

FUND GBIMS: PROCEDURES

Note: This table has been developed to guide fund managers. The table is an example and is not comprehensive.

		POINTS TYPICALLY COVERED BY PROCEDURES <i>(various points would be typically covered under one procedure)</i>	FUND'S REFERENCES & TOOLS	KEY REFERENCES & TOOLS PROVIDED BY CDC ESG TOOLKIT <i>(Also see Downloads/Reference Materials)</i>
INVESTMENT STAGE	SCREENING	<ul style="list-style-type: none"> Identification of material breaches of the fund's G&BI policies. Identification of key G&BI risks, impacts and opportunities. Preparation of IC documentation. 	<ul style="list-style-type: none"> Fund's G&BI policies. Screening/high level checklists. 	<ul style="list-style-type: none"> ESG in the Investment Cycle: Screening. Governance and Business Integrity CDC E&S Briefing Notes. CDC Sector Profiles.
	DUE DILIGENCE	<ul style="list-style-type: none"> DD process - Assessment of G&BI matters: desktop review, meetings and site visits, assessment of the company's commitment, capacity and track record and guidance on ensuring influence and oversight during ownership/monitoring. Engagement of external advisors. 	<ul style="list-style-type: none"> Site visit and due diligence checklists/questionnaires. Action Plan template. 	<ul style="list-style-type: none"> ESG in the Investment Cycle: Due Diligence. Governance and Business Integrity G&BI Checklist. CDC E&S Briefing Notes and CDC Sector Profiles. CDC Guidance: Working with Consultants, ESG Action Plans, Assessing Companies' CCTR., Working with Management.
	INVESTMENT DECISION	<ul style="list-style-type: none"> Preparation of IC papers. Finalise all AML/KYC checks. 	<ul style="list-style-type: none"> Investment paper template. 	<ul style="list-style-type: none"> ESG in the Investment Cycle: Investment Decision. Governance and Business Integrity CDC Guidance: Working with Management.
	INVESTMENT AGREEMENT	<ul style="list-style-type: none"> Incorporation of G&BI terms in the legal agreement(s). 	<ul style="list-style-type: none"> Legal template/drafting guide 	<ul style="list-style-type: none"> CDC ESG Legal Drafting Guide for Equity Investments, Governance and Business Integrity ESG in the Investment Cycle: Investment Agreement. CDC Guidance: Working with Management and ESG Action Plans.
	OWNERSHIP & MONITORING	<ul style="list-style-type: none"> Monitoring of G&BI Action Plans and company's compliance with laws/standards and G&BI performance. Engagement with the company. Management of unexpected events. Engagement with/reporting to Limited Partners. Prepare of IC papers (monitoring) 	<ul style="list-style-type: none"> Companies' reporting forms. Site visits. G&BI Reporting templates to LPs (including serious incidents). 	<ul style="list-style-type: none"> ESG in the Investment Cycle: Ownership and Monitoring. Governance and Business Integrity G&BI Checklist CDC E&S Briefing Notes and CDC Sector Profiles. CDC Guidance: Working with Management. CDC Good Practice: Preventing Fatalities and Serious Accidents.
	EXIT	<ul style="list-style-type: none"> Preparation of documentation for potential buyers . Evidence G&BI improvements. 	<ul style="list-style-type: none"> Evidence/data gathered during investment period. 	<ul style="list-style-type: none"> ESG in the Investment Cycle: Exit Governance and Business Integrity
	FUND'S PERFORMANCE MANAGEMENT	<ul style="list-style-type: none"> Evaluation of the adequacy of the GBIMS as a whole. Approval and implementation of changes to the GBIMS. 	<ul style="list-style-type: none"> GBIMS evaluation guidance. Questionnaires for staff to get feedback. 	<ul style="list-style-type: none"> ESG Management System: Environmental and Social Management System. Governance and Business Integrity
	FUND EXT. STAKEHOLDER ENGAGEMENT	<ul style="list-style-type: none"> Reporting on the company's G&BI performance and the fund's GBIMS to LP's. Whistleblowing mechanism for external stakeholders.. 	<ul style="list-style-type: none"> Reporting templates. Stakeholder engagement guidance. 	<ul style="list-style-type: none"> CDC Fund's Reporting Template. ESG in the Investment Cycle: Ownership and Monitoring. Governance and Business Integrity

DEFINE ROLES AND RESPONSIBILITIES