

DISCLAIMER

This Transparency Policy is a draft and is provided for information only. The information contained herein is subject to change and does not commit the African Risk Capacity. The final version of the Transparency Policy will be published as soon as adopted by the ARC Agency Board.

1 June 2018

Transparency Policy

1. Background and Purpose

- 1.1. The Policy sets out ARC's approach to transparency and document disclosure.
- 1.2. The principles of the Policy as well as its scope and measures apply to all the organs of ARC Agency: the Conference of the Parties (the "CoP"), the Agency Governing Board (the "Board"), and the Agency Secretariat (the "Secretariat").
- 1.3. In applying the Policy, ARC Agency will take into account African Union ("AU") and World Food Programme ("WFP") applicable rules such as their Anti-Fraud and Anti-Corruption Policy, and Privacy Policy.
- 1.4. The Policy was approved by the Board on [xx/xx/2018] and is available in all four official languages of ARC, on its website.

2. Guiding Principles

2.1. Public Access

- 2.1.1. ARC understands transparency to refer to an environment in which ARC's objectives, policies, decisions, legal and institutional framework, and the terms of accountability of ARC's governance organs are provided to the public in a comprehensive accessible and timely manner.
- 2.1.2. The Policy is guided by openness and the highest possible level of transparency with the underlying presumption that information concerning ARC's operational and institutional activities will be made available to the public, unless it is subject to a defined exception, in line with AU and WFP¹ policies, as well as internationally accepted principles.
- 2.1.3. ARC disseminates information to the public through various means, including ARC's organizational website, publications, news releases, representatives and oral

¹ The ARC Agency is currently operating pursuant to an administrative services arrangement (the **ASA**) with the UN World Food Programme (**WFP**). Under that agreement, WFP provides administrative, technical and human resources support to the ARC Agency, in exchange for indirect support cost calculated on donor contributions to ARC Agency. The current administrative services arrangement will be in effect until 31 August 2019.

statements by senior staff. ARC recognizes the following six categories of information to be publicly accessible:

- (i) Institutional information;
- (ii) Information on ARC policies and strategies²;
- (iii) Operational information;
- (iv) Information on evaluation;
- (v) Financial information that is not confidential; and
- (vi) Information regarding ARC's governance.

2.2. Exceptions to Public Access

2.2.1. ARC aims to strike a balance between disclosing information and its obligation to respect confidentiality. In some cases, there are legal, operational, and practical considerations that are necessary to preserve the interest of ARC, its staff, its Members States, and its various partners. The six kinds of information described below are deemed confidential and not available to the public:

- (i) Internal intra-office documents, including memoranda, draft documents, and correspondence among ARC staff and consultants, as well as personal information of ARC staff and consultants, Members of the Board, and Members of the CoP, that would violate the privacy of individuals, including personal records and medical information;
- (ii) Information that is confidential under contractual or other legal obligations of ARC, or which could, if disclosed, increase ARC's exposure to legal risk, violate applicable law, or compromise the security of ARC staff and consultants, Members of the Board, or Members of the CoP;
- (iii) Information covered by legal privilege or related to audit and investigation reports or to disciplinary proceedings;
- (iv) Financial information;
- (v) *Africa RiskView's* intellectual property, software development, raw data used to derive the vulnerability profiles from and raw data used to calibrate the model; and
- (vi) Information obtained in confidence from a Member State.

2.3. Within the limits imposed by applicable laws and regulations, the final determination as to what information may be released to the public shall rest with ARC which shall also decide which documents to publish, in electronic and/or paper form, and which documents are available on request only.

3. Measures

² Strategies in this context refers to ARC's Strategic Framework, Country Engagement Strategies and similar strategies that are not confidential in nature. Certain ARC strategies may be subject to paragraph 2.2 of this policy.

- 3.1. In order to support and promote the principle of transparency, ARC is committed to publish the information covered by paragraph 2.1.3. as well as accurate information regarding ARC's role, policies, and operations in a timely manner.
- 3.2. The main tool for disseminating this information is ARC's website (www.africanriskcapacity.org). ARC also seeks to disseminate information to the public by other means such as hard copy publications and informative documents, social media, press releases, conferences, meetings, and workshops.
- 3.3. In order to promote the accessibility of information, ARC is committed to make statutory documents and all other key documents available in all four official languages (English, French, Portuguese, and Arabic).

4. Responsibilities

Whereas the Board has the competence to adopt the Transparency Policy, the oversight and implementation of the policy falls under the responsibility of the ARC Secretariat. Responsibilities are deployed throughout the Agency as appropriate to ensure the objectives of the Policy are implemented at all levels of the Agency. The Policy is furthermore subject to a continuous process of internal review and quality assessment.