

# User Guide

## Impact Reporting Database Service

### Mapping Template

June 2021

#### Introduction

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This User Guide relates to the template for Impact Reporting Database Service Mapping. It aims to clarify how each element of the template should be filled in and understood.

The purpose of the mapping of impact database providers is to provide market participants with clear information on the range of services offered as well as the context and content of the service provided. An Overview is supplied by the templates that impact databases have provided. The [Impact Reporting Database Service Mapping Template](#) is an excel form where impact database providers are invited to voluntarily provide information about the scope of services they provide.

Questions related to filling in the template can be sent to the Secretariat for the Green Bond Principles (GBP), Social Bond Principles (SBP), Sustainability Bond Guidelines (SBG) and Sustainability-Linked Bond Principles (SLBP) (collectively the “Principles”) at [greenbonds@icmagroup.org](mailto:greenbonds@icmagroup.org).

For voluntary recommendations on best practices for impact database providers, please see the [Guidelines for Green, Social, Sustainability and Sustainability-Linked Bonds’ Impact Reporting Databases](#). The Executive Committee of the Principles encourages impact database providers to complete this template on a voluntary basis in order to promote transparency and disclosure and support market efficiency.

#### Template

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Please indicate the date of completion and contact details at the top of the template form. Please ensure any pre-filled example data is cleared prior to commencing.

#### Section A - CONTENT - Description of service

##### **ORGANISATION**

This section aims to provide the reader with a broad sense of who the solution provider is and of the range of services and market coverage offered.

##### ***Platform/Company name***

The name of the Platform/Company.

##### ***Service(s) provided***

Please select the type of impact reporting service(s) offered for bonds. You may select more than one option:

- Advisory: Provides impact reporting guidance on the issuance or investment of green/social/sustainability/sustainability-linked bonds.
- Analytics: Provides analytics based on impact reporting
- Asset allocation: Provides services to allocate assets based on investor criteria.
- ESG Data provider: Provides impact reporting data as ESG data provider.

- External review impact assessments: Provides external review assessments such as Second Party Opinions, verification, certification, or scoring/rating.
- Sustainable debt-security tracker: Compiles impact data and associated impact reporting documents across a time horizon.

***Solution stage***

Denotes whether solution is live or a prototype.

***If prototype: (Expected) go live date***

Expected date of solution go-live.

***Please provide a brief description of the system/ platform [max. 100 words].***

Brief description of system/platform and services provided, including the main objective of the service and how bond data is a part of this solution.

***What would you see as the distinguishing feature of the system/ platform?***

Brief description of the distinguishing feature of the solution.

***Market coverage***

Denotes the scope of market coverage of the system/platform. Please select one of the following options:

- Global: Market coverage is not country or regional specific and covers all markets.
- Specific country and / or region: Market coverage is only offered for a specific country or region.

***Launched (year)***

The year the system / platform was launched. Please use YYYY format.

***Webpage***

The link to the platform/company webpage.

**TARGET**

***Target audience(s)***

Who is the intended market participant of your solution? Select all relevant options.

- Issuers
- Underwriters
- Investors
- Reviewers (external reviewers pre- and post-issuance)
- Other (provide details)

You may provide additional details if ‘other’ option is selected.

***Target function(s)***

Which is the intended business function your solution is targeted toward? Select all relevant options.

You may provide additional details if ‘other’ option is selected.

***Impact reporting data level***

What level of impact reporting data granularity does your solution provide? I.e. does your solution show the impact of individual securities, project, project category, pool of eligible assets, company, or country level. Select all relevant options.

**Target product(s)**

What products are covered under your solution? Select all relevant options.

- Bonds – IG (Investment Grade)
- Bonds – HY (High Yield)
- Euro Commercial Papers
- Asset-Backed Securities
- Loans
- Municipal bonds
- Schuldschein
- Structured products
- Equity
- Other: Other products not listed above

**Inclusion and exclusion criteria. Brief description.**

Does your system/platform have specific inclusion and exclusion criteria? This may refer to inclusion/exclusion based on issuer publication of a framework, the requirement of an external review document, the requirement to report use of proceeds data on a periodic basis, or other general criteria such as region.

**SUSTAINABILITY*****Does your solution cover/accommodate Green and/or Social and/or Sustainability and/or Sustainability-linked bonds?***

This section is meant to determine the scope of sustainable bonds covered by the system/platform. Select either Yes or No from the drop-down boxes to state whether green, social, sustainability, and/or sustainability-linked bonds are covered by your solution.

You may add any remarks in the following comment box.

***General description of analytical approach/methodology used for impact reporting data output.***

This section is meant to understand the methodology used to collect and present impact reporting data within your solution.

How do you collect impact data – is this from public sources and/or engagement with issuers? Do you offer to fill in the data for the issuer or does the issuer provide all impact reporting data? Please indicate whether you give issuers the possibility of editing/enriching data, if the platform is not directly built on first-hand data.

If applicable, please describe how you in practice go about making your impact reporting analysis. This may for example refer to adherence to the Impact Reporting Handbooks. What methods are used for the evaluation? Are there any limitations / shortcomings of the methodology and if so, what are the implications of this on the boundaries in terms of scope of analysis? Is the methodology described in further detail on your webpage?

