

The model of Transparency Policy of the European Investment Bank

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This model policy was proposed by CEE Bankwatch Network and Client Earth as contribution to EIB Transparency and Public Disclosure policies revision.

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Introduction

As an EU body, the European Investment Bank is committed to achieving the highest possible level of transparency in all its activities. The Transparency Policy (the Policy) reflects the Bank's commitment to comply with EU policy initiatives on transparency and public disclosure of information.

The purpose of the EIB Policy is to enhance the credibility and the accountability of the EIB Group towards its stakeholders and the public in general by giving access to the information that will enable them to understand its governance, strategy, policies, activities and practices. Transparency also contributes to increasing the efficiency and sustainability of the Bank's operations, reducing the risks of corruption, adverse environmental and social impacts and enhancing staff relations with external stakeholders

The EIB Policy is guided by the principle that, whenever possible, information concerning the Bank's operational and institutional activities will be made available to the members of the public. It is however recognised that certain type of information should not be publicly available and certain public and private interests should be protected by way of defined exceptions to disclosure.

Information shall be made available to the members of the public concerned in appropriate forms and language to ensure their effective participation in the environmental decision-making process. Within the European Union, citizens' participatory rights in decision-making are guaranteed by Directive 2003/35 providing for public participation in respect of the drawing of certain plans and programmes relating to the environment and amending with regard to public participation and access to justice Council Directive 85/337/EEC on the assessment of the effects of certain public and private projects on the environment and Directive 96/61/EC concerning integrated pollution prevention and control. The EIB commits to guaranteeing the same rights to the members of the public of countries outside the EU where the projects financed by the EIB are conducted.

The EIB is fully committed to transparency in the capital markets in which its bonds are offered. Its disclosure requirements vary depending on the legal and regulatory regimes of the markets where the Bank's securities are offered.

The present policy is an integral part of the EIB's Corporate Responsibility Policies, which underwrites institutional sustainability through competitiveness, the productive use of resources and good governance. In conducting its business, the EIB Group shall follow the principles of good governance, including a high level of transparency and accountability for itself and its counterparts while recognising the need to respect confidentiality where appropriate.

Regulation 1049/2001/EC on Public Access to European Parliament, Council and Commission documents and Regulation (EC) N° 1367/2006 on the application of the provisions of the Aarhus Convention on Access to Information, Public Participation in Decision-making and Access to Justice in Environmental Matters to Community institutions and bodies (the "Aarhus Regulation") set the applicable legal requirements to be applied by the Bank in relation to access to information.

The Regulation 1049/2001's preamble refers to article 1 of the Treaty on the European Union which enshrines the concept of openness, stating that the "Treaty marks a new stage in the process of creating

an ever closer union among the peoples of Europe, in which decisions are taken as openly as possible and as closely to the citizen". It also affirms that "in principle, all documents of the institutions should be accessible to the public". The constraints to access to information provided by this Policy and by the relevant legislation (Regulation 1049/2001 and 1367/2006) must thus be construed in accordance with the principles set out in article 1 of the Treaty granting the public the widest possible access to EU institutions and bodies' documents and, being exceptions, should be interpreted narrowly in accordance with the settled case-law of the European Court of Justice.

The Policy is subject to continuous internal evaluation and quality assessment under the direction of the Bank's Management Committee. The Bank runs awareness-building sessions for staff members on transparency and disclosure issues, dialogue with stakeholders, corporate social responsibility and other related topics.

Formal reviews of the Policy shall take place every three years. See paragraph 10 of the Policy.

The Policy is available in all official languages of the European Union, both on the EIB's website and as a paper copy.

The Policy has been drawn up to cover all aspects of EIB activities. Of particular relevance, when considering the Transparency Policy, are the policies covering transparency, environmental and social issues, corporate responsibility, and governance, including those for handling complaints and anti-fraud issues. They can all be found on the EIB website.

The institutional framework

The EIB Group consists of the European Investment Bank and the European Investment Fund (EIF). The EIB Group aims at giving financial support to the policy objectives of the European Union. Within the Group, the European Investment Bank (EIB) provides long and medium term bank loans, whilst the European Investment Fund (EIF) specialises in venture capital operations and providing guarantees for small and medium sized enterprises (SMEs).

The European Investment Bank (EIB), with its headquarters situated in Luxembourg, is the financing body of the European Union (EU). The capital of the EIB is subscribed by the EU Member States. While the EIB enjoys its own legal personality and financial autonomy within the Community system, it operates within the EU institutional framework and its mission is to ensure that its various activities support Community policies on a non-profit-making basis.

