

## Legal Disclaimer

*Documents are contributed to the Library for the sole purpose of sharing best practices on stewardship. Those accessing documents in the library are reminded that documents are to be used for this purpose alone. Those contributing such documents are reminded that in order to be compliant with competition law, documents may not contain confidential information. Members are advised to take specialist competition law advice if they require further information/guidance.*

## Introduction

The Occupational Pensions Stewardship Council (OPSC) promotes and facilitate high standards of stewardship of pensions assets. It was launched in July 2021. The Council supports schemes and pools to learn about, act collaboratively and improve reporting of stewardship activities.

Welcome to the OPSC Document Library guide! As part of the Good Practice strand of our [2021-22 Work Plan](#), we have created an online document library, containing key stewardship documents from all of our Council members in an easily accessible, filterable format. We hope that this will support learning on stewardship.

The [Public Library](#) is accessible to anyone. Please feel free to share it widely, by sending on this user guide.

## Guidance on using the document library

### Viewing

The documents are sorted by default by name, alphabetically – but you can choose to filter them by the following options. Just click the down arrow next to the heading.

### Document type:

- SIP/ISS
- Implementation Statement
- Stewardship Code Report
- TCFD report
- PRI report
- Member communications
- RI/Stewardship policy or report
- Service provider-related policies
- Service provider mandates, assessment criteria, guidelines
- Engagement and escalation policies and strategies
- Other

### **Specific Scheme/pool:**

This will allow you to view all documents provided by one or multiple Council members.

### **Scheme/pool type:**

- Local Government Pension Scheme (LGPS)
- Corporate Scheme
- Master Trust

### **Searching**

Use the search bar at the top of each page to search the file contents of that page. Searching on this page will search both sections of the library, if you have access to the 'Member Only' section. The search will pick up titles, as well as words found within the documents, and in the document properties.

### **Uploading**

Member schemes and pools can upload documents (Pdf, Microsoft Word, or external web links) directly by using the upload function. This will be moderated to prevent spam, and will arrive on the platform within a few days. Alternatively, please contact the Secretariat with your files.

For documents already hosted on your websites, we encourage members to provide both a document and a web link so we increase the chances of having the most up to date version available.

## **Comments and questions**

We'd love your feedback on the Library, and whether there is anything we can improve. Please let us know immediately if any documents are in the incorrect section or there are errors in document names or metadata.

If you are a staff or board member of a scheme or pool that is not yet a member of the Council and would like to find out more, please email Lily Tomson at [secretariat@pensionscouncil.org](mailto:secretariat@pensionscouncil.org).

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