

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

Background

- 1. Online entry and submission starts on February 1 and ends on May 31(including filling in and uploading of information online).
- 2. The following fields should all be filled in and submitted through the TCSA awards online registration system. The system will not accept submissions outside the period opened for entry relevant period as specified in the preceding paragraph.

The following fields are applicable to the Sustainability Action Award

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

3. Fields to be filled

I. Title of the Best Practice: Limited to 100 Characters (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: NT\$)	Internal Human Resource manpower Required for Implementation	External Human Resource manpower Required for Implementation
2021		
2022		
2023		

IV. Results: 2,000 WORDS with reference to criteria. These 2,000 WORDS 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 2023, 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 2023 and should be treated separately from the entries for 2021 and 2022.

※ 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 WORDS which include punctuation marks and spaces, and images cannot be accepted.

- Primarily focused on 2023, 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 2023 and should be treated separately from the entries for 2021 and 2022.
- 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.

All award materials are authorized by the organizer for non-commercial use; we appreciate your cooperation.

» Livable and Sustainable City Award Instructions

■ Background Explanation

1. Online entry and submission starts on February 1 and ends on May 31 (including filling in and uploading of information online). Online entry registration and submission to start February 1 and ends on May 31(including filling in and uploading of information online).
2. The following fields should all be filled in and submitted through the TCSA awards online registration system. The system will not accept submissions outside the period opened for entry relevant periods as specified in the preceding paragraph.

■ Fields to be filled in

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

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

III. Details: Within 5,000 WORDS, 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)

- 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 2023, 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 2023 and should be treated separately from the entries for 2021 and 2022.

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

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» 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.

■ Evaluation for Outstanding Chief Sustainability Officer Award

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 February 1 and ends on May 31 (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 TCSA 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 Agency (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 words, 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 Nomination agency (institution):

Seal of the recommending agency
(institution):

» Basic Information of the Nominee

Basic Information of the Nominee

| English Name

| Place of Birth

| Gender

| Mobile Phone Number

| Telephone

| Fax

| Address

| Email

Two-inch
half-length photo
from
within the past
six months

Nominee information (please sort in descending order of importance)

Education

| Name of Education Institute | 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 words)

2. Content (within 3,000 words)

3. Attachment: Supporting information for commitment to corporate sustainability

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