

**AFRICAN DEVELOPMENT BANK  
AFRICAN DEVELOPMENT FUND**



**THE AFRICAN DEVELOPMENT BANK GROUP POLICY  
ON DISCLOSURE OF INFORMATION**

**OCTOBER, 2005**

## Table of Contents

|  |     |
|--|-----|
| <b>EXECUTIVE SUMMARY</b> .....   | i   |
| <b>ABBREVIATIONS AND ACRONYMS</b> .....  | iii |
| <b>1. INTRODUCTION</b> .....   | 1   |
| <b>2. BANK GROUP AND OTHER MULTILATERAL DEVELOPMENT BANKS' EXPERIENCE WITH INFORMATION DISCLOSURE</b> .... | 3   |
| <b>3. THE POLICY</b> .....   | 4   |
| <b>4. SPECIFIC INFORMATION AVAILABLE FROM THE BANK GROUP</b> .....   | 5   |
| <b>A. Operational Information</b> .....  | 5   |
| <b>B. Environmental and Social Assessments</b> .....   | 10  |
| <b>C. Summary of Progress and Status of Project Implementation</b> .....                                   | 11  |
| <b>D. Documents of the Operations Evaluation Department</b> .....  | 11  |
| <b>E. Information on Procurement of Goods and Services</b> .....   | 11  |
| <b>F. Bank Financial Information</b> .....   | 12  |
| <b>G. Economics and Research</b> .....   | 14  |
| <b>H. Administration</b> .....   | 14  |
| <b>I. Legal Information</b> .....  | 15  |
| <b>5. INFORMATION THAT WILL NOT BE DISCLOSED</b> .....   | 16  |
| <b>6. EFFECTIVENESS AND REPORTING</b> .....  | 17  |
| <b>7. PUBLIC INFORMATION CENTRE</b> .....  | 18  |
| <b>8. FOLLOW UP ACTION</b> .....   | 18  |
| <b>9. CONCLUSION</b> .....   | 19  |
| <b>Documents Consulted</b> .....   | 20  |
| <b>Annex 1</b> .....   | 1   |

## EXECUTIVE SUMMARY

In December, 1997, the Boards of Directors approved a policy for Public Disclosure of Information which established the procedures and the types of information for disclosure in the absence of compelling reasons for confidentiality. The Bank Group's Policy on Disclosure of Information became effective in 1998. The policy was based on the principle that the Bank Group should be open and transparent in its operations. The main lessons from the implementation of the 1997 policy is that many institutions, civil groups and individuals have come to understand, appreciate and get involved in the work of the Bank Group. There has also been increased demand for disclosure of Bank Group documents and information on its activities.

This document is a revision of the 1997 Bank Group Policy on Disclosure of Information. The revision of the 1997 policy has been influenced by the Bank Group's desire to expand the scope and the type of information for public disclosure to incorporate changes in the Bank Group's lending activities and new documents that are not explicitly covered by the 1997 policy. There has also emerged the need to further deepen and improve information disclosure to increase transparency, and the need to harmonize the Bank Group's Disclosure of Information Policy with the policies of sister institutions.

The Deputies during the Consultative Meetings on the Ninth General Replenishment of the Resources of the African Development Fund, requested Management to review and update the Fund's Information Disclosure Policy so as to ensure that the Fund continues to place itself at the front of International Financial Institutions transparency. The revision of the 1997 policy is, therefore, part of the actions that management is taking to implement decisions of the Deputies.

The objective of the revision of Bank Group Policy on Disclosure of Information is to enhance broader stakeholder participation in Bank operations and activities, and to provide for the disclosure of Bank documents, consistent with the legal provisions of the Bank and the best practices of other Multilateral Development Banks. The Bank Group's Disclosure of Information Policy is to disclose all information on its operations and its activities unless there are compelling reasons not to do so. This is in line with the guiding principles upon which this policy is anchored and the categories of Bank Group information on which there will be some restrictions on availability to the public as outlined in this document. The rationale of the Bank Group's Policy on Disclosure is that the effectiveness and sustainability of projects and programmes supported by the Bank Group will be strengthened to the extent that Bank Group staff and government officials share information with the populations affected by these operations. However, the choice of information for public disclosure is based on a criteria of selectivity in line with the guiding principles upon which this policy is anchored.

While every effort is made to keep the amount of information not publicly disclosed to a minimum, the effective functioning of the Bank Group necessarily requires some derogation from complete openness. Categories of Bank Group information which will remain confidential, ranges from internal

financial information which may affect the Bank Group's activities in capital and financial markets to financial, business or proprietary information of private entities received by the Bank Group in the analysis or negotiation of loans unless permission is given by those private entities to release such information.

The Bank Group's Policy on Disclosure of Information is an important enabler toward development effectiveness and partnership goals. There is a direct relationship between the implementation of the Information Disclosure Policy and the ability and willingness of the public to be engaged in Bank activities. Furthermore, **the Bank Group Policy on Disclosure of Information** will allow interested members of the public to monitor the outcomes of specific Bank Group investments and will in part help assure that benefits reach the intended beneficiaries.

The principles, procedures and practices outlined in this revised policy have been harmonized with the provisions in the Information Disclosure Policies of sister institutions.

The Bank Group's Public Information Centre will continue to be the reference point for persons seeking information on Bank Group operations and activities, as well as a focal point of all information **on the** activities of the Bank Group. The public will also be able to access information on the Bank Group's operations and activities through the Bank Group's field offices, as well as through the Bank's website.

## ABBREVIATIONS AND ACRONYMS

|       |   |
|-------|---|
| ADF   | African Development Fund                    |
| CDP   | Country Dialogue Paper                      |
| CFAA  | Country Financial Accountability Assessment |
| CGP   | Country Governance Profile                  |
| CPA   | Country Performance Assessment              |
| CPAR  | Country Procurement Assessment Report       |
| CPIA  | Country Policy and Institutional Assessment |
| CPR   | Country Portfolio Rating                    |
| CSO   | Civil Society Organization                  |
| CSP   | Country Strategy Paper                      |
| DARMS | Documents and Records Management System     |
| EIA   | Environmental Impact Assessment             |
| ESIA  | Environmental and Social Impact Assessment  |
| ESMP  | Environmental and Social Management Plan    |
| ESW   | Economic and Sector Work                    |
| FI    | Financial Intermediary                      |
| FRP   | Full Resettlement Plan                      |
| HIPC  | Highly Indebted Poor Country                |
| NGO   | Non Governmental Organization               |
| OPEV  | Operations Evaluation Department            |
| PBL   | Policy Based Loan                           |
| PER   | Public Expenditure Review                   |
| PFM   | Public Financial Management                 |
| PIC   | Public Information Centre                   |
| PPB   | Prospective Project Brief                   |
| PRSP  | Poverty Reduction Strategy Paper            |
| QOS   | Quarterly Operational Summary               |
| UA    | Unit of Account                             |
| UN    | United Nations                              |

# 1. INTRODUCTION

1.1 In December 1997, the Boards approved a policy for public disclosure of information which established the procedures and the types of information for disclosure in the absence of compelling reasons for confidentiality. The policy was based on the principle that “the Bank Group should be open and transparent in its operations and in so doing (i) encourage debate with, and an ongoing flow of information to and from, parties involved in such operations, especially local participants in Bank Group projects; (ii) broaden understanding of their role and support for the Bank Group mission; (iii) facilitate cooperation and coordination with governments and other development institutions, including Bank Group recognized eligible NGO’s; and (iv) ensure local participation in decision making as well as ownership of decisions. The Bank Group’s policy became effective in 1998.

