



# Bank Directive/Procedure

## Access to Information Directive/Procedure

### **Bank Access to Information Policy Designation**

Public

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### **Content**

Objectives of the Bank's access to information framework; directions and procedures on the implementation of the Bank Policy: Access to Information, including procedures for the public to access information from the Bank and to file an appeal under the Policy.

### **Applicable to**

IBRD,IDA

### **Issuer**

Vice President, ECRVP

### **Sponsor**

Director, Global Practices Communications, External and Corporate Relations, ECRGP

## SECTION I – PURPOSE AND APPLICATION

1. This Directive/Procedure sets forth the objectives of the Bank's access to information framework, and the directions and procedures for the implementation of the *Bank Policy: Access to Information* (Policy), including procedures for the public to access information from Bank and to file an appeal under the Policy.
2. This Directive/Procedure applies to the Bank.

## SECTION II – DEFINITIONS

The terms used in this Directive/Procedure have the meanings set forth in section II of the *Bank Policy: Access to Information*, and below.

1. **Administrative Tribunal:** the administrative tribunal established pursuant to the Statute of the Administrative Tribunal of the International Bank for Reconstruction and Development, International Development Association and International Finance Corporation, as adopted by the Board of Governors on April 30, 1989 and amended on July 31, 2001 and June 18, 2009.
2. **Annual Meeting:** the annual meeting of the Board of Governors of the World Bank Group.
3. **Annual Report:** annual report of the Bank.
4. **Annual Reports of Board Committees:** annual reports of the Board Committees, as the term is defined in the Policy.
5. **Audited Financial Statements:** a project implementing entity's financial statements, together with the auditors' opinion, as required by the provisions of a Loan agreement.
6. **Bank guarantee:** guarantee issued by the Bank in accordance with, as relevant, OP/BP 8.60, *Development Policy Financing*, or IPF Policy/Directive.
7. **BPs:** operational Bank procedures.
8. **BPS:** Budget, Performance Review and Strategic Planning vice presidency of the World Bank.
9. **Call for Proposals:** solicitation for proposals to finance projects under an institutional or trust fund program.
10. **CAS:** Country Assistance Strategy.
11. **Category A:** as the term is defined, as relevant, in OP 4.01, *Environmental Assessment*, and in BP 4.03, *Performance Standards for Private Sector Activities*.

12. **Category B:** as the term is defined, as relevant in OP 4.01, *Environmental Assessment*, and in BP 4.03, *Performance Standards for Private Sector Activities*.
13. **Category FI-1:** as the term is defined in BP 4.03, *Performance Standards for Private Sector Activities*.
14. **Category FI-2:** as the term is defined in BP 4.03, *Performance Standards for Private Sector Activities*.
15. **Chief Archivist:** chief archivist for the World Bank Group.
16. **Committee on Development Effectiveness** or **CODE:** the committee of the Board that, *inter alia*, supports the Board in assessing the development effectiveness of the World Bank Group.
17. **Concept Review:** a review through which a management decision is made on whether to proceed with the preparation of an IPF operations described in paragraph 7, Section III, of IPF Directive.
18. **Corporate Secretary:** the corporate secretary of the Bank.
19. **Corporate Secretariat** or **SEC:** the corporate secretariat of the Bank.
20. **Country Engagement Note:** as the term is defined in *World Bank Group Directive: Country Engagement*, July 1, 2014, Catalogue No. OPCS 5.01-DIR.01.
21. **Country Financing Parameters** or **CFPs:** parameters that provide the overall framework for Bank financing for all projects in a country.
22. **Country Partnership Framework** or **CPF:** as the terms are defined in the *World Bank Group Directive: Country Engagement*, July 1, 2014, Catalogue No. OPCS 5.01-DIR.01.
23. **Country Performance Ratings** or **CPR:** ratings used to allocate IDA's resources and are based on the CPIA ratings for IDA-eligible countries and a portfolio performance rating.
24. **CPF:** Country Partnership Framework.
25. **CTR:** Controller's vice presidency of the Bank.
26. **Debt Sustainability Analysis:** report assessing a country's public and external debt sustainability.
27. **DEC:** Development Economics vice presidency of the Bank.
28. **DECDG:** the development data group of DEC.
29. **Development Committee:** the joint ministerial committee of the Boards of Governors of the Bank and the IMF on the transfer of real resources to developing countries.

30. **Development Gateway:** interactive portal for information and knowledge sharing on sustainable development and poverty reduction.
31. **Development Grant Facility** or **DGF:** facility that integrates the overall strategy, allocations, and management of Bank grant-making activities funded from administrative budget under a single umbrella mechanism.
32. **Development Marketplace:** a grant program that identifies and funds innovative, early stage development projects that are scalable and/or replicable, while also having high potential for development impact.
33. **DFI:** Development Finance vice presidency of the Bank.
34. **DGF:** Development Grant Facility, *as the term is defined in this Directive/Procedure.*
35. **Documents and Reports:** primary external repository for disclosed reports, papers, and documents of the World Bank Group.
36. **EA:** Environmental Assessment, *as the term is defined in this Directive/Procedure.*
37. **ECR:** External and Corporate Relations vice presidency of the WBG.
38. **ED:** Executive Director, as the term is defined in the Policy.
39. **EDs Portal:** a portal designed to provide resources for EDs.
40. **EFO:** Externally Financed Outputs, *as the term is defined in this Directive/Procedure.*
41. **Environmental Action Plan:** as the term is defined in OP/BP 4.02, *Environmental Action Plans.*
42. **Environmental Assessment** or **EA:** an assessment prepared pursuant to OP/BP 4.01, *Environmental Assessment.*
43. **Externally Financed Outputs** or **EFO:** instrument for receiving external contributions to support the Bank's work program.
44. **eSubmission:** the system for electronic submission of papers to the Board.
45. **ESW:** Economic and Sector Work, as the term is defined in the Policy.
46. **FTD:** Factual Technical Document, as the term is defined in the Policy.
47. **Fund Relations Note:** note that conveys the views of the IMF and that becomes part of the Program Document of a DPF/DPO.
48. **General Procurement Notice:** or **GPN:** as the term is described in the Procurement Guidelines, or the Procurement Regulations for IPF Borrowers, as applicable.

49. **Grant Monitoring Report** or **GMR**: a report on the progress and results of grant-financed activities.
50. **GMR**: Grant Monitoring Report, *as the term is defined in this Directive/Procedure*.
51. **Guarantee Agreement**: guarantee agreement, as relevant, between a member country and the Bank providing for the guarantee of a Loan made by the Bank in a lending operation, or between the Bank and a guaranteed party in a Bank guarantee operation.
52. **IDA Financing Agreement**: agreement for IDA financing.
53. **IDA Resource Allocation Index** or **IRAI**: an index that is based on the results of the annual CPIA exercise that covers the IDA eligible countries.
54. **IDF**: Institutional Development Fund, as the term is defined in this *Directive/Procedure*.
55. **IDU**: the internal documents unit of the World Bank.
56. **ImageBank**: the primary repository for formal reports, research papers, and operational documents of the World Bank Group.
57. **IMF Transparency Policy**: the policy of the IMF that establishes guidelines for the release of IMF Executive Board documents to the public.
58. **Impact Evaluation Report**: a report that sets forth an impact evaluation, which assesses changes that can be attributed to a particular project, program or policy.
59. **Implementation Status and Results Report** or **ISR**: report on project or program implementation.
60. **Information Statement**: the Bank's prospectus prepared annually for IBRD bondholders.
61. **Indemnity Agreement**: an agreement in which, among other things, one party to the agreement agrees to pay costs, liabilities and other amounts associated with the events specified in the agreement.
62. **Indigenous Peoples Plan** or **IPP**: as the term is defined in OP/BP 4.10, *Indigenous Peoples*.
63. **Indigenous Peoples Planning Framework** or **IPPF**: as the term is defined in OP/BP 4.10, *Indigenous Peoples*.
64. **Investment Project Financing** or **IPF**: loans, credits, grants and guarantees extended by the Bank pursuant to IPF Policy and Directive to provide financing for activities aimed at creating physical and social infrastructure necessary to reduce poverty and create sustainable development.
65. **IPF Directive**: Bank Directive, "Investment Project Financing."

66. **IPF Policy:** Bank Policy, “Investment Project Financing.”
67. **IPP:** Indigenous Peoples Plan, *as the term is defined in this Directive/Procedure.*
68. **IRAI:** IDA Resource Allocation Index, *as the term is defined in this Directive/Procedure.*
69. **ISDS:** Integrated Safeguards Datasheet, as the term is defined in the Policy.
70. **LDP:** Letter of Development Policy, as the term is defined in the Policy.
71. **LEG:** Legal vice presidency of the Bank.
72. **LEGDF:** the development finance practice group, LEG.
73. **LEGFI:** the finance practice group, LEG.
74. **LEGSG:** the structured finance and guarantees practice group, LEG.
75. **LRC:** the law resource center of the Bank.
76. **Level One restructuring:** restructuring of a Project involving certain modifications as set forth in IPF Policy, or OP 9.00, *Program-For-Results Financing*, for level one restructurings.
77. **Level Two restructuring:** restructuring of a Project involving certain modifications as set forth in IPF Policy, or OP 9.00, *Program-For-Results Financing*, for level two restructurings.
78. **Management:** the President or a Manager of the Bank, or a chief officer whose functions and responsibilities include the authority to issue P&P Documents as set out by Management through terms of reference or a delegation of authority, or some or all of these persons, as applicable.
79. **Management Discussion and Analysis** or **MD&A:** the management discussion and analysis that accompanies the Bank’s annual financial statements and presents selected financial data, e.g., average cost of borrowings, average interest rate on loans, return on liquid investments on loans, other financial ratios that management deems significant, financial product information, discussion of the Bank’s financial policies and risk management strategies, and discussion of significant operating results. A condensed MD&A, which serves as an update of the fiscal year, accompanies the quarterly financial statements (which are not audited, but reviewed by the Bank’s external auditors).
80. **Manager:** a person identified as a manager in the Bank’s human resources system.
81. **MD&A:** *Management Discussion and Analysis, as the term is defined in this Directive/Procedure.*

82. **Mid-cycle Implementation Progress Report** or **MCIPR**: report prepared when a strategy is still relevant and its implementation is under way.
83. **MOP**: Memorandum of the President, as the term is defined in the Policy.
84. **NCO**: Note on Cancelled Operation, as term is defined in the Policy.
85. **OPCS**: Operations Policy and Country Services vice presidency of the Bank.
86. **OPs**: operational policies of the World Bank.
87. **Operational Manual**: the Bank's operational manual that contains the Ops, BPs, directives, and OpMemos on the conduct of Bank operations.
88. **Operations Portal**: a portal designed to centralize the preparation, clearance and disclosure of project documentation throughout the project cycle.
89. **OpMemos**: interim operational instructions to staff.
90. **P&P Document**: a document defined in Section II.10 of the Bank Policy, "Policy and Procedure Framework."
91. **PBG**: Policy based guarantee, as the term is defined in OP 8.60, *Development Policy Financing*.
92. **PD**: Program Document, as the term is defined in the Policy.
93. **Pension Benefit Administration Committee**: committee established by the Staff Retirement Plan to administer the benefits under the Plan.
94. **Pension Finance Committee**: committee established by the Staff Retirement Plan to be responsible for the financial management of the trust holding the assets of the Plan.
95. **Performance and Learning Review**: as the term is defined in the *World Bank Group Directive: Country Partnership Framework*, July 1, 2014, Catalogue No. OPCS 5.01-DIR.01.
96. **PID**: Project Information Document, as defined in this Directive/Procedure.
97. **Policy Based Guarantee** or **PBG**: as the term is defined in OP 8.60, *Development Policy Financing*.
98. **Preparation Advance Agreement**: an agreement between the Bank and a borrower to receive a preparation advance.
99. **President's Report and Recommendation** or **President's Report**: document used to set out the details for proposed operations financed by the Bank's former adjustment lending instruments.
100. **Private Sector Activity**: as the term is defined in OP 4.03, *Performance Standards for Private Sector Activities*.

101. **Procurement Guidelines:** Collectively, World Bank Guidelines for the Procurement of Goods, Works and Non-Consulting Services under IBRD Loans and IDA Credits and Grants by World Bank Borrowers, and World Bank Guidelines for the Selection and Employment of Consultants under IBRD Loans and IDA Credits and Grants by World Bank Borrowers.
102. **Procurement Plan:** The Borrower's procurement plan prepared in accordance with the Procurement Guidelines or the Procurement Regulations for Borrowers, as applicable.
103. **Procurement Regulations for Borrowers:** World Bank Procurement Regulations for IPF Borrowers.
104. **Program Information Document:** document – prepared for each Bank program for results financing or for DPF under preparation – that provides a brief factual summary of the main elements of the evolving program and also includes information and the environmental and social issues related to the program.
105. **Project Agreement:** an agreement between the Bank and a project implementing entity relating to the implementation of all or part of a project.
106. **Project Information Document or PID:** document – prepared for each Bank investment project financing operation, including Bank guarantee operations under preparation – that provides a brief factual summary of the main elements of the evolving project, denotes the Bank lending or guarantee instrument used, and provides a tentative or final financing plan.
107. **Reimbursable Advisory Services:** reimbursable advisory services (formerly referred to as “fee-based services”) provided by the Bank as a direct response to requests from, and partly or fully paid for by, the recipient (“client”) of the service.
108. **Requests for Expressions of Interest or REoI:** as described in the Procurement Guidelines or the Procurement Regulations for Borrowers, as applicable.
109. **Resettlement Plan:** as the term is defined in OP/BP 4.12, *Involuntary Resettlement*.
110. **Resettlement Policy Framework:** as the term is defined in OP/BP 4.12, *Involuntary Resettlement*.
111. **Resettlement Process Framework:** as the term is defined in OP/BP 4.12, *Involuntary Resettlement*.
112. **Restructuring Paper:** documentation prepared for restructurings pursuant to OP/BP 10.00, *Investment Project Financing*.
113. **SECPO:** the policy and operations unit of SEC.
114. **Simultaneous Disclosure:** the posting of certain Board Papers before the Board discussion, as provided in section III.B.3 (b) of the Policy.



115. **Single Audit:** term adopted by World Bank Group management to refer to the annual assessment of the specific control objectives relevant to the effectiveness of internal controls over financial reporting of trust fund activities using the modified cash basis of accounting, excluding large financial intermediary funds, for which the Bank provides separate annual audited financial statements. The enhanced Single Audit integrates management's assertions on the effectiveness of internal controls over the preparation of trust fund financial reports with a new combined financial statement.
116. **Social Assessment:** as the term is defined in OP/BP 4.10, *Indigenous Peoples*.
117. **Specific Procurement Notice or SPN:** as described in the Procurement Guidelines or the Procurement Regulations for Borrowers, as applicable.
118. **Staff Retirement Plan or Plan:** the staff retirement plan of the World Bank Group.
119. **Statements Submitted to the Development Committee:** previously referred to as the "Record of Discussion of the Meeting of the Development Committee", the statements are a document which contains, *inter alia*, the following information: Note on the Meeting, Note by the President of the World Bank, Statement by the Managing Director of the International Monetary Fund, Prepared Statements Submitted by Members, Prepared Statements Submitted by Observers, Agenda, Communique, and List of Participants.
120. **Summary Proceedings of Annual Meetings:** an annual publication that contains, *inter alia*, information relating to the annual meetings, including decisions, reports and speeches.
121. **Supplemental Financing:** as the term is defined in OP 8.60, *Developmental Policy Financing*.
122. **Systematic Country Diagnostic:** as the term is defined in the *World Bank Group Directive: Country Partnership Framework*, July 1, 2014, Catalogue No. OPCS 5.01-DIR.01.
123. **TA:** technical assistance given under non-lending operations.
124. **TRD:** Tranche Release Document, as the term is defined in the Policy.
125. **Translation Framework:** the framework of the Bank on translations.
126. **Trust Funds:** as the term is defined in OP/BP 14.40, *Trust Funds*.
127. **Trust Fund Program:** a trust fund program administered by the Bank.
128. **Trust Fund Program Call for Proposals:** call for proposals to receive financing under a trust fund program administered by the Bank.
129. **TTL:** task team leader.
130. **UNDB:** United Nations Development Business, as the term is defined in this *Directive/Procedure*.

131. **United Nations Development Business** or **UNDB**: the official United Nations website for consulting, contracting and export opportunities worldwide.
132. **United States Security and Exchange Commission**: the United States agency that oversees key securities participants, concerning disclosure of market-related information, fair dealing, and protection against fraud.
133. **VP**: vice president of the Bank.
134. **World Bank Group Trust Funds Annual Report**: the World Bank Group's annual report regarding the trust funds that it administers.

### A. OBJECTIVES

1. The World Bank recognizes that transparency and accountability are of fundamental importance to the development process and to achieving its mission to end extreme poverty and promote shared prosperity. Transparency is essential to building and maintaining public dialogue and increasing public awareness about the Bank's development role and mission. It is also critical for enhancing good governance, accountability, and development effectiveness. Openness promotes engagement with stakeholders, which, in turn, improves the design and implementation of projects and policies, and strengthens development outcomes. It facilitates public oversight of Bank-supported operations during their preparation and implementation, which not only assists in exposing potential wrongdoing and corruption, but also enhances the possibility that problems are identified and addressed early on.
2. As the Bank has long recognized, a sound, open access to information policy is fundamental to fulfilling its many roles.
  - As a development finance institution, the Bank strives to be transparent about its projects and programs (particularly with groups affected by its operations), to share its global knowledge and lessons of experience with the widest possible audience, and to enhance the quality of its operations by engaging with a broad range of stakeholders.
  - As an intergovernmental organization owned by countries, the Bank is accountable for public money, and has an obligation to be responsive to the questions and concerns of its shareholders.
  - As a borrower, the Bank has established that meaningful disclosure of information helps attract purchasers to its securities.
  - As an employer, the Bank seeks to provide its employees with all the information they need to perform their duties.
3. At the same time, the Bank has an obligation to protect the confidentiality of certain information. This Policy endeavors to strike an appropriate balance between the need to grant the public maximum access to information in the Bank's possession, and the Bank's obligation to respect the confidentiality of its clients, shareholders, employees, and other parties.
4. The Bank also recognizes the importance of translating information that it creates. The Bank's approach to translations is set out in the Bank's [Translation Framework](#), and the Bank translates documents into appropriate languages in accordance with that framework.

### B. ACCESS TO INFORMATION – IMPLEMENTATION

1. **Instructions for the Public to File Requests for Information and Appeals.** The instructions for the public to file requests for information and appeals under the Policy are set forth in the Annex 1 to this Directive/Procedure.

