Dr. Linda M. Sama
Associate Dean for Global Initiatives
Executive Director – Center for Global
Business Stewardship
Director, *GLOBE*
Joseph F. Adams Professor of Management
The Peter J. Tobin College of Business

Tel (718) 990-7323/Fax (718) 990-5966
Email: samal@stjohns.edu
St. John's University
8000 Utopia Parkway, Queens, NY 11439
www.stjohns.edu

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UN PRME Secretariat
United National Global Compact

Re: SIP report extension request – "Grace Letter"

Dear UN PRME Secretariat,

I am writing to request an extension for submission of this year's SIP report to the UN PRME Secretariat. The report was due to be submitted on January 31, 2020. As the person primarily responsible for issuing the report, I have suffered a delay due to personal family matters and professional obligations that have led to a backlog on responsibilities. I am working with my Steering Committee to collect the relevant data for the report that would cover the calendar years of 2018 and 2019, a period during which we also were designated a PRME Champion. Much has happened in those two years that forwards our sustainability agenda and I am eager to share those developments with you.

I am now poised to draft the report, which I expect to be completed and submitted within the next 90 days. While that gives me an extension through the end of April, it would be greatly appreciated if I might have until the end of May to submit the report.

I sincerely appreciate your consideration of this request, as our institution is an active member of PRME, a PRME Champion, and a member of the North American Regional Chapter of PRME. As an Advanced Signatory of PRME, the sustainability goals remain an important priority for our institution and we are grateful for the opportunity to maintain our status on the PRME website.

Please do not hesitate to contact me if there are questions or concerns that I might address.

Looking forward to submitting the report.

Sincerely,

Linda M. Sama

Cc: Norean Sharpe