

**Business Sustainability & Risk Management
Case Analysis Competition 2017
2017 企業可持續發展及風險管理案例分析比賽**

Entry Requirements

1. OBJECTIVE

With increasing interests of stakeholders in company's sustainable development, it is of crucial importance to understand company's sustainability strategies and initiatives towards the societies and the living environment. This competition requires you to work as a member of a team to produce part of a Sustainability Report and analysis for a case by utilizing data and information that are provided to you.

Evaluation will be based on candidates' analytical, presentation and report writing skills.

2. ENTRY REQUIREMENTS

Participating universities/higher education institutions, both in Hong Kong, Macau and Mainland China, will nominate their team for entering into the competition. Each team consists of 2 undergraduate students.

3. COMPETITION RUN-DOWN

Materials available date	23 January 2017	From AIA (josiahpang@aiahkbranch.com)
Entry deadline	On or before 1 March 2017	To AIA (josiahpang@aiahkbranch.com)
Announcement of finalists	31 March 2017	From AIA (josiahpang@aiahkbranch.com)
Presentation & Q & A session, Award presentation ceremony	23 April 2017	At the Serena Yang Lecture Theatre, The Open University of Hong Kong

4. **WRITTEN REPORT**

The written report, including tables, figures, charts, must be a maximum of 4 pages of no more than 1,000 words (excluding references and covering page). Please note the following requirements for the written report:

Paper size	A4
Language	English
Font	Arial
Font size	12
Font color	black
Line spacing	1.15
Left margin	2.5 cm
Right margin	4.0 cm

Each page should be denoted with page number.

Requirement for covering page:

The following details should be included on the coverage page:

1. Date of submission
2. Name of university / higher education institution
3. Address of university / higher education institution including faculty/department name
4. Name of team members
5. At least one of the team member's email address should be given for ease of communication

Your report will be evaluated based on the contents and quality of information, not on the design.

You are required to pay attention to the regulations on plagiarism.

5. **POWERPOINT PRESENTATION**

The powerpoint presentation of a maximum 10 slides to give an overview how to build up a complete Sustainability Report according to GRI G4 on the following standard disclosures:

- ✚ GRI G4 Indicator G4-2 : Description of key impacts, risks, and opportunities
- ✚ GRI G4 Indicator G4-EC5
- ✚ GRI G4 Indicators G4-EN22 to G4-EN26
- ✚ GRI G4 Indicator SO3 – SO5
- ✚ GRI G4 Indicator G4-SO9 – G4-SO10

You can make modifications to the powerpoint presentation different from the report structure, if you think these changes can help you with your overall presentation of materials.

6. **ASSESSING METHODS AND CRITERIA**

6.1 Your performance will be assessed by a panel of judges who are experts in this field.

Parts assessed will be:

- ✚ the written report in English (30% out of 100%)
- ✚ 15-minutes presentation in English (60% out of 100%)
- ✚ 1-minute Q&A session in English (10% out of 100%)

6.2 Marks will be given under a strictly designed standard.

7. **SUBMISSION DATES**

7.1 Please note that the submission must be both in electronic format and hard copy format.

- ✚ For the written report, electronic copy should be forwarded to josiahpang@aiahkbranch.com by 5 p.m. on Thursday, 23 March 2017. Three marks will be deducted for late arrivals / changes of the original written report.
- ✚ For the presentation, electronic copy should be forwarded to josiahpang@aiahkbranch.com by 5 p.m. on Tuesday, 18 April 2017. Five marks will be deducted for late arrivals / changes of the original presentation.
- ✚ For reference purpose, 1 hard copy bounded in plastic folder should be provided to Mr Josiah Pang on Saturday, 22 April 2017.

7.2 Presentation and Q&A session will be held on Sunday, 23 April 2017. Time slot allotted to each team will be decided on Saturday, 22 April 2017.

Please also pay attention to the announcement made by the organizers, as changes might be made at any stages of the competition.

8. **TIPS TO GET STARTED**

The Global Reporting Initiative (GRI) web-site (www.globalreporting.org) is a useful site where you could look for guidelines (G4) to prepare your report.

For the case analysis, please make sure you have a thorough understanding of the materials. Be sure to pinpoint and highlight issues you decide to focus on, and construct a solid structure for the report. We appreciate originality, thus we are more interested in your ideas. You can use figures, graphs, images to support your points. Models can be useful when coming to analysis and illustrate possible solutions to the current issue. Please clearly state the citations and reference included in your reports to avoid plagiarism.



It would be useful to keep the presentation simple, and present your ideas with evaluations. Make sure the pace and materials you are going to present can actually help the panel of judges to understand your analysis and ideas.

9. UNFORESEEN CIRCUMSTANCES & RIGHT RESERVED

If circumstances which affect the progress of a team's project arise and these are not dealt with elsewhere in this document, then the organizers reserve the right to respond as they deem appropriate. The organizers reserve the right to display the submitted materials from participating teams for future use and publication /promotion purposes.

10. THE FINAL DECISION

The Organizers have the sole right to decide on the winning team based on the assessment requirements.

---THE END---