

# PRI REPORTING FRAMEWORK 2018 – SERVICE PROVIDERS Reporting (REP)

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2017

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## Understanding this document

In addition to the detailed indicator text and selection options, in each module of the PRI Reporting Framework, you can find information that will help you identify which indicators are relevant for your organisation.

### Top bar

Key information about each indicator is highlighted in the top bar, including the indicator status (mandatory or voluntary) and the purpose of the indicator.

xxx 01	Indicator status <b>MANDATORY</b>	Purpose <b>GATEWAY</b>
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### Indicator status

<b>MANDATORY</b>	Mandatory indicators reflect core practices. These responses will be made public and must be completed to submit the framework.
<b>MANDATORY TO REPORT VOLUNTARY TO DISCLOSE</b>	Some indicators are mandatory to complete, but voluntary to disclose. These indicators may determine which subsequent indicators are applicable or are used for peering, but they may also contain commercially sensitive information.
<b>VOLUNTARY</b>	Voluntary indicators reflect alternative or advanced practices. These indicators are voluntary to report and disclose.

### Purpose

Gateway		The responses to this indicator 'unlock' other indicators within a module if they are relevant for your organisation. Please refer to the logic box for more information.
Descriptive		These are open-ended narrative indicators, allowing you to describe your activities.

### Underneath the indicator

Underneath the indicator, you can find explanatory notes and definitions that contain important information for interpreting and completing the indicators. Read the logic box to make sure an indicator is applicable to you.

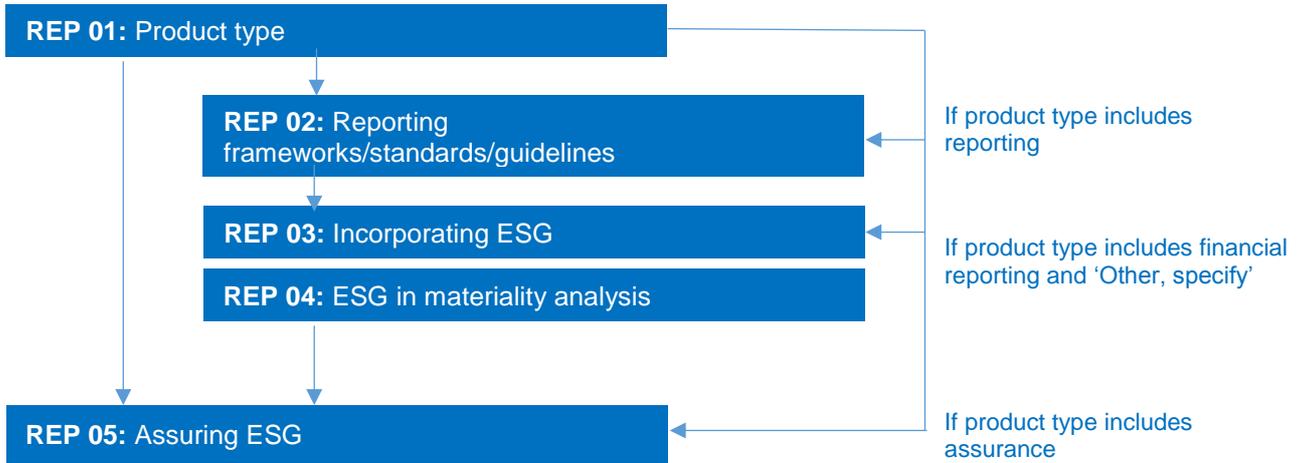
xxx 01	EXPLANATORY NOTES
xxx 01.1	This provides guidance on how to interpret the sub-indicators, including examples of what could be reported.
xxx 01.2	
<b>LOGIC</b>	
xxx 01	This explains when this indicator is applicable and/or if it has an impact on subsequent indicators. If there is no logic box, the indicator is always applicable and does not affect other indicators.

xxx 01	DEFINITIONS
xxx 01	Specific terms that are used in the indicator are defined here.

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## Pathways through the module



## Preface

The information reported in this module will allow your stakeholders to understand your approach to reporting and how you incorporate ESG into your product offerings. You will also be able to report on any assurance activities and incorporation of ESG factors into this area.

## Summary of updates

Indicator	Update
REP 01	Indicators have been reworded to improve clarity. Indicator 01.3 has been amended to capture new information.
REP 02	The options in this indicator have been modified.
REP 03	Indicator 03.1 has been reworded to improve clarity. New Additional Information indicator 03.3.
REP 05	Indicator 05.1 has been reworded to improve clarity and the options have been modified. Indicator 05.4 has been deleted. Indicator 05.4 has been re-numbered from 05.5
Prefilling	If you have responded to the Framework before, responses to this modules can be prefilled from the previous year, with the following exception: REP 01.3: Will not prefill because it has been amended

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Type of reporting and assurance

