COMMUNICATION ON PROGRESS

2024 Step-by-Step Submission Guide for the Digital Platform

March 2024

The 2024 Communication on Progress Policy and Timeline

The 2024 CoP submission period will open 1 April at 9 AM (ET) and close 31 July 2024 at 5 PM (ET)

- To complete the 2024 CoP, all business participants must use the digital platform to:

    1. **Sign the CEO Statement of Continued Support; and**
    2. **Complete digital questionnaire *(strongly preferred)*; *AND/OR***
       Upload a sustainability report

- **Key dates**
    - 31 July 2024: Last day to submit a 2024 CoP before 'Non-communicating' designation
    - 1 August 2024: Participants that failed to submit a 2024 CoP designated as 'Non-communicating'; participants must submit late CoP to avoid delisting
    - 31 December 2024: Last day to submit CoP before 'Delisted' designation
    - 1 January 2025: Participants that failed to submit a 2024 CoP delisted from the UN Global Compact

Please contact cop-support@unglobalcompact.org or your Local Network for additional support

The 2024 CoP Digital Platform

PLEASE NOTE:

- Every question must be answered in order to submit the questionnaire.
- All answers will be saved automatically and participants can log out and return to their CoP at a later time.
- Carefully review all CoP responses prior to submission, as only some amendment types are permissible.
- Multi-user access is available, however **we recommend only one user per company access the platform at a time**. More than one user navigating through the survey will generate a notification: 'You are not on the most recent version of the page' and if two users are on the same page at the same time, only the first user to navigate away from the current page will have their responses properly saved. Please be cautious when making text edits directly in the platform if simultaneous users from your organization may be in the questionnaire. The second user whose information is not saved will not be able to recover this information.
- CoP responses cannot be comprehensively previewed before submission and can only be downloaded in PDF format after submission. It is recommended to collaborate with relevant colleagues to prepare data ahead of accessing the platform.
- All portions of the CoP (CEO Statement of Continued Support, digital questionnaire, sustainability report, and optional additional attachments) will be publicly available on the participant profile, unless submitted in private mode (if applicable)

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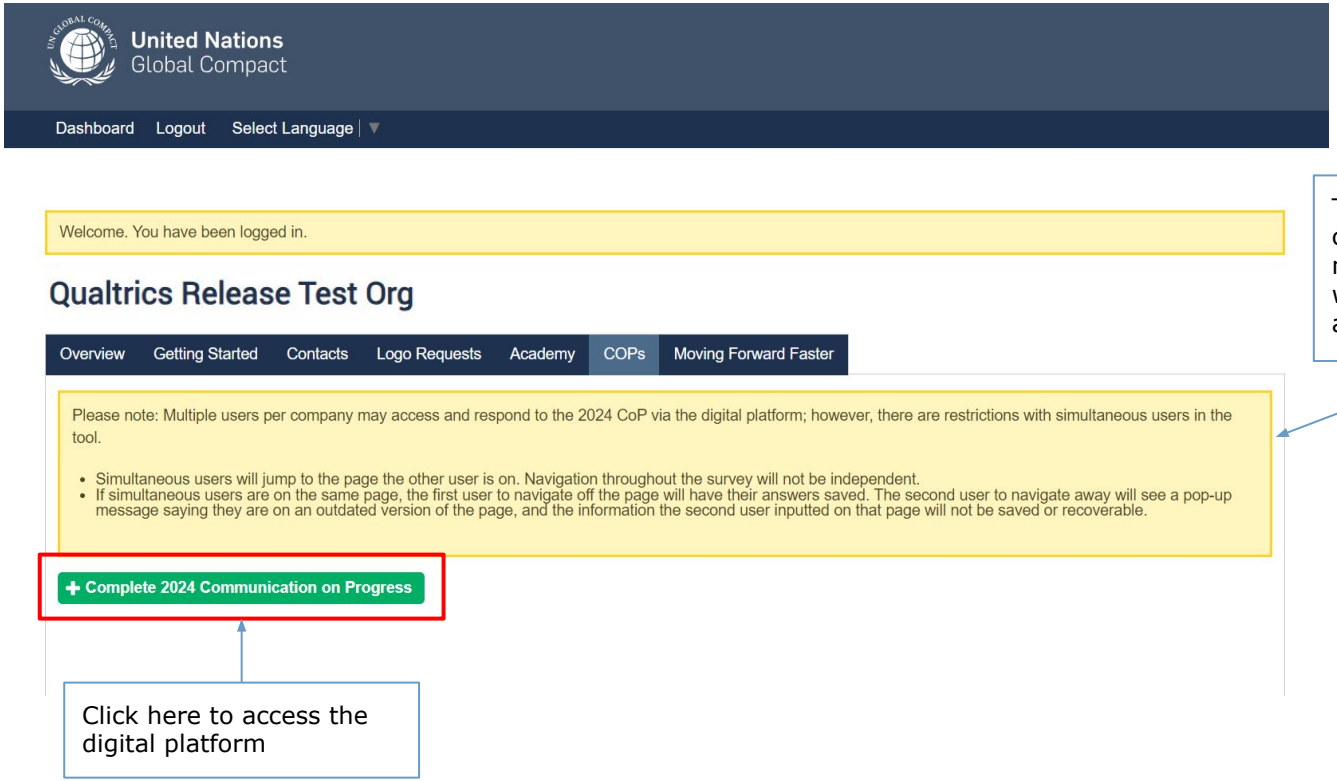
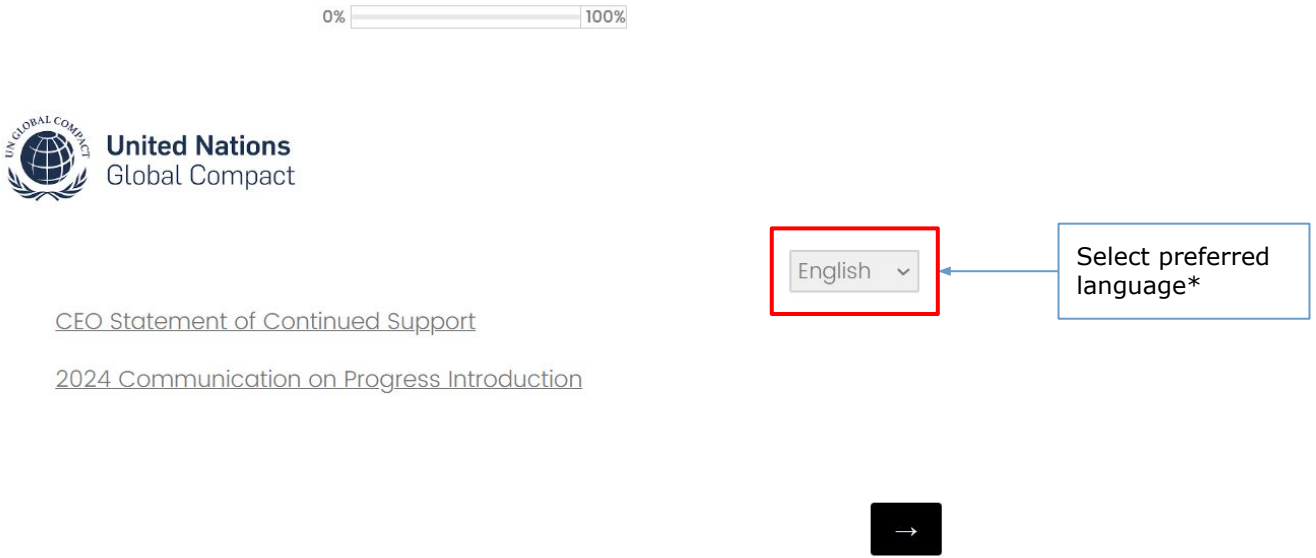
Access the digital platform through your participant dashboard during the 2024 CoP submission period (1 April - 31 July) to complete the reporting requirement

