Training on the Access to Information Policy is vital for its effective implementation

With the goal of providing Bank staff with effective tools that contribute to a better understanding of the Policy and its application, the Access to Information Section of the Office of the Secretary (SEC/ATI) continued its various training workshops during 2014. They included general sessions for the entire Bank, workshops for new Bank employees and interns, specialized sessions for different departments and/or units, and a training session for new members of the Board of Executive Directors.

Training with the Administrative Services and Corporate Procurement Division (BDA/ACP) in March 2014.

Session on the Access to Information Policy with new Bank employees in June 2014.

The Access to Information Section held 12 general sessions for the entire Bank on the Access to Information Policy.

Participation was lively in the session with the Office of Strategic Planning and Development Effectiveness (SPD) in June 2014.

See photos of 2014 Access to Information activities on Flickr

SEC/ATI has placed all the photos of its implementation activities during 2014 on Flickr and invites you to visit the following link to see them: [www.flickr.com/photos/69696173@N04/](http://www.flickr.com/photos/69696173@N04/)
Departmental Classification Instructions

To implement the Policy, ongoing work has been done to establish procedures and provide updated tools to support staff in the proper classification of information and application of the Policy. The Departmental Classification Instructions, a tool to support staff in document classification, are particularly important. The Access to Information Committee (AIC) approved these instructions in March 2013. Since then, the document has been kept permanently up to date and is currently in its fourth version (August 2014). Work will continue during 2015 to provide staff with information classification tools.

Workshop on the Access to Information Policy and Integrity Risk Management for project specialists

With the support of the Vice Presidency for Sectors and Knowledge (VPS), SEC/ATI worked in tandem with the Office of Institutional Integrity (OII) to hold a workshop for project specialists on the Access to Information Policy and Integrity Risk Management. In addition to three sessions at Headquarters in early 2014, face-to-face sessions were also held for staff from the Country Department Andean Group’s Country Offices [Colombia, Bolivia, Peru, and Ecuador] during the first week of September, focusing in particular on the project teams. The objective of these workshops was to enable project specialists to identify tools and techniques related to the Access to Information Policy and integrity risk management that they could use to address these issues in their projects. These issues are often sensitive and difficult to broach with counterparts. Training for Country Office staff will continue in 2015, with a particular focus on project teams.

SEC/ATI posts on the Abierto al Público blog

SEC/ATI published a blog post on Abierto al Público titled, “The Right of Access to Information in the Americas” describing the panel event held on 26 September. You can read more about the event on page 5 or visit the blog post at: http://blogs.iadb.org/abierto-al-publico/2014/10/16/el-derecho-de-acceso-la-informacion-en-las-americas/.
New form for requesting information

In mid-2014 an automatic system was established to track requests for information under the Open Ticket Request System (OTRS) that allows requests to be monitored to ensure they are answered within the deadlines established in the Policy. The form also includes a link to frequently asked questions (FAQs) to facilitate access to the information most commonly searched for by the external public.

Meeting of the Access to Information Committee (AIC) in June 2014

As part of its supervisory functions, the AIC held a meeting in June 2014 to learn about the progress made during 2013 in implementing the Policy and the activities to be carried out by Management in 2014. At the meeting, SEC/ATI reported on the contents of the 2013 Annual Report that was submitted to the Policy and Evaluation Committee (PEC) of the Board of Executive Directors in June 2014. The AIC is an administrative body chaired by the Chief of Staff of the Office of the Presidency and consisting of the Executive Vice President, the four Vice Presidents, and the Manager of the Office of External Relations (EXR). The Legal Department acts as advisor to the Committee and SEC as its secretary. As part of its responsibilities, the AIC oversees general implementation of the Policy, interprets the Policy in accordance with its guiding principles, and reviews and decides on requests for reviews received from external requesters whose requests were denied by the Bank.

2013 Annual Report

On 30 June 2014, SEC/ATI and EXR submitted the annual report to the Board of Executive Directors, which covered the main Access to Information Policy implementation activities during 2013. The report was divided into six areas: governance, stakeholders for implementation, tools for better application of the policy, technology and systems, policy training and dissemination, and information disclosure. You can download the report at http://sec or obtain a printed copy by visiting the SEC/ATI office at NE-1281.
Star Focal Point: Angélica Pérez

In each semiannual bulletin, SEC/ATI recognizes a Focal Point who has made a special effort to promote the Access to Information Policy in their department. In this issue, we recognize former Focal Point, Angélica Pérez of EXR. She was the Bank’s voice in responding to countless requests for information from the time the Public Information Center (PIC) was established in 1995 until her retirement in 2014. During this entire period, Angélica opened the doors to the public with genuine good will to help people understand IDB-speak and gain access to information produced by the Bank. Thank you Angélica!

