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**Item 01 Summary 5 – 7 April in-person meeting
 Meeting summary**

Approved by the GSB on 16 May 2016.

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Participants

Present:

| Name | Constituency |
|-----------------------------|----------------------------|
| David Russell | Business |
| Daniel Ingram (5-6 April) | Investment Institution |
| Daniel Taillant | Civil Society Organization |
| Dwight Justice | Labor |
| Eric Hespeneide (Chairman) | |
| Hidemi Tomita | Business |
| Judy Kuszewski | Mediating Institution |
| Jürgen Buxbaum | Labor |
| Kirsten Margrethe Hovi | Business |
| Michael Nugent (Vice-Chair) | Mediating Institution |
| Robin Edme | Mediating Institution |
| Simeon Cheng | Business |
| Stiaan Wandrag | Business |
| Sulema Pioli | Mediating Institution |
| Vadakepatth Nandkumar | Mediating Institution |

Apologies:

| Name | Designation |
|-------------------------|------------------------|
| Daniel Ingram (7 April) | Investment Institution |

In attendance:

| Name | Designation |
|-------------------------|---|
| Bastian Buck | Director, Standards Division |
| Chelsea Reinhardt | Deputy Director, Standards Division |
| Katja Kriege | Manager Reporting Standard |
| Laura Espinach | Manager Reporting Standard |
| Maaïke Fleur | Senior Strategy Advisor |
| Tamara Bergkamp | Manager Reporting Standard |
| Michael Meehan | CE, GRI |
| Teresa Fogelberg | Deputy CE, GRI |
| Rashmi van de Loenhorst | Director, Marketing and Communications |
| Nelmara Arbex | GRI Chief Advisor on Innovation in Reporting |
| Rodney Irwin | Managing Director, Financial Capital Focus Area WBCSD |
| Maggie Lee | Senior Coordinator, Governance Relations |
| Tina Nybo Jensen | Governance Relations Coordinator (minutes) |

List of abbreviations

| | | | |
|------|---------------------------------------|------|------------------------------------|
| GSSB | Global Sustainability Standards Board | SRSs | Sustainability Reporting Standards |
|------|---------------------------------------|------|------------------------------------|

1 Session I.I:Welcome

2 The Chairman (henceforth “The Chair”) of the Global Sustainability Standards Board (GSSB),
3 welcomed everyone the meeting. An overview of the meeting was presented and The Chair
4 moved for the approval of the Agenda items listed below.

- 5 • [Item 01 - Summary 5-7 November 2015 in-person meeting](#)
- 6 • [Item 02 - Summary 17 December 2015 virtual meeting](#)
- 7 • [Item 03 - Summary 25 February 2016 virtual meeting](#)
- 8 • [Item 04 – Summary 3 March 2016 virtual meeting](#)

9 GSSB members requested to limit the number of meeting summaries for review at any one time.

10 *The GSSB unanimously approved the meeting summaries without any changes.*

11 The Chair moved for the GSSB annual report to reflect a concise summary of GSSB activities in a
12 calendar year. However, the first report will cover the activities from November 2015 –
13 December 2016.

14 The GSSB agreed to this proposal.

15 DECISIONS

16 **GSSB Decision 2016.04** The GSSB approved the summary of meeting held 5-7 November
17 2015.

18 **GSSB Decision 2016.05** The GSSB approved the summary of meeting held 17 December
19 2015.

20 **GSSB Decision 2016.06** The GSSB approved the summary of meeting held 25 February 2016.

21 **GSSB Decision 2016.07** The GSSB approved the summary of meeting held 03 March 2016.

22 **GSSB Decision 2016.08** The GSSB decided that the annual GSSB report is to reflect a concise
23 summary of its activities within a reporting period of a calendar year. The GSSB’s first annual
24 report will contain activities from November 2015 – December 2016.

25 ACTION ITEMS

26 Secretariat/Standards Division

- 27 • To limit the number of meeting summaries for review by GSSB members at any one
28 time.

29 Session 1.2: Transition to Standards - Introduction

30 [Agenda item 05 -Summary of key changes to the exposure drafts](#) and [05a -Transition to Standards](#)
31 [Overview of GSSB decisions and Standards Division action items](#) were circulated and considered as
32 read. A summary of these documents was presented.

