GREEN BOND
TRANSPARENCY
PLATFORM

GBTP Resource Center

Revision August 2023 - Version 1 English
Latin America and Caribbean Operations

BID
Banco Interamericano
de Desenvolvimento

Summary

Chapters

About the GBTP

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 is the overall impact of an investment?**

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 times
- Covers ~80% of the region´s market (USD 29.3 billion) by Aug 2023
- ~ 200 KPI´s aligned to international standards and adjusted to issuer´s demands
- ~ 36.5 million tCO_2e avoided or reduced (by Aug 2023)
- More than 100 regional issuers have voluntarily joined the Platform
- More than 400 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 team manages and organized the external communication and outreach events of the GBTP with key stakeholders.

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.

PUBLICATION PROCESS

Sign in

Create an account

GREEN BOND TRANSPARENCY PLATFORM

Bonds   Portfolio   About / Resources ⧉

Sign In

235
Bonds

18
Active Countries

$ 43.5B
Issuance

$ 18.4B
Total disbursement

35.3M
tCO₂ avoided or reduced

9
Average Term to Maturity in Years

GBP CBI EU GBS ISO

GBP CBI EU GBS ISO
1482 PROJECTS

154 303   503   216   169

$8.8B $2.2B $2.7B

$17.8B VOLUME

■ ENERGY EFFICIENCY   ■ ENVIRONMENTAL MANAGEMENT   ■ GREEN BUILDINGS

Mexico

Costa Rica

Colombia

Perú

Chile   Argentina

Welcome

Log in to gbtp to continue to Green Bond Transparency Platform.

Email address

Password

Forgot password?

Continue

Don't have an account? **Sign up**

Click on "Sign up".

OR

G Continue with Google

Action required: Sign in or create a free account

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 it. Click the highlighted button to login or create your free account, if this is your first access.
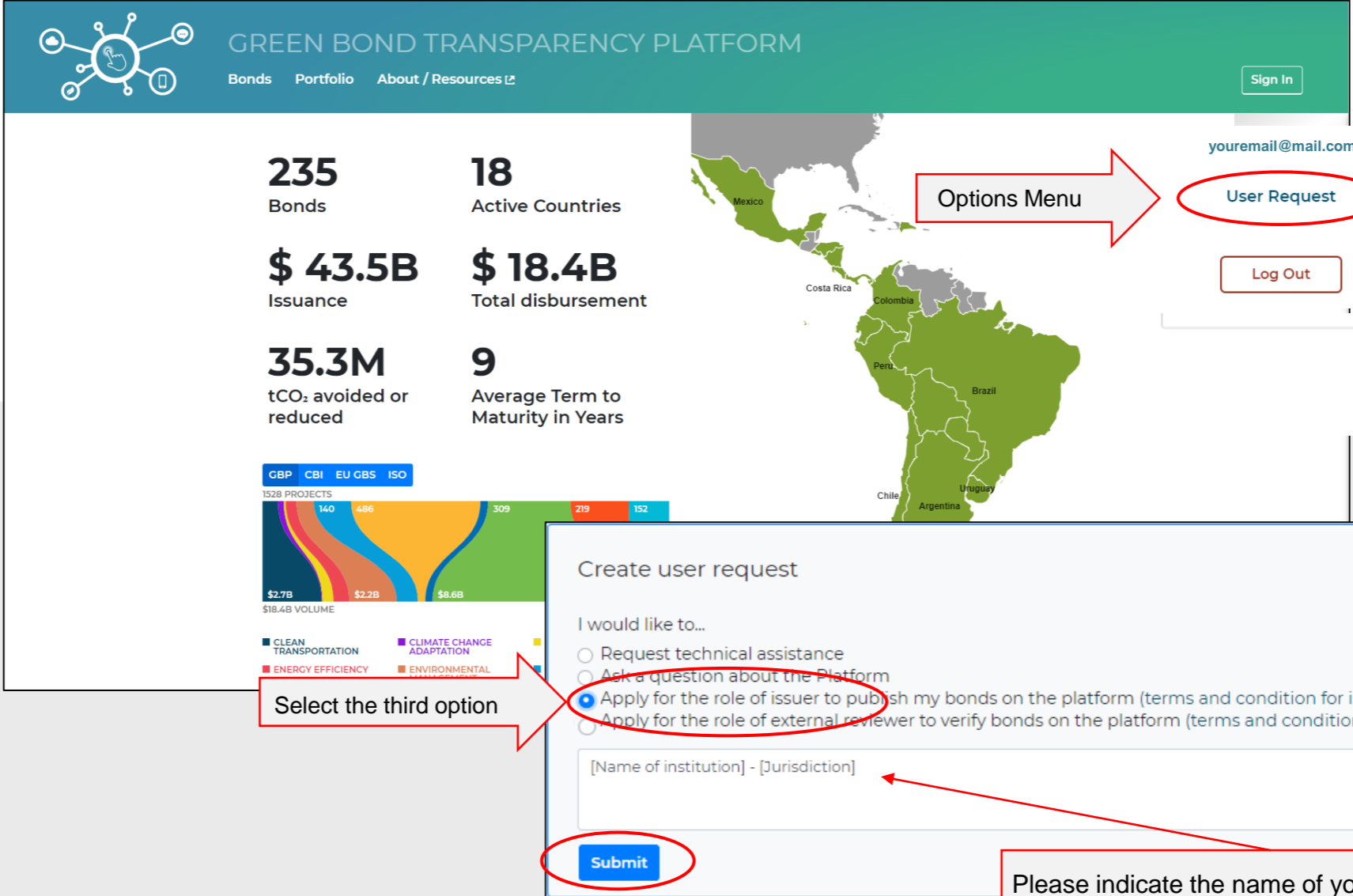
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Apply for the role of issuer

GREEN BOND TRANSPARENCY PLATFORM

GREEN BOND TRANSPARENCY PLATFORM

Bonds   Portfolio   About / Resources ⧉

Sign In

youremail@mail.com

235 Bonds

18 Active Countries

$ 43.5B Issuance

$ 18.4B Total disbursement

35.3M tCO₂ avoided or reduced

9 Average Term to Maturity in Years

Options Menu

User Request

Log Out

GBP CBI EU GBS ISO
1528 PROJECTS

140   486   309   219   152

$2.7B $2.2B $8.6B
$18.4B VOLUME

CLEAN TRANSPORTATION   CLIMATE CHANGE ADAPTATION
ENERGY EFFICIENCY   ENVIRONMENTAL

Create user request

I would like to...

◯ Request technical assistance
◯ Ask a question about the Platform
● Apply for the role of issuer to publish my bonds on the platform (terms and condition for issuers)
◯ Apply for the role of external reviewer to verify bonds on the platform (terms and condition for external reviewers)

[Name of institution] - [Jurisdiction]

Select the third option

Submit

Please indicate the name of your institution, its jurisdiction (country) and type from the following options: Financial corporate, non-financial corporate, sovereign, local government, development bank.

