

PRI REPORTING FRAMEWORK 2016

Organisational Overview

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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), the purpose of the indicator, and which PRI Principle it relates to.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Indicator status | Purpose | Principle |
| xxx 01 | MANDATORY | CORE ASSESSED | PRI 2 |

**Indicator status**

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| --- | --- |
| MANDATORY | Mandatory indicators reflect core practices. These responses will be made public and must be completed to submit the framework. |
| MANDATORY TO REPORT  VOLUNTARY TO DISCLOSE | 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. |
| VOLUNTARY | Voluntary indicators reflect alternative or advanced practices. These indicators are voluntary to report and disclose. |

**Purpose**

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| 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. |
| Peering |  | These indicators are used to determine your peer groups for assessment purposes. |
| Core assessed |  | These indicators form the core of the assessment and represent the majority of your final assessment score. |
| Additional assessed |  | These indicators represent more advanced or alternative practices and contribute to a smaller part of your score. |
| 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.

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| --- | --- |
| 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** |
| **LOGIC** | |
| **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. |
| **ASSESSMENT** | |
| **xxx 01** | This provides a brief overview of the pilot assessment approach for this indicator. |
|  |  |
| xxx 01 | **DEFINITIONS** |
| **xxx 01** | Specific terms that are used in the indicator are defined here. |

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# Pathways through the module

**OO 10:** Additional information about organisation

**OO 01:** Signatory category and services

**OO 02:** Headquarters and operational countries

**OO 03:** Subsidiaries that are separate PRI signatories

**OO 04:** Reporting year and AUM

**OO 05:** Breakdown of AUM by asset class

**OO 07** Breakdown of Fixed Income assets

**OO 08:** Segregated mandates or pooled funds

OO 09: Breakdown of AUM by market

**OO 11:** RI activities for listed equities

**OO 12:** RI activities in other asset classes

**OO 13**: Modules and sections required to complete

**OO End:** Module confirmation page

If listed equity is reported.

If any other asset class but listed equity is reported.

If externally managed assets are reported.

**OO 06: :** How would you like to disclose your asset class mix

# Preface

The information reported in this module will allow your stakeholders to identify your organisation type and characteristics and will enable the PRI to define your peer group. This module also functions as a filter, since your responses will determine which indicators you will see in later stages of the Reporting Framework and, importantly, will ensure that you do not have to provide responses to indicators that are not relevant for your organisation.

**Summary of updates**

|  |  |
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| Indicator | Update |
| OO 01 | The AO category ‘Foundations or endowments’ has been split into separate categories. The selection option of ‘Family office’ has been added to the AO categories. |
| OO 04 | Indicator OO 04.5 has been deleted. This enables signatories to report their asset class breakdown in percentage terms. |
| OO 05 | The fixed income breakdown has been combined into one category. |
| OO 06 | OO 06.2 is a new sub-indicator to provide signatories the option to upload their asset mix in image format. |
| OO 07 | This is a new indicator breaking down fixed income assets into SSA, Corporate (financial), Corporate (non-financial) and Securitised categories |
| OO 08 | This indicator has been renumbered from OO 07 to OO 08. OO 08.2 has been deleted to avoid duplication with indicator OO 01. |
| OO 09 | This indicator has been renumbered from OO 08 to OO 09. |
| OO 10 | This indicator has been renumbered from OO 09 to OO 10. |
| OO 11 | This indicator has been renumbered from OO 10 to OO 11. New sub-indicators have been added: OO 11.1 covers incorporation activities, OO 11.2 covers engagement activities and OO 11.3 covers (proxy) voting in directly/indirectly managed listed equites. |
| OO 12 | This indicator has been renumbered from OO 11 to OO 12. The indicator text has been reworded, and the new fixed income categories are added for both OO 12.1 and OO 12.2. |
| OO 13 | This indicator has been renumbered from OO 12 to OO 13. The indicator text has been amended and now only shows the modules that are voluntary to report. |
| Prefilling | If you have responded to the Framework before, responses to this module can be prefilled from the previous year, with the following exceptions:   * OO 01: Organisations reporting the combined category of ‘Foundations or Endowments’ in 2014-15 will need to manually select either of the separated categories, ‘Foundations’ and endowments * OO 04.1: The year-end date will prefill to your previous year end date, plus one year. * OO 04.2: Your AUM figure will not prefill because it is specific to this reporting period. * OO 04.3 and OO 04.4 will not prefill because it is specific to this reporting period. * OO 05 will not prefill because the fixed income categories have been amended and the reporting in ranges has been removed. * OO 07 will not prefill because it is a new indicator. * OO 08 will not prefill because this indicator is newly capturing an asset class breakdown. * OO 11 will not prefill because it has been restructured to provide better clarity about the different RI approaches. * OO 12 will not prefill because the new FI categories have been added to this indicator. * OO 13 (selection of modules) is prefilled based on your previous responses to the Framework, unless your responses to the previous OO indicators have changed. |

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| SECTION |
| Basic information |

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| --- | --- | --- | --- |
|  | Indicator status | Purpose | Principle |
| OO 01 | MANDATORY | GATEWAY/PEERING | GENERAL |