33 Session 1.3: Update 'employee'/'worker' project

34 [Agenda items 06 – List of suggested revisions for ‘employee’/ ‘worker’ terminology for first set of public](#)
35 [exposure drafts and 06a – Employee Worker Terminology Review G4-10 Options](#) were circulated and
36 considered as read. The GSSB were advised that the content from the ad hoc technical
37 committee on ‘employee’ / ‘worker’ terminology is for information and input into the discussion
38 only.

39 An overview of the project and background information regarding the terms ‘employee’ and
40 ‘worker’ was presented. The scope of the project is limited to terminology and does not include
41 revising quantitative reporting requirements.

42 The GSSB were presented with three options for the G4 indicator G4-10, currently Disclosure
43 201-8, to evaluate and decide on the quantitative reporting elements. The GSSB also had the
44 option to preserve the current reporting requirements.

45 GSSB member discussed the merits and disadvantages of each option presented.

46 The GSSB proposed that the Standards Division re-work Option 3 and re-present the revised
47 option later in the meeting for further review. The GSSB approved the recommendations of the
48 Technical Committee for employee/ worker related terminology in all public exposure draft
49 Standards, with the exception of revisions for G4-10 (which was discussed separately).

50 ACTION ITEMS

51 Standards Division

- 52 • Re-work Option 3 of G4-10 and present the revised option later in the meeting for
53 further review.

54 Session 1.4: SRS 101: Foundation

55 [Agenda item 07 – Exposure draft of SRS 101: Foundation](#) was circulated and considered as read. An
56 overview of the document was presented, as well as changes made following its distribution
57 based on comments received from the GSSB prior to the meeting. The GSSB was then asked to
58 respond to the preliminary actions and/or provide further feedback.

59 The GSSB agreed to revise line 26 in the Introduction from ‘and’ to ‘or’.

60 The GSSB agreed to delete the second sentence related to ‘consequences for the organization itself’
61 on lines 254-255 and 525-526.

62 The GSSB agreed to the proposed amendments to the topic Boundary description (lines 560-
63 566).

64 The GSSB agreed for the Standards Division to work on additional examples for the 'How-to-
65 Guide' (based on G4-I8 guidance) related to the topic Boundary.

66 The GSSB had a discussion on the criteria for using an 'SRS-referenced' claim as set out in
67 Section 3 of SRS 101. The GSSB requested the Standards Division to prepare further work on
68 *the SRS-referenced claims* section (lines 734-743) to re-present to the GSSB later in the meeting
69 for further review.

70 **ACTION ITEMS**

71 **Standards Division**

- 72 • Revise line 26 in the Introduction from 'and' to 'or' in Agenda item 07 – *Exposure draft of*
73 *SRS 101: Foundation*.
- 74 • Delete the second sentence related to "...consequences for the organization itself..." on
75 lines 254-255 and 525-526 in Agenda item 07– *Exposure draft of SRS 101: Foundation*.
- 76 • Revise the topic Boundary description (lines 564-566) in Agenda item 07 – *Exposure draft*
77 *of SRS 101: Foundation* as noted in the agreements above.
- 78 • Work on additional examples for the 'How-to-Guide' (based on G4-I8 guidance) related
79 to the Boundary topic.
- 80 • Revise the SRS-referenced claims section (lines 734-743) in Agenda item 07 – *Exposure*
81 *draft of SRS 101: Foundation* and represent to the GSSB for further review
- 82 • Adjust definitions in 'key terms' section to align with agreed changes in the Glossary as
83 noted below.

84 **Session 1.5: SRS 201: General disclosures**

85 [Agenda item 08 – Exposure draft of SRS 201: General disclosures](#) was circulated and considered as
86 read. An overview of the document was presented, as well as changes made following its
87 distribution based on comments received from the GSSB prior to the meeting. The GSSB was
88 then asked to respond to the preliminary actions and/or provide further feedback.

89 *Disclosure 201-2*

90 The GSSB agreed to the presented changes to Disclosure 201-2, which includes a disclosure
91 requirement to describe the organization's activities and to incorporate the content from G4-
92 PR6. It was noted there is sustained opposition from one GSSB member about including the G4-
93 PR6 content in the General disclosures.

