ESG and sustainability reporting

ESG Indicators: Data Collection, Quality and Reliability

One day to make the ESG data you publish or send to your customers and lenders reliable: definition of each indicator, scope, source, calculation method, control and evidence. You build your company's indicator framework and collection process, with traceability that stands up to external verification. Third step of the ESG reporting path.

Duration : 1 day

Objectives

1. Build a sheet for each indicator: definition, unit, scope, source, formula, frequency, owner
2. Identify the indicators requested by your customers, your lenders and the reporting frameworks, and remove duplicate collection
3. Apply quality controls: completeness, consistency, abnormal variations, reconciliation with accounting
4. Organise the audit trail and evidence file for each published figure
5. Prepare for external verification of the data

Programme

Day 1 — morning

• What makes ESG data reliable: relevance, accuracy, completeness, comparability, verifiability

• Inventory of requests: customer questionnaires, VSME, annual report to the lender, assessment platforms

• Environmental indicators (energy, water, waste, emissions) and social indicators (headcount, accidents, training, turnover)

• Indicator sheet and reporting framework: one document shared by all contributors

Day 1 — afternoon (workshop)

• Collection process, first- and second-level controls, handling of estimates and corrections

• Audit trail, filing of evidence and preparation for external verification

• Workshop: your company's indicator framework and a check of a real data set

• Knowledge test and collection calendar for the financial year

Teaching methods

• Live checking of your collection files: energy invoices, accident registers, aggregated payroll statements

• Indicator sheet template completed for your first ten indicators

• Error-detection exercise on a data set prepared for the purpose

• Indicator sheets aligned with the Afflatus report template of the ESG reporting path

• Final test on data quality controls

Assessment and documents

Knowledge test at the end of the day, follow-up evaluation at D+1. Each participant receives a numbered training certificate, verifiable online; the company receives the training report and the indicator framework prepared in the workshop.

Bilingual materials for every participant; each classroom course comes with its digital twin on OmniLearn.

Good to know

In the ESG reporting path, this module follows "Double Materiality and Climate Transition Plan" and precedes "Social Audit: SMETA and amfori BSCI". For the verification of a greenhouse gas inventory, see "Verification of a GHG Inventory: ISO 14064-3, ISO 14065 and ISO 14066".

Practical information

Duration	1 day
Audience	CSR, management control, HSE, HR, quality, data collection contributors
Group size	Groups of 6 to 12 participants, in-company
Format	In-company, face to face on your site
Language	French, Darija or English; bilingual materials
Funding	OFPPT special training contracts (TFP), GIAC, Maroc PME: we prepare the applications with you, at no extra cost.
Programme customisation	Programme adapted to your procedures, your equipment and your audience

Frequently asked questions

Do we need ESG software?

Not to begin with. A structured spreadsheet, one sheet per indicator and filed evidence are often enough for an SME. The course helps define your needs before choosing a tool, so that a poorly defined collection is not reproduced in software.

Which indicators should we track first?

Those your customers and lenders already ask for, then those that match your material topics. Energy, emissions, water, waste, headcount, accidents and training appear in almost every questionnaire.

How do we prepare for external verification?

By being able to trace each published figure back to its source: file, invoice, meter reading, register, with the calculations and assumptions. The workshop builds this audit trail for your main indicators.