



GRI Level C reporting template for NGOs

Update responses here (currently contain prior year answers)

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Information on numbering: All sections in the boxes are taken directly from the original English version of the NGO Sector Supplement and the original reference numbers and page number appear in parenthesis. The NGO Sector Supplement is available for free downloading at www.globalreporting.org

1 Strategy and Analysis

1.1 Statement from the most senior decision-maker of the organization. [GRI NGOSS: p. 25]

We are pleased to report strong progress in the work of Oxfam New Zealand over the past year. During difficult times at home and in the developing world, we have been able to mobilise more funds, involve more people, support local partners to do more and provide real benefits and hope to people living in poverty. A highlight of our recent work has been providing opportunities for young people to build a decent livelihood in their villages, instead of being forced to move to cities where they risk falling into a vicious cycle of unemployment, crime and violence. The success story of farming cooperatives in East Timor is highlighted in our Annual Review, but our work also includes supporting organic farming, which helped increase family incomes through higher process for crops. This programme is having a major impact in Samoa and we are starting similar work with partners in other Pacific countries. Another highlight has been scaling up our work on water and sanitation. Contaminated water is one of the biggest killers in the developing world, especially of young children. We work with partners to provide long-term, sustainable solutions.

We help people understand the health risks of poor sanitation and educate them about hygiene. This approach is delivering huge benefits in Papua new Guinea, Bougainville and Vanuatu. Practical actions on the ground are essential, but long-term change happens when institutions are accountable and good policies are in place.. That is why we are building support for a United Nations treaty to control the flood of weapons to the most miserable battlefields of the world. We are supporting the Pacific in trade negotiations so they can get fair terms in international trade. We are promoting the fair trade movement here in New Zealand and we continuing to push for a global climate treaty that will protect the world's poorest and most vulnerable people from the devastating impacts of climate change. We are deeply grateful to the thousands of people who donated to Oxfam New Zealand last year, the growing list of trusts and companies who support our work, the Governments of New Zealand, Canada, Germany and the European Union for their contributions to programme funding and to all those who supported our campaigns.

2. Organizational Profile

2.1 Name of the organization. [GRI NGOSS: p. 26]

Oxfam New Zealand

2.2 Primary activities (e.g., advocacy, social marketing, research, service provision, capacity building, humanitarian assistance, etc.). Indicate how these activities relate to the organization's mission and primary strategic goals (e.g., on poverty reduction, environment, human rights, etc.). [GRI NGOSS: p. 26]

Oxfam New Zealand undertakes long term development programmes for the elimination of poverty and injustice, using a rights-based approach; provides humanitarian assistance for the alleviation of suffering; and undertakes advocacy and campaigning to tackle the policies and practices that cause poverty, injustice and suffering.

2.3 Operational structure of the organization, including national offices, sections, branches, field offices, main divisions, operating companies, subsidiaries, and joint ventures. [GRI NGOSS: p. 26]

Oxfam New Zealand focuses its development work on the poorest countries in the Pacific and South-East Asia. As an affiliate of Oxfam International, Oxfam New Zealand coordinates its programme work with other Oxfam affiliates. Oxfam New Zealand is headquartered in Auckland, with an advocacy office in Wellington New Zealand (the political capital). Oxfam New Zealand has an office in Port Moresby, Papua New Guinea and programme offices in Goroka and Tari; and will manage offices in Vanuatu and Solomon Islands in future as they transition from management by Oxfam Australia. Oxfam New Zealand supports partners in Timor Leste, Indonesia, Samoa and Tonga from Auckland, coordinating with Oxfam offices in Dili and Jakarta. Within the Auckland office, there are four functional directorships; programme management, marketing and fundraising, advocacy and campaigns, and organisational services.

2.4 Location of organization's headquarters. [GRI NGOSS: p. 26]

14 West St, Newton, Auckland, New Zealand

2.5 Number of countries where the organization operates. [GRI NGOSS: p. 26]

Eight (8) countries: Indonesia, Timor Leste, PNG, Solomon Islands, Vanuatu, Fiji, Samoa and Tonga

2.6 Nature of ownership and legal form. [GRI NGOSS: p. 26]

Registered Charitable Trust

2.7 Target audience and affected stakeholders. [GRI NGOSS: p. 26]

The primary stakeholders for Oxfam New Zealand's work are people living in poverty in the eight focal countries, as well as people suffering from humanitarian disasters worldwide. The target audiences for engagement and support are members of the public in New Zealand, and institutions, including the New Zealand government. We recognise allies in the Pacific, South-East Asia and globally as key stakeholders for achieving rights for marginalised and excluded people.

