

PROGRAM CYCLE GUIDANCE

ADS 201 Additional Help

ACTION MEMO TEMPLATE FOR EXCEPTION TO PUBLIC DISCLOSURE OF USAID-FUNDED EVALUATION

[Date]

ACTION MEMORANDUM

TO: [Full Name], Office Director, PPL/LER

FROM: [Full Name], Mission [or Office] Director, [Mission or USAID/W Office Name]

SUBJECT: Request for Exception to USAID Requirement for Public Disclosure of a Final Evaluation Report

Recommendation:

[Please provide a summary statement as to why the external evaluation should be exempted from public disclosure, including the requirement to publish it on the USAID Development Experience Clearinghouse (DEC)]

Approve _____ Disapprove _____

Background:

[Please provide an explanation as to why the external evaluation should be exempted from public disclosure linked to the “principled exceptions to the presumption in favor of openness” established in **OMB Bulletin 12-01, “Guidance on Collection of U.S. Foreign Assistance Data”**]

Authority:

ADS 201.3.5.18.II: Evaluation reports, including all Annexes to the report, must be made publicly available by being submitted to the Development Experience Clearinghouse within three months of the evaluation’s conclusion (see ADS 540, USAID Development Experience Information for standards and other requirements for material submitted to the DEC). In exceptional cases, Missions and Washington OUs may request an exemption to the requirement to publish the report publicly on the DEC

*ADS 201 Mandatory Reference: Limitations to Disclosure and Exemptions to Public Dissemination of USAID Evaluation Reports: In some cases, limited redactions may not be sufficient and Missions and Washington OUs may request an exception to the requirement to publish the report publicly on the DEC. Principled exceptions to this requirement require clearance from the Bureau for Policy, Planning, and Learning Office of Learning, Evaluation, and Research (PPL/LER); and must fall under one of the “principled exceptions to the presumption in favor of openness” established in **OMB Bulletin 12-01, “Guidance on Collection of U.S. Foreign Assistance Data”***

Attachment(s):

Tab 1 – [Name of the Evaluation Report]

Clearances: *TBD by Mission (Can include regional or technical bureaus)*

[Office Symbol]:[Name] _____ Date: _____

[Office Symbol]:[Name] _____ Date: _____

Drafter:

[Office Symbol]:[Name]:[Email]:[Phone extension]

[Date]:[Document Location and Name]