

Green Bond Transparency Platform

Issuer User Guide

June 2021



GREEN BOND
TRANSPARENCY
PLATFORM



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The green bond market in Latin America and the Caribbean

Global Overview

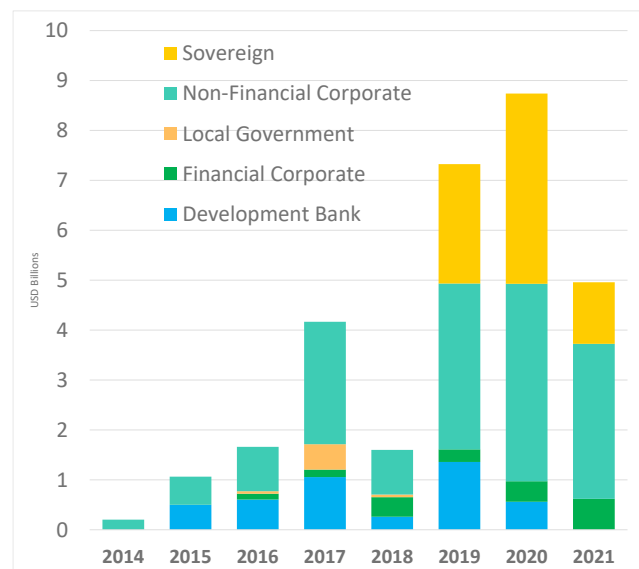
Global economic and social activity since the industrial era has generated disruptions in the environmental cycle of the planet by affecting global warming, with the risk of rising more than 2°C above pre-industrial level. This increase in global warming implies possible devastating environmental risks, accounting for global social and economic losses of approximately US\$ 506 billion per year by 2050 and US\$ 1,873 billion per year by 2100 ([NRDC, 2008](#)).

Due to these rising risks, major investments are required to fund projects aligned with the transition to a low carbon economy. It is estimated that by 2030, the Latin America and the Caribbean (LAC) region will require annual investments of about US\$ 50 billion. To achieve this financing, it becomes necessary the use of innovative financial instruments, such as green bonds, which catalyze the allocation of massive resources to these projects in different industries. The financial and environmental benefits offered by green bonds have caused great interest among investors, who are therefore demanding greater transparency on the use of proceeds and environmental impacts of the projects financed by the bonds, to include this information in their portfolios.

Latin America and the Caribbean

In LAC, the first green bond issuance took place in 2014 and since then thematic bond market has grown gradually. However, Latin American issuance represented only 3% of total global green bond issuance in 2020. The total value issued in the region reached US \$29.7 MM in June 2021, represented by 111 issues, of which close to 50% reported use and impact of the investments, 25% certified their bond with the Climate Bond Initiative (CBI) and only 1% reported verification after issuance.

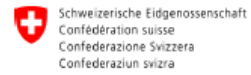
Green Bonds issuance in LAC accounts for 3% of the global market



Total US \$29 B issued by June 2021

Due to the growing demand that these instruments will have in the short term from the investor side to achieve climate change goals in the region, it is then necessary to provide greater transparency and standardization in the information reported by issuers and other agents involved, in order to establishing confidence and comparability in the market.

IDB Supporters



Worldwide a division of the Deutsche Bank Group



Green Bond Transparency Platform

As a result, the Inter-American Development Bank (IDB) has created the **Green Bond Transparency Platform (GBTP)**, an innovative-digital solution that tracks the evolution of the green bond market in Latin America and the Caribbean (LAC), **providing transparent reporting** on the use of proceeds and environmental impact of green bonds. **Enabling comparability and confidence on the information provided by these instruments.**

The platform is a public tool, everyone can access and use the data published in this technological development. The GBTP has a specialized and dedicated team to support technical issues and requests from users.

Green bond issuers

Green bond issuers in LAC can report the information on the use of proceeds and impact indicators of the bond in the platform, making it available to investors, external reviewers and stakeholders. The GBTP will request information such as: issuance data; projects financed; allocation of proceeds; and impact metric of the financed projects. It is also possible to upload documents such as the Framework of the bond and request external reviewers to validate the information reported.

Visualization of the Platform

GREEN BOND TRANSPARENCY PLATFORM

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Bonds

FILTER BY

ISSUER LOCATION CATEGORY ISSUER TYPE CURRENCY INDICATORS ISSUANCE YEAR VERIFICATION STOCK EXCHANGE

Argentina Brazil Chile Costa Rica Mexico

Greenhouse Gas 8.02m 0% CO2e avoided VERIFIED
 Energy 2.14m 0% CO2e reduced VERIFIED
 Energy 850 0% MW installed capacity VERIFIED
 Energy 1.95m 0% kWh Renewable energy generation VERIFIED
 Energy 7.35m 0% MWh energy saving VERIFIED

TICKER	COUNTRY	ISSUER & TYPE	VOLUME	MATURITY & ISSUANCE
ARCPMA560017 ISIN	Argentina	CP Los Olivos y CP Manque Non-Financial Corporate	35.2M USD	02 Sep 23 02 Sep 23 Add
USP14623AC98 ISIN	Costa Rica	Banco Nacional de Costa Rica Development Bank	500M USD	25 Apr 21 25 Apr 16 Add
BRATAMDBS010 ISIN	Brazil	Attend Ambiental S.A. Non-Financial Corporate	55M BRL 13M USD	15 Oct 26 09 Oct 19 Add
BRTRPLDBS071 ISIN	Brazil	CTEEP - Companhia de Transmissão de Energia Elétrica Paulista Non-Financial Corporate	621M BRL 119.5M USD	15 Apr 25 02 May 18 Add
BRECOACRA119 ISIN	Brazil	Suzano Papel e Celulose Non-Financial Corporate	1B BRL 293.7M USD	25 Nov 24 25 Nov 16 Add
MX95FE040186 ISIN	Mexico	Fondo Especial para Financiamientos Agropecuarios (FEFA) Development Bank	2.5B MXN 128.7M USD	19 Oct 21 23 Oct 18 Add
MX95FE040134 ISIN	Mexico	Fondo Especial para Financiamientos Agropecuarios (FEFA) Development Bank	2.5B MXN 128.9M USD	10 Feb 23 22 Nov 19 Add
CL0002521988 ISIN	Chile	Aguas Andinas Non-Financial Corporate	2M CLF 81.5M USD	15 Mar 44 11 Apr 19 Add
31572UAF3 ISIN	Brazil	Suzano Papel e Celulose Non-Financial Corporate	700M USD	17 Jan 27 17 Jan 17 Add
US168863DN50 ISIN	Chile	Ministry of Finance of the Republic of Chile Sovereign	1.5B USD	27 Jan 32 27 Jan 20 Add
XS1843433639 ISIN	Chile	Ministry of Finance of the Republic of Chile Sovereign	2B EUR 2.2B USD	02 Jul 19 02 Jul 19 Add
CL0002435833 ISIN	Chile	Aguas Andinas Non-Financial Corporate	1.5M CLF 59M USD	14 Mar 25 18 Apr 18 Add
US168863DL54 ISIN	Chile	Ministry of Finance of the Republic of Chile Sovereign	2.3B USD	25 Jan 50 17 Jun 19 Add

Filter for green bonds in LAC under criteria such as location, currency of issue, existence of issue verification, etc.