1.2 The Communications Unit of the Bank Group had primary responsibility for providing information to the public and for the operations of the Public Information Centre which was the main medium for the release of documents and information to the general public. The main lesson from the implementation of the 1997 policy is that many institutions, civil groups and individuals have come to understand, appreciate and get involved in the work of the Bank Group. There has also been increased demand for Bank Group documents and information on its activities and operations.

1.3 This document is an updated version of the 2004 Bank Group Policy on Disclosure of Information<sup>1</sup> which was a revision of the 1997 policy for Public Disclosure of Information. The revision of the policy had been influenced by Bank Group’s desire to expand the scope and the type of information for public disclosure to incorporate changes in the Bank Group’s lending activities and new documents that were not explicitly covered by the 1997 policy, the need to further deepen and improve disclosure of information to increase transparency, and the need to harmonize the Bank Group’s Policy on Disclosure of Information with the policies of sister institutions. This revised policy has also benefited from comments on the draft from both international and local NGOs.

1.4 The objective of the revision of the Bank Group Policy on Disclosure of Information is to enhance broader stakeholder participation and to provide for the disclosure of Bank Group documents, consistent with its legal provisions and the best practice of other Multilateral Development Banks.

1.5 During the negotiations for the mobilization of resources as contained in the report of the Deputies on the Consultative Meetings on the Ninth General Replenishment of the Resources of the African Development Fund, the Deputies requested Management to review and update the Bank Group’s Policy on Disclosure of Information so as to ensure that the Fund continues to place itself at the forefront of International Financial Institutions transparency. The revision of the 1997 policy is, therefore, a part of the actions that Management is taking to implement the decisions of the Deputies.

---

<sup>1</sup> This is the updated version of the African Development Bank Group Policy on Disclosure of Information ADF/BD/WP/2003/117/Rev.1 and incorporates revisions to the original document as approved by the Boards on 17 November 2004 and 28 September 2005.

1.6 Management continues to be committed to transparency in all Bank Group activities and ensuring that information is available to the public on all such activities. Furthermore, the information generated, drafted, prepared or obtained in the course of Bank Group activities is considered part of its archives, and may be released only in accordance with established policies authorized by duly constituted Bank Group authorities.

1.7 There is an increasing appreciation of the degree to which the effectiveness of projects and programmes supported by the Bank Group can be strengthened by consultation with affected populations and other interested members of the public on project design and implementation. Moreover, the Bank Group recognizes that as custodians of public funds, it must seek to increase overall public understanding of development issues which, it is hoped, will engender increased support for the institution and its operations. The Bank and the Fund are directly accountable to their shareholders and State Participants and indirectly accountable to the legislatures and taxpayers of such shareholders and State Participants. Transparency of operations is an important element in ensuring this accountability. Overall understanding of development issues resulting from expanded availability of information also leads to increased public support for the Bank Group's mission and enhances the effectiveness of its operations.

1.8 As a result of all these considerations, and the directive of the Deputies, Management is proposing a substantially revised Bank Group's Policy on the Disclosure of Information for the consideration of the Board of Directors. The revised policy reaffirms the Bank's commitment to transparency. The revised policy covers in a more comprehensive way those Bank Group documents that are available to the public related to the Bank Group's operations, financial information, and institutional information. It supersedes the 1997 Bank Group's Policy on Disclosure of Information. However the choice of information for public disclosure is based on a selectivity criteria in line with the guiding principles upon which this policy is anchored and the categories of Bank Group information on which there will be some restrictions on availability to the public as outlined in section 5 of this document. 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 it would be made available. The policy also includes specific reference to financial, administration and legal information about the Bank Group that is to be made available to the public.

1.9 The Bank Group's Policy on Disclosure of Information is an important enabler toward development effectiveness and partnership goals. There is a direct relationship between the implementation of the Information Disclosure Policy and the ability and willingness of the public to be engaged in Bank Group activities. Furthermore, this policy will allow interested members of the public to monitor the outcomes of specific investments and will, in part, help to assure that benefits reach the intended beneficiaries.

1.10 It should be noted that this policy will inform the Bank' Group's Communication Strategy, which is under preparation. The main objective of the Communication Strategy will be to promote the Bank Group's activities and provide more visibility of

its operations as well as improve its image in the regional and non-regional member countries. The revised Bank Group Policy on Disclosure of Information is therefore an important input into the preparation process for the Bank Group's Communication Strategy.

1.11 **This document is organized as follows:** Part 2 of this document discusses briefly the experience of the Bank and other Multilateral Development Banks with Information Disclosure. Part 3 sets out the Bank Group's revised Policy on Disclosure of Information. Part 4 outlines the specific information available to the general public or to interested individuals and groups. **The** section also indicates specific areas of the Bank Group's activities where expanded disclosure of information will be given priority. Part 5 indicates the type of information that will not be disclosed. Part 6 outlines effectiveness and reporting. Part 7 outlines the functions of the Public Information Centre and the responsibility of the Communications Unit in the management of the Centre. Part 8 outlines follow up action while Part 9 is the Conclusion.

## **2. BANK GROUP AND OTHER MULTILATERAL DEVELOPMENT BANKS' EXPERIENCE WITH INFORMATION DISCLOSURE**

2.1 All the MDBs recognize the importance of sharing information about their operations and activities with their development partners and population groups who are directly or indirectly affected by these operations and activities. The main objective of this information sharing is to enhance transparency and accountability, to encourage public support and active participation as well as scaling-up efforts to improve development effectiveness of MDBs' projects and programmes. The experience of the Bank **Group** and other MDBs with information disclosure **shows** that the public, civil society and NGOs are better informed in the work and programmes of the MDBs and have taken keen interest in participating in shaping the development agenda of these institutions.

2.2 The common guiding principle of the Information Disclosure Policies of the MDBs is the need for openness and transparency in the operations and practices at these institutions. Information for disclosure include operational, financial, administration as well as legal information. However at each institution, there are provisions in the Information Disclosure Policies for some derogation from disclosure of information that may not be in the interest of the MDBs or their member countries and other partners.

2.3 The Bank Group's comparator organizations, the World Bank, the Asian Development Bank, Inter American Development Bank and the International Monetary Fund, have adopted revisions to their Disclosure of Information Policies, **in order to enhance transparency and accountability at each organization**. At each of these institutions, policy revisions also included the increase in the range of documents disclosed and the streamlining of access to that information.

