

## INSTRUCTIONS TO SUBMIT YOUR COP TO THE WEBSITE OF THE GLOBAL COMPACT

This small document (based on a guide created in Argentina) is intended to help Global Compact participants with the process of submitting their COPs. We estimate that the submission process takes less than 10 minutes.

### General Information

The participant administration section of the Global Compact website was developed to facilitate the maintenance of participant information and the submission of Communications on Progress (COP) and other practice examples (Case Stories).

All official contact points of participating organizations have received a personal login and password to manage their organization's record. Upon login, contact points can add new contacts, modify contact information and assign different roles to these contacts.

- Please note that all form fields marked with a red "\*" are mandatory fields.
- When choosing options from a menu list, such as roles or interests of contacts, multiple options can be marked by holding down the Ctrl key while clicking.
- Likewise, hold down the Ctrl key while clicking to deselect a menu option.

### Managing and Editing Contact Information

Typically, the Global Compact database contains information about the organization's top executive and one or several contact points.<sup>1</sup> All contacts listed in the database have one or several roles assigned to them.<sup>2</sup>

The following roles are available:

- CEO or equivalent
- Company Contact (if the individual is the main contact for all GC related matters)
- Regional CEO (if the individual heads a regional organization or a subsidiary)
- General Contact (for all other individuals - this category should be chosen in cases where none of the other categories apply)

Likewise, individual contacts can be assigned a range of interests related to specific issues. The issue identification helps the Global Compact Office in better targeting our communications efforts. However, this is not a mandatory field.

**Please be reminded that all organizations must have a contact listing for their top executive and at least one contact point.**

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<sup>1</sup> All contact points can edit the contacts listed for their organization.

<sup>2</sup> These roles can be modified only by the contact point.

## Step-by-Step Instructions to Submit Your COP to the Website of the global compact

Step 1. Enter the Website of the Global Compact ([www.unglobalcompact.org](http://www.unglobalcompact.org))

Step 2. Click on the section “Participant login”. See visual reference below.

Welcome to the United Nations Global Compact - Microsoft Internet Explorer

Archivo Edición Ver Favoritos Herramientas Ayuda

Dirección <http://www.unglobalcompact.org>

United Nations Global Compact

Search the GC | Search Participants | **Participant Login** | Site Map | Contact Us

About the GC | How to Participate | Communicating Progress | Participants & Stakeholders | Networks Around the World | Issues | News & Events

“ Let us choose to unite the power of the market with the authority of universal ideals. ”

Kofi Annan  
Secretary General of the United Nations

LATEST NEWS

- 27 Apr 2006 Secretary-General Launches Principles for Responsible Investment
- 25 Apr 2006 Ukraine Launches the Global Compact
- 20 Apr 2006 Secretary-General Appoints Global Compact Board
- 19 Apr 2006 Foundation for the Global Compact Launched
- 18 Apr 2006 New Publication Showcases Business Action Against Corruption
- 08 Apr 2006 Indonesian Businesses Join Global Compact

GC TOOLS & PUBLICATIONS

Please select a country

The GC Around the World

Jump to Country Information Page:

Read more about GC Local Networks around the world.

