

## Let's Report! Explanations summary

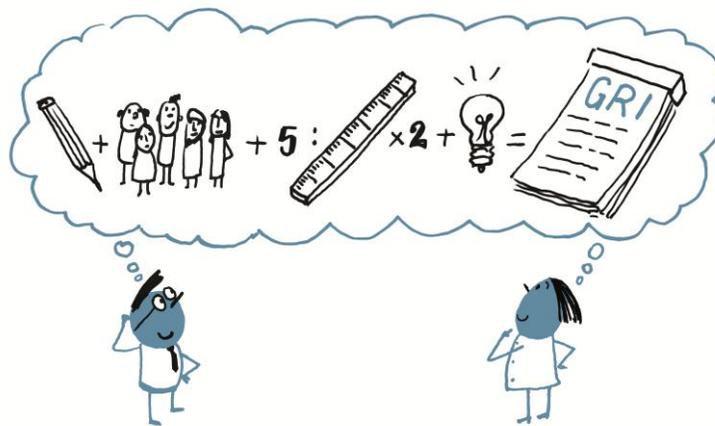
All information required in this template is explained in the GRI Guidelines, which are available for free download in several languages on the GRI website.

Some of the information requested will be easy to obtain and will only take days or weeks to gather and organize. Other sections may require you to implement a series of actions and procedures in order to obtain the required information. To complete the template will require your organization to undergo both internal and external discussions.

To help you implement the reporting process you will find guidance in the GRI Guidelines and also in the GRI Learning Publications, which are available at cost price for NGOs and SMEs from in developing countries. They are also available in several languages, in a printed format. Have a look on the GRI Learning Publication webpage to find out more.

Below we have summarized 10 steps to help you to prepare a basic GRI report by using the "Let's Report!" template:

1. Read through the template, all boxes, and mark the ones you think are easy to complete. Read again the ones you think are more difficult to complete and organize a group to help you to understand better and plan what to do to get started.

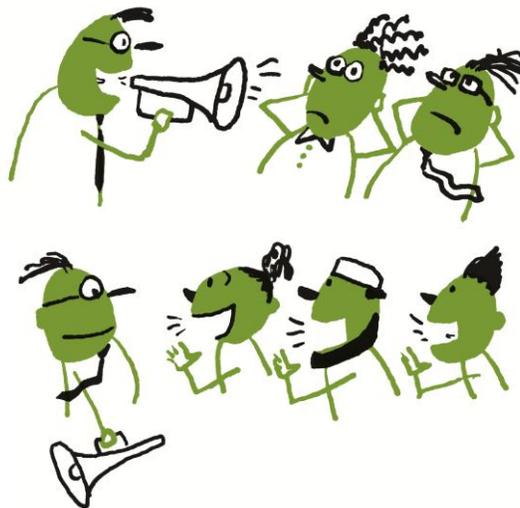


2. Download for free the GRI Guidelines from the GRI website to understand what actions are necessary to complete regarding the information which seems more difficult to gather. If possible, order the GRI Pathways Learning Publication "The GRI sustainability reporting cycle: a handbook for small and not-so-small organizations" to help you with the reporting process details.
3. Read the 10 Reporting Principles in the Guidelines. (Keep them in mind when you are preparing the report. Check them frequently.)

4. Elaborate a plan of activities to collect/organize information or to implement processes to enable the organization to get prepared to report. Define a deadline for when the report should be ready.
5. Establish a “reporting team” to implement the plan. It can have the participation of the same people you involved in the point 1.



6. Organize internal discussions to evaluate for which “aspects” of the guidelines it is most critical to your organization to know more about and to manage. (The “aspects” are all listed both in the Guidelines and in the Learning Publication mentioned previously).
7. Identify with which “stakeholders” it is most important for the organization to discuss the list of critical “aspects” you have elaborated, in order to ask for their opinion or suggestions for new (additional) ones.



8. Now list the GRI Performance Indicators related to each of the “aspects” you have in your list. (The Indicators are listed in the Guidelines and in the Learning Publication mentioned above). Define which GRI Indicators are the most critical/substantial/material ones to your organization. To do this we recommend you to the “Materiality Principle” test to be found in the Guidelines and the GRI Learning Publication.
9. For a level C report you will have to identify at least 10 GRI Indicators to report on, and there must be a minimum of one economic, one environmental and one social indicator. Get prepared to monitor the selected indicators and gather information to include in the report.
10. Include all the information gathered in the relevant fields in the template. Check it. Re-check it. And... you are done! Time to celebrate, publish your report and send a copy of it to GRI!

**Congratulations!**