### 3. THE POLICY

3.1 As development financial institutions owned by sovereign states, the African Development Bank (the “Bank”) and the African Development Fund (the “Fund”) have to be open and transparent in their operations. The Bank and the Fund are accountable for the proper management of resources put at their disposal, and **have an** obligation to be open and to respond to questions and concerns of member states. Making information available to groups of people affected by Bank Group operations **entails that these** groups are consulted at an early stage in the operations cycle. The quality of operations will improve to the extent that Bank Group staff and government officials share information with the populations affected by those operations.

3.2 The Bank Group’s Policy on Disclosure of Information **enjoins the Bank** to disclose all documents on its operations and its activities unless there are compelling reasons not to do so. Categories of Bank Group information on which there will be some restrictions on **disclosure** to the public is outlined in section 5 of this document. The rationale of the Bank Group’s Policy on Disclosure of Information is that the effectiveness and sustainability of projects and programmes supported by the Bank Group will be strengthened by achieving the following objectives: encouraging member states to make information available to the public, in particular, to groups directly affected by the Bank Group’s operations within member states; increasing awareness of Bank Group operations, activities, policies, programmes, procedures and administration and, in particular, facilitating the participation of local groups affected by Bank Group-supported projects, including Bank Group recognized eligible non-governmental and other “grassroots” organizations (“NGOs”); improving accountability of member states; forging and strengthening closer cooperation links, and enhancing coordination with other development partners, including bilateral and multilateral financing agencies, international financial institutions and private sources of finance; enhancing and broadening dialogue on institutional policy formulation and reform, and the design of sound strategies, programmes and procedures; and improving the quality of Bank Group operations through affording a reasonable opportunity for public consultation and comment, and expert opinion.

3.3 The Bank Group Policy on Disclosure of Information is premised and anchored on the following guiding principles:

- (i) Information concerning the Bank Group and its activities will be made available to the public in the absence of a compelling reason not to do so (restrictions on availability of information to the public is outlined in section 5) in accordance with this Policy and the processes and procedures to be outlined in the Handbook.
- (ii) Availability of information outside the institution and any solicitation of comments **on draft documents** are governed by the principles and procedures set forth in this policy document.
- (iii) **Public access to information on all Bank Group activities will be through** the Public Information Centre, field offices and the Bank’s website, with the latter being the main medium of access for documents.

- (iv) Information provided to the public shall be made available in a form and at a time as provided for in this revised policy.
- (v) The final determination as to what information may be released to the public shall rest with the Bank Group and its governing bodies.
- (vi) Final decisions concerning the Bank Group, its operating policies, and the projects it approves, rest with the governing bodies of the Bank Group and its shareholders.
- (vii) The availability to the public of information pursuant to this policy shall not be construed as an **expression of, or** implied waiver of the privileges and immunities afforded to the Bank Group pursuant to the provisions of the Agreement Establishing the African Development Bank, including those regarding the inviolability of the Bank's archives (until the Bank Group's Archives Policy is developed and approved) or of the laws of any of its member countries.
- (viii) Country-owned documents such as Poverty Reduction Strategy Papers will be disclosed after they have been disclosed in-country.
- (ix) The principles, procedures and practices outlined in this revised policy have been harmonized with the provisions in the Information Disclosure Policies of sister institutions.

## **4. SPECIFIC INFORMATION AVAILABLE FROM THE BANK GROUP**

### **A. Operational Information**

#### Economic and Sector Work

4.1 The Bank Group undertakes economic and sector work (ESW), which, among other things, provides the basis for the Bank Group's diagnosis of a given country's development prospects. ESW provides a sound basis for dialogue with a borrowing member country on development objectives and policy. ESW reports which includes economic, and sector studies, reviews and strategy papers will be made available to the public after distribution to **and/or consideration by the Board.**

#### Poverty Reduction Strategy Papers

4.2 Poverty Reduction Strategy Papers (PRSPs) and Interim PRSPs (I-PRSPs) are prepared by the country concerned and among other things, summarize the country's objectives, policies, priorities and measures for poverty reduction. Once a PRSP (or I-PRSP) has been disclosed in-country, the Bank Group will make it publicly available after distributing it to the Boards of Directors.

### Country Strategy Papers and Updates

4.3 The Bank prepares Country Strategy Papers (CSPs) which outlines among other things, the country's development prospects and priority areas for Bank's intervention. The CSP is prepared in consultation with the government concerned, as well as other interested and informed public and private stakeholders including the major aid agencies active in the country. The draft CSP will be released to in-country target audiences, as part of the consultation process, to enhance information for CSP consultation. Such drafts will however exclude confidential information as agreed with the government. Draft CSPs will be released via the Bank Group website at least 50 days prior to formal Board discussion.

4.4 During the final review of a draft CSP with the government concerned, all issues deemed confidential or sensitive will have to be resolved by the Bank and the Government concerned before finalization of the CSP and its distribution to the Boards of Directors.

4.5 Notwithstanding consultation with governments for the preparation of CSPs, the CSP remains the responsibility of the Bank Group and will, in all instances, reflect the Bank Group's candid assessment of conditions prevailing in the country. Once it is adopted by the Boards of Directors, the CSP will be publicly available through the PIC and the website, unless in exceptional circumstances, the country concerned objects to such disclosure and the Board agrees that it will not be disclosed. The Summing Up by the Chairperson of the Boards of Directors' discussion of the CSP or the CSP Update will also be made available to the public except when the CSP or Update is not disclosed.

### Country Governance Profile

4.6 The Country Governance Profile (CGP) is a Bank document designed to assess the governance situation in a regional member country. Based on discussions with the government, private sector, civil society, and other stakeholders, the CGP outlines the major governance issues in a country; identifies the key priority areas; performs an activity-mapping of government and donor interventions in the area; and recommends possible areas of intervention.

4.7 In particular, the CGP presents the major problems of governance facing the country in terms of transparency, accountability, participation, combating corruption, and legal and judicial reform. The CGP is designed to pinpoint government policy actions to redress the manifestations of bad governance that are deemed harmful to the economic and social development of the country. In addition, it provides some indication of the interventions of donors on governance in the country to help the Bank in identifying issues and sectors where the Bank could take the lead, including as a coordinator of donors' intervention. Based on the major needs identified, the CGP determines a list of possible actions that could be financed by the Bank, in collaboration with the government and the other stakeholders. The CGP findings provides a framework for effective dialogue with RMCs on sustainable governance programming. The CGP will be publicly available after distribution to the Board.

## Country Dialogue Papers

4.8 In lieu of Country Strategy Papers, Country Dialogue Papers (CDPs) are prepared by the Bank Group for countries in chronic arrears (arrears for two years or more) or in non-accrual status (arrears for six months or more). The objective of the CDP is to maintain dialogue with countries in this situation and to recommend appropriate actions to accelerate the resumption of Bank Group's operations. CDPs will be **disclosed** to the public after Board approval.

