

NATIONAL CONTACT POINT REPORTING QUESTIONNAIRE (2017)

This questionnaire is designed to help National Contact Points fulfil their reporting obligations as described in the Procedural Guidance of the OECD Guidelines for Multinational Enterprises. The answers to the questions should reflect the nature and results of the activities of the NCP¹.

STRUCTURE

This questionnaire comprises 60 questions and 2 annexes under the following headings:

- A. Contact information
- B. Institutional arrangements
- C. Information and promotion
- D. Specific instances
- E. Peer learning
- F. Policy coherence
- G. Impact and future work

Annex 1: NCP PROMOTIONAL ACTIVITIES

Annex 2: SPECIFIC INSTANCES

TYPES OF QUESTIONS

1. Yes/No questions

Most questions are Yes/No questions. For each of these questions, please select “Yes” or “No” from the dropdown menu. If a question is not relevant to your NCP, please select N/A (not applicable).

Example:

(b) Promotional activities	
23. Did the NCP organise or co-organise events to promote the Guidelines and/or the NCP during the year? <i>If yes, please provide details in table 1 in Annex 1.</i>	Yes/No

2. Open-ended questions

- a) Under certain Yes/No questions, there are open-ended questions to request more detail. For each open-ended question, an answer box is provided. Please keep responses precise and short.

Example:

(a) Location of the NCP	
1. Is the NCP located in a Ministry?	Yes/No
If yes, in which Ministry is the NCP located?	Click here to enter text
If yes, in which department of the Ministry?	Click here to enter text

¹ Page 74 of the Procedural Guidance of the OECD Guidelines for Multinational Enterprises: “Reports should contain information on the nature and results of the activities of the NCP, including implementation activities in specific instances”.

- b) “Additional comments” boxes are situated at the end of each section. Please feel free to enter any additional information you would like to share in these boxes.

Example:

*Additional comments on **Location of the NCP:***
Click here to enter text

TERMS USED IN THE QUESTIONNAIRE

A number of terms are used throughout the questionnaire. Definitions are provided below. Please note that these definitions are exclusively intended to assist in clarifying the terms used in this questionnaire.

- **Advisory body:** Some NCPs have an advisory body which can be consulted by the NCP on a range of activities and issues on which it provides advice. Advisory bodies can include representatives from trade unions, NGOs, business and/or academia, along with representatives of other government ministries or agencies. They do not normally form part of the NCP and do not have decision-making power on accepting or concluding specific instances.
- **Dedicated budget:** A budget that is allocated to the NCP on a regular basis (e.g. every year) to carry out its functions and activities.
- **Independent NCP:** An independent NCP is one whose members do not belong to a government administration, although generally an independent NCP will be supported by a secretariat based in a government administration.
- **Oversight body:** Some NCPs have an oversight body, which has a monitoring role, for example on whether the NCP has followed its own rules of procedures. They can include representatives from trade unions, NGOs, business and/or academia, along with representatives of other government ministries or agencies. They do not normally form part of the NCP and do not have decision-making power on accepting or concluding specific instances.
- **Stakeholder meeting:** A stakeholder meeting is a meeting organised by the NCP to meet with stakeholders, including trade unions, NGOs and the business community that are not part of the structure of the NCP (i.e. they are not members of the NCP, nor present on advisory or oversight bodies).

REPORTING PERIOD

The reporting period for this questionnaire is from 1 January to 31 December 2017.

SUBMISSION

The questionnaire should be completed by using this word document and sent by email to: investment@oecd.org copying barbara.bijelic@oecd.org and kathryn.dovey@oecd.org by **15 January 2018**.

Should you have any questions on how to fill this questionnaire, please contact barbara.bijelic@oecd.org.

NATIONAL CONTACT POINT REPORTING QUESTIONNAIRE (2017)

A. CONTACT INFORMATION

Please provide the contact information of the person filling in the questionnaire.

