



NORTH AMERICAN DEVELOPMENT BANK

PUBLIC NOTICE POLICIES

Considering that Chapter IV, Article V, of the *Agreement between the Government of the United States of America and the Government of the United Mexican States Concerning the Establishment of a North American Development Bank* requires the Board of Directors of the Bank to meet publicly at least twice each calendar year; and

Further considering that Chapter II, Article III, Section 14 (a), of such Agreement requires the Bank to establish procedures ensuring, to the extent possible, public availability of documentary information on all projects for which a request for assistance or an application for certification and financing is made; and

Recognizing that the aforesaid provision also establishes that the Bank must adopt procedures for giving written notice of and providing members of the public reasonable opportunity to comment on any general guidelines that may be established by the Bank for environmental infrastructure projects for which it provides assistance, and on all applications for certification and financing received by the Bank; and

Affirming the Bank's commitment to ensuring, to the extent possible, that the public has complete and timely information regarding the activities of the Bank including, among others, public meetings of the Board of Directors and projects presented for certification and financing; and

Aware that there are different information needs and mechanisms in the U.S. and Mexico and, that, therefore, the Bank must use the most adequate means to disseminate information;

The Board of Directors of the Bank adopts the following policies.

ARTICLE I. – NOTICE OF PUBLIC MEETINGS OF THE BOARD OF DIRECTORS

1. Notice

The Bank must notify the public, with at least thirty (30) days anticipation, of any public meeting of the Board of Directors. Such notice must include the proposed agenda for the meeting, as well as the place and time the meeting will be held.

2. Means for Providing Notice

The Bank, taking into account conditions in both the United States and Mexico, will use the most appropriate means to comply with the notice requirement referred to in Section 1 above. In this sense, the Bank will give notice of the public meetings of the Board of Directors by:

- a) posting the notice on the Bank's website and social media page(s);
- b) sending an e-mail message to the NADBanknet list server and via the electronic bulletin *NADBank News*;

- c) notifying all media outlets identified by the Bank; and
- d) providing such information to any person or organization that has specifically requested to receive it.

The Bank shall comply with all the above requirements, unless such compliance is not possible for reasons not attributable to the Bank.

Additionally, when deemed appropriate, the Bank may use other means to give notice of public meetings. These means may include:

- a) Paid notices in local, regional or national newspapers in both countries; and
- b) Paid announcements on radio and television.

3. Registration

Any person who wishes to attend a public meeting of the Board of Directors is encouraged to register in advance. Registration may take place through the Bank's website, by telephone or e-mail or in person at the Bank's offices, after public notice of the meeting and up to the day prior to the meeting, as well as on the day of the meeting at the place where it is being held. Attendance at the meeting will depend upon available space; therefore, it is recommended that all interested parties register promptly.

All other aspects regarding public meetings will be governed by the bylaws of the Bank.

ARTICLE II. – NOTICE OF PROJECT CERTIFICATION AND FINANCING APPLICATIONS

1. Notice

The Bank shall publish, within the first ten (10) working days of each month, a list of all projects that have been submitted to the Bank for certification and financing during the last thirty (30) days. This list shall include the projects for which an application has been submitted since publication of the previous list. At a minimum, the list should include the following information:

- a) the date of receipt of the application;
- b) the name of the project;
- c) the type of project;
- d) the location of the project;
- e) the name of the applicant and the project's primary contact person;
- f) the estimated cost of the project, where applicable; and
- g) a brief summary of the project.

2. Means for Providing Notice

The aforementioned list shall be made available to the public by:

- a) Posting it on the home page of the Bank's website and social media page(s);

- b) Publishing it in the electronic bulletin *NADBank News*; and
- c) Sending the information to any person who has specifically requested it.

ARTICLE III. – NOTICE OF TECHNICAL ASSISTANCE REQUESTS AND GRANTS

1. Notice

The Bank shall publish, within the first ten (10) working days of each month, a list of all technical assistance requests that have been submitted to the Bank in the past thirty (30) days and a list of all technical assistance granted during the past thirty (30) days. At a minimum, this list should include the following information:

- a) name, type, location and sponsor of the project for which technical assistance is being requested;
- b) date on which the application for technical assistance was received;
- c) type of technical assistance requested; and
- d) amount of technical assistance granted, where applicable.

2. Means for Providing Notice

The aforementioned lists will be made available to the public by:

- a) posting them on the home page of the Bank's website and on its social media page(s);
- b) including them in the electronic bulletin *NADBank News*; and
- c) sending it to any person who has specifically requested such information.

ARTICLE IV. – NOTICE OF CANDIDATE PROJECTS FOR CERTIFICATION AND FINANCING

1. Notice

The Bank must notify the public of all projects that will be considered for certification and financing, at least thirty (30) days prior to their consideration by the Board of Directors, except for projects considered for funding through the Community Assistance Program, in which case the public comment period will be at least fourteen (14) calendar days. At a minimum, this notice must include the following information:

- a) A summary of the project describing how it complies with the certification criteria;
- b) A list of the most important project documents on file at the Bank; and
- c) Any public comments previously received.

2. Means of Providing Notice

The aforementioned information shall be made available to the public by:

- a) Posting it on the Bank's website;
- b) Making printed copies available at the Bank's offices; and

- c) Sending it directly to any person or organization that has specifically requested such information.

Additionally, the Bank will send a short message through the NADBanknet mail server, *NADBank News*, and social media page(s), indicating that the information on the candidate project for certification and financing is available to the public through any of the means established above.

When deemed appropriate, the Bank may use other means to give notice of candidate projects for certification and financing. These means may include:

- a) paid notices in national newspapers in both countries;
- b) paid notices in major newspapers in the border region; and
- c) paid announcements on radio and television.

3. Public Comments

All written comments from the public regarding a candidate project for certification and financing shall be reviewed by Bank staff and forwarded to the Board of Directors for consideration, as long as such comments were received prior to the conclusion of the public comment period for the project in question.

4. Policy Compliance

No project may be certified and approved for financing by the Board of Directors unless the project has been given public notice under the terms of this article.