Action required: Apply for the role of Issuer

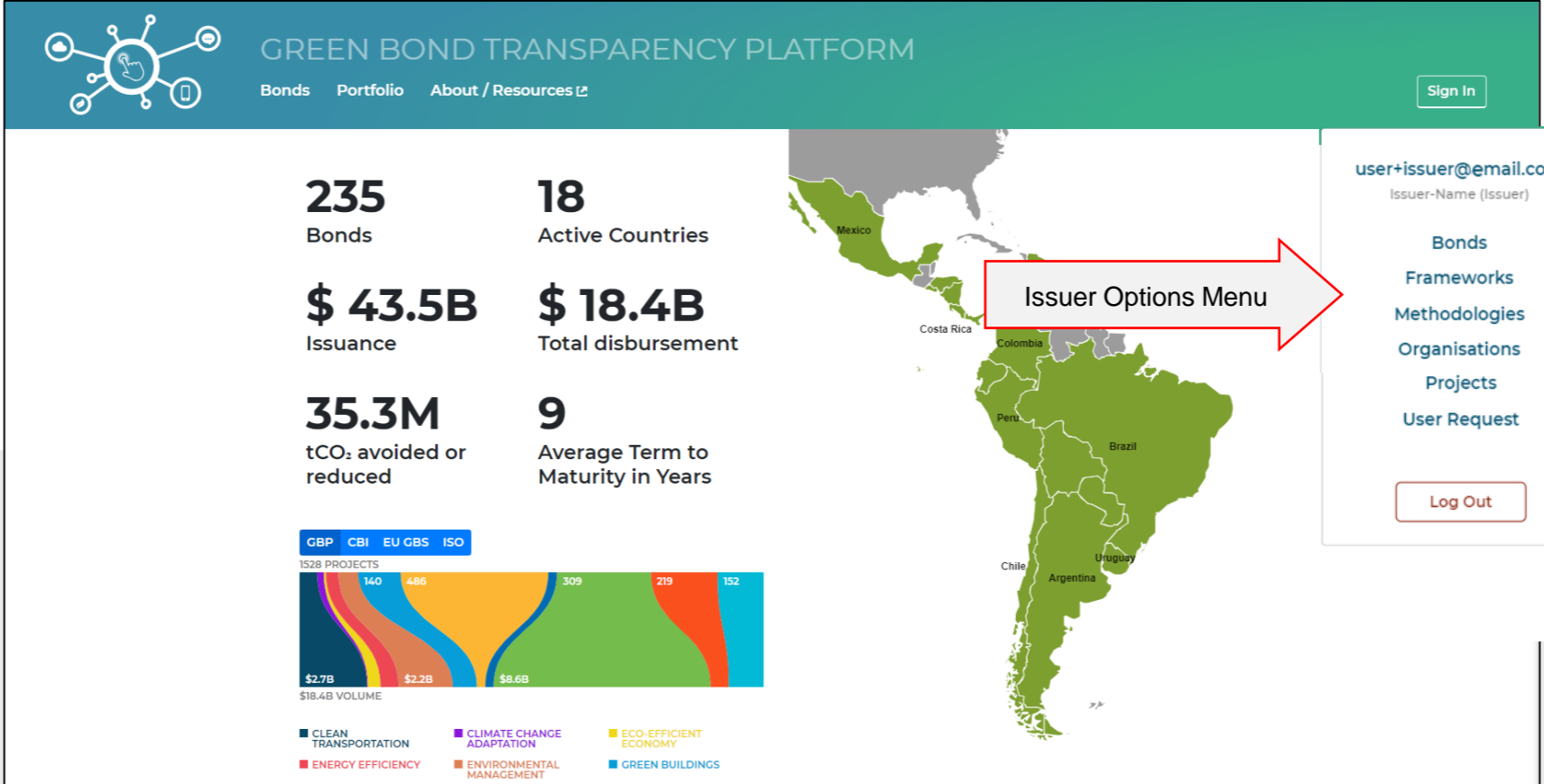! If this is your first access, please follow the steps above to apply for the role of Issuer. This will allow you to publish bonds on the platform. The requested account will be created by the user support team within the following hours. A notification email will be sent to the registered email account confirming access. Be sure to read the terms and conditions for issuers.

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Bonds   Portfolio   About / Resources ⬀   Sign In

235 Bonds   **18** Active Countries

$ 43.5B Issuance   **$ 18.4B** Total disbursement

35.3M tCO₂ avoided or reduced   **9** Average Term to Maturity in Years

Issuer Options Menu ➡

user+issuer@email.com
Issuer-Name (Issuer)

Bonds
Frameworks
Methodologies
Organisations
Projects
User Request

Log Out

GBP CBI EU GBS ISO
1528 PROJECTS
$18.4B VOLUME

■ CLEAN TRANSPORTATION   ■ CLIMATE CHANGE ADAPTATION   ■ ECO-EFFICIENT ECONOMY
■ ENERGY EFFICIENCY   ■ ENVIRONMENTAL MANAGEMENT   ■ GREEN BUILDINGS

Action required: Understand the Options Panel

Once your account is created and your access as an Issuer is granted, the menu highlighted above will offer the following sections:
- **Bonds**: create, edit and view bonds issued by the issuer.
- **Frameworks**: Create, edit, and view Frameworks from the issuer.
- **Methodologies**: register customized standards or methodologies used in the issuer's impact evaluation.
- **Organizations**: area where you can view the organization that receives the project resources and where its data is edited.
- **Projects**: add, import, and edit projects funded by the bonds.
- **User Request**: requests to the user support team.
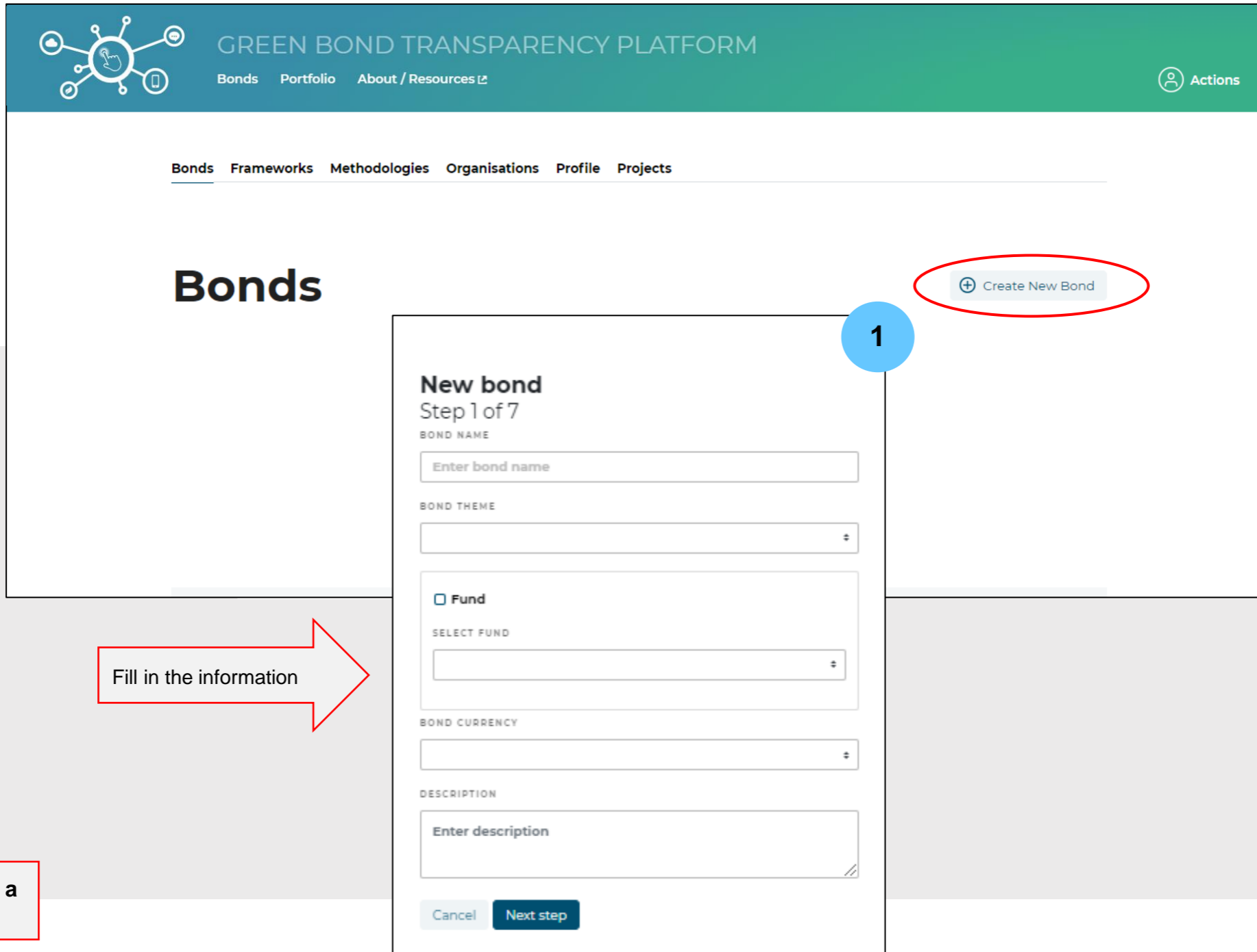
For now, click on "Bonds" to continue.

