

# 2023 REPORTING TOOL USER GUIDE

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## PRI Association

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**United Nations**  
Global Compact

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# INTRODUCTION

## WHAT THIS GUIDE COVERS

This user guide provides an introduction to the functionality of the Reporting Tool.

For guidance on the content of the Reporting Framework, please refer to the [resources on our website](#).

Note: this guide uses the abbreviations to refer to individual Reporting Framework modules. A list of abbreviations can be found on page 8 of the [Overview and structure guide](#).

## IMPORTANT INFORMATION BEFORE YOU START REPORTING

### Reporting Framework overview

As you navigate through the Reporting Tool, you will be able to see all modules in the Reporting Framework, even if they are not applicable to you. The embedded logic in the Reporting Tool will unlock the modules relevant to your organisation as your progress through the Reporting Framework. The number of indicators and modules you are required to answer is determined by whether you are an Asset Owner or Investment Manager, your own assets breakdown and investment practices. The [Overview and structure guide](#) has information on the different reporting journeys PRI signatories can take.

### Periods of inactivity

As with any software program, **ensure you save** your responses **regularly**.

If you take a break from completing responses in the Reporting Tool the survey may time out, even if the window remains open. When you resume working and navigate to another indicator, you will receive an error message and will need to reload the page to continue. You will lose any responses you have not saved.

### Amending your responses

You can edit your responses at any time **before** you submit your report, by navigating to the relevant indicator. Ensure to click 'Save and continue' to save your changes and review the indicators that are dependent on the one you changed.

If you need to edit a response after submitting your report, you must contact the PRI before the reporting window closes on 6 September 2023. Amendments **cannot** be made to responses after the reporting window closes.

### PLUS indicators

In the Reporting Tool, **PLUS indicators default to public**. All public indicators will be shared in your Transparency Report. See [Setting the disclosure status](#) for information on how to make your responses private.

### Multiple users

The Reporting Tool supports **multiple concurrent users**. However, the Reporting Tool will only keep the most recently saved data if two users amend the same indicator simultaneously. Users should avoid working in the same module or indicator at the same time as others, to avoid overwriting responses inadvertently.

## Exporting responses

You can export all your responses as a Word or PDF file, using the links at the top of the overview page. All **completed** indicators will be exported. *Note that this functionality will be released soon after the reporting cycle opens on 14 June.*

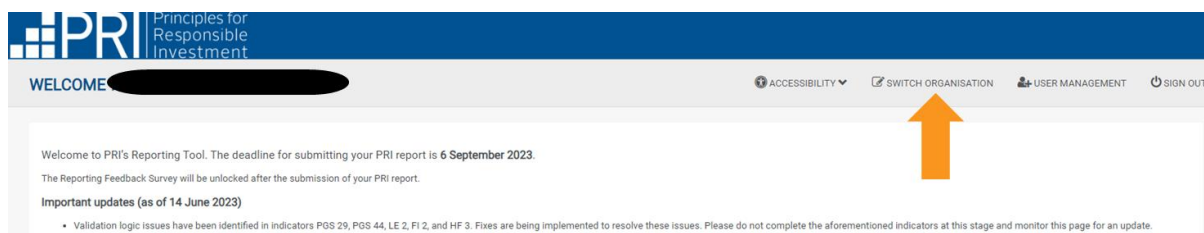
# NAVIGATING THE REPORTING TOOL

## GETTING ACCESS AND LOGGING INTO THE REPORTING TOOL

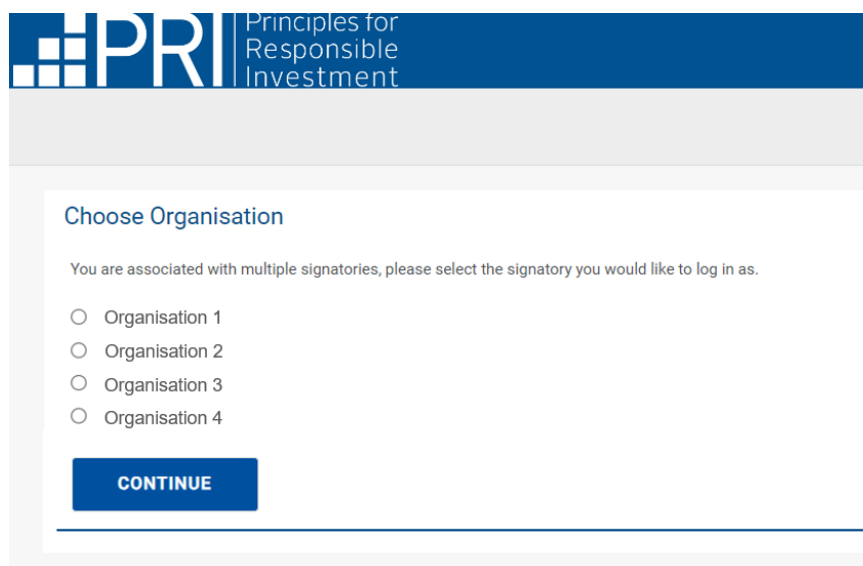
- Signatories manage their own access to the reporting platforms (Reporting Tool and Data Portal) in the [Permissions System](#). Please refer to the [Permissions System user guide](#) for further information.
- Log in to the Reporting Tool via the [PRI Applications](#) page, using your PRI account details (email and password).
- If you have been granted access to the Reporting Tool but are having trouble logging in, please see our [Troubleshooting](#) section.

## USERS WITH ACCESS TO MULTIPLE SIGNATORY ORGANISATIONS

Users granted access to the Reporting Tool on behalf of multiple signatories can use the same login credentials to navigate between signatory reports by clicking on 'Switch organisation' at the top right of the screen.



You will see a list of signatories that have granted you access to the Reporting Tool. Select the signatory you want to view and click 'Continue' to progress to the [Home page](#) for that signatory.



If you cannot see a signatory you are reporting for, please contact the signatory and ask to be added as a Reporting Contributor in the Permissions System. See the [Permissions system user guide](#) for further information.

## HOME PAGE

When you [log in](#) to the Reporting Tool, you will see the home page.

**TIP:** Important information and updates will be posted on the **home page**. Please make sure you **check this information regularly**, even if you have logged in and read it before.

Welcome to PRI's Reporting Tool. The deadline for submitting your PRI report is **6 September 2023**.  
The Reporting Feedback Survey will be unlocked after the submission of your PRI report.  
**Important updates (as of 14 June 2023)**

- Validation logic issues have been identified in indicators POS 29, POS 44, LE 2, F1 2, and HF 3. Fixes are being implemented to resolve these issues. Please do not complete the aforementioned indicators at this stage and monitor this page for an update.

**Important information before you start reporting**

- Completing the Organisational Overview module will unlock the indicators and modules that are relevant to your organisation. It is therefore strongly recommended to fully complete the Organisational Overview module first. Particular attention should be given to indicators OO 4, OO 5, OO 8, OO 9, and OO 21.
- Each indicator page contains specific guidance which can be viewed by clicking on the tab at the top right-hand corner. The same guidance can be downloaded from [our website](#).
- In the Reporting Tool, PLUS indicators default to public. All public indicators will be shared in your Transparency Report. You can change your response to private by clicking directly on the button that says 'Public' in each PLUS indicator.
- The Reporting Tool supports multiple concurrent users. However, the Reporting Tool will only keep the most recently saved data if two users amend the same indicator simultaneously.
- The Reporting Tool will be online 24/7 except during a maintenance window every Sunday between 02:00 and 03:00 (BST), during this time the system may be slower if used. The maintenance ensures optimal performance during the reporting cycle.
- For a better user experience, we recommend using the following browsers: Google Chrome, Microsoft Edge, Samsung Internet, Opera, or Safari.
- For more detail on how to use the Reporting Tool, please refer to the [2023 Reporting Tool user guide](#).

For guidance on the content of the Reporting Framework, please refer to the [resources on our website](#).