2.8 Scale of the reporting organization. [GRI NGOSS: p. 26]

Total income : \$ 7,884,308.00

Net revenue : \$ 340,635.00

Assets: \$5,487,406.00 Liabilities : \$4,661,758.00 Net Assets: \$825,648.00

Sales Revenue by countries NZ\$6,838,682 EU\$659,948 AUS \$209,459 USA \$120,060 Japan \$56,160

Geographical Spend of Development Programme Expenditure Pacific \$1,991,530.00(66%) South east Asia\$1,025,939.00(34%)

Thematic spend of Development Programme Expenditure:Livelihood and Economic Justice 46%:Water and Sanitation 28%:Conflict reduction and peace building17%: Gender Justice 8%

Number of employees: 95 New Zealand: 67 (42 full time -31 perm & 11 FT; 25 part time - 12 perm & 13 FT) PNG: 28

No. of paid full time people in an average week: New Zealand: 34.4 (inc 3.4 fixed term FTE) PNG: 23

No. of paid part time people in an average week: NZ: 10.7 FTE PNG: 5

worked in total by all employees in an average week: New Zealand: 1803 PNG: 1030 approximately

No. of paid hours

No. of people working as volunteers in an average week: New Zealand: 13.5

No. of volunteer hours worked in total by all volunteers in an average week: New Zealand: 95 (averaged across the whole year but disguises event related peaks eg. 2749 volunteer hours over the 3 day Oxfam Trailwalker event)

Number of active donors during financial year: 30000

2.9 Significant changes during the reporting period regarding size, structure, or ownership. [GRI NGOSS: p. 26]

Oxfam New Zealand received a reduction in funding from the New Zealand aid programme in the reporting period during a period of hiatus, as the funding scheme for NGOs was changed from a partnership scheme to a contestible fund. Subsequently, Oxfam New Zealand has been successful in securing four major grants from the funding scheme and its income will increase in the next reporting period.

2.10 Awards received in the reporting period. [GRI NGOSS: p. 26]

Winner - Kiwibank Special Events Charity Fundraising Award for Excellence, Oxfam Trailwalker

Exert from the judges: "This winner showed very clear evidence that events can be very successful fundraising vehicles; it's all down to detailed planning, smart and timely implementation and overall astute and careful management.

This was a big event and could have fallen short of the mark on many counts but it went almost without a hitch. The event was superbly executed according to a proven international blueprint but with its own New Zealand flavor and emphasis. The end result was that it raised close to \$1 million. And the media seemed impressed too, as it gave wide coverage that enhanced the profile of the charity and its cause."

Long-term Oxfam New Zealand partners have won international awards during the reporting period, including Fiji Women's Rights Movement ('Wings of Courage' award) and Women in Business Development Inc ('Global Voices' award).

3. Report Parameters

Report Profile

3.1 Reporting period (e.g., fiscal/calendar year) for information provided. [GRI NGOSS: p. 26]

1st July 2010 to 30th June 2011

3.2 Date of most recent previous report (if any). [GRI NGOSS: p. 26]

Previous report covered 1st July 2009 to 30th June 2010

3.3 Reporting cycle (annual, biennial, etc.). [GRI NGOSS: p. 26]

Annual

3.4 Contact point for questions regarding the report or its contents. [GRI NGOSS: p. 26]

Director Organisational Services DDI: +649 355 6503 Email: oxfam@oxfam.or.nz

Report Scope and Boundary

3.5 Process for defining report content. [GRI NGOSS: p. 26]

This report is ancillary to and should be read alongside our Annual Report and our NZ Charities Commission Return

3.6 Boundary of the report (e.g., countries, divisions, subsidiaries, leased facilities, joint ventures, suppliers). See GRI Boundary Protocol for further guidance. [GRI NGOSS: p. 26]

This report relates to the whole of Oxfam New Zealand and its related entities Oxfam in Papua New Guinea

3.7 State any specific limitations on the scope or boundary of the report. [GRI NGOSS: p. 26]

N/A

3.8 Basis for reporting on joint ventures, subsidiaries, leased facilities, outsourced operations, and other entities that can significantly affect comparability from period to period and/or between organizations. [GRI NGOSS: p. 27]

Accounting for off-shore operations is made on a "sent & spent" expenditure basis that has been consistently applied year-on-year.