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Register a new bond at GBTP

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Bonds   Portfolio   About / Resources ⤢

Actions

Bonds   Frameworks   Methodologies   Organisations   Profile   Projects

Bonds

⊕ Create New Bond

1

New bond
Step 1 of 7

BOND NAME

Enter bond name

BOND THEME

⬍

☐ **Fund**

SELECT FUND

⬍

BOND CURRENCY

⬍

DESCRIPTION

Enter description

Cancel   **Next step**

Fill in the information

Action required: register a bond on the platform

On the "Bonds" page click on "Create new bond" . Then fill in the information from step 1 with the name, theme, and currency of the bond. When the bond is part of a "Program" and the bond funds are jointly allocated with other bonds for the same project, it is suggested to first create a fund structure by clicking on the "Fund" checkbox. The Fund checkbox is left empty when the bond is not part of a program or is an individual program bond. The description box allows issuers to give details about bonds of various series, ISIN codes, maturities, the project in which the proceeds will be used, etc. Click "Next step" to proceed.

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02

02. Register bonds

Registering bonds

Register a new bond at GBTP

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2

Fill bond tickers
Step 2 of 7

ISIN

FIGI (GET YOUR FIGI CODE **HERE**)

CUSIP

TICKER

Private placement bonds should not have ISIN FIGI or CUSIP codes.
Ticker codes for private placements should start with PR_PL_

Back Next step

ISIN (International Securities Identification Number) uniquely identifies a specific security.

FIGI (Financial Instrument Global Identifier) is based on Bloomberg Open Symbology, a system for identifying securities in all global asset classes

CUSIP (Committee on Uniform Securities Identification) identifies financial instruments from the United States and Canada.

TICKER is used when there is no ISIN/FIGI code, more specifically in private placements.

3

Add bond tags
Step 3 of 7

SUSTAINABLE DEVELOPMENT GOALS

Click to open, type to filter

SOCIAL BOND CATEGORIES

No values available

Back Next step

4

Add framework
Step 4 of 7

○ **Select an existing framework**
Most bonds have a framework. The framework is a document that clearly articulates the company's proposed use of proceeds from the bond. If you have defined the framework for this bond in the Frameworks section, you can link the framework to the bond now.

○ **Skip framework**
You can add the framework later.

Back Next step

Action required: register a bond on the platform

! In **step 2**, fill in the information that allows the bond to be registered in the market with the available unique codes ISIN, FIGI, CUSIP, and TICKER. In **step 3**, inform the Sustainable Development Goals (SDGs) covered by the bond. In **step 4**, if the issuer has a Framework, it must be included in the platform. If a framework has been previously uploaded, click on the option "Select an existing framework" and choose the desired framework from the drop-down list. If a framework is not yet loaded (page 23) or the bond is not part of a framework, select the "Skip framework" option and click "Next step".

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Register a new bond at GBTP

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5

Programs and dates
Step 5 of 7

MATURITY DATE

📅 No date selected

○ **Simple bond**
The bond is offered only once, in one market and in the currency of the bond, the issuance date is equal is the same as the offer date, and the amount raised is equal to the volume offered. You will be able to specify the parameters of the bond directly in this step

○ **Multi-tranche bond**
The bond is offered in multiple markets, currencies, or the currency of the bond differs from the currency of its offering. The information about the programs raised will not be captured now, you will need to add specific tranches to the bond later

Back

5

🔘 **Simple bond**
The bond is offered only once, in one market and in the currency of the bond, the issuance date is equal is the same as the offer date, and the amount raised is equal to the volume offered. You will be able to specify the parameters of the bond directly in this step

OFFERED IN

⬍

PLACEMENT TYPE

⬍

OFFER VOLUME

Type volume   BRL

OFFER VOLUME IN USD

Type volume   USD

DATE OFFERED

📅 No date selected

STOCK EXCHANGE

⬍

Public placement is a placement in the market and usually for multiple investors. Private means that the placement was made for one or several defined investors, it can be defined as a closed pool of investors.

Action required: register a bond on the platform

❗ In **step 5**, when the bond has a single tranche, the option "Simple bond" is selected and the user can add the information of the country where the bond was issued, the placement, the volume offered in the chosen currency, the volume offered in USD (calculated with the exchange rate on the bond issue date), the issue date and the stock exchange. If the bond has two or more tranches, select the "Multi-tranche bond" option. The information for each tranche will be included later ([page 19](#)), after creating the general information for the bond on the "Tranches" tab.

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Register a new bond at the GBTP

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6

Underwriters
Step 6 of 7

SELECT UNDERWRITERS

Click to open, type to filter

▲ Add underwriter

Back | Next step

7

Data confirmation
Step 7 of 7

BOND NAME

Enter bond name

BOND THEME

⬍

SUSTAINABLE DEVELOPMENT GOALS

Click to open, type to filter

SOCIAL BOND CATEGORIES

No values available

☐ **Fund**

SELECT FUND

⬍

MATURITY DATE

📅　No date selected

DESCRIPTION

Enter description

SELECT UNDERWRITERS

Click to open, type to filter

Back | Confirm

Action required: register a bond on the platform

! Step 6 is optional. Select the name of the Underwriter of the bond or add the Underwriter if it is not listed. Step 7 is the last step to register a bond, containing all the information you have filled in from step 1 to step 6. Read the answers carefully to make sure the data is filled in correctly, and then click "Confirm".

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Bond publication

Action required: register a bond on the platform

At the end of these steps, the registered bond will appear in the issuer area as shown in the image. On the right side is the "Edit" button, which is used to edit any information in the bond and the "Publish" option. Note that the issue date and issue amount cannot be edited after the creation of the bond. By clicking the "Publish" button the title is published and will be visible to all users in the GBTP.

03

03. Update information

GREEN BOND TRANSPARENCY PLATFORM

Bonds   Portfolio   About / Resources ⤴   Ⓐ Actions

Bonds   Frameworks   Methodologies   Organisations   Profile   Projects

Bonds

⊕ Create New Bond

BOND NAME	ISSUANCE VOLUME	TOTAL DISBURSEMENT	MATURITY & ISSUANCE		
▲ **New Bond** Bond_Test_Framework	**USD 600B** —	— —	22/1/2027 21/1/2021	Publish	Edit

ISSUER	LOCATION	BOND TYPE	BOND CURRENCY	TICKER
Issuer-Name	🇧🇷 Brazil	unspecified	Mexican Peso	cadumex ISIN

THEME	PLACEMENT
green	—

NO FRAMEWORK

Allocations [5]   **Repayments**   **Tranches**   **Impact reports** [0]   **External reviews** [0]

Resource allocation and disbursement reporting area

Area to request verification from external reviewers

Restricted area to banks for the reporting of repayments

Area for the reporting of bonds with several tranches

Area for reporting environmental benefits (KPIs)

Action required: view unlocked workspaces

⚠️ By clicking on the bond name, a window appears where you can see the information uploaded in the previous steps and five new work areas: Allocations, Repayments, Tranches, Impact reports, and External reviews. The Allocations and Impact Report information are filled in through Excel templates (see next slides) and the other information is filled in through the platform itself.

