

Policy and guidelines on the public disclosure of information on project/programme including on-lending and blending operations

Palli Karma-Sahayak Foundation (PKSF)

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www.pksf-bd.org

1. Introduction

The Government of Bangladesh is promoting an 'Open Government' for ensuring greater transparency at all stages of its governance. Societal expectations in recent years have also resulted in heightened scrutiny of the good governance practices of all state owned entities. This focus reinforces the importance of adopting and adhering to good governance practices, including policies related to the disclosure of information to the public. This policy is intended to assist **Palli Karma-Sahayak Foundation (PKSF)**, an apex development organization established by the Government of Bangladesh (GoB), in fulfilling its obligations to ensure that all information related to PKSF's activities is disclosed in timely manner, while protecting its operationally sensitive information. This policy also seeks to assist staff members of PKSF in possession of material information related to its activities in meeting their obligations relating to its activities both at the head office and the field level.

Managing Director (MD), the Chief Executive Officer (CEO) of PKSF, is entrusted by the Governing Board to determine when, where and what types of information are to be made available to the public. If it is necessary, a committee is often also formed by the MD to appraise the appropriateness of the documents that will release publicly. If it is deemed that the information should remain confidential, the MD will determine how that confidential information will be controlled. PKSF has five general ways to disclose its information.

2. Public Disclosure through Right to Information (RTI) Mechanism

Every human has the right to access to information. To fulfil this right, the Government of Bangladesh has framed the Right to Information Act, 2009 and also framed rules under the Act. At present, the law which governs the right to information are: a) The Right to Information Act, 2009, b) The Right in Information (Relating to Information Receipt) Rules, 2009, c) The Right to Information (Related to Submission of Complaint and Disposal) Regulations, 2011 and d) The Right to Information (Information Reservation and Management) Regulations, 2010. *PKSF* shall ensure that all information related its activities are disclosed in accordance with the provisions of the above laws. An officer is assigned to carry out the duties in accordance with the law related to RTI.

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3. Public Disclosure through Citizen Charter

“Citizen's Charter” is a legal requirements under the regulation 13 of the RTI Regulations (Preservation and Management), 2010. It requires each public authority to adopt a “Citizen's Charter” containing information on how it deals with information seekers under the Right to Information (RTI) Act enacted by the GoB. It is supposed to include a description of measures the authority takes regarding: standard of services offered to applicants, transparency in the process, choices provided, courtesies shown, provision for complaints and ensuring equal treatment for all. The *Citizen's Charter* does not by itself create new legal rights, but it surely helps in enforcing existing rights. PKSF has already its “Citizen's Charter”, and displayed it near to the front entrance of PKSF and also in its official website. There is designated person who attends media and prepares press releases.

4. Public Disclosure through Annual Auditing and Reporting

High quality annual reports can contribute significantly to a company's success. Disclosure of accurate, comprehensive and timely information is critical for the functioning of an efficient organisation. The quality of information presented in annual reports influences stakeholders' decisions in many ways. PKSF has the greatest level of disclosure quality of annual reports with an aim to improve financial reporting quality continuously. PKSF does annual audits by internationally affiliated independent audit firms with full financial disclosures and discloses the audit reports to public through published annual report. PKSF's annual reports also contain the basic features of all activities undertaken by PKSF including addresses of its main implementing partners and the list of staff involved in. In addition, PKSF publishes a number of documents including a regular newsletter both in Bangla and English.

5. Public Disclosure through Annual and Bi-Annual Review Meeting

PKSF organises the review meeting with different stakeholders regularly. Those meetings provide a complete picture of the progress over the year, especially in relation to meeting the objectives specified in the projects or programmes, the impact any special provision has made and also the continued appropriateness of any special arrangements specified. PKSF organises annual or bi-annual review meetings with the respective ministries of the Government of Bangladesh and all development partners. Information is disclosed in the form of 'Aide Memoire', 'Progress Report' or 'Review Report'.

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6. Public Disclosure through PKSF Web Portal and Social Media

PKSF's Web portal is a website that acts as a multi sources or single source for all information on a specific domain and offers the user a broad array of information, arranged in a way that is most convenient for the user to access. The address of PKSF's Web Portal is www.pksf-bd.org. PKSF uploads all its activity reports in this portal and updates it frequently. It is also used for processing different types of applications. It has also different kind of information related to its governance and implementation. In addition, PKSF also uses social media including Face book and YouTube to disclose its information.

7. Communication and Enforcement

In addition to the above disclosure, there is also a non-disclosure aspect of this disclosure policy. All employees at one time or another will receive or be exposed to confidential information. That information may concerns other employees, product development, organizational affairs, business models or other organization with whom we do work. An employee is obligated to ensure that this information remains confidential. Any employee who violates this disclosure policy may face disciplinary action as outlined in the Service Rule of PKSF. This disclosure policy extends to all employees of PKSF. New employees will be provided with a copy of this disclosure policy and will be advised of its importance. This disclosure policy will be available to all employees.

