

CommunityContracts.org Document Posting Policy

Last updated: September 2018

1. In implementing CommunityContracts.org, CCSI will post any contract or between a project-affected community, a company or investor implementing an oil, gas, mining, commercial agriculture, forestry or other land-based investment project, and/or a host government, provided the document has already been published or released in the public domain.
2. Examples of publication or release in the public domain include: (a) publication on a government website or in an official government publication; (b) publication on a contracting party's website; (c) disclosure by a contracting company through its public filings; (d) government release in response to access to information requests; or (e) publication online by a non-contracting party.
3. When CCSI gains access to a document by some other means, the document will be posted on the site only if it meets the following criteria and processes.
 - a. First, either (a) there must be a law or formal government policy in the relevant country that mandates or permits the document's disclosure; or (b) a representative of a party to the contract or relevant document who, in the reasonable belief of either CCSI, is authorized to disclose it publicly shall have shared it (i) directly with CCSI, or (ii) with a third party who has shared it with CCSI and documented the circumstances by which it gained access.
 - b. Second, the document must, in the reasonable opinion of CCSI, bear sufficient indicators of authenticity (for example, dates and signatures of the parties' authorized representatives, seals, or initials on individual pages).
 - c. Finally, prior to publication, CCSI will send a letter to the community and company signatories requesting authentication and stating that such contract or document will be published, unless the addressee delivers written objection to CCSI (via mail or email) within 30 days of receipt. CCSI will also use reasonable best efforts to deliver a copy of this letter by email to the community and company signatories. If no objection is made within such timeframe, CCSI will presume there is no public objection by the parties to inclusion of such document on the website.
4. If, upon receipt of CCSI's letter requesting authentication, any signatory party objects to the posting of the document, the matter will be referred to a Document Posting Committee (the "Committee"). The Committee will be composed of three people representing different stakeholders, and will advise on whether the document should be posted or removed. After receipt of the Committee's recommendation, CCSI will make a final decision. If a document is removed from the site, the site will include a note explaining why it was removed.