3.10 Explanation of the effect of any re-statements of information provided in earlier reports, and the reasons for such re-statement (e.g., mergers/acquisitions, change of base years/periods, nature of business, measurement methods). [GRI NGOSS: p. 27]

N/A

3.11 Significant changes from previous reporting periods in the scope, boundary, or measurement methods applied in the report. [GRI NGOSS: p. 27]

N/A

GRI Content Index

3.12 Table identifying the location of the Standard Disclosures in the report. [GRI NGOSS: p. 27]

4.1 Governance structure of the organization, including committees under the highest governance body responsible for specific tasks, such as setting strategy or organizational oversight. [GRI NGOSS: p. 27]

The Board of Trustees exercises governance functions. There are two Board committees: Audit & Administration Committee and Programme Committee. Oxfam New Zealand is an affiliate of Oxfam International and exercises governance of Oxfam International as a Board member.

4.2 Indicate whether the Chair of the highest governance body is also an executive officer (and, if so, their function within the organization's management and the reasons for this arrangement). Describe the division of responsibility between the highest governance body and the management and/or executives. [GRI NGOSS: p. 27]

No Board members are executive officers. The Board is responsible for approving the strategic plan and annual operating plans and budgets, as well as major policies. The Board is responsible for recruiting and managing the Executive Director. The Executive Director is delegated by the board with responsibility for the day to day management of the organisation.

4.3 For organizations that have a unitary board structure, state the number of members of the and/or non-executive members highest governance body that are independent and/or non-executive members. [GRI NGOSS: p. 27]

The Board of Trustees is comprised solely of non-executive appointees.

4.4 Mechanisms for internal stakeholders (e.g., members), shareholders and employees to provide recommendations or direction to the highest governance body. [GRI NGOSS: p. 27]

There are regular feedback mechanisms for partners and donors to the staff and Executive Director fo Oxfam New Zealand, and the organisations accounts, policies and significant information is published on the website. Serious complaints or breaches of policy are notified to the Board. Oxfam New Zealand is planning to undertake a more formal social audit report in the next reporting period.

Stakeholder Engagement

4.14 List of stakeholder groups engaged by the organization. [GRI NGOSS: p. 29]

Oxfam New Zealand defines primary stakeholders as the people living in poverty or suffering in the countries where we work. Significant stakeholders are also partner organisations, allies, donors, suppliers, staff and volunteers, as well as the wider public in New Zealand and the countries where we work. Stakeholders also include the governments, institutions and organisations that we seek to influence, at the local, national, regional and international levels.

4.15 Basis for identification and selection of stakeholders with whom to engage. [GRI NGOSS: p. 29]

Stakeholder engagement is identified through regular in-country consultations, annual reflection & learning events and the annual organisational operating and strategic planning process. Oxfam New Zealand also engages with a wide range of civil society organisations, private sector organisation and governments at the national, regional and international levels.

Data on Performance

Data on Performance. Please check the Indicator Protocols before completing this box.

Indicator 1: NGO1: Involvement of affected stakeholder groups in the design, implementation, monitoring and evaluation of policies and programs

ONZ takes accountability very seriously. It believes that in order to have lasting impact it needs to be accountable to its stakeholders. Stakeholders include the individuals and communities with whom ONZ and its partners' work; people and communities affected by crisis; partners; donors and supporters; staff; the public; and regulatory bodies in Aotearoa/ New Zealand and in the countries in which it works.

In order to be accountable, ONZ is working towards improved information sharing and feedback with partners, stakeholders and allies. Clear agreements (MOUs and LOAs) on the partnership process and the commitment and obligations of both parties are developed in consultation with partners and regularly reviewed during annual reflection and review exercises.

