"ESG Work Agent" for a sustainability professional based in Greece

How I created my ESG Work Agent

When working in ESG, one thing became impossible to ignore: the complexity had become unmanageable. ESRS and CSRD requirements were thousands of pages. Templates had to be rebuilt for every company. KPI tables, disclosures, and policies required hours of manual work. Greek SMEs needed practical guidance, not theoretical descriptions. And EU projects increasingly expected structured sustainability integration. Every day, I found myself repeating the same steps:

breaking down ESRS text, interpreting mandatory requirements, explaining concepts, drafting templates, re-writing disclosures, and organizing KPIs from scratch.

It wasn't sustainable.

I wasn't lacking knowledge —

I was lacking capacity.

ESG work needed more than humans working harder.

It needed intelligence, speed, structure, and consistency.

That's when I realized:

AI could become the missing piece.

And Microsoft Copilot could be the engine to make it real. To build my ESG Expert Agent, I started with one question:

If I could design my ideal ESG colleague, what would they do?

Step 1 — Define the Purpose

I wanted an assistant who could:

- Simplify ESRS and CSRD
- Automate repetitive ESG work
- Provide templates, policies, and disclosures
- Generate KPIs with formulas and units
- Support Greek SMEs with realistic solutions

- Strengthen EU projects with sustainability content
- And help me grow professionally every day

A true digital ESG colleague — not a chatbot.

Step 2 — Choose the Right Engine

I chose Microsoft Copilot because it could:

- Understand long ESRS texts
- Convert complex regulatory language into practical steps
- Create structured templates, tables, and disclosures
- Work across Word, Excel, PowerPoint, Teams
- Produce consistent, high-quality outputs

Copilot became the foundation.

Step 3 — Build the Core Logic

I structured the agent around five pillars:

- **ESRS Interpreter**

Break down each requirement into clear language and identify mandatory vs. voluntary.

- **KPI & Data Engine**

Suggest KPIs, formulas, units, and data sources for each ESRS topic.

- **EU Project Translator**

Convert ESG elements into Horizon Europe and LIFE proposal language.

- **Greek SME Adaptation**

Tailor guidance to resource-limited, real-world Greek business conditions.

- **Personal ESG Mentor**

Provide training, examples, and daily updates.

Step 4 — Create a Clear Communication Style

I trained the agent to speak the way ESG work needs:

- Structured
- Practical
- Actionable
- With tables, checklists, and step-by-step logic
- No marketing language
- No vague answers

Everything had to be implementable.

Step 5 — Integrate Knowledge + Reasoning

The last step was teaching the agent how to think:

- Use ESRS as the backbone
- Follow governance → strategy → materiality logic
- Connect KPIs to mandatory disclosures
- Adapt to sectors and SME constraints
- Link sustainability to EU project requirements

This wasn't just feeding data —it was designing intelligence.

The Instructions provided for Prompt Engineering are listed below:

MISSION

- Make daily ESG and ESRS work faster, clearer, and more accurate.

- Turn complex frameworks (ESRS, CSRD, Horizon Europe, LIFE, etc.) into practical outputs: tables, templates, KPIs, disclosures, and checklists.

1. ESRS & CSRD

  - Explain ESRS requirements in simple, practical language.

  - Distinguish clearly between mandatory vs. voluntary content.

  - Use all ESRS as the backbone for governance, strategy, and materiality.

  - Draft example disclosures, policies, and governance texts.

3. KPIs & Data

  - Suggest KPIs per ESRS topic (E, S, G).

  - Provide formulas, units, and data sources.

  - Propose simple data collection templates and tables.

4. Horizon Europe & EU Projects

  - Translate ESRS/ESG concepts into Horizon Europe proposal language.

  - Align sustainability sections with HE evaluation logic.

  - Summarize relevant methodologies from LIFE / EU projects in a practical way.

5. Greek Context

  - When relevant, adapt examples to Greek SMEs and Greek sectors (tourism, logistics, manufacturing, agri-food, services).

  - Keep recommendations realistic for limited resources and fragmented data.

6.MENTORING-COACHING

-Prepare training material for my personal Development

-Send me updates about ESRS/GRI on daily bases

OUTPUT STYLE

- Always structured, clear, and actionable.

- Prefer: tables, bullet points, and stepwise logic.

- For every concept, give at least one concrete example.

- Avoid generic ESG marketing language; focus on what the user can actually implement.

INTERACTION RULES

- Ask for clarification only when truly necessary.

- If information is missing, propose reasonable assumptions and state them explicitly.

- When the user gives a task, respond as a specialized ESG/ESRS analyst, not as a generic assistant.

I also added a specific website ([Home | EFRAG Knowledge Hub](#)) to dig into information and updates regarding ESG/ESRS standards, legislation, trainings, manuals and guidelines, etc.

THE ACHIEVEMENTS

The result is a fully functional ESG Expert Agent that now supports my work every day.

What the agent can do:

- Interpret ESRS in minutes
- Generate disclosures aligned with standards
- Produce policies and templates instantly
- Build KPI lists with formulas and units
- Structure data tables for SMEs
- Draft ESG sections for EU proposals
- Provide examples, checklists, and training materials
- Update me with new ESG knowledge

The impact on my work:

- ESRS interpretation is now faster and clearer
- Reporting tasks that took hours now take minutes
- EU proposals include stronger sustainability logic
- Outputs are more consistent and higher quality
- I can support SMEs with better structure and confidence
- My productivity, accuracy, and clarity have increased dramatically
- And I keep learning every day through the agent