



Item 01 –GSSB summary of in-person meeting held on 11-12 April 2018

For GSSB discussion and approval

Date	17 May 2018
Meeting	31 May 2018
Description	This document presents the summary of the GSSB in-person meeting held on 11-12 April 2018 and approved by the GSSB on 28 June 2018.

This document has been prepared by the GRI Standards Division. It is provided as a convenience to observers at meetings of the Global Sustainability Standards Board (GSSB), to assist them in following the Board's discussion. It does not represent an official position of the GSSB. Board positions are set out in the GRI Sustainability Reporting Standards. The GSSB is the independent standard-setting body of GRI. For more information visit www.globalreporting.org.

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Participants

Present:

Name	Constituency
Atilla Yerlikaya	Business Enterprise
Dwight Justice	Labor
Evan Harvey	Investment Institution (left 12.00pm 12 April)
Judy Kuszewski	Chair
Julia Wilson	Business Enterprise
Jürgen Buxbaum	Labor
Kent Swift	Civil Society Organization (joined for Sessions 1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7, 2.1, 2.2, 2.3, 2.4)
Kirsten Margrethe Hovi	Business Enterprise (12 April)
Michel Washer	Business Enterprise
Robyn Leeson	Vice-Chair
Sulema Pioli	Mediating Institution
Tony Mo	Civil Society Organization
Vadakepathth Nandkumar	Mediating Institution
Vincent Kong	Business Enterprise

In attendance:

Name	Designation
Alyson Slater	Chief of Network Engagement, Network Engagement Team
Anna Krotova	Manager, Standards Division
Bastian Buck	Director, Standards Division
Gillian Balaban	Assistant, Standards Division
Juliette Gaussem	Senior Manager, Network Engagement Team
Laura Espinach	Manager, Standards Division
Shivani Rajpal	Head of Services, Network Engagement Team
Tim Mohin	Chief Executive Officer
Tina Jensen	Senior Coordinator, Governance Relations

List of abbreviations

AOB	Any other business	GRI	Global Reporting Initiative
CE	Chief Executive Officer	GSSB	Global Sustainability Standards Board
CDP	Carbon Disclosure Project	IAC	Independent Appointments Committee
COB	Close of Business	IR	Integrated Reporting
DPOC	Due Process Oversight Committee		



ISO	International Organization for Standardization	SC	Stakeholder Council
NET	Network Engagement Team	SD	Standards Division
OHS	Occupational Health and Safety	TC	Technical Committee
PWG	Project Working Group	TCFD	Task Force on Climate-related Financial Disclosures
RMI	Responsible Minerals Initiative	ToR	Terms of Reference

1 Decisions and Action Items

2 DECISIONS

3 *Session 1.1:*

4 **GSSB Decision 2018.11** GSSB resolved to approve the meeting summary of the 22 March virtual
5 meeting.

6 *Session 1.4:*

7 **GSSB Decision 2018.12** GSSB resolved to approve the final project proposal for developing a
8 Standard Interpretation for making a GRI-referenced claim.

9 **GSSB Decision 2018.13** GSSB resolved to approve the Standard Interpretation for making a GRI-
10 referenced claim to become effective on the day of its launch.

11 **GSSB Decision 2018.14** GSSB resolved to approve the project proposal for developing a Standard
12 Interpretation for Disclosure 401- Employment.

13 **GSSB Decision 2018.15** GSSB resolved to approve the Standard Interpretation for Disclosure
14 401-1 to become effective on the day of its launch.

15 *Session 1.5:*

16 **GSSB Decision 2018.16** GSSB resolved to approve the GRI 403: Occupational Health and Safety
17 2018 Standard with the effective adoption date of 1 January 2021.

18 **GSSB Decision 2018.17** GSSB resolved to approve that re-exposure of the GRI 403: Occupa-
19 tional Health and Safety 2018 Standard is not needed.

20 **GSSB Decision 2018.18** GSSB resolved to approve the withdrawal of the GRI 403: Occupational
21 Health and Safety 2016 Standard by 31 December 2020.

22 *Session 1.6:*

23 **GSSB Decision 2018.19** GSSB resolved to approve the GRI 303: Water and Effluents 2018 Stand-
24 ard with the effective adoption date of 1 January 2021.