## 2. Public Availability of Certain Information.

- a. **Routinely Available Documents.** The Bank proactively discloses certain routinely available documents, through its external website – [www.worldbank.org](http://www.worldbank.org) – as soon as the documents are finalized after key process milestones. The processes involved in preparing and making certain information routinely available on the Bank’s external website are set forth in Annex 2 of this Directive/Procedure.
- b. **Draft CASSs, CPFs and ESW Reports for Public Consultation.**<sup>1</sup> At the Bank’s discretion, staff may publicly share draft CASSs, CPFs and draft ESW reports during the documents’ preparation.
- c. **President’s Reports.**<sup>2</sup> The documents titled “President’s Report and Recommendation” (“President’s Report”), which set out the details for proposed operations financed by the Bank’s former adjustment lending instruments, such as the structural adjustment loans and credits, sectoral adjustment loans and credits, rehabilitation loans, programmatic structural adjustment loans and credits, special structural adjustment loans, and subnational adjustment loans (i.e., predecessors of the Program Document), are declassified and made public, unless the documents are restricted from disclosure because:
  - Information contained within the President’s Report is restricted from disclosure pursuant to a Policy exception other than the *Deliberative Information* exception (in the case of information restricted only by the *Financial Information* exception, other than banking and billing information, the restriction only applies if the document is less than 20 years old); or
  - The VP concerned has decided to exercise the Bank’s prerogative to restrict the President’s Report, based on his/her determination that the potential harm of disclosure would outweigh the benefits.

The Archive’s Unit notifies all relevant VPs of the intended declassification of President’s Reports, giving the VPs concerned a reasonable period of time for review. Following which, absent a determination that a Policy exception other than the *Deliberative Information* exception applies (as explained above), or absent a decision by a VP concerned to exercise the prerogative to restrict access to a particular document, the President’s Reports are declassified and made public.

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<sup>1</sup> See related Policy interpretation issued by the AI Committee on March 16, 2011. This Policy interpretation, as originally issued, addressed the disclosure of draft CASSs and ESWs. Pursuant to the *World Bank Group Directive: Country Engagement*, effective July 1, 2014, for strategies whose concept decision reviews are held on or after July 1, 2014, the CAS is replaced by the Country Partnership Framework (CPF). Strategies presented to the Board after January 1, 2015, are also for CPFs or Country Engagement Notes. For the interim period before January 1, 2015, the Board continues to receive CASSs and ISNs that were initiated and mostly prepared before July 1, 2014. See *World Bank Group Directive: Country Engagement*, July 1, 2014, Catalogue No. OPCS 5.01-DIR.01.

<sup>2</sup> See related Policy interpretation issued by the AI Committee on May 30, 2012.

- d. **Guidance for Staff.**<sup>3</sup> Business units may make any Guidance under the Policy and Procedures Framework in relation to the carrying out of Bank operational work publicly available if the information contained within is not covered by a Policy exception other than the *Corporate Administrative Matters* exception.<sup>4</sup>
- e. **Public availability of documents that were previously approved by the Board for disclosure, but that could be interpreted as falling within the *Financial Information* and *Corporate Administrative Matters* exceptions of the Policy.**<sup>5</sup> Specific categories of documents, which are of a financial or corporate administrative nature, that were previously approved by the Board for public disclosure continue to be publicly available under the current Policy (unless the documents are also covered by another Policy exception or is subject to the Bank's exercise of the prerogative to restrict access). The list of documents previously approved by the Board for public disclosure is set forth in Annex 3 to this Directive/Procedure.
- f. **Public Availability of Certain Financial Information.** While the Policy's Financial Information exception (which restricts from disclosure details of individual transactions under loans and trust funds<sup>6</sup>) covers information such as the monetary value of payments to, and names of, consultants, the Bank discloses monthly statements of loans and credits, and individual loan, credit, and trust fund documents such as financing, loan, development credit agreements, development grant agreements, project agreements, guarantee agreements, administration agreements, and grant and trust fund agreements.
- g. **Disclosure of Aggregated Financial Information.**<sup>7</sup> For (a) grants made from IBRD administrative budget and IBRD net income (governed by OP/BP 8.45, *Grants*), and (b) grants and loans made from recipient-executed trust funds (governed by OP/BP 14.40, *Trust Funds*), the *Financial Information* exception of the Policy does not restrict the Bank from disclosing aggregated financial information (i.e., original principal; amounts undisbursed; amounts disbursed; and, in the case of loans made from recipient-executed trust funds, amounts repaid and amounts due), for each such grant or loan, as deemed appropriate by the business unit concerned. The relevant Bank business unit determines whether a specific business need exists to collate or create such aggregated financial information if the information does not already exist.

3. **Information Relating to Member Countries and Other Parties.** With respect to information related to member countries/borrowers:

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<sup>3</sup> See related Policy interpretation issued by the AI Committee on May 2, 2012.

<sup>4</sup> See *Access to Information Staff Handbook* on points to consider when determining whether operational guidance materials may be made public.

<sup>5</sup> See related Policy interpretation issued by the AI Committee on April 20, 2011.

<sup>6</sup> See Policy at section III.B.2(j)iii.

<sup>7</sup> See related Policy interpretation issued by the AI Committee on August 10, 2011.

- a. **Country-specific operational documents prepared by the Bank that are routinely discussed with the member country/borrower** (for example, country partnership frameworks, project appraisal documents, economic and sector work reports). Before finalizing the document, the Bank requests the country/borrower concerned to identify whether the document contains any confidential information relating to the country/borrower, or information whose disclosure may adversely affect relations between the Bank and the country. The Bank, as it considers appropriate, makes adjustments to the document to address the matters of concern to the country/borrower. The aide-mémoire of operational missions are made publicly available if both the Bank and the country/borrower agree.
- b. **Country-specific documents prepared by the Bank that are not routinely discussed with the country** (such as research and knowledge products). The Bank director concerned consults the country concerned if the director believes that the document contains confidential information relating to the country, or information whose disclosure may adversely affect relations between the Bank and the country. The Bank, as it considers appropriate, makes adjustments to the document to address the matters of concern to the country.
- c. **Documents prepared or commissioned by a member country/borrower that are made available to the public as a condition for doing business with the Bank.** The country/borrower provides such documents to the Bank with the understanding that the Bank makes them available to the public.<sup>8</sup>
- d. **Other documents prepared by member countries/borrowers that are in the Bank's possession.** For information given to the Bank that does not fall into one of the above categories (for example, on a country's macroeconomic context, governance issues, or sector- or institution-specific analyses), the member country/borrower clearly conveys to the Bank whether and why the information is to be restricted from public access in light of the Policy. The member country/borrower provides its determination on how the information is treated in light of the Policy either at the time the information is given to the Bank or upon the Bank's reasonable effort to seek such determination from the country member/borrower, which may include a request for the country member/borrower to respond within 45 business days from receipt of the Bank's written request for such determination. If the member country/borrower conveys to the Bank that the information is provided in confidence, or is restricted by confidentiality on the basis of a non-disclosure/confidentiality agreement or equivalent, the Bank treats the information as restricted from disclosure pursuant to Section III.B.2 (g) of the Policy and to Section III.B.4.a of this Directive/Procedure. If the member country/borrower does not instruct the Bank to restrict public access to the

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<sup>8</sup> Examples of such documents: (a) poverty reduction strategy papers (including interim PRSPs and PRSP annual progress reports); (b) letters of development policy (see OP/BP 8.60, *Development Policy Financing*); (c) safeguards assessments and plans related to environment, resettlement, and indigenous peoples (see OP/BP 4.01, *Environmental Assessments*, OP/BP 4.10, *Indigenous Peoples*, and OP/BP 4.12 *Involuntary Resettlement*); (d) audited annual financial statements for investment project financing (or, in exceptional cases, an abridged version thereof) for which the invitation to negotiate is issued on or after July 1, 2010; and (e) Procurement Plans.

information or fails to respond to the Bank within the required time period, and if, to the Bank's knowledge, the information is not already publicly available by the member country/borrower, such information is considered to be deliberative and the recipient Bank staff or unit assigns it with a security classification in accordance with AMS 6.21A, Information Classification and Control Policy, as referred to in Section III.B.6 of this Directive/Procedure.

- e. **Documents prepared by the Bank for Reimbursable Advisory Services.** The Bank makes such documents (including related legal agreements) available to the public only after the client concerned has granted its written consent to disclose.
- f. **Documents Prepared Jointly with Partners.** The Bank makes available to the public the final documents that it prepares jointly with partners after reaching agreement on such disclosure with the partner concerned.<sup>9</sup>

#### 4. Application of Certain Policy Exceptions – Select Documents.

- a. **Information Provided in Confidence by a Member Country or Third Party.**
  - (i) The Policy's *Information Provided in Confidence by a Member Country or Third Party* exception applies to information, data, reports and analysis (including holdings, positions and performance information), deliberations, and any other work product generated as a result of or in response to the confidential information received from a member country or third party.
  - (ii) The understanding of confidentiality is to be determined by:
    - A. the nature and content of the information in the main body of the record, regardless of marginalia or other markings (i.e., the information contains or refers to information provided in confidence); or
    - B. a detailed written explanation of the confidentiality by the member country or third party; or
    - C. a non-disclosure/confidentiality agreement or equivalent that applies to the information, in which case the terms and conditions of such agreement or equivalent govern the confidentiality of the information and override the provisions of this Directive/Procedure.
  - (iii) Business units and Bank staff that create or receive the information justify restricting information provided in confidence based on one or more of the criteria set forth in subparagraph (ii) above. For purposes of this provision, the nature and content of the information, or the detailed written explanation of confidentiality by the member country or third party, all of which restricts access to the information, may include, but is not limited to:

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<sup>9</sup> Before initiating such work, Bank staff explains the Policy to the potential partner and obtains the potential partner's agreement to the disclosure of the joint product. Documents prepared jointly with partners are not subject to public access if they include, or are based on, information that is restricted under section III.B.2 or section IV.2 of the Policy. For the purposes of this provision, other WBG entities are treated as partners; documents prepared jointly with WBG entities may be made publicly available if such disclosure is consistent with their disclosure policies.

- A. financial, business, or proprietary information;<sup>10</sup>
  - B. trade secrets;
  - C. references to the information being intentionally provided in confidence;
  - D. explicit reference to the duration of the confidentiality and being within said duration;
  - E. information whose disclosure would prove to be a threat to the national security of a member country;
  - F. the need to protect the interest of national defense or foreign policy of a member country;
  - G. information that, if disclosed, seriously undermines policy dialogues;
  - H. the harm that the disclosure may cause to the interests protected by the confidentiality;
  - I. reference to material prejudice or potential damage to relationships;
  - J. information that, if disclosed, prejudices the continued exchange of confidential information;
  - K. information that, if disclosed, would undermine the legitimate rights and interests of member countries or third parties; or
  - L. other reason considered compelling, at the Bank's discretion.
- (iv) Markings of security classification are unreliable indicators of whether the information is provided in confidence within the meaning of Section III.B.2(g) of the Policy; such markings are corroborated by subparagraph (ii) above before the information is restricted on the basis of Section III.B.2(g) of the Policy.
- (v) If the Bank receives information in confidence from a member country or a third party, the recipient Bank staff or unit ensures that such information is:
- A. filed in the Bank's records management system;
  - B. properly restricted from disclosure pursuant to subparagraph (ii) above and to Section III.B.2(g) of the Policy in accordance with the concerned party's instructions, in which case Bank staff or unit asks the member country or third party the reason for the confidentiality and how long the confidentiality is to last, all of which is to be noted in Bank's record management system. If the third party has not instructed the Bank to restrict public access to the information or, upon the Bank's reasonable effort to seek such determination from the third party, has failed to respond to the Bank within the required time period (45 business days), and if, to the Bank's knowledge, the information is not already publicly available by the third party, such information is considered to be deliberative and the recipient Bank staff or unit assigns it with a security classification in accordance with AMS 6.21A, *Information Classification and Control Policy*, as referred to in Section III.B.6 of this Directive/Procedure; and
  - C. assigned an adequate security classification using the Bank's information classification levels of "Official Use Only", "Confidential", or "Strictly Confidential", pursuant to AMS 6.21A, *Information Classification and Control Policy*, as referred to in Section III.B.6 of this Directive/Procedure.

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<sup>10</sup> See AI Policy, at footnote 7.



- (vi) The express permission to disclose information provided in confidence is implemented by the following clear and cost-effective procedures:
- A. When the Bank is able to locate the owner of the information to seek “express permission” from a member country or third party, the recipient Bank unit contacts the concerned party to ask that party’s written consent to disclose. The recipient Bank unit specifies that the concerned party reply within 45 business days from the date of the Bank unit’s correspondence to the concerned party and that:
    - (1) in case the concerned party has any objection to disclosure, the concerned party provides a written detailed explanation that specifies the grounds for restricting the information as provided in confidence in light of the Policy, including, but not limited to, a copy of the non-disclosure/confidentiality agreement or equivalent which overrides any provision of this Directive/Procedure, and specify how long such confidentiality lasts; and
    - (2) absence of a reply is considered no objection to disclose, except when there is a non-disclosure/confidentiality agreement, in which case such agreement governs the confidentiality of the information.
  - B. A concerned party that fails to respond within the time period specified in the Bank unit’s correspondence is considered to have no objection to disclose the information, except when there is a non-disclosure/confidentiality agreement, in which case such agreement governs the confidentiality of the information.
  - C. Whenever the Bank is unable to seek “express permission” from a concerned party (e.g., death of the author of the information, third party no longer exists, no identifiable successor to the third party, not possible to identify the concerned party at face value of the information, or circumstances in the country preventing the Bank from reasonably contacting the relevant counterpart), and as long as the information does not contain trade secrets and/or information restricted by other AI Policy exceptions, or is protected by a non-disclosure/confidentiality agreement, the Bank considers it to be Deliberative Information, which may also apply in addition to other AI Policy exceptions that may restrict the information based on its content; the recipient Bank unit classifies it in accordance with AMS 6.21A, *Information Classification and Control Policy*.

**b. Corporate Administrative Matters.** This exception applies to:

- i. **Pension and Other Retirement Plans of the World Bank Group.** Specifically, the exception covers the pension and other retirement benefit plans of the World Bank Group, which are governed by the Pension Finance Committee and the Pension Benefit Administration Committee.
- ii. **Procurement Information resulting from Bank Executed Trust Funds.**<sup>11</sup> Specifically, the exception covers procurement information resulting from

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<sup>11</sup> See related Policy interpretation issued by the AI Committee on July 14, 2010. This does not preclude the disclosure of information relating to certain corporate procurement contract awards with an initial value of \$250,000 (\$500,000 for works).

Bank-executed trust funds, which are funds that support the Bank's work program.

- c. **Deliberative Information.**<sup>12</sup> The term *Deliberative Information* under the Policy applies broadly to include any internal communications and communications with external parties.

## 5. **Bank Prerogatives.**

### a. **Prerogative to Disclose Information Restricted by Certain Policy Exceptions.**

- i. **Procedure for Referring Requests to the AI Committee.**<sup>13</sup> The Policy provides that the exercise of the Bank's prerogative to disclose certain information requires the approval of the AI Committee.<sup>14</sup> The Archives Unit and ECR refers to the AI Committee public access requests for information restricted by the *Corporate Administrative Matters, Deliberative Information* and/or *Financial Information* (other than banking and billing) exceptions in order to consider whether to exercise the Bank's prerogative to disclose restricted information if the information (a) is at least five years old and (if applicable) involves a closed operation, (b) has not been restricted by the exercise of the Bank's prerogative to restrict access, (c) has not been supported for disclosure by the responsible business unit, and (d) is not unreasonable pursuant to the criteria set forth in Annex 4 to this Directive/Procedure. For requests for restricted documents that (i) are less than five years old or that involve an open operation, (ii) are restricted by the Bank's exercise of the prerogative to restrict, or (iii) are unreasonable, the Archives Unit and ECR deny the request based on, as relevant, the exception that applies to the document, or the prerogative to restrict access. For requests for restricted documents for which the responsible unit supports disclosure, the Archives Unit and ECR coordinate the disclosure of the documents directly with the business unit. The Archives Unit and ECR, as relevant, inform the AI Committee of the number of requests that the Archives Unit and ECR have denied on this basis.

### b. **Prerogative to Restrict Access to Information Normally Disclosed Under the Policy.**

- i. **The "director" concerned who has authority to restrict access.**<sup>15</sup> The Policy provides that the "director" concerned is authorized to exercise the Bank's prerogative to restrict access to information (other than Board records

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<sup>12</sup> See related Policy interpretation issued by the AI Committee on March 16, 2011.

<sup>13</sup> See related Policy interpretation issued by the AI Committee on September 22, 2010.

<sup>14</sup> See Policy at section IV.1(c).

<sup>15</sup> See related Policy interpretation issued by the AI Committee on July 14, 2010.

and papers) that is normally disclosed under the Policy.<sup>16</sup> When information concerns a country, the director concerned is the relevant country director, who may consult with others (e.g., senior global practice director) as needed. In other cases, the relevant director may be the senior global director, depending on the nature of the information. More stringent approval mechanisms (e.g., approval by the VP concerned to restrict access to information normally disclosed) put into place by individual business units do not impact the authorization framework set out in the Policy.

- ii. **The Bank's exercise of the prerogative to restrict access is subject to appeal.**<sup>17</sup> The decisions of VPs and directors to exercise the Bank's prerogative to restrict access to documents that are normally disclosed under the Policy may be subject to appeal; such appeals are considered by the AI Committee, whose decisions in the cases are final. In line with the Policy, the decisions of the Bank's Board of Executive Directors to exercise the prerogative to restrict access are not subject to review.<sup>18</sup>

- 6. **Classification of Information.** Pursuant to AMS 6.21A, *Information Classification and Control Policy*, Bank staff or an originating unit, who creates, provides or receives information while conducting Bank business, is responsible for classifying information<sup>19</sup>. Information in the Bank's possession is assigned one of the following four security classifications: *Public*, *Official Use Only*, *Confidential* and *Strictly Confidential*. Information created or received by the Bank that does not contain or refer to information restricted by a Policy exception is available to the public and is classified as *Public*. Information created or received by the Bank that contains or refers to information listed in one or more of the Policy exceptions is restricted from public access, and is assigned a security classification of *Official Use Only*, *Confidential*, or *Strictly Confidential* in accordance with AMS 6.21A, *Information Classification and Control Policy*. Bank staff or an originating unit receiving information from member countries or third parties ask the member country or third party whether information is public or restricted by a Policy exception and which exception restricts the information from public access; Bank staff, or originating unit, assign the appropriate security classification of *Official Use Only*, *Confidential* or *Strictly Confidential* in accordance with AMS 6.21A, *Information Classification and Control Policy*.

