GREEN PORTS TOOLKIT

Request to adopt the Green Ports Toolkit

Business case for internal approval

To	[Name and position of the person or committee this paper goes to]
From	[Name, position]
Organization	[Port or port authority]
Date	[DD Month YYYY]
Decision sought	Approval to register and use the Green Ports Toolkit

1. WHAT IS BEING REQUESTED

Approval for [port] to register for and use the Green Ports Toolkit, an online planning and decision-support platform developed for the Asian Development Bank (ADB). There is no subscription fee and no procurement is required. What is being asked for is management endorsement and the staff time set out in Section 4. Registering also means agreeing to ADB using the port's toolkit data as described in Section 5.

2. WHAT THE TOOLKIT IS

The toolkit was developed for ADB by SESG with support from Moffatt & Nichol, funded by the ASEAN Catalytic Green Finance Facility (ACGF), an ASEAN Infrastructure Fund initiative owned by ASEAN governments and ADB. It is free and open access.

It organizes green and resilient port practice into three dimensions, 17 aspects across the port lifecycle, and more than 85 implementable practices. Each practice carries implementation guidance, enabling factors, case studies, mapped UN Sustainable Development Goals and, where applicable, alignment to the technical screening criteria of the ASEAN Taxonomy for Sustainable Finance. The port would use it to:

- score itself against the 17 aspects on a structured maturity scale, from Level 1 (none or ad hoc) to Level 4 (advanced or integrated);
- see, for any weak aspect, the practices that would lift it and the evidence behind each one;
- build a port project: a sequenced set of practices that becomes the starting point for a program of work;
- draw on case studies, guidance documents and the Green Ports webinar series in one place.

3. WHY THIS IS WORTH DOING

- It replaces opinion with a defensible baseline: a documented position across all 17 aspects rather than a general sense of how the port is performing.
- It shortens the path from ambition to a funded plan. Practices arrive with implementation guidance and SDG mapping, ready to carry into project papers and funding submissions.
- It uses the language financing partners use. The ASEAN Taxonomy alignment links a practice to the criteria used to assess sustainable finance eligibility.
- It shows movement over time. The assessment can be repeated and earlier results are retained, so progress can be shown to management and funders.
- **It puts the port's priorities in front of ADB.** Because ADB can see the port's assessment results and projects, it can identify where financing, investment or technical assistance may fit.
- The downside is contained. There is no fee and no contract, so the main exposure is the staff time in Section 4 and sharing the port's toolkit data with ADB (Section 5), and the port can stop at any point.

4. COST AND EFFORT

ITEM	COST TO THE PORT
Subscription or licence fee	None. Free and open access, funded by ADB.
Procurement or contract	Not required. Registration is completed online.
IT installation or integration	None. Browser-based, no software to install.
Staff time, initial assessment	[Indicative: half a day to a day for a first pass, plus evidence gathering. Confirm with your team.]
Staff time, ongoing	[Indicative: re-assessment annually or every two years, plus project updates.]

5. WHAT IT IS NOT, AND HOW DATA IS HANDLED

- It is not a certification or accreditation scheme. It references recognized schemes; using it does not certify the port.
- It does not replace site-specific engineering, environmental or regulatory work. The site detail, approval pathways and local requirements remain the port's own.
- It does not commit the port to any investment. Anything it identifies still goes through the port's normal approval process.
- Port data is not visible to other organizations and cannot be compared against other named organizations. It is visible to ADB, as owner of the toolkit.
- **What ADB can see:** the port's organization details, port profile, maturity assessment results and projects, including indicative cost ranges.
- **How ADB will use it:** to identify potential financing, investment, technical assistance and engagement opportunities, and to contact the port about them. Agreeing to this use is a condition of registering an account. The port is asked for this consent before it creates an account or enters any information.
- **Aggregated data:** ADB may also use aggregated or de-identified data, which does not identify the port, for sector reporting, research, presentations and improving the toolkit.
- **What not to enter:** names of individuals, confidential figures or other commercially sensitive information, including in the free-text question on project delays.
- **Closing the account:** if the port closes its account, ADB stops using its data for pipeline and engagement purposes, and the data is deleted or anonymized within 60 months. The toolkit's Privacy Policy and Terms of Use set out the full terms and should be read before registering.
- Access is by named user with assigned roles, not a shared login, so responsibility for entries is clear.
- More than one facility can sit under the same organization, and external users such as terminal operators can be invited where the port chooses.
- Content is drawn from international frameworks, standards and documented port practice, with sources cited.

6. PROPOSED NEXT STEPS

STEP	OWNER	BY
Register the port and nominate an administrator (including agreeing to the Terms of Use, Privacy Policy and ADB data-use consent)	[Name]	[Date]
Complete the aspect-level maturity assessment	[Name]	[Date]
Report the results and priority aspects to [management or board]	[Name]	[Date]
Build the first port project from those priority aspects	[Name]	[Date]
Re-assess and report progress	[Name]	[Annual]

Approval

	NAME	POSITION	SIGNATURE	DATE
Prepared by	[Name]	[Position]		
Reviewed by	[Name]	[Position]		
Approved by	[Name]	[Position]		