25 **GSSB Decision 2018.20** GSSB resolved to approve that re-exposure of the GRI 303: Water and
26 Effluents 2018 Standard is not needed.



27 **GSSB Decision 2018.21** GSSB resolved to approve the withdrawal of the GRI 303: Water 2016
28 Standard by 31 December 2020.

29 *Session 2.3*

30 **GSSB Decision 2018.22** GSSB resolved to approve the GSSB Work Program 2018-2019 with the
31 discussed amendments.

32

33 **ACTION ITEMS**

GSSB	
Session 1.2	GSSB members to provide Standards Division (SD) with any contacts/organizations that may be relevant in the review of GRI Waste disclosures and the project proposal for developing a GRI Standard on Spills and Leaks.
Session 1.7	GSSB members to review their network and encourage contacts to apply for the GSSB, DPOC, or other governance bodies within GRI.
Session 2.3	The Chair to confer with the Stakeholder Council (SC) Chair to follow-up on the comments regarding prioritization of projects and sectors, and to explore how the GSSB should present documents to the SC in future.
Session 2.4	GSSB members to submit detailed feedback regarding the ToR and Due Process Protocol by COB 27 April 2018.
Standards Division	
Session 1.3	SD to modify text in Item 03 - FAQ on the status of definitions in the GRI Standards Glossary clarifying the following sentence: 'When a term is not defined in the glossary, definitions that are commonly used and understood should apply', i.e., definitions used in a common dictionary, or when a term is not defined it is the reporter's responsibility to define this and should state the definition used for the term in their report.
Session 1.8	SD to review and rescale the Sector Program based on available funding and develop a program description for discussion at the 31 May virtual meeting.
Session 2.3	SD to add specificity under Priority work area (a) Review GRI Standards on a regular basis (commencing Q1 2017) (lines 37-58) on the project schedule, reflecting the projects underway and providing a list of projects under consideration, clearly stating that decisions on these are still pending. SD to specify the work under Priority work area (g) Collaborate with key partners to reduce the reporting burden and increase the uptake of the GRI Standards (lines 117-130) around linkage documents, collaborating



	<p>with key partners Carbon Disclosure Project (CDP) and Task Force on Climate-related Financial Disclosures (TCFD).</p> <p>SD to produce under Priority work area (i) Provide technical input on programs, products and services developed by GRI, in collaboration with GRI Secretariat an overview of what is specifically requested regarding technical input to be discussed at either the 31 May or 28 June virtual meetings.</p> <p>SD to include a specific mention under Priority work area (j) Carry out monitoring on the use of GRI Standards and emerging reporting practice (lines 141-145) referring to sustainability context development as one the GSSB will monitor.</p>
Session 2.4	<p>SD to take the comments received and produce two contents for review.</p> <p>1. An annotated version of the discussed documents: Item 15-GSSB Terms of Reference and Item 16-GSSB Due Process Protocol, with a focus of enhancing clarity of these documents and incorporation of suggestions not affecting the remit of other governance bodies and not significantly changing the remit of the GSSB. 2. A document outlining substantive changes as basis for recommendations to the GRI Board. This will be discussed further at the 31 May virtual meeting.</p> <p>SD to work with the communications department to generate a flow chart or short animation describing the Due Process for developing a Standard by mid-2018.</p>
Session 2.6	<p>SD to discuss the Digital Reporting Tool, Implementation guidance and related case studies, and the GRI RMI (Responsible Minerals Initiative) collaboration on Conflict Minerals with Network Engagement Team (NET), and give a more detailed overview of these topics to the GSSB for further comments from the members.</p>

34

35 **Day I – 11 April 2018**

36 **Session 1.1: Welcome and approval of meeting summary**

37 Judy Kuszewski, the GSSB Chair (henceforth the Chair), welcomed the GSSB and attending GRI Sec-
38 retariat staff to the meeting and presented an overview of the [meeting agenda](#).

39 **GSSB Decision 2018.11** GSSB resolved to approve the [meeting summary of the 22 March virtual](#)
40 [meeting](#).

41 **Session 1.2: Update Standards Division**

42 The GSSB was presented with an overview of the SD’s work priorities not covered within this meet-
43 ing.



44 **Action:** GSSB to provide SD with any contacts /organizations that may be relevant in the review of
45 GRI Waste disclosures and the project proposal for developing a GRI Standard on Spills and Leaks.