The EIB's Statute is a Protocol attached to the Treaty of Rome establishing the European Community. It defines the role, the scope of activities and the governance structures of the EIB. The Statute establishes the EU Member States as the EIB's shareholders. The Member States nominate members for the EIB's principal decision-making bodies: the Board of Governors, Board of Directors and the Management Committee. As an EU institution with its own legal personality, the EIB is accountable to the citizens of the Union.

The EIB has an extensive control and accounting structure with an independent Audit Committee appointed by and reporting directly to the Board of Governors, as well as international external auditors, internal audit and evaluation functions under its Inspector General. The EIB Group's Chief Compliance Officer monitors the internal observance of the EIB's statutory provisions, applicable rules, Codes of

Conduct and professional standards, to prevent compliance risks that might arise through failures by the EIB, its decision-making bodies or members of staff, in the discharge of their obligations.

The EIB is policy-driven. The European Council and the EU Council of Ministers frequently call on the EIB to support new EU policies and initiatives. The EIB's Board of Governors adapts EIB lending policies through new credit directives, opening up new areas of activities to enable the EIB to promote EU policies.

The EIB has close institutional and operational links with the European Commission. Under the terms of the EIB Statute, the Commission nominates a Member to the EIB's Board of Directors. All applications for loans are submitted to the Commission for an opinion before financing **decision** by the EIB's Board of Directors is taken.

The EIB has also close relationships with other EU institutions. It maintains a regular dialogue with the European Parliament on its activities in support of EU objectives.

In addition, the EIB is forging closer links with the European Economic and Social Committee, which acts as an interface between the EU institutions and civil society.

As part of the EU institutional framework, the EIB is subject to the jurisdiction of the Court of Justice of the European Communities, while the European Court of Auditors examines the use of EU funds managed by the EIB. Moreover, the EIB's activities fall within the mandate of the European Anti-Fraud Office (OLAF), as set by EC Regulations 1073/1999 and 1074/1999, and are subject to the remit of the European Ombudsman (EO).

The Bank signed a Memorandum of Understanding with the European Ombudsman to allow people outside the EU to lodge complaints against the Bank with the European Ombudsman.

The EIB also works closely with International Financing Institutions (IFIs) and Multilateral Development Banks (MDBs), in particular when it operates in the framework of the development aid and external co-operation policies of the EU.

The EIB ensures that all its activities comply with EU policies and laws.

Policy

Definitions of the terms used in the Policy

'Environmental information' means any information in written, visual, aural, electronic or any other material form on:

- (a) The state of the elements of the environment, such as air and atmosphere, water, soil, land, landscape and natural sites including wetlands, coastal and marine areas, biological diversity and its components, including genetically modified organisms, and the interaction among these elements;

- (b) Factors, such as substances, energy, noise, radiation or waste, including radioactive waste, emissions, discharges and other releases into the environment, affecting or likely to affect the elements of the environment referred to in point (a);
- (c) Measures (including administrative measures), such as policies, legislation, plans, programmes, environmental agreements, and activities affecting or likely to affect the elements and factors referred to in points (a) and (b) as well as measures or activities designed to protect those elements;
- (d) Reports on the implementation of environmental legislation;
- (e) Cost-benefits and other economic analyses and assumptions used within the framework of the measures and activities referred to in point (c);
- (f) The state of human health and safety, including the contamination of the food chain, where relevant, conditions of human life, cultural sites and built structures in as much as they are or may be affected by the state of the elements of the environment referred to in point (a) or, through those elements, by any of the matters referred to in point (b) and (c).

The ‘public’ means one or more natural or legal persons, and associations, organizations or groups of such persons.

‘Third party’ means any natural or legal person, or any entity outside the Bank, including the Member States, other Community or non-Community institutions and bodies and third countries.

‘Document’ means any content whatever its medium (written on paper or stored in electronic form or as a sound, visual or audiovisual recording) concerning a matter relating to the policies, activities and decisions falling within the Bank’s sphere of responsibility.

The right to information

1. The EIB acknowledges that as an EU body it is bound by EU law and commits accordingly to comply with Regulation (EC) 1049/2001 on Public Access to the European Parliament, Council and Commission documents and Regulation (EC) 1367/2006 on the application of the provisions of the Aarhus Convention on Access to Information, Public participation in Decision-Making and Access to Justice in Environmental Matters to Community Institutions and Bodies (the “Aarhus Regulation”).
2. The EIB’s Transparency Policy is founded on the principle that all documents held by the Bank should be accessible to the public in line with EU legislation. All information is subject to disclosure unless it falls under the constraints set up in the Article 4 of Regulation 1049/2001 and Article 6 of Regulation 1367/2006. The constraints to access to information provided in this Policy shall be interpreted narrowly.
3. Any member of the public has the right to request and receive information from the EIB. When considering a request for information, the Bank shall not discriminate or give special privileged access to information. It shall apply equal treatment towards enquiries from the public, whether from individual citizens and legal persons or special interest groups.

