



PRI REPORTING FRAMEWORK 2018

Organisational Overview

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reporting@unpri.org

+44 (0) 20 3714 3187

PRI Association

Registered office: 5th floor, 25 Camperdown Street
London, UK, E1 8DZ · Company no. 7207947
T: +44 (0) 20 3714 3220 W: www.unpri.org E: info@unpri.org



UNEP Finance Initiative
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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 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), the purpose of the indicator, and which PRI Principle it relates to.

xxx 01	Indicator status MANDATORY	Purpose CORE ASSESSED	Principle PRI 2
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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 they 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.
Peering		These indicators are used to determine your peer groups for assessment purposes.
Core assessed		These indicators form the core of the assessment and represent the majority of your final assessment score.
Additional assessed		These indicators represent more advanced or alternative practices and contribute to a smaller part of your score.
Descriptive		These are open-ended narrative indicators, allowing you to describe your activities.

Underneath the indicator

Underneath the indicator, you can find explanatory notes and definitions that contain important information for 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.
ASSESSMENT	
xxx 01	This provides a brief overview of the pilot assessment approach for this indicator.

xxx 01	DEFINITIONS
xxx 01	Specific terms that are used in the indicator are defined here.

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Pathways through the module

OO 01: Signatory category and services

OO 02: Headquarters and operational countries

OO 03: Subsidiaries that are separate PRI signatories

OO 04: Reporting year and AUM

OO 05: Breakdown of AUM by asset class

OO 06: How would wish to disclose your asset class mix

OO 07: Breakdown of Fixed Income assets

OO 08: Segregated mandates or pooled funds

If externally managed assets are reported.

OO 09: Breakdown of AUM by market

OO 10: RI activities for listed equities and fixed income

If listed equity or fixed income is reported.

OO 11: RI activities in other asset classes

OO 12: Modules and sections required to complete

The following indicators appear based on assets reported in OO 05

OO LE 01: Breakdown by passive and active strategies

OO LE 02: Report on listed equity assets <10%

OO FI 01: Breakdown by passive and active strategies

OO FI 02: Report on fixed income assets <10%

OO FI 03: Breakdown by market and credit quality

OO SAM 01: Breakdown by passive and active strategies

OO PE 01: Breakdown of investments by strategy

OO PE 02: Typical level of ownership

OO PR 01: Breakdown of investments by ownership

OO PR 02: Breakdown of assets by management

OO PR 03: Largest property types

OO INF 01: Breakdown of investments by ownership

OO INF 02: Breakdown of assets by management

OO INF 03: Largest infrastructure

OO End: Module confirmation page

Preface

The information reported in this module will allow your stakeholders to identify your organisation type and characteristics and will enable the PRI to define your peer group. This module also functions as a filter, since your responses will determine which indicators you will see in later stages of the Reporting Framework and, importantly, will ensure that you do not have to provide responses to indicators that are not relevant for your organisation.

Summary of updates

2017 Indicator	Update summary
OO 01	Sub-indicators have been added and/or renumbered, and new hedge fund selection options have been added for investment managers
OO 04 – 05, 10	Sub-indicators have been added and/or renumbered. Some have been removed and/or amended
OO 08	This indicator has been amended for each row to add up to 100%
OO 11	Selection options have been added for each asset class
LEI 01 - 02, FI 01-03, SAM 03, PE 01 – 02, PR 01 – 03, INF 01 - 03	Moved to the OO module. Some indicators have changed indicator status.

To view a detailed summary of changes to the module, please click [here](#).

SECTION

Basic information

OO 01	Indicator status MANDATORY	Purpose GATEWAY/PEERING	Principle GENERAL
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OO 01	INDICATOR			
OO 01.1	Select the type that best describes your organisation or the services you provide.			
	Asset owners	Select the type that best represents your primary activity		
	[a] Non-corporate pension or superannuation or retirement or provident fund or plan	<input type="radio"/>		
	[b] Corporate pension or superannuation or retirement or provident fund or plan	<input type="radio"/>		
	[c] Insurance company	<input type="radio"/>		
	[d] Foundation	<input type="radio"/>		
	[e] Endowment	<input type="radio"/>		
	[f] Development finance institution	<input type="radio"/>		
	[g] Reserve - sovereign or government-controlled fund	<input type="radio"/>		
	[h] Family office	<input type="radio"/>		
	[i] Other, specify _____	<input type="radio"/>		
	Investment managers	Select the services and funds you offer	% of asset under management (AUM) in ranges	
	[j] Fund management	<input type="checkbox"/>	○<10%; ○10-50%; >○50%	
	[k] Fund of funds, manager of managers, sub-advised products	<input type="checkbox"/>	○<10%; ○10-50%; >○50%	
	[l] Other, specify _____	<input type="checkbox"/>	○<10%; ○10-50%; >○50%	
	Total		100%	
	Further options for investment managers (may be selected in addition to the above)			
	[m] Execution and advisory services	<input type="checkbox"/>		
	[n] Hedge funds	<input type="checkbox"/>		
	[o] Fund of hedge funds	<input type="checkbox"/>		

<p>OO 01.2</p>	<p>Please describe your hedge fund strategy and classification [OPTIONAL]</p>		
	<p>Options presented for hedge funds:</p> <table border="0"> <tr> <td data-bbox="347 347 785 1332"> <p><input type="radio"/> Equity Hedge Drop down options:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Equity Market Neutral <input type="checkbox"/> Fundamental Growth <input type="checkbox"/> Fundamental Value <input type="checkbox"/> Quantitative Directional <input type="checkbox"/> Sector: Energy/Basic Materials <input type="checkbox"/> Sector: Healthcare <input type="checkbox"/> Sector: Technology <input type="checkbox"/> Short Bias <input type="checkbox"/> Multi-Strategy <p><input type="radio"/> Event Driven Drop down options:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Activist <input type="checkbox"/> Credit Arbitrage <input type="checkbox"/> Distressed / Restructuring <input type="checkbox"/> Merger Arbitrage <input type="checkbox"/> Private Issue / Regulation D <input type="checkbox"/> Special Situations <input type="checkbox"/> Multi-Strategy </td> <td data-bbox="785 347 1453 1332"> <p><input type="radio"/> Macro Drop down options:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Active Trading <input type="checkbox"/> Commodity: Agriculture <input type="checkbox"/> Commodity: Energy <input type="checkbox"/> Commodity: Metals <input type="checkbox"/> Commodity: Multi <input type="checkbox"/> Currency: Discretionary <input type="checkbox"/> Currency: Systematic <input type="checkbox"/> Discretionary Thematic <input type="checkbox"/> Systematic Diversified <input type="checkbox"/> Multi-Strategy <p><input type="radio"/> Relative Value Drop down options:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fixed Income - Asset Backed <input type="checkbox"/> Fixed Income - Convertible Arbitrage <input type="checkbox"/> Fixed Income - Corporate <input type="checkbox"/> Fixed Income - Sovereign <input type="checkbox"/> Volatility <input type="checkbox"/> Yield Alternatives: Energy Infrastructure <input type="checkbox"/> Yield Alternatives: Real Estate <input type="checkbox"/> Multi-Strategy </td> </tr> </table>	<p><input type="radio"/> Equity Hedge Drop down options:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Equity Market Neutral <input type="checkbox"/> Fundamental Growth <input type="checkbox"/> Fundamental Value <input type="checkbox"/> Quantitative Directional <input type="checkbox"/> Sector: Energy/Basic Materials <input type="checkbox"/> Sector: Healthcare <input type="checkbox"/> Sector: Technology <input type="checkbox"/> Short Bias <input type="checkbox"/> Multi-Strategy <p><input type="radio"/> Event Driven Drop down options:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Activist <input type="checkbox"/> Credit Arbitrage <input type="checkbox"/> Distressed / Restructuring <input type="checkbox"/> Merger Arbitrage <input type="checkbox"/> Private Issue / Regulation D <input type="checkbox"/> Special Situations <input type="checkbox"/> Multi-Strategy 	<p><input type="radio"/> Macro Drop down options:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Active Trading <input type="checkbox"/> Commodity: Agriculture <input type="checkbox"/> Commodity: Energy <input type="checkbox"/> Commodity: Metals <input type="checkbox"/> Commodity: Multi <input type="checkbox"/> Currency: Discretionary <input type="checkbox"/> Currency: Systematic <input type="checkbox"/> Discretionary Thematic <input type="checkbox"/> Systematic Diversified <input type="checkbox"/> Multi-Strategy <p><input type="radio"/> Relative Value Drop down options:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fixed Income - Asset Backed <input type="checkbox"/> Fixed Income - Convertible Arbitrage <input type="checkbox"/> Fixed Income - Corporate <input type="checkbox"/> Fixed Income - Sovereign <input type="checkbox"/> Volatility <input type="checkbox"/> Yield Alternatives: Energy Infrastructure <input type="checkbox"/> Yield Alternatives: Real Estate <input type="checkbox"/> Multi-Strategy
	<p><input type="radio"/> Equity Hedge Drop down options:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Equity Market Neutral <input type="checkbox"/> Fundamental Growth <input type="checkbox"/> Fundamental Value <input type="checkbox"/> Quantitative Directional <input type="checkbox"/> Sector: Energy/Basic Materials <input type="checkbox"/> Sector: Healthcare <input type="checkbox"/> Sector: Technology <input type="checkbox"/> Short Bias <input type="checkbox"/> Multi-Strategy <p><input type="radio"/> Event Driven Drop down options:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Activist <input type="checkbox"/> Credit Arbitrage <input type="checkbox"/> Distressed / Restructuring <input type="checkbox"/> Merger Arbitrage <input type="checkbox"/> Private Issue / Regulation D <input type="checkbox"/> Special Situations <input type="checkbox"/> Multi-Strategy 	<p><input type="radio"/> Macro Drop down options:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Active Trading <input type="checkbox"/> Commodity: Agriculture <input type="checkbox"/> Commodity: Energy <input type="checkbox"/> Commodity: Metals <input type="checkbox"/> Commodity: Multi <input type="checkbox"/> Currency: Discretionary <input type="checkbox"/> Currency: Systematic <input type="checkbox"/> Discretionary Thematic <input type="checkbox"/> Systematic Diversified <input type="checkbox"/> Multi-Strategy <p><input type="radio"/> Relative Value Drop down options:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fixed Income - Asset Backed <input type="checkbox"/> Fixed Income - Convertible Arbitrage <input type="checkbox"/> Fixed Income - Corporate <input type="checkbox"/> Fixed Income - Sovereign <input type="checkbox"/> Volatility <input type="checkbox"/> Yield Alternatives: Energy Infrastructure <input type="checkbox"/> Yield Alternatives: Real Estate <input type="checkbox"/> Multi-Strategy 	
<p>Options presented for fund of hedge funds:</p> <p><input type="radio"/> Fund of Hedge Funds Drop down options:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Conservative <input type="checkbox"/> Diversified <input type="checkbox"/> Market Defensive <input type="checkbox"/> Strategic 			
<p>OO 01.3</p>	<p>Additional information. [OPTIONAL]</p>		

