



PRI REPORTING FRAMEWORK 2017 – SERVICE PROVIDERS Closing Module (CM)

2017

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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) 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 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 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.

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 01: Other product offerings, processes and/or activities

CM 02: Assurance of responses

CM 03: Feedback

CM 04: Additional suggestions/comments on the reporting process

CM 05: Contact details

CM 06: Final review and submission

Preface

This module allows you to report on whether your responses to the reporting framework have been assured in any way. It also 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.

SECTION

Other ESG services/processes/activities

CM 01	Indicator status VOLUNTARY	Purpose DESCRIPTIVE
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CM 01	INDICATOR
CM 01.1	Describe any other product offerings, processes and/or activities and their ESG components that you have yet to report on in this framework.
CM 01.2	Additional information. [OPTIONAL]

CM 0	EXPLANATORY NOTES
CM 01.2	<p>This indicator will allow you to report on any aspects that might not have been covered in the previous modules of this reporting framework. Please ensure that your response to this indicator includes a description of how ESG is incorporated into any other product offerings, processes and/or activities.</p> <p>This may include information on any thought leadership activities and innovation work.</p>

SECTION

Assurance of responses

CM 02	Indicator status VOLUNTARY	Purpose DESCRIPTIVE
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CM 02	INDICATOR	
CM 02.1	Indicate whether your reported information has been reviewed, validated, and/or assured by internal and/or external parties.	
	<input type="radio"/> Yes	<input type="radio"/> No
CM 02.2	Describe the steps you have taken to review, validate and/or assure the content of your reported information.	
CM 02.3	Attach any relevant documents.	
CM 02.4	Additional information. [OPTIONAL]	

CM 02	EXPLANATORY NOTES
CM 02.2	<p>For internal assurance and validation, please define the scope, the method used, the assumptions on which the process was based, key findings and recommendations.</p> <p>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).</p> <p>Please clarify what type of reported information was assured by external independent provider(s), for example: your voting record.</p>
CM 02.3	This indicator allows you to attach assurance statements or other relevant documents to your report.
LOGIC	
CM 02	CM 02.2, 02.3 and 02.4 will be applicable if 'Yes' is reported in 02.1.

SECTION

Feedback

CM 03	Indicator status VOLUNTARY TO REPORT, NOT DISCLOSED	Purpose
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CM 03	INDICATOR				
CM 03.1	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 choice	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
CM 03.2	Additional information. [OPTIONAL]				

CM 04	Indicator status VOLUNTARY TO REPORT, NOT DISCLOSED	Purpose DESCRIPTIVE
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CM 04	INDICATOR
CM 04.1	If you have any additional suggestions or comments on the reporting process, share them here.

CM 04	EXPLANATORY NOTES
CM 04	Your response will support efforts to improve the PRI reporting process for service providers.

SECTION

Contact details

CM 05	Indicator status MANDATORY TO REPORT, NOT DISCLOSED	Purpose
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CM 05	INDICATOR			
CM 05.1	Provide a primary and secondary contact person.			
		First name	Surname	Email address
	Primary contact			
	Secondary contact [OPTIONAL]			

CM 05	EXPLANATORY NOTES
CM 05	These people will be contacted in case of any queries regarding the reported information, and will receive all follow up information about the reporting process.

SECTION

Final review and submission

CM 06	Indicator status MANDATORY TO REPORT, NOT DISCLOSED	Purpose DESCRIPTIVE
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CM 06	INDICATOR	
CM 06.1	<p>Thank you for completing the PRI service provider reporting framework.</p> <p>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.</p> <p>If you have responded incorrectly to any indicators, please return to these indicators through the Online Reporting Tool and adjust accordingly.</p> <p>[REVIEW YOUR RI TRANSPARENCY REPORT]</p>	
CM 06.2	<p>Indicate whether you give PRI permission to publish any information you have marked as public, as well as the mandatory to disclose indicators.</p> <p>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.</p>	
	<input type="checkbox"/> I give the PRI permission to publish any information I have marked as public (June 2017).	
	<input type="checkbox"/> I do not give the PRI permissions to publish it (applicable to all signatories during the 2017 pilot year of the Service Provider Reporting Framework).	

CM 06	EXPLANATORY NOTES
CM 06.2	<p>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 a PRI signatory). This option is also available to all signatories during the pilot year of the Service Provider Reporting Framework.</p>