

INFORMATION DISCLOSURE POLICY

OF

Center of Participatory Research and Development-CPRD

Adopted in January 2017



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This document has been approved by 21th Executive Committee Meeting of Center for Participatory Research and Development-CPRD

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Approved by

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Treasurer
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1. Objectives

The purpose of this policy is to inform interested parties about the information they can expect from CPRD. It will also provide guidance to staff on the types of information that should be provided to our stakeholders. This is a policy instrument to commit to comforting the requirement of the "Right to Information Act (RTI) 2009". CPRD seeks to ensure stakeholder effective feedback mechanism in order to improve organizational impact. We consider access to information a key component to the effective participation in and understanding of CPRD's work. The information will be provided in an easy and understandable language and medium in a timely manner.

This Policy will evolve with its practice, the CPRD welcomes comments and feedback on its content and its information disclosure practices at info@cprdbd.org

2. Accessibility of information

CPRD shares regular updates, information and research products both in printed and online versions. To inform the stakeholders and partners about the ongoing and accomplished works, CPRD disseminates and makes available a substantial number of documents. Most of the information is accessible through CPRD's external website www.cprdbd.org. However, some information or documents might be supplied on request by the Research Assistant (Communication and Advocacy) of CPRD.

3. Scope & Limitation

This Policy covers all the information that CPRD has in its facilities and in the servers, they use, and describes the criteria and processes that determine the public disclosure of said information.

The information that belongs exclusively to the activities of stakeholder with whom CPRD can cooperate, associate, establish networks and interact in any other way, is the property of said stakeholder and is not in the control of this policy.

4. Language

CPRD's public website mainly uses English. All Key documents are published in this language, including briefing papers, research reports, development dialogues, media briefs, organizational policies etc. Some policy papers and press releases are also available in Bangla along with English version. As CPRD carries out and develop all research products in English, Bangla version of these policy/research outcomes are available in Bangla only in special circumstances or if there's any project's requirement. All the CPRD organized events which get media coverage are published also in Bangla and English.

5. Confidentiality

Though CPRD is devoted to assure a transparent disclosure system in place for information, the organization has a legal, procedural, privacy and realistic considerations. Therefore, there are certain documents or information need to remain confidential. Information as stated below are considered as confidential, which are not made available to the public:

- Information received or sent by CPRD which has an explicit expectation of confidentiality;
- Information which if disclosed can potentially endanger the safety or security of an individual, violate his or her rights or privacy;
- Information which if disclosed is likely to prejudice the security or proper conduct of a CPRD operation or activity;
- Information covered by legal privilege or which would violate existing laws and applicable regulations;
- Internal documents, including but not limited to e-mails and drafts of documents;
- Commercial information where disclosure could harm either the financial interests of CPRD or other parties;
- Information that in CPRD's view, if disclosed, risks compromising significantly policy dialogue with governments, donors, communities or partners;
- Information that, while at one point available for disclosure, becomes sensitive and confidential due to a result of changing circumstances.

6. The information that CPRD shares with specified stakeholders

The following information will be made publicly open at organization's Office in an easy and accessible media and language:

- Legal certificates and documents (NGOAB, TIN and Constitution)
- Structure of the organization
- Contact details: Email and telephone numbers of staff
- Plans at project location, Project proposal and Deed of agreement with other development partners Budget and Plan of operation for each year, Beneficiary selection criteria and entitlements
- Progress report against the plans: Progress report including MIS & FIS Yearly Training Calendar, Yearly Meeting Schedule, Minutes and circulars, External Audit Report Review Reports, Publications.
- Complaints and response system
- Procedures and guidelines: Human Resource Policy, Gender Policy, Leave Policy Salary structure, Individual salary and facilities, Finance and Audit Manual, Operation Manual, Training Manuals etc.
- Outcomes of the research projects and plans of the upcoming events.

7. Information to be disclosed on request only

Some information is only shared with special request of donor/funding organization or partners, otherwise, the following information are not provided to the public:

- a) Staff and beneficiaries' information
- b) Asset's information and documents

Exception: Personnel information related to the disciplinary matters will only be disclosed when it is asked by state and judicial authority.

8. Information available to Public

There are plenty of information and materials which are available to the public through accessing CPRD's website and from the office.

- Basic information profile of the employees: CPRD shares all the employees' profile in its website, however, contact information of the employees are not made public.
- All research reports, newsletters/development dialogues, media briefs, briefing papers are available on the website and easily retrievable. Printed copies of all these materials are provided/sent on demand.
- Details of the advocacy events are regularly updated and available in the websites.
- Media coverage of the advocacy events are also in the public mode found CPRD's website.
- Details about the ongoing and completed projects.

Getting Printed Copies of CPRD's Research Product: Anybody can seek or get the information through written/electronic/verbal ways as per demand. Research publications of CPRD are provided as free, however, request for other official documents require photocopy or printing charges.

Spot visit: Anybody can visit our program areas but the cost will be carried by the visitor and time of the spot visit will be decided by the respective office chief. The visit matter solely related to the official issues and it should be applied through prescribed format. (Format attached)

Interview: Anybody can interview any staff of CPRD but the responsibility of related any expenditure goes to the interviewer and cost will be decided by the Chief Information Officer. The interview matter solely related to the official issues and it should be applied through prescribed format.

9. Privacy matter

The information related to disciplinary matters which are preserved in personnel file could only be available when it is asked by state authority and judicial authority.

10. Designated Information Officer

- Research Officer (Advocacy and Communication) is responsible for providing or asking for required information. Accounts and Admin officer in his absence.
- If the staff denies providing any information than anybody can appeal directly through any means to Senior Research Associate or Chief Executive.

- Other staffs of CPRD are not allowed to share any confidential or legal information with anyone without informing the Chief Executive.

11. Monitoring and Review:

- Monitoring section will monitor the policy implementation, quality data preservation and way of disclose regularly and will conduct yearly review.
- Chief information officer will produce a monthly status report focusing the number and types of information wanted by the information seekers and given or denied by the organization as well as applications on the process.

12. Preservation of Information

CPRD's information and documents are preserved as the table demonstrates:

Materials	Preservation Duration
Normal Bill Voucher	5 Years
Normal Bill Voucher (Donor)	As per donor requirement
Utility Bills	Life long
Personnel File	Life long
Project Completion Report	Life long
Audit Report	Life long
All manuals-Updated	Life long
Organizational Constitution	Life long

13. Policy Authority and Acceptance of this Policy

This policy has been developed through consultation with beneficiaries, stakeholders and staffs of all sphere of the organization from 1st January 2009 and has been approved at the meeting of Board of Trustee held on 26th December 2010. The Executive board members hold the authority to bring about any necessary changes in the policy through the regular board meeting. Without the authorization of board members, any changes in the policy will not be valid.

14. Final Decision

CPRD reserves the right to deny any unauthentic or irrational requests seeking the very confidential information or data that requires to create, develop, or collate information that does not already exist. In case of research works, CPRD doesn't reveal the personal details of the respondents who have been interviewed or considered as cases for the study in order to ensure the ethical matter of all research works. In any case, decision by the CPRD's executive board is final and this policy might be changed/updated at any time.

