

Project, Program, or TA Preparation

Document: Project Preparatory Note

PCP Disclosure Requirement:

This document is not specifically mentioned in the PCP but since a TA Report will not be produced and disclosed, the Project Preparatory Note should be posted after it has been approved by the Director General of the regional department.

Guide to Staff:

1. To prepare the document, use the document template for Project Preparatory Note found in the [Board Documents and References](#) in the eBoard.
2. To plan for the disclosure of the Project Preparatory Note using the Disclosure Management System (DMS), enter [DMS](#), open project record, click on this type of document in the Documents Planning Form, and indicate an estimated completion date.
3. When the estimated completion date is reached, the DMS will send an e-mail alert requesting to submit the pdf version of the Project Preparatory Note or if the document is completed before the estimated completion date, enter the [DMS](#) and submit the document for posting on the web.

Procedure for Removing Confidential Information:

4. 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)."
5. For advice on disclosure exceptions, contact Delphine Roch (x5316), Nick Villaluz (x5233), and Bob Mamonong (x5674) of the InfoUnit, DER.

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, 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).
7. 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."
8. 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 6).
9. 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]."

Public Communications Policy: Disclosure and Exchange of Information

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