Public information disclosure

Introduction

1. The International Training Centre of the ILO (the Centre) is committed to openness and transparency in all of its operations, activities and decision-making processes. This policy is designed to ensure that information concerning its policies and activities is available to the widest possible audience.

2. This policy is effective from its date of issue.

Scope

3. A large number of the Centre’s official documents are available on the Centre’s public website as a matter of course. These include all Board documents, the Statue of the Centre, the Agreement between the Italian Government and the ILO, the Covenant between the City of Turin and the ILO, the Rules of Procedure of the Board, the Financial Regulations and the Financial Rules.

4. The Centre’s public information policy is based on a general presumption in favour of public disclosure of information and documents generated by the Centre. This general presumption is subject to specific exceptions as set down in paragraph 6 below. These exceptions are limited to what is essential to protect the privacy of individuals and third parties, legal privilege, contractual, proprietary or commercial information, security and internal governance and management matters.

Public access to Centre documents

5. Below is a list of the main categories of information and documents available to the public which can normally be accessed through the Centre's public website, its library and documentation service. Some publications and documents may only be made available on a cost-recovery basis, particularly when the request is from a for-profit organization.

- General information about the role and function of the Centre
- Basic and regulatory texts
- Board documents
- Programme and Budget
- Annual Implementation Report
- Audited financial statements
- Report of the External Auditor
- Independent evaluations
• Annual training catalogue
• Course flyers and other promotional material
• Press statements
• Working Papers of the Turin School of Development
• Selected internal governance documents
• Archives subject to the 30 and 50 years’ access rules

Exceptions
6. There is no public access to Centre information or documents that fall under the following categories:
   • employment-related information concerning staff;
   • documents covered by legal privilege;
   • contractual documents, including external supplier contracts and technical cooperation documents;
   • documents containing financial, personal, commercial or proprietary information of external suppliers;
   • documents or exchanges made under an expectation of confidentiality with ILO member States, workers’ or employers’ organizations or other organizations or parties;
   • internal reports and draft documents, mission reports and correspondence;
   • documents related to internal bodies;
   • internal audit reports and investigations: summarized information relating to these may be contained in Board documents;
   • any other information or documents, which because of their content or the circumstances surrounding their creation or use, are deemed to be confidential in the interests of the Centre or third parties.

Procedures for requesting documents
7. Requests for documents, other than those that are publicly available on the ILO website or from the Centre’s library and documentation service, should be addressed to the Director’s Office. The request shall normally be responded to within 30 days. If the request is denied, a reply shall be sent giving the reasons why the request is being denied. Requests considered to be vexatious or malicious, will be denied. If the request is from a for-profit organization, an estimate of the cost of meeting the request will be provided normally within 30 days.

8. Requests for documents should be addressed to:

   The Director’s Office,
   International Training Centre of the ILO
   Viale Maestri del Lavoro 10,
   10127 Turin, Italy

   Email: dir@itcilo.org  Tel. + 39 011 693 6601/7  Fax. + 39 011 639 1904

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