REP 01	Indicator status MANDATORY	Purpose GATEWAY
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REP 01	INDICATOR
REP 01.1	<p>Indicate the type of reporting that you prepare on behalf of clients. Tick all that apply.</p> <p><input type="checkbox"/> Integrated reporting</p> <p><input type="checkbox"/> RI reporting</p> <p><input type="checkbox"/> Sustainability reporting</p> <p><input type="checkbox"/> Financial reporting</p> <p><input type="checkbox"/> Other, specify (1)_____</p> <p><input type="checkbox"/> Other, specify (2)_____</p> <p><input type="radio"/> None of the above</p>
REP 01.2	<p>Indicate whether your services include any variety of third party assurance or certification/labelling scheme of clients' ESG/RI data, processes or products...</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
REP 01.3	<p>Indicate the type of assurance or certification/labelling scheme services that you provide.</p> <p><input type="checkbox"/> Third party assurance of data points</p> <p><input type="checkbox"/> Third party assurance of the implementation of RI/ESG processes</p> <p><input type="checkbox"/> Third party assurance of a public RI/ESG report</p> <p><input type="checkbox"/> External ESG audit of holdings</p> <p><input type="checkbox"/> RI Certification or labelling scheme, specify_____</p> <p><input type="checkbox"/> Other, specify_____</p> <p><input type="checkbox"/> Other, specify_____</p>
REP 01.4	<p>Additional information.</p> <p>[OPTIONAL]</p>

REP 01	EXPLANATORY NOTES
REP 01.1	This indicator acts as a gateway and will determine what subsequent indicators will be relevant to you depending on your responses here.

<b>REP 01.4</b>	Use this space to provide further information on your product type.
<b>LOGIC</b>	
<b>REP 01.1</b>	<p>REP 02 will be applicable if you report on any of the options provided in the list, except for 'None of the above'.</p> <p>REP 03.1 will be applicable if you reported that you do 'Financial reporting' and/or 'Other, specify (1)' and 'Other, specify (2)'.</p> <p>REP 04.1 will be applicable if you reported that you do 'Financial reporting' and/or 'Other, specify (1)' and 'Other, specify (2)'.</p>
<b>REP 01.2</b>	<p>REP 01.3 will be applicable if you report 'Yes'.</p> <p>REP 05 will be applicable if you report 'Yes'</p>

<b>REP 01</b>	<b>DEFINTIONS</b>
<b>Integrated reporting</b>	A concise communication that considers the interconnectivity of a wide range of factors, incorporating both financial and other non-financial information to demonstrate how an organization is creating value in the short-term, mid-term, and long-term.
<b>RI reporting</b>	A report that includes information about the responsible investment activities, processes, and/or outcomes of investors and how they incorporate ESG factors into these aspects.
<b>Sustainability reporting</b>	An organisational or company report demonstrating the organisation's or company's ESG performance in terms of its internal operations and external impact. This can also cover how the organisation is working towards contributing to a sustainable development within the context of its scope and ESG issues deemed material.
<b>Financial reporting</b>	A financial statement that adheres to generally accepted accounting principles, showcasing the financial status of an organisation or company.
<b>Independent third party assurance</b>	Assurance engagements conducted by your organisation, as an independent third party, following an assurance standard and resulting in a public conclusion over the reliability of the information reported.
<b>Third party assurance of the implementation of RI processes</b>	<p>Typically takes two forms:</p> <ul style="list-style-type: none"> <li>• Audit conducted by your organisation, as an independent third party, following an assurance standard which are designed to give management confidence that sufficient controls are in place to ensure responsible investment/ESG policies are followed (no statement is made over data quality, and usually no public statement is made).</li> <li>• Audits conducted by your organisation, as an independent third party, which are designed to give confidence to clients in outsourced services, such as investment management (no statement is made over data quality, and usually no public statement is made).</li> </ul>
<b>Independent assurance of a public RI/ESG report</b>	Evidence of an assurance engagement by your organisation as an external third party, where a public conclusion was made over the reliability of another form of RI reporting (excluding PRI Transparency Reports), typically a CSR, RI, Sustainability or Integrated Report.
<b>External ESG audit of holdings</b>	Investors that seek to understand the ESG characteristics of the companies they are holding and undertake assurance. Typically, the assurance is over the investors own processes for collecting, calculating and/or presenting data.

<b>RI Certification or labelling scheme</b>	Your organisation provides organisation or fund level labels or certifications, such as the Luxembourg Fund Labelling Agency (LuxFLAG), or those provided by sustainability initiatives.
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## Reporting frameworks/standards/guidelines