OO 01	EXPLANATORY NOTES
OO 01	<p>Please see the definitions below for guidance on how to categorise your organisation.</p> <p>Please contact the PRI at reporting@unpri.org before responding 'Other' because this may render benchmarking results less useful for your organisation and your peers.</p> <p><i>Asset owners</i></p> <p>Asset owners should select the category that most closely represents their organisation. For example, if the organisation holds both pension and insurance funds, select the category that accounts for the largest proportion of assets under management (AUM). Please see the Overview & Guidance document for guidance on reporting on subsidiaries.</p> <p><i>Investment managers</i></p> <p>Select all that apply (h-k). If your organisation only offers one service, select “ >50% ”.</p> <p>You should base this calculation on your assets under management, excluding assets subject to an advisory or execution-only approach. You can select “Execution and advisory services” to indicate that you also provide these services. Indicator SG 16 will allow you to report on your approach to ESG in execution and advisory services. For the rest of the Framework, your reporting should focus on assets under management.</p> <p>When calculating percentages, Investment Managers with subsidiaries that are also PRI signatories should make sure that their response to this indicator is consistent with their response to [OO 03.2] and [OO 04], as well as in the asset mix provided [OO 05]. If you have chosen to exclude subsidiaries from your reporting, you should exclude them from all calculations in this module.</p> <p>Provide any additional information about your organisation, its mission, strategies, activities or investments that are important to contextualise your responsible investment activities.</p>
OO 01.2	Please select an option from the HFR Hedge Fund Strategy Classification System .
LOGIC	
OO 01	<p>Within indicator:</p> <p>The first part of this indicator is applicable for asset owners, and the second part, for investment managers. This will be defined by how your organisation has signed up to the PRI. Please contact the PRI if you would like to query your category.</p> <p>OO 01.2 has different tickbox options presented depending on whether "Hedge Fund" and/or "Hedge Fund of Funds" were selected in OO 01.1.</p> <p>Between indicators:</p> <p>If the “Execution and advisory services” option is selected, indicator OO 04.4 will be applicable.</p> <p>OO 01.2 is applicable if "Hedge funds" or "Fund of hedge funds" is selected in OO 01.1</p>

OO 01	DEFINITIONS
Asset owners	
Non-corporate pension or superannuation or retirement or provident fund or plan	An organisation that manages non-corporate retirement and/or pension plan-related assets. Your organisation probably has trustees or members of the board who are responsible for prudential operations, and some of your organisation's obligations might be codified by law.
Corporate pension or superannuation or retirement or provident fund or plan	An organisation that manages corporate retirement and/or pension plan-related assets. Your organisation probably has trustees who are responsible for prudential operations, and some of your organisation's obligations might be codified by law.
Insurance company	A financial institution that sells insurance or provides reinsurance services in the life and/or non-life insurance markets. Insurance companies are asset owners insofar as they have invested capital. This category does not include insurance consultants or insurance brokers. However, it does include those insurance companies that offer pension, superannuation or retirement products along with more conventional insurance products.
Foundation	A charitable non-governmental non-profit organisation, which usually derives its money from a family, an individual, or a corporation. Its principal fund is managed by its own trustees or directors. A private foundation generates income by investing its initial donation, often disbursing the bulk of its investment income each year to desired charitable activities.
Endowment	An investment fund often used by non-profits, universities, hospitals and churches, funded by donations that may or may not have a stated purpose at the bequest of the donor. Many non-profit organizations set up an endowment to sustain their fund-raising efforts over a long period because its principal balance remains intact and the interest generated from it is used for operating or fund-raising purposes. The investment income from dividends is usually devoted to charitable efforts.
Development finance institution	A financial institution that provides development finance (e.g., equity capital, loan capital) to fund businesses or economic development.
Reserve-sovereign or government-controlled fund	<p>This includes sovereign wealth funds, treasury investment funds, stabilisation funds and government reserve funds (including those designed to provide a potential buffer for future pensions but do not have defined member accounts).</p> <p>These funds meet one or more of the following criteria: a) more than 50% of the AUM are owned by the government; b) the government has authority to appoint the board of directors and/or the CEO; and/or c) the government has direct or indirect influence on investment decisions. Development finance institutions should not be listed here.</p>
Family office	The expression family office covers all forms of organisations and services involved in managing large private fortunes. These can be organised either as family-owned companies in which the family wealth is pooled, or as companies or bank departments that provide financial services for these clients while the family retains decision-making powers.
Other	Contact the PRI at reporting@unpri.org before reporting 'Other' because selecting this may render benchmarking results less useful for your organisation and your peers.
Investment managers	
Fund management	This category includes those who invest directly in companies and other assets, not via third-party funds. This includes investors that perform investment research internally and provide list(s) of eligible (or ineligible) securities to sub-advisor(s).

Fund of funds, manager of managers, sub-advised products	This category includes all fund of funds managers, irrespective of the underlying asset class(es). Funds of hedge funds, mutual funds, real estate funds, private equity funds, etc., should select this category.
Other	Contact the PRI at reporting@unpri.org before listing 10% or more of your AUM in 'Other' because selecting this may render benchmarking results less useful for your organisation and your peers.
Execution and/or advisory services	<p>Execution and/or advisory services offer clients a platform of holdings and funds to invest in. You may or may not advise these clients, but they ultimately make the investment decision.</p> <p>Advisory services involve offering clients investment advice while leaving the decision (or approval of a recommendation) to the client.</p> <p>Execution-only services offer the client a platform to make investments, but do not involve advising the client.</p> <p>This category includes investment platforms and/or third-party fund supermarkets on an execution or advisory basis. These types of services are typically offered by retail or private banks. Some investment management houses also provide these services.</p>
Hedge funds	<p>Please select this option if you manage hedge funds.</p> <p>A definition of a hedge fund is provided in the PRI hedge fund industry guide</p>
Fund of hedge funds	<p>Please selected this option if you invest in funds of hedge funds.</p> <p>Hedge fund of funds invest with multiple managers through hedge funds or managed accounts. Further details can be found on the Hedge Fund research website</p>

OO 02	Indicator status MANDATORY	Purpose PEERING	Principle GENERAL
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OO 02	INDICATOR
OO 02.1	Select the location of your organisation's headquarters. [drop down with countries]
OO 02.2	Indicate the number of countries in which you have offices (including your headquarters). <input type="radio"/> 1 <input type="radio"/> 2-5 <input type="radio"/> 6-10 <input type="radio"/> >10
OO 02.3	Indicate the approximate number of staff in your organisation in full-time equivalents (FTE).
OO 02.4	Additional information. [OPTIONAL]

OO 02	EXPLANATORY NOTES
OO 02	This indicator is required for peering purposes and to contextualise your responses going forward.
OO 02.1	Most organisations have one headquarter office. However, if your organisation has more than one headquarter, please select the main location in terms of number of staff.
OO 02.2	This indicator is a proxy to measure the level of complexity organisations face. Please include any office part of your asset management business, irrespective of whether they are research, analysis, sales, or administrative offices. When a bank, insurance company or other institution is a PRI signatory only via its asset management subsidiary or business unit, it should only consider the offices that include staff of that subsidiary or business unit.
OO 02.3	Staff numbers include full-time employees involved directly in the investment decision-making process as well as supporting roles in administration, marketing and human resources. Staff figures should not include beneficiaries or clients. If the reporting organisation does not have any full-time staff, please state zero and use OO 02.4 to explain the structure. When a bank, insurance company or other institution is a PRI signatory only via its asset management subsidiary or business unit, it should only consider the staff of that subsidiary or business unit.

OO 03	Indicator status MANDATORY	Purpose DESCRIPTIVE	Principle GENERAL
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OO 03	INDICATOR		
OO 03.1	Indicate whether you have subsidiaries within your organisation that are also PRI signatories in their own right.		
	<input type="radio"/> Yes	<input type="radio"/> No	
OO 03.2	List your subsidiaries that are separate PRI signatories and indicate if you would like to report their RI activities in your organisation's consolidated report.		
	Name of PRI signatory subsidiary	RI implementation reported here on a consolidated basis	
		<input type="radio"/> Yes	<input type="radio"/> No
		<input type="radio"/> Yes	<input type="radio"/> No
		<input type="radio"/> Yes	<input type="radio"/> No
		<input type="radio"/> Yes	<input type="radio"/> No
		<input type="radio"/> Yes	<input type="radio"/> No
OO 03.3	Additional information. [OPTIONAL]		

OO 03	EXPLANATORY NOTES
OO 03	<p>The PRI requires that the highest level of a signatory organisation signs up on behalf of the entire organisation, including its subsidiaries. This means that signatories are typically required to report on all their consolidated AUM.</p> <p>However, once an organisation has become a signatory, its subsidiaries may still choose to sign up independently. If you are a majority owner of a subsidiary that has signed the PRI independently, the PRI still encourages you to report on all your AUM on a consolidated basis to produce a more holistic view of the responsible investment processes and practices within the group.</p> <p>We recognise that a consolidated submission may require additional time and resources to prepare. Therefore, if you have subsidiaries that are already reporting to the PRI independently, you have the option in this indicator to exclude these subsidiaries from your own submission and refer the reader to the individual submissions of these subsidiaries.</p> <p>Please ensure that your subsidiaries have signed the PRI and are completing the reporting before excluding them from your own report.</p> <p>It is important that your approach is consistent throughout the Reporting Framework. If a subsidiary's activities or AUM have been excluded in this indicator, they should be excluded from all reported information, including your organisation type [OO 01], AUM figure in [OO 04.2] and the asset mix [OO 05].</p>

LOGIC	
OO 03	Within indicator: [OO 03.2] will be applicable if 'Yes' is answered in [OO 03.1]

OO 03	DEFINITIONS
Subsidiary	A subsidiary is a company that is partly or completely owned by another company holding a controlling interest in the subsidiary company. Controlling interest is normally at least 50% of the voting shares or, in the case of wholly owned subsidiary, 100% of the shares.

OO 04	Indicator status MANDATORY	Purpose GATEWAY/PEERING	Principle GENERAL
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OO 04	INDICATOR					
OO 04.1	Indicate the year end date for your reporting year.					
	Date	Year	Month	Day		
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
OO 04.2	Indicate your total AUM at the end of your reporting year. Exclude subsidiaries you have chosen not to report on and any advisory/execution only assets.					
	Total AUM	trillions	billions	millions	thousands	hundreds
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Currency	Select from a dropdown list: USD, EUR, GBP, CAD and AUD on top, then alphabetical.				
	<i>Currency reported will be automatically converted into USD</i>					
OO 04.3	Indicate the total AUM at the end of your reporting year for subsidiaries you have excluded from your report.					
	Total AUM of subsidiaries	trillions	billions	millions	thousands	hundreds
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		<i>Currency reported will be automatically converted into USD</i>				
OO 04.4	Indicate the total assets at the end of your reporting year, subject to an execution and/or advisory approach.					
	Execution and advisory assets	trillions	billions	millions	thousands	hundreds
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		<i>Currency reported will be automatically converted into USD</i>				
OO 04.4	Additional information. [OPTIONAL]					

