

PRI REPORTING FRAMEWORK 2014/15

Overarching Approach

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# Understanding this document

In addition to the detailed indicator text and selection options, in each module of the PRI Reporting Framework you can find information that will help you to identify which indicators are relevant for your organisation.

**Top bar**

Key information about each indicator is highlighted in the top bar, including the indicator status (mandatory or voluntary), the purpose of the indicator, and which PRI Principle it relates to.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Indicator status | Purpose | Principle |
| xxx 01 | MANDATORY | CORE ASSESSED | PRI 2 |

**Indicator status**

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| --- | --- |
| MANDATORY | Mandatory indicators reflect core practices. These responses will be made public and must be completed to submit the framework. |
| MANDATORY TO REPORT  VOLUNTARY TO DISCLOSE | Some indicators are mandatory to complete, but voluntary to disclose. These indicators may determine which subsequent indicators are applicable or are used for peering, but may also contain commercially sensitive information. |
| VOLUNTARY | Voluntary indicators reflect alternative or advanced practices. These indicators are voluntary to report and disclose. |

**Purpose**

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| Gateway |  | The responses to this indicator ‘unlock’ other indicators within a module if they are relevant for your organisation. Please refer to the logic box for more information. |
| Peering |  | These indicators are used to determine your peer groups for assessment purposes. |
| Core assessed |  | These indicators form the core of the assessment, and represent the majority of your final assessment score. |
| Additional assessed |  | These indicators represent more advanced or alternative practices and contribute to a smaller part of your score. |
| Descriptive |  | These are open-ended narrative indicators, allowing you to describe your activities. |

**Underneath the indicator**

Underneath the indicator, you can find the explanatory notes and definitions that contain important information on interpreting and completing the indicators. Read the logic box to make sure an indicator is applicable to you.

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| --- | --- |
| xxx 01 | **EXPLANATORY NOTES** |
| **xxx 01.1** | This provides guidance on how to interpret the sub-indicators, including examples of what could be reported. |
| **xxx 01.2** |
| **LOGIC** | |
| **xxx 01** | This explains when this indicator is applicable and/or if it has an impact on subsequent indicators. If there is no logic box, the indicator is always applicable, and does not affect other indicators. |
| **ASSESSMENT** | |
| **xxx 01** | This provides a brief overview of the pilot assessment approach for this indicator. |
|  |  |
| xxx 01 | **DEFINITIONS** |
| **xxx 01** | Definitions of specific terms that are used in the indicator are defined here. |

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# Pathways through the module

**OA 01:** RI policy and other guidance documents

**OA 06:** Main goals/objectives this year

RI Policy or other guidance document referring to RI

No RI policy or other guidance document referring to RI

**OA 02:** Publicly available policies / documents

**OA 03:** Policy components and coverage

**OA 04:** Conflicts of interest

**OA 05:** RI goals and objectives

Only signatories offering execution and/or advisory services

**OA 07:** Governance, management structures and RI processes

**OA 08:** RI roles and responsibilities

**OA 09:** RI in performance management, reward and/or personal development

Specific roles with responsibility for RI

No roles have responsibility for RI

**OA 10:** Collaborative organisations / initiatives

**OA 11:** Promoting RI independently

**OA 12:** Dialogue with public policy makers or standard setters

**OA 13:** ESG issues in strategic asset allocation

**OA 14**: Allocation of assets to environmental and social themed areas

**OA 15:** ESG issues for internally managed assets not reported in framework

**OA 16:** ESG issues for externally managed assets not reported in framework

**OA 17:** RI/ESG in execution and/or advisory services

**OA 18**: Innovative features of approach to RI

**OA 19:** Internal and external review and assurance of responses

**OA end:** Module confirmation page

Only if ESG issues are considered for internally or externally managed assets not reported elsewhere in the framework.

Objectives set for RI activities

Objectives not set for RI activities

# Preface

The information reported in this module will enable your stakeholders to understand your organisation’s overarching approach to responsible investment (i.e. your governance, your responsible investment policy, objectives and targets, the resources you allocate to responsible investment and your approach to collaboration on responsible investment and public policy-related issues) and the incorporation of ESG issues into asset allocation.

# Summary of updates

The Reporting Framework has not changed significantly since 2013-14. Some minor amendments have been made to improve data quality or assessment. The guidance has also been clarified throughout.

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| Indicator | Update |
| OA 10 | This indicator has been updated to remove the option that allowed signatories to report that they are not part of collaborative initiatives, as the PRI is one of the collaborative initiatives listed. |
| OA 13 | One additional sub-indicator has been added to clarify the type of strategic asset allocation being described. |
| OA 14 | In [OA 14.3], the ‘Clean Technology’ indicator has been clarified to ‘Clean Technology (including renewable energy)’. An additional option for water has been added. |
| OA 18 | An option for ‘none of the above’ has been added. |
| OA 19 | A sub-indicator has been added which allows documents to be attached to the indicator. |
| Prefilling | Prefilling is enabled for this module.  Irrespective of your previous reported data, ‘Principles for Responsible Investment’ will be pre-filled in [OA 10].  Indicator [OA 6.1] (objectives for the reporting year and progress against them) will prefill from your previous year’s response to [OA 6.2] (objectives for the coming year) if this indicator was answered in the previous reporting year. |

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| SECTION |
| Responsible investment policy |

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|  | Indicator status | Purpose | Principle |
| OA 01 | MANDATORY | GATEWAY/CORE ASSESSED | GENERAL |

