

## JAPAN NETWORK CORPORATE WORKING GROUP TERMS OF REFERENCE

### A. Introduction

The Corporate Working Group was established to provide an opportunity for Japanese investors to learn and develop skills on investor engagements as there is still lack of knowledge of, global trends in and understanding of the importance on engagement amongst the Japanese investors.

### B. Objectives

The WG addresses ESG integration within companies, promoting transparency and identifying best practices for company engagements.

### C. 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.

### D. Suggested action plan and timeline

Action items	Date	Responsibility

1. Developing knowledge and skills on investor engagements in passive funds	The first half of FY 2016	
2. Promoting the activities of collaboration platform	All year of 2016	
3. Discussing ESG issues with regulators including FSA, METI and MoE	All year of 2016	

**E. Reporting requirements**

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

**F. Contact**

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