

ASIAN DEVELOPMENT BANK

THE PUBLIC COMMUNICATIONS POLICY OF THE ASIAN DEVELOPMENT BANK *Disclosure and Exchange of Information*

Public Communications Policy Review 2010 CONSULTATION DRAFT

June 2010

This is the first consultation draft of the Public Communications Policy. The contents herein do not necessarily reflect the views the Asian Development Bank's Board of Governors or the governments they represent. Use of the term "country" does not imply any judgment by the Asian Development Bank as to the legal or other status of any territorial entity.

ABBREVIATIONS

ADB	-	Asian Development Bank
ADF	-	Asian Development Fund
AfDB	-	African Development Bank
CPS	-	country partnership strategy
CRP	-	Compliance Review Panel
DEC	-	Development Effectiveness Committee
DER	-	Department of External Relations
DMC	-	developing member country
DMF	-	design and monitoring framework
EBRD	-	European Bank for Reconstruction and Development
EARF	-	environmental assessment and review framework
EIA	-	environmental impact assessment
EIB	-	European Investment Bank
EU	-	European Union
IBRD	-	International Bank for Reconstruction and Development
IDB	-	Inter-American Development Bank
IED	-	Independent Evaluation Department
IEE	-	initial environmental examination
IFC	-	International Finance Corporation
IMF	-	International Monetary Fund
InfoUnit	-	Public Information and Disclosure Unit
IPP	-	indigenous peoples plan
MDB	-	multilateral development bank
MIGA	-	Multilateral Investment Guarantee Agency
NGO	-	nongovernment organization
OAI	-	Office of Anticorruption and Integrity
PAM	-	project administration manual
PDAC	-	Public Disclosure Advisory Committee
PID	-	project information document
RCS	-	regional cooperation strategy
RRP	-	report and recommendation of the President
SPF	-	Special Project Facilitator
TA	-	technical assistance
UNDP	-	United Nations Development Programme

DEFINITIONS

“affected people” means people who may be beneficially or adversely affected by a project or program assisted by the Asian Development Bank (ADB)

“appraisal” means the appraisal mission or its equivalent, or if those are not required, the management review meeting or its equivalent.

“Board” unless specified otherwise, refers to ADB’s Board of Directors.

"borrower", when applied to a sovereign project, means a recipient of ADB assistance.

"client", when applied to a nonsovereign project, means the borrower, guarantee beneficiary, fund manager, investee, or similar entity to which ADB lends, guarantees, or in which it invests.

“completion” of a document means preparation up to and including the stage at which it meets the requirements of the ADB department responsible for its preparation.

“confidential business information” means information covered by an effective confidentiality agreement or nondisclosure agreement that ADB enters into with clients, advisors, consultants, and other related parties.

“final report” means a report (i) formally submitted to ADB as a final report; (ii) that ADB has determined to be of sufficient quality to be used in preparing an ADB-assisted project or program; and (iii) that requires no further changes.

“historical information” means information concerning ADB-assisted projects, policies, strategies, and general operations for which 20 years, from the date of issuance, have passed.

"knowledge product" refers to thematic and sector analysis and assessment which will inform the preparation of the country partnership strategy or the regional cooperation strategy, including updates to such knowledge product.

"nonsovereign project" means any project financed by a loan, guarantee, equity investment, or other financing arrangement that is (i) not guaranteed by a sovereign or a government; or (ii) guaranteed by a sovereign or a government under terms that do not allow ADB, upon default by the guarantor, to accelerate, suspend, or cancel any other loan or guarantee between ADB and the related sovereign.

“project” covers all ADB-financed and/or ADB-administered programs and projects, including technical assistance, and their components regardless of the source of financing.

"sovereign" means the State of the relevant member.

"sovereign project" means any project financed by a loan, grant, or other financing arrangement that is (i) extended to a sovereign; or (ii) guaranteed by a sovereign.

“upon” approval, circulation, completion, endorsement, discussion, issuance, or submission, means as soon as is reasonably practical, and no later than 2 weeks (14 calendar days) following the date of approval, circulation, completion, endorsement, discussion, issuance, or submission.

NOTE

The Public Communications Policy uses future tense (“will”) to indicate ADB’s intention to carry out certain tasks or activities, and mandatory future tense (“shall”) to indicate ADB’s compliance reviewable obligations.

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I. BACKGROUND

1. On 22 April 2005, the Asian Development Bank's (ADB) Board of Directors approved the Public Communications Policy (the Policy), which took effect on 1 September 2005. According to paragraph 166 of the Policy, ADB shall conduct a comprehensive review within 5 years from the effective date of the Policy. In February 2010, ADB launched the review. The purpose of the review is to assess the effectivity of the implementation of the strategy outlined in the Policy, comprising proactive external relations and improved access to information, towards the Policy's objectives, and to recommend, if necessary, changes to the current policy. Lessons learned show that the Policy has been effective. Issues that have been raised are mostly linked to implementation. It is expected that the review will bring clarifications, alignments, and revisions that would improve the Policy's effectiveness.

2. A steering committee was constituted in January 2010 to oversee the review process. The committee comprises the Managing Director General (serving as chair), the General Counsel, The Secretary, Directors General of the Strategy and Policy Department, Private Sector Operations Department, Central and West Asia Regional Department, Regional and Sustainable Development Department, and the Principal Director, Department of External Relations. One international consultant and one national consultant were engaged to assist in the process.

3. If approved by the Board of Directors, the final policy paper will supersede the Public Communications Policy approved in 2005. This first draft consultation paper is organized as follows: Section II describes recent global trends in public access to information, including at other multilateral development banks (MDBs). Section III assesses the Policy's implementation and Section IV articulates proposed changes. Section V articulates the Policy, and Section VI outlines the strategy for implementing the Policy, including external outreach, information and documents to be proactively disclosed and exceptions to disclosure. Section VII describes the implementation arrangements. Lastly, Section VIII relates to compliance review. Staffing and resource implications and ADB's performance assessment framework for the Policy will be added in the second draft of the Policy.

II. RECENT GLOBAL TRENDS IN PUBLIC ACCESS TO INFORMATION

4. Freedom of information, including the right to access information held by public bodies, has long been recognized in constitutions and access to information laws in many countries. It is also considered a fundamental human right, protected under international and constitutional law. The 1990s saw many governments approve landmark laws guaranteeing their citizens the right of access to government information. This freedom of information movement has carried over into the new millennium, as more than 80 countries have adopted legislation on freedom of information. Public expectations about the range, type, and delivery of information provided by institutions in the public, private, and nonprofit sectors have risen since ADB adopted its Policy and there is now a better understanding about transparency, and best practices for achieving it. The cost and effectiveness of development programs are also now being scrutinized more closely.

5. Most MDBs have recently revised or are currently reviewing their information disclosure policies, including the European Bank for Reconstruction and Development (EBRD), the Inter-American Development Bank (IDB), the International Monetary Fund (IMF), the International Finance Corporation (IFC), and the World Bank (Appendix 1 features a survey of information disclosure at other MDBs). New policies, adopted as well as proposed, share many common

characteristics and features. In particular, these policies are based on a presumption in favor of disclosure, and the principle of maximum access to information, subject to clear and narrow exceptions to making information available to the public. These policies also contain clear disclosure procedures and a complaint mechanism.

6. In the field of external relations, ADB's comparator organizations have undertaken proactive media outreach and public relations work in recent years. As a consequence, their international profile has been raised and their reputation enhanced in many sectors. However, ADB is the only MDB that combines in a single Policy external relations and information disclosure. By doing this, ADB recognized that proactive external relations and improved disclosure are mutually supportive, and made a significant step toward improving awareness and understanding of, and trust in, ADB, while expanding the range of publicly available documents covering both its sovereign and nonsovereign projects. Distinct but overlapping, external outreach and information disclosure have both contributed to making information about ADB's work and development knowledge available to target audiences to enhance development effectiveness and increase public trust in ADB.

III. ADB'S EXPERIENCE IN PUBLIC COMMUNICATIONS

A. Overview of the Policy

7. Transparency is pivotal to accountability and the foundation of the Policy. The overall objective of the Policy is to enhance stakeholder's trust and ability to engage with ADB. To ensure ADB's operations have greater development impact, the Policy promotes awareness and understanding of ADB and its operations, primarily through enhanced external relations activities and relationship-building with decision-makers and opinion-leaders in developing member countries (DMCs) and donor countries. The Policy also recognizes the right of people to seek and receive information about ADB operations. It supports knowledge sharing and enables participatory development or two-way communications with affected people. It is based on a presumption in favor of disclosure, unless there is a compelling reason for non-disclosure, as full disclosure is not always possible for legal and practical reasons. It commits ADB to proactively disclose institutional, financial, and project-related information on its website, following strict time limits and also provides a good response-handling mechanism and a complaints mechanism.

B. Assessment of Implementation of the Policy

8. Since 2005, ADB has monitored the implementation of the Policy and published four annual assessment reports.¹ These detailed assessments indicate that ADB has achieved good progress in adhering to the provisions of the Policy, in promoting recognition and transparency, and in making more information available to a wide range of stakeholders.

1. External Relations

9. The strategy outlined in the Policy calls for proactive external relations. Management leadership and motivation are highlighted as the key to success. The strategy calls for continued relationship building with DMCs and enhanced outreach to constituencies in donor countries. It identifies the prerequisites for ADB to expand its external relations and raise its public profile,

¹ See <http://www.adb.org/Disclosure/default.asp#annual>

outlines approaches to reaching target audiences, identifies ADB's key communicators, and lays out the necessary organizational changes.

10. Internal and external reviews have generally found that ADB has increased recognition and transparency through its external relations efforts since the approval of the Policy. This is confirmed by a steady increase in outreach, media attention, and web traffic statistics. ADB has committed to monitoring every 3 years external perceptions on ADB. According to the findings of the global 2006 and 2009 ADB stakeholders' perceptions surveys, in general, stakeholders and opinion leaders have a positive view of ADB and see it as having a strong impact on development in the region. ADB is also perceived to be highly reliable, trustworthy, and competent. A majority of respondents feel ADB communicates well and is doing a good job in responding to information requests. However a minority continues to feel that ADB does not communicate its mission well. This suggests scope for improving ADB communications in general.

