

# ISSB Request for Information (RFI) *Consultation on Agenda Priorities* —Due Process Compliance Statement

Influencing process: ISSB RFI <i>Consultation on Agenda Priorities</i>			
Step	Mandatory/ Optional	Metrics or evidence	UKEB Secretariat comments
<b>ISSB's due process document</b>			
ISSB RFI		Published: 04/05/2023 Comment deadline: 01/09/2023	n/a
<b>Project preparation</b>			
Technical project added to UKEB technical work plan [Due Process Handbook (Handbook) 4.30(b)]	Mandatory	Project is included in the published technical UKEB Work Plan	Included in the <a href="#">UKEB technical work plan published in May 2023.</a>
Project Initiation Plan (PIP) [Handbook 5.4 to 5.8 and 5.13 to 5.14]	Mandatory	PIP draft with project outline (background, scope, project objective) and approach for influencing (key milestones and timing) proportionate to the project	The Secretariat included mandatory milestones for the project and considered, as appropriate, other milestones and activities.  The <a href="#">PIP</a> was approved by UKEB at 18/05/23 meeting.

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Step	Mandatory/ Optional	Metrics or evidence	UKEB Secretariat comments
		Outreach plan for stakeholders and communication approach outlined	<p>Engagement with UKEB Advisory and Working Groups on both the ISSB Rfi and the Draft Comment Letter (DCL).</p> <p>The Secretariat also proposed a round table discussion with the UKEB Sustainability Working Group.</p> <p>Engagement on the DCL with industry and user representative bodies.</p>
		Resources allocated	Two project directors and an assistant project manager.
Project Initiation Plan (PIP) [Handbook 5.4 to 5.8 and 5.13 to 5.14] (continued)	Mandatory	Assessment of whether to set up an ad-hoc advisory group	The UKEB <a href="#">Sustainability Working Group</a> had already been established.
PIP is approved at public meeting [Handbook 5.4]	Mandatory	UKEB Board public meeting held to approve PIP	Approved at 18/05/23 UKEB public board meeting.
Education sessions [Handbook 4.10]	Optional	UKEB Education or initial assessment	n/a
Desk-based research [Handbook 5.9]	Optional	Review of relevant documentation	<p>The following research was developed and considered:</p> <ul style="list-style-type: none"> <li>• UKEB research reports <ul style="list-style-type: none"> <li>i. Climate-Related Matters Summary of Connectivity</li> </ul> </li> </ul>

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Step	Mandatory/ Optional	Metrics or evidence	UKEB Secretariat comments
			<p>Research</p> <ul style="list-style-type: none"> <li>ii. Analysis of 2022 Annual Reports</li> </ul> <ul style="list-style-type: none"> <li>• UKEB staff connectivity papers               <ul style="list-style-type: none"> <li>i. Asset recognition, measurement, and impairment</li> <li>ii. Liabilities and Provisions</li> <li>iii. Fair Value Measurement</li> </ul> </li> <li>• Discussion with the UKEB National Standard Setters Sustainability Forum<sup>1</sup></li> </ul>
Communications			
Public board meetings	Mandatory	UKEB Board public meetings held to discuss technical project	<p>PIP approved at 18/05/23 Board meeting.</p> <p>DCL approved at 22/06/23 Board meeting.</p> <p>Final Comment Letter approved at 2/08/23 Board meeting</p>
Secretariat papers	Mandatory	UKEB Board meeting papers posted and made publicly available on a timely basis.	<p>UKEB Board meeting papers were published on the UKEB website one week before the public meetings.</p> <p>Meeting minutes and recordings were made publicly available via the UKEB website.</p> <p>Advisory and Working Group minutes were made publicly available on the UKEB website.</p> <p>Subscribers were notified via the UKEB LinkedIn posts and News</p>

<sup>1</sup> [UKEB National Standard Setters Forum](#)