Environmental Impact Metrics

General information about the green bond

Illustration 1. GBTP home page

1 USP14486AM92 SPO
ISIN

2 ISSUER: BNDES Development Bank | ISSUANCE VOLUME: USD 1B USD 1B | MATURITY & ISSUANCE: 09 May 24 09 May 17 | LOCATION: Brazil

3 GBP CBI EU GBS ISO USD BRL

4 Disbursement KPI Framework

5 CATEGORY: Renewable energy

6 SUBCATEGORY: Generation

7

CATEGORY	SUBCATEGORY	2017	2018	2019	2020	2021
Renewable energy	Generation	1.1B	—	—	—	—
	UEE Calango 6	80.4M	—	—	—	—
	UEE Atlantic 2	153M	—	—	—	—
	UEE Brazil Energy	122.9M	—	—	—	—
	UEE Contour Picos 2	179.3M	—	—	—	—
	UEE Rio Energy I	204.3M	—	—	—	—
	UEE Santa Vitória do Palmar	132M	—	—	—	—
	UEE São Clemente	205.9M	—	—	—	—
	UEE Servtec 2	29.8M	—	—	—	—

Illustration 2. Bond display and general information

1. ISIN/CUSIP/TICKER code to identify the bond.
2. Bond issuance data, issuer, amount disbursed, maturity and issuance of the bond and country of issuance.
3. Project categories under different taxonomies (CBI, GBP, EU GBS, ISO).
4. Reporting information regarding:
 - a. Allocation of proceeds and disbursements
 - b. Environmental impact metrics
 - c. Bond Framework
5. Categories and subcategories of financed projects under the taxonomy selected in section 3.
6. Eligible projects financed by the bond.
7. Data (amount and date) of distribution (allocation in the black square) and disbursement of the bond resources in the eligible projects.

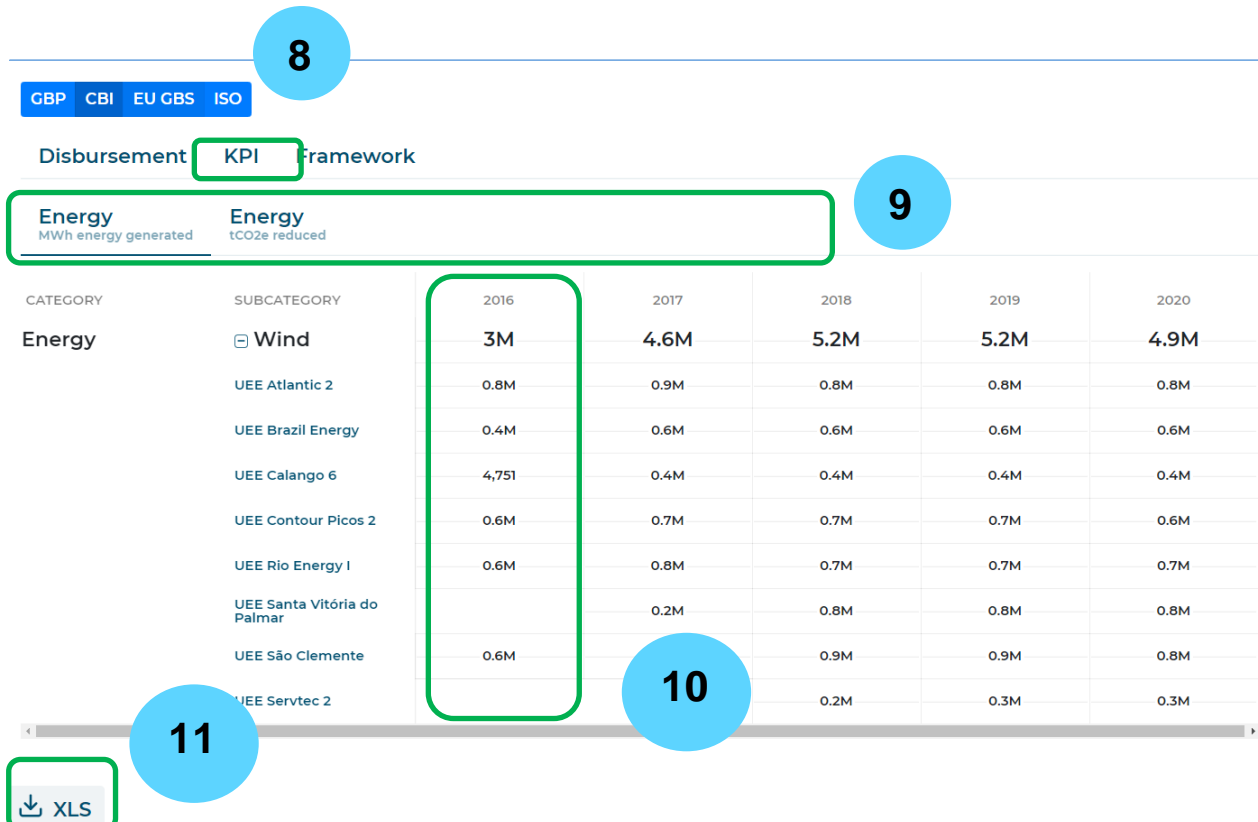


Illustration 3. Visualization of impact metrics

8. Area with impact metrics information.
9. KPIs measured.
10. Data on the environmental KPI selected in section 9 for each project financed by the bond for a specific period.
11. Button to export all the information related to the bond to an Excel file in xls format.

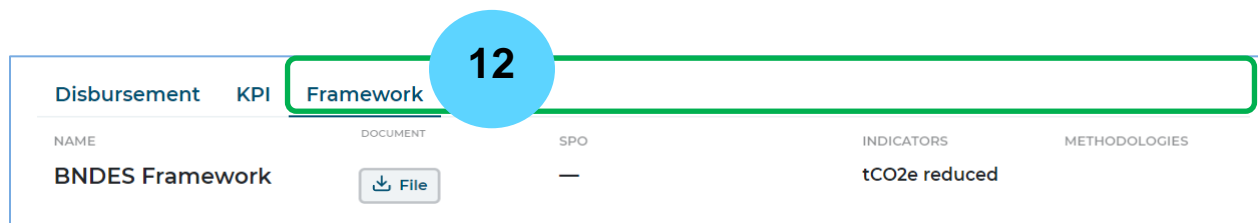


Illustration 4. Visualization of the Bond Framework area

12. Area where it is possible to find summarized information of the Framework and the document.

Upload a green bond in the GBTP

For uploading one or more bonds in the platform, please follow these steps:

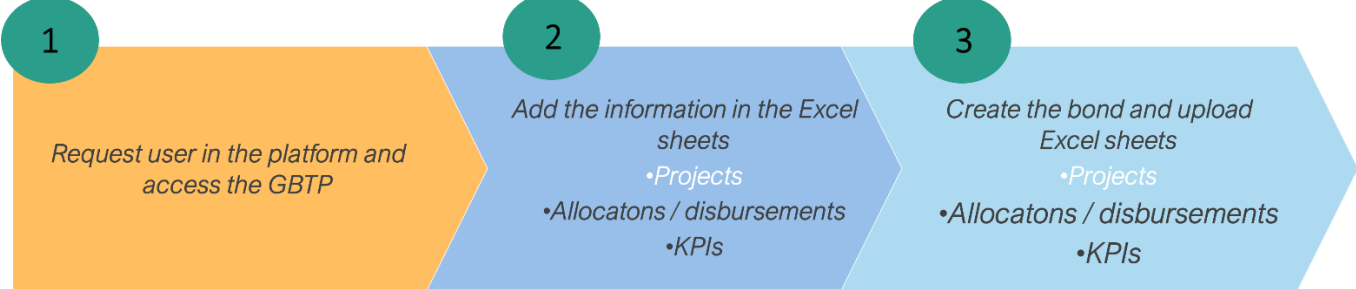


Illustration 5. Login as a registered user

1. Request user and access in GBTP

1.1. Access to GBTP

The GBTP can be accessed in www.greenbondtransparency.com. To upload bonds, enter the website, read and accept the terms and conditions of use.

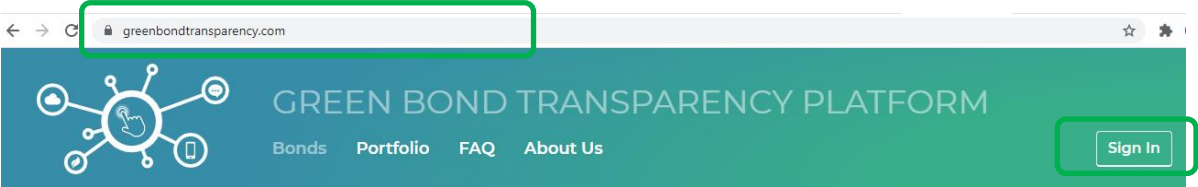


Illustration 6. Access to the platform

Click on "Sign in" and enter with a corporate email and password.