94 *Strategy and Analysis section*

95 The GSSB agreed to remove 'and analysis' from the section title.

96 The GSSB agreed to restructure the reporting recommendations under Disclosure 201-15 (lines
97 233-235) to remove the distinction between two separate narrative sections.

98 *Collective bargaining agreements*

99 The GSSB agreed to remove the text ‘trade unions are private organizations and’ from lines 353-
100 354 in Agenda item 08.

101 *References*

102 The GSSB agreed to remove the references to the UNGC from the References section.

103 **ACTION ITEMS**

104 **Standards Division**

- 105 • Revise Disclosure 201-2 (line 93) in Agenda item 08 – *Exposure draft of SRS 201: General*
106 *disclosures* to include disclosure requirement to describe the organization’s activities and
107 to incorporate the content from G4-PR6.
- 108 • Remove ‘and analysis’ from the section title of the section Strategy and Analysis in
109 Agenda item 08 – *Exposure draft of SRS 201: General disclosures*.
- 110 • Restructure the reporting recommendations under Disclosure 201-15 (lines 233-235) to
111 remove the recommendation to provide two separate narrative sections and promote
112 the recommendations in lines 236-274 in Agenda item 08 – *Exposure draft of SRS 201:*
113 *General disclosures*.
- 114 • Remove the text ‘trade unions are private organizations and’ from lines 353-354 in Agenda
115 item 08 – *Exposure draft of SRS 201: General disclosures*.
- 116 • Remove the UNGC references from the Reference section (lines 806-809) in Agenda
117 item 08 – *Exposure draft of SRS 201: General disclosures*.

118 **Session 1.6: SRS 301: Management approach**

119 [Agenda item 09 – Exposure draft of SRS 301: Management approach](#) was circulated and considered
120 as read. An overview of the document was presented, as well as changes made following its
121 distribution, based on comments received from the GSSB prior to the meeting. The GSSB was
122 then asked to respond to the preliminary actions and/or provide further feedback. The GSSB
123 were also asked to approve this standard for public exposure.

124 GSSB members discussed several topics related to Disclosure 301-2. These are reflected in the
125 GSSB agreements and Action items below.

126 *Overall Structure*

127 The GSSB agreed with the revised structure of this standard in Agenda item 09.

128 *Disclosure 301-2*

129 The GSSB agreed to re-order the components in item c. to: Policies, Commitments, Goals and
130 targets, responsibilities, resources, grievances, specific actions. And follow this order in the
131 related Guidance in Agenda item 09.

132 The GSSB agreed to elevate the guidance text from Commitments (lines 145-168), Policies (lines
133 206-217), Responsibilities (lines 222-225), and Specific actions (lines 228-241) to reporting
134 recommendations using ‘should’. Lines 230-233 under Specific actions should be incorporated as
135 part of Line 234 and should be elevated to a reporting recommendation. The remaining
136 components in Guidance are to remain as Guidance.

137 The GSSB agreed to revise lines 191-195 to reword the reference to the UN Guiding Principles
138 to indicate that its effectiveness criteria is generally applicable.

139 The GSSB agreed to add another point under the Guidance for Grievance Mechanisms related
140 specifically to 'remedy'.

141 The GSSB agreed to revise the language around Policies (lines 213-214) to incorporate content
142 from G4-HRI.

143 **ACTION ITEMS**

144 **Standards Division**

- 145 • Implement the following to Disclosure 301-2 in Agenda item 09 –*Exposure draft of SRS*
146 *301: Management approach.*
 - 147 ○ Re-order the components in item c. to: Policies, Commitments, Goals and
148 targets, responsibilities, resources, grievances, specific actions. And follow this
149 order in the related Guidance.
 - 150 ○ Elevate the Commitments (lines 145-168), Policies (lines 206-217),
151 Responsibilities (lines 222-225), and Specific actions (lines 228-241) to reporting
152 recommendations using 'should'. Lines 230-233 under Specific actions should be
153 incorporated as part of Line 234 and elevate as a reporting recommendation The
154 remaining components in Guidance c are to remain as Guidance.
 - 155 ○ Revise lines 191-195 to reword the reference to the UN Guiding Principles to
156 indicate that its effectiveness criteria is generally applicable.
 - 157 ○ Add another point under the Guidance for Grievance Mechanisms related
158 specifically to 'remedy'.
 - 159 ○ Revise the language around Policies (lines 213-214) to incorporate content from
160 G4-HRI.

