



Guidelines on Disclosure of Information

Annex to the Process Guidelines for the Carbon Fund

Version 1
June 2016

Carbon Fund of the Forest Carbon Partnership Facility (FCPF) Guidelines on Disclosure of Information

The following guidance on disclosure of information only applies to the below-listed documents for the FCPF Carbon Fund, in line with the [World Bank's Access to Information Policy](#) (AIP). It does not apply to any other documents of the World Bank, including documents of other carbon funds managed by the World Bank.

Item to be disclosed	Party Responsible for Disclosure	Disclosure Medium	Time of Disclosure
Emission Reductions Program Idea Notes (ER-PINs)	Facility Management Team (FMT)	FCPF website	21 days prior to relevant Carbon Fund (CF) meeting
	Government/Authorized Entity	Disclosed to the public in paper or electronic form	Within 30 days after selection by the CF Participants
Carbon Fund (CF) Resolutions on ER-PINs	FMT	FCPF website	Within 14 days after resolution by the CF Participants
Letter of Intent (LOI) with potential Emission Reductions Payment Agreement (ERPA) counterparties under the Carbon Fund of the Forest Carbon Partnership Facility (FCPF)* (*The LOI will indicate that the Buyer and Seller authorize disclosure. If either Party requests confidentiality, a confidentiality provision will be included in the LOI and the LOI will not be disclosed.)	FMT	FCPF website	Within 30 days of countersignature* (*unless request for confidentiality)

Emission Reductions Program Documents (ERPDs)	FMT	FCPF website	<u>Draft ERPD</u> and <u>Advanced draft ERPD</u> are disclosed upon availability of the Assessment Report of the Technical Advisory Panel (TAP). <u>Final ERPD</u> is disclosed 21 days prior to relevant CF meeting.
	Government/Authorized Entity	Disclosed to the public in paper or electronic form	Within 30 days after selection by the CF Participants
Assessment Report by the Technical Advisory Panel (TAP)	FMT	FCPF website	<u>Assessment Report of the Advanced Draft ERPD</u> is disclosed upon finalization. <u>Final Assessment Report of the Final ERPD</u> is disclosed 21 days prior to the relevant CF meeting.
ER Program reviews by CF Participants	FMT	FCPF website	If comments, within 4 weeks after the availability of the Advanced Draft ERPD
CF resolutions on ER Programs	FMT	FCPF website	Within 14 days after resolution by the CF Participants
Project Information Document (PID)– Concept stage	World Bank (WB): Task Team Leader (TTL)	WB website	Upon internal approval
	FMT	Link to WB website from FCPF website	Within 14 days after availability on WB website
Integrated Safeguards Information Sheet (ISDS) – Concept stage	WB: TTL	WB website	Upon internal approval
	FMT	Link to WB website from FCPF website	Within 14 days after availability on WB website
PID– Appraisal stage	WB: TTL	WB website	Prior to appraisal. If applicable, updated upon completion of appraisal
	FMT	Link to WB website from FCPF website	Within 14 days after availability on WB website
ISDS – Appraisal stage	WB: TTL	WB website	Prior to appraisal. If applicable, updated upon completion of appraisal

	FMT	Link to WB website from FCPF website	Within 14 days after availability on WB website
Safeguard Documents prepared by the country (or designated entity)	WB: TTL	WB website	<u>Draft</u> reports, specifically Environmental Assessment (EA) reports, Social Assessments, Indigenous Peoples Plans/Indigenous Peoples' Planning Frameworks, and Resettlement Plans/Resettlement Policy Frameworks/Resettlement Process Frameworks, are
			disclosed before appraisal begins. <u>Final</u> reports are disclosed when the country (or designated entity) officially transmits the final report to the World Bank. No later than 60 days, in the case of Category A projects, and 30 days, in the case of Category B projects, prior to signature of Emission Reductions Payment Agreement (ERPA).* (*unless condition of effectiveness of ERPA)
	Government/Authorized Entity	Disclosure in a form, manner and language understandable to project-affected people in one or more convenient public locations.	<u>Draft</u> reports are disclosed before appraisal begins. <u>Final</u> reports are disclosed no later than 60 days, in the case of Category A projects, and 30 days, in the case of Category B projects, prior to signature of Emission Reductions Payment Agreement (ERPA)* (*unless condition of effectiveness of ERPA)