11. Implementation of the Policy has been supported by aligning ADB's organization with the Policy's strategy on external relations. Management played a critical role in promoting a corporate environment that was more conducive to proactive external relations. To enhance the capacity to engage in effective communications, the Office of External Relations was upgraded to the Department of External Relations (DER) and placed directly under the President. At the same time, the representative offices in Frankfurt, Tokyo, and Washington, DC were integrated into DER to ensure well-coordinated approaches to external relations. ADB allocated additional resources for external relations. Since 2005, seven external relations national officer positions were created at the field offices to support proactive external relations.

12. **Prerequisites for Success.** The Policy identifies six prerequisites for successful external relations. Internal reviews and available information suggest that these prerequisites have generally been met. Progress has been achieved in many fronts since 2005. As an example, internal communication has been significantly enhanced, with regular staff meeting with Management and greater use of the intranet to facilitate knowledge sharing.

13. **Leadership and Motivation.** The strategy highlights Management's critical role in raising ADB's public profile. Since the Policy's approval, Management and senior staff engaged actively with external audiences through speaking events, presentations, and meetings, thus firmly positioning ADB as a leader on development issues in the global development arena. Increasingly, ADB Management has been invited to speak at prestigious global forums.

14. **Target Audiences and Approaches to Reaching Them.** The strategy urges ADB to build relationships with target audiences through Management and senior staff, ADB's operational departments, resident missions, and representative offices. The strategy provides for building ADB's external relations capacity in DMCs. Since 2005, ADB reinforced staff's skills development for external relations. In particular, ADB has conducted annual training workshops for external relations staff in field offices. The strategy emphasizes reaching out to audiences in donor countries and calls for intensified relationships with top-tier media given their level of influence on opinion leaders' perceptions. It has led to a continued expansion of media coverage. Over the past 5 years, ADB has gradually increased its presence in top-tier and regional media through a range of media relations activities such as issuance of news releases, interviews, press conferences, press tours, placement of opinion-editorials, editorials, web, and multimedia products.

15. **Key communicators.** The strategy emphasizes the importance of ADB's key communicators' engaging with target audiences through speeches at high-level forums and interviews with the media to make ADB more open, accountable, better recognized, and more highly respected in the region. ADB has developed continuous efforts to identify and pitch interview opportunities with top-tier media for Management and senior staff, including country directors or experts among ADB staff. Continuous capacity building remains necessary to strengthen ADB key communicators' media and presentation skills.

16. Overall, the Policy has provided the framework by which ADB can achieve recognition and visibility. However, the important role of ADB publications as a conduit for information and knowledge on development issues in Asia and the Pacific, and the major role of the ADB website in supporting public communications need to be stressed in the Policy. In general, efforts should be strengthened to gain additional public understanding and support for ADB's role, objectives, and operations.

2. Information Disclosure

17. The Policy establishes the disclosure requirements for documents ADB produces or requires to be produced. These requirements are progressive and forward-looking. The Policy has been generally well received by external stakeholders and understood by ADB staff. In the 2007 *Global Accountability Report* published by One World Trust, ADB received a score of 100% on transparency "good practice."

18. Progress has been notable in the years since the Policy took effect. In general, ADB's institutional and project-related information has been made available to stakeholders and the public to a greater extent, proactively and on request.

19. Most of the information required to be posted on the ADB website is now available. Project-related information disclosed on the ADB website has increased from about 900 documents in 2005 to about 2,000 in 2009. Accessibility to information on the ADB website has also increased. In addition, from September 2005 to December 2009, ADB tracked and processed almost 5,000 external requests for information and documents. Only 5% of these requests were denied—the largest category of denials being for pricing supplements for bond deals. ADB also cleared and disclosed many documents created before 2005. However, efforts need to be continued to meet the Policy's target of 100% compliance with disclosure requirements, which has yet to be achieved. For instance, not all required project summaries have been posted on the ADB website or updated as required and the level of completeness of the data fields still needs to be further improved.

20. To support implementation of the Policy's disclosure rules, ADB allocated additional resources for new staff positions, regular training, and developing a translation framework. The Policy was translated into 12 languages and disseminated widely. In July 2005, the Public Information and Disclosure Unit (InfoUnit), comprising one professional staff, one national officer, and one administrative staff, was established in DER to monitor implementation of the Policy, and provide services, products, and tools to ADB staff to fulfill the disclosure requirements. The InfoUnit is now recognized as ADB's hub for all disclosure-related matters.

21. Since 2005, ADB has conducted numerous briefings and awareness-raising missions to help ADB staff and other relevant stakeholders understand the disclosure requirements under the Policy. In addition, tools to aid operations staff to plan and manage project documents for public disclosure have been established and continuously enhanced. Internal monitoring reports

have been developed to enable operational departments to monitor disclosure compliance on their own. These tools efficiently prompted project staff to complete their disclosure requirements.

22. The Policy has brought about considerable change in ADB. Most importantly, through Management's visible leadership, ADB today has a culture that is much more conducive to proactive communications with stakeholders. Overall, staff have generally recognized the many benefits of transparency and are more open, amenable, and conscious to disclose. The primary reason for lack of full compliance is due to the need to devote more staff time and efforts in completing the disclosure requirements.

23. Because of resource constraints, support by DER to project communications planning with affected people and other interested stakeholders during project implementation has generally been limited to high risk projects. In accordance with the requirements set out in the Policy, communications plans for projects likely to generate a high level of public interest should be given higher priority.

24. Finally, ADB's public information centers and depository library program have been reviewed and procedures streamlined to improve access to information on ADB in Asia and the Pacific. In particular, in 2009, ADB upgraded selected depository libraries to multidonor public information centers, in addition to opening new multidonor public information centers to improve the visibility and accessibility of its knowledge products.

25. Overall, ADB has successfully implemented a presumption in favor of disclosure. Disclosure compliance, including timeliness of disclosure and handling of external requests, has improved continuously.

IV. PROPOSED CHANGES

26. ADB recognizes that in the interest of its stakeholders and the public, and to be at par with its comparator institutions, it must continue to demonstrate openness and transparency in its operations. ADB further recognizes that effective external relations, proactive disclosure of information and communications with affected people and other interested individuals or organizations will ultimately lead to better and more sustainable projects and support ADB's development effectiveness. On the basis of the above assessment of the Policy's implementation, it can be concluded that the Public Communications Policy is an effective policy that has generally been implemented as intended. The policy review will further provide clarifications, update information, align itself with ADB's new business processes, consider international best practices, and introduce changes to make the Policy more effective.

27. On Output (i)—proactive external relations—the main revisions in the proposed draft Policy include: (i) updating the external relations strategy to reflect its important role to support the implementation of ADB's long-term strategic framework,² and progress made by ADB in areas such as publishing, web and multimedia, outreach by Management and spokespersons, and internal communications; and (ii) reflecting significant changes in communications technologies since 2005 (i.e., social media) and channels and tools to engage with ADB target audiences; and (iii) reviewing the external relations output targets set forth in the Policy (revised targets/indicators to be provided in the second draft of the Policy).

² ADB. 2008. *Strategy 2020: The Long-Term Strategic Framework of the Asian Development Bank 2008–2020*. Manila.

28. On Output (ii)—improved access to information about ADB operations—the main revisions in the proposed Policy include: (i) updating the list of documents that shall be proactively disclosed (as some documents mentioned in the current Policy have changed name or no longer exist); and (ii) reflecting new disclosure rules articulated in ADB's policies, strategies and Operations Manual sections approved after September 2005. In particular, the Policy will align with the safeguard disclosure provisions of the Safeguard Policy Statement (2009). Similarly, the Policy will reflect other relevant changes in ADB business processes (i.e., technical assistance, nonsovereign operations and streamlined business processes). The definitions section will be revised accordingly.

29. Other changes have been included in the proposed draft to improve the Policy's effectiveness and to reflect ADB's practices. For example, the timing of public disclosure of policy or strategy papers has been de-linked from the disclosure of their respective chair's summary to avoid unnecessary delays in posting on the ADB's website a policy or strategy paper that has been approved by the Board of Directors. Similarly, some provisions in the exceptions section and implementation arrangements have been revised to be more consistent with ADB presumption in favor of disclosure or to reflect current practices. In addition, language has been clarified and improved.

30. The draft Policy detailed below is subject to further revisions based on consultations. If approved by the Board of Directors, the final policy paper will supersede the Public Communications Policy approved on 25 April 2005.

V. THE POLICY

31. The Policy aims to enhance stakeholders' trust in and ability to engage with ADB. To ensure ADB's operations have greater development impact, the Policy promotes

- awareness and understanding of ADB activities, policies, strategies, objectives, and results among ADB's constituents, other stakeholders, and the general public;
- sharing and exchange of development knowledge and lessons learned, so as to provide fresh and innovative perspectives on development issues;
- participatory development, ensuring a greater two-way flow of information between ADB and its stakeholders, including affected people, women, poor, and other disadvantaged or marginalized groups; and
- transparency and accountability in ADB operations.

32. To this end, ADB shall proactively share its knowledge and information about its work, its views, and its opinions with stakeholders and the public at large. ADB shall also disclose information in response to individual requests for information. In the absence of a compelling reason for confidentiality, there shall be a presumption in favor of disclosure of information.

33. ADB recognizes that transparency not only enhances development effectiveness, but also increases public trust in the institution. ADB shall seek to be a positive example of transparency, and to act in a way that is consistent with the advice it provides to members on transparency issues.

34. ADB also recognizes the great importance of country ownership of the activities it supports in developing member countries. The views and interests of these developing member countries shall, therefore, be respected when the Policy is implemented.

35. ADB recognizes the right of people to seek, receive, and impart information and ideas about ADB-assisted activities. ADB shall provide information in a timely, clear, and relevant manner so it can communicate with, listen to, and consider feedback from its stakeholders. ADB shall share information with affected people early enough for them to provide meaningful inputs into the project design and implementation.

