被列於GRI官方網頁上
  The names of those who passed the GRI exam will be listed on the GRI official website.
- 加深對企業非財務數據的理解，有助於投資決策
  Deepen your knowledge of non-financial information, which helps to make better investment decisions
- 透過課堂上的互動與實踐性的教學模式，使學員互相交流各自領域的專業知識與經驗
  Benefit from others' expertise and experience by the interactive and practical nature of the courses

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# 培訓內容 Course Outline

所有完成培訓的學員，將得到GRI頒發的出席證明。
Participants who complete the course will be awarded a certificate of attendance from GRI.

| | 內容 CONTENT |
|---|---|
| **第一部分PART 1：<br>背景介紹<br>Introduction and background** | 1.1 可持續發展 SUSTAINABLE DEVELOPMENT<br>1.2 可持續發展報告 SUSTAINABILITY REPORTING<br>1.3 關於 GRI ABOUT GRI<br>1.3.1 GRI標準 GRI STANDARDS<br>1.3.2 GRI全球可持續發展標準委員會 (GSSB)<br>GRI' S GLOBAL SUSTAINABILITY STANDARDS BOARD (GSSB)<br>1.3.3 多方利益相關方參與方法 MULTI-STAKEHOLDER APPROACH |
| **第二部分PART 2：<br>GRI標準概況<br>Overview of the GRI Standards** | 2.1 術語解讀 USEFUL TERMINOLOGY<br>2.2 GRI標準介紹 INTRODUCTION TO GRI STANDARDS<br>2.3 GRI標準建立框架 STRUCTURE OF GRI STANDARDS<br>2.4 如何運用GRI標準 HOW TO USE THE GRI STANDARDS<br>2.5 其他標準和框架 OTHER STANDARDS AND FRAMEWORKS |
| **第三部分PART 3：<br>GRI標準詳解<br>GRI Standards** | 3.1 通用標準 UNIVERSAL STANDARDS<br>3.1.1 GRI 101: 基礎 FOUNDATION<br>3.1.2 GRI 102: 一般披露 GENERAL DISCLOSURES<br>3.1.3 GRI 103: 管理方法 MANAGEMENT APPROACH<br>3.2 特定議題標準 TOPIC-SPECIFIC STANDARDS |
| **第四部分PART 4：<br>如何依據GRI<br>標準撰寫報告<br>Start your reporting process<br>using the GRI Standards** | 4.1 應用報告原則 APPLYING THE REPORTING PRINCIPLES<br>4.2 報告一般披露 REPORTING GENERAL DISCLOSURES<br>4.3 確定實質性議題及邊界<br>IDENTIFYING MATERIAL TOPICS AND BOUNDARIES<br>4.4 報告實質性議題 REPORTING ON MATERIAL TOPICS<br>4.5 報告合規性 REPORTING IN ACCORDANCE<br>4.6 展示及匯編信息 PRESENTING AND COMPILING INFORMATION<br>4.7 課後測驗 END OF COURSE EXERCISE |
| **第五部分PART 5：<br>其他資源<br>Additional resources** | 5.1 GRI輔助包 GRI SUPPORT SUITE<br>5.2 加入我們 GETTING INVOLVED<br>5.3 參考資源 USEFUL RESOURCES<br>5.4 課後評估 END OF COURSE EVALUATION |

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# 課程資訊
## Course Details

| 課程編號 Course Code | 地點 Venue | 日期 Date | 語言 Language | 費用* FEE |
|---|---|---|---|---|
| GRITR1901 | 香港 Hong Kong | 2019/03/28 至to 2019/03/29 | 粵語/英语授課，英文學習材料 Cantonese/English supplemented with English material | HKD 5,000 |
| GRITR1902 | 北京 Beijing | 2019/05/09 至to 2019/05/10 | 普通話授課，中文學習材料 Mandarin supplemented with Chinese material | RMB 5,000 |
| GRITR1903 | 香港 Hong Kong | 2019/06/20 至to 2019/06/21 | 粵語/英语授課，英文學習材料 Cantonese/English supplemented with English material | HKD 5,000 |
| GRITR1904 | 北京 Beijing | 2019/07/18 至to 2019/07/19 | 普通話授課，中文學習材料 Mandarin supplemented with Chinese material | RMB 5,000 |
| GRITR1905 | 香港 Hong Kong | 2019/08/15 至to 2019/08/16 | 粵語/英语授課，英文學習材料 Cantonese/English supplemented with English material | HKD 5,000 |
| GRITR1906 | 北京 Beijing | 2019/09/26 至to 2019/09/27 | 普通話授課，中文學習材料 Mandarin supplemented with Chinese material | RMB 5,000 |
| GRITR1907 | 香港 Hong Kong | 2019/10/24 至to 2019/10/25 | 粵語/英语授課，英文學習材料 Cantonese/English supplemented with English material | HKD 5,000 |
| GRITR1908 | 北京 Beijing | 2019/11/21 至to 2019/11/22 | 普通話授課，中文學習材料 Mandarin supplemented with Chinese material | RMB 5,000 |