GREEN BOND TRANSPARENCY PLATFORM

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03

03. Update information

GREEN BOND TRANSPARENCY PLATFORM

Bonds   Portfolio   About / Resources ⬀

(Actions)

Bonds   Frameworks   Methodologies   Organisations   Profile   **Projects**

Projects

1 ⊕ Add new project   **2** ⬆ Import projects   ⬇ XLSX template

PROJECT NAME   LOCATION   ALLOCATIONS SUM   ACTIONS

2

Import projects from file

XLS FILE

| 1. Issuer Import Projects.xlsx | Browse |

Submit

You can also download the Excel template from this section

Action required: view unlocked workspaces

1

Add new project

NAME

Enter project name

☐ Meta

PARENT PROJECT

PROJECT TYPE

HOST ORGANISATION

COUNTRY

CURRENCY

◉ Latitude & Longitude

LATITUDE

Enter latitude

LONGITUDE

Enter longitude

○ "Google Maps™ link"

REGION

Enter region

REFINANCING

◉ Not applicable ○ Yes ○ No

CO-FINANCING (SHARE OF ISSUER CAPITAL)

Type amount   %

DESCRIPTION

Enter description

PICTURE

Select project picture file to upload

Submit

! In the "Projects" area of the issuer space the Projects in Excel are imported. All projects funded by the created bond(s) are registered in the platform. Click on "**Import projects" (2**) to load the Excel template that was filled in the previous step with the information of all eligible projects. Select the file and click "Submit". The project data can be manually added to the platform by clicking on **"Add new Project" (1)** and completing the respective fields. In this section, the information that was entered when completing the Excel template is entered in each space. It is possible to add a picture of the project. If the title funds more than two projects, it is recommended to complete the data in Excel and import the file with the "Import projects" button.

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TRANSPARENCY
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GREEN BOND TRANSPARENCY PLATFORM

Bonds   Portfolio   About / Resources ⤢

(Actions)

Bonds   Frameworks   Methodologies   Organisations   Profile   **Projects**

Projects

⊕ Add new project   ⤴ Import projects   ⤓ XLSX template

PROJECT NAME	LOCATION	ALLOCATIONS SUM	ACTIONS
▾ **Agricultura Sostenible** ⤢ Project	🇪🇨 Ecuador	— USD 0	Edit
▾ **Agricultural Projects** ⤢ Project	🇲🇽 Mexico	— USD 0	Edit

Remember to always click "Unpublish" in the Bonds tab before trying to edit the projects

Required action: view and edit projects

! At this stage you can edit the project information by clicking on the "Edit" button on the right side of each project.
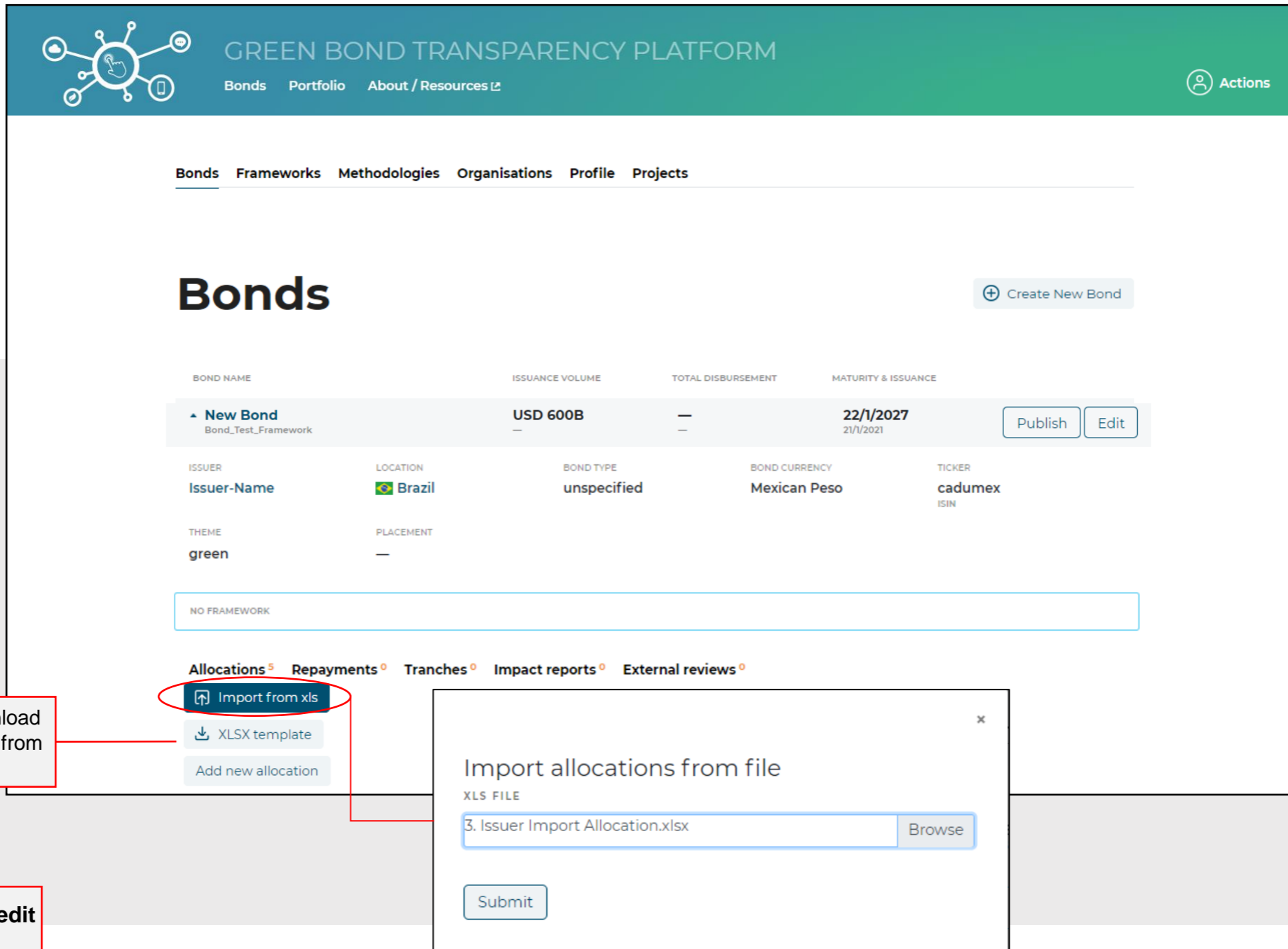
If you have any technical problems when loading the project spreadsheet, please contact our user support team via the "User request" menu option or by sending an e-mail to our support account: support@greenbondtransparency.com

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You can also download the Excel template from this section

Action required: view and edit allocations

For the GBTP to show resource allocations for eligible projects, the information must be entered in the "Allocations" section. Select the completed file and click "Submit". The projects uploaded in the previous step (p. 15 and 16) are linked to the allocation information, as shown in the "Bonds" area of the issuer.

Data

Allocations

Allocations [3]	Repayments [0]	Tranches [1]	Impact reports [0]	External reviews [1]

PROJECT & DISBURSED DATE	DATE OF ALLOCATION	ALLOCATED	DISBURSED
Residential Building #4 Disbursed on 03/04/2023	06/08/2019	COP 39.4B	COP 39.4B USD 12.3M
Residential Building #7 Disbursed on 03/04/2023	05/03/2019	COP 22.9B	COP 22.9B USD 7.2M
Residential Building #6 Et1 Disbursed on 03/04/2023	12/02/2019	COP 20B	COP 20B USD 6.3M

⤒ Import from xls

⤓ XLSX template

Add new allocation

Action required: view and confirm allocations

! At this point, each project has information about the amount allocated and disbursed in the currency of issue and in USD. If you need to edit or change any information, please contact the support team by writing to the emails: support@greenbondtransparency.com and usersupport@greenbondtransparency.com.

