



*Sustainability Reporting Course*

**Venue Requirements:** All participants must have access to reliable high-speed internet in a quiet space without ambient noise (i.e. not in a roastery or café, or driving). Headsets are recommended. All participants are expected to keep people, pets, and other household members and/or work colleagues out of sight and sound range for the duration of each class session. Students are expected to treat each class session as a “live course” and be prepared to take notes on paper as the sound of typing can be distracting. Students should arrive at least 5 minutes before the start of the first class session, and at least 2 minutes before the start of the last four classes. Finally, participants should prepare their coffee or take their bathroom breaks before the start of each class session, though there will be a 5-minute break in the middle of the class for such needs.

<b>The Chain Collaborative Sustainability Reporting Course</b>	
<b>Course hours</b>	10 hours of class time, plus independent student work
<b>Course aims</b>	<p>The Sustainability Reporting course is an opportunity for coffee professionals to explore the importance of corporate and non-profit accountability, and practically develop a strategy to improve sustainability, impact, or transparency reporting at their own companies and institutions. Students will learn about the different types of industry-wide reporting, understand key terminology, and assess opportunities for data collection. They will gain technical knowledge on best practices and how to develop a robust reporting structure that highlights their company’s or organization’s ethical activities and impacts. Finally, students will review case studies and existing reports to better understand how to put lessons learned into practice.</p> <p>In the Sustainability Reporting course, students will:</p> <ul style="list-style-type: none"> <li>• Increase their exposure to various sustainability reporting approaches in the coffee sector, leading to a deeper understanding of accountability and transparency</li> <li>• Obtain an enriched understanding of key reporting terminology and the factors to consider when developing and executing a reporting strategy</li> <li>• Understand how to use specific tools and frameworks to develop a feasible data collection and data sharing methodology</li> <li>• Develop and implement a plan to collect data, and practice reporting on a particular sustainability pillar or company/organizational value</li> </ul>

<b>Class Session</b>	<b>Course Outline</b>
First Class Session (2 hours)	<p><u>PRE-WORK: Course pre-test (there are no wrong answers!) and quick review of public reports</u></p> <p>-Introduction to the course</p> <p>-Introduction to the purpose and evolution of corporate and non-profit accountability</p>

	<ul style="list-style-type: none"> <li>-Introduction to the different types of reports we see in the coffee sector, with a deep dive into how they are organized</li> <li>-Discussion of key terms and their differences: sustainability, impact, transparency, and traceability</li> <li>-Introductory definitions of data</li> <li>-Wrap-up of first session</li> </ul>
Second Class Session (2 hours)	<p><u>PRE-WORK: One assigned reading</u></p> <ul style="list-style-type: none"> <li>-Recap of session 1</li> <li>-Explanation of the importance and practice of gathering stakeholder feedback before beginning any report</li> <li>-Continued conversation on data and data collection, including a discussion on methodological frameworks behind various types of data (both quantitative and qualitative, primary and secondary)</li> <li>-Introduction to program theory and related tools/models, and a conversation on where data sits within a theory or model, given contextual realities</li> <li>-Explanation of how this relates to impact pathways and sustainability reporting</li> <li>-Understanding more key terms: monitoring, evaluation, and learning</li> <li>-Explanation of final presentation assignment and initial brainstorm on possible available data to work with</li> <li>-Wrap-up of second session</li> </ul>
Third Class Session (2 hours)	<p><u>PRE-WORK: Program theory draft (format provided)</u></p> <ul style="list-style-type: none"> <li>-Recap of session 2</li> <li>-Definition of the concept of indicators and how they relate to program theory and sustainability reporting</li> <li>-Review and comparison of existing public-facing reports and industry-wide standards/measurement frameworks</li> <li>-Deep dive into logical frameworks and other tools for data collection and reporting</li> <li>-A discussion of means of verification for data collection and additional considerations related to data feasibility and disaggregation</li> <li>-Review and discussion of student working drafts</li> <li>-Wrap-up of third session</li> </ul>
Fourth Class Session (2 hours)	<p><u>PRE-WORK: Logical framework draft (format provided)</u></p> <ul style="list-style-type: none"> <li>-Recap of session 3</li> <li>-Discussion surrounding the ongoing opportunities that arise when companies or institutions engage in robust reporting</li> <li>-Conversations surrounding ethics, confirmation bias, language considerations, time burdens for data collection, and more</li> <li>-Introduction to risks, assumptions and mitigation strategies when developing and implementing a data collection and sharing plan</li> <li>-Discussion of how digitalization fits into the picture: opportunities and challenges</li> <li>-Time for questions or support/additional explanation about individual projects</li> <li>-Wrap-up of fourth session</li> </ul>
One Week Break for Independent Work	<ul style="list-style-type: none"> <li>-Students will set up time to speak to their trainer about their data collection and reporting plan, and final presentation (one hour max. each)</li> <li>*Students should spend this week finalizing their logical framework and collecting the information they need for their sample report and final presentation (formats and further information provided)</li> </ul>

Fifth Class Session (2 hours)	<u>PRE-WORK: 1-3 slides showcasing part of a draft report (further information provided throughout the course)</u> -Student presentations of their final assignments and receipt of feedback -Wrap-up and final discussion *If needed, the trainer will set up simultaneous sessions to accommodate all presenters; students will only need to attend one of the final sessions
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**Evaluation format:** Successful completion of the Sustainability Reporting course requires a score of at least “Meets Expectations” (3 out of 5) on each of three course sections: I) Participation and Contributions; II) Homework Assignments; and III) Final Project. If a student scores below a 3 on one or more sections, they will not pass the course. Upon receiving a passing score, students will receive a certificate from The Chain Collaborative for Sustainability Reporting.