Principles for Responsible Investment

UNEP FINANCE INITIATIVE | United Nations Global Compact

An investor initiative in partnership with UNEP Finance Initiative and UN Global Compact

Data Portal
Signatory User Guide

November 2023

Contents

Signatory Users

This user guide is relevant for PRI signatory users.

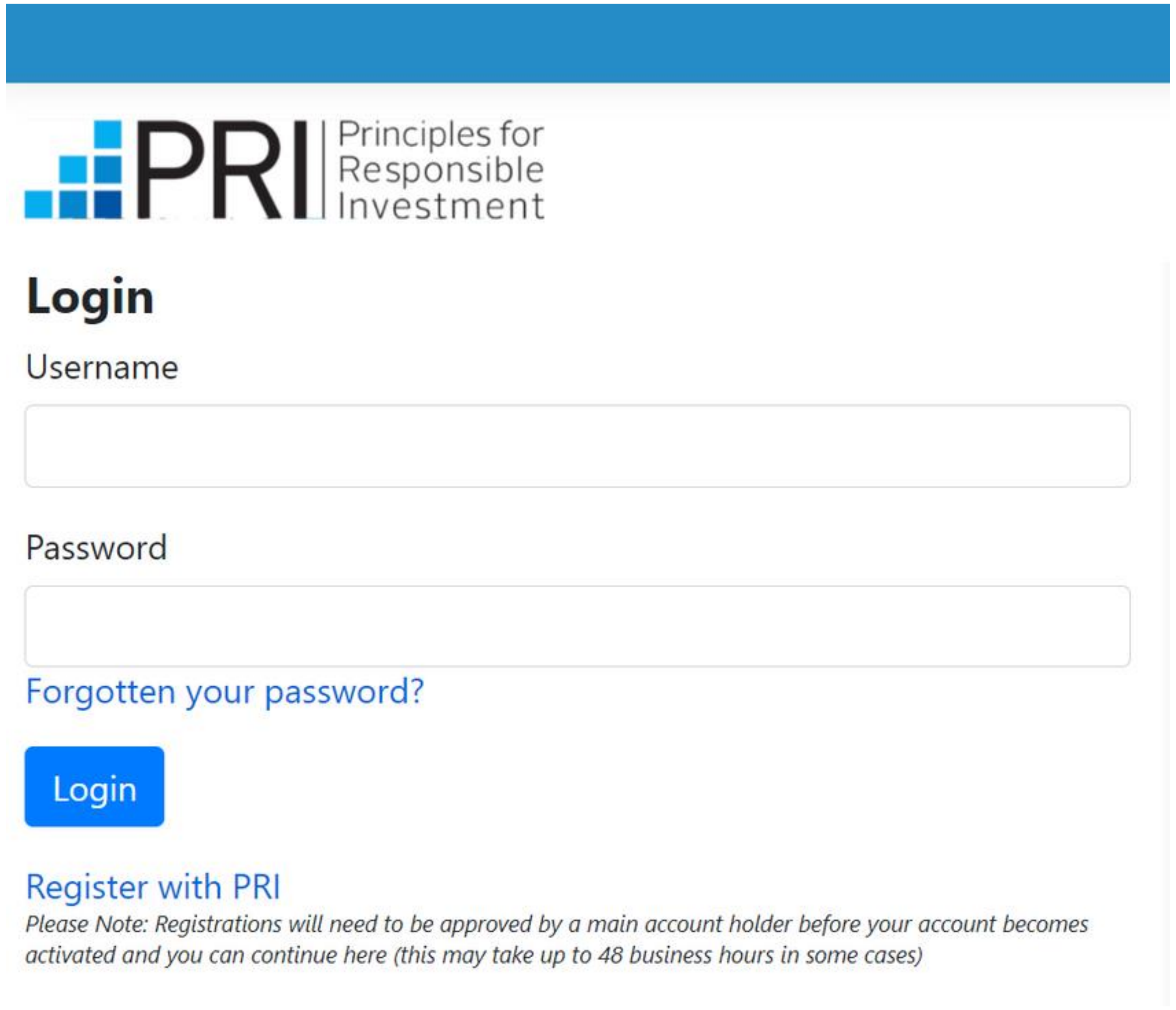
Accessing the Data Portal

PRI signatories can **log in** to the Data Portal to view their own reports and the public reports of other signatories. Please see our Permissions System guide for information on how to log in and/or register for the Data Portal.

Users whose accounts have already been granted access via the Permissions System can log in to the Data Portal through the PRI website.