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| --- | --- | --- |
| OA 01 | INDICATOR | |
| **OA 01.1** | Indicate if you have a responsible investment policy. | |
|  | 🔾 Yes | 🔾 No |
| **OA 01.2** | Indicate if you have other guidance documents or more specific policies related to responsible investment. | |
|  | 🔾 Yes | 🔾 No |
| **OA 01.3** | Provide a brief description of the key elements of your responsible investment policy or, if you do not have a policy, of your overall approach to responsible investment.  [Optional] | |
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| OA 01 | **EXPLANATORY NOTES** |
| **OA 01.1 and 01.2** | ‘Responsible investment policy’ here refers to an overall statement of how you approach responsible investment, or ESG issues, in your investment activities. Such a policy will normally address a broad range of issues and outline the activities an organisation undertakes to address them. Whether or not you have such an overall policy, you may have guidelines on responsible investment issues within other policies (e.g. on specific issues such as corporate governance or climate change; on specific activities such as voting; or on specific asset classes). Your overall policy can be reported in OA 01.1, while the more specific policies can be reported OA 01.2.  Some smaller funds may simply adopt the policies of parent entities, or the policies of key clients. In this situation, these policies should be treated as the organisation’s own policies and a note to this effect provided here.  This section does not focus on policies covering office or operational management (e.g. recycling) or other matters not related to investment activities (e.g. corporate philanthropy). |
| **OA 01.3** | This indicator gives you the opportunity to provide a broad overview of your responsible investment policy, and to comment on issues such as:   * Your motivation for pursuing responsible investment. This might include one or more of the following:   + To improve the financial performance of your investments;   + To promote the accountability of investee companies to shareholders;   + To promote sustainable capital markets and reduce systemic risks through your investments;   + To uphold values or ethical standards, or to promote compliance with international law, codes or guidelines ; and/or   + To promote change in public policy relating to ESG issues * The scope of the policy * Who approved the policy * When the policy was adopted and how frequently is it reviewed * Any significant exceptions to the policy * How the policy is implemented * The specific ESG issues covered by the policy * Any international or national codes, norms or standards on which your policy is based (e.g. UN Global Compact, OECD Guidelines for Multinational Enterprises, the UN Guiding Principles on Business and Human Rights or the ICGN Corporate Governance Principles)   Indicator OA 03 asks in more detail about the depth and coverage of your policy and provides an opportunity for further description of your approach to individual asset classes and issues. |
| **LOGIC** | |
| **OA 01** | Indicators [02.1] and [03] will be applicable if you report that your organisation has a responsible investment policy in [01.1].  Indicators [02.3] and [03] will be applicable if you report that you have other policies or guidance documents related to responsible investment in [01.2] |
| **ASSESSMENT** | |
| **OA 01** | This indicator is not assessed itself but a ‘no’ response to both indicators will result in a zero score for all assessed indicators in the ‘Responsible Investment Policy’ section [02] and [03]. |

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| OA 01 | **DEFINITIONS** |
| Responsible investment policy | The term ‘responsible investment policy’ in this section may refer to a single policy document that applies across your organisation, or to a group of documents that, together, define your organisation’s approach to responsible investment.  It would also include commitments to responsible investment set out in documents such as Investment Beliefs or Statements of Investment Principles. |

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|  | Indicator status | Purpose | Principle |
| OA 02 | MANDATORY | CORE ASSESSED | PRI 6 |

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| OA 02 | INDICATOR | | | | |
| **OA 02.1** | Indicate if your responsible investment policy is publicly available. | | | | |
|  | 🔾 Yes | | 🔾 No | | |
| **OA 02.2** | Provide a URL of your responsible investment policy. | | | | |
|  |  | | | | |
| **OA 02.3** | Indicate if your other policies or guidance documents related to responsible investment are publicly available. | | | | |
|  | 🔾 Yes, all | 🔾 Yes, some | | | 🔾 No |
| **OA 02.4** | List these other policies or guidance documents related to responsible investment that are publicly available and their URLs. | | | | |
|  | Policy or document name | | | URL | |
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| **OA 02.5** | Additional information.  [Optional] | | | | |
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| OA 02 | **EXPLANATORY NOTES** |
| **OA 02.5** | If your responsible investment policy or your other responsible investment-related policies or guidance documents are not publicly available, you may indicate whether you plan to publish them in the future or why you do not intend to do so. |
| **LOGIC** | |
| **OA 02** | Indicator [02.1] is applicable if you reported that your organisation has a responsible investment policy in [01.1]. Indicator [02.3] is applicable if you reported that your organisation has other policies or guidance related to responsible investment in [01.2].  Within this indicator [02.2] will be applicable if you report ‘Yes’ to [02.1]. [02.4] will be applicable if you report ‘Yes, all’ or ‘Yes, some’ to [02.3] |
| **ASSESSMENT** | |
| **OA 02** | Maximum score: Three ★  Based on your response in [01] you will be scored on [02.1], [02.3] or both. In all situations you will be able to receive the maximum points for this indicator. |

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|  | Indicator status | Purpose | Principle |
| OA 03 | MANDATORY | CORE ASSESSED | PRI 1,2 |

