Item 01 Summary 5 – 7 April in-person meeting
Meeting summary – DRAFT v4

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### Present:

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<tr>
<td>David Russell</td>
<td>Business</td>
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<td>Daniel Ingram (5-6 April)</td>
<td>Investment Institution</td>
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<td>Daniel Tailant</td>
<td>Civil Society Organization</td>
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<td>Dwight Justice</td>
<td>Labor</td>
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<td>Eric Hespenheide (Chairman)</td>
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<td>Hidemi Tomita</td>
<td>Business</td>
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<tr>
<td>Judy Kuszewski</td>
<td>Mediating Institution</td>
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<td>Jürgen Buxbaum</td>
<td>Labor</td>
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<td>Kirsten Margrethe Hovi</td>
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<td>Michael Nugent (Vice-Chair)</td>
<td>Mediating Institution</td>
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<td>Robin Edme</td>
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<td>Simeon Cheng</td>
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<td>Stiaan Wandrag</td>
<td>Business</td>
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<td>Sulema Pioli</td>
<td>Mediating Institution</td>
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<td>Vadakepatth Nandkumar</td>
<td>Mediating Institution</td>
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### Apologies:

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<td>Daniel Ingram (7 April)</td>
<td>Investment Institution</td>
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### In attendance:

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<thead>
<tr>
<th>Name</th>
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<tr>
<td>Bastian Buck</td>
<td>Director, Standards Division</td>
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<tr>
<td>Chelsea Reinhardt</td>
<td>Deputy Director, Standards Division</td>
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<td>Katja Krieger</td>
<td>Manager Reporting Standard</td>
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<td>Laura Espinach</td>
<td>Manager Reporting Standard</td>
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<tr>
<td>Maaike Fleur</td>
<td>Senior Strategy Advisor</td>
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<td>Tamara Bergkamp</td>
<td>Manager Reporting Standard</td>
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<td>Michael Meehan</td>
<td>CE, GRI</td>
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<td>Teresa Fogelberg</td>
<td>Deputy CE, GRI</td>
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<td>Rashmi van de Loenhorst</td>
<td>Director, Marketing and Communications</td>
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<td>Nelmara Arbex</td>
<td>GRI Chief Advisor on Innovation in Reporting</td>
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<td>Rodney Irwin</td>
<td>Managing Director, Financial Capital Focus Area WBCSD</td>
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<td>Maggie Lee</td>
<td>Senior Coordinator, Governance Relations</td>
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<td>Tina Nybo Jensen</td>
<td>Governance Relations Coordinator (minutes)</td>
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List of abbreviations

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<thead>
<tr>
<th>Abbreviation</th>
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<tr>
<td>BoD</td>
<td>GRI Board of Directors</td>
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<td>DPOC</td>
<td>Due Process Oversight Committee</td>
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<td>Global Sustainability Standards Board</td>
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Session 1.1: Welcome

The Chairman (henceforth “The Chair”) of the Global Sustainability Standards Board (GSSB), welcomed everyone to the meeting. An overview of the meeting was presented and The Chair moved for the approval of the Agenda items listed below.

- Item 01 - Summary 5-7 November 2015 in-person meeting
- Item 02 - Summary 17 December 2015 virtual meeting
- Item 03 - Summary 25 February 2016 virtual meeting
- Item 04 – Summary 3 March 2016 virtual meeting

GSSB members requested to limit the number of meeting summaries for review at any one time.

The GSSB unanimously approved the meeting summaries without any changes.

The Chair moved for the GSSB annual report to reflect a concise summary of GSSB activities in a calendar year. However, the first report will cover the activities from November 2015 – December 2016.

The GSSB agreed to this proposal.

DECISIONS

GSSB Decision 2016.04 The GSSB approved the summary of meeting held 5-7 November 2015.

GSSB Decision 2016.05 The GSSB approved the summary of meeting held 17 December 2015.

GSSB Decision 2016.06 The GSSB approved the summary of meeting held 25 February 2016.

GSSB Decision 2016.07 The GSSB approved the summary of meeting held 03 March 2016.

GSSB Decision 2016.08 The GSSB decided that the annual GSSB report is to reflect a concise summary of its activities within a reporting period of a calendar year. The GSSB’s first annual report will contain activities from November 2015 – December 2016.

ACTION ITEMS

Secretariat/Standards Division
To limit the number of meeting summaries for review by GSSB members at any one time.

**Session 1.2: Transition to Standards - Introduction**

Agenda item 05 - Summary of key changes to the exposure drafts and 05a - Transition to Standards

Overview of GSSB decisions and Standards Division action items were circulated and considered as read. A summary of these documents was presented.

