

## Project, Program, or TA Preparation

### Document: Initial Poverty and Social Assessment

#### PCP Disclosure Requirement:

1. The Initial Poverty and Social Assessment (IPSA) must be posted on the web no later than 14 calendar days after its completion. The summary of poverty reduction and social strategy (SPRSS) may also be posted on the web.

#### Guide to Staff:

1. Staff should inform the government of the disclosure requirement regarding the IPSA.
2. While preparing the IPSA, use the document template found in the [Board Documents and References](#) in the eBoard.
3. To plan for the disclosure of the IPSA in the Disclosure Management System, enter [DMS](#), open project record, click on this type of document in the Documents Planning Form, and indicate an estimated completion date.
4. When the estimated completion date is reached, the DMS will send an e-mail alert requesting to submit the pdf version of the IPSA or if the document is completed before the estimated completion date, enter the [DMS](#), open project record, and submit 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 submitting to 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 no. [cite number], paragraph 126 of ADB's Public Communications Policy (2005)."

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

6. If the entire document must be withheld from disclosure because all of its contents meet the exception criteria in PCP paragraph 126, staff must still make reference to the document on the web site.
7. Submit the document title to DER at [docs4web@adb.org](mailto:docs4web@adb.org), indicating that the document itself will not be made publicly available. DER's web team will then add the title of the document under "Related Documents" on the project's summary page on the web and include a statement "Non-disclosable in accordance with paragraph 126 of the Public Communications Policy (2005)."

#### 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)