



GRI CERTIFIED TRAINING PROGRAMME

Global Reporting Initiative Official Training

“Global Reporting Initiative Certified Training Course” is the official training program and under license from Global Reporting Initiative dedicated to CSR professionals, organised as cross-company training in Luxembourg and supported by the Luxembourg National Institute for Sustainable Development and Corporate Social Responsibility (*Institut National de Développement Durable*).

Practical details for the next training session in Luxembourg

- Duration of the training: 16 hours
- Registration fee: EUR 1,450 VAT excluded / attendee (the registration fee includes the GRI licence fee per attendee)
- Training certificate issued by Global Reporting Initiative

At the end of the programme, the attendees will be able to understand, master and implement:

- the normative and regulatory requirements: UNGC, SDG, ISO 26000, AA1000, CDP, Integrated Reporting,
- the basic principles of GRI Standards and their compliance,
- the monitoring and reporting process implementation steps,
- the process of adequacy analysis and materiality assessment, and
- the compliance criteria and CSR reporting process audit.

Training Programme

PART 1 INTRODUCTION	<ol style="list-style-type: none"> 1. Sustainable Development and CSR 2. Analysis of CSR reports 3. About GRI
PART 2 Overview of the GRI Standards	<ol style="list-style-type: none"> 1. Terminology 2. Structure of GRI standards 3. How to use the GRI standards 4. Other standards and frameworks
PART 3 GRI STANDARDS	<ol style="list-style-type: none"> 1. Universal Standards: GRI 101 – GRI 102 – GRI 103 2. Topic-Specific standards
PART 4 REPORTING PROCESS USING THE GRI STANDARDS	<ol style="list-style-type: none"> 1. Applying the reporting principles 2. Reporting general disclosures 3. Identifying material topics and boundaries 4. The options of the GRI report 5. GRI compliance requirements 6. Exercises
PART 5 ADDITIONAL RESOURCES	<ol style="list-style-type: none"> 1. Services and GRI standards exam 2. Useful resources 3. Appraisal

A few testimonies

– “A training which explains the key sustainable development issues, beyond the GRI methodology. It makes one understand that the approach has to be closely linked with the business strategy and to take the stakeholders’ expectations into account. Stephanie Deltenre’s key asset is to be able to explain a content that seems quite complicated so easily, by using case studies and clear examples. To be strongly recommended!”

– “The GRI training enabled to save a great deal of time when acquiring the methodology, implementing the report and provided me with the main keys to analyse the quality of a CSR/SD report in both style and substance.”

– “A high-quality training with room for participation and experience exchange. This 2-day training by a passionate trainer enables to acquire the essentials of a CSR approach quickly, real business strategy and to structure the reporting.”

Speakers

Forethix’s GRI Certified Trainers with at least 5 years of experience in reporting implementation.

About Forethix

Forethix is a leading advisory firm, specialized in responsible investment and corporate responsibility. Our team of experts advises investment professionals & leaders to align financial performance and sustainability. We help investors, Asset Managers, corporations and national and international policy makers integrate ESG factors into their Strategies, operational business models, measurement, monitoring and reporting systems, in compliance with international standards. We operate in Europe and Africa. Forethix is a GRI Certified Training Partner in Luxembourg France and Morocco, a GRI Data Partners for Benelux Countries, an Expert for CSR national Institute - INDR, a LuxFLAG member as well as a signatory of UNPRI and UNEP-FI Service Provider.

REGISTRATION FORM

GLOBAL REPORTING INITIATIVE CERTIFIED TRAINING PROGRAM

Selected Training Session Date:
Place of the Training Session: Luxembourg – France - Morocco (please circle your choice)

PARTICIPANT INFORMATION

- First Name and Last Name:
- Role:
- E-mail:
- Phone Number :

INVOICING INFORMATION

- Training Contact:
- Legal Entity Name:
- Invoicing Address:
- VAT Number:

- REGISTRATION FEE: EUR 1,450 VAT excluded per participant
- PAYMENT FORMALITY: The registration fee is payable only by bank transfer to the following bank account, by mentioning the attendee’s name: IBAN: LU98 0141 1488 5960 0000 – BIC: CELLULL. A confirmation email will be sent to the attendees upon receipt of the payment.
- GENERAL TERMS & CONDITIONS

- Registration: Any registration has to be done in writing or by email 10 working days at least before the day on which the training begins. The registration is considered as received from receipt of the confirmation email. Nevertheless, the registration is considered as final and commits Forethix only upon receipt of the registration fee payment. The payment is to be made by bank transfer to the following bank account only, by mentioning the attendee’s name: IBAN: LU98 0141 1488 5960 0000 – BIC: CELLULL. Forethix reserves the right to refuse a registration.
- Cancellation policy: Any cancellation has to be submitted by email to stephanie.deltenre@forethix.com. For any registration cancellation for reasons unrelated to Forethix received between 10 to 6 working days before the beginning of the training session, 50% of the registration fee will be charged. For any registration cancellation for reasons unrelated to Forethix received less than 6 working days before the beginning of the training session or when the training is in progress, the full registration fee will be charged.
- Replacing a registered person: A person registered to the training, who is not in a capacity to attend the training session, may appoint a replacement. In this case, the registered person shall inform Forethix in writing within 3 working days before the beginning of the training session.
- Cancellation or postponement of a training session by Forethix: Forethix reserves the right to cancel or postpone a training session, in particular if the minimum participant number is not met. In such a case, the participant will be informed 5 working days at the latest before the training session begins.

I acknowledge I have read and accept the afore general terms and conditions (please tick the box)

Done in (place) on (date)

Signature of the company’s legal representative or person authorised to purchase training
Company stamp:

Personal Data are collected and processed in compliance with the provisions of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data. The person acknowledged he/she has read the provisions of the Regulation and in particular Articles 15 to 21 relating to the data subject's rights. Data Controller: Forethix Sàrl – Purpose of the processing: Management and organization of trainings – Data recipient: Forethix Sàrl. The fields of first name, last name, address, zip code, locality, country, phone number and registration are mandatory. The data subject may access his/her data and may ask for rectification in case of error. The data are kept for a 3-year period so that attendance training certificates can be issued. Information: stephanie.deltenre@forethix.com

If you need to book a hotel bedroom near the training place in Luxembourg, please contact one of the following hotels:

Meliá Luxembourg 1 Park Dräi Eechelen L-1499 Luxembourg Link for reservation	Novotel Luxembourg Kirchberg 6 Rue du Fort Niedergruenewald L-2226 Luxembourg Link for reservation	Novotel Suites Luxembourg 13 Avenue J F Kennedy L-1855 Luxembourg Link for reservation	Sofitel Luxembourg Europe 6 Rue du Fort Niedergruenewald L-2015 Luxembourg Link for reservation
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