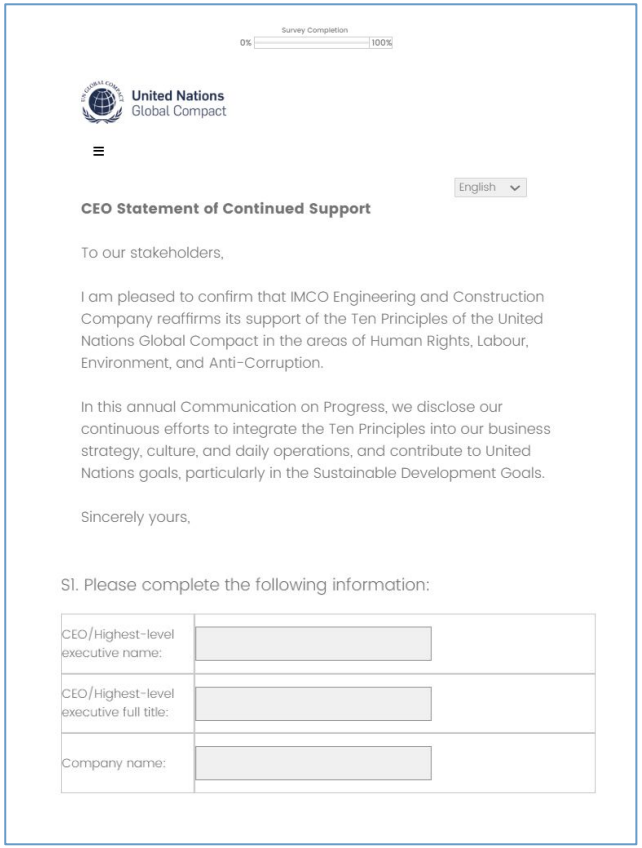


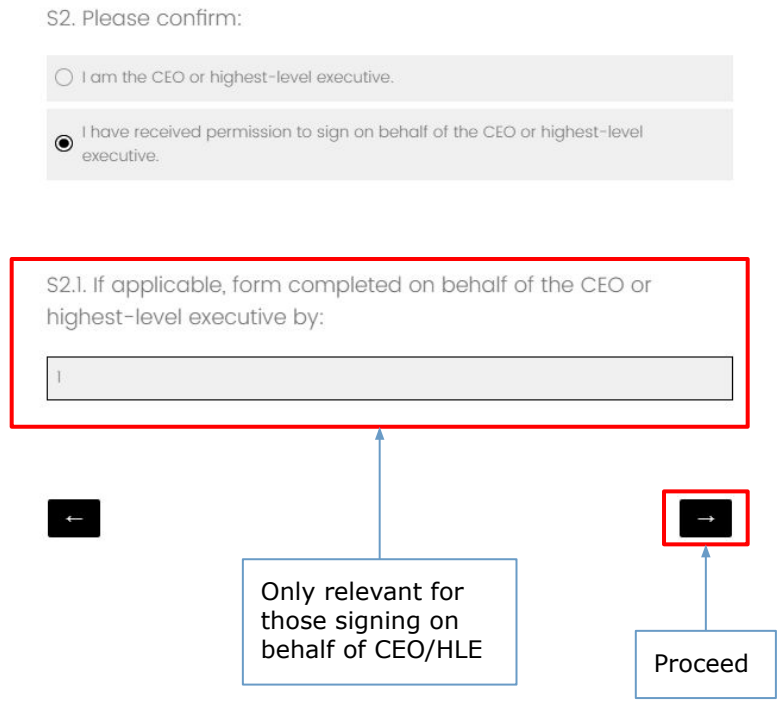
Step 1: Please complete both requirements. Participants can use the dropdown button to navigate languages options.



