

GREEN PORTS TOOLKIT

User Guide

How to explore the toolkit, set up your organization and ports, run a maturity assessment, and build a program of projects.

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USER GUIDE

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01
Before you start



What the toolkit is

The Green Ports Toolkit turns international green port standards and frameworks into practices a port team can actually work on. It was developed by SESG with support from Moffatt & Nichol, and funded by the ASEAN Catalytic Green Finance Facility (ACGF), managed by ADB.

Everything in the toolkit is organized the same way:

3	**Dimensions**	Governance, Planning and Development, Operations. Three lenses on sustainable port management.
17	**Aspects**	Thematic areas spanning the port lifecycle, from regulatory compliance to decommissioning. Each aspect sits under one primary dimension.
93+	**Practices**	Concrete, implementable actions under each aspect, with guidance, enabling factors and SDG mapping.
170+	**Case studies**	Real examples from Southeast Asia and globally, attached to the practices they illustrate.

Figure 1. The four layers of the toolkit, from the broadest lens to the most specific example.

Two ways to use it

From the home page you have a choice.

I just want to explore

Takes you straight into the reference material. No account, nothing to set up. Use this to read up on a topic, find a case study, or prepare for a meeting.

Get started

Creates your workspace: your organization, your ports, their maturity assessments, and the projects you run at them. Use this when you want the toolkit to hold your own program of work.

The reference material is the same either way. Signing in adds your own data on top of it.

Getting around

The left sidebar is the same on every screen.

GREEN PORTS TOOLKIT	WHAT YOU WILL FIND THERE
The Toolkit	About, Explore and Resources. The reference material, always available.
Home	Your dashboard once you are signed in: every port with its maturity score, every project with its progress.
Ports	The list of your ports, with a shortcut to each one in the sidebar.
Projects	The list of your projects, with a shortcut to each one.
Settings	Organization details, ADB visibility, and your team: invitations, roles and port access.
Your account ▾	Profile and Security, in the account menu at the bottom of the sidebar.

Figure 2. The sidebar menu and what each item holds.

> **NOTE**
> Ports, Projects and Settings only appear once you are signed in.

Your own profile and password are under **Your account**, in the account menu at the bottom of the sidebar.

02

Exploring the toolkit



Start here if you are new. Ten minutes in Explore will tell you more about how the toolkit thinks than any amount of setting up.

2.1 The toolkit at a glance

Open **The Toolkit**, then **Explore**. The page opens with the three headline numbers (3 dimensions, 17 aspects, 93 practices) and then lists every aspect, grouped by dimension.



- Use the filter chips near the top (All dimensions, Governance, Planning and Development, Operations) to narrow the list to one dimension.
- Each aspect appears as a card showing how many practices sit under it.
- Click an aspect card to open its aspect page.

2.2 Aspect pages

An aspect page is the overview of one thematic area, for example Regulatory Compliance or Climate Adaptation. You get:

- A plain language description of what the aspect covers, and tags showing which dimensions it touches.
- The list of practices under it. Click any one to open it.
- The UN Sustainable Development Goals the aspect contributes to, rolled up from its practices.
- A summary section: the international frameworks, regional context and standards that sit behind the aspect.
- Enabling factors, grouped under policy environment, improved technologies and standards, sustainable procurement, and partnerships and collaboration.
- The information sources used, at the bottom of the page.

2.3 Practice pages

A practice page is where the detail lives. It is the level you will work at when you build a project. Each one contains:

SECTION	WHAT IT TELLS YOU
Aspect contributions	Which aspects the practice supports, whether it is core or secondary to each, and why.
Summary	What the practice is, in a few paragraphs.
Details	How it works in practice, including how it scales from a simple spreadsheet to a full management system.
Enabling factors	What has to be in place around the practice for it to work.
Port type applicability	Which of the 15 port types the practice applies to. Click **View applicability** for the full list.
Case studies	Worked examples, tagged Global or Southeast Asia.
UN Sustainable Development Goals	The specific goals the practice contributes to.
ASEAN Taxonomy V4	How the practice sits against the ASEAN Taxonomy screening criteria, including where it is a governance practice rather than an economic activity.