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| --- | --- | --- | --- |
| OO 01 | INDICATOR | | |
| **OO 01.1** | Select the type that best describes your organisation or the services you provide. | | |
|  | **Asset owners** | | **Select the type that best represents your primary activity** |
| [a] Non-corporate pension or superannuation or retirement or provident fund or plan | | 🔾 |
| [b] Corporate pension or superannuation or retirement or provident fund or plan | | 🔾 |
| [c] Insurance company | | 🔾 |
| [d] Foundation | | 🔾 |
| [e] Endowment | | 🔾 |
| [f] Development finance institution | | 🔾 |
| [g] Reserve - sovereign or government-controlled fund | | 🔾 |
| [h] Family office | | 🔾 |
| [i] Other, specify\_\_\_\_\_\_\_\_\_\_\_\_ | | 🔾 |
|  | **Investment managers** | **Select the services you offer.** | **% of asset under management (AUM) in ranges** |
|  | [h] Fund management | ❑ | 🔾<10%; 🔾10-50%; >🔾50% |
| [i] Fund of funds, manager of managers, sub-advised products | ❑ | 🔾<10%; 🔾10-50%; >🔾50% |
| [j] Other, specify\_\_\_\_\_\_\_\_\_\_\_\_ | ❑ | 🔾<10%; 🔾10-50%; >🔾50% |
| **Total** |  | **100%** |
| [k] Execution and advisory services | ❑ | May be selected in addition to above options. |
| **OO 01.2** | Additional information.  [Optional] | | |
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| OO 01 | **EXPLANATORY NOTES** |
| **OO 01** | Please see the definitions below for guidance on how to categorise your organisation.  Please contact the PRI at [reporting@unpri.org](mailto:reporting@unpri.org) before responding ‘Other’ because this may render benchmarking results less useful for your organisation and your peers.  *Asset owners*  Asset owners should select the category that most closely represents their organisation. For example, if the organisation holds both pension and insurance funds, select the category that accounts for the largest proportion of assets under management (AUM). Please see the [Overarching Guidance](http://www.unpri.org/viewer/?file=wp-content/uploads/2013-14_PRI_RF_overviewandguidance.pdf) document for guidance on reporting on subsidiaries.  *Investment managers*  Select all that apply (h-k). If your organisation only offers one service, select “>50%”.  You should base this calculation on your assets under management, excluding assets subject to an advisory or execution-only approach. You can select “Execution and advisory services” to indicate that you also provide these services. Indicator OA 17 will allow you to report on your approach to ESG in execution and advisory services. For the rest of the Framework, your reporting should focus on assets under management.  When calculating percentages, Investment Managers with subsidiaries that are also PRI signatories should make sure that their response to this indicator is consistent with their response to [OO 03.2] and [OO 04], as well as in the asset mix provided [OO 05]. If you have chosen to exclude subsidiaries from your reporting, you should exclude them from all calculations in this module. |
| **LOGIC** | |
| **OO 01** | Within indicator:  The first part of this indicator is applicable for asset owners, and the second part, for investment managers. This will be defined by how your organisation has signed up to the PRI. Please contact the PRI if you would like to query your category.  Between indicators:  If the “Execution and advisory services” option is selected, indicators [OO 04.4] and [OA 17] will be applicable. |

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| OO 01 | **DEFINITIONS** |
| ***Asset owners*** | |
| **Non-corporate pension or superannuation or retirement or provident fund or plan** | An organisation that manages non-corporate retirement and/or pension plan-related assets. Your organisation probably has trustees or members of the board who are responsible for prudential operations, and some of your organisation’s obligations might be codified by law. |
| **Corporate pension or superannuation or retirement or provident fund or plan** | An organisation that manages corporate retirement and/or pension plan-related assets. Your organisation probably has trustees who are responsible for prudential operations, and some of your organisation’s obligations might be codified by law. |
| **Insurance company** | A financial institution that sells insurance or provides reinsurance services in the life and/or non-life insurance markets. Insurance companies are asset owners insofar as they have invested capital. This category does not include insurance consultants or insurance brokers. However, it does include those insurance companies that offer pension, superannuation or retirement products along with more conventional insurance products. |
| **Foundation** | A charitable non-governmental non-profit organisation, which usually derives its money from a family, an individual, or a corporation. Its principal fund is managed by its own trustees or directors. A private foundation generates income by investing its initial donation, often disbursing the bulk of its investment income each year to desired charitable activities. |
| **Endowment** | An investment fund often used by non-profits, universities, hospitals and churches, funded by donations that may or may not have a stated purpose at the bequest of the donor. Many non-profit organizations set up an endowment to sustain their fund-raising efforts over a long period because its principal balance remains intact and the interest generated from it is used for operating or fund-raising purposes. The investment income from dividends is usually devoted to charitable efforts. |
| **Development finance institution** | A financial institution that provides development finance (e.g., equity capital, loan capital) to fund businesses or economic development. |
| **Reserve-sovereign or government-controlled fund** | This includes sovereign wealth funds, treasury investment funds, stabilisation funds and government reserve funds (including those designed to provide a potential buffer for future pensions but do not have defined member accounts).  These funds meet one or more of the following criteria: a) more than 50% of the AUM are owned by the government; b) the government has authority to appoint the board of directors and/or the CEO; and/or c) the government has direct or indirect influence on investment decisions. Development finance institutions should not be listed here. |
| **Family office** | The expression family office covers all forms of organisations and services involved in managing large private fortunes. These can be organised either as family-owned companies in which the family wealth is pooled, or as companies or bank departments that provide financial services for these clients while the family retains decision-making powers. |
| **Other** | Contact the PRI at [reporting@unpri.org](mailto:reporting@unpri.org) before reporting ‘Other’ because selecting this may render benchmarking results less useful for your organisation and your peers. |
| ***Investment managers*** | |
| **Fund management** | This category includes those who invest directly in companies and other assets, not via third-party funds. This includes investors that perform investment research internally and provide list(s) of eligible (or ineligible) securities to sub-advisor(s). |
| **Fund of funds, manager of managers, sub-advised products** | This category includes all fund of funds managers, irrespective of the underlying asset class(es). Funds of hedge funds, mutual funds, real estate funds, private equity funds, etc., should select this category. |
| **Other** | Contact the PRI at [reporting@unpri.org](mailto:reporting@unpri.org) before listing 10% or more of your AUM in ‘Other’ because selecting this may render benchmarking results less useful for your organisation and your peers. |
| **Execution and/or advisory services** | Execution and/or advisory services offer clients a platform of holdings and funds to invest in. You may or may not advise these clients, but they ultimately make the investment decision.  Advisory services involve offering clients investment advice while leaving the decision (or approval of a recommendation) to the client.  Execution-only services offer the client a platform to make investments, but do not involve advising the client.  This category includes investment platforms and/or third-party fund supermarkets on an execution or advisory basis. These types of services are typically offered by retail or private banks. Some investment management houses also provide these services. |

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|  | Indicator status | Purpose | Principle |
| OO 02 | MANDATORY | PEERING | GENERAL |