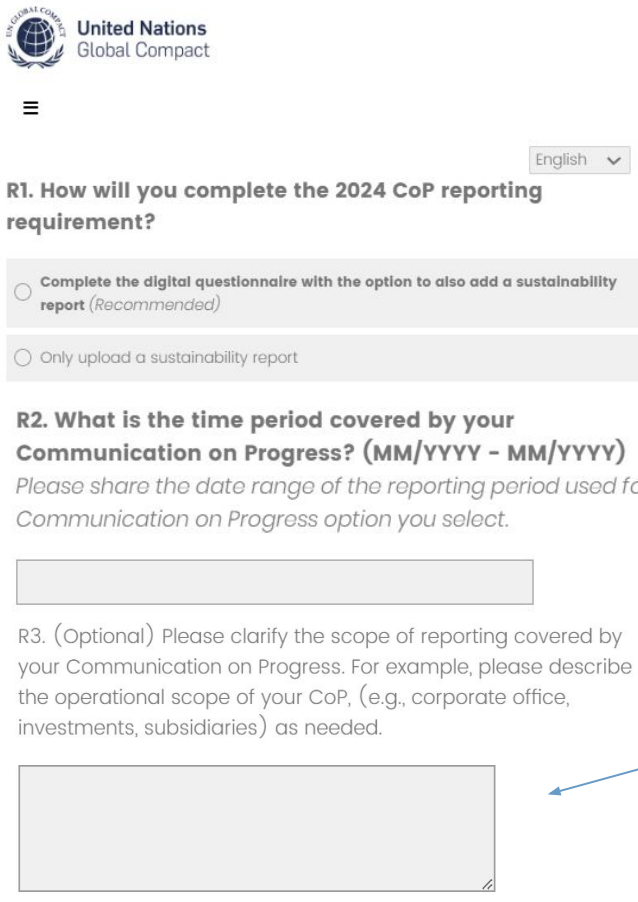
Please note the platform is available in all 6 UN official languages (Arabic, Chinese, French, English, Spanish and Russian)

Step 2: Follow the instructions to complete the CEO Statement of Continued Support; select the arrow button to proceed



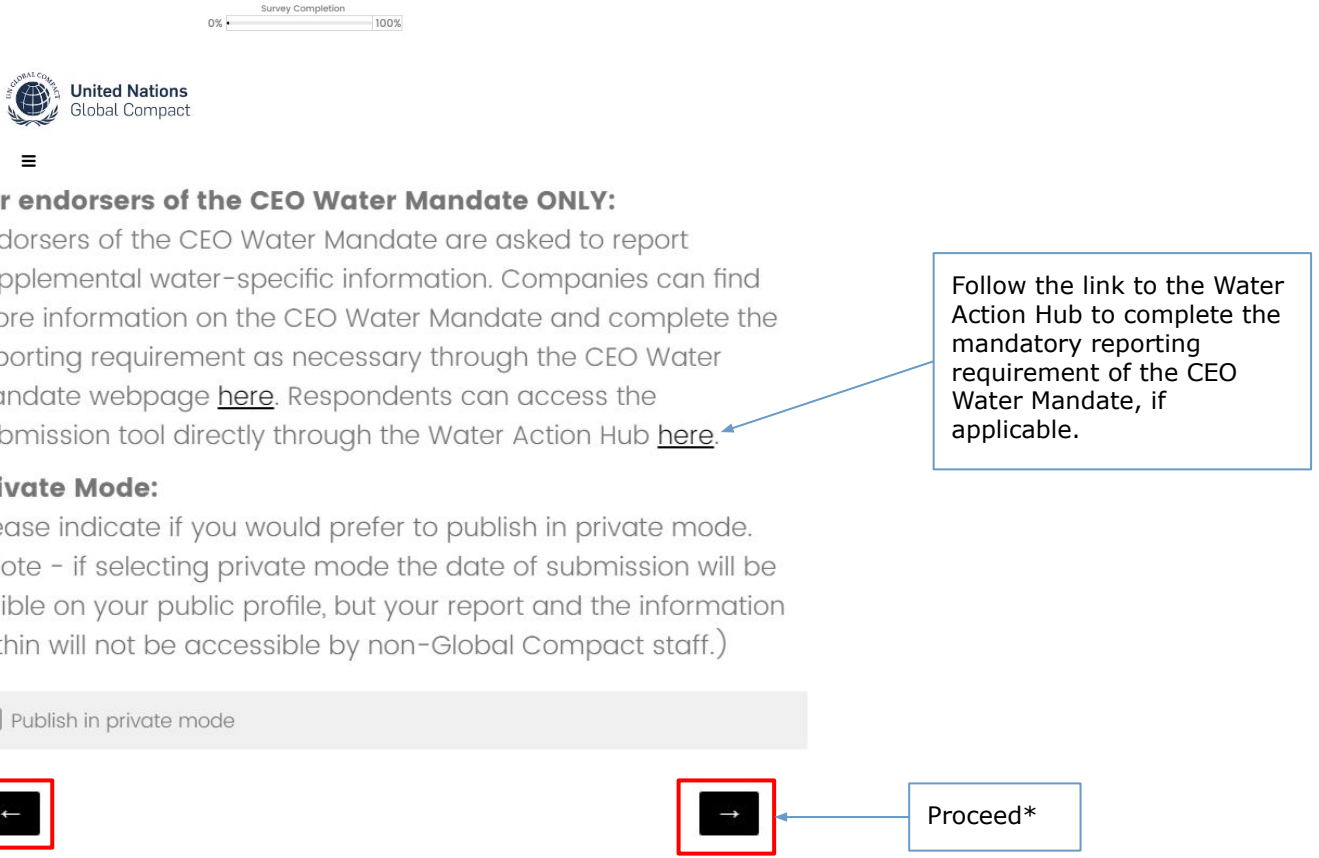


Step 3: Select your reporting requirement for the 2024 CoP submission and enter the time period covered by your CoP (ideally 2023)



Participants may use this space (R3) to detail the operational scope of information covered by their CoP, if so desired.

