



United Nations Global Compact

Submitting a Communication on Progress (COP): A Step-by-Step Guide

The participant administration section (<http://www.unglobalcompact.org/login>) of the Global Compact website was developed to facilitate the maintenance of participant information, the submission of the annually required Communications on Progress (COP), and the voluntary posting of practice examples (Case Stories).

This step-by-step guide is intended to illustrate the process of submitting a COP. The process should take no longer than 10 minutes.

During the initial registration, all official contact points of participating organizations receive a personal login and password by email to manage their organization's record. Upon login to the site, contact points can add new contacts, modify contact information and assign different roles to each contact.

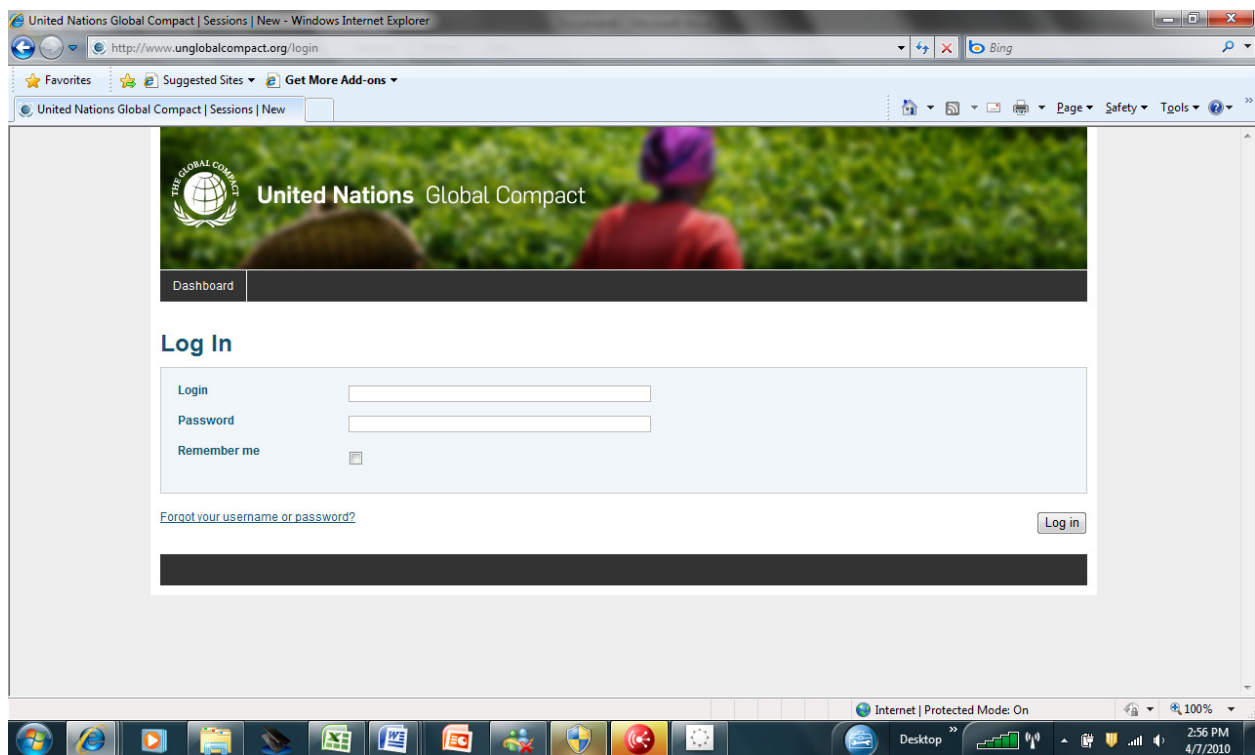
Step 1

Go to the administration section of the Global Compact website by clicking on the **Participant Login** link on the Global Compact homepage (www.unglobalcompact.org). Alternatively, you can go directly to the administration site: www.unglobalcompact.org/login.

