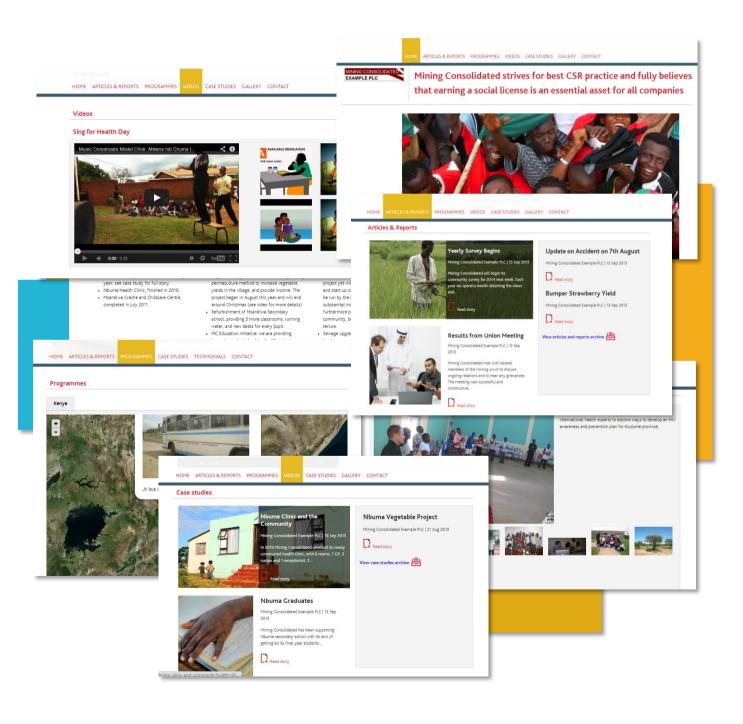
# BUILDING A MICROSITE

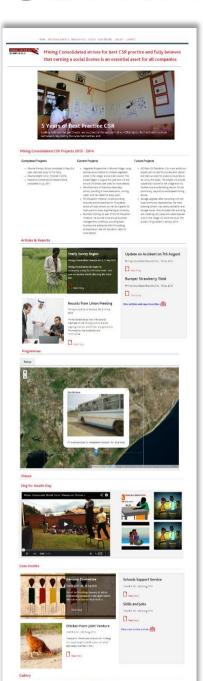


#### A guide to the CSR21 Microsite and its requirements



### **GETTING STARTED...**





CSR21's Microsite is about showing your CSR work to the right people and maximizing the value of your social credentials.

- Demonstrate that you are proactive and consistent in your social engagement.
- Uses multimedia and reportage to present an up to date, visible report of your CSR and public/official relationships.
- Communicates to governments, investors, NGOs, funds, advocacy groups, pressure groups and the public.
- An engaging and accessible complement to annual reports and corporate facing sustainability pages

CSR21's Microsite is about showing your CSR work to the right people and maximizing the value of your social credentials

#### **FLEXIBLE**

Flexibility is at the heart of the microsite, accomodating CSR of all shapes and sizes. CSR21 will create and manage the page – you can be as involved or detached as you want.

#### SIGN OFF

All content is signed off by you before upload to Microsite.

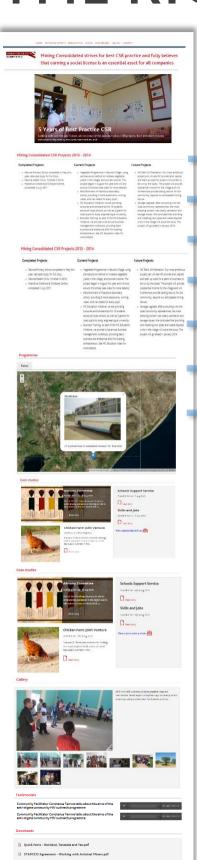
#### **ONGOING**

Frequent liaison with you, working with CSR/project teams to develop new updates



## COMMUNICATED TO THE RIGHT PEOPLE





CSR21 Microsites are featured on the CSR21 homepage, a widely read hub for everyone involved in the commodities and public sectors. The site is a touchstone in corporate citizenship, with reportage, comment

and interviews from thought leaders across sectors.



