

Communication on Progress (COP) - 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 Progress (COP) that comprises of a CEO statement of continued support for the UN Global Compact, a description of practical actions with regard to the principles of the UN Global Compact, and a measurement of outcomes or expected outcomes.

We are late in creating, sharing and posting our COP report due to [...]

We hereby ask for an extension period in order to be able to post a COP that describes our company's efforts and progress to implement the principles of the UN Global Compact. Our new COP report will be posted on the UN Global Compact website by [enter date here, max. 90 days from COP deadline] at the latest.

Sincerely yours,

[Signature]

[Name Mr. /Ms. _____]

[Title]



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Submission

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



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Submission

[Overview](#) [Getting Started](#) [Contacts](#) [Logo Requests](#) [COPs](#)

 Edit your organization's profile

Organization Details

Participant ID	4969
Status	Active
Relationship Manager	
Participant since	2008-01-29
COP Due Date	2015-06-05
Organization Type	SME
Ownership	Private Company
Sector	Support Services
Employees	10
Country	

Contact Information



Highest Level Executive	Mr. Contact Person
Contact Point	Mr. Contact Person



Submission

Overview Getting Started Contacts Logo Requests COPs

 New Communication on Progress

Published	Title	Status	Differentiation	Actions
2014-06-05	Communication on Progress	Approved	Learner	
2011-01-31	2010 Communication on Progress	Approved	Learner	



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Submission

Submitting a Communication on Progress (COP)

Instructions	Basic Template	GC Active COP	GC Advanced COP	Grace Letter	Reporting Cycle Adjustment
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Please choose among the following options to publish your COP on the Global Compact website

Basic Template	If your company is new to sustainability reporting, this template will guide you in creating your COP.
GC Active COP	Your report fulfills the three minimum requirements for the GC Active level and you are not aiming to qualify for the GC Advanced level.
GC Advanced COP	Your COP meets the GC Active level requirements and the GC Advanced criteria.
Grace Letter	Request a 90 day extension to your COP 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 COP deadline with your company's reporting cycle.




Submission

Submitting a Communication on Progress (COP)

Instructions	Basic Template	GC Active COP	GC Advanced COP	Grace Letter	Reporting Cycle Adjustment
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Submit a Grace Letter

A grace letter can be submitted to request an additional 90 days to the current COP deadline. [View a sample Grace Letter \(pdf\)](#)

 [Submit a New Grace Letter here](#)



Submission

Grace Letter

Grace Letter

Grace Period

By submitting a Grace Letter, your reporting deadline will be extended by **90 days**. Your next COP must be received by **2015/09/03**.

Please upload your Grace Letter as a PDF file

Language

English ▼

Choose File

No file chosen



Cancel

Submit



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