46 Session 1.3: FAQ on the status of definitions in the GRI 47 Standards Glossary

48 The GSSB was presented with [Item 02 - FAQ on the status of definitions in the GRI Standards Glos-](#)
49 [sary.](#)

50 The status of definitions has been discussed in depth in previous GSSB meetings. The SD explained
51 after consultation that ISO Standards do not require definitions to claim compliance with a standard,
52 and the GSSB member with previous concerns on this subject is now in agreement.

53 The GSSB members were in agreement with this FAQ with amendments.

54 **Action:** SD to modify text in Item 03 - FAQ on the status of definitions in the GRI Standards Glos-
55 sary clarifying the following sentence: ‘When a term is not defined in the glossary, definitions that are
56 commonly used and understood should apply’, i.e., definitions used in a common dictionary, or when
57 a term is not defined it is the reporter’s responsibility to define this and should state the definition
58 used for the term in their report.

59 Session 1.4: Standard Interpretations for making a GRI- 60 referenced claim and for Disclosure 401-I - Employ- 61 ment

62 The GSSB was presented with [Item 03 - Final GSSB Project Proposal for developing a Standard Inter-](#)
63 [pretation for making a GRI-referenced claim](#), [Item 04 - Standard Interpretation for making a GRI-ref-](#)
64 [erenced claim](#), [Item 05 - Final GSSB Project Proposal for developing a Standard Interpretation for](#)
65 [Disclosure 401-I - Employment](#), and [Item 06 - Standard Interpretation for Disclosure 401-I - Em-](#)
66 [ployment](#).

67 *Item 03 - Final GSSB Project Proposal for developing a Standard Interpretation for making a GRI-referenced*
68 *claim*

69 The Chair called for approval of the final project proposal for developing a Standard Interpretation
70 for making a GRI-referenced claim.

71 GSSB members: Atilla Yerlikaya, Dwight Justice, Evan Harvey, Judy Kuszewski, Julia Wilson, Jürgen
72 Buxbaum, Kent Swift, Michel Washer, Tony Mo, Robyn Leeson, Sulema Pioli, Vadakepathth Nandku-
73 mar and Vincent Kong voted in favor.

74 Kirsten Margrethe Hovi was not present for the vote.

75 **GSSB Decision 2018.12** GSSB resolved to approve the final project proposal for developing a
76 Standard Interpretation for making a GRI-referenced claim.

77 *Item 04 - Standard Interpretation for making a GRI-referenced claim*



78 SD Director stated that due process has been met in the development of the Standard Interpretation
79 for making a GRI-referenced claim.

80 The Chair called for approval of the project proposal for developing a Standard Interpretation for
81 making a GRI-referenced claim.

82 GSSB members: Atilla Yerlikaya, Dwight Justice, Evan Harvey, Judy Kuszewski, Julia Wilson, Jürgen
83 Buxbaum, Kent Swift, Michel Washer, Tony Mo, Robyn Leeson, Sulema Pioli, Vadakepatth Nandku-
84 mar and Vincent Kong voted in favor.

85 Kirsten Margrethe Hovi was not present for the vote.

86 **GSSB Decision 2018.13** GSSB resolved to approve the Standard Interpretation for making a GRI-
87 referenced claim to become effective on the day of its launch.

88 *Item 05 - Final Project Proposal for developing a Standard Interpretation for Disclosure 401-I - Employment*

89 The Chair called for approval of the final project proposal for developing a Standard Interpretation
90 for Disclosure 401-I - Employment.

91 GSSB members: Atilla Yerlikaya, Dwight Justice, Evan Harvey, Judy Kuszewski, Julia Wilson, Jürgen
92 Buxbaum, Kent Swift, Michel Washer, Tony Mo, Robyn Leeson, Sulema Pioli, Vadakepatth Nandku-
93 mar and Vincent Kong voted in favor.

94 Kirsten Margrethe Hovi was not present for the vote.

95 **GSSB Decision 2018.14** GSSB resolved to approve the final project proposal for developing a
96 Standard Interpretation for Disclosure 401-I - Employment.

97 *Item 06 - Standard Interpretation for Disclosure 401-I - Employment*

98 SD Director stated that due process has been met in the development of the Standard Interpretation
99 for Disclosure 401-I – Employment.