Step 3.1: The options below will only be presented to endorsers of the CEO Water Mandate and/or participants eligible for private mode (2023 Q3/Q4 joiners)



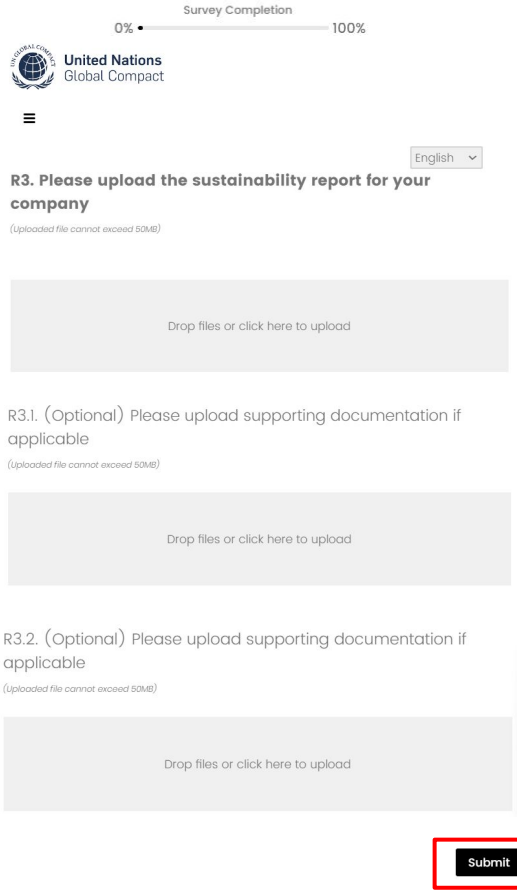
*Return and proceed buttons in Arabic are flipped (i.e., left facing return button from other languages allows proceeding

If you select the alternative to

Upload a sustainability report

If you select the alternative to upload a sustainability report:

Step 4: Upload up to 3 PDF files (maximum file size=50 MB each) and select 'Submit'



Files CANNOT be deleted once uploaded.

To replace an uploaded file:

- Simply upload a new file in the same field
- You can upload a blank PDF if you did not intend to upload any file in that particular field.

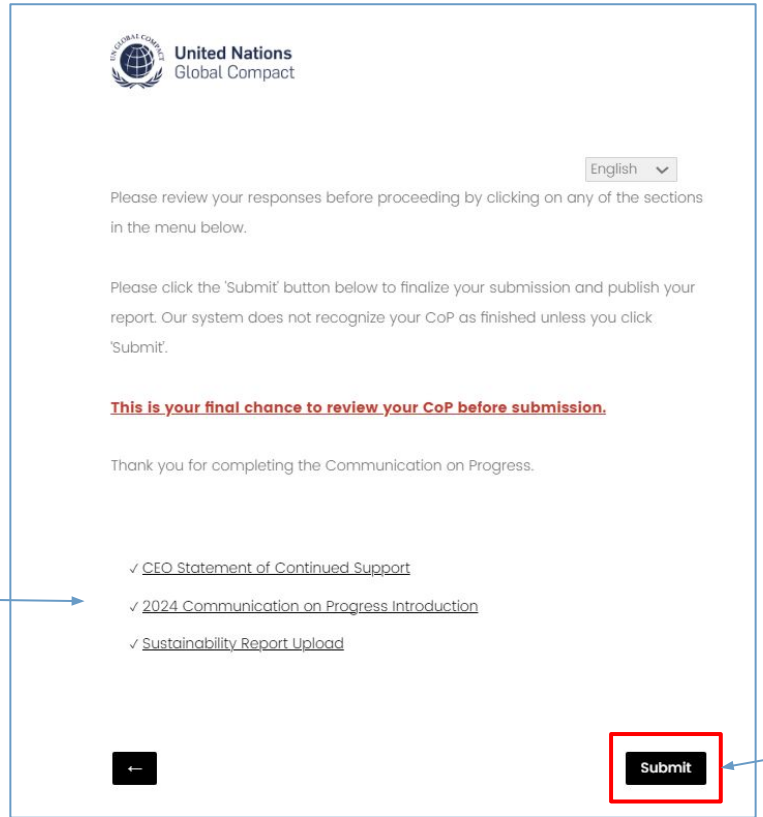
Only the submitted file will be saved and publicly available.

If you select the alternative to upload a sustainability report:

Step 5: Review and edit responses as necessary

Participants can review responses and make changes as needed. This is the **last opportunity to make edits** to the questionnaire. Once responses have been finalized, proceed with the submission.