161 **Session 1.7: Topic-specific SRSs (Emissions, Public** 162 **Policy, Indirect Economic Impacts)**

163 [Agenda items 10 - Exposure draft of SRS 403: Indirect economic impacts](#), [item 11 – Exposure draft of](#)
164 [SRS 505: Emissions](#) and [Item 12 – Exposure draft of SRS 615: Public policy](#) were circulated and
165 considered as read. A summary of the document was presented and it was noted that no
166 significant comments were received from the GSSB prior to the meeting. The GSSB was asked
167 for any other feedback and to approve the SRSs for public exposure.

168 GSSB members discussed several topics reflected in the agreements and Action items below.

169 *SRS 505: Emissions*

170 The GSSB agreed that the reporting recommendation on offsets (Lines 154-156) be elevated to a
171 reporting requirement (a 'shall' statement).

172 The GSSB agreed to revise disclosure 505-1 d), disclosure 505-2 d) disclosure 505-3 e),
173 disclosure 505-5 c): to read: 'Base year for the calculation, if applicable, including'.

174 The GSSB agreed to delete Reference I (British Standards Institution).

175 SRS 403: *Indirect economic impacts*

176 The GSSB agreed to move Guidance 2 (on financial accounting/ IFRS) to the Introduction
 177 (Background context) sections of all Economic Standards and requested the Standards Division
 178 to double check the IFRIC references

179 SRS 615: *Public policy*

180 The GSSB agreed to delete *sustainability* from ‘*sustainability goals*’ in Agenda item 12 (line 86).

181 The GSSB agreed to revert back to G4 wording in Agenda item 12 line 102: [The reporting
 182 organization should report:] ‘*the significant issues that are the focus of the organization’s participation
 183 in public policy development and lobbying*’.

184 The GSSB agreed to the proposed amendments to guidance on political contributions in Agenda
 185 item 12 (line 107-113) as noted below:

186 *“The purpose of this disclosure is to identify the reporting organization’s support for political
 187 causes.*

188 *This disclosure can provide an indication of the extent to which the organization’s political
 189 contributions are in line with its stated policies, goals, or other public positions.*

190 *Direct or indirect contributions to political causes can also present corruption risks, because they
 191 can be used to exert undue influence on the political process [...]”*

192

193 The GSSB agreed to update the reference to OECD ‘Principles of Corporate Governance’ in
 194 Agenda item 12 (line 122-123), as the existing reference has been superseded.

195 ACTION ITEMS

196 Standards Division

- 197 • Elevate the reporting recommendation on offsets (Lines 154-156) to a reporting
 198 requirement (a ‘shall’ statement) in Agenda item 11 – *Exposure draft of SRS 505: Emissions*
- 199 • Revise disclosure 505-1 d), disclosure 505-2 d) disclosure 505-3 e), disclosure 505-5 c):
 200 to read: ‘Base year for the calculation, if applicable, including’ in Agenda item 11 –
 201 *Exposure draft of SRS 505: Emissions*
- 202 • The GSSB agreed to delete Reference 1 (British Standards Institution) in Agenda item 11
 203 – *Exposure draft of SRS 505: Emissions*
- 204 • Move Guidance 2 (on financial accounting/ IFRS) to the Introduction (Background
 205 context) sections of all Economic Standards and double-check IFRIC references.
- 206 • Delete *sustainability* from ‘*sustainability goals*’ (line 86) in Agenda item 12 – SRS 615:
 207 *Public policy*.
- 208 • Revert back to G4 wording in Agenda item 12 – SRS 615: *Public policy* line 102: [The
 209 reporting organization should report:] ‘*the significant issues that are the focus of the
 210 organization’s participation in public policy development and lobbying*’.
- 211 • Revise the guidance on political contributions in Agenda item 12 – SRS 615: *Public policy*
 212 (line 107-113) as noted in the agreements above.
- 213 • Update the reference to OECD ‘Principles of Corporate Governance’ in Agenda item
 214 12– SRS 615: *Public policy* (lines 122-123).