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| OO 02 | INDICATOR |
| **OO 02.1** | Select the location of your organisation’s headquarters. |
|  | [drop down with countries] |
| **OO 02.2** | Indicate the number of countries in which you have offices (including your headquarters). |
|  | 🔾 1  🔾 2-5  🔾 6-10  🔾 >10 |
| **OO 02.3** | Indicate the approximate number of staff in your organisation in full-time equivalents (FTE). |
|  |  |
| **OO 02.4** | Additional information.  [Optional] |
|  |

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| OO 02 | **EXPLANATORY NOTES** |
| **OO 02** | This indicator is required for peering purposes as well as to allow the reader to contextualise your responses to the rest of the Framework. |
| **OO 02.1** | Most organisations have one headquarter office. However, if your organisation has more than one headquarter, please select the main location in terms of number of staff. |
| **OO 02.2** | This indicator is a proxy to measure the level of complexity organisations face. Please include any office part of your asset management business, irrespective of whether they are research, analysis, sales, or administrative offices.  When a bank, insurance company or other institution is a PRI signatory only via its asset management subsidiary or business unit, it should only consider the offices that include staff of that subsidiary or business unit. |
| **OO 02.3** | Staff numbers include full-time employees involved directly in the investment decision-making process as well as supporting roles in administration, marketing and human resources.  Staff figures should not include beneficiaries or clients.  If the reporting organisation does not have any full-time staff, please state zero and use OO 02.4 to explain the structure.  When a bank, insurance company or other institution is a PRI signatory only via its asset management subsidiary or business unit, it should only consider the staff of that subsidiary or business unit. |

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|  | Indicator status | Purpose | Principle |
| OO 03 | MANDATORY | DESCRIPTIVE | GENERAL |

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| OO 03 | INDICATOR | | |
| **OO 03.1** | Indicate whether you have subsidiaries within your organisation that are also PRI signatories in their own right. | | |
|  | 🔾 Yes | 🔾 No | |
| **OO 03.2** | List your subsidiaries that are separate PRI signatories and indicate if you would like to report their RI activities in your organisation’s consolidated report. | | |
| **Name of PRI signatory subsidiary** | **RI implementation reported here on a consolidated basis** | |
|  | 🔾 Yes | 🔾 No |
|  | 🔾 Yes | 🔾 No |
|  | 🔾 Yes | 🔾 No |
|  | 🔾 Yes | 🔾 No |
|  | 🔾 Yes | 🔾 No |
|  | 🔾 Yes | 🔾 No |
| **OO 03.3** | Additional information.  [Optional] | | |
|  | | |

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| OO 03 | **EXPLANATORY NOTES** |
| **OO 03** | The PRI requires that the highest level of a signatory organisation signs up on behalf of the entire organisation, including its subsidiaries. This means that signatories are typically required to report on all their consolidated AUM.  However, once an organisation has become a signatory, its subsidiaries may still choose to sign up independently. If you are a majority owner of a subsidiary that has signed the PRI independently, the PRI still encourages you to report on all your AUM on a consolidated basis to produce a more holistic view of the responsible investment processes and practices within the group.  We recognise that a consolidated submission may require additional time and resources to prepare. Therefore, if you have subsidiaries that are already reporting to the PRI independently, you have the option in this indicator to exclude these subsidiaries from your own submission and refer the reader to the individual submissions of these subsidiaries.  Please ensure that your subsidiaries have signed the PRI and are completing the reporting before excluding them from your own report.  It is important that your approach is consistent throughout the Reporting Framework. If a subsidiary’s activities or AUM have been excluded in this indicator, they should be excluded from all reported information, including your organisation type [OO 01], AUM figure in [OO 04.2] and the asset mix [OO 05]. |

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| **LOGIC** | |
| **OO 03** | Within indicator:  [03.2] will be applicable if ‘Yes’ is answered in [03.1]  Within module:  If subsidiary organisations are reported in [03.2], the AUMs of which will not be covered by this report, then indicator [04.2] will be applicable. |

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| OO 03 | **DEFINITIONS** |
| **Subsidiary** | A subsidiary is a company that is partly or completely owned by another company that holds a controlling interest in the subsidiary company. Controlling interest is normally at least 50% of the voting shares or, in the case of wholly owned subsidiary, 100% of the shares |

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|  | Indicator status | Purpose | Principle |
| OO 04 | MANDATORY | GATEWAY/PEERING | GENERAL |

