



**2022**

# Asia-Pacific Sustainability Action Awards

**Application Guidelines**

**Taiwan Corporate Sustainability Awards**

**APSAA**



# 2022 Asia-Pacific Sustainability Action Awards

APSAA

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## 1. Background

In 2015, the United Nations announced its “2030 Agenda for Sustainable Development (Agenda 2030)” and adopted 17 Sustainable Development Goals (SDGs) that clearly defined the direction of global efforts for the coming period of 2016-2030. Over the past 5 years, organizations worldwide have integrated the SDGs into their internal cultures and adopted innovative strategies to practice sustainable development. There have been many inspiring breakthroughs and success stories. To fully demonstrate the vitality of Taiwan and the Asia-Pacific region to promote sustainable development, the 2022 APSAA Asia-Pacific Sustainability Action Awards (the "Awards") are being specially held to recognize outstanding achievements and contributions in implementing the 17 United Nations Sustainable Development Goals. Held in conjunction with the first Asia-Pacific Sustainability Action Expo and Summit, the sustainable achievements featured at the awards ceremony will attract attention globally.

The award will be granted in three categories: (1) a Sustainability Action Award for implementation of SDGs; (2) Livable and Sustainable City Award for local governments' efforts in implementing sustainable governance and achieving sustainable cities; and (3) Outstanding Chief Sustainability Officer Award for individuals who have made outstanding contributions and efforts in promoting corporate sustainable development.

The award ceremony will be held in conjunction with the Asia-Pacific Sustainability Action Expo and Summit, with attendance at this grand event anticipated from industries, universities, and government agencies from Taiwan, Japan, South Korea, and other Asia-Pacific countries. Furthermore, it is foreseeable that there will be over 50 public and private sector and exhibitors, with over 180,000 visitors, thus bringing a high degree of visibility internationally and socially. Through this international event, it is foreseeable that guests will learn about the outstanding performances and innovation of SDGs, CSR and USR from all walks of life locally and globally. Thus, the event will formulate cross-industry alliances and market development domestically and internationally, while driving the innovative energy of companies and strengthening its international competitiveness.



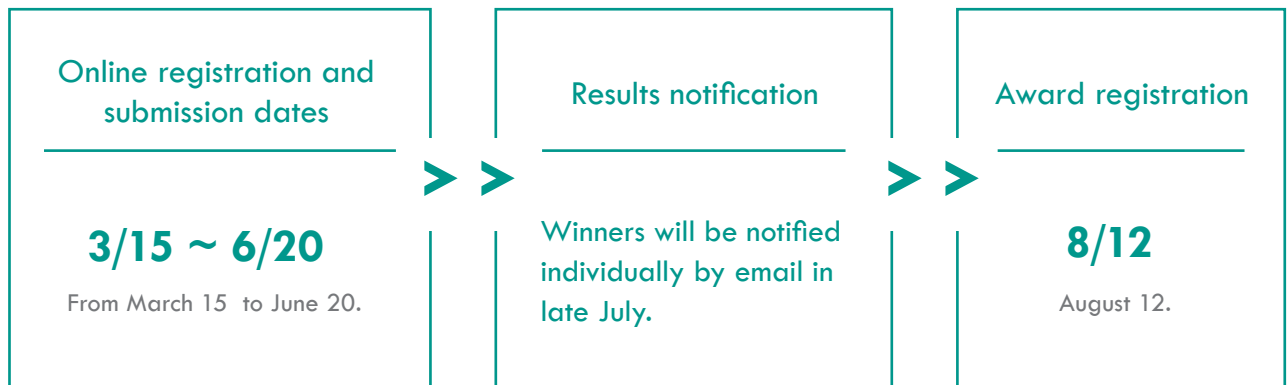
## 2. Purpose

- I. Advocacy for the UN Sustainable Development Goals (SDGs).
- II. Raising awareness of sustainability issues among business groups, governments, and organizations in the Asia-Pacific region.
- III. Award outstanding sustainable action plans from all walks of life.
- IV. Establishing partnerships in accelerating towards sustainability goals.
- V. Enhancing dialogue with stakeholders to consolidate the public's vision and consensus on sustainable development.

