Handbook for External Reviewers



GREEN BOND TRANSPARENCY PLATFORM

GBTP Resources Center

Review of November 2022 – Version 1 English Latin America and the Caribbean Operations





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The successful transition to a green economy is crucial for Latin America and the Caribbean to mitigate climate change and better hedge against increased climate risks. This process will require substantial annual investments of between USD 40-50 billion in the region through 2030. Green bonds emerged as an impactful instrument to finance climate change-relevant investments. As the green bond market expands, investors are demanding greater transparency and comparability in evaluating such instruments and requesting responses to questions such as: *Who are the issuers of green bonds? What type of projects are being financed? What are the environmental impacts of my investments?*

Making it easy to find the data in one place, in an organized comparable and reliable manner, was a necessity. Harmonization and consistency in reporting is also an important factor in the green bond market. The Inter-American Development Bank (IDB) developed in 2021 the Green Bond Transparency Platform (GBTP): an innovative digital tool that supports the harmonization and standardization of green bond reporting efforts in Latin America and the Caribbean to promote green investments by facilitating green bond issuance.

WHO WE ARE

The GBTP is a free and public tool developed by the Inter-American Development Bank to help bring more transparency and comparability in green bond reporting in Latin America and the Caribbean to increase investors' confidence and attract long-term capital to the region.

WHAT WE DO:

The GBTP provides granular, comparable, and easy to access data on the use of proceeds and environmental impact of the green bonds, uploaded by the issuers, reviewed by independent verifiers and aligned with international standards.

WHY WE DO IT:

The GBTP aims to provide a benchmark to best practice disclosure and support to all market actors. It facilitates the baseline statistics to support investors and regulatory decisions and builds capacity among issuers and investors.

GBTP Achievements

- In its first year, it has been utilized 50,000, covering ~80% of the region's market (USD 26.6 billion) by May 2022
- ~ 200 KPI's aligned to international standards and adjusted to issuer's demands
- ~ 25.9 million tCO2 avoided or reduced (by May 2022)
- · More than 80 regional issuers have voluntarily joined the Platform
- · More than 320 issuers' personnel trained
- Continuous updating process adding issuers and external reviewers, and features based on market feedback
- · Public database easy to download including green and sustainable bonds with use of proceeds and impact metrics
- · Open accessible system design allowing replicability in other regions and type of bonds



Did you know? The GBTP was awarded "Initiative of the year - Green Bond 2022" by Environmental Finance. Commended by the judges for promoting comparability in impact reporting from multiple issuers and praised it for a focus on emerging markets countries.





Players of the GBTP

Users Support Team (UST): The support team is responsible for following up the publications, offering all the necessary support from the use of the platform, to helping to verify the consistency of the data informed in the spreadsheets. The support team can serve users throughout Latin America, with native employees who are fluent in Portuguese, Spanish, and English. Sessions to solve doubts and follow-up on publications can be scheduled at no cost to the user. The GBTP offers a great tool for users (investors, asset owners etc) an opportunity to engage with the issuer by providing the user support team with their questions

IDB Team: Above the support team, the IDB offers close and accessible support. This team is responsible for the overall platform vision, coordinating all technical, programming, communications and operations teams. The IDB team responsible for the platform can also be reached through the support channels.

Communications: The platform has a dedicated communications team, which organizes the publications related to the platform's work and guides users on how and what to publish with reference to the platform. The team is responsible for preparing our monthly newsletter, which consolidates the main milestones and actions of the platform.

Operations LAC: The LAC operations team has bases in Brazil, Colombia, and Argentina, and is responsible for servicing all countries in Latin America and the Caribbean.

Issuers: The issuer is the organization that issues the debt security. It has free access to the platform and is encouraged to publish all the information that is already publicly available. The issuer can also request external review through the platform. All green bond issuers in Latin America are encouraged to minimally publish the mandatory information, which requires only a few minutes of dedication. In addition to the mandatory information, there is space on the platform for them to publish their projects, KPIs, allocations, frameworks, among other documents that will be of interest to investors and users in general of the platform.