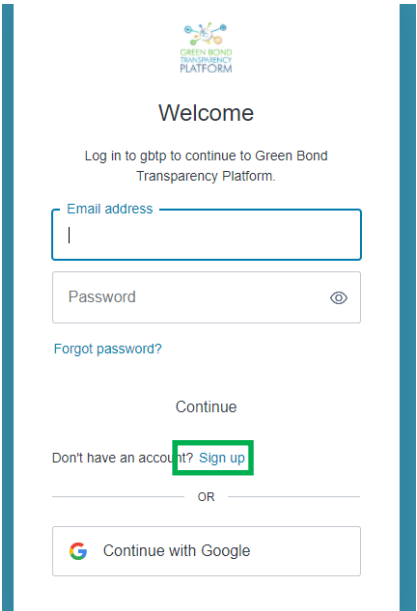
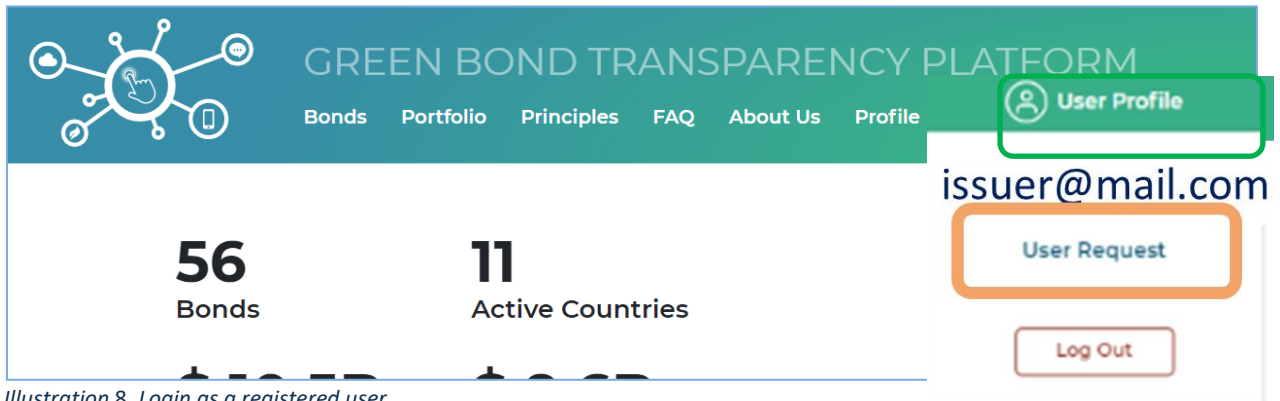


Illustration 7. Registration to the platform

In order to be able to import the bond information and publish it, it is necessary to make a request to the support team. The request is made by clicking on "User Profile" and click on "User Request" from the drop-down list as shown in Illustration 8.



Requests are listed according to the needs of the user. To upload bonds, select the request "**Apply for the role of issuer to publish my bonds on the platform**", type in the name of the issuer, jurisdiction and type of user. Then the support team can verify the corporate identity entered and provide access within 24 hours.

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)

Please be as specific as possible so we can better assist you

Illustration 9. Request for access as an issuer

1.2. Log-in as issuer

When accessing the GBTP as a "Green Bond Issuer" and logging in with the registered email address, the website displays the terms and conditions of use, which must be read and accepted. Then a window similar to the following will be displayed:



Illustration 10. Access as issuer

It is now possible to view the work options in the space of the issuer.

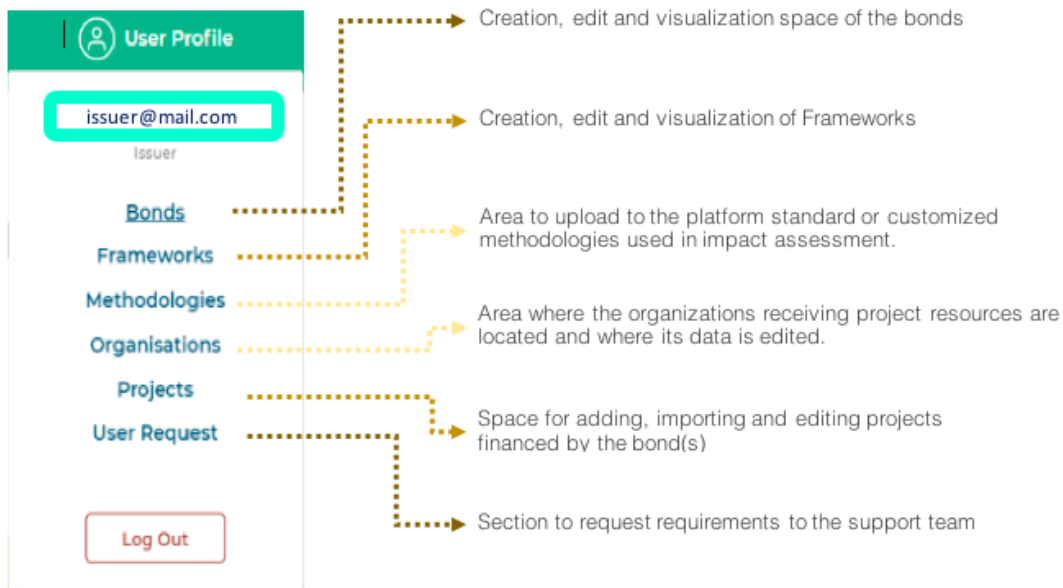


Illustration 11. Issuer working options

2. The excel templates: reporting data

Upon receiving access to the request for issuer-account, the issuer will find the three Excel templates to complete with information on eligible projects, use of proceeds and impact metrics in the "Resources-page" in the GBTP. Figure 12 shows the three templates features.

- 1. GBTP Bonds Projects
- 2. GBTP Bonds Allocation
- 3. GBTP Bonds KPIs

Projects
Describes the projects with proceeds allocated. The qualitative and co-financing data of the projects is compiled in this file.

Use of proceeds
This file contains information on the allocations and disbursement, made to the eligible projects.

KPIs
Impact metrics of the projects financed by the green bond are included in this document.

Illustration 12. Templates with bond information.

2.1. Projects Excel

Open the file "**1. GBTP Bonds Projects EN**" and go to the sheet "Projects".

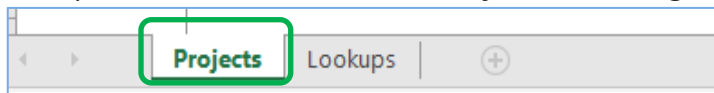


Illustration 13. Project Report Sheet

Each row presents the information of a different project. In case there is only one project, only the fields of the first row corresponding to the project are filled in. In case there are 2 or more projects, the information of each one is completed in different rows from top to bottom. Fields marked with an asterisk (*) are mandatory.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
2	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
4															
5				Argentina					BRL	Energy - Solar	Environmental mar				
6				Bahamas					CLF	Transport - Private	Biodiversity conse				
7				Brazil					COP	Transport - Public	Biodiversity conse				
				Chile					EUR	Transport - Freight	Biodiversity conse				
				Colombia					MXN	Transport - Aviation	Clean transportati				
				Costa Rica					PEN	Transport - Water	Clean transportati				
				Ecuador					USD	Buildings - Reside	Clean transportati				
				Honduras											

