

December 4, 2009

Disclosure of Information Policy

Implementation Instructions

**Office of External Relations
(EXR)**

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Note: These instructions establish specific time periods within which the Bank will take actions as stipulated in the Disclosure of Information Policy to make information available to the public. However, the ability to meet these deadlines could be prevented due to the failure of a third party or other events outside the Bank's control. In cases in which the deadlines are not met, the Bank will promptly communicate with the party soliciting the information with respect to the estimated time when the information will be available.

Disclosure of Information Policy

Implementation Instructions

I - Introduction

1. Effective since January 1, 2004, the Disclosure of Information Policy (OP-102) (“the Policy”) is applicable to the release of all Bank information (data or documents) to the public. The Policy is based on the principle that information concerning the Bank and its activities shall be made available to the public unless there is a compelling reason for it to remain confidential and shall be disclosed in a form and at a time that enhances the transparency and therefore the quality of Bank activities.

2. In implementing the Disclosure of Information Policy, staff should act on the basis of a presumption in favor of disclosure, which means that the information concerning the Bank and its activities mentioned in the Policy must be made available, unless specific restrictions preclude its release. The following *Instructions* provide guidance to Bank staff on the procedures for public disclosure of each information “product” cited in the Policy.

3. As with the Policy, the present *Instructions* will apply to all relevant information prepared by the staff of the Inter-American Development Bank, including information related to the Multilateral Investment Fund. Neither the Policy nor these *Instructions* is applicable to the Inter-American Investment Corporation.

4. The present *Instructions* are divided into two parts: *general* and *specific*. The *Specific instructions*, in turn, are divided into five sub-sections: 1) *Operational Information*, 2) *Project Information* (with a separate sub-section describing operations for the private sector), 3) *Institutional Information*, 4) *Financial Information*, and 5) *Legal Information*. The specific instructions describe the procedures for disclosing information and assigns responsibility to particular units of the Bank, generally placing responsibility with *the unit that produced* the information in question. Wherever possible, the *specific instructions* also establish a timeframe for release of the information to the public.

5. The Bank unit responsible for disclosing information in the form of a document should use the IDBDOCS system to publish information directly on the Bank's website.

The procedures for directly publishing information, prepared by the Information Technology Department (ITE) and the Office of External Relations (EXR), are attached as Annex A.

II – General Instructions

1. Scope

The present *Instructions* for staff will guide the workflow for making information available to the public in accordance with the principles (Section II) and specific provisions (section III) of the Disclosure of Information Policy. In preparing information for public disclosure, staff members are reminded to take into account both the *Instructions* and the Policy, including the restrictions on availability of Bank information established in Policy Section III. D.

2. Applicability

The Policy and the present Instructions apply to information, data, or documents prepared after January 1, 2004 and supersede the provisions of any other Bank policy concerning public disclosure. The Disclosure of Information Policy, first published in November 1994 and revised in February 1998 and April 2001 will still apply to documents prepared between 1 January 1995 and 1 January 2004.

The requirements for disclosing operations-related documents apply to those operations with a proposed or actual IDB financial commitment of at least US\$150,000. Documents related to operations with a proposed or actual a financial commitment below that amount may be disclosed, although it is not required.

The present version of the *Instructions* supersedes the interim version published in July 2005.

3. Responsibilities

The person responsible for the document to be published, or his/her designee, shall be responsible for guaranteeing that the information be made available in the appropriate format and timeframe.

In the case of project-related information, the project team leader is designated as being responsible for publishing such information. However, team leaders may delegate the responsibility to another staff member.

4. Saving and publishing information via IDBDOCS

The main channel for electronic publication of information will be the IDBDOCS system. As described in the *Specific instructions* below, all documents subject to disclosure under the Policy should be saved in IDBDOCS by the individual(s) designated by the person responsible for performing this task.

Staff designated as responsible for preparing specific documents shall save the full final text of the documents in IDBDOCS using the PDF format at the time specified in the *Specific instructions* (Section III) according to the type of the document (or “product”). Documents in other formats should be converted to PDF prior to being saved or published in IDBDOCS. Annex A of the *Instructions* contains information on the steps to follow for publication of documents and information of any other type, as well as guidelines to ensure their appearance and placement in the appropriate locations of the external website prepared by the Information Technology Department, General Services, and EXR.

Staff in charge of publishing documents that are distributed to the Board of Executive Directors will be responsible for publishing not only the original version of those documents, but also all versions available in other languages.