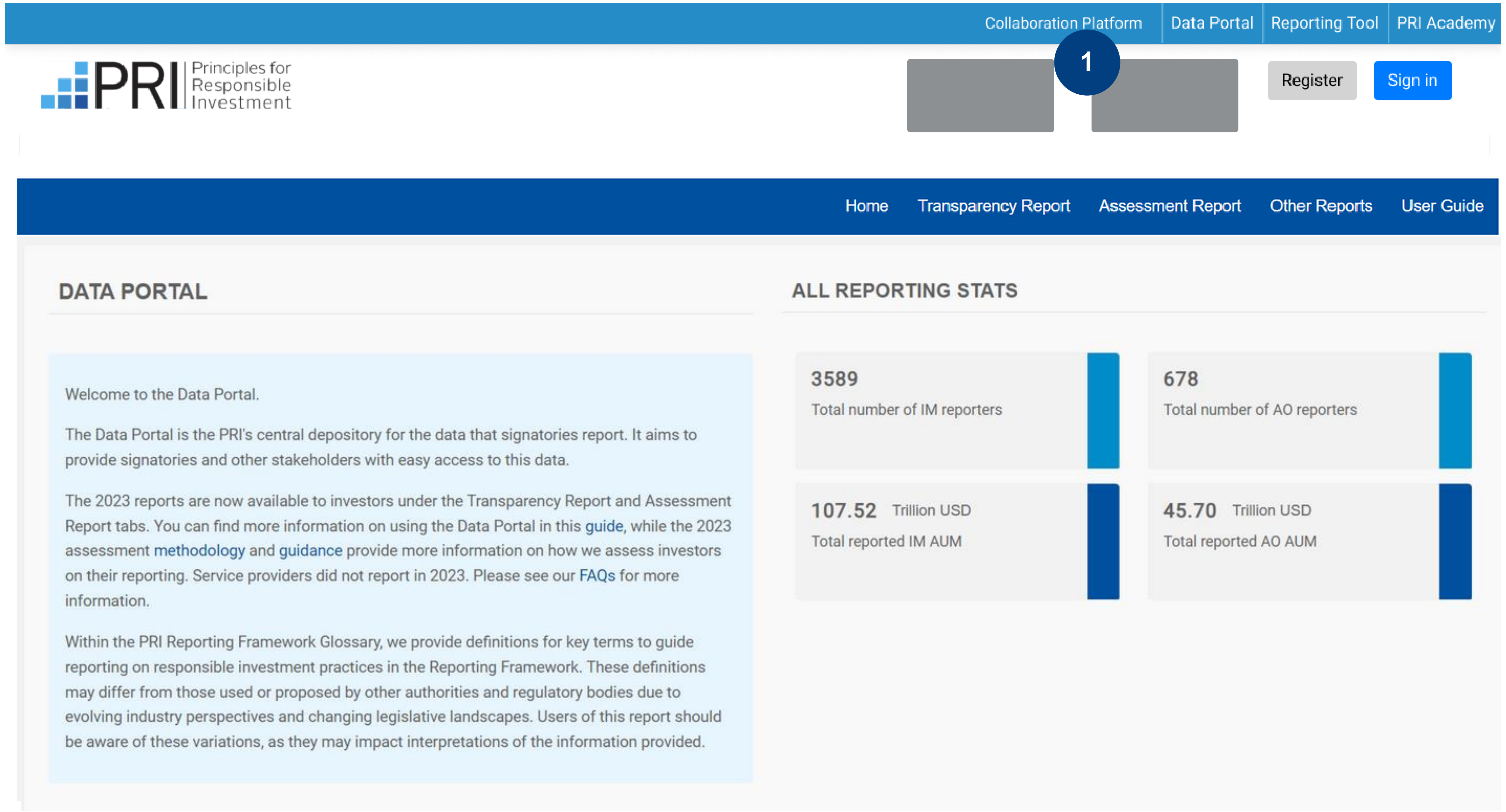
An organisation's **Admin** users can grant additional staff access to the Data Portal.

See the **Permissions System user guide** for more information.



When registering, new users will need to accept the Terms & Conditions to access reports via the Data Portal.

Exploring the Data Portal – Home Page



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If you have submitted on behalf of more than one organisation, you can move between them via the dropdown menu.

Signatories that did not report this year

Signatories that did not report will not have their own Transparency or Assessment Reports to view until they have completed a reporting cycle and submitted a response.

However, they can still log in to the Data Portal and view their historic private reports. Please see Viewing your Transparency Report for more details.

Signatories wanting to also view other signatories' public reports for this year, or those from previous years, can do so without logging in – see Accessing the Data Portal in the Public User guide for more information.

Historic public reports from 2014 to 2020 are available on the PRI website, under Public Signatory Reports.