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<sup>16</sup> See Policy at section IV.2.

<sup>17</sup> See related Policy interpretation issued by the AI Committee on June 28, 2011.

<sup>18</sup> See Policy at footnote 24.

<sup>19</sup> See AMS 6.21A, *Information Classification and Control Policy*, at paragraph 2.5.

## 7. Declassification of Restricted Documents.

- a. **Declassification Schedules.** The declassification schedules set forth in section III.B.5 of the Policy are read holistically to ensure that documents concerned are declassified appropriately.<sup>20</sup>
- b. **The Process for Implementing the Policy Provision on Declassifying Certain Documents At Least 20 Years Old.**<sup>21</sup> In declassifying documents at least 20 years old – *but not including Board records or communications between Bank staff and Executive Directors' offices* – the archivists in the Bank Group's Archives Unit, under the supervision and authority of the Chief Archivist, determine:
  - i. Whether the documents concerned are eligible for declassification pursuant to the Policy, and:
  - ii. If the documents concerned are eligible for declassification, whether:
    - The content of the documents to be declassified raises issues that require notification of, as relevant, the vice president or director concerned, in order for the authorized party to consider exercising the Bank's prerogative to restrict access; or
    - To proceed with declassification and disclosure without such notification based on the responsible archivist's judgment that the content of the document raises no significant issue.

## C. ACCESS TO INFORMATION – HANDLING PUBLIC ACCESS REQUESTS

1. **Timelines for Responding to Requests.** The Bank acknowledges receipt of written requests for information within five working days, and endeavors to provide a more comprehensive response within 20 working days. Additional time may be justified in special circumstances, including, for example, those involving complex or voluminous requests, or requests requiring review by or consultations with internal Bank units, external parties, the AI Committee, or the Board.
2. **Redaction.**<sup>22</sup> The Bank considers disclosure of documents in their original form. The Policy imposes no obligation or duty on the Bank to either consider redaction or modification of a document that includes information restricted by one or more AI Policy exception. The Policy also imposes no obligation or duty on the Bank to redact or in any way modify a document that includes such restricted information.

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<sup>20</sup> For example, although an "Official Use Only" Board paper may be declassified after five years, Memoranda of the President (which may also be classified as "Official Use Only" Board papers) are declassified only after 20 years.

<sup>21</sup> See related Policy interpretation issued by the AI Committee on May 30, 2012.

<sup>22</sup> See related Policy interpretations issued by the AI Committee on July 14, 2010, and June 25, 2014.

Documents that include information restricted by one or more AI Policy exception are, on their face, restricted from disclosure under the AI Policy. The Bank may, in its sole discretion, choose to redact or modify a document that includes restricted information, as the Bank may deem appropriate, to make the document eligible for disclosure in accordance with the AI Policy. A determination as to whether to redact restricted information from a document in order to make it publicly available is, therefore, a discretionary decision to be taken by Bank.

3. **Unreasonable or Unsupported Requests.** The Bank reserves the right to refuse unreasonable<sup>23</sup> or unsupported requests, including multiple requests, blanket requests, and any request that would require the Bank to create, develop, or collate information or data that does not already exist or is not available in the Bank's records management system.<sup>24</sup> The Bank normally communicates its decision to refuse an unreasonable or unsupported request within the time period set forth in paragraph 1 of this section of the Directive/Procedure.
4. **Service Fees.** For any request for information that is not routinely posted, the Bank may charge reasonable fees for providing digital or hard copies, particularly for requests that are complex or time-consuming.

#### **D. ACCESS TO INFORMATION – APPEALS**

##### **1. Notification of Decision.**

- a. Requesters are notified if the appeal is dismissed: (i) for failure to file within the required time; (ii) for failure to provide sufficient information that would reasonably support the appeal; or (iii) for appealing a matter that the AI Committee or Appeals Board does not have authority to consider.
- b. After the AI Committee or the Appeals Board reaches its decision concerning the appeal, the requester is notified of the decision. If the AI Committee or Appeals Board upholds the initial decision to deny access to the information requested, the notice specifies the reasons. If the AI Committee or Appeals Board reverses the decision to deny access, the requester is notified of the decision and of the process for making the information available to the requester.
- c. The AI Committee makes its best efforts to reach a decision on appeals within 45 working days of receiving an appeal (delays are communicated in writing to the requester).

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<sup>23</sup> Unreasonable requests include those that are excessively burdensome or distort the implementation of the Policy, as exemplified by the criteria set forth in Annex 4 to this Directive/Procedure.

<sup>24</sup> Unsupported requests include those that (a) do not provide enough information to enable the Bank to locate the requested document in the Bank's records management system and/or (b) are for documents that the Bank is unable to locate in the Bank's records management system after a reasonable search.

- d. The Appeals Board makes its best efforts to consider all appeals that are received within a reasonable time period before the next scheduled Appeals Board session.

#### SECTION IV – EXCEPTIONS

None.

#### SECTION V – WAIVER

1. Provisions of the Directive/Procedure, unless cited as governed by a policy or other directive or procedure, may be waived by the AI Committee.
2. Provisions of the Directive/Procedure that originate from policy interpretations issued by the AI Committee may only be revised as a result of a new or revised policy interpretation issued by the AI Committee.

#### SECTION VI – OTHER PROVISIONS

1. This change incorporates the new treatment for documents prepared by member countries/borrowers that are in the Bank's possession, changes to address the new Procurement Framework, and changes made to documents falling under Advisory Services and Analytics.

#### SECTION VII – TEMPORARY PROVISIONS

None.

#### SECTION VIII – EFFECTIVE DATE

1. This Directive/Procedure is effective as of the date on its cover.

#### SECTION IX – ISSUER

1. This Directive/Procedure is issued by the Vice President, External and Corporate Relations.

#### SECTION X – SPONSOR

1. The Sponsor of this Directive is the Director, Global Practices Communications, External and Corporate Relations.

## SECTION XI – RELATED DOCUMENTS

1. *Bank Policy: Access to Information*, July 1, 2015, Catalogue No. EXC4.01-POL.01.
2. Interpretations of the Bank Policy: Access to Information Policy, issued by the AI Committee. See <http://go.worldbank.org/ZU1HZL0060>.
3. *World Bank Group Directive: Country Engagement*, July 1, 2014, Catalogue No. OPCS 5.01-DIR.01.
4. *World Bank Group Procedure: Country Engagement*, July 1, 2014, Catalogue No. OPCS 5.01-PROC.01.
5. *OP/BP 4.01, Environmental Assessment*.
6. *OP/BP 4.02, Environmental Action Plans*.
7. *OP/ BP 4.03, Performance Standards for Private Sector Activities*
8. *OP/BP 4.10, Indigenous Peoples*.
9. *OP/BP 4.12, Involuntary Resettlement*.
10. *OP/BP 8.60, Development Policy Financing*.
11. *Instructions: Preparation for Investment Project Financing*.
12. *Instructions: Investment Project Financing – Implementation Support to Project Completion*.
13. *Instructions: Project-based Guarantees*.
14. *Access to Information – Disclosure of Documents in LEG’s Possession that are Created After July 1, 2010*.
15. *World Bank Policy on Access to Information: Guidance for Financial Management Staff*. See <http://intresources.worldbank.org/INTRANETFINANCIALMGMT/Resources/275850-1277472907120/FMAIGuidance24JUN2010JULY14.pdf>.
16. *Access to Information: Disclosure of Documents related to Carbon Finance that are Created after July 1, 2010*. See <http://intranet.worldbank.org/WBSITE/INTRANET/OPERATIONS/INFODISCLOSURE/0,,contentMDK:23400220~pagePK:64864633~piPK:64864621~theSitePK:5033531,00.html>.
17. *World Bank Access to Information – Staff Handbook*. See <http://go.worldbank.org/5VDOZRRFK0>.
18. *AMS 6.21A, Information Classification and Control Policy*. See <http://go.worldbank.org/8SBSLGMLD0>.

19. *Classification Handbook for Restricted Information*. See [http://intresources.worldbank.org/INTINFOSECURITY/Resources/Classification\\_online.pdf](http://intresources.worldbank.org/INTINFOSECURITY/Resources/Classification_online.pdf).
20. *Access to Information Policy – Implementation Issues Related to Board Records and Papers*, June 20, 2011 (COGAM 2011-0010/1).
21. *Toward Greater Transparency Through Access to Information – The World Bank's Disclosure Policy*, December 10, 2009 (R2009-0259/2; IDA/R2009-0273/2).
22. *World Bank Policy on Access to Information – Proposed Modification*, March 25, 2013 (R2013-0051; IDA/R2013-0072).
23. *World Bank Policy on Access to Information*, June 27, 2013 (SecM2013-0301; IDA/SecM2013-0401).
24. *World Bank Policy on Access to Information – Proposed Modification*, June 24, 2015 (R2015-0129; IDA/R2015-0191).

Questions regarding this Directive/Procedure should be addressed to the Sponsor.



## Annex 1

**Instructions for the Public**  
**Accessing Information from the World Bank – Filing Requests and Appeals**

1. **Proactive Disclosure.** The Bank routinely discloses a wide range of documents, through its external website – [www.worldbank.org](http://www.worldbank.org) – as soon as the documents are finalized after key process milestones.
2. **Information on Request.** Information that is publicly available under the Policy and is not on the Bank’s external website is available on request (subject to section III.B.11 of this Directive/Procedure regarding unreasonable and unsupported requests). Such requests may be submitted in writing by electronic means, mail, or fax. Requests indicate, with reasonable specificity, the information that is being sought, to enable the Bank to locate the information within a reasonable period of time. If a particular document is required, it is identified precisely, preferably by date and title. Electronic submissions are directed through the World Bank website: [www.worldbank.org/wbaccess](http://www.worldbank.org/wbaccess). Requests may also be made in country offices in member countries.
3. **Access and Fees.** Most operational information is routinely posted on the Bank’s external website, and is available for download free of charge. For any request for information that is not routinely posted, the Bank may charge reasonable fees for providing digital or hard copies, particularly for requests that are complex or time-consuming. Publications and knowledge products, including subscription-based services, may be purchased through the Bank’s Publishing and Knowledge division. The full text of books published by the Bank may be viewed and downloaded free of charge on the World Bank website or viewed on Google Books. The core statistical databases may be accessed free of charge on the World Bank website.
4. **Appeals**
  - a. **Appealing the Initial Denial—Access to Information Committee.** Appeals of a Bank decision to deny access are first considered by the Bank’s AI Committee.<sup>25</sup> For appeals that assert a public interest case to override a Policy exception,<sup>26</sup> the decision of the AI Committee is final. Appeals to the AI Committee are filed, in writing, within 60 calendar days of the Bank’s initial decision to deny access to the requested information.
  - b. **Appealing the AI Committee’s Denial—Appeals Board.** The independent Appeals Board considers appeals alleging that the Bank violated this Policy by restricting access to information that it would normally disclose under the Policy<sup>27</sup>

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<sup>25</sup> See Policy at section III.B.8(a).

<sup>26</sup> See Policy at section III.B.8(a)ii and (b)i.

<sup>27</sup> See Policy at section III.B.8(b)ii.

if the AI Committee upholds the initial decision to deny access. The Appeals Board does not consider appeals concerning requests to override the Policy's exceptions.<sup>28</sup> The Appeals Board has the authority to uphold or reverse the relevant decisions of the AI Committee, and the Appeals Board's decisions in such instances are final. Appeals to the Appeals Board are filed, in writing, within 60 calendar days after the AI Committee's decision to uphold the Bank's initial decision to deny access.

- c. **Submitting an Appeal.** All appeals are submitted in writing to the Access to Information Secretariat within 60 calendar days of the decisions to deny access. Appeals received beyond the 60-day period for filing an appeal with the AI Committee (first stage of appeal) and the Appeals Board (second stage of appeal) are deemed out of time and are not considered. Appeals may be submitted electronically through the Bank's website at [www.worldbank.org/wbaccess](http://www.worldbank.org/wbaccess). Appeals also may be set out in a brief letter and sent by mail to Access to Information Secretariat, World Bank, 1818 H Street, NW, Washington, DC, 20433. Appeals should be addressed to either the AI Committee (first stage of appeal) or the Appeals Board (second stage of appeal for those appeals alleging that the Bank violated the Policy by improperly or unreasonably restricting access). All appeals contain the following:

- (i) the original case number, provided in the Bank's response to the request for information;
- (ii) a description of the information originally requested; and
- (iii) an explanatory statement that sets out the facts and the grounds which support the requester's claim that (A) the Bank violated this Policy by improperly or inappropriately restricting access to the information requested; or (B) for public interest reasons, an override of the Policy's exceptions is justified.

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<sup>28</sup> See Policy at section III.B.8(b)ii.

## Annex 2 Routinely Available Documents

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## A. OPERATIONAL DOCUMENTS

### A-1: Country Engagement and Related Information

| <i>Information Category</i>   | <i>Disclosure Timing and Procedures</i>  | <i>Related Processes</i> |
|---|--|--------------------------|
| <b>a. Country Engagement Documents</b>  |  |                          |
| <p>Systematic Country Diagnostics</p> <p>Country Partnership Frameworks (CPFs) (formerly, Country Assistance Strategies (CASs))</p> <p>Performance and Learning Reviews (formerly, CAS Progress Reports (CASPRs))</p> <p>Country Engagement Notes (formerly, Interim Strategy Notes (ISNs))</p> <p><i>- All referred to as Country Engagement documents</i></p> | <p>Disclosed in accordance with <i>World Bank Group Procedure: Country Engagement</i>.</p> |                          |

| <i>Information Category</i>            | <i>Disclosure Timing and Procedures</i>   | <i>Related Processes</i>   |
|--|---|--|
| <b>b. Country Financing Parameters</b> |   |  |
| Country Financing Parameters           | <p>Country Financing Parameters (CFPs), including the analysis underpinning them, may be disclosed in one of two ways: as part of the CPF/CAS (see box above) or as a self-standing note that is prepared outside the CPF/CAS cycle.</p> <p>If prepared as part of the CPF/CAS, the procedures for CPFs/CASs (as referenced above) are followed. Self-standing CFP notes are disclosed after distribution to the EDs for information.</p> <ul style="list-style-type: none"> <li>• The <b>originating unit</b> transmits the document(s) to SECPO, indicating in the Board eSubmission form that it is to be disclosed after distribution to the EDs.</li> <li>• <b>SECPO</b> distributes the documents to the EDs and notifies IDU that it should now be disclosed. <b>IDU</b> then changes the classification to “Public” and posts it on the Bank’s external website.</li> </ul> | <p>The <b>country director</b> consults the country concerned if s/he believes that the CFP contains confidential country information. The <b>task team</b>, as it considers appropriate, makes adjustments to the document(s) to address the matters of concern to the country.</p> <p><b>Classification.</b> When the <b>originating unit</b> transmits the paper to SECPO, it is classified in accordance with AMS 6.21A. IDU changes the classification when SECPO notifies IDU to disclose the paper.</p> |

| <i>Information Category</i>  | <i>Disclosure Timing and Procedures</i>   | <i>Related Processes</i>   |
|--|---|--|
| <b>c. Joint Staff Advisory Notes (JSANs)</b>   |   |  |
| <p>Joint Staff Advisory Notes (JSANs) on Poverty Reduction Strategy Paper (PRSP)</p> | <p>JSANs are made publicly available after discussion by both the Bank's Board and the IMF's Board.</p> <ul style="list-style-type: none"> <li>• The <b>originating unit</b> transmits the JSAN to SECPO, together with a <b>copy of the PRSP</b>, indicating in the Board eSubmission form that the JSAN is to be disclosed at the end of the Bank and IMF Boards' discussions.</li> <li>• The <b>TTL</b> indicates when the IMF discussion will take place in the Board eSubmission form (in the "comment" field). If the date of the IMF Board discussion is after the Bank Board discussion date, the <b>TTL</b> confirms with SECPO when the IMF discussion is completed.</li> <li>• After the JSAN has been discussed by both Boards, if no revision is needed, <b>SECPO</b> notifies IDU immediately following the Board meeting that the JSAN should be disclosed. <b>IDU</b> then changes the classification and posts it on the Bank's external website.</li> <li>• If the JSAN is revised, the <b>originating unit</b> coordinates with the IMF to ensure that the final JSAN is distributed to both the Bank and the IMF Boards before it is publicly disclosed. It sends the final text to SECPO by the agreed date, indicating in the Board eSubmission form that it is being circulated in parallel to the IMF Board and is to be disclosed. <b>SECPO</b> distributes the final JSAN to EDs and notifies IDU that it should now be disclosed. <b>IDU</b> then changes the classification to "Public" and posts it on the Bank's external website. Because the IMF's Transparency Policy for country documents is "voluntary but presumed" on a non-objection basis, if the country authorities object to a (joint) document being disclosed by the IMF, then the Bank is not able to disclose it.</li> </ul> | <p>Early during the preparation of a JSAN, the <b>Country Director</b> informs the country in writing that: (a) it is the Bank's policy to make all JSANs available to the public, subject to the IMF's disclosure policy given that JSANs are joint documents; and (b) the Bank shares the draft JSAN with the country authorities before it is distributed to the Board so that the country authorities have an opportunity to identify whether it contains any confidential information relating to the country.</p> <p>Before the JSAN is distributed to the Board, the <b>TTL</b> requests the country authorities to identify whether it contains any confidential information relating to the country. The Bank, as it considers appropriate, makes adjustments to the JSAN to address the matters of concern to the country before transmitting it to SECPO.</p> <p><b>Classification.</b> When the <b>originating unit</b> transmits a JSAN to SECPO, it is classified in accordance with AMS 6.21A. IDU changes the classification to "Public" when SECPO notifies IDU to disclose the JSAN.</p> |

| <i>Information Category</i>  | <i>Disclosure Timing and Procedures</i>   | <i>Related Processes</i>  |
|--|---|---|
| <b>d. HIPC</b>   |   |   |
| <p>Heavily Indebted Poor Country (HIPC) Initiative</p> <ul style="list-style-type: none"> <li>• HIPC preliminary decision point</li> <li>• HIPC decision point</li> <li>• HIPC completion point</li> </ul> | <p>HIPC documents are prepared jointly by the Bank and the IMF and are made publicly available after they have been discussed by:</p> <ul style="list-style-type: none"> <li>(a) the Executive Directors of the Bank; and</li> <li>(b) the Executive Directors of the IMF.</li> </ul> <ul style="list-style-type: none"> <li>• the <b>TTL</b> transmits the document to SECPO, indicating in the Board eSubmission form that it will be made publicly available after it has been discussed by the EDs of the Bank and the EDs of the IMF.</li> <li>• After discussion by both Boards, if no revision is needed, <b>SECPO</b> notifies IDU that the document is publicly available. The <b>TTL</b> indicates when the IMF discussion will take place in the Board eSubmission form (in the “comments” field). If the date of the IMF discussion is after the Bank Board date, the <b>TTL</b> confirms with SECPO that the IMF discussion has taken place before disclosure can be made.</li> <li>• If the HIPC document is revised after the two Board discussions, the <b>originating unit</b> sends the final text to SECPO by the agreed date, indicating in the Board eSubmission form that it is to be disclosed. <b>SECPO</b> distributes the final HIPC document to EDs and notifies IDU that it should be disclosed. <b>IDU</b> then changes the classification to “Public” and posts it on the Bank’s external website.</li> </ul> | <p>Before finalizing the document, the task team requests the country concerned to identify any text or data that is confidential. The Bank, as it considers appropriate, makes adjustments to the document to address the matters of concern to the country before distributing it to Eds.</p> <p>A MOP accompanying the HIPC document is not made publicly available<sup>1</sup> and is classified by the business unit in accordance with AMS 6.21A.</p> |

