

Directive on Public Information

November 29, 2019

A. OVERRIDING OBJECTIVE

1.1 The overriding objective of this Directive on Public Information (Directive) is to establish procedures designed to ensure that the Policy on Public Information (PPI) of the Asian Infrastructure Investment Bank (Bank) is effectively and efficiently implemented. The implementation and interpretation of this Directive shall seek to give effect to this overriding objective.

B. PROCEDURES FOR PUBLIC DISCLOSURE OF INFORMATION

2.1 The triggers for the disclosure of certain information by the Bank are set forth in the Annex to this Directive, which provides a list of the documents that are proactively disclosed.

2.2 Exercising the delegated authority of the President, the Director General of the Bank's Communications Department (DG COM) shall be primarily responsible for implementing the proactive disclosure of information by the Bank, with inputs from other Business Units, as defined in the Directive on Business Continuity within their respective areas of responsibility, in accordance with the PPI. All Bank Personnel shall cooperate with the DG COM in this regard. The DG COM shall also prepare and submit to the President, advised by the Executive Committee, a draft of the PPI Quarterly Report described in Section 12 of the PPI. In circumstances of the legitimate interests protected by the PPI being finely balanced, the DG COM shall be assisted by a Working Group including representatives of the President's Office and Policy and Strategy and Investment Operations Vice Presidencies. The Working Group shall take decisions based upon consensus. If consensus cannot be reached among the members, the matter shall be finally decided by the DG COM.

2.3 Management Committees may, in consultation with the DG COM, recommend to the President to override an exception to the PPI's disclosure requirements (i.e., Positive Override) and override the proactive disclosure requirements (i.e., Negative Override). Upon such recommendation, the President shall decide whether to approve a proposed Positive Override and shall recommend to the Board of Directors (BOD) whether or not to approve a proposed Negative Override.

C. PROCEDURE FOR REQUEST FOR INFORMATION

3.1 Each initial request to the Bank by an external party for disclosure of information shall be submitted to the Communications Department through the Bank's website via an electronic request form. Any other request to the Bank does not constitute a valid request for this purpose. The request shall indicate with reasonable specificity the information that is being sought to enable the Bank to locate the information. Requests shall be submitted in English.

3.2 Responses by the Bank, including information the Bank decides to disclose, shall be transmitted to the requestor in the same format as the request unless the requestor stipulates a different format in the request.

3.3 The Bank shall: (a) acknowledge receipt of the initial request not later than five Working Days (as defined below) following its receipt of the request; (b) decide whether or not to grant the request not later than 30 Working Days following its receipt of the request or, if a delay is expected, provide an explanation within this 30 Working Day period; and (c) if the DG COM decides that the information requested cannot be disclosed under the PPI, the requestor will be provided an explanation for the decision. For purposes of this Directive, a Working Day is a day when the Bank's headquarters are open for business; it does not include weekend days or the Bank's official holidays.

3.4 When considering requests for the disclosure of information, the Bank shall at all times take into account the Governing Principles and Exceptions to Disclosure Requirements provided under the PPI.

3.5 Information shared with the Bank originating from a third party and classified as "Official Use Only" or "Restricted" or "Strictly Confidential" in accordance with the Directive on the Information Classification System or provided by a third party on the understanding of confidentiality, is not disclosed without the consent of the party providing the information. However, if such information is already in the public domain or if the Bank has previously publicly disclosed such information, a request for disclosure shall be granted. If, upon the application of the PPI, the DG COM determines that such information should nevertheless be disclosed by the Bank in accordance with the PPI's Governing Principles, the DG COM shall consult with the relevant Manager as well as with originator of such information. The DG COM shall seek the agreement of the originator to disclose. If agreement to disclose is not forthcoming, the DG COM may refer this matter to a Working Group in accordance with Section 2.2 of this Directive.

3.6 The Bank shall not be required to comply with blanket requests, or with 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 its records management system.

D. APPEAL MECHANISM

4.1 An external party whose initial request to the Bank for information has been denied, shall have access to an appeal mechanism with the Managing Director of the Complaints-resolution, Evaluation and Integrity Unit (MD-CEIU) if the requestor: (a) demonstrates that the initial request for information was submitted in accordance with the required procedures set forth in this Directive; and (b) provides a reasonable argument that: (i) the Bank has violated the PPI by declining to disclose the information requested; or (ii) a legitimate interest served by disclosure of information covered by an exception to disclosure outweighs the harm arising from the disclosure of such information.

4.2 All appeals must be submitted in writing to the MD-CEIU within 60 Working Days after the initial request for information has been denied. Appeals received beyond this 60 Working Day period shall not be considered.

4.3 The MD-CEIU shall recuse themselves in the event of a conflict of interest and be replaced for the purposes of such appeal by an independent public information expert appointed by the President.

4.4 The MD-CEIU (or the independent public information expert, as the case may be) shall: (a) acknowledge receipt of the request for review not later than five Working Days following such receipt; and (b) recommend to the President not later than 30 Working Days after receipt of the request for review whether or not to disclose the requested information.