*提早報名可享9折早鳥優惠，費用包括茶歇、材料費以及講師費，交通费用自理。北京場次包含午餐。
Get additional 10% off for early enrollment. The course fees cover coffee breaks, printed materials and trainer' s fees. Transport fees on own. Lunch will be provided at training courses hosted in Beijing

地點
- 香港灣仔港灣道26號華潤大厦2307-09室
- 北京市西城區平安里西大街26號新時代大厦15層

時間
09:30AM-05:30PM [GMT+8] HKT(兩天)

報名郵箱
training@cecepec.com.hk

聯繫電話
+852 3107 8162

## 報名方法 Ways to Register

01 請點擊此連結跳轉至網上報名系統
Please click here to make an online registration

02 填妥後頁之報名表格並電郵至 training@cecepec.com.hk
Please fill out the attached form and return it to training@cecepec.com.hk

## 聯繫我們 CONTACT US

聯絡人 Contact Person :
賀文欣 Ms. Yan Ho (業務發展部 B.D. Depart. )
(T) 3107 8162
(F) 3107 0180
(E) training@cecepec.com.hk
(A) 香港灣仔港灣道26號華潤大厦2307-09室
Room 2307-09, China Resources Building, 26 Harbour Road, Wanchai, Hong Kong

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# 《GRI標準》官方認可培訓課程申請表
# Application for the GRI Standards Certified Training Course

**申請須知Notes for Application:**

1. 請填寫所有標註 * 的欄位。Please complete all required fields marked with a red asterisk ( * ).
2. 請用藍色或黑色原子筆及以正楷填寫表格，完成後傳送至 training@cecepec.com.hk，電郵標題註明「《GRI 標準》培訓課程申請」。Please complete the form in BLOCK LETTERS and in BLUE or BLACK INK. Please return the completed form to training@cecepec.com.hk and indicate "Application for GRI Standards Training Course" on the email title.
3. 成功遞交申請者將會收到一封回覆電郵進行確認。若發送電郵後3個工作天內沒有收到該封回覆電郵，申請可能沒有成功發出。Following completion and successful submission of the application, an application acknowledgement note will be sent to you by email. If you do not receive it within 3 working days, your application may not have been received.
4. 課程費用可以支票或銀行轉帳支付，付費詳情將在申請成功後透過電郵發出。Tuition fee payments can be made by cheque or bank transfer. Payment details will be sent to you through an admission offer email.
5. 如有疑問，請聯繫 training@cecepec.com.hk 或致電3107 8162。
   Please contact training@cecepec.com.hk or 3107 8162 for any further enquiries.

## I. 申請課程 Course Applied for

*課程編號 Course Code : _____

## II. 個人資料 Personal Particulars

*姓 Surname : _____

*名 First Name : _____

* 稱謂 Salutation : ○先生Mr. ○太太 Mrs. ○女士Ms. ○博士Dr.

*公司名稱 Company Name : _____

* 職位 Job Title : _____

部門 Department : _____

電話號碼 Telephone : _____

*手機號碼 Mobile : _____

* 電郵地址 Email Address : _____

地址 Address Line(1) : _____

地址 Address Line(2) : _____

城市City : _____

* 國家 Country : _____

## III. 收集個人資料聲明 Personal Information Collection Statement

(i) 在這表格內填報的個人資料只供處理是次申請及向全球報告倡議組織提交申請人資料之用。The personal data provided in this form will be used for the purposes of processing the application and handing over to GRI for official use only.

(ii) 如對這表格收集的個人資料有疑問，包括要求查閱和改正資料，請致電3107 8162與本公司職員聯絡。Please contact our staff at 3107 8162 if you have any enquiries concerning the personal data collected by this form, including the requests for access and correction.

我已閱讀並接受以上聲明。 I have read and accept the above statement.

_____ 申請人簽署 Signature of the Applicant

_____ 日期 Date