5. Confidential Information

a) Information that is deemed confidential in accordance with Bank policy, or that has been identified as confidential by the government of a member country, a private sector client, the donor of a trust fund or co-financing resources administered by the Bank, or by the Bank itself will not be published (see OP-102, Section 2 (a)).

b) Before distribution to the Board of Loan Proposals, Loan Contracts, Project Completion Reports, Country Strategies, and Country Program Evaluations, the unit responsible shall ask the government or other party(ies) (according to Section III.D.2.(a) of the Policy) to identify confidential or sensitive information in these documents, and to give their approval *in writing* for the publication of said documents.

The above requirement concerning the request in writing for the identification of confidential material does not apply to non-reimbursable (grant) funding from the Bank group.

c) Whenever it is determined that a document contains confidential or sensitive information, the individual responsible for the document, or his/her designee, shall **save** two versions of the document in IDBDOCS.

The first version shall contain the full text but indicate in brackets the confidential or sensitive parts that will be removed in the *public* version. The second version will exclude the word(s), phrase(s), or paragraph(s) previously identified as confidential or sensitive, but will include brackets that indicate in the text where information has been eliminated. In addition, the following phrase should be added: “Information omitted in accordance with Section III.D.2 (a) of the Disclosure of Information Policy.” Only the second, edited version will be **published**, in all available languages

In the case of documents to be reviewed by the Board of Executive Directors that contain confidential or sensitive information, the person responsible for the document should indicate on the SEC/ddr templates that the document contains confidential information.

6. Reasons for nondisclosure

In accordance with the Policy, EXR is responsible for providing the public, upon request, a written explanation of the reason(s) any information – including documents, data and information in any other format and/or portions thereof – have not been disclosed. These explanations must make explicit reference to which of the 13 specific “restrictions” or other provisions of the Policy is being invoked as the reason for nondisclosure. Bank staff designated as responsible for disclosing/publishing the information in question shall (upon request) provide EXR with citations from the Policy containing the reasons for nondisclosure.

7. Deadlines

The information subject to disclosure must be published within a period of five (5) working days after the approval of the respective document (or in cases in which approval is not required, completion of review) by the relevant Bank unit, management committee, the Board of Executive Directors or Board of Governors.

All requests for information received from the public and that are subject to the Policy shall be answered as much as possible within a timeframe of ten (10) days; in cases to the contrary, acknowledgement of receipt should be within this same timeframe, and the information requested should be provided within a maximum of 30 working days.

8. Public Information Center

The Public Information Center (PIC), email: pic@iadb.org, is located at the headquarters of the Bank. The telephone number is (202) 623-2096, and the fax

is (202) 623-1928. The PIC is a unit within the Communications Management Division of the Office of External Relations (EXR/EXR). Supervision of daily operations is the responsibility of John Ferriter (ext. 1394, email: JOHNFE) and Angelica Perez (ext. 1376, email: ANGELICAA). PIC staff members are available at any time to help Bank personnel interpret and comply with the Policy and the present *Instructions*.

III – Specific Instructions

1. Non-Project Operational Information

a) Poverty Reduction Strategy Papers and Assessments (PRSPs) and Interim PRSP (I-PRSPs)

The person responsible for preparation of a PRSP should post a finalized version after it has been disclosed in the country concerned and no later than five (5) working days after it has been distributed to the Board of Executive Directors.

In cases where IDB staff participate jointly with the International Monetary Fund (IMF) and the World Bank in PRSP and I-PRSP assessments, the person responsible for preparation of the assessment shall post a finalized version no later than five (5) working days after the Board of Executive Directors of the Bank and the Executive Directors of the IMF and World Bank have finished reviewing the document.

b) Sector Strategies

The person responsible for preparation of a sector strategy document should publish a finalized version no later than five (5) working days after its review by the Board of Executive Directors. Strategy drafts shall be published no later than five (5) working days after approval by the Quality and Risk Review (QRR) Committee.

c) General and Sectoral Operational Policies

The person responsible for preparation of a general or sectoral operational policy document shall publish a finalized version no later than five (5) working days after the Board of Executive Directors has approved it. Draft policies shall be published no later than five (5) working days after approval by the QRR.

d) Country and Sector Work

The person responsible for preparation of a document (for example, a working paper, study or monograph) containing country and sector analytic work shall publish a finalized version no later than five (5) working days after approval by the Department Manager. If it has been determined that the document contains confidential or sensitive information, a version of the document that excludes such information shall be published on the Bank's external website (see Section II.5.c above).

e) Economic Situation and Perspectives (SEP) Documents

The person responsible for preparation of an economic situation and perspectives document shall publish a finalized version no more than five (5) working days after approval by the Manager of the respective Department.

f) Country Strategies

The person responsible for the preparation of a country or regional strategy shall publish a finalized version no later than five (5) working days after its approval by the Board of Executive Directors. Information that is deemed to be confidential or sensitive will not be published (see Section II.5 above).

g) Country Pipeline Updates

The person responsible for preparation of a Country Pipeline Update, which is included as an annex in the annual update of a Country Strategy, shall prepare it as a separate document. Note that references to the private sector that do not have a signed mandate should be excluded from these updates. A finalized version shall be published no later than five (5) working days after it has been sent to the Board of Executive Directors for information.

h) Documents of the Office of Evaluation and Oversight (OVE)

The Office of Evaluation and Oversight produces a variety of documents. In general, OVE will publish these documents within five (5) working days from the date on which the Board of Executive Directors has finished reviewing them.