2.4 Case studies

Open a case study from a practice page or browse all of them in the case study library (**Resources**, then **Browse case studies**), where you can filter by dimension, aspect or country. Each one gives the narrative and the sources behind it. All case studies are built from publicly available information.

2.5 Resources

The Resources page holds the material that sits alongside the toolkit.

- **Guidance documents and templates.** Written guidance prepared alongside the toolkit. Documents are published as they are finalized and show as coming soon until then. Templates will be added when available.
- **Webinar series.** Completed sessions from the Green and Resilient Ports in Southeast Asia series, each linking to its event page for session information and any recordings and materials.
- **The data room.** The full series, upcoming sessions and available learning materials, in the ADB data room.
- **Further reading.** Blog posts from the webinar series, published by the ASEAN Infrastructure Fund.
- **Case study library.** Every case study in the toolkit in one place, filterable by dimension, aspect and country.

2.6 About

The About page explains why the toolkit exists, how it is structured, who funded it and who contributed. It also answers common questions: cost (the toolkit is free), certification, how often to update your information, who can see your data, passwords, and working across several ports or with external partners. Worth reading once if you are going to present the toolkit to anyone else.

03
Setting up your organization

Your organization is the container for everything else. Ports belong to it, projects belong to ports, and colleagues you invite share the lot.

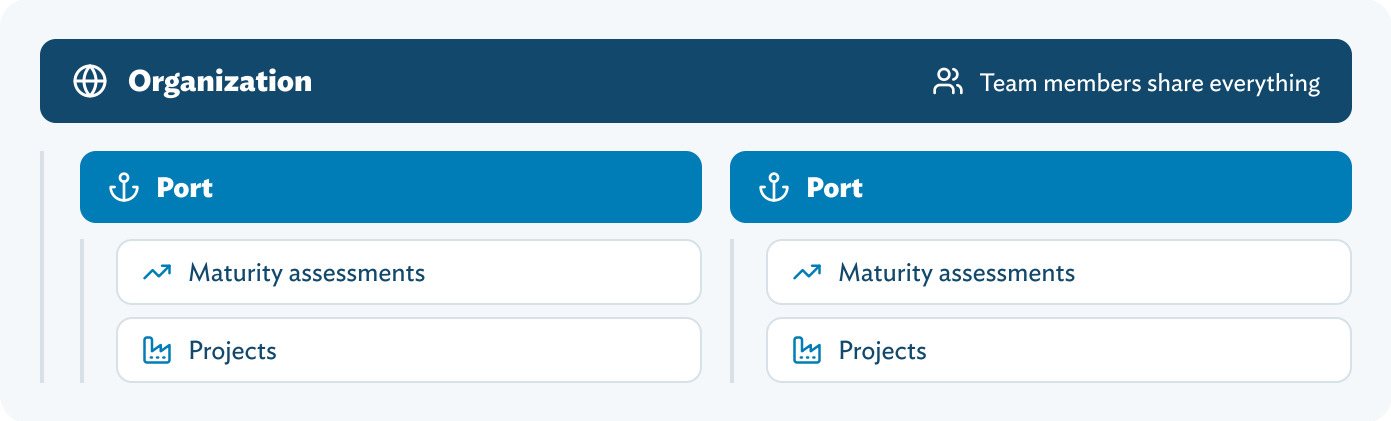


Figure 3. How your workspace fits together.

3.1 Creating it

From the home page, click **Get started**. The flow has three steps.

1

Organization

Your organization name and the country its head office is in. You also accept the ADB visibility terms here. They are a condition of use (see 3.2).

2

First port (optional)

You can add your first port straight away or skip it and do it later from the Ports page.

3

Invite team (optional)

Invite colleagues now, or later from Settings.

Your answers collect in the **So far** panel on the right as you go, so you can see what you have told it.

3.2 Organization settings

Go to **Settings**, then the **Organization** tab, to set or change:

- Organization name
- Country (head office)
- Type of organization, for example Port authority or corporation, Port or terminal operator, or Consultancy
- Number of employees

Click **Save details** when you are done.

> **ADB VISIBILITY**
>
> The same tab shows the ADB visibility record: who accepted the terms, when, and which version. As the toolkit's sponsor, ADB can see the data your organization records in the toolkit. This is a condition of use and cannot be switched off. Other organizations and users cannot see your data.