## Policy Based Loans

4.9 The purpose of Policy Based Loans (PBLs) is to support economic and structural reforms in countries required to **stabilize and strengthen** the economy and generate **sustained growth and poverty reduction**. PBLs provide quick-disbursing funds for institutional and policy **reforms** at the macro or sector level. PBLs also provide balance of payment support **and** budgetary support or a combination of the two.

4.10 PBLs are prepared, usually, though not exclusively, in collaboration with the IMF and the World Bank and other development partners. In general, the countries receiving this support have stabilization and structural programmes underway, either locally generated or **as part of** an on-going programme with the IMF **and World Bank**, such as a Poverty Reduction and Growth Facility **or Poverty Reduction Credit**. Central to a PBL is a country's economic reform programme. The Bank Group provides PBL loans subject to a set of conditions that will trigger disbursements. The PBL document will be available to the public after approval by the Board.

## Country Performance Assessment

4.11 Since 1999, the Bank Group has been implementing the Performance-Based Allocation system (PBA) of ADF resources. The PBA system aims at providing a transparent means of allocating funds to ADF-eligible borrowers according to performance. It is based on the Country Performance Assessment (CPA) which is made up of two parts: the Country Policy and Institutional Assessment (CPIA) and the Country Portfolio Rating (CPR). The CPIA **annually assesses** the country's policy and institutional environment. It awards ratings to countries based on scores from **sixteen** assessment criteria. These criteria are grouped into four main clusters, namely, **economic management; structural policies; policies for social inclusion/equity; and public sector management and institutions**. The CPR measures performance of the Bank's portfolio, highlighting the degree to which it is at risk. The CPR provides a useful indicator of performance and effectiveness in the use of aid resources.

4.12 It is clearly desirable that the borrower governments are aware of the outcome of the Bank's CPA for their countries, and that performance problems and remedial actions are fully and frankly discussed between the Bank and country authorities. Country Department Directors should, therefore, more systematically discuss the CPIA and CPR results with the borrower countries. In this regard, the country's quintile position for each of the CPIA clusters, the CPR and the overall CPA will be presented in the CSP with a view to enriching the country dialogue and improving the

focus and effectiveness of ADF-funded programmes. The quintile rankings for each of the CPIA clusters, the CPR, the overall CPA, and the CPIA questionnaire will be made available on the Bank's website. Individual CPA numerical ratings, including all its components will be publicly disclosed on the Bank website once IDA disclosure of individual ratings comes into effect in 2006, in accordance with the harmonization and alignment principles.

#### Highly Indebted Poor Country (HIPC) Initiative

4.13 The broad objective of the HIPC-related documents is to provide information on the participation of the Bank Group in the implementation of the Enhanced HIPC Initiative in collaboration with the Bretton Woods Institutions. The HIPC-related documents provide information on eligible HIPCs by presenting the justifications for qualification either for Decision or Completion Points. The documents also provide information on the amount of HIPC debt relief the country is entitled to, as well as the proposed plan to finance the balance of the Bank Group's share of the HIPC debt relief. The HIPC-related documents will be publicly available after review by the Board, unless the country concerned objects to their disclosure.

#### Prospective Project Brief

4.14 The Prospective Project Brief (PPB) on public and private sector projects, a Bank Group document designed to make project information available to interested parties while a project is still under preparation will be published. It is intended that the PPB will facilitate consultation with peoples who would be affected by Bank Group operations at an early stage in the project cycle. The PPB will provide a brief factual summary of the main elements of an evolving project: objectives; expected or probable components; costs and financing; environmental category and environmental and other related issues such as financing and procurement arrangements; studies to be undertaken; prospective implementing agency; and relevant points of contact. It will clearly indicate that its contents are subject to change and that the components described may not be included in the final project. For sector and structural adjustment operations, which do not finance physical investments, PPBs will identify the areas being examined.

4.15 The PPB will be prepared when the first review of a proposed project is done by the Sector/Country Operations Department and updated and expanded periodically as project preparation proceeds. In all cases, it will be revised before formal project appraisal; if changes are made after appraisal, a final revision of the PPB will be prepared. All PPBs will be available in their original language through the PIC at least six (6) months prior to presentation of the project to the Boards of Directors. Public disclosure of PPBs will only be done after consultation with the government concerned by the Country/ Sector Directors.

4.16 A list of technical documents will be attached to the PPB. The document list will be updated as the PPB is updated. The Director of the Country/Sector Department concerned may release the technical documents, in whole or in part, after consulting with the borrower concerned. When an interested party requests more technical information about a project on which the Bank Group is working, the Director of the Country/Sector Department responsible may provide such information.

4.17 The Bank Group will also continue to publish the Quarterly Operational Summary (“QOS”) which contains shorter descriptions of approved and potential projects.

#### Project Appraisal Reports

4.18 The Project Appraisal Report (PAR) describes the project, and outlines the Bank’s appraisal and assessment of the feasibility of, and justification for the project. Once a project has been approved by the Boards of Directors, the PAR will become available to the public. Summary documentation on any subsequent substantial change to a project approved by the Boards of Directors will also be made publicly available routinely after Board approval.

#### Other Economic Reports

4.19 Other economic reports including, country economic memoranda, country sector reports and other country-specific reports such as poverty assessments, private sector assessments, and public expenditure documents will also be publicly available.

#### Operations Policy Papers

4.20 Operations policy papers, including sectoral policy papers and guidelines, in hard copy, will be publicly available on request through the PIC and the Bank Group’s field offices and on the Bank’s website within two weeks of their approval by the Boards of Directors. Draft policy papers will be released through the Internet and the Bank website at least 50 days prior to formal Board discussion.

4.21 Prior to submission of operational and sectoral policy papers to the Boards of Directors, staff may discuss such papers in draft form, as appropriate, with institutions and individuals outside the Bank Group with specialized knowledge of specific issues (in particular, relevant and competent NGOs and specialized agencies of the United Nations) and may share such drafts with them.

#### Other Documentation

4.22 Other sources of information about a country’s economic situation and projects that will be publicly available include: the Bank’s Annual Report; the African Development Report; and the annual selected statistics on regional member states.

4.23 Reports prepared by the Bank Group and presented at consultative group meetings will be, with the written concurrence of the government concerned, publicly available after the meeting.

## **B. Environmental and Social Assessments**

### Environmental Impact Assessment (EIA) and Environmental Analysis

4.24 Environmental and Social Impact Assessments (ESIAs) are prepared by the borrower for Category 1 projects with potentially substantial environmental and social impacts. Local populations shall be informed of the results of the ESIA and their opinions about proposed recommendations solicited.

4.25 Before the Bank Group proceeds to an appraisal mission for Category 1 projects, available ESIA studies shall be released in the borrowing country project area at some public place accessible to potential beneficiaries, affected group and local CSOs. Once the ESIA is released in the borrowing country and submitted officially to the Bank Group, it will be made available to the public through the PIC, website and the field offices where such offices are in place. If the borrower objects to the broader release of the ESIA outside the borrowing country, staff will not continue with the processing of the project. For Category 4 projects involving Financial Intermediaries (FI), the FI shall ensure that the sub-projects that require ESIA's undergo the same information disclosure process as Category 1 projects funded by the Bank Group.

