



**TITLE:** Terms of Reference Sector Supplement Events  
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**DATE:** 5.2008

## **TERMS OF REFERENCE**

### **Sector Supplement Events**

This Terms of Reference (hereafter “ToR”) outlines the planned process for the implementation of the Global Reporting Initiative (GRI) Events Sector Supplement. The process is subject to the oversight of the GRI governance bodies as per other GRI projects.

#### **BACKGROUND**

The current collaboration has arisen because there is:

- Belief that the GRI *Sustainability Reporting Guidelines* (the “*Guidelines*”) used in conjunction with a suitable GRI supplement can serve as a useful framework for sustainability reporting for the sector; and
- Recognition of the value and necessity of developing such a supplement through a multi-stakeholder, consensus-based process.

The primary aims of developing a GRI Events Sector Supplement are promoting:

- Wider uptake of sustainability reporting within the Sector;
- Effective and focussed reporting for companies in the events sector;
- Material, insightful and enduring sector indicators;
- Improved comparability of sustainability reports from companies in the Events Sector.


A credible Sector Supplement will be developed through a multi-stakeholder approach that is widely accepted as responsive to the needs of both the industry and its stakeholders.

#### **ACTIVITIES UNDER THE TOR**

This project to develop a GRI Events Sector Supplement (“Sector Supplement”) to the G3 *Guidelines* will be implemented in accordance with the GRI due process under the governance of the GRI Board of Directors and the GRI Technical Advisory Committee (TAC). Such a process will be multi-stakeholder, consensus-based, and global in nature.

The scope of work shall focus on economic, environmental, and social performance indicators material to the Events sector. The process will involve: selecting and prioritising material issues for the sector, mapping these issues against the G3 *Guidelines*, and then providing elaboration on existing indicators to improve their applicability for event related companies, and, where necessary, develop new indicators. As a result, the Sector Supplement will:

- a) Provide customized guidance on best practices for reporting for the sector, including disclosing management approach, sustainability context, and reporting boundaries;
- b) Contain commentary on existing GRI indicators to specify sector guidance;

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c) Identify any supplemental indicators necessary to cover material sector issues that are not adequately covered by the *G3 Guidelines*.

The Supplement may also include indication advice from the Working Group on the relative prioritization of key indicators for first time reporters, intermediate, and then experienced.

The process will draw on other existing guidelines wherever applicable, including sustainable management standards notably BS 8901:2007, documents from industry associations as well as other regional and national industry and stakeholder organizations with experience and tools relevant to the sector (e.g., investor questionnaires).

The supplement will be developed to provide guidance which can be applied locally, regionally or globally by international or national event organising companies, and with either upstream, downstream, or integrated activities such as the supply chain.

The GRI Reporting Framework (including the Sector Supplements) is provided as a free public good.

The Sector Supplement will be developed in two stages. In the first stage, a draft Sector Supplement will be drafted by a multi-stakeholder Working Group through three face-to-face meetings during the course of approximately 12-14 months. In the second stage, the Sector Supplement will be finalised based on feedback of the draft version including indicator protocols supporting the indicators. This will be done in three face-to-face meetings depending on the feedback received. Duration of the second stage is expected to take another 10-12 months.

#### Working Group recruitment (January 2009 – March 2009)


GRI will convene a multi-stakeholder Working Group of approximately 18-20 members, which will be responsible for development of the supplement's content. The Working Group will be approximately 50% industry and 50% non-industry participants. Working group participants will reflect a range of constituencies, expertise, and geographic perspectives.

The industry Working Group members will reflect a diversity in size, type of ownership, activities in the supply chain, geographic regions and reporting experience.

GRI will consult the participating Events related companies and the wider GRI network for the recruitment and selection of sector stakeholders to be on the Working Group. The stakeholder participants will come from different stakeholder groups as per standard GRI process. If an area of expertise is not (sufficiently) covered in the Working Group, GRI may decide to undertake outreach activities to engage with organisations from that lacking area.

