
OPERATIONAL GUIDE

ESG Data Collection Guidelines

School of Life Sciences
CUHK

Internal Use
Data Governance & Compliance

Contents

1. Purpose.....	1
2. Field Description	1
3. Rules.....	2
4. Data Classification	2
5. Workflow	2

1. Purpose

This template standardizes ESG data collection for the School of Life Sciences, ensuring data is measurable, traceable, and sustainable over time. The guidelines serve the following objectives:

- Establish an institutional ESG data baseline to support annual reporting
- Assign clear data ownership and update protocols to ensure data quality
- Align with external frameworks including GRI Standards and THE Impact Rankings
- Provide data-driven insights to inform the School's sustainability strategy

2. Field Description

The table below lists all fields in the ESG data template together with their definitions and completion requirements. All fields must be completed in accordance with the specifications provided.

Field	Required	Description
ESG Dimension	Yes	Enter E (Environmental), S (Social), or G (Governance)
KPI ID	Yes	Consistent format: E1, S2, G3 for unique identification
KPI Name	Yes	Clear, concise name aligned with the ESG framework
Definition	Yes	How the KPI is calculated and its scope
Value	Yes	Numeric values only; no vague descriptions
Unit	Yes	%, number, cases, etc.
Data Source	Yes	System, records, documents
Data Owner	Yes	Responsible individual (not a department)
Department	Yes	Department responsible for providing the data
Frequency	Yes	Annual, semester, or quarterly
Reporting Period	Yes	Data period, e.g. 2025 or 2025–2026 academic year
Submission Date	Auto	Date when the data is submitted
Reviewer	Yes	Person responsible for reviewing the data
Review Status	Yes	Pending / Approved / Revision Required
Remarks	Optional	Additional notes or explanations

3. Rules

To ensure consistency and comparability across all submissions, all data contributors must adhere to the following rules:

#	Rule
1	All data must be quantifiable; vague descriptions such as "high" or "many" are not acceptable
2	Use existing data whenever possible; do not fabricate data
3	Enter "N/A" if data is unavailable and provide a brief explanation
4	Each KPI must have a clearly named responsible owner
5	Ensure consistent definitions and calculation methods across all submissions

4. Data Classification

Indicators are classified into three tiers based on data availability. This enables a differentiated and prioritised approach to data collection:

Level	Definition	Action
Level 1	Data readily available	Prioritise for immediate inclusion in the ESG dataset
Level 2	Data available but requires processing	Develop a collection plan with assigned owner and timeline
Level 3	Data not available yet	Include in next year's data-building objectives

5. Workflow

ESG data collection follows a five-step workflow to ensure clear accountability and smooth handoffs at each stage:

Step	Stage	Description
Step 1	ESG Coordinator distributes template	Sends the template and guidebook to all Department Data Owners
Step 2	Departments fill in data	Data Owners collect and enter data per field definitions and rules
Step 3	Data owners submit	Completed forms are returned to the ESG Coordinator
Step 4	Reviewer verifies data	Reviewer checks completeness, accuracy, and consistency
Step 5	ESG team consolidates	Coordinator compiles approved data into the annual ESG dataset

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