A GUIDE TO THE DATA PORTAL

WHAT IS THE DATA PORTAL?

The Data Portal is a web-based platform that allows signatories to search, view and group Public Transparency Reports¹. The Data Portal will also enable users to request access to Private Transparency Reports² and Assessment Reports of other signatories. At a later stage, it will allow users to view the data in graphs and export responses users have access to.

HOW TO LOG IN

In order to access the Data Portal you need to be a registered user of the PRI’s website (it is accessed using the same credentials), be a contact in our database and a staff member of the organisation you wish to log in as. If you are a member of staff of one of the PRI signatories but have not been in touch with us before, email info@unpri.org with your full name and the organisation and we will update our database accordingly.

If you have already registered on the PRI website, you can access the Data Portal with the same credentials you use for the website. If you have not registered yet, you will have to do so before accessing the Data Portal. Upon registering, you will receive an email to authenticate your access. The authentication will then be completed within 48 hours.

* Users will only be able to access the Data Portal on behalf of the organisation they directly work for to avoid conflicts of interest and to give assurance to signatories that only authorised contacts are granted access. This is different from the Online Reporting Tool, where external providers can report on behalf of signatories.

Terms & Conditions

The PRI is acting as a facilitator by providing a platform where signatories can request private Transparency and Assessment Reports from each other. The PRI treats these reports as confidential information and will permit access to other signatories only if the signatory gives explicit permission through the sharing settings in the Data Portal. When accessing the Data Portal, each of your organisation’s contacts will be prompted to sign the Terms and Conditions (Ts&Cs). Please take a moment to read the Ts&Cs with respect to the PRI’s and your organisation’s rights and obligations.

User access

¹ Known as RI Transparency Reports in the Online Reporting Tool
² Known as Private RI Reports in the Online Reporting Tool
There are two types of users with respect to approving and denying access to reports. Generic Data Portal users can deny requests while Data Portal Contacts (DPCs) can both approve and deny requests. Provisionally, the PRI has assigned DPC status to internal staff of your organisation designated as the “main contact” in the PRI’s database. Users who have been assigned as DPCs will be notified via email upon which they can email the PRI at reporting@unpri.org if a different person should be assigned DPCs status instead. Alternatively, signatories can inform us via the closing module of the Reporting Framework prior to submitting their report. We will update the DPC status accordingly by the end of April.

Service providers who are PRI signatories will have access to the Data Portal but won’t be able to send requests to signatories, and so will only have access to the Public Transparency Reports. Furthermore, the Service Provider Reports will not be made available for requests in 2017, so the service provider DPCs currently have the same rights as their associated users with generic Data Portal access.

Figure 1: Upon logging in, you will be directed to the Ts&Cs.

MAIN FUNCTIONALITIES

Once you have signed the Ts&Cs, you will see the below dashboard which has four tabs: “Find A Report”, “My Reports”, “My Lists” and “Explore Data”. As well as these four tabs, there is a fifth tab called “Accessibility” that is visible in the top bar.

On the top right hand corner, you can log out or press the Home button which will redirect you to the PRI website.
WHERE TO START?

STEP 1: CONFIRMING YOUR REPORTS

When you first log in, go to “My Reports” to check that your organisation’s “Transparency Reports” and “Assessment reports” are displayed.

Responses you have told us to keep private will be visible only if you select the “Public and Private” option above the report. This feature is available in the Transparency view for your organisation and other signatories who have given you access to their Private Transparency Report.

Figure 3: View of “Transparency report” in “My Reports”
STEP 2: SETTING YOUR PERMISSIONS

Relevant tab: “Accessibility”

In “Sharing Settings” you can set whether you would like to opt out from email notifications of access requests from other signatories. If you are the DPC, we would also advise you to set your organisation’s default sharing permissions for granting requests. This will reduce the number of individual requests to process later on (see Figure 4).

Note: When granting another signatory access to an Assessment Report, you are by default also granting access to your Private Transparency Report. This is to encourage signatories to view Assessment scores along with the actual responses.

In “Associated Users” you can see who else is linked to your organisation and who is a DPC for your organisation.

Note: the list currently displays all contacts associated with your organisation, including those who are not directly employed by it and so do not have access to the Data Portal. This will be updated soon to exclude such contacts from this view.

![Figure 4: Setting sharing permissions. Generic Data Portal users only see “Email notifications”.

