

Appraisal / Approval

Documents: (Public Sector)

- **Report and Recommendation of the President (RRP)**
- **Grant Assistance Reports (GAR)**

PCP Disclosure Requirements:

1. Public sector RRP and JFPR Grant Assistance Reports are posted on the web no later than 14 calendar days after approval by the Board of Directors.
2. The draft RRP/GAR may be given to in-country stakeholders or posted on the web if ADB and the government/project sponsor determine it appropriate.

Guide to Staff:

1. While preparing the RRP/GAR, staff should raise the government's awareness of the disclosure requirements. Staff should also explain the list of exceptions to presumed disclosure (PCP paragraph 126).
2. If ADB and the government decide to disclose the draft RRP/GAR, it should indicate "DRAFT" and date at the header of all the pages of the document. These will have to be removed when the document is finalized.
3. Staff should use the appropriate document template (for RRP and GAR), which may be found in the [Board Documents and References](#) in the eBoard.
4. Once the RRP 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 7 below.
5. Submit the RRP document (in pdf and Word format) in eOperations or the [Disclosure Management System](#) (DMS).
6. Submit the linked documents of the RRP in eOperations or in DMS under document type "Linked Documents to the RRP". Refer to this [guide in uploading linked documents](#).

Procedure for Removing Confidential Information:

7. If certain information must be removed from a public sector RRP/GAR, in accordance with PCP paragraph 126, include one of the following disclaimers on the draft circulation memo to the Board:
 - a. "The attached 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. "The attached 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."

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

8. For RRP/GARs 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:

9. 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.
10. Staff will still submit the document for Board circulation through DMS as in step 4, but DER will not make the document publicly available.
11. 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.

Note:

- Refer also to the [Streamlined Business Process on Loan Delivery](#) or the [Operations Manual on Processing Sovereign and Sovereign-Guaranteed Loan Proposals](#). For more information call ext. 4833 or send an email to loanbusinessprocess@adb.org.
- For disclosure-related queries or assistance in DMS, call ext. 5233 or send an email to disclosure@adb.org.
- For assistance in eOperations, call ext. 5555.

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