**Surveys & Reports**

NEW

#Survey Name	Deadline	Reports
<a href="#">2023 PRI Reporting Framework</a>		
<a href="#">Reporting Feedback Survey</a>		

On the home page you will see a table of contents showing the surveys available to you in the 'New' tab:

1. 2023 PRI Reporting Framework; and
2. Reporting Feedback Survey.

You will not be able to complete the Reporting Feedback Survey until you have submitted your 2023 PRI Reporting Framework survey. Providing Feedback is voluntary. Feedback provided, or the decision not to provide feedback, will in no way affect a signatory's reporting or assessment.

Click 2023 PRI Reporting Framework to open the survey. The survey will open on the [overview page](#).

After the survey has been accessed for the first time, it will move from the 'New' tab to an 'Open' tab. If another user from your organisation has logged in and opened the survey before you, you will only see the survey in the 'Open' tab.

**Surveys & Reports**

NEW OPEN

#Survey Name	Deadline	Reports
<a href="#">2023 PRI Reporting Framework</a>		

Note: After the survey has been submitted it will be moved to the 'submitted' tab. See the section below, [Submitting your report](#).

## OVERVIEW PAGE

Each time you enter the survey you will see the overview page. This page lists all modules in PRI's Reporting and Assessment Framework. Most of the modules will be locked the first time you log in.

The screenshot shows the 'Overview' page of the PRI Reporting and Assessment Framework. The page has a dark blue header with the PRI logo and 'Principles for Responsible Investment'. Below the header is a 'WELCOME' message and a navigation bar with links for 'ACCESSIBILITY', 'MANAGER', 'USER MANAGEMENT', and 'SIGN OUT'. The main content area is titled 'Overview' and contains a table of modules. The table has a 'Status' column. The 'Terms and Conditions' module is 'Not Started', while all other modules are 'Locked'. The left-hand navigation panel has icons for 'Home', 'Overview', 'User Guide', and 'FAQ'.

	Status
Terms and Conditions	Not Started
Senior Leadership Statement	Locked
Organisational Overview	Locked
Policy, Governance And Strategy	Locked
Manager Selection, Appointment And Monitoring	Locked
Listed Equity	Locked
Fixed Income	Locked
Real Estate	Locked

You can navigate using the left-hand navigation panel:

1. **Home** will exit the survey and bring you to the main [Surveys and Reports home page](#).
2. **Overview** will open a menu of all modules in the 2023 Reporting Framework. Navigate to any unlocked module in the Reporting Framework by expanding the module and section headings to navigate to the relevant indicator.
3. **User Guide** will open the PRI's 2023 Reporting Tool User Guide (this document).
4. **FAQs** will open the PRI's 2023 reporting [FAQs post on R&A Updates](#). This page will be updated throughout the reporting window.

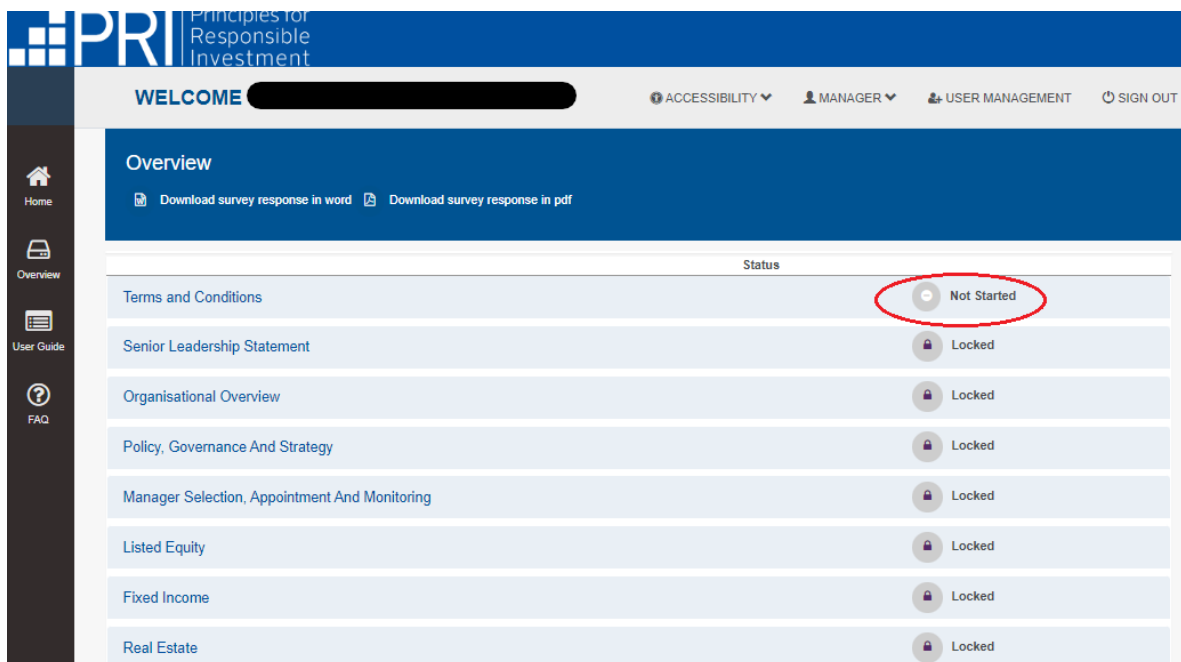
There is additional guidance available at [indicator level](#).

## OPENING THE SURVEY FOR THE FIRST TIME

All survey respondents are required to read and accept the [Terms and Conditions](#) before progressing to the 2023 PRI Reporting Framework modules.

The Reporting and Assessment Framework modules will remain locked until a user from your organisation opens the Terms and Conditions module and selects CONFIRM.





Only one user from each signatory needs to accept the Terms and Conditions. After a user from your organisation has accepted the Terms and Conditions, the SLS module and some indicators in the OO module will be unlocked. You can now begin entering your responses.

## UNLOCKING MODULES

Completing the OO module will unlock the indicators and modules that are applicable to your organisation. Modules that are not applicable to your organisation will remain locked. You will not be able to open or respond to these modules. Please see the [What to report on diagram](#) for an overview of the modules applicable to each signatory type.

To change whether an asset class module unlocks or not, review your answers to the OO module, particularly indicators **OO 4**, **OO 5**, **OO 8**, **OO 9**, and **OO 21**. For more information, refer to the [Logic Guide](#).

## MODULE AND INDICATOR STATUS

On the overview page you can see all modules and their status. Click on the module name to expand the headings and see the status of sections and indicators.

Status		
Terms and Conditions		Completed
Terms and Conditions		Completed
Senior Leadership Statement		Completed
SLS 1	CORE	Completed
Organisational Overview		In Progress
Organisational Information		Completed
Reporting year		Completed
Subsidiary information		Completed
OO 2	CORE	Completed
OO 2.1	CORE	Locked
OO 2.2	CORE	Locked

Status	Meaning
Not started	<ul style="list-style-type: none"> <li>This module is relevant for you.</li> <li>You have not yet entered responses in this module.</li> </ul>
In progress	<ul style="list-style-type: none"> <li>This module is relevant for you.</li> <li>You have started entering responses in this module.</li> <li>You have not completed all required indicators in this module.</li> </ul>
Invalid answer	<ul style="list-style-type: none"> <li>A response in this module is incomplete or has failed a <a href="#">validation check</a>. Open the indicator and review your response.</li> </ul>
Locked	<ul style="list-style-type: none"> <li>This module is not relevant for you because:           <ul style="list-style-type: none"> <li>You have not completed the OO module; OR</li> <li>The logic has determined it is not applicable to your practices or signatory type.</li> </ul> </li> </ul>
Complete	<ul style="list-style-type: none"> <li>This module is relevant for you.</li> <li>You have completed all required indicators in this module.</li> </ul>

## EXPORTING RESPONSES

You can export all your responses as a Word or PDF file, using the links at the top of the overview page. All **completed** indicators will be exported.