Illustration 14. Project template

When allocations (section 2.2) or KPI information (section 2.3) are reported for a group of projects it is necessary to fill the table also with "Parent Project" that represents subprojects under the same project category. The name of the "Parent Project" should be placed in the first row over the subprojects and in column O, in the row of each subproject, and the number of projects related to it in column C, as shown in Illustration 15:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	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
4	Energías Renovables Colombia	Various	6	Colombia	Various				COP	Energy - Wind	Renewable energy - Gene	Yes	30%		
5	Aprovechamiento Hidroeléctrico Porce II	EPM	1	Colombia	Antioquia	6,827329909	-75,51707241		COP	Energy - Hydro	Renewable energy - Gene	No	40%		Energías Renovables Colombia
6	Guajira II	Isagén	1	Colombia	Guajira	12,13237197	-71,94124118		COP	Energy - Wind	Renewable energy - Gene	No	2%		Energías Renovables Colombia
7	Carizal	Chapada do Pisauí II	1	Colombia	Guajira	12,13237197	-71,94124118		COP	Energy - Wind	Renewable energy - Gene	Yes	5%		Energías Renovables Colombia
8	Hidroeléctrica I del Río Bogotá	Itarema	1	Colombia	Lundinamarca	5,012365976	-73,39443931		COP	Energy - Hydro	Renewable energy - Gene	No			Energías Renovables Colombia
9	Granja Solar los Llanos II	Anonymus	2	Colombia	Casanare	5,314872627	-72,37012171		COP	Energy - Solar	Renewable energy - Generation				Energías Renovables Colombia
10	Contrucción	Various	5	Colombia	Various				COP	Buildings - Urban Develop	Green buildings - Residential				
11	VIS Cundinamarca	Constructora de la Sabana	1	Colombia	Lundinamarca	5,012365976	-73,39443931		COP	Buildings - Urban Develop	Green buildings - Residential				Contrucción
12	VIS Bolívar	Anonymus	3	Colombia	Bolívar	8,619078491	-74,17090349		COP	Buildings - Urban Develop	Green buildings - Residential				Contrucción
13	Tratamiento del Río Bogotá	PTAR el Salitre	1	Colombia	Soacha	4,640195696	-74,19867231		COP	Water - Treatment	Water and wastewater - Wastewater treatment				
14	Edificios inteligentes	Constructora Antioqueña	3	Colombia	Rionegro			https://www.google.com/maps/	COP	Buildings - Products & S	Energy efficiency - Refurbished buildings				
15	AgroSostenible	Various	4	Colombia	Various				COP	Land-use - Agriculture	Environmental management - Agriculture				
16	Sistemas de Irrigación Casanare	Anonymus	3	Colombia	Casanare	5,314872627	-72,37012171		COP	Land-use - Agriculture	Environmental management - Agriculture				AgroSostenible
17	Conservación de especies en el Amazonas	Anonymus	1	Colombia	Leticia	-4,21591922	-69,94927959		COP	Land-use - Ecosystem C	Environmental management	Yes			AgroSostenible
18	Movilidad limpia	Various	2	Colombia	Various				COP	Transport - Rail	Clean transportation - Rail				
19	Tramvía de la 80	Alcaldía de Medellín	1	Colombia	Medellín	6,242347321	-75,56847015		COP	Transport - Rail	Clean transportation - Rail				Movilidad limpia
20	Metro de Bogotá	Alcaldía Mayor de Bogotá D.C.	1	Colombia	Bogotá D.C.	4,718903948	-74,06683637		COP	Transport - Rail	Clean transportation - Rail				Movilidad limpia

Illustration 15. Example of the use of Parent-projects

Table 1. Project template fields

Column	Content
A*	Name of the project with allocated proceeds. There cannot be two or more projects with the same name. The text should not have spaces before and after.
B*	Organization or SPV to which proceeds for the project are allocated (SPV)
C*	Number of sub-projects represented within the project specified in Column A. If Project A is the only project, indicate that it is only 1. If you have Parent-projects and sub-projects, the latter can only represent 1 project.
D* -E	Select the Country and enter the Region where the project takes place, if applicable.
F - G - H	Type the geographic coordinates that allow to have the specific location of the project area. If you include Latitude and Longitude, the Google maps link is not included.
I*	Select the currency in which the project accounting is performed.
J* - K*	Select the project category under the Climate Bonds Initiative (CBI) and the Green Bond Principles (GBP). Taxonomies.
L*	Indicate if 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 (e.g. 51% not 51.3%).
N	Brief Project Narrative (Objective)
O	Name of the Parent-Project that represents a group of sub-projects.

The fields with (*) must be entered in order to register the projects and place them in the GBTP.

2.2. Allocations Excel

Open the file "**2. GBTP Bonds Allocation EN**" and go to the sheet "Projects".

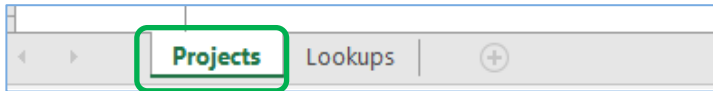


Illustration 16. Time for reporting the allocation and disbursement of resources in projects.

The file requires detailed information on the amount allocated to each project and the disbursements made. In this file the project names should be entered in the same format as in the template "1. GBTP Bonds Projects EN".

Note: In case "Parent-projects" have been reported in the template "1. GBTP Bonds Projects EN" in this template the report can be done by "Parent-projects", i.e. without the sub-projects.

	A	B	C	D	E	F	G	H
	Project name*	Allocation date*	Allocation currency*	Allocation amount in allocation currency*	Disbursement date*	Disbursement Amount reported*	Disbursement amount in bond currency*	Disbursement amount in USD*
3								
5								
6								
7								
8								

Illustration 17. Allocation template

	A	B	C	D	E	F	G	H
	Project name*	Allocation date*	Allocation currency*	Allocation amount in allocation currency*	Disbursement date*	Disbursement Amount reported*	Disbursement amount in bond currency*	Disbursement amount in USD*
3								
5	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
6	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
7	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
8	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
9	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
10	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
11	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
12	Tratamiento del Río 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
13	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
14	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
15	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
16	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
17	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

Illustration 18. Example of allocations and disbursement of resources by project.

Table 2. Contents of the Allocation and disbursements template

Column	Content
A*	Name of the project with allocated proceeds. There cannot be two or more projects with the same name. The text should not have spaces before and after.
B*	Date in which the issuer allocated the proceeds of the bond to the eligible project. Format dd/mm/yyyy.
C*	Currency in which the amount is allocated to the project.
D*	Amount of the proceeds of the bond allocated to the project, in the currency of column C.
E*	Date in which the issuer disburses the proceeds of the bond to the eligible project. Format dd/mm/yyyy.
F*	Amount of the proceeds of the bond disbursed to the project, in the currency selected in column C.

G*	Amount of the proceeds of the bond disbursed to the project, in the currency in which the bond was issued.
H *	Amount of the proceeds of the bond disbursed to the project, in U.S. dollars.

All fields must be completed in order to register the projects and place them in the GBTP.

If the bond was issued in USD and the disbursement to projects were also made in USD, column H is left empty.

When completing the template, it is recommended to be careful with the following aspects:

- Do not change the cell format
- Do not leave formulas in the cells, the platform only reads values.
- Make sure that all numbers are integers, without decimals.
- If one or more projects had disbursements in a currency other than USD, the value in column H is calculated as follows:

$$Disbursement\ amount\ in\ USD_{Proyecto\ i} = Disbursement\ amount\ i * e_t$$

$i = 1,2,3,4, \dots$

$e = exchange\ rate\ CurrencyUSD$

$t = Disbursement\ Date$

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

2.3. Impact Metrics Excel

Open the file "**3. GBTP Bonds KPI EN**" and go to the "KPIs" sheet.

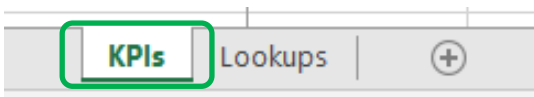


Illustration 19. Project Allocation and Disbursement of Resources Report Sheet

The impact metrics of the projects financed by the bond must be entered in the file.