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Required action: view and edit tranches
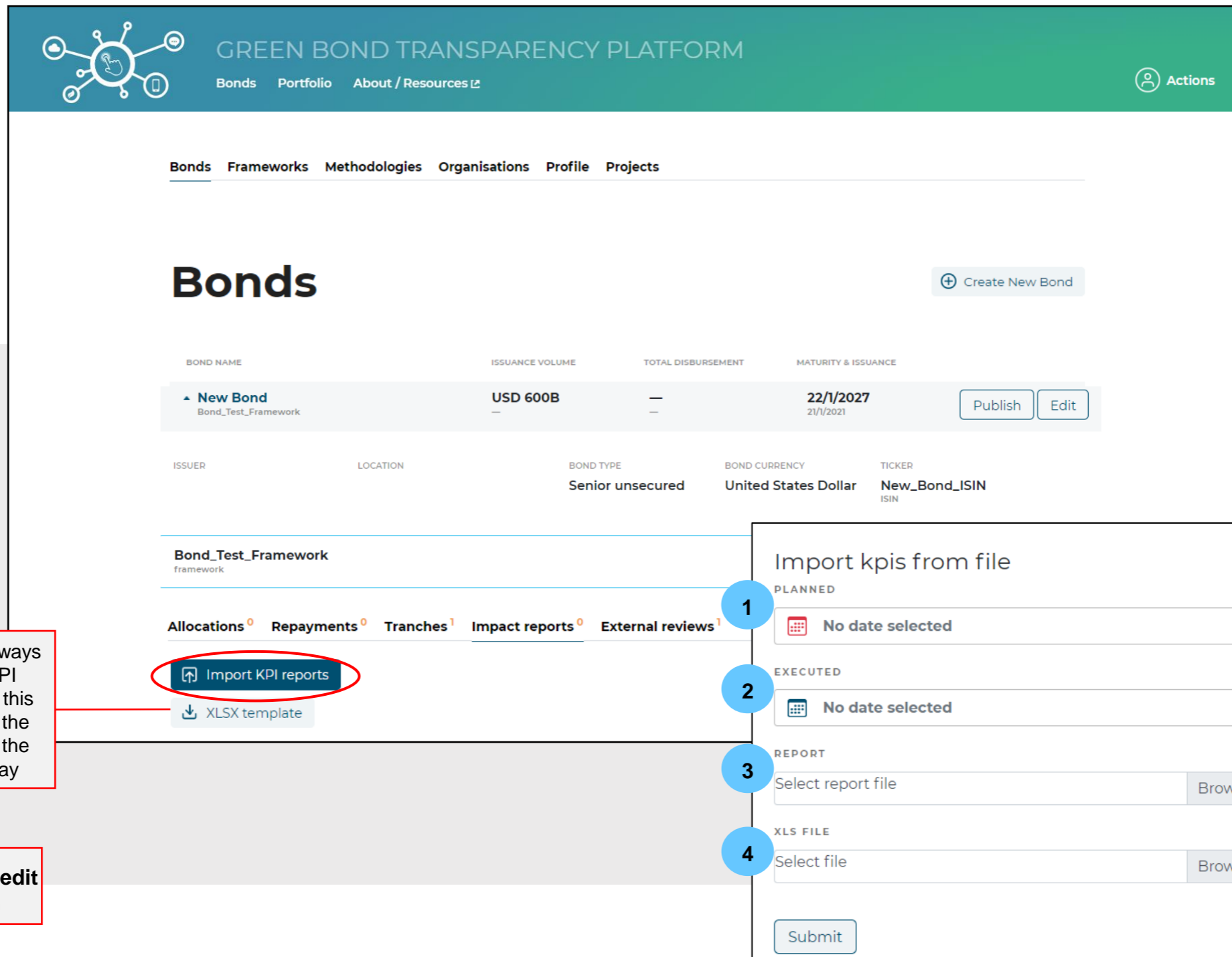
So-called multi-tranche bonds are those composed of two or more tranches issued on different dates, but with the same bond characteristics (codes, duration/maturity dates, rates, etc.). When the option "Single bond" in step 6 (p. 11) is selected and the requested data is filled in, the tranche data is shown as in the illustration. When the "Multi-Tranche Bond" option is selected in step 6 (p. 11) the tranche information is added manually in this section (Tranches). To do this, click "Add new tranche" and fill in the information. After adding the issuance information, click "Submit" and the new tranche will be displayed.

Data

Impact Report

GREEN BOND TRANSPARENCY PLATFORM

Bonds   Portfolio   About / Resources ⤢

(8) Actions

Bonds   Frameworks   Methodologies   Organisations   Profile   Projects

Bonds

⊕ Create New Bond

BOND NAME	ISSUANCE VOLUME	TOTAL DISBURSEMENT	MATURITY & ISSUANCE		
▲ **New Bond** Bond_Test_Framework	**USD 600B** —	— —	**22/1/2027** 21/1/2021	Publish	Edit

ISSUER	LOCATION	BOND TYPE	BOND CURRENCY	TICKER
		Senior unsecured	United States Dollar	New_Bond_ISIN ISIN

Bond_Test_Framework
framework

Allocations⁰   Repayments⁰   Tranches¹   Impact reports⁰   External reviews¹

⊡ Import KPI reports

⬇ XLSX template

It is important to always download the KPI spreadsheet from this section, because the KPIs are listed in the most updated way

Action required: view and edit the impact information

Import kpis from file

PLANNED

(1) 🗓 No date selected ⊙

EXECUTED

(2) 🗓 No date selected

REPORT

(3) Select report file   Browse

XLS FILE

(4) Select file   Browse

Submit

! In the "Impact reports" section, the impact metrics information for each project is loaded and displayed. In this space you can only enter the information by loading Excel by clicking on the "Import KPI reports" button. Next, in "**Planned" (1**) you must select the date when the KPIs were estimated. If there is no planned or estimated date for the KPI because it was not proposed to reach a target value, the latest date can be given as in the measured values. There is no problem repeating dates. In **"Executed" (2)** the last date when the KPIs were measured must be selected. In **"Report" (3),** the last official impact report must be loaded. If no such report exists, the Excel file can be loaded. In **"xls File" (4),** the filled Excel file should be loaded.

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Bonds   Portfolio   About / Resources ⤴

⊗ Actions

Bonds   Frameworks   Methodologies   Organisations   Profile   Projects

Bonds

⊕ Create New Bond

BOND NAME	ISSUANCE VOLUME	TOTAL DISBURSEMENT	MATURITY & ISSUANCE
▲ New Bond Bond_Test_Framework	USD 600B —	—	22/1/2027 21/1/2021

ISSUER	LOCATION	BOND TYPE	BOND CURRENCY	TICKER
		Senior unsecured	United States Dollar	New_Bond ISIN

Bond_Test_Framework
framework

Allocations⁰   Repayments⁰   Tranches¹   Impact reports⁰   External reviews⁰

Request review

Request verification

① VERIFICATION FOR

② PRODUCTS

③ EXTERNAL REVIEWER

Submit

Verifications can be made for the Bond (verification that what was proposed by the Bond is in line with the label); for the Framework (evaluating the document that serves as a guide for issuing one or several bonds); and for the Impact measured one or several years after the operation of the project that was financed by the bond(s).