Upon reaching the login screen (pictured below), please enter your personalized **username** and **password**. Note that all characters are case-sensitive and with no extra spaces.


In case you do not know your login information, click on the link below the login fields (“Forgot your username or password?”), enter your email address, and your login information will be sent to you.

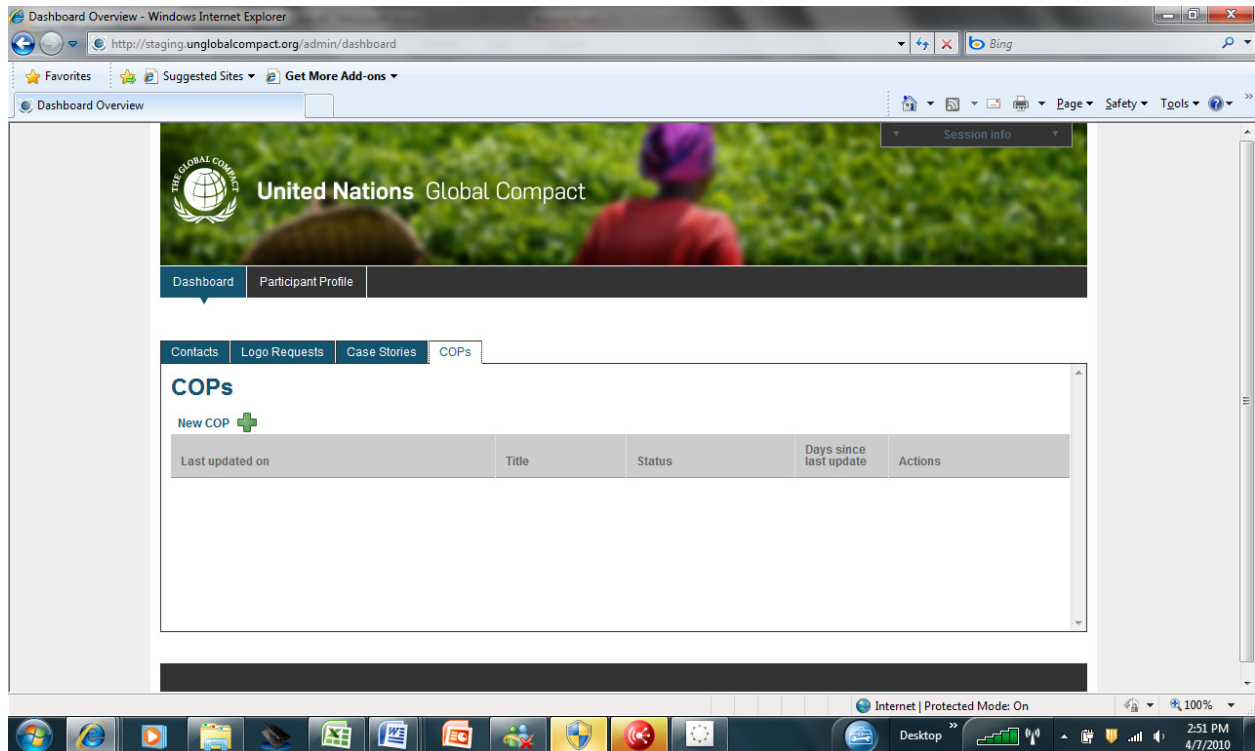
Alternatively, you can also retrieve this information by highlighting the Login header from the public site and then by clicking on “Retrieve password”. Please note that login information will only be sent to email addresses stored in our database.



Step 2

Upon login, you will be taken to your personalized administration page, which allows you to manage existing or add new contacts within your organization, request the use of UNGC Logo, submit a Case Story and submit a COP.