	A	B	C	D	E	F	G	H
	Project name*	Performance period from*	Performance period to*	Indicator*	Planned value	Measured Value*	Unit*	Methodology
2								
4								
5								
6								

Illustration 20. Impact metrics template (KPI)

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

Illustration 21. Example of KPIs

Table 3. Environmental Impact Metrics Template Fields

Column	Content
A*	Name of the project with allocated proceeds. There cannot be two or more projects with the same name. The text should not have spaces before and after.
B*	Initial date of the period of measurement of the impact metric
C*	Final date of the period of measurement of the impact metric
D*	Select the impact metric from the "KPI list" sheet. Only one can be selected per row. For projects with multiple metrics enter each project with its metric in a separate row.
E	Estimated target value of the impact metric of the project as measured by the indicator in column D.
F*	Measured value of the impact metric of the project as measured by the indicator in column D.
G*	Unit of measurement of the impact metric
H	Name or type of methodology used to measure the environmental impact of projects.

All fields with (*) must be completed in order to register the projects and place them in the GBTP.

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

3. Create the green bond in the GBTP

Any issuer with a green bond issued can create a bond in the GBTP. To create the basic issuance data, one does not require to upload the excel sheets. This way, issuers that do not have annual reports and impact reports can join the platform by uploading the Framework and general data.

It is possible for issuers to upload public documents regarding the Framework of the bond and documents regarding the methodology used to measure the impacts. When there is not a public document available (Framework or Methodology), the issuer can start the process in [step 3.3.](#)

3.1. Import Methodology

Select the issuer's space, click on "Methodologies". Then enter the methodology information by clicking on "Add methodology".

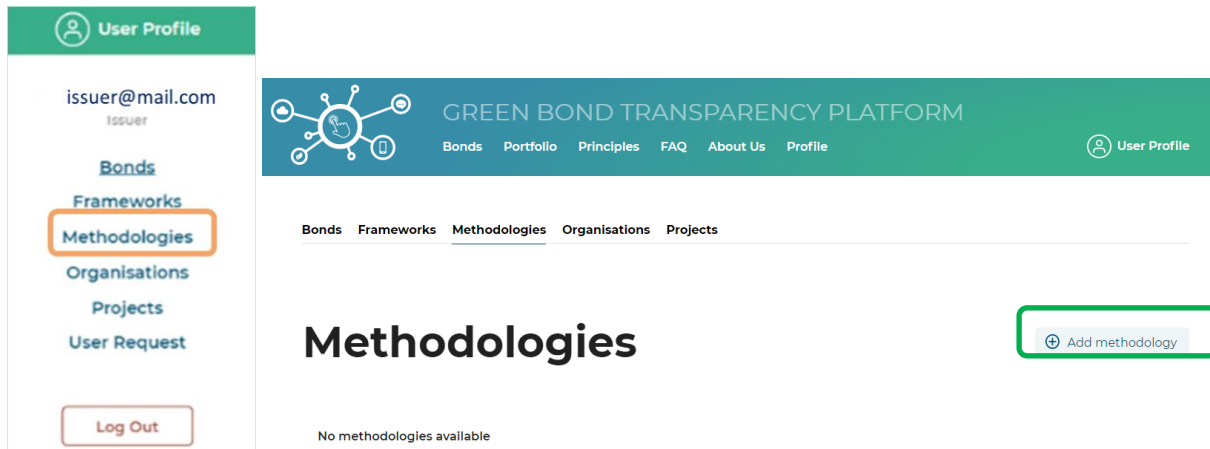


Illustration 22. Methodology area

In the methodology option, the following data is requested:

New methodology	
NAME <input type="text" value="Enter methodology name"/>	1 Name of methodology
CODE <input type="text" value="Enter short code for methodology"/>	2 Code to recognize the methodology
VERSION <input type="text" value="Enter methodology version number"/>	3 Version of the methodology
SOURCE <input type="text"/>	4 Institutions or technical source for the methodology
VALID FROM <input type="text" value="No date selected"/>	5 Period of time during which the methodology used is valid

EXPIRES

No date selected

SECTORS

Click to open, type to filter

6

Categories of projects undergoing environmental impact assessment.

INDICATORS

Click to open, type to filter

7

Impact metrics used in the methodology.

METHODOLOGY DOCUMENT

Provide file with methodology body

8

Space to upload a document with the description of the methodology used.

Submit

Illustration 23. Entering methodology information

By clicking on *Submit* the information is added and the methodology is displayed in the platform as shown in Illustration 24.

Bonds Frameworks **Methodologies** Organisations Projects

Methodologies ⊕ Add methodology

CODE-VERSION	NAME	SOURCE	SECTORS	INDICATORS	DOCUMENT	ACTION
MET_TEST Version 1	Metodologia	UNFCCC CDM	Hydro Energy Eco-efficient economy Electric Clean transportation Multi-modal Clean transportation	MW capacity Inst./reh. MWh energy generated m³ saved tCO2e reduced	MET_TEST_ver1.pdf	Edit

Illustration 24. Visualization of the methodology created on the platform

3.2. Import Framework

When there exist a Framework of the bond and it is a public document, it is suggested to upload the document so that investors have deeper understanding on the use of proceeds and expected impacts of the projects financed by the bond. To upload the Framework document, select the "Frameworks" area and click on "Create new framework".

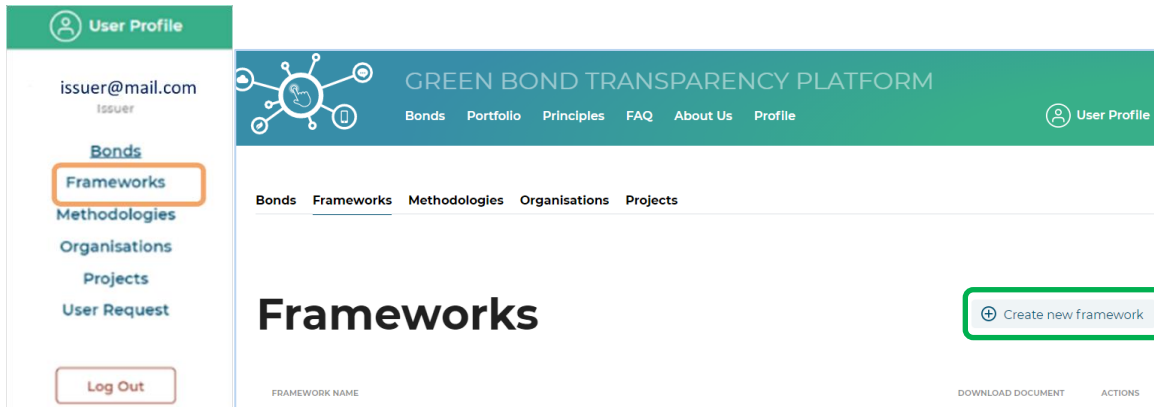


Illustration 25. Frameworks Area

In the Framework option, the following data is requested:

Create framework ×

NAME

CLASSIFIERS

CBI: Industry - Cement ×
 GBP: Environmental management - Forestry ×

INDICATORS

MW capacity inst./reh. ×
 ha certified wood area ×

METHODOLOGIES

FRAMEWORK DOCUMENT

Choose new file

- 1 Framework name
- 2 Categories of eligible projects
- 3 Select project impact metrics that are in line with the Framework.
- 4 Choose one of the impact metrics methodologies created in [step 3.1](#). Leave empty if there is not information available
- 5 Upload the official document of the Framework of the bond or bonds.

Illustration 26. Framework information entry

By clicking on *Submit* the information is added and the framework is displayed in the platform as shown in Illustration 27.

Frameworks

⊕ Create new framework

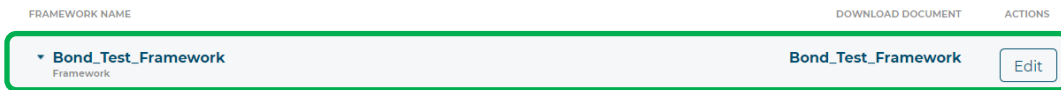


Illustration 27. Visualization of the Framework created on the platform

3.3. Import Projects

In the "Projects" area in the issuer's space is imported the Projects Excel. All projects financed by the bond(s) created are registered on the platform.