The document downloaded is a **copy** of your responses for reference while completing the survey. It is not a PRI Transparency Report. Transparency Reports will be published after the reporting window closes. You can also [export individual indicator responses](#). *Note that this functionality will be released soon after the reporting cycle opens on 14 June.*

## INDICATOR PAGE

### TYPES OF INDICATORS: CORE AND PLUS

CORE indicators are a mandatory part of the assessment, and the answers are publicly disclosed. These are highlighted in blue and identified with the CORE label.

Indicator ID	Dependent on:	N/A	Sub-section	PRI Principle	Type of Indicator
OO 1	Gateway to:	N/A	Reporting year	GENERAL	CORE

What is the year-end date of the 12-month period you have chosen to report for PRI reporting purposes?  Public

PLUS indicators are voluntary and are not part of the assessment. These are highlighted in grey and identified with the PLUS label.

Indicator ID	Dependent on:	PGS 11	Sub-section	PRI Principle	Type of Indicator
PGS 15	Gateway to:	N/A	Roles and responsibilities	1	PLUS VOLUNTARY TO DISCLOSE

What responsible investment competencies do you regularly include in the training of senior-level body(ies) or role(s) in your organisation?  Public

### Minimum requirements

Indicators relevant to the minimum requirements are CORE and must be completed before you can submit. They are in the Policy, Governance and Strategy (PGS) module and are highlighted in orange.

WELCOME [REDACTED] ACCESSIBILITY MANAGER USER MANAGEMENT SIGN OUT

Click to download a DOCX version of this indicator.

Indicator ID <b>PGS 1</b>  MINIMUM REQUIREMENT	Dependent on:	OO 8, OO 9	Sub-section <b>Responsible investment policy elements</b>	PRI Principle <b>1, 2</b>	Type of Indicator <b>CORE</b>
	Gateway to:	Multiple indicators			

Which elements are covered in your formal responsible investment policy(ies)? Public

At the end of the PGS module you will be required to confirm the information reported in fulfillment of PRI's minimum requirements is true and correct. You will be asked to reconfirm this information at the end of the CBM module, before you reach the Submission page.

For information on meeting the minimum requirements in the 2023 Reporting Framework, see the guidance on the [Minimum requirements for investor membership](#) page of our website.

## INDICATOR-SPECIFIC GUIDANCE

Each indicator page contains specific guidance which can be viewed by clicking on the tab at the top right-hand corner.

WELCOME [REDACTED] ACCESSIBILITY MANAGER USER MANAGEMENT SIGN OUT

Click to download a DOCX version of this indicator.

Indicator ID <b>OO 1</b>	Dependent on:	N/A	Sub-section <b>Reporting year</b>	PRI Principle <b>GENERAL</b>	Type of Indicator <b>CORE</b>
	Gateway to:	N/A			

What is the year-end date of the 12-month period you have chosen to report for PRI reporting purposes? Public

Year-end date of the 12-month period for PRI reporting purposes:

Expanded guidance:

The screenshot displays the PRI Reporting Framework interface. At the top, the PRI logo and 'Principles for Responsible Investment' are visible. Below the header, there's a 'WELCOME' message and navigation links for Accessibility, Manager, User Management, and Sign Out. A sidebar on the left contains icons for Home, Overview, User Guide, and FAQ. The main content area features a table with the following data:

Indicator ID	Dependent on:	N/A	Sub-section	PRI Principle	Type of Indicator
OO 1	Gateway to:	N/A	Reporting year	GENERAL	CORE

Below the table, there's a question: 'What is the year-end date of the 12-month period you have chosen to report for PRI reporting purposes?' with a 'Public' status. A form below this question allows selecting the year-end date by Date, Month, and Year. The selected date is 07/06/2023.

On the right side, there are three expanded sections: 'Explanatory notes', 'Reporting Framework Glossary', and 'Logic'. The 'Explanatory notes' section contains the following text:

Purpose of indicator	The reporting year is the 12-month period for the reporting year or a period that has been selected in the PRI Reporting Framework.
Additional reporting guidance	Signatories should ensure that the reporting period they choose is consistent across all indicators.

The expanded guidance contains:

- Explanatory notes;
- Link to the Reporting Framework Glossary;
- Information on the indicator's logic, including dependencies and gateway information;
- Assessment criteria and numeric assessment multiplier (assessed indicators only);
- 2021-2023 indicator changes guidance and a link to the [Data Portal](#) where you can download and view your 2021 responses (only relevant if you reported in 2021).

## GUIDED PRE-FILL – 2021 RESPONSES

If you reported in 2021, you can reuse answers by completing the following steps.

1. Expand the [indicator-specific guidance](#).
2. Under the heading '2021-2023 indicator changes guidance' you will see a table summarising the equivalent indicator(s), where relevant, in the 2021 Reporting Framework and the extent of any changes made.

2021-2023 indicator changes guidance

2023 indicator number	2021 Indicator number	Extent of change	Indicator modifications
PGS 1	<ul style="list-style-type: none"> <li>ISP 1</li> <li>ISP 1.1</li> <li>ISP 24</li> <li>LE 15</li> </ul>	Major	<ul style="list-style-type: none"> <li>Indicator question modified</li> <li>Answer options m</li> <li>Consolidates/ Separates indicati</li> </ul>

Download the 2021-2023 Reporting Framework Indicator Changes Guide from the [Investor reporting framework webpage](#) to view the full list of indicator-level mapping of 2021 and 2023 indicators.

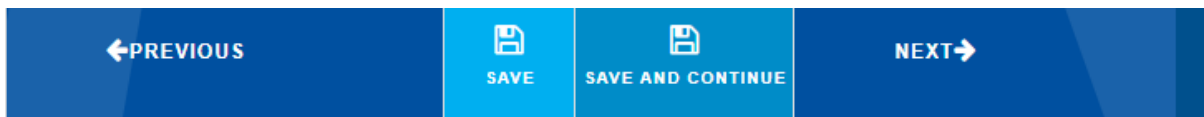
Access the [Data Portal](#) and go to "My Transparency Report" view to see your 2021 responses (only if you submitted a report to the PRI in 2021).

3. View your response from 2021 by clicking the link to open the [Data Portal](#) and download a copy of your 2021 Transparency Report.
4. Copy any relevant text or response into the Reporting Tool.

If you don't have access to the Data Portal, please contact your organisation's Admin user(s). They can grant you access in the Permissions System.

## NAVIGATING BETWEEN ADJACENT INDICATORS

Navigate between indicators using the buttons at the bottom of the screen.



- Navigate between adjacent indicators using the 'Previous' and 'Next' buttons at the bottom of the screen. **'Previous' and 'Next' buttons do not save your work.**
- To save your response and move to the next indicator, click 'save and continue'. Save and continue refreshes the logic and moves you to the next indicator.
- To save your work without refreshing the logic or navigating away from the page, use the 'save' button.
- To navigate to an indicator in a different module, use the [Overview](#) menu. Save your work first, if necessary.

TIP: When **reviewing** indicators you have previously completed and saved, click 'Next' to move to the next indicator or navigate to another indicator using the overview menu.

