Data Intake Instructions

This document goes through the data intake form field by field to describe what each data point means and how it is meant to be filled out. There are 3 levels of data in the intake:

> **Issuer Info** – This a single tab with data on the entity level, corporate names and other details. Only a single entity is possible to enter.
>
> **Bond Info** – This is a single tab with data on the issuance level, such as a bond, loan or other financial instruments. Here multiple bonds can be entered.
>
> **Use of Proceed Level** – This consists of multiple tabs for each category such as "Renewable Energy", "Green Buildings" etc. Choose the relevant Use of Proceed, and in the tab each line is considered a single project, and multiple projects can be added to each tab. Tabs left completely empty will not be included in the report and don't need to be deleted.

In general, consider that the data intake is read by a program, so if a field is expecting a number, a text input such as a comment or explanation will not be understood by the machine and simply halt the program.

A lot of fields are common to all categories, so in this document "Common data points" will describe these, with subsequent chapters for data points specific to each Use of Proceed.

Table of Contents

Issuer Info

Issuer

This is the name that appears in the title of the report and in the filename, it should be the short and succinct version with no special characters.

Issuer Legal Name

Used in a descriptive table, it can be the full name of the company presented for legal reason, for instance including company suffix.

Issuer Legal Identifier

Used in a descriptive table, this is typically a numeric code.

Issuer Contact Details

Used in a descriptive table, it is a free text field so enter whatever is appropriate for the report, but a web address pointing to a contact page is recommended.

Reporting Date

Used in a descriptive table. This is a free text field not used in any calculations so doesn't need to be in an exact date format.

Revised Reporting Date

Used in a descriptive table. This is a free text field not used in any calculations so doesn't need to be in an exact date format.

Reporting Currency

This is the 3-letter ISO currency code (USD, EUR, CNY), use the drop-down menu to choose the appropriate one. All projects entered into the template will be converted to this currency for the report.

External Reviewer

Used in a descriptive table. Use this in case an external review or audit has been included.

External Reviewer Contact Details

Used in a descriptive table. Use this in case an external review or audit has been included, it is a free text field so enter whatever is appropriate for the report.

Bond Info

ISIN

ISIN, or International Securities Identification Number, is unique to every bond and is important for accurate identification.

Bond Name

Should be as consistent as possible with other documentations, often things like “2024 Company X Green Bond”.

Bond Size

This refers the monetary amount, in case of a revolving facility or loan it should be the drawn amount, whatever has been actually disbursed or invested.

Bond Currency

This expresses the currency in which *Bond Size* is expressed. Use the 3-letter ISO currency code (USD, EUR, CNY).

Bond Issuance Date

Used in a descriptive table. This is a free text field not used in any calculations so doesn’t need to be in an exact date format.

Bond Tenor

This is the length of the instrument, expressed in years. The main reason for its inclusion is to give investors the opportunity to multiply any annual impact metrics with this one, for a rough estimate of life-time impact.

Bond Prospectus Approver

Here the name of an eventual prospectus approver can be entered.

Questionnaire

Link to bond framework

Web address

Other relevant information

Any other information that needs to be included in the report, will be included as is in a section with the same header, include punctuation.

Use of Proceed: Common Data Points

Project Name

As it will be used in tables, its recommended to use a version of the name that's as short as possible to make the tables easy to read. It is a mandatory field for the report to work, but in case the exact project is confidential a placeholder name like "Project 1" works.

Country

Choose the country in the drop-down menu, start typing to see a matching selection. These country names are used to match projects with the baseline data so it is important that the country name is presented in the same way, "Republic of.." etc. This is a mandatory field for calculations to work. If a project spans

Allocated Amount

Here the actual disbursed or invested amount is expected, drawn amount in the case of banks. The app expects the full monetary value, not millions or thousands.

Currency

This is the 3-letter ISO currency code (USD, EUR, CNY) in which *Allocated Amount* is expressed. use the drop-down menu to choose the appropriate one, start typing to see a matching selection

Share of total project financing

This is an important field used to attribute impact to the particular investment in the project described in the report. There are often an equity stake and multiple financiers of a project, and if everyone reports 100% of the impact it will cause market-level double counting, therefore this percentage is used attribute shares of the impact to the different financial stakeholders in the project. It is not strictly mandatory, but if not provided the technical project data will be estimated based on the spend and the average price instead, and any technical project data provided can not be utilized in the calculation.

