



# PRI REPORTING FRAMEWORK 2018 – SERVICE PROVIDERS Closing Module (CM)

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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 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.

<i>xxx 01</i>	Indicator status <i>MANDATORY</i>	Purpose <i>GATEWAY</i>
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### Indicator status

<i>MANDATORY</i>	Mandatory indicators reflect core practices. These responses will be made public and must be completed to submit the framework.
<i>MANDATORY TO REPORT VOLUNTARY TO DISCLOSE</i>	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.
<i>VOLUNTARY</i>	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.

<i>xxx 01</i>	<b>EXPLANATORY NOTES</b>
<i>xxx 01.1</i>	This provides guidance on how to interpret the sub-indicators, including examples of what could be reported.
<i>xxx 01.2</i>	
<b>LOGIC</b>	
<i>xxx 01</i>	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.

<i>xxx 01</i>	<b>DEFINITIONS</b>
<i>xxx 01</i>	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.

### Summary of updates

Indicator	Update
<b>CM 02</b>	This indicator has been updated with more specific selection options throughout. Four new sub-indicators have been added to provide more context in signatories' responses.
<b>Prefilling</b>	If you have responded to the Framework before, responses to this module can be prefilled from the previous year, with the following exceptions: <ul style="list-style-type: none"><li data-bbox="571 887 1358 943">• CM 02: This indicator has been re-worded and new selection options have been added.</li></ul>

SECTION

Other ESG services/processes/activities

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

<b>CM 0</b>	EXPLANATORY NOTES
<b>CM 01.2</b>	<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

<b>CM 02</b>	Indicator status <b>VOLUNTARY</b>	Purpose <b>DESCRIPTIVE</b>
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<b>CM 02</b>	<b>INDICATOR</b>
<b>CM 02.1</b>	<p>Indicate whether the reported information you have provided for your PRI Transparency Report this year has undergone any of the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Independent assurance by a third party over selected responses from this year's PRI Transparency Report</li> <li><input type="checkbox"/> Independent assurance by a third party over data points from other sources that have subsequently been used in your PRI responses this year</li> <li><input type="checkbox"/> Third party assurance or audit of the implementation of RI/ESG processes(that have been reported to the PRI this year)</li> <li><input type="checkbox"/> Internal audit conducted by internal auditors of the implementation of RI/ESG processes and/or RI/ESG data (that have been reported to the PRI this year)</li> <li><input type="checkbox"/> Internal verification and/or audit of responses before submission to the PRI (e.g. by the CEO or the board)                             <ul style="list-style-type: none"> <li><input type="radio"/> Whole PRI Transparency Report has been internally verified</li> <li><input type="radio"/> Selected data has been internally verified</li> </ul> </li> <li><input type="checkbox"/> Other, specify _____</li> <li><input type="radio"/> None of the above</li> </ul>
<b>CM 02.2</b>	<p>Whole PRI Transparency Report or selected data has been internally verified</p> <p>Who has conducted the verification</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Board</li> <li><input type="checkbox"/> Director(s)</li> <li><input type="checkbox"/> Chief Executive Officer (CEO)</li> <li><input type="checkbox"/> Chief Financial Officer (CFO)</li> <li><input type="checkbox"/> Other chief level staff, specify _____</li> <li><input type="checkbox"/> Other heads of department, specify _____</li> <li><input type="checkbox"/> Dedicated ESG/RI staff _____</li> <li><input type="checkbox"/> Internal audit function</li> <li><input type="checkbox"/> Compliance function</li> <li><input type="checkbox"/> Legal department</li> </ul>

