Introducing the Express Communication on Progress (COP) for Small & Medium Enterprises (SMEs)

22 March 2016
Webinar by the United Nations Global Compact
Agenda

• The current COP
• The express COP for SMEs
• How SMEs can submit an express COP
The Current COP

**GC Active COP**
- fulfills the 3 minimum COP requirements

1. CEO statement of continued support
2. Description of actions in each issue area
   - Human Rights
   - Labour
   - Environment
   - Anti-Corruption
   *Report or explain*
3. Measurement of Outcomes

**Ways to submit**
- (GC Active) Questionnaire
- Basic Template
- Express COP template

**New on 1 April**

**GC Advanced COP**
- Commitments, strategies & policies
- Management systems
- Monitoring & evaluation

**Way to submit**
GC Advanced questionnaire
The Express COP for SMEs

Express COP fulfills the 3 minimum COP requirements

1. CEO statement of continued support
2. Description of actions in each issue area
   - Human Rights
   - Labour
   - Environment
   - Anti-Corruption
     Report or explain
3. Measurement of Outcomes

A new option for submitting a GC Active COP: express template

- Only available to companies of <250 employees
- Transparency within SMEs’ means
- GC Active
- No written submission or document upload
- Annual submission
- Answers visible to public upon submission

More info: https://www.unglobalcompact.org/library/4091

By answering “yes” to these questions

- Does your company's highest executive support & endorse the Ten Principles of the UN Global Compact? Y/N

- Did your company take any actions in the areas of human rights, labour, environment, anti-corruption? Y/N
- Did your company monitor the outcomes of such activities? Y/N
In Summary: Options for SMEs to Submit a COP

*Still the only option to submit a GC Advanced COP

<table>
<thead>
<tr>
<th>Instructions</th>
<th>Express</th>
<th>Basic</th>
<th>GC Active</th>
<th>GC Advanced</th>
<th>Grace Letter</th>
<th>Cycle Adjustment</th>
<th>Drafts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Express</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Contains three yes-or-no questions. This option is designed for companies with less than 250 employees who have minimal reporting capacity.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Basic</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>If your company is new to sustainability reporting, this template will guide you in creating your COP.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GC Active</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Your report fulfills the three minimum requirements for the GC Active level and you are not aiming to qualify for the GC Advanced level.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GC Advanced</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Your COP meets the GC Active level requirements and the GC Advanced criteria.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grace Letter</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Request a 90 day extension to your COP deadline. A letter explaining the reasons for the request must be uploaded.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cycle Adjustment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Submit a one-time deferral of up to 11 months to align your COP deadline with your company's reporting cycle.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
How SMEs Can Submit an Express COP
Express COP – Online Template

Sign in at https://www.unglobalcompact.org/
Express COP – Online Template

Enter username and password > Login

Login

Username:
user_name

Password:

Remember me

Forgot your username or password?
Express COP – Online Template

Select the tab COPs

Dummy Reporting Business

Organization Details
- Participant ID: 75591
- Status: Active
- Relationship Manager: Ms. Carolina Lima
- Participant since: 2016-01-16
- COP Due Date: 2017-01-16
- Organization Type: SME
- Ownership: Publicly Listed
- Sector: Not Applicable
- Employees: 64
- Country: Canada

Contact Information
- Highest Level Executive: Ms. Reporting Business Contact
- Contact Point: Ms. Reporting Business Contact

Local Network Canada
Please contact your Local Network with any questions or concerns regarding your participation in the Global Compact.

Contact Person: Ms. Aparna Venkateshwaran
Profile: Local Network Canada
Express COP – Online Template

Select New Communication on Progress

**Dummy Reporting Business**

<table>
<thead>
<tr>
<th>Published</th>
<th>Title</th>
<th>Status</th>
<th>Differentiation</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>New Communication on Progress</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Express COP – Online Template

Select the tab Express

Submitting a Communication on Progress (COP)

Please choose among the following options to publish your COP on the Global Compact website:

Express: Contains three yes-or-no questions. This option is designed for companies with less than 250 employees who have minimal reporting capacity.

Basic: If your company is new to sustainability reporting, this template will guide you in creating your COP.

GC Active: Your report fulfills the three minimum requirements for the GC Active level and you are not aiming to qualify for the GC Advanced level.

GC Advanced: Your COP meets the GC Active level requirements and the GC Advanced criteria.

Grace Letter: Request a 90 day extension to your COP deadline. A letter explaining the reasons for the request must be uploaded.

