



DISCLOSURE POLICY

Effective Date – October 31, 2018

Global
Green Growth
Institute

Purpose

1. The Global Green Growth Institute (hereinafter “GGGI”) has been established to promote sustainable development of developing and emerging countries, including the least developed countries.
2. GGGI is committed to operating in a transparent and accountable manner. This commitment is explicitly recognized in Article 13 of the Agreement on the Establishment of the GGGI and part of GGGI’s Accountability Framework.
3. It is the policy of the GGGI to publicly disclose information concerning its governance organs and their decisions as well as operational activities in the absence of a compelling reason to consider such information as proprietary, privileged or confidential.
4. This Disclosure Policy (hereinafter “Policy”) is based on the premise that public access to information is a key component of effective engagement and meaningful participation of all stakeholders and will increase understanding and support of GGGI’s mission.
5. The Policy sets out guiding principles, the categories of information to be made public, the types of information to be treated as proprietary, privileged, or confidential, as well as provisions for implementation.
6. The Policy applies to all recorded information in possession of or maintained by the GGGI. Information is defined as including printed and electronic materials.

Guiding Principles

7. This Policy is based on the following principles,
 - a. Promoting transparency and accountability, in the absence of a compelling reason to consider information as proprietary, privileged, or confidential;
 - b. Safeguarding deliberative processes and protecting confidentiality;
 - c. Providing clear procedures for making information available;
 - d. Recognizing requesters’ right to an internal review process.

Public Information

8. The following records shall be posted on GGGI’s website updated on a periodic basis.:
 - a. The list of Members, and their status as either Contributing or Participating Members;
 - b. The criteria on which Experts and Non-State Actor members of the Council are selected;
 - c. The list of Members and Expert/Non-State Actors to the GGGI Assembly and Council;
 - d. The criteria on which non-members and non-state entities are granted Observer status by the Assembly;
 - e. The Rules of Procedure of GGGI’s statutory governance organs, and their subsidiary bodies;

- f. The regulations and rules of GGGI, including those on financial, human resources, and procurement;
- g. The criteria and methodology for country program selection;
- h. The final documents and decisions received, reviewed, and adopted by the Assembly, Council, and subsidiary bodies within 30 working days of their adoption;
- i. Annual amount of core and earmarked contributions received and the use of contributions;
- j. GGGI's strategic plan approved by Council and individual Country Planning Frameworks agreed by GGGI and the respective country;
- k. GGGI's work program and budget, and project implementation updates issued by the Secretariat;
- l. GGGI's annual audited financial statements, approved by the Council;
- m. For procurement with value above USD100,000, solicitation notices issued, and the name of vendor and contract amount awarded; and,
- n. Recruitment advertisements for externally posted GGGI positions, as well as the list of persons working at GGGI.

Exceptions

9. The following information shall not be disclosed to the public:

- a. Information received from or provided to GGGI by its Members or other third parties with a request that the information be maintained as confidential or where there exists a compelling reason to consider such information proprietary or confidential, as to be determined by GGGI. Such information includes intellectual property, business proprietary, or other protected information submitted by third parties, properly disclosed to GGGI and accepted by GGGI for confidential treatment;
- b. Records relating to internal deliberative processes, including internal notes, memoranda, and correspondence among GGGI staff, except as appropriate for the purpose of soliciting expert input with institutions and individuals other than GGGI staff;
- c. Information covered by legal privilege, including information relating to legal advice and matters in legal dispute or under negotiation, or regulatory proceedings, or that subjects GGGI to an undue risk of litigation, or is related to internal audits and investigations;
- d. Personal or employment-related information about GGGI personnel, other than information contained in the work program and budget;
- e. Information related to procurement processes which involve prequalification information submitted by prospective bidders, proposals or price quotations, or records of deliberative processes;
- f. Deliberative processes and recordings of meetings of the Assembly, Council, or any subsidiary body held in closed session;
- g. Information whose disclosure is likely to endanger the safety or security of any individual, violate his or her rights, or invade his or her privacy;
- h. Information whose disclosure is likely to endanger the security of the Members or prejudice the security or proper conduct of any operation or activity of GGGI;
- i. Commercial information, if disclosure would harm either the financial interests of GGGI or those of other parties involved;

- j. Information which GGGI believes would, if disclosed, seriously undermine a policy dialogue with a Member, prospective Member, or an implementing partner; and
 - k. Other kinds of information which, because of its content or the circumstances of its creation or communication, must be deemed non-disclosable, as to be determined by GGGI.
10. If a record contains both disclosable and non-disclosable information, GGGI may decide, at its discretion, to redact the non-disclosable information and disclose the remaining record.
11. If the text of a document would not be appropriate for public release with redacted treatment, an abstract will be prepared and released in its place, if appropriate.
12. GGGI may decide, in its discretion, to refuse unreasonable or unsupported requests, including multiple requests, blanket requests, and any request that would require GGGI to create, develop, or collate information or data that does not already exist or is not available in GGGI records.

Disclosure of Information to Members

13. For the purpose of this Policy, Members of the GGGI and their representatives shall not be considered members of the public and shall, at their written request, be provided access to the same information available to the GGGI Secretariat staff, subject to approval based on a recommendation from the Director-General to the Chair of the Council.

Privileges and Immunities of GGGI

14. Nothing in or relating to this Policy will be deemed a waiver, express or implied, of any of the privileges and immunities of GGGI that it may enjoy under any national law or international law, or any agreement between any parties. Without limiting the generality of the previous sentence, the disclosure of information in response to a request for disclosure will not constitute a waiver, express or implied, of any of the privileges and immunities of GGGI that it may enjoy under any national law or international law, or any agreement between any parties.

Processing of Information Requests

15. Any person or organization may request the disclosure of non-confidential information.

Requests should be directed to the Head of Communications at GGGI's Headquarters
Republic of Korea
Email: accesstoinformation@gggi.org

16. The requester is entitled to a preliminary response from GGGI within fifteen (15) working days of receipt of the request and an estimate of the time required for a full response.
17. For information requests that involve the reproduction of material, the GGGI may charge a fee for material and labor cost, which will be communicated to the requestor and will need to be paid in advance.

18. GGGI may partially or wholly deny a request, as follows:

- a. In accordance with the limitations set out or referred to in this Policy;
- b. If the request is deemed by GGGI to be an excessive demand upon GGGI resources;
or,
- c. If the request, in the judgment of GGGI, appears to be frivolous.

19. In the event that the requestor is not satisfied with the response or if a request is denied, either in full or in part, the requestor may seek the review of the decision by addressing a letter to:

Director, Strategy, Policy and Communications Department
Email: spc@gggi.org

20. The Director will review the handling of the request for information and make a determination on how to proceed. The outcome of the review will be communicated to the requestor and there will be no requirement for GGGI to provide a detailed explanation of the outcome of the review.

Reproduction of Information

21. The implementation of this Policy will be subject to existing rules on intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, which may, inter alia, limit a third party's right to reproduce or exploit information.

Disclaimer

22. No representation is made or warranty given, express or implied, as to the completeness or accuracy of information made available by GGGI. The requestor shall apply discretion when using the information made available by GGGI. GGGI will not be liable for any direct or indirect loss arising from the use of the information.

Reporting and Periodic Review

23. GGGI shall report annually to the Council on the implementation of and compliance with this Policy and explaining any reasons for non-compliance.

24. GGGI will periodically review the adequacy of this Policy in line with other international organizations at least once every five (5) years, to ensure that the Policy is in accordance with international good practice.

Effective Period

25. This Policy shall become effective on October 31, 2018.