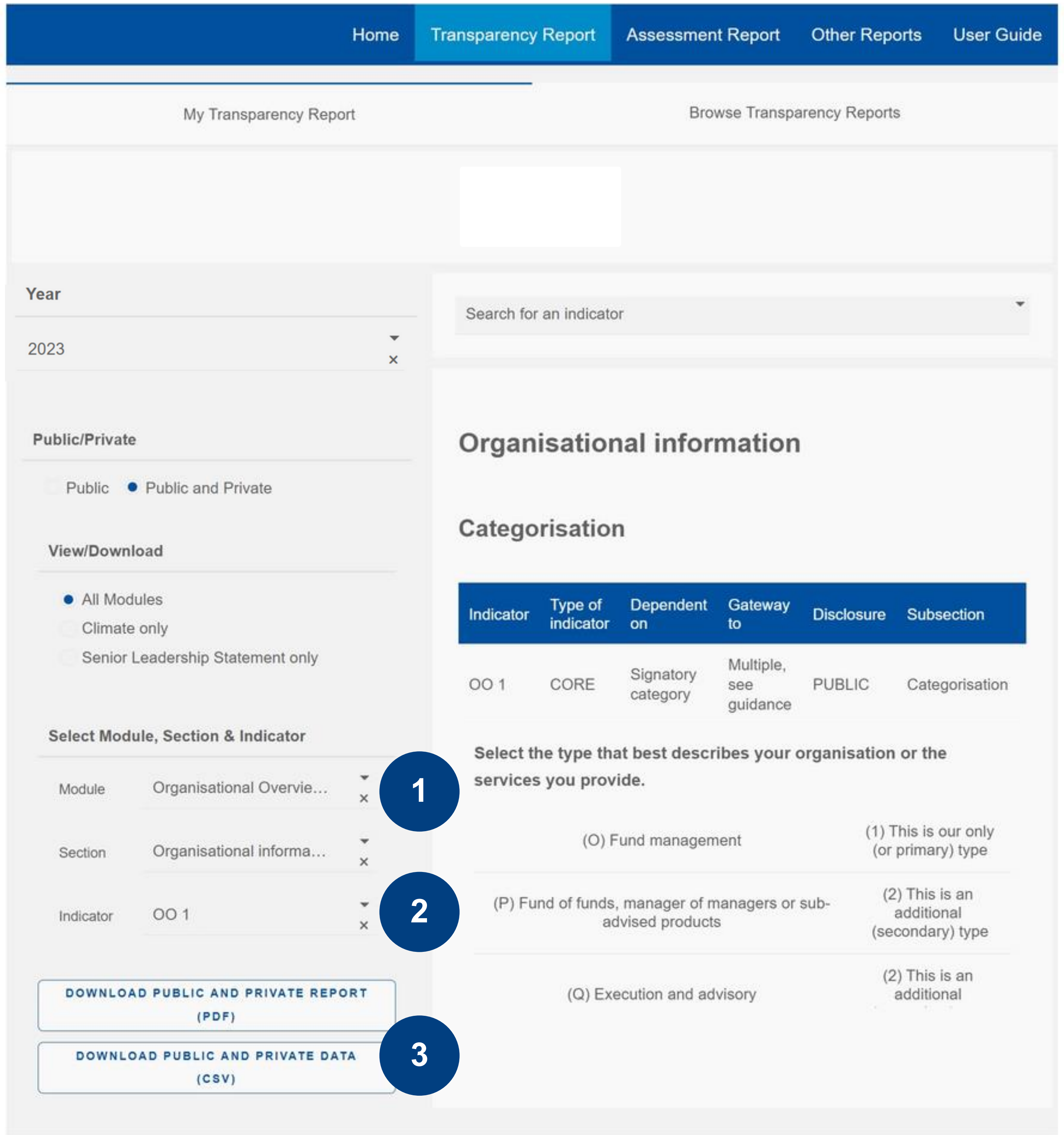
Features of the Data Portal

Available on the Data Portal	Reported this year	Did not report
High-level summary statistics of reporting	✓	✓
Your latest public and private Transparency Reports	✓	✗
Option to download Climate Only reports (all public and private climate-related indicators) *excluding some UK asset owners	✓	✗
Option to download Senior Leadership Statement Only reports	✓	✗
Other signatories' public Transparency Reports	✓	✓
Full dataset of public responses (2014-now) in Excel	✓	✓
Your historic public and private reports (2014-2020) in PDF	✓	✓
Your latest private Assessment Report and scorecards	✓	✗
Ability to customise peer group and compare your score to other PRI signatories, grouped by signatory type, geographic region or AUM band	✓	✗

Viewing your Transparency Report

When you click on the Transparency Report tab in the upper right-hand corner, you will have the option to view your organisation's Transparency Report and to browse those of other signatories.

Under "My Transparency Report" you will see your latest public and private Transparency Reports.

