Information routinely disseminated

This is a non-exhaustive and flexible list of the most relevant EIB policy documents. Whereas the policy documents of the EIB are under constant review, it is strongly recommended to verify the status of a policy (i.e. if it is still in force or is under review) on the EIB’s website (www.eib.org).

1. Institutional information

1.1 Statutory documents

1.1.1 EIB Statute - sets out the institutional, legal and governance framework for the Bank’s activities.

1.1.2 Rules of Procedure – for the Bank’s decision-making bodies, the Audit Committee, and staff.

1.1.3 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 annexes.

- **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.

1.2 Codes of Conduct

1.2.1 The Bank publishes on its website all Codes of Conduct applicable to the Board of Directors, the Management Committee, the Audit Committee, and EIB staff members:

- Code of Conduct for the Members of the Board of Directors of the EIB;
- Code of Conduct for the Members of the Management Committee of the EIB;
- Code of Conduct for the Members of the Audit Committee of the EIB;
- Staff Code of Conduct;
- Code of Good Administrative Behaviour for the Staff of the EIB in its Relations with the Public.

1.2.2 In addition, personal statements by Members of the Board of Directors and Management Committee are published:

- **Board of Directors**: The members of the Board of Directors 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.

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

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1 EIB’s Group Financial Report includes extensive information on credit, operational and risk management. The Bank also publishes half-yearly consolidated accounts ( unaudited).
1.2.3 Annual calendar/agenda/summary of Board of Directors meetings is published on the website. ([http://www.eib.org/about/structure/governance/board_of_directors/index.htm](http://www.eib.org/about/structure/governance/board_of_directors/index.htm)).

2. Policies and strategies

2.1 Corporate Operational Plan

2.1.1 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.

2.2 Transparency, Governance and Corporate Responsibility

2.2.1 Transparency Policy - transparency is one of the Bank’s main strategic corporate objectives, reflecting its role as the EU’s policy-driven bank. The Transparency Policy [February 2010] covers ethics, corporate governance, good administration, disclosure of information; stakeholders’ engagement; public consultation, evaluation, promotion of transparency and appeal mechanisms.

2.2.2 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.

2.2.3 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).

2.2.4 Corporate Responsibility Report - covers issues of ethics and governance, transparency and accountability, responsible financing (including information on EIB’s environmental activities), 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.

2.2.5 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.

2.2.6 The European Investment Bank policy towards Non-Compliant Jurisdictions (NCJ) - The European Investment Bank (EIB) is committed to maintaining a stringent policy against tax fraud, tax evasion and harmful tax practices as well as money laundering and terrorism financing. The EIB adheres to the relevant policies of the European Union as well as to the international policies to which the EU contributes.

2.2.7 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.
2.3 Sustainable Development

2.3.1 Environmental and social policies, strategies and procedures – the “EIB Statement of Environmental and Social Principles and Standards” and “Environmental and Social Practices Handbook” (the Handbook) 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.

2.3.2 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.

2.3.3 Access to Environmental Information: Environmental information is available on the EIB website to facilitate an easy search for documents.

3. Project cycle related publications

3.1 Eligibility Guidelines - explain the legal basis under which the EIB finances projects within the European Union’s 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.

3.2 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.

3.3 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.

3.4 Statistical Report - published as Volume III of the EIB’s Annual Report, providing a comprehensive set of data on projects financed by the Bank. This includes country lists of finance contracts signed and statistical lending breakdowns by country, region, EU objective, and sector.

7. Press releases

7.1 EIB issues press releases on newsworthy projects, usually at the time of loan signature.
**Documentation produced during the project cycle**

Each project generates its own unique collection of documentation and communications, which can change over time either in format or naming. Certain key stages within the life cycle of a project can be distinguished when essential information is collected and evaluated. The Bank’s appraisal process may generate the following documents that play a key role in its internal decision making processes:

- Appraisal Authorisation
- Request for Opinion of European Commission and EU Member State(s)
- European Commission’s opinion
- Member State opinion
- Proposal to negotiate the operation, including opinions from EIB’s various services
- Proposal from the Management Committee to the Board of Directors for financing a project
- Formal financing request from the project promoter
- Finance Contract

**EIB Project cycle**
Sources of information

1. EIB documents in the public domain can be freely reproduced, if:
   1.1 the source and the date of publication are mentioned; and
   1.2 the information is not modified; and
   1.3 the information is not used for commercial purposes (which would require the EIB’s approval); and
   1.4 the rights of third parties in the field of copyright are respected.

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

2. Website

   2.1 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.

   2.2 All documentation published by the EIB is either posted or listed on its website.

   2.3 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.

   2.4 Sub-sites of the Bank’s website focus on particular sectors of EIB activity, like:

   - Countries in accession to the European Union;
   - Mediterranean Partner Countries;
   - Asian and Latin American Countries;
   - Russia and the Eastern neighbours;
   - African, Caribbean and Pacific Countries;
   - Economic and social cohesion;
   - Small and Medium sized Enterprises;
   - Knowledge Economy;
   - Environment;
   - Energy;
   - Capital Markets;
   - Corporate Responsibility;
   - Civil Society;
   - Jobs - on current employment opportunities at the EIB.

   2.5 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.

3. InfoDesk

   3.1 The InfoDesk can be addressed for all requests for information and documents or any other enquiry concerning the EIB’s role and activities. The InfoDesk team can also be reached by telephone.
4. **Relations with the press and other news media**

4.1 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.

4.2 Press activities are focused on:
- **Press conferences**, organised by the Bank, among which the main annual press conferences in Luxembourg and Brussels presenting the Bank’s results in the previous financial year and, if required, the press conference after the Board of Governors Annual Meeting.
- **Press contacts**, ranging from briefings and interviews to background information meetings.
- **Press releases**, mostly for newsworthy loan signatures. Other topics covered include high profile borrowing operations, new EU policy initiatives involving the Bank, and appointments to the EIB’s decision-making bodies and senior management. 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.

5. **Civil society relations**

5.1 **The role of the Civil Society Unit**, is to manage relations 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.

5.2 **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 is included in such meetings, with the Civil Society Unit having a coordinating and facilitating role.

5.3 **Other events.** EIB staff also participates in CSO-organised events.

5.4 **Civil Society Homepage** on EIB relations with Civil Society [www.eib.org/civilsociety](http://www.eib.org/civilsociety)