

ESG Assessment Activity Plan 2024

This activity plan covers **March – October 2024**, ensuring a step-by-step ESG assessment process from preparation, supplier engagement, onsite visits, to final reporting.

No.	Activity	Timeline	Deliverable
1	Establish the IRPC ESG Auditor Committee, appoint coordinators, and select suppliers for assessment	W3-Mar 2024	List of selected suppliers
2	Committee meeting to review and collect information	Apr-May 2024	Data collection completed
3	Committee meeting and information review for ESG Assessment 2024	Jun 2024	Finalized data for assessment
4	Suppliers join ESG 2024 awareness program (preparation for assessment)	W1-Jul 2024	Supplier readiness confirmed
5	Communication meeting on ESG assessment guidelines	W3-Jul 2024	ESG assessment guidelines shared
6	Distribute evaluation forms to suppliers	W4-Jul 2024	Evaluation forms sent
7	Suppliers submit completed forms	Aug 2024	Completed supplier forms
8	Onsite evaluations with MASCI	7, 15, 26 Aug and 10 Sep 2024	Onsite assessment reports
9	Collect completed forms	By 31 Aug 2024	Full set of forms collected
10	Summarize results and report	Sep-Oct 2024	- Results presented to committee - Results submitted to executives - Final reports sent to suppliers