

CSRD Preparedness Checklist / Things to Do

Below is a high level list of areas within your business you need to consider as part of your CSRD compliance and a move to being a more sustainable organisation into the future.



1. Governance and Leadership



Assign Responsibility for ESG Reporting	Designate a senior executive (e.g., CSO or ESG Officer).	
	Establish an ESG steering committee, involving key departments (legal, finance, operations).	
Ensure Board-Level Engagement	Educate the board on ESG topics, set short, medium, and long term ESG targets, and integrate them into governance.	
	Align executive compensation with ESG performance.	
Develop Governance Structures for Transparency	Set up clear reporting lines for ESG metrics.	
	Incorporate ESG factors into risk management framework.	

2. Data Collection & Systems



Implement ESG Data Management Systems	Implement tools/software to track, analyse, and report ESG data.	
	Set up data collection protocols for accurate environmental, social, and governance metrics.	
Align with Global Standards	Establish a data validation process.	
	Familiarise with frameworks such as GRI, SASB, and TCFD for CSRD compliance.	
	Adopt methodology for Scope 1, 2, and 3 emissions reporting.	

3. Stakeholder Engagement



Identify Key ESG Stakeholders	Map internal (employees, shareholders) and external (suppliers, regulators) stakeholders.	
	Develop a strategy for engaging and communicating with stakeholders.	
Establish Clear ESG Communication Channels	Ensure transparency in how ESG data is communicated to stakeholders.	
	Set up regular ESG reporting (quarterly, annual).	
Ensure Accountability for ESG Commitments	Set clear, measurable ESG targets.	
	Regularly review progress towards ESG goals.	

4. Materiality Assessment



Conduct ESG Materiality Assessment	Identify and prioritise key ESG issues impacting the business.	
	Validate material issues with key stakeholders (customers, suppliers, communities).	
Develop ESG Strategy and Roadmap	Redefine short- and long-term ESG goals based on new information gained, and integrate into corporate strategy.	
	Align ESG strategy with financial performance and shareholder value.	

5. Regulatory Compliance



Assess CSRD Compliance Requirements	Review CSRD-specific reporting requirements based on company size and sector.	
	Prepare for disclosures on carbon footprint, governance, and social impacts.	
Stay Ahead of ESG Regulations	Stay informed on evolving global and local ESG regulations (e.g., EU Taxonomy, TCFD, local laws).	
	Prepare for future mandatory climate risk disclosures and social governance reporting.	
Integrate ESG into Risk Management Framework	Identify and assess ESG-related risks (climate risk, supply chain risks, etc.).	
	Develop mitigation plans for identified ESG risks.	

6. ESG Performance Monitoring



Establish ESG KPIs	Identify measurable ESG KPIs for environment, social, and governance areas (e.g., emissions, diversity).	
	Align KPIs with overall business objectives and performance.	
Implement ESG Reporting Process	Ensure ESG reports meet CSRD and global standards (GRI, SASB).	
	Include forward-looking ESG targets and strategies.	
Engage with Auditors and Assurance Providers	Ensure third-party verification or assurance for ESG data.	
	Align with external audit processes for ESG reporting.	

7. ESG Integration in Culture



Foster a Culture of Sustainability	Promote ESG awareness through leadership and employee engagement.	
	Integrate ESG principles into company values and mission statement.	
Educate and Train Employees on ESG	Provide training on climate action, diversity, governance, and sustainability.	
	Empower employees to participate in ESG initiatives within their roles.	

8. Investor & Public Relations



Prepare for Investor Expectations	Integrate ESG performance into investor communications and financial reporting.	
	Address investor queries on sustainability, climate risks, and governance practices.	
Strengthen ESG Brand Reputation	Develop a consistent ESG narrative to enhance corporate reputation.	
	Engage in ESG-related thought leadership activities (conferences, webinars, publications).	

Have any questions?

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