4. Business partners shall be made aware of the Transparency Policy at an early stage in discussions in any case before entering into the Finance Contract.

Access to environmental information

5. In accordance with article 4 of Regulation 1367/2006, the Bank shall organise the environmental information which is relevant to its functions and which it holds, with a view to its active and systematic dissemination to the public, in particular by means of computer telecommunication and/or electronic technology.
6. The Bank is committed to make environmental information progressively available in electronic databases that are easily accessible to the public through public telecommunication networks. To that end, the Bank shall place the environmental information that it holds, on databases and equip these with search aids and other forms of software designed to assist the public in locating the information they require.
7. The environmental information to be made available and disseminated is updated as appropriate. In addition, the databases or registers shall include the following:
 - a. texts of policies, plans and programmes relating to the environment to which the Bank refers in its documents
 - b. data or summaries of data derived from the monitoring of Bank's projects affecting, or likely to affect, the environment;
 - c. environmental information derived from the Financial Contracts and loan agreements entered into by the Bank
 - d. environmental impact assessments and studies and risk assessments concerning environmental elements, or a reference to the place where such information can be requested or accessed.

Participation in the Bank's decision-making process and access to information related to this decision-making process

8. The Bank shall provide, through appropriate practical and/or other provisions, early and effective opportunities for the public to participate during the preparation, modification or review of plans or programmes relating to the environment when all options are still open, in line with Article 9 of the Regulation 1367/2006.
9. The Bank shall provide early and effective opportunities for the public to participate during the preparation, modification or review of its institutional documents of public interest like Transparency Policy, Statement on Environmental and Social Principles and Standards, The Social Assessment of Projects in Developing Countries: The Approach of the European Investment Bank, Development Impact Assessment Framework of Investment Facility Projects.
10. Formal reviews of the Transparency Policy shall take place every three years.

11. The bank shall publish on its website the annual calendar of the Board of Directors meeting. At least 14 days in advance of the Board of Directors meeting, the Bank shall publish the agenda of the Board meeting. The agenda should list the individual financial activities proposed to the Board for approval, information about plans and programs as referred to in Article 8 and documents referred to in Article 9 of the Policy which are proposed to the Board for approval.
12. The results of votes and explanations of votes by members of the Board of Directors, as well as their statements relating to the adoption of the documents referred in Articles 8 and 9 of the Policy, shall be made public.
13. The Bank shall publish on its website the minutes of the Board of Directors meetings subject to the disclosure constraints listed in the Policy. The minutes shall as a general rule indicate in respect of each item on the agenda: the documents submitted to the Board of Directors and the decisions taken or the conclusions reached by the Board, the statements relating to the adoption of the documents referred in Articles 8 and 9 of the Policy.
14. The Bank shall publish on its website information about the Annual Meeting of the Board of Governors. The Bank shall publish the agenda of the Board of Governors meeting at least 14 days before the meeting. The agenda shall be accompanied by the supporting documents for the Board of Governors meeting.
15. The Bank shall publish on its website the minutes of the Board of Governors meetings subject to the disclosure constraints listed in the Policy. The minutes shall as a general rule indicate in respect of each item on the agenda: the documents submitted to the Board of Governors and the decisions taken or the conclusions reached by the Board.

Constraints

16. While the Bank is committed to a policy of transparency and presumption of disclosure, it recognises that in some cases overriding interests require to refuse disclosure of certain information. There are therefore certain constraints on disclosure of information.
17. Access shall be refused where disclosure would undermine the protection of:
 - a. the public interest, as regards public security, defence and military matters, international relations or the financial, monetary or economic policy of the EU, its institutions and bodies or a Member State;
 - b. privacy and the integrity of the individual, in particular in accordance with EU legislation regarding the protection of personal data
18. The bank shall refuse access to a document where disclosure would undermine the protection of:
 - a. commercial interests of a natural or legal person, including intellectual property,
 - b. court proceedings and legal advice,

c. the purpose of inspections, investigations and audits,

unless there is an overriding public interest in disclosure.