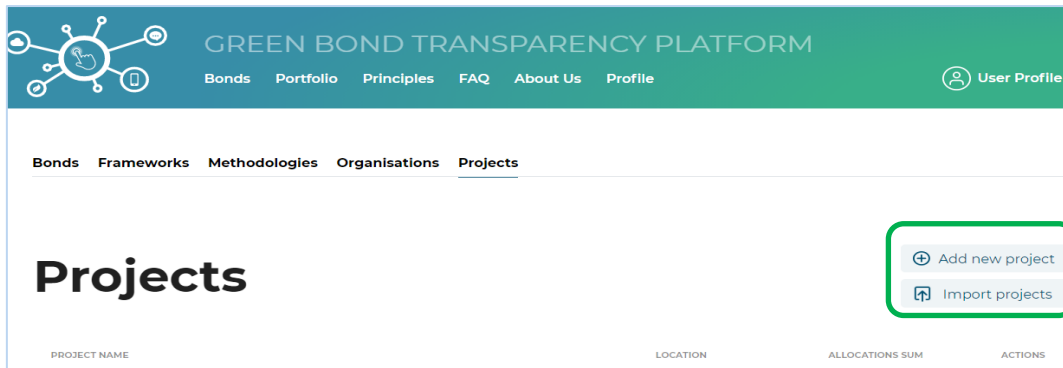


Illustration 28. Project area

Click on "Import projects" to upload the Excel template that was completed in [step 2.2](#). with the information of all eligible projects. Select the file **"1. GBTP Bonds Projects EN "** and click on *Submit* to upload.

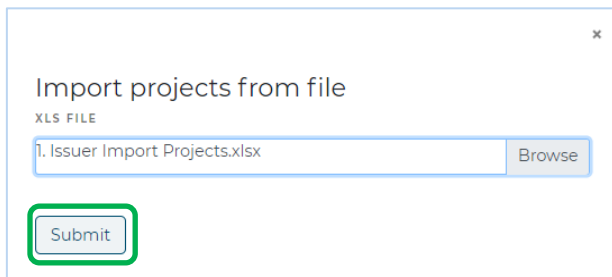


Illustration 29. Importing projects from templates

The project data can be manually added to the platform by clicking on "Add new Project" and complete the respective fields.

Add new project

NAME

Meta

PARENT PROJECT

PROJECT TYPE

HOST ORGANISATION

COUNTRY

CURRENCY

Latitude & Longitude

LATITUDE

LONGITUDE

"Google Maps™ link"

REGION

REFINANCING
 Not applicable Yes No

CO-FINANCING (SHARE OF ISSUER CAPITAL)
 %

DESCRIPTION

PICTURE

Illustration 30. Manual entry of project information

In this section the information that was entered when completing the "**1. GBTP Bonds Projects EN**" template is entered in each space. It is possible to add a picture of the project.

If the bond finances more than two projects, it is recommended to complete the data in the Excel and import the file with the "Import projects" button.

After successfully importing the projects, the projects information will display as shown in illustration 31.

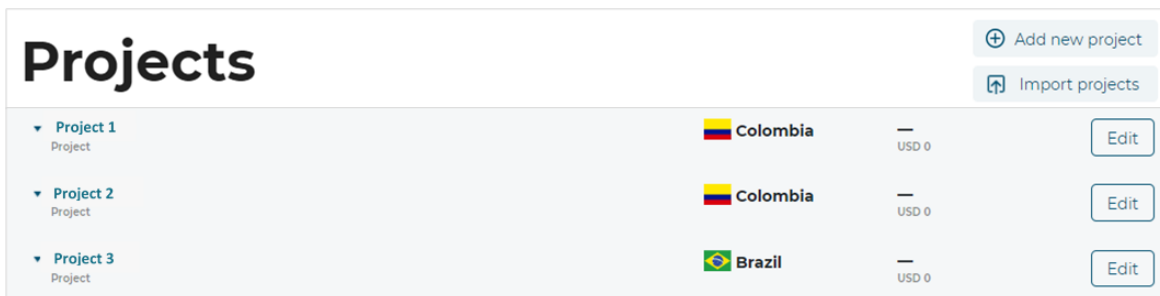


Illustration 31. Visualization of imported/created projects on the platform.

At this point it is possible to edit project information by clicking on the "Edit" button on the right side of each project.

In case there are any technical problems when loading the project template, please contact our user support team via the "User Request" menu option or sending an email to our support account: support@greenbondtransparency.com

3.4. Create the Bond

In order for the bonds to be registered in the GBTP, it is necessary to link the information imported so far and the Excel templates with the bond basic information. In the issuer's space in the "Bonds" area, click on the option "Create New Bond".

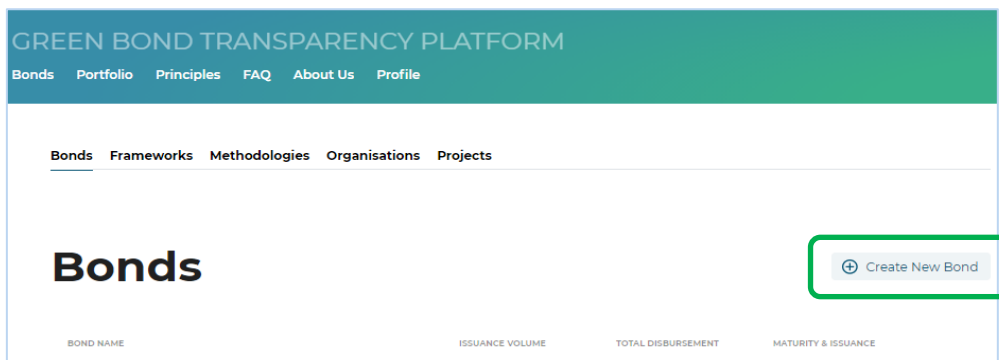


Illustration 32. Area of the bonds created by the issuer

At this point the GBTP will request information related to the issuance of the bond and placement.

3.4.1.

General information such as name of the bond and bond currency. When the bond is part of a “Program” and the proceeds of the bond are jointly allocated with other bonds to the same project, it is suggested to create first a Fund-structure by clicking the checkbox “Fund”.

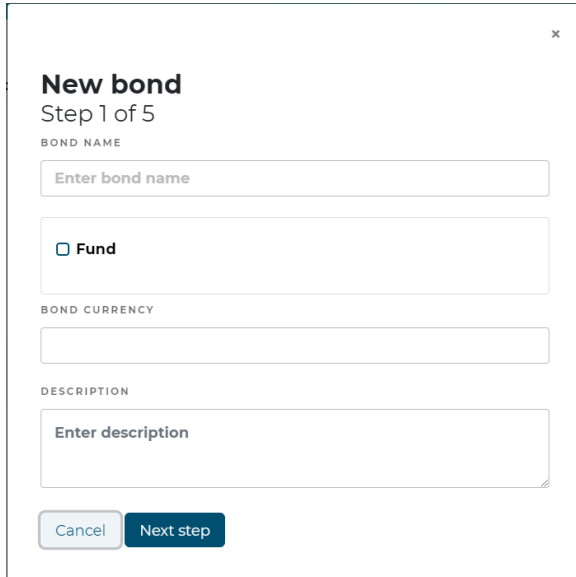


Illustration 33. Step one for bond registration

The Fund checkbox is left empty when the bond is not part of a “Program” or is an individual bond of the Program.

The description textbox enables issuers to give details on multi-series bonds, ISIN codes and maturities.

3.4.2. Information that allows the bond to be registered in the market with the unique ISIN, FIGI, CUSIP and TIKER code.

Fill bond tickers

Step 2 of 5

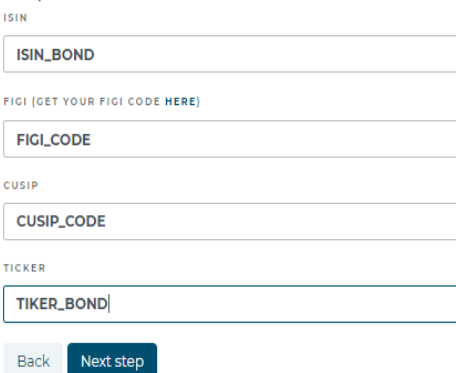


Illustration 34. Step two for bond registration

3.4.3. This step is optional. If a Framework was uploaded in [step 3.2s](#), click the "Select an existing framework" option and choose the desired Framework from the drop-down list.