External Reviewer: External reviewers can also participate in the platform for free. They receive the request from the issuers to confirm the published data and can do this through the platform. All external reviewers in the market are encouraged to register on the platform and keep an eye out for new issues that have been published. The external reviewer provides verification for pre- and post-issuance SPOs, ratings, allocation proceeds and impact metrics verification, as well as certifications.

Investor: The GBTP can provide a one-stop platform for investors with more comparable data of existing issues, which was previously unstructured, not standardized and scattered across various platforms and institutions with heterogeneous reporting. Investors do not need to log in to consult the securities or build their portfolio on the platform, access to information is simple and free for everyone. The virtual portfolio is stored on the client side only, does not preserve or communicate it to the server and bonds are selected directly in the platform, no external file is imported.

Supporters: The supporters are the organizations that promote the dissemination of the platform and encourage its use. There is no cost to be a supporter, there is only the commitment to be available in case of need for consultation for improvement of the environment, as well as help in disseminating the work of the platform to their customers. To learn more about how to become a supporter, please contact our team



Did you know? The GBTP already covers almost 90% of the green bonds in Latin America and the quality and reliability of the available data was cited as a highlight by the judges at the Environmental Finance awards.





Verification products

Second Party Opinions: Knows as SPOs, are external, independent and expert opinions of the bond, bond's framework or bond's use of proceeds, based on the four components of the ICMA Principles. It can be performed on a pre-issuance or post-issuance stage.

Verification: An issuer can obtain independent verification against a designated set of criteria, typically pertaining to environmental/social/sustainability or KPI performance and sustainability targets for the SLBs.

Certification: An issuer can have GSSSLB bond or GSSSLB bond framework or Use of Proceeds or Key Performance Indicators (KPIs) and Sustainability Performance targets (SPTs) certified against a recognized external green/social/sustainability standard or label.

Ratings/scoring: An issuer can have its GSSSLB bond associated framework or a key feature such as Use of Proceeds, selection of KPIs, calibration of the level of ambitiousness of SPTs, evaluated or assessed by third parties, such as specialized research providers or rating agencies, according to an established scoring/rating methodology.



For more information, see ICMA's Principles, Guidelines and Handbooks







VERIFICATION PROCESS

Step-by-step process guided through the interface





Access the platform via **www.greenbondtransparency.com** (you can use the QR Code on the side) and read the terms and conditions to the end to accept. Click on the highlighted button to **login** or **create your free account**, if this is your first access.















Action required: create ER offerings

Once your account is created and your access is granted in the role of external reviewer, the highlighted menu above will offer the options External Reviews and Offerings. The section "External reviews" contains a panel with the verification requests made by issuers to the current external review-profile and the details of the requests processed. The section "Offerings" contains the products offered by the current external reviewer profile to issuers as verifications of the GSSLB bonds issued. This section provides the environment for creating as many offerings as type of external reviews are available in the market. For now, click "Offerings" to continue.





Action required: create ER offerings



Offerings must be created by the external reviewer before the issuer is informed to request a verification of the framework, bond or use of proceeds of the bond published in the platform. Thus, the first step in the "Offerings" section is clicking on the "Create offering" button.







When you click **Create offering**, you will see the options above. Select the verification product type from the drop-down menu. Enter the commercial name and if desired the description link and the product file, for better understanding of the product. Follow the indicated steps and click **Submit**.





After submitting the offering, the system creates it and requires to activate it. To do so, **uncheck** the "Show only active offerings" box at the top of the tab and click the button "Activate" to the right of the offering you want to activate.

When the product is active, it becomes visible for all issuers reporting in the GBTP and enables issuers to request the type of verification product offered for the bond. The option "**Template**" downloads the Excel template used to verify a bond through the product offered. The option "**Delete**" deleted the product offered. After deleting it is not possible to recover the data lost.