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| OO 04 | INDICATOR | | | | | | | | |
| **OO 04.1** | Indicate the year end date for your reporting year. | | | | | | | | |
|  | Date | | Year | | Month | | | Day | |
|  | |  | | |  | |
| **OO 04.2** | Indicate your total AUM at the end of your reporting year, excluding subsidiaries you have chosen not to report on, and advisory/execution only assets. | | | | | | | | |
| Total AUM | | trillions | billions | | millions | thousands | | hundreds |
|  |  | |  |  | |  |
| Currency | | Select from a dropdown list: USD, EUR, GBP, CAD and AUD on top, then alphabetical. | | | | | | |
| *Assets in USD will be automatically calculated.* | | | | | | | | |
| **OO 04.3** | Indicate the total AUM at the end of your reporting year for subsidiaries you have excluded from your report. | | | | | | | | |
| Total AUM of subsidiaries | trillions | | billions | | millions | thousands | | hundreds |
|  | |  | |  |  | |  |
| *Assets in USD will be automatically calculated.* | | | | | | | | |
| OO 04.4 | Indicate the total assets at the end of your reporting year, subject to an execution and/or advisory approach. | | | | | | | | |
| Execution and Advisory assets | trillions | | billions | | millions | thousands | | hundreds |
|  | |  | |  |  | |  |
| *Assets in USD will be automatically calculated.* | | | | | | | | |
| **OO 04.5** | Additional information.  [Optional] | | | | | | | | |
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| OO 04 | **EXPLANATORY NOTES** |
| **OO 04.1** | The reporting year is the 12-month period that you chose to report on. |
| **OO 04.2** | The figure reported should represent your organisation’s total AUM at the end of the reporting year. It should include uncalled commitments (e.g., in private equity or infrastructure).  Exclusions may be made under the following circumstances.   1. *Organisations with subsidiaries that are also signatories*   If you have subsidiaries that are also PRI signatories, your response to this indicator should be consistent with indicator [OO 03.2], where you indicate whether you will report on the activities of those subsidiaries.  If you have chosen not to report on the activities of some or all subsidiaries, their AUMs should not be reported in [OO 04.2]. Indicator [OO 04.3] will be available to report their AUMs.  Full guidance on reporting for organisations with subsidiaries can be found in the [Overarching Guidance.](http://www.unpri.org/viewer/?file=wp-content/uploads/2013-14_PRI_RF_overviewandguidance.pdf)   1. *Signatories offering execution and advisory services*   When possible, the AUM figure in [OO 04.2] should exclude assets subject to an execution and/or advisory approach.  A separate indicator [OO 04.4] will be available for reporting the assets subject to execution and/or advisory-only approach.  **Converting to USD**  The amount you indicated under total AUM in local currency will be converted to USD based on the 4 December 2015 exchange rates sourced from the [International Monetary Fund](http://www.imf.org/external/np/fin/data/rms_mth.aspx?SelectDate=2015-12-31&reportType=CVSDR). If you prefer to convert your AUM using another exchange rate, complete the information directly in USD. |
| **OO 04.3** | This indicator is applicable if you reported in OO 03.2 that your organisation has subsidiaries with AUMs that are not consolidated into this report. Here, you should provide the total AUMs for those subsidiaries. This figure is required to provide context to your report, to help avoid duplication in assets reported and for fee purposes. |
| **OO 04.4** | Assets under an execution and/or advisory approach should be excluded from your AUM figure in indicator OO 04.2. The figure should be reported here.  This figure is required to provide context to your report, to help avoid duplication in assets reported and for fee purposes. |
| **LOGIC** | |
| **OO 04** | Between indicators:  Indicator [OO 04.3] will be applicable if you report that you have subsidiaries that are also PRI signatories, but that have AUM that are not reported on a consolidated basis.  Indicator [OO 04.4] will be applicable if you select “execution and advisory services” in indicator OO 01. |

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|  | Indicator status | Purpose | Principle |
| OO 05 | MANDATORY TO REPORT  VOLUNTARY TO DISCLOSE | GATEWAY | GENERAL |

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| OO 05 | INDICATOR | | |
| **OO 05.1** | Provide an approximate percentage breakdown of your AUM at the end of your reporting year using the following asset classes: | | |
|  |  | Internally managed | Externally managed |
| [a] Listed equity | % | % |
| [b] Fixed income | % | % |
| [f] Private equity | % | % |
| [g] Property | % | % |
| [h] Infrastructure | % | % |
| [i] Commodities | % | % |
| [j] Hedge funds | % | % |
| [k] Forestry | % | % |
| [l] Farmland | % | % |
| [m] Inclusive finance | % | % |
| [n] Cash | % | % |
| [o] Other (1), specify\_\_\_\_\_\_\_ | % | % |
| [p] Other (2), specify\_\_\_\_\_\_\_ | % | % |
| **Total** (needs to add up to 100%) | **100%** | |

|  |  |
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| OO 05 | **EXPLANATORY NOTES** |
| **OO 05.1** | Your response to this indicator should be consistent with the AUM figure reported in [OO 04.2]. Assets subject to an advisory and/or execution-only approach should not be included, if possible. The asset mix should not include assets of PRI signatory subsidiaries you have chosen to exclude from your AUM figure in [OO 04.2].  Please read all the explanatory notes and definitions carefully before responding. Your response to this indicator will determine which modules, sections and indicators you will be asked to complete in later stages of the Reporting Framework. All denominators of percentages are based on total AUM. For asset classes that constitute less than 10% of your AUM, you will be given a choice as to whether you would like to report on those asset categories.  In addition to reading these explanatory notes, please review the separate asset class definitions. This will help avoid double counting or listing assets in the wrong category.  *Committed funds*  Ideally, your asset class mix should include all uncalled commitments and committed funds (e.g., in private equity or infrastructure). However, if your organisation classifies these differently (for example, you can only provide a breakdown for invested capital), then please report it that way and explain in OO 06.  If your organisation is 100% uncalled commitments (i.e., still in the fund-raising process), then you should classify this as “Other” and describe “Uncalled Commitments” in OO 06. |
| **LOGIC** | |
| **OO 05.1** | Between indicators:  Indicator [08] will be applicable if you have externally managed asset class(es).  Indicator [11] will be applicable if you have internally and/or externally managed listed equity.  Indicator [12] will be applicable if you have internally and/or externally managed assets other than listed equity. |

