Item 01 – Draft GSSB summary of in-person meeting held on 11-12 April 2018

For GSSB discussion and approval

<table>
<thead>
<tr>
<th>Date</th>
<th>17 May 2018</th>
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<tbody>
<tr>
<td>Meeting</td>
<td>31 May 2018</td>
</tr>
<tr>
<td>Description</td>
<td>This document presents the summary of the GSSB in-person meeting held on 11-12 April 2018 for GSSB discussion and approval.</td>
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</table>

This document has been prepared by the GRI Standards Division. It is provided as a convenience to observers at meetings of the Global Sustainability Standards Board (GSSB), to assist them in following the Board’s discussion. It does not represent an official position of the GSSB. Board positions are set out in the GRI Sustainability Reporting Standards. The GSSB is the independent standard-setting body of GRI. For more information visit www.globalreporting.org.
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Participants

Present:

<table>
<thead>
<tr>
<th>Name</th>
<th>Constituency</th>
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<tbody>
<tr>
<td>Atilla Yerlikaya</td>
<td>Business Enterprise</td>
</tr>
<tr>
<td>Dwight Justice</td>
<td>Labor</td>
</tr>
<tr>
<td>Evan Harvey</td>
<td>Investment Institution (left 12.00pm 12 April)</td>
</tr>
<tr>
<td>Judy Kuszewski</td>
<td>Chair</td>
</tr>
<tr>
<td>Julia Wilson</td>
<td>Business Enterprise</td>
</tr>
<tr>
<td>Jürgen Buxbaum</td>
<td>Labor</td>
</tr>
<tr>
<td>Kent Swift</td>
<td>Civil Society Organization (joined for Sessions 1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7, 2.1, 2.2, 2.3, 2.4)</td>
</tr>
<tr>
<td>Kirsten Margrethe Hovi</td>
<td>Business Enterprise (12 April)</td>
</tr>
<tr>
<td>Michel Washer</td>
<td>Business Enterprise</td>
</tr>
<tr>
<td>Robyn Leeson</td>
<td>Vice-Chair</td>
</tr>
<tr>
<td>Sulema Pioli</td>
<td>Mediating Institution</td>
</tr>
<tr>
<td>Tony Mo</td>
<td>Civil Society Organization</td>
</tr>
<tr>
<td>Vadakepattrth Nandkumar</td>
<td>Mediating Institution</td>
</tr>
<tr>
<td>Vincent Kong</td>
<td>Business Enterprise</td>
</tr>
</tbody>
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In attendance:

<table>
<thead>
<tr>
<th>Name</th>
<th>Designation</th>
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<tbody>
<tr>
<td>Alyson Slater</td>
<td>Chief of Network Engagement, Network Engagement Team</td>
</tr>
<tr>
<td>Anna Krotova</td>
<td>Manager, Standards Division</td>
</tr>
<tr>
<td>Bastian Buck</td>
<td>Director, Standards Division</td>
</tr>
<tr>
<td>Gillian Balaban</td>
<td>Assistant, Standards Division</td>
</tr>
<tr>
<td>Juliette Gaussem</td>
<td>Senior Manager, Network Engagement Team</td>
</tr>
<tr>
<td>Laura Espinach</td>
<td>Manager, Standards Division</td>
</tr>
<tr>
<td>Shivani Rajpal</td>
<td>Head of Services, Network Engagement Team</td>
</tr>
<tr>
<td>Tim Mohin</td>
<td>Chief Executive Officer</td>
</tr>
<tr>
<td>Tina Jensen</td>
<td>Senior Coordinator, Governance Relations</td>
</tr>
</tbody>
</table>

List of abbreviations

- AOB: Any other business
- CE: Chief Executive Officer
- CDP: Carbon Disclosure Project
- COB: Close of Business
- DPOC: Due Process Oversight Committee
- GRI: Global Reporting Initiative
- GSSB: Global Sustainability Standards Board
- IAC: Independent Appointments Committee
- IR: Integrated Reporting
Decisions and Action Items

**DECISIONS**

1. **Session 1.1:**
   - **GSSB Decision 2018.11** GSSB resolved to approve the meeting summary of the 22 March virtual meeting.