Name:	Detlev Brauns
Job title:	Head of division
Email:	Detlev.Brauns@bmwi.bund.de
Telephone number:	+49 30 18615 7590

B. INSTITUTIONAL ARRANGEMENTS

(a) Location of the NCP

1. Is the NCP located in a Ministry?	Yes
If yes, in which Ministry is the NCP located?	Federal Ministry for Economic Affairs and Energy
If yes, in which department of the Ministry?	Directorate-General for External economic policy
2. Is the NCP located in an investment promotion agency?	No
3. Is the NCP an independent NCP?	No
4. Has the NCP been established through a legal, regulatory or administrative instrument (e.g. a decree)?	Yes
If yes, please provide the name and date of this instrument	The re-allocation of the German NCP described in the subsequent additional comments was put into effect by way of an inoffice order of the Federal Ministry for Economic Affairs and Energy dated 1 December 2016.

*Additional comments on **Location of the NCP**:*
In December 2016, the German NCP was transferred from the directorate for foreign trade and investment promotion into a distinct structure within the directorate-general for external economic policy.

(b) Composition of the NCP

5. Who are the members of the NCP? Please describe the functions of the members of the NCP (e.g. President, Secretariat, Independent expert, etc.). No names are required.	In 2017, the NCP had the following staff members: Detlev Brauns, head of division (since December 2016); Dr. Miriam Häfele, deputy head of division (since March 2016); Dr. Björn Beutler, deputy head of division (since January 2017) Malte Harders, clerical assistant (between January 2016 and October 2017). Claudia Krabs, clerical assistant (since December 2017) Lina-Luise Weste, secretary (since August 2017)	
6. Does the NCP have dedicated full-time staff? "Dedicated full-time staff" means staff working full-time on NCP activities. If yes, please indicate the number.	Yes	The NCP has three staff members working full-time.

7. Does the NCP have dedicated part-time staff? <i>"Dedicated part-time staff" means staff dedicating part of their time to NCP activities. If yes, please indicate the number.</i>	Yes	The NCP has two staff members working part-time (one with 90% and one with 75%)
8. Have any full-time or part-time staff members joined the NCP during the year? <i>If yes, please indicate how many.</i>	Yes	Two full-time staff members joined the NCP in January and August 2017. One part-time staff member joined the NCP in December 2017.
9. Have any full-time or part-time staff members left the NCP during the year? <i>If yes, please indicate how many.</i>	Yes	One part-time staff member left the NCP in October 2017.
10. Are other Ministries part of the institutional arrangements of the NCP? <i>(e.g. represented on advisory or oversight bodies, participate in specific instances, etc.)</i>	Yes	
If yes, please list the Ministries (e.g. Social Affairs, Labour, Trade, Environment, Foreign Affairs, Justice, Finance, etc.)		Federal Foreign Office, Federal Ministry of Justice and Consumer Protection, Federal Ministry of Finance, Federal Ministry of Labour and Social Affairs, Federal Ministry of Food and Agriculture, Federal Ministry for the Environment, Nature Conservation, Building and Nuclear Safety, Federal Ministry for Economic Co-operation and Development.
11. Are social partners and other stakeholders (trade unions, business community, civil society and other non-governmental organisations) part of the institutional arrangements of the NCP? <i>(e.g. represented on advisory or oversight bodies, represented as members of the NCP, making NCP decisions on specific instances)</i>		
NGOs	Yes	
Representatives of the business community	Yes	
Trade unions	Yes	
12. Does the NCP have an advisory body?	Yes	
If yes, please describe its functions		The OECD Guidelines Working Group provides a forum for discussions about current issues related to the Guidelines. The members of the Working Group are consulted on all general matters relevant to the NCP and notified whenever a complaint has been received or accepted for further examination.
If yes, please list the names of organisations that are represented on the advisory body and the type of organisation, or provide a link to the list on the NCP website. <i>(e.g. government, NGO, trade union, business, business organisation, academic, consumer organisation, etc.)</i>		In addition to the federal ministries that have an interest in the Guidelines (cf. ministries listed above) and the Global Compact Network, the Working Group is made up of representatives of business associations, unions, and of NGOs. At the moment, this applies to: Confederation of German Employers' Association (BDA), Federation of German Industries (BDI), Association of German Chambers of Commerce and Industry (DIHK), Association of German Banks (BdB), German Confederation of Trade Unions (DGB),

