A Guide to the Sharing Information on Progress (SIP)

A Training Presentation for Prospective and Current Signatories
of the
Principles for Responsible Management Education

A Roadmap

Presentation's Objectives

Introduction to the SIP

How to Prepare an SIP: The Six Stages of Reporting

More Resources

Objectives

1. To serve as an engaging accompanying presentation to the Basic Guide on the SIP

2. To familiarize PRME signatories with the SIP and its policy requirements

3. To prepare PRME signatories to share progress with a high level of quality and transparency

4. To help PRME signatories better understand the benefits of reporting

An Introduction to the SIP

The mission of PRME is to inspire and champion responsible management education, research and thought leadership globally.

A central commitment of any institution participating in PRME is **to regularly share information with its stakeholders on the progress made in implementing the Six Principles** through the SIP.

Objectives of the SIP:

➢ To make public information on responsible management education
➢ To serve as a tool for stakeholder dialogue
➢ To facilitate a learning community among PRME signatories

An Introduction to the SIP:
Requirements to Maintain 'Communicating' Status

1. **Signatories are required to communicate their progress at least every 24 months.**

2. **SIPs must include each of the following elements:**

   a. **A letter signed by the highest executive of the organisation** expressing continued commitment to PRME

   b. **A description of practical actions** (e.g. disclosure of any relevant policies, procedures, activities) that the institution has taken to implement one or more Principles during the past 24 months (since signing up to PRME or since last submission of SIP)

   c. **An assessment of outcomes** (e.g. the degree to which previously outlined goals were met, or other qualitative or quantitative evaluation of results)

   d. **Key, specific objectives** for the next 24 month period with regard to the implementation of the Principle(s). Concrete strategies and timelines are encouraged.

3. **SIPs are to be submitted online via the PRME website,** either by providing a hyperlink to an existing document on the signatory's website or by uploading an electronic document. PRME signatories are strongly encouraged to also make the SIP available on the institution's website.

4. **Signatories must complete a brief self-assessment** that summarizes the content of the SIP.

Did you know?

❖ SIPs can be produced in any language

❖ Integrated reports are encouraged
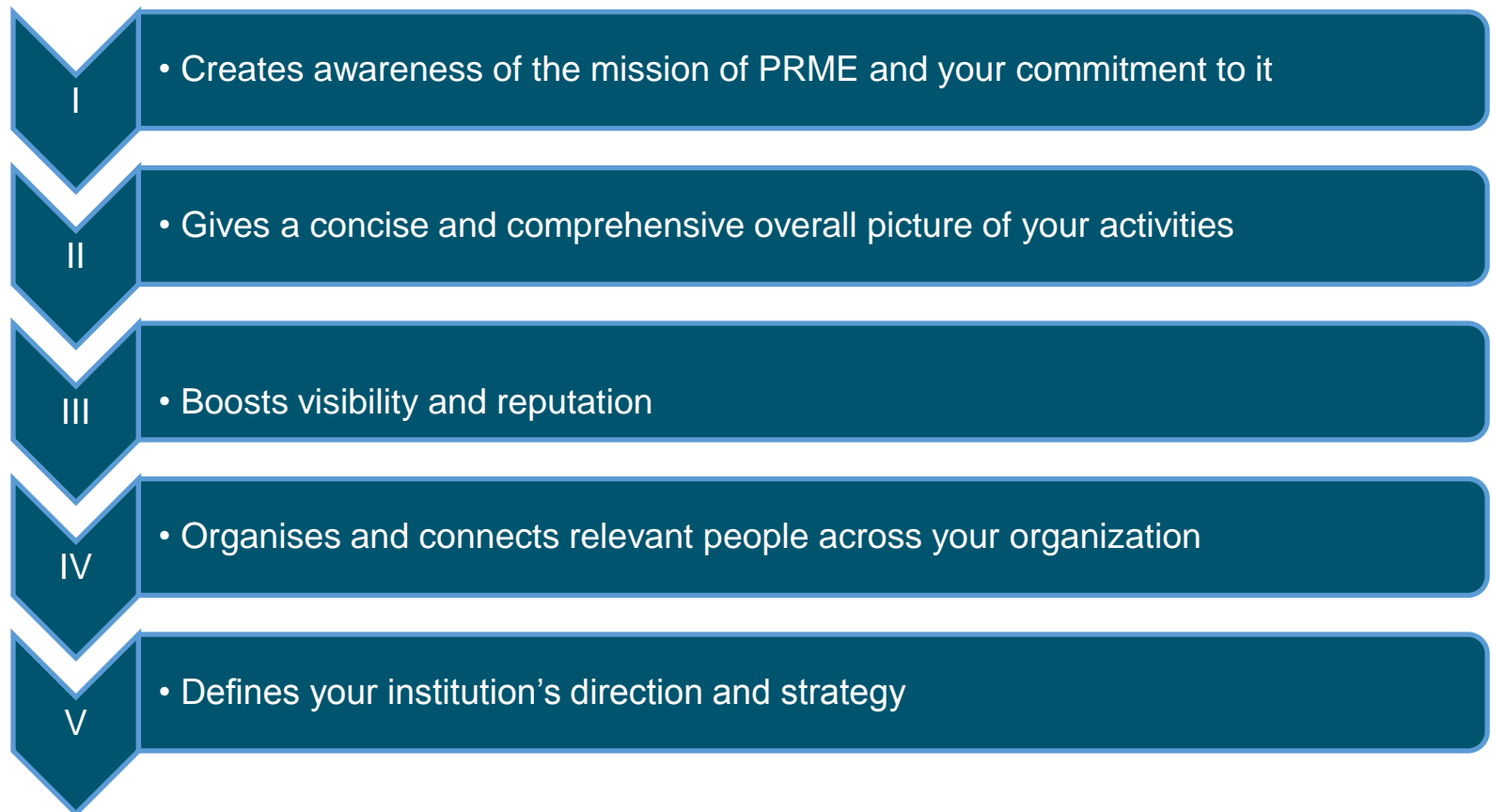(e.g. integrating the SIP into the institution's main sustainability report)