Select from the Table of Contents to review and edit various sections

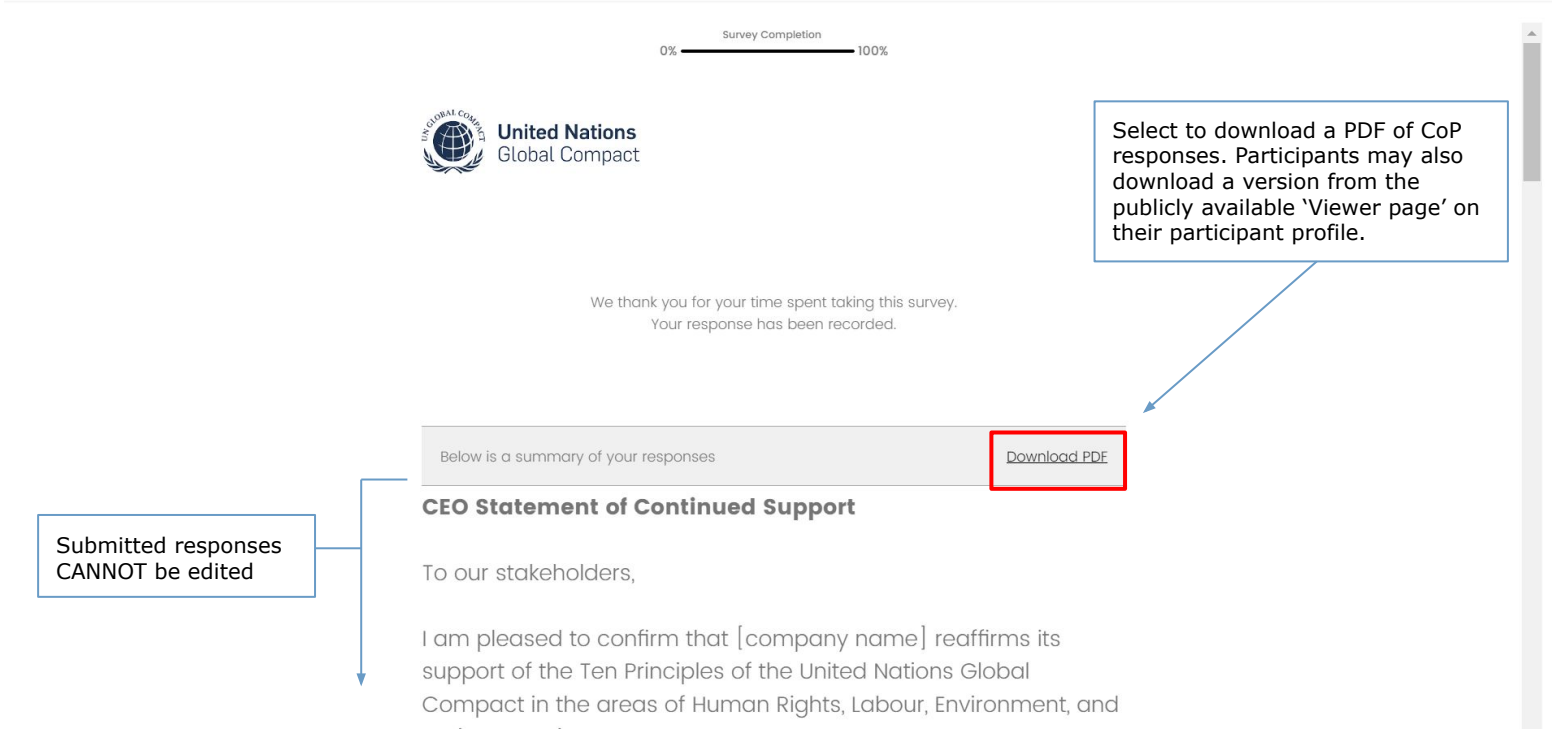


Select the 'Submit' button to complete the submission of the 2023 CoP

If you select the alternative to upload a sustainability report:

Step 6: Once submitted, the 2024 CoP is complete and will appear on the public participant profile within a few minutes

Participants can view their responses and download the submission by selecting 'Download PDF'.



Select to download a PDF of CoP responses. Participants may also download a version from the publicly available 'Viewer page' on their participant profile.

Submitted responses CANNOT be edited

If you select the preferred alternative to

Complete the digital questionnaire

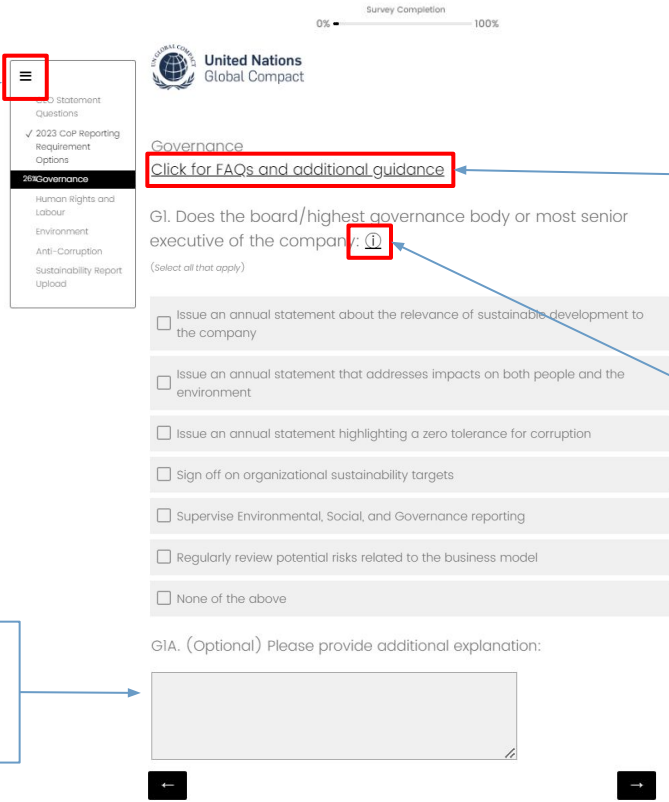
with the option to also add a sustainability report

Step 4: Follow the instructions beneath each question to select the most appropriate response

Use the space provided for additional information to provide further clarity around each selection, if so desired. Select the right arrow to proceed or left arrow to return to previous question.

