



STSA Business & Human Rights Certificate

OCTOBER – DECEMBER 2020

PRESENTATION

In 2011, the United Nations Human Rights Council unanimously endorsed the UN Guiding Principles on Business and Human Rights (UNGPs). Drafted by Prof. John Ruggie (University of Harvard), UN Special Representative, brought a new internationally recognized framework for companies to respect human rights. The UNGPs are also integrated in the OECD Guidelines on Responsible Business Conduct for a variety of supply chains.

As a pioneer worldwide, the commodity trading and shipping community in Switzerland, under the auspices of the Swiss Trading and Shipping Association (STSA) worked in a multistakeholder group to develop a sector specific guidance for the implementation of the UNGPs.

To accompany the sector specific guidance, a new training programme for the implementation of the UNGPs and the OECD Guidelines, specifically tailored for companies active in commodity trading will be launched in November 2018 by STSA.

Requirements for Human Rights Due diligence are increasing. Countries are starting to introduce binding measures like the French law on the Corporate Duty of Vigilance or as foreseen by the German National Action Plan. Switzerland is currently considering introducing binding measures in the framework of the Responsible Business Initiative and the EU is also currently discussing introducing binding measures. In this context, the challenge for companies lies in the implementation of these expectations.

AUDIENCE

The programme targets in particular:

- Legal officer, compliance officer, CSR officer, management and any person interested in how to integrate Human Rights principles in companies
- Specifically designed for SME's

OBJECTIVES

At the end of the training and through practical examples, case studies and trade simulations, the course participant will be able to:

- Implement the UNGP for B&HR and the OECD Guidelines;
- Identify and assess human rights risks;
- Develop a policy commitment and embed respect for human rights into management systems;
- Prevent and mitigate adverse impacts;
- Communicate and track performance;
- Provide for or cooperate in remediation when appropriate.

PROGRAMME

3 Modules of 10 hours each including 5 hours in class and 5 hours equivalent distance learning.

The course will follow the structure of the sector-specific guidance for the implementation of the UNGPs.

Module 1: Expectations towards companies and Benchmarks

Featuring Erol Baruh (PwC), Nina Eggert (FIATA)

- Webinar (12:30 pm to 2:00 pm)
- Face to face session:

Monday 26 October
Friday 30 October

Module 2: Building a Human Rights Policy

Featuring Gérald Pachoud (Pluto & Associates)

- Webinar (12:30 pm to 2:00 pm)
- Face to face session (10:00 am to 4:00 pm)

Monday 16 November
Friday 20 November

Module 3: Tracking Human Rights Performance and Communicating

Featuring Marie-Gabrielle Cajoly (CorporatEngagement)

- Webinar (12:30 pm to 2:00 pm)
- Face-to-face session (10:00 am to 4:00 pm)

Monday 7 December
Friday 11 December

Final assignment

Course Structure

The Modules will use a blended learning approach with mandatory readings, videos, practical exercises, webinars and face-to-face teaching. Each module will be subject to an evaluation and a final assignment will be requested at the end of the programme.

EVALUATION

Each Module is subject to an evaluation, being an in-class exam, an individual or group assignment, or a combination of these. The grade of each module will count for 10% of the final grade.

A final assignment wrapping up the whole programme and counting for 70% of the final grade will be performed.

An overall average of 4.0 (out of 6.0) must be achieved in order to graduate, and no more than one evaluation grades between 3.0 and 4.0 will be accepted. Any mark lower than 3.0 will automatically disqualify the participant from obtaining the Certificate.

Participants may retake the failed module(s)/course(s) at the following intake at his/her cost (additional fee per retaken module). Only one opportunity to retake a failed module will be given.

Any participant caught cheating or plagiarising will be automatically disqualified without appeal and excluded from the programme.

All exams and assignments must be completed in English.

DIPLOMA AWARDED

Students who attend individual modules will be awarded a Presence Certificate. Students who successfully complete the whole programme will be awarded the STSA Business & Human Rights Certificate. STSA as a trade association is recognised by companies in commodity trading for the quality of its trainings and their adequacy to the needs of the commodity trading activity.

The award of the Business & Human Rights Certificate is based on participation/attendance and successful completion of exams. However, your full commitment and engagement will be required to obtain the Certificate.

PROGRAMME DIRECTOR

Dr. Nina Eggert, FIATA (International Federation of Freight Forwarders Associations)

INFORMATION

Course Schedule and Location

Face-to-face teaching will take place on Fridays from 10:00 am to 4:00 pm (with one hour break) at **STSA Learning**, 11 rue de Chantepoulet, 1201 Geneva.

Application

Applications **must** include the following documents:

- 1) Your updated resume in English;
- 2) Motivation letter in English;
- 3) 1 passport picture;
- 4) A copy of your ID or passport.