19. Access to a document, drawn up by the Bank for internal use or received by the Bank, which relates to a matter where the decision has not been taken by the Bank, shall be refused if disclosure of the document would seriously undermine the bank's decision-making process, unless there is an overriding public interest in disclosure. Access to a document containing opinions for internal use as part of deliberations and preliminary consultations within the bank shall be refused even after the decision has been taken if disclosure of the document would seriously undermine the bank's decision-making process, unless there is an overriding public interest in disclosure.
20. The Bank may also refuse access if disclosing the information would undermine the protection of the environment to which the information relates, such as the reproduction sites of rare species.
21. If only parts of the requested document are covered by any of the exceptions, the remaining parts of the document shall be released.
22. Information typically forming part of the Bank's confidential relationship with its business partners includes the financing request by a project promoter, loan pricing information, and the Finance Contract.
23. Where a Finance Contract deals with specific measures concerning the environment, the environmental information contained therein shall be made accessible to the public. The same applies to social and human rights provisions contained in the Finance Contract.

Any Finance Contracts covered by an application for access to information shall need to be independently examined. To the extent that certain portions of the Finance Contract might truly be confidential, those portions may be withheld pursuant to the point 21 of the Policy.
24. The Bank does not object to project promoters, borrowers, or other competent parties making information available on their relationship and arrangements with the EIB.
25. With respect to borrowing operations, publicity is restricted for private issuance for confidentiality reasons. The Bank shall disclose certain aggregate information on investor activity. Confidential information relating to individual investors or banks shall not be disclosed. The Bank shall however seek to encourage transparency regarding its securities issues wherever possible.
26. In accordance with article 17 of Regulation 1049/2001, the Bank shall publish a report for the preceding year including the number of cases in which it refused to grant access to documents, the reasons for such refusals and the number of sensitive documents not recorded in the register.

Access to third party documents

27. When the bank receives an application for access to information concerning third-party document in its possession, unless it is clear, that the document shall or shall not be disclosed, the Bank shall consult the third-party with a view to assessing whether a constraint is applicable.
28. The third party shall be consulted in writing (including by e-mail) and be given a reasonable time limit for its reply. The third party shall be asked to give its opinion in writing.
29. If the General Secretariat, in the light of the third party's negative opinion to disclosure, is not satisfied that Articles 17, 18, 19, 20 and 22 of the Policy are applicable, the bank shall decide on the matter. If the bank envisages the release of the document, the third party shall be informed immediately in writing of the bank's intention to release the document.

Routine dissemination and disclosure of information

30. The Bank is committed to active disclosure of information. The Bank shall as far as possible make documents directly accessible to the public in electronic form or through a register.
31. The Bank shall post on its website advance information on projects it considers for financial support on a Project List. All projects together with the Project Summaries, the Proposals from the Management Committee to the Board of Directors and Environmental and Social Information from the Appraisal Authorisation, are introduced onto the list at least 30 days before consideration by the EIB's Board of Directors.
32. The Bank shall publish on its website, in the Project Summaries, information about the environmental and social conditions related to the project that are to be included in the Finance Contract.
33. The EIB recognizes the added value that interested and well-informed members of the public, especially those people affected by a project in the host country, may bring to the project. Consultation and participation of concerned stakeholders during project preparation are expected to enhance sustainability and contribute to project success. The borrower is responsible for a timely disclosure and dissemination of appropriate information in a suitable form and language understandable for the affected communities and should make the information available to members of the public throughout the project life. Directive 85/337/EEC on the assessment of the effects of certain public and private projects on the environment sets the minimum transparency and public participation standards that the Borrower should apply to every EIB financed project.
34. Information from the Bank's mission reports shall be published with the Project Summary as soon as possible after the completion of the monitoring mission.
35. Annex 1 includes examples of the documents of the Bank that are subject to routine disclosure on the EIB website. Documents subject to routine disclosure shall be made publicly available as soon as possible.

