

Implementation

Document: Project Administration Memorandum (PAM)

PCP Disclosure Requirement:

1. The Project Administration Memorandum is posted on ADB's website 14 calendar days after approval by the divisional director.

Guide to Staff:

1. Staff prepares the PAM in accordance with PAI No. 1.05. Staff can access the cover template for the PAM in the Board Documents and References in the eBoard.
2. During appraisal mission, staff should discuss with the government the disclosure requirements and exceptions to presumed disclosure regarding the PAM. Usually the PAM is finalized during the inception mission.
3. Sometimes it may not officially be "approved." Staff may disclose it when it is done and sent to the government for use.
4. When the PAM is completed and approved, staff enters the Disclosure Management System (DMS) to submit the document for posting on the web.
5. Post an updated version of the PAM into DMS (in pdf format) and the web team will overwrite the old file on the web.

Procedure for Removing Confidential Information:

6. Note that the PPR appendix may need to be removed from the PAM prior to posting on the web. Insert the following in brackets in place of the appendix: "This information was deemed confidential according to exception no. 2 of paragraph 126 of ADB's Public Communications Policy (2005)"
7. If other 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:

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 still make reference to the document on the web site.
9. Submit the document title to DER at 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