Action Plan for the improvement of the ESMS at ABC-Bank

First draft /08.12.2017/Ben

Action issue	Description	Responsible	Until	Indicator	Status
Human ressources	Hire suitable E&S expert	James	Jan 5, 2018	Signed contract and TOR	On track
Action plan	To jointly agree on present action plan and give go ahead to ABC-BANK	MD	Jan 22, 2018		Not yet due
ESMS	Prepare draft procedures	Ben	Jan 15, 2018	Draft procedure	On track
	Comments on procedures	ABC-BANK, Lenders	Feb 1, 2018	Comments on draft procedures	Not yet due
	Prepare final procedures	E&S Expert assisted by Ben	Feb 28, 2018	Final procedures	Not yet due
	Present final procedures to staff	E&S expert	Mar 15, 2018		Not yet due

Action issue	Description	Responsible	Until	Indicator	Status
ESMS trial test	Provide relevant information on new category A projects (ESIA studies, certificates, etc) to Ben	E&S Expert	Whenever such projects occur	ESIA studies and other relevant information	Not yet due
	Provide input to E&S due diligence of category A projects	Ben	Whenever such projects occur,		Not yet due
	Provide full E&S due diligence documentation for at 3 projects to lender (including contract clauses, E&S memo, action plans if applicable)	E&S Expert	Whenever such projects occur	Documentation	Not yet due
	Lender to comment on the due diligence documentation	Lender, E&S expert	3 weeks after submission	Email or conference call	Not yet due
	Joint site visit of category A project	Ben, E&S Expert	Whenever such project occurs	Back to office report	Not yet due

Action issue	Description	Responsible	Until	Indicator	Status
Exclusion list / list of sectors with restrictions	Prepare a consolidated exclusion list and a list of sectors with investor restrictions	E&S expert	Feb 28, 2018	Consolidated exclusion list and sector list	Not yet due
E&S policy	Suggest E&S policy	Ben	Jan 15, 2018	Draft policy	On track
	Sign E&S policy	James	Feb 28, 2018	Final policy	Not yet due
Disclosure	Install a public disclosure and grievance mechanism on website based on IFC specifications	ABC-BANK assisted by Ben	Before next cat A investment	Website	Not yet due
E&S Advisory Committee	Suggesting the ToR of an E&S advisory committee	Ben, E&S Expert	Feb 28, 2018	ToR	Not yet due
	Set up an E&S advisory committee comprising experts from DFI and non-DFI investors	James, assisted by Ben	Before next cat A investment	First Conference Call	Not yet due

Action issue	Description	Responsible	Until	Indicator	Status
Training	Introductory training on IFC PS	Ben	Dec 8, 2018		Completed
	Coaching of E&S expert	Ben, E&S Expert	Ongoing until December 2018		Ongoing
	Full day IFC PS training to staff	E&S expert	March 2018		Not yet due
Portfolio Overview	Prepare a portfolio analysis / overview in a given format (with the help of categorization tool)	E&S Expert	March 2018	Constant portfolio overview	Ongoing