Information on the borrowing activities of the Bank

36. The EIB is required to follow the law in the markets in which its securities are offered. A common requirement in the jurisdictions in which the EIB operates is non-discrimination in the disclosure of financial information that would provide interested persons with an unfair competitive advantage in trading. In general the EIB will seek to ensure that information on such matters will be released simultaneously through appropriate approved regulatory channels as well as on its website. Routine information on EIB borrowing activities is also made available by financial intermediaries.
37. The main means of communication on borrowing operations and other information of relevance for capital markets audiences will include:
- a. Regulatory filings that are made available to the public.
 - b. The Bank's website.
 - c. Key financial news services, notably Bloomberg and Reuters.
 - d. Dissemination of news through a Regulatory Information Service.
 - e. The Investor Relations sub-site of the Bank's website focuses on the Bank's borrowing activities. These website pages provide a profile of EIB as a borrower, and information related to key aspects of its borrowing operations, including tables of issues and links to offering circulars and debt issuance programmes.
 - f. The EIB Group Annual Report will include extensive information on lending and borrowing activities, as well as financial statements. It will include the Financial Report, which provides an annual overview of borrowing activities, treasury and liquidity management. Among the Annual Report documents will be the statistics supplement, which will contain a list of bond operations carried out in the capital markets.
 - g. Presentation documents and fact sheets.
 - h. Periodical investor newsletters.
 - i. Press releases on borrowing activities, which are considered particularly newsworthy or respond to disclosure requirements.
 - j. Other specialised information materials on the Bank's activities in the capital markets.
38. The EIB also has direct contacts with sections of the investment community in meetings (including road-shows, teleconferences and conferences).
39. Queries related to the Bank's activities in the capital markets should be addressed to the Investor Relations Division (investor.relations@eib.org).

40. Documentation (Offering Circulars, Prospectus and/or Programmes) for public bond issues shall be available upon request.

Languages

41. To promote the accessibility of information, the Bank is committed to a language regime that responds to public needs. EIB's statutory documents will be available in all official EU languages. Other key documents with a particular importance for the public, such as the Transparency Policy itself, shall also be published in all official EU languages and Russian. Other documents routinely disclosed shall be available in, at least, English, French and German.
42. Environmental and social impact studies shall also be available in the languages of the affected communities.
43. The EIB shall require its staff members to ensure that citizens writing to the Bank in one of the EU languages receive a reply in the same language.
44. EIB shall accept communication in the languages of the communities that might be affected by the Bank's projects carried out outside the EU. The EIB shall require its staff members to ensure that citizens writing to the Bank in one of these languages receive a reply in the same language.

Processing of requests to information

45. Applications for access to documents may be made in any written form or orally in any official languages of the EU. They should be addressed to the EIB's Communication Department or to info@eib.org. They may also be addressed to the Bank's External Offices, which shall then forward them to the Communication Department at the Headquarters in Luxembourg.
46. Applications for access to information about specific project financed by the Bank may also be made in a language relevant to the place where the project is located.
47. The applicant is not obliged to state reasons for the application.
48. Requests will normally be processed by the EIB's Infodesk and will be replied to without delay and in any event no later than 15 working days following receipt.
49. If an application is not sufficiently precise or if it does not enable the document, or information, to be identified, EIB staff will ask the applicant to clarify the application.
50. In the event that a request is delivered to the wrong person within the Bank, the member of staff who received it will forward it to the competent department without delay.
51. If an oral request for information is too complicated or complex to deal with, the member of staff will ask the applicant to formulate his/her request in writing.
52. If information has already been released, either by the Bank or by a third party, EIB staff will inform the applicant how to obtain the requested information.

53. Where, on account of the complexity of the issue(s) raised, a reply cannot be provided within the prescribed time limit, staff will inform the correspondent without delay and no later than 10 working days following receipt. The acknowledgment will indicate the name of the department and the member of staff preparing the reply.
54. A reply to a complex request will be provided no later than 30 working days following receipt.
55. If, for reasons of confidentiality, staff are unable to divulge the information requested, in full or partially, they will give the reason(s) why such information cannot be provided and inform the applicant of his right to make a confirmatory application (see below).
56. Information will be supplied in an existing version and format, or, if feasible, in a format according to the specific needs of the applicant.
57. An applicant may be charged a fee to cover the costs arising from the making available of document(s) requested. However, copies of less than 20 pages and direct access in electronic form will be free of charge.
58. Staff will not send any correspondence to other external parties unless the person concerned has been informed.
59. The Bank will retain the possibility of refusing to follow up an application that is manifestly unreasonable.

Confirmatory applications

60. In the event of a total or partial refusal, or failure by the Bank to reply to a request within the prescribed time limit, the applicant may, within 15 working days of receiving the Bank's reply, make a confirmatory application to the EIB's Secretary General by post, by e-mail to complaints@eib.org or by filling in an online form available in all official languages of the EU (<http://www.eib.org/infocentre/complaints-form.htm>)
61. The Bank shall handle a confirmatory application as soon as possible and in any event no later than 15 working days following receipt. In exceptional cases, for example in the event of an application relating to a very complex document or question, the time limit may be extended by another 15 working days, provided that the applicant is notified in advance and that reasons are given.

