



1 May 2017

H.E. António Guterres  
Secretary-General  
United Nations  
NW YORK NY 10017 USA

Dear Mr Secretary-General,

**COP Cycle Adjustment Request**

I am writing to you at this time in order to request a reporting cycle adjustment for our Communications on Progress (COP), currently due 25 April of each year.

We recognize that a key requirement for participation in the UN Global Compact is the annual preparation and posting of a COP that comprises a CEO statement of continued support for the UN Global Compact, a description of practical actions with regard to the main issue areas of the UN Global Compact, and a measurement of outcomes or expected outcomes.

We submitted our first COP prior to April 25, 2017.

In order to make our reporting more streamlined, we would like to align our COP deadline with our internal and external reporting cycles. We hereby request our COP deadline be adjusted to 31 August of every year, with our next COP due 31 August 2018.

Yours faithfully,

John Newton  
GM Sustainability & Environment