How to Prepare an SIP: The Six Stages of Reporting

Commit: Exploring *why* you are reporting and *how* to get the most out of the process

Sample benefits of reporting for your institution:

I
- Creates awareness of the mission of PRME and your commitment to it

II
- Gives a concise and comprehensive overall picture of your activities

III
- Boosts visibility and reputation

IV
- Organises and connects relevant people across your organization

V
- Defines your institution's direction and strategy

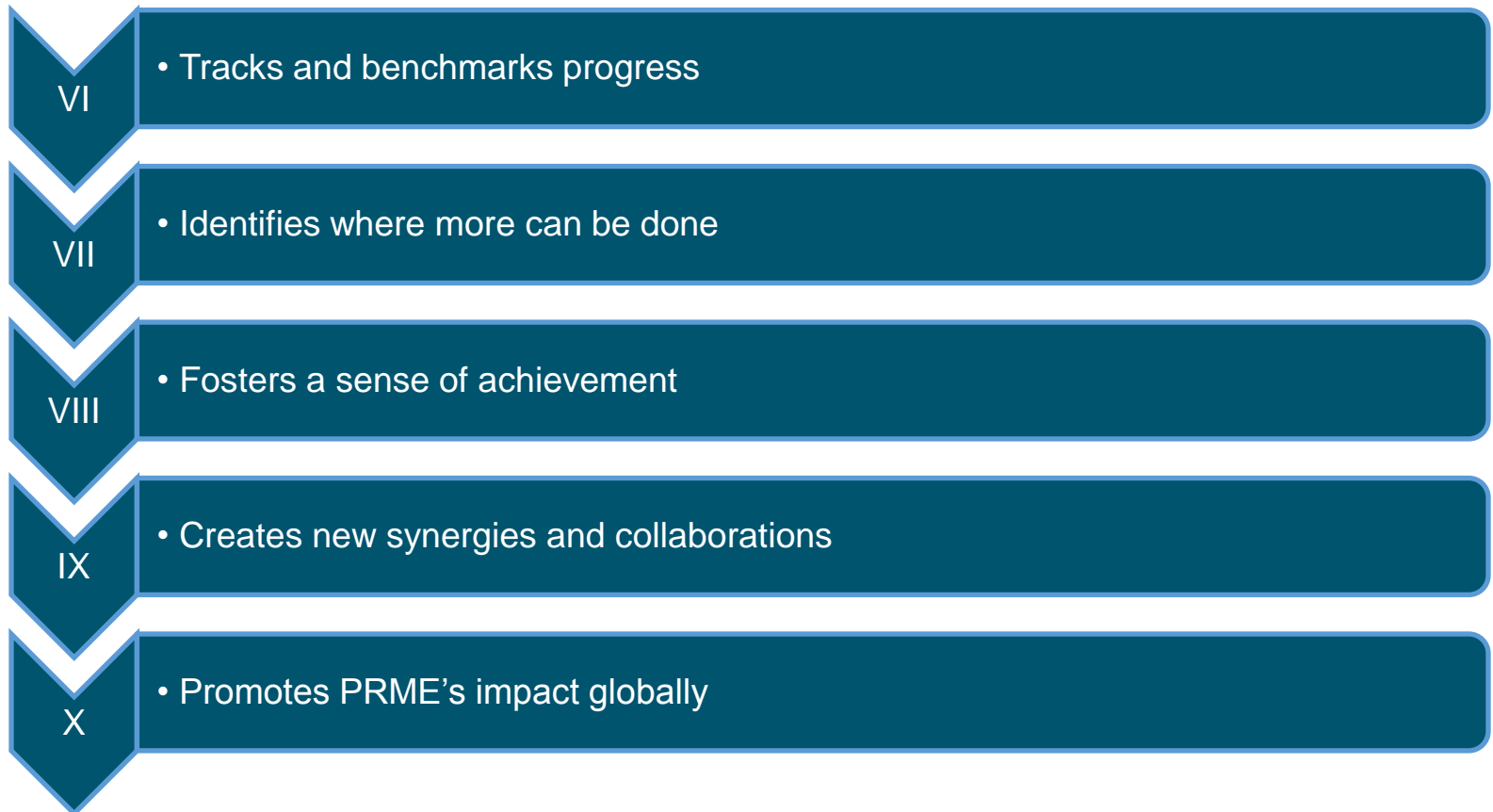Commit > Collaborate > Collect > Create > Communicate > Continue