**Session 1.3: Update 'employee'/'worker' project**

Agenda items 06 – List of suggested revisions for 'employee'/'worker' terminology for first set of public exposure drafts and 06a – Employee Worker Terminology Review G4-10 Options were circulated and considered as read. The GSSB were advised that the content from the ad hoc technical committee on 'employee'/'worker' terminology is for information and input into the discussion only.

An overview of the project and background information regarding the terms 'employee' and 'worker' was presented. The scope of the project is limited to terminology and does not include revising quantitative reporting requirements.

The GSSB were presented with three options for the G4 indicator G4-10, currently Disclosure 201-8, to evaluate and decide on the quantitative reporting elements. The GSSB also had the option to preserve the current reporting requirements.

GSSB member discussed the merits and disadvantages of each option presented.

The GSSB proposed that the Standards Division re-work Option 3 and re-present the revised option later in the meeting for further review. The GSSB approved the recommendations of the Technical Committee for employee/worker related terminology in all public exposure draft Standards, with the exception of revisions for G4-10 (which was discussed separately).

**ACTION ITEMS**

**Standards Division**

- Re-work Option 3 of G4-10 and present the revised option later in the meeting for further review.

**Session 1.4: SRS 101: Foundation**

Agenda item 07 – Exposure draft of SRS 101: Foundation was circulated and considered as read. An overview of the document was presented, as well as changes made following its distribution based on comments received from the GSSB prior to the meeting. The GSSB was then asked to respond to the preliminary actions and/or provide further feedback.

The GSSB agreed to revise line 26 in the Introduction from ‘and’ to ‘or’.
The GSSB agreed to delete the second sentence related to ‘consequences for the organization itself’ on lines 254-255 and 525-526.

The GSSB agreed to the proposed amendments to the topic Boundary description (lines 560-566).

The GSSB agreed for the Standards Division to work on additional examples for the ‘How-to-Guide’ (based on G4-18 guidance) related to the topic Boundary.

The GSSB had a discussion on the criteria for using an ‘SRS-referenced’ claim as set out in Section 3 of SRS 101. The GSSB requested the Standards Division to prepare further work on the SRS-referenced claims section (lines 734-743) to re-present to the GSSB later in the meeting for further review.

**ACTION ITEMS**

**Standards Division**

- Revise line 26 in the Introduction from ‘and’ to ‘or’ in Agenda item 07 – Exposure draft of SRS 101: Foundation.
- Delete the second sentence related to “…consequences for the organization itself…” on lines 254-255 and 525-526 in Agenda item 07– Exposure draft of SRS 101: Foundation.
- Revise the topic Boundary description (lines 564-566) in Agenda item 07 – Exposure draft of SRS 101: Foundation as noted in the agreements above.
- Work on additional examples for the ‘How-to-Guide’ (based on G4-18 guidance) related to the Boundary topic.
- Revise the SRS-referenced claims section (lines 734-743) in Agenda item 07 – Exposure draft of SRS 101: Foundation and represent to the GSSB for further review.
- Adjust definitions in ‘key terms’ section to align with agreed changes in the Glossary as noted below.

**Session 1.5: SRS 201: General disclosures**

Agenda item 08 – Exposure draft of SRS 201: General disclosures was circulated and considered as read. An overview of the document was presented, as well as changes made following its distribution based on comments received from the GSSB prior to the meeting. The GSSB was then asked to respond to the preliminary actions and/or provide further feedback.

**Disclosure 201-2**

The GSSB agreed to the presented changes to Disclosure 201-2, which includes a disclosure requirement to describe the organization’s activities and to incorporate the content from G4-PR6. It was noted there is sustained opposition from one GSSB member about including the G4-PR6 content in the General disclosures.

**Strategy and Analysis section**

The GSSB agreed to remove ‘and analysis’ from the section title.

The GSSB agreed to restructure the reporting recommendations under Disclosure 201-15 (lines 233-235) to remove the distinction between two separate narrative sections.
Collective bargaining agreements

The GSSB agreed to remove the text ‘trade unions are private organizations and’ from lines 353-354 in Agenda item 08.

References

The GSSB agreed to remove the references to the UNGC from the References section.