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| OO 05 | | **DEFINITIONS** |
| ***Internally and externally managed assets*** | | |
| Internally and externally managed options | | "Internally" refers to investment decisions (buy-sell-hold-weight) that are made within the organisation itself, including consolidated and wholly owned subsidiaries.  Externally refers to investment decisions (buy-sell-hold-weight) made by third-party organisations (such as investment managers) on your behalf.  Investment managers that primarily perform investment research internally and provide lists of eligible securities (or ineligible securities) to sub-advisor(s) should list their assets as internally managed. If you are a fund of funds or manager of managers but the investment decisions (buy-sell-hold) for the underlying assets are made by third parties, list your assets as externally managed.  Check if any specifics of what to include in internally (direct) and externally (indirect) managed may be provided in the definitions of each asset class. For guidance on the distinction between internally and externally managed inclusive finance, see below. |
| ***Asset classes*** | | |
| Listed equity | | All listed equity in all jurisdictions. This does not include listed equity held in hedge funds. |
| Fixed income — SSA | Supranational | Defined as debt securities issued by supranational organisations (e.g., bonds issued by multilateral development banks or international unions) |
| Sovereigns | Defined as securities issued by sovereigns (e.g., government bonds in any denomination). |
| Government agencies | Debt securities issued by government agencies (e.g., government sponsored agency bonds, quasi-government agencies) |
| Sub-nationals | Defined as securities issued by municipalities, sub-nationals, local government bonds (e.g., muni bonds). |
| Fixed income—Corporate (financial) | | Defined as securities issued by financial services companies, including banks and insurers. If your business also runs a banking arm, this does not include assets in your lending portfolio, such as deposits and loans. |
| Fixed income— Corporate (non-financial) | | Defined as securities issued by public or private non-financial companies. Includes senior or subordinated publicly listed debt, private debt or loans, project finance and infrastructure bonds. |
| Fixed income— Securitised | | Defined as securities backed by asset pools and issued by special purpose vehicles. Includes asset-backed securities, mortgage-backed securities, collateralised debt or loan obligations and covered bonds. |
| Private equity | | Equity stakes in privately held companies.  Note that Infrastructure, Property and Inclusive Finance are treated as separate reporting categories. This is due to the different characteristics of investment in these sectors. When possible, investments in infrastructure, property and inclusive finance as non-listed equity should be reported in those categories rather than in Private Equity. Secondary interests in limited partnership investment funds should be reported in the *Indirect—Manager Selection, Appointment and Monitoring (SAM)* module. |
| Property | | Property consists of direct non-listed physical property investments, investments in non-listed property funds and investments in listed or non-listed property companies that invest in property.  List your direct investments in non-listed physical properties (equity only) as internally managed (direct).  List your investments in non-listed property funds or property management companies that make the investment decision and monitor on your behalf as externally managed (indirect).  However, if you invest in property management companies and are significantly involved in the investment decisions and monitoring of the physical property assets, then you may list your assets as direct and thus report on the Direct Property module. |
| Infrastructure | | Unlisted infrastructure funds and direct infrastructure investments. This includes only equity. |
| Forestry | | All forms of forestry-related investments, including direct investments, forestry funds and managed investment schemes. |
| Farmland | | All forms of farmland and agriculture-related investments, including direct investments, farmland funds and managed investment schemes. |
| Hedge funds | | All investments in hedge fund structures, regardless of asset class or strategy. Investments in private or public companies through hedge fund structures should be reported here and not double counted (for example, listed equity held in hedge fund structures should not also be reported under listed equity). |
| Commodities | | All forms of commodity-related investment, including direct investments in physical assets, long exposure to commodities through commodity future contracts and commodity exchange traded funds (ETFs). When a hedge fund strategy includes some investment in commodities but this is not its exclusive focus, this should be included in your figures for hedge funds. |
| Inclusive finance | | This category covers all direct Inclusive Finance investments, whether in the form of equity, debt or guarantees.  This category includes any investment, direct or indirect, in a retail institution (i.e., company, bank, microfinance institution) that provides financial services (credit, savings, insurance, mortgages, remittances, payments) to clients who have traditionally been excluded from such services, whether consumers, microenterprises or SMEs. This could be in emerging or developed markets.  For guidance on the distinction between internally managed (direct) and externally managed (indirect) investment, see below. |
| Cash | | This category includes cash and equivalents managed as a separate asset class. |
| Other(s) | | This category includes assets that do not fit any of the above categories. |
| ***Internally and externally managed inclusive finance*** | | |
| Internally and externally managed inclusive finance options | | Indirect investments include investments in microfinance investment intermediaries (MIIs) and investment entities that have microfinance as one of their core investment objectives and mandates. This could be via Microfinance Investment Vehicles (both public and private), holding companies and non-specialized microfinance investment funds (see definitions below). MIIs can provide debt (directly or indirectly), equity or guarantees to microfinance institutions (MFIs). MIIs have a range of return expectations depending on whether they emphasise a financial or social return objective, but in all cases, they are aiming at recovering their capital with a profit.  There are three main types.  1. Microfinance Investment Vehicles (MIVs) are independent investment entities specialised in microfinance, with more than 50 percent of their non-cash assets invested in microfinance. They are either self-managed or managed by an investment management firm and are open to multiple investors. MIVs may issue shares, notes, or other financial instruments.  2. Holding Companies provide financing and technical assistance to microfinance institutions. They usually hold a majority stake in their investees and are generally investible only by private invitation.  3. Other MIIs include but are not limited to:   * microfinance investment funds that are not open to multiple investors; * investment entities not specialized in microfinance, but with a significant microfinance investment portfolio ; * Peer-to-Peer microlenders; and * fund of funds. |

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|  | Indicator status | Purpose | Principle |
| OO 06 | MANDATORY | DESCRIPTIVE | GENERAL |

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| OO 06 | INDICATOR |
| **OO 06.1** | To contextualise your responses to the public, indicate how you would like to disclose your asset class mix. |
|  | 🔾 Publish our asset class mix as percentage breakdown  🔾 Publish our asset class mix as broad ranges |
| **OO 06.2** | Publish our asset class mix as per attached image |
| [upload image in one of the following formats: .jpg, .png,.bmp or .gif]  [OPTIONAL] |
| **OO 06.3** | Additional information.  [Optional] |
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| OO 06 | **EXPLANATORY NOTES** |
| **OO 06.1** | The automated RI transparency report generated from your responses to this tool will include a section on your asset class mix. We encourage you to disclose your asset mix along the PRI suggested guidelines so that it is easier for readers to identify information in a consistent manner across signatories. Moreover, these categories match the coverage of the modules of the Reporting Framework, making it easier to understand their size and weighting in your portfolio. |
| **OO 06.2** | If you prefer to report your asset class mix based on your own approach as well, you can do so here by uploading a separate image file.  The following image formats are permitted: .jpg, .png,.bmp and .gif |

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|  | Indicator status | Purpose | Principle |
| OO 07 | MANDATORY TO REPORT  VOLUNTARY TO DISCLOSE | GATEWAY | GENERAL |

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| OO 07 | INDICATOR | | |
| **OO 07.1** | Provide to the nearest 5% the percentage breakdown of your Fixed Income AUM at the end of your reporting year, using the following categories. | | |
|  | **Type of fixed income** | **Internally managed** | **Externally managed** |
| **SSA** | % | % |
| **Corporate (financial)** | % | % |
| **Corporate (non-financial)** | % | % |
| **Securitised** | % | % |
| **Total fixed income AUM** | **100%** | **100%** |