3.3 Inviting your team

Settings, then the **Team** tab. Enter a colleague's email address, choose their role and port access, and click **Send invite**.

Organization admin

Manages the organization, its team and every port. Admins always have access to all ports. Only the organisation admin can invite new users.

Editor

Edits port profiles, assessments and projects within their port access.

Viewer

Reads everything within their port access and changes nothing.

- **Port access:** leave **All ports** on (this includes ports added later), or turn it off to choose specific ports.
- Current members are listed with their name, email, role and port access. You are marked as **You**. An admin can change a member's role or port access, or remove them. Any member can leave the organization.
- Invitations that have not been accepted sit under **Pending invitations** with the date they were sent, and can be canceled.

3.4 Your own profile

Your name, email address and password sit under **Your account**, in the account menu at the bottom of the sidebar (**Profile** and **Security**). If you forget your password, use **Forgot password?** on the sign-in page and a reset code is emailed to you. Organization admins cannot reset a colleague's password.

04
Setting up a port

A port is a site your organization operates. Adding one takes twelve steps, and the last two are its first maturity assessment, so set aside about twenty minutes and have someone in the room who knows how the port actually runs.

Start from **Ports**, then **Add port**, or from **Add port** on the home page.

Your answers save as a draft as you go. Drafts are private to you and expire 24 hours after the last save, so wait for saving to finish before you leave the page. New projects and re-assessments save drafts the same way.

4.1 The twelve steps



Figure 4. The twelve setup steps, grouped.

STEP	WHAT IT ASKS	WHAT TO ENTER
1	**Port name**	Whatever the port is called day to day.
2	**Country**	Where the port is. One organization can hold ports in several countries.
3	**Port type**	One of 15 types, from container and bulk cargo to fishing harbors, offshore wind and ship repair. This choice decides which aspects and practices the toolkit offers you later.
4	**Scale of operations**	At least one of three measures, each as a band: total cargo (under 1 million to over 100 million tonnes a year), containers (under 10,000 to over 3 million TEU a year) and operating revenue (under US$5M to over US$500M a year). Choose **Not applicable** where a measure does not apply.
5	**Geography**	Inland waterway, coastal, or inland dry port.
6	**Cargo and vessels**	A short free text line: what moves through the port and what calls there.

STEP	WHAT IT ASKS	WHAT TO ENTER
7	**Resourcing**	For six functions, how each is resourced today: no assigned responsibility, add-on to another role, dedicated part time, or dedicated full time or team.
8	**Governance, mandate and coordination**	Master plan status (and the date it is valid until), environmental or climate policy status, whether a board committee has sustainability on its standing agenda, whether it sits in executive KPIs, and optionally what has stopped or delayed a project in the last three years.
9	**Monitoring and measurement**	For fourteen parameters, how each is monitored: not monitored, ad hoc, routine internal, reported externally, or independently verified. For GHG emissions, also tick which scopes are covered.
10	**Standards and certifications**	Optional. Anything the port subscribes to, for example EcoPorts (PERS), ISO 14001 or Green Marine.
11	**Assessment briefing**	A read-only page explaining the maturity assessment. Worth a minute.
12	**Maturity assessment**	The 17 questions. Section 5 covers this in full.

STEP 7 · SIX FUNCTIONS

The six functions in step 7 are environmental management; health, safety and wellbeing; climate related risk and opportunity; energy and utilities management; capital project development and delivery; and data, monitoring and reporting.

STEP 9 · FOURTEEN PARAMETERS

The fourteen parameters in step 9 are air quality, GHG emissions, energy use, water quality, water use, waste, biodiversity, noise, sediment and dredging, spills and incidents, climate risk, safety performance, human capital, and grievances.

TIP

Steps 7, 8 and 9 are the port profile. They are not scored, but they are the honest picture of what the port has to work with, and they are visible later on the port page under **Port profile**.

4.2 Review and create

The last screen shows everything you entered, with an **Edit** link beside each section and a **Change** link beside every assessment answer. Fix anything that looks wrong, then click **Create port**.