The stakeholder participants will be selected on the basis of the following criteria:

- Knowledge of and expertise in the Events Sector;
- Relevant knowledge of reporting and use of performance indicators;
- Related experience with multi-stakeholder initiatives;
- Understanding of/willingness to work in a consensus based multi-stakeholder Working Group;

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- Ability to commit to attend all Working Group meetings in person; and
- Ability to participate in Working Group meetings held in English.

The selection of Working Group members will be a transparent process taking a reasonable level of confidentiality into account.

Working Group members serve on their individual capacity rather than as a formal representative of their organisation (i.e., they are not required to make formal policy statements on behalf of their organisation).

The first Working Group meeting is aimed for the second quarter of 2009, depending on the completion of the recruitment of non-industry participants.

**First Stage: drafting of the indicators (June 2009– June 2010)**

In advance of the first meeting, the Working Group guided by GRI staff and the consultant will conduct research to identify the key issues currently facing the sector. This analysis will be used to help define the key expertise needed on the Working Group and also as an input to the first meeting to help structure the discussion. The research will include, but will not be limited to:

- Reviewing existing sector-specific principles and/or indicator sets;
- Analyze the contents of current sustainability reports in the sector;


The drafting of the indicators will likely to require four meetings, including a period for public review between the third and fourth meeting. A brief outline of a typical schedule is presented below:

- 1<sup>st</sup> meeting: Scoping of the Supplement
- 2<sup>nd</sup> meeting: Drafting of the indicators
- 3<sup>rd</sup> meeting: Refining a set of indicators for public survey
- Public survey on the draft indicators

In the first meeting the Working Group will scope the supplement and start to discuss the sector specific issues. Based on previous experience, the Working Group will likely need two additional meetings to reach consensus on a draft set of commentaries and indicators supplement. During the drafting stage, resources permitting, GRI will engage with external stakeholders to receive input in the evolving work to bring depth and diversity in the development of its content. An – open for all- Practitioners’ Network will be formed and regional outreach activities may be organised.

**Second Stage: drafting of the indicator protocols (July 2010 – August 2011)**

The second stage will focus on the drafting of the indicator protocols supporting the sector specific indicators as defined in the first stage. The indicator protocols provide detailed reporting guidance for the report preparers and provide a consistent basis for report assurers by detailing indicator relevance, compilation, definitions, documentation, references.

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Participating companies will be asked to voluntarily provide reports based on the Supplement in conjunction with the *Guidelines*. Stakeholders will review the reports and provide feedback on them. GRI will send surveys to both companies and stakeholders to collect feedback. The reporting experience and existing reporting guidance's will be used as a basis for the definition of the indicator protocols.

A typical schedule for the second phase is:

- 4<sup>th</sup> meeting: Reviewing of public comments and finalisation of the Supplement content
- 5<sup>th</sup> meeting: Refining of the Supplement and drafting of the indicator protocols\*
- Public comment period: 90-day public comment period
- 6<sup>th</sup> meeting: Reviewing of public comments and finalisation of the Supplement content

Following the public survey in the first phase, the Working Group will meet again for the fourth time to review the comments received and agree on the content of the supplements indicators. In the fifth meeting the indicator protocols will be developed and the final draft supplement will be shaped. (\*) A potential extra meeting will be organized if needed to reach consensus in the Working Group on the final draft supplement. Upon approval by the Technical Advisory Committee a full 90 days Public Comment Period will have the final draft Sector Supplement posted and open for all for comment. In the last meeting the Working Group will review the comments received and decide on the final version of the Sector Supplement for Events.


The same general principles that apply to the first phase will apply to the second phase. The Working Group will sign off on a Final draft supplement which is then forwarded by the TAC to GRI Board of Directors for release as a final version.

The Sector Supplement development process is subject to GRI Due Process. GRI, in consultation with the Working Group, may decide to change the process within the boundaries of the due process.

