

PRI REPORTING FRAMEWORK 2017 – SERVICE PROVIDERS Organisational Overview (OO)

2017

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UNEP Finance Initiative
Changing finance, financing change



United Nations Global Compact

An investor initiative in partnership with UNEP Finance Initiative and UN Global Compact

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 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) and the purpose of the indicator.

xxx 01	Indicator status MANDATORY	Purpose GATEWAY
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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 they 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.
Descriptive		These are open-ended narrative indicators, allowing you to describe your activities.

Underneath the indicator

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

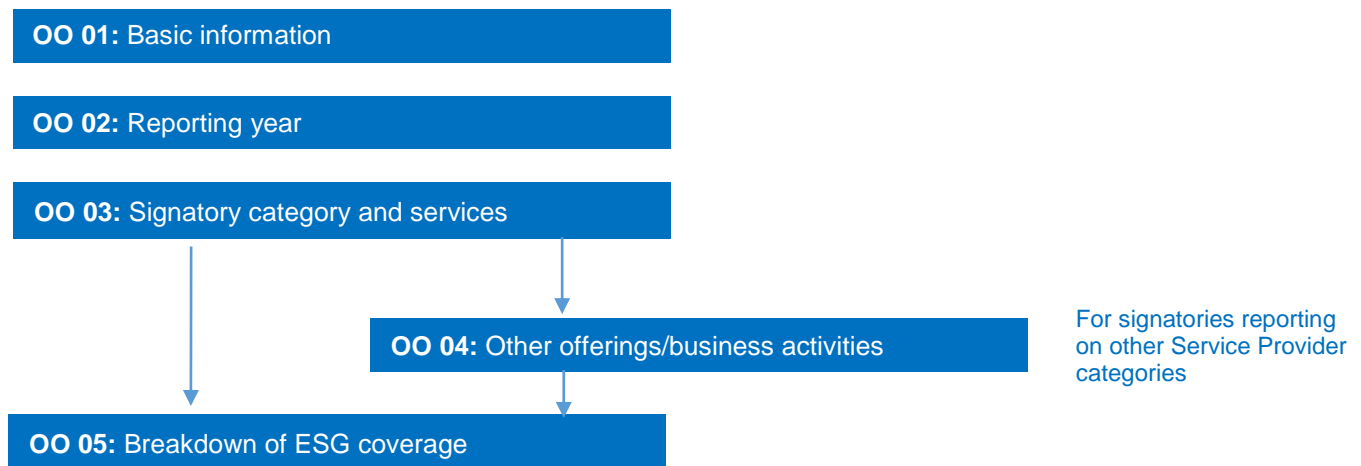
xxx 01	EXPLANATORY NOTES
xxx 01.1	This provides guidance on how to interpret the sub-indicators, including examples of what could be reported.
xxx 01.2	
LOGIC	
xxx 01	This explains when this indicator is applicable and/or if it has an impact on subsequent indicators. If there is no logic box, the indicator is always applicable and does not affect other indicators.

xxx 01	DEFINITIONS
xxx 01	Specific terms that are used in the indicator are defined here.

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Pathways through the module



Preface

The information reported in this module will allow your stakeholders to identify your organisation type and characteristics. This module also functions as a filter, since your responses will determine which indicators you will see in later stages of the Reporting Framework and will also ensure that you do not have to provide responses to indicators that are not relevant for your organisation.

SECTION

Basic information

OO 01	Indicator status MANDATORY	Purpose DESCRIPTIVE
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OO 01	INDICATOR
OO 01.1	Select the location of your organisation's headquarters. [drop down with countries]
OO 01.2	Indicate the number of countries in which you have offices (including your headquarters). <input type="radio"/> 1 <input type="radio"/> 2-5 <input type="radio"/> 6-10 <input type="radio"/> 11-50 <input type="radio"/> >50
OO 01.3	Indicate the regions where you have offices. <input type="checkbox"/> [a] Africa <input type="checkbox"/> [b] Asia (excluding Japan & Korea) <input type="checkbox"/> [c] Australasia <input type="checkbox"/> [d] Canada <input type="checkbox"/> [e] Continental Europe <input type="checkbox"/> [f] Japan & Korea <input type="checkbox"/> [g] Nordic <input type="checkbox"/> [h] South America <input type="checkbox"/> [i] UK & Ireland <input type="checkbox"/> [j] US
OO 01.4	Indicate the approximate number of staff in your organisation in full-time equivalents (FTE). <input type="text"/> FTE
OO 01.5	Additional information. [OPTIONAL]