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| OA 03 | **INDICATOR** | |
| **OA 03.1** | Indicate the components/types and coverage of your responsible investment policy and guidance documents. Tick all that apply. | |
|  | Policy components/types | Coverage by AUM |
| ❑ Policy setting out your overall approach  ❑ (Proxy) voting policy  ❑ Engagement/active ownership policy  ❑ Specific guidelines on corporate governance  ❑ Specific guidelines on environmental issues  ❑ Specific guidelines on social issues  ❑ Asset class-specific guidelines  ❑ Screening/exclusion policy  ❑ Other, specify \_\_\_\_\_\_  ❑ Other, specify \_\_\_\_\_\_ | 🔾 Applicable policies cover all AUM  🔾 Applicable policies cover a majority of AUM  🔾 Applicable policies cover a minority of AUM |
| **OA 03.2** | Comment on any variations or exceptions in the coverage of your responsible investment policy.  [Optional] | |
|  | |
| **OA 03.3** | Additional information.  [Optional] | |
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| OA 03 | **EXPLANATORY NOTES** |
| **OA 03** | The purpose of this indicator is to allow you to explain the breadth and depth of your approach to responsible investment across your portfolio. See next page for further guidance. |
| **OA 03.1** | *Policy components/types*  The policies listed here may be contained in a single document or multiple separate documents. You may therefore be able to tick multiple boxes.   * Select ‘asset class specific guidelines’ if you have specific policy statement(s) covering issues in individual asset class(es). * Select “engagement/active ownership policy” if your policy refers to any active ownership activities you conduct in your listed/non-listed asset classes excluding (proxy) voting. * Select ‘specific guidelines on corporate governance’ or ‘specific guidelines on environmental and social issues’ if your policy explicitly references guidelines and/or processes on how to address E, S, and/or G issues in your investment process and in your approach to ESG incorporation and active ownership. This may include references to international codes and standards on ESG issues, such as the UN Global Compact, OECD Guidelines for Multinational Enterprises, the UN Guiding Principles on Business and Human Rights or the ICGN Corporate Governance Principles.   *Coverage by AUM*  Some policies might apply in principle to all asset classes, while being implemented in different ways in different contexts. Policies on (proxy) voting and those that relate to specific asset classes (e.g. covering issues specific to property or hedge funds) obviously do not apply to all asset classes. For example, a (proxy) voting policy might cover all listed equity assets but in relation to all AUM it only represents 30%. In this case you should still select the ‘Applicable policies cover all AUM’ option.  Some general policies that are not in themselves specific to an individual asset class might in practice not be implemented in certain asset classes, or certain parts of certain asset classes. For example, an investor might choose not to undertake engagement with companies in particular markets.  You can describe the coverage and implementation of your policy/policies in more detail in response to OA 03.2. |
| **OA 03.2** | Comment on any variations or exceptions in the coverage of your responsible investment policy; for example, explain any difference in policy in terms of the different asset classes covered and/or coverage of developed/emerging/frontier/other markets. |
| **LOGIC** | |
| **OA 03** | Indicator [03.1] has two potentially applicable columns: Policy components/types and Coverage by assets.  *In the column ‘Policy components/types’*   * Option ‘a (proxy) voting policy’ is only applicable if you hold listed equity, either internally and/or externally managed, as reported in OO 05 * Option ‘asset class-specific guidelines’ is applicable if you hold more than one asset class beyond cash.   *In the column ‘Coverage by assets’*   * The options here are applicable if you hold more than one asset class beyond cash |
| **ASSESSMENT** | |
| **OA 03** | Maximum score: Three ★  The assessment of this indicator is based on the combination of the components of the policy and coverage of AUM in [03.1]. |

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|  | Indicator status | Purpose | Principle |
| OA 04 | MANDATORY | CORE ASSESSED | GENERAL |

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| OA 04 | INDICATOR | |
| **OA 04.1** | Indicate if your organisation has a policy on managing potential conflicts of interest in the investment process. | |
|  | 🔾 Yes | 🔾 No |
| **OA 04.2** | Describe your policy on managing potential conflicts of interest in the investment process.  [Optional] | |
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| **OA 04.3** | Additional information.  [Optional] | |
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| OA 04 | **EXPLANATORY NOTES** |
| **OA 04** | A conflict of interest may occur where the interest of a client is not the same as, or is not perceived to be the same as, that of your own organisation. This may relate to either the investment management business or other parts of the business.  A conflict of interest may sometimes arise in connection with a responsible investment matter. For example, acting in the interests of clients may indicate that an investor should choose to vote against management at a company, or engage with that company; however the pension fund of that company, or the company itself, may also be a client or potential client of the investor or another part of the investor’s parent organisation. In some markets investors are required under regulation or codes of good practice to have such policies in place. Examples include the US, the UK and South Africa. |
| **LOGIC** | |
| **OA 04** | [04.2] will be applicable if ‘Yes’ is reported in [04.1] |
| **ASSESSMENT** | |
| **OA 04** | Maximum score: Three ★  The assessment of this indicator is based on your responses to [04.1]. |

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| SECTION |
| Objectives and strategies |

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|  | Indicator status | Purpose | Principle |
| OA 05 | MANDATORY | GATEWAY/CORE ASSESSED | GENERAL |

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| OA 05 | INDICATOR | | | | | |
| **OA 05.1** | Indicate if your organisation sets objectives for its responsible investment activities. | | | | | |
|  | 🔾 Yes | | | 🔾 No | | |
| **OA 05.2** | Indicate how frequently your organisation sets or revises objectives for responsible investment. | | | | | |
|  | 🔾 At least once per year | | | 🔾 Less than once per year | | |
| **OA 05.3** | Indicate how frequently your organisation formally reviews performance against its objectives for responsible investment. | | | | | |
|  | 🔾 Quarterly | 🔾 Biannually | 🔾 Annually | | 🔾 Every two years or less | 🔾 It is not reviewed |
| **OA 05.4** | Additional information.  [Optional] | | | | | |
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| OA 05 | **EXPLANATORY NOTES** |
| **OA 05** | For examples of possible objectives, please see the guidance notes for indicator [06], which allows you to describe your objectives in more detail. |
| **LOGIC** | |
| **OA 05** | [05.2], [05.3] and [06] will be applicable if ‘Yes’ is reported in [05.1]. |
| **ASSESSMENT** | |
| **OA 05** | Maximum score: Three ★  This indicator assesses if objectives have been set [05.1], how often they are revised [05.2] and reviewed [05.3]. |

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|  | Indicator status | Purpose | Principle |
| OA 06 | VOLUNTARY | DESCRIPTIVE | GENERAL |

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| OA 06 | INDICATOR | | |
| **OA 06.1** | List your three main responsible investment objectives you had setfor the reporting year. For each, indicate any key performance indicators you set to measure your progress and also indicate your progress towards achieving your objectives. | | |
|  | **Objectives** | **Key performance indicators** | **Describe the progress achieved** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| **OA 06.2** | List your three main objectives for responsible investment implementation for the next reporting year and indicate any key performance indicators you intend to use to measure your progress. | | |
| **Objectives** | **Key performance indicators** | |
|  | 1. |  | |
| 2. |  | |
|  | 3. |  | |
| **OA 06.3** | Additional information. | | |
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| OA 06 | **EXPLANATORY NOTES** |
| **OA 06** | The responsible investment objectives that organisations may set for themselves may relate to:   * Responsible investment processes: e.g. to better record engagement activities; here a key performance indicator could be the establishment of a new database * Financial performance of their investments – e.g. to increase portfolio performance by over-underweighting companies with particular ESG characteristics; here a key performance indicator could be the change in price of the shares of those companies * ESG characteristics of investments – e.g. to engage with companies in order to persuade them to make a specific change to their management of ESG issues; the KPI here would be the introduction of this change * Other activities - e.g. to participate in a particular collaborative initiative; the KPI in this case would be participation in the initiative; or * Capacity and resources - e.g. to provide ESG training to investment staff; here the KPI could be the delivery of training |

