



GRI Standards – Translation project

Peer reviewers – Terms of reference

This Terms of Reference document (hereafter “ToR”) outlines the criteria for peer reviewers of the Italian translation of the GRI Standards. GRI will select suitable candidates to act as voluntary, unpaid peer reviewers of the Italian translation of the GRI Standards based on how well they meet this set of criteria. This document outlines the necessary skills and knowledge required of peer reviewers and the timeline of revision of the Italian translation of GRI Standards.

Introduction

GRI is an international independent organization that has pioneered corporate sustainability reporting since 1997. GRI helps businesses, governments and other organizations understand and communicate the impact of business on critical sustainability issues. GRI’s sustainability reporting framework is the most widely-adopted in the world, used by thousands of organizations in over 90 countries. Currently, more than 30 countries and regions reference GRI in their policies.

The latest version of the GRI guidelines, the G4 Guidelines, are currently the most widely-adopted sustainability reporting guidelines in the world. GRI has transitioned the G4 Guidelines to the GRI Sustainability Reporting Standards (GRI Standards).

The GRI Standards were launched in October 2016. The GRI Standards have a modular structure. Three ‘Universal’ Standards - Foundation, Management Approach and General Disclosures, 33 topic-specific Standards and one GRI Standards Glossary. All 37 documents are to be translated into key languages.

The translation of the GRI Standards into various different languages ensures that they are accessible to a global audience. This global accessibility and reach is central to the fulfillment of GRI’s mission.

GRI is using the services of a professional translation agency for all GRI Standards translations. To cover the cost, GRI is seeking for financial sponsorship and is also enlisting the help of 3 to 4 peer reviewers per language on a pro bono basis.

For more information about the GRI Standards [click here](#). To learn more about the GRI Standards translations process, [click here](#).

Peer reviewer mandate

GRI is working with professional translators for all GRI Standards translations.

Peer reviewers of the Italian translation of GRI Standards, will be tasked with reviewing the quality of the complete translation.

The role of the peer reviewer is to support with their expertise the quality checking of the translation of the GRI Standards. Peer reviewers will play a key role in the review of the translation glossary of terms and the review of the translated GRI Standards themselves. The type of comments being sought involves identifying and explaining weaknesses in the text and suggesting solutions.

The role of the Peer reviewer is to:

1. Read the glossary of terms for translations and flagging any term that does not reflect the meaning in the GRI Standards. This glossary, which also includes the terms included in the GRI Glossary, will be the basis for the translation of the Standards.
2. Read the GRI Standards thoroughly and provide comments and feedback where necessary on parts that need to be reviewed by the translation agency. The type of comments being sought involves identifying and explaining weaknesses in the text and suggesting solutions.

GRI will facilitate any discussion or potential disagreement between the peer reviewers and the translation agency, if needed.

All feedback from peer reviewers will be submitted to GRI and passed on to the translation agency for consideration. The translation agency may seek contact with the peer reviewers for clarifications if necessary.

Peer reviewers are also asked to check the layout of the translated version of the Standards.

The translation agency will take feedback received into account and will be responsible for making the final decision on any changes to be implemented. The end responsibility of the translation lies with the translation agency.

Peer reviewers' recruitment

Peer reviewers are responsible for checking and approving the quality of the Italian translation of the GRI Standards.

Peer reviewers are selected by the GRI. Selection criteria include expertise, stakeholder diversity and availability.

Peer reviewers will be selected based on the following set of criteria:

- Native speaker of the language in question;
- Strong English language skills;
- Good knowledge of sustainability reporting and familiarity with GRI's Sustainability Reporting Guidelines and/or GRI Standards;
- Familiarity with the needs of sustainability reporters and report users;
- Ability to provide written English feedback when requested;
- Ability to complete the revision in the given time frame (one week to review the translation glossary of terms and 4 weeks to review the translated Standards).

