

**POLICY ON
AMENDMENTS TO THE COMMUNICATION ON PROGRESS**

Effective 2024



1. COMMUNICATION ON PROGRESS (CoP)

The Communication on Progress (CoP) is a required public and annual disclosure by business participants of the UN Global Compact. For more information, please refer to the [2024 CoP Policy](#).

2. AMENDING A SUBMITTED CoP

Should a business participant become aware of an error in its Communication on Progress, there may be an opportunity to amend the CoP after its submission through the digital platform. The UN Global Compact reserves the right to implement amendments upon request on a case-by-case basis. Only specific types of amendments, requested within 10 business days of submission, will be considered.

- **Amendment requests must be initiated by the organization’s CoP contact point or Highest-Level Executive.** Financial contact points and Academy users are not able to request an amendment to the CoP.
- **Amendments must be requested within 10 business days of the CoP submission date.** Requests beyond the 10-day period will not be considered.
- **Amendments can only be made to the most recent digital questionnaire, CEO Statement of Continued Support, and/or supplemental material submitted during the current reporting period.** Absent any contradiction with applicable laws and regulations, edits will not be approved for CoPs that were submitted in previous years or fulfilled by the sustainability report upload alternative.

3. PROCESS FOR AMENDING SUBMITTED CoPs

An organization’s CoP contact point or Highest-Level Executive must email cop-support@unglobalcompact.org within 10 business days of submission to request an amendment.

Amendment request emails must include:

- The name and UN Global Compact Participant ID number of the requesting organization;
- Specification of CoP component for amending (e.g., Questionnaire, CEO Statement of Continued Support, digital platform entry, supplemental material);
- Reason for amendment (e.g., clerical error, inaccurate data); and
- Any other clarifying information to support the timely update of the submitted CoP.

The United Nations Global Compact may request additional information related to the amendment rationale, restatements in other public reports, etc.

4. PERMISSIBLE TYPES OF CoP AMENDMENTS

To protect the integrity of the CoP and ensure equity for all UN Global Compact business participants, it is only possible to make certain types of amendments to the CoP once it has been submitted.

Types of CoP amendments to be considered include:

- Corrections of material misstatements
- Rectification of inaccurate data at the time of submission. This does not include updates based on the availability of more recent information (e.g. appointment of a new Highest-Level Executive or CEO), which should be reflected in the COP of the following year.
- Replacement/removal of irrelevant supplemental materials, uploaded unintentionally

The United Nations Global Compact reserves the right to decline amendments should they fail to meet the aforementioned qualifications.