03

03. Issuer tasks

Issuers verification request

The role of the issuer



Test Verification Frame	work	– –	-	7/5/2019	Publish Edit
ISSUER	LOCATION	BOND TYPE	BOND CURRENCY	TICKER	THEME
Issuer-Name	\delta Brazil	unspecified	United States Dollar	GB00000001 ISIN	green
Test Verification Fr	amework				▼ Show
Allocations ⁰ Rep	ayments ⁰ Tranches ¹ Ir	mpact reports ⁰ Externa	al reviews		
Allocations ⁰ Rep Request review	ayments ⁰ Tranches ¹ Ir	mpact reports ^o Externa	al reviews ⁰	Request verification Framework: Test Verification For	ation Verification Framework
Allocations ⁰ Rep Request review	ayments ⁰ Tranches ¹ Ir	npact reports ^o Externa	al reviews ⁰	Request verification for Verification for Framework: Test Verification Framework: Test Verification Products Pre-issuance Green E	ation Verification Framework ification Framework Bond SPO
Allocations ⁰ Rep Request review	ayments ⁰ Tranches ¹ Ir	mpact reports ^o Externa	al reviews ⁰	Request verification for Framework: Test Verification for Framework: Test Verification Products Pre-issuance Green E External reviewer	ation Verification Framework ification Framework Bond SPO
Allocations ⁰ Rep Request review	ayments ⁰ Tranches ¹ Ir	npact reports ^o Externa	al reviews ⁰	Request verification for Verification for Framework: Test Verification for Products Pre-issuance Green E External reviewer External-Reviewer	ation Verification Framework ification Framework Bond SPO

Action required: Look from the Issuer's point of view

The External Reviewer will receive the request for verification of a Bond, Framework, Use of Proceeds, Impacts, among others, directly from the Issuer. Learn a bit about what the Issuer's role is and how he requests an action from the External Reviewer. The issuers select the scope of the review, then they choose one of the offered verifications options. A list, including all verifiers signed-up to the platform offering these products, will appear. The issuer selects the one who has already provided the review and sends the request.





Action required: see the requests and decide

When the issuer sends the request to the external reviewer, the requests will appear in "External reviews" tab → "Requested". The request contain the date, the type of verification (SPO, Rating, Certification, etc.), name of the issuer and the scope of the verification. The latter indicates what is going to be verified: the bond, the framework, and so on).

There are two ways for approving the verification:

- Off-line using the External review Excel template for the product requested: this option gives more flexibility to the external reviewer to complete in different sessions and by different team members.
- Alternative method answering the questions and attaching the PDF file with the review: this option implies that all questions must be answered one-by-one in one sitting and by one member of the team.

For both options, the same questions must be answered, the difference lays on the preferred way to answer the questions.





Action required: download template and approve/deny



If you choose to approve the request using the offline method, click on the "Template" option. An Excel template for the specific product will be downloaded, with the ICMA form questions for Green/Sustainability/SLB. Locate the download folder to open the downloaded files.