215 Session 1.9: Summary of Day 1

216 The Chair indicated that the formal approval of the Group 1 Standards for public exposure
217 would be discussed during the next day and closed the day's proceedings.

218 Session 2.2: Glossary and key terms

219 [Agenda item 13 – Exposure draft of the GRI Standards Glossary: Group 1 terms and key terms](#) was
220 circulated and considered as read. The new, revised, or deleted terms and definitions form the
221 Group 1 Standards. The GSSB were invited to provide feedback and approval of the exposure
222 draft of the GRI Standards Glossary.

223 The GSSB agreed to move the definition of 'Headquarters' Agenda item 13 (p.6) to guidance for
224 disclosure 201-3 in Item 08 – *Exposure draft of SRS 201: General disclosures*.

225 The GSSB agreed that the definition of 'Fugitive emissions' item 13 (p.5) should be revised with
226 input from specific GSSB members.

227 The GSSB agreed to delete the definition of 'Significant impact' from the Glossary (Agenda item
228 13)

229 The GSSB agreed to delete the definition of 'Market' from the Glossary (Agenda item 13, p. 7).

230 The GSSB agreed to the proposed amendments to the definition of sustainable development in
231 Agenda item 13 (p. 11) as noted below:

232 *“Development that meets the needs of the present without compromising the ability of future*
233 *generations to meet their own needs*

234 *NOTE 1: Sustainable development encompasses three dimensions: economic, environment, and*
235 *social*

236 *NOTE 2: Sustainable development refers to broader environmental and societal interests, rather*
237 *than to the interests of specific organizations*

238 *NOTE 3: In the GRI Standards, the terms 'sustainability' and 'sustainable development' are used*
239 *interchangeably”.*

240 The GSSB agreed to substitute 'and' with 'or' in the second line of the definition of 'Stakeholder'
241 Agenda item 13 (p. 10) with sustained opposition from GSSB members Dwight Justice.

242 The GSSB agreed to the following definition of Grievance mechanism in Agenda item 13 (p. 6): *a*
243 *system consisting of procedures, roles and rules for receiving complaints and providing remedy*. The
244 NOTE should be maintained.

245 ACTION ITEMS

246 Standards Division

- 247 • Move the definition of 'Headquarter' in Agenda item 13 (p.6) to guidance for disclosure
248 201-3 in Agenda item 08 – *Exposure draft of SRS 201: General disclosures*.

- 249 • Revise the definition of ‘Fugitive emissions’ in Agenda item 13 (p.5) with input from
- 250 selected GSSB members and incorporate into Agenda item 11 – *Exposure draft of SRS*
- 251 *505: Emissions*.
- 252 • Delete ‘Significant impact’ from the Glossary (Agenda item 13,p.9).
- 253 • Delete the definition of ‘Market’ from the Glossary (Agenda item 13, p. 7).
- 254 • Revise the definition of sustainable development in Agenda item 13 (p. 11) as noted in
- 255 the agreements above.
- 256 • Substitute ‘and’ with ‘or’ in the second line of the definition of ‘Stakeholder’ Agenda item
- 257 13 (p. 10).
- 258 • Revise the definition of Grievance mechanism in Agenda item 13 (p. 6) as noted in the
- 259 agreements above.

260 Session 2.3: Approval Agenda items 7-13

261 A presentation of the agreed action items from Sessions 1.3 – 1.8 was presented. The GSSB was
 262 asked for their feedback and for their approval of the related Agenda items for public exposure.

263 *Globally applicable changes*

264 The GSSB agreed to revise the section ‘Introduction – Using this Standard’ in all applicable SRSs
 265 to: add a sentence clarifying that: ‘Requirements are to be considered in the context of
 266 recommendations and guidance’ and adjust wording (needs to comply...) to read ‘are required
 267 to’.

268 The GSSB agreed to revise the wording in the Normative references section in all applicable
 269 SRSs to: ‘The documents below are required to be used together for the application of this
 270 Standard’.