Action Items

Standards Division

- Revise Disclosure 201-2 (line 93) in Agenda item 08 – Exposure draft of SRS 201: General disclosures to include disclosure requirement to describe the organization’s activities and to incorporate the content from G4-PR6.
- Remove ‘and analysis’ from the section title of the section Strategy and Analysis in Agenda item 08 – Exposure draft of SRS 201: General disclosures.
- Restructure the reporting recommendations under Disclosure 201-15 (lines 233-235) to remove the recommendation to provide two separate narrative sections and promote the recommendations in lines 236-274 in Agenda item 08 – Exposure draft of SRS 201: General disclosures.
- Remove the text ‘trade unions are private organizations and’ from lines 353-354 in Agenda item 08 – Exposure draft of SRS 201: General disclosures.
- Remove the UNGC references from the Reference section (lines 806-809) in Agenda item 08 – Exposure draft of SRS 201: General disclosures.

Session 1.6: SRS 301: Management approach

Agenda item 09 – Exposure draft of SRS 301: Management approach was circulated and considered as read. An overview of the document was presented, as well as changes made following its distribution, based on comments received from the GSSB prior to the meeting. The GSSB was then asked to respond to the preliminary actions and/or provide further feedback. The GSSB were also asked to approve this standard for public exposure.

GSSB members discussed several topics related to Disclosure 301-2. These are reflected in the GSSB agreements and Action items below.

Overall Structure

The GSSB agreed with the revised structure of this standard in Agenda item 09.

Disclosure 301-2

The GSSB agreed to re-order the components in item c. to: Policies, Commitments, Goals and targets, responsibilities, resources, grievances, specific actions. And follow this order in the related Guidance in Agenda item 09.

The GSSB agreed to elevate the guidance text from Commitments (lines 145-168), Policies (lines 206-217), Responsibilities (lines 222-225), and Specific actions (lines 228-241) to reporting recommendations using 'should'. Lines 230-233 under Specific actions should be incorporated as
part of Line 234 and should be elevated to a reporting recommendation. The remaining
components in Guidance are to remain as Guidance.

The GSSB agreed to revise lines 191-195 to reword the reference to the UN Guiding Principles
to indicate that its effectiveness criteria is generally applicable.

The GSSB agreed to add another point under the Guidance for Grievance Mechanisms related
specifically to ‘remedy’.

The GSSB agreed to revise the language around Policies (lines 213-214) to incorporate content
from G4-HR1.

**ACTION ITEMS**

**Standards Division**

- Implement the following to Disclosure 301-2 in Agenda item 09 – Exposure draft of SRS 301: Management approach.
  - Re-order the components in item c. to: Policies, Commitments, Goals and targets, responsibilities, resources, grievances, specific actions. And follow this order in the related Guidance.
  - Elevate the Commitments (lines 145-168), Policies (lines 206-217), Responsibilities (lines 222-225), and Specific actions (lines 228-241) to reporting recommendations using ‘should’. Lines 230-233 under Specific actions should be incorporated as part of Line 234 and elevate as a reporting recommendation. The remaining components in Guidance c are to remain as Guidance.
  - Revise lines 191-195 to reword the reference to the UN Guiding Principles to indicate that its effectiveness criteria is generally applicable.
  - Add another point under the Guidance for Grievance Mechanisms related specifically to ‘remedy’.
  - Revise the language around Policies (lines 213-214) to incorporate content from G4-HR1.

**Session 1.7: Topic-specific SRSs (Emissions, Public Policy, Indirect Economic Impacts)**

Agenda items 10 – Exposure draft of SRS 403: Indirect economic impacts, item 11 – Exposure draft of SRS 505: Emissions and Item 12 – Exposure draft of SRS 615: Public policy were circulated and considered as read. A summary of the document was presented and it was noted that no significant comments were received from the GSSB prior to the meeting. The GSSB was asked for any other feedback and to approve the SRSs for public exposure.

GSSB members discussed several topics reflected in the agreements and Action items below.

**SRS 505: Emissions**

The GSSB agreed that the reporting recommendation on offsets (Lines 154-156) be elevated to a reporting requirement (a ‘shall’ statement).

The GSSB agreed to revise disclosure 505-1 d), disclosure 505-2 d) disclosure 505-3 e), disclosure 505-5 c): to read: ‘Base year for the calculation, if applicable, including’. 
The GSSB agreed to delete Reference 1 (British Standards Institution).

SRS 403: Indirect economic impacts

The GSSB agreed to move Guidance 2 (on financial accounting/IFRS) to the Introduction (Background context) sections of all Economic Standards and requested the Standards Division to double check the IFRIC references.

SRS 615: Public policy

The GSSB agreed to delete sustainability from ‘sustainability goals’ in Agenda item 12 (line 86).

The GSSB agreed to revert back to G4 wording in Agenda item 12 line 102: [The reporting organization should report:] ‘the significant issues that are the focus of the organization’s participation in public policy development and lobbying’.

The GSSB agreed to update the reference to OECD ‘Principles of Corporate Governance’ in Agenda item 12 (line 122-123), as the existing reference has been superseded.