Applications and all supporting documents must be submitted **electronically via STSA's website** (<https://stsa.swiss/forms/view.php?id=191929>) **until the 3 October 2020**.

Admission criteria

- 1) Good command of spoken and written English is necessary as the programme is taught in English. French an asset.
- 2) Being fully proficient with Microsoft Office.

Acceptance or refusal of applications are at the sole discretion of STSA Learning. Late applications may be considered depending on available slots.

You will be notified via e-mail if you have been accepted to attend the course.

A maximum of 20 participants will be accepted per intake.

Registration

- Certificate (3 Modules + final assessment) :
 - STSA Members: CHF 4'100
 - Non STSA Members: CHF 4'800
- Individual Module
 - STSA Members: CHF 1'400
 - Non STSA Members: CHF 1'600

Multi booking

A discount of 10% will be applied for 3 or more bookings from the same company in the same intake.

Instalments

After acceptance of an application, a deposit of CHF 900 will be requested to secure your place on the programme and confirm enrolment. In case of withdrawal, no refund of this deposit will be provided.

The balance must be paid at least 20 days before the course starts.

Cancellation and substitution policy

No refund whatsoever will be made for cancellations received 10 days or less before the course start date. Participants can however be substituted by an acceptable candidate if the organisers receive prior notification.

Force Majeure

In case a force majeure (pandemic and/or forced confinement imposed by any governmental authority) would prevent STSA Learning to conduct in-person teaching in the classroom, the following situations may occur:

- In the event that the programme has not started, it may be postponed to a later date. In this case, the course participant will be offered the possibility to maintain his registration and attend the course at the later date or to be reimbursed for the amount(s) paid. STSA Learning shall notify the course participant in writing thereof.
- In the event that the programme has started, the remaining modules will be maintained but may be conducted via an online platform. This solution only applies if there is no other possibility to follow the course in situ. In this case, the participant shall not be entitled to any reimbursement of any kind.

FAQ

Can I be accepted even if I do not have any particular certification?

No specific certification is required. However, having a minimum of 6 months of professional experience in an activity related to commodity trading is requested.

Can you help me acquire a work permit?

Unfortunately no. This is an educational programme and STSA does not provide this kind of service.

Do I need to take my laptop to class?

Presentations and documents will be uploaded on Dropbox and you will need an electronic device to view them. It can be a tablet or a computer.

Will you help me find a job?

No. The purpose of the Certificate is for the participants to grow professionally and attain competences in documentary credit. It is not STSA's purpose or objective to assist the participants in finding a job.

When I obtain my Certificate, will I be accepted to pursue the Master or the Diploma in trading set up by the University of Geneva in partnership with STSA?

No, acceptance for the Master or Diploma is subject to a specific set of rules set by the University of Geneva.

However, many participants of STSA programmes have decided to further develop their skills by following additional STSA classes or academic programmes offered by the University of Geneva (DAS in Commodity Trading or Master of Science in Commodity Trading).

Can I meet STSA representatives before the courses?

Yes if necessary, but it would be preferable to schedule any such meeting in advance.

What happens if I cannot attend one course?

It will be your responsibility to obtain the presentations and the notes taken during the course from another student and to coordinate with the trainer responsible for the module to pass the exam.

Under no circumstances can courses be recorded.

ABOUT STSA

STSA was created as GTSA in 2006 by the main actors of the Commodity Trading community in Geneva. In 2008, it extended its reach to the Lake Geneva Region. In 2014, it became STSA – a national Association for Trading and Shipping in Switzerland – overseeing the regional chapters of Zug and Lugano, and representing more than 190 members encompassing large, medium and small entities.

The Association has become renowned for its successful professional programmes such as the STSA Operator's Certificate and the Commodity Trading Fundamentals. To respond to the industry's request, STSA has recently put in place three innovative certificates: STSA the Commodity Trading Risk Analyst, the STSA Documentary Credit Officer and the STSA Business & Human Rights Certificate.

In parallel, STSA also organises educational programmes such as the Master of Science in Commodity Trading, and the Diploma in Advanced Studies in Commodity Trading. Both programmes have been created in partnership with the University of Geneva and have been running since 2008 with an increasing level of recognition.

In 2019, STSA Learning has been awarded the eduQua Label. The first Swiss qualification providing quality assurance for continuing education and training. This certification is a mark of recognition of the high quality of STSA Learning's education and training programmes. It was obtained after an in-depth evaluation process and an in-house audit, to ensure that our methods are fully transparent and in accordance with its standards.

STSA

Rue de Chantepoulet 11

P.O Box 1565

1201 Geneva

Switzerland

Tel. +41 22 715 29 90

info@stsaswiss.ch



WWW.STSA.SWISS