The calculation of the share of total project financing works like this, whether a pure play corporate or a single project:

$$Share\ of\ total\ project\ finance = \frac{Allocated\ Amount}{Equity + Debt}$$

In some cases, "Equity + Debt" can be better understood as "total asset value", and "share of total project finance", is often called "Attribution Factor" in GHG Accounting frameworks. For consumer loans like for mortgages or vehicles, use to loan-to-value ratio.

If there are multiple investments into the same project in the data intake, they can either be added together into one investment/loan with a single share, or kept as separate line items, but then the share of total project finance has to reflect that single investment, not the entity's total stake.

Use of Proceed: Renewable Energy

See "Common data points", for the complete list of data fields in this category.

Technology

Use the drop-down menu to choose which specific Renewable Energy is about. Examples "Onshore Wind", "Solar Photovoltaic". This is a required field for the calculation. If the project consists of a mix of technologies, the preferred approach is to split them and input them as different line items, this means that the allocated amount and all the other data have to be split as well.

Electricity Generation Capacity, MW

This is the nameplate capacity of power plants, expressed in *megawatt*. If the data is expressed in kilowatts (kW) then divide the number by 1,000. If it's expressed in gigawatt (GWh), multiply by a 1,000. This field is preferred but not strictly mandatory, if not available, capacity will be estimated based on the allocated amount and the average market price of capacity in the location and for that technology.

Electricity Generation, MWh

This is the annual electricity generation of the power plant. This is not strictly mandatory for calculations, if available it will estimated based on the capacity. The calculations expect *megawatt-hours*, so if the data is expressed in kilowatt-hours (kWh) then divide the number by 1,000. If its expressed in gigawatt-hours (GWh), multiply by a 1,000.

Use of Proceed: Green Buildings

See "Common data points", for the complete list of data fields in this category.

Gross Building Area, M2

This is the total size of the green building, measured in square meters (M^2). Gross Building Area is defined as the part of building with some sort of climate control, not including parking garages or gardens. If it is a block of flats or something similar it has to be the sum of all the flats.

If the building data is available in ft^2, multiply by 10.7639 to convert to m^2.

Type

Use the drop-down menu to choose from available building types. If it's a mix of building type and there is no appropriate mix in the drop-down menu, they have to be split and input as different line items, this means that the allocated amount and all the other data have to be split as well.

Certification

Use the drop-down menu to choose from available certifications. There are a lot of national certification schemes, and not all are covered. If it's a scheme with a direct equivalent to the available ones use that one, or choose "unknown", which means the report treats it as the average Green Building.

Use of Proceed: Clean Transport – Cars

See "Common data points", for the complete list of data fields in this category.

Type

Chose a type of car in the drop-down menu. EV = Electric Vehicle and PHEV = Plugin Electric Vehicle. If unknown or a mix of modes, choose "Mild Hybrid", which has the highest carbon footprint and therefore is the conservative assumption.

Number of Vehicles

The number of cars financed or deployed as a result of the investment. This is not a mandatory field, and if not available the number of cars deployed will be estimated based on the allocated amount and the average price of car according to type and location.

Use of Proceed: Clean Transport - Mass Transit

See "Common data points", for the complete list of data fields in this category.

Mode

Choose a transport mode that the project invests in from the drop-down menu. If the project consists of a mix of modes, the preferred approach is to split them and input them as different line items, this means that the allocated amount and all the other data have to be split as well.

City

Use the drop-down menu to choose one of the many available cities, start typic to find them easier. The cities are available based on the availability of data, so if the city is not available, an estimate for cities in that country will be used. Leaving the city field blank will use an estimate based on that country. If its known that the project city is very different from other cities in the same country, but its not available in the drop-down menu, a proxy city can be used.

Passenger-Kilometres

This field is the core of the impact calculations, and it is therefore mandatory to enter this number. Note that's it's not how far the vehicle travels but the sum of the distance all the passengers travel. For a example, if a train travels 100 km with 2 passengers, it would mean 2 x 100 = 200 passenger-kilometre. But 200 passenger-kilometre could also mean 200 passengers travelling 1 kilometre. If data is expressed in passenger-miles, multiply with 1.60934 to convert.