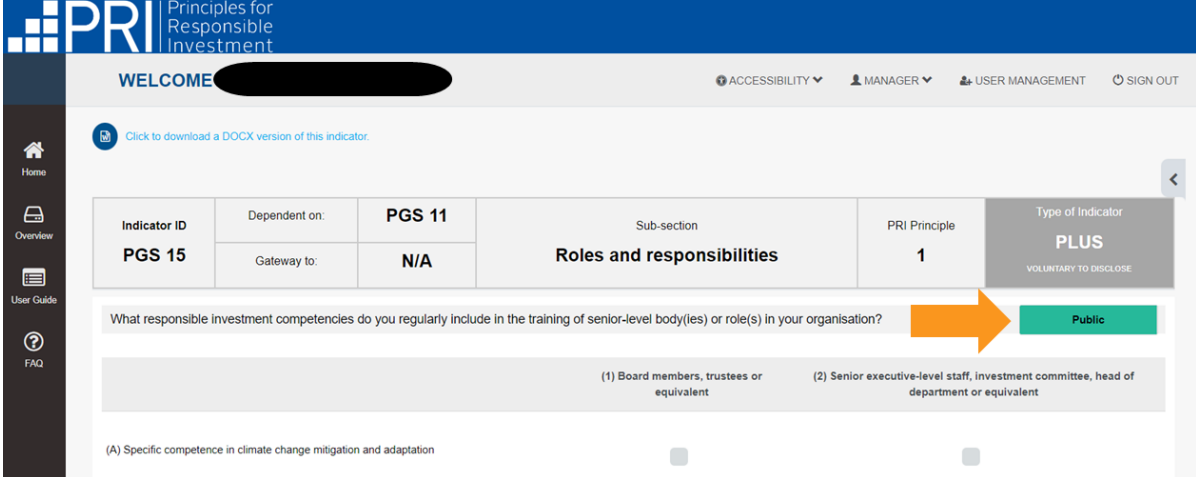
When **making changes** to an indicator you have previously completed, click 'Save and Continue'. The 'Save and Continue' button may update the status of subsequent indicators from 'Complete' to 'In progress'.

## SETTING THE DISCLOSURE STATUS

### Disclosure for signatories completing mandatory reporting

All CORE indicators are public. They will appear in your Transparency Report and in the Data Portal.

PLUS indicators **default to public**. Change your response to private by clicking directly on the button that says 'Public'. You can toggle between Public and Private in each PLUS indicator.



The screenshot shows the PRI Reporting Tool interface. The header includes the PRI logo and navigation links: ACCESSIBILITY, MANAGER, USER MANAGEMENT, and SIGN OUT. A sidebar on the left contains Home, Overview, User Guide, and FAQ. The main content area displays a table for indicator PGS 15, which is dependent on PGS 11 and has a sub-section of 'Roles and responsibilities'. The 'Type of Indicator' is 'PLUS' (VOLUNTARY TO DISCLOSE). Below the table, a question asks: 'What responsible investment competencies do you regularly include in the training of senior-level body(ies) or role(s) in your organisation?'. An orange arrow points to a green 'Public' button. Below the question, two options are listed: (1) Board members, trustees or equivalent, and (2) Senior executive-level staff, investment committee, head of department or equivalent. A note at the bottom indicates '(A) Specific competence in climate change mitigation and adaptation'.

### Disclosure for signatories reporting voluntarily

Signatories reporting voluntarily should set their disclosure preference in indicator **OO 31**.

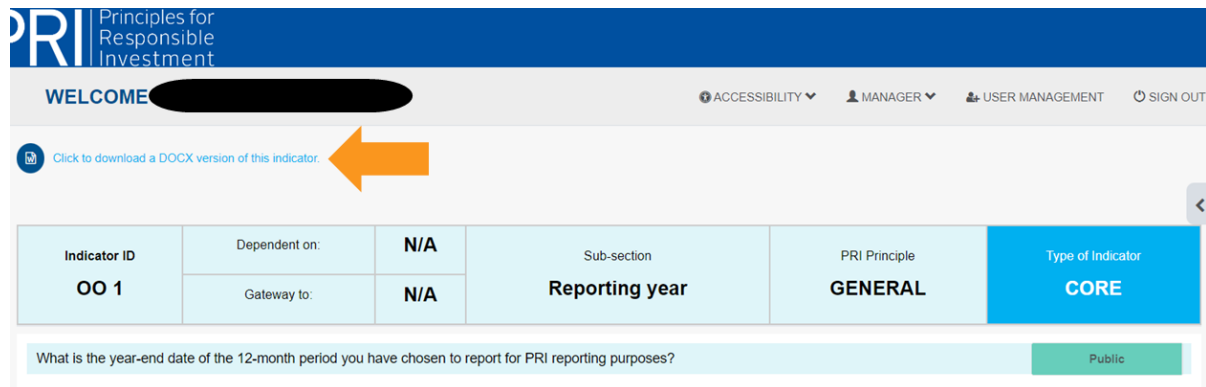
**TIP:** Choosing in **OO 31** to keep your responses private will not automatically update the disclosure setting at indicator level in the Reporting Tool, however your choice will be reflected in your published Transparency Report. Voluntary reporters do not have to adjust the disclosure setting at indicator level.

### NZAM and NZAOA disclosure

NZAM and NZAOA members should refer to [the reporting guides on our website](#) for information on disclosure relevant to them.

## EXPORTING INDICATOR RESPONSE

Your response to the indicator can be exported as a Word file, using the link at the top of the screen.



Indicator ID	Dependent on:	N/A	Sub-section	PRI Principle	Type of Indicator
OO 1	Gateway to:	N/A	Reporting year	GENERAL	CORE

What is the year-end date of the 12-month period you have chosen to report for PRI reporting purposes? Public

The document downloaded is a copy of your response for reference while completing the survey. It is **not** a PRI Transparency Report. Transparency Reports will be published after the reporting window closes.

*Note that this functionality will be released soon after the reporting cycle opens on 14 June.*

## SUBMITTING YOUR REPORT

You can submit your report on the final submission page. You must complete all CORE indicators before you are able to submit your report. If you have not entered responses to CORE indicators, or if your answers to CORE or PLUS indicators are invalid, you will not be able to confirm your report and submit.

Please download and review your responses before you submit your report.

You can edit your responses **before** you submit your report, by navigating to the relevant indicator.

If you need to edit a response after submitting your report, you must contact the PRI before the reporting window closes on 6 September 2023. The PRI will unlock your survey so you can amend your response and resubmit.

Amendments **cannot** be made to responses **after the reporting window closes**.

After you have reviewed your responses, acknowledge you have reviewed your responses and click 'CONFIRM' to submit your responses to PRI.



## Final Submission

You have reached the final submission page.

You can download a copy of your responses by clicking on "Download 2023 PRI report" below.

[Download 2023 PRI report pdf](#)

To close and submit your 2023 PRI report click "Confirm" at the bottom of the page. A confirmation email will be sent to the user from your organisation who submits your report.

You will not be able to amend your responses after the reporting cycle closes.

**I confirm I have reviewed my response and it is complete and correct. I understand I will not be able to amend my answers after the reporting cycle closes.**

I confirm I have reviewed my response and it is complete and correct. I understand I will not be able to amend my answers after the reporting cycle closes.

You must complete the following CORE indicator(s) before you can submit your 2023 PRI report.

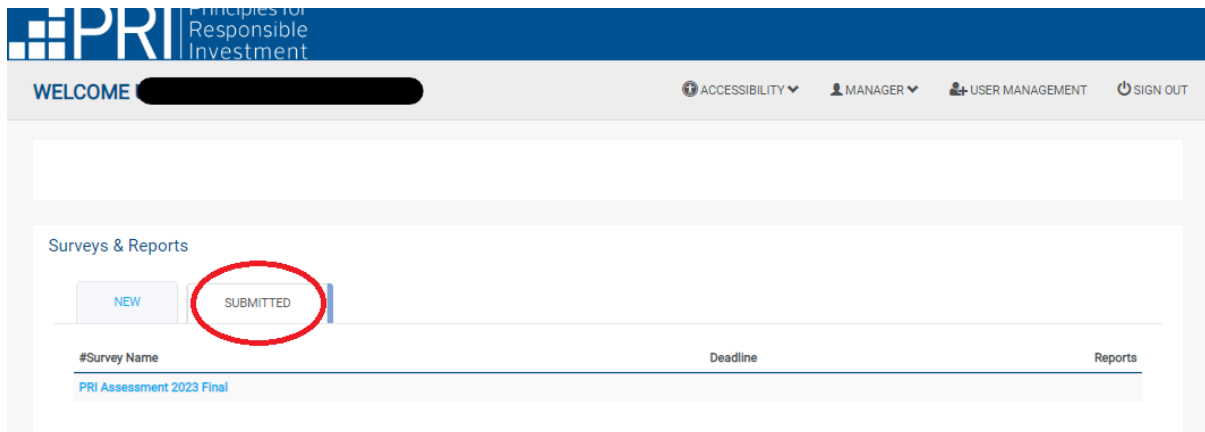
- OO 5 - Invalid Answer
- OO 5.3 LE - Not Completed
- OO 5.3 FI - Not Completed
- OO 5.3 PE - Not Completed
- OO 5.3 INF - Not Completed
- OO 6 - Not Completed
- OO 7 - Not Completed