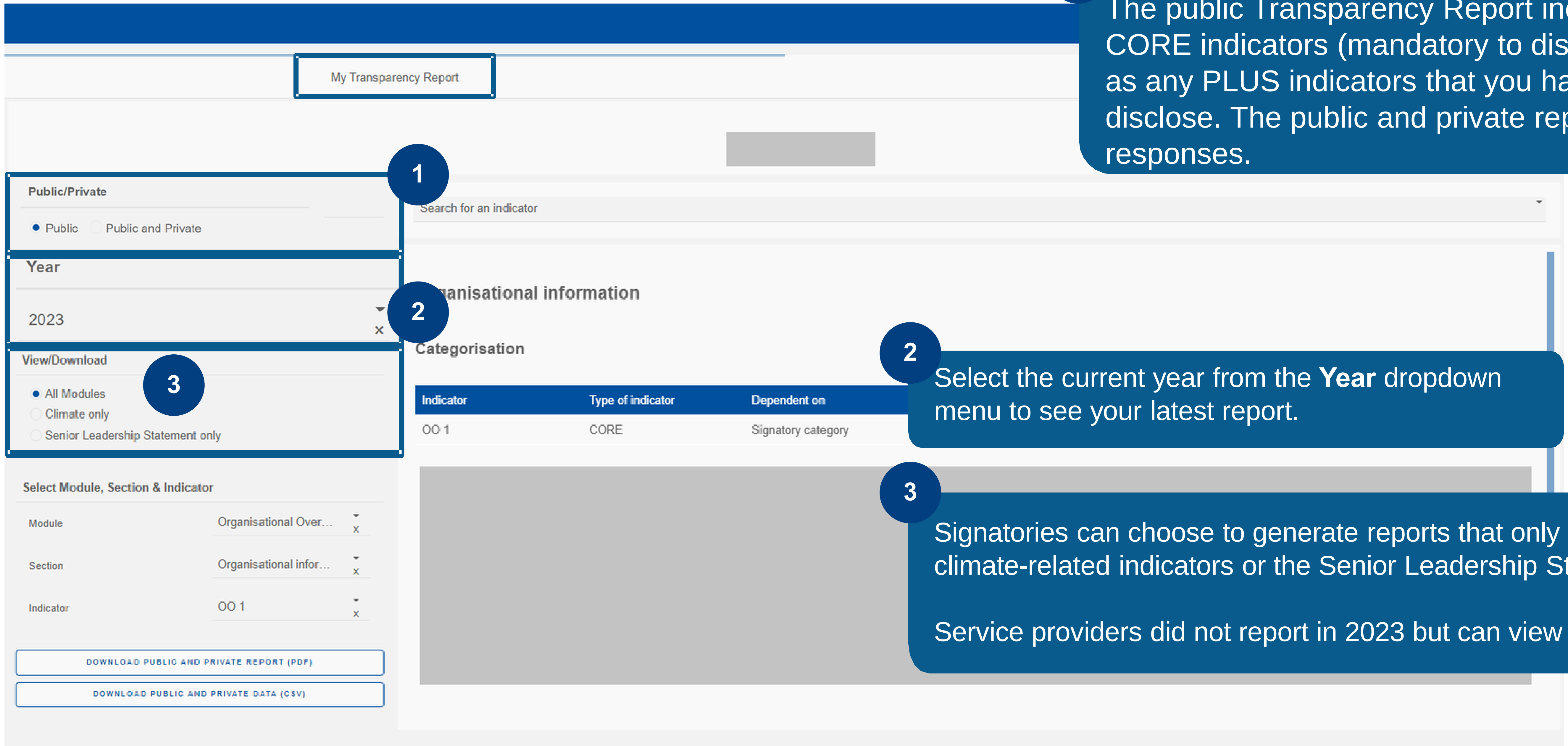


1. All the responses for that a module can be seen by selecting that module from this dropdown menu.

2. You can also select to view a specific **Section** and a specific **Indicator**.

3. Download a copy of the full report in PDF or CSV format.

Viewing your Transparency Report



1 The public Transparency Report includes all CORE indicators (mandatory to disclose), as well as any PLUS indicators that you have chosen to disclose. The public and private report includes all responses.

2 Select the current year from the **Year** dropdown menu to see your latest report.

3 Signatories can choose to generate reports that only show their responses to climate-related indicators or the Senior Leadership Statement module.

Service providers did not report in 2023 but can view their other reports.

Browsing Public Transparency Reports

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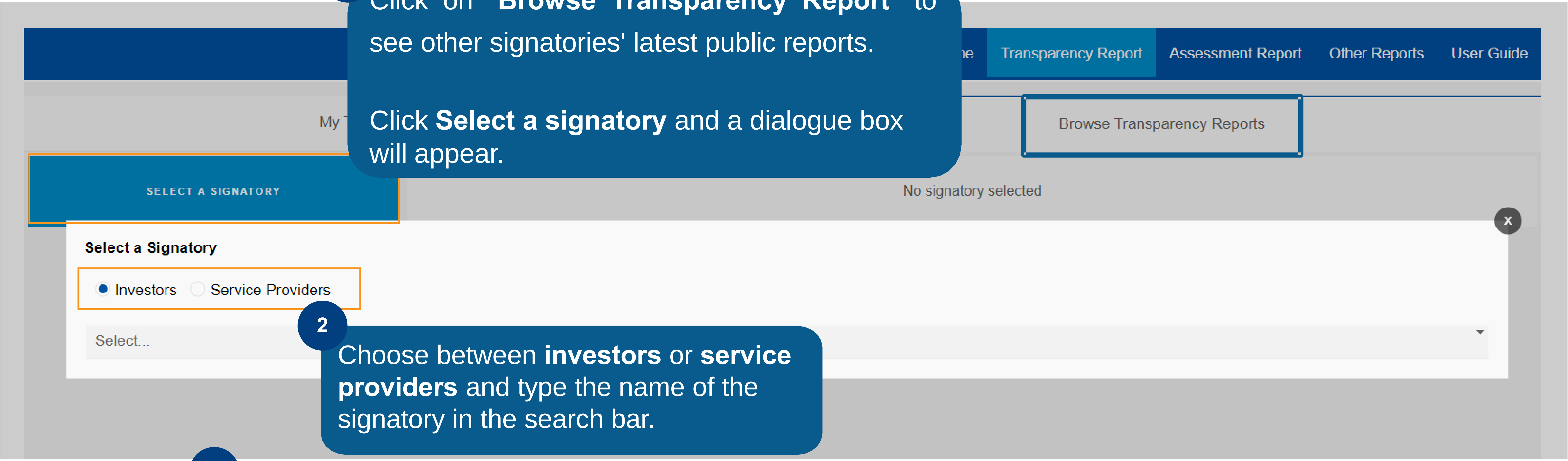
Click on "**Browse Transparency Report**" to see other signatories' latest public reports.