Cycle Adjustment: Submit a one-time deferral of up to 11 months to align your COP deadline with your company’s reporting cycle.
Express COP – Online Template

Select Submit an express COP here

Submitting a Communication on Progress (COP)

Submit an Express

Communication on Progress (COP) for small and medium enterprises (SMEs) contains three yes-or-no questions. This option is designed for companies with less than 250 employees who have minimal reporting capacity.

Submit an Express COP here
Express COP – Online Template

Answer the **three yes-or-no questions** and select **Submit**

### Communication on Progress

**Does your company’s highest executive support and endorse the Ten Principles of the United Nations Global Compact?**

- Yes
- No

> Beyond signing the letter to join the Global Compact, does she mention and promote the UN Global Compact among employees and the public? This can be done through his/her actions as well as spoken and written communication (i.e., deeds and words).

**Did your company take any actions in the areas of human rights, labour, environment and anti-corruption?**

- Yes
- No

*Examples include, but are not limited to:*
- Ensure workers are provided safe, suitable and sanitary work facilities
- Comply with minimum wage standards
- Minimize the use and ensure safe handling and storage of chemical and other dangerous substances
- Mention “anti-corruption” and/or “ethical behavior” in contracts with business partners

**Did your company monitor the outcomes of such activities?**

- Yes
- No

*Example of a possible indicator (among others):* Rate of occupational diseases, injuries, and absenteeism
Express COP – Online Template

The following message appears > OK

Communication on Progress

Does your company’s highest executive support and endorse the Ten Principles of the United Nations Global Compact?

- Yes
- No

Beyond signing the letter to join the Global Compact, does the company take any action in the areas of human rights, labour, environment and anti-corruption?

- Yes
- No

Examples include, but are not limited to:
- Ensure workers are provided safe, suitable and sanitary work facilities
- Comply with minimum wage standards
- Minimize the use and ensure safe handling and storage of chemical and other dangerous substances
- Mention “anti-corruption” and/or “ethics and business” in contracts with business partners

Did your company monitor the outcomes of such activities?

- Yes
- No

Example of a possible indicator (among others): Rate of occupational diseases, injuries, and absenteeism
Express COP – Online Template

Your express COP is visible to the public at www.unglobalcompact.org

The communication has been published on the Global Compact website

Communication on Progress 2016 Details

Back to COPs Public version

Differentiation Level Detailed Results Next Steps

GC Learner Platform ➤ GC Active ➤ GC Advanced

Thank you for submitting your company’s Communication on Progress (COP). It is now publicly available on the Global Compact website.

According to your self-assessment, your COP meets all minimum requirements and qualifies for the GC Active level.
Express COP – Online Template

The communication has been published on the Global Compact website

Communication on Progress 2016 Details

Back to COPs  Public version

GC Learner Platform  GC Active  GC Advanced

Published  2016/03/15
Format Express COP
Differentiation Level This COP qualifies for the Global Compact Active level
Self-assessment
✓ Highest executive supports and endorses the Ten Principles of the United Nations Global Compact.
✓ Action is taken in the areas of human rights, labour, environment and anti-corruption.
✓ Outcomes of such activities are monitored.
Express COP – Online Template

The public version of your COP displays similar to the image below

Communication on Progress

Communication on Progress 2016

<table>
<thead>
<tr>
<th>Participant</th>
<th>Dummy Reporting Business</th>
</tr>
</thead>
<tbody>
<tr>
<td>Published</td>
<td>2016/03/15</td>
</tr>
<tr>
<td>Format</td>
<td>Express COP</td>
</tr>
<tr>
<td>Differentiation Level</td>
<td>This COP qualifies for the Global Compact Active level</td>
</tr>
<tr>
<td></td>
<td>✓ Action is taken in the areas of human rights, labour, environment and anti-corruption.</td>
</tr>
<tr>
<td></td>
<td>✓ Outcomes of such activities are monitored.</td>
</tr>
</tbody>
</table>

Note: Responsibility for the content of participants’ public communication related to the Global Compact principles and their implementation lies with participants themselves and not with the UN Global Compact Office.
Next Steps

1. Decide what kind of COP to submit

<table>
<thead>
<tr>
<th>Level of COP</th>
<th>GC Active</th>
<th>GC Advanced</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ways to submit</td>
<td>Express template (SMEs only)</td>
<td>GC Advanced questionnaire</td>
</tr>
<tr>
<td></td>
<td>Basic template</td>
<td></td>
</tr>
<tr>
<td></td>
<td>GC Active Questionnaire</td>
<td></td>
</tr>
</tbody>
</table>

2. Prepare it
3. Submit it
More info on the express COP
https://www.unglobalcompact.org/library/4091

Contact

Your Local Network: https://www.unglobalcompact.org/engage-locally

- or -

Your Relationship Manager: https://www.unglobalcompact.org/participation/getting-started/relationship-managers