

Appraisal / Approval

Documents:

- **Report and Recommendation of the President (RRP) – Private Sector**

PCP Disclosure Requirement:

1. An abbreviated version of the private sector RRP is posted on the web no later than 14 calendar days of approval by the Board of Directors. This version excludes confidential information and ADB's assessment of project or transaction risk.

Guide to Staff:

1. Staff should raise project sponsor's awareness of the disclosure requirements during early stage of project processing. Staff should explain the list of exceptions to presumed disclosure (PCP paragraph 126).
2. In preparing the RRP, staff should use the appropriate document template (for RRP), which may be found in the [Board Documents and References](#) in the eBoard.
 - a. For the full RRP to be submitted to the Board, use the document cover template entitled 'Report and Recommendation of the President (RRP)-Private Sector-for Board Circulation'
 - b. For the abbreviated version of the RRP to be posted on ADB's website, use the document template entitled 'RRP Private Sector-Publicly Available Version'.
3. Once the full RRP is finalized, edited, and ready to be circulated to the Board, the PSOD Director General will send a memo to OSEC requesting the document's circulation. Include copies of the signed memo from the President approving circulation, the draft Board cover memo (use appropriate cover memo template for private sector RRP's found in eBoard) and the final document. Also, submit a printing request form to OAS printing unit, together with the full RRP, and copy of approval to circulate.
4. Submit the document (in pdf and Word format) to the [Disclosure Management System](#) (DMS) to send the Board version to OSEC for circulation.
5. A day after the Board approves the RRP, the project officer or assistant will receive an email from DMS to confirm or submit the document that will be posted on the web. The project officer or assistant has to click one of the 3 options in the email:
 - a. click option 1 if the Board version is the same version that will be posted on the web
 - b. click option 2 if there were corrections made on the document during the circulation period and had a corrigendum/addendum
 - c. click option 3 if a redacted/abbreviated version of the RRP will be posted on the web

Procedure for Removing Confidential Information:

6. PSOD staff may prepare the abbreviated version of the private sector RRP during the 21-day circulation period. Use the document template for the public version of the private sector RRP's which includes the disclaimer statement: "In accordance with ADB's public communications policy (PCP, 2005), this abbreviated version of the RRP excludes confidential information and ADB's assessment of project or transaction risk as well as other information referred to in paragraph 126 of the PCP".
7. Wait for the email from DMS after the Board date to submit the abbreviated pdf file for web posting.

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

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 InfoUnit, DER on the memo to OSEC requesting circulation.
9. Staff will still submit the document for Board circulation through DMS as in step 4, 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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