

THE INSTITUTE FOR GLOBAL LEADERSHIP A consulting microenterprise

www.global-leader.org

THIRD ANNUAL COMMUNICATION ON ENGAGEMENT (CoE) REPORT FOR THE
UNITED NATIONS GLOBAL COMPACT PROGRAM

For the year ended 2017

Training and Coaching Emerging and Seasoned Leaders and Teams in Reconciliation Leadership

Providing Consultation and Training to develop case studies for a Global Mediation and
Reconciliation Service

1.0 Mission:

THE INSTITUTE FOR GLOBAL LEADERSHIP 1.0 About Our Institute

The Institute for Global Leadership provides confidential, compassionate and skilled guidance, consultation and training to help leaders and teams through changes, challenges, and crises.

We recognize all human beings, institutions, nations, and multilateral entities for their uniqueness, need and capacity for transformation.

1.1 Statement of support for the Global Compact from the Director of the Institute:

As an Institute for training emerging and seasoned leaders we believe we have to lead by example in putting actions to our commitments and principles. Our clients, our suppliers, our communities and our clients must be not only be aware of our actions, but also be aware of the principles behind these actions. Our commitment to the 10 principles and 17 sustainable development goals in the United Nations Global Compact, show how consistently we reach out to the vendors, people and institutions with whom we do business. We ensure that they abide by the principles of the Global Compact. We are part of a global, dynamic consulting firm which is best served by these principles of the Global Compact.

Signed: *Virginia Swain*
Virginia Swain, CEO, Founder and Director, 4/24/18

THE INSTITUTE FOR GLOBAL LEADERSHIP 1.0 About Our Institute

1.2 Our CEO, Founder and Director: Virginia Swain

As the CEO, Founder and Director of The Institute for Global Leadership, Virginia Swain provides leadership coaching, team building, change management, and dispute resolution services in Worcester, Massachusetts and clients around the globe. These services are offered in person, by email, telephone and on zoom technology. Through the Institute, Virginia helps leaders and teams develop their own mission statement for a global work ethic and encourages competency development for responsible action in a global economy based on the 17 principles.

Virginia Swain has been awarded The Third Goal Service Award from the Boston area Returned Peace Corps Volunteers. This award is given to those individuals who, through continued service to their communities, have exemplified the Third Goal of the Peace Corps, to promote a better understanding of other people on the part of the American people by promoting intercultural awareness and understanding. The nominee must have served in the Peace Corps and live in New England.

The award reads:

Virginia Swain, who served as a Peace Corps Volunteer in Liberia from 1964 to 1966, is Founder and Director of The Institute for Global Leadership. A consultant, mediator and trainer, Virginia has made it her lifelong commitment to support a just, sustainable, intercultural and multiethnic global peace.

As an adjunct faculty member at Lesley University, Salve Regina University, and Clark University, Virginia has taught courses in global management, negotiation, mediation, and leadership. She co-founded the Center for Global Community and World Law, which supports the goals of the UN Charter through research, education and publications. The Center became an ECOSOC NGO in 2003. She served on the executive committee of the Coalition for a Strong United Nations, which offers public education in partnership with the John F. Kennedy Library.

Virginia has also extended her reach beyond the United States. For example, she co-facilitated workshops at the Global Forum conference at the 1992 UN Earth Summit in Rio de Janeiro, and at the 1995 UN Social Development Summit in Copenhagen. She was also involved in preparations for the 1996 Beijing Women's Conference preparation in New York. She attended the inaugural luncheon of the Global Compact in

THE INSTITUTE FOR GLOBAL LEADERSHIP 1.0 About Our Institute

2. 1.2 Our Director (Cont):

Current consulting and training programs with which Virginia Swain is involved include:

- • Training emerging and seasoned leaders in the Reconciliation Leadership Certificate Program, a multi-course Reconciliation Leadership Certificate Program. The pilot course for this program at the United Nations, "Designing and Implementing Interventions for Global Change," brought seventy-five participants from fifteen countries in the first year at the United Nations. Virginia Swain and three graduates presented Reconciliation Leadership at UNDP brownbag lunch in 2013.
- • The programme has been held since 2002 with several hundred participants

3. 1.3 Our Affiliations:

Alliance for Climate Protection

American Counseling Association

Global Advisory Board, Human Dignity and Humiliation Studies at Columbia University

The Global Compact

National Coalition of Dialogue and Deliberation

Returned Peace Corps Volunteer Organizations

The Transcend Network of Peace Scholars and Practitioners

THE INSTITUTE FOR GLOBAL LEADERSHIP 1.0 About Our Institute

1.4 Our Institute and Sustainability:

The Institute both teaches and practices environmental responsibility and sustainability through all of its actions. The course content includes material on environmental concerns and possible actions through programs of engagements as well as responsible actions of corporations, agencies, and individuals. These are tied in with the Global Compact but also the 17 sustainable development goals.