Despite ONZ's multiple accountabilities, its prime accountability is to the individuals and communities with whom Oxfam and its partners work. These are considered ONZ's 'primary stakeholders'. However in most circumstances ONZ does not engage directly with primary stakeholders, therefore ONZ tries to ensure increasing accountability to primary stakeholders through its partner relationships. ONZ encourages its partners to:

- Engage primary stakeholders fully in designing initiatives and where possible encourage primary stakeholders to directly influence (or taking an active role in) monitoring and adjusting on-going work.
- Carry out annual participatory reflection processes which enable different groups of primary stakeholders to have a voice in assessing the value, worth and direction of the intervention.
- Develop mechanisms for feedback such as holding Annual General Meetings (where the partner is a membership organization).
- Set up mechanisms for feedback and complaint with the communities with whom they are engaging.

In all cases, ONZ supports and encourages partners to actively engage in these types of accountability processes, but regards this as a process for their development rather than a strict requirement. When carrying out evaluations, ONZ encourages participatory processes which reinforce accountability mechanisms.

ONZ also takes accountability to its donors very seriously. It carries out regular surveys with the New Zealand public asking them for feedback on their perceptions of ONZ's work. It publicly shares information on its website (e.g. its annual report of accounts, the Annual Reflection analysis and evaluations and reviews). Complaints from donors and the public are included in reports to the Board.

Indicator 2: NGO2 Mechanisms for feedback and complaints in relation to programs and policies and for determining actions to take in response to breeches of policies.

Relationships are based on Partnership Agreements, Oxfam New Zealand values and code of conduct. Funding contracts include a complaints mechanism and a whistle-blowing provision. Programme monitoring and evaluations aim to take partners' view into account and provides opportunity for remedial action. ONZ's communications encourage feedback, and these are logged and categorised by severity and process, and reported to the ONZ Board on a quarterly basis.

ONZ has a Complaints Policy that is actively complied with. Written complaints are automatically elevated to the Executive Director who must acknowledge this in writing within 3 days, investigate and respond within 10 days. Complaints, remedial or follow up actions are monitored by the Board.

Indicator 3: NGO3: System for programme monitoring, evaluation and learning, (including measuring programme effectiveness and impact) resulting changes to programmes and how are they are communicated.

Oxfam New Zealand implements a Monitoring, Evaluation and Learning system that is designed to take account of the views of our stakeholders and to include these in reflection and learning events. Oxfam New Zealand work with partners to collect quality data and monitor this information against programme indicators during periodic partnership monitoring reviews. There is an emphasis on outcomes and results, but also the equity and quality of relationships. Partners and stakeholders are actively engaged in the reflection processes. Opportunities are created for partners to give their feedback to ONZ on their performance as a partner. Annual partner reflection workshops held in ONZ's Highlands Programme in PNG are both reflection and planning forums. Partners and ONZ review performance of both parties, distil learning and use this to plan and improve programming and relationships for the next year.

Indicator 4: NGO4 Measures to integrate gender and diversity into programme design, implementation and the monitoring, evaluation and learning cycle.

ONZ has a major focus on gender justice, both as an issue to be mainstreamed in our work and in our organisation, but also as a programme priority. Specific gender programmes addressing discrimination and violence against women are identified by Programme management and Board Programme Committee and implemented within excluded, marginalised and oppressed communities in the region that Oxfam New Zealand operates. To improve practice in and identify improved targeting of programmes ONZ is improving its baseline design and data collection in order to disaggregate target populations. Examples of this include identifying people living with disability, HIV/AIDS and female headed households.

Indicator 5: NGO5: Processes to formulate, communicate, implement and change advocacy positions and public awareness campaigns. Identify how the organisation ensures consistency, fairness and accuracy.

Advocacy work is evidence based, subject to wide consultation and analysis, including with partners and allies. Oxfam undertakes thorough research at an international level and a local and regional level in order to provide a substantive and credible basis for its advocacy work, and consults widely on proposed policy positions. Public positions are developed within the communications team and authorised by the ED to ensure accuracy and consistency. Regular evaluations of advocacy work are undertaken, generally after each major project, and reflection as part of the annual reflection and planning process. Oxfam New Zealand has a focus on building the capacity of partners and allies to advocate on issues of importance to them, and Oxfam's work in the Pacific includes advocacy to open up space for civil society to engage and influence their governments, companies and regional organisations. During the reporting period, this included capacity building events around the Pacific Islands Forum, and advocacy for the inclusion of the voice of civil society in decision-making.