In the case of Country Program Evaluations, OVE shall consult with the borrower in writing (see Section II.5.b in the *General Instructions* above) to identify information that is confidential or sensitive. Such information will not be disclosed to the public (see Section II.5.c). The government of the country may request that OVE prepare a summary of the document that excludes the information deemed confidential or sensitive, in which case, only the summary will be published.

In cases in which the government of a country is the subject of a Country Program Evaluation or other country-specific OVE document and the government submits written comments on the document, the Executive Director for that country shall send these comments to OVE in a separate stand-alone document, and OVE will publish them within five (5) working days. If IDB management submits comments on these documents, the manager of the department responsible for operations in the country in question, or his/her designee, will publish such comments as a separate document within five (5) working days after the comments have been sent to the Executive Director for information purposes.

i) Monthly Operational Summary

Project Team leaders are responsible for maintaining in the Bank's OPUS

database system the information on proposed projects that is eventually published by the United Nations in its periodical *Development Business* as the Monthly Operational Summary (MOS). The Office of External Relations is responsible for sending a file containing information that it gathers from OPUS, once a month, to the UN, and for publishing the MOS as a downloadable file on the bank's website.

j) Development Effectiveness Overview (DEO)

The Office of Strategic Planning and Development Effectiveness (SPD) is responsible for the preparation of the DEO, and a finalized version shall be published within five (5) working days after the Board of Executive Directors has completed its review of the document.

k) Procurement Policies and Procedures and Contract Award Information

The Operations Procurement Office (PDP) is responsible for preparing and updating the Bank's procurement policies and procedures, including standard bidding documents and other documents on procurement procedures. PDP acts as the Secretary of the Project Procurement Committee and the Chief of this office acts as Secretary of the Procurement Management Committee.

In the case of policy documents, PDP shall publish the finalized versions no later than five (5) working days after their approval or review by the Board of Executive Directors. PDP shall publish twice a year summaries of the decisions by Managers concerning protests submitted to the Project Procurement Committee.

Personnel in the Country Offices will enter into a Bank database the information on contract awards as received from the executing agencies (the Information Technology Department – ITE – shall maintain and update the database daily, which will have an interface connection with the Bank's external website).

l) Documents of the Heavily Indebted Poor Countries (HIPC) Initiative

The person responsible for preparation of documents concerning a borrowing country's eligibility for debt relief under the HIPC Initiative shall publish finalized versions of these documents no later than five (5) working days after the Board of Executive Directors has completed its review of the documents. When such documents contain attachments of other documents from Bank member countries or other institution(s), such attachments shall be disclosed or published along with the document, unless the country or other institution(s) have informed the Bank of their objection to such disclosure. The person responsible for preparation of these documents shall consult in writing with the country or with these other institution(s) to this effect (see Section II.5 above)

m) Disbursement Status Report

This information is disclosed as part of the public version of the Statement of Approved Loans, found on the Bank's external website. The Chief of the Financial Services Unit (FIN/FSV), or his/her designee, shall be responsible for uploading an updated version each month.

n) Country Environmental Assessments

Staff responsible for the preparation of these documents should post final versions no more than five (5) calendar days after their approval.

o) Country Procurement Assessment Reports

Staff responsible for the preparation of these documents should post final version no more than five (5) calendar days after their approval.

p) Allocation Criteria for Concessional Resources

Staff responsible for the preparation of the documents that describe the methodological considerations and criteria used to calculate the performance-based allocation for concessional resources for eligible member countries, shall publish a finalized version no later than five (5) working days after its approval by the Board of Executive Directors.

q) Public Consultation Notices

The Office of External Relations (EXR) will publish the notices for public consultations on draft operational strategies and sector or operational policies, no less than 30 (thirty) working days before the public consultation starts.

