

## **Public Information and Disclosure Unit (InfoUnit) Terms of Reference**

1. ADB's Department of External Relations (DER) is the focal point for all public information activities and bears overall responsibility for the implementation and consistent application of the public communications policy (PCP). The public information and disclosure unit (InfoUnit) in DER will monitor the disclosure requirements of the PCP, help operations departments develop communication plans, and establish a translation framework.

### **A. Disclosure**

2. The InfoUnit will

- provide advice and policy interpretation to all ADB departments;
- monitor the disclosure requirements of the PCP;
- design and conduct mandatory training for operations staff on the disclosure requirements of the PCP;
- develop alert systems and staff incentives to ensure ADB is in compliance with the PCP;
- directly support the work of the Public Disclosure Advisory Committee (PDAC);
- submit to the PDAC monitoring reports on progress in carrying out the PCP;
- regularly update the list of operational documents produced by ADB and keep the public informed about publicly available operational documents; and
- fulfill requests for information and maintain a system for tracking requests in accordance with the requirements of the PCP .

### **B. Communications Planning**

3. The InfoUnit will support operations departments to develop communication plans for strategies, programs, and projects.

### **C. Translation**

4. In consultation with interested stakeholders, the InfoUnit will prepare a translation framework within 6 months of approval of the PCP. The translation framework will outline the ways in which ADB will expand the extent of information made available in languages other than English, the working language of ADB.

5. The InfoUnit will also coordinate translation work within ADB, create a centralized record of major translation efforts across ADB, and maintain a database of translators proficient in the languages used in ADB members. The InfoUnit will promote awareness among ADB departments and offices of the translation services available to them.