CSR21 Homepage

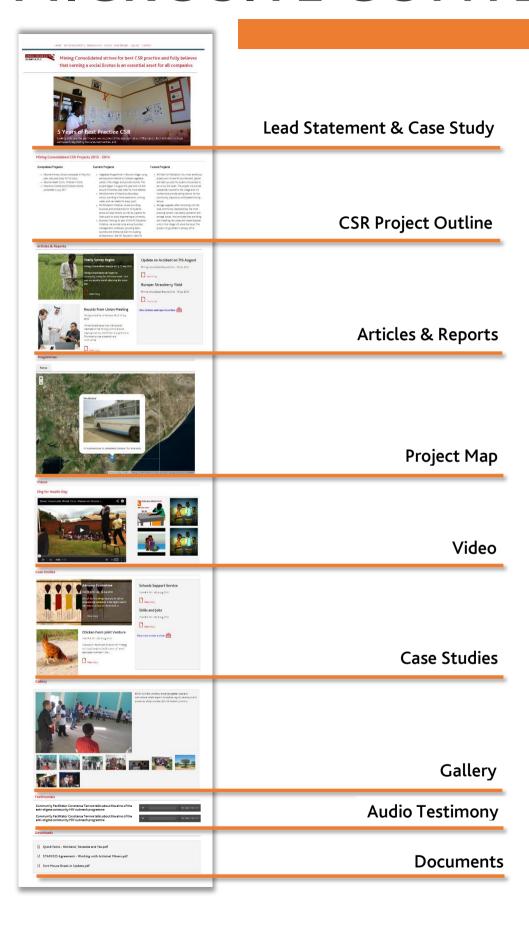
CSR21 is viewed by the Multilateral Organizations, Governments, NGOs, Investors, Funds, Advocacy Groups, Pressure Groups and the public.





### MICROSITE CONTENT







### PROJECT TITLE

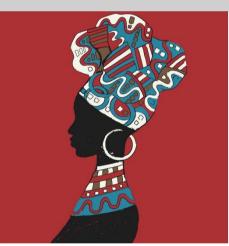
The project title introduces the organization and its values.



NEEDED: Opening statement/description of project/philosophy and values.



Recommended: A concise statement that sets out the tone of your approach and activities.



Use established corporate wording; CSR21 can create a series of titles after reviewing your organization and CSR projects.



### PROJECT OVERVIEW

Full list of completed, current and planned projects; what are the strategic objectives of the organization? This area provides a platform to outline your objectives in-country and manage expectations.



NEEDED: Strategic objectives, countries of operation, where social projects are, or are due to be, in place.

#### Recommended:

Supply CSR21 with breakdown of current work; clear objectives, spending commitments; key milestones for future project implementation and the conditions for the milestones to be met and quotes from senior executives outlining

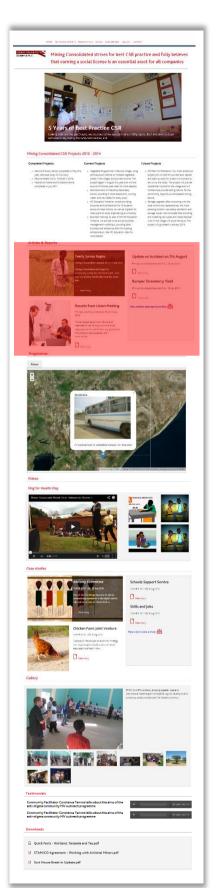
#### Mining Consolidated CSR Projects 2013 - 2014

#### Completed Projects

- Noums Primary School completed in May this year, see case study for full story.
- Nouma Health Clinic, finished in 2010;
  Moandivia Creche and Childcare Centre.
- Maandivia Creche and Childcare Centre, completed in July 2011

#### Current Projects

- Vegetable Programs permaculture metho yields in the village, as project began in dug around Christmas (se
- Refurbishment of Ms school, providing 3 m water, and new desks
- MC Education initiati bursuries and scholar local schools, as well a study engineering at
- Sushess Training: 4 sy initiative, we provide management works! and enterprise skills fi See MC Education vi



# ARTICLES & REPORTS

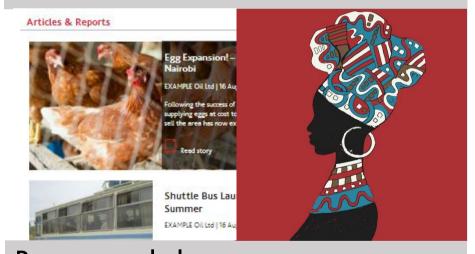
3

Articles and reports segment functions as the news, opinion and reportage section for your CSR.