	German Metalworkers' Union (IG Metall), German multi-service trade union (Ver.di), Brot für die Welt / Protestant Development Service (mandated by VENRO), ECCHR (mandated by the Human Rights Forum), Germanwatch, Transparency International Deutschland.
If yes, please indicate how often the NCP meets with the advisory body	Twice a year
13. Does the NCP have an oversight body?	No
If yes, please describe its functions	Click here to enter text.
If yes, please list the names of organisations that are represented on the oversight body and the type of organisation, or please provide a link to the list on the NCP website. <i>(e.g. government, NGO, trade union, business, business organisation, academic, consumer organisation, etc.)</i>	Click here to enter text.
If yes, please indicate how often the oversight body meets	Choose an item.
14. Does the NCP have a body for both advice and oversight?	No
If yes, please describe its functions	Click here to enter text.
If yes, please list the names of organisations that are represented on the oversight body and the type of organisation, or provide a link to the list on the NCP website. <i>(e.g. government, NGO, trade union, business, business organisation, academic, consumer organisation, etc.)</i>	Click here to enter text.
If yes, please indicate how often this body meets	Choose an item.
<i>Additional comments on Composition of the NCP:</i> The Interministerial Steering Group for the OECD Guidelines comprises representatives from those German federal ministries that have a special interest in the Guidelines (cf. ministries listed above). The NCP reports to and coordinates with the Interministerial Steering Group on all issues of general interest to the NCP and on decisions to be taken. The Working Group for the OECD Guidelines meets twice a year on a regular basis and holds additional meetings if necessary.	
(c) Financial resources	
15. Did the NCP have a dedicated budget this year?	Yes
16. Did the NCP have a dedicated budget to conduct its promotional activities during the year?	Yes
If no, were financial resources for promotional activities allocated on an ad hoc basis when requested by the NCP?	Choose an item.
17. Did the NCP have a dedicated budget to conduct its activities related to specific instances during the year?	Yes
If no, were financial resources for specific instances allocated on an ad hoc basis when requested by the NCP?	Choose an item.
18. During the year, was the NCP able to access funds for the following activities:	
Organising promotional events	Yes
Attending NCP meetings at the OECD	Yes

Attending events organised by other NCPs	Yes
Attending events organised by other stakeholders	Yes
Professional mediator fees or in-house mediator fees	Yes
Fact-finding research into specific instances	No
<i>Additional comments on Financial resources:</i> Click here to enter text.	
(d) Reporting	
19. Does the NCP report to the government on its activities?	Yes
If yes, how often?	N/A
20. Does the NCP report to parliament on its activities?	Yes
If yes, how often?	Once a year
<i>Additional comments on Reporting:</i> There is no fixed rule as to reporting to the government besides the Interministerial Steering group (cf. above). The NCP informs its hierarchy within the Federal Ministry for Economic Affairs and Energy on important developments as necessary.	

C. INFORMATION AND PROMOTION	
(a) NCP website²	
21. Was a new NCP website created this year? If yes, please provide the link.	No Click here to enter text.
22. Are the following items available on the NCP website:	
Information about the Guidelines and the role of the NCP	
The text of the Guidelines	Yes
A description of the Guidelines	Yes
Information on the NCP and its mandate	Yes
The 2015 NCP Annual Report submitted to the OECD	Yes
The NCP's own 2015 Annual Report	Yes
Information about specific instances	
Instructions on how to submit a specific instance	Yes
The NCP's rules of procedures	Yes
All final statements since 2011	Yes
Information on promotional activities	
Information on upcoming events promoting the Guidelines	No
Information on past events promoting the Guidelines	No
Contact information	
Information on how to make an enquiry to the NCP	Yes
A phone number to reach the NCP directly	Yes

² This includes dedicated NCP webpages as part of the Ministry's website.

