

Global Green Growth Institute

Second session of the Council

Abu Dhabi, 17 January 2013

Disclosure Policy

The Global Green Growth Institute (hereinafter the “GGGI”) is committed to operating in a transparent and accountable manner, and in accordance with the principles set out in Article 13 of the Agreement on the Establishment of the GGGI. It is the policy of the GGGI to publically disclose information concerning its decisions and operational activities in the absence of a compelling reason to consider such information as confidential.

This Disclosure Policy (hereinafter the “Policy”) is based on the premise that public access to information is a key component of effective participation of all stakeholders and will increase understanding and support of the GGGI’s mission.

I. Scope

This Policy applies to all recorded information in possession of or maintained by the GGGI.

II. Disclosure Categories*1. Records to be posted on the GGGI’s website*

Subject to the exceptions set out below and the requirements of applicable law, the following records shall be posted on the GGGI’s website within 30 days of their issuance:

1. The discussions, decisions and documents received, reviewed and adopted by the Assembly, Council and subsidiary bodies;
2. The criteria on which non-state entities are granted Observer status;
3. The criteria on which experts and non-state actors in the Council are selected;
4. The criteria on which the members of the Advisory Committee are approved;
5. List of current participants in all of the GGGI’s statutory organs;
6. The criteria and methodology for country program selection;
7. The GGGI’s rules and procedures, including Rules of Procedure of the Assembly, Council, Advisory Committee and subsidiary bodies; The GGGI’s annual audited financial statements;
8. Annual amount of donation received and the use of donated funds;
9. Final documents on the annual work program and budget, and project implementation updates issued by the Secretariat;

10. Major procurement solicitation notices issued, and name of vendor and contract amount awarded; and

11. Recruitment of staff and employees.

2. Records to be disclosed upon request

Subject to the exceptions set out below and the requirements of applicable law, all other GGGI records shall be made available upon request, as and when they are developed and become available.

III. Exceptions

Pursuant to section IV below, the following information shall be made available upon written request to the members of the GGGI (i.e., members of the Assembly and Council) but shall as a general practice not be disclosed to the public:

1. Information received from or provided to the 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 confidential, as to be determined by the Secretariat. Such information includes intellectual property, business proprietary, or other protected information submitted by third parties, properly disclosed to the GGGI and accepted by the GGGI for confidential treatment;
2. Records relating to internal deliberative processes, including internal notes, memoranda and correspondence among the GGGI Secretariat staff, except as appropriate for the purpose of soliciting expert input with institutions and individuals other than the GGGI Secretariat staff;
3. 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 the GGGI to an undue risk of litigation, or is related to internal audits and investigations;
4. Personal or employment-related information about the GGGI staff, other than information included in the work program and budget;
5. Information related to procurement processes which involve prequalification information submitted by prospective bidders, proposals or price quotations, or records of deliberative processes;
6. Recordings of meetings of the Assembly, Council or any subsidiary body held in closed session;
7. 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;
8. 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 the GGGI;
9. Commercial information, if disclosure would harm either the financial interests of the GGGI or those of other parties involved;

10. Information which the GGGI believes would, if disclosed, seriously undermine a policy dialogue with a Member or an implementing partner; and
11. Other kinds of information which, because of its content or the circumstances of its creation or communication, must be deemed confidential, as to be determined by GGGI senior management.

If a record contains both disclosable and nondisclosable information, the GGGI may decide, at its discretion, to redact the nondisclosable information and disclose the remaining record.

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.

IV. Disclosure of Information to Members

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 only to policies that may be developed and applied under authority of the Assembly and the Council.

V. Privileges and Immunities of the GGGI

Nothing in or relating to this Policy will be deemed a waiver, express or implied, of any of the privileges and immunities of the GGGI, pursuant to the Headquarters Agreement between the Government of the Republic of Korea and the GGGI, the Agreements on the Privileges and Immunities of the GGGI or otherwise.

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 the GGGI, pursuant to the Headquarters Agreement between the Government of the Republic of Korea and the GGGI, the Agreements on the Privileges and Immunities of the GGGI or otherwise.

VI. Processing of Information Requests

1. Any person or organization may request the disclosure of non-confidential information.
2. Requests should be directed to:

International Cooperation Department
Global Green Growth Institute
19th Floor, Jeongdong Building 15-5 Jeong-dong
Jung-gu, Seoul 100-784
Republic of Korea
Email: darius.nassiry@gggi.org
3. The requester is entitled to a preliminary response from the GGGI Secretariat within 15 calendar days of receipt of the request and an estimate of the time required for a full response.
4. 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.

5. The 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 the GGGI to be an excessive demand upon the GGGI's resources; or,
 - c. If the request, in the judgment of the GGGI, appears to be frivolous.
6. If a request is denied, the requestor may seek the review of the decision by addressing a letter to the GGGI Deputy Director-General for Management and Administration. The Deputy Director-General for Management and Administration 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 providing a detailed explanation of the outcome of the review.

VII. Reproduction of information

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.

VIII. Disclaimer

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

IX. Effective period

This Policy shall become effective on 18 January 2013 and remain in effect for 12 months or until the first meeting of the Council in calendar year 2014, whichever comes later, when the Council shall review this Policy and shall either re-confirm or revise it according to the needs of the GGGI.