**ACTION ITEMS**

Standards Division

- Elevate the reporting recommendation on offsets (Lines 154-156) to a reporting requirement (a ‘shall’ statement) in Agenda item 11 – Exposure draft of SRS 505: Emissions
- Revise disclosure 505-1 d), disclosure 505-2 d) disclosure 505-3 e), disclosure 505-5 c): to read: ‘Base year for the calculation, if applicable, including’ in Agenda item 11 – Exposure draft of SRS 505: Emissions
- The GSSB agreed to delete Reference 1 (British Standards Institution) in Agenda item 11 – Exposure draft of SRS 505: Emissions
- Move Guidance 2 (on financial accounting/IFRS) to the Introduction (Background context) sections of all Economic Standards and double-check IFRIC references.
- Delete sustainability from ‘sustainability goals’ (line 86) in Agenda item 12 – SRS 615: Public policy.
- Revert back to G4 wording in Agenda item 12 – SRS 615: Public policy line 102: [The reporting organization should report:] ‘the significant issues that are the focus of the organization’s participation in public policy development and lobbying’.
- Revise the guidance on political contributions in Agenda item 12 – SRS 615: Public policy (line 107-113) as noted in the agreements above.
- Update the reference to OECD ‘Principles of Corporate Governance’ in Agenda item 12 – SRS 615: Public policy (lines 122-123).
Session 1.8: Glossary and key terms

Agenda item 13 – Exposure draft of the GRI Standards Glossary: Group 1 terms and key terms was circulated and considered as read. The new, revised, or deleted terms and definitions form the Group 1 Standards. The GSSB were invited to provide feedback and approval of the exposure draft of the GRI Standards Glossary.

The GSSB agreed to move the definition of ‘Headquarters’ Agenda item 13 (p.6) to guidance for disclosure 201-3 in Item 08 – Exposure draft of SRS 201: General disclosures.

The GSSB agreed that the definition of ‘Fugitive emissions’ item 13 (p.5) should be revised with input from specific GSSB members.

The GSSB agreed to delete the definition of ‘Significant impact’ from the Glossary (Agenda item 13).

The GSSB agreed to delete the definition of ‘Market’ from the Glossary (Agenda item 13, p. 7).

The GSSB agreed to the proposed amendments to the definition of sustainable development in Agenda item 13 (p. 11) as noted below:

“Development that meets the needs of the present without compromising the ability of future generations to meet their own needs

NOTE 1: Sustainable development encompasses three dimensions: economic, environment, and social

NOTE 2: Sustainable development refers to broader environmental and societal interests, rather than to the interests of specific organizations

NOTE 3: In the GRI Standards, the terms ‘sustainability’ and ‘sustainable development’ are used interchangeably”.

The GSSB agreed to substitute ‘and’ with ‘or’ in the second line of the definition of ‘Stakeholder’ Agenda item 13 (p. 10) with sustained opposition from GSSB members Dwight Justice.

The GSSB agreed to the following definition of Grievance mechanism in Agenda item 13 (p. 6): a system consisting of procedures, roles and rules for receiving complaints and providing remedy. The NOTE should be maintained.

ACTION ITEMS

Standards Division

- Move the definition of ‘Headquarter’ in Agenda item 13 (p.6) to guidance for disclosure 201-3 in Agenda item 08 – Exposure draft of SRS 201: General disclosures.
- Revise the definition of ‘Fugitive emissions’ in Agenda item 13 (p.5) with input from selected GSSB members and incorporate into Agenda item 11 – Exposure draft of SRS 505: Emissions.
- Delete ‘Significant impact’ from the Glossary (Agenda item 13,p.9).
- Delete the definition of ‘Market’ from the Glossary (Agenda item 13, p. 7).
- Revise the definition of sustainable development in Agenda item 13 (p. 11) as noted in the agreements above.
• Substitute ‘and’ with ‘or’ in the second line of the definition of ‘Stakeholder’ Agenda item 13 (p. 10).

• Revise the definition of Grievance mechanism in Agenda item 13 (p. 6) as noted in the agreements above.

Session 1.9: Summary of Day 1

The Chair indicated that the formal approval of the Group 1 Standards for public exposure would be discussed during the next day and closed the day’s proceedings.

Session 2.1: Introduction Work Plan Discussions

Agenda item 14 - Suggested Background Readings was circulated and considered read.

Session 2.2: Update on GRI Strategy

An update on GRI’s progress against its strategy was presented by Michael Meehan, GRI Chief Executive (CE).

