

Country Operations Business Plan (stand-alone)

PCP Disclosure Requirement:

1. The 3-year indicative rolling Country Operations Business Plan (COBP) is prepared as a stand-alone document for the years when CPS or CPS midterm progress review paper will not be prepared. The stand-alone COBP is posted on ADB's website no later than 14 calendar days after circulation to ADB's Board of Directors.

Guide to Staff:

1. The 3-year indicative rolling COBP includes proposed individual ADB priority sector and theme interventions. It is attached to the CPS and CPS mid-term progress review paper at the CPS preparation and CPS review stages, respectively, or prepared as a stand-alone document between these stages. During the CPS cycle, the current business plan is reviewed through the annual programming exercise that is guided by the President's planning directions. On the basis of the planning directions, the indicative rolling country operations business plan is updated annually to reflect changes in the operational program of the next 3 years. When formulated as a stand-alone document, the indicative rolling country operations business plans is approved by the President and submitted to the Board for information normally by 31 August each year, well before Board consideration of the Work Program and Budget Framework.
2. When preparing the stand-alone COBP, staff can refer to the document template for COBP found in the Board Documents and References in the eBoard.
3. Once the document is finalized, edited, and ready to be circulated to the Board, the Director General (DG) of the regional department will send a memo to OSEC requesting the document's circulation. Include copies of the draft Board cover memo (get templates here) and the stand-alone COBP. If information will be removed from the document, the draft Board cover memo should include one of the disclaimers in step 5 below. Also, submit a printing request form to OAS printing unit, together with the COBP, and copy of approval to circulate.
4. Submit the stand-alone COBP (in pdf and Word format) to the Disclosure Management System (DMS) to circulate the document to the Board. Once OSEC approves circulation of the COBP to the Board, the document is sent to the web queue for posting.
5. Refer also to the Country Partnership Strategy Operations Manual.

Procedure for Removing Confidential Information:

6. If certain information must be removed from the document, in accordance with PCP paragraph 126, include one of the following disclaimers on the draft circulation memo to the Board:
 - a. "This document has a restricted distribution until it has been circulated to ADB's Board of Directors. However, paragraphs xx-xx will be removed prior to public disclosure, in accordance with paragraph 126 of ADB's Public Communications Policy."
 - b. "This document has a restricted distribution until it has been circulated to ADB's Board of Directors. The document will be further reviewed before being disclosed to

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For inquiries, call the InfoUnit at ext. number 5316 or send an e-mail to disclosure@adb.org

the public and any exception that meets paragraph 126 of ADB's Public Communications Policy will be removed prior to public disclosure.”

7. For COBPs with information removed, staff should remove the information from the e-file before submitting to DMS for Board circulation. 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:

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 Director General of the regional department seeking approval to circulate the document to the Board. OSEC will then know that the DG has approved keeping the document confidential. Please copy DER on the memo to OSEC requesting circulation.
9. Staff will still submit the document for Board circulation through the 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 Board circulation, indicating that the document itself will not be made publicly available.

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