36. To improve performance by learning from its past experiences, ADB shall report failures and disappointments as well as successes. ADB shall not withhold information just because it is negative. ADB shall encourage constructive debate and dialogue on policies and operations. As a public institution, ADB shall be publicly accountable.

37. ADB shall not selectively disclose information; people will have equal access to the information that ADB makes available under the Policy according to the terms of the policy, strategy, and implementation arrangements.

38. ADB shall seek to enhance the understanding of its members, civil society organizations, businesses, media, academic institutions, development partners, and the general public about its role in poverty reduction in Asia.

39. Full disclosure is not always possible for legal and practical reasons. For example, ADB needs to explore ideas, share information, hold frank discussions internally and with its members, and consider the special requirements of its private sector operations. ADB shall safeguard the privacy of its staff and protect nonpublic business information of itself, private sector sponsors, and clients. However, exceptions are limited, and ADB shall disclose all information it produces unless such information falls within the exceptions set out in paragraphs 136, 138, and 140 of the Policy.

40. Unless restricted by other provisions in the Policy, documents submitted to the Board for information shall be disclosed no later than upon circulation to the Board, and documents submitted to the Board for consideration shall be disclosed no later than upon approval or endorsement by the Board.

41. ADB shall implement the general principles set out in the Policy through the strategy outlined below. The strategy indicates the information ADB shall proactively make publicly available and indicates certain instances where information shall be made available on request or shall not be made available without the consent of ADB.

42. In the event of any conflict between the disclosure provisions (but not other provisions) of the Policy, and any other Board-approved policy, the disclosure provisions of the Policy shall prevail.

VI. THE STRATEGY

43. To achieve the Policy objectives, this strategy is designed to deliver two specific outputs:

- (i) proactive external relations, and
- (ii) improved access to information about ADB operations.

44. The strategy comprises two separate but complementary components: external relations and disclosure of information. External relations will primarily focus on building strong partnerships with stakeholders in order to position ADB as the leading voice on development

and inclusive growth in Asia and the Pacific region [output (i)]. Disclosure of information will aim to strengthen partnerships, particularly with people and organizations with direct operational and business links to ADB [output (ii)].

A. External Relations

45. ADB will strengthen its external relations strategy by reaching out to key stakeholders using multiple channels of communications. This will make ADB's mission, policies and operations widely known and understood, including its long-term strategic framework to promote development and inclusive growth and fight poverty. In particular, ADB will

- (i) disseminate and promote ADB's knowledge products using a variety of information and communications channels, including mass media, online media, website, publications, multimedia, special events and Management speaking and outreach programs.
- (ii) strengthen relationships with media and raise ADB's profile in top-tier, regional and local media in member countries.
- (iii) Strengthen strategic communications to ensure a professional external relations strategy that meets constantly changing audience needs and expectations.
- (iv) Strengthen internal communications and capacity building activities at headquarters and field offices to raise awareness about and improve the skills of ADB staff in supporting the implementation of the external relations strategy.

1. Role of Leadership

46. A strong, highly visible commitment to strengthening external relations by each member of ADB Management is critical. As ADB's key communicators, members of Management will actively participate in external relations activities, and establish strong relationships with ADB's primary audiences, including decision makers and opinion leaders in donor and borrowing countries.

47. ADB Management will lead communications efforts. It is imperative that Management encourage all staff to participate actively in external relations. Management will ensure that all staff understand that the public explanation of their work should be a priority. Management will strengthen its communications with staff, and share views with, and seek feedback from staff at all levels. Staff must continue to engage in external relations activities and help raise ADB's profile. Country Directors and Resident Directors General must lead external relations activities in their respective field offices.

2. Target Audiences

48. ADB works with and seeks to influence a broad range of audiences in developing member countries as well as non-borrowing member countries. While each of these audiences is important and can contribute to its effectiveness, given limited resources, ADB's external relations strategy has to identify and target key opinion makers who will have greater influence in shaping public perceptions of ADB's work. Bearing in mind that audience demographics and influence will change over time, broad categories of audiences that ADB will have to engage will include governments, media, civil society, and academia. Strong relationships with decision makers and opinion leaders in these countries are critical if ADB is to achieve its long-term goals.

49. Resident missions and representative offices will play a key role in developing and maintaining stakeholder relationships. Country Directors and Resident Directors General will lead efforts to build and strengthen relationships with key audiences while monitoring their opinions about and attitudes toward ADB's mission, policies, programs, and projects.

50. Strengthening relationships with audiences in DMCs will remain the responsibility of ADB's operations departments—which will be the contact points for affected people and will build partnerships with civil society organizations directly involved in and concerned with specific operations. The NGO and Civil Society Center will establish and maintain relationships with civil society in general.

3. Approaches to Reaching Target Audiences

51. To promote two-way communications and constructive dialogue with stakeholders, ADB's external relations strategy will tap multiple channels and tools to reach out to key stakeholders, such as online, mainstreamed and social media; videos, photos, and multimedia; ADB website; ADB's publications; and translation of awareness-raising material on ADB in national languages.

52. ADB will strive to maintain a high-level of media exposure in top-tier, regional and local media through a proactive media relations strategy to maximize media coverage of ADB's mission, policies and operations, including Strategy 2020 and knowledge products.

53. ADB will leverage on a wide range of media comprising print and broadcast media, online media as emerging or new media, including social media, to extend its reach and influence public opinion in member countries. It will pursue a coordinated messaging strategy that is also tailored for specific cultural settings at country levels.

54. Management and staff will continue to promote ADB's work, key messages, and research and knowledge products at conferences, seminars, and other external and internal events.

55. The public website (www.adb.org) is ADB's primary information channel to its worldwide audiences. ADB will post as much information as possible regarding ADB and its operations on its external website.

56. Sharing and exchanging development knowledge and information fosters innovative perspectives on development issues. ADB will strengthen its publishing program to promote its development knowledge and information and disseminate them to the widest possible audience. ADB's publishing program will strive to have impact on stakeholders' thinking about important development issues. It will continue to promote the sharing of its knowledge and information through print and electronic media using various channels to reach the widest audience possible. ADB will ensure that new technologies and best practices are incorporated into its publishing program. Partnership will be strengthened with copublishers or other entities that provide expertise while enhancing the profile and prestige of ADB knowledge and information.

57. ADB will explore possible ways to expand, under the ADB Translation Framework,³ the extent of translated documents and material for outreach purposes in DMC languages. ADB will continue to share its main knowledge products through the ADB depository and regional library

³ ADB. 2007. *Translation Framework*. Manila.

program and will increase the number of partnerships in multidonor development information centers to improve the visibility and accessibility of ADB publications and information on ADB operations.

58. Strategic communications will play an increasingly important role in ADB's external relations strategy. Identifying opportunities to share information about ADB activities through the media, organizing outreach and special events, implementing robust issues and crisis communications plans and providing communications support for sensitive and innovative projects are among the activities that will be strengthened.

59. ADB will obtain regular feedback on public perceptions of ADB's work through regular opinion surveys such as the triennial perceptions survey. It will also use various formal and informal feedback channels to gauge the perceptions about ADB's mission, policies, programs and projects from key stakeholders and opinion leaders in its member countries.

60. ADB will strengthen internal communications as a prerequisite for effective operations and external communications. Management will also use multiple internal communications approaches ranging from face-to face meetings, briefings, focus group discussions, and town hall dialogue sessions to online platforms, such as ADB's intranet portal, and email communications to promote increased knowledge, understanding and support from staff for external relations initiatives.

4. Spokespersons and Communicators

61. Given the limited resources available for external outreach, ADB must clearly identify its key communicators, who will act as spokespersons for the Bank, and the specific audiences they will target. The President, Vice Presidents, Managing Director General, and Chief Economist will be ADB's most visible communicators. They will lead efforts to raise ADB's international profile.

62. Heads of departments and offices including Country Directors and Resident Directors General will also lead efforts to actively communicate programs and projects with external audiences in their respective regions or countries.

63. In addition, thematic/sector experts among ADB staff will engage the media to help raise ADB's profile and promote knowledge products in their areas of specialization.

5. Capacity Building and Development

64. ADB will build the capacity of spokespersons and key communicators at headquarters and field offices for effective external relations. Given the crucial influence of media in shaping public opinion toward ADB, media training for key communicators will be given emphasis.

B. Disclosure of Information

65. The Policy establishes the disclosure requirements for documents ADB produces or requires to be produced. It does not set forth the requirements for producing such documentation. References to other ADB policies are made throughout the Policy. Any reference to another ADB policy includes that policy as amended by ADB from time to time. Any policy or strategy developed or revised by ADB after the Policy's effective date shall clearly articulate the disclosure requirements for documents and other information required to be

produced under that policy or strategy. Such disclosure requirements shall be consistent with the general principles set out in the Policy.

1. Translations

66. English is the working language of ADB.⁴ However, translation of documents and other information into languages other than English is often necessary to encourage participation in, as well as understanding and support of, ADB-assisted activities by its shareholders and other stakeholders. In the event of any discrepancy between the English version of the document and its translation into any other language, the English version shall prevail.

67. ADB will undertake translations depending on its operational needs in accordance with its Translation Framework for documents related to its operations which was developed in consultation with external stakeholders and adopted in 2007. Such translations may include information that: (i) addresses its overall business, policies, and strategic thinking, and is destined for a wide international audience; (ii) is for public consultation, particularly with affected people (see paragraph 84); (iii) relates to specific countries and projects; and (iv) is intended for the web.

68. Criteria for undertaking translation include the literacy level of the audience concerned, languages known to that audience, alternatives to translation, time required for translation, and costs.

2. Information Pertaining to ADB's Operations

69. ADB works closely with its borrowers and clients to prepare and implement development activities. In doing so, it will inform borrowers and clients of its presumption in favor of disclosure of information about ADB-assisted operations. The following documents shall be posted on the ADB website according to the time period specified, after consultation with the respective borrower or client as appropriate, and subject to the section on exceptions to disclosure (paragraphs 133–140).

a. Country and Regional Programming

i. Country Partnership Strategy and Regional Cooperation Strategy Knowledge Products

70. Country Partnership Strategy (CPS) and Regional Cooperation Strategy (RCS) preparation should be based on thematic and sector analyses and assessments (knowledge products). These knowledge products include economic analysis, poverty analysis, gender analysis, environment assessment, private sector assessment, priority sector diagnostics and analysis, and risk assessment and risk management plans covering governance priorities. The assessments may be made available to in-country stakeholders in draft form if they are developed in consultation with nongovernment stakeholders. ADB shall post CPS and RCS knowledge products on its website upon their completion.