## 3. Organizer

Taiwan Academy of Corporate Sustainability

## 4. Key Dates



## 5. Award Categories

Name of Award	Criteria
<p><b>Sustainability Action Award</b></p>	<p>To recognize outstanding achievements and contributions to the implementation of the 17 United Nations Sustainable Development Goals (SDGs) in companies, universities, hospitals, and local governments.</p> <p>Three dimensions of the awards include:</p> <ul style="list-style-type: none"> <li>(1) Environmental sustainability: recognizes environmental quality improvement plans with specific results and the establishment of a model for success.</li> <li>(2) Social inclusion: recognizes practices to promote social inclusion in all walks of life, building a model for success.</li> <li>(3) Economic development: recognizes innovative plans for economic growth with specific results and the establishment of a model for success.</li> </ul>
<p><b>Livable and Sustainable City Award</b></p>	<p>Recognize Commending cities that are inclusive, safe, resilient and sustainable cities.</p>
<p><b>Outstanding Chief Sustainability Officer Award</b></p>	<p>Recognize the integration of environmental, social, and corporate governance (ESG) issues into the business decision-making, risk control, management process, and corporate culture of the company, while upholding a commitment to advancing the organization towards sustainable development making outstanding contributions as a Chief Sustainability Officer or equivalent.</p>

**Note:**

In case one organization has two or more projects under the same category of Sustainability Action Award, the projects can be entered separately for this category but no more than 3 entries are allowed. If Company A has two projects under Social Inclusion, each of which has an outstanding performance and the ability to propose the best course of action, the company can separately implement social integration for the two projects and separately pay the associated reviewing fees.



## 6. Eligibility



### **Sustainability Action Award**

All private companies, government agencies (institutions), universities, hospitals, and related organizations in Taiwan and the Asia-Pacific region with implemented sustainable performances and achieved certain results are welcome to enter.



### **Livable and Sustainable City Award**

All cities in Taiwan and the Asia-Pacific region with implemented sustainable performances and achieved sustainable governance results are welcome to apply.



### **Outstanding Chief Sustainability Officer Award**

Served as Chief Sustainability Officer or equivalent of private sectors in Taiwan and the Asia-Pacific region, with outstanding performances and contributions in promoting the organization's sustainable development.

## 7. Entry Fee

Item	Fee ( USD / item )	Remarks
<b>Entry fee</b>	<b>750</b>	Evaluation fee required for Sustainability Action Award.
<b>Evaluation fee</b>	<b>Sustainability Action Award</b>	<b>375</b> Evaluation fee of USD375 required in addition to entry fee.
	<b>Livable and Sustainable City Award</b>	<b>0</b> Entry fee required.
	<b>Outstanding Chief Sustainability Officer Award</b>	<b>0</b> Entry fee required.

- Note: 1. The above fees are in US dollars.  
 2. The award entry fee is inclusive of sales tax.  
 3. Non-Taiwanese cities participate in the Livable and Sustainable City Awards free of Entry fee.



## 8. Submission

### 1. Sustainability Action Award

#### 1. Content

1. Participants should write a statement of 2,000 characters (plain text) according to the selection criteria as well as supplementary diagrams (submitted in the form of additional attachments to the presentation).
2. English title of the best sustainability action practice, English summary, project finance, manpower within three years, description of the practice within 3,000 characters (plain text), and supplementary diagrams (submitted as an additional attachment to the presentation).

#### 2. Data Format

1. Characters include punctuation marks and spaces, and English words use letters as one character.
2. Diagrams supplementing the above-mentioned plain text data are to be presented in the form of presentations given in appendix; presentation layout should be set to screen size 4:3.
3. For the compilation of supplementary diagrams for selection criteria, the presentation shall be limited to 6 pages (exclusive of the front and back covers), and the document should be converted to a PDF file of no more than 5MB in size.
4. The supplementary diagrams for Sustainability Action Award shall be limited to 9 pages (excluding the front and back covers), and the document should be converted to a PDF file of no more than 10MB in size.

#### 3. Remarks

1. The results must give reference to the **criteria with the Criteria marked in each paragraph**. The contents should cover the award criteria.
2. The time frame needs to be from 2019 to 2021 and supplemented by other annual results.
3. The time frame is limited to the current year for participants who have won performance awards in the current year. The entries over the last 2 years cannot be reentered.

#### 4. Submission

All submissions are done through the official website. Please refer to Appendix 2 for format.