<sup>1</sup> Until eligible for declassification and disclosure pursuant to section III.B.5(b)iii of the Policy.



| e. IDA Country Information              |  |  |
|---|--|--|
| 1. IDA Resource Allocation Index (IRAI) | <p>Beginning in 2005, the Bank discloses for all IDA-eligible countries, including blend countries: (i) the scores for the 16 CPIA criteria; (ii) the cluster averages; and (iii) the overall score (IRAI).</p> <p>The IRAI is released annually at the completion of the CPIA exercise, usually by June. The IRAI ratings are available on <a href="#">the IDA website</a>.</p>   | <p>Two elements of the CPIA for IDA-eligible countries are not disclosed and remain restricted: (i) the write-ups that provide the rationale for the ratings, and (ii) the sub-ratings that help determine the scores of some of the criteria.</p> <p>CPIA scores for IBRD countries, as well as write-ups that provide the rationale for the ratings are not disclosed.</p> |
| 2. Country Performance Ratings (CPR)    | The CPRs are released annually and are available on <a href="#">the IDA website</a> .  |  |
| f. Debt Sustainability Analysis         |  |  |
| Debt Sustainability Analysis (DSA)      | <p>IDA-only DSAs are prepared jointly by the Bank and the IMF and are made publicly available after they have been discussed by:</p> <p>(a) the EDs of the Bank; and</p> <p>(b) the EDs of the IMF.</p> <ul style="list-style-type: none"> <li>• the <b>TTL</b> transmits the document to SECPO, indicating in the Board eSubmission form that it will be made publicly available after it has been discussed by the EDs of the Bank and the EDs of the IMF.</li> <li>• The <b>TTL</b> indicates when the IMF discussion will take place in the Board eSubmission form (in the “comment” field). If the date of the IMF Board discussion is after the Bank Board discussion date, the <b>TTL</b> confirms with SECPO when the IMF discussion is completed.</li> <li>• After discussion by both Boards, <b>SECPO</b> notifies IDU to make the document made available to the public.</li> </ul> | <p>Before finalizing the document, the country concerned is requested to identify any text or data that is confidential. The Bank, as it considers appropriate, makes adjustments to the document to address the matters of concern to the country before distributing it to EDs.</p>  |

## A-2: Policies and Strategies

| <i>Information Category</i>         | <i>Disclosure Timing and Procedures</i>   | <i>Related Processes</i>   |
|-------------------------------------|---|--|
| <b>a. Operational Policy Papers</b> |   |  |
| Operational Policy Papers           | <p>Operational policy papers are made publicly available through one of three scenarios, depending on whether the papers were prepared following public consultations and whether the EDs have seen an earlier draft.</p> <p><b>Scenario 1: Simultaneous Disclosure (for papers that were prepared following a public consultation process and a draft of which has been seen by the EDs.</b></p> <ul style="list-style-type: none"> <li>• The <b>originating unit</b> includes the following language on the front cover of papers that are <b>simultaneously disclosed</b>:                             <p style="margin-left: 40px;"><i>This document is being made publicly available prior to Board consideration. This does not imply a presumed outcome. This document may be updated following Board consideration and the updated document will be made publicly available in accordance with the Bank’s Policy: Access to Information.</i></p> </li> <li>• Following a Board Committee discussion, the <b>originating unit</b> transmits the paper to SECPO indicating in the Board eSubmission form that it is to be disclosed upon its distribution to the Board.</li> <li>• <b>SECPO</b> distributes the paper to EDs and notifies IDU that it should now be disclosed. <b>IDU</b> then changes the classification to “Public” and posts it on the Bank’s external website.</li> <li>• Following the Board discussion, the <b>originating unit</b> finalizes the paper and sends the final text to SECPO. SECPO includes a stamp on the front cover over the language on Simultaneous Disclosure to indicate “Final Text.” <b>SECPO</b> distributes the final version of the paper to the EDs and informs <b>IDU</b> that it should now be disclosed.</li> </ul> | <p>A MOP accompanying the operational policy paper is not made publicly available<sup>2</sup> and is classified by the business unit in accordance with AMS 6.21A.</p> |

<sup>2</sup> MOPs are eligible for declassification and disclosure after 20 years, unless they contain information which is not eligible for declassification, as indicated in section III.B.5(b)iii of the Policy.

| <b>Information Category</b> | <b>Disclosure Timing and Procedures</b>  | <b>Related Processes</b> |
|-----------------------------|--|--------------------------|
| Operational Policy papers   | <p><b>Scenario 2: Simultaneous Disclosure (for papers that are prepared following a public consultation process, but the EDs did not review a draft version of the paper). The Board needs to approve early disclosure.</b></p> <p>If the operational policy paper was prepared following a public consultation process but the EDs did not review a draft version of the paper (i.e., was not discussed by a Board committee), the document <b>may</b> be made publicly available at least two weeks before the Board discussion, <b>if</b> the Board consents to such early disclosure.</p> <ul style="list-style-type: none"> <li>• The <b>originating unit</b> transmits the paper to SECPO at least 20 business days before the Board discussion indicating on the Board eSubmission form that the paper is to be disclosed at least 10 business days before the Board discussion, if the Board approves such early disclosure. The <b>originating unit</b> marks the document on the front page to indicate that it is still to be discussed by the Board (see language under “related processes” column).</li> <li>• The <b>Memorandum of the President (MOP)</b> and the Corporate Secretariat memorandum that accompany the Board paper include a paragraph seeking Board approval, on an absence of objection basis, to disclose the operational policy paper ten business days before the Board discussion. The closing date is five working days after distribution to the <b>EDs</b>.</li> <li>• After the closing date, if the Board has approved such early disclosure, <b>SECPO</b> notifies IDU that the paper should be disclosed. <b>IDU</b> then changes the classification to “Public” and posts it on the external website.</li> <li>• Following the Board discussion, the <b>originating unit</b> finalizes the paper and sends the final text to SECPO. SECPO includes a stamp on the front cover over the language on Simultaneous Disclosure to indicate “Final Text.” <b>SECPO</b> distributes the final version of the paper to EDs and informs <b>IDU</b> that it should be disclosed.</li> </ul> |                          |

| <i>Information Category</i>   | <i>Disclosure Timing and Procedures</i>  | <i>Related Processes</i>  |
|---|--|---|
| Operational Policy papers   | <p><b>Scenario 3: Disclosed After Board Deliberation</b></p> <p>If the paper was not prepared following a public consultation process or if the Board does not approve early disclosure, in those cases when such approval is required (scenario 2), it is made publicly available at the end of the Board's deliberative process.</p> <ul style="list-style-type: none"> <li>Following the Board discussion, the <b>originating unit</b> finalizes the paper and sends the final text to SECPO. <b>SECPO</b> distributes the final version of the paper to EDs and informs <b>IDU</b> that it should be disclosed. <b>IDU</b> then changes the classification to "Public" and posts it on the Bank's external website.</li> </ul> |   |
| <b>b. Operational Policies (OPs) and Bank Procedures (BPs)</b>  |  |   |
| OPs/BPs   | OPs/BPs are publicly available after issuance to staff, including updates (as part of the Operational Manual).   |   |
| <b>c. Sector Strategy Papers and Other Sector Papers</b>  |  |   |
| <b>i. Sector Strategy Paper</b>   |  |   |
| 1. Sector Strategy Paper – concept note (including consultation plan for a new Sector Strategy Paper (SSP)) | <p>Sector Strategy Paper concept notes are made publicly available after they are discussed by CODE.</p> <ul style="list-style-type: none"> <li>The <b>originating unit</b> transmits the documents to SECPO indicating in the Board eSubmission form that they are to be disclosed after CODE discussion.</li> <li>After the CODE discussion, the <b>originating unit</b> finalizes the concept note and <b>SECPO</b> distributes the final documents to the EDs and notifies IDU that it should be disclosed. <b>IDU</b> then changes the classification to "Public" and posts it on the Bank's external website.</li> </ul>   | During external consultations, the <b>task team</b> shares the concept note with institutions, stakeholders and individuals outside the Bank in order to outline the new direction of the SSP and obtain their comments. <sup>3</sup> |

<sup>3</sup> For full details on the processing of sector strategies, including external consultations and discussions with CODE, please see [“Preparing a New Sector Strategy: Guidance Note.”](#)

| <b>Information Category</b>                                       | <b>Disclosure Timing and Procedures</b>  | <b>Related Processes</b>   |
|---|--|--|
| 2. Sector Strategy Paper  | <p>SSPs are subject to the Simultaneous Disclosure provision of the Policy if they have had public consultations <b>and</b> the Board has reviewed them before (i.e., CODE discussion).</p> <ul style="list-style-type: none"> <li>The <b>originating unit</b> includes the following language on the front cover of SSPs that are <b>simultaneously disclosed</b>:<br/><i>This document is being made publicly available prior to Board consideration. This does not imply a presumed outcome. This document may be updated following Board consideration and the updated document will be made publicly available in accordance with the Bank’s Policy: Access to Information.</i></li> <li>Following a CODE discussion, the <b>originating unit</b> transmits the SSP to SECPO indicating in the Board eSubmission form that the SSP is to be disclosed upon its distribution to the Board. <b>SECPO</b> distributes the SSP to EDs and notifies IDU that it should now be disclosed. <b>IDU</b> then changes the classification to “Public” and posts it on the Bank’s external website.</li> <li>Following the Board discussion, the <b>originating unit</b> finalizes the SSP and sends the final text to SECPO. <b>SECPO</b> included a stamp on the front cover over the language on to indicate “Final Text.” <b>SECPO</b> distributes the final version of the paper to EDs and informs <b>IDU</b> to disclose.</li> </ul> | <p>Before circulating the SSP to the Board, the <b>task team</b> carries out external consultations based on the concept note.</p> <p><b>Classification.</b> When the <b>originating unit</b> transmits a SSP to SECPO, it is classified in accordance with AMS 6.21A. IDU changes the classification to “Public” when SECPO notifies IDU to disclose the SSP.</p> |
| 3. Mid-cycle Implementation Progress Reports (MCIPR) Concept Note | <p>MCIPR Concept Notes are made publicly available after virtual consideration by CODE.</p> <ul style="list-style-type: none"> <li>The <b>originating unit</b> transmits the MCIPR Concept Note to SECPO indicating in the Board eSubmission form that it is to be disclosed after the closing date for CODE consideration.</li> <li>After the closing date, the <b>originating unit</b> revises the Concept Note (if necessary) and <b>SECPO</b> distributes it to the EDs and notifies IDU to disclose the document. <b>IDU</b> then changes the classification to “Public” and posts it on the Bank’s external website.</li> </ul>  |  |

| <b>Information Category</b>                          | <b>Disclosure Timing and Procedures</b>  | <b>Related Processes</b> |
|--|--|--------------------------|
| 4. Mid-cycle Implementation Progress Reports (MCIPR) | <p>MCIPR is discussed by CODE, after which it is distributed to the Board for information.</p> <ul style="list-style-type: none"> <li>Following a CODE discussion, the <b>originating unit</b> transmits the final MCIPR to SECPO indicating in the Board eSubmission form that it is to be disclosed upon its distribution to the Board. <b>SECPO</b> distributes the MCIPR to EDs and notifies IDU that it should now be disclosed. <b>IDU</b> then changes the classification to “Public” and posts it on the Bank’s external website.</li> </ul>   |                          |
| <b>ii. Other Sector Papers</b>                       |  |                          |
| Other sector papers                                  | <p>Other sector papers are made publicly available through one of three scenarios, depending on whether there have been public consultations and whether the EDs have seen an earlier draft.</p> <p><b>Scenario 1: Simultaneous Disclosure (for papers that have had public consultations and have been discussed by CODE (or CODE sub-committees) or other Board Committees).</b></p> <ul style="list-style-type: none"> <li>See steps for SSP above.</li> </ul> <p><b>Scenario 2: Simultaneous Disclosure (for papers whose preparation did not follow public consultations, but have not been discussed by CODE (or CODE sub-committee) or another Board Committee. The Board needs to approve early disclosure.</b></p> <p>If the sector paper was prepared following public consultations but has not been discussed by CODE, the document <b>may</b> be made publicly available at least two weeks before the Board discussion, if the Board consents to such early disclosure.</p> <ul style="list-style-type: none"> <li>The <b>originating unit</b> transmits the sector paper to SECPO at least 20 business days before the Board discussion indicating on the Board eSubmission form that the sector paper is to be disclosed at least 10 business days before the Board discussion, if the Board approves such early disclosure. The <b>originating unit</b> marks the document to indicate that it is still to be discussed by the Board (see language in scenario 1 above).</li> </ul> |                          |

| <i>Information Category</i>     | <i>Disclosure Timing and Procedures</i>   | <i>Related Processes</i> |
|---------------------------------|---|--------------------------|
| Other sector papers (continued) | <ul style="list-style-type: none"> <li>• The <b>SECPO's</b> cover includes a paragraph seeking Board approval, on an absence of objection basis, to disclose the paper 10 business days before the Board discussion. The closing date is five working days after the date of distribution to the EDs.</li> <li>• After the closing date, if the Board approves such early disclosure, <b>SECPO</b> notifies IDU to disclose the Sector Paper. <b>IDU</b> then changes the classification to "Public" and posts it on the external website.</li> <li>• Following the Board discussion, the <b>originating unit</b> finalizes the sector paper and sends the final text to SECPO. <b>SECPO</b> includes a stamp on the front cover over the language on Simultaneous Disclosure to indicate "Final Text". <b>SECPO</b> distributes the final version of the paper to EDs and informs <b>IDU</b> that it should now be disclosed.</li> </ul> <p><b>Scenario 3: Disclosed After Board Deliberation</b></p> <p>If the sector paper has not had public consultations or if the Board does not approve early disclosure in those cases where such approval is required (scenario 2) it is made publicly available at the end of the Board deliberative process.</p> <ul style="list-style-type: none"> <li>• The <b>originating unit</b> transmits the sector paper to SECPO, indicating in the Board eSubmission form that the paper is to be disclosed at the end of the Board deliberative process.</li> <li>• Following the Board discussion, the <b>originating unit</b> finalizes the Sector Paper and sends the final text to SECPO. <b>SECPO</b> distributes the final version of the Sector Paper to EDs and informs <b>IDU</b> that it should now be disclosed. <b>IDU</b> then changes the classification to "Public" and posts it on the Bank's external website.</li> </ul> |                          |

### A-3: Advisory Services and Analytics (ASA)

| <i>Information Category</i>      | <i>Disclosure Timing and Procedures</i>   | <i>Related Processes</i>  |
|----------------------------------|---|---|
| <b>a. ASA deliverables</b>       |   |   |
| <p>ASA deliverable documents</p> | <p>ASA deliverables are made publicly available at the completion of the activity:</p> <ul style="list-style-type: none"> <li>• Upon approval of the Activity Completion Summary, the Operations Portal transmits the deliverable document to <b>IDU</b>.</li> <li>• <b>IDU</b> posts documents classified as “Public After Approval” on the Bank’s external website.</li> </ul> <p>In addition, ASA deliverable documents are also made publicly available in the following cases:</p> <ul style="list-style-type: none"> <li>• documents of deliverables that are approved by a Decision Review and then completed, before the ASA is completed – with the <b>manager’s</b> approval;</li> <li>• deliverable documents that are not made publicly available at the activity completion – with the <b>decider’s</b> approval;</li> </ul> <ul style="list-style-type: none"> <li>• updated versions of the deliverable documents that have been previously made publicly available – with the <b>manager’s</b> approval.</li> </ul> | <p>While planning ASA deliverables in the Operations Portal, the TTL identifies those that will include final documents to be publicly disclosed.</p> <p>At the completion of such an ASA deliverable, the documents are shared with the client(s) (if any) for final feedback. The decider for the activity informs the client in writing that: (a) it is the Bank’s policy to make ASA deliverable documents available to the public; and (b) the Bank shares the draft documents with the client so that it has an opportunity to identify whether the documents contain any confidential information relating to the client.</p> <p>The Bank, as it considers appropriate, adjusts the documents to address the matters of concern to the client.</p> <p>Before changing the status of a deliverable to “Completed,” the TTL uploads all deliverable documents to the Operations Portal and assigns a security classification in accordance with AMS 6.21A, Information Classification and Control Policy.</p> <p>Documents prepared by the Bank for Reimbursable Advisory Services. The Bank makes such documents (including related legal agreements) available to the public only after the client concerned has granted its written consent to disclose</p> |



| <i>Information Category</i> | <i>Disclosure Timing and Procedures</i>   | <i>Related Processes</i>  |
|-----------------------------|---|---|
| <b>b. Research</b>          |   |   |
| Research and Publications   | Research by DEC, global practices and regions is routinely posted on the Bank's external web: <a href="http://econ.worldbank.org">http://econ.worldbank.org</a> . | <p>Prior to making research publicly available, the <b>TTL/researcher</b> consults the concerned <b>country director</b> to determine whether the document contains confidential information relating to the country, or information whose disclosure may adversely affect relations between the Bank and the country. The Bank, as it considers appropriate, makes adjustments to the document to address the matters of concern to the country prior to the information being made publicly available.<sup>4</sup></p> <p>All DEC flagship and formal reports, and all policy research working papers are stored in ImageBank.</p> <p>A biannual publications catalog is printed in January and July, and is disseminated electronically.</p> |

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<sup>4</sup> External publications conform to the publishing policy and guidelines of the relevant publisher or journal. Internal publication guidelines and instructions for authors: [Office of the Publisher](#) and [Info for Authors](#). Research published by ECRPK can be viewed, downloaded, and/or printed and downloaded free of charge from [Documents and Reports](#).

