

Communication on Engagement (COE) - Grace Period

Grace Period:

- Unforeseen events
- Additional 90 day grace period
- Submit a Grace Letter explaining the reasons for not submitting on time
- More than one Grace Letter can be submitted, but not two in a row
- The letter will be publically available to stakeholders



Grace Period 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 are late in creating, sharing and posting our COE report due to [EXPLAIN REASONS FOR DELAY]

We hereby ask for an extension period in order to be able to post a COE that describes our organization's efforts and progress in support of the UN Global Compact. Our COE will be posted on the UN Global Compact website by [ENTER DATE HERE, MAX.. 90 DAYS FROM CURRENT DEADLINE] at the latest.

Sincerely yours,

[Signature]

[Name Mr. /Ms. _____]

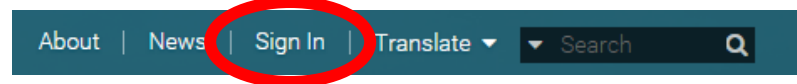
[Title]



United Nations Global Compact

Submission

Go to the Sign-in section of the Global Compact website
www.unglobalcompact.org →



Login

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

[Forgot your username or password?](#)

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United Nations Global Compact

Submission

Overview

Getting Started

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Logo Request

COEs



Edit your organization's profile

Organization Details

Participant ID	2682
Status	Active
Relationship Manager	Ms. Alexandra Tarazi
Participant since	2003-02-06
COE Due Date	2015-10-31
Organization Type	Business Association Global
Sector	Not Applicable
Employees	0
Country	Belgium
Website	http://www.csreurope.org

Contact Information

Highest Level Executive	Mr. Stefan Crets
Contact Point	Ms. Jan Noterdaeme

Local Network Belgium

Please contact your Local Network with any questions or concerns regarding your participation in the Global Compact.


Contact Person	Ms. Annemie Wittockx
Profile	Local Network Belgium



United Nations Global Compact

Submission

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 [New Communication on Engagement](#)

Published	Title	Status	Actions
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Submission

Submitting a Communication on Engagement (COE)

[Introduction](#) [COE Submission](#) [Grace Letter](#) [Reporting Cycle Adjustment](#)

Please choose among the following options to publish your COE on the Global Compact website

COE Submission	Upload your COE and answer questions on its content.
Grace Letter	Request a 90 day extension to your COE deadline. A letter explaining the reasons for the request must be uploaded.
Reporting Cycle Adjustment	Submit a one-time deferral of up to 11 months to align your COE deadline with your organization's reporting cycle.




Submission

[Introduction](#) [COE Submission](#) [Grace Letter](#) [Reporting Cycle Adjustment](#)

Submit a Grace Letter

A grace letter can be submitted to request an additional 90 days to the current COE deadline.

 **Submit a Grace Letter**



Submission

Grace Letter

Grace Letter

Grace Period

By submitting a Grace Letter, your reporting deadline will be extended by **90 days**. Your next COE must be received by **2016/01/29**.

Please upload your Grace Letter as a PDF file

Language

English ▼

Choose File No file chosen

Cancel

Submit

