



SECRETARIAT

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DIRECTOR GENERAL'S BULLETIN

UNIDO Information Disclosure Policy

1. The purpose of this Director General's bulletin is to promulgate the UNIDO Information Disclosure Policy.
2. The custodian of the policy is the Managing Director of the Directorate of Corporate Management and Operations (CMO), who is authorized to amend or update the annexes to the policy as required.
3. This bulletin takes effect on the date of its issuance.



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

UNIDO INFORMATION DISCLOSURE POLICY

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UNIDO INFORMATION DISCLOSURE POLICY

I – The Policy

1. The purpose of the UNIDO Information Disclosure Policy (hereinafter referred to as the “Policy”) is to ensure that information concerning the Organization is made available to its stakeholders and the general public, subject to the limitations set out in this Policy. To that end, the Policy explains the principles and procedures governing the availability and release of information held by the Organization, and defines clear categories of information according to its status with regard to public disclosure.
2. Transparency and accountability are fundamental to the Organization and integral to fulfilling its mandate to promote and accelerate inclusive and sustainable industrial development (ISID). The Secretariat, which is accountable to the policymaking organs of UNIDO, has a duty to ensure that comprehensive, reliable and timely information concerning the Organization’s programmes and operations is made available to the representatives of Member States and the public in general.
3. Public access to adequate information concerning UNIDO is a key component of the effective participation of stakeholders in its activities. UNIDO recognizes that there is a positive correlation between transparency through the sharing of information, on the one hand, and trust and participation in its development activities, on the other.
4. The Policy is guided by a commitment to openness. The underlying presumption of the Policy is that information concerning the programmes and operations of UNIDO should be available to the public unless there is a compelling reason for maintaining the confidentiality of the information, in line with the exceptions listed in Annex II to this Policy.
5. Being predicated on an underlying presumption of disclosure, the Policy builds upon and codifies existing principles and practices. It also aims to ensure that the procedures for disclosure are as efficient and effective as possible.
6. This Policy applies to all personnel and to all information held by the Organization. The Policy is, however, not intended to govern the internal sharing of information within the Secretariat.¹
7. Responsibility for the day-to-day implementation of this Policy shall rest with the respective organizational unit, which is responsible for the relevant programme, project or administrative process requiring or relating to information held by the Organization. The heads of organizational units shall be responsible and accountable for ensuring compliance with this Policy by and within their respective organizational units.
8. This Policy complements other regulations and administrative issuances relating to data and information, such as staff regulation 1.4, the UNIDO Monitoring and Reporting Policy, and the

¹ The internal sharing of information, whether proactively or upon request, generally takes place on a need-to-know basis, as determined by the responsible organizational units, subject to any applicable rules and administrative issuances.

UNIDO Policy on the Protection of Personal Data.

II – Key Principles

9. This Policy is based on the following key principles of access to information:

Principle 1: *Maximum access.* UNIDO is committed to openness and transparency in all of its activities and operations and therefore seeks to maximize public access to the documents and information that it produces or possesses, within the limitations set out in this Policy.

Principle 2: *Limited exceptions.* Any exceptions to the presumption of disclosure will be narrowly and clearly defined.

Principle 3: *Simple and easy access.* UNIDO will facilitate simple and easy access to information, and use clear and cost-effective procedures for the release of information that is not publicly available.

Principle 4: *Reasoned decisions and right to review.* UNIDO will provide explanations for decisions denying access to information. Requesters who believe that they have been denied access to information in violation of this Policy will have the right to seek the internal review of such decisions.

III – Definitions

10. For the purpose of this Policy, the following terms shall have the meaning set out below:

“Disclosure” means any form of external disclosure, dissemination, publication, or release of information by or on behalf of UNIDO;

“Information held by the Organization” means information which is drawn up, received, or held by the Secretariat or any organizational unit of UNIDO, regardless of who produced it;

“Information” means any produced or recorded content, whatever its medium, concerning a matter relating to the programmes, operations, activities, policies or decisions of UNIDO;

“Managing Director, CMO” means the Managing Director of the Directorate of Corporate Management and Operations;

“Organizational unit” means a directorate, department, division, or office of UNIDO at Headquarters or in the field;

“Publicly available information” means information that has been disclosed or made available to the public by or on behalf of UNIDO, including on its public websites;

“Record” means a record containing or storing information held by the Organization, such as a document, file, electronic file, email, videotape, database, etc.;

“Requestor” means any individual or entity submitting a request for information under this Policy.