⁴ ADB. 1966. *Agreement Establishing the Asian Development Bank*. Manila: Article 39.1.

ii. Country Partnership Strategy and Regional Cooperation Strategy

71. The CPS provides the framework for the ADB to engage with each DMC. It is the primary platform for designing operational programs to deliver development results at the country level. Likewise, the RCS is a strategy for an ADB defined region or subregion in Asia and the Pacific to achieve the desired objectives of regional cooperation.

72. ADB shall maintain and post on its website on a rolling basis a list of new CPSs—including interim CPSs—and RCSs, scheduled for preparation over the course of the next year. To facilitate required consultations with stakeholders⁵ and to allow them to contribute to the draft CPS and RCS in their country and/or region, ADB shall make draft CPS and RCS available to in-country stakeholders for comments. They shall be made available (i) during ADB strategy formulation mission; and/or (ii) before the CPS or RCS is circulated to Board for endorsement. ADB shall make the draft interim CPS available to stakeholders for comments during the relevant programming mission.

73. ADB shall post CPSs, including interim CPSs, and RCSs on its website upon their endorsement by the Board. The chair's summary of each Board discussion on CPSs, including interim CPSs, and RCSs shall be posted on the ADB website upon their final circulation to the Board. If English is not used widely in the relevant country by target stakeholders, ADB shall translate any new CPS (or interim CPS) into the relevant national language(s) within 90 calendar days of its endorsement by the Board, and post the translated version on its website.

74. Key supporting documents⁶ to the CPS and RCS will be disclosed on the ADB website upon endorsement of the CPS or RCS by the Board.

75. ADB shall post country operations business plans and regional operations business plans and key supporting documents related thereto on its website upon their circulation to the Board.

b. Policies, Strategies, and Operational Procedures

76. ADB seeks the active participation of its shareholders and other interested individuals and organizations during the development and review of its safeguard policies and sector and thematic strategies. ADB shall post on its website a list of the safeguard policies and sector or thematic strategies to be developed or reviewed over the next 12 months on a rolling basis. Items will be added to the list after approval by Management of a concept paper for such development or review. ADB shall post plans for consultations, including any anticipated face-to-face meetings with external audiences, on its website upon completion of such plans. ADB shall post at least one draft of the policy or strategy paper on its website for consultation. For other policies and strategies—for example, the Public Communications Policy or the Accountability Mechanism—ADB Management may determine that they are also subject to the requirements of this paragraph.

77. ADB shall post all ADB policy or strategy papers on its website upon final approval by either the Board of Directors or Management. A chair's summary for each final policy and

⁵ Stakeholders include DMC governments, development partners, private sector and civil society, including nongovernment organizations, as appropriate.

⁶ Key supporting documents are those referred to in CPS and RCS as linked documents.

strategy discussed by the Board at a formal Board meeting shall be posted on the ADB website upon its final circulation to the Board.

78. ADB shall post its policies and procedures for country and regional programming and project processing on its website. These include the Operations Manual sections (Bank Policies and Operational Procedures). ADB shall also post on its website the Project Administration Instructions and staff guidelines and handbooks on ADB operations.

c. Projects

i. Project Information Document

79. The Project Information Document (PID) is a brief factual summary of a project that must be posted on the ADB website to provide external stakeholders an overview of the project during processing and implementation. PIDs for sovereign and nonsovereign projects shall include (i) the project name; (ii) sector/subsector and thematic classification; (iii) project number; (iv) type or modality of assistance; (v) country and geographical location; (vi) project rationale or description; (vii) development impact, outcomes or outputs; (viii) fund source/amount, financing plan and loan/TA utilization (for sovereign projects); (ix) executing agency or nonsovereign project sponsor(s); (x) safeguard categories; (xi) summary of environmental and social issues; (xii) linkage to country, regional or sector strategy; (xiii) stakeholder participation and consultation; (xiv) procurement and consulting information; (xv) responsible ADB department, division, and officer; (xvi) processing and approval dates; (xvii) PID creation date and PID update; and (xviii) a timetable for assistance design, processing, and implementation. As the PID is a work in progress, some information may not be included when the initial PID is posted on the ADB website. Such information will be included as it becomes available. During the preparation of a project, a draft design and monitoring framework (DMF) is developed, which provides the basis for the project's performance assessment. Key information from the draft DMF will be reflected in the PID.⁷ The PID summary page shall include links to related documents produced during the project cycle.

ii. Sovereign Projects' Project Information Documents

80. The initial PID for a sovereign project shall be posted on the ADB website no later than 30 calendar days following approval of the concept paper for the project. For each individual project (tranche) financed under a multitranche financing facility (MFF), the PID will be posted on the ADB website upon submission of the project financing agreement.

81. ADB shall update the PID to reflect the project's status. Updates will be done at least twice a year, and whenever necessary, to reflect activities and issues, progress toward outcomes and status of implementation progress. Should ADB terminate its involvement in a sovereign project, the corresponding PID shall include a statement indicating the reason for the termination. ADB shall keep PIDs for terminated projects on its website for 6 months following termination.

⁷ The final DMF will also be posted on the ADB website as part of the Report and Recommendation of the President.

iii. Nonsovereign Projects' Project Information Documents

82. ADB shall post on its website the initial PID for a nonsovereign project after ADB has determined that a project is likely to be presented to the Board, but no later than 30 calendar days before the date for Board consideration. For category A projects that are required by the Safeguard Policy Statement to have an environmental impact assessment posted on the ADB website at least 120 calendar days before the date for Board consideration, ADB shall post the PID on its website at least 120 calendar days before Board consideration.

83. ADB shall update the PID to reflect the project's status. Updates will be done at least twice a year, and whenever necessary, to reflect activities and issues, status of development objectives, status of operations, construction or implementation progress and material changes, if any, regarding the project. Should ADB terminate its involvement in a nonsovereign project, the corresponding PID shall include a statement that ADB's involvement was terminated. ADB shall keep PIDs for terminated projects on its website for 6 months following termination.

iv. Information for Affected People

84. To facilitate dialogue with affected people and other individuals and organizations, including women and other vulnerable groups, information about a sovereign or nonsovereign project under preparation (including social and environmental issues) shall be made available to affected people in a timely manner, in an accessible place, and in a form and language(s) understandable to affected people. ADB shall work closely with the borrower or client to ensure information is provided and feedback on the proposed project design is sought, and that a focal point is designated for regular contact with affected people. This should start early in project preparation, so that the views of affected people can be adequately considered in project design, and continue at each stage of project preparation, processing, and implementation. ADB shall ensure that the project's or program's design allows for stakeholder feedback during implementation. ADB shall ensure that relevant information about major changes to project scope is also shared with affected people.

85. To support the requirements in paragraph 84, developing member country governments and ADB may jointly develop communications plans for certain projects, particularly those likely to generate a high level of public interest. Such plans could, for example, recommend how to engage in dialogue with affected people, broaden public access to information on economic and legal reforms, help governments and clients involve affected people in the design and implementation of ADB-assisted activities, and increase involvement of grassroots and civil society organizations in the development process.

86. ADB's environmental and social safeguard requirements on information disclosure to affected people are the same for sovereign and nonsovereign projects.

v. Project Safeguard Documents

(i) Environment

87. In accordance with the requirements under the Safeguard Policy Statement, ADB shall post on its website the following documents submitted by the borrower or client:

- (i) a draft environmental impact assessment (EIA) report for a category A project, at least 120 days before Board consideration;
- (ii) a draft environmental assessment and review framework (EARF) before appraisal, where applicable;
- (iii) the final EIA or initial environmental examination (IEE), upon submission to ADB by the borrower/client;
- (iv) a new or updated EIA or IEE and a corrective action plan prepared during project implementation, if any, upon submission to ADB by the borrower/client;
- (v) the environmental monitoring reports, upon submission to ADB by the borrower/client.

88. The borrower/client shall provide relevant environmental information, including information from the documents in paragraph 87, in a timely manner, in an accessible place and in a form and language(s) understandable to affected people and other stakeholders.⁸

(ii) Resettlement

89. In accordance with the requirements under the Safeguard Policy Statement, ADB shall post on its website the following documents submitted by the borrower or client:

- (i) a draft resettlement plan and/or resettlement framework endorsed by the borrower/client before project appraisal;
- (ii) the final resettlement plan endorsed by the borrower/client after the census of affected persons has been completed;
- (iii) a new or updated resettlement plan, and a corrective action plan prepared during project implementation, if any, upon submission to ADB by the borrower/client; and
- (iv) the resettlement monitoring reports, upon submission to ADB by the borrower/client.

90. The borrower/client shall provide relevant resettlement information, including information from the documents in paragraph 89 in a timely manner, in an accessible place and in a form and language(s) understandable to affected persons and other stakeholders (see footnote 8).

(iii) Indigenous Peoples

91. In accordance with the requirements under the Safeguard Policy Statement, ADB shall post on its website the following documents submitted by the borrower or client:

- (i) a draft indigenous peoples plan (IPP) and/or indigenous peoples planning framework, including the social impact assessment, endorsed by the borrower/client, before appraisal;
- (ii) the final IPP upon submission to ADB by the borrower/client;
- (iii) a new or updated IPP and a corrective action plan prepared during implementation, if any, upon submission to ADB by the borrower/client; and
- (iv) indigenous peoples monitoring reports submitted by the borrower/client, upon submission to ADB by the borrower/client.

⁸ This information can be made available as brochures, leaflets, or booklets in local languages. For illiterate people, other suitable communications methods will be used.