An email address to reach the NCP directly	Yes
<i>Additional comments on NCP website:</i> The OECD sectoral Due Diligence Guidances were made available on the website including a short explanation. The website is also available in English and French.	
(b) Promotional activities³	
23. Did the NCP organise or co-organise events to promote the Guidelines and/or the NCP during the year? <i>If yes, please provide details in table 1 in Annex 1.</i>	Yes
24. Did the NCP make a presentation to promote the Guidelines and/or the NCP in events organised by others? <i>If yes, please provide details in table 2 in Annex 1.</i>	Yes
25. Did the NCP make use of social media to communicate on NCP promotional activities during the year?	No
26. Did the NCP hold a stakeholder meeting during the year?	Yes
27. Did the NCP promote the Guidelines among the business community during the year?	Yes
28. Did the NCP carry out any training on the Guidelines aimed at businesses during the year?	Yes
29. Did the NCP promote the Guidelines among NGOs during the year?	Yes
30. Did the NCP promote the Guidelines among trade unions during the year?	Yes
31. Did the NCP promote the Guidelines among government agencies during the year?	Yes
32. Did the NCP promote the Guidelines among embassies abroad during the year?	Yes
33. Did the NCP promote the Guidelines to investment promotion agencies during the year?	Yes
34. Did the NCP refer to the following sector guidance reports in promotional activities during the year:	
OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas	Yes
OECD Due Diligence Guidance for Meaningful Stakeholder Engagement in the Extractive Sector	Yes
OECD-FAO Guidance for Responsible Agricultural Supply Chains	Yes
<i>Additional comments on the section Promotional activities:</i> The NCP developed a promotional plan for 2017 detailing the different target groups and events.	

³ Attendance of NCP meetings held at the OECD and other OECD events such as the Global Forum on Responsible Business Conduct are not considered to be promotional activities.

D. SPECIFIC INSTANCES	
(a) NCP rules of procedure for handling specific instances	
35. Does the NCP have rules of procedure describing the handling of specific instances?	Yes
36. Are the rules of procedure available online? <i>If yes, please provide link. If no, please attach a copy of the rules of procedure to this questionnaire</i>	Yes Links are provided in the additional comments following question 37.
37. Were the NCP's rules of procedure modified this year?	No
<p><i>Additional comments on the section Rules of procedure:</i> The rules of procedure were agreed upon by the Interministerial Steering Group and the Working Group in 2015. They are available in German and in English:</p> <p>http://www.bmwi.de/Redaktion/DE/Downloads/J-L/leitfaden-zum-beschwerdemanagement.pdf?__blob=publicationFile&v=1</p> <p>http://www.bmwi.de/Redaktion/EN/Downloads/oeacd-procedural-notes-for-specific-instances-complaints.pdf?__blob=publicationFile&v=1</p>	
(b) Specific instance practicalities	
38. Does the NCP confirm receipt of a specific instance submission?	Yes
39. Who has the final sign-off on accepting a specific instance? <i>Please provide the function of the relevant staff within the NCP. No names are required.</i>	The decision is taken on the basis of consensus within the Interministerial Steering Group.
40. Who has the final sign-off on final statements? <i>Please provide the function of the relevant staff within the NCP. No names are required.</i>	The decision is taken on the basis of consensus within the Interministerial Steering Group
41. Does the NCP request feedback from the parties on the procedure following the conclusion of a specific instance?	No
42. Has the NCP staff undergone training in dispute resolution or problem-solving (e.g. mediation)?	Yes
43. Did the NCP engage professional mediators during the year?	No
44. Did the NCP staff or members conduct mediation this year?	Yes
<p><i>Additional comments on the section Specific instance practicalities:</i> Click here to enter text.</p>	
(c) Reporting specific instances	

45. Did the NCP receive new specific instance submissions during the year? <i>If yes, please also provide details in Annex 2</i>	No
46. Of the specific instances that were already in progress at the start of the year, are there any that are still ongoing at the end of the calendar year? <i>If yes, please also provide details in Annex 2</i>	Yes
<p>Additional comments on the section <i>Reporting specific instances</i>: The NCP closed the specific instance against Bosch in May 2017.</p> <p>One specific instance submitted in May 2016 is still pending. This is mainly due to several requests from both parties to extend deadlines and postpone meetings.</p> <p>In addition to the processing of the pending cases, the NCP put effort in the follow up on the case between UNI Global/ITF and DP DHL which had been closed in 2014. The 2016 protocol for further dialogue was prolonged until the end of 2018.</p>	

E. PEER LEARNING	
47. Did the NCP take part in the following activities with other NCPs during the year:	
NCP-hosted peer learning activities	Yes
Co-operation with other NCPs in handling specific instances	Yes
Mentoring/capacity building of another NCP	No
48. Is the NCP interested in hosting an NCP learning/experience-sharing event in 2017?	Yes
49. Which topic would the NCP consider to be a priority to cover in a peer learning event?	Handling of Specific Instances
50. Is the NCP interested in participating in developing tools for use by NCPs?	Yes
<p>Additional comments on the section <i>Peer-learning activities</i>: The German NCP underwent its own Peer Review in Jun 2017 and took part in the Austrian Peer Review in December 2017 as a reviewer.</p>	