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Step	Mandatory/ Optional	Metrics or evidence	UKEB Secretariat comments
			Alerts.
Project webpage	Optional	Project webpage contains a project description with up-to-date information on the project	The project <a href="#">webpage</a> was created in May 2023. It was updated regularly with the project status and additional materials.
News Alerts [Handbook A4d]	Optional	Evidence that subscriber alerts have occurred	Subscribers were alerted, via email, 5 days before each Board meeting, provided with links to the agenda, papers and given the option to dial in to observe the discussion.  News Alerts were also issued alerting subscribers to the UKEB Consultation on its DCL for ISSB RFI and publication of the Final Comment Letter.
Outreach activities			
Outreach activities [Handbook 5.11 – examples of outreach activities included at A4 and of fieldwork, a subset of outreach, at A7]	Mandatory	Gather input from investors, preparers and accounting firms and institutes, as outlined in the PIP.	Activities included: <ul style="list-style-type: none"> <li>• Obtaining input from a roundtable discussion of the UKEB Sustainability Working Group on 29 June 2023<sup>2</sup>;</li> <li>• Obtaining input from UKEB Advisory Group members;</li> <li>• Requesting feedback via an Invitation to Comment document via the UKEB website; and</li> </ul>

<sup>2</sup> UKEB Sustainability Working Group [round table minutes](#) (29 June 2023)

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Step	Mandatory/ Optional	Metrics or evidence	UKEB Secretariat comments
			<ul style="list-style-type: none"> <li>Obtaining feedback from The Investment Association, UK Finance and the Association of British Insurers.</li> </ul>
UKEB Draft Comment Letter			
Draft comment letter (generally mandatory) [Handbook paragraphs 5.13 to 5.17]	Mandatory	Draft comment letter approved for publication at UKEB Board public meeting	The <a href="#">DCL</a> was approved at the UKEB Board meeting on 22/06/23.
	Mandatory	Draft comment letter, including deadline for responses, posted on UKEB Website for public consultation	The DCL was published on 23/06/23 for a 30-day public comment period, ending on 23/07/23.
	Mandatory	News Alert issued to announce publication of the DCL	DCL publication announced via a UKEB News Alert on 23/06/03.
	[Handbook paragraphs 5.19 and 5.23]	Public responses on draft comment letter posted on website	Five comment letters were received from <a href="#">CFA UK</a> , <a href="#">Emerging Technologies Sustainability Taskforce</a> , <a href="#">KPMG</a> , <a href="#">PwC</a> and an <a href="#">individual</a> were all published on the project web page on the UKEB website.

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Step	Mandatory/ Optional	Metrics or evidence	UKEB Secretariat comments
<b>UKEB final comment letter</b>			
Final comment letter (FCL) submitted before comment period ends. [Handbook paragraph 5.18]	Mandatory	Final comment letter approved for publication at UKEB Board public meeting.	The Final Comment Letter (FCL) was approved at the UKEB Board meeting on 2/08/23.
	Mandatory	Publish final comment letter on UKEB website and submit to ISSB	The <a href="#">FCL</a> was published on 11/08/23.
	Mandatory	News Alert issued to announce publication	A <a href="#">news alert</a> was published on 11/08/23.
<b>Finalisation</b>			
Feedback statement [Handbook paragraphs 5.19 to 5.22]	Mandatory	Draft Feedback Statement for discussion and review at UKEB Board public meeting	The Feedback Statement (FS) was approved at the UKEB Board meeting on 2/08/23.
	Mandatory	Feedback Statement posted on UKEB Website	The <a href="#">FS</a> was published on 11/08/23.
	Mandatory	News Alert issued to announce	A <a href="#">news alert</a> was published on 11/08/23.

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		publication	
Due process compliance Statement (DPCS) [Handbook paragraphs 5.23 to 5.26]	Mandatory	Due Process Compliance Statement approved by UKEB in public meeting	A [draft] DPCS was presented for approval to the Board at its August 2023 public meeting. The final DPCS presented for noting at the Board's September 2023 meeting.
	Mandatory	Due Process Compliance Statement posted on UKEB Website	The final DPCS published on the UKEB website subsequent to the September 2023 Board meeting.

Conclusion
This document sets out the main due process activities performed as part of the UKEB's project. Overall, this project complies with the applicable due process steps, as set out in the Handbook at the time of writing.