Final review and submission

	<input type="checkbox"/> Other role, specify _____ <input type="checkbox"/> Other role, specify _____ <input type="checkbox"/> Other role, specify _____
<b>CM 02.3</b>	<p>We plan to have an independent assurance by a third party of this year's PRI Transparency report.</p> <p><input type="radio"/> Whole PRI Transparency Report will be assured</p> <p><input type="radio"/> Selected data will be assured. Specify the type of data to be assured _____</p> <p><input type="radio"/> We do not plan to assure this year's PRI Transparency report</p>
<b>CM 02.4</b>	<p>We undertook independent assurance by a third party on last year's PRI Transparency Report.</p> <p><input type="radio"/> Whole PRI Transparency Report was assured last year</p> <p><input type="radio"/> Selected data was assured in last year's PRI Transparency Report. Specify the selected data _____</p> <p><input type="radio"/> We did not assure last year's PRI Transparency report</p> <p><input type="radio"/> None of the above, we did not report last year</p>
<b>CM 02.5</b>	<p>We undertake confidence building measures that are unspecific to the data contained in our PRI Transparency Report:</p> <p><input type="checkbox"/> We adhere to an RI certification or labelling scheme, specify _____</p> <p><input type="checkbox"/> We carry out independent/third party assurance over a whole public report (such as a sustainability report) extracts of which are included in this year's PRI Transparency Report</p> <p><input type="checkbox"/> ESG audit of holdings</p> <p><input type="checkbox"/> Other, specify _____</p> <p><input type="radio"/> None of the above</p>
<b>CM 02.6</b>	<p>Attach any relevant documents</p> <p>[Attachment]</p>
<b>CM 02.7</b>	<p>Additional information.</p> <p>[OPTIONAL]</p>

<b>CM 02</b>	<b>EXPLANATORY NOTES</b>
<b>CM 02.7</b>	<p>You may use this indicator to provide further information on your internal audit and external assurance activities. 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).</p>



<b>CM 02.6</b>	This indicator allows you to attach assurance statements or other relevant documents to your report.
<b>LOGIC</b>	
<b>CM 02</b>	CM 02.2 will be applicable if you selected 'Internal verification and/or audit of responses before submission to the PRI (e.g. by the CEO or the board)' in 02.1.

<b>CM 02</b>	<b>DEFINITIONS</b>
<b>Independent assurance by a third party</b>	Assurance engagements conducted by independent third parties, following an assurance standard and resulting in a public conclusion over the reliability of the data reported.
<b>Internal verification/review</b>	Senior staff, the board, a particular department within the organisation or a working group have reviewed certain/all PRI responses before they are submitted.
<b>Third party assurance or audit of the implementation of RI processes</b>	Typically takes two forms: <ul style="list-style-type: none"> <li>• Audits conducted by independent third parties, following an assurance standard which are designed to give management confidence that sufficient controls are in place to ensure responsible investment policies are followed (no statement is made over data quality, and usually no public statement is made).</li> <li>• Audits conducted by independent third parties which are designed to give confidence to clients in outsourced services, such as investment management (no statement is made over data quality, and usually no public statement is made).</li> </ul>
<b>Internal audit conducted by internal auditors of the implementation of RI processes and/or RI data</b>	Assurance conducted by an internal auditor to an appropriate assurance standard (e.g. The International Standards for the internal audit profession from the Global Institute of Internal Auditors).  Designed to give independent (in that the auditor is removed from the process) assurance that an organisation's risk management, governance and internal control processes are operating effectively. It is fundamentally concerned with evaluating an organisation's management of risk. For example, an internal auditor will assess the quality of risk management processes, systems of internal control and corporate governance processes and report to the management/the board. For more information, see <a href="http://www.iaa.org.uk">www.iaa.org.uk</a> .
<b>RI Certification or labelling scheme</b>	Organisation or fund level labels or certifications, such as the Luxembourg Fund Labelling Agency (LuxFLAG), or those provided by sustainability initiatives.
<b>Independent/third party assurance over a public report</b>	Evidence of a third party assurance engagement, where a public conclusion was made over the reliability of another form of RI reporting (excluding PRI Transparency Reports), typically a CSR, RI, Sustainability or Integrated Report.
<b>External/third party ESG audit of holdings</b>	Investors that seek to understand the ESG characteristics of the companies they are holding and undertake assurance. Typically, the assurance is over the investors own processes for collecting, calculating and/or presenting data.
<b>Level of Assurance Sought</b>	There are often two different types of assurance engagement. For example, ISAE3000 uses 'limited assurance' and 'reasonable assurance' and AA1000 uses 'high' and 'moderate' levels of assurance.
<b>What PRI does NOT consider relevant</b>	

Final review and submission

<b>Third party assistance in the preparation of data</b>	A consultant helped to compile the reporting (audit standards typically preclude the preparer of any report from auditing it, as they are no longer independent).
<b>Receipt of data from a third party</b>	Some or all of the data had been received from a third party (e.g. a voting provider).

SECTION

Feedback

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

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

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

**SECTION**

## Contact details

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

<b>CM 05</b>	<b>EXPLANATORY NOTES</b>
<b>CM 05</b>	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><b>[REVIEW YOUR RI TRANSPARENCY REPORT]</b></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 signatories that are in their 1-year grace period).	

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>