

Workshops series: Due Diligence implementation

Call for participants

October 20, 2020 - Update

1. Context

As few European countries are developing legal frameworks on Due Diligence and Human Rights and with a new [EU legislative proposal for binding due diligence norms](#) at the horizon, expected in 2021, the need for companies to take measures to identify and manage social and environmental risks throughout their supply chain has become increasingly relevant. It can however be difficult to know how to undertake this long and complex process, especially for SME's that don't have dedicated resources for this purpose. In order to encourage enterprises to initiate this important process and help them understand what it consists of, The Shift will organize a 5-steps workshop for a selection of SME's from different sectors. Parts of the workshop will be recorded and edited to create one to five videos accessible to other members of The Shift and signatories of the [Belgian SDG Charter for International Development](#).

2. Objective

The objective is twofold:

- **Stimulate and aid 5 enterprises, preferably Small and medium-sized enterprises (SMEs)¹**, that are members of The Shift and/or Signatories of the Belgian SDG Charter² **with implementing due diligence regimes** that seize opportunities to achieve positive impact on the Sustainable Development Goals (SDGs) while mitigating the risks of negative SDG impacts. Ideally, this workshop trajectory also aids SMEs to be prepared for complying with the EU legislative proposal for binding due diligence norms.
- **Inform other enterprises** that are members of The Shift and/or Signatories of the Belgian SDG Charter about due diligence regimes implementation steps, challenges and future legislation **and encourage them to undertake the process**.

3. Outcomes

- The participants of the workshops have the necessary knowledge, skills, and tools to establish due diligence regimes. They are aware of how they can achieve greater impact

¹ SMEs are defined by the European Commission as having less than 250 persons employed. They should also have an annual turnover of up to EUR 50 million, or a balance sheet total of no more than EUR 43 million

² Enterprises who are not yet member or signatory of the SDG Charter are invited to apply as well provided that they become member or sign the Charter before the beginning of the workshop.



on the SDGs by implementing due diligence mechanisms. Granted participants have completed their 'homework,' they will have:

- a. Drafted and formalized concrete SDG and due diligence ambitions;
 - b. Prioritized their efforts on the basis of a high-level mapping exercise;
 - c. Undertaken a detailed mapping of risks and opportunities along their supply chains;
 - d. Drafted an action plan that mitigates the risks and amplifies the opportunities; and
 - e. Obtained the necessary knowledge to monitor and report on progress;
 - f. Are aware of possibilities to obtain certification and OECD compliance.
- The Shift members and/or signatories of the SDG4D charter that watched the video(s) are informed about the main steps to implement due diligence in different sectors. Ideally, they have initiated their own due diligence process based on available tools or with support from an external expertise and they seek partnerships with other actors from the same sector or with common suppliers.

4. Workshops details

4.1 Consultancy and duration trajectory

To achieve this, an **expert consultant will provide pragmatic support through a set of 5 tailor-made half-day-long workshops** that guides participants to implement a due diligence regime and that allows them to share challenges and best practices with peers in a confidential environment. In addition each participant will be granted an additional **6h of ad-hoc support** along the way and after the end of the workshop trajectory.

4.2 Structure of the workshops

The workshop series should follow the following steps although the consultant and The Shift will review and adapt as necessary during the preparation phase:

0. **Preparation homework:** Participants should 1) have signed the Belgian SDG Charter; 2) have watched The Shift's [ABC of Due Diligence webinar](#); 3) Obtain approval for engagement at highest level (CEO/Owner/Board).
1. **A)** Kick-off, introductions, recall the importance of SDGs and of due diligence regimes;
B) Provide tools to engage in a high-level mapping and the formulating of ambitions;
C) Identify special needs of participants to tailor the workshops.

Homework: 1) conduct a high-level mapping of operations to formulate draft priorities and ambitions; 2) *Optional:* Draft priorities and ambitions; 3) *optional:* watch the [Supply Chain Mapping Webinar](#).

2. **A)** Review and fine-tune the high-level mapping exercise;
B) Identify core priorities and ambitions, based on the high-level mapping exercise;
C) Provide tools to engage in a proper mapping of operations/supply chains;
D) Explore the potential for joint exercises or partnerships.

Homework: 1) Draft and formalize the priorities and ambitions; 2) Conduct a mapping exercise; 3) and identify areas of significant risk.