4.3 The port page

Once created, the port gets its own page with:

- Its maturity score out of 4 (for example 1.4 / 4) and its level, with the score for each of the three dimensions.
- The date it was last assessed, and a link to previous assessments.
- Port overview: country, port type, geography, scale of operations, cargo and vessels.
- Counts for projects, practices implemented, and estimated finance need (the sum of its projects' cost bands).
- Port profile: the resourcing, governance, monitoring and standards answers from setup.
- The projects running at the port, and an **Add project** button.
- **Print report**, **Re-assess maturity** and **Delete port** buttons at the top. Print report opens a port report (overview, maturity, aspect levels, projects and port profile) that you can print or save as a PDF.

4.4 The ports list

The Ports page lists every port with its maturity level, project count, geography and scale, plus totals for ports, average maturity and projects hosted. Filter by country or port type, search by name, country or cargo, expand a row for detail, or use the **Actions** menu on a row to open, re-assess or delete.

> **IMPORTANT**
>
> A port that still has projects cannot be deleted. Delete or move its projects first. Deleting a port removes its assessment history too, and cannot be undone.

05
The maturity assessment

The maturity assessment is a structured self-review of how the port manages each of the toolkit's 17 aspects. It gives a level per aspect, per dimension and overall, and its results point new projects at the aspects with the most room to improve.

5.1 How it works

- You answer 17 questions, one per screen, grouped by the three dimensions.
- Each question shows four descriptions of that aspect in practice. Pick the one that best matches how the port operates today, or mark the aspect **Not relevant**.
- Selecting a level advances you automatically. You can move back and forward freely and change any answer.
- The review screen shows every answer with a **Change** link before you save.

5.2 The four levels



None or ad hoc

Little or nothing formal is in place. Where the aspect is handled at all, it is reactive and case by case, with no documented process, oversight or assigned responsibility.

Emerging

Early foundations exist but are partial. Registers, plans or measures are incomplete, applied inconsistently or rarely reviewed, and depend on individual effort rather than systems.

Established

Practice is formalized and working. Structured processes with assigned responsibilities run on a schedule, follow recognized frameworks, and are used to guide improvement.

Advanced or integrated

Practice is embedded in management systems and strategy. It is proactive, continuously improved, independently assured, and integrated with partners and wider decision-making.

Figure 5. The four maturity levels, from none or ad hoc to advanced or integrated.

5.3 How the score is worked out

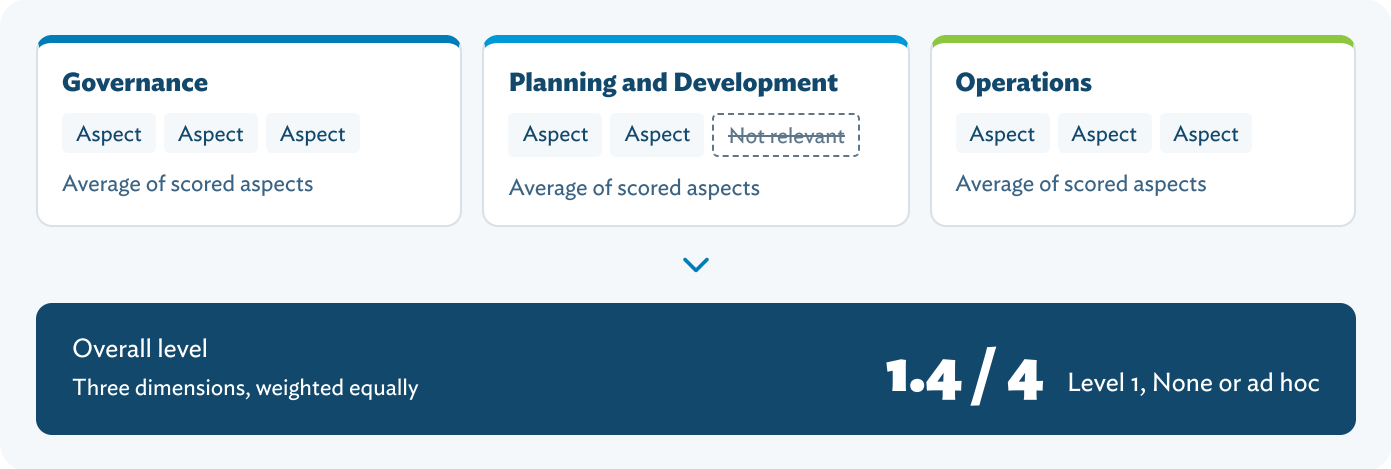


Figure 6. From aspect answers to an overall level. The score shown is the example used in this guide.