IV – Categories of Information

11. Notwithstanding the presumption of disclosure, certain legal, operational and other practical considerations need to be taken into account to protect the interests of the Organization, its personnel, Member States, and third parties. The application of these considerations results in some exceptions to the presumption of disclosure.

12. Information held by the Organization is generally classified into three broad categories: publicly available information, information disclosed upon request, and confidential information.

Category 1: Publicly Available Information

13. Publicly available information is information which is accessible via the UNIDO website (www.unido.org), the UNIDO Open Data Platform (open.unido.org), and/or other official websites of UNIDO and UNIDO programmes and projects. An indicative list of publicly available information is provided in Annex I to this Policy.

Category 2: Information Disclosed upon Request

14. UNIDO may disclose certain information, which is not otherwise publicly available, upon request. Limitations may apply with regard to the types of requestors to whom such information will be disclosed. In addition, restrictions (e.g. redaction of content) or conditions on the use of the information may also apply.

Category 3: Confidential Information

15. UNIDO may treat certain information as confidential information when there are compelling reasons for the preservation of its confidentiality. Confidential information may be utilized for official purposes but is not subject to disclosure, either as publicly available information or as information disclosed upon request, unless otherwise authorized. A list of information generally treated as confidential information can be found in Annex II to this Policy.

16 Confidential information may be disclosed only upon the authorization of the Director General, the Managing Director, CMO, or the managing director or director in charge of the programme, project or administrative process relating to the information in question. If appropriate, the author of a document will be consulted beforehand.

17. The heads of organizational units shall be responsible for defining and periodically reviewing the classification, according to the above categories, of the information for which their respective organizational units are responsible.

18. Decisions of the policymaking organs of UNIDO and of the Executive Board may also limit the disclosure of particular information. Nothing in or relating to this Policy will be deemed in any way to limit or modify the application of such decisions.

V – Public Access and Requests for Information

19. UNIDO seeks to maximize public access to the information that it produces and/or possesses. Any information that is not confidential information in terms of Annex II shall be subject to disclosure in accordance with the provisions of this Policy

20. As a matter of principle, UNIDO shall disclose the majority of information held by the Organization to stakeholders and the public at large, either proactively or upon request, subject to the exceptions to presumed disclosure specified in Annex II.

21. Any individual or entity may request the disclosure of non-confidential information held by the Organization, which is not otherwise available on or through the UNIDO public-access website or any other official website of UNIDO. Requests for the disclosure of information should be clearly formulated and as specific as possible, and should identify the requestor, the information being requested (with reference to the title of the document, if known), and the time period covered by the request, where relevant.

22. Requests for the disclosure of information must be submitted to the relevant organizational unit responsible for the programme, project or administrative process relating to the information in question.

23. UNIDO will endeavour to process each request for the disclosure of information as promptly as possible. Depending on the nature and complexity of the request, the responsible organizational unit should seek to respond to the requestor in writing within 60 days of receipt of the request. In case of a delay in processing the request, the requestor should be informed of the reason for the delay and provided with an estimated date for receipt of the information requested.

24. While information is generally available to the public free of charge, UNIDO may charge a fee, as established by the Department of Finance, for information requested pursuant to paragraph 21 above. The fee will be based on the estimated costs of retrieving and supplying the information requested, which will be communicated to the requestor and must be paid in advance. UNIDO will refund the fee if the information requested is not provided. UNIDO reserves the right to charge an additional fee in complex cases.

25. UNIDO reserves the right to deny, in whole or in part, requests for the disclosure of information or documents, if any of the following situations apply:

- The requested information is confidential information;
- The request is submitted anonymously;
- The author of a document does not consent to its disclosure;
- The request requires the selection and/or manipulation of digital data to produce content;
- The request is deemed, in the sole discretion of UNIDO, to be an excessive demand upon its resources;
- The request appears, in the judgment of UNIDO, to be unreasonable, repetitive, abusive, or vexatious in nature;
- The request is related to one or more similar requests that have been denied by UNIDO; or
- The requested information is in the public domain.

26. If part of the requested information is confidential information, the relevant organizational unit may, at its sole discretion, disclose the non-confidential part of the requested information. In such cases, appropriate measures should be taken to preserve the confidentiality of the information that is not disclosed.

27. The decision to deny a request for the disclosure of information shall be taken by the manager in charge of the relevant organizational unit, and where necessary, in consultation with the Managing

Director, CMO. The denial shall be duly notified to the requestor in writing, within the deadline specified in paragraph 21 above.

VI – General Conditions

28. This Policy is without prejudice to the intellectual and other proprietary rights of UNIDO and third parties, including but not limited to patents, copyrights and trademarks, which may, inter alia, limit the right to reproduce or exploit information.

