

## Implementation

### Document: Progress Reports on Tranche Releases

#### PCP Disclosure Requirement:

1. Progress reports on tranche releases of multi-tranche public sector program lending operations are posted on ADB's website 14 calendar days after approval of the Board or Management.

#### Guide to Staff:

1. Progress reports on tranche releases are submitted to the Board either (i) for information (approved by Management) or (ii) for approval on a "no-objection" basis.
2. 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).
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 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."
7. For progress reports on tranche releases with information removed, staff should remove the information from the e-file. Remove only the confidential text, not the headings. In place of

#### 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)

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 exception 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](mailto:docs4web@adb.org) immediately following the Board meeting, indicating that the document itself will not be made publicly available.

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