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| SECTION |
| Governance and human resources |

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|  | Indicator status | Purpose | Principle |
| OA 07 | VOLUNTARY | DESCRIPTIVE | GENERAL |

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| OA 07 | INDICATOR |
| **OA 07.1** | Provide a brief description of your organisation’s governance, management structures and processes related to responsible investment. |
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| ❑ I would like to attach an organisation chart |

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| OA 07 | **EXPLANATORY NOTES** |
| **OA 07** | As relevant to the manner in which your organisation oversees its responsible investment activities, this could include a discussion of:   * The roles and responsibilities of your Board and senior management * Formal oversight or consultative bodies (e.g. client/beneficiary/external specialist advisory groups) * Who has day-to-day responsibility for your responsible investment activities * How responsible investment performance is assessed and reviewed   This information could include an organisation chart. |

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|  | Indicator status | Purpose | Principle |
| OA 08 | MANDATORY | GATEWAY/CORE ASSESSED | GENERAL |

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| OA 08 | **INDICATOR** | | | |
| **OA 08.1** | Indicate the roles present in your organisation and for each, indicate whether they have oversight and/or implementation responsibilities for responsible investment. | | | |
|  | **Roles present in your organisation** | **Oversight/ accountability for RI** | **Implementation of RI** | **No responsibility for RI** |
|  | ❑ Board members or trustees | ❑ | ❑ | ❑ |
|  | ❑ Chief Executive Officer (CEO), Chief Investment Officer (CIO), Investment Committee | ❑ | ❑ | ❑ |
|  | ❑ Other Chief-level staff or head of department,  specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | ❑ | ❑ | ❑ |
|  | ❑ Portfolio managers | ❑ | ❑ | ❑ |
|  | ❑ Investment analysts | ❑ | ❑ | ❑ |
|  | ❑ Dedicated responsible investment staff | ❑ | ❑ | ❑ |
|  | ❑ External managers or service providers | ❑ | ❑ | ❑ |
|  | ❑ Other role, specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | ❑ | ❑ | ❑ |
| **OA 08.2** | Indicate the number of dedicated responsible investment staff your organisation has.  [Optional] | | | |
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| **OA 08.3** | Additional information.  [Optional] | | | |
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| OA 08 | **EXPLANATORY NOTES** |
| **OA 08** | This indicator relates to activities that are carried out in-house and activities that are carried out by third parties on your behalf (e.g. vote execution, research). In the left column, please highlight what type of roles you have in your organisation, irrespective if they have oversight/accountability or implementation responsibility for responsible investment.  *Oversight and implementation are differentiated as follows:*  Individuals with **oversight** roles are those with management or governance responsibility for ensuring that the organisation implements its policies, and achieves its objectives and targets in relation to responsible investment performance.  Individuals with **implementation** roles are those charged with implementing specific aspects of the organisation’s responsible investment practices, for example, conducting ESG-related research, incorporating ESG issues into investment strategies, voting shareholdings, engaging with companies and policy makers. |
| **LOGIC** | |
| **OA 08** | If you report here that individuals within your organisation have oversight/accountability or implementation roles in relation to responsible investment, the parts of indicator [09.1] that relate to these roles will be applicable. |
| **ASSESSMENT** | |
| **OA 08** | Maximum score: Three ★  This indicator assesses if your organisation has an individual with oversight/accountability for RI and an individual implementing RI. It is not necessary to have all of the positions listed to receive the full score and no distinction in terms of score is made between implementation by dedicated RI staff and other internal/external roles. |

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| OA 08 | **DEFINITIONS** |
| Dedicated responsible investment staff | Dedicated responsible investment/ESG staff are those individuals with the majority of their time allocated to responsible investment/ESG activities (either oversight or implementation). |

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|  | Indicator status | Purpose | Principle |
| OA 09 | VOLUNTARY | ADDITIONAL ASSESSED | GENERAL |

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| OA 09 | **INDICATOR** | | | | |
| **OA 09.1** | Indicate if your organisation’s performance management, reward and/or personal development processes have a responsible investment element. | | | | |
|  |  | **RI KPIs / goals in objectives** | **RI included in appraisal process** | **Variable pay linked to RI performance** | **RI in personal development / training plan** |
|  | Board members or trustees | n/a | n/a | n/a | ❑ |
|  | Chief Executive Officer (CEO), Chief Investment Officer (CIO), Investment Committee | ❑ | ❑ | ❑ | ❑ |
|  | Other C-level staff or head of department,  specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | ❑ | ❑ | ❑ | ❑ |
|  | Portfolio managers | ❑ | ❑ | ❑ | ❑ |
|  | Investment analysts | ❑ | ❑ | ❑ | ❑ |
|  | Dedicated responsible investment staff | ❑ | ❑ | ❑ | ❑ |
|  | Other role [from OA 08] | ❑ | ❑ | ❑ | ❑ |
|  | None of the above | ❑ | ❑ | ❑ | ❑ |
| **OA 09.2** | Describe any activities undertaken during the reporting year to develop and maintain Board members’ skills and knowledge in relation to responsible investment. | | | | |
|  | | | | |
| **OA 09.3** | Provide any additional information on your organisation’s performance management, reward and/or personal development processes in relation to responsible investment. | | | | |
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| OA 09 | **EXPLANATORY NOTES** |
| **OA 09** | This indicator gives you the opportunity to provide information about how responsible investment is incorporated into your organisation’s performance management system.  You may include details of any KPIs that are used to assess performance and how these relate to your organisation’s responsible investment objectives and targets, how performance is assessed against these KPIs, how performance is incorporated into financial reward mechanisms or other incentive schemes, and how development and learning needs are identified and addressed.  KPIs may also relate to responsible investment processes. For example, the development or implementation of a responsible investment policy for a particular asset class, linking responsible investment performance with investment performance, the ESG characteristics of investments, activities to promote responsible investment (e.g. to participate in a particular collaborative initiative) or building capacity and resources (e.g. to provide ESG training to investment analysts). Development and learning needs may relate to building knowledge on specific ESG issues or more general responsible investment activities and approaches.  A development plan that aims to develop your organisation’s responsible investment knowledge and capacity may include formal or informal training. Formal training could include attendance (virtual or in person) at training courses such as those offered by universities, the Sustainable Investment Professional Certification (SIPC) or the Responsible Investment Academy of Australia (RIAA). Informal training could include attendance at conferences or briefings or participation in mentoring schemes. |
| **LOGIC** | |
| **OA 09** | If you report in [08.1] that individuals within your organisation have oversight/accountability or implementation roles in relation to responsible investment, the parts of indicator [09.1] that relate to these roles will be applicable.  Within this indicator, [09.2] will be applicable if you report that responsible investment is included in the personal development and/or training plan for Board member/Board of trustees [09.1] |
| **ASSESSMENT** | |
| **OA 09** | Maximum score: Six ★  This indicator assesses two parts of [09.1] separately.  Firstly, RI in objectives, appraisal and/or rewards for individuals with oversight or implementation responsibilities is assessed and worth three ★.  Secondly, RI in personal development and/or training plan for individuals with oversight or implementation responsibilities is assessed and worth three ★. |