| <i>Information Category</i>   | <i>Disclosure Timing and Procedures</i>  | <i>Related Processes</i>  |
|---|--|---|
| <b>c. Data</b>  |  |   |
| Development data and indicators   | <p><b>Disclosed:</b></p> <p>The Bank makes publicly accessible databases and derivative products available to the public through the <a href="http://data.worldbank.org">World Bank's website</a>, and through <a href="http://data.worldbank.org">http://data.worldbank.org</a>.</p> <p><b>Timing:</b></p> <p>Databases are updated at regular intervals that are specific to each database. The date of updates is provided on the website.</p> <p><b>Formats:</b></p> <p>(a) <b>Electronic:</b> Data in databases can be accessed through query tools and through common download formats through the Bank's website and in some cases on other electronic media. Electronic versions of tables and reports derived from data in databases are also available.</p> <p>(b) <b>Printed publications:</b> Publications based on data in databases are available in printed form.<sup>5</sup></p> | <p>The list of disclosed databases is managed through a data catalog presented at <a href="http://data.worldbank.org/data-catalog">http://data.worldbank.org/data-catalog</a>. DECDG coordinates and maintains the data catalogue and databank. <b>Owners</b> of new databases contact the director, DECDG, to arrange for their database to be made accessible.<sup>6</sup></p> <p><b>Exceptions:</b> Databases containing raw data from data providers or survey respondents are not disclosed if confidentiality of responses and/or anonymity of respondents has been agreed. Some databases are not disclosed if the World Bank does not have authorization from the owners of those databases to do so (i.e., information at issue constitutes information provided in confidence).<sup>7</sup></p> |
| <b>d. Impact Evaluation Reports</b>   |  |   |
| Impact Evaluation Reports<br><i>(For databases underlying the analysis of Impact Evaluation Reports, please see Data section above)</i> | <ul style="list-style-type: none"> <li>• The <b>TTL</b> transmits the report to IDU, indicating in the IDU submission form that the report is to be disclosed.</li> <li>• <b>IDU</b> posts the report on the Bank's external website.</li> </ul>   |   |

<sup>5</sup> Documents covered include the World Development Indicators, Global Development Finance, the Atlas of Global Development, and thematic "Little Data Books."  
<sup>6</sup> The purpose of which is, to ensure that new databases: conform with terms of use for data; have clear ownership for maintenance purposes and answering technical and user questions; has agreed updating schedules; and have known data structure (i.e., data and meta data accessible through the system)  
<sup>7</sup> Databases that would be excluded from disclosure may include those with individual responses from household or business surveys and enquiries, certain data on loans submitted by countries.

| <i>Information Category</i>                                      | <i>Disclosure Timing and Procedures</i>   | <i>Related Processes</i>  |
|--|---|---|
| <b>e. External Training</b>                                      |   |   |
| 1. Learning materials and related information                    | Learning materials (e.g., thematic papers and teaching notes, case studies, learning modules, databases, instructional games) are made available for public access and/or in print format.  | <p>Case studies may contain potentially sensitive information. Prior to making the information publicly available, the <b>appropriate Bank staff</b> reviews the documents to ensure that they do not contain information that would fall under the Policy exceptions.</p> <p><b>Classification.</b> If the documents are still considered deliberative or contain information that would fall under one of the exceptions of the AI Policy, they are classified by the <b>originating unit</b> according to AMS 6.21A. When the document is ready for disclosure the originating unit changes the classification to “Public” and posts it to the external website.</p> |
| 2. Development Marketplace and innovation fairs and competitions | Proposals and submissions to Development Marketplace and other innovation fairs and competitions by social entrepreneurs and other innovators are made publicly available, unless the information falls under the Policy exceptions (e.g., information given by third parties in confidence). |   |

## A-4: Lending Information

| <i>Information Category</i>                                   | <i>Disclosure Timing and Procedures</i>   | <i>Related Processes</i> |
|---|---|--------------------------|
| <b>a. Investment Project Financing (in the form of Loans)</b> |   |                          |
| 1. Project Information Document (PID)                         | PIDs are disclosed in accordance with BP 10.00, <i>Investment Project Financing</i> , and <i>Instructions: Preparation of Investment Project Financing</i> .  |                          |
| 2. Factual Technical Documents                                | <p>Three categories of Factual Technical Documents:</p> <p>(a) <b>Documents prepared by the Borrower:</b> For borrower owned information that, to the Bank's knowledge, has not been made public by the borrower, the <b>TTL</b> seeks the borrower's approval before disclosing. Management (practice manager and country director) determines in accordance with the Policy which part(s) of the document, if not the entire document, is/are to be released.</p> <p>(b) <b>Documents prepared by the Bank:</b> Before disclosing, the <b>TTL</b> seeks approval from management (practice manager and country director) to ensure that the document does not contain confidential or deliberative information relating to the country. Management determines, in accordance with the Policy, which part(s) of the document, if not the entire document, is/are to be released.</p> <p>I <b>Documents prepared jointly by the Bank and Borrower:</b> Before disclosing the <b>TTL</b> consults the country concerned to ensure that the document does not contain any confidential information relating to the country. Management determines, in accordance with the Policy, which part(s) of the document, if not the entire document, may be released.</p> <p>Once approved for disclosure, the <b>TTL</b> sends the document to IDU classifying it as "Public." IDU then posts it on the Bank's external website.</p> |                          |

| <b>Information Category</b>  | <b>Disclosure Timing and Procedures</b>  | <b>Related Processes</b>  |
|--|--|---|
| <p>3. Project Appraisal Document (PAD)</p> <p>[Note: Project papers follow the same process]</p> | <p>PADs are disclosed in accordance with <i>Instructions: Preparation of Investment Project Financing</i>.</p> <p>[Note: If the borrower provides its written consent to Simultaneous Disclosure, the originating unit includes the following language on the front cover:</p> <p style="text-align: center;"><i>This document is being made publicly available prior to Board consideration. This does not imply a presumed outcome. This document may be updated following Board consideration and the updated document will be made publicly available in accordance with the Bank's Policy: Access to Information.</i></p> <p>Following the Board's consideration, SECPO includes a stamp on the front cover of the PAD, over the Simultaneous Disclosure language, to indicate "Final Text."]</p> | <p><b>Classification.</b> When the <b>originating unit</b> transmits the document to SECPO, the originating unit classifies it in accordance with AMS 6.21A. IDU changes the classification to "Public" when SECPO notifies IDU to disclose the PAD.</p> <p>The MOP accompanying the PAD is not made publicly available<sup>8</sup> and is classified by the business unit in accordance with AMS 6.21A.</p>  |
| <p>4. Implementation Status and Results (ISR) Report (disclosable version)</p>                   | <p>Specific sections of the ISR (including the key decisions recorded in the aide memoire) are disclosed after the ISR is archived (i.e., 10 days after the ISR is approved).</p> <p>The aide memoire for a specific project are deliberative and restricted unless approved for disclosure (i.e., by the relevant country director and agreement of the borrower). The TTL consults with the country management unit and/or regional guidelines for the country/region concerned. If the TTL is given approval to disclose the aide memoire, it is disclosed as an attachment to the ISR via the Operations Portal.</p>   | <p>Upon approval of the ISR, notification is sent to the country director and practice manager (or those they designate to review this) alerting them that within 10 days, the disclosable version of the ISR is sent automatically through the Operations Portal to IDU and posted on the Bank's external website, unless action is taken by either the country director or practice manager. During those 10 days, if either the practice manager or country director (or their designated staff) decides that the ISR is not ready for disclosure, s/he may revoke the ISR. After the second approval, there is another 10 days to consider any changes.</p> <p>Cases in which an ISR is not approved, the system archives the ISR after 20 days. In such cases, the same notification is sent out when the 20 days elapse and the practice manager or country director (or their designated staff) has 10 days to review and if needed revoke and ask for revisions to the ISR.</p> |

<sup>8</sup> Until eligible for declassification and disclosure pursuant to section III.B.5(b)iii of the Policy.

| <i>Information Category</i>                           | <i>Disclosure Timing and Procedures</i>  | <i>Related Processes</i>   |
|---|--|--|
| 5. Restructuring Paper                                | <ul style="list-style-type: none"> <li>• <b>Level One restructurings.</b> After approval by <b>EDs</b> under the absence-of-objection procedures, <b>SECPO</b> notifies IDU to disclose the paper. <b>IDU</b> then changes the security classification to “Public” and posts it on the Bank’s external website.</li> <li>• <b>Level Two restructurings.</b> After approval by the country director concerned (or the regional VP if the restructuring involves an extension of more than two years), the system sends an email to <b>IDU</b> once the restructuring is approved by the country director and IDU posts it on the external website.</li> </ul> |  |
| 6. Implementation Completion and Results Report (ICR) | <p>ICRs are made public upon distribution to the Board.</p> <ul style="list-style-type: none"> <li>• The <b>TTL</b> prepares and transmits the report to <b>SECPO</b> through the Operations Portal.</li> <li>• <b>SECPO</b> distributes the report to the <b>EDs</b> and notifies IDU that it is to be made public. <b>IDU</b> then changes the classification to “Public” and posts it on the Bank’s external website.</li> </ul>  | <p>Before finalizing the document, the borrower concerned is requested to identify any text or data in the report that is confidential. The <b>task team</b>, as it considers appropriate, makes adjustments to the document to address the matters of concern before making it available to the public.</p> <p><b>Classification.</b> As with all Board papers that are routinely disclosed, when the <b>originating unit</b> transmits an ICR to SECPO, it is classified in accordance with AMS 6.21A. IDU changes the classification to “Public” when SECPO notifies IDU that the document should be disclosed.</p> |
| 7. Note on Cancelled Operations (NCO)                 | <p>NCOs are made publicly available after their distribution to the EDs for information.</p> <p>Same process as for ICRs (see above).</p>  |  |

| b. Program for Results          |   |  |
|---------------------------------|---|--|
| 1. Program Information Document | Program for Results, Program Information Documents are disclosed in accordance with BP 9.00, <i>Program-for-Results Financing</i> and Instructions: Program-for-Results Financing.  |  |
| 2. Program Appraisal Document   | Refer to disclosure procedures for PADs under Investment Project Financing (in the form of loans).  |  |
| 3. Restructuring Paper          | <ul style="list-style-type: none"> <li>• <b>Level One restructurings.</b> After approval by <b>EDs</b> under the absence-of-objection procedures, <b>SECPO</b> notifies IDU to disclose the paper. <b>IDU</b> then changes the security classification to “Public” and posts it on the Bank’s external website.</li> <li>• <b>Level Two restructurings.</b> After approval by the country director concerned, the system sends an email to <b>IDU</b> once the restructuring is approved by the country director and IDU posts it on the external website.</li> </ul> |  |
| 4. Program Completion Report    | Refer to disclosure procedures for project completion reports under Investment Project Financing (in the form of loans).  |  |

| <i>Information Category</i>  | <i>Disclosure Timing and Procedures</i>  | <i>Related Processes</i>   |
|--|--|--|
| <b>c. Development Policy Financing (DPFs) (in the form of loans)</b> |  |  |
| 1. Program Information Document                                      | DPF Program Information Documents are disclosed in accordance with BP 8.60, <i>Development Policy Lending</i> and <i>Development Policy Financing Processing Instructions</i> .  |  |
| 2. Program Document (PD)   | <p>DPF PDs are disclosed in accordance with <i>BP 8.60, Development Policy Lending</i>.</p> <p>[Note: if the PD is subject to Simultaneous Disclosure, the originating unit indicates on the front cover:</p> <p><i>This document is being made publicly available prior to Board consideration. This does not imply a presumed outcome. This document may be updated following Board consideration and the updated document will be made publicly available unless otherwise decided by the Board.</i></p> <p>If the PD is subsequently revised to reflect the Board discussion, following receipt of the final PD, SECPO includes a stamp on the front cover, over the language on Simultaneous Disclosure, to indicate "Final Text."]</p> | Before finalizing the document, the borrower concerned is requested to identify (typically at negotiations) any text or data in the report that is confidential. The <b>task team</b> , as it considers appropriate, makes adjustments to the document to address the matters of concern to the borrower before making it available to the public. |
| 3. Letter of Development Policy                                      | Letters of Development Policy are made publicly available with the PD.<br>LRC makes the LDP publicly available by filing the LDP in WBDocs as "Public."  | During negotiations related to the DPF, the country concerned is informed that it is the Bank's policy to make the LDP publicly available.   |
| 4. Fund Relations Note   | Fund Relations Notes are made publicly available with the PD, unless the Fund has indicated that the country concerned has not consented to disclosure.  | If the country has not consented to disclosure, the Fund Relations Note is attached to the MOP for the Board's consideration.  |
| 5. Supplemental Financing document                                   | Supplemental financing documents are made publicly available in the same manner as a PD (see above).   |  |



| <i>Information Category</i>       | <i>Timing of Disclosure</i>   | <i>Related Procedures</i>   |
|-----------------------------------|---|---|
| 6. Tranche Release Document (TRD) | <p>(a) A TRD is disclosed following distribution to the Board if Bank Management approves the release of a tranche, and the EDs are informed of such approval (see scenario 1 below).</p> <p>(b) If a waiver of tranche release conditions is recommended, the TRD is disclosed after the EDs approve the waiver (see scenario 2 below).</p> <p><b>Scenario 1: TRD approved by Management (no waiver)</b></p> <ul style="list-style-type: none"> <li>The <b>TTL</b> transmits the TRD to SECPO indicating in the Board eSubmission form that the TRD is to be disclosed after distribution to the EDs.</li> </ul> <p><b>SECPO</b> distributes the TRD to EDs and notifies IDU to disclose the TRD. IDU changes the classification to “Public” and posts the TRD on the Bank’s external website.</p> <p><b>Scenario 2: TRD requires Board approval (with waiver)</b></p> <ul style="list-style-type: none"> <li>The TTL transmits the waiver request to SECPO indicating in the Board eSubmission form that the final TRD is to be disclosed at the end of the Board deliberative process.</li> </ul> <p>SECPO distributes the TRD to EDs and after approval; SECPO notifies IDU that it is publicly available. IDU changes the security classification to “Public” and posts it on the Bank’s external website.</p> | <p>Before finalizing the document, the borrower concerned is requested to identify any text or data in the report that is confidential. The <b>task team</b>, as it considers appropriate, makes adjustments to the document to address the matters of concern to the Borrower before making it available to the public.</p> <p><b>Classification.</b> When the <b>originating unit</b> transmits a TRD to SECPO, it is classified in accordance with AMS 6.21 A. IDU changes the classification to “Public” when SECPO notifies IDU to disclose the TRD.</p> <p>The MOP that accompanies the TRD is not publicly available and may incorporate confidential matters conveyed by management to the EDs.<sup>9</sup></p> |

<sup>9</sup> Until eligible for declassification and disclosure pursuant to section III.B.5(b)iii of the Policy.

| <b>Information Category</b>   | <b>Disclosure Timing and Procedures</b>  | <b>Related Processes</b>  |
|---|--|---|
| 7. Implementation Status and Results (ISR) Report (disclosable version) | <p>Specific sections of the ISR (including the key decisions recorded in the aide memoire) are disclosed after the ISR is archived (i.e., 10 days after the ISR is approved).</p> <p>The aide memoire for a DPF is restricted by the “Deliberative Information” exception and restricted unless approved for disclosure (i.e., by the relevant country director and agreement of the borrower). The TTL consults with the country management unit and/or regional guidelines for the country/region concerned. If the TTL is given approval to disclose the aide memoire, it is disclosed as an attachment to the ISR via the Operations Portal.</p> | See discussion in this Annex regarding related processes for IPL ISRs.  |
| 8. Implementation Completion and Results Report (ICR)                   | <p>ICRs are made publicly available upon its distribution to the Board.</p> <ul style="list-style-type: none"> <li>• The <b>TTL</b> prepares and transmits the report to <b>SECPO</b> through the Operations Portal.</li> <li>• <b>SECPO</b> distributes the report to the EDs and notifies IDU to disclose the report. <b>IDU</b> changes the classification to “Public” and posts it on the Bank’s external website.</li> </ul>  | <p>Before finalizing the document, the borrower concerned is requested to identify any text or data in the report that is confidential. The <b>task team</b>, as it considers appropriate, makes adjustments to the document to address the matters of concern to the borrower before making it available to the public.</p> <p><b>Classification.</b> When the <b>originating unit</b> transmits an ICR or NCO to SECPO, it is classified in accordance with AMS 6.21A. IDU changes the classification to “Public” when SECPO notifies IDU to disclose the document.</p> |
| 9. Note on Cancelled Operations (NCO)                                   | See disclosure procedures for ICRs under Investment Project Financing (in the form of loans).  |   |

| <i>Information Category</i>  | <i>Disclosure Timing and Procedures</i>  | <i>Related Processes</i>  |
|--|--|---|
| <p><b>d. Bank guarantees</b></p> <p>Project-based Bank Guarantees</p> <p>Policy-based Bank Guarantees (PBGs)</p>                 |  |   |
| <p>1. Project Information Document (PID) (i.e., for project-based guarantees)</p> <p>Program Information Document (for PBGs)</p> | <p>The PID for project-based guarantees is made publicly available in accordance with BP 10.00, <i>Investment Project Financing</i>, and <i>Instructions: Project-based Guarantees</i>.</p> <p>The <b>TTL</b> sends the initial PID and its updates directly through the Operations Portal. The initial PID should be disclosed no later than five business days after the concept review meeting.</p>       |   |
| <p>2. Factual Technical Documents (for project-based guarantees)</p>   | <p>Publicly available after consulting the country concerned and obtaining consent from relevant third parties that may have provided FTDs in confidence to the Bank (project sponsors, contractors, commercial lenders, and other purchasers of debt issued by the sponsors or the government). Management determines, in accordance with the Policy, which part(s) of the document may be made public.</p> | <p>Before disclosing a FTD, the <b>TTL</b> consults the relevant parties that have provided FTDs to the Bank in confidence (e.g., project sponsors, project participants, commercial lenders, and other purchasers of debt issued by the sponsors or the government) to ensure that the document does not contain or refer to any information given in confidence to the Bank. The TTL consults the director concerned if there is any uncertainty regarding the proprietary or otherwise confidential information.</p> |