F. POLICY COHERENCE⁴	
51. Have the Guidelines been referred to in relevant national legislation adopted during the year? <i>(e.g. on responsible business conduct; non-financial reporting, export credits regulation, public procurement)</i>	No

⁴ Paragraph 37 of the Commentary on the Implementation Procedures of the OECD Guidelines for Multinational Enterprises: "Statements and reports on the results of the proceedings made publicly available by the NCPs could be relevant to the administration of government programmes and policies. In order to foster policy coherence, NCPs are encouraged to inform these government agencies of their statements and reports when they are known by the NCP to be relevant to a specific agency's policies and programmes [...]."

If yes, please provide a link to the legislation. <i>If a link is not available, please attach a copy of the legislation to this questionnaire.</i>	Click here to enter text.	
52. Did the NCP communicate public statements on specific instances to public procurement officials?	No	
53. Did the NCP communicate public statements on specific instances to officials responsible for trade missions?	No	
54. Did the NCP communicate public statements on specific instances to officials responsible for foreign trade and investment incentives?	Yes	
55. Did your country adopt a National Action Plan (NAP) this year? <i>If yes, please indicate which type of NAP</i>	No	Choose an item.
If yes, does the NAP make reference to the Guidelines?	Choose an item.	
If yes, does the NAP make reference to the NCP?	Choose an item.	
56. Was a NAP in development this year? <i>If yes, please indicate which NAP.</i>	Choose an item.	Choose an item.
If yes, did the NCP participate in the development of the National Action Plan?	Choose an item.	
57. Please indicate any other examples of policy coherence activities:	Click here to enter text.	
<i>Additional comments on Policy Coherence:</i> The German National Action Plan on Business and Human Rights was adopted in December 2016. Recently, a link between the participation in NCP specific instance procedures and high level trade mission was introduced in the Federal Ministry for Economic Affairs and Energy.		

G. IMPACT AND FUTURE WORK		
58. Does the NCP have a promotional plan for the coming year (2017)?	Yes	
59. Is the NCP interested in being a <u>reviewer</u> in a peer review planned in 2017 or 2018?	Yes	
60. Is the NCP interested in being an <u>observer</u> of a peer review planned in 2017 or 2018?	No	
61. Please enter the relevant fluent language capabilities of your team (French, English and/or Spanish)	German, English, French	
62. Has the NCP faced any particular challenge(s) it would like to highlight this year?	Click here to enter text.	
<i>Additional comments on the section Impact and future work:</i> One of the main tasks of the German NCP in 2018 will be to elaborate ideas and undertake first steps towards the implementation of the recommendations outlined in the Peer Review Report.		

Annex 1: NCP PROMOTIONAL ACTIVITIES

Please provide information on the events organised or co-organised by the NCP (Table 1), and events in which the NCP has participated to promote the Guidelines (Table 2). Please select the event type, size and type of audience as well as the theme from the dropdown menus for each event. Please add additional lines if needed.

Table 1

NCP-organised and co-organised events to promote the Guidelines and/or the NCP							
Title	Date (dd/mm/yyyy)	Location	Type of event	Size of audience	Organised or co-organised?	Targeted audience <i>e.g. Business representatives, NGOs, Trade unions, Academia, General public, Government representatives, etc.</i>	Theme <i>e.g. the OECD Guidelines, the NCP activities on sector due diligence guidance documents, etc.</i>
Meeting with the French NCP	28.04.2017	Federal Ministry for Economic Affairs and Energy, Berlin	Meeting	<10	Organised	Government representatives	Structure of NCPs, Peer Reviews, Specific Instances
Information Event with BMW Group on Sustainability in the Supply Chain	22.11.2017	Federal Ministry for Economic Affairs and Energy, Berlin	Meeting	10-50	Organised	Government representatives	Sustainability in the supply chain
Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.	Choose an item.	Choose an item.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.	Choose an item.	Choose an item.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.	Choose an item.	Choose an item.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.	Choose an item.	Choose an item.	Click here to enter text.	Click here to enter text.