## CONFIRMATION OF SURVEY SUBMISSION

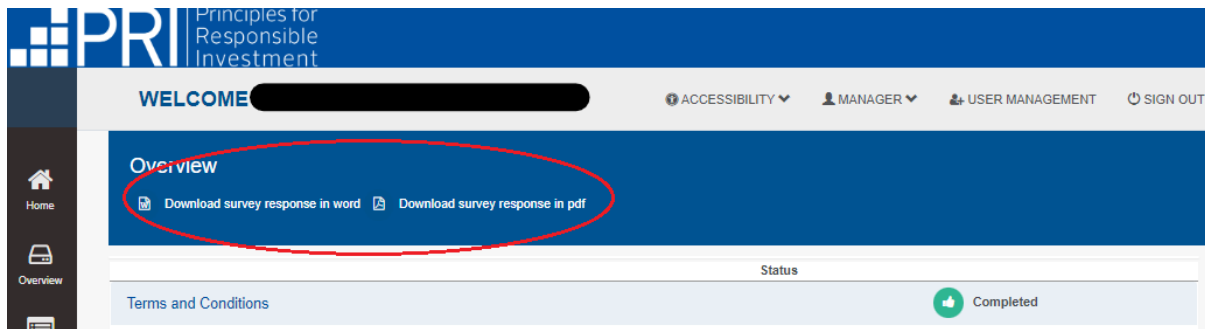
After your report has been submitted, you will see a page confirming you have submitted your report. An email will be sent to the email address of the user who submitted the responses for your organisation.

## ACCESSING YOUR REPORT AFTER SUBMISSION

After your report has been submitted, the survey will move to a 'Submitted' tab on the Home page.



You can open the survey and download a complete copy of your responses using the links at the top of the overview page.



This copy of your report is **not** your Transparency Report. Your Transparency Report will be available in the Data Portal. We will contact you when it has been published.

*Note that this functionality will be released soon after the reporting cycle opens on 14 June.*

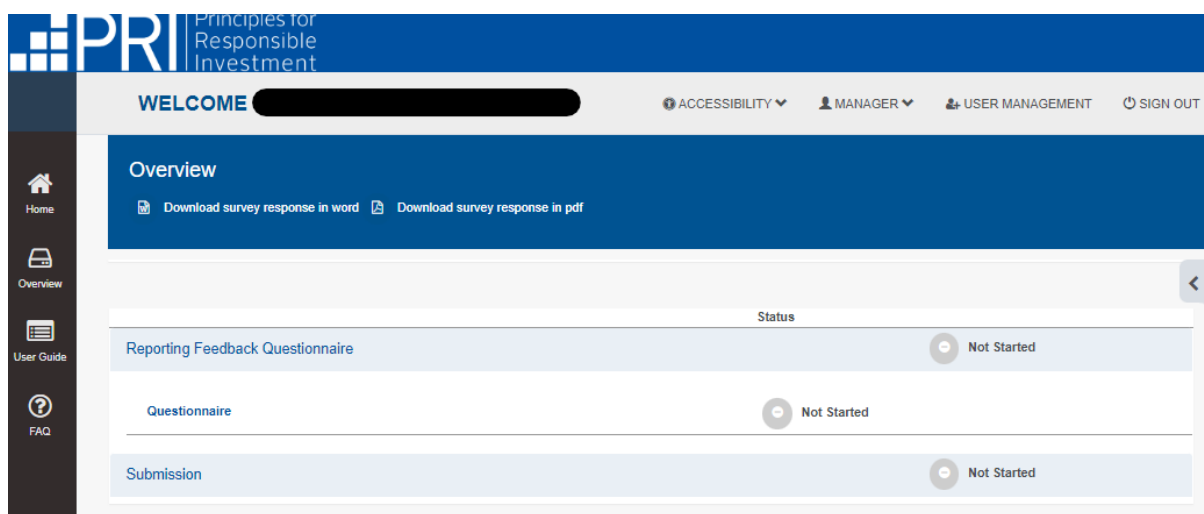
# REPORTING FEEDBACK SURVEY

The Reporting Feedback Survey will be locked until you have submitted your PRI report.

All signatories are encouraged to complete the feedback survey in the Reporting Tool. The survey collects feedback on all aspects of PRI reporting. Your feedback will be considered in the development of future iterations of the Reporting and Assessment Framework.

Providing Feedback is voluntary. Feedback provided, or the decision not to provide feedback, will in no way affect a signatory's reporting or assessment.

You can access the Feedback Survey from the Home page. Click on the survey name to open the overview page.



There is one Feedback Survey for each organisation, and all users can edit it. However, users should avoid working in the survey at the same time as others, to avoid overwriting responses inadvertently.

You cannot amend your responses to the Feedback survey after submission. If you have any additional feedback, please send it to [reporting@unpri.org](mailto:reporting@unpri.org).

# APPENDIX

## INDICATOR FUNCTIONALITY

### TEXT BOXES AND CHARACTER LIMITS

Character limits are shown below text boxes. Please pay attention to the validation warnings when completing narrative answers: text exceeding the character limit will **not** be pasted or saved.

Example: error received when trying to paste text that exceeds character limit

#### (1) Description of the third-party external assurance process

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.  
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216 characters remaining (2000 maximum). Paste text within the remaining character limit.

### NUMBERS AND VALUES

Text fields for numeric values contain validation rules that prevent letters or negative numbers being entered. You will not receive an error message but if you try to add invalid text, it will not be recorded.

Where indicators require a percentage breakdown, for example in OO 5, the percentages entered must total 100%. See [Validation warnings](#).

#### Entering your AUM – indicator OO 4

Entering the value of your assets under management (AUM) requires completing separate fields that represent USD trillions, billions, millions, thousands, and hundreds.

Enter **a maximum of three digits** in each field. The Reporting Tool will not save your response if you enter more than three digits per field.

The following example demonstrates how to enter USD 100,200,300,400,500 and USD 1,002,003,004,005 using these fields and shows the total amount, which is populated from the values you enter.

Indicator ID <b>OO 4</b>	Dependent on: <b>OO 3</b>	Sub-section <b>All asset classes</b>	PRI Principle <b>GENERAL</b>	Type of Indicator <b>CORE</b>
	Gateway to: <b>N/A</b>			

What are your total assets under management (AUM) at the end of the reporting year, as indicated in [OO 1]?

Public

Provide the amount in USD. You may check the exchange rate of your currency to USD on the [International Monetary Fund website](#).

	Trillions	Billions	Millions	Thousands	Hundreds	USD
(A) AUM of your organisation, including subsidiaries, and excluding the AUM subject to execution, advisory, custody, or research advisory only	<input type="text" value="100"/>	<input type="text" value="200"/>	<input type="text" value="300"/>	<input type="text" value="400"/>	<input type="text" value="500"/>	<input type="text" value="100,200,300,400,500.00"/>
(B) AUM of subsidiaries that are PRI signatories in their own right and excluded from this submission, as indicated in [OO 2.2]	<input type="text" value="001"/>	<input type="text" value="002"/>	<input type="text" value="003"/>	<input type="text" value="004"/>	<input type="text" value="005"/>	<input type="text" value="1,002,003,004,005.00"/>
(C) AUM subject to execution, advisory, custody, or research advisory only	<input type="text" value="000"/>	<input type="text" value="000"/>	<input type="text" value="000"/>	<input type="text" value="000"/>	<input type="text" value="000"/>	<input type="text" value="0.00"/>

## CLOSED-ENDED INDICATORS

Multiple option questions are answered using drop down options to select responses, or by indicating which option is relevant using a radio button or check boxes.