2. Project Information

A. Public Sector Information

This section (Section III.2.A) applies to public sector operations and all non-reimbursable financing from the MIF. Bank staff should take into consideration that the completed texts of the documents approved by Committees shall be made available to the public, unless the document contains information that is confidential or sensitive, in which case such information shall not be published (see Section II.5).

a) Project and Technical Cooperation Profiles

Project team leaders shall publish Project and Technical Cooperation Profiles

and their annexes within five (5) working days from the date of approval by the Division Chief in the Country Office of the borrowing country.

b) Environmental and Social Strategies (ESS)

The ESS is an annex of profiles and shall thus be published as part of the profiles.

c) Environmental Impact Assessments (EIAs), Strategic Environmental Assessments (EAE), Environmental Assessments (EA), and Resettlement Plans

Project team leaders shall publish the electronic version of the document¹ on the Bank's external website. They will also send a hard copy to the Public Information Center (PIC) at headquarters with a transmittal note indicating the date the document will be available locally in the country where the project will be carried out.

According to a requirement of the U.S. government entitled the "Pelosi Amendment," and in order for the U.S. Executive Director to vote in favor of the proposed project, EIAs must be published on the Bank's website, in the PIC, and in the respective country 120 days before the Board of Executive Directors reviews the project.

d) Proposals for Operation Development (POD)

The POD/PDOs are not subject to publication.

e) Environment and Social Management Report (ESMR)

The project team leader shall publish the ESMR as a separate document no more than five (5) working days after its review by the ESR.

Note on cancelled projects:

If a project for which one or more of the documents in Subsections a) through e) is dropped from the Bank's pipeline, the team leader in charge shall remove such documents from the Bank's website and inform the Public Information Center.

¹ In some cases, maps, photos and other secondary components are not available electronically. In the versions of these documents published by the project team on the Bank's external website, it should be noted for the viewer that in the Public Information Center and the Country Offices a copy is available that contains those additional components.

f) Loan Proposals and Technical Cooperation Plans

The Bank prepares a loan proposal for each public sector loan and guarantee operation (or, in the case of certain types of operations, an abstract) and a plan of operations for each technical cooperation operation that is submitted to the Board of Executive Directors, the MIF Donors Committee, the President, or his designee, for approval. The project team leader shall publish such documents within five (5) working days after approval of the operation.

g) Technical information

Loan proposals and technical cooperation operation plans include lists of technical information sources (documents or databases). These lists shall be disclosed as part of such documents.

In the case of a request for one of these documents, the project team leader shall consult in writing with the borrower to establish whether the requested document/information contains confidential or sensitive material, as stated in Section II.5.b above.

The project team leader shall publish the requested technical document no more than five (5) working days after receiving authorization from the borrower.

h) Procurement Plans

IDB staff and borrowers are jointly responsible for the preparation of the initial procurement plans. The borrowers are responsible for the preparation of subsequent updates of such plans for each loan and technical cooperation in the portfolio of projects under implementation. The updates will be made annually or when necessary during project execution, and subject to the non-objection of the Bank. IDB personnel in the Country Offices shall save them in the form of documents in the local version of IDBDOCS installed in each Country Office. The Information Technology Department (ITE) will copy and then publish these files on the version of IDBDOCS installed at headquarters.

For Bank-executed operations, the project team leader is responsible for the preparation of the Procurement Plan and shall publish the document via the version of IDBDOCS at headquarters. Once the operation is assigned to an executing unit, the unit shall update the plan annually, or whenever necessary during project execution.

i) Loan Review Report (LRR)

The LRR is not subject to publication.

j) General and Specific Procurement Notices

The Operations Procurement Office (PDP) publishes procurement notices on the Bank's website no more than two (2) working days after receiving them by email from the United Nations publication *Development Business*.

k) Project Completion Report (PCR)

The person responsible for the preparation of the PCR shall publish a finalized version no more than five (5) calendar days after its final approval on the part of the Division Chief in the respective Country Office. Information that the government of the borrowing country identifies as confidential or sensitive shall not be published (see Section II.5 above).

In order to adhere to the Policy, at the end of each month Department representatives should send a list to the PIC of all PCRs approved in their Department.

l) Tranche Release Memoranda

The Bank prepares a report on compliance with the contractual conditions prior to the release of tranches of policy-based and emergency loans. The person responsible for the preparation of such a memorandum shall publish a finalized version within five (5) calendar days after a) the Administration has approved the release of the tranche and has sent notification in writing to the Board of Executive Directors, or b) the Board of Executive Directors has approved a waiver of tranche release conditions, if required.

m) Sector Policy Letters

Sector policy letters are included as an annex to the loan proposal for policy-based loans, and therefore are subject to the provisions for disclosure applicable to such documents (see Section III.2.A.f above).

B. Private Sector Project Information

(Note: The following products are the only information that can be disclosed for the Bank's private-sector operations).

a) Initial Project Abstract

The project team leader shall publish an abstract within five (5) calendar days after the mandate letter is signed and the client has authorized its publication.

b) Environmental and Social Strategies (ESS)

The environmental and social strategy shall be made available to the public no more than five (5) days after the mandate letter has been signed and the client has authorized its publication.

c) Environmental Impact Assessments (EIAs), Strategic Environmental Assessments (EAEs), Environmental Assessments (EAs), and Resettlement Plans

Project team leaders shall publish the electronic version of the document² on the Bank's external website. They will also send a hard copy to the Public Information Center (PIC) at headquarters with a transmittal note indicating the date the document will be available locally in the country where the project will be carried out.