Third internal campaign to promote the Access to Information Policy

The third internal dissemination campaign was conducted in May 2014 with the cooperation of the Focal Points, who distributed sunglasses as a new promotional article for the spring. Some Policy champions from Senior Management also took part. Many Bank staff members completed the access to information survey and received one of our famous coffee mugs. The survey is still available on the Access to Information web page at www.iadb.org/access.
Access to Information promotes the Policy among civil society organizations

During 2014, Access to Information had many opportunities to promote the Policy with civil society. As its first activity, SEC/ATI started a training program with civil society organizations coordinated through the Bank’s liaisons in each Country Office. In 2014, seven workshops were held covering Bahamas, Chile, Honduras, El Salvador, Uruguay, Mexico, and Costa Rica. SEC/ATI also took part in the mini-fair at the Caribbean IDB-Civil Society Dialogue in Suriname on 20 and 21 May, distributing materials to promote the Policy. Lastly, it participated in a panel event entitled “Tools for Greater Transparency” during the Fourteenth IDB-Civil Society Meeting on 22 and 23 October in Managua, Nicaragua, whose objective was to present progress and challenges in access to information in the Americas and the use of active transparency as a tool for disseminating information. As at the event in Suriname, SEC/ATI participated in the mini-fair in Managua.

The IDB hosted the IFI Working Group’s Annual Meeting

In September 2014, the IDB hosted the Annual Meeting of the IFI Working Group on Information Disclosure and Stakeholder Engagement, with a view to taking a lead in these areas, by disseminating the Access to Information Policy and sharing best practices. The event was organized by the IDB’s Office of the Secretary and the Environmental and Social Safeguards Unit and was attended by a number of multilateral banks, including the World Bank, the African Development Bank, the Asian Development Bank, the European Bank for Reconstruction and Development, the European Investment Bank, the Black Sea Trade and Development Bank, and other internal IDB participants. As part of the meeting, the IDB organized a panel event on “International Trends on the Right to Access to Information and Stakeholder Engagement.” The panel was moderated by Luis Giorgio, Chief of Staff of the Office of the Presidency and Chairperson of the Access to Information Committee (AIC), and the panelists included Jacqueline Peschard, former chairperson of the Federal Institute for Access to Public Information and Data Protection (IFAI) of Mexico; Álvaro Esteban Pop, independent expert on indigenous affairs of the United Nations Permanent Forum on Indigenous Issues, and Catalina Botero, Special Rapporteur for Freedom of Expression of the Inter-American Human Rights Commission (IACHR) of the Organization of American States.
The members of the External Review Panel visited Headquarters

The three members of the Access to Information Policy External Review Panel visited Headquarters on 12 and 13 November to learn about the current status of Policy implementation as well as processes to update Bank procedures and policies. Ximena Abogabir (Chile), Toby Mendel (Canada), and Mauricio Merino (Mexico), Panel members appointed by the Board of Executive Directors in July 2012, took part in activities with several internal Policy collaborators. The meetings with the External Panel members included matters related to Policy implementation, data transparency and the IDB’s Corporate Results Framework, Open Government, eArchives, civil society, public consultations and Bank policies. The members of the Panel also met with the Chairperson of the Access to Information Committee (AIC) and engaged in dialogue with members of the Board of Executive Directors. In addition to the meetings with internal collaborators, a working breakfast was held on Thursday, 13 November whose main objective was to enable the three Panel members to talk with the AIC, its advisors, and Policy Focal Points about the current international and regional status of access to information and its direct linkage to citizen participation and accountability.

Focal Points closely involved in Policy implementation

During 2014, SEC/ATI held approximately 15 bilateral meetings with the departments (between March and May) and two plenary meetings with all Focal Points (one on 28 August and the other on 30 October). The agendas of the meetings included items such as the Departmental Classification Instructions, updates on new procedures and changes related to the Policy, presentations by internal collaborators, the inclusion of Access to Information in CareerPoint, and dissemination activities, among other topics.