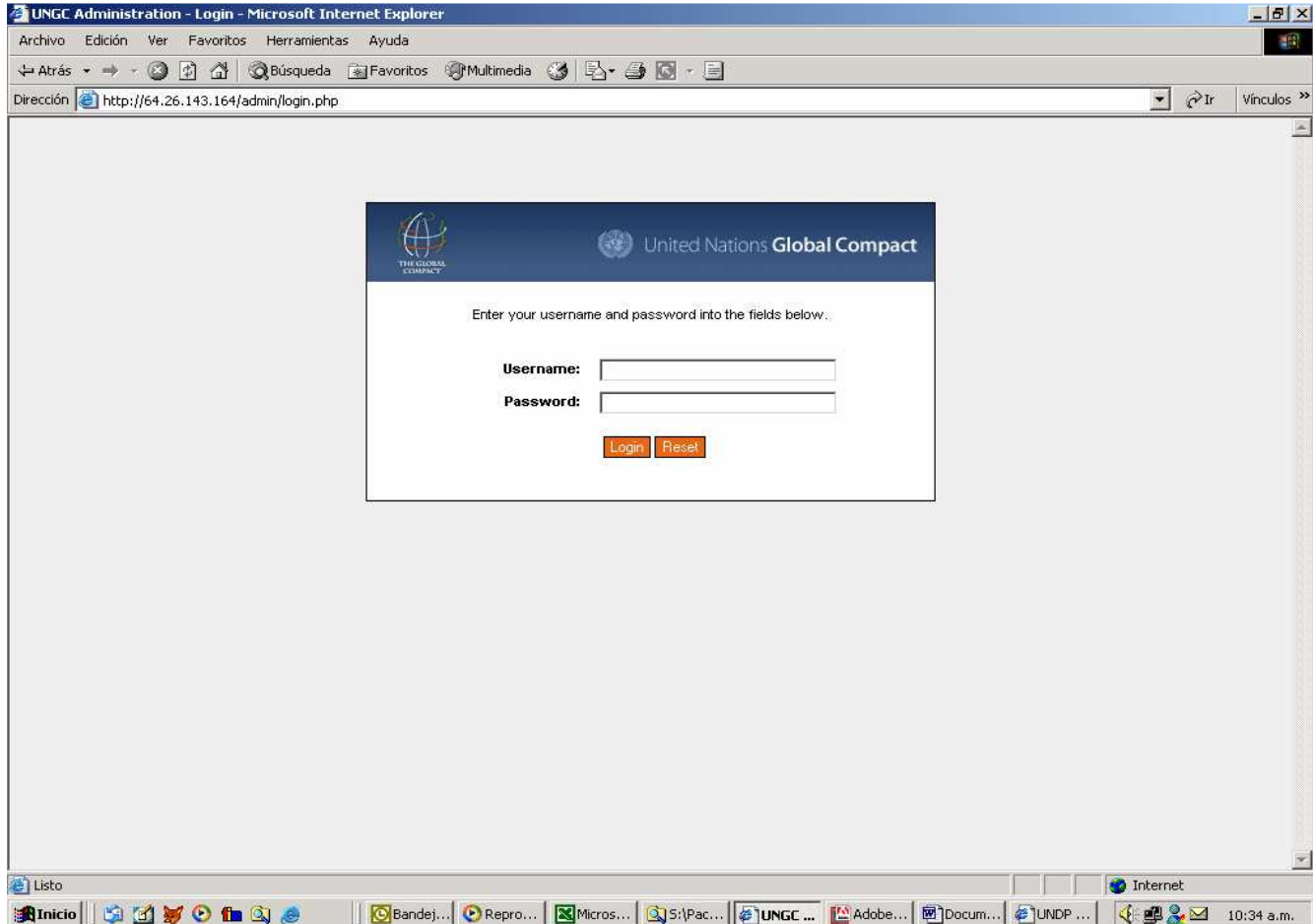
Search GC Search Participants

Internet

Inicio | Band... | Repr... | S:\Pa... | Admi... | Adob... | Docu... | Welc... | Apre... | Firma... | 10:50 a.m.

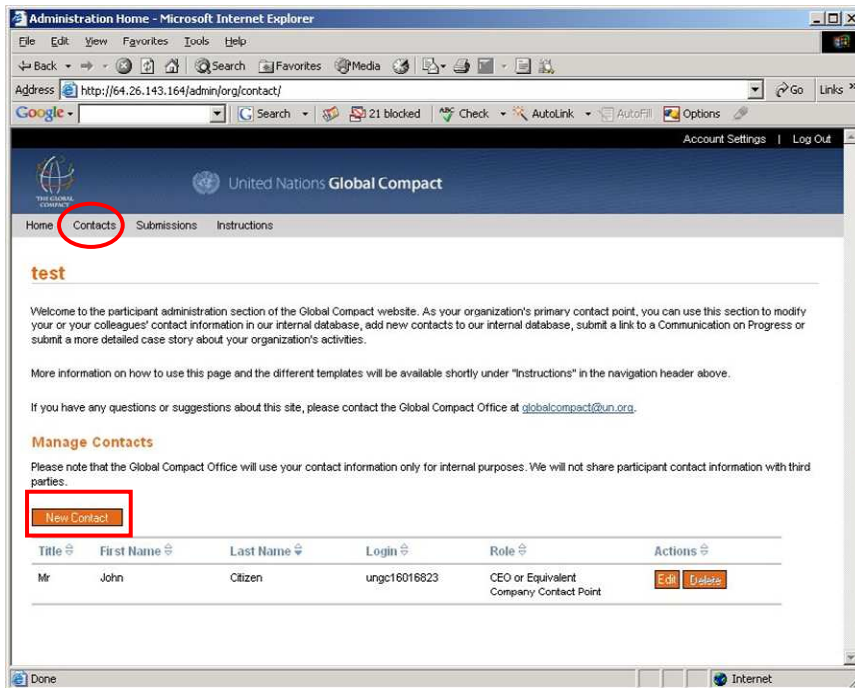
### Step 3. Enter your login y password.