According to a requirement of the U.S. government entitled the "Pelosi Amendment," and in order for the U.S. Executive Director to vote in favor of the proposed project, EIAs must be published on the Bank's website, in the PIC, and in the respective country 120 days before the Board of Executive Directors reviews the project.

d) Environment and Social Management Report (ESMR)

The ESMR should be published within five (5) days after the client authorized its publication, and before distribution of the Loan Proposal or Guarantee for the Executive Board of Directors for review.

e) Abstract of Approved Project

The project team leader shall publish an updated abstract of the project within five (5) days after the project has been approved by the Board of Executive Directors and once the client has authorized its publication.

Note: In the case of private sector operations that have been approved by the Board but are subsequently cancelled, the project team leader shall remove the relevant documents from the Bank's website and inform the PIC.

² In some cases, maps, photos and other secondary components are not available electronically. In the versions of these documents published by the project team on the Bank's external website, it should be noted for the viewer that in the Public Information Center and the Country Offices a copy is available that contains those additional components.

3. Institutional information

a) Annual Report

EXR is responsible for the preparation of the Bank's Annual Report and shall publish a finalized version of the document immediately after the Board of Governors has approved it. EXR will also publish the report in CD-ROM and in a printed hard copy.

b) Annual and three-month work programs for the Board of Executive Directors and Board Committees

The Office of the Secretary (SEC) is responsible for the preparation of the annual work plan and the three-month work programs of the Board of Executive Directors and its committees. Also, the SEC shall publish the finalized versions of these documents no later than five (5) working days after the date of approval.

c) Agendas for meetings of the Board of Executive Directors

The Office of the Secretary (SEC) is responsible for the preparation of agendas for the meetings of the Board of Executive Directors and modifications of these meetings. Also, SEC shall save and publish them at the same time they are made available to the Board of Executive Directors.

d) Reports of the Board Committee Chairs to the Board of Executive Directors

The Office of the Secretary (SEC) is responsible for the preparation of the reports to the Board of Executive Directors by the chairs of the Board Committees, on discussions of sector operational policies, sector strategies, Country Strategies, HIPC documents, PRSPs and I-PRSPs. EXR shall publish such reports no later than five (5) working days after their approval by the Board.

e) Minutes of the meetings of the Board of Executive Directors

The Office of the Secretary (SEC) is responsible for preparation of the minutes of the meetings of the Board of Executive Directors and shall publish them no more than five (5) working days after their approval by the Board. Information that is identified by the Board as sensitive or confidential shall be redacted and not disclosed (see Section II.5 above).

f) Summary Proceedings of the Annual Meetings of the Board of Governors

The Office of the Secretary (SEC) is responsible for preparation of the minutes of the annual meetings of the Board of Governors and shall publish finalized versions before the end of the year in which the annual meeting took place.

g) Major decisions of the Board of Executive Directors

EXR is responsible for preparation and dissemination via press releases information on decisions relating to the approval of loans and other operations and certain policy or strategy issues and shall publish such information on the Bank's external website. The timing and content of press releases is determined by EXR.

h) Organizational and Salary Structure of the Bank

Based on input from the Information Technology Department (ITE) and the Human Resources Department (HRD), EXR shall publish on the Bank's external website the names and contact information for Bank management. EXR will also include general information on the salary structure in the institution, the methodology used to establish salary levels, staff benefits and other related information. HRD shall publish on the external website the description of positions advertised for recruiting purposes, and the Bank's general human resource objectives and strategies.

i) Procedures for Independent Investigation Mechanism (IIM), Investigation Commission Reports, Management responses and compliance reports

The Coordinator of the Independent Investigation Mechanism is responsible for the preparation of the regulations and procedures and the annual reports of the IIM, which shall be published no later than five (5) working days after approval by the Board, or five (5) working days after distribution, if approval by the Board is not required.

The IIM Coordinator is responsible for the preparation of the reports of the Commission on investigations; the responses of Management to such reports; the notices of requests for investigation; periodic updates on the status of investigations; and management compliance reports. Finalized versions of such document shall be published no more than ninety (90) working days after the Board has received them (in the case of the reports on investigation commissions and management responses); no more than ten (10) working days after the IIM Coordinator has asked the President to appoint a consultant to review the request (in the case of notices of requests); every four months (in the

case of status updates); or within ten (10) working days after distribution to the Board (for compliance reports).