4.5 The President shall issue a final decision to the requestor no later than 15 Working Days after receipt of the recommendation from the MD-CEIU (or independent public information expert, as the case may be).

4.6 With respect to initial requests for information that are denied by the Bank but then allowed by the President in whole or in part, the requestor's sole remedy shall be receipt of the requested information.

E. AUTHORITY

5.1 The DG COM shall be responsible for the issuance of the Administrative Guidance related to this Directive.

ANNEX

Disclosure: Information proactively disclosed by AIIB

Document	Trigger for Disclosure Obligation
Financial Information	
Audited annual financial statements, including special funds and trust funds	Three Working Days after approval by the Board of Governors.
Unaudited condensed quarterly financial statements	Three Working Days after approval by the President.
Institutional Information	
(1) Basic Documents	
Articles of Agreement and Report on the Articles of Agreement	Upon any effective change.
By-Laws	Upon any effective change.
Rules of Procedure of the Board of Governors	Upon any effective change.
Rules of Procedure of the Board of Directors	Upon any effective change.
Code of Conduct for Board Officials	Upon any effective change.
Code of Conduct for Bank Personnel	Upon any effective change.
Headquarters Agreement	Upon any effective change.
(2) Governance	
Members of the Bank and the voting power of each	Upon any effective change.
Name and position of members of the Board of Governors	Upon the formal appointment by the relevant Member.
Resolutions of the Board of Governors	Three Working Days after approval.
Date, venue and thematic program of the Annual Meeting of Board of Governors	Three Working Days after approval.
Summary of Proceedings of the Annual Meeting of Board of Governors	Three Working Days after approval.
Composition of Bank constituencies	After formal notification of changes to the Bank by the relevant Member.
Name and nationality of members of the Board of Directors	Upon effective nomination and appointment.
Minutes of Board of Directors meetings	Three Working Days after approval of the minutes by the Board of Directors.
Indicative Dates of Future Meetings of the Board of Directors	Three Working Days after approval by the Chair of the Board of Directors.
Term of Reference and Membership of the Committees of the Board of Directors	Three Working Days after approval by the Board of Directors.
Organizational chart	Three Working Days after approval by the President.
Introduction of all members of senior management	Three Working Days after approval by the President.
Names and Biography of the Panelists of the International Advisory Panel (IAPs)	Three Working Days after formal notification to the Bank of changes.
(3) Amendments to Current Strategies, Policies, Directives and Other Documents	
Accountability Framework	10 Working Days after approval by the Board of Directors.
Business Plan and Budget Summary	10 Working Days after approval by the Board of Directors.
Project-affected People	

Policy on the Project-affected People's Mechanism	10 Working Days after approval by the Board of Directors.
Directive on the Project-affected People's Mechanism	10 Working Days after approval by the President.
Rules of Procedure of the Project-affected People's Mechanism	10 Working Days after approval by the MD-CEIU.
Environment & Social	
Environmental and Social Policy	10 Working Days after approval by the Board of Directors.
Directive on Environmental and Social Policy	10 Working Days after approval by the President.
Information Management	
Policy on Public Information	10 Working Days after approval by the Board of Directors.
Directive on Public Information	10 Working Days after approval by the President.
Quarterly Report on the Policy on Public Information	Five Working Days after circulation to the Board of Directors.
Directive on Records and Information Management	10 Working Days after approval by the President.
Directive on the Information Classification System	10 Working Days after approval by the President.
Sector Strategies	
Energy Sector Strategy	10 Working Days after approval by the Board of Directors.
Transport Sector Strategy	10 Working Days after approval by the Board of Directors.
Sustainable Cities Strategy	10 Working Days after approval by the Board of Directors.
Financing Strategies	
Strategy on Mobilizing Private Capital for Infrastructure and its Technical Note	10 Working Days after approval by the Board of Directors.
Strategy on Financing Operations in Non-Regional Members and its Technical Note	10 Working Days after approval by the Board of Directors.
Strategy for Investing in Equity	10 Working Days after approval by the Board of Directors.
Financing Policies	
Operational Policy on Financing	10 Working Days after approval by the Board of Directors.
General Conditions for Sovereign-backed Loans	10 Working Days after approval by the Board of Directors.
Sovereign-backed Loan and Guarantee Pricing	10 Working Days after approval by the Board of Directors.
Directive on Sovereign-backed and Non-sovereign-backed Financings	10 Working Days after approval by the President.
Operational Policy on International Relations	10 Working Days after approval by the Board of Directors.
Special Fund	
Rules and Regulations of the AIIB Project Preparation Special Fund	10 Working Days after approval by the Board of Directors.
Directive on the Use of Resources of the AIIB Project Preparation Special Fund	10 Working Days after approval by the President.
Prohibited Practices	