29. While every reasonable effort should be made to ensure the completeness and accuracy of information disclosed under this Policy, no representation is made or warranty given by UNIDO, whether express or implied, as to the completeness or accuracy of such information.

30. UNIDO does not warrant that the use of any component of the requested information will not infringe the rights of third parties. The risk of claims from any such infringement rests solely with the requestor or user. It is the responsibility of the requestor or user to determine whether permission is needed from a third party to use any of the information and to obtain such permission, in particular from the copyright holder. In no circumstances will UNIDO assume liability for any direct or indirect loss suffered by a requestor or user as a result of the use of information disclosed under this Policy.

31. Nothing contained in or relating to this Policy, or done pursuant to it, shall be construed as a waiver of any of the privileges and immunities enjoyed by UNIDO under national or international law. Without limiting the generality of the previous sentence, the response to a request for disclosure will not constitute a waiver, express or implied, of any of the privileges and immunities of UNIDO or its personnel.

32. Nothing contained in or relating to this Policy, or done pursuant to it, shall be construed as constituting a limitation on the right of the External Auditor of UNIDO or of the Office of Evaluation and Internal Oversight to obtain free access to the records, documents and information which are, in their opinion, necessary for the performance of their respective functions.

VII – Internal Reviews

33. A requestor who believes that their request for the disclosure of information has been denied in violation of this Policy may request an internal review of the matter by the Office of the Managing Director, CMO. Requests for an internal review should be submitted in writing to:

The Managing Director
Directorate of Corporate Management and Operations
United Nations Industrial Development Organization
Address: Wagramer Strasse 5, 1220 Vienna, Austria
Email: information.disclosure@unido.org

34. Subject to the complexity of the request, the Office of the Managing Director, CMO will aim to notify the requestor of the outcome of the internal review within 60 days of receipt of the request. The notification should furnish reasons but need not contain a detailed explanation as to the outcome

of the review. The Managing Director's determination shall be final.

VIII – Entry into Force and Overall Responsibility

35. This Policy shall enter into force on the date it is promulgated.

36. Overall responsibility for monitoring the implementation of this Policy lies with the Directorate of Corporate Management and Operations.

ANNEX I²

PUBLICLY AVAILABLE INFORMATION

As of the date of issuance of this Policy, the following information and documents are considered publicly available information:

1. Information relating to Legal Resources

Basic Legal Documents

1.1 Constitution of UNIDO, Status of Accession, Succession, Declarations and Reservations

1.2 Historical Documents

- General Assembly Resolution 2089 (XX) concerning the establishment of the United Nations Organization for Industrial Development
- General Assembly Resolution 2152 (XXI) concerning UNIDO as an autonomous organization within the United Nations
- Lima Declaration and Plan of Action on Industrial Development Co-operation (Adopted by the Second General Conference of Former UNIDO at its Final Plenary Meeting, Lima, Peru, 12-26 March 1975)
- Agreement between the United Nations and the United Nations Industrial Development Organization
- Statute and the Rules of Procedures of the International Civil Service Commission
- Statute of the Joint Inspection Unit
- Inter-Organization Agreement Concerning Transfer, Secondment or Loan of Staff among the Organizations applying the United Nations Common System of Salaries and Allowances
- Lima Declaration: Towards Inclusive and Sustainable Industrial Development (Adopted by the Fifteenth General Conference of UNIDO at its Second Plenary Meeting, Lima, Peru, 02-06 December 2013)

1.3 Rules of Procedure

- Rules of Procedure of the General Conference
- Rules of Procedure of the Industrial Development Board
- Rules of Procedure of the Programme and Budget Committee

1.4 Financial Regulations and Rules

1.5 Staff Regulations and Rules

1.6 UNIDO Headquarters

- UNIDO Headquarters Agreement
- Old Agreements regarding UNIDO Headquarters
- Other Relevant Agreements
- Supplementary Agreements
 - Social Security Agreement
 - Vienna International Centre – Allocation of Common Services
 - Common Fund for Financing Major Repairs and Replacements

² This Annex may be revised or updated by the Managing Director, CMO. The latest version of the Annex will be published at https://intranet.unido.org/intra/Legal_Documents/Administrative_Issuances.