Appeal

62. In the event of a total or partial refusal following a confirmatory application, the Bank shall inform the applicant of the remedies open to him or her, namely instituting court proceedings against the institution and/or making a complaint to the Ombudsman, under the conditions laid down in Articles 230 and 195 of the EC Treaty, respectively now Article 263 and 228 of the Lisbon Treaty.
63. The provisions for appeal also apply if the Bank fails to reply within the prescribed time limits or if a person considers that a reply is unsatisfactory.

64. In case of dissatisfaction with the outcome of the complaint lodged with the EIB Complaints Mechanism, EU citizens or any natural or legal person residing or having its registered office in a EU Member State may, in accordance with article 195 of the EC Treaty (Article 228 of the Lisbon Treaty) and regardless of a direct concern in the alleged maladministration, refer their appeal to the European Ombudsman. The Ombudsman has been set up to examine appeals about maladministration in the activities of EU institutions and bodies and reports to the European Parliament. Moreover, following the Memorandum of Understanding signed by the EIB and the European Ombudsman the latter commits to using its own initiative power systematically in order to handle complaints lodged against the EIB, when the sole reason preventing an inquiry is the fact that the complainant is not a citizen of the European Union or a natural or legal person residing or having his registered office within the Union.

Sources of information

65. EIB documents in the public domain, may be freely reproduced, if:

- a. The source and the date of publication are mentioned and
- b. The information is not modified and
- c. The information is not used for commercial purposes (which would require the EIB's approval) and
- d. The rights of third parties with regard to copyright are respected.

66. Certain statutory documents and decisions of the Bank are published in the Official Journal of the European Union.

Website

67. The EIB Website is the main platform for disseminating information to the public on the Bank's role and activities. It is a key authoritative source of information on the Bank.

68. The Bank is committed to a policy of constant improvement in the content and facilities of the website to enhance rapid and easy access to its information. The website is currently available in English, French, and German.

69. Sub-sites of the Bank's website focus on particular lending and borrowing objectives or other sectors of EIB activity. Typically, sub-sites cover EIB activity in: Accession Countries, Mediterranean Partner Countries, Asia and Latin America, Russia and the Eastern neighbors, African, Caribbean and Pacific Countries, Economic and social cohesion, JASPERS, Knowledge Economy, Human capital, TENS, Environment, Capital Markets, Corporate Responsibility, Civil Society, Jobs - on current employment opportunities at the EIB, Economic and Financial Studies - with access to research papers.

70. EIB's website is also accessible through the portal site of the European Union server (www.europa.eu) and is included in numerous public websites dealing with EU affairs, as well as in the main internet search engines.

InfoDesk

71. The InfoDesk (info@eib.org) may be addressed for all requests for information and documents or any other enquiry concerning the EIB's role and activities. The InfoDesk team **may** also be reached by telephone – see contact details below.

Relations with the press and other news media

72. In general the Media Relations Division, Communication Department, manages relations with the news media. The Investor Relations Division in the Capital Markets Department manages relations with specialised capital market press.

73. Press activities are focused on:

Press conferences, organised by the Bank, among which the main annual press conferences in Luxembourg and Brussels (in February) presenting the Bank's results in the previous financial year and, if required, the press conference after the Board of Governors Annual Meeting (in June).

Press contacts, ranging from briefings and interviews to background information meetings.

Press releases are posted on EIB's website and circulated to those on the press release mailing list.

Articles for specialised publications.

Corporate and market-oriented advertisements – limited in scope.

Civil society relations

74. The role of the Civil Society Unit, Communication Department, is to manage relations with the general public, including contacts with Non-Governmental Organisations (NGOs) and other Civil Society Organisations (CSOs). The Unit acts as an interface with civil society, in particular in coordinating replies to enquiries and requests for information and organising meetings and workshops with interested organisations.

75. Local and regional contacts. Bank staff correspond and meet with local CSOs, notably when there is a particular interest among the local population in an EIB-financed project. Whenever appropriate, operational staff are included in such meetings, with the Civil Society Unit having a coordinating and facilitating role.

76. Other events. EIB staff also participate in CSO-organised events.

77. Civil Society Homepage on EIB relations with Civil Society www.eib.org/civilsociety

Conferences and exhibitions

78. The Bank shall organise a number of external conferences and events as well as participates in conferences and events organized by third parties.

79. The EIB Forum and other occasional conferences gather together policy makers and experts on important European issues.