| Information Category  | Disclosure Timing and Procedures   | Related Processes  |
|---|--|--|
| <p>3. Project Appraisal Document (PAD) – for project-based guarantees</p> <p>Program Document (PD) – for PBGs</p> | <p>PADs/PDs are disclosed in accordance with <i>Instructions: Project-based Guarantees</i> and <i>Development Policy Financing Processing Instructions</i>, and the following:</p> <p>PADs/PDs are subject to Simultaneous Disclosure if the country concerned grants its written consent to such early disclosure (see scenario 1 below). <u>Simultaneous Disclosure is not appropriate in cases in which distribution to the Board takes place before negotiations have been completed.</u></p> <p>If the country does not consent to Simultaneous Disclosure or negotiations have not been completed prior to Board distribution, the PAD/PD is disclosed at the end of the Board deliberative process (see Scenario 2 below).</p> <p><b>Note.</b> Board approval does not always signify the end of the Board deliberative process. In the case of Bank guarantee operations, negotiations may be completed after Board approval. If the negotiations result in substantial changes of the terms or conditions of the guarantee, the Region resubmits the operation for Board approval of the changes. The deliberative process ends <b>only</b> after the Board has been informed of the outcome of the negotiations or has approved the changes.</p> <p><b>Scenario 1: PADs subject to Simultaneous Disclosure</b></p> <ul style="list-style-type: none"> <li>The originating unit includes on the cover of the document the following text: <p><i>This document is being made publicly available prior to Board consideration. This does not imply a presumed outcome. This document may be updated following Board consideration and the updated document will be made publicly available unless otherwise decided by the Board.</i></p> </li> <li><b>SECPO</b> distributes the PAD/PD to EDs and notifies IDU to disclose the PAD/PD. <b>IDU</b> changes the classification to “Public” and posts the PAD/PD on the Bank’s external website.</li> </ul> | <p>Before finalizing the document (usually during negotiations related to the guarantee operation), the country concerned is requested to identify any text or data in the draft report that is confidential.</p> <p>The <b>task team</b> also consults with the other relevant parties to the operation (e.g., project sponsors, other project participants/ contractors, and commercial lenders and other purchasers of debt) to ensure that the document does not contain or refer to any information given in confidence to the Bank.</p> <p>The <b>task team</b>, as it considers appropriate, makes adjustments to the document to address the matters of concern to the country <b>or the third parties to the operation</b> before making it available to the public.</p> <p>Restricted information is included in the MOP accompanying the PAD/PD. A MOP accompanying the PAD/PD is not made publicly available<sup>10</sup> and is classified in accordance with AMS 6.21A.</p> <p><b>Classification.</b> When the <b>originating unit</b> transmits a PAD/PD to SECPO, it is classified in accordance with AMS 6.21A. When SECPO notifies IDU to disclose the PAD/PD, IDU changes the classification to “Public” and posts it on the Bank’s external website.</p> |

| <b>Information Category</b>                | <b>Disclosure Timing and Procedures</b>   | <b>Related Processes</b>   |
|--|---|--|
|  | <p>If the PAD/PD is subsequently revised to reflect the Board discussion, the <b>originating unit</b> sends the final PAD/PD to SECPO by the agreed date, indicating in the Board eSubmission form that it is to be disclosed. <b>SECPO</b> includes a stamp on the front cover over the language on simultaneous disclosure to indicate “Final Text.” <b>SECPO</b> distributes the final version of the paper to EDs and informs <b>IDU</b> that it should be disclosed. <b>IDU</b> then changes the classification to “Public” and posts it on the external website.</p> <p><b>Scenario 2: PADs/PDs not subject to Simultaneous Disclosure</b></p> <p>The <b>originating unit</b> transmits the PAD/PD to SECPO, indicating in the Board eSubmission form that: (a) the country and other relevant third parties to the operation have not granted their consent to Simultaneous Disclosure and/or negotiations have not been completed; and (b) the final PAD/PD is to be disclosed at the end of the Board deliberative process. (See above Note on the end of the Board deliberative process.)</p> <ul style="list-style-type: none"> <li>• Upon notification by the originating unit that negotiations have been completed, if the PAD/PD does not need revisions, <b>SECPO</b> notifies IDU following the Board meeting that the PAD/PD should now be disclosed. <b>IDU</b> then changes the classification to “Public” and posts it on the Bank’s external website.</li> <li>• If the PAD/PD is revised—following Board discussion, the completion of negotiations, or the Board approval of changes to the terms and conditions of the guarantee—the <b>originating unit</b> sends the final PAD/PD to SECPO by the agreed date, indicating in the Board eSubmission form that it is to be disclosed. <b>SECPO</b> distributes the final PAD/PD to EDs and notifies IDU that it should now be disclosed. <b>IDU</b> changes the classification to “Public” and posts it on the Bank’s external website.</li> </ul> |  |
| 4. Letter of Development Policy (for PBGs) | Letters of Development Policy are prepared by the member country for PBGs. They are disclosed together with the Program Document.   | During negotiations related to the PBG operation, the country concerned is informed that it is the Bank’s policy to make the LDP publicly available. |
| 5. Fund Relations Note                     | Funds Relations Notes are publicly available with the PD unless the Fund has indicated that the country concerned has not consented to disclosure.  | If the country has not consented to disclosure, the Fund Relations Note is attached to the MOP for the Board’s consideration.                        |

| Information Category   | Disclosure Timing and Procedures   | Related Processes   |
|--|--|---|
| 6. Supplemental Financing Document   | The Supplemental Financing document is made publicly available in the same manner as the PD (see above).   |   |
| 7. Project Paper (for project based guarantees)                                | Disclosed in the same manner as a PAD.   |   |
| 8. Implementation Status and Results Report (ISR) (publicly available version) | <p>For project-based guarantees, refer to procedures for ISRs under <i>Investment Project Financing</i> (in the form of loans), above.</p> <p>For policy-based guarantees, refer to procedures for ISRs under <i>Development Policy Financing</i> (in the form of DPF loans), above.</p> <p><b>TTLs</b> obtain the necessary approval of the country director / practice manager prior to disclosure of the public portion of the ISR.</p> |   |
| 9. Implementation Completion and Results Report (ICR)                          | <p>For project based guarantees, refer to procedures for ICRs under <i>Investment Project Financing</i> (in the form of loans), above.</p> <p>For PBGs, refer to procedures for ICRs under <i>Development Policy Financing</i> (in the form of DPF loans), above.</p>  | <p>Before making the ICR available to the public, <b>TTLs and their management</b> ensure that the document does not reveal confidential business information. Bank management consults with the relevant third parties of the operation (e.g., project sponsors, commercial lenders, and other purchasers of debt issued by the sponsors or the government) as needed.</p> <p><b>Classification.</b> When the <b>originating unit</b> transmits an ICR or NCO to SECPO, it is classified in accordance with AMS 6.21A.” IDU changes the classification to “Public” when SECPO notifies IDU to disclose the document.</p> |
| 10. Note on Cancelled Operations   | <p>NCOs are made publicly available after their distribution to the EDs for information.</p> <p>Same process as for ICRs (see above).</p>  |   |

| <i>Information Category</i>   | <i>Disclosure Timing and Procedures</i>  | <i>Related Processes</i>  |
|---|--|---|
| <b>e. Legal Documents</b>   |  |   |
| <p>1. Legal Agreements related to the Bank's Lending Operations</p> <ul style="list-style-type: none"> <li>(a) Loan Agreements</li> <li>(b) Guarantee Agreements (i.e., for guarantees issued by member countries in Bank lending operations)</li> <li>(c) IDA Financing Agreements (previously called Development Credit/Grant/Financing Agreements)</li> <li>(d) Project Agreements</li> <li>(e) Supplemental letters to the abovementioned agreements</li> <li>(f) Preparation Advance Agreements</li> <li>(g) Any amendments to the above mentioned agreements</li> </ul> | <p>Scanned copies of the original signed agreements are made publicly available</p> <p>After the signing of legal agreements, the <b>task team</b> sends to LEG the originals. LEG staff members verify that the documents are properly signed. Responsible LEG staff scan the agreements and send the originals to LRC for filing in the Bank's records management system (WBDOcs).</p> <p>Following receipt of the original signed document, <b>LRC staff</b> files the scanned copy of the original document in WBDOcs, classifying it as "Public." Following which the document becomes publicly available on the Bank's external site, Documents and Reports.</p> | <p><b>Classification:</b> The responsible lawyer receives from the TTL an electronic copy of the effectiveness notice, the responsible LEG staff prepares an effectiveness memo and LRC is notified. LRC staff members file the agreements as "Public" in the Bank's official management repository.</p> <p>If supplemental letters contain or refer to financial information or other information given in confidence by the borrower (i.e., which would fall under one or more of the exceptions), the supplemental letters are restricted; in these cases, the agreements are classified as "Official Use Only," "Confidential" or "Strictly Confidential" in accordance with AMS 6.21A.</p> |

| <i>Information Category</i>  | <i>Disclosure Timing and Procedures</i>   | <i>Related Processes</i>  |
|--|---|---|
| <p>2. Legal Agreements related to the Bank's Guarantee Program</p> <p>(a) Indemnity Agreements (and any amendments thereto)</p> <p>(b) Guarantee Agreements (for guarantees issued by the Bank in a Bank guarantee operation)</p> <p>(c) Project Agreements (for project-based guarantees)</p> | <ul style="list-style-type: none"> <li>• <b>Indemnity Agreement.</b> Scanned copies of the signed Indemnity Agreement are made publicly available after the Indemnity Agreement is effective.<br/><br/>When the Indemnity Agreement is declared effective, LRC staff post the scanned signed copy in the Bank's records management system (i.e., WBDocs) and files it as "Public."</li> <li>• <b>Guarantee and Project Agreements.</b> <i>Prior to disclosing a Guarantee or Project Agreement, the TTL, in consultation with LEGSG, obtains the <u>written consent</u> of: (i) the project company, or project sponsors, as appropriate, for Project Agreements; or (ii) the guarantee beneficiaries (lenders) for Guarantee Agreements. Once the agreements are effective and <b>if</b> consent has been given to disclose, LRC staff posts the scanned signed copy of the Guarantee Agreement and Project Agreement in the Bank's records management system and files them as "Public." Absent the relevant party(ies) written consent to disclose, the information is restricted under the Policy's "Information Provided by Member Countries or Third Parties in Confidence" exception.</i></li> </ul> | <p>After the signing of the Indemnity Agreement, the <b>task team</b> sends the originals to LEG. LEG staff verifies that all documents are properly signed. Responsible LEG staff scan the agreements and send the originals to LRC for filing in the Bank's records management system.</p> <p>After the signing of a Guarantee Agreement or Project Agreement, LEG receives the original from the <b>task team</b> and verifies that all documents are properly signed. Responsible LEG staff scans the agreements and send the originals to LIC for filing in the Bank's records management system.</p> <p><b>Classification of Guarantee Agreement and Project Agreement:</b> Unless a Guarantee or Project Agreement has the consent of the guarantee beneficiaries/lender (for Guarantee Agreements), or the project company /sponsors (for Project Agreements), such documents should be considered restricted information and classified as "Official Use Only," "Confidential" or "Strictly Confidential" in accordance with AMS 6.21A. If such consent has been given, LRC staff posts the scanned signed copy in the Bank's records management system as "Public."</p> |



| <i>Information Category</i>                      | <i>Disclosure Timing and Procedures</i>   | <i>Related Processes</i>   |
|--|---|--|
| <b>f. Portfolio Overview</b>                     |   |  |
| 1. Country Portfolio Performance Reviews (CPPRs) | <p>After the CPPR is discussed with country counterparts, it is finalized and made public.</p> <p>After finalization, the <b>originating unit</b> releases the document to the public on the Bank’s external website.</p> <ul style="list-style-type: none"> <li>• The <b>TTL</b> transmits the report to IDU, indicating in the IDU Submission Form that it is to be disclosed.</li> <li>• <b>IDU</b> posts the report on the Bank’s external website.</li> </ul>  | <p>Before finalizing the document, the government concerned is requested to identify any text or data in the report that is confidential. The <b>task team</b>, as it considers appropriate, makes adjustments to the document to address the matters of concern to the country before making it available to the public.</p> <p><b>Classification:</b> When transmitting a CPPR to the IDU, the <b>originating unit</b> files it as “Public.”</p> |
| 2. Monthly Operational Summary (MOS)             | <p>MOS is made publicly available upon its distribution to the Board.</p> <ul style="list-style-type: none"> <li>• The originating unit prepares and submits MOS information through the Operations Portal</li> <li>• OPCS collates the information, prepares and transmits the MOS report to <b>SECPO</b> indicating in the Board eSubmission form that the MOS is to be disclosed after distribution to the EDs.</li> <li>• <b>SECPO</b> distributes the report to the EDs and notifies IDU that it is publicly available. <b>IDU</b> then changes the classification to “Public” and posts it on the Bank’s external website. The report is also posted on the UN Development Business website.</li> </ul> |  |

| <i>Information Category</i>  | <i>Disclosure Timing and Procedures</i>  | <i>Related Processes</i> |
|--|--|--------------------------|
| <b>g. Environmental &amp; Social Safeguards</b>  |  |                          |
| 1. Integrated Safeguards Data Sheets (ISDS)  | Disclosed in accordance with, as appropriate: (a) <i>Instructions: Preparation of Investment Project Financing</i> ; and (b) <i>Instructions: Implementation Support to Project Completion</i> .   |                          |
| 2. Safeguard document -- prepared by the borrower  | The <b>TTL</b> submits safeguard documents <b>prepared by the borrower</b> (including environment reports, resettlement instruments, indigenous peoples instruments, safeguard diagnostic reviews), which are made public as a condition for Bank financing. <sup>11</sup> |                          |
| 3. Environmental Assessment (EA) reports   | Disclosed in accordance with OP/BP 4.01, <i>Environmental Assessment</i> .   |                          |
| 4. EA reports for Category A sub- projects<br><br>(under financial intermediary operations or sector investment operations)  | Disclosed in accordance with OP/BP 4.01, <i>Environmental Assessment</i> .   |                          |
| 5. Environmental and social assessment documents for Category A and Category B Private Sector Activity<br><br>(under Bank supported Private Sector Activity for which the World Bank Performance Standards apply in accordance with OP 4.03, <i>Performance Standards for Private Sector Activities</i> .) | Disclosed in accordance with OP/BP 4.03, <i>Performance Standards for Private Sector Activities</i> .  |                          |

<sup>11</sup> References to policies and procedures related to specific safeguard documents are provided below; see also the [safeguard documents submission guidelines](#).  
Bank Directive/Procedure: Access to Information | Catalogue Number ECR4.01-DIR.01

| <b>Information Category</b>  | <b>Disclosure Timing and Procedures</b>   | <b>Related Processes</b> |
|--|---|--------------------------|
| <p>6. The elements of a financial intermediary's environmental and social management system, as specified in OP 4.03, <i>Performance Standards for Private Sector Activities</i>, for Category FI-1 and FI-2 Private Sector Activities</p> <p>(under Bank supported Private Sector Activity for which the World Bank Performance Standards apply in accordance with OP/BP 4.03, <i>Performance Standards for Private Sector Activities</i>.)</p> | <p>Disclosed, as relevant, in accordance with OP/BP 4.03, <i>Performance Standards for Private Sector Activities</i>.</p>   |                          |
| <p>7. Resettlement Plan<br/>Resettlement Policy Framework<br/>Resettlement Process Framework</p>   | <p>The draft and final documents are disclosed in accordance with OP/BP 4.12, <i>Involuntary Resettlement</i>.</p>  |                          |
| <p>8. Resettlement Plan for sub-projects under financial intermediary operations <i>that require prior-review by the Bank</i></p>  | <p>Disclosed in accordance with OP/BP 4.12, <i>Involuntary Resettlement</i>:</p> <p>(a) after each resettlement plan has been approved by the Bank, and</p> <p>(b) before the sub-project is accepted for Bank financing.</p> |                          |
| <p>9. Resettlement Plan<br/>For sub-projects under FI operations <i>that do not require prior-review by the Bank</i></p>   | <p>Disclosed in accordance with OP/BP 4.12, <i>Involuntary Resettlement</i>, after each resettlement plan has been officially received by the Bank.</p>   |                          |

| <b>Information Category</b>   | <b>Disclosure Timing and Procedures</b>   | <b>Related Processes</b> |
|---|---|--------------------------|
| <p>10. Indigenous Peoples Plan (IPP) (including for individual programs and subprojects)</p> <p>Indigenous Peoples' Planning Framework (IPPF) (including for individual programs and subprojects)</p> | <p>Disclosed in accordance with OP/BP 4.10, <i>Indigenous Peoples</i>.</p>  |                          |
| <p>11. IPP for sub-projects involving Indigenous Peoples</p>  | <p>Disclosed in accordance with OP/BP 4.10, <i>Indigenous Peoples</i>, and with the specific disclosure requirements set out in the IPPF for the project.</p> |                          |
| <p>12. Social Assessment (for projects involving Indigenous Peoples)</p>  | <p>Disclosed in accordance with OP/BP 4.10, <i>Indigenous Peoples</i>.</p>  |                          |
| <p>13. Social Assessment (for sub-projects involving indigenous people)</p>   | <p>Disclosed in accordance with OP/BP 4.10, <i>Indigenous Peoples</i>.</p>  |                          |
| <p>13. Environmental Action Plan</p>  | <p>Disclosed in accordance with OP/BP 4.02, <i>Environmental Action Plan</i>.</p>   |                          |

| <i>Information Category</i>           | <i>Disclosure Timing and Procedures</i>   | <i>Related Processes</i>  |
|---------------------------------------|---|---|
| <b>h. Financial Management</b>        |   |   |
| <p>1. Audited Financial Statement</p> | <p>Audited Financial Statements (or in exceptional cases, an abridged version) for investment operations for which the invitation to negotiate is issued on or after July 1, 2010, are made available to the public as a condition financing.</p> <p>The audited financial statements are made publicly available after the country has officially provided them to the Bank.</p> <p>The documents are made publicly available by the Bank by:</p> <p><i>Submitting through IDU:</i> The receiving unit classifies the audited financial statements as "Public" and submits them to the IDU. IDU posts public documents on the Bank's external website.</p> | <p>In some <b>exceptional cases</b>, i.e. when the audited financial statements contain proprietary or commercially sensitive information, the borrower or designated project entity may be exempted from disclosing the full set of the annual audited financial statements, but is still be required to disclose an abridged version of them. If such exception is approved by the Bank, when transmitting the audited financial statements to the bank, the borrower or designated project entity:</p> <p>(a) communicates to the Bank not to disclose the full set of financial statements on the grounds that they contain proprietary or commercially sensitive information;</p> <p>(b) classifies the financial statements accordingly; and</p> <p>(c) provides an abridged version of the financial statements (including the auditors' opinion thereon) that the Bank would then disclose. The justification for application of this exceptional provision is discussed during project preparation.</p> <p>The <b>receiving unit</b> consults with the designated financial management staff before filing audited financial statements to ensure that other (non-public) information that may be submitted by the borrower along with the financial statements is classified accordingly.</p> |