OO 04	EXPLANATORY NOTES
OO 04.1	The reporting year is the 12-month period that you chose to report on.
OO 04.2	<p>The figure reported should represent your organisation's total AUM at the end of the reporting year. It should include uncalled commitments (e.g., in private equity or infrastructure).</p> <p>Exclusions may be made under the following circumstance:</p> <p>1) <i>Organisations with subsidiaries that are also signatories</i></p> <p>If you have subsidiaries that are also PRI signatories, your response to this indicator should be consistent with indicator [OO 03.2], where you indicate whether you will report on the activities of those subsidiaries.</p> <p>If you have chosen not to report on the activities of some or all subsidiaries, their AUMs should not be reported in [OO 04.2]. Indicator [OO 04.3] will be available to report their AUMs.</p> <p>Full guidance on reporting for organisations with subsidiaries can be found in the Overarching Guidance.</p> <p>Converting to USD</p> <p>The amount you indicated under total AUM in local currency will be converted to USD based on the 4 December 2017 exchange rates sourced from the International Monetary Fund. If you prefer to convert your AUM using another exchange rate, complete the information directly in USD.</p>
OO 04.3	This indicator is applicable if you reported in OO 03.2 that your organisation has subsidiaries with AUMs that are not consolidated into this report. Here, you should provide the total AUMs for those subsidiaries. This figure is required to provide context to your report, to help avoid duplication in assets reported and for fee purposes.
LOGIC	
OO 04	<p>Between indicators:</p> <p>Indicator [OO 04.3] will be applicable if you report that you have subsidiaries that are also PRI signatories, but that have AUM that are not reported on a consolidated basis.</p> <p>If the "Execution and advisory services" option is selected, indicator OO 04.4 will be applicable.</p>

OO 05	Indicator status MANDATORY TO REPORT VOLUNTARY TO DISCLOSE	Purpose GATEWAY	Principle GENERAL
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OO 05	INDICATOR		
OO 05.1	Provide an approximate percentage breakdown of your AUM at the end of your reporting year using the following asset classes:		
		Internally managed	Externally managed
	[a] Listed equity	[] %	[] %
	[b] Fixed income	[] %	[] %
	[c] Private equity	[] %	[] %
	[d] Property	[] %	[] %
	[e] Infrastructure	[] %	[] %
	[f] Commodities	[] %	[] %
	[g] Hedge funds	[] %	[] %
	[h] Forestry	[] %	[] %
	[i] Farmland	[] %	[] %
	[j] Inclusive finance	[] %	[] %
	[k] Cash	[] %	[] %
	[l] Other (1), specify _____	[] %	[] %
[m] Other (2), specify _____	[] %	[] %	
Total (needs to add up to 100%)	100%		
OO 05.2	Indicate whether your organisation uses fiduciary managers.		
	<input type="checkbox"/> Yes, we use a fiduciary manager and our response to OO 5.1 is reflective of their management of our assets. <input type="radio"/> No, we do not use fiduciary managers.		

OO 05	EXPLANATORY NOTES
OO 05.1	Your response to this indicator should be consistent with the AUM figure reported in [OO 04.2]. Assets subject to an advisory and/or execution-only approach should not be included, if possible. The asset mix should not include assets of PRI signatory subsidiaries you have chosen to exclude from your AUM figure in [OO 04.2].

	<p>Please read all the explanatory notes and definitions carefully before responding. Your response to this indicator will determine which modules, sections and indicators you will be asked to complete in later stages of the Reporting Framework. All denominators of percentages are based on total AUM. For asset classes that constitute less than 10% of your AUM, and where you incorporate ESG (OO 11 and OO 12) you will be given a choice as to whether you would like to report on those asset categories in OO 13.</p> <p>In addition to reading these explanatory notes, please review the separate asset class definitions. This will help avoid double counting or listing assets in the wrong category.</p> <p><i>Fiduciary managers</i></p> <p>If you have a fiduciary manager who manages some of your assets directly themselves report those assets as internally managed. Where your fiduciary manager selects, appoints and monitors external managers, report those assets as indirectly managed.</p> <p><i>Committed funds</i></p> <p>Ideally, your asset class mix should include all uncalled commitments and committed funds (e.g., in private equity or infrastructure). However, if your organisation classifies these differently (for example, you can only provide a breakdown for invested capital), then please report it that way and explain in OO 06.</p> <p>If your organisation is 100% uncalled commitments (i.e., still in the fund-raising process), then you should classify this as “Other” and describe “Uncalled Commitments” in OO 06.</p> <p><i>Sub-advised assets</i></p> <p>If the buy-sell-hold decision is made internally, report these assets as directly managed assets. Where you are applying your own screen or integration approach on to the sub-advisors’ investment universe and advising (but not actually making the buy-sell-hold decision) report these assets as externally managed.</p>
LOGIC	
OO 05.1	<p>Indicator [OO 08] will be applicable if you have externally managed asset class(es).</p> <p>Indicator [OO 10] will be applicable if you have internally and/or externally managed listed equity, or internally managed fixed income.</p> <p>Indicator [OO 11] will be applicable if you have internally and/or externally managed assets.</p>
OO 05.2	<p>If you select “Yes” in this indicator, you will need to report to SG 12.5 “Indicate whether your organisation considers any of the following responsible investment factors in the monitoring of fiduciary managers”.</p>

OO 05	DEFINITIONS
<i>Internally and externally managed assets</i>	
Internally and externally	"Internally" refers to investment decisions (buy-sell-hold-weight) that are made within the organisation itself, including consolidated and wholly owned subsidiaries.

managed options	<p>Externally refers to investment decisions (buy-sell-hold-weight) made by third-party organisations (such as investment managers) on your behalf.</p> <p>Investment managers that primarily perform investment research internally and provide lists of eligible securities (or ineligible securities) to sub-advisor(s) should list their assets as internally managed. If you are a fund of funds or manager of managers but the investment decisions (buy-sell-hold) for the underlying assets are made by third parties, list your assets as externally managed.</p> <p>Check if any specifics of what to include in internally (direct) and externally (indirect) managed may be provided in the definitions of each asset class. For guidance on the distinction between internally and externally managed inclusive finance, see below.</p>	
Asset classes		
Listed equity	All listed equity in all jurisdictions. This does not include listed equity held in hedge funds.	
Fixed income — SSA	Supranational	Defined as debt securities issued by supranational organisations (e.g., bonds issued by multilateral development banks or international unions)
	Sovereigns	Defined as securities issued by sovereigns (e.g., government bonds in any denomination).
	Government agencies	Debt securities issued by government agencies (e.g., government sponsored agency bonds, quasi-government agencies)
	Sub-nationals	Defined as securities issued by municipalities, sub-nationals, local government bonds (e.g., muni bonds).
Fixed income—Corporate (financial)	Defined as securities issued by financial services companies, including banks and insurers. If your business also runs a banking arm, this does not include assets in your lending portfolio, such as deposits and loans.	
Fixed income—Corporate (non-financial)	Defined as securities issued by public or private non-financial companies. Includes senior or subordinated publicly listed debt, private debt or loans, project finance and infrastructure bonds.	
Fixed income—Securitised	Defined as securities backed by asset pools and issued by special purpose vehicles. Includes asset-backed securities, mortgage-backed securities, collateralised debt or loan obligations and covered bonds.	
Private equity	<p>Equity stakes in privately held companies.</p> <p>Note that Infrastructure, Property and Inclusive Finance are treated as separate reporting categories. This is due to the different characteristics of investment in these sectors. When possible, investments in infrastructure, property and inclusive finance as non-listed equity should be reported in those categories rather than in Private Equity. Secondary interests in limited partnership investment funds should be reported in the Indirect—Manager Selection, Appointment and Monitoring (SAM) module.</p>	
Property	<p>All investments in direct non-listed physical property investments (equity only), investments in non-listed property funds and investments in listed or non-listed property companies that invest in property (where you are significantly involved in the investment decision) as internally managed (direct).</p> <p>List your investments in non-listed property funds or property management companies that make the investment decision and monitor on your behalf as externally managed (indirect).</p> <p>Real Estate Investment Trusts (REITs)</p> <p>Report any investments in REITs (or equivalent) where you are significantly involved in the investment selection or monitoring as internally managed property. Where you are not significantly involved in the investment selection or monitoring you should report these assets as externally managed property.</p>	

Infrastructure	Unlisted infrastructure funds and direct infrastructure investments. This includes only equity.
Forestry	All forms of forestry-related investments, including direct investments, forestry funds and managed investment schemes.
Farmland	All forms of farmland and agriculture-related investments, including direct investments, farmland funds and managed investment schemes.
Hedge funds	All investments in hedge fund structures, regardless of asset class or strategy. Investments in private or public companies through hedge fund structures should be reported here and not double counted (for example, listed equity held in hedge fund structures should not also be reported under listed equity).
Commodities	All forms of commodity-related investment, including direct investments in physical assets, long exposure to commodities through commodity future contracts and commodity exchange traded funds (ETFs). When a hedge fund strategy includes some investment in commodities but this is not its exclusive focus, this should be included in your figures for hedge funds.
Inclusive finance	<p>This category covers all direct Inclusive Finance investments, whether in the form of equity, debt or guarantees.</p> <p>This category includes any investment, direct or indirect, in a retail institution (i.e., company, bank, microfinance institution) that provides financial services (credit, savings, insurance, mortgages, remittances, payments) to clients who have traditionally been excluded from such services, whether consumers, microenterprises or SMEs. This could be in emerging or developed markets.</p> <p>For guidance on the distinction between internally managed (direct) and externally managed (indirect) investment, see below.</p>
Cash	This category includes cash and equivalents managed as a separate asset class.
Other(s)	This category includes assets that do not fit any of the above categories.
<i>Internally and externally managed inclusive finance</i>	
Internally and externally managed inclusive finance options	<p>Indirect investments include investments in microfinance investment intermediaries (MIIs) and investment entities that have microfinance as one of their core investment objectives and mandates. This could be via Microfinance Investment Vehicles (both public and private), holding companies and non-specialized microfinance investment funds (see definitions below). MIIs can provide debt (directly or indirectly), equity or guarantees to microfinance institutions (MFIs). MIIs have a range of return expectations depending on whether they emphasise a financial or social return objective, but in all cases, they are aiming at recovering their capital with a profit.</p> <p>There are three main types.</p> <ol style="list-style-type: none"> 1. Microfinance Investment Vehicles (MIVs) are independent investment entities specialised in microfinance, with more than 50 percent of their non-cash assets invested in microfinance. They are either self-managed or managed by an investment management firm and are open to multiple investors. MIVs may issue shares, notes, or other financial instruments. 2. Holding Companies provide financing and technical assistance to microfinance institutions. They usually hold a majority stake in their investees and are generally investible only by private invitation. 3. Other MIIs include but are not limited to: <ul style="list-style-type: none"> • microfinance investment funds that are not open to multiple investors; • investment entities not specialized in microfinance, but with a significant microfinance investment portfolio; • Peer-to-Peer microlenders; and • fund of funds.