80. The EIB holds seminars, roundtables and workshops with stakeholders on topics of mutual interest, in particular for business partners.
81. EIB staff participate in external events to promote a professional debate on topics of interest to the Bank.
82. EIB staff receive visitor groups in the Bank, having a political, professional or academic interest in the Bank's role and activities.
83. The EIB is frequently present at major conferences, trade fairs and exhibitions of special interest to it, in particular those aimed at establishing and extending relations with, for example, the banking sector, public and private economic operators, civil society, and the media, and also at recruitment fairs which present an opportunity to contact potential employees.

Audio-visual materials and library facilities

84. The Bank shall provide the following materials and facilities:

Video films, explaining the EIB's role and activities are freely available.

The EIB has a small film library for professional use containing "dossiers" of film material, illustrating aspects of EIB activities and its decision-making structure.

The EIB has a small photograph library on EIB activities and personalities that may be consulted by third parties on request.

The EIB may provide restricted access to its Library facilities. This is mainly limited to elements such as its inventory of official EIB texts, and a bibliographic selection of works about the EIB. Use of the library resources is by appointment and subject to staff availability.

EIB historical archives

85. The EIB is working on the declassification of its archives. EIB documents of historic value are gradually released from the Bank's archives and made available to the public once released. They are transferred to the "Historical Archives European Union" (HAEU) at the University Institute in Florence, where they are available for the public together with the archives of the other European institutions and bodies.

Contacts

InfoDesk

Tel: +352 4379 22000

Fax: +352 4379 62000

E-mail: info@eib.org

For contact details of the Bank: <http://www.eib.org/infocentre/contact/index.htm>

For contact details of EIB Group: <http://www.eib.org/infocentre/contact/eib-offices.htm>

Annex 1

The documents subject to routine disclosure on the Bank website on the basis of the Art. 35 of the Policy

Statutory documents

1. EIB Statute - sets out the institutional, legal and governance framework for the Bank's activities.
2. Rules of Procedure – for the Bank's decision-making bodies, the Audit Committee, and staff.
3. EIB Group Annual Report - is made up of three separate volumes:

EIB Group Financial Report – represents the financial statements of the EIB Group, the EIB, the Cotonou Investment Facility, the FEMIP Trust Fund and the EIF, along with the related explanatory annexes⁸.

EIB Group Activity and Corporate Responsibility Report - highlights the Group's key activities in the previous financial year and future prospects.

Statistical Report - includes in list form the projects financed, and the borrowing undertaken by the EIB, together with a listing of the EIF's projects. It also includes summary tables for the reference year and the last five years.

Codes of Conduct

1. The Bank will publish on its website all Codes of Conduct applicable to the Board of Directors, the Management Committee, the Audit Committee, and EIB staff members:
 - a. Code of Conduct for the Members of the Board of Directors of the EIB
 - b. Code of Conduct for the Members of the Management Committee of the EIB
 - c. Code of Conduct for the Members of the Audit Committee of the EIB
 - d. Staff Code of Conduct
 - e. Code of Good Administrative Behaviour for the Staff of the EIB in its Relations with the Public.
2. Personal statements by Members of the Board of Directors and Management Committee are published:
 - a. Board of Directors: The members of the Board of Directors will sign a personal statement on the other offices or positions they hold. Details of abstentions from voting in cases of conflict of interest are made public as well.

b. Management Committee: The members of the Management Committee will sign a declaration of financial interests similar to that applicable to members of the European Commission.

Documents of governing bodies of the Bank

1. Annual calendar of the Board of Directors meetings
2. Minutes of the Board of Directors meetings
3. Agenda of the Board of Governors meetings
4. Minutes of the Board of Governors meetings

Framework Agreements with Partner Countries

1. Framework Agreements with Partner Countries

Policies and strategies

1. Corporate Operational Plan (COP) - sets operational priorities and defines medium-term policy in the light of the objectives assigned to the Bank by its Governors. Spanning three years, it is established annually and adapted to take account of new mandates, EU policy orientations and changes in the economic climate. It provides a benchmark on which to appraise performance published in EIB Annual Reports.
2. Towards a New Strategy for the EIB Group – the document, approved by the Board of Governors in June 2005, outlines the general orientations on the future strategy of the EIB Group. Decisions to implement the elements of the strategy are included in the ongoing Corporate Operational Plan.
3. Statement on Governance - explains the guiding principles on Governance at the Bank. It deals with decision-making and supervisory bodies; expertise, ethics and conflicts of interest; remuneration and other benefits; external monitoring structures; financial statements and information on risk control; managing control; compliance; internal audit and control framework; strategy implementation and monitoring; and transparency.
4. Statement on Corporate Social Responsibility (CSR) - presents a declaration of broad CSR principles, together with commitments towards their implementation. This constitutes the basis for the establishment of detailed guidelines and for future reporting. Furthermore the Statement describes the principles that guide the EIB in integrating social and environmental concerns into its business operations (see also Corporate Responsibility Report below).