To submit a COP, click on **COPs** in the header navigation and then click on 'New COP' 



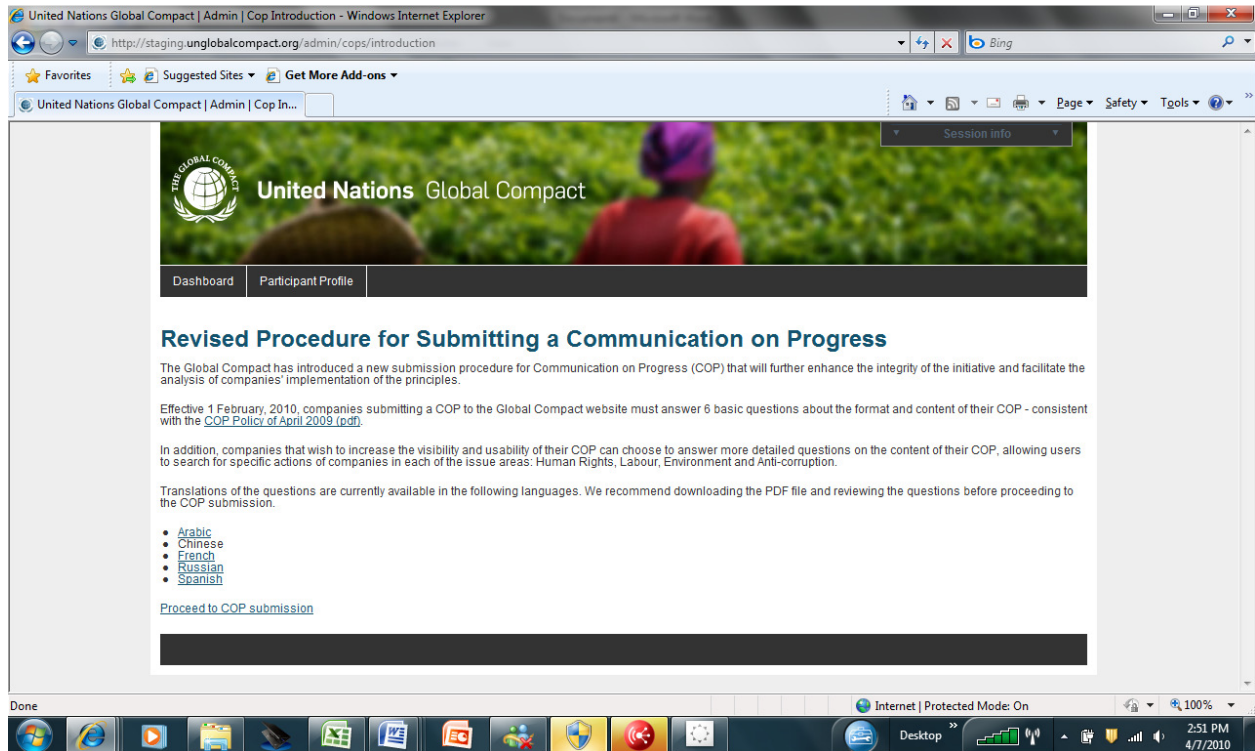
The screenshot shows the 'United Nations Global Compact' admin dashboard. The browser address bar indicates the URL is <http://staging.unglobalcompact.org/admin/dashboard>. The page features a header with the UNGC logo and navigation tabs for 'Dashboard' and 'Participant Profile'. Below the header, there are tabs for 'Contacts', 'Logo Requests', 'Case Stories', and 'COPs'. The 'COPs' tab is active, displaying a 'New COP' button with a green plus icon. Below this is a table with the following columns: 'Last updated on', 'Title', 'Status', 'Days since last update', and 'Actions'. The table is currently empty.

Last updated on	Title	Status	Days since last update	Actions
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Step 3

You are now in the introduction page that explains the COP submission process, with translations of the submission form in the 5 other official languages of the UN.

To proceed, click on **'Proceed to COP submission'** at the bottom of the page.



