

Public Information Requests Processing Directive

A. OVERRIDING OBJECTIVE

This Directive sets out the rules and instructions of the Asian Infrastructure Investment Bank (the Bank) that are applicable to processing requests for the disclosure of public information (Requests).

These rules and instructions ensure that the Public Information Interim Policy (PIIP) is implemented in an effective and transparent manner.

The exercise and interpretation of this Directive shall seek to give effect to this overriding objective.

B. GENERAL PRINCIPLES

1. All Requests will be processed in accordance with this Directive.
2. The Bank acts upon a presumption in favor of disclosure in response to Requests.
3. When disclosure is denied, a written explanation for the non-disclosure determination will be provided by the Bank.
4. Data about the implementation of this Directive shall be deemed public information.

C. IMPLEMENTATION AND OUTREACH

5. The Communications and Development Department (CDV) shall implement this Directive under the PIIP to the extent necessary.
6. All Bank Staff shall cooperate with CDV to provide requested information and documents and otherwise implement this Directive promptly.
7. The CDV shall proactively undertake outreach activities to the public on the PIIP and the public's right to request information.

D. MECHANISM FOR DISCLOSING PUBLIC INFORMATION

8. The Bank's website shall be the main mechanism for disclosing public information by the Bank within the terms of the PIIP.

9. Requests, if approved, will result in the disclosure by CDV of the requested information which may include publication on the Bank's website.

E. REQUESTS FOR DISCLOSING PUBLIC INFORMATION

10. Requests must be submitted to CDV in English in written form marked "Public Information Policy Request".
11. Requests are deemed to fall within the terms of the PIIP and this Directive only if:
 - a. Received by mail addressed to AIIB, B9 Financial Street, Xicheng District, Beijing 100033, China;
 - b. Received by fax to +86 10 83580005; or,
 - c. Sent by email to information@aiib.org.
12. Purported Requests for the disclosure of information deemed by the CDV to fall outside of this Directive will not be recognized.
13. Upon enquiry, Staff Members of the Bank shall inform third parties of the appropriate methods of submitting a Request in accordance with this Directive or refer third parties to the CDV.

F. PROCESSING REQUESTS

14. Receipt of a Request shall be acknowledged by the CDV within 5 working days at the Bank's Headquarters.
15. Within 30 working days at the Bank's headquarters following receipt of a Request, the Head of CDV, shall provide a determination of whether disclosure will be allowed in accordance with the Guiding Principles, Public Information and Confidential Information provisions of the PIIP.
16. A determination by the Head of CDV that the information subject to the Request should not be disclosed, shall be accompanied by a written explanation and shall be provided together with information on the right to submit an appeal to the Vice President, Corporate Secretary.
17. A determination by the Head of CDV to grant a Request, shall be accompanied by publication on the Bank's website.

G. APPEAL OF NON-DISCLOSURE DETERMINATION

18. A denial of a Request may be appealed to the Vice President, Corporate Secretary (the Appeal). Such Appeal must be in English in written form marked "Appeal of Non-Disclosure Determination under the PIIP".
19. An Appeal shall only be receivable if it:
 - a. Is received within 20 working days at Bank headquarters following communication of the determination;
 - b. Is addressed to corpsec@aiib.org or sent by mail or fax using the details referred to in Sections 9(a)-(b) of this Directive (the Appeal); and,
 - c. Provides reasoned written grounds for reversing the non-disclosure determination.
20. The Vice President, Corporate Secretary shall acknowledge receipt of an Appeal within 5 working days at the Bank's headquarters.
21. A designated Review Officer shall be appointed by the Vice President, Corporate Secretary to consider the Appeal and to make a recommendation regarding whether to uphold or overturn the non-disclosure determination, having regard to the Guiding Principles, Public Information and Confidential Information provisions of the PIIP.
22. The Vice President, Corporate Secretary will consider the Review Officer's recommendation in consultation with the General Counsel and other relevant members of the Executive Committee. The decision of the Vice President, Corporate Secretary on the recommendation shall be final. The decision shall be communicated in writing to the appellant, giving written reasons, no later than 20 working days at Bank headquarters after receipt of the Appeal.