



GRI Content Index Tool

FAQ

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What do I need to know before I use the GRI Standards Content Index Tool?

The GRI Standards Content Index tool is ideal for organizations who: - Are in the near final stages of their report Preparation phase. - Would like to make a claim that the report has been prepared in accordance with the GRI Standards (See GRI 101: Foundations, clause 3.1) In order to make the best use out of the tool, organizations should already know the full list of material topics they will report on. Please note that it is solely the reporting organization's responsibility to fulfil all the requirements for the report to be prepared in accordance with the GRI Standards.

How can I access the GRI Standards – Content Index tool?

In order to access the GRI Standards Content Index Tool, please click on the Buy Now button. You will then be redirected to a safe PayPal payment system. The cost of generating one GRI Content Index based on GRI Standards is €35.

Once the payment has been executed, you will receive an email from the GRI Eshop with the web-link to the Online Content Index page. Please use the same browser you have used to finalize the payment when opening the GRI Standards – Content Index Tool.

You can now start to customize your GRI Standards Content Index!

Can I generate multiple GRI Content Index templates by using the tool?

No, the GRI Content Index template (in Excel format) for GRI Standards can only be generated once for each payment made.

Once your organization's GRI Content Index based on the GRI Standards has been generated, it is no longer possible to use the online tool to generate a different Excel sheet. Beyond this point, it is suggested to make the subsequent edits in Excel using the normal functionalities.

How can I add extra disclosures and columns indicating compliance with other frameworks?

Organizations who would still like to add columns indicating compliance with other frameworks or other material topics can do so themselves using the generated Microsoft Excel sheet. Disclosure GRI 102-55 – The GRI Content Index and the formatting of the generated Excel sheet can serve as guidance on what the requirements are.

Should an organization want to generate a second completely new GRI Content Index, this can be done by purchasing the tool again.

What should I do if I have started customizing the Content Index Tool, but do not know yet which disclosures to use?

If you have purchased the tool, but do not have all the necessary information on the material topics or the in accordance for your report, we would advise reporters to STOP before 'Confirming their Selection' and generating the downloadable GRI Content Index in Excel format. You may return to edit the disclosures once you are certain of the disclosures you would like to include in your report. The link to the tool will remain active for a period of 30 days provided the GRI Content Index Excel template is not generated.