Session 2.3: Update on recent policy developments & outlook

An update on GRI’s activities and research in policy was presented by Teresa Fogelberg, GRI Deputy CE. Agenda item 15 - Update on recent policy developments & outlook was circulated and considered read.

Session 2.4: Update on Reporting 2025 Project

An update on the Reporting 2025 project was presented by Nelmara Arbex, GRI Chief Advisor on Innovation in Reporting. Agenda Item 17 - Reporting Matters 2015 Report was circulated and considered read.

Session 2.5: Findings from WBCSD’s Reporting Matters project

An overview of the findings from the WBCSD’s Reporting Matters project was presented by Rodney Irwin, Managing Director, Financial Capital Focus WBCSD. Agenda item 16 - The Next Era of Corporate Disclosure - Digital, Responsible, Interactive was circulated and considered read.
Session 2.6: Approval Agenda items 7-13

A presentation of the agreed action items from Sessions 1.3 – 1.8 was presented. The GSSB was asked for their feedback and for their approval of the related Agenda items for public exposure.

Globally applicable changes

The GSSB agreed to revise the section ‘Introduction – Using this Standard’ in all applicable SRSs to: add a sentence clarifying that: ‘Requirements are to be considered in the context of recommendations and guidance’ and adjust wording (needs to comply…) to read ‘are required to’.

The GSSB agreed to revise the wording in the Normative references section in all applicable SRSs to: ‘The documents below are required to be used together for the application of this Standard’.

The GSSB agreed to revise the introductory text in the References section in all applicable SRSs to ‘The following documents informed the development of this Standard and can improve understanding of this Standard’. And to restructure the References section of all SRSs into ‘Authoritative intergovernmental instruments’ and ‘Other relevant references’ and to apply this to all draft Standards.

The Standards Division presented a revised version of the text in the ‘SRS-referenced’ claims section of SRS 101 for GSSB review and approval. The GSSB agreed to approve the following revisions to the text in lines 734-743 of Item 07: SRS 101: Foundation:

- ‘shall’ comply with all reporting requirements for any disclosures reported
- ‘should’ apply the Principles for defining report quality
- ‘should’ report the management approach using SRS 301: Management approach

The Standards Division also presented a revised version of Option 3 for G4-10 (currently Disclosure 201-8) in Item 09: SRS 201 General Disclosures. The GSSB agreed with the revised proposal for this Disclosure, which includes the following text for clause d): ‘Report whether a significant portion of the organization’s activities are performed by workers who are not employees. Describe the nature and scale of work performed by workers who are not employees’.

The GSSB agreed to the revised wording for Disclosure 201-8 (formerly G4-10) as outlined above

Note: See Session 2.8: Summary of Day 2 for the approval of the ‘Group 1’ Standards for public exposure.

ACTION ITEMS

Standards Division

- Revise the section ‘Introduction – Using this Standard’ in all applicable SRSs to: add a sentence clarifying that: ‘Requirements are to be considered in the context of recommendations and guidance’. Where relevant, adjust wording (needs to comply…) to read ‘are required to’.
- Revise the wording in the Normative references section in all applicable SRSs to: ‘The documents below are required to be used together for the application of this Standard’.
• Revise the introductory text in the Reference section of all applicable SRSs to ‘the
following documents informed the development of this Standard and can improve
understanding of this Standard’.

• Restructure the References sections in all applicable SRSs into ‘Authoritative
intergovernmental instruments’ and ‘Other relevant resources’ and apply this distinction
to all draft Standards.

• Adjust the wording in SRS-referenced claims section of SRS 101: Foundation as outlined
above.

• Adjust the wording for Disclosure 201-8 in SRS 201: General Disclosures as outlined
above.

• Incorporate any changes in the Glossary (Item 09) into the Key Terms section in SRS
101: Foundation.

Session 2.7: Standards Division Briefing

Agenda item 18 - Revised Sector Strategy was circulated and considered read. An updated budget
projection was circulated during the meeting. An overview of the project was presented and the
GSSB invited to provide feedback.

GSSB members discussed the materiality matrix: its cost vs. benefits and the market demands for it.

The project will form part of the work plan to be discussed at the May 2016 GSSB meeting.

Session 2.8: Summary of Day 2

During this session the Chair facilitated the GSSB’s decision making process to approve the
release the Group 1 SRSs for public exposure.

DECISIONS

GSSB Decision 2016.09 The GSSB agreed to provisionally approve the following documents
for public exposure, subject to the agreed modifications.

- SRS 101: Foundation
- SRS 201: General disclosures
- SRS 301: Management approach
- SRS 403: Indirect economic impacts
- SRS 505: Emissions
- SRS 615: Public policy
- GRI Standards Glossary of Terms (Part 1)

The following GSSB members voted against this decision: Robin Edme and Michael Nugent. The
following GSSB members were not present during the decision making process: Daniel Ingram.