OO 01	EXPLANATORY NOTES
OO 01	This indicator is required to allow the reader to contextualise your responses to the rest of the Framework.
OO 01.1	Most organisations have one headquarters office. However, if your organisation has more than one headquarters, please select the main location in terms of number of staff.
OO 01.2	This indicator is a proxy to measure the level of complexity organisations face. Please include any office that is part of your business, irrespective of whether they are research, consultancy, asset management, sales, or administrative offices.
OO 01.4	<p>Staff numbers include full-time employees involved directly in the investment decision-making process, as well as supporting roles in administration, marketing and human resources.</p> <p>Staff figures should not include clients.</p> <p>The PRI determines the signatory fee of service providers based on the number of employees they have (FTE). Your response to this sub-indicator may affect your fee band to the PRI.</p>

SECTION

Reporting year

OO 02	Indicator status MANDATORY	Purpose
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OO 02	INDICATOR		
OO 02.1	Indicate the year end date for your reporting year.		
	Date	Year	Month
		<input type="text"/>	<input type="text"/>
			Day
			<input type="text"/>

OO 02	EXPLANATORY NOTES
OO 02.1	The reporting year is the 12-month period that you chose to report on. This will be consistent year-on-year.

SECTION

Signatory category and services

OO 03	Indicator status MANDATORY	Purpose GATEWAY
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OO 03	INDICATOR		
OO 03.1	Indicate which of the following categories reflect your core offering or main business activity:		
	<input type="checkbox"/> Reporting		
	<input type="checkbox"/> Stewardship Services		
	<input type="checkbox"/> Advisory and Consultancy		
	<input type="checkbox"/> Research and Data Provision		
	<input type="checkbox"/> Other, specify (1)_____		
	<input type="checkbox"/> Other, specify(2)_____		
OO 03.2	Indicate whether you wish to report on your core business area(s).		
	<input type="radio"/> Yes	<input type="radio"/> No	
OO 03.3	Indicate any other business activities that your organisation offers. Indicate whether you wish to report on these business areas.		
	<input type="checkbox"/> Reporting	<input type="radio"/> Yes	<input type="radio"/> No
	<input type="checkbox"/> Stewardship Services	<input type="radio"/> Yes	<input type="radio"/> No
	<input type="checkbox"/> Advisory and Consultancy	<input type="radio"/> Yes	<input type="radio"/> No
	<input type="checkbox"/> Research and Data Provision	<input type="radio"/> Yes	<input type="radio"/> No
	<input type="checkbox"/> Other, specify (1)_____		
	<input type="checkbox"/> Other, specify (2)_____		
	<input type="radio"/> None of the above		
OO 03.4	Attach a graph showing a breakdown of your business activities.		
	[OPTIONAL]		