Approve verification requests

ICMA External Review forms

GREEN BONE TRANSPARENCY PLATEORM	YY/

04. External	Green Bond / Green Bond Programme Independent External Review Form	Section 3. Detailed review Anviews are encouraged to provide the information below to the extent possible and use the comment section to explain the scape of their review. 1. USE OF PROCEEDS	Evaluation and selection Credentials on the issuer's environmental Defined and magagenet ofter la for prights fightle for Green Bond proceeds Sommary ofter la for project valuation Defined and magage project valuation Defined and magage prights fightle for Green Bond proceeds Defined la Sommary ofter la project valuation Defined la Sommary ofter la valuation Defined la Valuation Defi		TRANSPARENCY
Reviewers tasks	Section 1. Basic Information Name nume: Gene Bond DSN or Issuer Green Bond Framework Name, if applicable: (pro:f) or appropriate Independent Extratinal Neuker provider's name: Dependent Extratinal Neuker provider name: Dependent Extratinal Neuker provider name: Production date of this Network Reduction date of this Network Section 2. Review overview Section 2. Review overview Dependent Extrational Generation and confirmed their alignment with the GBME De of Proceeds Process for Project Induction and Selection De of Proceeds Reporting DELISIO FILEPEDDENT EXTERNAL REVIEW PROVDESE Conflication	Overall comment on section (// spiculable): Use of proceeds categories as per GBP: Renewable energy Energy efficiency Pollution prevention and control Environmentally sostialable management of ling statutal encourses and land use Terretorbial and aquatic biodivensity Clean transportation community Clean transportation construction Greem buildings processes Other phene sweight cights areas not retord and comments Other phene sweight cights areas not ret state in GBPs If applicable piece-specify the environmental taxenome, if other than GBPs:	ad vetection publicly available Information on Responsibilities and Accountability Available Available Available Available Available Available Available Available Available Available Available Available Available Available Available Avai	MA External Review Form for Green Bonds	
	Other (blene yee;}): Note: In case of multiple reviews / #@review providers, plene provide separate forms for each review. EXECUTIVE SUMMARY OF REVIEW and/or LINK TO FULL REVIEW (/ opplicable)	Overall comment on section // applicable):	Allocation to a portfolio of diatursements Diacloure of postibility unallocated proceeds Allocation to a portfolio of diatursements unallocated proceeds Allocation to a portfolio of diatursements unallocated proceeds Allocation to a portfolio of diatursements Other (please quere)(p): Allocation to a portfolio of diatursements Other (please quere)(p): Allocation to a portfolio of diatursements Other (please quere)(p): Allocation to a portfolio of diatursements Other (please quere)(p): Allocation to a portfolio of diatursements Other (please quere)(p): Allocation to a portfolio of diatursements Other (please quere)(p): Allocation to a portfolio of diatursements Other (please quere)(p): Allocation to a portfolio of diatursements Other (please quere)(p): Allocation to a portfolio of diatursements Other (please quere)(p): Allocation to a portfolio of diatursements Other (please quere)(p): Allocation to a portfolio of diatursements Other (please quere)(p): Allocation to a portfolio of diatursements Allocation to a portfolio of diatursements Other (please quere)(p): Allocation to a portfolio of diatursements Allocation to a portfolio of diatursement		
	Litet spile: her 201	functioner f	Account 3: Contract investor Account 3: Contract 3: Contract investor Account 3: Contract 3:	If applicable please specify the social taxonomy, if other than SBN:	
Action required: get to		Section 2. Review overview Section 2. Review overview The review assessed the following elements and confirmed their alignment with the GBPs and the SBPs: Use of Proceeds United Proceeds	Sustainable water and watewater management Sostainable water and watewater management Sostainable water and watewater Sostainable places perceive and	Other glasses specific A PACESS FOR PROJECT EVALUATION AND SELECTION Mereal comment on section (if applicable): Mereal comment on	A External Review Form Sustainability Bonds
know the ICMA forms		Latest update: June 2020	engeuer inten non yns suintor in oero Pagie 2 of 6	Page 3 of 6	

These ICMA forms for external reviewers have been digitalized by the UST to an Excel template containing all the questions and answer options in a standardized and user-friendly way.

The questions in the Excel template were extracted from the ICMA official form, as shown by the images above.





04. External Reviewers tasks

x∎



Action required: fill-in the downloaded Excel template



Once the download is complete, open the Excel file. You will see three columns. The template takes its structure from <u>The ICMA External</u> <u>Review Form</u>, which provides a summary format for disclosure of External Review reports online. It contains all relevant questions from the SPOs, ratings, certification form and incorporates them all in one excel sheet. The template is easily filled by doing a copy-paste of the official verification document provided to the issuer. It contains all four principles of ICMA: **Use of Proceeds; Process for project evaluation and selection; Management of proceeds; Reporting.**









Action required: **submit** questionnaire

> Once you have filled out the Excel template, save the file and go back to the "External reviews" option in the platform. Click on the "Approve" option and provide the Excel document you saved, click "Submit" to complete the import and then confirm the process of answering the questions.





To approve the request using the alternative method, click the "Approve" button. Then click "Answer questions". This will show each of the ICMA form questions for Green/Sustainability/SLB on a sequential structure. In this case each question must be answered directly in the platform. The platform does not save drafts, thus if this approach is used, the external reviewer **must complete it in one session**. By using this approach, it is possible to upload the Verification document in the last field. Just browse the file in your computer and click next step.