### Executive Summaries of ESIA

4.26 Summaries of Environmental and Social Impact Assessments of Category 1 projects, which are prepared by Bank Group staff with the consent of the borrower and include the staff's conclusions and recommendations regarding environmental impacts and preventive or mitigatory measures, will be made available to the public in the borrowing country, through the PIC, field offices and Bank's website.

4.27 Environmental information will be released according to the Bank Group's existing applicable timetables for such releases; i.e. one hundred and twenty (120) days prior to presentation to the Boards.

### Environmental and Social Management Plan

4.28 For Category 2 projects, where potential environmental impacts are minor, easily mitigated, indirect, and/or predictable, an Environmental and Social Management Plan (ESMP), has to be prepared and incorporated in the loan documents. A summary of the ESMP is released to the public through the PIC at least 30 days prior to Board presentation. Sector and Country departments will address any public inquiry related to the information released by the Bank, with the assistance of the Sustainable Development Unit. The communications between the Bank Group and the public shall be documented and kept on file by the Sector and Country Departments.

4.29 For any project that involves a significant number of people (200 or more persons) who would need to be displaced with a loss of assets, or access to assets or reduction in their livelihood, the Bank will require the borrower to prepare a Full Resettlement Plan (FRP). The FRP is released as a supplementary document to the ESIA summary. For any project involving the resettlement of less than 200 persons, an abbreviated resettlement plan is released together with the ESMP made available in the PIC, field offices and posted on the Bank Group's website for public review and comment.

### **C. Summary of Progress and Status of Project Implementation**

4.30 There is an increasing desire by many stakeholders for Multilateral Development Banks to provide information on the status and performance of projects under implementation. The Bank will publicly disclose, through its website, after distribution to the Board for information, a summary report on the progress and status of project implementation highlighting important indicators of progress in attainment of project development objectives and implementation progress.

### **D. Documents of the Operations Evaluation Department**

4.31 The Bank Group's Operations Evaluation Department (OPEV) reports directly to the Boards of Directors. Its mandate is to prepare independent evaluations of completed Bank operations (Project Performance Evaluation Reports), undertake country assistance evaluations and the evaluation of the implementation of sector policies and specific operational processes of lending and non-lending instruments. All OPEV reports including Synthesis Reports on Evaluation Results, Annual Report on Development Effectiveness will be available to the public after they have been distributed to the Board.

#### Other Self-Evaluation Reports

4.32 Publicly available reports will also include the Self-Evaluation Reports such as the Annual Portfolio Performance Review, Country Portfolio Performance Review, Annual Poverty Report, Annual Reports of the Private Sector Department, Risk Management Reports, Annual Report on Partnership and Cooperation Activities, Annual Report on Cofinanced **Operations**, Sector Reviews and Project/Programme Completion Reports, prepared by the Operations Policy and Review Department, the Country or Sector Departments and the Sustainable Development Unit.

### **E. Information on Procurement of Goods and Services**

4.33 The Bank Group's operations in its borrowing member countries provide procurement opportunities about which notices are published. Specific Procurement Notices are published in the local press in the borrowing country. The Bank Group regularly publishes Prospective Project Briefs which will be distributed to the public. It also publishes Quarterly Operations Summaries (QOS) containing information on projects approved by the Board of Directors during the past six months. The QOS is also published in *Development Business*, a UN publication. In addition, *Development Business*, publishes for each Bank-financed project carried out by public sector borrowers or executing agencies, general procurement notices and specific notices for goods and works that are to be procured through international competitive bidding, as well as services. Furthermore, after the Boards of Directors approve a loan/grant, the Bank Group immediately publishes a press release setting forth the loan/grant amount, the purpose, and activities to be financed by the loan/grant. Information related to the contract awards financed on Bank Group loans and grants is published in *Development Business*.

### Contract Awards and Disbursements

4.34 Information on major contract awards (a description of the contract, the name and nationality of the successful bidder, and the contract price) is made available after the borrower has informed the Bank that the contract has been signed. Major contract award decisions (over 50.000 UA) are published in *Development Business* and in periodic Bank publications, as well as on the Bank Group's website. Information on blacklisted firms (firms proven to have contravened Bank Group procurement rules and procedures) will be publicly disclosed and circulated in the member states. Information on disbursements shall also be released to the public.

## **F. Bank Financial Information**

### Financial Policy Papers

4.35 Financial policy papers for the Bank Group will be publicly available on request through the PIC, field offices and the Bank's website, following their approval by the Boards of Directors.

### Financial Statements and Data

4.36 Audited financial statements as of the 31 December of each year are included in the Annual Report of the Bank Group. Unaudited quarterly financial statements (i.e., as of 31 March, 30 June and 30 September) are also available. The unaudited financial statements as of 30 June or the December 31 audited statements are included in the semi-annual updates of the Bank Group's Information Statement. The statements include a balance sheet; statements of income and expenses; comprehensive income and changes in reserves and of cash flows; the amounts of paid-in and callable capital; statements of changes in cumulative translation adjustment and of member subscriptions to capital stock and voting power. The notes to the financial statements include information on all significant accounting policies and other detailed disclosures. Such disclosures include the composition of capital stock, a summary statement of loans by borrowings member, the currency composition and maturity structure of loans, investments and borrowings of the Bank Group; the financial risks to which the Bank Group may be exposed and; a summary description of the Staff Retirement Plan. The audited financial Statements of the Bank will be made available through the PIC, field offices and the Bank's website.

### Countries in Non-Accrual Status (Chronic Arrears)

4.37 The list of countries in non-accrual status (chronic arrears) will be disclosed through the periodic publication of such a list in the Financial Statements of the Bank.

4.38 Other financial data published in the Annual Report or the Information Statement include the average cost of borrowings, average interest rate on loans, return on liquid investments and on loans, aggregate information on consents by member states for release of local currency capital funds for lending, and aggregate information on private placements with member countries' monetary authorities. Other documents related to public offerings are released when the laws or regulations governing the market require that they be filed with a government agency. Such information will be available through the PIC, field offices and the Bank's website.

4.39 Information on the finances of the Fund is published in the annual audited special purpose financial statements in the Annual Report and in unaudited quarterly special purpose financial statements. Replenishment terms and conditions are published in the Resolutions of the Board of Governors of the Fund. Information on current replenishment negotiations is provided by the Coordinator's summaries of replenishment meetings and papers written for information or consideration during replenishment negotiations. The status of subscriptions to the Fund is published in the Quarterly Financial Statements of the Fund. Such information will be available through the PIC, field offices and the Bank's website.

