

Recently the PRME Secretariat has reviewed the Sharing Information on Progress (SIP) Reporting structure and would like to give you some tips on how to submit your SIP. As you know, reporting on progress to stakeholders is an essential part of the participation in the PRME initiative. Each PRME participant is asked to publish a SIP every 18 months.

A. Two important conceptual aspects:

a) The drafting of a SIP should not be a complicated, time-consuming and difficult task. The SIP's underlying philosophy is one of flexibility and simplicity - just a way of giving account in the most concise and action-oriented way, of the progress of your institution towards sustainability under the framework of the Principles.

b) Your SIP can have great value, both to your institution and for the whole global initiative. For your institution, because it is the best way to illustrate your school's progress in your sustainability efforts and, therefore, the best possible way to showcase publicly your competitive advantage. Also, it constitutes the best way to define for your sustainability core team and disseminate within your faculty your main achievements and the next steps in the central concern of sustainability. For the initiative overall as SIPs are essential in making PRME the growing learning community that we need in a world where management education is changing towards the sustainability imperative.

B. Some helpful tips to get you started on your SIP:

REPORT'S GENERAL STRUCTURE

It is usually useful to structure SIP reports around the Principles on which you want to report progress (you do not have necessarily to report on the six principles, if you are focusing on some specific ones for the moment). It may be useful to structure your SIP as follows:

I. *Letter of renewed commitment*

II. *Concerning the Principle/s you are going to report:*

1. *PRME Principle Description*

2. *Brief Overview.* Here it may be useful to share briefly the rationale of the principle in regards to the school's strategy, activities and/or vision/mission. For example, how the principle fits with the school's current priorities, motivation, etc.

3. *Major Achievements.* Here it may be useful to indicate in concrete details specific actions taken or achievements (completed or ongoing). These can be major actions or they can be valuable "small wins" - small actions can be enormously significant because they have set up the tone and direction which has or will have an impact, are visible for others and can build the future path.

- III. *Future perspectives/Key Objectives.*** Here it can be useful to highlight main activities planned for the near - or long term - future.
- IV. *Support that may be of help from other PRME signatories or from the PRME Steering Committee.*** Here it may be useful to highlight key initiatives from the PRME community, which could help you most in achieving key objectives – eg, for the next 18 months.

ILLUSTRATIONS AND REPORT READABILITY

Participants can highlight actions taken that they consider more useful for other PRME signatories, difficulties or initiatives that worked particularly well - or not so well. That is, sharing that can make the reading more inspiring and enjoyable for other participants and stakeholders of the initiative (companies, prospective students, media...). It can be useful to highlight some of these through diverse editing options (eg, in text boxes).

LANGUAGE.

Finally, remember that there is no preferred language for your SIP. Just bear in mind that the language chosen implies also a pre-selection of the audience you want to reach through your SIP.

- C. In the case that your school submits a Beyond Grey Pinstripes (BGP) report to the Aspen Institute** (<http://www.beyondgreypinstripes.org/index.cfm>), below you will find a table that illustrates, by topics, how 50% of your SIP is already done if you use the BGP report for the purposes of drafting your SIP.

While you are not required to follow these suggestions we hope you find this information useful as you begin drafting your SIP and uploading it onto the PRME website. Please note to enhance the PRME learning community we have also added a search capability within the SIP reporting section. Participants will now be able to search and upload a Report Title, Keywords and a short description.

Item Addressed	SIP Component	BGP Corrolary	Sample example of BGP corollary on BGP web site
1. Renewal of the commitment to PRME, signed by the highest executive of the organization;	Presidential letter	None	
2. Major achievements in relation to the implementation of one or more Principles during the last 18 months;	General overview Centers and institutes	"In the school's own words" Listing of institutes and centers in BGP submission	BGP Rankings BGP Search Activities International Programs
2.1. Principle 1 and 2 Curriculum change	Curriculum On-campus speakers Joint degree programs	Coursework listing submission; Coursework search results Speakers and seminars Joint degrees	BGP Search Course Results BGP Search Activities Results Keywords BGP Search Activities Results
2.2. Principle 3. Method- New learning frameworks	Extracurriculars Other learning methods	Internships	BGP Search Activities Internships
2.3. Principle 4. Research	Faculty research	Faculty research (note:BGP research only captures peer-reviewed business journals, not books or case studies)	BGP Search Faculty Results
2.4 Principles 5 and 6. Partnerships	Extracurriculars Other partnerships	Student clubs	BGP Search Activities Student Clubs
3. Key objectives for the next 18-month period with regard to the implementation of the Principles	Looking forward statement Conclusion	None None	
4. Desired support (meetings, tools, best examples, implementation guidelines...) from the PRME community which could help most in achieving your key objectives for the next 18 months.			
5. Sustainability on campus	Sustainability on campus	None	