The screenshot shows a web browser window displaying the 'United Nations Global Compact | Admin | Cop Introduction' page. The page features a header with the United Nations Global Compact logo and a navigation menu with 'Dashboard' and 'Participant Profile'. The main content area is titled 'Revised Procedure for Submitting a Communication on Progress' and contains the following text:

The Global Compact has introduced a new submission procedure for Communication on Progress (COP) that will further enhance the integrity of the initiative and facilitate the analysis of companies' implementation of the principles.

Effective 1 February, 2010, companies submitting a COP to the Global Compact website must answer 6 basic questions about the format and content of their COP - consistent with the [COP Policy of April 2009 \(pdf\)](#).

In addition, companies that wish to increase the visibility and usability of their COP can choose to answer more detailed questions on the content of their COP, allowing users to search for specific actions of companies in each of the issue areas: Human Rights, Labour, Environment and Anti-corruption.

Translations of the questions are currently available in the following languages. We recommend downloading the PDF file and reviewing the questions before proceeding to the COP submission.

- [Arabic](#)
- [Chinese](#)
- [French](#)
- [Korean](#)
- [Spanish](#)

[Proceed to COP submission](#)

The browser's taskbar at the bottom shows the system tray with the date and time as 2:51 PM on 4/7/2010.

Step 4

During this step, your COP can be uploaded with general information on its content and format. the submission form for your Communication on Progress.

This step will take you to the submission form for your Communication on Progress. When uploading your organization's COP – as a PDF (preferred), MS Word or MS PowerPoint file – please ensure that the file is not larger than 12 Megabytes (MB).

You may add a link pointing to:

- The COP on your website;
- A complementary file to the COP such as policy documents or performance data;
- Specific sections of your website covering the Global Compact principles.

The screenshot shows a web browser window displaying the United Nations Global Compact administration interface. The page title is "United Nations Global Compact | Cops | New - Windows Internet Explorer". The URL is "http://staging.unglobalcompact.org/admin/organizations/5344/communication_on_progresses/new". The page features a header with the United Nations Global Compact logo and a navigation menu with "Dashboard" and "Participant Profile". The main content area is titled "Communication on Progress" and includes a "General Information" section. A form titled "How is your COP shared with stakeholders?" contains five radio button options:

- COP is a stand-alone document
- COP is part of an annual (financial) report
- COP is part of a sustainability or corporate (social) responsibility report
- COP is a summary document that refers to sections of an annual or sustainability report
- I am currently uploading a Grace Letter to apply for an extension of our COP deadline

The Windows taskbar at the bottom shows the system tray with the date and time: "2:52 PM 4/7/2010".

Step 5

At the end of the process you will be asked whether you would like to answer some additional questions regarding the content of your COP (This will make it easier for others to search and find your COP on the Global Compact website).

Step 5.a.

If you answer no, a 'Submit your COP' tab will appear on the left side and let you finalize your submission.