Member of the IIM Investigation Commission and Management shall consult with the relevant parties (as defined in Section II.5) to help them determine whether the text of a commission report, management response, or implementation report contains confidential or sensitive information.

j) Regulations and Reports of the Oversight Committee on Fraud and Corruption

The Office of Institutional Integrity (OII) is responsible for the preparation of reports on OII activities and shall publish finalized versions as well as changes in regulations of the Oversight Committee on Fraud and Corruption within five (5) working days after approval by the Board of Executive Directors (regulations) and five (5) working days after distribution to the Board (reports).

k) Resolutions of the Board of Governors

The Office of the Secretary (SEC) is responsible for preparation of the resolutions of the meetings of the Board of Governors and shall publish them no more than five (5) working days after they have been officially adopted.

4. Financial Information

a) Borrowing Program and Funding Strategy

The Finance Department (FIN) is responsible for the preparation a document that contains wide parameters of the Bank's annual loan program and financial strategy corresponding to each financial exercise, and shall publish a finalized version within five (5) calendar days after its approval by the Board of Executive Directors.

b) Financial Statements

The Finance Department (FIN) prepares reports that contain the audited financial statements of Ordinary Capital accounts, the Fund for Special Operations and the Intermediate Financing Facility and should keep them or publish them, along with EXR, within a time period of no more than five (5) days from approval by the Board of Executive Directors. The audited financial statements are also included in the Bank's Annual Report (Section III.3.a. above).

c) Summary of Financial Information on Public Sector Operations

FIN is responsible for the preparation of a monthly summary of the financial information on approved public sector loans and other operations that take place in IDB borrowing member countries, including projected debt service payments, and shall publish it each month on the Bank's external website.

d) Documents on financial products available

FIN is responsible for the preparation of documents on financial products available in accordance with the Bank's borrowing program. FIN shall disclose these materials, upon request, by email and in hard copy, but such material shall not be published on the Bank's external website.

5. Legal Information

a) "Basic" Legal Documents

The Legal Department (LEG) is responsible for the preparation of the Agreement Establishing the Inter-American Development Bank and other basic Bank documents, including the By-Laws, Regulations of the Board of Governors, Regulations of the Board of Executive Directors, and the Regulations for the Elections of the Executive Directors and the Regulations for the Election of the President, and the amendments thereof. LEG shall publish finalized versions of these documents within five (5) working days after approval by the relevant authority.

b) Public sector loan contracts, guarantee agreements, technical cooperation agreements and Social Entrepreneurship Program agreements

The Legal Department is responsible for the preparation of these documents, whose finalized versions shall be published no later than five (5) working days after they have been signed and have entered into effect.

c) Bilateral and multilateral agreements

The Legal Department is responsible for the preparation for bilateral and multilateral agreements, including framework agreements between the Bank and donors, cooperation agreements between the Bank and other entities, and agreements for the establishment of trust funds. LEG shall publish finalized versions of such documents no more than five (5) working days after they have been signed and have entered into effect.

LEG shall consult the parties to such agreement in writing to obtain their consent for public disclosure (see Section II.5 above).

d) Conciliation Committee Annual Report

The Legal Department is responsible for the preparation of the annual report of the Bank's Conciliation Committee and shall publish a finalized version no later than five (5) working days after its approval by the Committee secretariat.

e) Administrative Tribunal Decisions

The Executive Secretary of the Administrative Tribunal of the Bank is responsible for the preparation of documents that contain the decisions of this body and shall publish such documents no later than five (5) working days after they have been issued.

f) Historical Information ("Archives")

All requests for historical information solicited in accordance with the stipulations of Section III.E.2 of the Policy shall be directed to the Office of External Relations, which shall coordinate with the Legal Department and other relevant Bank units in the review of issues of confidentiality, sensitivity, and country concerns.

g) Sanctions

Notices containing the identity of a sanctioned party and the sanctions imposed on a firm, entity or individual by the Bank's Sanction Committee shall be published by the Office of Institutional Integrity (OI) no later than five (5) working days after the Bank has notified the sanctioned party, the decision of the Committee.

Annex A

Instructions for posting information on the IDB public website via IDBDOCS

I. Saving the Document and Opening the Profile

There are two ways to save a document (defined as a Word, Excel, or PDF file) on IDBDOCS. It can be imported from “PowerDOCS Desktop,” or saved from the document while in Word, Excel, or a PDF application (in the latter provided the user has the “DOCS” option, (in the upper left corner of the menu bar). The second option is faster.

A. To import a document from PowerDOCS Desktop:

1. Open PowerDOCS Desktop.
2. Go to menu bar.
3. Click on File.
4. A drop-down menu will appear; select and click “Import File”
5. A window will open showing the different files in your computer.
 - a. Select the folder where your file is located and open it.
 - b. Select the file you want to save IDBDOCS.
 - c. Click OK to begin the process.

