

Country Partnership Strategy

Applicable Document Types:

- Country Partnership Strategy (CPS) Initiating Paper
- Draft CPS
- Final CPS

PCP Disclosure Requirements:

1. A draft CPS initiating paper or issues paper is discussed with the government and other stakeholders. Once the CPS initiating paper is completed, it is disseminated to in-country stakeholders.
2. The draft CPS is made available to in-country stakeholders to facilitate required consultations but before its management review meeting. It may also be posted on the web if that is a preferred dissemination mechanism and the government consents to it.
3. The final CPS is posted on ADB's website no later than 14 calendar days after endorsement by ADB's Board of Directors. Chair's summaries of Board discussions on strategies and programs are also posted on the website.

Guide to Staff:

CPS Initiating Paper

1. An initiating paper is prepared to identify constraints on development and poverty reduction, including issues related to economic growth, social development and governance, and key development issues and challenges, and proposed strategic focus of ADB operations. The draft initiating paper is discussed with the DMC government and other stakeholders, revised as necessary, and confirmed by the government. It is then reviewed and discussed by the CPS initiating meeting and further discussed at an informal Board seminar.
2. Once the document has been disseminated to in-country stakeholders, enter the Disclosure Management System (DMS) to indicate the inclusive dates when this was done and submit the initiating paper for internal storage. If ADB and government agree that posting the document on the web is the best mechanism to disseminate to in-country stakeholders, submit the document in DMS for public disclosure.
3. If a separate paper will be used for the informal Board seminar, submit the document in DMS for internal storage.

Draft CPS

4. The draft CPS is made available to in-country stakeholders after it is drafted but before the management review meeting. The draft need not be posted on the web, but if it is considered the best means of dissemination, the country team leader should ensure the government's consent before posting on the web.
5. Access the Board Documents and References in the eBoard and use the appropriate document template for CPS.
6. Indicate the document stage "Draft for Consultation" on the cover and provide the required information in the disclaimer.
7. Enter the Disclosure Management System (DMS) to submit the draft CPS either for posting on the web or for internal storage. Indicate also the inclusive dates of disclosure to in-country stakeholders. If ADB and government agree that posting the document on the web

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For inquiries, call the InfoUnit at ext. number 5316 or send an e-mail to disclosure@adb.org

is the best mechanism to disseminate to in-country stakeholders, submit the document in DMS for public disclosure.

Note:

8. If translation of the draft CPS is necessary in order to consult with those who cannot read English, staff can request budgetary support from DER by sending an e-mail to the InfoUnit at disclosure@adb.org with a cost estimate for the translation.

Final CPS

9. When the CPS is being finalized, remove the document stage and disclaimer on the cover.
10. Once the document is finalized, edited, and ready for circulation to the Board, the Director General of the regional department will send a memo to OSEC requesting the document's circulation. Include copies of the signed memo from the President approving circulation, the draft Board circulation memo (get templates here), and final CPS. If information will be removed from the document, the draft circulation memo should include one of the disclaimers in step 12 below. Also, submit a printing request form to OAS printing unit, together with the final document, and copy of approval to circulate.
11. Enter the Disclosure Management System (DMS), indicate the Board endorsement date and submit the final CPS (in both pdf and Word format) to circulate the document to the Board. On the afternoon of the Board date, an email will be sent to the country team leader to verify the version of the final CPS that will be posted on the web.

Procedure for Removing Confidential Information:

12. If certain information must be removed from the final CPS, 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 endorsed by the Board of Directors. Following such endorsement, 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 endorsed by the Board of Directors. Following such endorsement, 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."
13. For final CPS 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." Submit the redacted and public version of the document in the DMS immediately following Board endorsement.

Note:

14. In countries where English is not widely used and the translation of the final CPS is necessary, the relevant resident mission must translate these into a widely understood language within 90 calendar days of its endorsement by the Board, and post the translated version on the web. Submit the translated document in DMS for posting on the web. Staff

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15. Refer also to the Country Partnership Strategy Operations Manual.