#### Trust Funds

4.40 The Bank Group manages several trust funds established by governments (bilateral agencies), for the purpose of providing resources to borrowing countries and other beneficiaries on a grant basis for studies, capacity building, project preparation, pilot project implementation and other activities that are consistent with the purposes and objectives of the Bank Group. With the agreement of the donor and the terms of the agreement establishing the specific trust fund, information on the activities of each trust fund will be made available to the public through the PIC, field offices and the Bank's website. Such information includes information on the operations approved with the resources of the trust fund, the amount of resources in the trust fund and of disbursements made and the annual financial statements prepared by the Bank on trust funds. In addition, Audit Reports on Trust Fund Management will also be available to the public.

#### Country Financial Accountability Assessment

4.41 The Country Financial Accountability Assessment (CFAA) is a diagnostic tool designed to assess the strengths and weaknesses of a country's compliance with Public Financial Management (PFM) accountability rules and regulations, as well as international best practice. It is designed to enhance the borrowers', the Bank's and other development partners' knowledge of PFM and public accountability arrangements in a given country and thereby serve as one of the pillars for the construction of a development strategy. The CFAA is designed to feed into borrower and Bank strategy documents such as PRSP and CSP. It is not an audit nor does it provide a pass/fail assessment of a country's PFM system in terms of its adequacy for managing bank or other donor provided resources. The CFAA is World Bank led and will be made publicly available upon acceptance by the concerned government and after release by the World Bank.

#### Public Expenditure Reviews

4.42 Public Expenditure Reviews (PERs) are prepared jointly between the World Bank, Bank Group and in some cases bilateral donors with the World Bank playing the lead role. PERs are used to assess the method or procedure used to analyse the level and composition of public expenditures. They provide an objective analysis of an RMCs public spending issues. An assessment of public expenditures is a prerequisite for making key decisions regarding the strategies of government intervention. PERs, therefore, assist RMCs in establishing effective and transparent mechanisms to allocate and use available public resources in a manner that

promotes economic growth and helps in reducing poverty. PERs vary from country to country but in general their focus has been on the budget structure and composition with some attention paid to more general public sector issues. A PER can be used (i) as an input to the Bank's country strategy and hence the assessment of the Bank's overall lending programme; and (ii) background Economic and Sector Work for PBLs/investment loans. The PER will be publicly available after release by the World Bank.

### Country Procurement Assessment Report

4.43 The Country Procurement Assessment Report (CPAR) is an analytical tool which provides a comprehensive analysis of the country's public sector procurement system, including the existing legal framework, organizational responsibilities and control and oversight capabilities, present procedures and practices, and how well these work in practice; undertake a general assessment of the institutional, organizational and other risks associated with the procurement process, including identification of procurement practices unacceptable for use in Bank-financed projects; develop a prioritized action plan to bring about institutional improvements; and assess the competitiveness and performance of local private industry with regard to participation in public procurement, and the adequacy of commercial practices that relate to public procurement. The CPAR assesses the efficiency, transparency, and integrity of a country's entire procurement system and the risk it may pose to the use of Bank funds. The CPAR also provides an important input to the CSP for the Bank to support public procurement reform as part of an agreed implementation strategy. The CPAR will be publicly available after release by the World Bank.

## **G. Economics and Research**

4.44 The Bank publishes **on a regular basis** the African Development Report, the African Development Review and the Annual Report. These publications will be made generally available to select institutions and will be available to the general public through the PIC. The Bank also publishes annually a Compendium of Statistics on its operations and Selected Statistics on regional member countries all of which, including other occasional research papers, will be available through the PIC, field offices and the Bank's website.

## **H. Administration**

### Board of Governors

4.45 The Annual Reports list Member States, State Participants, Governors, Alternate Governors and the voting power of each such member state and State Participant as at the end of each financial year. Summary Proceedings of Annual Meetings contain all speeches relating to the Bank; decisions taken at the meetings and by postal ballot since the last meetings; and reports of committees.

## Boards of Directors

4.46 The Annual Reports list Executive Directors and Alternate Executive Directors of the Bank and the Fund and the voting power of each country they represent. Rules for elections are published in the Summary Proceedings.

4.47 The Board's biannual Work Programme will be publicly available after it has been approved by the Board. The Board's monthly Rolling Agenda will also be publicly available. Important decisions of the Boards of Directors are contained in Resolutions of the Boards of the Bank Group. Administrative Policy documents and other publications governing Bank Group procedures will be made available to the public on request. The Bank Group's Annual Reports which are also available on the Bank Group website, lists the names of Executive Directors, the countries appointing or electing them, and their voting power.

4.48 Summary Decisions of the Board of Directors will be publicly disclosed after they have been approved by the Board and will be posted on the Bank's website.

## Management

4.49 Other Management-related documents such as operations and organizational manuals, etc., may be made available to the public, upon request, by decision of the Director of the Department concerned in consultation with the Legal Services Department.

## Staff

4.50 Organizational charts and descriptions of positions advertised for recruitment purposes are publicly available, as is the African Development Bank Group Directory, which contains organizational listings.

4.51 General information on the Bank Group's salary structure, and methodology employed in establishing salary levels, staff benefits, and similar information will be available on request. The Bank Group's broad objectives and strategy in recruiting, placing, redeploying and retaining staff are available in brochures or other documents prepared specifically for publication.

## **I. Legal Information**

4.52 The Agreements Establishing the Bank and the Fund, and the Agreement between the Federal Republic of Nigeria and the Bank governing the establishment of the Nigeria Trust Fund are all public documents.

4.53 After loan and grant agreements are signed and declared effective, they will be available upon request through the PIC, and field offices. Draft agreements prepared for negotiations may be made available to parties other than prospective borrower where required, for example, for arranging co-financing. Agreements between other parties in relation to a Bank-financed project will be released if the parties consider them public documents or have authorized release.

4.54 The Staff Appeals Committee issues an annual report summarizing cases examined and reported on for each year which may be made available on request. The proceedings of the Appeals Committee are in camera. The proceedings of the Administrative Tribunal are held in public unless exceptional circumstances require otherwise. The Tribunal's decisions are published and will be available on request. Documents and proceedings related to external litigation to which the Bank Group is a party are generally public documents.

4.55 Legal opinion prepared for the Boards by the General Counsel and Director of the Legal Services Department may be made available to the public by decision of the Boards on a case-by-case basis.

## **5. INFORMATION THAT WILL NOT BE DISCLOSED**

5.1 While every effort is made to disclose information to the public, the effective functioning of the Bank Group necessarily requires some derogation from complete openness. Categories of Bank Group information on which there will be some restrictions on public disclosure are outlined in the following paragraphs.

5.2 Records of internal deliberative processes including Board documents and proceedings protected by Rules 11 and 12 of the Rules of Procedure of the Boards of Directors of the Bank and the Fund (the "Board of Directors"), respectively, as well as, communications to and from Executive Directors, their Alternatives, their Advisors as well as the President, except to the extent that the Boards of Directors authorize their disclosure, will not be available to the public.