B. To save the file from the application (Acrobat Writer):

1. Go to the menu bar (located in the screen’s upper left corner).
2. Click on “DOCS”.
3. A drop-down menu will appear; select and click “Save as...”

Note: To save a PDF file using option B, the user must have Adobe Acrobat Writer. If the user does not have that program installed in his or her computer, he/she should follow Option A.

II. Completing the Profile

Upon completion of the above steps, *the IDBDOCS Electronic Document Profile will open.*

Note: If the profile that opens does not say “IDB electronic publications profile for the Internet” it means that the user’s “default” profile is either the generic one that was initially installed in all versions of IDBDOCS, or it is the profile installed for all members of the corresponding user’s department. In this case, the user will have

to save the document in IDBDOCS (i.e., he/she will need to obtain a unique identification number for the file) and immediately continue with the search for the document in IDBDOCS, **right-clicking** on the document as it appears on the results list, and selecting “To publish on Internet” – the last option on the drop-down menu. Any user may request the ITS/ITC to install the Internet profile as his/her default profile.

Users should fill in all the spaces with the relevant information on their document. The fields listed below – which appear in black and blue in the Profile – must be completed for any document to be published/disclosed on the IDB website. Users won’t be able to close, or save the profile without completing those required fields.

Note: Identifying documents correctly (i.e., completing all the fields in the Profile screen) in IDBDOCS is extremely important. Users should be careful when entering information into the *IDB Electronic Publications for the Internet Profiles*. Typos and other errors in the information **will be visible** in the external website. Also, the information included in the profile fields will directly determine where the document is displayed in the external website. For example, if a user classifies a document under “Education” in the theme field and selects “Peru” in the country field, people using of the external website will be able to access the document through the education page in the “Topics” section and via the Peru page in the “countries” section.

Doc Name (Document title)

In this field, users should enter the document title as it appears on the transmittal memo, the title page, or cover sleeve, for example, “Nicaragua. Non-reimbursable Technical Cooperation Operation for Sector Programming and Prioritization Under the Framework of the National Development Plan. Plan of Operations” or “Effects of Land Titling on Child Health.” (Note: even though they may appear as part of the title on a document’s title page, phrases such as “revised version,” or “corrected version” should be omitted when completing this field.)

When publishing the multiple components of the same document separately (i.e., a document that has several separate annexes, or individual chapters of an environmental impact evaluation), users should indicate in the **Doc name** field (e.g., “Health Program Loan Proposal – Annex 1” or “Trends in Chile’s Microenterprise Sector, Chapter 1.”)

Doc Type (Document type)

This field describes the category of the document being published, or disclosed. Users should select whatever category best describes their document.

- a. Click on the “...” icon.
- b. A table with a complete list of the different types of document will appear.
- c. Select the document type.
- d. Press OK once you have selected the type of document that you are working with.

Activity

This field more precisely describes document to be published/disclosed, for example “country strategy,” “working paper,” or “loan proposal.”

- a. Click on the “...” icon.
- b. A table with a full list of the different types of activities.
- c. Select the activity.
- d. Press OK after selecting the activity.

Web Topics

Users should select on or more topics/subtopics to describe their document.

- a. Click on the “...” icon.
- b. A multiple-value table will appear with a full list of topics and subtopics. Note that the subtopics are listed adjacent to the topics on the list; users should refer to the subtopics before selecting a topic to be certain that they pertain to the document.
- c. Select the topics and subtopics by double clicking on the corresponding boxes.
- d. Click OK after selecting all the topics that apply to the document.

Note: Assigning appropriate topics and subtopics is of particular importance if the user wants his or her document to appear the “Topics” section of the website. For example, a document titled “Alternative energy options in Costa Rica” will only appear on the energy “Topics” page and on the alternative energy “Subtopics” if “energy” and “alternative energy” are assigned to it in the web topics field. Also, in the “Projects” section of the website, documents will be searchable by their web topic classifications.

IDB Operation

Users must enter the appropriate operation number (or numbers) in this field. Unless a project-related document is assigned one or more operation numbers, it won’t appear in the website’s “Projects” pages.

- a. Click on the “...” icon.

- b. A multiple-value table with a full list of operations will appear. Note that in the list includes both pipeline (project and TC numbers) and approved (loan, ATN, ATC numbers, etc.) operation numbers, so either type is valid.
- c. Select the operation numbers by double clicking on them. Users may choose as many the operation numbers as they need; in the case of documents associated with approved operations, both the pipeline operation number and the approved number should be included in this field.
- d. Click OK after selecting all the operation numbers that apply to the document.