ACTION ITEMS
GSSB members

- Review the marked up and modified versions of the Group 1 standards and Glossary. Members wishing to withdraw their support of the release of these documents for public exposure must contact the Chair by close of business Tuesday 12 April.

Standards Division

- Circulate a marked up version of the Group 1 standards and Glossary, with agreed modifications, to the GSSB by close of business Friday 8 April.

Session 3.1: Review Standards Communications Plan

An overview of GRI’s communications for Standards-related activities was presented by Rashmi van de Loenhurst, Director, Marketing and Communications. The presentation covered the following topics:

- Standards-specific communications approach
- GRI media exposure in 2015 and trend words
- GRI’s communication model

Loenhurst asked the GSSB for their feedback on copy of a draft Transition to Standards talking points and key messages, which was circulated during the session.

GSSB members provided feedback on the overall tone of the piece, key messaging and wording.

ACTION ITEMS

GSSB members

- Submit further comments on the draft talking points document to Chelsea Reinhardt.

Standards Division

- Incorporate comments from GSSB members into a revised version of the Transition to Standards talking points and key messages.

Session 3.2: Public Consultation

A demonstration of the Online Consultation Platform was presented as well as an overview of the planned communications channels during the consultation period. GSSB members were invited to provide feedback, and agreements from these discussions are reflected in the Action items below.

GSSB members discussed:

- Comments received and presented to them during a meeting will automatically be in the public domain.
- The need to provide submission formats for those wishing to submit a letter.
The pros and cons of identifying the respondent against their comments.

Opportunities for events in their regions and listed specific organizations who may be interested to host events.

The GSSB agreed that each comment received during the public consultation will be accompanied by the name of the individual/organization who provided it.

**ACTION ITEMS**

**Standards Division**

- Include a submission method for organizations wishing to attach a cover letter during the public consultation.
- Ensure that respondents to the public consultation are aware that comments received will be made public.
- Include wording for the “other” category that manages expectations around the use of the feedback. Consider the wording “Out of scope. For future consideration”.
- Consider using an animated video to demonstrate the new format of the Standards.

**Session 3.3: Process Review - Group 2 Standards**

The GSSB were invited to reflect on their working process since January and to agree on a process to review the 32 ‘Group 2’ Standards which are intended to be released for public comment on 3rd June 2016.

**Reflection working process**

The GSSB discussed several topics including:

- Encouraging the participation and timeliness of fellow GSSB members’ comment submissions.
- Appreciation regarding the ability to view other members’ comments.
- The use of tracking tools to indicate changes to text.
- Appreciation for Standards Division providing recommendations based on comments received prior to the meeting.
- Suggestions for the Chair, to improve processes during meetings.
- Planning for and including time for strategic discussions.
- The role and purpose of detailed word editing

‘Group 2’ Standards Review process

The GSSB agreed to nominate themselves to review at least a minimum of 3 draft Standards.

The GSSB agreed that each Standard is to be reviewed by at least 3 other members and to focus their feedback on substantive concerns.

**ACTION ITEMS**

GSSB members
• Review and provide feedback on their nominated Group 2 Standards via the annotate platform. Initial feedback is due by 27 April.

Standards Division

• Circulate the Group 2 Standards via the Annotate platform, and in PDF to the GSSB for review in batches by 14 April.
• The documents should clearly indicate the changes between the G4 content and the Standards.

Session 3.4: Governance Update

An overview of GRI’s governance activities was presented by Maggie Lee, Senior Coordinator Governance Relations with input from the Chair.

Topics presented included:

• The formation of the Due Process Oversight Committee (DPOC) and their work to-date.
• The Open Call for Nominations for the DPOC and GRI Board of Directors.

ACTION ITEMS

GSSB members

• To circulate the template email on the Open Call for Nominations for the DPOC and GRI Board of Directors through their network.

Secretariat

• Circulate the template email to the GSSB.

Session 3.5: GRI Conference

An overview of the programs and the Standards related sessions and events at GRI’s upcoming conference was presented by Rashmi van de Loenhorst, Director, Marketing and Communications.

Loenhorst requested GSSB members to:

• Spread the word on the Conference to their networks.
• Participate in shaping the GSSB sessions, attend during key sessions, and for the Marketplace.

ACTION ITEMS

GSSB members

• Circulate the template promotional email for the GRI Conference within their country networks.
Circulate template emails for GSSB members to distribute.