OO 06	Indicator status MANDATORY	Purpose DESCRIPTIVE	Principle GENERAL
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OO 06	INDICATOR
OO 06.1	Select how you would like to disclose your asset class mix. <input type="radio"/> as percentage breakdown <input type="radio"/> as broad ranges
OO 06.2	Publish asset class mix as per attached image [upload image in one of the following formats: .jpg, .png,.bmp or .gif] [OPTIONAL]
OO 06.3	Provide contextual information on your AUM asset class split. [OPTIONAL]

OO 06	EXPLANATORY NOTES
OO 06.1	The automated RI transparency report generated from your responses to this tool will include a section on your asset class mix. We encourage you to disclose your asset mix along the PRI suggested guidelines so that it is easier for readers to identify information in a consistent manner across signatories. Moreover, these categories match the coverage of the modules of the Reporting Framework, making it easier to understand their size and weighting in your portfolio.
OO 06.2	If you prefer to report your asset class mix based on your own approach as well, you can do so here by uploading a separate image file. The following image formats are permitted: .jpg, .png,.bmp and .gif

OO 07	Indicator status MANDATORY TO REPORT VOLUNTARY TO DISCLOSE	Purpose GATEWAY	Principle GENERAL
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OO 07	INDICATOR		
OO 07.1	Provide to the nearest 5% the percentage breakdown of your Fixed Income AUM at the end of your reporting year, using the following categories.		
	Type of fixed income	Internally managed	Externally managed
	SSA	<input type="text"/> %	<input type="text"/> %
	Corporate (financial)	<input type="text"/> %	<input type="text"/> %
	Corporate (non-financial)	<input type="text"/> %	<input type="text"/> %
	Securitised	<input type="text"/> %	<input type="text"/> %
	Total fixed income AUM	100%	100%

OO 07	DEFINITIONS	
<i>Asset classes</i>		
SSA	Supranational	Defined as debt securities issued by supranational organisations (e.g., bonds issued by multilateral development banks or international unions)
	Sovereigns	Defined as securities issued by sovereigns (e.g., government bonds in any denomination).
	Government agencies	Debt securities issued by government agencies (e.g., government sponsored agency bonds, quasi-government agencies)
	Sub-nationals	Defined as securities issued by municipalities, sub-nationals, local government bonds (e.g., muni bonds).
Corporate (financial)	Defined as securities issued by financial services companies, including banks and insurers. If your business also runs a banking arm, this does not include assets in your lending portfolio, such as deposits and loans.	
Corporate (non-financial)	Defined as securities issued by public or private non-financial companies. Includes senior or subordinated publicly listed debt, private debt or loans, project finance and infrastructure bonds.	
Securitised	Defined as securities backed by asset pools and issued by special purpose vehicles. Includes asset-backed securities, mortgage-backed securities, collateralised debt or loan obligations and covered bonds.	

OO 07	EXPLANATORY NOTES
OO 07.1	Your organisation's breakdown of fixed income assets will be used to trigger subsequent columns in the Fixed Income module. Refer to the taxonomy in the preface for more information on the four different types of fixed income applied.
LOGIC	
OO 07.1	<p>[OO 07] will be applicable if you report an fixed income assets in [OO 05].</p> <p>This is a gateway indicator, so your organisation's breakdown of SSA, corporate—(financial), corporate—(non-financial) and/or securitised will be used to trigger subsequent indicators.</p> <p><i>If your total directly managed fixed income allocation is <u>10% or more of your total AUM</u>:</i></p> <ul style="list-style-type: none"> • Reporting will be mandatory for any type of directly managed fixed income that comprises <u>10% or more of your total directly managed fixed income assets</u>. You will be presented with the respective fixed income type indicators in the Fixed Income module. • Reporting will be voluntary for any type of directly managed fixed income that comprises less than 10% of your total directly managed fixed income assets. You will be able to select whether you would like to report on these fixed income types in indicator OO 12. <p><i>If your total directly managed fixed income allocation is <u>less than 10% of your total AUM</u>:</i></p> <ul style="list-style-type: none"> • Reporting will be voluntary for all types of directly managed fixed income. You will be able to select whether you would like to report on these fixed income types in indicator OO 12. <p><i>If your total indirectly managed fixed income allocation is <u>10% or more of your total AUM</u>:</i></p> <ul style="list-style-type: none"> • Reporting will be mandatory for any type of indirectly managed fixed income that comprises <u>10% or more of your total indirectly managed fixed income assets</u>. When this is the case, you will be presented with the respective fixed income type indicators in the Indirect—Manager selection, appointment and monitoring module. • Reporting will be voluntary for any type of indirectly managed fixed income that comprises less than 10% of your total indirectly managed fixed income assets. You will be able to select whether you would like to report on these fixed income types in indicator OO 12. <p><i>If your total indirectly managed fixed income allocation is <u>less than 10% of your total AUM</u>:</i></p> <ul style="list-style-type: none"> • Reporting will be voluntary for all types of indirectly managed fixed income. You will be able to select whether you would like to report on these fixed income types in indicator OO 12.

OO 08	Indicator status MANDATORY TO REPORT VOLUNTARY TO DISCLOSE	Purpose PEERING	Principle GENERAL
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OO 08	INDICATOR			
OO 08.1	Provide a breakdown of your organisation's externally managed assets between segregated mandates and pooled funds.			
	Asset class breakdown	Segregated mandate(s)	Pooled fund(s)	Total of the asset class (each row adds up to 100%)
	[a] Listed equity	<input type="radio"/> 0%, <input type="radio"/> <10%, <input type="radio"/> 10-50%, <input type="radio"/> >50%	<input type="radio"/> 0%, <input type="radio"/> <10%, <input type="radio"/> 10-50%, <input type="radio"/> >50%	100%
	[b] Fixed income – SSA	<input type="radio"/> 0%, <input type="radio"/> <10%, <input type="radio"/> 10-50%, <input type="radio"/> >50%	<input type="radio"/> 0%, <input type="radio"/> <10%, <input type="radio"/> 10-50%, <input type="radio"/> >50%	100%
	[c] Fixed income – Corporate (financial)	<input type="radio"/> 0%, <input type="radio"/> <10%, <input type="radio"/> 10-50%, <input type="radio"/> >50%	<input type="radio"/> 0%, <input type="radio"/> <10%, <input type="radio"/> 10-50%, <input type="radio"/> >50%	100%
	[d] Fixed income – Corporate (non-financial)	<input type="radio"/> 0%, <input type="radio"/> <10%, <input type="radio"/> 10-50%, <input type="radio"/> >50%	<input type="radio"/> 0%, <input type="radio"/> <10%, <input type="radio"/> 10-50%, <input type="radio"/> >50%	100%
	[e] Fixed income – Securitised	<input type="radio"/> 0%, <input type="radio"/> <10%, <input type="radio"/> 10-50%, <input type="radio"/> >50%	<input type="radio"/> 0%, <input type="radio"/> <10%, <input type="radio"/> 10-50%, <input type="radio"/> >50%	100%
	[f] Private equity	<input type="radio"/> 0%, <input type="radio"/> <10%, <input type="radio"/> 10-50%, <input type="radio"/> >50%	<input type="radio"/> 0%, <input type="radio"/> <10%, <input type="radio"/> 10-50%, <input type="radio"/> >50%	100%
	[g] Property	<input type="radio"/> 0%, <input type="radio"/> <10%, <input type="radio"/> 10-50%, <input type="radio"/> >50%	<input type="radio"/> 0%, <input type="radio"/> <10%, <input type="radio"/> 10-50%, <input type="radio"/> >50%	100%
	[h] Infrastructure	<input type="radio"/> 0%, <input type="radio"/> <10%, <input type="radio"/> 10-50%, <input type="radio"/> >50%	<input type="radio"/> 0%, <input type="radio"/> <10%, <input type="radio"/> 10-50%, <input type="radio"/> >50%	100%
	[i] Commodities	<input type="radio"/> 0%, <input type="radio"/> <10%, <input type="radio"/> 10-50%, <input type="radio"/> >50%	<input type="radio"/> 0%, <input type="radio"/> <10%, <input type="radio"/> 10-50%, <input type="radio"/> >50%	100%
	[j] Hedge funds	<input type="radio"/> 0%, <input type="radio"/> <10%, <input type="radio"/> 10-50%, <input type="radio"/> >50%	<input type="radio"/> 0%, <input type="radio"/> <10%, <input type="radio"/> 10-50%, <input type="radio"/> >50%	100%
	[k] Forestry	<input type="radio"/> 0%, <input type="radio"/> <10%, <input type="radio"/> 10-50%, <input type="radio"/> >50%	<input type="radio"/> 0%, <input type="radio"/> <10%, <input type="radio"/> 10-50%, <input type="radio"/> >50%	100%
	[l] Farmland	<input type="radio"/> 0%, <input type="radio"/> <10%, <input type="radio"/> 10-50%, <input type="radio"/> >50%	<input type="radio"/> 0%, <input type="radio"/> <10%, <input type="radio"/> 10-50%, <input type="radio"/> >50%	100%
	[m] Inclusive finance	<input type="radio"/> 0%, <input type="radio"/> <10%, <input type="radio"/> 10-50%, <input type="radio"/> >50%	<input type="radio"/> 0%, <input type="radio"/> <10%, <input type="radio"/> 10-50%, <input type="radio"/> >50%	100%
	[n] Cash	<input type="radio"/> 0%, <input type="radio"/> <10%, <input type="radio"/> 10-50%, <input type="radio"/> >50%	<input type="radio"/> 0%, <input type="radio"/> <10%, <input type="radio"/> 10-50%, <input type="radio"/> >50%	100%
[o] Other (1), specify_____	<input type="radio"/> 0%, <input type="radio"/> <10%, <input type="radio"/> 10-50%, <input type="radio"/> >50%	<input type="radio"/> 0%, <input type="radio"/> <10%, <input type="radio"/> 10-50%, <input type="radio"/> >50%	100%	
[p] Other (2), specify_____	<input type="radio"/> 0%, <input type="radio"/> <10%, <input type="radio"/> 10-50%, <input type="radio"/> >50%	<input type="radio"/> 0%, <input type="radio"/> <10%, <input type="radio"/> 10-50%, <input type="radio"/> >50%		
OO 08.2	Additional information [OPTIONAL]			

OO 08	EXPLANATORY NOTES
OO 08.1	<p>This indicator only applies to externally managed assets. All percentages should represent the percentage of your externally managed assets in segregated mandates/pooled funds/fund of funds.</p> <p>The reason for differentiating between segregated mandates and pooled funds is that, as the definitions below indicate, the level of influence that can be exerted by individual investors—and hence the approach to incorporating ESG factors into the selection, appointment and monitoring of external managers—can differ significantly. Therefore, your breakdown will be used during assessment to peer your organisation against those with a similar breakdown.</p>
LOGIC	
OO 08.1	This indicator will only be applicable if you reported externally managed assets in OO 05.1

OO 08	DEFINITIONS
Segregated mandate(s)	Investment(s) run exclusively on the organisation's behalf, in which investment criteria (which may include how ESG factors are considered in the investment process or expectations around engagement or voting) are determined in consultation with the signatory and assets are managed in accordance with these criteria.
Pooled fund(s)	Investment schemes in which assets from individual investors are aggregated for the purposes of investment. In general, investors in these funds tend to have less influence over the investment criteria for these funds than for segregated mandates.