## **PROJECT MANAGEMENT AND IMPLEMENTATION**

GRI is responsible for overall project management and implementation, including:

- Facilitation of meetings
- Preparation of documents for meetings (including background materials for the first meeting);
- Recording meeting proceedings;
- Preparation of draft versions of the supplement for Working Group review;
- Logistical coordination for meetings (but not preparation of the venue);
- Communication to the Working Group; and
- External communication about the project and its outcomes;
- Selecting and supervising the consultant.

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GRI plays an active role in facilitating the implementation of the project and the meetings and will work with the consultant who will assist with various aspects of the Working Group process, including preparation of meeting materials and working drafts under the supervision of the GRI.

#### Working Group

The Working Group decides on consensus basis on the technical content of the Sector Supplement. The Working Group members serve in their technical capacity on the group and they will be selected by GRI on the basis of the selection criteria mentioned above. The group will be 50% report preparers in the events sector and 50% report users (stakeholders to the events sector).

#### Advisory group

The advisory group will support and advise GRI on promoting reporting in the sector and how reporting can be most effective. The advisory group will receive regular up-dates on the Working Group process. The members of the advisory group may want to organize workshops, presentations or communication in written media on the development of this supplement in coordination with GRI.

#### GRI Technical Advisory Committee


The GRI Technical Advisory Committee recommends direction on the overall architecture of the GRI Reporting Framework to the GRI Board and key issues that emerge specifically around Guidelines content (including Sector Supplements) and ensure the technical quality of all GRI Framework documents. The TAC provides oversight to sector supplement developments including reviewing the technical quality of drafts prepared by the working group and approve versions to be released for public comment. The final output of the Working Group will be reviewed by the TAC and submitted to the GRI Board of Directors with a recommendation on publication. The Board holds final authority for the approval of any document published under the GRI name.

## DOCUMENTATION AND FINAL PUBLICATION

In general, working and final documentation related to this activity will be posted on the GRI website at [www.globalreporting.org](http://www.globalreporting.org). Following the second meeting, the GRI will encourage the Working Group to post materials summarising work-to-date, identifying areas of emerging consensus as well as aspects requiring further discussion. Any such document will include the necessary language to explain the degree of consensus behind the document. Working Group members will review documents prior to their release to confirm their accuracy as a record of points of agreement.

GRI shall exercise reasonable judgement in deciding when a specific working document is ready for such posting, keeping mind the objectives of transparency of the overall process.

GRI will supervise the formatting and production of the final Sector Supplement, and will hold the copyright for the document. GRI will cooperate with participants to ensure maximum

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distribution of draft versions of the Sector Supplement. The expectation is to only produce electronic versions of the document, but GRI may also consider printed versions.

## PROJECT BUDGET

Contribution as identified in the Memorandum of Understanding with individual companies for this project will be used to implement the specific activities as outlined in this ToR, and will cover costs for:

- GRI project staff
- Consultant support as required
- Reimbursements for non-industry participants' travel

Note that this budget does not include expenses for meeting venues as it is assumed that Working Group meetings will be hosted by members and/or the GRI.

## COMMITMENT

In principle, participants commit to attend seven meetings of two-days in length each.

In addition, Working Group members will be asked to review documents in between and for/after each meeting and participate in telephone conferences. It is estimated that about 20 working days (including travel time) would be required to participate in the first stage of the supplement development, and 15 working days in the second stage.

Each participating organization will identify one individual to commit to attend all meetings and not to send substitutes in the project. If it is impossible to assign one individual for the full length of the project, organizations will need to consult with GRI. In exceptional cases organisations can change participants at the beginning of Phase 2. However, participants need to commit to participating for at least one full phase of the project.

In the event that a participant is unable to complete the phase for which they are committed to participate, the organization can consult with GRI on whether it is possible to send a replacement. Decisions regarding options for replacements will be made based on GRI policies.