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| **OO 07** | **EXPLANATORY NOTES** |
| **OO 07.1** | Your organisation’s breakdown of fixed income assets will be used to trigger subsequent columns in Fixed Income module. Refer to the taxonomy in the preface for more information on the four different types of fixed income applied. |
| **LOGIC** | |
| **OO 07.1** | This is a gateway indicator, so your organisation’s breakdown of SSA, corporate—(financial), corporate—(non-financial) and/or securitised will be used to trigger subsequent indicators.  *If your total directly managed fixed income allocation is 10% or more of your total AUM:*   * Reporting will be mandatory for any type of directly managed fixed income that comprises 10% or more of your total directly managed fixed income assets. You will be presented with the respective fixed income type indicators in the Fixed Income module. * Reporting will be voluntary for any type of directly managed fixed income that comprises less than 10% of your total directly managed fixed income assets. You will be able to select whether you would like to report on these fixed income types in indicator OO 12.   *If your total directly managed fixed income allocation is less than 10% of your total AUM:*   * Reporting will be voluntary for all types of directly managed fixed income. You will be able to select whether you would like to report on these fixed income types in indicator OO 12.   *If your total indirectly managed fixed income allocation is 10% or more of your total AUM:*   * Reporting will be mandatory for any type of indirectly managed fixed income that comprises 10% or more of your total indirectly managed fixed income assets. When this is the case, you will be presented with the respective fixed income type indicators in the Indirect—Manager selection, appointment and monitoring module. * Reporting will be voluntary for any type of indirectly managed fixed income that comprises less than 10% of your total indirectly managed fixed income assets. You will be able to select whether you would like to report on these fixed income types in indicator OO 12.   *If your total indirectly managed fixed income allocation is less than 10% if your total AUM:*   * Reporting will be voluntary for all types of indirectly managed fixed income. You will be able to select whether you would like to report on these fixed income types in indicator OO 12. |

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|  | Indicator status | Purpose | Principle |
| OO 08 | MANDATORY TO REPORT  VOLUNTARY TO DISCLOSE | PEERING | GENERAL |

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| OO 08 | INDICATOR | |
| **OO 08.1** | Provide a breakdown of your organisation’s externally managed assets between segregated mandates and pooled funds. | |
|  |  | **Percentage of externally managed assets** |
| Segregated mandate(s) | 🔾 0%, 🔾 <10%, 🔾 10-50%, 🔾 >50% |
| Pooled fund(s) | 🔾 0%, 🔾 <10%, 🔾 10-50%, 🔾 >50% |
| **Total externally managed assets** | **100%** |
| **OO 08.2** | Additional information.  [Optional] | |
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| OO 08 | **EXPLANATORY NOTES** |
| **OO 08.1** | This indicator only applies to externally managed assets. All percentages should represent the percentage of your externally managed assets in segregated mandates/pooled funds/fund of funds.  The reason for differentiating between segregated mandates and pooled funds is that, as the definitions below indicate, the level of influence that can be exerted by an individual investor—and hence the approach to incorporating ESG factors into the selection, appointment and monitoring of external managers—can differ significantly. Therefore, your breakdown will be used during assessment to peer your organisation against those with a similar breakdown. |

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| OO 08 | **DEFINITIONS** |
| **Segregated mandate(s)** | Investment(s) run exclusively on the organisation’s behalf, in which investment criteria (which may include how ESG factors are considered in the investment process or expectations around engagement or voting) are determined in consultation with the signatory and assets are managed in accordance with these criteria. |
| **Pooled fund(s)** | Investment schemes in which assets from individual investors are aggregated for the purposes of investment. In general, investors in these funds tend to have less influence over the investment criteria for these funds than for segregated mandates. |

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|  | Indicator status | Purpose | Principle |
| OO 09 | MANDATORY TO REPORT  VOLUNTARY TO DISCLOSE | PEERING | GENERAL |

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| OO 09 | INDICATOR | |
| **OO 09.1** | Indicate the breakdown of your organisation’s AUM by market. | |
|  | Developed Markets | 🔾 0%, 🔾 <10%, 🔾 10-50%, 🔾 >50% |
| Emerging, Frontier, Other Markets | 🔾 0%, 🔾 <10%, 🔾 10-50%, 🔾 >50% |
| **Total** | **100%** |
| **OO 09.2** | Additional information.  [Optional] | |
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| OO 09 | **EXPLANATORY NOTES** |
| **OO 09** | Markets and countries have been classified according to MSCI’s market classification framework. For a detailed outline, follow this [link](https://www.msci.com/market-classification). Definitions can be found below.  The possible RI implementation actions for investors in developed markets may be different from those available to investors in emerging, frontier and other markets. By reporting this information, you will be able to compare your own implementation progress against peers with a similar breakdown. |

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| OO 09 | **DEFINITIONS** |
| **Developed markets** | Based on [MSCI’s classification](http://www.msci.com/products/indices/market_classification.html), the following countries are included in the developed market category:  Australia, Austria, Belgium, Canada, Denmark, Finland, France, Germany, Greece, Hong Kong, Ireland, Israel, Italy, Japan, Netherlands, New Zealand, Norway, Portugal, Singapore, Spain, Sweden, Switzerland, United Kingdom, and USA. |
| **Emerging, Frontier and Other markets** | Based on [MSCI’s classification](http://www.msci.com/products/indices/market_classification.html), the following countries are included in the emerging market category:  Brazil, Chile, China, Colombia, Czech Republic, Egypt, Hungary, India, Indonesia, Korea, Malaysia, Morocco, Mexico, Peru, Philippines, Poland, Russia, South Africa, Taiwan, Thailand, Turkey, Qatar, and United Arab Emirates.  The following countries are included in the frontier market category: Argentina, Bahrain, Bangladesh, Bosnia Herzegovina, Botswana, Bulgaria, Croatia, Estonia, Ghana, Jamaica, Jordan, Kazakhstan, Kenya, Kuwait, Lebanon, Lithuania, Mauritius, Nigeria, Oman, Pakistan, Romania, Serbia, Slovenia, Sri Lanka, Trinidad & Tobago, Tunisia, Vietnam, Zimbabwe, and Ukraine.  Other markets include all countries not listed in the above categories. |

