# Resolution Database User Guide

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Background

The **resolution database** was launched in 2021. This publicly accessible database of ESG-related resolutions and votes can be used to easily find upcoming AGM votes, as well as to track the results of key proposals that have been voted on. As in previous years, PRI offers its signatories the ability to pre-declare their voting intentions on resolutions and votes. To make declaring voting intentions much simpler and quicker for PRI signatories, the Vote Declaration System has been integrated into the Collaboration Platform.

Accessing the resolution database

The resolution database is publicly accessible. There are two ways of accessing the page, depending on whether you are signed-in to the Collaboration Platform. Users who are signed into their Collaboration Platform account will be able to access a greater variety of functions, such as the ability to add resolutions to the database or the ability to export data to MS Excel.

Accessing the resolution database without sign-in (publicly accessible)

1. Navigate to the Collaboration Platform
2. Click on the blue button that reads ‘Resolution Database’

Accessing the resolution database with sign-in (Collaboration Platform account holders)

1. Navigate to the Collaboration Platform and sign in
2. From the Collaboration Platform dashboard, navigate to the left-hand side panel and click the new button that reads ‘Resolution Database’
Viewing resolutions

Resolutions are listed in the database in a table format. The title of each resolution can be clicked on to view more detailed information on each individual resolution.

Viewing resolutions via the resolution database view

Several features exist here to help investors in viewing resolutions, including:

- Filters that can be applied to the resolution database, including filtering by Company, Resolution ask, Company HQ, Company sector, ESG theme, ESG sub-theme and Status. After amending the filter settings, users should click ‘Search’ to refresh according to the newly selected filters.
  - Note that, by default, the Status filter is set to show upcoming resolutions (with status ‘Filed’)
  - This filter can be removed by clicking the ‘X’ and other resolution status options can be added as desired

- Sorting by each column of the table view.
- An icon to indicate resolutions filed or co-filed by PRI signatories.
- Expandable rows, that show additional information about each resolution when the arrow to the left of the resolution is clicked.
Viewing a single resolution via its individual resolution page

From the table view, the title of each resolution can be clicked on to view more detailed information on each individual resolution.

- Key information fields are displayed at the very top of each individual resolution page. These include Status, AGM date, Previous AGM date, and Proposal number.
- The remainder of the resolution information fields are displayed in the left-hand column of the page, with the resolution text in the right-hand column.
- Any vote declarations made by signatories, including rationales, are displayed at the bottom of each individual resolution page.
Suggesting a resolution to add to the database

Everyone with a Collaboration Platform account can suggest a resolution to add to the database – you’ll need to be signed in to do so. Suggestions will be approved by PRI Admin to confirm that the resolution information is correct and to avoid duplicate resolutions in the database.

To suggest a resolution to add to the database:

1) Navigate to the shareholder resolution database
2) At the top of the page, click the blue button that reads '+ Add resolution to the database'

3) Enter the resolution details for the following information fields, noting that only those with an asterisk are compulsory fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resolution name*</td>
<td>Enter an appropriate name for the resolution or vote</td>
</tr>
<tr>
<td>Company*</td>
<td>Select a company from the drop-down options</td>
</tr>
<tr>
<td>Lead filer*</td>
<td>Select one or more organisations to be listed as the lead filer(s) of the resolution. If the vote is a management-filed vote enter a '-' into the lead filer field to indicate this.</td>
</tr>
<tr>
<td>Co-filers</td>
<td>Select one or more organisations to be listed as co-filer(s) of the resolution</td>
</tr>
<tr>
<td>Proposal item number</td>
<td>Enter the item number that the proposal appears as on the proxy ballot, if known</td>
</tr>
<tr>
<td>AGM date</td>
<td>Enter the current year’s upcoming AGM date</td>
</tr>
<tr>
<td>Previous AGM date</td>
<td>Enter a previous AGM date (for example, if the current year’s AGM date has not been released, this gives an indication of the approximate date to be expected)</td>
</tr>
<tr>
<td>ESG theme*</td>
<td>Select one or more of the categories</td>
</tr>
<tr>
<td>ESG sub-theme*</td>
<td>Select one or more of the categories</td>
</tr>
<tr>
<td>Resolution ask*</td>
<td>Select an option – this field aims to capture the key demand of the resolution</td>
</tr>
<tr>
<td>Resolved clause</td>
<td>Enter the resolution text, using the fields for Resolved clause, Whereas clauses and Supporting statement as applicable</td>
</tr>
<tr>
<td>Whereas clause</td>
<td>Supporting statement as applicable</td>
</tr>
<tr>
<td>Supporting materials</td>
<td>Additional supporting materials relevant to the resolution can be shared here, for example a press release document or an exempt solicitation</td>
</tr>
</tbody>
</table>
4) Finally, click save to submit the resolution

Vote declarations
PRI signatories can publicly pre-declare their voting intentions for any resolution listed in the database. For each resolution, signatories can indicate whether they intend to vote ‘For’, ‘Against’, ‘Abstain’ or ‘Not Voting’. A short rationale can optionally be included with each vote declaration.

Viewing vote declarations
Signatory vote declarations can be seen in two places:

1. In the far-right column of the database (displays voting intention)

2. At the bottom of each individual resolution page (displays voting intention and rationale)
Making vote declarations

To make a vote declaration, signatories should:

1) Navigate to the resolution database
2) Check the resolution(s) in the table that you wish to make vote declaration(s) for
3) Scroll to the top of the page and click the button that reads 'Pre-declare your voting intentions'
4) For each of the resolutions that you checked, indicate your organisation’s voting intention and (optionally) include a rationale for each vote
5) Check the boxes to confirm that you are making the vote declaration(s) on behalf of your organisation and have read the short Disclaimer, then click 'Save' to complete the process

Vote declarations can also be made from each individual resolution page by clicking the blue button that reads ‘Declare voting intentions’.
Additional Features

Export function

Signatory users with a Collaboration Platform account can export the shareholder resolution database to MS Excel. Please note that PRI signatory vote declarations will not be include in this export, nor will files added via the ‘Supporting materials’ field.

PRI welcome suggestions of additional features or functions that could be added to this tool in order to improve its utility for investors.

FAQs

1) Is there an email alert related to the resolution database?

PRI shares a weekly Resolution Alert to all those subscribed over the course of the northern hemisphere AGM season (approximately April to July). This Alert summarises recent voting results as well as key votes, themes, and trends to be aware of for upcoming votes in the week ahead. View and edit your email preferences here.

2) How will vote declarations be used?

Vote declarations made by signatories are presented on PRI’s Collaboration Platform, both adjacent to the resolution name in the database table and at the bottom of each individual resolution page. Vote declarations are also shared in PRI’s weekly Resolution Alert in order to promote vote disclosure amongst PRI’s signatory base. Vote declarations are not currently used by the PRI to assess voting records on specific resolutions, nor will PRI hold any investor accountable for vote declarations made on the Collaboration Platform. The vote declaration tool is intended to allow signatories to transparently disclose voting intentions to a public audience.

For further information on the Collaboration Platform, please contact collaborations@unpri.org