92. The borrower/client shall provide to the affected indigenous peoples relevant information, including information from the documents in paragraph 91 in a timely manner, in an accessible place and in a form and language(s) understandable to the affected indigenous peoples and other stakeholders (see footnote 8).

vi. Country Safeguard Systems

93. In accordance with the requirements under the Safeguard Policy Statement, ADB shall make publicly available:

- (i) for public comment, the draft equivalence and acceptability assessments at the national, subnational, sector, or agency level, upon completion;
- (ii) the final equivalence and acceptability assessment reports upon completion; and
- (iii) updated assessments to reflect changes in country safeguard systems, if any, upon completion.

94. Disclosure related to acceptability assessments at the project level will follow the usual safeguard document disclosure process undertaken for project preparation and referred to in paragraphs 87 to 92 above.

vii. Business Opportunities Listing

95. ADB shall post the following information and documents on its website:

- (i) a listing of business opportunities for each public sector project being prepared for ADB financing, from identification through approval by the Board;
- (ii) the borrower's procurement plan for projects upon approval of the respective project financing by ADB, detailing (a) the particular contracts for goods; works and consulting and non-consulting services required to carry out the project during an initial period of not less than 18 months, (b) the proposed methods of procurement for each contract; and (c) ADB review procedure;
- (iii) the borrower/recipient updates to the procurement plan (at least annually over the duration of the project);
- (iv) all invitations issued by executing agencies to pre-qualify or to bid for international competitive bidding procurement as specific notices;
- (v) all contract awards entered into its books detailing the name of the contractor, a description of the contract; the contract award amount and the name of each competing bidder; and
- (vi) in respect of ADB's institutional procurement, invitations to submit bids and proposals.

viii. Initial Poverty and Social Assessment

96. An initial poverty and social assessment is conducted for all investment projects to determine the scope of poverty and social issues such as consultation and participation, gender and development, and social safeguards and other social risks that will need to be addressed during project design. ADB shall post the assessment on its website upon approval of the project concept paper for sovereign projects. For nonsovereign projects, the initial poverty and social assessment shall be posted on the ADB website upon completion.

ix. Technical Assistance Report

97. ADB shall post technical assistance (TA) reports on its website upon approval by the relevant approving authority. For public sector projects up to \$1.5 million where no TA paper is required to be produced, the project preparatory technical assistance information appended to the project concept paper shall be posted on the ADB website upon approval of the concept paper.

x. Documents Produced Under Technical Assistance

98. A technical assistance project requires certain reports to be generated, such as feasibility studies, detailed project designs, sectoral reviews, and other reports by consultants. ADB shall post final reports generated from technical assistance on its website upon their completion provided that a government concerned consents to the disclosure of final reports produced under advisory technical assistance.⁹ ADB may make drafts of country-specific reports, or portions thereof, prepared under technical assistance available to in-country stakeholders if ADB determines that they are needed to facilitate consultative discussions or development partnerships, or to solicit views on project design.

xi. Report and Recommendation of the President

99. The report and recommendation of the President (RRP) is a decision document for ADB projects presented to the Board for approval. ADB shall post the RRP for sovereign projects on its website upon approval by the Board. Supporting documents to the RRP shall be posted on the ADB website as stand-alone documents upon Board approval of the RRP, unless the Policy states otherwise for certain types of documents.¹⁰ ADB shall post an abbreviated version of the RRP for nonsovereign projects on its website upon its approval by Board; this version will exclude confidential business information and ADB's assessment of project or transaction risk.

xii. Project Administration Manual

100. The project administration manual (PAM) for sovereign projects describes how the borrower or recipient will implement the project and deliver the results on time. It serves as the main document describing implementation details. ADB shall post the PAM on its website upon Board approval of the respective RRP.

xiii. Social and Environmental Monitoring Reports

101. As described in paragraphs 87 (v), 89 (iv), and 91 (iv), ADB shall post on its website environmental, involuntary resettlement, and indigenous peoples monitoring reports submitted by borrowers/clients during project implementation upon receipt.

xiv. Major Changes

102. ADB shall post documents submitted to its Board that are related to major changes in the project scope and implementation arrangements on its website upon approval of such changes, if any.

⁹ Consistent with the Policy's presumption in favor of disclosure, any redaction or withholding of such documents shall be based on the exceptions listed in paragraph 136 or 138.

¹⁰ For example, legal agreements.

xv. Progress Report on Tranche Release

103. A progress report on tranche release reviews and assesses implementation and compliance with conditionalities of program loans to DMC governments. ADB shall post the progress report on tranche release on its website upon Board or Management approval.

xvi. Project, Technical Assistance, and Program Completion Reports

104. ADB shall post a project completion report on its website upon circulation to the Board. The completion report for a nonsovereign project shall report on the achievement of its development objectives.

d. Other Information Pertaining to Strategies and Programs, and Projects**i. Independent Evaluation**

105. ADB shall post a list of independent evaluations planned by its Independent Evaluation Department (IED) based on a 3-year rolling work program approved by the Board. The selection criteria for such evaluations shall also be posted on the ADB website.

106. ADB shall post all independent evaluation reports on its website upon circulation to Management and the Board, except for IED annual evaluation reports that will be posted on the ADB website upon discussion by the Board's Development Effectiveness Committee (DEC). For private sector evaluations, a redacted version will be posted on the ADB website, excluding confidential business information.

107. For evaluation reports discussed by the DEC, ADB shall post the DEC meeting's chair's summary on its website upon its circulation to the Board. ADB shall also post on its website Management responses to independent evaluations, if any, and IED comments on the Management response, if any, upon completion.

ii. Cofinancing Information

108. ADB shall post on its website a summary of projects requiring official and commercial cofinancing. ADB shall post on its website, in each respective TA report or RRP, information on official cofinancing, if any, such as major terms and conditions for a given technical assistance. ADB shall make cofinancing agreements for such official cofinancing, including project-specific cofinancing agreements, framework agreements, and trust fund agreements between ADB and any bilateral or multilateral cofinancier, available upon request, unless the cofinancier objects. Commercial cofinancing agreements shall not be posted on ADB website. For commercial cofinancing, ADB shall post on its website the type/s and amount/s of cofinancing.

iii. Anticorruption Information

109. ADB shall post on its website annual reports of ADB's Office of Anticorruption and Integrity (OAI), and may post reports of project procurement-related reviews conducted by

OAI.¹¹ OAI's annual report shall include statistical information on investigations and significant recommendations and issues arising from investigations and project procurement-related reviews. OAI's reports shall be redacted to remove information that falls under exceptions to presumed disclosure in this Policy. ADB may share the results of investigations with governments of ADB member countries. However, ADB protects the source (whistleblower) of an allegation of fraud, corruption or other violation of ADB's Anticorruption Policy (1998, as amended to date) and ADB shall not disclose the identity of whistleblowers without the whistleblowers' consent.

110. ADB shall share information on parties debarred by ADB with member governments, other MDBs, bilateral cofinanciers, and others with a demonstrated need to know. ADB shall post on its website information on debarments, including, but not limited to, the identifying information on twice-debarred parties, debarred parties who cannot be contacted despite reasonable efforts, and parties debarred pursuant to ADB's agreement with other MDBs on cross-debarment.¹²

iv. Legal Agreements for Sovereign Projects

111. ADB shall post on its website legal agreements for sovereign projects entered into after 1 September 2005, upon their signing. ADB shall disclose upon request draft legal agreements following Board approval of the respective RRP. ADB shall make such agreements on its website after excising confidential information. In case of any amendments, ADB shall post such amendments on its website within 2 weeks after ADB has received the borrower's concurrence.

112. ADB shall make legal agreements for sovereign projects entered into between 1 January 1995 and September 2005, and any amendments to such agreements, available on request, after excising any confidential information contained in such agreements and amendments and specified as such by the government concerned at the time of negotiation of such agreements and amendments.

113. For legal agreements of sovereign projects, and amendments thereto entered into by ADB before 1 January 1995, ADB shall seek the consent of the government concerned before making such documents available on request.¹³

v. Legal Agreements for Nonsovereign Projects

114. ADB shall not disclose legal agreements of nonsovereign projects entered into by ADB, or amendments to such agreements.

¹¹ OAI is ADB's designated focal point for receiving and investigating allegations of fraud, corruption or other violation of ADB's Anticorruption Policy pertaining to ADB-financed activities or staff members.

¹² *Agreement for Mutual Enforcement of Debarment Decisions*, 9 April 2010 between ADB, African Development Bank, Inter-American Development Bank, European Bank for Reconstruction and Development, and the World Bank Group.

¹³ Unless the government concerned informs ADB of its objection to disclosure of such documents within 30 calendar days of ADB's request for such consent, ADB shall make such agreements available to any requester within 60 days of the request for the agreement.

3. Other Information

a. Performance-Based Allocation of Asian Development Fund Resources

115. ADB's Graduation Policy determines eligibility for Asian Development Fund (ADF) resources.¹⁴ For eligible countries, the Performance-based Allocation Policy defines principles and criteria to guide allocations.¹⁵ For each country with access to ADF resources, ADB shall make numerical performance ratings available on the ADB website in an annual report on country performance assessments. The guidelines for country policy and institutional assessments shall also be posted on the ADB website.

b. Economic Data and Research

116. ADB shall post on its website its *Annual Report*, as well as the *Asian Development Outlook*, the *Asian Development Outlook Update*, and *Key Indicators* containing economic and social data, analyses, and forecasts.

117. ADB will also post on its website an extensive catalog of online books, conference papers, periodicals, reports, studies, and technical briefs containing research, reports, and analyses.

c. Administrative and Other Information

118. ADB shall post the following documents on its website:

- (i) Agreement Establishing the Asian Development Bank;
- (ii) By-laws of ADB;
- (iii) Rules of Procedure of the Board of Governors of the Asian Development Bank;
- (iv) Rules of Procedure of the Board of Directors of the Asian Development Bank;
- (v) Agreement Between the Asian Development Bank and the Government of the Republic of the Philippines Regarding the Headquarters of the Asian Development Bank; and
- (vi) Host country agreements between ADB and its member countries.

119. ADB shall post the following information on its website:

- (i) ADB's member countries, their subscribed capital, and voting power;
- (ii) Members of the Board of Governors;
- (iii) Members of the Board of Directors and their voting groups;
- (iv) Committees of the Board of Directors and their members;
- (v) Members of ADB's Management and senior staff;
- (vi) ADB's organizational structure; and
- (vii) contact information for each of the above.