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| SECTION |
| Promoting responsible investment |

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|  | Indicator status | Purpose | Principle |
| OA 10 | MANDATORY | CORE ASSESSED | PRI 4,5 |

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| OA 10 | INDICATOR | | |
| **OA 10.1** | Select the collaborative organisation and/or initiatives of which your organisation is a member or in which it participated during the reporting year, and the role you played. | | |
|  | **Collaborative Organisation/ Initiative** | **Your organisation’s role in the initiative during the reporting year (see definitions)** | **Provide a brief commentary on the level of your organisation’s involvement in the initiative** [Optional] |
| 🗹 Principles for Responsible Investment (PRI) | Basic, Moderate, Advanced  [drop down] |  |
| ❑ Asian Corporate Governance Association | [same as above] |  |
| ❑ Association for Sustainable & Responsible Investment in Asia | [same as above] |  |
| ❑ Australian Council of Superannuation Investors | [same as above] |  |
| ❑ CDP Climate Change | [same as above] |  |
| ❑ CDP Forest | [same as above] |  |
| ❑ CDP Water | [same as above] |  |
| ❑ CFA Institute Centre for Financial Market Integrity | [same as above] |  |
| ❑ Council of Institutional Investors (CII) | [same as above] |  |
| ❑ Eumedion | [same as above] |  |
| ❑ Extractive Industries Transparency Initiative (EITI) | [same as above] |  |
| ❑ Global Investors Governance Network (GIGN) | [same as above] |  |
| ❑ Global Real Estate Sustainability Benchmark (GRESB) | [same as above] |  |
| ❑ Institutional Investors Group on Climate Change (IIGCC) | [same as above] |  |
| ❑ Interfaith Center on Corporate Responsibility (ICCR) | [same as above] |  |
|  | ❑ International Corporate Governance Network (ICGN) | [same as above] |  |
| ❑ Investor Group on Climate Change, Australia/New Zealand (IGCC) | [same as above] |  |
| ❑ Investor Network on Climate Risk (INCR)/CERES | [same as above] |  |
| ❑ Local Authority Pension Fund Forum | [same as above] |  |
| ❑ Regional or National Social Investment Forums (e.g. UKSIF, Eurosif, ASRIA, RIAA, US SIF); specify\_\_\_\_\_\_\_\_\_\_\_\_ | [same as above] |  |
| ❑ Shareholder Association for Research and Education (Share) | [same as above] |  |
| ❑ United Nations Environment Programme Finance Initiative (UNEP FI) | [same as above] |  |
| ❑ United Nations Global Compact | [same as above] |  |
| ❑ Other collaborative organisation/ initiative, specify\_\_\_\_\_\_\_ | [same as above] |  |
| **OA 10.2** | Additional information.  [Optional] | | |
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| OA 10 | **EXPLANATORY NOTES** |
| **OA 10** | The option ‘Principles for Responsible Investment’ has been prefilled for all signatories.  You can also add organisations or initiatives that are not presented in the list.  Please do not list here initiatives and collaborations whose sole role is to support your organisation in collaborative engagements with specific companies. Information on these should be supplied in the engagement section of each asset class module. |
| **LOGIC** | |
| **OA 10** | [10.2] will be applicable if ‘Yes’ is reported in [10.1] |
| **ASSESSMENT** | |
| **OA 10** | Maximum score: Three ★  This indicator assesses signatories’ involvement in collaborative organisations or initiatives that promote responsible investment. A higher level of involvement will receive higher credit than being involved in many organisations/initiatives. |

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| OA 10 | **DEFINITIONS** |
| Basic role | Select this category if at least one of these activities applies to your organisation:   * Joined or signed up to an initiative * Attended conferences as a participant * Attended one or two meetings arranged by the initiative to be informed of its progress |
| Moderate role | Select this category if at least one of these activities applies to your organisation:   * Acted ad-hoc as a public spokesperson for the initiative * Participated to some degree in advancing the initiative by preparing position papers and joint statements * Contributed to the organisation or content of events organised by the initiative |
| Advanced role | Select this category if at least one of these activities applies to your organisation:   * Played a leading role in the initiative by preparing position papers and joint statements * Regularly acted as a public spokesperson for the initiative and actively promoted it * Provided significant operational, content development and/or financial support to the initiative, beyond basic membership requirements |

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|  | Indicator status | Purpose | Principle |
| OA 11 | MANDATORY | CORE ASSESSED | PRI 4 |