Select to expand 'Table of Contents'

Participants can use this ToC to move between sections ONLY after the current question has been answered.



Select to utilize the Helpscout FAQ tool to view answers to previously asked questions and pose new ones to the CoP team.

Hover to see question-specific guidance or click to access entire Guidebook.

This space is optional for most questions. Text is limited to 20,000 characters.

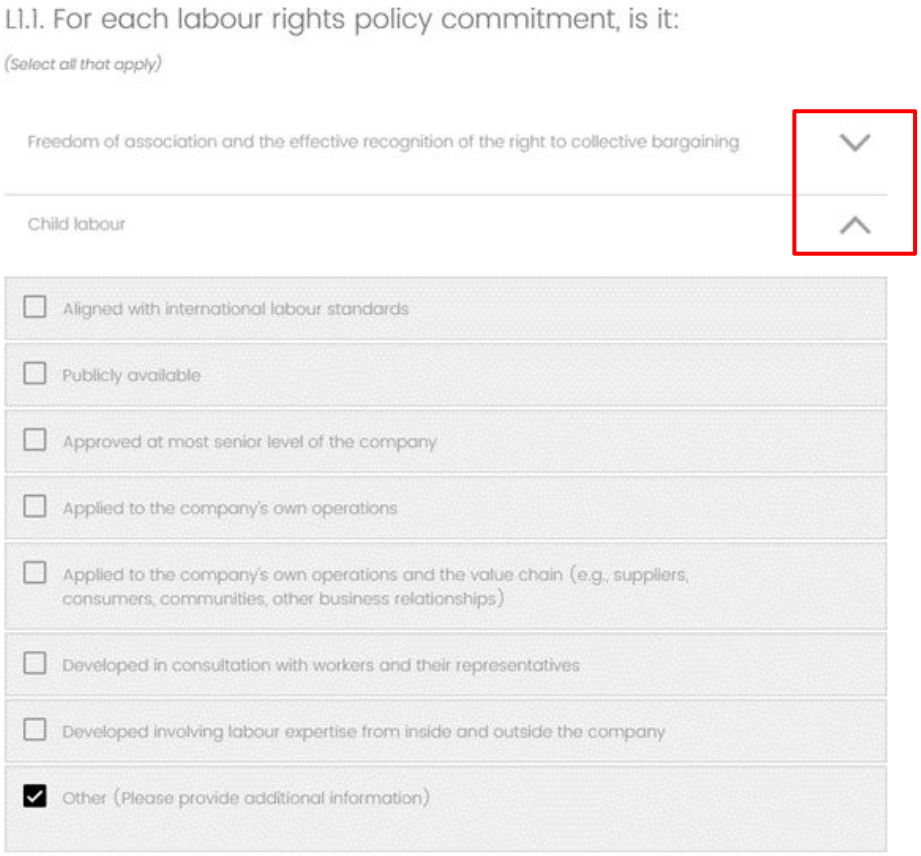
Note: Topics identified as material in HR1 will appear in both the Human Rights and Labour sections

Select to utilize the Helpscout FAQ tool to view answers to previously asked questions and pose new ones to the CoP team.

The first six options in HR1 will appear again in the Labour section.

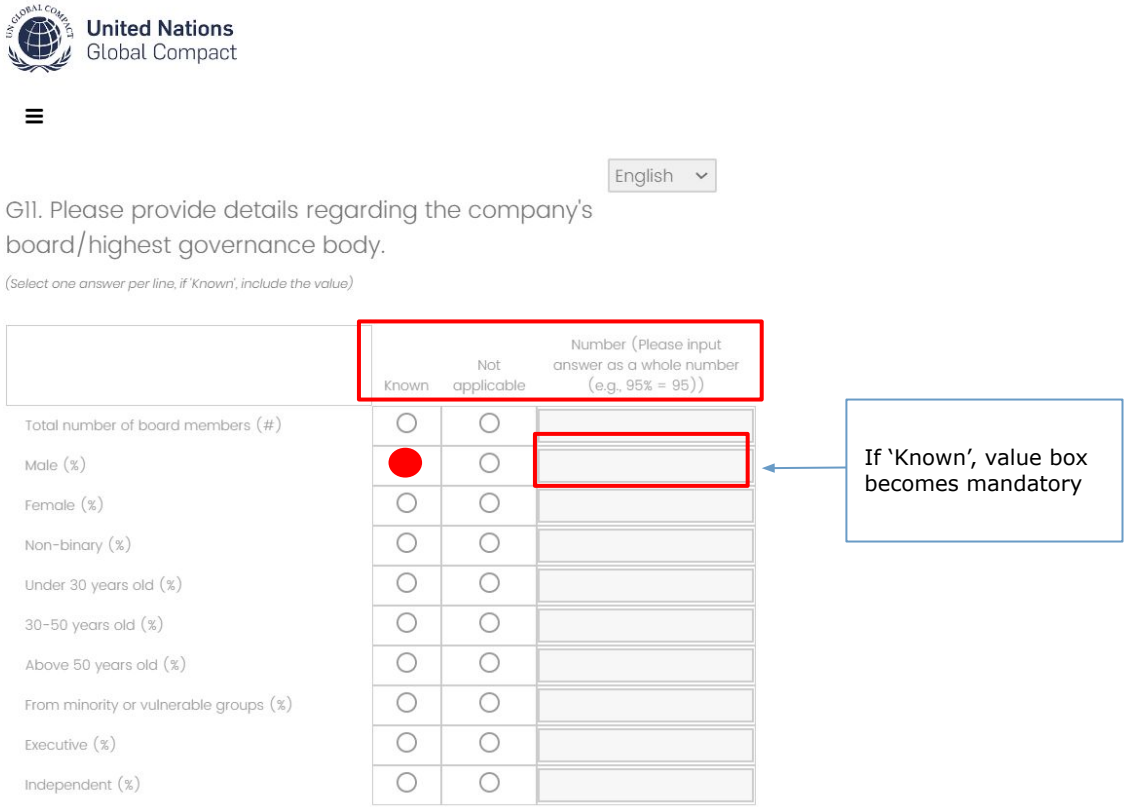
The last six options in HR1 are related to Human Rights only.