STEP 3: CREATE LISTS FOR GROUPING REPORTS

Relevant tab: “My Lists”

If you are the first person to log in to your organisation, the “My Lists” tab will be empty. Once you have created a list through “My Lists”, you can add reports to it by going to “Find A Report”. Once you have selected the relevant reports, click “Add to List”.

PRI Principles for Responsible Investment
It is useful to create a couple of lists and name them based on the filtering criteria you will be applying later when you search for reports in the tab Find a Report. The filters you will be able to use include:

- Signatory type
- AUM size
- Region
- Country
- Report type
- Submitted year

Using a combination of those criteria in the title of your list will be helpful later on for allocating reports in the right lists. For example, if you want to group the 2016 Transparency Reports of North American Investment managers above US$ 5bn, a good title would be: IM – North America – over 5bn – 2016 TR.

Note: currently, the submitted year search is possible via the field “Keywords” (see Figure 5)

STEP 4: SEARCH FOR REPORTS AND ADD THEM TO LISTS

Relevant tab: “Find a Report”

In this tab, you can search for reports using several filters. These are self-explanatory and most of them have the option to multi-select. For example, if you want to search for French and UK signatories, you can do this in two ways:

a) type in the “Country” field France, tick the box and then repeat by typing UK
b) you can use the drop-down field and select the countries of interest

If you know the name of the signatory you are interested in, you can type their name in “Select signatories”. The application will narrow down matching names as you enter more characters in the search field (see Figure 6). The application looks for exact matches, so when searching for a signatory whose name contains accents, you must include those too.

The next step is to select reports that matched your search criteria to a list. To do so, either tick the box in the header of the results (for selecting all reports), or select individual reports by ticking the box next to their name. Then click on the “Add to list” button on the top right of the application above the filters (see Figure 7).

Figure 5: Find reports that match set filters.
STEP 5: REQUEST ACCESS TO PRIVATE TRANSPARENCY AND ASSESSMENT REPORTS FROM OTHER SIGNATORIES

Relevant tabs: “Find A Report” & “My Lists”

There are two ways to request access to a report.

You can either go via “Find A Report” and click on the report in which you are interested. You will then be redirected to the signatory’s report view, where you can click “Request Access” on the top right-hand corner (see Figure 8). This request will apply for current and historic reports.
Alternatively, you can go to “My Lists”, select the list of interest and from there request access for each signatory in your list (see Figure 9).

**Figure 8: requesting access to Private Transparency Reports of other signatories**

**Figure 9: “Request access” and “View” reports from “My Lists”**

**STEP 6: APPROVE/DENY REQUESTS SENT TO YOUR ORGANISATION**

**Relevant tab: “Accessibility”**

In “Accessibility”, go to “Received Requests”. The default setting is for all new requests to display here. You can:

a) approve all in one go. Tick the header box in the right-hand corner header, and then click the “Approve” button, or;

b) approve individually. Tick the boxes of the requests you want to approve/deny and then select the respective option on the top right hand corner.
You can also approve requests that you previously denied. Similarly, if you approved access by mistake and would like to revoke this access, you can filter for previously approved reports, and deny their access.

**Note:** Only DPCs can approve requests. Approval to Assessment Reports also grants access to your organisation’s Private Transparency Reports. This is to encourage the view of Assessment scores with your responses to the Reporting Framework.

![Figure 10: approving requests to Private Transparency and Assessment Reports]

**STEP 7: ONCE YOU HAVE BEEN GIVEN ACCESS**

**Relevant Tabs:** “Accessibility”, “Find A Report” and “My Lists”

To check the status of your requests, go to:

“Accessibility” > “Sent Requests”

There you can search based on different filters, which will prove useful when you have sent many requests (see Figure 11).

Once the status shows “Approved”, you can access the private reports via:

   a. Transparency: select “Private and Public” on the left-hand-side of the report, above the list of modules relevant to the signatory.
   b. Assessment: the report will display here
2. “My Lists” > “List Name” > “Transparency” or “Assessment” > “View”
Figure 11: View the status of requests sent by you

STEP 8: EXPLORE DATA

Relevant tab: “Explore Data”

In this section you can view a slide deck based on analysis from the PRI. The analysis covers a wide range of indicators including AUM breakdown by asset, market penetration, engagement within listed equity and fixed income, proxy voting, private equity, policy engagement, disclosure of policies, policy components and depth of ESG integration in listed equity.

Note: When the second phase of the Data Portal is released in July 2017, signatories will be able to see graphs for a range of indicators based on key filters as well as export responses to indicators at module level for signatories matching criteria or using existing lists.