

PRI Reporting and Assessment 2013/14 Process: Requirements and Outputs

Table of Contents

Requirements	3
Reporting period	3
Mandatory and voluntary modules	3
Grace period	3
Disclosure	3
Outputs	4
Main outputs	4
PRI use of signatory data	5

Requirements

Reporting period

The PRI's annual reporting and assessment process begins in October each year when signatories are invited to enter their responses to relevant indicators of the Reporting Framework via an online reporting tool. The reporting period runs for six months and closes in March, giving signatories the flexibility to report at a time best suited to their organisation.

This next reporting period will open in October 2013 and investor signatories must submit their responses by 31 March 2014; all asset owner and investment manager signatories that do not report will be delisted from the PRI, unless in their grace period (see below).

Mandatory and voluntary modules

The framework consists of 12 modules, with modules for direct and indirectly managed assets tailored for each asset class. Each module contains a mix of mandatory and voluntary indicators. It will generally be mandatory to complete a module if you have more than 10% of your assets in that asset class. You can report voluntarily on modules where you hold less than 10% of your assets. Full details can be found in the logic boxes under indicator *Overarching Approach* (OO) 12, in the explanatory notes for that module.

Grace period

The PRI offers new signatories a one year grace period to allow them to familiarise themselves with the reporting and assessment process before having to submit their responses on a mandatory basis in subsequent years.

Signatories that signed the PRI after 24 May 2012 have the option to participate in the 2013/2014 reporting cycle on a voluntary basis, with reporting mandatory during the 2014/2015 reporting period.

The PRI encourages new signatories to report in their first year and use this process as a learning experience. Many signatories find this provides a foundation for future activity to support their implementation of the Principles. If signatories complete the Framework during their grace year, they can decide whether to publish their RI Transparency Report on the PRI website.

Disclosure

To support the Framework's transparency and accountability objectives, responses by signatories to mandatory indicators will be published by the PRI, as well as responses to voluntary indicators that signatories agree to publish. Information marked private by signatories in the online reporting tool will not be disclosed by the PRI.

The disclosure requirements have been developed in close consultation with signatories via several asset class and region-specific technical committees and working groups. However, in rare cases, some signatories may find themselves unable to comply. In these cases, they may [appeal](#) against the mandatory disclosure of an indicator.

Outputs

Main outputs

The PRI will generate the following main outputs using the data signatories submit:

➤ **RI Transparency Report**

This report will display the responses to all of the mandatory indicators as well as the responses to voluntary indicators that a signatory agreed to make public. They will be published on the PRI website after a signatory has pressed the 'submit' button in the Closing Module of the online reporting tool. Before publication, signatories will have the opportunity to review all of their responses. They may also delay the publication of the report until June 2014. This option may be helpful if, for example, their own responsible investment report is due to be published after the submission deadline. A sample RI Transparency report can be found [here](#).

➤ **Assessment Report**

This report, which will remain confidential between the signatory and the PRI at all times, will demonstrate how an organisation has progressed in its implementation of the Principles relative to peer groups across asset classes. A signatory will only see the scores of their peer groups in aggregate and the PRI will take all reasonable steps to ensure the identity of individual signatories cannot be inferred. Analysis of assessment results will use a minimum sample size of 8 signatories. More information about the proposed assessment methodology can be found [here](#). A sample Assessment report can also be found [here](#).

Signatories will receive their first assessment report in late 2014. The methodology and assessment approach is still being developed and will be piloted over the next two reporting cycles (2013/14 and 2014/15).

➤ **PRI Report on Progress**

The PRI Report on Progress showcases the progress of the signatory base implementing the Principles as a whole, aggregating responses from signatories with practical case studies to illustrate their activities. The next Report on Progress will be published in late 2014. The [Report on Progress](#) based on the 2011 survey can be found on the [PRI website](#).

➤ **Data query and analysis tools**

In addition to the RI Transparency Reports, the PRI is exploring new ways to enable signatories and other stakeholders to access the public information reported by signatories in a more flexible way. It is also considering other ways for signatories to share additional information between themselves confidentially. New data query and analysis tools will be piloted during the next reporting cycle in 2014/15.

PRI use of signatory data

The PRI will use the dataset of signatory information to:

- Build the above standardised outputs for signatories
- Identify best practice by signatories to identify and – upon signatory approval – publish these as examples in the PRI Report of Progress and other PRI publications
- Create reports based on information provided by a subset of signatories (e.g. a report on RI activity within a specific country, asset class, or type of investor, etc.)
- Analyse the strengths and weaknesses of individual signatories to design future services for signatories.

The PRI will only disclose information that signatories have agreed to publish. There is no restriction on who can access this information, as the RI Transparency Reports will be available on the PRI website.

PRI will not share non-public data except to PRI staff and contractors, and any analysis based on non-public information will be presented on an anonymised, aggregated basis.

Feedback and Contact Details

The Closing Module asks signatories to update their contact details and provide feedback to the PRI about the reporting and assessment process. Contact information will be used to update the PRI's Customer Relationship Management (CRM) database, but will not be shared outside of the PRI. Feedback will only be shared with PRI staff and contractors working on the Framework, all of whom are required to sign non-disclosure agreements.