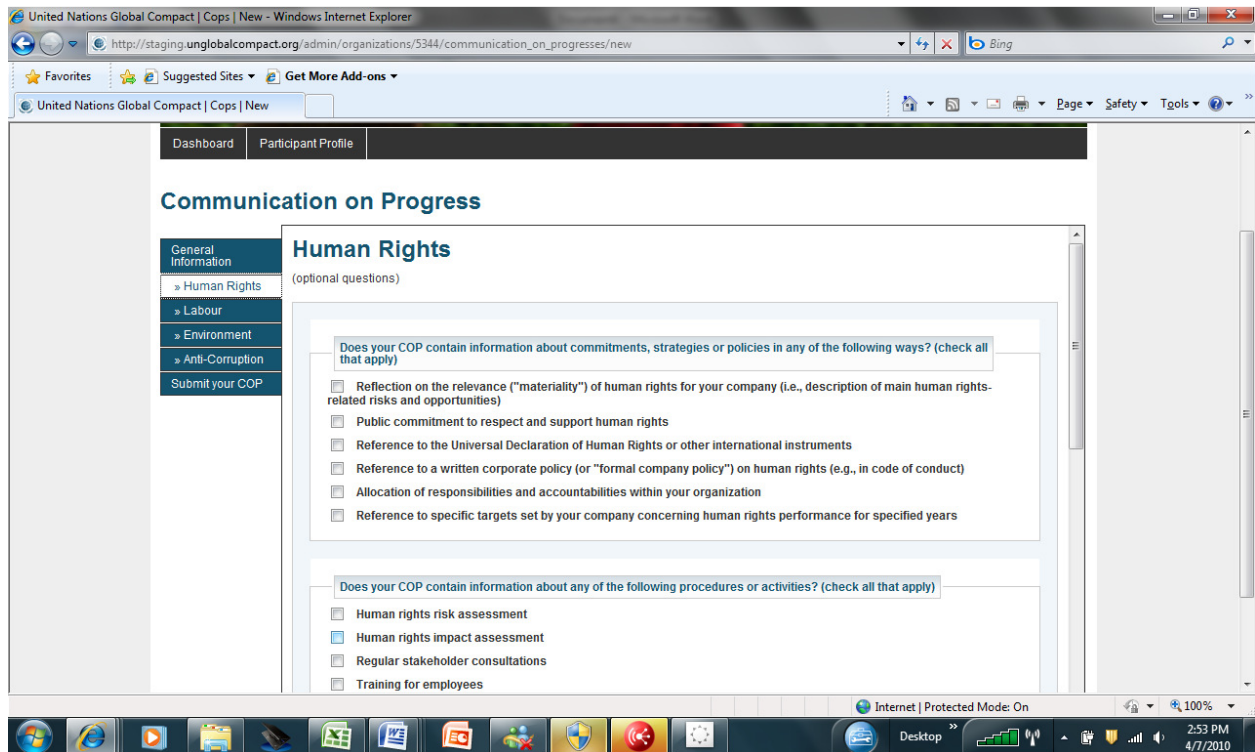
The screenshot shows a web browser window titled "United Nations Global Compact | Cops | New - Windows Internet Explorer". The address bar shows the URL: http://staging.unglobalcompact.org/admin/organizations/5344/communication_on_progresses/new. The page has a navigation bar with "Dashboard" and "Participant Profile" tabs. The main content area is titled "Communication on Progress" and contains a form with the following sections:

- General Information**: A sidebar menu with "Submit your COP" selected.
- Environment**: Radio buttons for "No" and "Yes".
- Anti-Corruption**: Radio buttons for "Yes" and "No".
- Does your COP identify targets, define performance indicators and measure outcomes?**: Radio buttons for "Yes" (selected) and "No".
- Would you like to answer some additional questions regarding the content of your COP? This will make it easier for others to search and find your COP on the Global Compact website.**: Radio buttons for "Yes" and "No" (selected).

The Windows taskbar at the bottom shows the system tray with the date and time: 2:53 PM, 4/7/2010.

Step 5.b.

If you answer YES, you will be able to access the additional questions for each of the Global Compact issue areas (Human Rights, Labour, Environment, Anti-corruption) by clicking on the blue tabs on the left-side (please see an example for Human Rights below).



The screenshot shows a web browser window displaying the 'Communication on Progress' (COP) form for Human Rights. The browser address bar shows the URL: http://staging.unglobalcompact.org/admin/organizations/5344/communication_on_progresses/new. The page title is 'United Nations Global Compact | Cops | New'. The navigation menu includes 'Dashboard' and 'Participant Profile'. The main content area is titled 'Communication on Progress' and 'Human Rights (optional questions)'. On the left side, there is a sidebar with the following options: 'General Information', '» Human Rights', '» Labour', '» Environment', '» Anti-Corruption', and 'Submit your COP'. The main content area contains two sections of questions:

Does your COP contain information about commitments, strategies or policies in any of the following ways? (check all that apply)

- Reflection on the relevance ("materiality") of human rights for your company (i.e., description of main human rights-related risks and opportunities)
- Public commitment to respect and support human rights
- Reference to the Universal Declaration of Human Rights or other international instruments
- Reference to a written corporate policy (or "formal company policy") on human rights (e.g., in code of conduct)
- Allocation of responsibilities and accountabilities within your organization
- Reference to specific targets set by your company concerning human rights performance for specified years