Policy on Prohibited Practices	10 Working Days after approval by the Board of Directors.
Directive on Policy on Prohibited Practices	10 Working Days after approval by the President.
Procurement - Project Related	
Procurement Policy	10 Working Days after approval by the Board of Directors.
Directive on Operations Procurement	10 Working Days after approval by the President.
Interim Operational Directive on Procurement Instructions for Recipients	10 Working Days after approval by the President.
Procurement - Corporate Related	
Policy on Corporate Procurement	10 Working Days after approval by the Board of Directors.
Directive on Corporate Procurement	10 Working Days after approval by the President.
Corporate Procurement Annual Report	Five working days after circulation to the Board of Directors.
General Terms and Conditions (Goods, Services and Consulting Services)	10 Working Days after approval by the Director General, Facilities and Administration.
Risk	
Risk Management Framework	10 Working Days after approval by the Board of Directors.
Directive on the Risk Appetite Framework	10 Working Days after approval by the President.
Directive on Sovereign Risk Rating	10 Working Days after approval by the President.
Directive on Market Risk Management	10 Working Days after approval by the President.
Directive on Liquidity Risk Management	10 Working Days after approval by the President.
Directive on Counterparty Credit Risk Management	10 Working Days after approval by the President.
Directive on Model Risk Management	10 Working Days after approval by the President.
Directive on Operational Risk Management	10 Working Days after approval by the President.
Directive on Anti-Money Laundering and Combating the Financing of Terrorism	10 Working Days after approval by the President.
Directive on Capital Adequacy and Stress Testing	10 Working Days after approval by the President.
Directive on Loss Provisioning Policy	10 Working Days after approval by the President.
Treasury	
Asset Liability Management Policy	10 Working Days after approval by the Board of Directors.
Directive on Valuation of Financial Instruments	10 Working Days after approval by the President.
Directive on Internal Control over Financial Reporting	10 Working Days after approval by the President.
Ethics	
The Rules of Procedure of the Ethics Committee	10 Working Days after approval by the Board of Directors.
Directive on Ethical Standards of Conduct	10 Working Days after approval by the Board of Directors.
Internal Management	
Policy on Compensation and Benefits	10 Working Days after approval by the Board of Directors.
Directive on Designation of Signatory Authority	10 Working Days after approval by the President.
Directive on Business Continuity	10 Working Days after approval by the President.
Directive on Official Travel	10 Working Days after approval by the President.
Directive on Security and Safety	10 Working Days after approval by the President.

Staff Rules	10 Working Days after approval by the Board of Directors.
Directive on Asset Management	10 Working Days after approval by the President.
Directive on Information Technology Security for Bank Personnel	10 Working Days after approval by the President.
Directive on Protection Against Retaliation	10 Working Days after approval by the President.
Operational Information	
Nonsovereign-backed Financing Project Summary Information (NSBF PSI)	As required by the Directive on Sovereign-backed and Nonsovereign-backed Financings: <ul style="list-style-type: none"> • The initial NSBF PSI is disclosed on the working day immediately following the Final Review, or at such later date authorized by the Investment Committee in accordance with the Directive. • If the NSBF PSI needs updating as a result of material changes to the Project, the updated NSBF PSI is disclosed prior to approval of these changes.
Sovereign-backed Financing Project Summary Information (SBF PSI)	As required by the Directive on Sovereign-backed and Nonsovereign-backed Financings: <ul style="list-style-type: none"> • The initial SBF PSI is disclosed promptly after the Concept Review. • An updated SBF PSI is disclosed prior to the Appraisal Review. • If the SBF PSI needs updating as a result of material changes to the Project, the updated SBF PSI is disclosed prior to approval of these changes.
Sovereign-backed Financing Project Document (SBF PD)	As required by the Directive on Sovereign-backed and Nonsovereign-backed Financings, the SBF PD is disclosed promptly after approval of the Financing.
Sovereign-backed Financing Project Implementation Monitoring Report (SBF PIMR)	As required by the Directive on Sovereign-backed and Nonsovereign-backed Financings, SBF PIMRs are disclosed.
Client's draft environmental and social documentation – Non-sovereign-backed Financing (NSBF)	As required by the Directive on Environmental and Social Policy and Directive on Sovereign-backed and Nonsovereign-backed Financings, the draft environmental and social documentation is disclosed by the Bank as part of the NSBF PSI; updates are disclosed as they become available; material changes or additions to the disclosed environmental and social information for the project are disclosed as soon as such information becomes available, and in any event prior to approval of such change.
Client's draft environmental and social documentation – Sovereign-backed Financing (SBF)	As required by the Directive on Environmental and Social Policy and Directive on Sovereign-backed and Nonsovereign-backed Financings, the draft environmental and social documentation is disclosed by the Bank as part of the SBF PSI prior to the Appraisal Review; updates are disclosed as they

	<p>become available; material changes or additions to the disclosed environmental and social information for the project are disclosed as soon as such information becomes available, and in any event prior to approval of such change.</p>
<p>Project Procurement Information</p>	<p>As required by the Directive on Operations Procurement, AIIB publishes timely procurement notices on the Bank's website.</p> <p>As required by the Interim Operational Directive on Procurement Instructions for Recipients, the Bank publishes, on a regular basis, a description of Bank-financed contracts awarded, the name and nationality of the entity to which the contract was awarded and the contract price.</p>