Total number= 2

Table 2

Presentations by the NCP to promote the Guidelines and/or the NCP in events organised by others								
Title	Date (dd/mm/yyyy)	Location	Type of event	Size of audience	Targeted audience <i>e.g. Business representatives, NGOs, Trade unions, Academia, General public, Government representatives, etc</i>	Organiser(s)	Type of intervention	Theme of the intervention
Presentation at the Association of German Chambers of Commerce and Industry (DIHK) regional associations	15.03.2017	Berlin	Meeting	10-50	Business representatives	DIHK	Presentation and Discussion	OECD Guidelines and Guidances, NCP complaint mechanism
Presentation at the Federal-State Committee on Foreign Trade (Bund-Länder-Ausschuss Außenwirtschaft)	31.03.2017	Berlin	Meeting	10-50	Government representatives	Federal Ministry of Economic Affairs and Energy	Presentation and Discussion	OECD Guidelines and Guidances, NCP complaint mechanism
Presentation at the econsense steering committee	26.04.2017	Berlin	Meeting	10-50	Business representatives	econsense	Presentation and Discussion	OECD Guidelines and Guidances, NCP complaint mechanism
Presentation at the Foreign Trade Committee of the Erfurt Chamber of Commerce and Industry (IHK)	03.05.2017	Erfurt	Meeting	10-50	Business representatives	IHK Erfurt	Presentation and Discussion	OECD Guidelines and Guidances, NCP complaint mechanism
Presentation at seminar and peer learning event of the Czech NCP	12.05.2017	Prague	Conference	10-50	Government representatives	CZE, NCP	Presentation and Discussion	OECD Guidelines and Guidances, NCP complaint mechanism
Presentation of NCP at NUMOV	15.05.2017	Berlin	Conference	50-100	Business representatives	NUMOV	Presentation and Discussion	OECD Guidelines and Guidances, NCP complaint

conference on Iran								mechanism
Presentation at the Federation of German Employers' Associations (BDA) CSR working group	24.05.2017	Berlin	Meeting	10-50	Business representatives	BDA	Presentation and Discussion	OECD Guidelines and Guidances, NCP complaint mechanism
Presentation at the German Mining Network	31.05.2017	Berlin	Conference	50-100	Business representatives	German Mining Network	Presentation and Discussion	OECD Guidelines and Guidances, NCP complaint mechanism
Presentation at the Hamburg Chamber of Commerce and Industry (IHK)	07.06.2017	Hamburg	Meeting	10-50	Business representatives	IHK Hamburg	Presentation and Discussion	OECD Guidelines and Guidances, NCP complaint mechanism
Presentation at the Hannover Chamber of Commerce and Industry (IHK)	21.06.2017	Hannover	Meeting	10-50	Business representatives	IHK Hannover	Presentation and Discussion	OECD Guidelines and Guidances, NCP complaint mechanism
Presentation at econsense project group Human Rights	26.06.2017	Berlin	Meeting	10-50	Business representatives	econsense	Presentation and Discussion	OECD Guidelines and Guidances, NCP complaint mechanism
Presentation at the preparatory meeting for economic counselors at German embassies	28.06.2017	Berlin	Meeting	10-50	Government representatives	Federal Foreign Office	Presentation and Discussion	OECD Guidelines and Guidances, NCP complaint mechanism
Presentation at the Böckler Conference for Supervisory Boards	30.06.2017	Hamburg	Meeting	10-50	Trade unions	DGB	Presentation and Discussion	OECD Guidelines and Guidances, NCP complaint mechanism
Presentation at econsense project group sustainability in the supply chain	05.07.2017	Essen	Meeting	10-50	Business representatives	econsense	Presentation and Discussion	OECD Guidelines and Guidances, NCP Complaint mechanism
Presentation to the Federal-State Committee on Foreign Trade (Bund-Länder-Ausschuss Außenwirtschaft)	14.09.2017	Berlin	Meeting	10-50	Government representatives	Federal Ministry of Economic Affairs and Energy	Presentation and Discussion	OECD Guidelines and Guidances, NCP complaint mechanism
Presentation at the NAP Helpdesk Breakfast of the Agency for Economy and Development	19.09.2017	Berlin	Meeting	10-50	Business representatives	AWE	Presentation and Discussion	OECD Guidelines and Guidances, NCP complaint mechanism