Use of Proceed: Clean Transport – Freight

See "Common data points", for the complete list of data fields in this category.

Mode

Currently the only clean mass transport mode for passengers in the methodology is electric trains, which is the sole item in the drop-down menu.

Tonne-Kilometres

This field is the core of the impact calculations, and it is therefore mandatory to enter this number. Note that's it's not how far the vehicle travels but the sum of the distance the weight of goods travel. For a example, if a train travels 100 km with 2 tonnes of goods, it would mean 2 x 100 = 200 tonne-kilometre. But 200 tonne-kilometre could also mean 200 tonnes travelling 1 kilometre.

Note that the calculation expects metric tonnes, if your data is in US short tons, multiply by 0.9071847, and if the current data is in Long Ton, multiply by 1.016047.

Use of Proceed: Waste-to-energy

See "Common data points", for the complete list of data fields in this category.

Waste, tonnes

This would be the number of annual metric tonnes processed for energy recovery in the facility that has been invested in. This is typically a number in the hundreds of thousands.

Waste is a typically a mix of different types of waste (paper, metal, food etc), the mix assumed here is the estimated average of the country.

Note that the calculation expects metric tonnes, if your data is in US short tons, multiply by 0.9071847, and if the current data is in Long Ton, multiply by 1.016047.

Electricity Generation Capacity, MW

This is the nameplate capacity of the waste-to-energy plant, expressed in *megawatt*. If the data is expressed in kilowatts (kW) then divide the number by 1,000. If it's expressed in gigawatt (GWh), multiply by a 1,000. This field is preferred but not strictly mandatory, if not available, capacity will be estimated based on the allocated amount and the average market price of capacity in the location and for that technology.

Electricity Generation, MWh

This is the annual electricity generation of the power plant. This is not strictly mandatory for calculations, if available it will estimated based on the capacity. The calculations expect *megawatt-hours*, so if the data is expressed in kilowatt-hours (kWh) then divide the number by 1,000. If its expressed in gigawatt-hours (GWh), multiply by a 1,000.

Use of Proceed: SME Finance

See "Common data points", for the complete list of data fields in this category.

Industry

In the drop-down menu, choose the industry or sector that best describes the one in which the investment is taking place. If the project consists of a mix of industries, the preferred approach is to split them and input them as different line items. Note that these industries are the ones used by the automated program, they follow the NAICS classification, if the investments or loans are classified according to a different industry taxonomy (NACE, SIC, GICS), they first need to be mapped to this one.

Target Group

If the investment itself, or the customer of an investee business has a particular target group, choose the appropriate one in the drop-down menu. In case there is no particular target group, leave the field empty and the assumed beneficiary is the general population.

Market Discount

If financing is provided at a discount rate, provide here the relative difference to market rate, expressed as a percentage with 100% being a donation and 0% being market rate.

Use of Proceed: Healthcare

See "Common data points", for the complete list of data fields in this category.

There are no category-specific fields in this category, please refer to "common data points" chapter.

Use of Proceed: Education

See "Common data points", for the complete list of data fields in this category.

Students per year

This is the number of students per year being educated in the education project being financed. If it finances only a part of each students education, like a scholarship, then the "partial student-years" can be summed up and entered.

School Level

Use the dropdown menu to choose what level of education the students are enrolled in. In case the project has a different school system, "Primary" corresponds to school yeas 1-6, "Secondary" to school years 7-12, and "Tertiary" for school years beyond that, which is typically university/college level.

Use of Proceed: Affordable Housing

See "Common data points", for the complete list of data fields in this category.

Housing Type

In the dropdown menu, choose "Residential Single Family" for standalone houses, or "Residential Multi Family" for flats. If specifically mixed or unknown choose that in the dropdown.

Number of Homes

The number of homes means the number of families housed, so in a block of flats, each flat should be counted.

Use of Proceed: Biodiversity

See "Common data points", for the complete list of data fields in this category.

Hectares

This is the size of the land being preserved, if the value is in acres, multiply with 0.4047 to convert to hectares.

Biome

Use the dropdown menu to choose the biome being preserved.