**Session 3.7: Review Draft Work Plan 2017 – 2019**

*Agenda item 19 - Proposed Focus Areas 2017 – 2019* was circulated and considered read. An overview of the plan was presented. The work plan is for up for detailed discussion during the May GSSB meeting, and will go out for public comment. The GSSB were invited to discuss the plan with a focus on what may be missing.

GSSB members discussed:

- More time is required to discuss the strategy of the GSSB for the coming years.
- The need for translations to capture non-English reporters.
- Addressing the credibility and trust work, monitoring the application of the Boundary and In-accordance concepts.
- Inviting feedback from parties outside GSSB.

**Session 3.8: Closure of the meeting**

The Chair thanked everyone for their participation and closed the meeting.

**Decisions & Action Items**

**DECISIONS**

**GSSB Decision 2016.04** The GSSB approved the summary of meeting held 5-7 November 2015.

**GSSB Decision 2016.05** The GSSB approved the summary of meeting held 17 December 2015.

**GSSB Decision 2016.06** The GSSB approved the summary of meeting held 25 February 2016.

**GSSB Decision 2016.07** The GSSB approved the summary of meeting held 03 March 2016.

**GSSB Decision 2016.08** The GSSB decided that the annual GSSB report is to reflect a concise summary of its activities within a reporting period of a calendar year. The GSSB’s first annual report will contain activities from November 2015 – December 2016.

**GSSB Decision 2016.09** The GSSB agreed to provisionally approve the following documents for public exposure, subject to the agreed modifications.

- SRS 101: Foundation
- SRS 201: General disclosures
- SRS 301: Management approach
- SRS 403: Indirect economic impacts
The following GSSB members voted against this decision: Robin Edme and Michael Nugent. The following GSSB members were not present during the decision making process: Daniel Ingram.

**ACTION ITEMS**

**GSSB members**

- Review the marked up and modified versions of the Group 1 standards and Glossary.
- Members wishing to withdraw their support of the release of these documents for public exposure must contact the Chair by close of business Tuesday 12 April.
- Submit further comments on the draft talking points document to Chelsea Reinhardt.
- Review and provide feedback on their nominated Group 2 Standards via the annotate platform. Initial feedback is due by 27 April.
- To circulate the template email on the Open Call for Nominations for the DPOC and GRI Board of Directors through their network.
- Circulate the template promotional email for the GRI Conference within their country networks.

**Standards Division**

- To limit the number of meeting summaries for review by GSSB members at any one time.
- Re-work Option 3 of G4-10 and present the revised option later in the meeting for further review.
- Revise line 26 in the Introduction from ‘and’ to ‘or’ in Agenda item 07 – Exposure draft of SRS 101: Foundation.
- Delete the second sentence related to “…consequences for the organization itself…” on lines 254-255 and 525-526 in Agenda item 07 – Exposure draft of SRS 101: Foundation.
- Revise the topic Boundary description (lines 564-566) in Agenda item 07 – Exposure draft of SRS 101: Foundation as noted in the agreements above.
- Work on additional examples for the ‘How-to-Guide’ (based on G4-18 guidance) related to the Boundary topic.
- Revise the SRS-referenced claims section (lines 734-743) in Agenda item 07 – Exposure draft of SRS 101: Foundation and represent to the GSSB for further review.
- Adjust definitions in ‘key terms’ section to align with agreed changes in the Glossary as noted below.
- Revise Disclosure 201-2 (line 93) in Agenda item 08 – Exposure draft of SRS 201: General disclosures to include disclosure requirement to describe the organization’s activities and to incorporate the content from G4-PR6.
- Remove ‘and analysis’ from the section title of the section Strategy and Analysis in Agenda item 08 – Exposure draft of SRS 201: General disclosures.
- Restructure the reporting recommendations under Disclosure 201-15 (lines 233-235) to remove the recommendation to provide two separate narrative sections and promote the recommendations in lines 236-274 in Agenda item 08 – Exposure draft of SRS 201: General disclosures.
• Remove the text ‘trade unions are private organizations and’ from lines 353-354 in Agenda item 08 – Exposure draft of SRS 201: General disclosures.

• Remove the UNGC references from the Reference section (lines 806-809) in Agenda item 08 – Exposure draft of SRS 201: General disclosures.