2. **Session 1.4:**
   - **GSSB Decision 2018.12** GSSB resolved to approve the final project proposal for developing a Standard Interpretation for making a GRI-referenced claim.
   - **GSSB Decision 2018.13** GSSB resolved to approve the Standard Interpretation for making a GRI-referenced claim to become effective on the day of its launch.
   - **GSSB Decision 2018.14** GSSB resolved to approve the project proposal for developing a Standard Interpretation for Disclosure 401 - Employment.
   - **GSSB Decision 2018.15** GSSB resolved to approve the Standard Interpretation for Disclosure 401-1 to become effective on the day of its launch.

3. **Session 1.5:**
   - **GSSB Decision 2018.16** GSSB resolved to approve the GRI 403: Occupational Health and Safety 2018 Standard with the effective adoption date of 1 January 2021.
   - **GSSB Decision 2018.17** GSSB resolved to approve that re-exposure of the GRI 403: Occupational Health and Safety 2018 Standard is not needed.

4. **Session 1.6:**
   - **GSSB Decision 2018.19** GSSB resolved to approve the GRI 303: Water and Effluents 2018 Standard with the effective adoption date of 1 January 2021.
   - **GSSB Decision 2018.20** GSSB resolved to approve that re-exposure of the GRI 303: Water and Effluents 2018 Standard is not needed.

GSSB Decision 2018.22 GSSB resolved to approve the GSSB Work Program 2018-2019 with the discussed amendments.

**ACTION ITEMS**

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<thead>
<tr>
<th>GSSB</th>
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<tr>
<td>Session 1.2</td>
<td>GSSB members to provide Standards Division (SD) with any contacts/or-organizations that may be relevant in the review of GRI Waste disclosures and the project proposal for developing a GRI Standard on Spills and Leaks.</td>
</tr>
<tr>
<td>Session 1.7</td>
<td>GSSB members to review their network and encourage contacts to apply for the GSSB, DPOC, or other governance bodies within GRI.</td>
</tr>
<tr>
<td>Session 2.3</td>
<td>The Chair to confer with the Stakeholder Council (SC) Chair to follow-up on the comments regarding prioritization of projects and sectors, and to explore how the GSSB should present documents to the SC in future.</td>
</tr>
<tr>
<td>Session 2.4</td>
<td>GSSB members to submit detailed feedback regarding the ToR and Due Process Protocol by COB 27 April 2018.</td>
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<thead>
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<tr>
<td>Session 1.3</td>
<td>SD to modify text in Item 03 - FAQ on the status of definitions in the GRI Standards Glossary clarifying the following sentence: ‘When a term is not defined in the glossary, definitions that are commonly used and understood should apply’, i.e., definitions used in a common dictionary, or when a term is not defined it is the reporter’s responsibility to define this and should state the definition used for the term in their report.</td>
</tr>
<tr>
<td>Session 1.8</td>
<td>SD to review and rescale the Sector Program based on available funding and develop a program description for discussion at the 31 May virtual meeting.</td>
</tr>
</tbody>
</table>
| Session 2.3 | SD to add specificity under Priority work area (a) Review GRI Standards on a regular basis (commencing Q1 2017) (lines 37-58) on the project schedule, reflecting the projects underway and providing a list of projects under consideration, clearly stating that decisions on these are still pend-ing.  
SD to specify the work under Priority work area (g) Collaborate with key partners to reduce the reporting burden and increase the uptake of the GRI Standards (lines 117-130) around linkage documents, collaborating... |
with key partners Carbon Disclosure Project (CDP) and Task Force on Climate-related Financial Disclosures (TCFD).

SD to produce under Priority work area (i) Provide technical input on programs, products and services developed by GRI, in collaboration with GRI Secretariat an overview of what is specifically requested regarding technical input to be discussed at either the 31 May or 28 June virtual meetings.