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|  | Indicator status | Purpose | Principle |
| OO 10 | VOLUNTARY | DESCRIPTIVE | GENERAL |

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| OO 10 | INDICATOR |
| **OO 10.1** | Provide any additional information about your organisation, its mission, strategies, activities or investments that are important to contextualise your responsible investment activities. |
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| OO 10 | **EXPLANATORY NOTES** |
| **OO 10.1** | This indicator allows you to provide a broad overview of your organisation and its main activities. Your response should help readers put the information that you submit on your responsible investment activities into the wider context of your organisation as a whole.  This indicator is not asking you to provide details about your responsible investment activities because these are covered later in the Reporting Framework. |

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| SECTION |
| Gateway asset class implementation indicators |

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|  | Indicator status | Purpose | Principle |
| OO 11 | MANDATORY | GATEWAY | GENERAL |

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| OO 11 | INDICATOR |
| **OO 11.1** | Select your direct or indirect ESG incorporation activities your organisation implemented for listed equities in the reporting year. |
|  | ❑ We incorporate ESG in our investment decisions on our internally managed assets.  ❑ We address ESG incorporation in our external manager selection, appointment and/or monitoring processes.  ❑ We do not incorporate ESG in our directly managed listed equity and/or we do not address ESG incorporation in our external manager selection, appointment and/or monitoring processes. Please explain why\_\_\_. |
| **OO 11.2** | Select your direct or indirect engagement activities your organisation implemented for listed equity in the reporting year. |
| ❑ We engage with companies on ESG factors via our staff, collaborations or service providers.  ❑ We require our external managers to engage with companies on ESG factors on our behalf.  ❑ We do not engage directly and do not require external managers to engage with companies on ESG factors. Please explain why you do not. \_\_\_. |
| **OO 11.3** | Select your direct or indirect voting activities your organisation implemented for listed equity in the reporting year |
| ❑ We cast our (proxy) votes directly or via dedicated voting providers  ❑ We require our external managers to vote on our behalf.  ❑ We do not cast our (proxy) votes directly and do not require external managers to vote on our behalf |
| **OO 11.4** | Indicate why you do not cast your votes. |
| 🔾 Indicate why you do not cast your votes \_\_\_\_\_  🔾 We do not cast our votes but provide substantive research and voting recommendations to our clients. Describe the process and the actions taken.\_\_\_\_ |
| **OO 11.5** | Additional information.  [Optional] |
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| OO 11 | **EXPLANATORY NOTES** |
| **OO 11** | Your responses to this gateway indicator will determine which modules you will see in later stages of the Reporting Framework.  If you have externally managed funds and delegate responsibility for incorporation, engagement and/or voting to your external managers, you should select “We address ESG incorporation in our external manager selection, appointment and/or monitoring processes” in OO 11.1, “We require our external managers to engage with companies on ESG issues on our behalf” in OO 11.2 and “We require our external managers to vote on our behalf” in OO 11.3 .  You should only select “We engage with companies on ESG issues via our staff, collaborations or service providers” in OO 11.2 or “We cast our (proxy) votes directly or via dedicated voting providers” in OO 11.3 if these activities are carried out in-house or using a service provider recruited specifically for that purpose. |

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| **LOGIC** | |
| **OO 11** | Between indicators:  The following will apply based on your reported information:   * Option ‘We incorporate ESG in our investment decisions on our internally managed assets’ in OO 11.1 influences whether module Direct—Listed Equity Incorporation (LEI) is applicable for you. * Option ‘We engage with companies on ESG issues via our staff, collaborations or service providers’ in OO 11.2 ’ influences whether the engagement section of module Listed Equity Active Ownership (LEA) is applicable for you. * Option ‘We cast our (proxy) votes directly or via dedicated voting providers in OO 11.3 influences whether the (proxy) voting section of LEA is applicable for you. * Option ‘We address ESG incorporation in our external manager selection, appointment and/or monitoring processes in OO 11.1 ’ influences whether module Selection, Appointment and Monitoring (SAM), listed equity (LE) incorporation path is applicable for you. * Option ‘We require our external managers to engage with companies on ESG issues on our behalf’ in OO 11.2 influences whether module Selection, Appointment and Monitoring (SAM), listed equity (LE) engagement path is applicable for you. * Option ‘We require our external managers to vote on our behalf’ in OO 11.2 influences whether module Selection, Appointment and Monitoring (SAM), listed equity (LE) voting path is applicable for you. * OO 11.4 is applicable if you state “None of the above” in OO 11.3. |

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| OO 11 | **DEFINITIONS** |
| **Active ownership** | Active ownership is the use of the rights and position of ownership to influence the activity or behaviour of investees. This can be applied differently in each asset class. For listed equities, it includes both engagement and (proxy) voting (including filing shareholder resolutions). For other asset classes (e.g., fixed income), engagement may still be relevant while (proxy) voting may not. |
| **Incorporation** | Under Principle 1 of the PRI, signatories undertake to incorporate ESG issues into investment analysis and decision-making processes.  Throughout the Reporting Framework, we refer to ESG incorporation as the review and use of ESG information in the investment decision-making process. The Reporting Framework addresses four ways in which this can be done:   * screening; * sustainability themed investment (also referred to as environmentally and socially themed investment); * integration of ESG issues; and * a combination of the above.   Assets subject to an engagement approach only and not subject to any of the above strategies should not be included in ESG incorporation.  To improve standardisation and communication in the responsible investment industry, the PRI is aligning its definitions with those of the [Global Sustainable Investment Alliance](http://www.gsi-alliance.org/).  See the [Main Definitions](http://2xjmlj8428u1a2k5o34l1m71.wpengine.netdna-cdn.com/wp-content/uploads/Main-Definitions-to-PRI-Reporting-Framework-2016-updated.pdf) document for additional details. |
| **Engagement** | Engagement refers to interactions between the investor and current or potential investees (which may be companies, governments, municipalities, etc.) on ESG issues. Engagements are undertaken to influence (or identify the need to influence) ESG practices and/or to improve ESG disclosure. |
| **(Proxy) voting** | Voting refers to voting on management and/or shareholder resolutions as well as filing shareholder resolutions. |