## II. Livable and Sustainable City Award

### 1. Content

1. The English title of the sustainability practice, English summary, statements reference to award criteria, and supplementary diagrams (submitted in the form of attachments).
2. Bonus will be given for submission of VLR reports in English.

### 2. Data Format (presented in English)

1. Limit to 5,000 characters, including punctuation marks and spaces, and each letter of an English word.
2. Diagrams are to be presented in the form of presentations; presentation layout should be set to screen size 4:3. Within 10 pages (excluding the front and back covers), the document must be converted to a PDF file of no more than 10MB.

### 3. Remarks

1. **The entry must be written with reference to award criteria and mark the criteria in each paragraph.**
2. Timeframe: Primarily focused on 2021, supplemented by other annual results.

### 4. Submission

All submissions are done through the official website, please refer to Appendix 3.



### III. Outstanding Chief Sustainability Officer

#### 1. Submission

Submission by nominated organization with information about the Chief Sustainability Officer (refer to Appendix 1) with documents below:

1. Nomination within 600 characters (Nomination by agency (institution) of employment.)
2. Basic information of the candidate.
3. Biography of nominee summarizing corporate sustainability performance in 300 letters and detail of 3,000 characters.
4. Commitment to supporting sustainable actions of the organization; submit in form of presentation within 10 pages in a PDF file of no more than 10MB

#### 2. Remarks

1. Candidates must be informed that they have been nominated
2. The content must give reference to the criteria
3. Reentry is allowed 3 years after awarded

## 9. Content and Structure

### I. Sustainability Action Award

The award is presented in three classes: Gold, Silver and Bronze. The content needs to break down into Performance Summary Based on Award Criteria (30%) and Best Sustainability Action (70%). Criteria for Environmental Sustainability, Social Inclusion, and Economic Development are as follows.

<p><b>20%</b></p> <p><b>Objectives and Vision</b></p>	<p><b>20%</b></p> <p><b>Creation of social benefits and influence</b></p>
<p><b>20%</b></p> <p><b>Exertion of SDGs core competencies</b></p>	<p><b>20%</b></p> <p><b>Potential for expansion/model setting</b></p>
<p><b>20%</b></p> <p><b>Strategies and Innovation</b></p>	

### II. Livable and Sustainable City Award

The award is presented in three classes: Gold, Silver and Bronze. Modern and sustainable cities are critical in facing an era of rapid transformation where issues such as the gap between the rich and the poor, climate change, and sustainable infrastructure needs to be addressed. To improve the quality of life and promote urban prosperity, governors need smart and innovative urban planning to build cities that are inclusive, safe, resilient and sustainable, and to have green and culturally inspired living. Award criteria are as below:

Criteria: Refer to United Nations Sustainable Development Goal SDG 11, Sustainable Cities and Communities.

<p><b>15%</b></p> <p><b>Affordable and sustainable transportation systems</b></p>	<p><b>10%</b></p> <p><b>Safe and affordable housing</b></p>
<p><b>15%</b></p> <p><b>Involvement in urban planning and management</b></p>	<p><b>10%</b></p> <p><b>Protection of world cultural and natural heritages</b></p>
<p><b>15%</b></p> <p><b>Minimize damages caused by natural disasters</b></p>	<p><b>10%</b></p> <p><b>Safe, inclusive, and green public spaces</b></p>
<p><b>15%</b></p> <p><b>Minimize impact of urban development and economic activities on the environment</b></p>	<p><b>10%</b></p> <p><b>Publication of Voluntary Local Reviews (VLR) report</b></p>



### III. Outstanding Chief Sustainability Officer

Submission by organizations nominated the participants, the criteria include:

30%	Specificity of outstanding actions
30%	Significance of sustainable contributions
20%	Breadth of social influence
20%	Persistence of the proliferation of experience

## 10. Participants and Awardees

Sustainability Action Awards will be presented under different categories including companies, universities, hospitals and government agencies (institutions).

## 11. Matters for Attention in Award Participation

- I. Regardless of time and region, participants must agree to authorize the organizer to collect, process, and use the information provided during entry, registration, and submission for publication channels including the books publication, and media applications (including print newspapers, Internet platforms, and so on). The information can be collected, processed, and used in statistical data analysis,
- II. The award winners need to authorize organizers to announce, replicate and use company logo prior to announcement in accordance with the principles of transparency, integrity and fairness, openness, and impartiality. These are to be used in publications through channels such as books, and media applications (including print newspapers, Internet platforms, etc. The information can be collected, processed, and used in statistical data analysis,
- III. Participants are required to submit all documents with honesty. The organizer reserves the right to remove award qualification in case of any of the information submitted with false statements, concealments, or disputes confirmed that affect the public and the image of the award.