OO 03	EXPLANATORY NOTES
OO 03.1	<p>Select the main business activity as it relates to service provision. You may select a maximum of two core business offerings from the options in the list. You will be required to report on both core business offerings if you choose two options from the list.</p> <p>If you respond 'Other', you must provide further information. The 'Other' option will not trigger a full module, but you will still be able to describe your RI/ ESG activities.</p> <p>Investment managers that wish to report on their service provider business offerings should choose a relevant core business offering with the understanding that this is only a main business activity from their service provider offerings.</p>
OO 03.2	<p>Indicate here if you wish to report on your core business activity or activities. This will unlock the corresponding module(s). This option will only be available for the 2017 pilot reporting year.</p> <p>If you do not wish to report on any core business offerings, you may still be required to respond to individual indicators in other modules covering some ESG/RI activities for those business offerings.</p>
OO 03.3	<p>Select any other activities that your organisation offers. You may select a maximum of two options.</p> <p>Indicate here if you wish to report on any of your non-core business activities. This will unlock the corresponding module(s). This indicator allows you to opt out of reporting on business activities where, for example, you do not include RI/ESG components, or because your organisation is primarily known for another business area.</p> <p>If you do not wish to report on any non-core business offerings, you may still be required to respond to individual indicators in other modules covering some ESG/RI activities for those business offerings.</p>
OO 03.4	<p>If you wish to illustrate your business offerings you may attach a diagram here.</p>
OO 03	LOGIC
OO 03	<p>The responses you provide in this indicator will trigger what modules and indicators you see in later stages of the reporting framework.</p> <p>Selecting an 'Other, specify' option will not trigger specific modules.</p> <p>The options you report in OO 03.1 and 03.3 will trigger what options are available to you in OO 05.1.</p> <p>OO 04 will be applicable if you report that your core offering or main business activity, and/or non-core offering is 'Other, specify' in OO 03.1 and OO 03.3.</p> <p>OO 05.2 will be applicable if you report 'Advisory and Consultancy' as a core business area in OO 03.1.</p>
OO 03.3	<p>The option to select whether to report or not report on a non-core business area is only available if you selected the following business areas, as they have specific modules applicable to them: Advisory and Consultancy, Reporting, Research and data provision, and Stewardship service.</p>

OO 03	DEFINITIONS
Core business offerings/ main business activity	For dedicated service providers this indicates the main services that you offer to clients that form an essential part of your organization's activities. The core business offering/main business activity is often the main source of a company's profits and sometimes the activity the company was originally set up to carry out, i.e. their main reason for being. For investment managers, this relates to the services that you also provide that form a substantial part of your non-investment business activity.
Reporting	Services relating to the preparation and presentation of corporate, sustainability or integrated reporting, and financial reporting. This category also includes verification and assurance providers. Other types of reporting, such as reporting on assets and the performance of investment managers is not covered by this category.
Stewardship Services	Services provided at any stage of engagement activities for investors, including engagement or engagement support services, research, and advice. Activity can be individual or collaborative. Services related to any stage of proxy voting, including voting execution and voting advisory. This category includes advice or services related to shareholder resolutions. Activity may also include engagement with policy makers or regulators.
Advisory and Consultancy	Provision of financial or non-financial advice on a retainer or ad hoc basis relating to environmental, social, and/or governance aspects of investment activity. Services provided do not include active investment management and fiduciary management.
Research and Data Provision	Collection and preparation of raw data, ratings, or analysis of ESG related information or issues. Offerings may be off the shelf or client tailored. This category includes brokerage firms. Activities that are intended to provide strategic advice or affect investment strategy or key decision making should be reported under Advisory and Consulting Services instead.
Other	In this instance, 'Other' will apply to any service provider signatory that does not offer any of the above services as a main business activity. If you report 'Other' a separate indicator will be activated that will allow you to describe this business activity.

OO 04	Indicator status MANDATORY	Purpose DESCRIPTIVE
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OO 04	INDICATOR
OO 04.1	Please describe your core offering or main business activity.
OO 04.2	If you reported a second core offering or main business activity, please describe it below.
OO 04.3	Please describe your non-core offering or business activity.
OO 04.4	If you reported a second non-core offering or business activity, please describe it below.

OO 04	EXPLANATORY NOTES
OO 04.1	The purpose of this indicator is to allow your stakeholders to understand more in-depth what your core offerings or main business activity is, if it does not fit into the four categories listed in OO 03.1.
OO 04	LOGIC
OO 04.1	This indicator is applicable if you reported 'Other, specify (1)' in OO 03.1.
OO 04.2	This indicator is applicable if you reported 'Other, specify (2)' in OO 03.1.
OO 04.3	This indicator is applicable if you reported 'Other, specify (1)' in OO 03.3.
OO 04.4	This indicator is applicable if you reported 'Other, specify (2)' in OO 03.3.