	FMT	Link to WB website from FCPF website	Within 14 days after availability on WB website
Benefit Sharing Plan(s)	WB: TTL	WB website	<p><u>Draft</u> plan is disclosed before appraisal begins.</p> <p><u>Final</u> plan is disclosed prior to signature of Emission Reductions Payment Agreement (ERPA).*</p> <p>(*unless final plan is not available at the time of ERPA signature. In such case, the <u>advanced draft</u> is disclosed prior to ERPA signature and the <u>final</u> plan is disclosed before the sale and purchase obligations under the ERPA become effective.)</p>
	Government/Authorized Entity	Disclosure in a form, manner and language understandable to the ER program-affected stakeholders in one or more convenient public locations.	<p><u>Draft</u> plan is disclosed before appraisal begins.</p> <p><u>Final</u> plan is disclosed prior to signature of Emission Reductions Payment Agreement (ERPA).*</p> <p>(*unless final plan is not available at the time of ERPA signature. In such case, the <u>advanced draft</u> is disclosed prior to ERPA signature and the <u>final</u> plan is disclosed before the sale and purchase obligations under the ERPA become effective.)</p>
	FMT	Link to WB website from FCPF website	Within 14 days after availability on WB website
Carbon Finance Assessment Memorandum (CFAM)	WB: TTL	WB website	Prior to ERPA signature
	FMT	Link to WB website from FCPF website	Within 14 days after availability on WB website

Emission Reductions Payment Agreement (ERPA) under the Carbon Fund of the Forest Carbon Partnership Facility (FCPF)* (*The ERPA will indicate that the Buyer and Seller authorize disclosure. If either Party requests confidentiality, a confidentiality provision will be included in the ERPA and the ERPA will not be disclosed.)	FMT	FCPF website	Within 30 days of countersignature* (*unless request for confidentiality)
Letter of Approval	FMT	FCPF website	Within 30 days after receipt by the FMT
	Government/Authorized Entity	Disclosed to the public in paper or electronic form	Within 30 days after letter becomes available
ER Program Monitoring Plan	FMT	FCPF website	Within 30 days after receipt by the FMT
	Government/Authorized Entity	Disclosed to the public in paper or electronic form	Within 30 days after plan becomes available
ER Monitoring Reports	FMT	FCPF website	Within 30 days after receipt by the FMT
	Government/Authorized Entity	Disclosed to the public in paper or electronic form	Within 30 days after report becomes available
Verification Reports	FMT	FCPF website	Within 30 days after receipt by the FMT
	Government/Authorized Entity	Disclosed to the public in paper or electronic form	Within 30 days after report becomes available
Interim Progress Reports	FMT	FCPF website	Within 30 days after receipt by the FMT
Aide Memoires from supervision missions	WB: TTL	WB website	Disclosure (as attachment to the ISR) is subject to agreement by the national government/authorized entity and the World Bank.
Implementation Supervision	WB: TTL	WB website	Upon internal approval

Reports* (*disclosable portion)	FMT	Link to WB website from FCPF website	Within 14 days after availability on WB website
Implementation Completion Report (ICR)	WB: TTL	WB website	Upon internal approval
	FMT	Link to WB website from FCPF website	Within 14 days after availability on WB website

Document history

Version	Date	Notes
Version 2	June, 2016	Revised version presented in FMT Note CF2016-2. Changes made: <ul style="list-style-type: none"><li data-bbox="704 331 1442 401">• Correction made to improve consistency with the Process guidelines.
Version 1	April, 2015	Initial Version adopted by CFPs.