

## JAPAN NETWORK PROPERTY WORKING GROUP TERMS OF REFERENCE

### A. Introduction

The Property Working Group was launched, aiming to develop knowledge and skills to implement ESG factors and sustainability into property investments in Japan.

### B. Objectives

The WG promotes implementation of ESG in property investors and investment managers, raising awareness and sharing case studies.

### C. Proposed Chair

- Ryuichi Horie, Principal, CSR Design Green Investment Advisory, Co., Ltd. (Chair)

### D. Responsibilities

#### PRI Executive responsibilities

The PRI Executive commits to:

- Providing expertise, convening, facilitating and co-creating with signatories.
- Coordinate meetings, provide suggested agendas, clear time-lines, produce meeting minutes, write the report, communicate the outcomes etc.

#### Working group chair

The working group chair commits to:

- Designate enough time to fulfil working group goals;
- Support the Executive and provide the working group with leadership and guidance as needed; and
- Report progress of the working group to the advisory committee regularly.

#### Working group members

Working group members are expected to act in an advisory role to the PRI Executive. Their main job is to commit time and resources to producing the agreed output of the working group.

Members also agree to commit sufficient time to promoting and overseeing the working group.

Typical responsibilities may include, but are not limited to:

- Conference calls/meetings as and when needed;
- Regular guidance/feedback to the Executive on relevant issues. This may include providing advice/feedback on outputs such as publications and toolkits;
- Support with compiling drafts of required work including integrating all working group feedback.

All members are welcome to undertake additional work, if their schedules enable them to do so.

### E. Suggested action plan and timeline

Action items	Date	Responsibility
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1. Hosting a seminar on GRESB in collaboration with JSIF	May 2016	
2. Hosting a seminar in collaboration with UNEP FI	July 2016	

**F. Reporting requirements**

The group will report every year on the signatory website its activities.

**G. Code of conduct, confidentiality and public communications protocol**

**H. Contact**

If you are interested in understanding more about the Japan network property working group, please contact Michiyo Morisawa ([michiyo.morisawa@unpri.org](mailto:michiyo.morisawa@unpri.org)).