Action required: view and edit the impact information
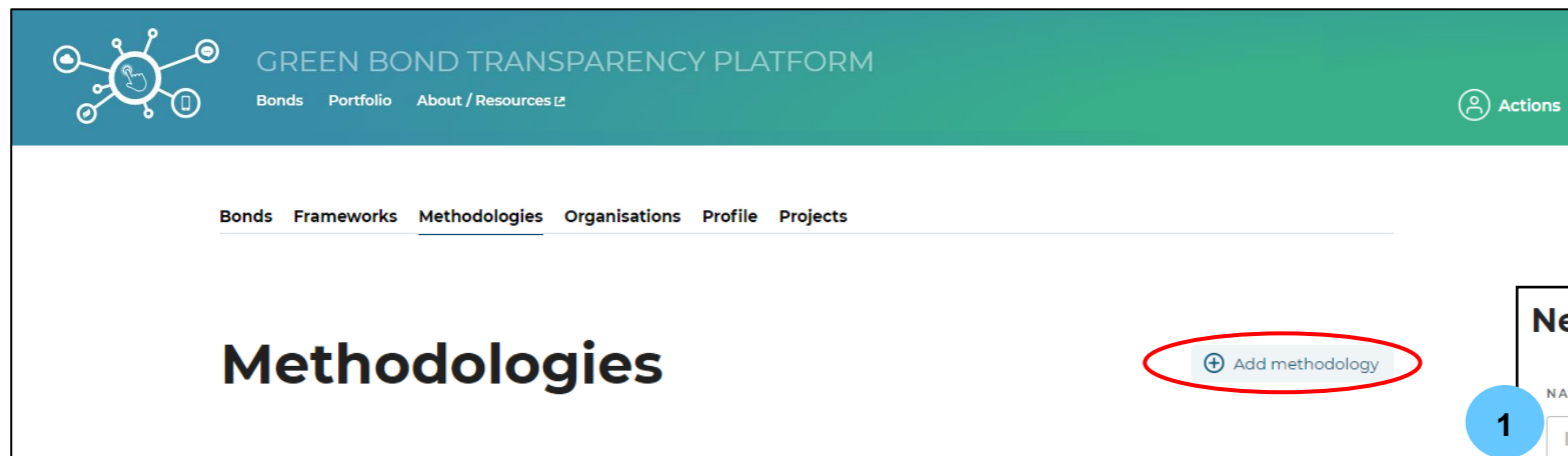
! In the "External reviews" section, requests are made for the external reviewer to verify your bond and/or framework, differentiating bonds with an external review. You can request verification of the title, the Framework, or the impact report. When you select the item to be verified in **"Verification for" (1),** the **"Products" field (2)** will appear with a drop-down list containing the verification products offered by external reviewers registered on the platform. Then the **"External Reviewer" field (3)** will appear with a drop-down list to select the external reviewer who provided the review. Only those reviewers who are registered as such in GBTP will be shown, if you do not see yours in the list you can contact them to inform them of the need to register with GBTP or you can ask the user support team for help. Finally, click "Submit" to send the request.

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Data

Add methodologies

GREEN BOND TRANSPARENCY PLATFORM

Bonds   Portfolio   About / Resources ⎘

⊕ Actions

Bonds   Frameworks   **Methodologies**   Organisations   Profile   Projects

Methodologies

⊕ Add methodology

New methodology

NAME

1   Enter methodology name

CODE

2   Enter short code for methodology

VERSION

3   Enter methodology version number

SOURCE

4

VALID FROM

5   🗓 No date selected   ⊘

EXPIRES

🗓 No date selected

SECTORS

6   Click to open, type to filter

INDICATORS

7   Click to open, type to filter

METHODOLOGY DOCUMENT

8   Provide file with methodology body

Submit

1   Methodology name

2   Methodology identification code

3   Methodology version

4   Institution/organization or technical source that validates the methodology

5   Period for which the methodology used is valid

6   Categories of projects submitted to environmental impact assessment

7   Impact metrics used in the methodology

8   Space to upload a document describing the methodology used

Action required: view and edit methodologies
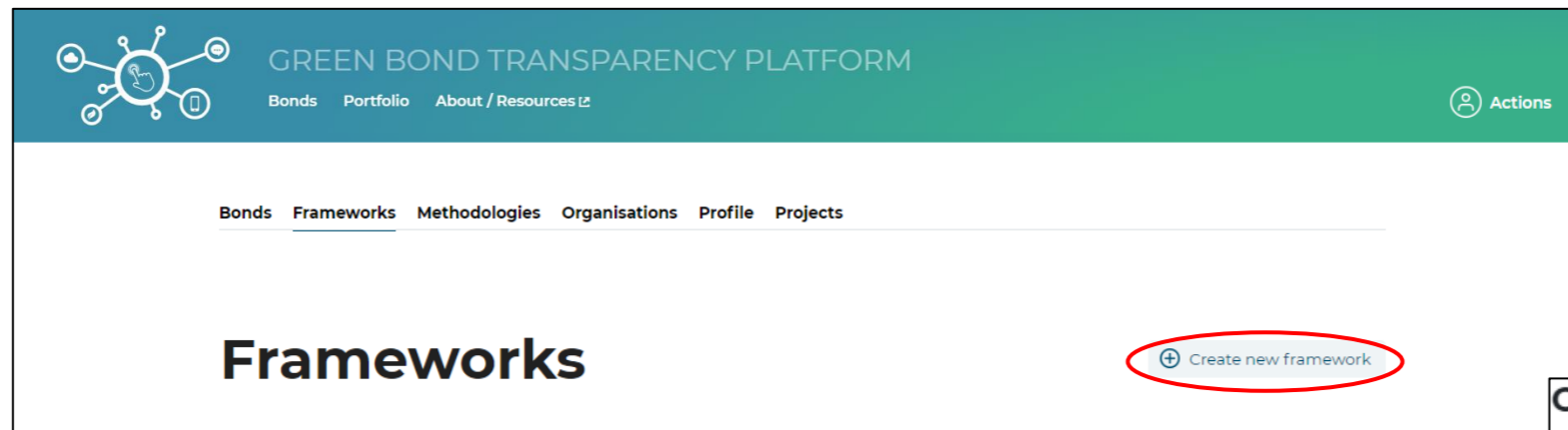
! In the issuer space, click on "Methodologies". If the methodology used for the bond metrics is not already listed in this area, click "Add methodology" and fill in the fields shown above. When you click on "Submit" the information will be added and the methodology will be displayed in this same section. At the end of this process, it is necessary to inform the user support team the source of the methodology when it is not listed in the drop-down list so that the team can include it. The source is the Institution/organization that validates the methodology.

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03

03. Update information

Data

Add framework

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Bonds   Portfolio   About / Resources ⤢

Actions

Bonds   Frameworks   Methodologies   Organisations   Profile   Projects

Frameworks

⊕ Create new framework

Create framework

NAME
1 Enter framework name

CLASSIFIERS
2 Click to open, type to filter

INDICATORS
3 Click to open, type to filter

METHODOLOGIES
4 Click to open, type to filter

FRAMEWORK DOCUMENT
5 Choose new file

Submit

1 Framework name

2 Categories of eligible projects

3 Select project impact metrics that are aligned with the framework

4 Choose one of the impact metrics methodologies created earlier. Leave blank if no information is available

5 Load the official Framework document of the bond or bonds.

Action required: view and edit methodologies

! When a Framework of the bond exists and this document is public, it is suggested to upload the document so that investors have a deeper understanding of the use of resources and the expected impacts of the projects financed by the bond. Upload the Framework document by selecting the "Frameworks" area and click "Create new framework". By clicking "Submit" the information will be added and the framework will be displayed in this same section and on the bond page.

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FILLING IN SPREADSHEETS

04

04. Spreadsheets

Get to know the spreadsheets

About the spreadsheets

GREEN BOND
TRANSPARENCY
PLATFORM

Download the templates

**Action required: get to
know the spreadsheets**

! The ICMA Green Bond Principles suggested as a voluntary practice for issuers to do pre and post-issuance reporting on resource use and impact metrics.

! If the bond published on the GBTP is a year or more since the issue date, it is recommended that the issuer annually update the information collected in the past year regarding the financed projects, resource allocation, and impact metrics of the bond. To do this, you need to download the "Projects", "Allocations", and "KPIs" templates available on the "Resources" page, fill them in, and upload them so that the platform system recognizes the information and displays it correctly on the bond page.

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04

04. Spreadsheets

Get to know the spreadsheets

Viewing the templates

GREEN BOND
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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Project name	Host organisation	Represented projects	Country	Region	Latitude	Longitude	Google Maps Link	Currency	Project type CBI	Project type GBP	Refinancing	Co-financing	Project description	Parent project	SDGS

Projects: describes the projects with allocated resources, compiling the projects' qualitative and co-financing data.

	A	B	C	D	E	F	G	H
1	Project name	Allocation date	Allocation currency	Allocation amount	Disbursement date	Disbursement amount	Disbursement amount in bond currency	Disbursement amount in USD

Allocation: contains information about the allocation and disbursement made for the eligible projects.

