

IDLO TRANSPARENCY POLICY

1. Introduction and Principles

1.1 With its mission to strengthen the rule of law and promote good governance around the world, the International Development Law Organization (“IDLO” or the “Organization”) is committed to transparency and open and publicly accessible information in its operations, in line with the Organization’s core values. IDLO considers public access to information a key component of its work.

1.2 IDLO believes that public access to information is key to achieving sustainable development, as enshrined in the goals of Agenda 2030. IDLO actively promotes transparency as an element of good governance in its programs and policy advocacy, as well as in its engagement with external stakeholders.

2. Scope and Application

2.1 This Policy shall be applicable to IDLO and to all IDLO personnel with respect to any and all activities and operations involving the Organization and/or its Employees.

2.2 This Policy supplements and should be read in conjunction with the IDLO Code of Conduct, Personal Data Protection Policy, the Employee Regulations and Rules, the Human Resources Manual (“HR Manual”), the Document Retention Policy, and other applicable policies.

2.3 This Policy shall be reviewed periodically by IDLO and revised as needed. Any amendments to this Policy shall be authorized by the Director-General.

3. Definitions

3.1 The “Assembly of Parties” (Assembly) is composed of representatives of all IDLO’s Member Parties and is IDLO’s highest decision-making body. It normally convenes in Rome once a year, in the last quarter of the year. The Assembly determines the Organization’s policies and oversees the actions of the Director-General.

3.2 The “Standing Committee” comprises the President of the Assembly (also the Chair), two Vice Presidents and four Member Party representatives, elected to serve for two-year terms by the Assembly. It meets at least 3 times a year, reports to the Assembly and provides appropriate oversight of the Organization on behalf of the Member Parties between sessions of the Assembly.

3.3 The “Audit and Finance Committee” is composed of five to seven members elected by the Assembly and assists the Assembly, through the Standing Committee, in its oversight responsibilities with respect to audit and compliance, the implementation of financial reporting and maintenance of effective and efficient financial performance.

3.4 “Sub-grants” refers to grants that IDLO provides to carefully selected implementing partners who support the organization in the design and implementation of its interventions, tailoring them to meet local needs and basing them on locally defined parameters.

3.5 “Donor” means any public or private entity that makes a monetary or in-kind donation to IDLO of any value or type.

3.6 “IDLO personnel” means all IDLO employees as well as non-employees such as consultants, secondees, interns, special service contractors, and volunteers.

3.7 “Information” means printed or electronic materials that provide knowledge about IDLO activities, including, but not limited to, programs and operations of IDLO.

4. Publication of Information

4.1 In order to support, promote and advance the principle of transparency, IDLO is fully committed to regularly publish accurate information regarding its mandate, policies and activities across the globe.

4.2 One of the main tools for disseminating this information is the IDLO website (www.idlo.int). IDLO also seeks to disseminate information to its key groups of stakeholders and the wider public by other means such as hard copy publications and other communications materials, its social media platforms, press releases, conferences, events, and seminars.

5. Categories of Published Information

IDLO publishes a broad range of information and documents, including:

5.1 Governance related information, including but not limited to:

Documentation for the annual meetings of the Assembly of Parties, including resolutions, statements, and summaries of proceedings, and information regarding the Standing Committee and Audit and Finance Committee, including membership composition, terms of office, and main activities.

5.2 Institutional information, including but not limited to:

IDLO’s mission, vision, and core values, details of IDLO’s organizational set-up, including office locations around the world, composition of IDLO’s senior leadership, and key organizational policies.

5.3 Program related information, including but not limited to:

A list of ongoing programs and projects, including details of donor, program narrative summaries, and highlights.

5.4 Procurement related information, including but not limited to:

IDLO’s Procurement Policies and Procedures, information on ongoing and closed IDLO tenders worldwide, the General Terms and Conditions for IDLO contracts, the Supplier Code of Conduct, and a list of current framework agreements and contract awards over a fixed threshold.

5.5 Sub-grant related information, including but not limited to:

A description of the application and award process, information on how IDLO works with implementing partners, and details of sub-grant awards.

6. Access to Information upon request

In addition to information normally published, other IDLO information and documents are available for public disclosure upon request, subject to the exclusions set out below and/or any restrictions imposed by the applicable law,

7. Implementation of the Policy

IDLO implements its Transparency Policy through the following mechanisms:

- Regular reporting of activities and results to the governance bodies of the Organization, in particular on an annual basis to the IDLO Assembly of Parties, and at least three times per year to the Standing Committee and the Audit and Finance Committee;
- Publication on an annual basis of the operational budget, financial statements, management plan, and annual report;
- Dissemination of information via the IDLO website, as set forth in section 5 of this Policy;
- Regular publication of data about IDLO and its projects in line with the standards of the International Aid Transparency Initiative (IATI);
- Adhering to the International Public Sector Accounting Standards.

8. Exclusions

8.1 Notwithstanding the general principle of full disclosure and transparency of IDLO documents and information, there may be legal and practical concerns applicable to particular information or documents or categories of information or documents that warrant exclusion from disclosure. Information and documents that fall within one or more of the following categories shall not be disclosed to the public nor issued for publication:

- Security-related information, including information that may affect the safety or security of individual personnel, partners, beneficiaries, or IDLO operations;
- Personal and employment-related information covered by the IDLO Personal Data Protection Policy, unless disclosure is authorized in accordance with that Policy;
- Information relating to internal and external legal advice, legal documents, and matters in legal dispute or under negotiation;
- Recordings and documents of meetings of IDLO's governing bodies held in restricted sessions;

- Intellectual property, business proprietary, or other protected information submitted by third parties and accepted by IDLO for confidential treatment;
- Commercially and/or procurement-sensitive information including pre-qualification information submitted by prospective bidders, proposals or price quotations, and records of internal deliberations;
- Internal documents and communication, which may include information that is subject to confidentiality or non-disclosure agreements with partners or donors; and
- Any other information or documents that are determined not appropriate for public disclosure, following a decision by the Director-General.

8.2 If a document contains both disclosable and non-disclosable information, IDLO will make efforts to redact the non-disclosable information so that the remaining information may be disclosed, unless the two are inextricably intertwined such that they cannot be separated or the release of the disclosable information would compromise the non-disclosable part of the document.

8.3 These exclusions should only be applied to protect IDLO's interests and the legitimate interests of those who deal with IDLO.

8.4 IDLO shall review the above-mentioned exclusions on an annual basis.

9. Contacts

9.1 Contact details of IDLO's headquarters in Rome and branch and liaison offices in The Hague, New York, and Geneva are available on the IDLO website, together with several specific email accounts dedicated to providing different types of information depending on the request.

9.2 Individual queries regarding IDLO's Transparency Policy can be addressed to info@idlo.int.