These were sent to all participants in early 2006, but if you do not know yours please contact us at [globalcompact@un.org](mailto:globalcompact@un.org) (we hope to automate the process of obtaining lost passwords soon).

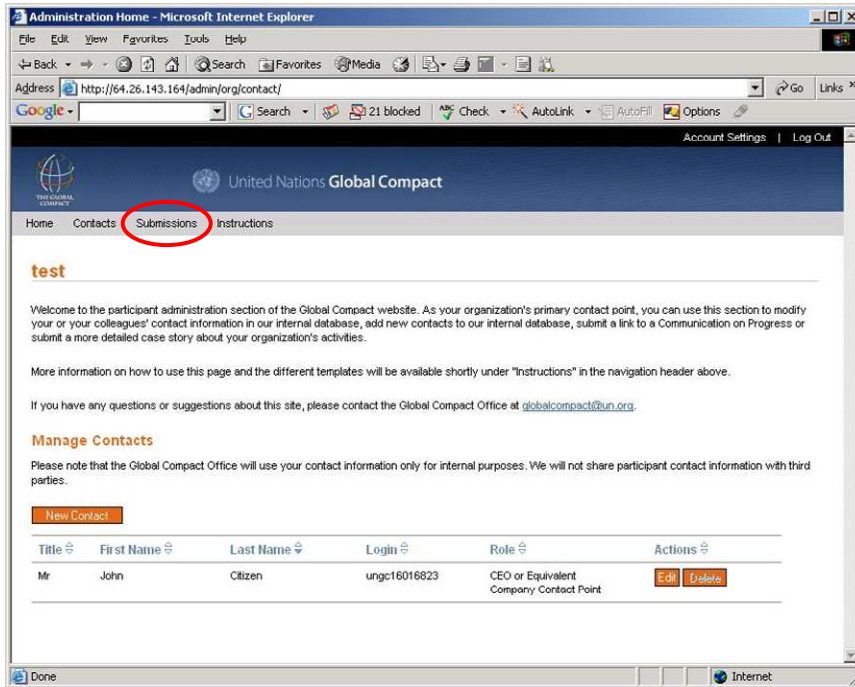


#### Step 4. The contact details of the Company will appear

In this section you can add, delete, or edit the contact details of one or several persons in your company that serve as contact points to the Global Compact Office and/or manage the COP submission process. You can also create contacts for additional persons. Please bear in mind, that at least one person must be identified as your organization's official contact point.

