

Applicable to documents sent to the Board of Directors that do NOT pertain to projects, CSPs, or RCSPs**PCP Rule:**

As a general rule, any document that is submitted to the Board of Directors for information or decision is subject to public disclosure, at least after the decision has been made. Consult the PCP or InfoUnit regarding whether the document you are processing is indicated in the PCP as being publicly available.

Even if the PCP does not expressly call for the document type you are processing to be publicly available, PCP paragraph 122 states: "ADB shall make any document circulated to the Board for information or approval not cited in the Policy publicly available [i.e., posted on ADB's web site] unless Management informs the Board otherwise, and the Board agrees."

Guide to Staff:

1. In preparing the Board document, staff should use the generic document template found in the Board Documents and References in eBoard.
2. Once the document 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 circulation memo should include one of the disclaimers in step 5 below. Also, submit a printing request form to OAS printing unit, together with the final document, and copy of approval to circulate.
3. Use the standard OSEC transmittal form to send the document to Board Document System. Submit the document in pdf and Word formats. Staff can expect the document to be circulated to the Board 3 days from the time it is submitted to OSEC.
4. If the document will be disclosed to the public upon circulation to the Board (unclassified documents submitted to the Board for information), the Board Document System (BDS) sends a notification to DER's web team to post the document on ADB's website. If the document will be disclosed to the public after approval by the Board, OSEC informs DER's web team that the document already available in the BDS can be posted on ADB's website. If the document will be reviewed and confidential information removed, send the public version of the document to the BDS for posting on ADB's website.

Procedure for Removing Confidential Information:

5. If certain information must be removed from a board 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 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. "This 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."

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

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.”

6. For Board documents 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:

7. 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 the exception number in the memo to the President seeking approval to circulate the document to the Board and in the draft Board circulation memo. OSEC will then know that Management has approved keeping the document confidential. Please copy DER’s InfoUnit on the memo to OSEC requesting circulation.
8. 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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