

# Implementation

## Document Type: Social and/or Environmental Monitoring Reports

### Applicable Documents:

- Social Monitoring Report
- Environmental Monitoring Report

### PCP Disclosure Requirement:

1. Social and/or environmental monitoring reports are posted on ADB's website upon submission.
2. Private sector sponsors are required to disseminate these reports to affected people. These reports that have been disclosed locally to affected people are also posted on the website upon submission.

### Guide to Staff:

1. Some projects require submission of social and environmental monitoring reports during implementation. During project preparation stage, staff should inform the government or private sector sponsor of the disclosure requirement for social and/or environmental monitoring reports and explain the list of exceptions to presumed disclosure (PCP para. 126).
2. For private sector projects, staff also requires the project sponsor to prepare an engagement plan or communication plan for project-affected people. Consideration should be given on the form, manner and language these reports are disseminated to project-affected people. ADB must post on the web the version that the project sponsor discloses locally.
3. When the document is submitted to ADB by the government or project sponsor, attach the appropriate cover template which may be found in the Board Documents and References in the eBoard.
4. To post the document on the web, complete the document form in the Disclosure Management System (DMS) for social and/or environmental monitoring reports, and attach the pdf and Word versions of the document for sending to the web queue.

### Procedure for Removing Confidential Information:

5. 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 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:

6. 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.
7. 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](mailto:disclosure@adb.org)