

Implementation

Document Type: Final Consultants' Reports Produced under Technical Assistance

Applicable Documents:

- Feasibility studies
- Detailed project designs
- Sectoral reviews
- Other final consultant's reports

PCP Disclosure Requirements:

1. Final reports generated from technical assistance will be posted on ADB's website upon completion.
2. For advisory technical assistance (ADTA), ADB shall give the government the opportunity to object to the disclosure of the final ADTA report.
3. Drafts of country-specific reports may be made available, as ADB determines in consultation with the government or project sponsor, to facilitate consultation on the project design and develop partnerships.

Guide to Staff:

1. Staff must inform the government and/or the consultant of the new disclosure requirements regarding reports to be produced under the TA. More specifically for advisory technical assistance (ADTA), staff must document – either in tripartite meeting minutes or through a letter – that they have raised government's awareness of the PCP rule and has given government the opportunity to indicate any information in the final report to be removed that meets the PCP's exceptions to presumed disclosure. No formal government response is required.
2. In formulating the terms of reference of consultants, staff should include the need to prepare a knowledge summary. Staff should also explain to the consultant the disclosure requirements for consultants' reports and make them aware of the exceptions to presumed disclosure.
3. Staff may also provide the consultant the document template for TA consultant's report found in the [Board Documents and References](#) in the eBoard. For draft reports that will be disseminated, please indicate "DRAFT" and the date at the header of all the pages of the report. These must then be removed when the report is completed and finalized.
4. When the document is completed, enter the [Disclosure Management System](#) (DMS) to submit (in pdf and Word format) the document for posting on the web.

Procedure for Removing Confidential Information:

5. If certain information must be removed from this document, in accordance with PCP paragraph 126, staff should 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)."
6. For advice on disclosure exceptions, contact Delphine Roch (x5316), Nick Villaluz (x5233), or Bob Mamonong (x5674) of the InfoUnit, DER.

Public Communications Policy: Disclosure and Exchange of Information

For inquiries call the InfoUnit or send an e-mail to disclosure@adb.org

Procedure for Withholding the Entire Document from Public Disclosure:

7. If the entire document must be withheld from disclosure because all of its contents meet the exception criteria in PCP paragraph 126, the mission leader must get approval for doing so from his/her Director, and forward that approval to disclosure@adb.org, citing the PCP exception number (from paragraph 126).
8. 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."
9. 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 7).
10. 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]."

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