



United Nations Global Compact

Policy for “Communication on Progress”

United Nations Global Compact participants are expected to communicate with their stakeholders on an annual basis about progress in (1) implementing the ten UN Global Compact principles and (2) undertaking partnership projects in support of broad UN goals. “Communication on Progress” (COP) is an important demonstration of a participant’s commitment to the UN Global Compact and its principles, and as such failure to prepare and post a COP report will result in a non-communicating or inactive status for a participant – a necessary measure to protect the integrity of the initiative. COP is also a tool to exercise leadership, facilitate learning, stimulate dialogue and promote action.

1. Creating a Communication on Progress (COP)

While there is no specific format for COPs, a COP must include the following three basic elements:

- a. **Statement of continued support** for the UN Global Compact in the opening letter, statement or message from the Chief Executive Officer, Chairman or other senior executive.
- b. **Description of practical actions** that participants have taken since joining the initiative or since the company’s most recent COP to: (1) implement the UN Global Compact principles and (2) undertake partnership projects in support of broad UN goals.
- c. **Measurement of outcomes** or expected outcomes using, as much as possible, indicators or metrics such as the Global Reporting Initiative (GRI) Guidelines.

The UN Global Compact encourages continual improvement and the expectation is that over time all COPs will cover all ten principles. Some companies may not see the relevance of all principles for their company or sector, in these cases the company is expected to communicate which principles they are not implementing and how they determined this principle is not material for their business or the communities in which they operate.

2. Sharing the COP

COPs should be integrated in a participant’s existing communications with stakeholders, such as annual, sustainability or other standard reports. In the event that a participant does not publish such reports, a COP can be created as a stand alone report. All COPs should be disseminated through the company’s communication channels – for example, a website – and in a way that allows employees, shareholders, customers and other stakeholders to read about the company’s economic, social and environmental engagements.

3. Posting the COP

Participants are expected to post an electronic version of their COP report (PDF, Word or PowerPoint file) and, if available, a URL link pointing to the COP on their corporate website, on the UN Global Compact website (www.unglobalcompact.org/admin). Please send an email to globalcompact@un.org if you forgot your username and password.

Participants are also asked to post a description of how they are disseminating their COP to their stakeholders. The UN Global Compact Office welcomes COPs in all languages.

COP Deadlines:

Company participants are required to post a first COP within two years from the date of joining the UN Global Compact, all subsequent COPs are due within one year following the previous COP posting. Should a company fail to meet their COP deadline, they will be marked as non-communicating in the participant database of the UN Global Compact website. Further, should a company also miss the second COP deadline after an additional year, the company will be removed from the UN Global Compact database of active participants and listed as inactive on the UN Global Compact website. To return to active participant status, a company must post a COP that meets the basic requirements of the COP Policy.

Grace period - A 90-day grace period can be granted to those companies that contact the UN Global Compact Office and provide a reasonable explanation for the delay in communication (e.g. changes to reporting cycles, staffing and other challenges).

Additional information, guidance and contact

Please visit the “Communicating Progress” section of the UN Global Compact website, <http://www.globalcompact.org/COP/>, for further information, including a searchable database of COPs, a collection of notable COPs, a list of non-communicating and inactive participants, and detailed guidance materials.

For any questions on the COP Policy please do not hesitate to contact Oliver Johner, COP Analyst at the UN Global Compact Office, at johner@un.org.

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