Note: Some questions have answer options that are not initially fully visible; please use the arrows to scroll up and down before selecting all answer options that apply



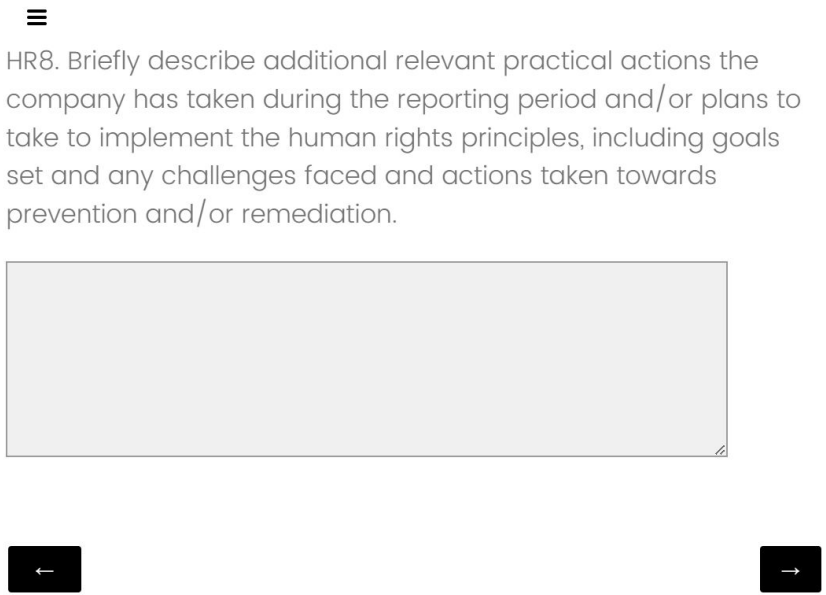
Note: To switch to the standard matrix view zoom out in the browser settings to adjust the view

Note: Some responses make numeric inputs mandatory. The value input box is only required if a certain option has been chosen, e.g., 'Not applicable' will not mandate a response in the value input box.



Note: The final question in the Human Rights, Labour, Environment, and Anti-Corruption sections is open-ended and mandatory

Participants can provide further context and/or relevant information not covered in previous answers, including stand-out projects or activities implemented, goals set, and/or any challenges faced.

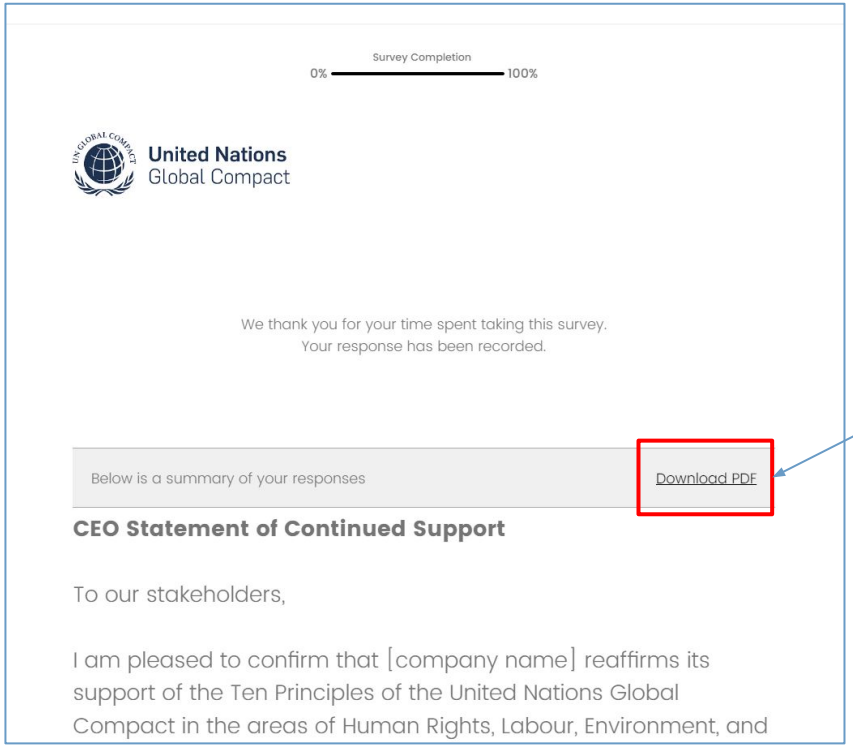


Step 5: Review and edit responses as necessary

Participants can review responses and make changes as needed. **This is the last opportunity to make edits to the questionnaire.** Once responses have been finalized, select 'Submit' to complete the CoP.

Step 6: Once the questionnaire is submitted, the 2024 CoP is complete

Participants can view their responses and download the submission by selecting 'Download PDF'. The CoP will be available to view on the public participant profile within a few minutes of submission.