***Clear disclosure of key underlying methodology?***

This section is meant to determine whether the underlying methodology and/or assumptions used in quantitative determinations of the impact reporting data is clearly displayed to users on the system/platform.

***Flags bond alignment to Principles, Taxonomy, Standards, or Benchmarks?***

Does your system/platform indicate whether the external reviewer has stated alignment to internationally

recognised principles, taxonomies, standards or benchmarks, or where relevant, flagged partial alignment / alignment quotas? This may for example refer to the EU Green Bond Standard, EU taxonomy, EU Climate transition benchmarks, Green Bond Principles or Social Bond Principles, Science Based Targets initiative, among others. If yes, select relevant answers. If your solution flags partial alignment or alignment quotas, please select “Partial alignment / alignment quotas”.

You may add any remarks in the following comment box for other principles, taxonomies, or standards not covered in the answer choices.

***Impact theme(s)***

What themes are covered in your system/platform? Select all relevant options.

- Climate
- Social
- Non-climate environment
- Governance

You may add any remarks in the following comment box.

***Shows alignment to specific SDGs?***

Does your solution indicate whether the external reviewer has stated alignment to specific UN Sustainable Development Goals?

***Use of proceeds description***

Does your system/platform include a description of use of proceeds for debt-securities covered?

***If shows Use of Proceeds: Is description available using a portfolio allocation or bond by bond?***

Does your solution include a description of use of proceeds for debt-securities using a portfolio allocation (i.e., single pool of eligible assets allocated to multiple bonds) or bond by bond (i.e., specific eligible assets allocated to specific bonds)? Select all relevant options. If ‘other’ option is selected, please provide details in the following comment box.

***If shows Use of Proceeds: Is description available by region/geography?***

Does your solution include a description of use of proceeds for debt-securities covered by region or geography? This refers to the physical location of project(s) financed.

<b>TECHNOLOGY, DATA AND SECURITY</b>
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***How are your services provided to users?***

How are your services provided to users? I.e. what are the connectivity options between your database and users. 'User' refers to any person or entity who gets access to data through the database. This includes but is not limited to investors and issuers. Select all relevant options.

You may add any remarks in the following comment box for other connectivity options not covered in the answer choices.

***Is user registration and authentication required?***

Does the system/platform require a user login and authentication to gain access to your impact reporting data services?

***Are access rights user dependent?***

Does the user type (market participant) determine the type of data presented? I.e. do all users see the same

data or is there a distinction between data presented, for example between issuers and investors.

**Data source(s)**

Where does your system/platform source its impact reporting data? Please select all answers relevant to your data:

- First-person self-reported data provided directly by issuer
- Third-party data indirect data, collected from multiple sources by system/platform staff

**Can users generate and download reports?**

Is the user able to generate and download a report from the system/platform?

**If users are able to generate reports: Are all data points provided within your solution available for users to download or connect to (e.g. via API)?**

This section is meant to understand whether there is a difference between data available on the system/platform and data available for users to download or connect to via processes such as Application Programming Interfaces (APIs).

You may add any remarks in the following comment box.

**Can users aggregate impact data across issuers?**

Is the user able to aggregate impact data across issuers?

**Are supporting impact reporting documents available?**

Are associated impact reporting documents from issuers or second-party opinion documents available for the user to download? This may also refer to the issuer's Green/Social/Sustainability-Linked Bond Framework(s).

**How is the data stored and secured? Brief description.**

Please provide a brief description on how the impact reporting data is stored and secured. Please imply whether an external verification/external information security assessment of the platform has been conducted.

**How is the impact data verified? Brief description.**

Please provide a brief description on how the impact reporting data is verified. Does the platform check issuer-uploaded data have been verified? Is the data on your platform verified by an external body? If no verification process is undertaken by the system/platform, who is responsible for ensuring accuracy of the data?

**Is the data audited?**

Is the impact reporting data audited?

You may add any remarks in the following comment box.

**Are there any legally binding agreements required by the system/platform user?**

Are there any legally binding agreements required by the user of the system/platform? In this context, users can be both issuers and investors, among other parties. If yes, select all relevant answers.

**What is the payment structure of your service? Brief description.**

Please provide a brief description on the payment structure of your service, including whether this service is bundled with other services.

## **Section B - CREDENTIALS** - Description of credentials for performing the service

***CREDENTIALS - Please describe your credentials, including sector coverage and technical skills to the extent relevant.***

Please comment on the credentials you (i.e. the organisation) possess for executing this service (e.g. knowledge of impact reporting, expertise on data management etc.).

***EXPERIENCE - Please describe your experience in the field.***

Please comment on your experience in this field, for example the number of years the platform has been live or time developing your solution.

***LANGUAGE CAPABILITIES - relevant for the above described service.***

Please list the language capabilities of your organisation relevant for your services offered to the market.

***INDEPENDENCE - How is independence / segregation between service offerings assured?***

Please provide a general description of separation of duties and how integrity is assured.

***NATURE OF SERVICE - Is the service provided a regulated activity or otherwise treated in the same fashion as adjacent services by the provider?***

Please select Yes or No, whether your service provided is a regulated activity or otherwise treated in the same fashion as adjacent services by the provider.

You may add any remarks in the following comment box.

### **Final remarks**

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Thank you for filling in this Impact Reporting Database Service Mapping Template.

You may, at any time, update this information to reflect changes in the services you provide.