Procedure

GRI will convene a GRI Standards Translations Committee, responsible for selecting the appropriate peer reviewers for each translation. The Committee will appoint one of the peer reviewers as a Chair who will serve as a liaison person with the GRI Peer Review Committee and the translation agency should this be required.

GRI will provide peer reviewers with the translated glossary for translation and document on an agreed-upon date. The glossary for translations review is intended to happen in one week and it will be the basis for the translation of the GRI Standards.

The translated GRI Standards will be shared with peer reviewers in two batches to proceed with the review process. The consolidated feedback should be shared with GRI in one document in two weeks' time for each batch. The Chair may organize a telephone or in-person meeting of all peer reviewers to jointly prepare their feedback submission to GRI for each batch of documents. The Chair will be responsible to merge all reviewers' input into a single document to be sent back to GRI. GRI will then pass the feedback on to the translation agency.

GRI will provide instructions on how the feedback can be provided.

Peer reviewer commitment and timelines

Peer reviewers are expected to:

- Review the glossary of terms for translations and provide feedback in timely manner;
- Review the translated documents – in two batches- and provide feedback in a timely manner;
- Work in a manner that is aimed at meeting the needs of report users;
- If necessary, attend at least one (telephone) meeting with other peer reviewers and the Chair for him to prepare joint feedback;
- Be ready to provide additional clarifications on feedback provided, should this be required.

Actions	Date
Glossary for translation sent to peer reviewers	26 November 2018
Consolidated feedback sent to GRI	05 December 2018
Translated GRI Standards sent to peer reviewers (First batch – Universal Standards)	09 January 2019
Consolidated feedback returned to GRI	22 January 2019
Translated GRI Standards sent to peer reviewers (Second batch – Topic-specific Standards, part 1)	12 February 2019
Consolidated feedback returned to GRI	20 February 2019
Translated GRI Standards sent to peer reviewers (Third batch – Topic-Specific Standards, part 2)	12 March 2019
Consolidated feedback returned to GRI	21 March 2019
Launch Italian translation of GRI Standards	May 2019

Privacy

General privacy: Peer reviewers may be contacted regarding the Italian translation via email or phone during the translation process. In line with the European Union’s General Data Protection Policy (GDPR), peer reviewer names and personal contact information will not be shared with third parties, nor will peer reviewer information be processed for any other purposes. GRI will only disclose the information referenced in the “Acknowledgment” section below as a part of the agreed translation responsibilities. GRI will ask for consent for any additional disclosure of personal information.

Recruitment information: GRI will not keep peer reviewer resume’s or use them for any other purposes other than the translation recruitment process. GRI will destroy all recruitment information after the peer review process is complete.

Please refer to GRI’s privacy policy for more information:

<https://www.globalreporting.org/Privacy/Pages/default.aspx>

Acknowledgment

In the acknowledgments section of the translation, the following text will appear (in Italian) to recognize the parties that made the translation possible.

This Italian translation was carried out by Eurideas and was peer reviewed by the following individuals:

*Laura Corazza, Post-Doc Research Fellow/Sustainability Reports Editor, University of Torino;
Gaia Giussani, Senior Manager, Sustainability Reporting and Climate Change Services, PwC;
Lorenzo Solimene, Senior Manager, Risk Consulting, Sustainability Services, KPMG, Chair of the Peer Review Committee.*

This translation was sponsored by:

ENEL

ENI

Etica Sgr

IAIA Italia

Intesa San Paolo

Banca Popolare Pugliese

Qcumber

TIM

The GRI Sustainability Reporting Standards have been developed and prepared in English. While every effort is made to ensure that this translation is accurate, the English-language text remains authoritative in case of any questions or discrepancies arising from the translation. The latest version of the English-language GRI Standards and any updates to the English version are published on the GRI website: (www.globalreporting.org).

In addition to recognition in the translated document itself, peer reviewers will be recognized in the launch communications. This will include recognition in GRI social media posts, the GRI Newsletter, as well at any GRI launch event, if applicable.

Signed for and on behalf of the Peer reviewer



Signature:

Name and Title

25/11/2018

Date