Click **Select a signatory** and a dialogue box will appear.



2

Choose between **investors** or **service providers** and type the name of the signatory in the search bar.

3

Select the signatory from the dropdown list to see their public Transparency Report.

Viewing your Assessment Report

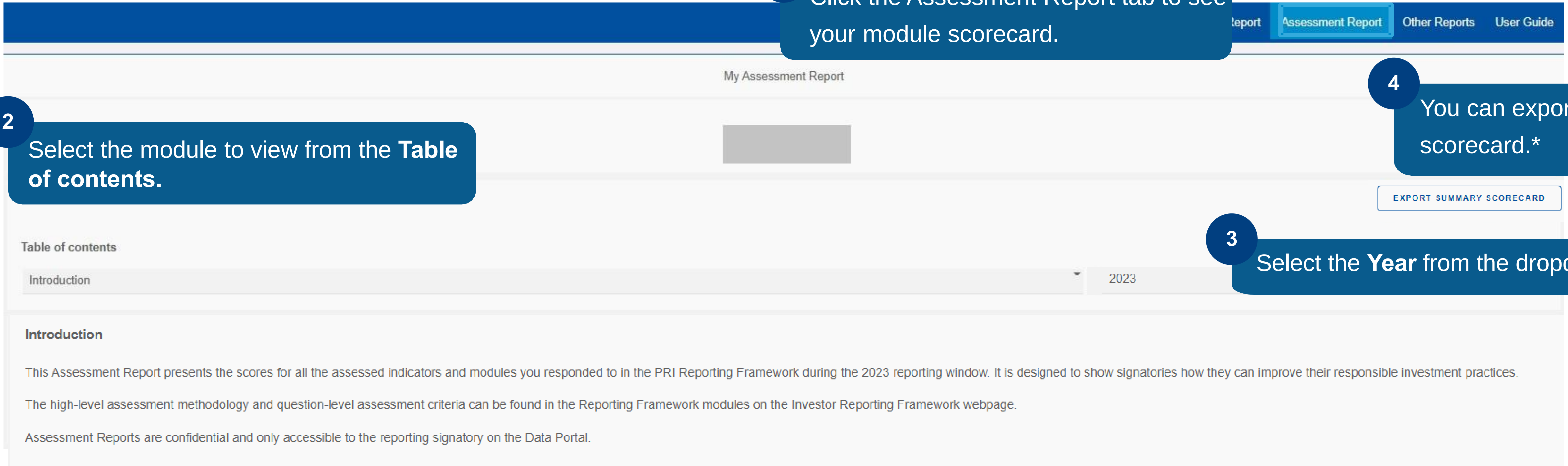
When you click on the Assessment Report tab in the upper right-hand corner, you will see your latest Assessment Report. Assessment Reports are generated only for investors (asset owner and investment manager signatories) and are always confidential.

1 Click the Assessment Report tab to see your module scorecard.

2 Select the module to view from the **Table of contents.**

4 You can export your summary scorecard.*

3 Select the **Year** from the dropdown list.



*Your Assessment Report with indicator scores will be available in January 2024.

My Assessment Report – Introduction

This page provides an introduction to your report, including an overview of your organisation's key characteristics and the PRI's publication guidelines and disclaimer.

MAIN CHARACTERISTICS

Name	123 Investment Managers (123 IM)
Region	Europe
Country	France
Signatory Category	Investment Manager
Signatory Type	Fund management
Size	1 - 9.99
Signed PRI Initiative	2016

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1 An organisation’s main characteristics are determine their peer group (the organisations that their scores will be compared to).

PUBLICATION GUIDELINES

As responsible investment practices have moved into the mainstream, PRI signatories are increasingly choosing to share their scores and Assessment Reports externally.
The PRI encourages such transparency and has developed a set of guidelines to support signatories wanting to disclose their assessment results, to ensure they are represented accurately and consistently:

- Signatories should avoid portraying any single score as representative of an overall or average score.
- Signatories should avoid disclosing individual module scores in isolation and instead present them with the full Summary Scorecard, which contains all module scores, to ensure full transparency.
- Signatories should avoid disclosing individual indicator scores in isolation and instead present them with the full Module Scorecard, which contains all individual indicator scores per module.

Signatories that wish to share their private Assessment Reports, or the scores therein, with clients or external stakeholders should ensure they do so in line with the guidelines outlined below.

My Assessment Report – Summary scorecard

The Summary Scorecard provides an overview of your scores for each assessed module and/or asset class/sub-strategy. The PRI does **not** provide an overall organisation score. See our [assessment methodology]() for more information.