271 The GSSB agreed to revise the introductory text in the References section in all applicable SRSs
 272 to ‘The following documents informed the development of this Standard and can improve
 273 understanding of this Standard’. And to restructure the References section of all SRSs into
 274 ‘Authoritative intergovernmental instruments’ and ‘Other relevant references’ and to apply this
 275 to all draft Standards.

276 The Standards Division presented a revised version of the text in the ‘SRS-referenced’ claims
 277 section of SRS 101 for GSSB review and approval. The GSSB agreed to approve the following
 278 revisions to the text in lines 734-743 of *Item 07: SRS 101: Foundation*:

- 279 • ‘shall’ comply with all reporting requirements for any disclosures reported
- 280 • ‘should’ apply the Principles for defining report quality
- 281 • ‘should’ report the management approach using SRS 301: Management approach

282 The Standards Division also presented a revised version of Option 3 for G4-10 (currently
 283 Disclosure 201-8) in *Item 09: SRS 201 General Disclosures*. The GSSB agreed with the revised
 284 proposal for this Disclosure, which includes the following text for clause d): ‘Report whether a
 285 significant portion of the organization’s activities are performed by workers who are not
 286 employees. Describe the nature and scale of work performed by workers who are not
 287 employees’.

288 The GSSB agreed to the revised wording for Disclosure 201-8 (formerly G4-10) as outlined
 289 above

290 Note: See **Error! Reference source not found.** for the approval of the 'Group I' Standards for public
291 exposure.

292 DECISIONS

293 **GSSB Decision 2016.09** The GSSB agreed to provisionally approve the following documents
294 for public exposure, subject to the agreed modifications.

- 295 • SRS 101: Foundation
- 296 • SRS 201: General disclosures
- 297 • SRS 301: Management approach
- 298 • SRS 403: Indirect economic impacts
- 299 • SRS 505: Emissions
- 300 • SRS 615: Public policy
- 301 • GRI Standards Glossary of Terms (Part I)

302 The following GSSB members voted against this decision: Robin Edme and Michael Nugent. The
303 following GSSB members were not present during the decision making process: Daniel Ingram.

304 ACTION ITEMS

305 GSSB members

- 306 • Review the marked up and modified versions of the Group I standards and Glossary.
307 Members wishing to withdraw their support of the release of these documents for public
308 exposure must contact the Chair by close of business Tuesday 12 April.

309

310 Standards Division

- 311 • Revise the section 'Introduction – Using this Standard' in all applicable SRSs to: add a
312 sentence clarifying that: 'Requirements are to be considered in the context of
313 recommendations and guidance'. Where relevant, adjust wording (needs to comply...) to
314 read 'are required to'.
- 315 • Revise the wording in the Normative references section in all applicable SRSs to: 'The
316 documents below are required to be used together for the application of this Standard'.
- 317 • Revise the introductory text in the Reference section of all applicable SRSs to 'the
318 following documents informed the development of this Standard and can improve
319 understanding of this Standard'.
- 320 • Restructure the References sections in all applicable SRSs into 'Authoritative
321 intergovernmental instruments' and 'Other relevant resources' and apply this distinction
322 to all draft Standards.
- 323 • Adjust the wording in SRS-referenced claims section of *SRS 101: Foundation* as outlined
324 above.
- 325 • Adjust the wording for Disclosure 201-8 in SRS 201: General Disclosures as outlined
326 above.
- 327 • Incorporate any changes in the Glossary (Item 09) into the Key Terms section in *SRS*
328 *101: Foundation*.
- 329 • Circulate a marked up version of the Group I standards and Glossary, with agreed
330 modifications, to the GSSB by close of business Friday 8 April.

331 Decisions & Action Items

332 DECISIONS

333 **GSSB Decision 2016.04** The GSSB approved the summary of meeting held 5-7 November
334 2015.

335 **GSSB Decision 2016.05** The GSSB approved the summary of meeting held 17 December
336 2015.

337 **GSSB Decision 2016.06** The GSSB approved the summary of meeting held 25 February 2016.

338 **GSSB Decision 2016.07** The GSSB approved the summary of meeting held 03 March 2016.