	A	B	C	D	E	F	G	H
1	Project name	Performance period from	Performance period to	Indicator	Planned value	Measured Value	Unit	Methodology

KPIs: impact metrics of the projects financed by the bond.

Action required: get to know the templates

! Once downloaded, the templates will look like this in Excel. The information must be filled in with the title data following the intructions in the next slides (also available at the "Resources" page"). In addition, the User Support Team is at the disposal of issuers to review the content of the spreadsheets, answer questions, and schedule meetings to assist in the filling process..

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04

04. Spreadsheets

Get to know the spreadsheets

Project spreadsheet

**GREEN BOND
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	A	B	C	D	E	F	G	H	I
1	Project name *	Host organisation *	Represented projects *	Country *	Region	Latitude	Longitude	Google Maps Link	Currency *
2									
3				Andorra					USD
4				Antigua and Barbuda					UYW
5				Argentina					CLF
6				Armenia					BSD
7				Aruba					GTQ
8				Australia					CHF
9				Austria					PEN
10				Azerbaijan					PAB
11				Bahrain					JPY
12				Bangladesh					COP
13				Barbados					BOB
14				Belarus					JMD
15									

	J	K	L	M	N	O	P
	Project type CBI *	Project type GBP *	Refinancing *	Co-financing *	Project description	Parent project	SDGS
	Buildings - Commercial	Biodiversity conservation - Coastal	Yes				
	Buildings - Products & Systems for Efficiency	Biodiversity conservation - Marine	No				
	Buildings - Residential	Biodiversity conservation - Watershed					
	Buildings - Urban Development	Clean transportation - Electric					
	Energy - Bioenergy	Clean transportation - Hybrid					
	Energy - Geothermal	Clean transportation - Multi-modal					
	Energy - Grid	Clean transportation - Non-motorised					
	Energy - Hydro	Clean transportation - Public					
	Energy - Marine Renewables	Clean transportation - Rail					
	Energy - Nuclear	Clean transportation - Vehicle infrastructure					
	Energy - Solar	Climate change adaptation - Climate observation					
	Energy - Storage	Climate change adaptation - Early warning systems					

Action required: get to know the project spreadsheet

! The projects worksheet must be the first one to be filled in. Each row presents information from a different project. If there is only one project, only the fields in the first row corresponding to that project are filled in. If there are 2 or more projects, each project's information is filled in on different rows from top to bottom. Fields marked with an asterisk (*) are mandatory.

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	Project name	Host organisation	Represented projects	Country	Region	Latitude	Longitude	Google Maps Link	Currency	Project type CBI	Project type GBP	Refinancing	Co-financing	Project description	Parent project	SDGS
2	**Energías Renovables Colombia**	Various	6	Colombia	Various				COP	Energy - Wind	Renewable energy - Gene	Yes	30%			
3	Aprovechamiento Hidroeléctrico Porce II	EPM	1	Colombia	Antioquia	6,627329909	-75,51707241		COP	Energy - Hydro	Renewable energy - Gene	No	40%		Energías Renovables Colombia	7,13
4	Guajira II	Isagén	1	Colombia	Guajira	12,13237197	-71,94124118		COP	Energy - Wind	Renewable energy - Gene	No	2%		Energías Renovables Colombia	7,13
5	Carrizal	Chapada do Piauí II	1	Colombia	Guajira	12,13237197	-71,94124118		COP	Energy - Wind	Renewable energy - Gene	Yes	5%		Energías Renovables Colombia	7,13
6	Hidroeléctrica I del Río Bogotá	Itarema	1	Colombia	Cundinamarca	5,012365976	-73,98443891		COP	Energy - Hydro	Renewable energy - Gene	No			Energías Renovables Colombia	7,13
7	Granja Solar los Llanos II	Anonymus	2	Colombia	Casanare	5,314872627	-72,37012171		COP	Energy - Solar	Renewable energy - Generation				Energías Renovables Colombia	7,13
8	**Contrucción**	Various	5	Colombia	Various				COP	Buildings - Urban Develop	Green buildings - Residential				
9	VIS Cundinamarca	Constructora de la Sabana	1	Colombia	Cundinamarca	5,012365976	-73,98443891		COP	Buildings - Urban Develop	Green buildings - Residential				Contrucción	9,11
10	VIS Bolívar	Anonymus	3	Colombia	Bolívar	8,619078491	-74,17090349		COP	Buildings - Urban Develop	Green buildings - Residential				Contrucción	9,11
11	**Tratamiento del Rio Bogotá**	PTAR el Salitre	1	Colombia	Soacha	4,640155896	-74,19867231		COP	Water - Treatment	Water and wastewater - Wastewater treatment					6
12	**Edificios inteligentes**	Constructora Antioqueña	3	Colombia	Rionegro			https://www.google.com/maps/	COP	Buildings - Products & S	Energy efficiency - Refurbished buildings					7,12
13	**AgroSostenible**	Various	4	Colombia	Various				COP	Land-use - Agriculture	Environmental management - Agriculture					15
14	Sistemas de Irrigación Casanare	Anonymus	3	Colombia	Casanare	5,314872627	-72,37012171		COP	Land-use - Agriculture	Environmental management - Agriculture				AgroSostenible	15
15	Conservación de especies en el Amazona	Anonymus	1	Colombia	Leticia	-4,21591922	-69,94927959		COP	Land-use - Ecosystem C	Environmental managem	Yes			AgroSostenible	15
16	**Movilidad limpia**	Various	2	Colombia	Various				COP	Transport - Rail	Clean transportation - Rail					9,11,13
17	Tranvía de la 80	Alcaldía de Medellín	1	Colombia	Medellín	6,242347321	-75,56647015		COP	Transport - Rail	Clean transportation - Rail				Movilidad limpia	9,11,13
18	Metro de Bogotá	Alcaldía Mayor de Bogotá D.C		Colombia	Bogotá D.C	4,716803948	-74,06683637		COP	Transport - Rail	Clean transportation - Rail				Movilidad limpia	9,11,13

Parent-Project

Number of represented projects

Action required: view an example of a completed worksheet

! When allocations (p. 30) or KPI information (p. 32) is reported for a group of projects, it is necessary to fill the spreadsheet also with the "Parent Project" that represents subprojects under the same project category. The name of the "Parent Project" should be placed in the first row above the subprojects (cells in green) and in column O in the row for each subproject. The number of projects represented by each Parent Project and subproject are entered in column C, as shown in the illustration.

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Projects spreadsheet

Column	Content
A*	Name of the project with the allocated resources. There cannot be two or more projects with the same name. The text must not contain spaces before and after.
B*	Organization or SPV to which the resources for the project are allocated.
C*	Number of subprojects represented within the project specified in column A. If Project A is the only project, indicate that it is only 1. If you have subprojects and parent-projects, the latter can only represent 1 project. Only numbers should be included, there can be no text.
D* - E	Select the Country and write the Region where the project takes place, if applicable.
F - G – H	Enter the geographic coordinates that allow you to get the specific location of the project area. If you include Latitude and Longitude, the Google Maps link will not be included.
I*	Select the currency in which project reporting is performed.
J* - K*	Select the project category under the Climate Bonds Initiative (CBI) and Green Bond Principles (GBP) taxonomies.
L*	Indicate whether the project is refinanced.
M*	Co-financing rate (%). Percentage of the total value of the project financed by the bond. The percentage cannot have decimals (for example, 51%, not 51.3%).
N	Brief narrative of the project (objective).
O	Name of the parent-project that represents a group of subprojects.
P	Sustainable Development Goals (SDGs) covered by the bond.

Action required: learn how to fill out the worksheet

! Fill out the fields following the guidelines above so that the platform system reads the information correctly. The fields with an asterisk (*) must be filled out in order to register the projects and place them in the GBTP.