Indicator 6: NGO6: Processes to take into account and coordinate with the activities of other actors. How do you ensure that your organisation is not duplicating effort.

Oxfam New Zealand collaborates with affiliates of the Oxfam confederation through a 'single management structure' (SMS) which aims to achieve greater global impact through better coordination and elimination of over-lapping provision. Oxfam New Zealand also engages with New Zealand NGOs directly and through representation on the New Zealand umbrella organisation (the Council for International Development) to discuss focus and priorities, and has regular discussions with a range of actors at the national and local levels, including the Pacific Islands Association of NGOs and Pacific regional organisations. In areas of Humanitarian response, Oxfam New Zealand collaborates closely with UN clusters, governments, regional agencies and NGO aid response programmes.

Indicator 7: NG07: Resource allocation

Oxfam New Zealand has a number of mechanisms that strengthen financial security of the organisation, including specific policies and procedures governing financial management, as set out in the Operations Manual. The Board of Trustees exercises governance through the role of the Treasurer (a non-executive Board role), the Audit & Administration Committee and systems for ensuring compliance with the Charitable Trust Deed and relations under the New Zealand Charities Commission. At the programme level, Oxfam New Zealand provides support and capacity building for partners in financial management, reporting and controls.

Indicator 8: NG08: Sources of funding by category and five largest donors and monetary value of their contributions.

Community support income \$4.801m, NZ Government \$1.269m, Bequests \$0.720, Other institutional grants \$0.194m, EC Grants \$0.660m, Other Oxfam affiliates \$0.192m & Interest \$0.048m

Indicator 9: EC7: Procedures for local hiring and proportion of senior management hired from the local community at the locations of significant operation. Do you have a policy or practice for local hiring? If so, report on the proportion of senior management hired from the local community at locations of significant operation.

The decision to recruit locally or internationally is taken by the recruiting manager, in consultation with the HR manager, as necessary and is based on seniority of post, level of qualifications, skill and/or experience required and the availability of nationals. There is a strong emphasis on hiring and training local staff in-country wherever possible, and to support and internally promote local staff. There are currently two roles in the Papua New Guinea country programme filled by expatriates. Management development and capacity building is provided to build a strong management level of PNG nationals. There is a mix of staff recruited directly from their local community and from other parts of PNG.

Indicator 10: EN6 Total direct and indirect greenhouse gas emissions by weight. As a minimum, report on indirect greenhouse gas emissions related to buying gas, electricity or steam. You may also report on business travel related greenhouse gas emissions

For 12 months ended 31 March 2011 Oxfam New Zealand generated following greenhouse emissions by weight as measured by tonnes: Electricity 9.16mt, Staff commute 25.47mt, Air Travel 64.90 mt (home country staff) and Paper & Publications 19.16mt. Reduction recommendations for 2011/2012 include:

- Use a portable power meter to identify big energy users in the office.
- Oxfam NZ will focus specifically on staff commuting and may make separate goals within this area to get each staff member involved.
- Practical measures such as performing a paper audit trail will help to increase paper recycling around the office.

Indicator 11:

EN18: Initiatives to reduce greenhouse gas emissions and reductions achieved. What are you doing to reduce and how much have you reduced? Oxfam NZ had targeted a 5% relative reduction in carbon emissions per staff member by 31st March 2011 and has accomplished a 30% reduction for the same period earning a Gold certification from the Certification agency Instep through an external audit process.

Indicator 12:

LA1: Total workforce, including volunteers, by type, contract and region. The total paid workforce was 95, of which 67 staff (43 permanent and 24 fixed term) were based in New Zealand and 28 (all fixed term) in PNG. There was an average of 11 volunteers working in New Zealand (Auckland/ Wellington) as long term, part time office volunteers or fixed term interns (ave 3-6 months) averaged 11 individuals per week. Other volunteers were also brought in for specific campaign and marketing events throughout the year e.g. stunts, Oxfam Trailwalker, Water Challenge, Oxfam's Biggest Coffee Break, to run stalls at festivals etc.