SD to include a specific mention under Priority work area (j) Carry out monitoring on the use of GRI Standards and emerging reporting practice (lines 141-145) referring to sustainability context development as one the GSSB will monitor.

Session 2.4
SD to take the comments received and produce two contents for review. 1. An annotated version of the discussed documents: Item 15-GSSB Terms of Reference and Item 16-GSSB Due Process Protocol, with a focus of enhancing clarity of these documents and incorporation of suggestions not affecting the remit of other governance bodies and not significantly changing the remit of the GSSB. 2. A document outlining substantive changes as basis for recommendations to the GRI Board. This will be discussed further at the 31 May virtual meeting.

SD to work with the communications department to generate a flow chart or short animation describing the Due Process for developing a Standard by mid-2018.

Session 2.6
SD to discuss the Digital Reporting Tool, Implementation guidance and related case studies, and the GRI RMI (Responsible Minerals Initiative) collaboration on Conflict Minerals with Network Engagement Team (NET), and give a more detailed overview of these topics to the GSSB for further comments from the members.

Day 1 – 11 April 2018
Session 1.1: Welcome and approval of meeting summary
Judy Kuszewski, the GSSB Chair (henceforth the Chair), welcomed the GSSB and attending GRI Secretariat staff to the meeting and presented an overview of the meeting agenda.

GSSB Decision 2018.11 GSSB resolved to approve the meeting summary of the 22 March virtual meeting.

Session 1.2: Update Standards Division
The GSSB was presented with an overview of the SD’s work priorities not covered within this meeting.
**Action:** GSSB to provide SD with any contacts /organizations that may be relevant in the review of GRI Waste disclosures and the project proposal for developing a GRI Standard on Spills and Leaks.

**Session 1.3: FAQ on the status of definitions in the GRI Standards Glossary**

The GSSB was presented with Item 02 - FAQ on the status of definitions in the GRI Standards Glossary.

The status of definitions has been discussed in depth in previous GSSB meetings. The SD explained after consultation that ISO Standards do not require definitions to claim compliance with a standard, and the GSSB member with previous concerns on this subject is now in agreement.

The GSSB members were in agreement with this FAQ with amendments.

**Action:** SD to modify text in Item 03 - FAQ on the status of definitions in the GRI Standards Glossary clarifying the following sentence: 'When a term is not defined in the glossary, definitions that are commonly used and understood should apply', i.e., definitions used in a common dictionary, or when a term is not defined it is the reporter’s responsibility to define this and should state the definition used for the term in their report.

**Session 1.4: Standard Interpretations for making a GRI-referenced claim and for Disclosure 401-1 - Employment**

The GSSB was presented with Item 03 - Final GSSB Project Proposal for developing a Standard Interpretation for making a GRI-referenced claim, Item 04 - Standard Interpretation for making a GRI-referenced claim, Item 05 - Final GSSB Project Proposal for developing a Standard Interpretation for Disclosure 401-1 - Employment, and Item 06 - Standard Interpretation for Disclosure 401-1 - Employment.

Item 03 - Final GSSB Project Proposal for developing a Standard Interpretation for making a GRI-referenced claim

The Chair called for approval of the final project proposal for developing a Standard Interpretation for making a GRI-referenced claim.

GSSB members: Atilla Yerlikaya, Dwight Justice, Evan Harvey, Judy Kuszewski, Julia Wilson, Jürgen Buxbaum, Kent Swift, Michel Washer, Tony Mo, Robyn Leeson, Sulema Pioli, Vadakepatth Nandkumar and Vincent Kong voted in favor.

Kirsten Margrethe Hovi was not present for the vote.

**GSSB Decision 2018.12** GSSB resolved to approve the final project proposal for developing a Standard Interpretation for making a GRI-referenced claim.

Item 04 - Standard Interpretation for making a GRI-referenced claim
SD Director stated that due process has been met in the development of the Standard Interpretation for making a GRI-referenced claim.

The Chair called for approval of the project proposal for developing a Standard Interpretation for making a GRI-referenced claim.