OO 09	Indicator status MANDATORY TO REPORT VOLUNTARY TO DISCLOSE	Purpose PEERING	Principle GENERAL
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OO 09	INDICATOR	
OO 09.1	Indicate the breakdown of your organisation's AUM by market.	
	Developed Markets	○ 0%, ○ <10%, ○ 10-50%, ○ >50%
	Emerging, Frontier, Other Markets	○ 0%, ○ <10%, ○ 10-50%, ○ >50%
	Total	100%
OO 09.2	Additional information. [OPTIONAL]	

OO 09	EXPLANATORY NOTES
OO 09	<p>Markets and countries have been classified according to MSCI's market classification framework. For a detailed outline, follow this link. Definitions can be found below.</p> <p>The possible RI implementation actions for investors in developed markets may be different from those available to investors in emerging, frontier and other markets. By reporting this information, you will be able to compare your own implementation progress against peers with a similar breakdown.</p>

OO 09	DEFINITIONS
Developed markets	<p>Based on MSCI's classification, the following countries are included in the developed market category:</p> <p>Australia, Austria, Belgium, Canada, Denmark, Finland, France, Germany, Greece, Hong Kong, Ireland, Israel, Italy, Japan, Netherlands, New Zealand, Norway, Portugal, Singapore, Spain, Sweden, Switzerland, United Kingdom, and USA.</p>
Emerging, Frontier and Other markets	<p>Based on MSCI's classification, the following countries are included in the emerging market category:</p> <p>Brazil, Chile, China, Colombia, Czech Republic, Egypt, Hungary, India, Indonesia, Korea, Malaysia, Morocco, Mexico, Peru, Philippines, Poland, Russia, South Africa, Taiwan, Thailand, Turkey, Qatar, and United Arab Emirates.</p> <p>The following countries are included in the frontier market category: Argentina, Bahrain, Bangladesh, Bosnia Herzegovina, Botswana, Bulgaria, Croatia, Estonia, Ghana, Jamaica, Jordan, Kazakhstan, Kenya, Kuwait, Lebanon, Lithuania, Mauritius, Nigeria, Oman, Pakistan, Romania, Serbia, Slovenia, Sri Lanka, Trinidad & Tobago, Tunisia, Vietnam, Zimbabwe, and Ukraine.</p> <p>Other markets include all countries not listed in the above categories.</p>

SECTION

Gateway asset class implementation indicators

OO 10	Indicator status MANDATORY	Purpose GATEWAY	Principle GENERAL
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OO 10	INDICATOR			
OO 10.1	Select the active ownership activities your organisation implemented in the reporting year.			
	Listed equity – engagement	<input type="checkbox"/> We engage with companies on ESG factors via our staff, collaborations or service providers.	<input type="checkbox"/> We require our external managers to engage with companies on ESG factors on our behalf.	<input type="radio"/> We do not engage directly and do not require external managers to engage with companies on ESG factors. <i>(Triggers OO 10.2)</i>
	Listed equity – voting	<input type="checkbox"/> We cast our (proxy) votes directly or via dedicated voting providers	<input type="checkbox"/> We require our external managers to vote on our behalf.	<input type="radio"/> We do not cast our (proxy) votes directly and do not require external managers to vote on our behalf <i>(Triggers OO 10.3)</i>
	Fixed income – engagement	We engage with companies on ESG factors via our staff, collaborations or service providers.	We require our external managers to engage with companies on ESG factors on our behalf.	We do not engage directly and do not require external managers to engage with companies on ESG factors. Please explain why you do not. ____
	Fixed income SSA – engagement	<input type="checkbox"/> SSA	<input type="checkbox"/> SSA	<input type="radio"/> SSA
	Fixed income Corporate (financial) – engagement	<input type="checkbox"/> Corporate (financial)	<input type="checkbox"/> Corporate (financial)	<input type="radio"/> Corporate (financial)
	Fixed income Corporate (non-financial) – engagement	<input type="checkbox"/> Corporate (non-financial)	<input type="checkbox"/> Corporate (non-financial)	<input type="radio"/> Corporate (non-financial)
	Fixed income Corporate (securitised) – engagement	<input type="checkbox"/> Securitised	<input type="checkbox"/> Securitised	<input type="radio"/> Securitised
OO 10.2	Indicate why you do not engage and do not require external managers to engage.			

OO 10.3	Indicate why you do not cast your votes.
	<input type="radio"/> Indicate why you do not cast your votes _____. <input type="radio"/> We do not cast our votes but provide substantive research and voting recommendations to our clients. Describe the process and the actions taken _____.

OO 10	EXPLANATORY NOTES
OO 10	<p>Your responses to this gateway indicator will determine which modules you will see in later stages of the Reporting Framework.</p> <p>If you have externally managed funds and delegate responsibility for incorporation, engagement and/or voting to your external managers, you should select “We address ESG incorporation in our external manager selection, appointment and/or monitoring processes” in OO 10.1, “We require our external managers to engage with companies on ESG issues on our behalf” in OO 10.2 and “We require our external managers to vote on our behalf” in OO 10.3.</p> <p>You should only select “We engage with companies on ESG issues via our staff, collaborations or service providers” in OO 10.2 or “We cast our (proxy) votes directly or via dedicated voting providers” in OO 10.3 if these activities are carried out in-house or using a service provider recruited specifically for that purpose.</p>

LOGIC	
OO 10	<p>[OO 10] will be applicable if you reported any listed equity or fixed income assets in [OO 05.1]</p> <p>[OO 10.2] is applicable if you select “We do not engage directly and do not require external managers to engage with companies on ESG factors.”</p> <p>[OO 10.3] is applicable if you select “We do not cast our (proxy) votes directly and do not require external managers to vote on our behalf” The following will apply based on your reported information:</p> <p>OO 10.1 "Listed equity - engagement" row:</p> <ul style="list-style-type: none"> • ‘We engage with companies on ESG issues via our staff, collaborations or service providers’ influences whether the engagement section of Listed Equity Active Ownership (LEA) module is applicable. • ‘We require our external managers to engage...’ influences whether engagement sections in the Selection, Appointment and Monitoring (SAM) for listed equity is applicable. <p>OO 10.1 "Listed equity - voting" row:</p> <ul style="list-style-type: none"> • ‘We cast our (proxy) votes directly or via dedicated voting providers’ influences whether the (proxy) voting section of LEA is applicable. • ‘We require our external managers to vote on our behalf’ influences whether the module Selection, Appointment and Monitoring (SAM), listed equity voting path is applicable. <p>OO 10.1 "Fixed income – engagement" rows (SSA given below as example, replace (SSA) for the Fixed Income type(s) that apply to you)</p> <p style="padding-left: 20px;">Fixed income (SSA) – engagement</p> <ul style="list-style-type: none"> • ‘We engage with companies on ESG issues via our staff, collaborations or service providers’ influences whether the engagement section of Fixed Income module is applicable for (SSA), which is indicators [FI 15 - FI 17] • ‘We require our external managers to engage...’ influences whether engagement sections in the Selection, Appointment and Monitoring (SAM) is applicable for (SSA) fixed income.

ASSESSMENT	
OO 10	<p>This indicator is not directly assessed but information disclosed here may have an impact on the assessment of other modules.</p> <p>Where the last option, “we do not...” has been selected, the following apply:</p> <ul style="list-style-type: none"> • OO 10.1 listed equity engagement: zero ★ for LEA engagement section score • OO 10.1 listed equity proxy voting: zero ★ for LEA voting section score • OO 10.1 fixed income engagement an “E” for Fixed Income module (engagement questions)

OO 10	DEFINITIONS
Active ownership	<p>Active ownership is the use of the rights and position of ownership to influence the activity or behaviour of investees. This can be applied differently in each asset class. For listed equities, it includes both engagement and (proxy) voting (including filing shareholder resolutions). For other asset classes (e.g., fixed income), engagement may still be relevant while (proxy) voting may not.</p>
Incorporation	<p>Under Principle 1 of the PRI, signatories undertake to incorporate ESG issues into investment analysis and decision-making processes.</p> <p>Throughout the Reporting Framework, we refer to ESG incorporation as the review and use of ESG information in the investment decision-making process. The Reporting Framework addresses four ways in which this can be done:</p> <ul style="list-style-type: none"> • screening; • sustainability themed investment (also referred to as environmentally and socially themed investment); • integration of ESG issues; and • a combination of the above. <p>Assets subject to an engagement approach only and not subject to any of the above strategies should not be included in ESG incorporation.</p> <p>To improve standardisation and communication in the responsible investment industry, the PRI is aligning its definitions with those of the Global Sustainable Investment Alliance.</p> <p>See the Main Definitions document for additional details.</p>
Engagement	<p>Engagement refers to interactions between the investor and current or potential investees (which may be companies, governments, municipalities, etc.) on ESG issues. Engagements are undertaken to influence (or identify the need to influence) ESG practices and/or to improve ESG disclosure.</p>
(Proxy) voting	<p>Voting refers to voting on management and/or shareholder resolutions as well as filing shareholder resolutions.</p>

OO 11	Indicator status MANDATORY	Purpose GATEWAY	Principle GENERAL
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OO 11	INDICATOR	
OO 11.1	Select the internally managed asset classes in which you addressed ESG incorporation into your investment decisions and/or your active ownership practices (during the reporting year).	
	Listed equity Fixed income — SSA Fixed income — Corporate (financial) Fixed income — Corporate (non-financial) Fixed income — Securitised Private equity Property Infrastructure Commodities Hedge funds Forestry Farmland Inclusive finance Cash Other (1) Other (2) None of the above	Option for each asset class presented: <input type="radio"/> We address ESG incorporation. <input type="radio"/> We do not do ESG incorporation.
OO 11.2	Select the externally managed assets classes in which you addressed ESG incorporation and/or active ownership in your external manager selection, appointment and/or monitoring processes (during the reporting year).	
	Asset class	ESG incorporation and/or active ownership addressed in your external manager selection, appointment and/or monitoring processes

	<p>Listed equity</p> <p>Fixed income — SSA</p> <p>Fixed income — Corporate (financial)</p> <p>Fixed Income — Corporate (non-financial)</p> <p>Fixed Income — Securitised</p> <p>Private equity</p> <p>Property</p> <p>Infrastructure</p> <p>Commodities</p> <p>Hedge funds</p> <p>Forestry</p> <p>Farmland</p> <p>Inclusive finance</p> <p>Cash</p> <p>Other (1)</p> <p>Other (2)</p> <p>None of the above</p>	<p><i>Multi-select tickboxes for each asset class:</i></p> <p><input type="checkbox"/> Selection</p> <p><input type="checkbox"/> Appointment</p> <p><input type="checkbox"/> Monitoring</p> <p><input type="radio"/> We do not do ESG incorporation.</p>
<p>OO 11.3</p>	<p>Provide a brief description of how your organisation includes responsible investment considerations in your investment manager selection, appointment and monitoring processes.</p>	
<p>OO 11.4</p>	<p>If your organisation does not integrate ESG factors into investment decisions on your internally or externally managed assets, please explain why it does not.</p>	

OO 11	EXPLANATORY NOTES
OO 11	Your responses to this indicator will determine which indicators or modules you will see in later stages of the Reporting Framework.
OO 11.3	This may include a discussion of the asset classes in which you are not implementing PRI Principle 1 about ESG incorporation and/or Principle 2 about active ownership.
LOGIC	
OO 11.1	<p>Internally managed assets:</p> <ul style="list-style-type: none"> • For Listed Equity, selecting "We address ESG incorporation" will trigger the LEI module. • For Fixed Income asset classes, selecting "We address ESG incorporation" will trigger the applicable fixed income categories' indicators in the FI module - for example, "We address ESG incorporation" for "SSA" will trigger SSA reporting in the Fixed Income module. • For all other asset classes for which there is a module, this selection will trigger the applicable asset class module. However, if your AUM is below the 10% threshold, you will be able to choose to not report on it in OO 12. In the case of infrastructure, which is a voluntary module in this reporting period, you will be able to choose to not report on it even if it is above the threshold. • For all other asset classes for which there is no module, selecting this option will trigger a free text box in which you can describe your approach.
OO 11.2	<p>Externally managed assets:</p> <ul style="list-style-type: none"> • • For all asset classes, this selection will trigger the applicable indicators in the SAM module, for example if you report "Appointment" for Listed Equity, you will be able to report for Listed Equity appointment in SAM 04.1. • However, if your AUM is below the 10% threshold, you will be able to choose to not report on it in OO 12. • • In the case of the Infrastructure asset class, the 10% threshold does not apply and you will be able to choose whether to report on it in OO 12. •
ASSESSMENT	
OO 11	<p>This indicator is not directly assessed but information disclosed here may have an impact on the assessment of other modules.</p> <p>Where there is an asset class presented as an option but it has not been ticked, the following apply:</p> <ul style="list-style-type: none"> • OO 11.1: an "E" for the direct modules which are present as a tickbox but have not been ticked • OO 11.2: an "E" for the indirect modules which are present as a tickbox but have not been ticked