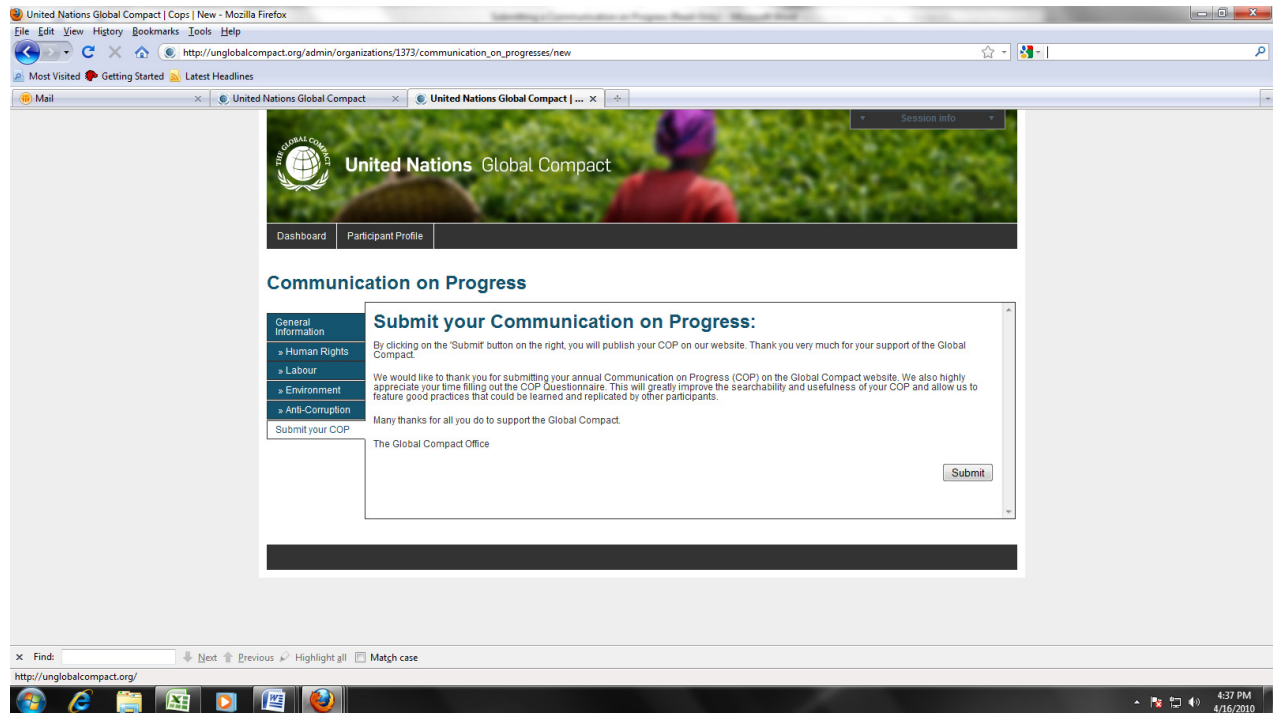
Does your COP contain information about any of the following procedures or activities? (check all that apply)

- Human rights risk assessment
- Human rights impact assessment
- Regular stakeholder consultations
- Training for employees

The Windows taskbar at the bottom shows the system tray with the date and time: 2:53 PM, 4/7/2010. The taskbar also includes icons for Internet Explorer, Protected Mode: On, and Desktop.

Step 6

Once you submit your COP by clicking on **'Submit'** at the right of this page, you will be taken back to your personalized administration page. An automated email acknowledging receipt of your COP will be sent to all official contact points of your organization.



If you have any questions or suggestions concerning the COP submission process, please contact our COP Analyst in the UN Global Compact Office: cop@unglobalcompact.org.