**NEEDED:** Minimum of two articles of relevant information. These could include

- Results of any surveys decisions etc.
- CSR project developments
- Local community news
- Written interviews

Also required is an established source/point of contact for news.



Recommended: More frequent updates; dedicated on-site personnel providing updates live. CSR21 will write them up for agreement with company and post on Microsite and CSR21 news page.



### PROJECT MAP

4

Location of mine and surrounding communities with basic CSR project information in lightbox.

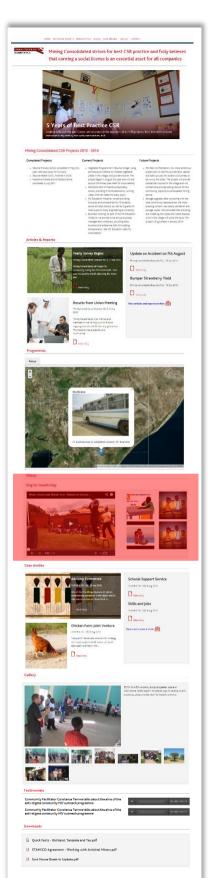


NEEDED: outline info on CSR projects and accompanying pictures.

Latitudinal and longitudinal coordinates of operations, CSR projects and local communities.

Link to coordinate finder:

http://itouchmap.com/latlong.html



### **VIDEOS**

Videos provide a visual case study that can be more effective in communicating the value of CSR that written reports.





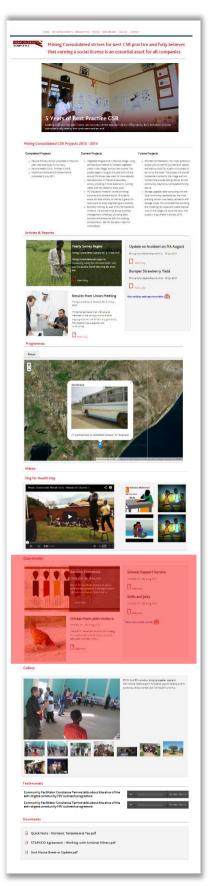
NEEDED: Completed videos or footage of CSR projects, accompanying narrative, interviews etc. Footage and editing can either be provided by you or by CSR21's own media team.

#### Recommended:

Video demonstrating CSR projects in practice. Periodic updates of CSR progress.



Videos are the hardest aspect of the Microsite build; we recommend that a professional or CSR21 films and edits footage. If you intend to produce inhouse, please talk to us.



### CASE STUDIES

6

Case studies provide an engaging and vivid description of a CSR project and are more memorable than stats and data.

CSR21 Journalists can travel to site and compile case studies. Alternatively, information and images can be provided by you via interviews with CSR21 (for example, from on-site staff, community members and other key figures).



NEEDED: Case studies including interviews, testimonies and high quality photographs.

Recommended: As personal a perspective as possible. Case studies should provide insight into the impact of CSR work on local communities and individuals.





### **GALLERY**

Photos are crucial for any CSR reporting, providing clear images of CSR projects and visual proof of their efficacy.

Images can be provided by the company, or CSR21 media team can travel to site and take high quality photographs of CSR projects (ideally alongside video and case study journalism for efficiency).

Once a pool of photos has been obtained and edited, CSR21 will send them to you to review and choose which images to go on the microsite



NEEDED: High quality, high resolution, recent photographs of CSR projects.





### AUDIO TESTIMONIALS

8

Audio testimony is a quick and simple way of effectively communicating your CSR projects.



NEEDED: High quality audio recordings with people involved in the CSR projects: interviews with staff, beneficiaries, workers etc.

Recommended: Edited regular podcasts or radio shows can be an effective way of communicating CSR goals and progress.





### **DOCUMENTS**

This section is a space for public resources: company reports, audits, press releases, PDFs, public documents etc.

#### **Downloads**

Mining Consolidated



#### Recommended:

Transparency regarding CSR activity is essential. It is highly recommended that companies include CSR as a priority in all official reporting and make these – along with any other relevant documentation and reporting – available through their CSR21 microsite.









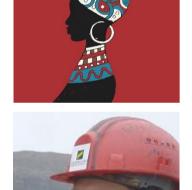






Once your Microsite is up and running it will be featured on CSR21.org. It can also be linked on your website, complementing your other CSR reporting.





The Microsite will generate up to date features and news on your CSR work. The CSR21 team will liaise with onground staff and provide new material for the site, with everything being signed off before publication.