<b>REP 02</b>	Indicator status <b>MANDATORY</b>	Purpose
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REP 02	INDICATOR
<b>REP 02.1</b>	<p>Indicate what reporting frameworks/ standards/ guidelines you use when preparing reports for clients. Tick all that apply.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> OECD Guidelines for Multinational Enterprises</li> <li><input type="checkbox"/> OECD Principles of Corporate Governance</li> <li><input type="checkbox"/> ILO</li> <li><input type="checkbox"/> ISO, specify _____</li> <li><input type="checkbox"/> UN Global Compact</li> <li><input type="checkbox"/> GRI</li> <li><input type="checkbox"/> SASB</li> <li><input type="checkbox"/> IIRC</li> <li><input type="checkbox"/> PRI</li> <li><input type="checkbox"/> CDP</li> <li><input type="checkbox"/> Stewardship code</li> <li><input type="checkbox"/> Other, specify (1)_____</li> <li><input type="checkbox"/> Other, specify (2)_____</li> <li><input type="checkbox"/> Other, specify (3)_____</li> </ul>
<b>REP 02.2</b>	<p>Additional information.</p> <p>[OPTIONAL]</p>

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## Incorporating ESG

REP 03	Indicator status <b>MANDATORY</b>	Purpose
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REP 03	INDICATOR
<b>REP 03.1</b>	Indicate whether you incorporate ESG factors into your reporting products for clients. <input type="radio"/> Yes, we systematically do <input type="radio"/> Yes, we occasionally do <input type="radio"/> No, we do not
<b>REP 03.2</b>	If yes, describe how you incorporate E, S, and G factors into the reporting.
<b>REP 03.3</b>	Additional information [OPTIONAL]

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## ESG in materiality analysis

REP 04	Indicator status <b>MANDATORY</b>	Purpose <b>DESCRIPTIVE</b>
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REP 03	<b>EXPLANATORY NOTES</b>
REP 03.1	This indicator is applicable if you reported 'Financial reporting' and/or 'Other' in REP 01.1. Please indicate whether you incorporate ESG factors into your 'Financial reporting' products, or 'Other, specify' products.
REP 03.2	Reporting practices continue to develop, particularly as companies move towards integrated reporting practices and systems. It might not be appropriate to include ESG factors into a financial reporting product. You can describe here how your organisation is responding.
<b>LOGIC</b>	
REP 03	REP 03.1 is applicable if you reported that you do 'Financial reporting' and/or 'Other' in REP 01.1. REP 03.2 will be applicable if you report 'Yes, we systematically do' or 'Yes, we occasionally do'.
REP 04	<b>INDICATOR</b>
REP 04.1	Indicate whether ESG is part of the materiality analysis you perform when preparing clients' reports.  <input type="radio"/> Yes, ESG is systematically part of the materiality analysis <input type="radio"/> Yes, ESG is occasionally part of the materiality analysis <input type="radio"/> No, ESG is not part of the materiality analysis
	If no, explain why not.

REP 04.2	
REP 04.3	Describe the process you undertake for materiality analysis. [OPTIONAL]

REP 04	<b>EXPLANATORY NOTES</b>
REP 04.3	<p>Include whether the process is typically led by you or the client.</p> <p>This could include a description of the key stakeholder groups (investors, customers, employees, civil society, etc.) you incorporate into your materiality analysis and the weight that is typically given to each stakeholder group.</p>
<b>LOGIC</b>	
REP 04.1	<p>REP 04.2 will be applicable if you report 'No, ESG is not part of the materiality analysis'.</p> <p>REP 04.3 will be applicable if you report any of the 'Yes' options.</p>

REP 04	<b>DEFINITIONS</b>
<b>Materiality analysis</b>	Materiality analysis typically involves engaging with stakeholders to determine which factors are most relevant and significant for an organisation that they meet the threshold for reporting. The significance of each aspect of analysis should also inform the prominence and detail it is given in reporting. The first stage would include defining stakeholders and the context of a client's mission.

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# Assurance standards and assuring ESG

REP 05	Indicator status <b>MANDATORY</b>	Purpose <b>DESCRIPTIVE</b>
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REP 05	<b>INDICATOR</b>
REP 05.1	<p>List the standards and certifications that have an ESG/RI component, that you use to assure client organisations' reporting data/processes or products against.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> ISAE 3000</li> <li><input type="checkbox"/> ISAE 2403</li> </ul>

	<input type="checkbox"/> ISO standard, specify _____ <input type="checkbox"/> AAFOI/06 <input type="checkbox"/> Regional code, specify _____ <input type="checkbox"/> Other, specify (1) _____ <input type="checkbox"/> Other, specify (2) _____ <input type="checkbox"/> Other, specify (3) _____ <input type="checkbox"/> Other, specify (4) _____ <input type="radio"/> None of the above
<b>REP 05.2</b>	Describe how clients' RI/ESG data and/or processes are assured.
<b>REP 05.3</b>	Describe any differences in the process of assuring ESG/RI information as compared to other information.
<b>REP 05.4</b>	Additional information [OPTIONAL]

REP 05	EXPLANATORY NOTES
<b>REP 05.2</b>	Use this space to describe your assurance process for RI and E, S, and G factors. You may wish to describe whether you typically tend to assure ESG/RI processes, data or impacts, , and what your process is for doing so. You can also address what standards you use for assuring ESG/RI data and processes, and what the main challenges and/or opportunities are when assuring such data.