OO 12	Indicator status MANDATORY	Purpose GATEWAY	Principle GENERAL
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OO 12	INDICATOR		
OO 12.1	Select from below any additional applicable modules or sections you would like to report on voluntarily. You are only required to report on asset classes that represent 10% or more of your AUM.		
	Core modules		
	<input type="checkbox"/> Strategy and Governance (including asset classes that do not have a separate module)		
	RI implementation directly or via service providers		RI implementation via external managers
	<input type="checkbox"/> Direct—Listed equity incorporation <input type="checkbox"/> Direct—Listed equity active ownership <ul style="list-style-type: none"> <input type="checkbox"/> Direct—Engagements <input type="checkbox"/> Direct—(Proxy) voting <input type="checkbox"/> Direct—Fixed income <ul style="list-style-type: none"> <input type="checkbox"/> Direct—Fixed income — SSA <input type="checkbox"/> Direct—Fixed income — Corporate (financial) <input type="checkbox"/> Direct—Fixed income — Corporate (non-financial) <input type="checkbox"/> Direct—Fixed income — Securitised <input type="checkbox"/> Direct—Private equity <input type="checkbox"/> Direct—Property <input type="checkbox"/> Direct—Infrastructure <input type="checkbox"/> Direct—Inclusive finance		<input type="checkbox"/> Indirect—Selection, Appointment and Monitoring of External Managers <ul style="list-style-type: none"> <input type="checkbox"/> Indirect—Listed equities <input type="checkbox"/> Indirect—Fixed income — SSA <input type="checkbox"/> Indirect—Fixed income — Corporate (financial) <input type="checkbox"/> Indirect—Fixed income — Corporate (non-financial) <input type="checkbox"/> Indirect—Fixed income — Securitised <input type="checkbox"/> Indirect—Private equity <input type="checkbox"/> Indirect—Property <input type="checkbox"/> Indirect—Infrastructure <input type="checkbox"/> Indirect—Inclusive finance

LOGIC

OO 12

If you have stated in your response to previous indicators that you are not implementing responsible investment in certain asset classes or areas, you will not see that module or section in this indicator, even if your AUM are 10% or above the threshold.

Once you confirm you are doing a certain activity, the thresholds used to determine whether you must report on certain modules or sections are outlined below:

- Signatories that manage 10% of AUM or more of a certain asset class internally will be required to report against the direct relevant module.
- Signatories that manage less than 10% of AUM of a certain asset class internally will not be required to report against the direct relevant module. Moreover, for this 2016 reporting cycle, signatories will be able to choose whether to report on the Infrastructure direct module irrespective of their percentage in the portfolio.
- Signatories that hold 10% of AUM or more of a certain asset class externally will be required to report against the relevant asset class in the SAM module.
- Signatories that hold less than 10% of AUM of a certain asset class externally will not be required to report against the relevant asset class in the SAM module. Moreover, for this 2016 reporting cycle, signatories will be able to choose whether to report in SAM Infrastructure sub-indicators irrespective of their percentage in the portfolio.
- Signatories that engage and/or cast their (proxy) votes internally will not be required to report against the direct listed equity active ownership (LEA) module if the combined internally and externally managed assets are less than 10%.
- PIIF signatories that hold more than 50% of AUM internally or externally in inclusive finance are required to complete only the organisational overview and the inclusive finance sections. The Overarching Approach module will be optional to complete with this breakdown.
- Moreover, majority inclusive finance direct investors that have less than 10% of their inclusive finance assets invested indirectly are not required to complete the Indirect—Inclusive Finance module.

SECTION

Listed Equity

OO LE 01	Indicator status MANDATORY TO REPORT VOLUNTARY TO DISCLOSE	Purpose GATEWAY	Principle GENERAL
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OO LE 01	INDICATOR	
OO LE 01.1	Provide a breakdown of your <u>internally managed</u> listed equities by passive, quantitative, fundamental and other active strategies.	
	Strategies	Percentage of internally managed listed equities
	<input type="checkbox"/> Passive	<input type="text"/> %
	<input type="checkbox"/> Active — quantitative (quant)	<input type="text"/> %
	<input type="checkbox"/> Active — fundamental and other active strategies	<input type="text"/> %
	Total internally managed listed equities	100%
OO LE 01.2	Additional information [OPTIONAL]	

OO LE 01	EXPLANATORY NOTES
OO LE 01.1	Your organisation's breakdown of passive, active quantitative and active fundamental and other strategies will be used to trigger subsequent indicators.
LOGIC	
OO LE 01	<p>[OO LE 01] will be applicable if you reported any internally managed listed equity in [OO 05.1]</p> <p>Between indicators:</p> <ul style="list-style-type: none"> • if Passive is reported, indicator [LEI 11] will be applicable; and • if Active—quantitative and/or fundamental is reported, indicator [LEI 01] will be applicable. In this indicator, you will be able to report different ESG incorporation strategies. Your selection(s) will determine which subsequent indicators will be applicable. Please see additional details in [LEI 01].
ASSESSMENT	

OO LE 01	<p>If you only select 'Passive', you will not be assessed in the Direct—Listed Equity Incorporation (LEI) module due to the low number of assessed indicators that you will complete in the 'Passive investments that incorporate ESG' section.</p> <p>If you select 'Active—quant' and/or 'Active—fundamental and other' OR 'All three strategies', you will be assessed on your responses to the 'Implementation Process', 'Implementation', 'Outputs and outputs' and 'Communication' sections.</p>
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OO LE 01	DEFINITIONS
<i>Actively and passively managed strategies</i>	
Passive strategies	Passive investments are investments that mirror the performance of an index and follow a pre-determined buy and hold strategy that does not involve active forecasting. Examples include investments in broad capital market indices, ESG weighted indices, themed indices, passive managed ETFs or indices with ESG-based exclusions.
Active—quantitative (quant) strategies	Investment strategies or funds for which the manager builds computer-based models to determine whether an investment is attractive. In a pure "quant model", the model makes the final decision to buy or sell.
Active—fundamental	Fundamental strategies in which investment decisions are based on human judgement. This includes both bottom-up (e.g., stock-picking) and top-down (e.g., sector-based) strategies.
Active—other	Strategies that do not match any of the above strategies. These may be active strategies that combine active quant and active fundamental strategies or other strategies that you believe do not fit any of the above definitions. You may clarify your strategy in the [01.2] Additional Information indicator.

OO LE 02	Indicator status MANDATORY TO REPORT VOLUNTARY TO DISCLOSE	Purpose GATEWAY	Principle GENERAL
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OO LE 02	INDICATOR	
OO LE 02.1	Indicate if you wish to report on strategies that represent less than 10% of your internally managed listed equities holdings.	
	Strategies	Report on strategy
	Passive	<input type="radio"/> Yes <input type="radio"/> No
	Active—quantitative (quant)	<input type="radio"/> Yes <input type="radio"/> No
	Active—fundamental and other active strategies	<input type="radio"/> Yes <input type="radio"/> No
OO LE 02.2	Additional information. [OPTIONAL]	

LOGIC	
OO LE 02	<p>If you select 'yes' for any active strategy, indicators [LEI 01 to LEI 13] will be applicable.</p> <p>If you select 'yes' to passive strategy, indicator [LEI 11] will be applicable.</p> <p>If you select 'no' for both active strategy and 'yes' to passive strategy, indicators [LEI 03 to LEI 10] will not be applicable.</p>

SECTION

Fixed Income

OO FI 01	Indicator status MANDATORY TO REPORT VOLUNTARY TO DISCLOSE	Purpose GATEWAY	Principle GENERAL
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OO FI 01	INDICATOR				
OO FI 01.1	Provide a breakdown of your internally managed fixed income securities by active and passive strategies.				
	Strategies	SSA	Corporate (financial)	Corporate (non-financial)	Securitized
	Percentage of internally managed fixed income assets (+/- 5%)				
	<input type="checkbox"/> Passive	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %
	<input type="checkbox"/> Active—quantitative (quant)	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %
	<input type="checkbox"/> Active—fundamental and other active strategies	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %
Total internally managed fixed income security	100%	100%	100%	100%	
OO FI 01.2	Additional information [OPTIONAL]				

OO FI 01	EXPLANATORY NOTES
LOGIC	
OO FI 01.1	<p>[OO FI 01] will be applicable if you reported any internally managed fixed income in [OO 05.1]</p> <ul style="list-style-type: none"> • if Passive is reported, indicator [FI 14] will be applicable; and • if Active—quantitative and/or fundamental is reported, indicator [FI 01] will be applicable. In this indicator, you will be able to report different ESG incorporation strategies. Your selection(s) will determine which subsequent indicators will be applicable. Please see additional details in [FI 01].

OO FI 01	DEFINITIONS
<i>Actively and passively managed strategies</i>	
Active — quantitative (quant)	Investment strategies or funds for which the manager builds computer-based models to determine whether an investment is attractive. In a pure ‘quant model’, the model makes the final decision to buy or sell.
Active — fundamental and other active strategies	Fundamental strategies in which investment decisions are based on human judgment. This includes both bottom-up (e.g., stock-picking) and top-down (e.g., sector-based) strategies.
Passive	Passive investments are investments that mirror the performance of an index and follow a pre-determined buy and hold strategy that does not involve active forecasting. Examples include investments in broad capital market indices, ESG weighted indices, themed indices, passive managed ETFs or indices with ESG-based exclusions.

OO FI 02	Indicator status MANDATORY TO REPORT VOLUNTARY TO DISCLOSE	Purpose GATEWAY	Principle GENERAL
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OO FI 02	INDICATOR				
OO FI 02.1	Indicate if you wish to report on your active strategies that represent less than 10% of your fixed income holdings.				
	Strategies	SSA	Corporate (financial)	Corporate (non-financial)	Securitized
	<input type="checkbox"/> Active — fundamental and other active strategies	<input type="radio"/> Yes <input type="radio"/> No			
OO FI 02.2	Additional information [OPTIONAL]				

OO FI 02	EXPLANATORY NOTES
OO FI 02.2	You can describe the reasons for reporting/not reporting your RI activities here.
LOGIC	
OO FI 02	<p>If you select 'yes' for any active strategy, indicators [FI 01 to FI 13] will be applicable.</p> <p>If you select 'yes' to passive strategy, indicator [FI 14] will be applicable.</p> <p>If you select 'no' for both active strategy and 'yes' to passive strategy, indicators [FI 01 to FI 13] will not be applicable.</p>

OO FI 02	DEFINITIONS
Active — quantitative (quant)	Investment strategies or funds for which the manager builds computer-based models to determine whether an investment is attractive. In a pure "quant model", the model makes the final decision to buy or sell.
Active — fundamental and other active strategies	Fundamental strategies in which investment decisions are based on human judgement. This includes both bottom-up (e.g., stock-picking) and top-down (e.g., sector-based) strategies.