GSSB members: Atilla Yerlikaya, Dwight Justice, Evan Harvey, Judy Kuszewski, Julia Wilson, Jürgen Buxbaum, Kent Swift, Michel Washer, Tony Mo, Robyn Leeson, Sulema Pioli, Vadakepatth Nandkumar and Vincent Kong voted in favor.

Kirsten Margrethe Hovi was not present for the vote.

GSSB Decision 2018.13 GSSB resolved to approve the Standard Interpretation for making a GRI-referenced claim to become effective on the day of its launch.

Item 05 - Final Project Proposal for developing a Standard Interpretation for Disclosure 401-1 - Employment

The Chair called for approval of the final project proposal for developing a Standard Interpretation for Disclosure 401-1 - Employment.

GSSB members: Atilla Yerlikaya, Dwight Justice, Evan Harvey, Judy Kuszewski, Julia Wilson, Jürgen Buxbaum, Kent Swift, Michel Washer, Tony Mo, Robyn Leeson, Sulema Pioli, Vadakepatth Nandkumar and Vincent Kong voted in favor.

Kirsten Margrethe Hovi was not present for the vote.

GSSB Decision 2018.14 GSSB resolved to approve the final project proposal for developing a Standard Interpretation for Disclosure 401-1 - Employment.

Item 06 - Standard Interpretation for Disclosure 401-1 - Employment

SD Director stated that due process has been met in the development of the Standard Interpretation for Disclosure 401-1 - Employment.

The Chair called for approval of the project proposal for developing a Standard Interpretation for Disclosure 401-1 to become effective on the day of its launch.

GSSB members: Atilla Yerlikaya, Dwight Justice, Evan Harvey, Judy Kuszewski, Julia Wilson, Jürgen Buxbaum, Kent Swift, Michel Washer, Tony Mo, Robyn Leeson, Sulema Pioli, Vadakepatth Nandkumar and Vincent Kong voted in favor.

Kirsten Margrethe Hovi was not present for the vote.

GSSB Decision 2018.15 GSSB resolved to approve the Standard Interpretation for Disclosure 401-1 to become effective on the day of its launch.

Session 1.5: GRI 403: Occupational Health and Safety

The GSSB was presented with Item 10 - Final version of GRI 403: Occupational Health and Safety and Item 11 - Draft GSSB basis for conclusions for GRI 403: Occupational Health and Safety.
This subject has been discussed in depth in previous GSSB meetings.

GRI 403: Occupational Health and Safety 2018 Standard with the effective adoption date of 1 January 2021

SD Director stated that due process has been met in the development of the GRI 403: Occupational Health and Safety 2018 Standard.

The Chair called for approval of the GRI 403: Occupational Health and Safety 2018 Standard with the effective date adoption of 1 January 2021.

GSSB members: Atilla Yerlikaya, Dwight Justice, Evan Harvey, Judy Kuszewski, Julia Wilson, Jürgen Buxbaum, Kent Swift, Michel Washer, Tony Mo, Robyn Leeson, Sulema Pioli, Vadakepatth Nandkumar and Vincent Kong voted in favor.

Kirsten Margrethe Hovi was not present for the vote.

GSSB Decision 2018.16 GSSB resolved to approve the GRI 403: Occupational Health and Safety 2018 Standard with the effective adoption date of 1 January 2021.

Need for re-exposure of the GRI 403: Occupational Health and Safety 2018 Standard

SD Director stated that there has been no substantial change to the exposed document necessitating re-exposure.

The Chair called for approval that re-exposure of the GRI 403: Occupational Health and Safety 2018 Standard is not needed.

GSSB members: Atilla Yerlikaya, Dwight Justice, Evan Harvey, Judy Kuszewski, Julia Wilson, Jürgen Buxbaum, Kent Swift, Michel Washer, Tony Mo, Robyn Leeson, Sulema Pioli, Vadakepatth Nandkumar and Vincent Kong voted in favor.

Kirsten Margrethe Hovi was not present for the vote.

GSSB Decision 2018.17 GSSB resolved to approve that re-exposure of the GRI 403: Occupational Health and Safety 2018 Standard is not needed.

