



# Bank Procedure

## Bank Procedure: Access to Information Advisory Council - Terms of Reference

### **Bank Access to Information Policy Designation**

Public

### **Catalogue Number**

ECR4.01-PROC.111

### **Issued**

July 7, 2017

### **Effective**

July 7, 2017

### **Content**

Terms of Reference for the Access to Information Advisory Council.

### **Applicable to**

IBRD,IDA

### **Issuer**

Vice President, ECRVP

### **Sponsor**

Director, ECRGP

## SECTION I – PURPOSE AND APPLICATION

1. This Procedure sets out the terms of reference for the Access to Information Advisory Council.
2. This Procedure applies to the Bank.

## SECTION II – DEFINITIONS

As used in this Procedure, the following capitalized terms have the meanings set forth below:

1. **AI**: access to information.
2. **AIAC**: Access to Information Advisory Council.
3. **AI Committee**: Access to Information Committee established by the Policy.
4. **Bank**: see definition for World Bank.
5. **Chair**: chairperson for the AIAC.
6. **DFI**: Development Finance vice presidency.
7. **ECR**: External and Corporate Relations vice presidency.
8. **ECRVP**: Vice President, ECR.
9. **IBRD**: International Bank for Reconstruction and Development.
10. **IDA**: International Development Association.
11. **ITS**: Information and Technology Solutions vice presidency.
12. **LEG**: Legal vice presidency.
13. **OPCS**: Operations Policy and Country Services vice presidency.
14. **Policy**: Bank Policy: Access to Information, July 1, 2015, Catalogue No. EXC4.01-POL.01.
15. **SEC**: Corporate Secretariat of the World Bank.
16. **Secretariat**: the secretariat to the AIAC.
17. **SPACP**: Strategy, Performance, Administration, Corporate Procurement
18. **Vice President**: vice president of the World Bank.
19. **World Bank** or **Bank**: collectively IBRD and IDA.

## SECTION III – SCOPE

1. **General**. The AIAC is an advisory council to ECRVP, in his/her capacity as the sponsor to the Policy, established based on a recommendation from the AI Committee.
2. **Role of the AIAC**. The AIAC serves an advisory role to ECRVP on decision making and implementation of the Policy. Additionally, the AIAC will (a) advocate for AI in the Bank, including with senior management, (b) facilitate linking AI with other related initiatives in the Bank, (c) discuss matters related to the Policy's evolution and implementation, and (d) ensure forward planning and allocation of adequate resources for AI initiatives related to openness, transparency and accountability.
3. **Composition of the AIAC and Secretariat**. The AIAC consists of seven principal members at the Vice President level, or equivalent, representing ECR, DFI, ITS, LEG, OPCS, SEC, and SPACP. The AIAC membership is principals only. The Chair of the

AIAC is the ECRVP. The AIAC is served by a Secretariat in ECR (i.e, the AI team within ECRGP).

4. **Process for AIAC Meetings.** The AIAC shall endeavor to meet annually, based on an agenda proposed by the AI Committee, on a date and at a time as the Chair may decide, in consultation with the Secretariat and the AI Committee. Other meetings, or consultations the AIAC may wish to carry out by virtual review, may be convened by the Chair as needed, in consultation with the Secretariat and the AI Committee. As appropriate, the AIAC, through its Chair, may invite non-members to participate in AIAC meetings or consultations to provide input and advice on agenda items relating to the area of expertise of such non-members. The Chair, through the Secretariat: (a) notifies AIAC members, and non-members (as needed), of meetings; and (b) circulates the agenda for meetings with all relevant material(s) for consideration at least one week before the meeting is scheduled. The AIAC's deliberations are recorded in the minutes prepared by the Secretariat.

#### SECTION IV – WAIVER

The Issuer may waive any provision of this Procedure.

#### SECTION V –EFFECTIVE DATE

This Procedure is effective as of the date on the its cover.

#### SECTION VI – ISSUER

This Procedure is issued by the Vice President, ECR.

#### SECTION VII – SPONSOR

The Sponsor of this Procedure is the Director, External Communications - Global Practices Communications, World Bank Group External and Corporate Relations.

#### SECTION VIII – RELATED DOCUMENTS

1. Bank Policy: Access to Information, July 1, 2015, Catalogue No. EXC4.01-POL.01.
2. Bank Directive/Procedure: Access to Information, July 1, 2015, Catalogue No. ECR4.01-DIR.01.
3. *Toward Greater Transparency Through Access to Information – The World Bank's Disclosure Policy*, December 10, 2009 (R2009-0259/2; IDA/R2009-0273/2).
4. World Bank Policy on Access to Information – Proposed Modification, March 25, 2013 (R2013-0051; IDA/R2013-0072).

5. *World Bank Policy on Access to Information*, June 27, 2013 (SecM2013-0301; IDA/SecM2013-0401).
6. *World Bank Policy on Access to Information – Proposed Modification*, June 24, 2015 (R2015-0129; IDA/R2015-0191).

Questions regarding this Procedure should be addressed to the Sponsor.
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