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| OA 11 | INDICATOR | |
| **OA 11.1** | Indicate if your organisation promotes responsible investment, independently of collaborative initiatives. | |
|  | 🔾 Yes | 🔾 No |
| **OA 11.2** | Indicate which of the following actions your organisation has taken to promote responsible investment, independently of collaborative initiatives. | |
|  | ❑ Provided or supported education or training programmes for clients, investment managers, broker/dealers, investment consultants, legal advisers or other investment organisations  ❑ Provided financial support for academic or industry research on responsible investment  ❑ Encouraged better transparency and disclosure of responsible investment practices across the investment industry  ❑ Spoke publicly at events and conferences to promote responsible investment  ❑ Wrote and published in-house research papers on responsible investment  ❑ Encouraged the adoption of the PRI  ❑ Other, specify\_\_\_\_\_\_\_\_\_ | |
| **OA 11.3** | Additional information.  [Optional] | |
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| OA 11 | **EXPLANATORY NOTES** |
| **OA 11.3** | Indicate which events you spoke at, describe the education and to whom it was provided, provide information on the research funded and published, how you encouraged better disclosure, etc. |
| **LOGIC** | |
| **OA 11** | [11.2] will be applicable if ‘Yes’ is reported in [11.1] |
| **ASSESSMENT** | |
| **OA 11** | Maximum score: Three ★  This indicator assesses if RI has been promoted independently of collaborative initiatives [11.1] and what actions were taken [11.2]. |

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|  | Indicator status | Purpose | Principle |
| OA 12 | VOLUNTARY | ADDITIONAL ASSESSED | 4,5,6 |

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| OA 12 | INDICATOR | | |
| **OA 12.1** | Indicate if your organisation - individually or in collaboration with others - conducted dialogue with public policy makers or standard-setters in support of responsible investment in the reporting year. | | |
|  | ❑ Yes, individually  ❑ Yes, in collaboration with others  ❑ No | | |
| **OA 12.2** | Select the methods you have used. | | |
| ❑ Endorsed written submissions to governments, regulators or standard-setters developed by others  ❑ Drafted your own written submissions to governments, regulators or standard-setters  ❑ Participated in face-to-face meetings with government members or officials to discuss policy  ❑ Other, specify\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **OA 12.3** | Where you have made written submissions (individually or collaboratively) to governments and regulatory authorities, indicate if these are publicly available. | | |
|  | **Publicly available** | | **URL(s)** |
|  | 🔾 Yes | 🔾 No |  |
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| **OA 12.4** | Additional information. | | |
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| OA 12 | **EXPLANATORY NOTES** |
| **OA 12** | These activities could include direct dialogue with government agencies, regulatory authorities and standard-setters on policy issues, supporting other actors in their public policy dialogue activities, providing information on specific ESG issues (e.g. climate change, water or executive remuneration), explaining your views on public policy issues (e.g. mandatory company sustainability reporting) or providing information on responsible investment more generally. |
| **OA 12.2** | If you have provided feedback to public consultations conducted by governments, regulators or standard-setters, select ‘Drafted your own written submissions to governments, regulators or standard-setters.’ |
| **OA 12.4** | You can indicate the topics of your dialogues here. If you do not engage in public policy dialogue (e.g. if you are not permitted to do so because of regulatory constraints or you do not consider such engagement a prudent use of your resources) you can explain this here. |
| **LOGIC** | |
| **OA 12** | [12.2] and [12.3] will be applicable if you report ‘Yes, individually’ or ‘Yes, in collaboration with others’ in [12.1]. In [12.3], the URL column will only be applicable if you report that your written submissions are publicly available. |
| **ASSESSMENT** | |
| **OA 12** | Maximum score: Three ★  This indicator assesses whether signatories have conducted dialogue with public policy makers or standard-setters in support of responsible investment. Whether this was conducted individually or through collaboration with others does not influence the scoring. |

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| SECTION |
| ESG issues in asset allocation |

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|  | Indicator status | Purpose | Principle |
| OA 13 | VOLUNTARY | DESCRIPTIVE | PRI 1 |

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| OA 13 | INDICATOR |
| **OA 13.1** | Indicate if your organisation considers ESG issues in strategic asset allocation and/or allocation of assets between geographic markets. |
|  | 🔾 Yes   * Allocation between asset classes * Determining fixed income duration * Allocation of assets between geographic markets * Other, specify \_\_\_\_   🔾 No |
| **OA 13.2** | Describe how you apply ESG issues in strategic asset allocation and/or allocation of assets between geographic markets. |
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| **OA 13.3** | Additional information. |
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| OA 13 | **EXPLANATORY NOTES** |
| **OA 13.1** | Strategic Asset Allocation covers investment allocation to high level asset classes according to their differing return and risk profiles to match the investor’s risk tolerance, time horizon and investment objectives/beliefs. This may include deciding on an appropriate equity/fixed income/cash split, developed/emerging market split, duration of fixed income and listed/unlisted split.  Some signatories are starting to assess the implications of issues such as climate change for their asset allocation (e.g. on the basis of economic scenario planning). Some may also consider corporate governance practices, the robustness of a country’s regulatory frameworks, or a country’s approach to managing environmental and social challenges when making geographical allocations. These approaches are still relatively uncommon – particularly as far as environmental and social issues are concerned. This indicator nonetheless allows signatories that are working in this area to explain their activities.  This is distinct from general ESG integration into individual investment decisions, which is covered in detail in the asset class specific modules of the Reporting Framework. As an example, ESG influenced decisions about whether to invest in listed equities or alternative asset classes can be reported in this indictor. Screening individual stocks based on ESG criteria should be reported in the Listed Equity – Integration module. |
| **LOGIC** | |
| **OA 13** | [13.2] will be applicable if any of the ‘Yes’ options are reported in [13.1] |

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|  | Indicator status | Purpose | Principle |
| OA 14 | VOLUNTARY | DESCRIPTIVE | PRI 1 |