04

04. Spreadsheets

Get to know the spreadsheets

Allocations spreadsheet

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	A	B	C	D	E	F	G	H
1	Project name *	Allocation date *	Allocation currency *	Allocation amount *	Disbursement date *	Disbursement amount *	Disbursement amount in bond currency *	Disbursement amount in USD *
2								
3			USD					
4			UYW					
5			CLF					
6			BSD					
7			GTQ					
8			CHF					
9			PEN					
10			PAB					
11			JPY					
12			COP					
13			BOB					
14			JMD					

	A	B	C	D	E	F	G	H
1	Project name	Allocation date	Allocation currency	Allocation amount	Disbursement date	Disbursement amount	Disbursement amount in bond currency	Disbursement amount in USD
2	Aprovechamiento Hidroeléctrico Porce III	March 15, 2017	COP	26.000.000.000	April 1, 2017	24.700.000.000,00	24.700.000.000,00	155.577.938,00
3	Guajira II	March 15, 2017	COP	88.129.958.695	May 1, 2017	79.316.962.825,50	79.316.962.825,50	123.073.847,00
4	Carrizal	March 15, 2017	COP	33.327.015.087	April 2, 2017	29.994.313.578,30	29.994.313.578,30	181.035.027,00
5	Hidroeléctrica I del Río Bogotá	March 15, 2017	COP	16.602.685.741	May 2, 2017	14.942.417.166,90	14.942.417.166,90	205.413.926,00
6	Granja Solar los Llanos II	March 15, 2017	COP	17.654.000.056	April 3, 2017	15.888.600.050,40	15.888.600.050,40	213.868.824,00
7	VIS Cundinamarca	March 15, 2017	COP	30.050.988.000	May 3, 2017	37.563.735.000,00	37.563.735.000,00	70.999.992,00
8	VIS Bolívar	March 15, 2017	COP	30.050.988.000	April 4, 2017	36.061.185.600,00	36.061.185.600,00	226.799.909,43
9	Tratamiento del Rio Bogotá	March 15, 2017	COP	45.000.000.000	May 4, 2017	54.000.000.000,00	54.000.000.000,00	339.622.641,51
10	Edificios inteligentes	March 15, 2017	COP	11.005.670.000	April 5, 2017	11.555.953.500,00	11.555.953.500,00	72.678.952,83
11	Sistemas de Irrigación Casanare	October 28, 2019	COP	39.412.009.860	December 1, 2019	27.588.406.902,00	27.588.406.902,00	173.511.993,09
	Conservación de especies en el Amazonas	October 28, 2019	COP	7.098.789.000	January 2, 2020	8.518.546.800,00	8.518.546.800,00	53.575.766,04
12	Tranvía de la 80	October 28, 2019	COP	66.328.006.000	February 1, 2020	46.429.604.200,00	46.429.604.200,00	292.010.089,31
	Metro de Bogotá	October 28, 2019	COP	89.339.889.561,00	March 2, 2020	116.141.856.429,30	116.141.856.429,30	730.451.927,23

Example of a completed worksheet

Action required: get to know the allocation spreadsheet

! The file requires detailed information about the amount allocated to each project and the disbursements made. In this file, the project names must be entered in the same format as in the Projects spreadsheet template. The fields with an asterisk (*) must be filled in.

Note: In case Parent-projects have been reported in the Projects spreadsheet, in this allocation spreadsheet the reporting can be done by Parent-projects, that is, without sub-projects.

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Allocations spreadsheet

GREEN BOND TRANSPARENCY PLATFORM

Column	Content
A*	Name of the project with the allocated resources. The name should be identical to the name used in the project spreadsheet. The name can be repeated in different rows to report on different periods and metrics used.
B*	Date on which the issuer allocated the bond funds to the eligible project. Format dd/mm/yyyy.
C*	Currency in which the amount is allocated to the project.
D*	Amount of bond funds **allocated** to the project, in column C currency.
E*	Date on which the issuer disburses the bond proceeds for the eligible project. Format dd/mm/yyyy.
F*	Amount of the bond proceeds **disbursed** for the project, in the currency selected in column C.
G*	Amount of bond proceeds disbursed for the project, in the currency in which the bond was issued.
H*	Amount of bond funds disbursed for the project, in US dollars.

Allocated: resources committed to the projects

Disbursed: resources already delivered to the project

Action required: get to know the allocation spreadsheet

All fields must be completed in order to register the projects in the GBTP. If the bond was issued in USD and the disbursement for projects was also made in USD, column H is left empty.When completing the spreadsheet, it is recommended to be careful about the following aspects:Do not change the cell formatDo not leave formulas in the cells, the platform only reads values.Make sure all numbers are integers, without decimals. If one or more projects had disbursements in a currency other than dollars, the value in column H is calculated as follows:

$$\text{Amount disbursed in USD}_{\text{Projetc } i} = \text{Amount disbursed }_{i} * e_{t}$$

$i = 1,2,3,4,...$

$e = $ exchange rate USD

$t = $ disbursement date

It is recommended to use the exchange rate valid on the day of disbursement.

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KPI spreadsheet

GREEN BOND TRANSPARENCY PLATFORM

	A	B	C	D	E	F	G	H
1	Project name *	Performance period from *	Performance period to *	Indicator *	Planned value	Measured Value *	Unit *	Methodology
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								

	A	B	C	D	E	F	G	H
1	Project name	Performance period from	Performance period to	Indicator	Planned value	Measured Value	Unit	Methodology
2	Aprovechamiento Hidroeléctrico Porce III	1/01/2018	1/12/2018	MWh energy generated		808493	MWh	
3	Aprovechamiento Hidroeléctrico Porce III	1/01/2019	1/12/2019	MWh energy generated		838009	MWh	
4	Aprovechamiento Hidroeléctrico Porce III	1/01/2020	1/06/2020	MWh energy generated		310924	MWh	
5	Aprovechamiento Hidroeléctrico Porce III	1/01/2018	1/12/2018	tCO2e reduced		53846	t	
6	Aprovechamiento Hidroeléctrico Porce III	1/01/2019	1/12/2019	tCO2e reduced		56566	t	
	Aprovechamiento Hidroeléctrico Porce III	1/01/2020	1/06/2020	tCO2e reduced		13600	t	
7	Guajira II	1/01/2018	1/12/2018	MWh energy generated		620960	MWh	
8	Guajira II	1/01/2019	1/12/2019	MWh energy generated		634297	MWh	
9	Guajira II	1/01/2020	1/06/2020	MWh energy generated		219214	MWh	

Example of a completed spreadsheet

Action required: get to know the KPI spreadsheet

! The impact metrics of the projects financed by the bond should be entered in the spreadsheet. All fields with (*) must be completed.

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KPI spreadsheet

Column	Content
A*	Name of the project with the allocated resources. The name should be identical to the name used in the project spreadsheet. The name can be repeated in different rows to report on different periods and metrics used.
B*	Start date of the impact metric measurement period.
C*	Final date of the impact metric measurement period.
D*	Select the impact metric from the list. Only one can be selected per row. For projects with multiple metrics, enter each project with its metric in a separate row.
E	**Estimated** value of the project impact metric as measured by the indicator in column D.
F*	**Measured** value of the project impact metric as measured by the indicator in column D.
G*	Impact metric unit of measure.
H	Name or type of methodology used to measure the environmental impact of projects.

! We highly recommend that you refer to page 22 to create the calculation methodology for one or more impact metrics (especially for environmental metrics such as tCO2 reduced/sequestered/avoided) before completing the KPI file. This is because the methodologies included in the drop-down list are methodologies previously created by issuers and are already available in GBTP. If the methodology is created after the KPI spreadsheet has been completed, issuers will need to copy and paste the information into a new downloaded spreadsheet

Action required: get to know the KPI spreadsheet

! All fields with (*) must be filled in in order to register the projects in GBTP.

When the issuer cannot find a specific KPI, a request can be made to the support team directly through the platform in the menu option "User Request" to add the KPI or find a similar one

Contact us!

ONGOING
SUPPORT

Coordination & Support

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