

PRI REPORTING FRAMEWORK 2016

Closing Module

November 2015

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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**

|  |  |
| --- | --- |
| 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**

|  |  |  |
| --- | --- | --- |
| 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.

|  |  |
| --- | --- |
| 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

**CM 05:** Submit your responses

**CM 02:** Suggestions or comments on the Reporting and Assessment process

**CM 01**: To what extent has the Reporting Framework captured your implementation of the Principles

**CM 04:** Final review before submission

**CM 03:** Reporting & Assessment contact

# Preface

This module invites you to provide feedback on the PRI reporting framework and gives you the opportunity to review the information you have reported before you submit.

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| SECTION |
| Feedback |

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| --- | --- | --- | --- |
|  | Indicator status | Purpose | Principle |
| CM 01 | VOLUNTARY TO REPORT  NOT DISCLOSED | DESCRIPTIVE | GENERAL |

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| --- | --- | --- | --- | --- | --- |
| CM 01 | INDICATOR | | | | |
| **CM 01.1** | Indicate to what extent the PRI reporting framework captures your implementation of the Principles. | | | | |
|  |  | **To a large extent** | **To a moderate extent** | **To a small extent** | **Not at all** |
| Select the most appropriate | 🔾 | 🔾 | 🔾 | 🔾 |
| **CM 01.2** | Additional information. | | | | |
|  |  | | | | |

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|  | Indicator status | Purpose | Principle |
| CM 02 | VOLUNTARY TO REPORT  NOT DISCLOSED | DESCRIPTIVE | GENERAL |

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| CM 02 | INDICATOR |
| **CM 02.1** | If you have any additional suggestions or comments on the Reporting and Assessment process, share them here. |
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| CM 02 | **EXPLANATORY NOTES** |
| **CM 02** | Your response will support efforts to improve the PRI reporting and assessment process. |

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| SECTION |
| Contact details |

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| --- | --- | --- | --- |
|  | Indicator status | Purpose | Principle |
| CM 03 | MANDATORY TO REPORT  NOT DISCLOSED | DESCRIPTIVE | GENERAL |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| CM 03 | INDICATOR | | | |
| **CM 03.1** | Provide a primary and secondary contact person. | | | |
|  |  | **First name** | **Surname** | **Email address** |
| Primary contact |  |  |  |
| Secondary contact  [Optional] |  |  |  |

|  |  |
| --- | --- |
| CM 03 | **EXPLANATORY NOTES** |
| **CM 03** | These people will be contacted in case of any queries around the reported information and will receive all follow up information about the Reporting and Assessment process. |

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| SECTION |
| Final review and submission |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Indicator status | Purpose | Principle |
| CM 04 | MANDATORY TO REPORT  NOT DISCLOSED | DESCRIPTIVE | GENERAL |

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| --- | --- | --- |
| CM 04 | **INDICATOR** | |
| **CM 04.1** | Thank you for completing the PRI reporting framework.  Click the link below to review how your reported information will be presented in your RI Transparency Report. The RI Transparency Report will be publicly disclosed.  If you have responded incorrectly to any indicators, please return to these indicators in the Online Reporting Tool and adjust accordingly.  **[REVIEW YOUR RI TRANSPARENCY REPORT]** | |
| **CM 04.2** | Indicate whether you give PRI permission to publish any information you have marked as public, as well as the mandatory to disclose indicators.  Once your report is submitted, you will not be able to modify your responses and information you have marked as public will automatically be published on the PRI website. | |
| ❑ I give the PRI permission to publish any information I have marked as public (June 2016). |  |
| ❑ I do not give the PRI permissions to publish it (only applicable if you are in your preparation year). | |
| **CM 04.3** | In addition to the RI Transparency Report, PRI will also produce an individual assessment report providing feedback on your RI implementation activities and progress. This report and the new PRI assessment methodology is being piloted with signatories. PRI will treat your assessment report as confidential and will not publish it.  You will receive a copy of your confidential assessment report in late 2015 once the 2014/15 reporting period ends and submissions from all signatories have been processed.  Indicate if you would like to opt-out of receiving your assessment report | |
| 🔾 I would like to receive a copy of my confidential pilot assessment report  🔾 Do not send me a copy of my confidential pilot assessment report | |

|  |  |
| --- | --- |
| CM 04 | **EXPLANATORY NOTES** |
| **LOGIC** | |
| **CM 04.2** | You will see the option not to publish your responses if you are completing the reporting as part of your preparation year (i.e. your first year as PRI signatory). |
| **ASSESSMENT** | |
| **CM 04** | Signatories will be able to opt-out of receiving their assessment report. Even when you opt-out of receiving your report, the responses will still be assessed and these scores will still be used in an aggregated, confidential form to enable peer comparison for other signatories who have requested an assessment report. |