Finance for Biodiversity							
Engagement	More and more financial institutions are starting to engage with companies on biodiversity. This document provides templates for setting up a biodiversity engagement and for tracking and following up on engagement actions.						
templates	Annex to the Guide on Engagement with companies This document serves as an annex to chapter 2 of the Guide on Engagement with companies. The templates in the next two sheets correspond to tables 2 and 3 in the Guide.						
Annex 2 to the Guide on	Two templates to plan, structure, and perform engagement We propose two templates for planning, structuring, and performing engagement and following up on progress. The indicate relevant steps to take and information to gather to ensure successful engagement execution. The first template can be used when setting up an engagement. It structures the documentation of 1) general information on the issuer and the biodiversity challenge, 2) engagement objectives, targets and indicators, and 3) contacts with the issuer, thus facilitating monitoring of progress and reporting on actions taken.						
Engagement with companies Finance for Biodiversity							
	The second template helps to structure the actions taken, the issuer's / client's responses to the requests and the follow-up steps (to be) taken. At each stage of the engagement (every round of engagement) the second template should be updated. This will allow tracking engagement impact and results in relation to the engagement and						
Weblink to Engagement with companies Guide	investment timelines. Such follow-up against the engagement timeline will also help to identify an adequate moment to pass to an escalation tactics, which in some cases will be a real turning point for an engagement to be successful and to reach the targets set.						
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1. Setting up an engagement

General information		Biodiversity challen	ge	Objectives, targets, and indicators					Planning and documentation of contact with the issuer					
				Objectives	Targets	Sub-targets	Progress indicators		Stage in engagement First contact, Issuer response, follow up	Date of contact	Call, letter,	Engagement lead Persons responsible for performing engagement	Issuer representative Title, role, contact details	Outcome Content or nature of discussion, such as recognition of issue, sharing of relevant information, actions initiated, issue resolved/ remediated, target met etc.
Issuer identifier <i>Name etc.</i>		Overall goal	E.g., mitigate negative impacts, manage risks, promote positive solutions	E.g., Systematically prevent pollution discharge of waste to air, water and soil	a) E.g., Establish a waste management system	a.1) E.g., Identify and classify all sources of waste, map current waste-management practices, and assess impacts on air, water and soil.			E.g. First contact					
Exposure Financial or business exposure to an issuer		Reason for making contact	E.g., Incident, transformation opportunity, lack of commitment, management, or disclosure			a.2) Set up processes for management, review, incident reporting, and associated responsibilities.			E.g. Second contact					
Influence potential Share of capital/votes etc.		Relevant biodiversity challenge(s)	E.g., Deforestation, pollution, soil productivity											
Sector Industry, GICS		Materiality Issuer-specific exposure – direct & indirect, apparent business impacts as well as investment implications												
Country Issuer domicile, location of operations, project, issue		Current state of management Issuer-specific level of awareness, preparedness & measures at place to manage issue												
Performance Criterion used by investor to identify needs of action and prioritise engagement, e.g. ESG/biodiversity performance, sector ranking, etc.														

2. Tracking engagement actions

Progress overview and results									Investment / financing decision					
Key	Respons	Date	Quality of	Timeline	Next steps	Objective	Impact	Decisions	Escalatio	Date of	Issues to	Post-		
requests In relation to target	e/effect		response Satisfactory or not related to target	Expected or agreed	Next call, new publication, etc.	reached Separate sign off for each stage of the engagement	Actual output on ground,	made based on outcome of engagemen t activities Sell, maintain, close or continue engagement, etc.	n	next action Validity of decision, follow-up meeting	raise in the next phases of engagemen t vs key engagement asks	engagemen		