339 **GSSB Decision 2016.08** The GSSB decided that the annual GSSB report is to reflect a concise
340 summary of its activities within a reporting period of a calendar year. The GSSB's first annual
341 report will contain activities from November 2015 – December 2016.

342 **GSSB Decision 2016.09** The GSSB agreed to provisionally approve the following documents
343 for public exposure, subject to the agreed modifications.

- 344 • SRS 101: Foundation
- 345 • SRS 201: General disclosures
- 346 • SRS 301: Management approach
- 347 • SRS 403: Indirect economic impacts
- 348 • SRS 505: Emissions
- 349 • SRS 615: Public policy
- 350 • GRI Standards Glossary of Terms (Part I)

351 The following GSSB members voted against this decision: Robin Edme and Michael Nugent. The
352 following GSSB members were not present during the decision making process: Daniel Ingram.

353 ACTION ITEMS

354 GSSB members

- 355 • Review the marked up and modified versions of the Group I standards and Glossary.
356 Members wishing to withdraw their support of the release of these documents for public
357 exposure must contact the Chair by close of business Tuesday 12 April.

358 Standards Division

- 359 • To limit the number of meeting summaries for review by GSSB members at any one
360 time.
- 361 • Re-work Option 3 of G4-I0 and present the revised option later in the meeting for
362 further review.
- 363 • Revise line 26 in the Introduction from 'and' to 'or' in Agenda item 07– *Exposure draft of*
364 *SRS 101: Foundation*.
- 365 • Delete the second sentence related to "...consequences for the organization itself..." on
366 lines 254-255 and 525-526 in Agenda item 07– *Exposure draft of SRS 101: Foundation*.
- 367 • Revise the topic Boundary description (lines 564-566) in Agenda item 07 – *Exposure draft*
368 *of SRS 101: Foundation* as noted in the agreements above.

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- Work on additional examples for the ‘How-to-Guide’ (based on G4-18 guidance) related to the Boundary topic.
 - Revise the SRS-referenced claims section (lines 734-743) in Agenda item 07 – *Exposure draft of SRS 101: Foundation* and represent to the GSSB for further review
 - Adjust definitions in ‘key terms’ section to align with agreed changes in the Glossary as noted below.
 - Revise Disclosure 201-2 (line 93) in Agenda item 08 – *Exposure draft of SRS 201: General disclosures* to include disclosure requirement to describe the organization’s activities and to incorporate the content from G4-PR6.
 - Remove ‘and analysis’ from the section title of the section Strategy and Analysis in Agenda item 08 – *Exposure draft of SRS 201: General disclosures*.
 - Restructure the reporting recommendations under Disclosure 201-15 (lines 233-235) to remove the recommendation to provide two separate narrative sections and promote the recommendations in lines 236-274 in Agenda item 08 – *Exposure draft of SRS 201: General disclosures*.
 - Remove the text ‘trade unions are private organizations and’ from lines 353-354 in Agenda item 08 – *Exposure draft of SRS 201: General disclosures*.
 - Remove the UNGC references from the Reference section (lines 806-809) in Agenda item 08 – *Exposure draft of SRS 201: General disclosures*.
 - Implement the following to Disclosure 301-2 in Agenda item 09 – *Exposure draft of SRS 301: Management approach*.
 - Re-order the components in item c. to: Policies, Commitments, Goals and targets, responsibilities, resources, grievances, specific actions. And follow this order in the related Guidance.
 - Elevate the Commitments (lines 145-168), Policies (lines 206-217), Responsibilities (lines 222-225), and Specific actions (lines 228-241) to reporting recommendations using ‘should’. Lines 230-233 under Specific actions should be incorporated as part of Line 234 and elevate as a reporting recommendation The remaining components in Guidance c are to remain as Guidance.
 - Revise lines 191-195 to reword the reference to the UN Guiding Principles to indicate that its effectiveness criteria is generally applicable.
 - Add another point under the Guidance for Grievance Mechanisms related specifically to ‘remedy’.
 - Revise the language around Policies (lines 213-214) to incorporate content from G4-HR1.
 - Elevate the reporting recommendation on offsets (Lines 154-156) to a reporting requirement (a ‘shall’ statement) in Agenda item 11 – *Exposure draft of SRS 505: Emissions*
 - Revise disclosure 505-1 d), disclosure 505-2 d) disclosure 505-3 e), disclosure 505-5 c): to read: ‘Base year for the calculation, if applicable, including’ in Agenda item 11 – *Exposure draft of SRS 505: Emissions*
 - The GSSB agreed to delete Reference 1 (British Standards Institution) in Agenda item 11 – *Exposure draft of SRS 505: Emissions*
 - Move Guidance 2 (on financial accounting/ IFRS) to the Introduction (Background context) sections of all Economic Standards and double-check IFRIC references.
 - Delete sustainability from ‘sustainability goals’ (line 86) in Agenda item 12 – *SRS 615: Public policy*.
 - Revert back to G4 wording in Agenda item 12 – *SRS 615: Public policy* line 102: [The reporting organization should report:] ‘the significant issues that are the focus of the organization’s participation in public policy development and lobbying’.