1 Your module star score for each assessed module is shown here.

2 The percentage AUM covered by the specific asset class and/or sub-strategy is shown here.

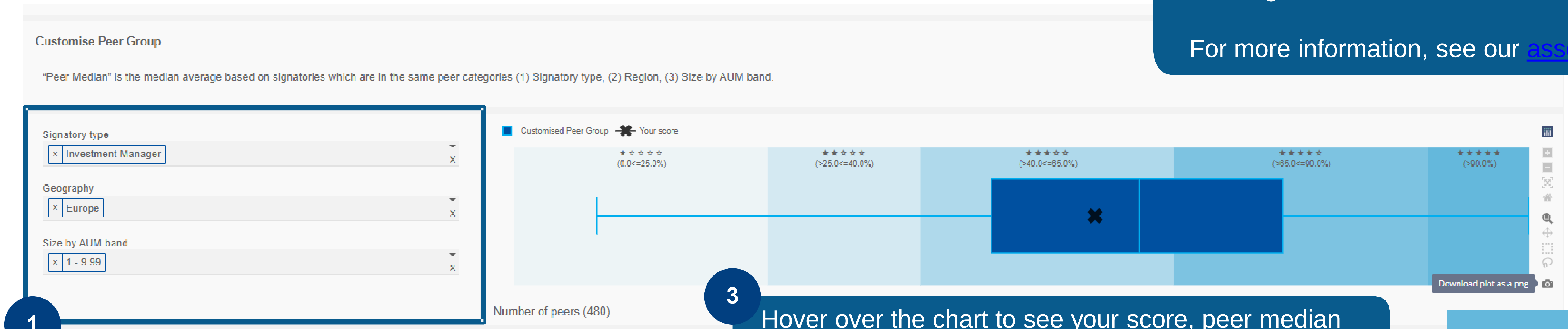
3 Hover over the blue line to view the **PRI median score***.

4 Your individual module score is shown here.

*The **PRI median** is the median average score that all PRI signatories that responded to the module and/or sub-strategy received.

My Assessment Report – Customise Peer Group

For each assessed module and/or asset class/sub-strategy, the Customise Peer Group function enables a signatory to compare their scores to other signatories based on: signatory type, geography, and/or size by AUM band. The chart maps peer scores based on customisation. More detail can be found in the high-level assessment methodology.



2 The scoring bands (based on stars) are visible across the top of the diagram.

For more information, see our assessment methodology.

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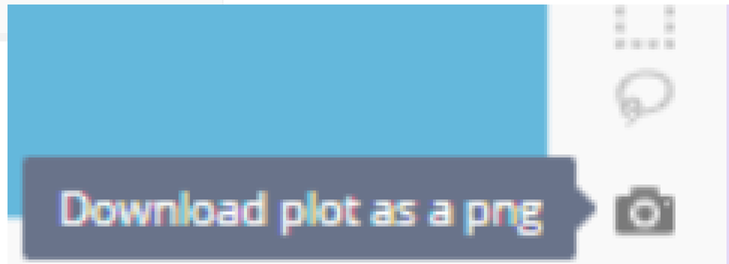
3 Hover over the chart to see your score, peer median score*, minimum/maximum scores, and quartile scores.



1 Make selections to view customised peer groups by signatory type, geographic region, and/or size by AUM band.

The default filter settings show your organisation's peer group, based on your responses in the Organisational Overview module.

Removing all filters will display the PRI median score.

4 Click on the camera icon to export a picture of the chart.

*The **peer median** score is the median average score of the signatories that are in the selected peer categories: (1) Signatory type,(2) Geography, (3) Size by AUM band.

My Assessment Report – Module Scorecard

The module scorecard lists the points received for each assessed indicator within the specific module and/or asset class/sub-strategy. More details can be found in the [high-level assessment methodology.](#)

2 You can export the full indicator scorecard in PDF.

Module Scorecard

Module Scorecard

This module scorecard lists the points achieved for each assessed indicator in this module score.
Selecting a specific indicator will reveal more detail including a reminder of what response data was scored, the assessment criteria, and som

Section	Sub-section	Topic	Indicator	Your Score	PRI Median Score	Median Sample Size
Overall Approach	Materiality analysis		FI 1			379
Post-Investment	ESG risk management		FI 11			379
Post-Investment	ESG risk management		FI 12			379
Post-Investment	Performance monitoring		FI 13			379
Pre-Investment	ESG incorporation in research		FI 3			379
Pre-Investment	ESG incorporation in research		FI 4			326
Pre-Investment	ESG incorporation in research		FI 5			379
Pre-Investment	ESG incorporation in research		FI 6			379

1 Clicking on an indicator will display more information, including your response, how the indicator was scored, and identified guidance/best practice.

Indicator Scorecard

EXPORT ALL DIRECT - FIXED INCOME - PRIVATE DEBT SCORECARDS

Your Response ✕

All responses which contributed to the score of FI 1

1

Indicator	Type of indicator	Dependent on	Gateway to	Disclosure	Subsection	PRI Principle
FI 1	CORE	OO 21	N/A	PUBLIC	Materiality analysis	1

Does your organisation have a formal investment process to identify and incorporate material ESG factors across your fixed income assets?