3. **A)** Review, discuss, and compare the mapping exercises;
B) Review, discuss, and compare the identification of risks and opportunities;
C) Brainstorm about the potential for mitigation and amplification of risks and opportunities, using SMART (Specific, Measurable, Achievable/Actionable, Relevant, and Time bound) indicators.

Homework: 1) Draft an action plan to address risks and opportunities with SMART indicators.

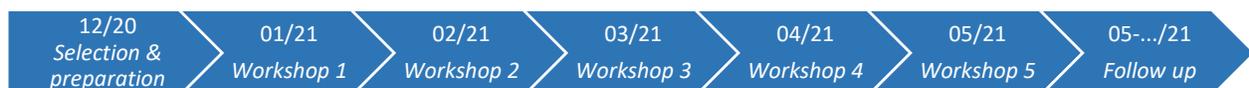
4. **A)** Review, discuss, and fine-tune the action plans;
B) Introduce and discuss monitoring & reporting tools;
C) Explore potential for joint exercises or partnerships.

Homework: 1) Finalize and formalize the action plan; 2) Explore monitoring and reporting options.

5. **A)** Review, discuss, and compare reporting and monitoring options;
B) Formulate action plans that will allow the SMEs to move to OECD due diligence compliance;
C) Present potential next steps (B-Corp, GRI Certification, ISO Certification, UNGP);
D) Explore potential for joint exercises or partnerships.

4.3 Timeline

The project is estimated to take around 5 months, giving time between the workshops for the participants to gather information and do their homework. The timeline below is subject to change as the dates for each workshop will be fixed together with the consultant and the participants.





5. Video(s)

5.1 Content

The video(s) will **explore the different steps, challenges, risks and opportunities of due diligence regimes** development and implementation in different sectors. The video(s) will cover the essential aspects and include footages from the workshop, interviews from the participants and the trainer as well as conceptual graphics and footages illustrating potential E&S risk along the supply chains.

5.2 Confidentiality

The Shift understands and respects the participants' desire **to keep information confidential** and will not disclose in the video any information without the formal permission from the company. However, participants will be encouraged to share some information from their process, be as **transparent** as possible **and acknowledge their potential weaknesses as long as it does not jeopardize the company's business but rather demonstrate its intention to seriously improve its sustainability.**

5.3 Broadcast and beyond

The video(s) will be broadcasted on The Shift's Social Media. Throughout the broadcasting, questions will be collected and compiled into different categories. At the end of the process, The Shift and the consultant will organize a **webinar** to **provide responses** to the questions and encourage attendees to initiate their own process.

6. Participants

The workshop will gather **five members of The Shift and/or signatories of the Belgian SDG Charter**, preferably SMEs from different sectors (food, furniture, textile, IT, construction...) and whose supply chain may include natural resources from outside of the EU. Enterprises who are not yet member or signatory are invited to apply as well provided that they become member or sign the Charter before the beginning of the workshop. Interested enterprises are invited to [fill in this form](#) **before December 4**. The form's questions include:

- Brief description of the company's activity;
- Basic list of supplies required for its activities and, if possible, country or region of origin;
- Measures taken so far to identify and manage social and environmental risks throughout its supply chain, if any (this will help assess how familiar the participants are with such processes. Your company does not need to have initiated measures to be selected);
- Description of the proposed participant;
- Intentions for the training.



Based on the answers provided in the form, The Shift will select the five participants to ensure a diversity of sectors while allowing links between companies' supply chains to demonstrate how they **can join forces to address common challenges**.

The workshops are **free of charges** for the selected participants provided that they **commit to**:

- A.** The full trajectory;
- B.** Action, which includes executing the homework in between sessions and creating a due diligence regime;
- C.** Openly share and discuss information and experiences (confidentiality will be respected);
- D.** Engage in dialogue with the most relevant stakeholders along the parts of the supply chain that have been accorded priority as per the risk matrix that results from the high-level mapping exercise;
- E.** Share experiences with The Shift for communication purposes;
- F.** Accept to be filmed and interviewed during the workshops provided that no confidential information will be filmed or disclosed and that they will be able to review the videos before broadcast;
- G.** Pay a compensation of €400,- per workshop that is not attended within 30 days following the day upon which the workshop took place, unless a justifiable reason for absence is given at least 24 hours prior to the commencement of the workshop to The Shift.