100 The Chair called for approval of the project proposal for developing a Standard Interpretation for
101 Disclosure 401-I to become effective on the day of its launch.

102 GSSB members: Atilla Yerlikaya, Dwight Justice, Evan Harvey, Judy Kuszewski, Julia Wilson, Jürgen
103 Buxbaum, Kent Swift, Michel Washer, Tony Mo, Robyn Leeson, Sulema Pioli, Vadakepatth Nandku-
104 mar and Vincent Kong voted in favor.

105 Kirsten Margrethe Hovi was not present for the vote.

106 **GSSB Decision 2018.15** GSSB resolved to approve the Standard Interpretation for Disclosure
107 401-I to become effective on the day of its launch.

108 Session 1.5: GRI 403: Occupational Health and Safety

109 The GSSB was presented with [Item 10 - Final version of GRI 403: Occupational Health and Safety](#)
110 and [Item 11 - Draft GSSB basis for conclusions for GRI 403: Occupational Health and Safety](#).



- 111 This subject has been discussed in depth in previous GSSB meetings.
- 112 *GRI 403: Occupational Health and Safety 2018 Standard with the effective adoption date of 1 January 2021*
- 113 SD Director stated that due process has been met in the development of the GRI 403: Occupational
114 Health and Safety 2018 Standard.
- 115 The Chair called for approval of the GRI 403: Occupational Health and Safety 2018 Standard with
116 the effective date adoption of 1 January 2021.
- 117 GSSB members: Atilla Yerlikaya, Dwight Justice, Evan Harvey, Judy Kuszewski, Julia Wilson, Jürgen
118 Buxbaum, Kent Swift, Michel Washer, Tony Mo, Robyn Leeson, Sulema Pioli, Vadakepatth Nandku-
119 mar and Vincent Kong voted in favor.
- 120 Kirsten Margrethe Hovi was not present for the vote.
- 121 **GSSB Decision 2018.16** GSSB resolved to approve the GRI 403: Occupational Health and Safety
122 2018 Standard with the effective adoption date of 1 January 2021.
- 123 *Need for re-exposure of the GRI 403: Occupational Health and Safety 2018 Standard*
- 124 SD Director stated that there has been no substantial change to the exposed document necessitating
125 re-exposure.
- 126 The Chair called for approval that re-exposure of the GRI 403: Occupational Health and Safety 2018
127 Standard is not needed.
- 128 GSSB members: Atilla Yerlikaya, Dwight Justice, Evan Harvey, Judy Kuszewski, Julia Wilson, Jürgen
129 Buxbaum, Kent Swift, Michel Washer, Tony Mo, Robyn Leeson, Sulema Pioli, Vadakepatth Nandku-
130 mar and Vincent Kong voted in favor.
- 131 Kirsten Margrethe Hovi was not present for the vote.
- 132 **GSSB Decision 2018.17** GSSB resolved to approve that re-exposure of the GRI 403: Occupa-
133 tional Health and Safety 2018 Standard is not needed.
- 134 *Withdrawal of the GRI 403: Occupational Health and Safety 2016 Standard by 31 December 2020*
- 135 The Chair called for approval of the withdrawal of the GRI 403: Occupational Health and Safety 2016
136 Standard by 31 December 2020.
- 137 GSSB members: Atilla Yerlikaya, Dwight Justice, Evan Harvey, Judy Kuszewski, Julia Wilson, Jürgen
138 Buxbaum, Kent Swift, Michel Washer, Tony Mo, Robyn Leeson, Sulema Pioli, Vadakepatth Nandku-
139 mar and Vincent Kong voted in favor.
- 140 Kirsten Margrethe Hovi was not present for the vote.
- 141 **GSSB Decision 2018.18** GSSB resolved to approve the withdrawal of the GRI 403: Occupational
142 Health and Safety 2016 Standard by 31 December 2020.

143 Session 1.6: GRI 303: Water and Effluents

144 The GSSB was presented with [Item 07 - Draft version of GRI 303: Water and Effluents](#), [Item 08 -](#)
145 [Draft GSSB basis for conclusions for first public comment on GRI 303: Water and Effluents](#), [Item 09](#)
146 [- Draft GSSB basis for conclusions for second public comment on GRI 303: Water and Effluents](#), and
147 [Item 17 - Final version of GRI 303: Water and Effluents](#).