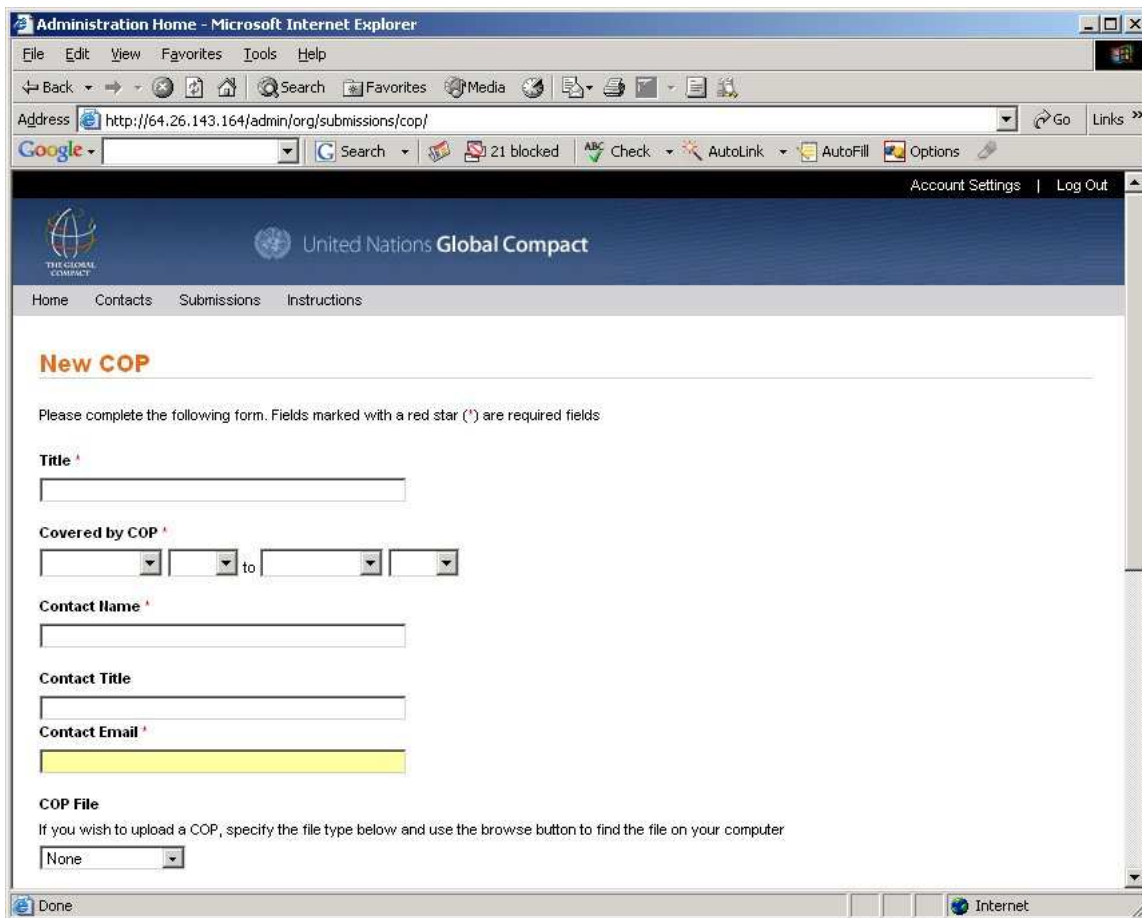


**Step 5. Click the section “Submissions”.**



## Step 6. Enter all required information.

In this screen you must enter information in all the fields marked by an orange asterisk. It is highly desirable to include a PDF version of the COP (however, Word or Powerpoint documents are acceptable as well). Also, where available please list any links to the COP on your website<sup>3</sup>. Once you have entered all this information, click the Orange **SAVE** button at the bottom of the screen.



The screenshot shows a web browser window titled "Administration Home - Microsoft Internet Explorer". The address bar shows "http://64.26.143.164/admin/org/submissions/cop/". The page header includes the United Nations Global Compact logo and navigation links: Home, Contacts, Submissions, Instructions. The main content area is titled "New COP" and contains a form with the following fields:

- Title \***: A text input field.
- Covered by COP \***: A range selector with two dropdown menus and a "to" label.
- Contact Name \***: A text input field.
- Contact Title**: A text input field.
- Contact Email \***: A text input field.
- COP File**: A section with a dropdown menu set to "None" and a "browse" button.