5.3 Privileged information such as legal advice and matters in dispute or under negotiation including, disciplinary and investigatory information generated in or for the Bank, other than documents intended for public release. This will also include information provided to the Bank Group on the explicit or implied understanding that it will not be disclosed outside the Bank Group, or that it may not be disclosed without the prior consent of the source, or with other restrictions on its use. The Bank Group will also not make publicly available documents that contain proprietary information, such as trade secrets or pricing information, without the express permission of the owner of such information. Materials held by the Bank Group in which other parties hold the copyright may be made available for review, but copying or distributing of such material may be limited to respect the rights of the copyright holder.

5.4 Internal financial information which may affect the Bank Group's activities in capital and financial markets or to which such markets may be sensitive, including, but not limited to: liquidity; investments; estimates of future borrowings and redemptions of borrowings; expected rates of interest; rates of return and financial ratios; and documents dealing with financial matters not yet approved by the relevant Bank Group authorities.

5.5 Information dealing entirely with internal administration or operating systems which has no direct effect outside the institution, or internal documents written by staff to their colleagues, supervisors or subordinates, unless those documents are intended for public circulation in accordance with Bank Group policies.

5.6 The Bank' Group's Principles of Staff Employment require the Bank Group to maintain appropriate safeguards to respect the personal privacy of staff members and protect the confidentiality of personal information about them. The individual records and personal medical information of Bank Group staff, as well as proceedings of internal appeal mechanisms and investigations, are not disclosed outside the Bank Group, except to the extent permitted by the Staff Rules.

5.7 Information related to procurement processes which involves pre-qualification information submitted by prospective bidders, proposals or price quotations, or records of deliberative processes.

5.8 There is also need to preserve the integrity of the deliberative process and to facilitate and safeguard the free and candid exchange of ideas between the Bank Group and its members. For this reason, analysis of country creditworthiness and credit ratings, aide memoirs and supervision reports will not be publicly available. The Bank also cooperates with various international organizations, bilateral aid agencies, and private commercial banks and institutions in the context of its operations. In this context, documents exchanged with such entities on matters of common interest which are related to the decision-making processes of the Bank Group and such entities are not publicly available. Financial, business or proprietary information of private entities received by the Bank Group in the analysis or negotiation of loans unless permission is given by those private entities to release such information.

5.9 In addition, public availability of some information may be precluded on an ad hoc basis when, because of its content, wording, or timing, disclosure would be detrimental to the interests of the Bank Group, its partners, a member country, or Bank staff.

## **6. EFFECTIVENESS AND REPORTING**

6.1 Documents produced after the coming into force of this revised policy will be released in accordance with this policy. Specific permission of member governments or any directly affected co-financing institutions is required before the release of documents which were obtained under promise of confidentiality. Documents which were heretofore public will continue as such. Documents produced after approval of this revised policy shall be prepared in accordance with the expectation of release indicated by this revised policy.

6.2 Following approval by the Boards of Directors of this revised policy, Management will immediately put in place the administrative measures necessary for the implementation of this revised policy. Two years after the effectiveness of this revised policy, Management will submit a report to the Boards of Directors of its observations on the effectiveness of the Bank Group's Disclosure of Information Revised Policy and any recommended modifications.

## **7. PUBLIC INFORMATION CENTRE**

7.1 The Bank Group's Public Information Centre ("PIC") is the reference point for persons seeking information on its operations and activities, as well as a focal point of all information activities of the Bank Group. The PIC started its operations on 1 January, 1998. The PIC will continue to bear overall responsibility for the release of documents and information to the general public, their pricing as necessary, and for the maintenance of records thereof. It is located at the Bank' Group's Headquarters in Abidjan, Cote D'Ivoire which is currently at the Temporary Relocation Site in Tunis, Tunisia, and will serve the public of member states. The public will also be able to access information on the Bank Group's operations and activities through the field offices which will coordinate their activities in providing information to the public with the PIC. In addition, all information and documents which will be available to the public through the PIC and the field offices, will be posted on the Bank's website and will also be available via Internet. It is expected that the Bank Website Improvement Project to be undertaken by the Bank will update the Bank website to enable ease access to Bank documents by the public. The Communications Unit of the Bank Group has primary responsibility for providing information to the public and is responsible for the operations of the PIC.

7.2 To the extent possible, the operating costs of the PIC will be recovered through paid subscription and the collection of reasonable fees from the users<sup>2</sup>.

## **8. FOLLOW UP ACTION**

### Disclosure Handbook

8.1 After approval of the revised Bank Group Policy on Disclosure of Information by the Board of Directors, Management will prepare a Disclosure Handbook which will outline for staff, the workflow arrangements for making operational information available to the public in accordance with the revised policy. These workflow arrangements aim at facilitating the disclosure of all documents that are routinely made publicly available by the Bank Group through the PIC and field offices. The Handbook will provide information on the processes involved in preparing information for public disclosure including document approval arrangements, as well as administrative arrangements to ensure disclosure policy compliance. In preparing operational information for public disclosure, staff will be required to strictly adhere to the provisions on information not to be disclosed as set out in Part IV of this revised Bank Group Policy on Disclosure of Information and other Bank Group regulations and procedures for handling confidential and sensitive operational information.

### Improvement of Internet, Intranet and Extranet Web Environment – I\*NET Project

8.2 In order to improve the accessibility of **its** website, the Bank will implement the I\*NET project following recommendations of **the** study on the need for improvement of Bank Group Internet and Intranet Web services. The overall objective of the

<sup>2</sup> For the purpose of this Policy, it should be understood that reasonable user fees would be established in accordance with the principle that reduced charges will be applied when the documents are provided to not-for-profit organizations and gratis when documents are provided to entities located in a regional member country to which the relevant information relates.

project is to improve the various aspects of the Internet and Intranet web services. When completed, the I\*NET is expected to improve communication within the Bank, and between the Bank and the outside world. This will enable the public to access with ease the information and documents as provided for in the Bank Group's Policy on Disclosure of Information in a cost-effective way. In addition, this information and documents will be available through the Documents and Records Management System (DARMS) which will also be upgraded for effective document management.

## **9. CONCLUSION**

9.1 The Bank Group's Disclosure of Information Policy is to disclose all information on its operations and its activities unless there are compelling reasons not to do so. Categories of Bank Group documents/information on which there will be restrictions on disclosure to the public have been outlined in section 5 of this revised policy. The objective of the revision of the Bank Group Policy on Disclosure of Information is to enhance, deepen and improve broader stakeholder participation in Bank operations and activities, and to provide for the disclosure of Bank Group documents, consistent with the legal provisions of the Bank Group and best practices of other Multilateral Development Banks. This revised policy comprehensively lists the Bank Group documents that shall be made available to the public on the Bank Group's operations, financial information, and institutional information. With respect to operational information, the policy specifies a broad range of documents that will be available to the public, including a brief description of each document and what stage in its preparation process that it will be made publicly available. The policy also includes specific reference to financial, administrative and legal information about the Bank Group that is to be made available to the public.