OO 05	Indicator status MANDATORY TO REPORT, VOLUNTARY TO DISCLOSE	Purpose GATEWAY
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OO 05	INDICATOR			
OO 05.1	Provide a breakdown of the ESG coverage in your services. Indicate in proportion of total revenue at the end of the reporting year.			
	Business area	ESG as a supplementary service	ESG integrated in services	No ESG
	[a]Reporting	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %
	[b]Stewardship services	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %
	[c]Advisory and Consultancy	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %
	[d]Research and Data provision	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %
	[e]Other, specify (1)_____	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %
	[f]Other, specify (2)_____	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %
	[g]Other, specify (3)_____	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %
	Total 100%			
OO 05.2	Indicate whether you actively promote the inclusion of ESG factors into investment decision making to your clients.			
	<input type="radio"/> Yes, we systematically do <input type="radio"/> Yes, we occasionally do <input type="radio"/> No, we do not			
OO 05.3	Indicate whether you have a plan in place to increase the ESG coverage of your services.			
	<input type="radio"/> Yes, we do		<input type="radio"/> No, we do not	
OO 05.4	If yes, briefly describe the plan you have in place to increase the ESG coverage of your services.			
OO 05.5	Additional information. [OPTIONAL]			

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OO 05	EXPLANATORY NOTES
OO 05.1	<p>The purpose of this indicator is to allow you to demonstrate the coverage of ESG across your product offerings.</p> <p>If you are an investment manager reporting on your service provider business offerings, please report the ESG coverage breakdown as a percentage of your total revenue that is only from your service provider business offerings.</p>
OO 05.2	<p>This may include any formal processes that your organisation has to incentivise ESG inclusion or performance for your employees. This indicator refers to internal processes to enhance ESG incorporation.</p>
OO 05.3	<p>This refers to a formal strategy or plan adopted by your organisation.</p> <p>This may be a plan to have ESG integrated across all of your services reported in this framework, or to increase the ESG integration coverage of some services.</p>
LOGIC	
OO 05	<p>SG 05.1 & SG 05.2 will be applicable if you report that any proportion >0% of your profits are sourced from ESG supplementary and/or ESG integrated product offerings.</p> <p>OO 05.2 will be applicable if you report 'Advisory and Consultancy' as a core business area in OO 03.</p> <p>If you did NOT report 100% ESG integrated in any of your offerings, OO 05.3 will be applicable to you.</p> <p>If you report 0% on both 'ESG supplementary' AND 'ESG integrated' for the same business area, the corresponding module/indicator will not be activated.</p>
OO 05.3	<p>If you reported 'Yes, we do', OO 05.4 will be applicable to you.</p>

OO 05	DEFINITIONS
ESG as a supplementary service	<p>ESG is offered to clients as an additional service alongside the organisation's standard services. Clients are able to choose whether ESG considerations shall be incorporated into the service for an additional fee.</p> <p>If you offer a specific ESG integrated product as a standalone product within your overall business offering that clients may opt into for an additional fee, this should be reported as an ESG supplementary service.</p> <p>Example:</p> <ul style="list-style-type: none"> - An asset consultant that provides manager selection appointment and monitoring services. The investment consultant offers to incorporate ESG as a service for an additional fee that clients may add on. The investment consultant should report the percentage out of total revenue derived from their manager selection appointment and monitoring services as 'ESG as a supplementary product'.
ESG integrated in services	<p>ESG is systematically integrated as a standard service/ product offering or specific components of the service/product offering may be ESG integrated and are included as a standard option within the overall service/product offering for no additional fee.</p> <p>Example:</p> <ul style="list-style-type: none"> - An organisation providing engagement services where ESG is integrated throughout all stages of the engagement process as a standard offering: when collecting data/performing research, prioritizing engagement issues, execution, follow up, and recommendations for next steps and feedback. This organisation should report the percentage out of total revenue derived from their engagement services as 'ESG integrated in services'.