- Commissary
- Medical Centre
- Child Care Centre
- Conference Facilities
- Terms of Reference of the Committees
- Exhibitions at the VIC

2. Institutional Information

2.1 Who We Are

- UNIDO in brief
- 2030 Agenda and the SDGs
- Programme for Country Partnership
- Inclusive and Sustainable Industrial Development
- Third Industrial Development Decade for Africa
- GMIS – Global Manufacturing & Industrialisation Summit
- UNIDO Worldwide

2.2 Our Focus

- Creating Shared Prosperity
- Advancing Economic Competitiveness
- Safeguarding the Environment
- Strengthening Knowledge and Institutions
- Cross-Cutting Services

2.3 Stories

2.4 News Centre

- News Articles
- Events
- Multimedia

2.5 Resources

- Policymaking Organs
- Evaluation and Internal Oversight
- Procurement
- Statistics
- Publications
- Employment

3. Information relating to Policymaking Organs

3.1 The General Conference

- Sessions
- Rules of Procedure
- Reports

3.2 Industrial Development Board

- Rules of Procedure
- Reports
- Statements
- Sessions

3.3 Programme and Budget Committee

- Rules of Procedure
- Reports
- Sessions

3.4 Meetings and Events of the Policymaking Organs

3.5 Past Policymaking Organs Meetings and Events

3.6 Constitution

4. Information relating to Evaluation and Internal Oversight

4.1 Evaluation

- Evaluation Policy
- Evaluation Manual
- Evaluation Resources
- Work Programme
- IP and CSF Evaluations
- Project Evaluations
- Thematic/Programmatic Evaluations
- Terms of Reference for Ongoing Evaluations
- Reports – Country Evaluations
- Reports – Desk Reviews
- Activity Reports

4.2 Internal Oversight

- Charter of the Office of Evaluation and Internal Oversight
- Strategy 2020-2024 for the Office of Evaluation and Internal Oversight
- Internal Audit Policy
- Investigation Policy
- Internal Audit Manual
- Investigation Guidelines
- Terms of Reference of the Oversight Advisory Committee

5. Information relating to Ethics and Accountability

- Code of Ethical Conduct
- Prohibition, prevention and resolution of harassment, including sexual harassment, discrimination and abuse of authority
- Policy on Fraud Awareness Prevention
- Protection against retaliation for reporting misconduct or cooperating with audits or investigations
- Accountability Framework
- Internal Control Framework
- Policy on Financial Disclosure and Declaration of Interests Policy
- Terms of Reference of the Office of Ethics and Accountability

6. Information relating to Enterprise Risk Management

- Enterprise Risk Management (ERM) Policy

7. Information relating to Procurement

7.1 About UNIDO Procurement

7.2 Procurement for Technical Cooperation Programmes

7.3 Procurement for Non-Technical Cooperation Programmes

7.4 Key Documents

- Procurement Methods
- Registration in UNIDO's Database of Suppliers and Consulting Companies/Organizations
- General Procurement Conditions
- Notices – Procurement Opportunities
- Contract Awards
- UN Global Compact
- UNIDO Procurement Manual

8. Information relating to Implementing Partners and Grant Beneficiaries

8.1 About UNIDO Grants Management

8.2 Key Documents

- Grants Manual
- Grant Awards

9. Information relating to Statistics

- Statistical Databases
- Statistical Country Briefs
- Regional CIS Project
- Quarterly Report on Manufacturing
- Seminars and Meetings

10. Information relating to UNIDO Publications

- Latest Publications
- Advancing Economic Competitiveness
- Flagship Publications
- Creating Shared Responsibility
- Safeguarding the Environment
- Cross-Cutting Services
- Publications by Type
- Publications Database

11. Information relating to Employment

11.1 List of Current Vacancies

11.2 Junior Professional Officer (JPO) Programme

11.3 Partner-Experts (PE) Programme

11.4 Key Documents for JPOs, Consultancy Opportunities, Internship, Temporary Support Positions

12 Information relating to UNIDO programmes and projects

Information available via the UNIDO Open Data Portal and in machine-readable format (xml, under creative commons license published monthly) using the publication format of the

International Aid Transparency Initiative (IATI):

- Programme/project overview
- Financial information
- Outcome indicators
- Key documents
- Funding partners
- Beneficiaries

Disclaimer: The above list is not exhaustive and may change over time. Other types of information may need to be added to or removed from the category of publicly available information.

ANNEX II³**CONFIDENTIAL INFORMATION**

The following categories of information and documents are classified as “confidential information”:

1. Personnel information

- Information and documentation pertaining to UNIDO personnel, the disclosure of which may compromise the privacy or other legitimate interests of the individual concerned. Such information and documentation may include:
 - Confidential employment-related information, e.g. terms of employment, human resources records, personal communications;
 - Information of a personal nature supplied to UNIDO;
 - Information concerning individual appointment and selection processes;
 - Information on individual claims, grievances, and internal appeals, except to the extent permitted by and in accordance with the rules governing such proceedings;
 - Information concerning individual investigative and disciplinary matters, except to the extent permitted by and in accordance with the rules or administrative issuances governing such matters;
 - ‘Financial disclosure and declaration of interests’ statements, and similar forms.
- Other personal information pertaining to UNIDO personnel, the disclosure of which may violate the rights of any individual or invade their privacy.