- Each dimension scores the average of its scored aspects.
- The overall level is the average across the three dimensions, weighted equally, rounded to the nearest band.
- Aspects marked **Not relevant** are excluded from the average, not counted as zero.
- The port page shows the same result two ways: a score out of 4 (for example 1.4 / 4) and the level it falls in (for example Level 1, None or ad hoc).

5.4 Working faster

The assessment supports keyboard shortcuts. Keys 1 to 4 score the current aspect, N marks it not relevant, and the arrow keys move between aspects.

1	2	3	4	Score	N	Not relevant	←	→	Move between aspects

5.5 Answering honestly

The assessment is a baseline for improvement, not a scorecard. Score the port as it operates today, not as you intend it to operate after the next project. An inflated baseline hides the gaps the toolkit is meant to surface, and you can re-assess at any time.

5.6 Re-assessing

Open the port and click **Re-assess maturity**. You get the same briefing page, then **Start the assessment**, then the same 17 questions. The new assessment is saved alongside the old one, and becomes the port's current score.

Every assessment is kept. Click **Previous assessments** on the port page, or open the **Assessments** page, to see them all: port, date assessed, score, level, and the three dimension scores. Expand a row to see the level given to each aspect. The **Actions** menu lets you re-assess or delete an assessment.

> **REMEMBER**
>
> Maturity moves only when you re-assess. Completing project work never changes a port's maturity score on its own.

06

Setting up a project



A project is a scoped improvement initiative at one of your ports. It commits to a set of practices, and its progress is measured by how many of those practices you have implemented.

Start from **Projects**, then **Add project**, or **Add project** on the port page or the home page. There are nine steps.

6.1 The nine steps

STEP	WHAT IT ASKS	WHAT TO ENTER
1	**Project name**	For example, Berth 3 shore power connection.
2	**Port**	Which port the project sits at. A project belongs to exactly one port. You can create a new port from this dropdown if you need to.
3	**Scope**	A sentence or two in plain language about what the project is building, upgrading or changing.
4	**Target completion**	A date to work towards. Progress is still scored on practices completed, never on the calendar.
5	**Estimated cost**	A band, from under US$1M to US$1B or more. The port sums its projects' bands into an estimated finance need.
6	**Drivers**	Every reason that applies: government regulation and policy, international standards and frameworks, investor or financing requirements, port user operational needs, local community expectations, corporate strategy or leadership direction, climate risk exposure, cost savings or operational efficiency, reputation or competitiveness, or Other.
7	**Governance aspects**	Which Governance aspects the project will work on, and under each, which practices it will deliver.
8	**Planning and Development aspects**	The same, for Planning and Development.
9	**Operations aspects**	The same, for Operations.

Steps 7 to 9 are the heart of it. Tick an aspect and its practices open underneath. You must select at least one practice for each aspect you tick. If a dimension has nothing relevant to this project, just click **Next**.

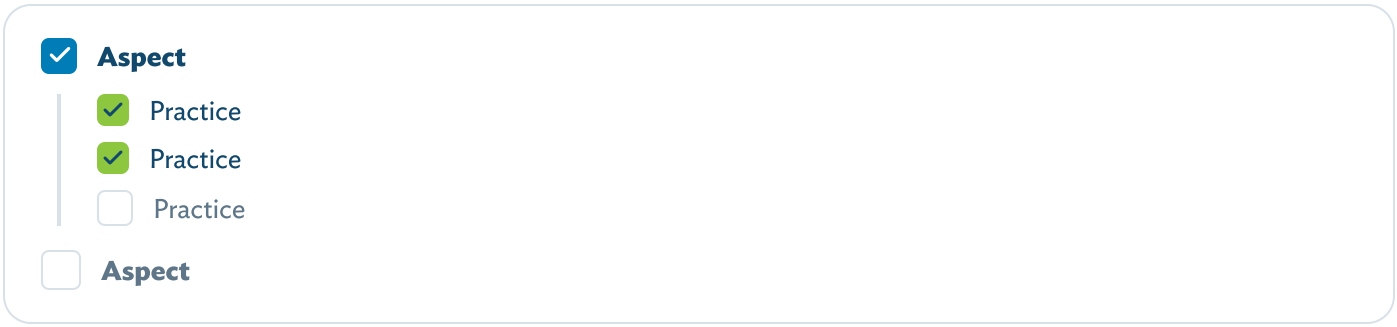


Figure 7. Ticking an aspect opens its practices. Each ticked aspect needs at least one practice.