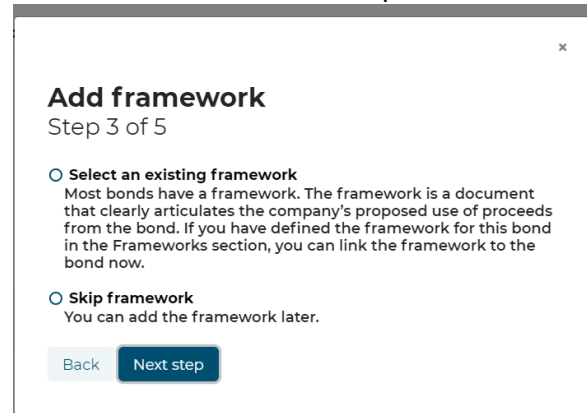


Illustration 35. Step four for bond registration

If a Framework was not uploaded in [step 3.2](#) select the "Skip framework" option and click on "Next step".

3.4.4. The platform will then request information on maturities and amounts issued. When there is multi-tranche bond with future possible tranches included, the second option is selected and the maturity date is chosen in the virtual calendar.

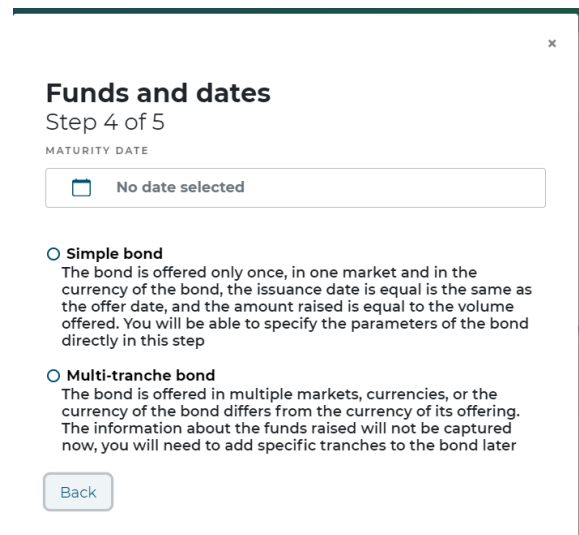


Illustration 36. Step five for bond registration

When the bond has a single tranche, the "Simple bond" option is selected and the user can add the information of the country where the bond is issued, the volume offered in the currency chosen in step 3.3.1,

the date of issuance and the volume offered in USD (calculated with the exchange rate at the date of issuance of the bond).

The form contains the following fields:

- OFFERED IN:** An empty text input field.
- OFFER VOLUME:** A text input field containing "Type volume" and a dropdown menu set to "USD".
- OFFER VOLUME IN USD:** A text input field containing "Type volume" and a dropdown menu set to "USD".
- DATE OFFERED:** A date picker field showing "No date selected".

Illustration 37. Step six for bond registration

3.4.5. Finally, a window is displayed with all the fields filled in between steps 3.3.1 and 3.3.5 to confirm or modify any data. At the end of the review, click on "Confirm" to create the bond.

At the end of these steps the bond created will appear in the issuer's area as shown in Illustration 40.

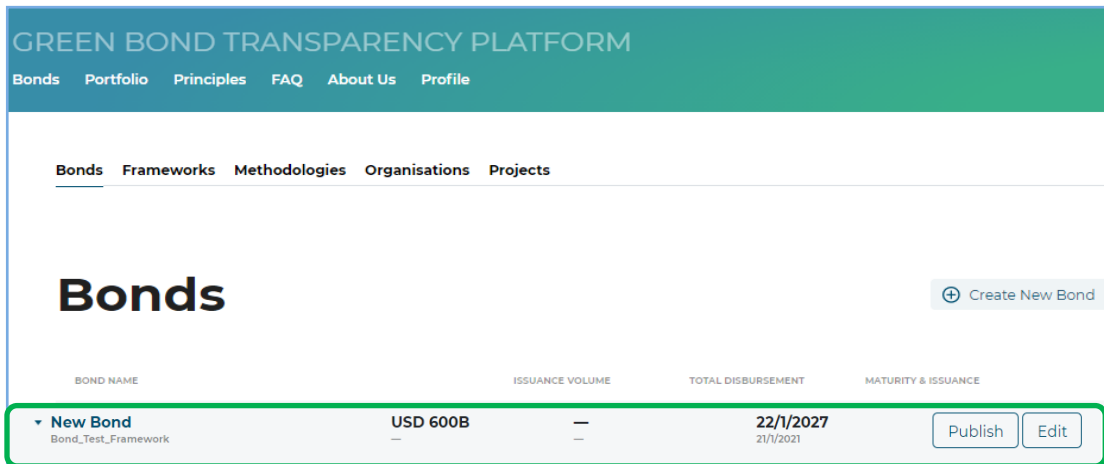
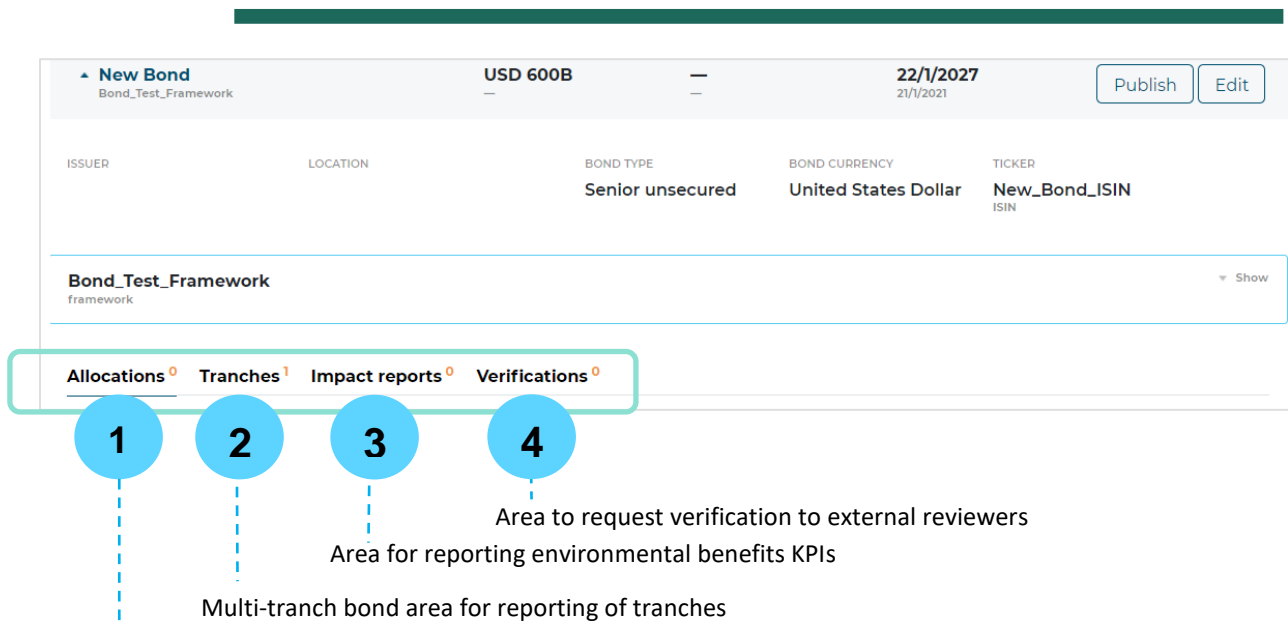


Illustration 38. Preview of the created bond

On the right side of the bond line are two options. The "Edit" button is used to edit any information of the bond. Note that the issuance date and issuance amount can not be edited. By clicking the Publish button, the bond is published in the GBTP.

