
INTERNATIONAL RENEWABLE ENERGY AGENCY

Second session of the Assembly

Abu Dhabi, 14 – 15 January 2012

Policy on the public disclosure of documents

The policy of IRENA is to operate in a transparent and accountable manner. As a general matter, it is the policy of IRENA to publically disclose information concerning its decisions and operational activities in the absence of a compelling reason to treat such information as confidential. This policy is based on the premise that a) the effectiveness of IRENA's activities will be strengthened by public access to information, and b) broad availability to the public of information about IRENA will increase understanding and support of IRENA's mission, and increase transparency and accountability.

I. Disclosure Categories

1. *Records Posted on IRENA's Web Site:*
 1. Reports of each Assembly and Council meeting, together with the full text of all decisions approved by the Assembly and Council and accompanying documents.
 2. List of current participants in all of IRENA's governance processes.
 3. Rules and Procedures of the Assembly, Council, and all subsidiary bodies.
 4. Work Program and Budget, and implementation updates issued by the Secretariat.

2. *Records to be Disclosed Upon Request.*

Subject only to the exceptions set out below and the requirements of applicable law, all other IRENA records shall be provided upon request of any person.

II. Applicability

For the purpose of this policy "record" means all recorded information maintained by the IRENA Secretariat.

III. Exceptions

Notwithstanding the general principle of disclosure of IRENA records, the following records shall not be disclosed to the public:

1. Records relating to internal deliberative process, including internal notes, memoranda, and correspondence among IRENA Secretariat staff; provided, however, that IRENA Secretariat staff may consult, as appropriate for the purpose of soliciting expert input, with institutions and individuals other than IRENA Secretariat staff having specialized knowledge of specific issues and may share such information with them.
2. Information provided to IRENA by its Members or other entities with a request that the information be maintained as confidential, or where it is reasonable to conclude that the information was provided with an expectation of confidentiality.
3. Privileged information relating to legal advice and matters in legal dispute or under negotiation.
4. Personal or employment-related information about IRENA Secretariat staff, other than information included in the Work Program and Budget.
5. Intellectual property, business proprietary, or other protected information submitted by third parties, properly disclosed to IRENA and accepted by the IRENA for confidential treatment.
6. Information related to procurement processes which involve prequalification information submitted by prospective bidders, proposals or price quotations, or records of deliberative processes.

7. Recordings of meetings of the Assembly, Council, or any subsidiary body held in closed session.

If a record contains both disclosable and nondisclosable information, the nondisclosable information will be deleted and the remaining record will be disclosed, unless the two are so inextricably intertwined that it is not feasible to separate them or unless release of the disclosable information would compromise or impinge upon the nondisclosable portion of the record. If the text of a document would not be appropriate for public release with redacted treatment, if appropriate an abstract will be prepared and released in its place.

Wherever possible, third party submissions to IRENA should be free of the type of information subject to these exceptions, such as business proprietary information, intellectual property claims, and other information requiring confidential treatment. In the event that such information must be submitted to IRENA, it should be notified to IRENA prior to submission, accepted by IRENA for treatment under one of the following exceptions, and marked for segregated treatment.

IV. Disclosure of Information to Members

For the purpose of this policy, members of IRENA and their representatives shall not be considered members of the public. Members of IRENA and their representatives shall, at their requests, be provided access to the same information available to Secretariat staff, subject only to policies that may be developed and applied under authority of the Assembly and Council.