> **NOTE**
>
> The aspects and practices offered are filtered by the port's type, so you will not see every one of the 93 practices. The **So far** panel shows how many aspects and practices you have picked as you go.

The review screen lists everything with **Edit** links. Click **Create project** when it looks right.

6.2 The project page

Each project gets a page showing:

- A progress bar across the three dimensions, how many of the 17 aspects are in scope, and the percentage complete.
- The port it belongs to, with that port's current maturity level.
- Details: scope, target completion, estimated cost and drivers.
- The aspects in scope, grouped by dimension, each showing how many of its selected practices are implemented.
- **Print report**, **Edit project** and **Delete project** buttons.

6.3 Tracking progress

1. Open the project.
2. Click an aspect card under **Aspects**.
3. Tick each practice as you implement it. The card and the project percentage update straight away.
4. Use the **Open aspect page** link on the card to open the full toolkit guidance for that aspect without losing your place. A **Back to project** link returns you.

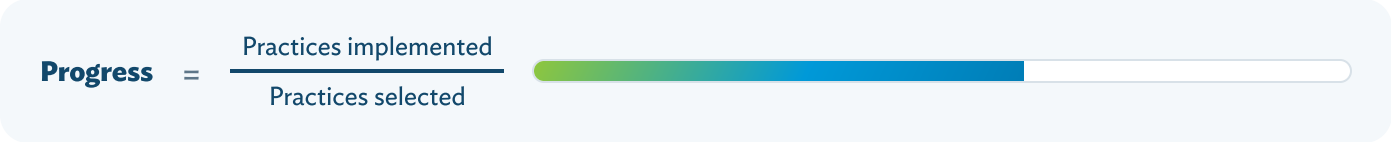


Figure 8. How project progress is calculated.

Progress is simply the practices you have implemented as a share of the practices you selected. An aspect is complete when all of its selected practices are ticked.

6.4 The projects list

The Projects page lists every project with its progress, dimensions, cost band and target date, plus totals for projects, active, completed, and practices implemented across the organization. Filter by country, port type or port, or search by name or port.

07
Putting it together

A sensible first pass through the toolkit looks like this.

STEP 1
Spend half an hour in Explore, reading the aspects that sound closest to your port's issues.

STEP 2
Set up your organization.

STEP 3
Add your port and complete its first maturity assessment honestly.

STEP 4
Look at which aspects came out at level 1 or 2. Those are where the room to improve is.

STEP 5
Read the practice pages under two or three of those aspects, and the case studies attached to them.

STEP 6
Create a project that commits to a realistic handful of those practices.

STEP 7
Tick practices off as you deliver them.

STEP 8
Re-assess the port once the work has landed, and compare the two assessments.

Figure 9. A first pass through the toolkit. Re-assessing starts the next cycle.

The toolkit gives you a structured starting point, not a finished plan. The site-specific detail, approval pathways and local requirements are still yours to add.

Quick answers

Do I need an account to read the guidance?	No. Use **I just want to explore**.
Why can't I see all 93 practices in my project?	The list is filtered by your port's type. Only the practices that apply to that type are offered.
Does finishing a project raise the port's maturity?	No. Maturity moves only when you re-assess the port.
Can a project sit at two ports?	No. A project belongs to exactly one port. Create a second project if the work spans two sites.
What if an aspect genuinely does not apply?	Mark it **Not relevant** in the assessment. It is excluded from the average rather than scored as zero.
Can I change an answer after I have saved?	Projects can be edited with **Edit project**. Port details are captured at setup, and the port page has no edit option. Assessments are snapshots: to change the score, run a new assessment.
Where do old assessments go?	Nowhere. Every one is kept on the Assessments page and under Previous assessments on the port.
Who can see my data?	The people your organization invites, limited by their role and port access, and ADB as the toolkit's sponsor. Other organizations cannot see it.