• Implement the following to Disclosure 301-2 in Agenda item 09 – Exposure draft of SRS 301: Management approach.
  o Re-order the components in item c. to: Policies, Commitments, Goals and targets, responsibilities, resources, grievances, specific actions. And follow this order in the related Guidance.
  o Elevate the Commitments (lines 145-168), Policies (lines 206-217), Responsibilities (lines 222-225), and Specific actions (lines 228-241) to reporting recommendations using ‘should’. Lines 230-233 under Specific actions should be incorporated as part of Line 234 and elevate as a reporting recommendation. The remaining components in Guidance c are to remain as Guidance.
  o Revise lines 191-195 to reword the reference to the UN Guiding Principles to indicate that its effectiveness criteria is generally applicable.
  o Add another point under the Guidance for Grievance Mechanisms related specifically to ‘remedy’.
  o Revise the language around Policies (lines 213-214) to incorporate content from G4-HR1.

• Elevate the reporting recommendation on offsets (Lines 154-156) to a reporting requirement (a ‘shall’ statement) in Agenda item 11 – Exposure draft of SRS 505: Emissions.

• Revise disclosure 505-1 d), disclosure 505-2 d) disclosure 505-3 e), disclosure 505-5 c): to read: ‘Base year for the calculation, if applicable, including’ in Agenda item 11 – Exposure draft of SRS 505: Emissions.

• The GSSB agreed to delete Reference 1 (British Standards Institution) in Agenda item 11 – Exposure draft of SRS 505: Emissions.

• Move Guidance 2 (on financial accounting/ IFRS) to the Introduction (Background context) sections of all Economic Standards and double-check IFRIC references.

• Delete sustainability from ‘sustainability goals’ (line 86) in Agenda item 12 – SRS 615: Public policy.

• Revert back to G4 wording in Agenda item 12 – SRS 615: Public policy line 102: [The reporting organization should report:] ‘the significant issues that are the focus of the organization’s participation in public policy development and lobbying’.

• Revise the guidance on political contributions in Agenda item 12 – SRS 615: Public policy (line 107-113) as noted in the agreements above.

• Update the reference to OECD ‘Principles of Corporate Governance’ in Agenda item 12 – SRS 615: Public policy (lines 122-123).

• Move the definition of ‘Headquarter’ in Agenda item 13 (p.6) to guidance for disclosure 201-3 in Agenda item 08 – Exposure draft of SRS 201: General disclosures.

• Revise the definition of ‘Fugitive emissions’ in Agenda item 13 (p.5) with input from selected GSSB members and incorporate into Agenda item 11 – Exposure draft of SRS 505: Emissions.

• Delete ‘Significant impact’ from the Glossary (Agenda item 13, p.9).

• Delete the definition of ‘Market’ from the Glossary (Agenda item 13, p.7).

• Revise the definition of sustainable development in Agenda item 13 (p. 11) as noted in the agreements above.
• Substitute ‘and’ with ‘or’ in the second line of the definition of ‘Stakeholder’ Agenda item 13 (p. 10).

• Revise the definition of Grievance mechanism in Agenda item 13 (p. 6) as noted in the agreements above.

• Revise the section ‘Introduction – Using this Standard’ in all applicable SRSs to: add a sentence clarifying that: ‘Requirements are to be considered in the context of recommendations and guidance’. Where relevant, adjust wording (needs to comply…) to read ‘are required to’.

• Revise the wording in the Normative references section in all applicable SRSs to: ‘The documents below are required to be used together for the application of this Standard’.

• Revise the introductory text in the Reference section of all applicable SRSs to ‘the following documents informed the development of this Standard and can improve understanding of this Standard’.

• Restructure the References sections in all applicable SRSs into ‘Authoritative intergovernmental instruments’ and ‘Other relevant resources’ and apply this distinction to all draft Standards.

• Adjust the wording in SRS-referenced claims section of SRS 101: Foundation as outlined above.

• Adjust the wording for Disclosure 201-8 in SRS 201: General Disclosures as outlined above.

• Incorporate any changes in the Glossary (Item 09) into the Key Terms section in SRS 101: Foundation.

• Circulate a marked up version of the Group 1 standards and Glossary, with agreed modifications, to the GSSB by close of business Friday 8 April.

• Incorporate comments from GSSB members into a revised version of the Transition to Standards talking points and key messages.

604 Session 3.2 Public Consultation

• Include a submission method for organizations wishing to attach a cover letter during the public consultation.

• Ensure that respondents to the public consultation are aware that comments received will be made public.

• Include wording for the “other” category that manages expectations around the use of the feedback. Consider the wording “Out of scope. For future consideration”.

• Consider using an animated video to demonstrate the new format of the Standards.

612 Session 3.3: Process Review

• Circulate the Group 2 Standards via the A.nnotate platform, and in PDF to the GSSB for review in batches by 14 April.

• The documents should clearly indicate the changes between the G4 content and the Standards.

617 Secretariat

• Circulate template emails for GSSB members to distribute for the conference and open calls.