Our goal is to train the current and future leaders of the world to think in the paradigm of Sustainability: We define sustainability by the Principles of the Global Compact.

THE INSTITUTE FOR GLOBAL LEADERSHIP 2.0 Organizational Profile

1. 2.1 The name of the organization is The Institute for Global Leadership
2. 2.2 Primary products and services:
 1. 2.2.1 Courses leading to Certification in Reconciliation Leadership
 2. 2.2.2 2.2.3 Coaching in career and life direction
 3. 2.2.4 Coaching emerging and seasoned leaders and teams
 4. 2.2.5 Providing dispute resolution services through a Global Mediation and Reconciliation Service
 5. 2.2.6 Speakers Bureau

Note: The Certification Courses specifically include the principles of the Global Compact as part of the program.

3. 2.3 The Institute is a sole proprietor organization.
4. 2.4 Contact information of organization:

The Institute for Global Leadership 32 Hill Top Circle
Worcester, MA 01609
Phone: 508.753.4172 (office) or 508-245-6843 (cell)

<http://www.global-leader.org>

5. 2.5 Scope of countries: USA and abroad (professional experience on six continents)

THE INSTITUTE FOR GLOBAL LEADERSHIP 1.0 About Our Institute (Cont):

6. 2.6 Nature of ownership: Sole proprietor
7. 2.7 Markets served

The Certification Courses and Programmes serve people from all over the United States and abroad.. The consultations and personal services include clients and organizations in the United States of America and abroad.

8. 2.8 Scale of the organization

The Institute for Global Leadership consists of one Director, a bookkeeper, and an administrator. The gross receipts for the year ended 2017 was \$30K , There are no capital assets and no liabilities for this organization.

9. 2.9 Significant changes during the past year

2.9.1 We incorporated the 2030 Sustainable Development agenda through 2013 to transform our world beyond 2015. We approach the agenda through our unique lens of the Global Problematique addressing the sustainability issues of the earth that go beyond national boundaries.

2.10 Awards received during the year 2.10.1 none

THE INSTITUTE FOR GLOBAL LEADERSHIP 3.0 Governance

3.1 Organizational Structure 3.1.1. Committees none

3.2 Relationship of Executive officers with governance body and management

3.2.1 The Executive Director is the manager of the employees. There is no board.

3.3 Makeup of the Board 3.3.1 There is no board.

3.4 Governance and collaborative efforts with internal stakeholders

3.4.1 All employees are taught the ten principles of the Global Compact.

THE INSTITUTE FOR GLOBAL LEADERSHIP 4.0 About the Report

4.1 Report

1. 4.1.1 Reporting Period is for the calendar/fiscal year ending December 31, 2017
2. 4.1.2 Date of most recent previous report
3. 4.1.3 Reporting cycle: Annual
4. 4.1.4 Contact point for questions regarding the report or its contents:

Virginia Swain, Founder and Director Institute for Global Leadership.
32 Hill Top Circle
Worcester, MA 01609
www.global-leader.org

4.2 Report

4.2.1 Scope

Parameters

Scope and Boundary

This report includes The Institute for Global Leadership only. It does include the internal stakeholders such as governance, the workers, and the external stakeholders such as suppliers and customers.

2. 4.2.2 Basis for reporting on other entities: N/A
3. 4.2.3 Significant changes from previous reporting periods: N/A

5.1 Stakeholders

5.2 Basis

5.2.1 Administrative Assistant for identification and selection of stakeholders

THE INSTITUTE FOR GLOBAL LEADERSHIP 5.0 About our Stakeholders

1. 5.1.1 Community
 - 5.1.1.1 Greater Worcester
 - 5.1.1.2 Business Community
2. 5.1.2 Civil Society
 - 5.1.2.1 Clients of Speakers Bureau
3. 5.1.3 Customers (Downstream Supply Chain)
 - 5.1.3.1 Students of the Certification courses
 - 5.1.3.2 Clients of coaching services
 - 5.1.3.3 Clients of Dispute Resolution Services
 - 5.1.3.4 Clients of bus tours
4. 5.1.4 Suppliers (Upstream Supply Chain)
 - 5.1.4.1 Bank: Bank of America
 - 5.1.4.2 Copy Center: UPS Store, Worcester, MA
 - 5.1.4.3 Web Design: RCVane.com
5. 5.1.5 Employees
 - 5.1.5.1 Bookkeeper

5.2.1 The basis of this identification was on the individual stakeholder consisting of 10% or more of the activity within their respective group (e.g. banking, office supplies, providing of resources, etc.)

