

# FUND GBIMS: PROCEDURES, ROLES AND RESPONSIBILITIES

Note: This table has been developed to guide fund managers when designing procedures and defining responsibilities. The table is an example and is not comprehensive (no description of procedures or roles).

		PROCEDURES/ACTIVITIES		ROLES AND RESPONSIBILITIES	
		DESCRIPTION <i>(Sample of activities which would form part of the procedure)</i>	REFERENCES & TOOLS	OPERATIONAL	OVERSIGHT
INVESTMENT STAGE	SCREENING	<ul style="list-style-type: none"> <li>Identify inherent G&amp;BI risks.</li> <li>Due diligence plan and allocation of deal responsibilities.</li> <li>Prepare IC papers.</li> </ul>	<ul style="list-style-type: none"> <li>Fund's G&amp;BI policies.</li> <li>Categorisation guidance.</li> <li>Screening/high level checklists.</li> </ul>	<ul style="list-style-type: none"> <li>Define roles of the G&amp;BI Officers (e.g. categorise sign-off on the investment categorization).</li> <li>Define role of the Investment Officer.</li> </ul>	<ul style="list-style-type: none"> <li>Investment Committee:                             <ul style="list-style-type: none"> <li>- Discussion of key G&amp;BI issues.</li> <li>- Due diligence budget approval.</li> </ul> </li> </ul>
	DUE DILIGENCE	<ul style="list-style-type: none"> <li>Assess G&amp;BI risks and opportunities.</li> <li>Assess company's capacity, commitment and track record (CTTR).</li> </ul>	<ul style="list-style-type: none"> <li>Site visit and due diligence checklists/questionnaires.</li> <li>Action Plan template.</li> </ul>	<ul style="list-style-type: none"> <li>Define roles of the G&amp;BI Officers.</li> <li>Define role of the Investment Officer.</li> </ul>	<ul style="list-style-type: none"> <li>Senior member/partner to oversee due diligence.</li> </ul>
	INVESTMENT DECISION	<ul style="list-style-type: none"> <li>Provide input for the Investment Committee (define what needs to be included).</li> </ul>	<ul style="list-style-type: none"> <li>Investment paper template.</li> </ul>	<ul style="list-style-type: none"> <li>Define roles of the G&amp;BI Officers.</li> <li>Define role of the Investment Officer.</li> </ul>	<ul style="list-style-type: none"> <li>Investment Committee:                             <ul style="list-style-type: none"> <li>- Approve/reject the proposed investment.</li> </ul> </li> </ul>
	INVESTMENT AGREEMENT	<ul style="list-style-type: none"> <li>Incorporate G&amp;BI terms in the legal agreement(s).</li> <li>Finalise all AML/KYC checks.</li> </ul>	<ul style="list-style-type: none"> <li>Legal template/drafting guide.</li> </ul>	<ul style="list-style-type: none"> <li>Define roles of the G&amp;BI Officers.</li> <li>Define role of the Investment Officer.</li> <li>Define role of the legal team.</li> </ul>	<ul style="list-style-type: none"> <li>Investment Committee may be contacted if significant issues arise or if the conditions of approval are not met.</li> </ul>
	OWNERSHIP & MONITORING	<ul style="list-style-type: none"> <li>Monitor G&amp;BI Action Plans and compliance with laws/standards.</li> <li>Address unexpected events.</li> <li>Engage with Limited Partners.</li> <li>Prepare IC papers.</li> </ul>	<ul style="list-style-type: none"> <li>Companies' reporting forms.</li> <li>Site visits.</li> <li>G&amp;BI Reporting templates to LPs.</li> </ul>	<ul style="list-style-type: none"> <li>Define roles of the G&amp;BI Officers.</li> <li>Define role of the Investment Officer/Portfolio Manager.</li> </ul>	<ul style="list-style-type: none"> <li>Regular reporting to senior management.</li> <li>Portfolio/Investment Committee to be informed of any significant issues.</li> </ul>
	EXIT	<ul style="list-style-type: none"> <li>Prepare documentation for potential buyers.</li> <li>Provide evidence of G&amp;BI improvements.</li> </ul>	<ul style="list-style-type: none"> <li>Evidence/data gathered during investment period.</li> </ul>	<ul style="list-style-type: none"> <li>Define role of the G&amp;BI Officers.</li> <li>Define role of the Investment Officer/Portfolio Manager.</li> <li>Define role of the legal team.</li> </ul>	<ul style="list-style-type: none"> <li>Partners relevant committees to oversee.</li> </ul>
	PERFORMANCE MANAGEMENT	<ul style="list-style-type: none"> <li>Evaluation of the adequacy of the GBIMS as a whole.</li> <li>Approval and implementation of changes to the GBIMS.</li> </ul>	<ul style="list-style-type: none"> <li>GBIMS evaluation guidance.</li> <li>Questionnaires to get feedback from the teams.</li> </ul>	<ul style="list-style-type: none"> <li>Define role of the G&amp;BI Officers.</li> <li>Define role of the senior member accountable for the GBIMS.</li> </ul>	<ul style="list-style-type: none"> <li>Senior partners.</li> </ul>
	EXT. STAKEHOLDER ENGAGEMENT	<ul style="list-style-type: none"> <li>Reporting on the company's G&amp;BI performance and the fund's GBIMS to LP's.</li> <li>Whistleblowing mechanism for external parties.</li> </ul>	<ul style="list-style-type: none"> <li>Reporting templates.</li> <li>Stakeholder engagement guidance.</li> <li>Whistleblowing mechanism.</li> </ul>	<ul style="list-style-type: none"> <li>Define role of the G&amp;BI Officers.</li> <li>Define role person acting as Communication Officer (if appropriate).</li> </ul>	<ul style="list-style-type: none"> <li>Senior management.</li> </ul>