

Implementation

Documents:

- **Major Change in Scope**
- **Major Change in Amount**
- **Major Change in Scope and Amount**

PCP Disclosure Requirement:

1. Major change in scope for projects and programs submitted to the Board are posted on the web upon approval of the change.

Guide to Staff:

1. Major changes in scope are guided by Project Administration No. 5.04. This disclosure requirement applies to major changes in scope submitted to the Board either for information or approval. In other words, the disclosure requirement does not apply for major changes approved by Management through a memo.
2. Staff may wish to inform the government or project sponsor of the disclosure requirements regarding major changes in scope and explain the list of exceptions to presumed disclosure (PCP para. 126).
3. Use the appropriate document template which may be found in the Board Documents and References in the eBoard.
4. Once the document is edited, finalized, and ready to be circulated 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 Management approving circulation, the draft Board cover memo (get templates here) and final document. If information will be removed from the document, the draft Board cover memo should include one of the disclaimers in step 6 below. Also, submit a printing request form to OAS printing unit, together with the final document, and copy of approval to circulate.
5. 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. The DMS tracks the document from the time it is submitted to the BDS, circulated to the Board, and posted on the web.

Procedure for Removing Confidential Information:

6. If certain information must be removed from a major change in scope, 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

Public Communications Policy: Disclosure and Exchange of Information

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exception that meets paragraph 126 of ADB's Public Communications Policy will be removed prior to public disclosure.”

7. For major change in scope 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:

8. If the entire document must be withheld from disclosure because all of its contents meet the criteria in PCP paragraph 126, staff must indicate so in the memo to the President seeking approval to circulate the document to the Board. OSEC will then know that Management has approved keeping the document confidential. Please copy DER on the memo to OSEC requesting circulation.
9. Staff will still submit the document for Board circulation through the DMS as in step 5, but DER will not make the document publicly available.
10. 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 immediately following the Board meeting, indicating that the document itself will not be made publicly available.

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