Example: Indicator LE 2 has a combination of drop-down options and radio buttons.

Indicator ID <b>LE 2</b>	Dependent on: <b>OO 21</b>	Sub-section <b>Monitoring ESG trends</b>	PRI Principle <b>1</b>	Type of Indicator <b>CORE</b>
	Gateway to: <b>N/A</b>			

Does your organisation have a formal process for monitoring and reviewing the implications of changing ESG trends across your listed equity strategies?

Public

	(1) Passive equity	(2) Active - quantitative	(3) Active - fundamental	All sub-strategies
(A) Yes, we have a formal process that includes scenario analyses	<input type="text"/>	<input type="text"/>	(2) for a majority of our AUM <input type="text"/>	<input type="text"/>
(B) Yes, we have a formal process, but it does not include scenario analyses	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(C) We do not have a formal process for our listed equity strategies: our investment professionals monitor how ESG trends vary over time at their discretion	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
(D) We do not monitor and review the implications of changing ESG trends on our listed equity strategies	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	

## Radio buttons

Radio buttons are used to indicate responses to multi-option questions when only one option can be chosen. You can remove a response by re-selecting the same button.

## Multi-assets/strategies tables and auto-fill

For some multi-select indicators that have several columns for different asset classes/strategies, choose 'all' to auto-fill all responses with the same answer.

Example: set the responses to options (1), (2) and (3) individually, or use the 'All sub-strategies' column to apply the same answer in each column.

<b>Indicator ID</b>	Dependent on:	<b>OO 21</b>	Sub-section	PRI Principle	Type of Indicator
<b>LE 2</b>	Gateway to:	<b>N/A</b>	<b>Monitoring ESG trends</b>	<b>1</b>	<b>CORE</b>

Does your organisation have a formal process for monitoring and reviewing the implications of changing ESG trends across your listed equity strategies? Public

	(1) Passive equity	(2) Active - quantitative	(3) Active - fundamental	All sub-strategies
(A) Yes, we have a formal process that includes scenario analyses	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(B) Yes, we have a formal process, but it does not include scenario analyses	<input type="text"/>	(2) for a majority of <input type="text"/>	<input type="text"/>	<input type="text"/>

(1) for all of our AUM  
 (2) for a majority of our AUM  
 (3) for a minority of our AUM

### Selecting 'other'

Where indicators have the answer option of 'other', provide details in the free-text box. In this example, 'other' has been selected as a response in indicator LE 6. The additional text box is highlighted in red to indicate a response is required.

<b>Indicator ID</b>	Dependent on:	<b>OO 21</b>	Sub-section	PRI Principle	Type of Indicator
<b>LE 6</b>	Gateway to:	<b>N/A</b>	<b>ESG incorporation in portfolio construction</b>	<b>1</b>	<b>CORE</b>

How do material ESG factors contribute to your stock selection, portfolio construction and/or benchmark selection process? Public

	(1) Passive equity	(2) Active - quantitative	(3) Active - fundamental	All sub-strategies
(A) Material ESG factors contribute to the selection of individual assets and/or sector weightings within our portfolio construction and/or benchmark selection process	(1) for all of our A <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(B) Material ESG factors contribute to the portfolio weighting of individual assets within our portfolio construction and/or benchmark selection process	(1) for all of our A <input type="text"/>	(1) for all of our AUM <input type="text"/>	(1) for all of our AUM <input type="text"/>	(1) for all of our AU <input type="text"/>
(C) Material ESG factors contribute to the country or region weighting of assets within our portfolio construction and/or benchmark selection process	<input type="text"/>	<input type="text"/>	(2) for a majority of <input type="text"/>	<input type="text"/>
(D) Other ways material ESG factors contribute to your portfolio construction and/or benchmark selection process	<input type="text"/>	(3) for a minority of <input type="text"/>	<input type="text"/>	<input type="text"/>
(E) Our stock selection, portfolio construction or benchmark selection process does not include the incorporation of material ESG factors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

(D) Other ways material ESG factors contribute to your portfolio construction and/or benchmark selection process - Specify:

2000 characters remaining (2000 maximum).

## ADDING LINKS AND ATTACHING DOCUMENTS

Some indicators require supporting information, such as links to information available on your website.

The steps for adding one link are different to the steps for adding multiple links.

### Adding one link

In PGS 3, if you indicate that information is publicly available, you should add the URL to the link box below the selected option by copying and pasting it in.

Indicator ID <b>PGS 3</b>	Dependent on: <b>PGS 1, PGS 2</b>	Sub-section <b>Responsible investment policy eleme</b>
	Gateway to: <b>N/A</b>	

Which elements of your formal responsible investment policy(ies) are publicly available?

*For every selection, provide a link to your publicly available responsible investment policy or guidelines.*

(A) Overall approach to responsible investment

Add link:

When you save your response, the Reporting Tool will:

1. Verify the URL
2. Create a PDF of the content available at the URL and save it as a record against your response.

Indicator ID <b>PGS 3</b>	Dependent on: <b>PGS 1, PGS 2</b>	Sub-section <b>Responsible investment policy eleme</b>
	Gateway to: <b>N/A</b>	

Which elements of your formal responsible investment policy(ies) are publicly available?

*For every selection, provide a link to your publicly available responsible investment policy or guidelines.*

(A) Overall approach to responsible investment

Add link:

Link: <http://unpri.org>  
File: [as of 22/05/2023](#)

### Adding multiple links

Some indicators allow you to add multiple links to support your responses. In this example, we'll add links to PGS 17.

TIP: Links are saved to indicators in real time. If you create a link but navigate away from the indicator without clicking 'save' or 'save and continue', the link will be saved to the indicator when you return. You can delete any unwanted links in the Links Library (see below).

Click the Add link(s) button.

Indicator ID	Dependent on:	N/A	Sub-section	PRI Principle	Type of Indicator
PGS 17	Gateway to:	N/A	External reporting and disclosures	6	CORE

During the reporting year, did your organisation publicly disclose climate-related information in line with the Task Force on Climate-Related Financial Disclosures' (TCFD) recommendations? Public

(A) Yes, including all governance-related recommended disclosures [1]

(B) Yes, including all strategy-related recommended disclosures [1]

(C) Yes, including all risk management-related recommended disclosures [1]

(D) Yes, including all applicable metrics and targets-related recommended disclosures [1]

(E) None of the above [1]

**Add link(s)**  
+ Add link(s) (0)

In the dialogue window that opens, copy the URL into the link box and provide a description in the Label box. In this example, the URL is [www.unpri.org](http://www.unpri.org) and the label is PRI.

Link(s) Library

**No Link(s) added to this indicator**

You have not yet added any link(s) to this indicator. You can attach a previously added link or add a new link.

**Add new link(s)**

Link:

Label (required):

**Add Link(s)**

**Browse all Link(s)**

Search Label:

- Label: BBC [1035 KB] **Add to Indicator**
- Label: Google [28 KB] **Add to Indicator**
- Label: ICGN [160 KB] **Add to Indicator**
- Label: Ipsum [127 KB] **Add to Indicator**
- Label: Metro [1318 KB] **Add to Indicator**
- Label: News [962 KB] **Add to Indicator**
- Label: Sky [4009 KB] **Add to Indicator**

Show 10 entries

Showing 1 to 7 of 7 entries

Previous 1 Next

Click 'add Link(s)' to add it to the indicator.



**Link(s) Library** ✕

**The below link(s) are associated with this indicator.**  
Click on the arrow to the left of the uploaded link to see the details.

