

Overview

This standard describes the skills and knowledge requirements to report on the organisational environmental performance. It includes the evaluation of information for inclusion in a report and how the report can be communicated and validated.

This standard is suitable for:

- A manager with responsibility for environmental management and/or sustainability
- An owner/manager of a business seeking to improve the environmental performance of the organisation
- An individual with a specific brief to report on environmental performance
- An environmental management systems co-ordinator or equivalent
- A consultant providing environmental advice.

This standard cover gathering, evaluating, and presenting information for inclusion in an environmental report, communication of the report and gaining feedback.

Those involved in reporting on organisational environmental performance, need to be involved in carbon accounting and Life Cycle Assessments of their products, services, and activities. This will involve assessing their own carbon footprint of their products and services, as well as making decisions on who to purchase resources from, through evaluating their natural capital accounting and their carbon accounting. Organisations need to be accountable for how they manage their impact on the environment, they need to become more sustainable. The organisation needs to look at their carbon impact at global as well as a local level. This will also involve assessing the impact.

Performance criteria

You must be able to:

1. Collect data and information on the organisation's environmental performance 2. Evaluate the data and information collected 3. Produce reports which include data which is verifiable 4. Prepare reports within the required timescale and present them in a format which is suited to the needs of the reader 5. Confirm that the arrangements for the dissemination of the reports meet organisational requirements 6. Disseminate the reports in a way which is cost-effective and minimises environmental damage 7. Encourage feedback from relevant stakeholders, including those from protected characteristics on the report contents and its value to the organisation

Knowledge and understanding

You need to know and understand:

1. Organisational systems for reporting and communicating environmental information
2. The organisation's relevant stakeholders, including those from protected characteristics
3. How the different stakeholders will use the report
4. How to determine to whom the report should be disseminated
5. How to collect and evaluate data and information on organisational environmental performance
6. How to anticipate and respond to requests for further information and feedback
7. The role of environmental reporting in determining organisational environmental performance
8. The different types of report that include environmental information
9. The methods and formats available for preparing and presenting reports, both internal and external
10. The options for independent validation of reports and when this might be required
11. How to identify the need for, and access to additional expertise and information
12. How to tailor the format of the report for different types of stakeholders
13. Sources of information on environmental reporting good practice and recognised standards for reporting

Report on organisational environmental performance

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