PRI Resolution Database user guide

For any questions or support email collaborations@unpri.org
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The PRI Resolution Database

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.
Accessing the PRI Resolution Database

Another method to access the database is by selecting the [visit the Resolution Database] button on this webpage. You can also access the Resolution Database using the navigation bar of the Collaboration Platform.
## Who can do what on the Resolution Database?

<table>
<thead>
<tr>
<th></th>
<th>Public</th>
<th>Registered to the Collaboration Platform (including non-Signatories)</th>
<th>Signatories</th>
</tr>
</thead>
<tbody>
<tr>
<td>See ESG resolutions &amp; votes</td>
<td>✔</td>
<td>✔</td>
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<tr>
<td>Add a resolution or vote to the Resolution Database</td>
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<tr>
<td>Pre-declare a voting intention on a resolution</td>
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<td>See how signatories have pre-declared their voting intention</td>
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<td>Follow companies and other engagement focus organisations for tailored notifications</td>
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<td>Sign up to the Resolution Alert</td>
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<td>Export resolutions and votes on the Resolution Database</td>
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Adding a resolution, proposal or vote

Visit the Resolution Database
Anyone can add a resolution or vote to the Database

Simply register or log in to the Collaboration Platform, navigate to the Resolution Database, and select ‘Add a resolution to the database’

You can add shareholder resolutions, management proposals and director votes

PRI aims to approve and make public all submitted resolutions within 1 working day
Adding supporting documents

- Only the filers of a resolution can add supporting documents.

- **Step 1:** Log in to the Resolution Database

- **Step 2:** Find the resolution/vote of your interest.
**Step 3:** Once you are on the individual resolution page, click on the circular button in the top right corner.

**Step 4:** Select [edit resolution details] and scroll down to the [supporting materials] section.

**Step 5:** Make sure to click on the blue [upload] button after adding the files.
Exporting resolutions

Log in to the Collaboration Platform to see all features, including ability to export. This is a signatory only feature.
Pre-declaring your voting intentions

For more information, refer to our disclaimer on pre-declarations. Pre-declarations are public and will show next to the vote on database, with any rationales included being visible when you view the individual resolution.
Signing up to the Resolution Alert

If you have not registered to the Collaboration Platform visit collaborate.unpri.org to register for an account. You can select your newsletter settings when you register.

If you have registered to the Collaboration Platform, log in to your account and edit your profile settings to select your newsletter preferences. See below.
Following companies and receive notifications

Follow a company to receive notifications when a collaboration, resolution or vote is added relating to the company.
Resolution statuses and vote result updates

**Continual**
Using the previous year's AGM date as a marker, PRI updates the company’s AGM date 4-6 weeks prior to the date itself. The status may also be updated.

**6 weeks post AGM**
Vote result reporting varies country-by-country. We seek the vote result 6 weeks post the AGM.

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**Adding resolutions and votes**
**AGM dates**
**AGM passed**
**Vote results**
**Analysis**

**Feb → end of Aus / S. Africa proxy season**
PRI uses country level sources to populate the Database. Signatories are encouraged to add resolutions they want to draw attention to.

**Day of AGM**
The status of the resolution or vote changes to ‘AGM passed’

**June-August**
PRI conducts analysis to identify key trends and outcomes from western hemisphere AGM season, and expectations for the following year.