9.2 The choice of information for public disclosure in line with the guiding principles upon which this policy is anchored and the categories of Bank Group information on which there will be some restrictions on availability to the public as outlined in section 5 of this document. The PIC will be responsible for the release of documents and information to the general public. The public will also be able to access information on the Bank Group's operations and activities through the field offices and the Bank's website. The Bank Group's Policy on Disclosure of Information is an important enabler toward development effectiveness of Bank Group operations, and partnership goals. The Bank Group's Policy on Disclosure of Information will allow interested members of the public to monitor the outcomes of specific investments and will, in part, help to ensure that benefits reach the intended beneficiaries.

9.3 The principles, procedures and practices outlined in this revised policy have been harmonized with the provisions in the Information Disclosure Policies of sister institutions.

## **Documents Consulted**

1. African Development Bank (1997) – Bank Group Policy on Disclosure of Information.
2. Inter-American Development Bank (2002) – Draft Information Disclosure Policy.
3. World Bank (2002) – The World Bank Policy on Disclosure of Information.

**Annex 1**

**Information Disclosure – Comparative Matrix Between Bank Group, World Bank and Inter-American Development Bank, on Selected Documents**

| <u>Document</u>  | <u>African Development Bank</u>   | <u>World Bank</u>  | <u>Inter American Development Bank</u>   |
|--|---|--|--|
| Economic Sector Work<br>Country and Sector Work                                | After distribution to the Board.  | After distribution to the Board.   | Made available to the public unless Government in question objects.  |
| Poverty Reduction Strategy Papers  | After being disclosed in-country and distribution to the Board.   | After release in country concerned and distribution to the Board   | After distribution to the Board.   |
| Country Strategy Papers, Country Assistance Strategies, IDB Country Strategies | After adoption by the Board, unless in exceptional circumstances, the country concerned objects to such disclosure and the Board agrees that it will not be disclosed. Draft is released to in-country target audiences as part of consultation process. Final Draft posted on website for public comment at least 50 days before Board discussion. | After discussion by the Board unless in exceptional circumstances, the country concerned objects to such disclosure and the Board agrees that it may not be disclosed. | After Board approval and no objection by the country concerned.  |
| Project Appraisal Reports  | After Board approval.   | After approval by the Board.   | After approval by the Board.   |
| Operational Policy Papers  | After approval by the Board. Drafts released through Bank's Website at least 50 days prior to Board discussion.   | After approval by the Board.   | Bank staff may consult with institutions and individuals outside the Bank and may share drafts with them prior to submission to the Board. |
| Environmental and Social Impact Assessment (ESIA)                              | After release in borrowing country. If borrower country objects to broader release, processing of the project will not continue.  | After such a report has been received by the Bank and before formal appraisal of the project.  | After recommendations of the Bank's Committee on Environment and Social Impact   |

|   |  |   |   |
|---|--|---|---|
| Country Performance Assessment                  | Quintile rankings for each of the CPIA clusters, the CPR, the overall CPA, and the CPIA questionnaire will be made available on website. Individual Country Performance Assessment (CPA) ratings, including all its components will be publicly disclosed on the Bank website once IDA disclosure of individual ratings comes into effect in 2006. | Effective in 2006, the individual CPA ratings and its components will be available to the public.   | The Inter-American Development Bank prepares Economic Situation and Perspectives (SEP in Spanish) for each country which it makes publicly after it has been finalized by the Regional Operations Department. |
| HIPC Documents                                  | After review by the Board unless country concerned objects to their disclosure.  | After review respectively by the Board of the Bank and the Board of the IMF, unless the country objects to their disclosure.  | After review by the Board. When approval by the Board of any of these documents is required, such documents will not be available until after approval.   |
| Policy Based Loans                              | After approval by the Board.   | After approval by the Board and the concerned country has given its consent to the proposed disclosure.   | After Board approval.   |
| Documents of the Evaluations Department         | After consideration by the Board.  | After distribution to the Board, in the case of Country Assistance Evaluations unless the country concerned objects to such disclosure and the Executive Directors agree.   | After the Board has completed its consideration of the documents unless, in the case of Country Programme Evaluations, the country concerned objects to disclosure and the Board agrees.                      |
| Country Governance Profile                      | After distribution to the Board.   | Not prepared?   | Not prepared?.  |
| Environmental and Social Management Plan (ESMP) | A summary of the ESMP is released to the public at least 30 days prior to Board presentation.  | No specific reference to the ESMP. But Environmental Assessment Report is publicly available after the borrower has made it publicly accessible to project affected groups. | The ESMP is made available to the public as soon as the respective Loan proposal has been cleared by the Executive Vice President for distribution to the Board of Directors.                                 |

|  |  |   |   |
|--|--|---|---|
| Board of Directors   | The Board's biannual Work Programme will be publicly available after it has been approved by the Board. The Board's monthly Rolling Agenda will also be publicly available. The Bank Group's Annual Reports list the names of Executive Directors, the countries appointing or electing them, and their voting power.  | The biannual Executive Director' Work Programme Overview is publicly available after it has been approved by the Executive Directors. The monthly update of the Board Schedule containing matters that are planned for consideration by the Executive Directors is also publicly available. The Annual Reports list the names of Executive Directors, the countries appointing or electing them, and their voting powers. | Approved Annual Work Programme for the Board of Directors and for the Committees of the Board are made available to the public.   |
| Minutes and Summary Discussions of the Boards. Format of Disclosure of Board Decisions | The Summing Up of the decisions of the Board will be publicly disclosed upon their approval by the Board.  | The World Bank discloses decisions of its Board   | Board Minutes are disclosed to the public 60 days after a Board meeting. But minutes of the meetings of Committees are not disclosed.   |
| Examples of Information that will not be Disclosed                                     | Proceedings of the Board of Directors, Information dealing with internal administration and internal deliberative processes, internal financial information, privileged information such as legal advice, procurement processes involving pre-qualification, analysis of country creditworthiness and credit ratings, Documents and Information not included in the Disclosure Policy. | Proceedings of the Board of Directors, Proprietary information, Documents subject to the attorney-client privilege, analysis of country creditworthiness and credit ratings, Internal deliberative processes, Documents and Information not included in the Disclosure Policy.  | Information which has been identified as sensitive by the government of a concerned country, Internal deliberative processes, Privileged information such as legal advice, Internal Financial Information, Documents and Information not included in the Disclosure Policy. |

|   |  |   |   |
|---|--|---|---|
| <p>Summary of Progress and Status of Project Implementation</p> | <p>After distribution to the Board for information, the Bank will provide through its website, Public Information Centre and Country Offices, a summary report each year, highlighting important indicators of progress in attainment of project development objectives and implementation progress.</p> | <p>At the World Bank, an “Annual Report on the Status of Projects in Execution” is publicly available after it has been distributed to the Executive Directors for information.</p> | <p>The Inter-American Development Bank publicly discloses the status of project implementation.</p> |
|---|--|---|---|