120. ADB shall post country classifications on its website upon approval by the Board.

¹⁴ ADB. 2008. *Review of the 1998 Graduation Policy of the Asian Development Bank*. Manila; ADB. 1998. *A Graduation Policy for ADB's DMCs. Corrigendum 1*. Manila.

¹⁵ ADB. 2008. *Refining the Performance-Based Allocation of Asian Development Fund Resources*. Manila.

121. ADB shall post on its website the work program and budget framework for each fiscal year upon discussion by the Board.

122. ADB shall post on its website the summary proceedings of its annual meetings, including decisions taken by the Board of Governors and the speeches of the Governors, within 60 calendar days of each annual meeting. ADB shall also make decisions made by the Board of Governors through mail vote available on request.

123. ADB shall post on its website (i) the provisional schedule of items for Board consideration for the forthcoming 3 weeks on a rolling basis, (ii) the minutes of each regular Board meeting upon approval of those minutes by the Board and no later than 60 calendar days after the Board meeting.

124. ADB shall post on its website reports of Board committees to the full Board if the committee so recommends and the Board approves.

d. Financial Information

125. ADB shall post on its website the audited financial statements for ADB's ordinary capital resources and Special Funds, before the Annual Meeting of the Board of Governors of ADB.

126. The following shall be posted on the ADB website upon approval by the Board:

- (i) Management's discussion and analysis of ADB's ordinary capital resources and Special Funds, including financial data on each of the funds;
- (ii) condensed quarterly financial statements;
- (iii) annual report on loan servicing of developing member countries; and
- (iv) the budget of ADB for each fiscal year.

127. ADB shall post on its website any documents related to public offerings when the laws or regulations governing the financial market concerned require that they be filed with a government agency.

e. Employment Information

128. ADB shall post on its website (i) ADB's basic salary structure, (ii) the methodology used to determine Management and staff salary levels and benefits, and (iii) ADB's broad objectives and strategy in recruiting, placing, redeploying, and retaining staff. ADB shall also post on its website descriptions of positions for staff recruitment at least 2 weeks before a position is expected to be filled. Each decision of ADB's Administrative Tribunal shall be posted on the ADB website upon notification from the Administrative Tribunal to The Secretary to post a decision.

f. Information Produced under ADB's Accountability Mechanism¹⁶

i. Consultation Phase

129. The Special Project Facilitator (SPF) shall post the following information and documents on its website, at the time and subject to agreement of the relevant parties as specified below:

¹⁶ ADB. 2003. *Review of the Inspection Function: Establishment of a New ADB Accountability Mechanism*. Manila.

- (i) the complaint letter—upon the SPF’s determination of eligibility of the complaint and subject to the agreement of the complainant;
- (ii) SPF’s determination of eligibility of the complaint—upon the SPF’s determination of eligibility;
- (iii) a general description of the complaint—upon the SPF’s determination of eligibility of the complaint if the complainant has not consented to disclosure of the complaint letter;
- (iv) the review and assessment report prepared by the SPF under step 4 of the consultation phase of the Accountability Mechanism (2003)—at the commencement of stage 7 of the consultation phase and subject to the consent of the complainant, the government, and/or client;
- (v) a general description of the course of action agreed to by the SPF and the parties involved in the consultation process to resolve the problems raised in the complaint—at the commencement of stage 7 of the consultation phase and subject to the consent of the complainant, the government, and/or client;
- (vi) status reports on the implementation of the course of action mentioned under (iv) above—in accordance with any timetable for disclosure of any such reports agreed to by the parties involved in the consultation process;
- (vii) the SPF’s final report—upon circulation to the complainant, the government, and/or client and subject to their consent;
- (viii) monitoring reports—upon circulation to the Board and subject to the consent of the complainant, the government, and/or client; and
- (ix) the SPF’s annual report—upon circulation to the Board.

ii. Compliance Review Phase

130. The Compliance Review Panel (CRP) shall register requests on the CRP website¹⁷ and issue a press advisory within 7 calendar days of receipt of a request for compliance review with the requisite basic information. The CRP shall post the following information and documents on its website:

- (i) report on eligibility and the Board’s decision on authorization of compliance review on the CRP web site within 7 calendar days of the CRP’s receipt of the Board’s decision, if the request is determined by the CRP to be eligible and the Board authorizes the compliance review;
- (ii) report on eligibility upon circulation of the report to the Board, if the request is determined by the CRP to be ineligible;
- (iii) terms of reference and time frame of the review upon receipt of the Board’s authorization of the review;
- (iv) Board’s decision and the CRP’s final report, with attachments of any responses to the draft report from Management and the requester, publicly available within 7 calendar days of the Board’s decision
- (v) monitoring reports on implementation of any remedial actions approved by the Board upon circulation to the Board and other stakeholders;
- (vi) any remedial actions approved by the Board upon circulation to the Board and other stakeholders; and
- (vii) CRP’s annual report within 4 months after the end of each calendar year.

¹⁷ The CRP maintains its own website. Documents disclosed by the CRP are posted at <http://www.compliance.adb.org>

g. Information Related to Asian Development Fund Negotiations

131. Generally, ADB posts on its website information related to negotiations for ADF replenishments and midterm reviews. ADB shall post on its website nonfinancial discussion papers for donors' meetings upon circulation of such discussion papers to the donors. ADB shall post the chair's summary on its website following each meeting. The Donors' Report shall be posted on the ADB website upon adoption by the Board.

h. Other Documents Presented to the Board of Directors

132. ADB shall post on its website documents circulated to the Board for information or approval not cited in the Policy unless Management informs the Board otherwise, and the Board agrees.

4. Exceptions to Presumed Disclosure

133. Paragraphs 136, 138, and 140 set forth the exceptions to ADB's presumption in favor of disclosure of information. If information is removed from a document because the information falls under an exception, or if a document cited in the Policy is not posted on the ADB website as required, ADB shall make reference to the removed information and/or the document, unless citing the removed information or document would itself violate an exception.

134. If only part of a requested document is subject to nondisclosure pursuant to the list of exceptions, any information in the document which is not subject to nondisclosure shall, to the extent it may reasonably be severed from the rest of the information, be communicated to the requester.

135. ADB shall not be required to comply with, or respond to, repeated or unreasonable requests for information on the same subject from the same person, organization, or group if ADB has provided such information after the previous request or has given reasons why it cannot provide the information.

a. Current Information

136. In deciding what information should not be disclosed, ADB shall weigh the benefits of disclosure against the harm that disclosure might cause to specific parties or interests. In this regard, ADB shall not disclose the following information:

1. Internal information that, if disclosed, would or would be likely to compromise the integrity of ADB's deliberative and decision-making process by inhibiting the candid exchange of ideas and communications, including internal documents, memoranda, and other similar communications to or from Directors, their Alternates, Director's Advisors, members of Management, ADB staff, and ADB consultants.
2. Information exchanged, prepared for, or derived from the deliberative and decision-making process between ADB and its members and other entities with which ADB cooperates that, if disclosed, would or would be likely to compromise the integrity of the deliberative and decision-making process between and among ADB and its members and other entities with which ADB cooperates by inhibiting the candid exchange of ideas and communications, particularly with respect to policy dialogue with developing member countries.

3. Information obtained in confidence from a government or international organization that, if disclosed, would or would be likely to materially prejudice ADB's relations with that party or another member country.
4. Individual records, including terms of employment, performance evaluations, and personal medical information of Directors, their Alternates, and Director's Advisors, members of Management, and ADB staff and consultants, as well as proceedings of internal appeal mechanisms and investigations, except to the extent permitted by staff rules and Board of Directors rules and regulations.
5. Estimates of ADB future borrowings, financial forecasts, data on individual investment decisions for ADB's treasury operations, and credit assessments.
6. Analysis of country creditworthiness and credit ratings.
7. Proceedings of the Board of Directors,¹⁸ with the exception of meeting minutes as referenced in paragraph 123 and chair's summaries as referenced in paragraphs 73 and 77.
8. Confidential business information, or information (including proprietary information) provided to ADB by a party or parties which, if disclosed, would or would be likely to materially prejudice the commercial or financial interest, and/or competitive position of the party or parties concerned.
9. Information related to procurement processes, including pre-qualification information submitted by prospective bidders, tenders, proposals, or price quotations.
10. Information that, if disclosed, would or would be likely to endanger the life, health, safety or security of any individual or ADB assets.
11. Information that, if disclosed, would or would be likely to materially prejudice the administration of justice.
12. Information subject to the attorney–client privilege, or whose disclosure might prejudice an investigation.
13. The source of a corruption allegation except when expressly permitted by the source.
14. Audit reports prepared by the Office of the Auditor General and ADB's external auditor.
15. Information that if disclosed would or would be likely to materially prejudice the defense or national security of a member.
16. Financial information that if disclosed would or would be likely to materially prejudice the ability of a member country government to manage its economy.
17. Information that if disclosed would, or would have the potential to, violate applicable law, including copyright law.

¹⁸ ADB produces transcripts for each formal Board meeting. These are retained in ADB's archives.

137. Any information produced before the Policy's effective date (1 September 2005) but which is not yet historical, shall be disclosed on request, at ADB discretion, subject to Policy exceptions set out in paragraph 136.

b. Historical Information

138. ADB shall make historical information available on request, subject to the following exceptions.

1. Information subject to attorney–client privilege, or that if disclosed might prejudice an investigation.
2. Information provided to ADB in confidence (including proprietary or confidential business information) with the express understanding that it be kept confidential and that, if disclosed, would or would be likely to materially prejudice ADB's relations with the party that provided the information or would violate the law or breach a legal agreement.
3. The source of a corruption allegation except when expressly permitted by the source.
4. Names of those having been investigated under the Anticorruption Policy.
5. Information that if disclosed would or would be likely to materially prejudice the defense or national security of a member.
6. Information that if disclosed would, or would have the potential to, violate applicable law, including copyright law.
7. Individual records, including terms of employment, performance evaluations, and personal medical information of Directors, their Alternates, and Director's Advisors, members of Management, and ADB staff and consultants, as well as proceedings of internal appeal mechanisms and investigations, except to the extent permitted by staff rules and Board of Governors' Resolutions.
8. Financial information that, if disclosed, would or would be likely to materially prejudice the ability of a member country government to manage its economy.
9. Information that, if disclosed, would or would be likely to materially prejudice the administration of justice.