(AWE)								
Presentation at business association "Unternehmer NRW"	27.09.2017	Düsseldorf	Meeting	10-50	Business representatives	Unternehmer NRW	Presentation and Discussion	OECD Guidelines and Guidances, NCP complaint mechanism
Presentation at information seminar of Slovakian NCP	23.10.2017	Bratislava	Meeting	10-50	Other NCP	SVK NCP	Presentation and Discussion	OECD Guidelines and Guidances, NCP complaint mechanism
Presentation at the business association „Bundesarbeitgeberverband Chemie“	15.12.2017	Wiesbaden	Meeting	10-50	Business representatives	Bundesarbeitgeberverband Chemie	Presentation and Discussion	OECD Guidelines and Guidances, NCP complaint mechanism

Total number=	20
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Annex 2: SPECIFIC INSTANCES

Please provide details of the following in the table below:

1. Specific instances **in progress** during the year:
 - Before the initial assessment: specific received and initial assessment in development
 - After the initial assessment: specific instances received and found to merit further examination after the initial assessment, and under consideration by the NCP. Good offices were offered to the parties.
2. Specific instances **concluded** during the year (specific instances that the NCP found to merit further examination after the initial assessment and that have subsequently been closed). Please include any follow-up planned or executed regarding concluded specific instances. When NCPs engage in follow-up they review how the parties have implemented the agreement and recommendations.
3. Specific instances **not accepted** during the year (specific instances that the NCP found not to merit further examination).

Please add additional lines if needed.

We encourage all NCPs to inform the Secretariat on received specific instances and to provide a final statement as soon as it becomes available, in order to keep the OECD database updated at all times. For all specific instances that have not yet been reported to the Secretariat, please complete and send this [form](#) to Sama.Altahercucci@oecd.org and Kathryn.dovey@oecd.org⁵.

For all specific instances that are currently IN PROGRESS:

Before the initial assessment

Names of parties	Date received <i>(dd/mm/yyyy)</i>	Link to OECD database if available	Did the NCP co-operate with other NCPs during the handling of this specific instance? If yes, please describe.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

⁵ According to paragraph 42 of the Commentary on the Implementation Procedures of the OECD Guidelines for Multinational Enterprises, “[...] NCPs will report to the Investment Committee in order to include in the Annual Report on the OECD Guidelines information on all specific instances that have been initiated by parties, including those that are in the process of an initial assessment, those for which offers of good offices have been extended and discussions are in progress, and those in which the NCP has decided not to extend an offer of good offices after an initial assessment”.

After the initial assessment				
Names of parties	Date received (dd/mm/yyyy)	Is the initial assessment publicly available?	Link to OECD database if available	Did the NCP co-operate with other NCPs during the handling of this specific instance? If yes, please describe.
ECCHR et al. against TÜV Rheinland	1 May 2016	No	http://mneguidelines.oecd.org/database/instances/de0026.htm	Informal exchange with other NCPs.
Click here to enter text.	Click here to enter text.	Choose an item.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Choose an item.	Click here to enter text.	Click here to enter text.

Total number=	1
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For all specific instances that were CONCLUDED during the year:						
Title	Date received (dd/mm/yyyy)	Date concluded (dd/mm/yyyy)	Link to OECD database if available	Outcomes achieved	Follow-up by the NCP	Did the NCP co-operate with other NCPs during the handling of this specific instance? If yes, please describe.
Yogesh KN against Bosch	9 October 2015	29 May 2017	http://mneguidelines.oecd.org/database/instances/de0025.htm	Agreement reached between the parties outside the NCP process	No follow-up	Informal exchange with other NCPs
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.	Choose an item.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.	Choose an item.	Click here to enter text.

Total number=	1
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For all specific instances that were NOT ACCEPTED during the year:				
Title	Date received (dd/mm/yyyy)	Link to OECD database if available	Reasons for not accepting the specific instance	Did the NCP co-operate with other NCPs during the handling of this specific instance? If yes, please describe.
		Click here to enter text.	Choose an item.	Click here to enter text.

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Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.	Click here to enter text.

Total number=	Click here to enter text.
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END OF QUESTIONNAIRE