Approve verification requests

Confirm the data you provided



04. External Reviewers tasks External review answers ☑ 1. EXECUTIVE SUMMARY OF REVIEW 2.1. USE OF PROCEEDS - Overall comment on section 3. 1.1. USE OF PROCEEDS - Categories as per GBP: **Renewable energy** 4. 1.1. USE OF PROCEEDS - Categories as per GBP: Energy efficiency 5. 1.2. USE OF PROCEEDS - Categories as per CBI: Buildings □ 6. 1.2. USE OF PROCEEDS - Categories as per CBI: Transport □ 7.1.1. USE OF PROCEEDS - Categories as per GBP: Pollution prevention and control □ 8.1.1. USE OF PROCEEDS - Categories as per GBP: Renewable energy 9. 1.1. USE OF PROCEEDS - Categories as per GBP: Sustainable management of living natural resources 10. 1.1. USE OF PROCEEDS - Categories as per GBP: Terrestrial and aquatic biodiversity conservation □ 11. 1.1. USE OF PROCEEDS - Categories as per GBP: Clean transportation □ 12. 1.1. USE OF PROCEEDS - Categories as per GBP: Sustainable water management □ 13. 1.1. USE OF PROCEEDS - Categories as per GBP: Climate change adaptation □ 14. 1.1. USE OF PROCEEDS - Categories as per GBP: Ecoefficient products, production technologies and processes □ 15. 1.1. USE OF PROCEEDS - Categories as per GBP: Unknown at issuance but currently expected to conform with GBP categories, or other eligible areas not yet stated in GBPs □ 16. 1.2. USE OF PROCEEDS - Categories as per CBI: Energy □ 17. 1.2. USE OF PROCEEDS - Categories as per CBI: Landuse □ 18. 1.2. USE OF PROCEEDS - Categories as per CBI: Industry □ 19. 1.2. USE OF PROCEEDS - Categories as per CBI: Waste 20. 1.2. USE OF PROCEEDS - Categories as per CBI: ICT 21. 1.2. USE OF PROCEEDS - Categories as per CBI: Water 22. 2.1. PROCESS - Evaluation and selection: Documented 62. 4.7. REPORTING - Publication: Information published in financial report 63. 4.7. REPORTING - Publication: Information published in ad hoc documents □ 64. 4.7. REPORTING - Publication: Information published in sustainability report □ 65. 4.7. REPORTING - Publication: Other (please specify) 66. EXECUTIVE SUMMARY OF REVIEW 67. 1. USE OF PROCEEDS - Overall comment on section Verification opinion External review_PDF document.pdf Back Confirm

Action required: **read** and confirm the data



Finally, the platform will show all the answers to confirm the data, as well as the attached file. If you agree with all the data, click "Confirm", the request will be automatically approved.





Requested and Processed tasks





Action required: **check verification approval**



When the request is approved or denied, the task is transferred from "Requested" to "Processed", together with a report of the questions and answers from the questionnaires. This will be the list of the reviews processed by the External Reviewer.





Action required: get to know







06. SPO and other external review

reporting

Visualization of external review in the platform

Data with greater credibility



GB000000001 GREE ISIN XBOG ISSUER ISSUER	bond			
ISSUANCE VOLUME	MATURITY & ISSUANCE	LOCATION	TOTAL AMOUNT DISBURSED	
USD 500M USD 500M	31 May 29 07 May 19	💽 Brazil	USD 0 USD 0	
Tranches Disbut	amework	METHODOLOGIES	DOCUMENT	SPO
Energy Climate Bonds Initiative Project Classification	tCO2e reduced	A1C0METHTEST ver.13	🕁 File	received on 20/5/2022 (report)
Generation - Appliances	tCO2e avoided			

Action required: get to know

The verification is displayed in the bond's view, facilitating the access to the public to external reviews on a standardized way. The goal of the platform is to provide reliable and comparable data, so we recommend this step of external reviews to all issuers. We recommend that external reviewers encourage their clients to update the platform as soon as the SPO, Rating or verification is ready. Filling it out the data is not a time-consuming task and is even easier for the reviewer who has done the review.





ONGOING SUPPORT



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