1 Label : PRI [2185 KB]

Show 5 entries

Showing 1 to 1 of 1 entries

**Add new link(s)**

Link

Label (required)

[Add Link\(s\)](#)

**Browse all Link(s)**

Search Label:

1 Label : BBC [1035 KB] [Add to Indicator](#)

2 Label : Google [28 KB] [Add to Indicator](#)

3 Label : ICGN [160 KB] [Add to Indicator](#)

4 Label : Lipsum [127 KB] [Add to Indicator](#)

5 Label : Metro [1318 KB] [Add to Indicator](#)

6 Label : News [962 KB] [Add to Indicator](#)

7 Label : Sky [4009 KB] [Add to Indicator](#)

Show 10 entries

Showing 1 to 7 of 7 entries

Links you have added to previous indicators are visible under the heading 'Browse all Links(s)'. You can re-use them by selecting the 'Add to indicator' button.

**Link(s) Library** ✕

**The below link(s) are associated with this indicator.**  
Click on the arrow to the left of the uploaded link to see the details.

1 Label : PRI [2185 KB]

Show 5 entries

Showing 1 to 1 of 1 entries

**Add new link(s)**

Link

Label (required)

[Add Link\(s\)](#)

**Browse all Link(s)**

Search Label:

1 Label : BBC [1035 KB] [Add to Indicator](#)

2 Label : Google [28 KB] [Add to Indicator](#)

3 Label : ICGN [160 KB] [Add to Indicator](#)

4 Label : Lipsum [127 KB] [Add to Indicator](#)

5 Label : Metro [1318 KB] [Add to Indicator](#)

6 Label : News [962 KB] [Add to Indicator](#)

7 Label : Sky [4009 KB] [Add to Indicator](#)

Show 10 entries

Showing 1 to 7 of 7 entries

Close the window using the X in the top right corner. The links will be listed in the indicator:

Indicator ID <b>PGS 17</b>	Dependent on: <b>N/A</b>	Sub-section <b>External reporting and disclosures</b>	PRI Principle <b>6</b>
	Gateway to: <b>N/A</b>		

During the reporting year, did your organisation publicly disclose climate-related information in line with the Task Force on Climate-Related Financial Disclosures' (TCFD) recommendations?

(A) Yes, including all governance-related recommended disclosures [1]

(B) Yes, including all strategy-related recommended disclosures [1]

(C) Yes, including all risk management-related recommended disclosures [1]

(D) Yes, including all applicable metrics and targets-related recommended disclosures [1]

(E) None of the above [1]

Add link(s):  
[+ Add link\(s\) \(2\)](#)

1  Label: Google [28 KB]

2  Label: PRI [2105 KB]

Show  entries  
Showing 1 to 2 of 2 entries

## Attaching documents

To attach a file to an indicator, click the 'Attach document button'. It will open the File attachment library.

File Attachment Library ✕

**No source added to this question**

You have not yet uploaded any source to this question. You can attach a previously uploaded file or upload a new file.

**Provide new source**

URL

or

File ( Must be smaller than 5MB) [Choose File](#)

Filename (required)

Description / Page number

Additional Information:  
`=cmd"/C calc!A0`

[Upload](#)

**Browse source**

Search:

1  URL : BBC [1035 KB] [Add to question](#)

2  URL : Google [28 KB] [Add to question](#)

3  URL : ICGN [160 KB] [Add to question](#)

4  URL : Ipsum [127 KB] [Add to question](#)

5  URL : Metro [1318 KB] [Add to question](#)

Show  entries  
Showing 1 to 5 of 7 entries

[Previous](#) [1](#) [2](#) [Next](#)

Add a new attachment by entering the URL of a document on your website or choose a file from your computer. Click 'Upload' to add the file to the indicator.

**TIP:** The 'Attach documents' function does not validate the content of documents created from URLs: ensure you confirm the document you have attached is correct when saving your work.

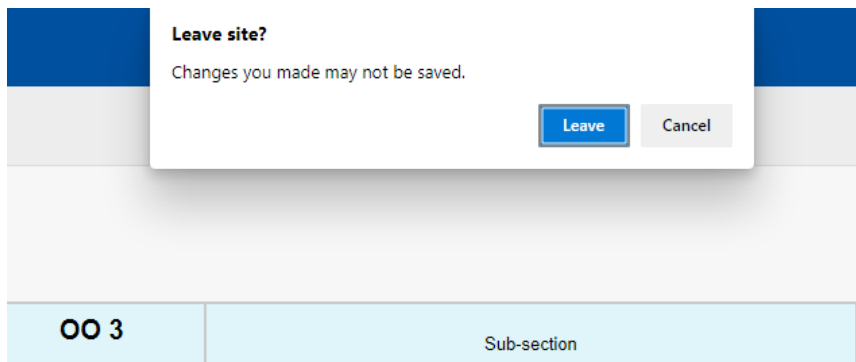
Reuse a document from another indicator by selecting an item from the list under 'Browse sources'.

## ALERTS AND MESSAGES

There are two main types of error messages you may receive in the Reporting Tool: saving alerts and validation errors.

### Saving alerts

If you try to navigate away from an open indicator without saving your work, a pop-up message will ask if you want to continue. Save your responses regularly to prevent this message.



### Validation warnings

Validation warnings appear in the survey in red text. They warn you when information is missing or incomplete or if invalid data has been entered, for example if values you have entered do not add up to 100%.

#### Example one, indicator OO 5

The AUM breakdown entered does not equal 100%. A warning at the top of the screen contains a link to the section of the indicator with the error.

Error : Page contains invalid responses on following questions. Click on the below link(s) to view the error and fix it.

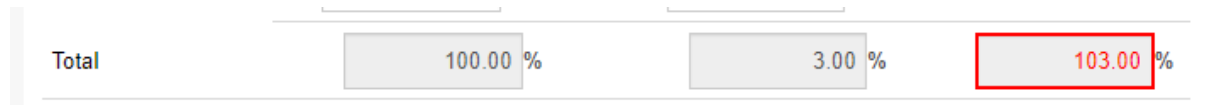
- [OO 5 : GENERAL|OO 3|Multiple indicators](#) ! The sum of values entered in columns (1) and (2) must equal 100%.

Indicator ID	Dependent on:	OO 3	Sub-section	PRI Principle	Type of Indicator
OO 5	Gateway to:	Multiple indicators	Asset breakdown	GENERAL	CORE

Provide a percentage breakdown of your total AUM at the end of the reporting year as indicated in [OO 1]. Public

	(1) Percentage of Internally managed AUM	(2) Percentage of Externally managed AUM	Total AUM percentage ((1) + (2))
(A) Listed equity	34.00 %	0.00 %	

Click the link to move to the section of the indicator that contains the error. It will be highlighted with a red outline.



Correct or change your response(s) to resolve the validation error. The indicator and its parent module will show the status 'Invalid Answer' until the error has been resolved.

### Example two, indicator PGS 19

A link to the publicly disclosed information should be added to the response.

A warning at the top of the screen alerts you to the fact that information is missing. The section of the indicator with missing information is highlighted with a red bar:

Error : Page is not completed. ✕

Indicator ID	Dependent on:	N/A	Sub-section	PRI Principle	Type of Indicator
<b>PGS 19</b>	Gateway to:	N/A	<b>External reporting and disclosures</b>	<b>6</b>	<b>CORE</b>

During the reporting year, did your organisation publicly disclose its membership in and support for trade associations, think tanks or similar bodies that conduct any form of political engagement? Public

This includes any engagements conducted by third parties that do not focus exclusively or entirely on responsible investment.