OO FI 03	Indicator status MANDATORY TO REPORT VOLUNTARY TO DISCLOSE	Purpose DESCRIPTIVE	Principle GENERAL
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OO FI 03	INDICATOR			
OO FI 03.1	Indicate the approximate (+/- 5%) breakdown of your SSA investments by developed and emerging markets.			
	SSA			
	Developed market (+/- 5%)	<input type="text"/> %		
	Emerging market (+/- 5%)	<input type="text"/> %		
OO FI 03.2	Indicate the approximate (+/- 5%) breakdown of your corporate and securitised investments by investment grade or high-yield securities.			
	Corp (financial) Corp (non-financial) Securitized			
	Investment grade (+/- 5%)	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %
	High-yield (+/- 5%)	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %
OO FI 03.3	Additional information [OPTIONAL]			

OO FI 03	EXPLANATORY NOTES
OO FI 03.1	Your organisation's breakdown of developed and emerging market fixed income investments will be used for aggregated reporting purposes only.
OO FI 03.2	Your organisation's breakdown of Investment Grade and High Yield fixed income investments will be used for aggregated reporting purposes only.
OO FI 03.3	You may include information about the predominant credit quality of your portfolio or funds (i.e., investment grade only) and details on the fixed income funds you manage (i.e., emerging market, long only, absolute return).
LOGIC	
OO FI 03	<p>[OO FI 03] is applicable if you have SSA Fixed Income, and you have indicated that you wish to report on SSA in [OO 12.1] and [OO FI 02.1]</p> <p>[OO FI 03.1] is applicable if you have SSA Fixed Income, and you have indicated that you wish to report on SSA in [OO 12.1] and [OO FI 02.1]</p> <p>[OO FI 03.2] is applicable if you have indicated that you wish to report on any of the "Corporate (financial)", "Corporate (non-financial)" or "Securitized" Fixed Income types in [OO 12.1] and [OO FI 02.1].</p>

OO FI 03	DEFINITIONS
Investment grade	Investment grade issue or issuer ratings are all ratings above BBB- or BAA-included.
High yield	Bonds issued by organisations that do not qualify for "investment-grade" ratings by one of the leading credit rating agencies. Also known as speculative grade.
Developed market	<p>Based on MSCI's classification, the following countries are included in the developed market category:</p> <p>Australia, Austria, Belgium, Canada, Denmark, Finland, France, Germany, Greece, Hong Kong, Ireland, Israel, Italy, Japan, Netherlands, New Zealand, Norway, Portugal, Singapore, Spain, Sweden, Switzerland, United Kingdom and USA.</p>
Emerging market	<p>Based on MSCI's classification, the following countries are included in the emerging market category:</p> <p>Brazil, Chile, China, Colombia, Czech Republic, Egypt, Hungary, India, Indonesia, Korea, Malaysia, Morocco, Mexico, Peru, Philippines, Poland, Russia, South Africa, Taiwan, Thailand, Turkey, Qatar and United Arab Emirates.</p> <p>Any other countries not listed above in the Developed Market category should be classified as an Emerging Market.</p>

OO SAM 01	Indicator status MANDATORY TO REPORT VOLUNTARY TO DISCLOSE	Purpose GATEWAY	Principle GENERAL
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OO SAM 01	INDICATOR					
OO SAM 01.1	Provide a breakdown of your externally managed listed equities and fixed income by passive, active quant and active fundamental strategies.					
		Listed equity (LE)	Fixed income —SSA	Fixed income — Corporate (financial)	Fixed income — Corporate (non-financial)	Fixed income — Securitized
	As a % of externally managed listed equity/fixed income					
	Passive	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %
	Active— quantitative (quant)	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %
	Active— fundamental and other active	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %
Total externally managed listed equities/fixed income	100%	100%	100%	100%	100%	
OO SAM 01.2	Additional information [OPTIONAL]					

OO SAM 01	EXPLANATORY NOTES
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OO SAM 01.1	<p>Your organisation's breakdown of passive, active quant and active fundamental by listed equities, fixed income SSA, corporate (financial), corporate (non-financial) and fixed income securitised will be used to trigger subsequent indicators on the ESG incorporation strategies used by your managers.</p> <p>Reported data will also be used in the assessment process to compare your organisation against those with a similar breakdown.</p>
LOGIC	
OO SAM 01	<p>[OO SAM 01] will be applicable if you reported any externally managed listed equity or fixed income in [OO 05.1]</p> <p>Your response to [OO SAM 01.1] determines which parts of indicator [SAM 01.1] are applicable; the SAM 01.1 indicator has Active and Passive investment strategy sections.</p> <p>For example, if you report using passive investment strategies in relation to Listed Equity in [OO SAM 01.1], you will only see the part of [SAM 01.1] that is relevant to passive investment strategies for Listed Equity.</p>

SAM 01	DEFINITIONS
<i>Actively and passively managed strategies</i>	
Passive strategies	Passive investments are investments that mirror the performance of an index and follow a pre-determined buy and hold strategy that does not involve active forecasting. Examples include investments in broad capital market indices, ESG weighted indices, themed indices, passive managed ETFs or indices with ESG-based exclusions.
Active—quantitative (quant) strategies	Investment strategies or funds in which the manager builds computer-based models to determine whether an investment is attractive. In a pure 'quant model', the final decision to buy or sell is made by the model.
Active—fundamental	Fundamental strategies in which investment decisions are based on human judgement. This includes both bottom-up (e.g. stock-picking) and top-down (e.g. sector-based) strategies.

OO PE 01	Indicator status MANDATORY TO REPORT VOLUNTARY TO DISCLOSE	Purpose DESCRIPTIVE	Principle GENERAL
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OO PE 01	INDICATOR	
OO PE 01.1	Provide a breakdown of your organisation's internally managed private equity investments by investment strategy.	
	Investment strategy	Percentage of your internally managed private equity holdings (in terms of AUM)
	Venture capital	<input type="radio"/> >50%, <input type="radio"/> 10-50%, <input type="radio"/> <10%, <input type="radio"/> 0%
	Growth capital	<input type="radio"/> >50%, <input type="radio"/> 10-50%, <input type="radio"/> <10%, <input type="radio"/> 0%
	(Leveraged) buy-out	<input type="radio"/> >50%, <input type="radio"/> 10-50%, <input type="radio"/> <10%, <input type="radio"/> 0%
	Distressed/Turnaround/Special Situations	<input type="radio"/> >50%, <input type="radio"/> 10-50%, <input type="radio"/> <10%, <input type="radio"/> 0%
	Secondaries	<input type="radio"/> >50%, <input type="radio"/> 10-50%, <input type="radio"/> <10%, <input type="radio"/> 0%
	Other investment strategy; specify _____	<input type="radio"/> >50%, <input type="radio"/> 10-50%, <input type="radio"/> <10%, <input type="radio"/> 0%
	Total	100%
OO PE 01.2	Additional information [OPTIONAL]	

OO PE 01	EXPLANATORY NOTES
OO PE 01.1	Compile the breakdown based on all your direct private equity investments as reported in the <i>Organisational Overview (OO)</i> module, indicator OO 05. You will be able to add up to two 'other investment strategy' rows.
LOGIC	
OO PE 01	[OO PE 01] will be applicable if you reported any internally managed private equity in [OO 05.1]

OO PE 01	DEFINITIONS
Venture capital	Investments provided in equity form to start-up or emerging companies. This category includes seed and early stage capital.
Growth capital	Investments with a minority or majority stake in relatively mature companies at a critical stage in their development (e.g., to expand or restructure operations).
(Leveraged) buy-out	Refers to equity investments as part of transactions in which companies are acquired from the current shareholders with the use of financial leverage. The companies involved in these transactions are typically mature. Leveraged buyouts involve a financial sponsor agreeing to an acquisition without itself committing all the capital required for the acquisition. The financial sponsor will therefore also raise debt to fund the acquisition.
Distressed/Turnaround/Special situation	<p>Investments in equity form to financially stressed companies. This includes "special situation" and "turnaround strategies" through rescue financing.</p> <p>Please note that investments via debt securities may be reported here if you feel the policies and procedures are largely similar to your other private equity investments. However, you may find the <i>Fixed Income Corporate (non-financial)</i> module more appropriate.</p>
Secondaries	<p>Refers to the acquisition of direct positions in operating companies from existing private equity investors, typically through portfolios.</p> <p>The acquisition of secondary interests in limited partnership investment funds should be reported in the Indirect—Manager Selection, Appointment and Monitoring (SAM) module".</p>
Other	Other forms of private equity investments not listed

OO PE 02	Indicator status MANDATORY TO REPORT VOLUNTARY TO DISCLOSE	Purpose DESCRIPTIVE	Principle GENERAL
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OO PE 02	INDICATOR
OO PE 02.1	<p>Indicate the level of ownership you typically hold in your private equity investments.</p> <p> <input type="radio"/> a majority stake (>50%) <input type="radio"/> 50% stake <input type="radio"/> a significant minority stake (between 10-50%) <input type="radio"/> a minority stake (<10%) <input type="radio"/> a mix of ownership stakes </p>
OO PE 02.2	<p>Additional information [OPTIONAL]</p>

OO PE 02	EXPLANATORY NOTES
OO PE 02.1	<p>Select the option that represents your typical ownership stake in portfolio companies (consider 'typical' any number of your assets that constitutes more than 50% in any category). This will allow you to be allocated to peer groups with others with similar approaches. Select "a mix of ownership stakes" if your portfolio is diverse and does not have a typical level of ownership stake.</p>
OO PE 02.2	<p>This may include a discussion of:</p> <ul style="list-style-type: none"> • your organisation's approach to private equity investment and role in transactions (i.e., when identifying and analysing potential investments, and investment monitoring post-investment); • differences in your approach in private equity investments in which you hold majority or minority stakes; and/or • if you wish, please include proportion of portfolio companies in which your organisation has a board seat(s).
LOGIC	
OO PE 02	[OO PE 02] will be applicable if you reported any internally managed private equity in [OO 05.1]

OO PR 01	Indicator status MANDATORY TO REPORT VOLUNTARY TO DISCLOSE	Purpose DESCRIPTIVE	Principle GENERAL
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OO PR 01	INDICATOR
OO PR 01.1	<p>Indicate the level of ownership you typically hold in your property investments.</p> <ul style="list-style-type: none"> <input type="radio"/> a majority stake (>50%) <input type="radio"/> a 50% stake <input type="radio"/> a significant minority stake (between 10-50%) <input type="radio"/> a limited minority stake (<10%) <input type="radio"/> a mix of ownership stakes <input type="radio"/> N/A, we manage properties, new constructions and/or major renovations on behalf of our clients, but do not hold equity in property on their behalf.
OO PR 01.2	<p>Provide a breakdown of your organisations allocation to Real Estate Investment Trusts (REITs) or similar</p> <ul style="list-style-type: none"> <input type="radio"/> >50% <input type="radio"/> 10 – 50% <input type="radio"/> <10% <input type="radio"/> 0%
OO PR 01.3	<p>Additional information</p> <p>[OPTIONAL]</p>

OO PR 01	EXPLANATORY NOTES
OO PR 01.1	<p>Select the option that represents your typical ownership stake in properties (consider 'typical' as any number of your assets that constitutes more than 50% in any category). This will allow you to be allocated to a peer group with others with similar approaches. Select "a mix of ownership stakes" if your portfolio is diverse and does not have a typical level of ownership stake.</p> <p><i>N/A option</i></p> <p>Applicable for property managers involved in, for example, the day-to-day management of properties, supply of property performance data and advice to clients on investment decisions, but who do not make actual investment decisions on behalf of clients.</p>