Withdrawal of the GRI 403: Occupational Health and Safety 2016 Standard by 31 December 2020


GSSB members: Atilla Yerlikaya, Dwight Justice, Evan Harvey, Judy Kuszewski, Julia Wilson, Jürgen Buxbaum, Kent Swift, Michel Washer, Tony Mo, Robyn Leeson, Sulema Pioli, Vadakepatth Nandkumar and Vincent Kong voted in favor.

Kirsten Margrethe Hovi was not present for the vote.

Session 1.6: GRI 303: Water and Effluents

The GSSB was presented with Item 07 - Draft version of GRI 303: Water and Effluents, Item 08 - Draft GSSB basis for conclusions for first public comment on GRI 303: Water and Effluents, Item 09 - Draft GSSB basis for conclusions for second public comment on GRI 303: Water and Effluents, and Item 17 - Final version of GRI 303: Water and Effluents.

This subject has been discussed in depth in previous GSSB meetings.

GRI 303: Water and Effluents 2018 Standard with the effective adoption date of 1 January 2021

SD Director stated that due process has been met in the development of the GRI 303: Water and Effluents 2018 Standard.

The Chair called for approval of the GRI 303: Water and Effluents 2018 Standard with the effective adoption date of 1 January 2021.

GSSB members: Atilla Yerlikaya, Dwight Justice, Evan Harvey, Judy Kuszewski, Julia Wilson, Jürgen Buxbaum, Kent Swift, Michel Washer, Tony Mo, Robyn Leeson, Sulema Pioli, Vadakepatth Nandkumar and Vincent Kong voted in favor.

Kirsten Margrethe Hovi was not present for the vote.

GSSB Decision 2018.19 GSSB resolved to approve the GRI 303: Water and Effluents 2018 Standard with the effective adoption date of 1 January 2021.

Need for re-exposure of the GRI 303: Water and Effluents 2018 Standard

SD Director stated that there has been no substantial change to the exposed document necessitating re-exposure.

The Chair called for approval that re-exposure of the GRI 303: Water and Effluents 2018 Standard is not needed.

GSSB members: Atilla Yerlikaya, Dwight Justice, Evan Harvey, Judy Kuszewski, Julia Wilson, Jürgen Buxbaum, Kent Swift, Michel Washer, Tony Mo, Robyn Leeson, Sulema Pioli, Vadakepatth Nandkumar and Vincent Kong voted in favor.

Kirsten Margrethe Hovi was not present for the vote.

GSSB Decision 2018.20 GSSB resolved to approve that re-exposure of the GRI 303: Water and Effluents 2018 is not needed.

Withdrawal of the GRI 303: Water 2016 Standard by 31 December 2020

The Chair called for the approval of the withdrawal of the GRI 303: Water 2016 Standard by 31 December 2020.

GSSB members: Atilla Yerlikaya, Dwight Justice, Evan Harvey, Judy Kuszewski, Julia Wilson, Jürgen Buxbaum, Kent Swift, Michel Washer, Tony Mo, Robyn Leeson, Sulema Pioli, Vadakepatth Nandkumar and Vincent Kong voted in favor.

Kirsten Margrethe Hovi was not present for the vote.

Session 1.7: Independent Appointments Committee update

The GSSB was presented with an overview of the tasks undertaken by the IAC, by the IAC Chair. Action: GSSB members to review their network and encourage contacts to apply for the GSSB, DPOC, or other governance bodies within GRI.

Session 1.8: Review of Sector Program

The GSSB was provided with an overview history of the Sector Program. Funding for a pilot is now available. The GSSB commented that the number of sectors that may need to be covered is extensive. The topic of alignment of classifications was also raised. It was suggested that revisiting the process would be valuable, beginning with the actual product and working backwards.

Action: SD to review and rescale the Sector Program based on available funding and develop a program description for discussion at the 31 May virtual meeting.

Session 1.9: Close of public meeting Day 1

The Chair closed the public sessions of Day 1.

Session 1.10: Executive session

This was a closed session for GSSB members only.