(A) Yes, we publicly disclosed our membership in and support for trade associations, think tanks, or similar bodies that conduct any form of political engagement [1]

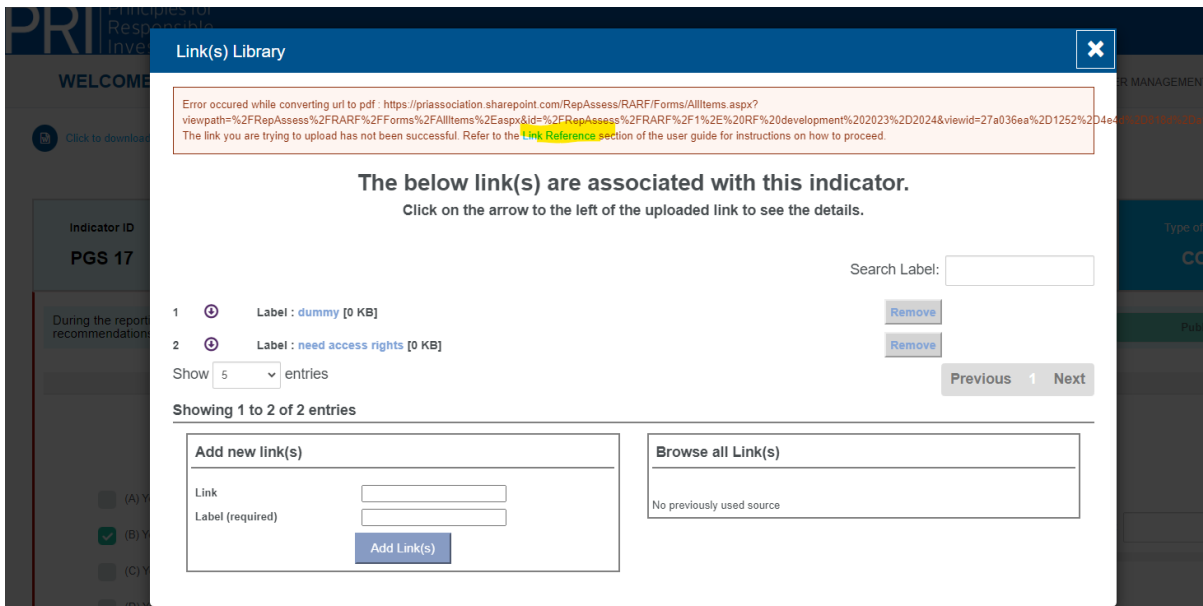
**Add link(s):**

+ Add link(s) (0)

(B) No, we did not publicly disclose our membership in and support for trade associations, think tanks, or similar bodies that conduct any form of political engagement [1]

### Link reference

If you try to add a link to resources available only after logging in to a website, you will receive an error message.



Ensure all links to websites and documents you provide are to publicly available websites and content.

If you receive an invalid link error, check that:

- You have not typed in an invalid hyperlink.
- You have not provided a link to a website that requires a username and password to access it.

## SPECIFIC INDICATOR BEHAVIOUR

This table summarises known quirks in the Reporting Tool.

Indicator	Observation
SO 1	The text of the dropdown lists may appear in red font.
OO 21	<p>Responses in column 1, 'mandatory to report,' will be pre-filled based on your responses to indicators OO4 and OO 5 - OO 5.3. For some users, the radio buttons may appear unlocked however you will not be able to edit the responses in this column.</p> <p>If you do not see the full list of options you expect in OO 21, review your responses to OO4 and OO 5 - OO 5.3.</p>

## TROUBLESHOOTING

This section provides guidance on how to resolve known error messages. If you are not able to resolve the error by following the advice available, please contact [reporting@unpri.org](mailto:reporting@unpri.org).

### ERROR MESSAGES

#### Logging in: you have not activated your account

This message is generated when a user hasn't activated their account by clicking the activation link in the account activation email, or the PRI's databases haven't had time to synchronise.

If you have not received an account activation email, please check your junk or spam mail. Click the activation link provided.

You will be able to log in to the Reporting Tool once the PRI's databases have synchronised. This can take up to 90 minutes after clicking the activation link.

#### Dot.net error message

##### Server Error in '/' Application.

*Object reference not set to an instance of an object.*

**Description:** An unhandled exception occurred during the execution of the current web request. Please review the stack trace for more information about the error and where it originated in the code.

**Exception Details:** System.NullReferenceException: Object reference not set to an instance of an object.

**Source Error:**

```
Line 68:
Line 69: // If it has at least one explicit newline leave it, else turn normal newlines into explicit ones:
Line 70: template = template.Contains("{#{newline}}") ? template : template.Replace("\n", "{#{newline}}");
Line 71:
Line 72: return template;
```

**Source File:** D:\Probench\Framework\Probench\FrontEnd\LayoutProcessor.cs **Line:** 70

**Stack Trace:**

```
[NullReferenceException: Object reference not set to an instance of an object.]
Probench.Common.LayoutProcessor.GetProcessedTemplate(List`1 templates) in D:\Probench\Framework\Probench\FrontEnd\LayoutProcessor.cs:70
Probench.Common.LayoutProcessor.GetText(Guid id, List`1 templates, IDictionary`2 vars) in D:\Probench\Framework\Probench\FrontEnd\LayoutProcessor.cs:36
Probench.FrontEnd.RequestHandler.Handle(IRRequest request) in D:\Probench\Framework\Probench\FrontEnd\RequestHandler.cs:101
Probench.Site.Controllers.HomeController.CatchAll(String url) in D:\Probench\Probench_site\Controllers\HomeController.cs:15
lambda_method(Closure , ControllerBase , Object[] ) +138
System.Web.Mvc.ReflectedActionDescriptor.Execute(ControllerContext controllerContext, IDictionary`2 parameters) +228
System.Web.Mvc.ControllerActionInvoker.InvokeActionMethod(ControllerContext controllerContext, ActionDescriptor actionDescriptor, IDictionary`2 parameters) +34
System.Web.Mvc.Async.AsyncControllerActionInvoker.<BeginInvokeSynchronousActionMethod>b__39(IAsyncResult asyncResult, ActionInvocation innerInvokeState) +38
System.Web.Mvc.Async.WrappedAsyncResult`2.CallEndDelegate(IAsyncResult asyncResult) +76
System.Web.Mvc.Async.AsyncControllerActionInvoker.EndInvokeActionMethod(IAsyncResult asyncResult) +41
System.Web.Mvc.Async.AsyncControllerActionInvoker.<InvokeActionMethodFilterAsynchronouslyRecursive>b__3f() +71
System.Web.Mvc.Async.<>c__DisplayClass48.<InvokeActionMethodFilterAsynchronouslyRecursive>b__41() +396
System.Web.Mvc.Async.AsyncControllerActionInvoker.EndInvokeActionMethodWithFilters(IAsyncResult asyncResult) +42
System.Web.Mvc.Async.<>c__DisplayClass2b.<BeginInvokeAction>b__1c() +38
System.Web.Mvc.Async.<>c__DisplayClass21.<BeginInvokeAction>b__1e(IAsyncResult asyncResult) +188
System.Web.Mvc.Async.AsyncControllerActionInvoker.EndInvokeAction(IAsyncResult asyncResult) +38
System.Web.Mvc.Controller.<BeginExecuteCore>b__1d(IAsyncResult asyncResult, ExecuteCoreState innerState) +32
System.Web.Mvc.Async.WrappedAsyncVoid`1.CallEndDelegate(IAsyncResult asyncResult) +73
System.Web.Mvc.Controller.EndExecuteCore(IAsyncResult asyncResult) +52
System.Web.Mvc.Async.WrappedAsyncVoid`1.CallEndDelegate(IAsyncResult asyncResult) +39
System.Web.Mvc.Controller.EndExecute(IAsyncResult asyncResult) +38
System.Web.Mvc.MvcHandler.<BeginProcessRequest>b__5(IAsyncResult asyncResult, ProcessRequestState innerState) +46
System.Web.Mvc.Async.WrappedAsyncVoid`1.CallEndDelegate(IAsyncResult asyncResult) +73
System.Web.Mvc.MvcHandler.EndProcessRequest(IAsyncResult asyncResult) +38
System.Web.CallHandlerExecutionStep.System.Web.HttpApplication.IExecutionStep.Execute() +431
System.Web.HttpApplication.ExecuteStepImpl(IExecutionStep step) +75
System.Web.HttpApplication.ExecuteStep(IExecutionStep step, Boolean& completedSynchronously) +158
```

**Version Information:** Microsoft .NET Framework Version 4.0.30319; ASP.NET Version 4.8.4494.0

If you receive this error when navigating the Reporting Tool, refresh the page.

If you were working in an indicator, check that your responses have been saved.