(4) Private debt

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(A) Yes, our investment process incorporates material governance factors

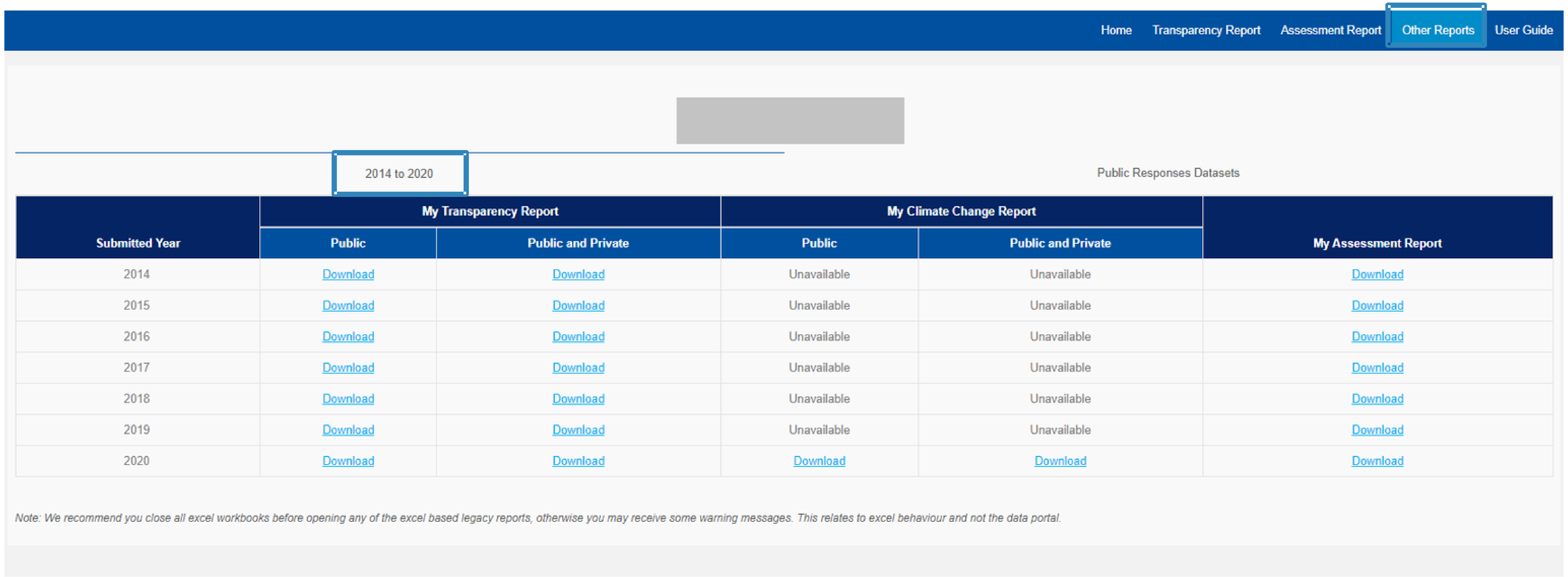
(B) Yes, our investment process incorporates material environmental and social factors

(C) Yes, our investment process incorporates material ESG factors depending on different investment time horizons

(D) No, we do not have a formal process; our investment professionals identify material ESG factors at their discretion ○

(E) No, we do not have a formal or informal process to identify and ○

Other Reports – My historic reports



Home | Transparency Report | Assessment Report | Other Reports | User Guide

2014 to 2020

Public Responses Datasets

Submitted Year	My Transparency Report		My Climate Change Report		My Assessment Report
	Public	Public and Private	Public	Public and Private	
2014	Download	Download	Unavailable	Unavailable	Download
2015	Download	Download	Unavailable	Unavailable	Download
2016	Download	Download	Unavailable	Unavailable	Download
2017	Download	Download	Unavailable	Unavailable	Download
2018	Download	Download	Unavailable	Unavailable	Download
2019	Download	Download	Unavailable	Unavailable	Download
2020	Download	Download	Download	Download	Download

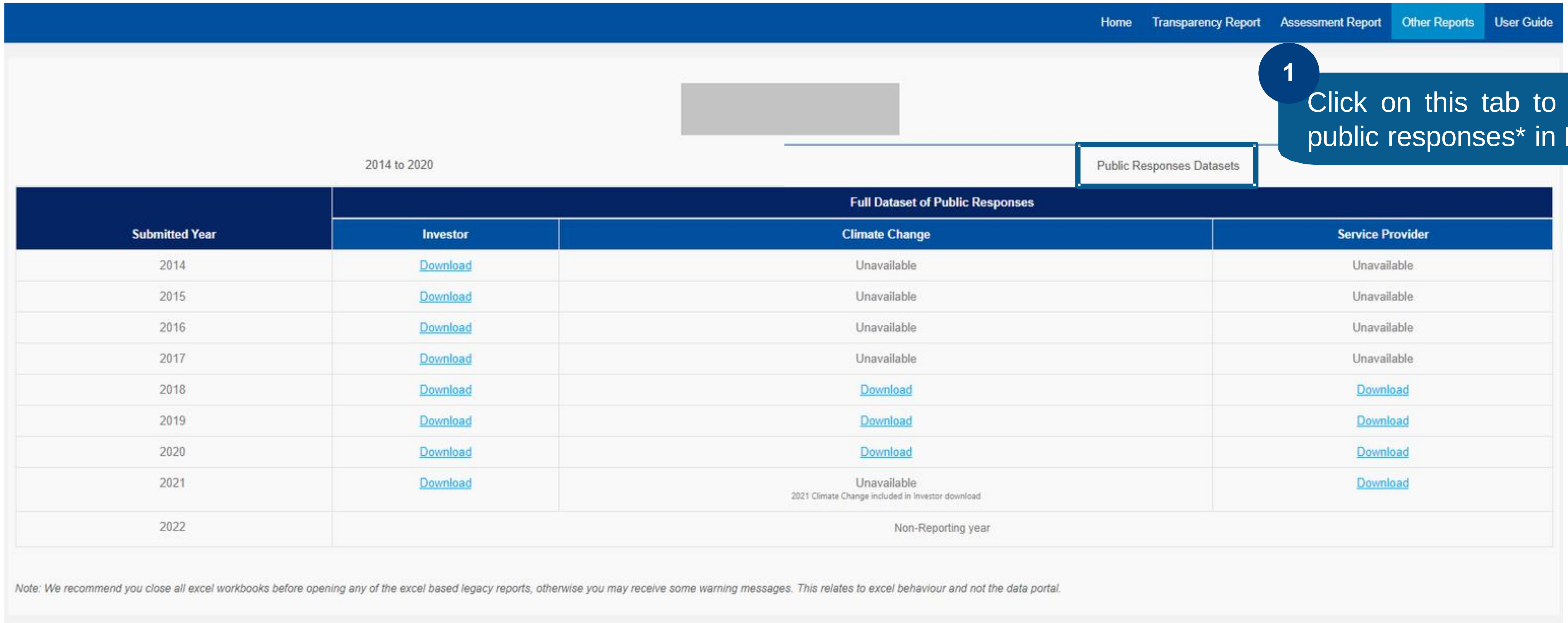
Note: We recommend you close all excel workbooks before opening any of the excel based legacy reports, otherwise you may receive some warning messages. This relates to excel behaviour and not the data portal.