Session 1.11: Summary of Day 1 / Close of private session

The Chair provided the GSSB with a summary of Day 1 and the meeting was closed.

Day 2 – 12 April 2018

Session 2.1: GRI CE Update

This was a closed session for GSSB members only.
Session 2.2: Welcome and review of agenda of Day 2

The Chair opened the public sessions of Day 2.

Session 2.3: Discussion on GSSB Work Program 2018-2019

The GSSB was presented with Item 12 - Revised GSSB Work Program 2017-2019 as published for public comment, Item 13 - SC Feedback on the Revised GSSB Work Program 2017-2019, and Item 14 - Public comments received on the Revised GSSB Work Program 2017-2019.

The SD will identify projects, including the waste-related update, and then list potential future projects including spills & leaks, work related to defining report content and materiality, areas related to customer health and safety, biodiversity, and data privacy as subjects to be revisited by the GSSB later this year.

Amendments to the revised GSSB Work Program:

- SD to add specificity under Priority work area (a) Review GRI Standards on a regular basis (commencing Q1 2017) (lines 37-58) on the project schedule, reflecting the projects underway and providing a list of projects under consideration, clearly stating that decisions on these are still pending.
- SD to specify the work under Priority work area (g) Collaborate with key partners to reduce the reporting burden and increase the uptake of the GRI Standards (lines 117-130) around linkage documents, collaborating with key partners Carbon Disclosure Project (CDP) and Task Force on Climate-related Financial Disclosures (TCFD).
- SD to include a specific mention under Priority work area (j) Carry out monitoring on the use of GRI Standards and emerging reporting practice (lines 141-145) referring to sustainability context development as one the GSSB will monitor.

Action:

- The Chair to confer with the Stakeholder Council (SC) Chair as to the SC’s desired future inputs into the process of identifying and prioritizing Sector Supplement topics, and to explore how the GSSB should present documents to the SC in future.
- SD to produce under Priority work area (i) Provide technical input on programs, products and services developed by GRI, in collaboration with GRI Secretariat an overview of what is specifically requested regarding technical input to be discussed at either the 31 May or 28 June virtual meetings

GSSB Decision 2018.22 GSSB resolved to approve the GSSB Work Program 2018-2019 with the discussed amendments.
Session 2.4: Review of GSSB Terms of Reference and GSSB Due Process Protocol

The GSSB was provided with Item 15 - GSSB Terms of Reference and Item 16 - GSSB Due Process Protocol.

SD Director gave an overview of the GSSB ToR and GSSB Due Process Protocol. The Due Process is seen to be robust and workable; however, some details in the process could be refined. The working relationship and process between the DPOC and GSSB continue to evolve. There are positive developments, but a significant burden regarding documentation remains.

The GSSB has been asked by the GRI Board to provide a specific proposal as to how the GSSB would suggest moving forward the process regarding GRI Board input.

A question regarding the time commitments required from the GSSB members was raised. GSSB members can volunteer as Project Working Group (PWG) or Technical Committee (TC) sponsors, if time permits. The suggestion of email voting was raised as a means to reduce the time commitments required from the GSSB members.

Action:

- SD to take the comments received and produce two contents for review. 1. An annotated version of the discussed documents: Item 15-GSSB Terms of Reference and Item 16-GSSB Due Process Protocol, with a focus of enhancing clarity of these documents and incorporation of suggestions not affecting the remit of other governance bodies and not significantly changing the remit of the GSSB. 2. A document outlining substantive changes as basis for recommendations to the GRI Board. This will be discussed further at the 31 May virtual meeting.
- SD to work with the communications department to generate a flow chart or short animation describing the Due Process for developing a Standard by mid-2018.
- GSSB members to submit detailed feedback regarding the ToR and Due Process Protocol by COB 27 April 2018.

Session 2.5: Close of public meeting Day 2

The Chair closed the public sessions of Day 2.

Session 2.6: Network Engagement Team

This was a closed session for GSSB members only.
Session 2.7: Summary of Day 2 / Close of private session

The Chair provided the GSSB with a summary of Day 2 and the meeting was closed.