139. ADB may disclose information listed in paragraph 136 (1) and (2) and paragraph 138, if ADB determines that the public interest in disclosing the information outweighs the harm that may be caused by such disclosure, or if a member country concerned requests it to do so in accordance with its own laws. ADB may also disclose any other information listed in paragraph 136, if ADB determines that the public interest in disclosing the information significantly outweighs the harm that may be caused by such disclosure, or if a member country concerned requests it to do so in accordance with its own laws.¹⁹

¹⁹ For example, if a request for information reveals a serious public safety or environmental risk.

140. However, notwithstanding paragraph 139, ADB shall not disclose information listed in paragraph 136 if ADB has given an express legal commitment to a party to keep such information confidential and not to disclose such information, unless such party consents.

VII. IMPLEMENTATION ARRANGEMENTS

A. Roles and Responsibilities

141. The aim of the Policy is to enhance stakeholders' trust in, and ability to engage with, ADB. All its departments and offices will be accountable for implementing the Policy. The specific roles and responsibilities of ADB Management and staff are outlined as follows.

1. Management

142. Management will play a key role in defining, updating, executing ADB's external relations strategy, and lead and monitor their implementation to ensure maximum impact. Management will actively participate in external relations activities and will also promote open and effective internal communications to ensure staff at all levels are aware of Management views and positions. The Public Disclosure Advisory Committee (PDAC) will serve as a Management oversight body to interpret, monitor, and review the disclosure requirements of the Policy.

2. All Departments and Offices

143. All ADB departments and offices will be responsible for implementing the Policy. As ADB's key communicators, heads of all departments and offices, including country directors and heads of representative offices, will proactively communicate with external audiences and lead efforts to strengthen ADB's external relations, expand understanding of ADB's motivations and objectives, and build stakeholder trust in the institution. Staff from operational departments will play a key role in communicating with project-specific stakeholders, and in ensuring the disclosure requirements are met. They will seek to ensure that people from the public, private, and civil society sectors with whom they interact are aware of the Policy and the public's right to access information from ADB in accordance with the Policy.

3. Department of External Relations

144. While ADB Management and all departments and offices, including resident missions and representative offices, are responsible for implementing the Policy, DER will bear overall responsibility for its implementation and consistent application. To maximize its impact within available resources, DER will further refine its roles and prioritize its functions to better support the Policy.

a. Disclosure

145. The Public Information and Disclosure Unit (InfoUnit) in DER will provide advice and policy interpretation to all ADB departments, and monitor the disclosure requirements of the Policy. The InfoUnit will also design and conduct mandatory training for operations staff on the disclosure requirements of the Policy, and will reinforce staff incentives to ensure ADB is in compliance with the Policy. It will directly support the work of the Public Disclosure Advisory Committee (PDAC), and submit to the PDAC monitoring reports on progress in carrying out the Policy (see paragraph 158). The InfoUnit will regularly update the list of operational documents

produced by ADB and keep the public informed about operational documents available on ADB website. It will also maintain a system for tracking requests in accordance with the requirements of the Policy.

146. DER's web team will work with the InfoUnit, operational departments, and other offices in posting documents and improving information searchability on the ADB website.

147. DER will encourage a culture of openness among ADB staff and continue to develop incentives for the proactive sharing of information.

b. Translation

148. The Translation Framework (2007) outlines the ways in which ADB will expand the extent of information made available in languages other than English, the working language of ADB.

149. DER will manage translation projects within ADB, assist in making translations publicly available, and keep a record of document titles translated through DER. Each resident mission, with the guidance of DER, will maintain a roster of qualified translators and bilingual editors proficient in the language(s) used in their country. DER will promote awareness among ADB departments and offices of the translation services available to them.

c. Public Communications Policy Handbooks

150. DER will revise the Public Communications Policy *Staff Handbook* with step-by-step procedures to guide ADB staff in making operational information and documents available. A separate handbook will be developed to guide ADB's borrowers and clients to implement the Policy. All handbooks shall be posted on the ADB website.

d. Country-level Information Dissemination

151. ADB will continue to share its main knowledge products through the ADB depository and regional library program. The main thrust of ADB's public information center program will be to increase the number of partnerships in multi-donor development information centers to improve the visibility and accessibility of ADB publications and information on ADB operations. New partnerships with a range of think tanks, academic institutions and other development partners will be prioritized in ADB developing member countries.

4. Representative Offices and Resident Missions

152. Representative offices and resident missions play a critical "front line" role in building and maintaining ADB's profile, given their proximity to target audiences, their operational and economic expertise, and their understanding of unique cultural and communications realities in the country or region where they are based.

153. Heads of representative offices and resident missions are key ADB communicators and will be tasked with expanding and strengthening ADB's interactions with media, opinion leaders, and decision makers in their country or region. ADB should appoint individuals with the operational expertise, communications skills, and appropriate attitude required to carry out these responsibilities. Training will be given to heads and senior staff at representative offices and resident missions to communicate and engage effectively with the media.

154. ADB will gradually increase the number of external relations staff at resident missions. External relations staff will provide professional support and advice to the heads of their mission or office, will be part of the resident mission management team, and will be fully aware of all activities at the mission. Resident mission external relations staff will have consistent job descriptions and qualifications and will receive structured and ongoing training.

155. Major responsibilities of the resident mission external relations staff will include establishing and cultivating relationships with a wide variety of public and private groups to facilitate interaction with senior ADB staff; ensuring regular access for local and international media to ADB representatives and information; monitoring local, national, and international news in English and local language(s) for coverage of issues of interest to ADB; and assisting resident mission staff and the public within the country with the disclosure requirements of the Policy.

156. To improve consistency and maximize the benefits of information sharing, all external relations staff at representative offices, resident missions, and DER comprising the external relations network or community or practice will meet regularly in person and by videoconference and online communications tools, as needed. Resident mission external relations staff will have dual reporting lines to the respective country director and DER.

157. DER will oversee the coordination of translation services and quality assurance conducted by resident missions and representative offices.

5. Public Disclosure Advisory Committee

158. The Public Disclosure Advisory Committee shall interpret, monitor, and review the disclosure requirements of the Policy. The PDAC will be composed of the Managing Director General (serving as chair), the Principal Director of DER, the Secretary, and the General Counsel, and will report directly to the President. It will convene as needed to review requests for information that have been denied by other ADB departments or offices.

159. The PDAC will contribute to the annual report on the Public Communications Policy (paragraph 168) by assessing the implementation of the disclosure elements of the Policy. The annual report will include a summary of refusals to provide information to the public, as well as any recommendations for changes to the Policy and its related Operations Manual sections, or the organizational structure supporting ADB's public disclosure of information.

6. Borrowers or Clients

160. For ADB projects, much of the responsibility for disclosing information will rest with the borrower or client. The borrower/client will work with staff from operational departments to provide focal points in project areas to dialogue with affected people about the project (paragraph 84). Project focal points may use the ADB website to access project and country-related information and to disclose such information to interested parties, using locally and culturally appropriate delivery mechanisms.

B. Procedures for Accessing Information

1. Proactive Disclosure

161. The ADB website will serve as the primary vehicle to proactively disclose information and documents as required in the Policy. Other means of proactive disclosure of information and documents (for example, information to support a consultation process) will be used by ADB, borrowers and clients, depending on the intended recipient or audience as well as the intended purpose for disclosing the information.

2. Requests for Information

162. Requests for information and documents must be received in writing (e-mail, mail, Internet feedback form, or fax). Requests may be directed to the InfoUnit, to the concerned resident mission or representative office, or to an operational department.

163. Where a request concerns an ADB-assisted activity in a DMC, the relevant operational department shall determine whether the document contains information that may not be disclosed in accordance with the provisions set out in paragraphs 133–140. ADB may consult with the borrower, client, or cofinancier, as appropriate. DER's InfoUnit shall provide guidance to other departments on the interpretation of the Policy as necessary.

164. Historical information is available on request, subject to the exceptions set out in paragraph 138 of the Policy. Requests for historical information must identify the specific information requested; blanket requests for access to historical information will not be accepted.

3. Time Limits for Responses to Requests for Current Information

165. ADB shall acknowledge receipt of a request within 5 working days. ADB shall notify the requester as soon as a decision has been made, and, in any event, no later than 30 calendar days after receiving the request. In its response, ADB shall either provide the requested information or the reasons why the request has been denied, indicating the particular provision(s) in the Policy that justifies such refusal. ADB shall post on its website the list of requests reviewed, and the corresponding decisions and reasons.

4. Language of Requests

166. Requests may be submitted to ADB in English or in any of the official or national languages of ADB's members. Requests for information and documents submitted in languages other than English may be addressed to the relevant resident mission.

5. Complaints

167. If a requester believes that a request has been unreasonably denied, or that the Policy has been interpreted improperly, the requester may submit a complaint in writing to the Public Disclosure Advisory Committee, Asian Development Bank, 6 ADB Avenue, Mandaluyong City, 1550 Metro Manila, Philippines, or by e-mail to pdac@adb.org, or by fax to +63 2 636 2649. The PDAC shall acknowledge receipt of a request within 5 working days and will convene as soon as possible to consider complaints. In considering denials of requested information, the PDAC will consider the Policy's exceptions to making information available, as well as the public's interest in disclosure of the requested information. The PDAC shall notify the requester of its

decision in writing, giving its reasons, as soon as a decision has been made and, in any event, no later than 30 calendar days after receiving the request. A list of all such requests, the nature of each request and the decision taken in each case shall be posted on the ADB website on a rolling basis, updated no later than 2 weeks after a request or decision has been made.

C. Monitoring and Reporting

168. ADB will monitor the implementation of the Policy and evaluate its impact. ADB shall make the results of ADB's monitoring of its information activities in an annual report available on the ADB website.