1

Click on the Other Reports tab to view your previous reports from 2014 to 2020. Reports from 2021 onwards are available in the Transparency Report tab.

Other Reports – Public response datasets

The Other Reports tab in the upper right-hand corner also shows the full dataset of public responses, from 2014 to the current reporting year.



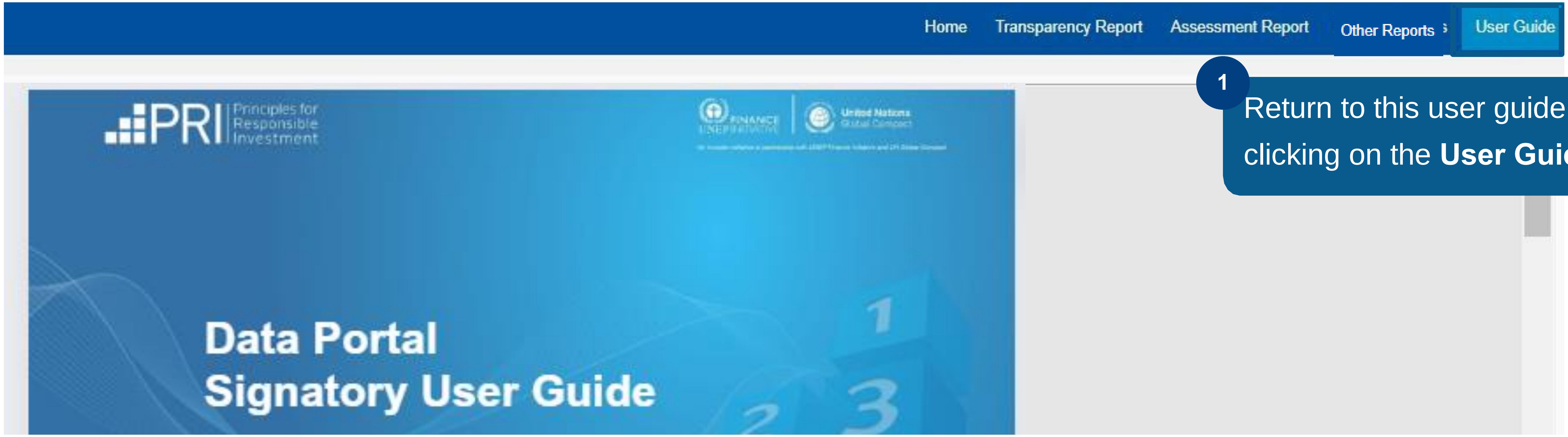
Submitted Year	Full Dataset of Public Responses		
	Investor	Climate Change	Service Provider
2014	Download	Unavailable	Unavailable
2015	Download	Unavailable	Unavailable
2016	Download	Unavailable	Unavailable
2017	Download	Unavailable	Unavailable
2018	Download	Download	Download
2019	Download	Download	Download
2020	Download	Download	Download
2021	Download	Unavailable 2021 Climate Change included in Investor download	Download
2022	Non-Reporting year		

Note: We recommend you close all excel workbooks before opening any of the excel based legacy reports, otherwise you may receive some warning messages. This relates to excel behaviour and not the data portal.

1 Click on this tab to download the full dataset of public responses* in Excel.

*This includes data from all signatories that reported to the PRI in that year's reporting cycle.

Accessing the User Guide



1 Return to this user guide at any point by clicking on the **User Guide** tab.

Signatory users can also access the [Public User Guide.]

Thank you

If you have any questions, please contact reporting@unpri.org.

Look out for more new features in the Data Portal, and stay up to date with the latest Reporting and Assessment news on R&A Updates.