148 This subject has been discussed in depth in previous GSSB meetings.

149 *GRI 303: Water and Effluents 2018 Standard with the effective adoption date of 1 January 2021*

150 SD Director stated that due process has been met in the development of the GRI 303: Water and
151 Effluents 2018 Standard.

152 The Chair called for approval of the GRI 303: Water and Effluents 2018 Standard with the effective
153 adoption date of 1 January 2021.

154 GSSB members: Atilla Yerlikaya, Dwight Justice, Evan Harvey, Judy Kuszewski, Julia Wilson, Jürgen
155 Buxbaum, Kent Swift, Michel Washer, Tony Mo, Robyn Leeson, Sulema Pioli, Vadakepatth Nandku-
156 mar and Vincent Kong voted in favor.

157 Kirsten Margrethe Hovi was not present for the vote.

158 **GSSB Decision 2018.19** GSSB resolved to approve the GRI 303: Water and Effluents 2018 Stand-
159 ard with the effective adoption date of 1 January 2021.

160 *Need for re-exposure of the GRI 303: Water and Effluents 2018 Standard*

161 SD Director stated that there has been no substantial change to the exposed document necessitating
162 re-exposure.

163 The Chair called for approval that re-exposure of the GRI 303: Water and Effluents 2018 Standard is
164 not needed.

165 GSSB members: Atilla Yerlikaya, Dwight Justice, Evan Harvey, Judy Kuszewski, Julia Wilson, Jürgen
166 Buxbaum, Kent Swift, Michel Washer, Tony Mo, Robyn Leeson, Sulema Pioli, Vadakepatth Nandku-
167 mar and Vincent Kong voted in favor.

168 Kirsten Margrethe Hovi was not present for the vote.

169 **GSSB Decision 2018.20** GSSB resolved to approve that re-exposure of the GRI 303: Water and
170 Effluents 2018 is not needed.

171 *Withdrawal of the GRI 303: Water 2016 Standard by 31 December 2020*

172 The Chair called for the approval of the withdrawal of the GRI 303: Water 2016 Standard by 31 De-
173 cember 2020.

174 GSSB members: Atilla Yerlikaya, Dwight Justice, Evan Harvey, Judy Kuszewski, Julia Wilson, Jürgen
175 Buxbaum, Kent Swift, Michel Washer, Tony Mo, Robyn Leeson, Sulema Pioli, Vadakepatth Nandku-
176 mar and Vincent Kong voted in favor.

177 Kirsten Margrethe Hovi was not present for the vote.



178 **GSSB Decision 2018.21** GSSB resolved to approve the withdrawal of the GRI 303: Water 2016
179 Standard by 31 December 2020.

180 Session 1.7: Independent Appointments Committee up- 181 date

182 The GSSB was presented with an overview of the tasks undertaken by the IAC, by the IAC Chair.

183 **Action:** GSSB members to review their network and encourage contacts to apply for the GSSB,
184 DPOC, or other governance bodies within GRI.

185 Session 1.8: Review of Sector Program

186 The GSSB was provided with an overview history of the Sector Program. Funding for a pilot is now
187 available.

188 The GSSB commented that the number of sectors that may need to be covered is extensive. The
189 topic of alignment of classifications was also raised. It was suggested that revisiting the process would
190 be valuable, beginning with the actual product and working backwards.

191 **Action:** SD to review and rescale the Sector Program based on available funding and develop a pro-
192 gram description for discussion at the 31 May virtual meeting.

193 Session 1.9: Close of public meeting Day 1

194 The Chair closed the public sessions of Day 1.

195 Session 1.10: Executive session

196 This was a closed session for GSSB members only.

197 Session 1.11: Summary of Day 1 / Close of private ses- 198 sion

199 The Chair provided the GSSB with a summary of Day 1 and the meeting was closed.

200 Day 2 – 12 April 2018

201 Session 2.1: GRI CE Update

202 This was a closed session for GSSB members only.

203



204 Session 2.2: Welcome and review of agenda of Day 2

205 The Chair opened the public sessions of Day 2.

206 Session 2.3: Discussion on GSSB Work Program 2018- 207 2019

208 The GSSB was presented with [Item 12 - Revised GSSB Work Program 2017-2019 as published for](#)
209 [public comment](#), [Item 13 - SC Feedback on the Revised GSSB Work Program 2017-2019](#), and [Item](#)
210 [14 - Public comments received on the Revised GSSB Work Program 2017-2019](#).