- 418 • Revise the guidance on political contributions in Agenda item 12 – *SRS 615: Public policy*
- 419 (line 107-113) as noted in the agreements above.
- 420 • Update the reference to OECD ‘Principles of Corporate Governance’ in Agenda item
- 421 12– *SRS 615: Public policy* (lines 122-123).
- 422 • Move the definition of ‘Headquarter’ in Agenda item 13 (p.6) to guidance for disclosure
- 423 201-3 in Agenda item 08 – *Exposure draft of SRS 201: General disclosures*.
- 424 • Revise the definition of ‘Fugitive emissions’ in Agenda item 13 (p.5) with input from
- 425 selected GSSB members and incorporate into Agenda item 11 – *Exposure draft of SRS*
- 426 *505: Emissions*.
- 427 • Delete ‘Significant impact’ from the Glossary (Agenda item 13,p.9).
- 428 • Delete the definition of ‘Market’ from the Glossary (Agenda item 13, p. 7).
- 429 • Revise the definition of sustainable development in Agenda item 13 (p. 11) as noted in
- 430 the agreements above.
- 431 • Substitute ‘and’ with ‘or’ in the second line of the definition of ‘Stakeholder’ Agenda item
- 432 13 (p. 10).
- 433 • Revise the definition of Grievance mechanism in Agenda item 13 (p. 6) as noted in the
- 434 agreements above.
- 435 • Revise the section ‘Introduction – Using this Standard’ in all applicable SRSs to: add a
- 436 sentence clarifying that: ‘Requirements are to be considered in the context of
- 437 recommendations and guidance’. Where relevant, adjust wording (needs to comply...) to
- 438 read ‘are required to’.
- 439 • Revise the wording in the Normative references section in all applicable SRSs to: ‘The
- 440 documents below are required to be used together for the application of this Standard’.
- 441 • Revise the introductory text in the Reference section of all applicable SRSs to ‘the
- 442 following documents informed the development of this Standard and can improve
- 443 understanding of this Standard’.
- 444 • Restructure the References sections in all applicable SRSs into ‘Authoritative
- 445 intergovernmental instruments’ and ‘Other relevant resources’ and apply this distinction
- 446 to all draft Standards.
- 447 • Adjust the wording in SRS-referenced claims section of *SRS 101: Foundation* as outlined
- 448 above.
- 449 • Adjust the wording for Disclosure 201-8 in *SRS 201: General Disclosures* as outlined
- 450 above.
- 451 • Incorporate any changes in the Glossary (Item 09) into the Key Terms section in *SRS*
- 452 *101: Foundation*.
- 453 • Circulate a marked up version of the Group I standards and Glossary, with agreed
- 454 modifications, to the GSSB by close of business Friday 8 April.

455 List of private sessions

456 The following private meeting sessions were held during the meeting. Private sessions are held
 457 for background briefing and administrative matters. No formal decisions are made during these
 458 sessions.

459 Session 2.1: Background Briefing Workplan 2017-2019

460 Session 2.4: Background Briefing Workplan 2017-2019

- 461 Session 3.1 Background Briefing on topics:
- 462 • Public Consultation Period
 - 463 • Process Review - Transition to Standards
 - 464 • Governance
 - 465 • GRI Conference