By clicking on the bond name, a window will be displayed where it is possible to see the information loaded in the previous steps and four new work areas: *Allocations, Tranches, Impact reports and Verifications.*



Resource distribution and disbursement reporting area
 Illustration 39. Bonds' distributions and impacts information entry area

3.5. Import allocation and disbursement

In order for the GBTP to show the allocation of proceeds to eligible projects, the information must be entered in the First section(1): "Allocations" within the bond in Illustration 39.

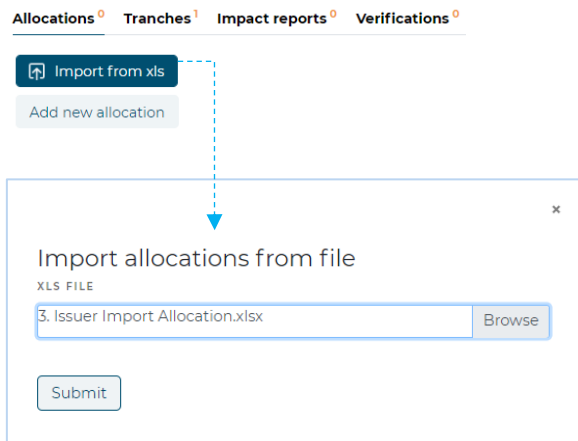


Illustration 40. Importing resource allocation and disbursements from a template

Select the file "**2. GBTP Bonds Allocation EN**" and click *Submit* to upload.

The projects uploaded in [step 3.3.](#) are linked to the allocation information, as shown in the "Bonds" area of the issuer.

Allocations ³	Tranches ⁰	Impact reports ⁰	Verifications ⁰
PROJECT & DISBURSED DATE	DATE OF ALLOCATION	ALLOCATED	DISBURSED
Project 3 Disbursed on 22/3/2019	12/3/2019	USD 80	USD 80M —
Project 1 Disbursed on 30/5/2018	1/5/2018	COP 0.3M	COP 300B USD 105M
Project 2 Disbursed on 27/4/2018	15/4/2018	COP 0.3M	COP 300B USD 107.1M

Illustration 41. Visualization of resources by project

At this point each project has information on the amount allocated and disbursed in the issuance currency and in USD.

3.6. Tranches

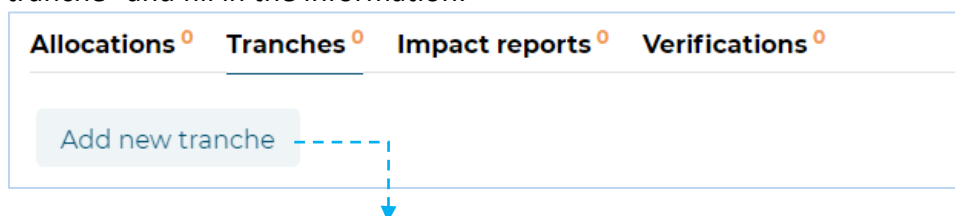
Some bonds have more than 1 tranche in different currency and are issued in different dates.

3.6.1. When the “Simple Bond” option in [step 3.4.4](#) is selected and the requested data is filled, the tranche data is shown as in Illustration 42.

Allocations ⁰	Tranches ¹	Impact reports ⁰	Verifications ⁰		
DATE OFFERED	OFFERED VALUE	OFFERED IN	FUNDS RAISED IN TRANCHE CURRENCY	FUNDS RAISED IN BOND CURRENCY	Add new tranche
21/1/2021	USD 600B	Brazil	USD 600B	USD 600B	

Illustration 42. Display of the bond information

3.6.2. When the "Multiple tranche bond" option is selected in [step 3.4.4](#) the information of the tranches are added manually in the second section (2): Tranches. To do so, click "Add new tranche" and fill in the information.



Add tranche to New_Bond_ISIN() New Bond

TRANCHE CURRENCY

OFFERED IN

OFFER VOLUME IN TRANCHE CURRENCY

FUNDS RAISED IN TRANCHE CURRENCY

FUNDS RAISED IN USD

 USD

FUNDS RAISED IN BOND CURRENCY

 USD

DATE OFFERED

Submit

Illustration 43. Add Bond's Tranche

After adding the information, click on *Submit* and the new tranche will be displayed in the "Tranches" area of the bond.

DATE OFFERED	OFFERED VALUE	OFFERED IN	FUNDS RAISED IN TRANCHE CURRENCY	FUNDS RAISED IN BOND CURRENCY	
21/1/2021	USD 600B	Brazil	USD 600B	USD 600B	Add new tranche
20/1/2021	EUR 500M	Uruguay	EUR 550M	USD 665.8M	

Illustration 44. Display of the aggregated bond's tranche

3.7. Import impact metrics

In the third area of the bond, the impact metric information for each project is loaded and displayed. In this space it is only possible to enter the information by uploading the excel **"3. GBTP Bonds KPI EN"** by **clicking on** the button **"Import KPI reports"**.

Bond_Test_Framework framework Show

Allocations⁰ Tranches² Impact reports⁰ Verifications⁰

[Import KPI reports](#)

Illustration 45. Impact metrics information area (KPIs)

Next, as shown in Illustration 46 in field 1 the date when the KPIs were estimated should be selected in “Planned” and the last date when the KPIs were measured is selected in “Executed”. In the section 2, the last official impact report must be uploaded. In case there is not such a report, the excel file **“3. GBTP Bonds KPI EN”** is uploaded. In the section 3 the file **“3. GBTP Bonds KPI EN”** is uploaded.

Import kpis from file

PLANNED

No date selected

EXECUTED

No date selected

REPORT

Select report file Browse

XLS FILE

Select file Browse

Submit

Illustration 46. Format for importing the KPIs template

3.8. Verifications

This feature enables the interaction between issuers and external reviewers.

Allocations⁰ Tranches² Impact reports⁰ Verifications⁰

Request new verification

Illustration 47. Area for requesting verifications to external reviews

When clicking on the **“Request new verification”** button, the following information must be completed

Request verification

VERIFICATION FOR

Bond: New Bond

Framework: Bond_Test_Framework

Submit

Illustration 48. Verification request

It is possible to request the verification of the bond, the Framework or the impact report. By selecting the item to be verified below, a new field will appear with a drop-down list containing the verification products offered by the external reviewers registered on the platform. After selecting the product, the platform will display a drop-down list field to select the external reviewer who previously provided the review.

The screenshot shows a form titled "Request verification" with the following fields:

- Framework:** Bond_Test_Framework
- VERIFICATION FOR:** Framework: Bond_Test_Framework
- PRODUCTS:** Pre-issuance Second Party Opinion - Reasonable Assurance
- VERIFIER:** A dropdown menu with options: KPMG, SITAWI Finanças do Bem, and Sustainalytics (which is highlighted in blue).

Illustration 49. Selection of external reviewer

Only reviewers who are registered as such in the GBTP will be shown, in case you do not see yours in the list you can contact him/her to inform him/her of the need to register in the GBTP or you can ask the user support team for help.

Finally, the information is ready to request verification and is sent by clicking on *Submit*.

This screenshot shows the same form as in Illustration 49, but with the "Submit" button now visible at the bottom left of the form area.

Illustration 50. Visualization of the request to external reviewer

This displays the application on hold in the "Verifications" area.

Request verification		
Framework: Bond_Test_Framework		
VERIFICATION FOR		
Framework: Bond_Test_Framework		
PRODUCTS		
Pre-issuance Second Party Opinion - Reasonable Assurance		
VERIFIER		
Sustainalytics		
Submit		

Allocations ⁰	Tranches ²	Impact reports ⁰	Verifications ¹
TYPE OF VERIFICATIONS	VERIFIER	STATUS	
SPO	KPMG	pending since 20/1/2021	

[Request new verification](#)

Illustration 51. Visualization of the generated request

With the approval of the verification of the bond by the external verifier, the process of uploading the bond is completed. The bond will only be public after clicking the "publish" button. This can be done even before verification.

▼ New Bond Bond_Test_Framework	USD 600B —	— —	22/1/2027 21/1/2021	Publish	Edit
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For more detailed information about the Green Bond Transparency Platform, please contact support@greenbondtransparency.com