| <b>Information Category</b>   | <b>Disclosure Timing and Procedures</b>  | <b>Related Processes</b> |
|---|--|--------------------------|
| <b>i. Procurement Information for Bank-financed Operations<sup>12</sup></b>   |  |                          |
| <b>I. Procurement Framework</b>   | A framework consisting of the Bank Procurement Policy, Directive, Procedure, and Guidance (Procurement in IPF and Other Procurement Operational Matters); the Procurement Guideline and the Procurement Regulations for Borrowers, standard procurement documents and other procurement documents issued by the Board or Management and classified as public. The Chief Procurement Officer, OPCS, publishes these documents on the World Bank external website. |                          |
| <b>II. Borrower's procurement documents provided to the Bank with the understanding that the Bank makes them available to the public.</b> | Procurement documents prepared by the Borrower that are made available to the public by the Borrower as required by the Procurement Guidelines or the Procurement Regulations for Borrowers, as applicable. The Borrower also provides these documents to the Bank with the understanding that the Bank makes them available to the public.  |                          |

|                                |  |  |
|--------------------------------|--|--|
| 1. Procurement Plan and update | <p>The <b>Bank</b> makes procurement plans and updates<sup>13</sup> publicly available on the Bank's external website (<a href="http://www.worldbank.org">www.worldbank.org</a>) as follows:</p> <ul style="list-style-type: none"><li>(a) Initial procurement plan – disclosed after the loan/credit negotiations.</li><li>(b) Annually updated procurement plans throughout the duration of the project – after they are officially received and approved by the Bank – made publicly available by the Bank through the Bank's external website. .</li></ul> |  |
|--------------------------------|--|--|

| <i>Information Category</i>             | <i>Disclosure Timing and Procedures</i>  | <i>Related Processes</i> |
|---|--|--------------------------|
| 2. General Procurement Notice (GPNs)    | The Bank arranges for the publication of the GPN in UN Development Business online (UNDB Online) and on the World Bank's external website. The borrower discloses such notices The <b>TTL</b> discloses such notices by submitting them through the Operations Portal. They are then automatically submitted and posted on:  |                          |
| 3. Specific Procurement Notices) (SPNs) | <p>The <b>Borrower</b> discloses notices for international competitive bidding, and national competitive bidding, in accordance with the requirements of the Procurement Guidelines or the Procurement Regulations for Borrowers, as applicable.</p> <p>For open international competitive procurement (a) the Borrower also publishes the SPN in UNDB online and, if possible, in an international newspaper of wide circulation; and (b) the Bank arranges for the simultaneous publication of the SPN on the World Bank's external website.</p> |                          |



| <b>Information Category</b>                   | <b>Disclosure Timing and Procedures</b>  | <b>Related Processes</b> |
|---|--|--------------------------|
| 4. Request for Expressions of Interest (REOI) | <p>REOIs for consulting services contracts either (i) subject to open international competitive procurement<sup>14</sup>, or (ii) with estimated costs at or above USD300,000<sup>15</sup>, are published by the Borrower in UNDB online.</p> <p>The Bank arranges for the simultaneous publication of these REOIs in the World Bank external website.</p>   |                          |
| 5. Contract award information for:            | <p>For all contracts the Borrower publishes a public notice of award of contract (Contract Award Notice) within 10 business days from the Borrower's notification of contract award to the successful bidder/proposer/consultant. The Contract Award Notice is published on the Borrower's website with free access, or, if not available, in at least one newspaper of national circulation in the Borrower's country, or in the official gazette. In the case of international competitive procurement, the Contract Award Notice also is published by the Borrower in UNDB online.</p> <p>For contracts subject to the Bank's prior review, the Bank arranges the publication of the Contract Award Notice in the World Bank external website upon receipt from the Borrower of a conforming copy of the signed contract.</p> |                          |

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<sup>14</sup> Ref: *Procurement Regulations for Borrowers*.

<sup>15</sup> Ref: *Procurement Guidelines*.

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## A-5. Trust Funds and Partnerships

### a. General

| <i>Information Category</i>   | <i>Timing of Disclosure and Process</i>  | <i>Related Processes</i>  |
|---|--|---|
| 1. Trust Fund Program Call for Proposals                            | <p>Calls for Proposals for trust fund programs open to external application are publicly available.</p> <ul style="list-style-type: none"> <li>• Trust fund program managers and/or secretariats provide call for proposals advertisements and documentation in a manner and location allowing public access and open application.</li> <li>• Call for Proposals that are open to external application are also posted to the trust fund program's external website and/or the Bank's external website.</li> </ul> | <p>IDA/IBRD administered trust fund programs and World Bank hosted program secretariats file documents related to Call for Proposals in the Bank's records management system as "Public" under the associated trust fund identification number.</p> |
| 2. Grant Monitoring Report (GMR) for recipient executed trust funds | <p>A public version of GMRs is made publicly available upon final approval.</p>  | <p>GMRs are automatically stored in the Bank's records management system against the GMR identification number.</p>   |

| <b>Information Category</b>   | <b>Disclosure Timing and Procedures</b>   | <b>Related Processes</b>   |
|---|---|--|
| 3. Implementation completion memorandum   | The document is publicly available after it has been approved by the TTL's line manager. Following approval, the <b>TTL</b> submits the document through the Operations Portal the project identification.      | In the case of cofinancing trust funds, or other trust funds for which an ICR is prepared, the ICR is disclosed in line with the procedures for ICRs (see entry above for ICRs for Investment Operations).         |
| 4. World Bank Group Trust Funds Annual Report   | The World Bank Group Trust Funds Annual Report is made publicly available after final approval and printing.<br><br>DFi posts electronic copies under the "trust funds" section of the Bank's external website. |  |
| 5. Directory of partnership programs supported by trust funds   | Made publicly available following issuance.   | Published annually and posted by DFi to the "trust funds" area of the Bank's external website.   |
| 6. Aggregate financial information on the amount of contributions made to each trust fund by donor  | Made publicly available through <a href="http://data.worldbank.org">http://data.worldbank.org</a> on a quarterly basis within three months after the end of each quarter.                                       | Provided that the type of financial information is not in the list of exceptions under the Policy, trust fund financial information may be made publicly available through posting on the Bank's external website. |
| 7. Aggregate financial information on the amount of commitments and disbursements made from each trust fund to specific activities or countries | Made publicly available through <a href="http://data.worldbank.org">http://data.worldbank.org</a> on a quarterly basis within three months after the end of each quarter.                                       | Provided that the type of financial information is not in the list of exceptions under the Policy, trust fund financial information may be made publicly available through posting on the Bank's external website. |

| <b>Information Category</b>   | <b>Disclosure Timing and Procedures</b>  | <b>Related Processes</b>   |
|---|--|--|
| 8. Single audit with combined financial statements  | <p>Disclosed: together with the World Bank Trust Funds Annual Report following:</p> <ul style="list-style-type: none"> <li>• Completion of the single audit (i.e. no interim copies to be distributed)</li> <li>• Approval of the single audit by the Bank’s Audit Committee. Note that there may be a time lag between when the single audit is completed and when the Audit Committee approves the single audit.</li> </ul>  |  |
| <b>b. Trust Funds, Externally Funded Outputs, Ancillary &amp; Related Legal Agreements</b>  |  |  |
| <p>1. Trust fund agreements, externally funded outputs, and other related documents and agreements</p> <p>(a) Framework agreements</p> <p>(b) Administration agreements (also referred to as contribution or participation agreements)</p> <p>(c) Donor balance account agreements</p> <p>(d) Holding account agreements</p> <p>(e) Transfer agreements</p> <p>(f) Financial procedures agreements</p> <p>(g) Externally financed outputs</p> <p>(h) Reimbursable agreements</p> <p>(i) Activity agreements (such as LLI activity agreements)</p> <p>(j) Ancillary agreements</p> <p>(k) Any amendments to the abovementioned documents or agreements</p> | <p>Scanned copies of the original signed agreement are made publicly available after the agreement is fully signed by all parties concerned.</p> <p>Once the agreement is fully signed by all parties, <b>LRC</b> staff (with respect to trust fund agreements) <b>or TTLs</b> (with respect to externally funded outputs, miscellaneous reimbursable agreements, ancillary agreements and activity agreements), post the scanned countersigned copy of the agreement in the Bank’s records management system as “Public.”</p> | <p>After the signing of trust fund agreements (i.e., framework Agreements, Administration Agreements, Donor Balance Account Agreements, Holding Account Agreements, Transfer Agreements and Financial Procedures Agreements) and the related amendments, LEG receives the originals from the <b>task team</b> and verifies that all documents were properly signed. LEG support staff scans the agreements and sends the scanned copies by email to trust fund accounting and the TTL. LEG staff provides the original countersigned agreements to LRC for filing in the Bank’s records management system (i.e., WBDocs).</p> <p>After the signing of externally funded output agreements, miscellaneous reimbursable agreements, ancillary agreements, activity agreements, and any related amendments, <b>TTLs</b> scan the original signed agreements (filing the scanned copies in the Bank’s records management system and categorizing them as “Public.” Prior to posting the agreements as “Public,” <b>TTLs</b> review any attachments or annexes to such agreements to ensure that they do not contain information that would fall under the exceptions in the Policy. Any attachments or annexes that contain information that should be restricted under the Policy is classified as “Official Use Only,” “Confidential” or “Strictly Confidential” in accordance with AMS 6.21A.</p> <p><b>Classification:</b> Once the agreement is fully signed by all parties concerned the agreements are filed in the Bank’s records management system as “Public.”</p> |

| <b>Information Category</b>   | <b>Disclosure Timing and Procedures</b>   | <b>Related Processes</b>   |
|---|---|--|
| <p>2. Grant / letter agreements (including grants financed under the DGF) and any amendments thereto.</p> | <p>Scanned copies of a signed agreement are made publicly available after the agreement is fully signed by all parties to the agreement.</p> <p>Once the agreement is fully signed by all parties, <b>LRC</b> files the scanned copy of the agreement in the Bank's records management system (i.e., WBDocs) as "Public."</p> | <p>After the signing of agreements and any related amendments, the <b>task team</b> sends the originals to LEG. LEG verifies that all documents are properly signed. LEG scans the agreements and provides them to LRC for filing in the Bank's records management system.</p> <p><b>Classification:</b> Once the agreement is fully signed by all parties, LRC files the agreement in the Bank's records management system as "Public."</p> |

| <i>Information Category</i>                                      | <i>Disclosure Timing and Procedures</i>  | <i>Related Processes</i>  |
|--|--|---|
| <b>c. Partnership Agreements and Other Partnership Documents</b> |  |   |
| 1. Partnership agreements  | Partnership agreements (i.e., partnership documents to which the Bank is a signatory) and any related amendments are publicly available upon full execution of the document, provided all signatory parties agree. | <p>Partnership documents that are signed by the Bank are made publicly available through posting on the Bank’s external website, unless posted on the partnership’s external website.</p> <p>Express prior agreement to disclose should be obtained by the other signatory parties through inclusion of a clause to that effect in the signed partnership document (e.g., “The Parties agree that this agreement / document is publicly disclosed [by the Bank].”).</p> <p>The WB Unit sponsoring or acting as signatory for the Bank should keep track of all partnership documents signed by their managers and make them available for public access on the external website of the WB Unit (or confirm public access on the partnership’s website) once signed by all relevant parties with an agreement to disclose.</p> <p>After the signing of partnership documents, and any amendments thereto, that include an agreement to disclose, <b>TTLs</b> are responsible for scanning the documents and filing the scanned signed documents in the Bank’s records management system as “Public”.</p> <p><b>Classification:</b> Once the document is fully signed by all parties thereto, including with agreement to disclose, the document is filed in the Bank’s records management system as “Public”. Before then, such documents should be classified in accordance with AMS 6.21A.</p> |

| <b>Information Category</b>   | <b>Disclosure Timing and Procedures</b>  | <b>Related Processes</b>   |
|---|--|--|
| <p>2. Partnership documents without Bank signatures for partnerships <b>with Bank administrative support</b> (e.g., in- house secretariats)</p>   | <p>Available for public access provided the partnership agrees.</p> <p>Such partnership documents would be made available for public access on the external website of the VPU providing the Bank’s administrative support or on the partnership’s external website, if hosted by the Bank.</p>                              | <p>For partnerships whose primary administrative support is provided by the Bank (whether a full-fledged in-house secretariat or more modest support unit), the Policy applies to partnership documents – i.e., jointly prepared documents – as it would to regular Bank documents, provided the partnership agrees.</p> <p>The partner’s agreement is sought prior to disclosure, but is expected to be obtained for the Bank to be able to continue to provide administrative support. Such agreement may be obtained by affirmative consent or no objection on the part of the partnership’s principal governing body.</p> <p>All the Policy’s exceptions apply, such that each Bank partnership support unit should consider which unsigned partnership documents merit routine disclosure (e.g., final minutes of meetings), ad hoc disclosure (certain commission reports) or no disclosure (deliberative documents) and seek partnership agreement on this basis.</p> |
| <p>3. Partnership documents without Bank signatures for partnerships <b>without Bank administrative support</b> (e.g., external secretariats)</p> | <p>Available for public access to the extent posted by the non-Bank entity providing the partnership’s administrative support.</p> <p>Bank staff members engaging in such partnerships encourage disclosure and access standards comparable to the Bank’s Policy as part of the Bank’s participation in the partnership.</p> | <p>For partnerships with external secretariats or primary administrative support units based in another organization, or for legal entities in which the Bank participates on a governing body (e.g., as a Board member), the Bank participant encourages those partnerships or entities to align their disclosure policies with the Bank’s Policy. If, after consultations by the Bank with the partnership or entity, the partnership or entity remains unwilling to adopt a comparable approach to disclosure and access for its partnership documents, the Bank re-evaluates its participation in the partnership or entity.</p>   |



| <i>Information Category</i>  | <i>Disclosure Timing and Procedures</i>   | <i>Related Processes</i>   |
|--|---|--|
| <b>d. DGF</b>  |   |  |
| 1. DGF annual review and budget envelope (Board Paper)             | <p>DGF annual review of any current fiscal year and budget envelope for the subsequent fiscal year is prepared by DFI and submitted for approval by the Board.</p> <p>Following consideration and approval by the EDs, the DGF annual review and budget Envelope is made publicly available on the Bank's external website.</p> <ul style="list-style-type: none"> <li>• The <b>originating unit</b> transmits the DGF Review and Budget to SECPO, indicating in the Board eSubmission form that the final document is to be disclosed at the end of the Board deliberative process.</li> <li>• After Board discussion, SECPO notifies IDU that it is publicly available. IDU then changes the classification to "Public" and posts it on the Bank's external website.</li> </ul> | <p><b>Classification.</b> When the <b>originating unit</b> transmits the document to SECPO, it is classified in accordance with AMS 6.21A. When SECPO notifies IDU to disclose, IDU changes the classification to "Public" and posts it on the Bank's external website.</p>  |
| 2. Independent evaluation reports on programs funded by DGF grants | <p>Final independent evaluation reports are made available for public access on the DGF's external website managed by DFI.</p>  | <p>Such independent evaluation reports require prior agreement of the partnership (whether just the DGF recipient or a governing body, as the case may be) before disclosure by the Bank. This agreement can be obtained through inclusion of a consent to disclosure clause in the grant agreement signed between the Bank and the recipient, which also requires the recipient to confirm agreement on the part of the partnership before providing the required independent evaluation report to the Bank.</p> <p>The <b>TTL</b> for the DGF grant obtains the independent evaluation report from the recipient and provides it to the DGF secretariat (DFI).</p> <p>The DGF secretariat posts the independent evaluations it receives, provided partnership agreement has been obtained through the relevant grant agreement or other means.</p> |
| 3. DGF grant agreements and any related amendments.                | <p>See section above on grant agreements.</p>   |  |

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## B. BANK FINANCIAL INFORMATION

| B-1: Loans and Credits  |  |  |
|---|--|--|
| <i>Information Category</i>   | <i>Disclosure Timing and Procedures</i>  | <i>Related Processes</i>   |
| <p>1. Monthly Loan and Credit Statements</p> <p>(a) IBRD Statement of Loans</p> <p>(b) IDA Statement of Development Credits*</p> <p>* Includes both development credits and development grants.</p> | <p>CTR prepares these documents and submits them to IDU by the 15<sup>th</sup> of the month.</p>   | <p>The statements are generated from SAP/iLAP by CTRCF, reviewed internally, and reconciled with the ledgers.</p> <p>Once the review and reconciliation is complete, CTRCF releases the statements from the CTRCF Reports account electronically to the IDU.</p> |
| B-2: IBRD Financial Statements  |  |  |
| <p>1. IBRD's annual audited financial statements</p>  | <p>CTR prepares the IBRD's annual audited financial statements, including the accompanying Management Discussion and Analysis (MD&amp;A) as of the June 30 fiscal year-end, notes to the financial statements with all significant accounting policies, and other detailed disclosures.</p> <p>After EDs have approved the statements, they are publicly disclosed through three primary vehicles:</p> <p>(a) in the Bank's <i>Annual Report</i> prepared by ECR at the time of the Annual Meetings</p> <p>(b) in the mandated publicly available filing with the United States Securities and Exchange Commission (SEC) 45 days after the end of the reporting period; and,</p> <p>(c) made available by TRE on the Investor Relations page of the Bank's external website.</p> | <p>The statements and MD&amp;A are also made available in a substantially equivalent form within the content of the Information Statement prepared annually.</p>   |

| <b>Information Category</b>                 | <b>Disclosure Timing and Procedures</b>   | <b>Related Processes</b> |
|---|---|--------------------------|
| 2. Quarterly Condensed Financial Statements | <p>IBRD's condensed quarterly financial statements and the accompanying condensed Management's Discussion and Analysis (MD&amp;A) are publicly available as follows:</p> <p>CTR prepares these documents and publicly discloses them after clearance for issue. They are disclosed 45 days after the end of the reporting period through two primary public sites:</p> <ul style="list-style-type: none"> <li>(a) the United States Securities Exchange Commission (SEC), accessible through the EDGAR system at: <a href="http://www.sec.gov/edgarhp.htm">http://www.sec.gov/edgarhp.htm</a>, and,</li> <li>(b) the World Bank Treasury website: <a href="http://treasury.worldbank.org/">http://treasury.worldbank.org/</a>.</li> </ul> |                          |
| 3. Public Bond Offering Documents           | <p>These documents are prepared by LEGFI and publicly disclosed after settlement date through the United States Securities Exchange Commission accessible via the EDGAR system at <a href="http://www.sec.gov/edgar/searchedgar/webusers.htm">http://www.sec.gov/edgar/searchedgar/webusers.htm</a>.</p> <p>After filing with the United States Securities Exchange Commission, a selection of these documents may also be made available on the World Bank Treasury website at <a href="http://treasury.worldbank.org/">http://treasury.worldbank.org/</a>.</p>  |                          |
| 4. IBRD Annual Information Statement        | <p>This document is prepared annually by Bank's Treasury - capital markets department, typically in September, for the information of investors. It is disclosed through two primary public sites:</p> <ul style="list-style-type: none"> <li>(a) the United States Securities Exchange Commission, accessible through the EDGAR system at <a href="http://www.sec.gov/edgarhp.htm">http://www.sec.gov/edgarhp.htm</a>, and</li> <li>(b) the Bank Treasury website <a href="http://treasury.worldbank.org/">http://treasury.worldbank.org/</a></li> </ul>   |                          |