2. Security and safety

- Information, the disclosure of which may endanger the life, health, safety, or security of any individual;
- Information, the disclosure of which may endanger public safety or the security of a Member or non-Member State;
- Information, the disclosure of which may endanger the security or safety of any office or premises of UNIDO;
- Information, the disclosure of which may prejudice the security or proper conduct of any operation or activity of UNIDO;
- Information, the disclosure of which may compromise the security or safety of any international organization or other entity (or its personnel) with which UNIDO collaborates;
- Information, the disclosure of which may jeopardize property owned by or in the possession of UNIDO;
- Information, the disclosure of which may jeopardize the official shipment of property or documents, or the shipment of a staff member’s personal effects.

3. Information concerning States and other organizations

- Information, the disclosure of which may adversely affect UNIDO’s relations with a Member or non-Member State, or with an intergovernmental, governmental, non-governmental or other organization.

4. Information obtained or shared in confidence

³ This Annex may be revised or updated by the Managing Director, CMO. The latest version of the Annex will be published at https://intranet.unido.org/intra/Legal_Documents/Administrative_Issuances.

- Information received from or sent to third parties, under an expectation of confidentiality;
- Information obtained in confidence from a government, international organization or other entity or person;
- Financial, business or proprietary and non-public information held by the Organization and belonging to a third party, unless such a party has expressly consented to the disclosure of the information;
- Information alleging a violation of any regulation, rule or policy of UNIDO, or any misconduct on the part of personnel, except to the extent expressly permitted by and in accordance with the applicable rules on investigations, as well as information, the disclosure of which may reveal the identity of the party making the allegation, unless such a party consents to the disclosure of their identity.

5. Confidential internal documents

- Internal email correspondence classified as confidential or restricted;
- Internal reports, analyses and reviews, and statistics prepared to inform internal decision-making processes;
- Records of internal meetings and of meetings with third parties;
- Internal policies, guidelines, and standard operating procedures classified as confidential or restricted;
- Information pertaining to corporate administrative matters.

6. Deliberative information

- Information and documentation relating to confidential deliberations of a policymaking organ or a subsidiary organ of a policymaking organ, unless authorized by a rule or decision of the organ concerned;
- Information concerning internal deliberations and related communications (including internal inter-office or intra-office documents such as emails, memoranda, and draft documents), if disclosure may undermine the decision-making process;
- Documents relating to the communications, deliberations and decisions of internal bodies and internal advisory committees;
- Contributions to and deliberations of UNIDO expert panels and committees, technical advisory groups, including communications between UNIDO and its experts;
- Documents produced by UNIDO for the information of senior management including internal briefings, reports, and self-assessments;
- The corporate risk register or any similar document;
- Communications sent to or received from permanent missions, representatives of Member States and other entities with which UNIDO collaborates.

7. Privileged information

- Information covered by a legal privilege;
- Legal advice and requests for legal advice;
- Advice on ethical questions from the Office of Ethics and Accountability and requests for such advice;
- Information related to the due process rights of individuals involved in internal audits and investigations.

8. Financial information

- Transactional details, source documents, and other information necessary for the preparation of internal or external financial and budgetary reporting;

- Banking and billing information of UNIDO, its offices, Member States, contractors, grant beneficiaries, implementing partners, and persons performing work for UNIDO.

9. Commercial information

- Commercial information which, if disclosed, may harm the financial interests of UNIDO, its Member States, UNIDO's funding partners or those of third parties.

10. Other

- Information, the disclosure of which would violate any applicable law or expose UNIDO to a legal risk;
- Information, the disclosure of which would violate any regulation, rule or administrative issuance of UNIDO, including the UNIDO Policy on the Protection of Personal Data;
- Information, the disclosure of which would violate a confidentiality agreement or similar legal undertaking;
- Other information, which, because of its nature or content or the circumstances surrounding its creation, use or communication, is deemed to be confidential by (i) the organizational unit responsible for the relevant programme, project or administrative process relating to the information in question, (ii) the Managing Director, CMO, or (iii) a third party;
- Passwords, pins and other access codes for UNIDO systems.

Disclaimer: This list is not exhaustive. Other types of information may be added to or removed from the category of confidential information.