5. Corporate Responsibility supplementary/technical reporting – covers issues of ethics and governance, transparency and accountability, responsible financing, and the Bank’s corporate footprint. It includes the information on the EIB’s environmental activities which were previously presented in the Bank’s Environmental Report.
6. Integrity Policy and Compliance Charter –underlines the EIB Group’s commitment to a policy of integrity in the performance of its mission, oversees compliance with standards and acts as a first-line detector of potential incidents of non-observance of rules on ethics and integrity so that appropriate measures can be taken in line with the texts and procedures in force.
7. Transparency Policy – the present policy (2009) sets out the principles and rules for disclosure of information. The policy is founded on a presumption of disclosure, unless there is a compelling reason for non-disclosure. It also includes the procedures for handling requests for information and the appeal mechanisms for applicants.
8. The EIB’s Anti-Fraud Policy and the Procedures for the Conduct of Investigations - These documents are based on the Uniform Framework agreement reached by the IFI Anti-Corruption Task Force in September 2006, which harmonises the definitions of fraud, corruption, collusion and coercion across the IFIs.
9. Environmental and social policies, strategies and procedures – the “EIB Statement of Environmental and Social Principles and Standards” and “Environmental Procedures” cover policy and internal guidelines, standards, procedures and organisation in the field of the environment, describing how the EIB assesses environmental and social aspects of all projects considered for financing, the legal framework applied - depending on where the project is situated - and the responsibilities of project promoters with regard to environmental matters, including any nature conservation requirements.
10. The Social Assessment of Projects in Developing Countries: The Approach of the European Investment Bank - outlines the existing EIB practice of social assessment of projects in developing countries to promote sustainable development. The document reflects the increasing relevance of social issues in this context and explains the Bank’s aim to gradually develop a more pro-active approach to considerations of social welfare, with an initial focus on developing countries.
11. Development Impact Assessment Framework of Investment Facility Projects - outlines ways to better assess how Investment Facility (IF)⁹ operations contribute to the ACP-EU Cotonou Partnership Agreement’s objectives. It focuses on: financial, economic, social, environmental, governance contribution to the IF strategy, and to the Millennium Development Goals, to evaluate the development impact of individual projects.
12. Access to Environmental Information: Environmental information is available on the EIB website to facilitate an easy search for documents. (<http://www.eib.org/projects/topics/environment/access-to-information/index.htm>).
13. Eligibility Guidelines - explain the legal basis under which the EIB finances projects within the European Union Member States. Its lending outside the EU is covered by separate mandates from the EU as part of the Union’s external co-operation and development aid policies.

14. Project Cycle at the EIB - describes the Bank's decision-making mechanisms relating to the projects it finances. It also provides an overview of the standard appraisal and monitoring procedures applied which are tailored to the specific characteristics of each project for which a loan is requested.

15. Guide to Procurement - provides promoters and their suppliers with information on the EIB's policy, the applicable legal framework and the arrangements to be made for procuring required works, goods and services for projects financed by the Bank. It also details the respective roles of the EIB and promoters of projects.

Project information

1. Project Summaries - include the name of the project, the project promoter or financial intermediary (for intermediated loans), the location of the project, the sector it represents, a project description, its objective(s), its environmental and, if appropriate, social aspects, procurement data, proposed EIB finance, the total project cost, and the status of the project (noting whether it is under appraisal, approved, signed, disbursed or completed).

2. Environmental Impact Assessment of the Project that includes Non-Technical Summary or Environmental Impact Statement

3. EIB's environmental and social assessments of projects

4. The Proposal of the Management Committee for the Board of Directors

5. Reports from the monitoring missions

6. Project completion report or project evaluation reports

Intermediated loans

1. The list of subloans to projects that falls under the category I or II according to the EIA Directive.

Evaluation Reports

1. Operations Evaluation activities are carried out within the Inspector General's Department by a separate Operations Evaluation team, independent from the operational directorates. This team prepares ex-post thematic, sector and regional/country evaluations of EIB's financing operations, which are published on the Website after discussion by the Board of Directors.

2. An annual "Operations Evaluation Overview Report".