169. ADB allows scope for stakeholders to raise issues, access information, and engage effectively with ADB in implementing the Policy. If so requested, ADB will not disclose the names of individuals or groups that raise concerns about the implementation of the Policy.

D. Review and Amendment

170. ADB may need to review and amend the provisions of the Policy to reflect experience in implementation, changes in ADB practice, the results of reviews of other ADB policies and strategies, and the evolving disclosure practices elsewhere. Flexibility will be needed to incorporate such changes periodically. Accordingly, ADB may revise or amend the Policy, as needed, following approval by the Board.

171. ADB shall conduct a comprehensive review after a period of time, not to exceed 5 years from the effective date of the Policy. The review will actively engage interested individuals and organizations.

VIII. COMPLIANCE REVIEW

172. The disclosure requirements of the Policy shall be subject to compliance review in line with ADB's Accountability Mechanism. The Policy set forth in paragraphs 32–42, the specific disclosure requirements set forth in paragraphs 65–140, and the implementation arrangements set forth in paragraphs 161–171 shall be subject to compliance review under the ADB Accountability Mechanism.

DISCLOSURE OF INFORMATION AT OTHER MULTILATERAL DEVELOPMENT BANKS

1. The common guiding principle of the information disclosure policies of multilateral development banks (MDBs) is the need for increased openness and transparency in operations and practices. The Asian Development Bank's (ADB) comparator organizations have either recently adopted revisions to their disclosure of information policies or are currently revising their policies, to further enhance transparency and accountability. At each of these institutions, policy revisions also include an increase in the range of documents disclosed and the streamlining of access to that information.

1. The African Development Bank

2. The African Development Bank (AfDB) approved in March 2004 the *Disclosure of Information Policy*, which seeks to disclose all information on its operations and activities unless there are compelling reasons not to do so.

3. In the case of operational information, the policy specifies a broad range of documents that would be available to the public, including a brief description of each document and an indication of the stage in the preparation process that it would be made available. The policy also includes specific reference to financial, administrative, and legal information about the AfDB group that is to be made available to the public.

4. For example, the 2004 policy specifies that draft operational policy papers and draft country strategy papers will be disclosed at least 50 days before Board discussion of those papers in order to promote consultation and stakeholder participation.

5. Categories of information that will remain confidential range from internal financial information that may affect the AfDB group's activities in capital and financial markets, to financial, business, or proprietary information of private entities received by the AfDB group in analyzing or negotiating loans unless permission is given by those private entities to release such information.

6. When approving the revised *Disclosure of Information Policy in 2004*, the AfDB board directed that the policy should be updated regularly to incorporate best practices from similar institutions.

2. European Bank for Reconstruction and Development

7. The European Bank for Reconstruction and Development (EBRD) approved its Public Access and Disclosure of Information Policy in April 1996, followed by a Public Information Policy (PIP) in June 2000. The PIP was revised in 2003, 2006, and again in May 2008. The current version of the PIP became effective in September 2008.

8. Project profiles (project summary documents) are made publicly available on the EBRD website (www.ebrd.com) for a minimum of 30 days before board consideration for private sector projects, and 60 days before board consideration for public sector projects, and are available in English and in the official language of the country in which the project is located. They are updated if the project materially changes.

9. Under the 2008 policy, the public is given 45 calendar days to comment on the preparation of country strategies. An addendum summarizing the comments and the country team's response to the comments are provided to the executive committee and the directors ahead of consideration at the relevant country strategy workshop. The addendum will be posted on the EBRD website following board approval of the country strategy and the final approved strategy is translated into the official local language. The policy also specifies that draft sectoral policies will be posted on EBRD's website for public comment for 45 calendar days after pre-board discussion by directors.

10. The 2008 PIP includes the commitment to release environmental and social impact assessments for a minimum of 60 days for private sector projects and a minimum of 120 days for public sector projects before board consideration in EBRD's headquarters in London and the relevant resident office in the country in which the project is located. The specific number of days is an EBRD disclosure commitment, and is therefore in the PIP instead of the environmental and social policy.

11. EBRD posts on its website an annual report on the implementation of its disclosure policy, summarizing the commitments in the PIP and how they have been met.

3. European Investment Bank

12. The European Investment Bank (EIB) is committed to giving stakeholders access to the information that will enable them to understand its governance, strategy, policies, activities, practices, performance, impacts and outcomes. The new *EIB Transparency Policy* became effective in February 2010. All information held by the EIB is subject to disclosure upon request, unless there is a compelling reason for non-disclosure. As the EIB operates as a bank, there are certain constraints on the information it discloses.

13. To promote the accessibility of information, the Bank is committed to a language regime that takes into account the public's needs.

14. Within the limits imposed by applicable laws and regulations, the final determination as to what information may be released to the public shall rest with the Bank who shall also decide which documents to publish, through its website and/or in paper form, and which documents are available on request only. As a general rule, documents that are considered of general public interest, which could interest a large number of stakeholders and/or members of the public, will be published.

15. While the Bank is committed to a policy of presumption of disclosure and transparency, it also has a duty to respect professional secrecy, in compliance with European laws. National regulations and banking sector standards covering business contracts and market activity may also apply to the EIB. Exceptions cover information typically forming part of the Bank's confidential relationship with its business partners.

16. The EIB is committed to continue engaging, on a voluntary basis, in formal public consultations on selected policies.

17. Every member of the public has the right to request and receive timely information from the EIB. All replies to requests must be reasoned.

18. Resources are assigned for the implementation of the Transparency Policy throughout the organization. Information desks will be installed in all the EIB regional offices to provide the local populations with information about EIB activities.

19. The EIB Complaints Mechanism allows stakeholders to appeal when they feel the EIB has failed to deliver according to its Transparency Policy.

4. Inter-American Development Bank

20. In December 2009, the Inter-American Development Bank's (IDB) Board of Executive Directors authorized a broad review of its transparency policy. The IDB Access to Information Policy was approved by the Board on May 12, 2010, and will become effective in January 2011.

21. To emphasize the presumption in favor of disclosure, IDB will no longer publish a "positive list" of information that it routinely discloses. The policy applies to information produced by the IDB and to specific information that is in its possession, subject to a list of exceptions to disclosure. In addition, the policy also contains in annex I a list of specific information not to be disclosed.

22. The policy allows disclosure of more information than before, in particular on Board proceedings and projects in execution. The policy expands the availability of the agendas and minutes to the various Board committees. Statement of individual executive directors would be disclosed on a voluntary basis. A number of project monitoring and evaluation documents, including annual audit reports of IDB-financed sovereign guaranteed projects, will be made available for the first time. The policy also provides for simultaneous disclosure of certain Board documents at the time of circulation to the Board, such as country strategies, loan proposals and technical cooperation, subject to the non-objection by the country involved.

23. Information that is not public will be declassified over time, according to the policy. If a request for access to information is denied, requesters can appeal in a second stage to an independent panel.

5. The World Bank Group

a. International Finance Corporation

24. The International Finance Corporation's (IFC) began a review of its 2006 Policy on Disclosure of Information, as part of the review of IFC's Sustainability Framework, in September 2009. The broad objectives of the Disclosure Policy review should seek to increase transparency and reporting of project performance and development impact.

b. The Multilateral Investment Guarantee Agency

25. The Multilateral Investment Guarantee Agency's (MIGA) Policy on Disclosure of Information became effective as of 1 July 2007 and supersedes MIGA's Disclosure Policy of July 1999 in its entirety.

26. MIGA makes available information concerning its activities that would enable its clients, partners, and stakeholders (including affected communities), and other interested members of the public, to understand better, and to engage in informed discussion about MIGA's business activities, the overall development and other impacts of its activities, and its contribution to

development. The information MIGA makes available in accordance with these principles can be categorized as institutional information about MIGA, and information regarding activities supported by MIGA. While most of the responsibility for disclosing information about MIGA-supported activities rests with the relevant MIGA client, MIGA makes available certain specific information, including as described in Section III. C (Guarantee Project-Related Information) and Section III. D (Technical Assistance and Advisory Services).

27. There is a presumption in favor of disclosure with respect to the information described above, absent a compelling reason not to disclose such information.

c. World Bank

28. Over the past 15 years, the World Bank's policy on information disclosure has evolved in response to changes in its business and the growing expectations of stakeholders, and in line with its continued commitment to enhancing transparency about its operations. The World Bank Access to Information Policy was approved by the Board of Executive Directors on November 17, 2009, and will become effective on 1 July 2010. The new policy represents a fundamental shift in World Bank's approach to disclosure of information—moving from an approach that spells out what information it can disclose to one under which the Bank will disclose any information in its possession that is not on a list of exceptions.

29. The policy allows disclosure of more information than before, particularly information related to projects under preparation and under implementation, analytic and advisory activities, and Board proceedings. It also provides simultaneous access to some policies and strategies and project-related documents at the time of circulation to the Board of Directors for consideration. However, the policy protects the confidentiality of the deliberative processes that lead to its decisions and actions, to protect the relationship of trust with member states and to ensure that staff can openly and freely express opinions and recommendations both internally and to clients.

30. The policy seeks to strike a balance between maximum access to information and respect for "confidential" information whose disclosure could cause harm to well-defined interests. The policy includes a list of information that would consequently not be disclosed, referred to as "exceptions." However, the World Bank would reserve the right to disclose, under exceptional circumstances, certain information that falls under the exceptions, if it determines that the overall benefits of such disclosure outweigh the potential harm to the interest(s) protected by the exception(s). Similarly, it would reserve the right not to disclose, under exceptional circumstances, information that it would normally disclose if it determines that such disclosure is likely to cause harm that outweighs the benefits of disclosure.

31. Under the revised policy, the World Bank will routinely make available to the public as much information as practical, particularly on its external website, and will adopt clear and cost-effective procedures for requesting and responding to requests for information. It will also provide a two-stage appeals process, the second-stage being a mechanism independent of Management, for those who believe that the World Bank has unreasonably denied access to information. Finally, the policy recognizes that the sensitivity of some information declines over time, and provides timelines for the eventual declassification and disclosure of some of the restricted categories of information.