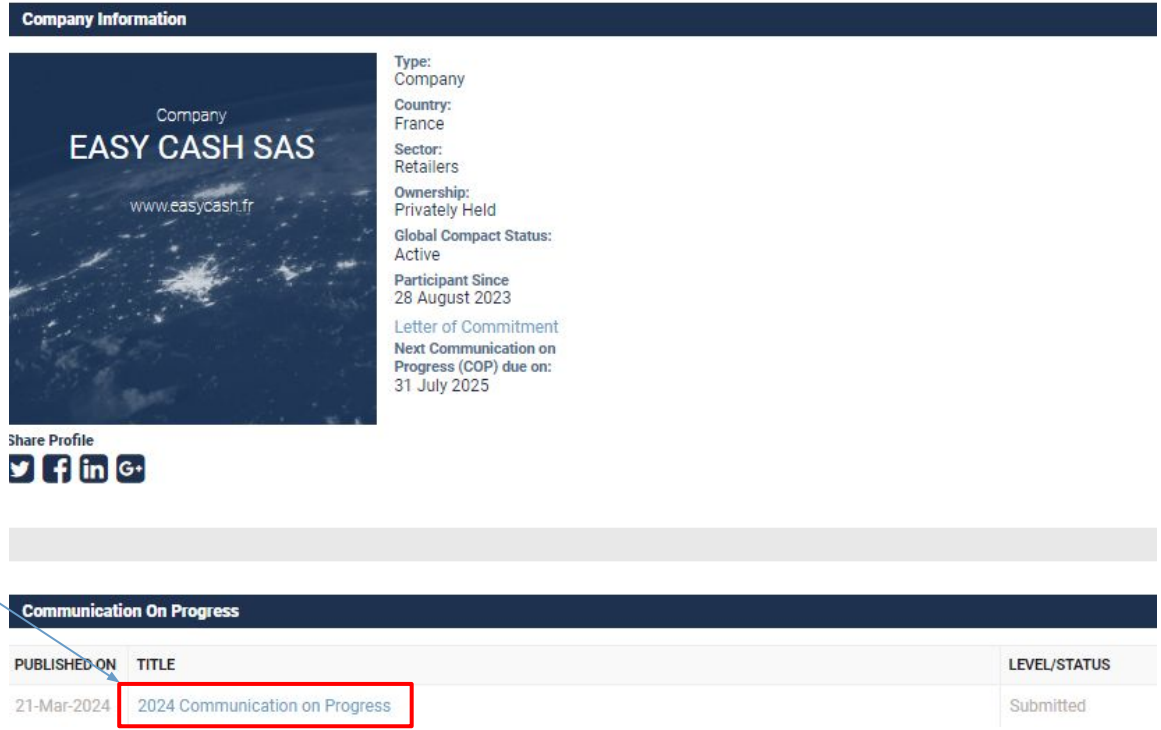
Select to download a PDF of CoP responses. Participants may also download a version from the publicly available 'Viewer page' on their participant profile.

Submitted responses CANNOT be edited.

Step 7: The completed CoP and date of publication will appear on the public participant profile within a few minutes

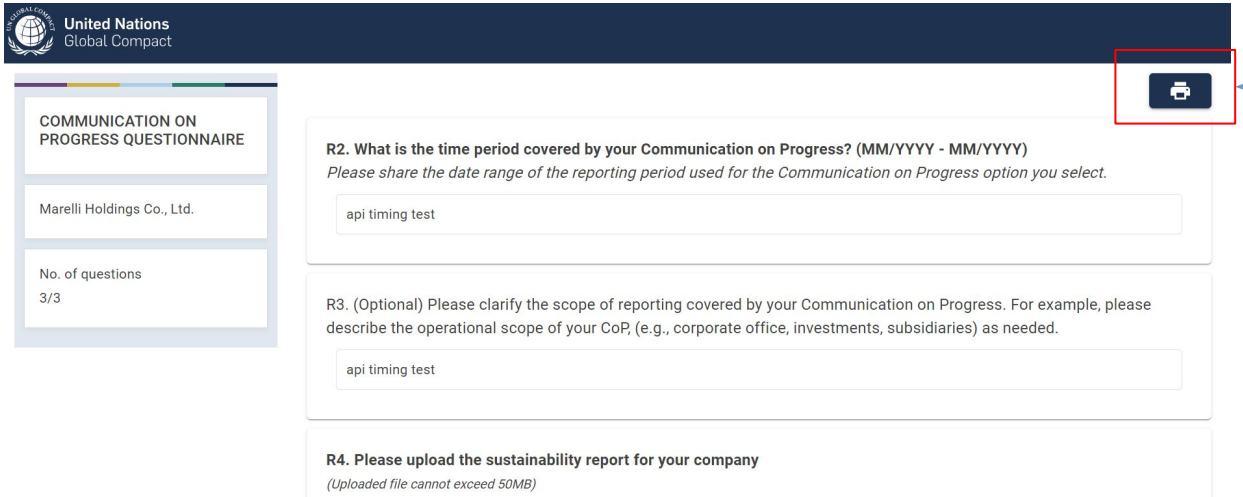
Select '2024 Communication on Progress' to open external viewer page for individual responses.

The link will be inaccessible for CoPs published in 'private mode'.



Step 8: From the participant profile, individual company responses can be reviewed on a dynamic 'viewer page' and/or downloaded as a pdf

Participants can view their responses and download the submission by clicking the printer icon at the top right of the page.



Printing uses your browser 'print to PDF' function, it may take a moment to load the complete CoP. To improve performance:

- Close other open tabs in your browser
- Close other open applications on your device
- Use a browser without other tabs running

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