

# Communication on Engagement (COE) – Adjustment Request

## Adjustment Request:

- For organizations that want to align their own internal reporting cycle with their COE deadline
- One time only
- Submit an Adjustment request through the GC website
- The letter will be publically available to stakeholders



# Adjustment Request -- 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 Engagement (COE) that comprises of a chief executive statement of continued support for the UN Global Compact, a description of practical actions in support of the UN Global Compact, and a measurement of outcomes or expected outcomes.

We want to align our internal reporting cycle with the COE deadline. We hereby request our COE deadline to be adjusted to *[ENTER DATE HERE, MAX. 11 MONTHS FROM COE DEADLINE]*.

Sincerely yours,

*[Signature]*

*[Name Mr. /Ms. \_\_\_\_\_]*

*[Title]*



**United Nations** Global Compact

# Submission

Go to the Log-in section of the Global Compact website  
[www.unglobalcompact.org](http://www.unglobalcompact.org)



## Login

Username	<input type="text"/>
Password	<input type="password"/>
Remember me	<input type="checkbox"/>

[Forgot your username or password?](#)

Login



United Nations Global Compact

Overview

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Edit your organization's profile

## Organization Details

Participant ID	2682
Status	Active
Relationship Manager	Ms. Alexandra Tarazi
Participant since	2003-02-06
COE Due Date	2015-10-31
Organization Type	Business Association Global
Sector	Not Applicable
Employees	0
Country	Belgium
Website	<a href="http://www.csreurope.org">http://www.csreurope.org</a>

## Contact Information

Highest Level Executive	Mr. Stefan Crets
Contact Point	Ms. Jan Noterdaeme

## Local Network Belgium

Please contact your Local Network with any questions or concerns regarding your participation in the Global Compact.

Contact Person	Ms. Annemie Wittcock
Profile	Local Network Belgium



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 [New Communication on Engagement](#)

Published	Title	Status	Actions
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# Submitting a Communication on Engagement (COE)

Introduction | **COE Submission** | Grace Letter | **Reporting Cycle Adjustment**

Please choose among the following options to publish your COP on the Global Compact website

<b>COE Submission</b>	Upload your COE and answer questions on its content.
<b>Grace Letter</b>	Request a 90 day extension to your COE deadline. A letter explaining the reasons for the request must be uploaded.
<b>Reporting Cycle Adjustment</b>	Submit a one-time deferral of up to 11 months to align your COE deadline with your organization's reporting cycle.



Introduction

COE Submission

Grace Letter

Reporting Cycle Adjustment

## Submit a Reporting Cycle Adjustment

A one-time adjustment request of up to 11 months will align your COE deadline with your organization's reporting cycle.



Submit a Reporting Cycle Adjustment



## Reporting Cycle Adjustment

Reporting Cycle Adjustment

Select your new reporting deadline

Your current deadline is 31 October, 2015. You may adjust your deadline up to 11 months, or until 30 September, 2016.

31 ▼ October ▼ 2015 ▼

Please upload your accompanying letter as a PDF file

Language  
English ▼

Choose File No file chosen

Cancel Submit