**The organizer reserves the right to revise, amend, interpret, or cancel the award, changes will be announced on the website without separate notice.**

### Contact

Deputy Secretary General : Vivian Wang  
vivianwang@taise.org.tw

Award Secretariat mailbox : service@tcsaward.org.tw

Address : 2F-2, No. 188, Nanjing East Road Section 5,  
Songshan District, Taipei City 105

Telephone : (02) 2769-8968 Ext. 101-104



TCSA Taiwan Corporate Sustainability Awards official website

[tcsaward.org.tw](https://tcsaward.org.tw)

# Instructions for filling in submission fields for the Sustainability Action Award

## Evaluation for Outstanding Chief Sustainability Officer Award

- I. Outstanding Chief Sustainability Officer Award established to recognize the integration of environmental, social, and corporate governance (ESG) issues into the business decision-making, risk control, management process, and corporate culture of the company, while also upholding a commitment to advancing the organization towards sustainable development and making outstanding contributions as a Chief Sustainability Officer or equivalent.
- II. Nominations by government agencies (institutions), non-governmental organizations (NGOs), enterprises, or academic research institutions locally and internationally during the period opening for registration.
- III. The nomination should include the candidate's current job, educational, experiences, and actions (in an electronic file) to enter through Taiwan Corporate Sustainability Awards while attaching other reference information that would be beneficial for the review.
- IV. To evaluate and select the best sustainability professional, the Dean of the Taiwan Academy of Corporate Sustainability serves as the convener (and presiding chair) and forms the Outstanding Chief Sustainability Officer Review Committee (the "Committee").
- V. Those who have passed the primary and secondary rounds by the Committee and submitted to Taiwan Academy of Corporate Sustainability for approval will be awarded Outstanding Chief Sustainability Officer.
- VI. The trophy will be presented at the annual awards ceremony.
- VII. This process has been reviewed and approved by Taiwan Academy of Corporate Sustainability. After approval by the convener, it will be implemented from the date of publication and the same applies to amendments.

## Outstanding Chief Sustainability Officer Award Data Sheet

### Matters for Attention

1. In principle, the nominee shall be nominated through submission by a representative of an agency (institution) in its own name, no more than one nomination by the same agency will be accepted.
2. Online entry and submission starts on March 15 and ends on June 20 (including filling in and uploading of information online).
3. For information such as name, date of birth should be identical to personal identification documents.
4. The following fields should be filled in and submitted through the TSCA awards online registration system. The system will not accept submissions outside the period opened for entry as specified in the preceding paragraph.

# Basic Information of Nomination Agency

Nomination Agenc (Institution)	
Company Name	
Name of Representative	Job Title
Telephone	Fax
Address	
Name and Title of Nominee	
Name	Current Job Title
Reasons for Nomination and Outstanding Contributions	
Within 600 characters, please fill in the reasons for the recommendation and extraordinary contributions of the recommended candidate.	

**Candidate has been informed that he or she has been nominated (please check here)**

**Signature of the representative of the Nominationagency (institution):**

**Seal of the recommending agency (institution):**

# Basic Information of the Nominee

Basic Information of the Nominee		
English Name	<div style="border: 2px dotted #c85134; padding: 10px; width: 80%; margin: auto;">                     Two-inch half-length photo from within the past six months                 </div>	
Place of Birth		Gender
Mobile Phone Number		
Telephone	Fax	
Address		
Email		

**Nominee information (please sort in descending order of importance)**

Education				
	Name of Education Institut	Department	Dates of Study	Graduation (completion)
1.				
2.				
3.				