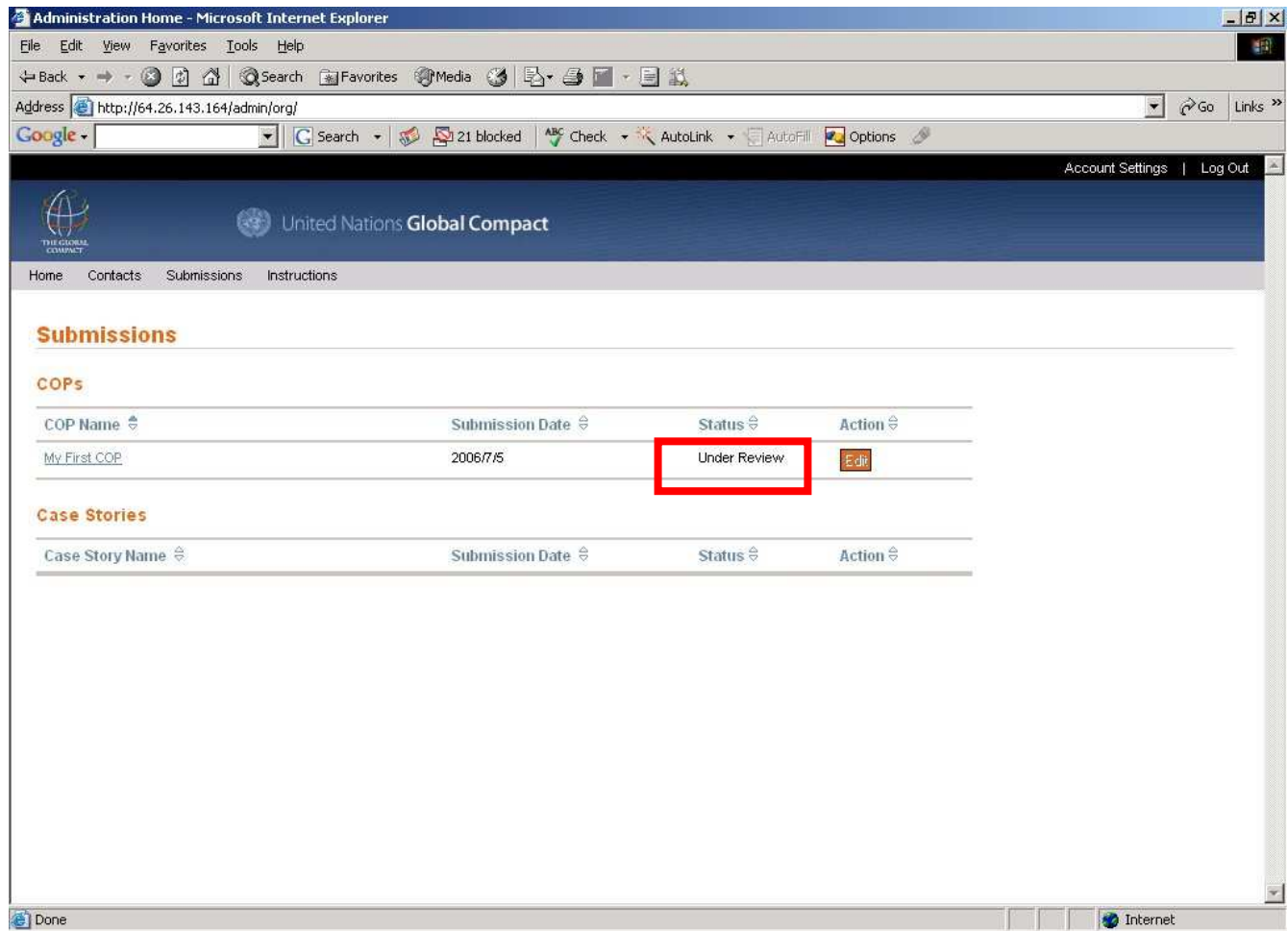
Fields marked with a red asterisk (\*) are required. The "Contact Email" field is highlighted in yellow. The browser status bar at the bottom shows "Done" and "Internet".

## Step 7. Congratulations!!!! You have submitted your COP!

Once you have entered the required information and uploaded your COP please click the submit button and the screen will show your COP is under review. Typically it will take the Global Compact office a few days to process and publish your COP or contact you about any problems - so your submission will not be visible on the Global Compact website immediately after you click "save".

<sup>3</sup> The purpose of the COP process is not that your company communicates with the Global Compact Office about your progress, but rather that you communicate with your stakeholders. The Global Compact is intended to act as a repository of the COPs in order to offer a library of emerging good practices in Corporate Citizenship

Once your COP has been processed you will receive an email from the Global Compact Office confirming the publication of your COP!



Please contact us at [globalcompact@un.org](mailto:globalcompact@un.org) should you have any problems or questions!