

# Communication on Progress (COP) – Adjustment Request

## Adjustment Request:

- For companies that want to align their reporting cycle with their COP deadline
- One time only
- Submit an Adjustment request through the GC website
- The letter will be publically available to stakeholders



# Adjustment Request Letter Template

*[Company letter-head]*

*[Date]*

To our stakeholders:

We recognize that a key requirement for participation in the UN Global Compact is the annual preparation and posting of a Communication on Progress (COP) that comprises of a CEO statement of continued support for the UN Global Compact, a description of practical actions with regard to the main issue areas of the UN Global Compact, and a measurement of outcomes or expected outcomes.

We want to align our internal reporting cycle with the COP deadline. We hereby request our COP deadline to be adjusted to *[enter date here, max. 11 months from COP deadline]*.

Sincerely yours,

*[Signature]*

*[Name Mr. /Ms. \_\_\_\_\_]*

*[Title]*



**United Nations** Global Compact

# Submission

Go to the Log-in section of the Global Compact website  
[www.unglobalcompact.org](http://www.unglobalcompact.org)



## Login

Username	<input type="text"/>
Password	<input type="password"/>
Remember me	<input type="checkbox"/>

[Forgot your username or password?](#)


Login



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# Submission

Overview | Getting Started | Contacts | Logo Requests | **COPs**

 Edit your organization's profile

### Organization Details

Participant ID	4969
Status	Active
Relationship Manager	
Participant since	2008-01-29
COP Due Date	2015-06-05
Organization Type	SME
Ownership	Private Company
Sector	Support Services
Employees	10
Country	

### Contact Information



Highest Level Executive	Mr. Contact Person
Contact Point	Mr. Contact Person



# Submission

Overview Getting Started Contacts Logo Requests COPs

 [New Communication on Progress](#)

Published	Title	Status	Differentiation	Actions
2014-06-05	Communication on Progress	Approved	Learner	
2011-01-31	2010 Communication on Progress	Approved	Learner	



# Submission

## Submitting a Communication on Progress (COP)

Instructions	Basic Template	GC Active COP	GC Advanced COP	Grace Letter	Reporting Cycle Adjustment
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Please choose among the following options to publish your COP on the Global Compact website

<b>Basic Template</b>	If your company is new to sustainability reporting, this template will guide you in creating your COP.
<b>GC Active COP</b>	Your report fulfills the three minimum requirements for the GC Active level and you are not aiming to qualify for the GC Advanced level.
<b>GC Advanced COP</b>	Your COP meets the GC Active level requirements and the GC Advanced criteria.
<b>Grace Letter</b>	Request a 90 day extension to your COP deadline. A letter explaining the reasons for the request must be uploaded.
<b>Reporting Cycle Adjustment</b>	Submit a one-time deferral of up to 11 months to align your COP deadline with your company's reporting cycle.




# Submission

## Submitting a Communication on Progress (COP)

Instructions	Basic Template	GC Active COP	GC Advanced COP	Grace Letter	Reporting Cycle Adjustment
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### Submit a Reporting Cycle Adjustment

A one-time adjustment request of up to 11 months will align your COP deadline with your company's reporting cycle. [View a sample Reporting Cycle Adjustment \(pdf\)](#)

 [Submit a Reporting Cycle Adjustment here](#)



# Submission

## New Reporting Cycle Adjustment

Reporting Cycle Adjustment

Select your new reporting deadline

Your current deadline is 5 June, 2015. You may adjust your deadline up to 11 months, or until 5 May, 2016.

5 June 2015

Please upload your accompanying letter as a PDF file

Language

English

Choose File No file chosen

Cancel Submit

