



Guidelines for Industry Sector Reports for the World Summit on Sustainable Development 2002

UNEP, in conjunction with the Commission on Sustainable Development (CSD), is providing a platform for the development of a multi-stakeholder process in the form of industry reports to serve as input to the World Summit on Sustainable Development (WSSD).

The following guidelines are based on input from industry associations and NGOs during a consultation with UNEP, February 2001. They provide a possible outline and indication of issues to be addressed and are meant to assist industry sectors develop reports which describe progress and issues faced since the creation of Agenda 21 in 1992, as well as possible future action. The guidelines build on the Agenda 21 structure and the general format being used by the CSD in preparing Agenda 21 thematic reports for the intergovernmental meetings prior to the World Summit.

The reports will be industry driven and prepared in liaison with the International Chamber of Commerce (ICC), the World Business Council for Sustainable Development (WBCSD) and their joint initiative: Business Action for Sustainable Development. The reports should serve as a basis for discussion with other stakeholders and strive for an objective presentation of progress and remaining challenges.

The proposed outline is structured around three main parts:

- 1. Implementation of the Three Dimensions of Sustainable Development, which corresponds to sections I and II of Agenda 21 (Social and Economic Dimensions, and Conservation and Management of Resources for Development respectively)*
- 2. Means of Implementation which corresponds to section IV of Agenda 21 (Means of Implementation).*
- 3. Future Challenges and Goals which provides a look at industry's agenda for the next 10-30 years*

In addition, the report would include an executive summary as well as annexes.

The following guidelines detail a number of questions that an industry sector could address. Facts and figures should be provided (when available) even if incomplete or representing only one region but of course, qualitative information is also important!

Part 1 Foreword and Executive Summary

This section should provide the reader with an overview of the report, highlighting key issues the sector wishes to raise and presenting the main conclusions.

- Foreword
- Table of Contents
- Executive Summary

Part 2 Implementation of the Three Dimensions of Sustainable Development

In this section the following items could be discussed:

- *social and economic dimensions*
- *conservation and management of resources for development (environmental dimension)*

Ideally quantified information on performance improvement will be integrated wherever possible, even if it does not cover the whole world or the entire sector. Information that is lacking should be highlighted. An indication of the extent to which the report represents the industry sector as whole is important to understanding the scope of the report, e.g. does it cover: all countries? only small and medium-sized enterprises? the informal sector? etc.

Information that could be provided under the three key headings include:

- **Social Dimension:**
 - what is the social importance of industry to employment growth, social contributions etc.?
 - what are the social issues that concern the industry directly, e.g. human rights, labour rights, child labour?
 - what types of relations does the industry sector have with local communities, suppliers, clients/customers, investors etc.?
- **Economic Dimension:**
 - what is the structure of the industry sector, e.g. is it primarily composed of multi-national companies, small- and medium-sized companies etc.?
 - what is the impact of the industry sector on the overall economy, e.g. job creation, catalytic effect on other sectors, etc.?
- **Environmental Dimension:**
 - what environmental impacts does the industry have (positive and negative) at both the global and local level? e.g.:
 - air pollution
 - toxic releases
 - energy consumption / climate change
 - water use / release into water bodies

- use of lands / biodiversity
- emissions / waste
- resource consumption
- any other areas relevant to a particular industry-sector

- Conclusions:
 - where have been the key areas of progress?
 - where does future progress needs to be made?

Part 3 Means of Implementation

This section allows for the industry sector to highlight how and with what tools it has used to respond to the challenges of sustainable development. Information on the strategies, approaches and measures used to achieve progress can be outlined here. This section is meant to not only acknowledge the positive actions of the sector, but also to recognise the limits faced, e.g. geographical constraints, membership structure, implementation, etc. Information on the regulatory framework in which the sector operates and the extent to which it has affected decisions and actions is also of interest.

Some questions a sector may wish to ask:

- What types of strategies or approaches has the industry sector used to address the environmental / social aspects of sustainable development raised in Part 2? e.g.:
 - environmental management systems and tools, e.g. full cost accounting, life cycle analysis, indicators that the industry is considering as key for its sector
 - education / awareness creating, training, experience sharing /networking, information dissemination, etc.
 - voluntary initiatives / industry codes of conduct, certification schemes, e.g. management systems, product labelling, negotiated agreements with government, partnerships with UN, e.g. Global Compact and NGOs, etc.
 - public communication / consultation / corporate reports, multi-stakeholder consultation
 - R&D of environmentally sound technologies
 - technology transfer and co-operation
 - adherence to multilateral environmental agreements, e.g. climate change, ozone protection, persistent organic pollutants etc.
 - implementation of Rio Principles, e.g. precautionary and prevention principles
 - reporting
- In what ways have the strategies and approaches been successful or unsuccessful and where, i.e. geographic regions?
 - what have been the contributing factors of success in regions where they have worked best?

- What have been the key areas of progress and where, i.e. geographic regions, does future progress need to be made?

Part 4 Future Challenges and Goals

This section is for the industry sector to outline areas where improvements are still needed and new challenges are perceived. Areas of strength on which the industry can draw to improve its environmental and social performance as well as potential threats to the industry sector can also be described.

- In what areas does the industry sector needs to make progress over the next ten years?
- What are some specific goals that industry could set itself to meet over the next five to twenty years? e.g.:
 - emission reduction
 - reporting
 - regular multi-stakeholder involvement
 - product stewardship
 - development of transformative strategies
- What are the roles other stakeholders could play in assisting the industry sector meet the above?
- What are the needs of the industry sector to meet its future challenges?

Annexes

This section is for presenting any further information such as tables, charts, case studies, bibliography etc.

Technical Guidelines

These technical guidelines are to facilitate the publication of the sector reports in a cost-effective manner.

Report Style

The report should be written in simple English. While “stocktaking” is important, the report should also be forward looking.

Report Format

To ensure the widest dissemination possible, documents should be created in MS Word 97 or lower, using Time Roman 12 point. Any graphs or tables should be created with MS Excel. MS PowerPoint can be used for images.

Report Length

*The total length of the **report should be a maximum of 64 pages**, including annexes. **While sections can be shorter, they should not exceed the indicated number of pages.***

The following has been suggested to ensure a balanced breakdown of pages:

Part 1 Foreword and Executive Summary

- approximately 8 pages

Part 2 Implementation of the Three Dimensions of Sustainable Development

- approximately 18 pages

Part 3 Means of Implementation

- approximately 14 pages

Part 4 Future Challenges and Goals

- approximately 10 pages

Annexes

- approximately 14 pages

Timeline

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The approximate timeline for the preparation of the industry sector reports is as follows:

March – September 2001

- Industry associations to determine their own report drafting process

Early October 2001

- Discussion of draft report at multi-stakeholder meeting organised by UNEP
 - upon the request of the WBCSD and ICC, this UNEP event will be held in conjunction with the WBCSD/ICC “Business Action for Sustainable Development” meeting to enable that forum to better benefit from the UNEP/stakeholder consultations.

January 2002

- Final comment and editing

March 2002

- Printing for April CSD10 Ministerial session

September 2002

- Presentation of reports at WSSD