THE INSTITUTE FOR GLOBAL LEADERSHIP 6.0 The Performance Report

6.1 Performance Report Content, Quality, and Boundary

6.1.1 Performance Report Content: This Performance Report for The Institute for Global Leadership will attempt to conform to the Global Reporting Initiatives (GRI) format for reporting performance. Because of the small size of the Institute, there will be no specific Performance Indicators. Instead, this Performance Report will include the GRI's upper levels of disclosure principles.

6.1.1.1 Materiality: This Performance Report includes those aspects of the Institute which are of material in size and scope. The report included all levels of reporting down to the financial level of the Balance Sheet and the Profit and Loss Statements used in the preparation of the tax returns. The materiality of the impacts was derived from one-on-one sessions with the Executive Director who provided the input for the upstream (supply chain) and the downstream (customers) reporting.

6.1.1.2 Stakeholder Inclusiveness: All information was derived internally because of the size of the organization. There was no opportunity to contact external sources for reporting purposes. Internal information had mostly been passed through the various internal. These internal factor included taking into consideration the Institute's key organizational values, policies, strategies, operational management systems, goals, targets, and milestones.

6.1.1.3 Sustainability Context: Because of the size of the organization, the greatest Sustainability Impact is on the impact of the downstream rather than the actual administrative or productive aspects. Each of the workshops and training sessions included sections on the definition and promotion of Sustainability principles. While administrative efforts were used to use recycled products or to recycle used products, the effect of training future leaders on the importance of Sustainability was greater.

6.1.2 Quality: This Performance Report was made in consultation with the Executive Director on an iterative basis. A draft was written up by the preparer and then checked over for quality by the Executive Director for changes dealing with Balance, Comparability, Accuracy, Timeliness, Clarity and Reliability.

6.1.2.1 Balance: The positive impact and operations of the Institute have been presented along with the unfavorable disclosure. Favorable aspects of the reporting are the strict adherence to the requirements of the Global Compact as well as the GRI reporting guidelines. The unfavorable aspects are the lack of Performance Indicators, and the lack of comparisons with previous CoP reports.

6.1.2.2 Comparability: Since this is the first full formal Communications on Progress (CoP), there is no comparison with previous periods. Hopefully the format of this report will allow comparison in future years.

6.1.2.3 Accuracy: This Performance Report is for the fiscal and calendar year 2017. Because of the lack of qualitative data, the reports are more in narrative format rather than spreadsheet format so accuracy is measured in truth more than numbers. But these qualitative statements in this report are valid on the basis of other reported information and other available evidence.

6.1.2.4 Timeliness: The reporting period is for 2017 and this Performance Report is being published and promoted by early 2018. So the report is being disclosed in a timely manner. The next update of this report will be when required.

6.1.2.5 Clarity: By using the hierarchical format of the GRI, an attempt is being made to present the information required by stakeholders and allow them to find the specific information they want without unreasonable effort. We have tried to avoid the use of technical terms, acronyms, jargon, or other content likely to be unfamiliar to the various stakeholders. The principle of Transparency for the stakeholders has been applied throughout the year and not just in this Performance Report.

6.1.2.6 Reliability: Information and processes used in the preparation of this report has been gathered, recorded, compiled, analyzed, and disclosed in a way that it could be subject to examination and confirmed.

6.1.3 Boundaries: Since the Institute is a stand-alone organization with no influence either upstream (with suppliers) or downstream (with customers) there is not cross- boundary reporting which is included.

6.2.1 Strategy

6.2.1.1 Statement of the Found and Director: As stated in the original Statement of support for the Global Compact and Sustainability from the Director of The Institute: “We are proud to include with the principles of the Global Compact the principles of sustainability and the Accountability of companies and organizations in the domains of Finance, Environment, and Social Responsibility.”

6.2.1.2 Key impacts, risks, and opportunities: The key impact has been the results of the training of today’s and tomorrow’s leaders through the training courses offered by the Institute. The key risk has been the low impact from within such a small organization with such limited supply sources. The key opportunities is the future opportunity of collaborating with other organizations in the coming years.

2. 6.2.2 Organizational Profile: See Sections 2.1 through 2.10 at beginning of the report.
3. 6.2.3 Report Profile: See Sections 4.1 through 4.2 above