**Experiences**

	Organization	Title	Starting Year and Month	Ending Year and Month
1.	_____			
2.	_____			
3.	_____			

**Current position**

	Company	Department or Unit	Title
1.	_____		
2.	_____		
3.	_____		

**Corporate Sustainability Implementation**

	Corporate Sustainability Practices	Starting Year and Month	Ending Year and Month
1.	_____		
2.	_____		
3.	_____		

**Awards**

	Name of Award	Awarding Unit	Award Date
1.	_____		
2.	_____		
3.	_____		

# Biography of nominees in implementation of corporate sustainability performance self-reporting

## 1. English summary (within 300 letters):

## 2. Content (within 3,000 characters):

## 3. Attachment: Supporting information for commitment to corporate sustainability

Instructions for filling in submission fields for the Sustainability Action Award

# Instructions for filling in submission fields for the Sustainability Action Award

## 1. Background

1. Online entry and submission starts on March 15 and ends on June 20 (including filling in and uploading of information online).
2. The following fields should all be filled in and submitted through the TSCA awards online registration system. The system will not accept submissions outside the period opened for entry relevant period as specified in the preceding paragraph.

## 2. The following fields are applicable to the Sustainability Action Award

Content	Name of Award	
Sustainability Action Award	Environmental Sustainability	UN Sustainable Development Goals 1-17
	Social Inclusion	
	Economic Development	

## 3. Fields to be filled in

I. Title of the Best Practice: Limited to 100 letters (including blank spaces)

II. Abstract: Limited to 1,200 characters (including blank spaces)

III. Financing and human resource utilization for the practice in the past three years:

	Implementation Budget (Unit: USD\$)		Internal Human Resource manpower Required for Implementation		External Human Resource manpower Required for Implementation
2019	/		/		
2020	/		/		
2021	/		/		

**IV. Results: 2,000 characters with reference to criteria. These 2,000 characters including punctuation marks and spaces, no images are accepted.**

- Performance content description: must follow the selection criteria, and the name of the selection criteria must be marked in each paragraph. The writing should cover the selection criteria.
- Composition time frame: Primarily focused on 2021, supplemented by other annual performances.
- For enterprises that have won the Outstanding Case Award, the composition time frame for performance award materials shall be based on the principles of 2021 and should be treated separately from the entries for 2019 and 2020.

**\* Graphics can be presented as supplements in a presentation format of no more than 6 pages in PDF files no larger than 5MB.**

**V. Details of the Practice: describe the practice within 3,000 characters which include punctuation marks and spaces, and images cannot be accepted.**

- Primarily focused on 2021, supplemented by other annual performances.
- For enterprises that have won the Outstanding Case Award, the composition time frame for performance award materials shall be based on the principles of 2021 and should be treated separately from the entries for 2019 and 2020.
- Proposed content should include the following:
  - It is recommended to state which types of stakeholders the project is negotiating with (e.g., non-profit organizations, scholars, corresponding government officials, or other consultants)
  - If the project design has reference to expert opinions or feedback, then what key plan adjustments have been made based on expert opinions. Participating companies are requested to explain their rationale and what methods/tools were used for evaluation, and please also provide supporting information.
  - What is the process of practice and measurable results for the promotion of methods and innovation

**\* Graphics can be presented as supplements of no more than 9 pages and limited to PDF files no larger than 10MB.**

# Livable and Sustainable City Award Instructions

## 1. Background Explanation

1. Online entry and submission starts on March 15 and ends on June 20 (including filling in and uploading of information online). Online entry registration and submission to start March 1 and end June 20 (including filling in and uploading of information online).
2. The following fields should all be filled in and submitted through the TSCA awards online registration system. The system will not accept submissions outside the period opened for entry relevant periods as specified in the preceding paragraph.

## 2. Fields to be filled in:

I. Title: Limited to 100 letters (including blank spaces)

II. Abstrac: Limited to 1,200 characters (including blank spaces)

III. Details: Within 5,000 characters, the content should give reference to award criteria, the 5,000 characters include English characters, punctuation marks, spaces, and images cannot be accepted. (Please refer to the next page for remarks)

### Remarks:

- Content to be filled in: must follow the selection criteria, and the name of the selection criteria must be marked in each paragraph. The writing should cover the overall performance.
- Composition time frame: Primarily focused on 2021, supplemented by other annual performances.
- For enterprises that have won the Comprehensive Performance Award, the composition time frame for performance award materials shall be based on the principles of 2021 and should be treated separately from the entries for 2019 and 2020.

**Graphics can be presented as supplements of no more than 10 pages in PDF files no larger than 10MB.**



Taiwan Corporate  
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Organizer

