Communication on Engagement (COE) – Adjustment Request

Adjustment Request:

- For organizations that want to align their own internal reporting cycle with their COE 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 Engagement (COE) that comprises of a chief executive statement of continued support for the UN Global Compact, a description of practical actions in support of the UN Global Compact, and a measurement of outcomes or expected outcomes.

We want to align our internal reporting cycle with the COE deadline. We hereby request our COE deadline to be adjusted to [ENTER DATE HERE, MAX. 11 MONTHS FROM COE DEADLINE].

Sincerely yours,

[Signature]	
[Name Mr. /Ms.]
[Title]	



Submission

Go to the Log-in section of the Global Compact website <u>www.unglobalcompact.org</u>



Login

Login

Forgot your username or password?



Getting Started

Logo Request COEs Contacts

Edit your organization's profile

Organization Details

Contact Information

Participant ID	2682	Highest Level Executive	Mr. Stefan Crets	
Status	Active	Contact Point	Ms. Jan Noterdaeme	
Relationship Manager	Ms. Alexandra Tarazi	Local Network Belgium Please contact your Local Network with any questions or concerns regarding your participation in the Global Compact.		
Participant since	2003-02-06			
COE Due Date	2015-10-31			
Organization Type	Business Association Global	Contact Person	Ms. Annemie Wittockx	
Sector	Not Applicable	Profile	Local Network Belgium	
Employees	0			
Country	Belgium			
Website	http://www.csreurope.org			



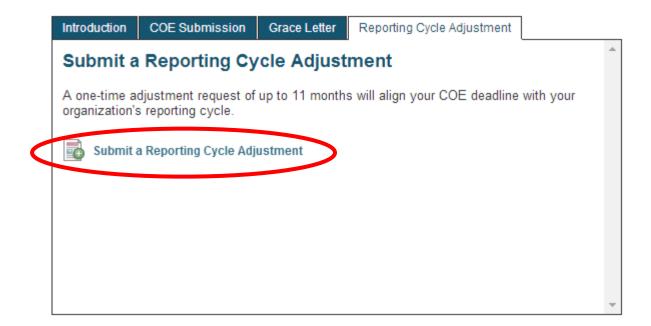
Overview	Getting Started	Contacts	Logo Requests	COEs			
New (Communication on	i Engagement					*
Publishee	d		Title		Status	Actions	
							-



Submitting a Communication on Engagement (COE)

Introduction	COE Submission	Grace Lette	Reporting Cycle Adjustment	
Please choo Compact we		owing options	to publish your COP on the	Global
COE Submiss	ion Upload	your COE and ar	swer questions on its content.	
Grace Letter			ion to your COE deadline. A lette or the request must be uploaded	
Reporting Cyo Adjustment			ral of up to 11 months to align yo ization's reporting cycle.	our COE
				-







Reporting Cycle Adjustment

Reporting Cycle Adjustment	Select your new reporting deadline	
	Your current deadline is 31 October, 2015. You may adjust your deadline up to 11 months, or until 30 September, 2016.	
	31 V October V 2015 V	
	Please upload your accompanying letter as a PDF file	
	Language English Choose File No file chosen	
	Cancel Submit	
		-