IDB Author (Name of the document's author)

The author that appears in the IDBDOCS Profile is the creator of the document, not the person who enters the document into the system. The author must be an IDB employee. If the author is not an IDB employee, the user should select "External Author" in this field and go to the "Other Authors" field in order to enter the author's name. (The words "External Author," will not be displayed on the Internet, only the name entered in the "Other Authors" field.)

- a. Click the "... " icon.
- b. A table with a full list of all IDB employees will appear. Go to the filter and select "Full Name."
- c. Enter an asterisk (*) followed by the author's last name, then another asterisk in the search field.
- d. Click search.
- e. A list of all employees with the same last name will appear.
- f. Double click to select the document's author.

Org. Unit (Department)

This field specifies the IDB department and the unit that created the document (e.g., EXR/PIP, SDS/MSM).

- a. Click on the "... " icon.
- b. A drop-down menu with a full list of IDB departments and units will appear.
- c. Select the corresponding organizational unit.
- d. Click OK.

Country

Indicates the country (or countries) that the document relates to. You have the option of selecting multiple countries. The "regional" option may be used when the document refers to Latin America, the Caribbean, or the Latin America and the Caribbean as a whole. Although the field is designated by the IDBDOCS system as optional, it is *required* for purposes of publication on the Bank's website for country-specific documents (documents related to operations, country

strategies, country program evaluations and country analytic work) subject to disclosure under the Policy. If this field is not appropriately completed, the document will not be displayed in the “Countries” section of the website.

- a. Click on the “...” icon.
- b. A drop-down list of all the countries will appear.
- c. Select the country, or countries by double clicking on them.
- d. Click OK once you have selected all the countries that apply to the document.

Language

- a. Click the ▾ icon.
- b. A drop-down list of the four official languages will appear.
- c. Select the language in which the document is written.
- d. Click OK.

Doc. Date (document date)

Specifies the date that the document was written (note: this date may not correspond with the date the document is being entered into the system). Users should enter the month, day and year the document was written. If the user only knows the year and month, he or she should fill in “01” for the day. Only the year and month the document was written in will appear on the Internet.

Type the document date: mm/dd/yyyy

Closing the Profile

After filling in the ten required fields listed above, the user is ready to close the *Electronic Publications for Internet Profile* by completing three additional steps. At the bottom of the Profile, the check-box labeled “**Restricted**” is checked by default. Users should leave it checked. If the box is unchecked, the user will thereby allow anyone who has access to IDBDOCS to modify, or delete the document.

The final step is to check the “**Authorized for publication on IDB Internet site**” box. By doing so, the user is authorizing the publication of the document on the IDB website. Users should understand that while their documents will be published to the Internet immediately (accessible by conducting a “search” on the IDB external website), they will not appear on the site’s pre-arranged pages (e.g. in the “Projects” or “Topics” pages, when available) until the next morning.

If a user wants to create a link on another existing webpage to the document that he or she has just posted, the link should point to the web address assigned by IDBDOCS, which always uses the following formula:

<http://idbdocs.iadb.org/wsdocs/getDocument.aspx?DOCNUM=> [type the Doc Number of your publication].

For example, if the Doc Number assigned to the document is 407050, the web address will be

<http://idbdocs.iadb.org/wsdocs/getDocument.aspx?DOCNUM=407050>

Annex B

Sample Consultation Letter

To: [Specify member country government, private sector client or donor of a trust fund or co-financing entity and contact person]
From: [Specify Bank unit responsible for the document and contact]
Re: [Specify document name and number]
Date: [Date sent]

Dear Mr. or Ms.,

In accordance with the Bank's Disclosure of Information Policy, (IDB Operational Policy OP-102, effective January 1, 2004), information concerning the Bank and its activities shall be made available to the public in the absence of a compelling reason for confidentiality. Information must be disclosed unless one of the restrictions established in the Policy is invoked.

Information that is identified as confidential or sensitive by a member country government, private sector client, donor of a trust fund or co-financing resources administered by the Bank, or by the Bank itself, or information that may adversely affect relations between member countries and the Bank or between private sector clients and the Bank if disclosed, will not be released to the public.

This letter is to request that [*specify government, private sector client, donor of a trust fund or cofinancing entity*] identify any information it considers sensitive or confidential.

Per Bank *Instructions* for the implementation of the Information Disclosure Policy, a reply to this letter is requested within [specify deadline]. If no response is received, the Bank shall assume that the [*specify government, private sector client, donor of a trust fund or cofinancing entity*] does not wish to designate any information as confidential or sensitive and will proceed to publish the above referenced document in its entirety.

Thank you in advance for your attention to this request.

Sincerely,

(Division Chief or his/her designee)