OO PR 01.2	<p>This may include a discussion of:</p> <ul style="list-style-type: none"> • your organisation's approach to property investment and its role in transactions (i.e., when identifying and analysing potential investments and investment monitoring post investment); • differences in your approach in property investments in which you hold majority or minority stakes; and/or • the typical holding period of property investments.
LOGIC	
OO PR 01	[OO PR 01] will be applicable if you reported any internally managed property assets in [OO 05.1]

OO PR 02	Indicator status MANDATORY TO REPORT VOLUNTARY TO DISCLOSE	Purpose GATEWAY	Principle GENERAL
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OO PR 02	INDICATOR	
OO PR 02.1	Provide a breakdown of your organisation's property assets based on who manages the assets.	
	Property assets managed by	Breakdown of your property assets (by number)
	Managed directly by your organisation	<input type="radio"/> >50%, <input type="radio"/> 10-50%, <input type="radio"/> <10%, <input type="radio"/> 0%
	Managed via third-party property managers you appoint	<input type="radio"/> >50%, <input type="radio"/> 10-50%, <input type="radio"/> <10%, <input type="radio"/> 0%
	Managed by other investors or their property managers	<input type="radio"/> >50%, <input type="radio"/> 10-50%, <input type="radio"/> <10%, <input type="radio"/> 0%
	Managed by tenant(s) with operational control	<input type="radio"/> >50%, <input type="radio"/> 10-50%, <input type="radio"/> <10%, <input type="radio"/> 0%
	Total	100%
OO PR 02.2	Additional information [OPTIONAL]	

OO PR 02	EXPLANATORY NOTES
OO PR 02.1	<p>The definitions for "Property Management" have been aligned with GRESB 2016 guidance. 'Property management' refers in this context to the day-to-day operation and execution of decisions for property assets. It does not refer to investment decision-making (e.g., acquisition decisions).</p> <p>Directly managed assets are those for which your organisation is determined to have "operational control". If tenants or a single tenant has the greatest authority to introduce and implement operating policies and environmental policies, the tenant should be assumed to have operational control. If both you and the tenant have the authority to introduce and implement day-to-day operational procedures, the asset should be reported as directly managed.</p>
OO PR 02.2	This may include a description of those involved in managing your organisation's properties.
LOGIC	
OO PR 02	<p>[OO PR 02] will be applicable if you reported any internally managed property assets in [OO 05.1]</p> <p>If some proportion of your property assets is managed by third-party property managers, then indicator [PR 07] will be applicable.</p>

OO PR 02	DEFINITIONS
Third-party property managers	Organisations that manage all types of property assets (e.g., retail, commercial and residential) for other organisations. They provide advice and support in a range of areas (e.g., facilities management, accounting, compliance, maintenance and utilisation).
Operational control	This is defined as having the ability to introduce and implement operating policies, health and safety policies and/or environmental policies.

OO PR 03	Indicator status MANDATORY TO REPORT, VOLUNTARY TO DISCLOSE	Purpose DESCRIPTIVE	Principle GENERAL
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OO PR 03	INDICATOR	
OO PR 03.1	Indicate up to three of your largest property types by AUM.	
	Types	Main property types (by AUM)
	<input type="checkbox"/> Largest property type	<input type="checkbox"/> Industrial <input type="checkbox"/> Retail <input type="checkbox"/> Office <input type="checkbox"/> Residential <input type="checkbox"/> Leisure/Hotel <input type="checkbox"/> Mixed use <input type="checkbox"/> Other; specify _____
	<input type="checkbox"/> Second largest property type	[same as above]
<input type="checkbox"/> Third largest property type	[same as above]	
OO PR 03.2	Additional information [OPTIONAL]	

OO PR 03	EXPLANATORY NOTES
OO PR 03.1	<p>Determine the main property types by internally managed property assets under management. This will help contextualise your reported information in the rest of this module.</p> <p>The options in this indicator are complementary to GRESB indicator RC5.1 in the 'Reporting Characteristics' section of the 2016 GRESB assessment.</p>
OO PR 03.2	<p>This may include a discussion of:</p> <ul style="list-style-type: none"> • typical property types, breakdown between single and multi-let, number of properties and types of tenants; • the proportion within your organisation's overall property portfolio accounted for by individual property types; and/or • typical breakdown of property investments between greenfield and brownfield assets. <p>Please refer to the <i>Organisational Overview</i> (OO), indicator OO 09, if your organisation has a significant focus on property and has described its typical property investments in this indicator.</p>
LOGIC	

OO PR 03	[OO PR 03] will be applicable if you reported any internally managed property assets in [OO 05.1]
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OO PR 03	DEFINITIONS
Industrial	Includes distribution warehouses, storage, garages and logistics centres
Retail	Includes high street and out-of-town malls, individual retail stores, retail parks
Office	Includes office buildings and serviced offices
Residential	Includes multiple occupancy buildings
Leisure/Hotel	Includes hotels, sports facilities and restaurants
Mixed use	Property which combines one or more of the above uses

OO INF 01	Indicator status MANDATORY TO REPORT VOLUNTARY TO DISCLOSE	Purpose DESCRIPTIVE	Principle GENERAL
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OO INF 01	INDICATOR
OO INF 01.1	<p>Indicate the level of ownership you typically hold in your infrastructure investments.</p> <ul style="list-style-type: none"> <input type="radio"/> a majority stake (>50%) <input type="radio"/> a 50% stake <input type="radio"/> a significant minority stake (between 10–50%) <input type="radio"/> a minority stake (<10%) <input type="radio"/> a mix of ownership stakes
OO INF 01.2	<p>Additional information</p> <p>[OPTIONAL]</p>

OO INF 01	EXPLANATORY NOTES
OO INF 01.1	<p>Select the option that represents your typical ownership stake in companies (consider ‘typical’ as any number of your assets that constitutes more than 50% in any category). Select “a mix of ownership stakes” if your portfolio is diverse and does not have a typical level of ownership stake.</p>
OO INF 01.2	<p>You may include a discussion of:</p> <ul style="list-style-type: none"> • your organisation’s approach to infrastructure investment and role in transactions (i.e., when identifying and analysing potential investments and investment monitoring post-investment); • differences in your approach in infrastructure investments in which you hold majority or minority stakes; and • the typical holding period of infrastructure investments and how this affects your approach to ESG issues
LOGIC	
OO INF 01	<p>[OO INF 01] will be applicable if you reported any internally managed infrastructure assets in [OO 05.1]</p>

OO INF 02	Indicator status MANDATORY TO REPORT VOLUNTARY TO DISCLOSE	Purpose GATEWAY/PEERING	Principle GENERAL
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OO INF 02	INDICATOR	
OO INF 02.1	Provide a breakdown of your organisation's infrastructure assets based on who manages the assets.	
	Infrastructure assets managed by	Breakdown of your infrastructure assets (by number)
	Managed directly by your organisation/companies you owned	<input type="radio"/> >50%, <input type="radio"/> 10-50%, <input type="radio"/> <10%, <input type="radio"/> 0%
	Managed via third-party operators appointed by your organisation/companies you owned	<input type="radio"/> >50%, <input type="radio"/> 10-50%, <input type="radio"/> <10%, <input type="radio"/> 0%
	Managed by other investors/their third-party operators	<input type="radio"/> >50%, <input type="radio"/> 10-50%, <input type="radio"/> <10%, <input type="radio"/> 0%
	Total	100%
OO INF 02.2	Additional information [OPTIONAL]	

OO INF 02	EXPLANATORY NOTES
OO INF 02.1	'Infrastructure management' refers in this context to the day-to-day operation and execution of decisions for infrastructure assets. It does not refer to investment decision-making (e.g., acquisition decisions).
	'Managed directly by your organisation/companies owned by you' refers to either an internal team that operates externally to manage the infrastructure asset and/or companies that control the operations of infrastructure assets in which your organisation has ownership.
	'Managed via third-party operators appointed by organisation/companies you owned' refers to appointed third-party operators not owned by your organisation that have their own management and operating staff in place for infrastructure assets in which your organisation has ownership.
	'Managed by other investors/their third-party operators' is often applicable if you have minority stakes in infrastructure assets. The option also captures cases in which co-investors or backers (e.g., governments) have appointed third-party organisations.
	This indicator is applicable only if your organisation has equity stakes in infrastructure assets.
OO INF 02.2	This may include a description of those involved in managing your organisation's infrastructure investments.
LOGIC	

OO INF 02	<p>[OO INF 02] will be applicable if you reported any internally managed infrastructure assets in [OO 05.1]</p> <p>If some proportion of your infrastructure assets are managed by third-party operators, appointed by your organisation and/or companies you owned, then indicator [INF 10] will be applicable.</p>
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OO INF 02	DEFINITIONS
Third-party operators	Organisations that manage or maintain all types of infrastructure assets (e.g., highway, airports, etc.) for other organisations.

OO INF 03	Indicator status MANDATORY TO REPORT, VOLUNTARY TO DISCLOSE	Purpose DESCRIPTIVE	Principle GENERAL
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OO INF 03	INDICATOR	
OO INF 03.1	Indicate up to three of your largest infrastructure sectors by AUM.	
	Sector	Main infrastructure sectors (by AUM)
	<input type="checkbox"/> Largest infrastructure sector	<input type="checkbox"/> Transportation <input type="checkbox"/> Energy infrastructure <input type="checkbox"/> Conventional energy <input type="checkbox"/> Renewable energy <input type="checkbox"/> Water management <input type="checkbox"/> Waste management <input type="checkbox"/> Communication <input type="checkbox"/> Social infrastructure <input type="checkbox"/> Other; specify _____
	<input type="checkbox"/> Second largest infrastructure sector	[same as above]
	<input type="checkbox"/> Third largest infrastructure sector	[same as above]
OO INF 03.2	Additional information [OPTIONAL]	

OO INF 03	EXPLANATORY NOTES
OO INF 03.1	Determine the main infrastructure sectors by internally managed infrastructure assets under management. This will help contextualise your reported information in the rest of this module.
OO INF 03.2	<p>This may include a discussion of:</p> <ul style="list-style-type: none"> • typical infrastructure types and number of individual investments; • the proportion within your organisation's overall infrastructure portfolio accounted for by individual infrastructure sectors; and/or • typical breakdown of infrastructure investments between greenfield and brownfield assets. <p>Please refer to the <i>Organisational Overview (OO)</i> module, indicator OO 09, if your organisation has a significant focus on infrastructure and has already described its typical infrastructure investments in this indicator.</p>
LOGIC	

OO INF 03	[OO INF 03] will be applicable if you reported any internally managed infrastructure assets in [OO 05.1]
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OO INF 03	DEFINITIONS
Transportation	Includes roads and tunnels, airports, ports, rail
Energy infrastructure	Includes electricity transmission and distribution, gas transmission and distribution, liquid and gas storage, other energy infrastructure
Conventional energy	Includes coal, gas, shale gas, oil, nuclear
Renewable energy	Includes solar, wind, hydro, wave power, tidal, biomass
Water management	Includes water treatment facilities, sewer lines
Waste management	Includes landfill, incineration, recycling, waste collection, recovery
Communication	Includes telecom towers, cable networks, broadcast networks and transmissions
Social infrastructure	Includes health-care facilities, education, aged care, prison, social purpose