Commit: Exploring *why* you are reporting and *how* to get the most out of the process

Sample benefits of reporting for your institution:

VI	• Tracks and benchmarks progress
VII	• Identifies where more can be done
VIII	• Fosters a sense of achievement
IX	• Creates new synergies and collaborations
X	• Promotes PRME's impact globally

Commit → Collaborate → Collect → Create → Communicate → Continue

Collaborate: Identifying and engaging key internal and external stakeholders in preparing your report

✓ **Ensure high-level support:**
Ensure that senior management is actively engaged and supportive of this process

✓ **Allocate responsibilities:**
Put together your team, assigning roles and responsibilities.

✓ **Involve different stakeholders:**
Develop a strategy for who will be involved in the report, and how and when they will be involved. Involve a variety of stakeholders, including faculty, staff, students, and the local community

Collect: Determining what information and data to collect, and how to collect and analyse it

What to Collect:

Principles	Examples of What Information to Collect and Include*
Principle 1 Purpose	Statement of the school's vision, including the school's interpretation of what responsible management education means
Principle 2 Values	Reference to institutional values and principles, ethical guidelines, mission statements, codes of conduct, oaths, and pledges
Principle 3 Method	Description of strategy and systems in place to develop PRME-related course content and assess its collective impact on students and alumni
Principle 4 Research	Assessment of the extent to which student are involved in PRME-related research

*Example provided are not exhaustive.

Collect: Determining what information and data to collect, and how to collect and analyse it

What to Collect:

Principles	Examples of What Information to Collect and Include
Principle 5 Partnership	Description of strategy for stakeholder engagement and partnerships (including but not limited to community, government and business)
Principle 6 Dialogue	Highlights of prominent or impactful events (e.g. forums, workshops, roundtables, conferences), including an assessment of their impact
"Principle" 7 Organisational Practices	List of environmental assessments, certifications and awards received

Collect: Determining what information and data to collect, and how to collect and analyse it

How to Collect:

Regular in-person meetings

Surveys

One-on-one interviews

Create: Designing a report format that works for you

What to include:

- ✓ **Letter of continued commitment signed by the highest executive of the organisation**

- ✓ **Letter from PRME Representative/ Team**

- ✓ **Executive Summary**

- ✓ **Brief introduction to the institution**

- ✓ **Overview of the institution's sustainability strategy/approach**

- ✓ **Overview of practical actions**

- ✓ **Assessment of progress made in the past reporting period**

- ✓ **Perspectives of other stakeholders**

- ✓ **Reference to any metrics being developed and used**

- ✓ **Reflection on challenges and how these are being overcome**

- ✓ **Future objectives**

- ✓ **Contact Information**

- ✓ **PRME Logo**

* Required

Communicate: Sharing and using your report

Who to share SIP with:

Students	Alumni	Faculty + Visitors
Partners	Prospective employers	Wider community

Communicate: Sharing and using your report

How to share it:

Upload to PRME website; Promote online and through social media

Create a poster

Hold a launch event

Discuss the findings in the classroom

Leverage media coverage

Create a website

Explore different formats (e.g. newsletter, PowerPoint, magazine)

Receive recognitions from local or national organisations

➤ **Get stakeholder feedback:** Contact other PRME signatories, regional PRME Chapters, academic institutions, local organisations, and businesses and request feedback on your report.

➤ **Review feedback and progress with your team:** Meet with your team after submitting your SIP to reflect.

➤ **Monitor its usage:** Keep track of the number of individuals reading the report, as well as stories of how the report is being used and shared.

➤ **Keep track and share progress made in between reports:** Maintain public folders or documents that your PRME representatives can update as initiatives develop.

➤ **Continually engage colleagues:** Regularly hold PRME-focused meetings and use these to discuss the SIP.

➢ **Develop specific metrics to help guide your institution forward:** Develop specific metrics to measure your institution's progress towards its goals.

➢ **Work to build the SIP into the fabric of the institution:** Work with senior management to ensure that the SIP is an important tool for your institution to mobilize around and incorporate in its overall strategy.

➢ **Find a peer or mentor:** Identify other academic institutions to share successes and challenges relating to your SIP, and support each other in the creation of future reports.

➢ **Work together at the regional level to share experiences and learn from others:** Share with the PRME community and regional PRME Chapters what kind of support would help you most in achieving your key objectives

For more resources, such as the full Basic Guide to the SIP and SIP Policy, please visit www.unprme.org