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| OA 14 | INDICATOR | | | |
| **OA 14.1** | Indicate if your organisation allocates assets to, or manages, funds based on specific environmental and social themed areas. | | | |
|  | 🔾 Yes | | 🔾 No | |
| **OA 14.2** | Indicate the percentage of your total AUM invested in environmental and social themed areas. | | | |
|  | Environmental and social themed investments | | % of total AUM | |
| **OA 14.3** | Please specify which thematic area(s) you invest in and provide a brief description. | | | |
| **Area** | **Asset class invested**  [drop down of asset classes] | | **Brief description of investment** |
| * Clean technology (including renewable energy) |  | |  |
| * Green buildings |  | |  |
| * Sustainable forestry |  | |  |
| * Sustainable agriculture |  | |  |
| * Microfinance |  | |  |
| * SME financing |  | |  |
| * Social enterprise / community investing |  | |  |
| * Affordable housing |  | |  |
| * Education |  | |  |
| * Global health |  | |  |
| * Water |  | |  |
| * Other, specify\_\_\_\_\_\_\_\_\_ |  | |  |
| **OA 14.4** | Additional information. | | | |
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| OA 14 | **EXPLANATORY NOTES** |
| **OA 14** | For the purpose of this reporting framework, the terms E&S themed and sustainability themed investments are used interchangeably. These are investments in themes or assets specifically related to E or S sustainability (for example clean energy, green technology or sustainable agriculture). These investments typically offer investors one way to explicitly align their activities with the broader objectives of society.  This indicator refers to investment themes that may include more than one asset class. These investments are specifically focused on certain themes. This indicator is not about broad based SRI funds, which may be described in other parts of this reporting framework. Further details on environmental and social themed investments may be found [here](http://www.unpri.org/areas-of-work/implementation-support/environmental-and-social-themed/). |
| **OA 14.3** | Asset classes reported in OO 05, either internally and/or externally managed, will be visible in the drop down. |
| **LOGIC** | |
| **OA 14** | [14.2] and [14.3] will be applicable if ‘Yes’ is reported in [14.1] |

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| OA 14 | **DEFINITIONS** |
| Renewable Energy & Clean technology (cleantech) | Investments in companies that offer products, services or processes aimed at reducing or eliminating the consumption of natural resources and achieving higher energy efficiency with lower cost. Cleantech is present in the energy, agriculture, transport, manufacture, air and water quality sectors. Cleantech companies work in some of the following industries: renewable energy, energy efficiency, waste management and materials recycling. |
| Green buildings | Green buildings are those designed, constructed, operated, maintained, renovated and destroyed using environmentally-friendly and resource-efficient processes. |
| Sustainable forestry | Investment strategies that focus on sustainable forestry investments that enshrine the protection of local economic, social and natural interests. The sustainable management of the forests may be certified by bodies like the Forestry Stewardship Council (FSC) and the Programme for the Endorsement of Forest Certification (PEFC). |
| Sustainable agriculture | The production of safe agricultural products whose production protect and improve the natural environment and the socio-economic conditions of local communities. |
| Microfinance | Investments in retail institutions that provide financial services such as loans, savings, insurance and other basic services to low-income clients who run productive activities and who traditionally lack access to banking and related financial services. |
| SME financing | SME financing here refers to providing financial services to small- and medium-sized enterprises that may struggle to access to banking and related financial services. |
| Social enterprise/community development | Social enterprise development is defined as creating and nurturing businesses that aim for positive social or environmental outcomes while generating financial returns.  Community development investments are similarly designed to specifically benefit lower-income neighbourhoods and populations, for example by providing access to affordable housing, supporting small businesses, and, by extension, job creation. |
| Affordable housing | Affordable housing has different definitions depending on the country but can be broadly categorised as that which is affordable to the average household. It covers a spectrum from emergency shelters, through to non-market rental (also known as social or subsidised housing), formal and informal rental and ending with affordable home ownership. |
| Education | Investments in education include investments in schools, social enterprises and any other industries related to the advancement of education. |
| Global health | Investment strategies that focus on the healthcare market and health systems, e.g. pharmaceuticals, biotechnology, healthcare services and medical technology/suppliers with the objective to decrease the global burden of diseases, including non-communicable diseases (cancer, diabetes, and cardiovascular diseases) and/or communicable diseases (e.g. HIV/AIDS, tuberculosis, and malaria) in both (developed and in emerging and developing countries). This may also include investments that improve the global access to healthcare services and/or with products/services with potential and interest to improve global health. |

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| SECTION |
| Asset class implementation not reported in other modules |

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|  | Indicator status | Purpose | Principle |
| OA 15 | VOLUNTARY | DESCRIPTIVE | GENERAL |

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| OA 15 | INDICATOR | |
| **OA 15.1** | Describe how you address ESG issues for internally managed assets for which a specific PRI asset class module has yet to be developed or for which you are not required to report because your assets are below the minimum threshold. | |
|  | **Asset Class** | **Describe what processes are in place and the outputs or outcomes achieved** |
| Listed equities – ESG incorporation |  |
| Listed equities – engagement |  |
| Listed equities – (proxy) voting |  |
| Fixed income – corporate |  |
| Fixed income – government |  |
| Fixed income – other |  |
| Private debt |  |
| Private equity |  |
| Property |  |
| Infrastructure |  |
| Commodities |  |
| Hedge funds |  |
| Forestry |  |
| Farmland |  |
| Inclusive finance |  |
| Cash |  |
| Other (1) [from OO 05] |  |
| Other (2) [from OO 05] |  |
| **OA 15.2** | Additional information. | |
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| OA 15 | **EXPLANATORY NOTES** |
| **OA 15** | This indicator allows you to describe how you implement RI in asset classes for which the PRI has not developed a specific module. By reporting this information you can inform stakeholders on how you advancing in these areas. Moreover, you support the PRI in identifying RI practices to be captured by potential future modules.  This indicator also gives you an opportunity to report on asset classes which are covered by a PRI module but for which you choose not to report on as you fall under the required threshold. For example, you may have limited resources to systematically track your RI implementation on a minor amount of private equity in your portfolio but you may still want to describe here your main RI activities in this asset class. |
| **LOGIC** | |
| **OA 15** | This indicator is applicable if you reported that your organisation has internally managed assets [OO 05] and that you incorporate ESG issues into investment decisions and/or active ownership practices for internally managed assets ([OO 10] for listed equity, [OO 11] for other asset classes) for asset classes where:   * Less than 10% of your AUM are in that asset class, and/or you have opted not to complete that asset class module voluntarily [OO 12], or * PRI has not yet developed a direct module for that asset class.   The applicable asset classes in this indicator will be prepopulated based on [OO 05], [OO 10-12]. |