Indicator 13:

LA10 Average hours of training per year per employee by employee category. If you can't report on average hours of training report on training programs in place. Oxfam New Zealand does not currently keep records of the number of training hours by staff member. However, for New Zealand based staff, records are maintained of the number/ types of learning & development interventions (internal and external) undertaken by staff at all levels. Staff are strongly encouraged to develop individual training and development plans and the usefulness/impact of learning and development activities undertaken is monitored through the annual performance review process. During 2010-11, 39 New Zealand based staff attended at least one training or learning event (over and above general induction activities) and of these, 19 attended two or more. Records are held locally for courses/ training/ study undertaken by national staff in PNG. For junior staff, training has typically been on the job/job specific while a number of middle/ senior level staff have attended one or more internally or externally run specialist workshops or events. One staff member who had received financial support for full time academic study returned to the organisation to take up a more senior role.

Indicator 14:

LA12: Percentage of employees receiving regular performance and career development reviews. In 2010-11 58% of permanent staff had a performance review, which was documented. This percentage was slightly higher in PNG. Discussion about development opportunities and longer term career aspirations forms part of the review process. For most other staff, they had either recently joined, changed their job/managers or resigned before the annual review period.

Indicator 15:

LA 13 Composition of governance bodies and breakdown of employees per category according to gender, age group, minority group membership and other indicators of diversity. In New Zealand, there was a slightly higher proportion of female employees (55:45), an equal balance of men and women at the senior management level and higher proportion on the Board (62:38). In PNG, we employed a higher proportion of men to women (64:36) but had a higher proportion of women than men in senior management positions (67:33). The majority of staff employed by Oxfam in New Zealand were white/European (75%), with the vast majority (66%) NZ born, 12% were Chinese/other Asian, 6% Maori/part Maori, 1% Pacific Island, 3% Australian and 3% North American. Information was not available for national staff in PNG but for expatriate staff, 67% were white/European and 33% Asian. Oxfam aims to be an Equal Opportunity employer and actively encourages applications from staff from ethnic minorities in New Zealand and from other parts of PNG within their regional offices and country office. Oxfam has NZ Maori, Pacific and Asian staff, and Maori/Pacific representation on the Board. Oxfam had a fairly even age distribution across the full age range (early 20s - 60s) and we seek to provide an environment that welcomes and supports staff of all ages.

Indicator 16:

SO1 Nature, scope and effectiveness of any programmes and practices that assess and manage the impacts of operations on communities, including entering operating and exiting. This indicator was designed to talk about the positive/ negative side effects of what you do, not about your main purpose. Oxfam New Zealand processes for development and design of programme seeks to create positive impacts for target communities and beneficiaries and to minimise any adverse impacts. ONZ assesses and manages any impacts of its work on communities through the MEL process within the context of partnership agreements and annual reflection and planning processes. The processes of participation and community engagement in planning, monitoring and evaluation proved mechanisms for communities to raise any concerns with regard to Oxfam's engagement. Oxfam has a policy of long term relationship building with partners and any decisions to scale down or exit from a relationship are taken with extensive consultation.

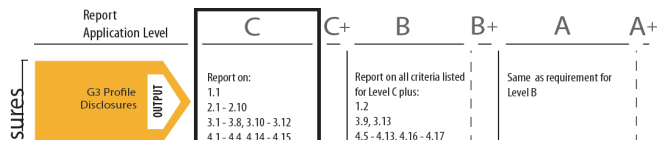
Indicator 17:

SO3 Percentage of employees trained in organisations anti-corruption policies and procedures: Oxfam New Zealand covers this through induction of staff and partners on Oxfam values, ethics and code of conduct (which staff are asked to read and sign). ONZ does not condone corruption and has recently trengthened its financial controls, including through partner capacity building, to ensure that funding is not misused in any way. It does not currently have a specific anti-corruption training programme in place but this has not been identified as a significant issue in New Zealand or the countries in which we operate.

Indicator 18:

PR6 Programmes for adherence to laws, standards and voluntary codes relating to ethical fundraising and marketing communications including advertising, promotion and sponsorship. Oxfam New Zealand marketing staff are members of Fundraising Institute of New Zealand, NZ Association of Events Professionals and the NZ Direct Marketing Association. The terms of membership include adherence to standards and codes of conduct.

GRI Self-Assessment Application Level



I hereby declare that to the best of my understanding this report fulfils the requirements for a GRI G3 Application Level C.

Name: Barry Coates
 Position: Executive Director
 1st April 2012

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