



Submitting a Communication on Progress (COP): A Step-by-Step Guide

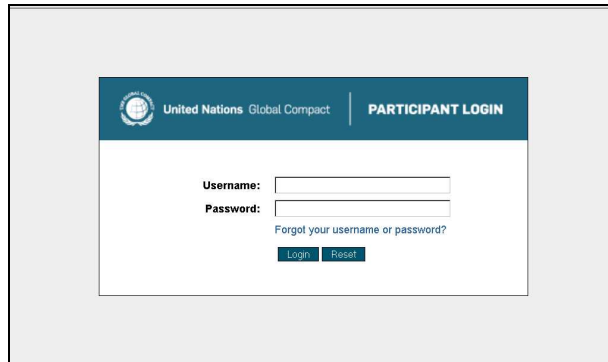
The participant administration section (www.unglobalcompact.org/admin) of the Global Compact website was developed to facilitate the maintenance of participant information, the submission of the annually required Communications on Progress (COP), and the voluntary posting of practice examples (Case Stories). This step-by-step guide is intended to illustrate the process of submitting a COP. The process should take no longer than 10 minutes.

During the initial registration, all official contact points of participating organizations receive a personal login and password by email to manage their organization's record. Upon login to the admin site, the contact points can add new contacts, modify contact information and assign different roles to each contact.

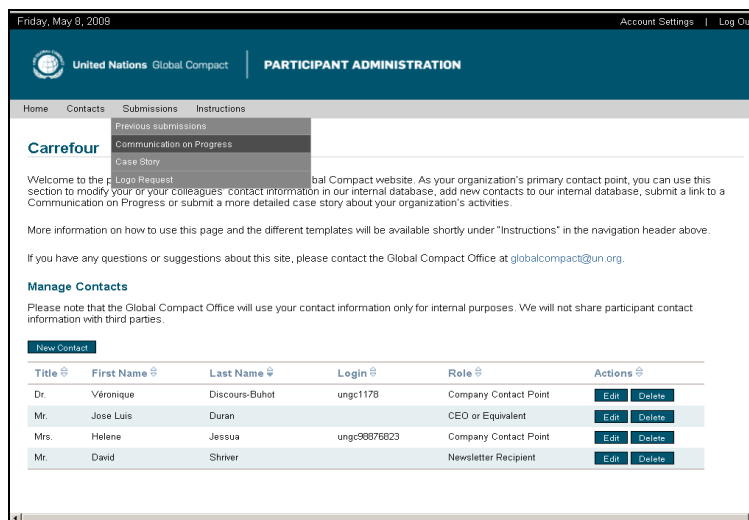
- Please note that all form fields marked with a red asterisk (*) are mandatory fields.
- When choosing options from a menu list, multiple options can be marked by holding down the Ctrl key while clicking.
- Likewise, hold down the Ctrl key while clicking to deselect a menu option.

Step-by-Step Guide

1. Go to the administration section of the Global Compact website by clicking on the **Participant Login** link on the Global Compact homepage (www.unglobalcompact.org). Alternatively, you can go directly to the administration site: www.unglobalcompact.org/admin.
2. Upon reaching the login screen (pictured below), please enter your personalized username and password. Note that all characters are case-sensitive and with no extra spaces. In case you do not know your login information, click on the link below the login fields ("Forgot your username or password?"), enter your email address, and your login information will be sent to you. Alternatively, you can also retrieve this information by highlighting the Login header from the public site and then by clicking on "Retrieve password". Please note that login information will only be sent to email addresses stored in our database.



3. Upon login, you will be taken to your personalized administration page, which allows you to manage existing or add new contacts within your organization (click on **Contacts** in the header navigation). To submit a COP, click on **Submissions** → **Communication on Progress** in the header navigation.





- This step will take you to the submission form for your Communication on Progress. When uploading your organization's COP – as a PDF (preferred), MS Word or MS PowerPoint file – please ensure that the file is not larger than 12 Megabytes (MB). You may add up to three links pointing to:
 - The COP on your website;
 - Complementary files to the COP such as policy documents or performance data;
 - Specific sections of your website covering the Global Compact principles.

The screenshot shows a web browser window with the URL 'Friday, May 8, 2009' and 'Account Settings | Log Out' in the top right. The page title is 'PARTICIPANT ADMINISTRATION' and the breadcrumb trail is 'Home | Contacts | Submissions | Instructions'. The main heading is 'New COP'. Below this, a note states: 'Please complete the following form. Fields marked with a red star (*) are required fields'. The form is divided into two sections: 'Contact Information' and 'Communication on Progress Document Information'. In the 'Contact Information' section, there are three text input fields: 'Contact Name *' (filled with 'Véronique Discours-Buhot'), 'Contact Title' (filled with 'Sustainable Development Director'), and 'Contact Email *' (filled with 'lveronique_discours-buhot@carrefour.com'). The 'Communication on Progress Document Information' section includes a 'COP Title *' field, a 'Time Period Covered by COP *' section with a note: 'Please note: The COP is an annual requirement, and consequently should cover a maximum of 12 months, generally the year previous to the COP submission date.' and a date range selector. Below this is a 'COP File' section with a dropdown menu set to 'None' and a note: 'If you wish to upload a COP, specify the file type below and use the browse button to find the file on your computer (file size limit 12 meg)'. There are three 'COP Web Links (up to three links):' fields, each with a 'http://' prefix. At the bottom, there is a 'Document & Link Languages' dropdown menu with 'Arabic', 'Chinese-Mandarin', 'English', and 'Español' as options.

- Once you Save your COP by clicking on **Save** at the bottom of this page, you will be taken back to your personalized administration page. An automated email acknowledging receipt of your COP will be sent to all official contact points of your organization.



6. Please note that as long as your COP has not been published yet by the Global Compact Office, you can still replace the file you submitted or edit links and other information in your COP webpage by clicking the **'Edit'** button.

Submission Date	Status	Action
2009/5/8	Under Review	Edit
2008/7/9	Validated	View
2008/7/9	Validated	View
2007/5/30	Validated	View
2007/5/30	Validated	View
2006/6/19	Validated	View
2005/6/17	Validated	View
2004/5/10	Validated	View

7. Prior to publication, the Global Compact Office reviews all incoming COPs against the minimum requirements contained in the COP policy. This process may take a few days, depending on the number of incoming COPs. **Consequently, your COP will not be immediately visible in the public website (www.unglobalcompact.org/COP/cop_search.html).**
8. If you have any questions or suggestions concerning the COP submission process, please contact our COP Analyst in the UN Global Compact Office: cop@unglobalcompact.org.