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|  | Indicator status | Purpose | Principle |
| OA 16 | VOLUNTARY | DESCRIPTIVE | GENERAL |

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| OA 16 | INDICATOR | |
| **OA 16.1** | Describe how you address ESG issues for externally managed assets for which you are not required to report because your assets are below the minimum threshold. | |
|  | **Asset Class** | **Describe what processes are in place and the outputs or outcomes achieved** |
| Listed equities – ESG incorporation |  |
| Listed equities – engagement |  |
| Listed equities – (proxy) voting |  |
| Fixed income – corporate |  |
| Fixed income – government |  |
| Fixed income – other |  |
| Private debt |  |
| Private equity |  |
| Property |  |
| Infrastructure |  |
| Commodities |  |
| Hedge funds |  |
| Forestry |  |
| Farmland |  |
| Inclusive finance |  |
| Cash |  |
| Other (1) [from OO 05 ] |  |
| Other (2) [from OO 05 ] |  |
| **OA 16.2** | Additional information. | |
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| OA 16 | **EXPLANATORY NOTES** |
| **OA 16** | This indicator gives you an opportunity to report on how you incorporate ESG issues in the selection and monitoring of your external managers in asset classes which are covered by the PRI module indirect investments, but for which you choose not to report on there. |

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| **LOGIC** | |
| **OA 16** | This indicator is applicable if you reported that your organisation has externally managed assets [OO 05] and that you incorporate ESG issues into investment decisions and/or active ownership practices for externally managed assets ([OO 10] for listed equity, [OO 11] for other asset classes) for asset classes where:   * Less than 10% of your AUM are in that asset class, and/or you have opted not to complete that asset class voluntarily [OO 12].   The applicable asset classes in this indicator will be prepopulated based on [OO 05], [OO 10-12]. |

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| SECTION |
| Investment execution and advisory services |

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|  | Indicator status | Purpose | Principle |
| OA 17 | VOLUNTARY | DESCRIPTIVE | PRI 1,2 |

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| OA 17 | INDICATOR | |
| **OA 17.1** | Indicate if your organisation takes account of responsible investment/ESG considerations when providing execution and/or advisory services. | |
|  | 🔾 Yes | 🔾 No |
| **OA 17.2** | Additional information. | |
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| OA 17 | **EXPLANATORY NOTES** |
| **OA 17** | Some signatories provide execution-only or advisory-only services to clients; i.e., the investment decision is taken by the client and the signatory primarily provides the channel through which the investment is made. This is often a service provided by private and/or retail banks or insurance companies (e.g. in the context of private wealth management or defined contribution pension plans).  Examples of actions that signatories may take could include taking ESG issues into consideration when selecting the funds that are made available to clients, or engaging with the fund providers to ensure that they address ESG issues in their investment processes. |
| **LOGIC** | |
| **OA 17** | This indicator is applicable for Investment Managers that report that they provide ‘Execution and advisory services’ in [OO 01]. |

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| SECTION |
| Innovation |

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|  | Indicator status | Purpose | Principle |
| OA 18 | VOLUNTARY | DESCRIPTIVE | GENERAL |

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| OA 18 | INDICATOR | |
| **OA 18.1** | Indicate whether any specific features of your approach to responsible investment are particularly innovative | |
| 🔾 Yes | 🔾 No |
| **OA 18.2** | Describe any specific features of your approach to responsible investment that you believe are particularly innovative. | |
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| OA 18 | **EXPLANATORY NOTES** |
| **OA 18** | The response to this indicator could relate to any aspects of your responsible investment processes, activities, outputs or outcomes that you consider to represent significant developments and progress in the practice of responsible investment in general, or in a particular market or asset class. Illustrative examples include:   * The introduction of longer holding periods (or portfolio turnover limits) to encourage longer-term thinking * New ways of delivering information or reports to clients * The development of innovative KPIs or performance measurement tools (e.g. to track the carbon intensity or other ESG characteristics of portfolios, or to link these to financial performance) * The use of new engagement approaches that deliver better ESG or financial outcomes * New partnerships or collaborations |

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| SECTION |
| Assurance of responses |

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|  | Indicator status | Purpose | Principle |
| OA 19 | VOLUNTARY | ADDITIONAL ASSESSED | GENERAL |

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| OA 19 | INDICATOR | |
| **OA 19.1** | Indicate whether your reported information has been reviewed, validated and/or assured by internal and/or external parties. | |
|  | 🔾 Yes | 🔾 No |
| **OA 19.2** | Indicate who has reviewed, validated and/or assured your reported information. | |
|  | * Reviewed by Board, CEO,CIO or Investment Committee * Validated by internal audit or compliance function * Assured by an external independent provider, specify name\_\_\_\_\_\_\_\_\_\_\_ | |
| **OA 19.3** | Describe the steps you have taken to review, validate and/or assure the content of your reported information. | |
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| **OA 19.4** | Attach any relevant documents. | |
| **OA 19.5** | Additional information | |
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| OA 19 | **EXPLANATORY NOTES** |
| **OA 19.2** | Please select respective answer option if respective party reviewed, validated and/or assured all your reported information, not only a subset. |
| **OA 19.3** | For internal assurance and validation, please define the scope, the method used, the assumptions on which the process was based, key findings and recommendations.  If you obtained independent external assurance, please state the standard followed and the outcome of the assurance, the level of assurance obtained (limited or reasonable) and the conclusion of the assurance provider (negative or positive conclusion, qualified or unqualified).  Please clarify what type of reported information, for example your voting record, was assured by external independent provider(s). |
| **OA 19.4** | This indicator allows you to attach assurance statements or other relevant documents to your report. |
| **LOGIC** | |
| **OA 19** | [19.2], [19.3] and [19.4] will be applicable if ‘Yes’ is reported in [19.1] |
| **ASSESSMENT** | |
| **OA 19** | This indicator assesses whether signatories have reviewed, validated and/or assured their responses either by internal and/or external parties. |