

## Evaluation

### Document Type: Completion Reports

#### Applicable Documents:

- Project and Program Completion Reports
- Technical Assistance Completion Reports

#### PCP Disclosure Requirements:

1. Project, program and technical assistance completion reports are posted on ADB's website no later than 14 calendar days after circulation to the Board of Directors.
2. Completion reports for private sector projects will report on the achievement of its development objectives.

#### Guide to Staff:

1. Staff may wish to inform the government or project sponsor of the disclosure requirements regarding completion reports and explain the list of exceptions to presumed disclosure (PCP para. 126).
2. When preparing the completion report, staff should use the appropriate document template found in the Board Documents and References in the eBoard.
  - For the Board version of the private sector completion report, use the template entitled Project Completion Report – Private Sector – for Board Circulation which includes the appropriate disclaimer.
  - In preparing the public version of the private sector completion report, use the template entitled Project Completion Report – Private Sector – Publicly Available Version.
3. Once the document is finalized, edited, and ready to be circulated to the Board, the Director General (DG) of the regional department will send a memo to OSEC requesting the document's circulation. Include copies of the draft Board cover memo (get templates here) and the final document. If information will be removed from the document, the draft Board cover memo should include one of the disclaimers in step 7 below. Also, submit a printing request form to OAS printing unit, together with the final project or program completion report, and copy of approval to circulate. No requests for printing should be sent to OAS printing unit for TA completion reports.
4. Submit the document (in pdf and Word format) to the Disclosure Management System (DMS). Note that this replaces the current process of submitting Board documents to OSEC using the BDS transmission form. DMS tracks the document from the time it is submitted to the BDS and circulated to the Board until it is posted on the web.
5. For private sector projects, the mission leader or assistant submits 2 versions of the document: (1) the version for the Board is sent to BDS only, and (2) the version for public disclosure is sent to the web for posting.

#### Procedure for Removing Confidential Information:

6. The public version cover template of private sector completion report already includes the appropriate disclaimer statement. PSOD staff may make a separate version of the document without following steps 7 and 8 below and submit the public version via the DMS.

#### 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)

7. If certain information must be removed from the document, in accordance with PCP paragraph 126, include one of the following disclaimers on the draft circulation memo to the Board:
  - a. “This document has a restricted distribution until it has been approved by the Board of Directors. Following such approval, the document will be available to the public. However, paragraphs xx-xx will be removed prior to public disclosure, in accordance with paragraph 126 of ADB's Public Communications Policy.”
  - b. “This document has a restricted distribution until it has been approved by the Board of Directors. Following such approval, the document will be available to the public. The document will be further reviewed before being disclosed to the public and any exception that meets paragraph 126 of ADB's Public Communications Policy will be removed prior to public disclosure.”
8. For completion reports with information removed, staff should remove the information from the e-file during the 21-day circulation period. 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] of ADB's Public Communications Policy.”

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

9. If the entire document must be withheld from disclosure because all of its contents meet the exception criteria in PCP paragraph 126, staff must indicate so in the memo to the Director General of the regional department seeking approval to circulate the document to the Board. OSEC will then know that the DG has approved keeping the document confidential. Please copy DER on the memo to OSEC requesting circulation.
10. Staff will still submit the document for Board circulation through the DMS as in Step 4, but DER will not make the document publicly available.
11. In accordance with PCP paragraph 123, staff must still make reference to the document on the web site. Submit the document title to DER at [docs4web@adb.org](mailto:docs4web@adb.org) immediately following the Board meeting, indicating that the document itself will not be made publicly available.

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