**B-3: IDA Financial Information**

| <i>Information Category</i>                             | <i>Timing of Disclosure and Process</i>  | <i>Related Processes</i>   |
|---|--|--|
| 1. IDA audited annual financial statements              | <p>IDA audited Annual financial statements (including MD&amp;A, notes to the financial statements with all significant accounting policies, and other detailed disclosures) are publicly disclosed after the EDs have approved them.</p> <p>The IDA Financial Statements are disclosed in the Bank's <i>Annual Report</i>.</p>   |  |
| 2. Replenishment terms and conditions of IDA            | Publicly available and published in the <i>Summary Proceedings of Annual Meetings</i> .  |  |
| 3. Information on current replenishment negotiations    | Media and civil society organizations are informally briefed at key stages of the process.   |  |
| 4. Chairman's summaries of replenishment meetings       | <p>IDA replenishment papers (including papers written for information or consideration during replenishment negotiations) are made publicly available on the IDA website on or one day prior to the first day of the replenishment meetings.</p> <p>The Chairman summaries are disclosed on the IDA website, after the conclusion of replenishment meetings and following oral briefing to the Board and Board distribution.</p> | Replenishment papers which contain information on contributions from individual donors to IDA are considered restricted information, falling under the exception pertaining to Financial Information (Exception 10 (a)). |
| 5. Chairman's summaries of IDA mid-term review meetings | Chairman's summaries of IDA mid-term review meetings (including papers written for information or consideration at, or follow-up to IDA mid-term review meetings) are publicly disclosed in the same way as for replenishment meetings.  |  |

**B-4: Budget**

| <i>Information Category</i>         | <i>Timing of Disclosure and Process</i>  | <i>Related Processes</i>   |
|-------------------------------------|--|--|
| 1. The World Bank (IBRD/IDA) budget | <p>Following consideration and approval by the Board of EDs, the World Bank budget is made publicly available and posted on the Bank’s external website.</p> <ul style="list-style-type: none"> <li>Upon completion of the Board’s deliberative process, BPS transmits the budget document to SECPO, indicating on the Board eSubmission form that the document is to be disclosed. SECPO notifies IDU that it is publicly available. IDU then changes the security classification to “Public” and posts it on the Bank’s external website.</li> </ul> | <p><b>Classification.</b> As with all Board papers that are routinely disclosed after the deliberative process, when the <b>originating unit</b> transmits the budget document to SECPO, it is classified in accordance with AMS 6.21A. IDU changes the classification to “Public” when SECPO notifies IDU that the budget document should be disclosed.</p> |

**C. BOARD INFORMATION**

**C-1: Board of Governors**

| <i>Information Category</i>   | <i>Disclosure Timing and Procedures</i>  | <i>Related Processes</i>   |
|---|--|--|
| 1. List of members, Governors and voting power  | <p>Publicly available:</p> <ul style="list-style-type: none"> <li>(a) In the Bank’s <i>Annual Report</i> and</li> <li>(b) On the <a href="#">Bank’s external website</a>.</li> </ul>   | <p>The information on the external website is constantly updated to reflect any changes.</p> |
| 2. Summary Proceedings of Annual Meetings   | <p>SEC prepares and distributes <i>Summary Proceedings</i> to the Board. Upon distribution, SEC notifies IDU that it is publicly available. IDU then changes the classification to “Public” and posts it on the Bank’s external website.</p>       |  |
| 3. Reports of the Executive Directors recommending decisions to the Boards of Governors on such matters as capital increases and replenishments | <p>Publicly available:</p> <ul style="list-style-type: none"> <li>(a) Upon approval by the Board of Governors, Reports of the Executive Directors are submitted by SEC to IDU for disclosure</li> <li>(b) In the Summary of Proceedings</li> </ul> |  |

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| <p>4. Resolutions adopted by the Boards of Governors at the Annual Meetings or through a vote by mail</p>  | <p>Publicly available:</p> <ul style="list-style-type: none"> <li>(a) Upon approval by the Board of Governors, SEC submits Governors Resolutions are submitted by to IDU for disclosure</li> <li>(b) In the Summary of Proceedings</li> </ul>   |  |
| <p>5. Statements of the Governors and of the President during the Annual Meetings</p>  | <p>Publicly available:</p> <ul style="list-style-type: none"> <li>(a) On the Annual Meeting's external website.</li> <li>(b) In the Summary of Proceedings</li> </ul>   |  |
| <p>6. Agendas and papers prepared by Bank and/or IMF staff and statements and communiques produced by participants for meetings of the Development Committee</p> | <p>Publicly available on the Development Committee's external website.</p> <ul style="list-style-type: none"> <li>(a) SEC posts agenda after issuance as DC document</li> <li>(b) SEC posts DC papers during the DC meetings</li> <li>(c) SEC posts statements by President, Managing Directors, DC members and Observers during the DC meetings</li> <li>(d) SEC posts communiques at the completion of the DC meetings</li> </ul> |  |



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| <p>7. Statements Submitted to the Meeting of the Development Committee including statements by the President, Managing Directors, DC members and Observers, the agenda, communique and list of participants.</p> | <p>SEC prepares and distributes Statements Submitted to the Meeting of the Development Committee. Upon distribution, SEC notifies IDU that that they are publicly available. IDU then changes the classification to "Public" and posts it on the Bank's external website.</p> |  |
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**C-2: Board Records**

| <b>Information Category</b>  | <b>Disclosure Timing and Procedures</b>   | <b>Related Processes</b>  |
|--|---|---|
| <p>3. Minutes of formal Board meetings</p>   | <p>Disclosed after the EDs approves the minutes.</p> <p>SECPO prepares the minutes and distributes them to the EDs for approval. Upon approval, SECPO notifies IDU to disclose the document, and IDU files the document as “Public” and posts it on the Bank’s external web.</p>  | <p>If the Board minutes include “Confidential” and “Strictly Confidential” information, the minutes are classified accordingly and become eligible for declassification according to declassification timelines.</p>                    |
| <p>4. Minutes of Board Committee meetings</p>  | <p>SECPO prepares the Committee minutes and distributes them to the Committee members for approval. Upon approval, SECPO notifies IDU to disclose the document and IDU files the document as “Public” and posts it on the Bank’s external website.</p>  | <p>If the Board Committee minutes include “Confidential” and “Strictly Confidential” information, the minutes are classified accordingly and become eligible for declassification according to approved declassification timelines.</p> |
| <p>5. Chair Summaries of Board meetings</p> <p>(Previously known as summings-up or summary of discussions; also referred to as Board summaries.</p> <p>(This includes Board discussions of Board operations, CASS, and other policy, strategy or topical issues)</p> | <p>The final document is publicly available at the end of the Board’s deliberative process:</p> <ul style="list-style-type: none"> <li>• <b>SECPO</b> distributes the Chair Summaries to the EDs for their consideration, indicating that they are made available to the public after the closing date.</li> <li>• After the closing date <b>SECPO</b> notifies IDU that the document is available to the public. IDU changes the classification to “Public” and posts it to the external website.</li> </ul> |   |
| <p>6. Chair Summaries of Committee of the Whole (COW) meetings</p>   | <p>The final, approved document is publicly available at the end of the Board’s deliberative process:</p> <ul style="list-style-type: none"> <li>• The final draft of Chair Summaries is circulated to EDs for consideration, indicating that it is made available to the public after the deliberative period.</li> <li>• SECPO notifies IDU to disclose the document. IDU changes the classification to “Public” and posts it to the external website.</li> </ul>   |   |

| <b>Information Category</b>                               | <b>Disclosure Timing and Procedures</b>  | <b>Related Processes</b>  |
|---|--|---|
| 7. Summaries of Discussion                                | SECPO prepares and posts Summaries of Discussion on eBoard for a 24-hour comment period. After the comment period has elapsed, SEC notifies IDU that it should be made publicly available. IDU then changes the classification to “Public” and posts it on the Bank’s external website.  | Summaries of Discussion consist of staff notes of the Board meeting discussion and are not an approved record. Remarks are not attributable to individual speakers. Summaries of Discussion are not prepared for all Board meetings.  |
| 8. Reports to the Board from its Committee (Green Sheets) | After a meeting of a standing Board committee, SECPO prepares a Report to the Board from its Committees (Green Sheet) and distributes it to the Board. After distribution, if no subsequent Board meeting is expected, the first part of the Green Sheet (Green Sheet Summary) is disclosed. SECPO notifies IDU by email that the Green Sheet Summary should be made publicly available. IDU posts the Green Sheet Summary on the Bank’s external website. | <p>Following the Committee discussion, SECPO drafts the Summary of Board Committee Meeting (Green Sheet) and proceeds with the clearance from key parties participating at the Committee meeting, Committee Chair, and the Committee members. After finalizing and distributing the Green Sheet to the Board, SECPO notifies IDU whether the document (Summaries - Part A only) may be made available to the public.</p> <p>However, some Committee discussions may deal with issues that fall under the exceptions of the AI Policy. In such cases, the Green Sheets would be classified as “Confidential” or “Strictly Confidential” and would not be disclosed until they become eligible for declassification according to the approved declassification timelines.</p> <p>Green Sheets for items that have subsequent Board meetings are considered part of the deliberative record and are not be disclosed. In accordance to the AI Policy’s treatment of declassification, these Green Sheets are disclosed after 10 years.</p> <p>IFC and MIGA are updating their respective Disclosure Policies. Until these are revised, disclosure of Green Sheets summarizing meetings that involve either or both of these institutions require Board approval.</p> |

| <i>Information Category</i>                                   | <i>Disclosure Timing and Procedures</i>   | <i>Related Processes</i> |
|---|---|--------------------------|
| 9. Summary Proceedings of the Annual Meetings                 | SEC prepares Summary Proceedings. The Summary Proceedings of the Annual Meetings are disclosed by SECPO (via IDU) after approval by the Corporate Secretary, following the Annual Meetings. Upon distribution to the EDs, SECPO notifies IDU that it is publicly available. IDU changes the classification to 'Public' and posts it on the Bank's external website. |                          |
| 10. Executive Directors' Work Program Overview and its update | SEC prepares the EDs' Work Program and distributes it to the EDs each year. Upon distribution to the EDs, SECPO notifies IDU that it should be made publicly available. IDU changes the classification to "Public" and posts it to the external website.  |                          |
| 11. Board Calendar  | SECPO prepares the ED's calendar. Twice a month, SECPO notifies IDU that the calendar is publicly available. IDU files the document as "Public" and posts it on the Bank's external website.  |                          |
| 12. Membership of Standing Board Committees                   | SECPO updates the membership when there is a change, and notifies IDU. IDU files the document as "Public" and posts it on the Bank's external website.  |                          |

**C-3: Administration**

| <i>Information Category</i>   | <i>Disclosure Timing and Procedures</i>  | <i>Related Processes</i>   |
|-------------------------------|--|--|
| 1. Organizational Information | ECR makes publicly available on the Bank's external website the Bank's vice presidential units, names and profiles of senior management, and the organizational chart at the vice presidential unit level. |  |
| 2. Employment Opportunities   | Employment opportunities and descriptions of positions are routinely disclosed for externally advertised positions on external HR website.   | Employment opportunities and descriptions of positions externally advertised |

| <b>Information Category</b>                           | <b>Disclosure Timing and Procedures</b>  | <b>Related Processes</b>   |
|---|--|--|
| 3. Staff Manual                                       | The Staff Manual, which contains the Principles of Staff Employment and the Staff Rules, is made publicly available on the Bank's external website (Human Resources page). | Information in the Annexes to Staff Rules are considered restricted information and not disclosed. |
| 4. Information from Office of Diversity and Inclusion | Routinely disclosed on the Bank's external Human Resources website <a href="http://www.worldbank.org/hrs">http://www.worldbank.org/hrs</a> Link <a href="#">here</a>       |  |
| 5. Administrative Tribunal's decisions                | Posted on a rolling basis as decisions are made on the <a href="#">Administrative Tribunal's external website</a> .  |  |

## Annex 3

### Public Availability of Certain “Financial” and “Administrative” Documents

All documents listed are reflected in the World Bank Policy on Disclosure of Information (2002) (“2002 Disclosure Policy”), except for the documents marked with an asterisk, which are reflected in the Board paper, *World Bank Disclosure Policy: Additional Issues Follow-up Consolidated Report (Revised)* (R2003-0112/10).

Note: As reflected in the Bank’s Policy on Disclosure of Information (2002), the “World Bank Group Directory” was a document approved by the Board for disclosure. However, the Bank no longer makes it public for security and safety reasons.

| Type of Information   | Disclosure Process/Status   |
|---|---|
| <b>Financial Information about the Bank</b>   |   |
| Financial statements of the Bank  | Published (quarterly)   |
| Annual Audited Financial Statements as of the June 30 fiscal year-end (These include a balance sheet; statements of income, comprehensive income, and changes in retained earnings and of cash flows; statements of member subscriptions to capital stock and voting power; and a summary statement of loans by borrowing member. Notes to the financial statements include information on all significant accounting policies and other detailed disclosure. Such disclosures include the composition of capital stock; return/cost data, maturity, and currency composition of the loans, investments and borrowings of the Bank; and a summary description of the Staff Retirement Plan) | Published in the Bank’s Annual Report and annual update of the Bank’s Information Statement                           |
| Management Discussion and Analysis (MD&A). (These present selected financial data, e.g., the average cost of borrowings, average interest rate on loans, return on liquid investments and on loans; other financial ratios that management deems significant; financial product information; a discussion of the Bank’s financial policies and risk management strategies; and a discussion of significant operating results.)  | Published with annual financial statements  |
| Condensed presentation of the financial statements, reviewed by the Bank’s external auditors, and the accompanying condensed MD&A.  | Published fiscal year quarters of September, December, and March  |
| Overall borrowing plan  | Usually announced publicly at the beginning of fiscal year (July 1)   |
| Other documents related to public offerings   | Publicly available when laws and regulations governing the market require that they be filed with a government agency |

| Type of Information                         |   | Disclosure Process/Status  |
|---|---|--|
| <b>Financial Information about the Bank</b> |   |  |
| 1.  | Detailed statements of all loans and credits  | Published monthly  |
| 2.  | Information on the finances of IDA  | Published in the IDA audited annual and unaudited quarterly financial statements |
| 3.  | IDA replenishment terms and conditions  | Published through the Summary Proceedings of Annual Meetings                     |
| 4.  | Information on current replenishment negotiations   | Made public through press briefings at key stages of the process                 |
| 5.  | Chairman's summaries of replenishment meetings and related papers for information and consideration during replenishment negotiations   | Public   |
| 6.  | Chairman's Summaries of IDA Mid-Term Review meetings, and papers written for information or consideration at, or as follow-up to, IDA Mid-Term Review meetings*   | Public   |
| 7.  | Budget Paper* (recommending Board approval of the Bank's administrative budget)   | Public (after Board authorizes the budget and paper is finalized)                |
| <b>Administration</b>                       |   |  |
| <b>Board of Governors</b>                   |   |  |
| 8.  | The Bank's Annual Reports (include list of members, Governors and voting power)   | Public   |
| 9.  | Summary Proceedings at Annual Meetings (contain all speeches related to the Bank; decisions at Meetings; reports of the EDs recommending decisions on matters like capital increase and replenishments; and reports of committees, such as the Development Committee) | Public   |
| <b>Management</b>                           |   |  |
| 10.   | <i>Operational Policies and Bank Procedures</i> , and <i>Operational Memoranda</i> issued after January 1, 2002; <i>Operational Directives</i> (ODs) issued after March 1989.   | Public   |
| 11.   | <i>Operational Manual Statements</i> issued before March 1989   | Public if authorized by OPCS Director concerned in consultation with LEVPU       |

| Type of Information |   | Disclosure Process/Status   |
|---------------------|---|---|
| <b>Staff</b>        |   |   |
| 12.                 | Organizational charts   | Public  |
| 13.                 | Description of positions advertised for recruitment   | Public  |
| 14.                 | Basic employment data of the Bank   | As published in the Annual Report   |
| 15.                 | General information on the Bank's salary structure, methodology employed in establishing salary levels, staff benefits, and similar information   | Public  |
| 16.                 | Bank's broad objectives and strategy in recruiting, placing, redeploying, and retaining staff   | As published in brochures and other documents prepared specifically for publication |
| 17.                 | Staff Manual, containing the Principles of Staff Employment and the Staff Rules (after removal of any references to individual staff) *   | Public  |
| 18.                 | Staff Compensation Paper (after removal of any proprietary information and non-public information concerning third parties), beginning in 2004, with the Board paper titled, <i>2004 Review of Staff Compensation for the World Bank Group</i> , May 12, 2004.* | Public  |





## Annex 4

### Criteria to Determine Unreasonable Requests

To assist the Bank in exercising its right to refuse unreasonable public access requests, a public access request is considered unreasonable if it meets one or more of the following criteria:

1. The public access request exceeds any of the following, either per request, or in aggregate per calendar quarter:
  - (a) Fifty (50) documents (other than Board Records) that are less than twenty (20) years old at the time of the request;
  - (b) Five hundred (500) pages of Board transcripts, or, if the information responsive to a public access request is set out across more than forty (40) Board transcripts; or
  - (c) One hundred (100) Board Records other than Board transcripts;
2. The public access request is the sixth or subsequent request submitted by the same requester in *any 3 month period*;
3. The public access request is for one or more of the specific documents listed under the Policy, at *Section III.B.6.(b), Information Eligible for Declassification*, but which documents have not yet become eligible for declassification because the relevant time period to have such document(s) declassified has not yet been met at the time of the request; or
4. Notwithstanding the criteria set forth above in this annex, the public access request, at the Bank's discretion, (a) is excessively burdensome or distorts the implementation of the Policy by, for example, and not limited to, disrupting Bank operations and/or units in a manner that is disproportionate to the expected benefit from public disclosure; or (b) the request is part of a series of overlapping and/or frequent requests from the same requestor, especially if the request has been submitted before the Bank has had an opportunity to address the requestor's earlier requests.