211 The SD will identify projects, including the waste-related update, and then list potential future pro-
212 jects including spills & leaks, work related to defining report content and materiality, areas related to
213 customer health and safety, biodiversity, and data privacy as subjects to be revisited by the GSSB
214 later this year.

215 **Amendments to the revised GSSB Work Program:**

- 216 • SD to add specificity under Priority work area (a) Review GRI Standards on a regular basis
217 (commencing Q1 2017) (lines 37-58) on the project schedule, reflecting the projects under-
218 way and providing a list of projects under consideration, clearly stating that decisions on
219 these are still pending.
- 220 • SD to specify the work under Priority work area (g) Collaborate with key partners to re-
221 duce the reporting burden and increase the uptake of the GRI Standards (lines 117-130)
222 around linkage documents, collaborating with key partners Carbon Disclosure Project (CDP)
223 and Task Force on Climate-related Financial Disclosures (TCFD).
- 224 • SD to include a specific mention under Priority work area (j) Carry out monitoring on the
225 use of GRI Standards and emerging reporting practice (lines 141-145) referring to sustainabil-
226 ity context development as one the GSSB will monitor.

227 **Action:**

- 228 • The Chair to confer with the Stakeholder Council (SC) Chair as to the SC's desired future
229 inputs into the process of identifying and prioritizing Sector Supplement topics, and to ex-
230 plore how the GSSB should present documents to the SC in future.
- 231 • SD to produce under Priority work area (i) Provide technical input on programs, products
232 and services developed by GRI, in collaboration with GRI Secretariat an overview of what is
233 specifically requested regarding technical input to be discussed at either the 31 May or 28
234 June virtual meetings

235 **GSSB Decision 2018.22** GSSB resolved to approve the GSSB Work Program 2018-2019 with the
236 discussed amendments.



237 Session 2.4: Review of GSSB Terms of Reference and 238 GSSB Due Process Protocol

239 The GSSB was provided with [Item 15 - GSSB Terms of Reference](#) and [Item 16 - GSSB Due Process](#)
240 [Protocol](#).

241 SD Director gave an overview of the GSSB ToR and GSSB Due Process Protocol. The Due Process
242 is seen to be robust and workable; however, some details in the process could be refined. The
243 working relationship and process between the DPOC and GSSB continue to evolve. There are posi-
244 tive developments, but a significant burden regarding documentation remains.

245 The GSSB has been asked by the GRI Board to provide a specific proposal as to how the GSSB
246 would suggest moving forward the process regarding GRI Board input.

247 A question regarding the time commitments required from the GSSB members was raised. GSSB
248 members can volunteer as Project Working Group (PWG) or Technical Committee (TC) sponsors,
249 if time permits. The suggestion of email voting was raised as a means to reduce the time commit-
250 ments required from the GSSB members.

251 **Action:**

- 252 • SD to take the comments received and produce two contents for review. 1. An annotated
253 version of the discussed documents: Item 15-GSSB Terms of Reference and Item 16-GSSB
254 Due Process Protocol, with a focus of enhancing clarity of these documents and incorpora-
255 tion of suggestions not affecting the remit of other governance bodies and not significantly
256 changing the remit of the GSSB. 2. A document outlining substantive changes as basis for rec-
257 ommendations to the GRI Board. This will be discussed further at the 31 May virtual meet-
258 ing.
- 259 • SD to work with the communications department to generate a flow chart or short anima-
260 tion describing the Due Process for developing a Standard by mid-2018.
- 261 • GSSB members to submit detailed feedback regarding the ToR and Due Process Protocol by
262 COB 27 April 2018.

263 Session 2.5: Close of public meeting Day 2

264 The Chair closed the public sessions of Day 2.

265 Session 2.6: Network Engagement Team

266 This was a closed session for GSSB members only.

267



268 **Session 2.7: Summary of Day 2 / Close of private ses-**
269 **sion**

270 The Chair provided the GSSB with a summary of Day 2 and the meeting was closed.