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|  | Indicator status | Purpose | Principle |
| OO 12 | MANDATORY | GATEWAY | GENERAL |

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| OO 12 | INDICATOR |
| **OO 12.1** | Select internally managed asset classes in which you implemented responsible investment into your investment decisions and/or your active ownership practices (during the reporting year). |
|  | ❑ Fixed income — SSA  ❑ Fixed income — Corporate (financial)  ❑ Fixed income — Corporate (non-financial)  ❑ Fixed income — Securitised  ❑ Private equity  ❑ Property  ❑ Infrastructure  ❑ Commodities  ❑ Hedge funds  ❑ Forestry  ❑ Farmland  ❑ Inclusive finance  ❑ Cash  ❑ Other (1)  ❑ Other (2)  ❑ None of the above |
| **OO 12.2** | Select externally managed assets classes in which you addressed ESG incorporation and/or active ownership in your external manager selection, appointment and/or monitoring processes (during the reporting year). |
|  | ❑ Fixed income — SSA  ❑ Fixed income — Corporate (financial)  ❑ Fixed Income — Corporate (non-financial)  ❑ Fixed Income — Securitised  ❑ Private equity  ❑ Property  ❑ Infrastructure  ❑ Commodities  ❑ Hedge funds  ❑ Forestry  ❑ Farmland  ❑ Inclusive finance  ❑ Cash  ❑ Other (1)  ❑ Other (2)  ❑ None of the above |
| **OO 12.3** | If your organisation does not integrate ESG factors into investment decisions on your internally or externally managed assets, please explain why it does not. |
| **OO 12.4** | Additional information.  [Optional] |
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| OO 12 | **EXPLANATORY NOTES** |
| **OO 12** | Your responses to this indicator will determine which indicators or modules you will see in later stages of the Reporting Framework. |
| **OO 12.3** | This may include a discussion of the asset classes in which you are not implementing PRI Principle 1 about ESG incorporation and/or Principle 2 about active ownership. |
| **LOGIC** | |
| **OO 12.1** | Internally managed assets:   * For Fixed income, the selection will trigger the applicable fixed income categories’ indicators in the FI module. * For all other asset classes for which there is a module, this selection will trigger the applicable asset class module. However, if your AUM is below the 10% threshold, you will be able to choose to not report on it. In the case of infrastructure, which is a voluntary module 2016 reporting period, you will be able to choose to not report on it even if it is above the threshold. * For all other asset classes for which there is no module, selecting this option will trigger a free text box in which you can describe your approach. |
| **OO 12.2** | Externally managed assets:   * For all asset classes, this selection will trigger the applicable indicator in the SAM module. However, if your AUM is below the 10% threshold, you will be able to choose to not report on it. In the case of infrastructure, since they are voluntary, you will be able to choose to not report on them, even if they are above the threshold |

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|  | Indicator status | Purpose | Principle |
| OO 13 | MANDATORY | GATEWAY | GENERAL |

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| OO 13 | INDICATOR | |
| **OO 13.1** | You are only required to report on asset classes that represent 10% or more of your AUM. You may report voluntarily on any applicable modules or sections by selecting them from the list below. | |
| **Core modules** | |
|  | |
| ❑ Strategy and Governance (including asset classes that do not have a separate module) | |
| **RI implementation directly or via service providers** | **RI implementation via external managers** |
| * Direct—Listed equity incorporation * Direct—Listed equity active ownership   + Direct—Engagements   + Direct—(Proxy) voting * Direct—Fixed income   + Direct—Fixed income — SSA   + Direct—Fixed income — Corporate (financial)   + Direct—Fixed income — Corporate (non-financial)   + Direct—Fixed income — Securitised * Direct—Private equity * Direct—Property * Direct—Infrastructure * Direct—Inclusive finance | * Indirect—Selection, Appointment and Monitoring of External Managers   + Indirect—Listed equities   + Indirect—Fixed income — SSA   + Indirect—Fixed income — Corporate (financial)   + Indirect—Fixed income — Corporate (non-financial)   + Indirect—Fixed income — Securitised   + Indirect—Private equity   + Indirect—Property   + Indirect—Infrastructure * Indirect—Inclusive finance |
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| **OO 13.2** | Additional information.  [Optional] | |
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| OO 13 | **EXPLANATORY NOTES** |
| OO 13.2 | In the asset classes (internally and/or externally managed) in which you are implementing responsible investment but that are voluntary to report on (see logic below). you can describe here the reasons for reporting/not reporting your activities. This can be done by asset class if applicable. |
| **LOGIC** | |
| **OO 13** | If you have stated in your response to previous indicators that you are not implementing responsible investment in certain asset classes or areas, you will not see that module or section, even if your AUM are 10% or above the threshold.  Once you confirm you are doing a certain activity, the thresholds used to determine whether you must report on certain modules or sections are outlined below.   * Signatories that manage less than 10% of AUM of a certain asset class internally will not be required to report against the direct relevant module. Moreover, for this 2016 reporting cycle, signatories will be able to choose whether to report on the Infrastructure direct module irrespective of their percentage in the portfolio. * Signatories that hold less than 10% of AUM of a certain asset class externally will not be required to report against the relevant asset class in the SAM module. Moreover, for this 2016 reporting cycle, signatories will be able to choose whether to report in SAM Infrastructure sub-indicators irrespective of their percentage in the portfolio. * Signatories that engage and/or cast their (proxy) votes internally will not be required to report against the direct listed equity active ownership (LEA) module if the combined internally and externally managed assets are less than 10%. * PIIF signatories that hold more than 50% of AUM internally or externally in inclusive finance are required to complete only the organisational overview and the inclusive finance sections. The Overarching Approach module will be optional to complete with this breakdown. * Moreover, majority inclusive finance direct investors that have less than 10% of their inclusive finance assets invested indirectly are not required to complete the Indirect—Inclusive Finance module. |