



Notable COP program

Released in September 2007

For questions please contact Oliver Johner (johner@un.org) or Jeff Senne (senne@un.org)

Rationale

The UN Global Compact Office has created the Notable COP program in 2004 to highlight and recognize outstanding Communications on Progress (COP) with respect to the quality and comprehensiveness of the information they provide. COPs featured in the Notable COP program have been chosen because they represent illustrative and inspirational examples of communicating progress. At the same time, the Notable COP program will provide further guidance to participants in meeting the basic requirements of the COP policy and in the overall improvement of their reports.

The criteria to identify Notable COPs were revised in 2007 with the aim to become more robust and to better reflect the COP policy and recommendations on CSR reporting made by specialized entities. For the time being, the inclusion of COPs in this program is determined by the UN Global Compact Office after prior consultation of the network focal points, where available and relevant. It is planned to involve dedicated organizations in the Notable COP program at a later date.

Note: The UN Global Compact Office expresses no opinion on the accuracy of the statements contained in the COPs. Consistent with the concept of the COP, such matters are for the participants' own stakeholders to assess.

Meeting basic requirements

In order to be considered notable, a COP must meet all the basic requirements as specified in the COP policy (http://www.globalcompact.org/docs/communication_on_progress/COP_Policy.pdf):

- **Statement of continued support** for the UN Global Compact in the opening letter, statement or message from the Chief Executive Officer, Chairperson or other senior executive.
- **Description of practical actions** that participants have taken since joining the initiative or since the company's most recent COP to: (1) implement the UN Global Compact principles and (2) undertake partnership projects in support of broad UN goals.
- **Measurement of outcomes** or expected outcomes using, as much as possible, indicators or metrics such as, for example, the Global Reporting Initiative guidelines.

Categories of Notable COP program

In addition to meeting the basic requirements, a COP must present illustrative and inspirational examples of communicating progress by meeting certain criteria in two or more of the categories below.

1. Strong **statement of continued support** for the UN Global Compact (a minimum of three criteria must be met in this category).
 - Statement is signed by CEO or Chairperson.
 - Statement is part of COP, not a stand-alone document.
 - Reasons and/or benefits for supporting the UN Global Compact are given.
 - Statement is linked with major actions / outcomes in implementing the Global Compact principles and/or with major actions and outcomes in undertaking partnership projects.
 - Description of active participation at UN Global Compact events or in local networks and/or support for the initiative was expressed in public interviews or public speeches.

2. Clear and detailed **description of practical actions** taken in implementing the UN Global Compact principles and/or in undertaking partnership projects in support of broader UN goals (a minimum of four criteria must be met in this category).
 - Commitments and actions are linked to business relevance of UN Global Compact principles (“materiality”).
 - Reflection on the company’s sphere of influence, such as supply chain, customers, local communities, etc. and reporting boundary.
 - UN Global Compact principles are reflected in management systems, such as policy and strategy documents, monitoring system and daily processes.
 - Actions are integrated into core business processes (not a stand-alone project, not philanthropic).
 - Actions are fully described in a way that allows readers to learn from and replicate them (e.g. no bullet point or check box descriptions).
 - A future plan of action (for the following year) has been outlined.
 - Description of partnership projects in support of broad UN goals (e.g. wins for partners, type of partnership, activities, outputs and outcomes).
3. **Measurement of outcomes** that allows for checking progress (a minimum of four criteria must be met in this category).
 - Performance indicators are clearly defined or a full set of standard indicators is used (GRI, Ethos institute etc.).
 - Performance is shown for several years, allowing to check progress.
 - Performance is compared to peer companies or industry sector average.
 - The report presents positive and negative aspects of the organization’s performance to enable a reasoned assessment of overall performance.
 - Targets for the following year(s) are specified.
 - The business case is made, i.e. activities and outcomes are linked to financial data.
 - Performance relates to the ten principles of the UN Global Compact, even if the emphasis is placed in the implementation of some specific principles.
4. **Reporting process** ensures reliability, clarity and timeliness of information and includes stakeholder dialogue (a minimum of three criteria must be met in this category).
 - Assurance: Information and processes used in the preparation of the COPs are externally assured by peer review, stakeholder audits/consultations, in-depth third-party assurance based on standards, etc.
 - Dissemination and stakeholder engagement: COP is actively shared with relevant stakeholders such as employees, shareholders, suppliers, customers, local communities, financial analysts, civil society organizations etc. and special efforts for stakeholder engagement are described.
 - Clarity of COP: Information is made available in a manner that is understandable and accessible to stakeholders using the report.
 - Timeliness of COP: The publication of the COP is aligned with the sustainability reporting schedule or the COP is posted on the UN Global Compact website no later than six months after the end of reporting period.