

## Country Partnership Strategy Assessments

### Applicable Documents:

- Poverty Analyses
- Macroeconomic Analyses
- Thematic Analyses
  - Gender
  - Environment
  - Private Sector
- Sector Assessments

### PCP Disclosure Requirements:

1. Draft of these analyses and assessments may be disseminated to in-country stakeholders if they are needed for consultations with nongovernment stakeholders.
2. CPS analyses and assessments are posted on ADB's web site no later than 14 calendar days after completion.

### Guide to Staff:

1. While preparing these analyses and assessment studies, staff should inform government that it is ADB's policy to make these publicly available upon completion, and that information may be removed before posting to web if it meets a PCP exception to presumed disclosure (see PCP paragraph 126).
2. Access the Board Documents and References in the eBoard and use the document template for Strategy and Program Assessment.
3. Indicate the appropriate document stage on the cover to reflect the processing stage. For example, if a draft will be disseminated, indicate on the cover page "Draft for Consultation" as the document stage and insert the word "DRAFT" and the date at the header of all the pages of the document.
4. When the analysis and assessment study is completed, change the document stage on the cover and remove the word "DRAFT" and the date in all the inside pages of the document.
5. When the document is completed, enter the Disclosure Management System and submit the document (pdf format) for posting on the web.
6. If an assessment was done by other institutions and was used to supplement the preparation of the CPS, indicate the web address in DMS.
7. Refer also to the Country Partnership Strategy Operations Manual.

### Procedure for Removing Confidential Information:

8. If certain information must be removed from this document, in accordance with PCP paragraph 126, remove the information from the e-file before uploading into DMS. Remove only the confidential text, not the headings. In place of the confidential text, insert the following, in brackets: "This information was deemed confidential according to exception # [cite number], paragraph 126 of ADB's Public Communications Policy (2005)."
9. For advice on disclosure exceptions, contact Cindy Malvicini (x5197) or Nick Villaluz (x5233) of the InfoUnit, DER.

### Procedure for Withholding the Entire Document from Public Disclosure:

10. If the entire document must be withheld from disclosure because all of its contents meet the exception criteria in PCP paragraph 126, the country team leader must get approval for

### Public Communications Policy: Disclosure and Exchange of Information

For inquiries, call the InfoUnit at ext. number 5316 or send an e-mail to [disclosure@adb.org](mailto:disclosure@adb.org)

doing so from his/her Director, and forward that approval to Cindy Malvicini at [disclosure@adb.org](mailto:disclosure@adb.org), citing the PCP exception number (from paragraph 126).

11. Indicate the word "CONFIDENTIAL" on the cover of the document and replace the disclaimer at the bottom of the cover page with this: "This document was deemed confidential and has a restricted distribution per paragraph 126, exception(s) no. [cite number(s)] of ADB's Public Communications Policy (2005). Recipients may use it only in the performance of their official duties. Its contents may not be disclosed outside ADB without authorization."
12. Submit the document in DMS for storage in the internal document repository, but DER will not make the document publicly available (as long as the approval for withholding has been forwarded to the InfoUnit, as in Step 9).
13. In accordance with PCP paragraph 123, staff must still make reference to the document on the web site. DER will show the document title on the web, with the following explanation: "Non-disclosable in accordance with the Public Communications Policy paragraph 126, [exception number]."